

## Update Contact Information

Contact information for practitioners and petitioners can be updated within DAWSON.

### Practitioners

- As a practitioner, you can update all of your contact information by **clicking on** the **Person Icon** and then **My Account** in the upper right corner. See Graphic A, below.
- Updating your contact information will automatically generate a Notice of Change of Address, Notice of Change of Phone Number, or Notice of Change of Address and Phone Number that will be filed and served in each of your open cases, and any case closed within the past 6 months.
- NOTE that changing your email address in DAWSON will change both your service email and your login email. Only one email address per account is permitted.
- REMINDER: Each person admitted to practice before the Court shall promptly notify the Court of any change in contact information. See Rule 200(e), Tax Court Rules of Practice and Procedure.



Graphic A

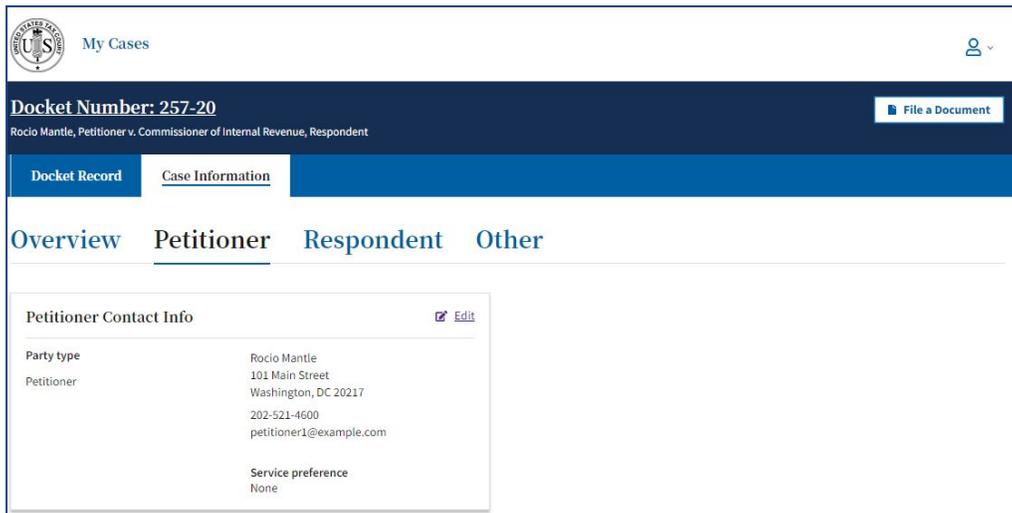
### Petitioners

#### Updating Petitioner Account Login and Service Email Address

- Petitioners who wish to update the login and service email address for a DAWSON account should **click on** the **Person Icon** and then **My Account** in the upper right corner of the DAWSON screen. See Graphic A, above.
- NOTE that changing the DAWSON account email address impacts the whole account, not just the email address for a particular case.

## Updating Petitioner Mailing Address and Phone Number

- A petitioner’s mailing address and phone number can be updated by **clicking Edit** by the petitioner’s name on the **Petitioner** tab under **Case Information** within a case. See Graphic B, below.
- Updating a petitioner’s mailing address or phone number will automatically generate a Notice of Change of Address, Notice of Change of Phone Number, or Notice of Change of Address and Phone Number in that specific case.
- A petitioner’s mailing address and phone number will need to be updated separately in each of their cases.



The screenshot displays the 'My Cases' interface for the U.S. Tax Court. At the top, the 'My Cases' header includes the U.S. Tax Court logo and a user profile icon. Below this, the docket number '257-20' and the case name 'Rocio Mantle, Petitioner v. Commissioner of Internal Revenue, Respondent' are shown. A 'File a Document' button is visible on the right. The main navigation bar features 'Docket Record' and 'Case Information' tabs. Under 'Case Information', there are sub-tabs for 'Overview', 'Petitioner', 'Respondent', and 'Other'. The 'Petitioner' sub-tab is active, showing a 'Petitioner Contact Info' section with an 'Edit' link. The contact information includes the party type 'Petitioner', the name 'Rocio Mantle', the address '101 Main Street, Washington, DC 20217', the phone number '202-521-4600', the email 'petitioner1@example.com', and the service preference 'None'.

Petitioner Contact Info		<a href="#">Edit</a>
Party type	Rocio Mantle	
Petitioner	101 Main Street Washington, DC 20217	
	202-521-4600 petitioner1@example.com	
Service preference	None	

Graphic B

Need help? **Email** [dawson.support@ustaxcourt.gov](mailto:dawson.support@ustaxcourt.gov).