



## **Updating State Bar Contact Information and/or New Court Service Information in State Bar Member Portal**

**By default, your State Bar Contact Information and your Court Service Information are the same. If you wish to change one or both of your contact details, follow the instructions below.**


### **To update your Court Service Information *without* changing your State Bar Contact Information:**

1. Log into your State Bar Member Portal at <https://portal.ncbar.gov>
2. Click the  icon located in the “Court Service Information” box on the bottom left side of your portal home screen.
3. Update your Court Service Information.
4. Click the green “Update” button at the bottom of the page.
5. This information will be used as your “Address of Record with the Court” that court personnel, attorneys, and litigants can use for notification and Rule 5 service.
6. Your State Bar Contact Information will not be changed.

### **To update your State Bar Contact Information *and* Court Service Information *with the same new contact information***

1. Log into your State Bar Member Portal at <https://portal.ncbar.gov>
2. Click the  icon located in the “Contact Information” box on the left side of your portal home screen.
3. Update your contact information. The checkbox labeled “*Use this information for my Court Service Information (Work Phone will be used)*” is checked by default.
4. Click the green “Update” button at the bottom of the page.
5. The information you provided will be used as both your State Bar Contact Information and your Court Service Information.

### **To update your State Bar Contact Information *without* changing your Court Service Information**

1. Log into your State Bar Member Portal at <https://portal.ncbar.gov>
2. Click the  icon located in the “Contact Information” box on the left side of your portal home screen.
3. Update your contact information.
4. Uncheck the box labeled “*Use this information for my Court Service Information (Work Phone will be used)*”.
5. Click the green “Update” button at the bottom of the page.
6. Your Court Service Information will not be changed.