HOW TO ADDRESS JUSTICES AND JUDGES IN YOUR CORRESPONDENCE

The following information should help you in addressing correctly your letters and envelopes to judges and justices in various courts. Outside of the Supreme Court, always use "The Honorable (full name)" in your correspondence.

<u>Addressee</u> <u>Address on letter and envelope</u> <u>Salutation</u>

FEDERAL COURTS

U.S. Supreme Court:

The Chief Justice The Honorable (full name) Dear Chief Justice (surname):

Chief Justice of the United

States

The United States Supreme Court

Address

Associate Justice The Honorable (full name) Dear Justice (surname):

Associate Justice, The United States Supreme Court

Address

U.S. Court of Appeals:

Chief Judge The Honorable (full name) Dear Chief Judge (surname):

Chief Judge, United States Court of Appeals for the X Circuit

Address

Judge or Senior Judge The Honorable (full name) Dear Judge (surname):

U. S. Court of Appeals for

the ___ Circuit

Address

U.S. District Court:

Chief Judge The Honorable (full name) Dear Chief Judge (surname):

Chief Judge, U. S. District Court

for the X District of X

Address

Judge or Senior Judge The Honorable (full name) Dear Judge (surname):

U. S. District Court for the X District of X

Address

Other Federal Courts (including magistrates, bankruptcy judges, etc.):

Chief Judge The Honorable (full name) Dear Chief Judge (surname):

Chief Judge, (name of court)

Address

Judge or Senior Judge The Honorable (full name) Dear Judge (surname):

Name of Court

Address Address

Bankruptcy Judge The Honorable (full name) Dear Judge (surname):

Name of Court

Address

Magistrate Judge The Honorable (full name) Dear Judge (surname):

Magistrate Judge Name of Court

Address

<u>Addressee</u> <u>Address on letter and envelope</u> <u>Salutation</u>

STATE COURTS [Note: States may vary on titles of judges. Check with court or various state court resources to determine proper address and salutation forms, particularly for

Chief Judges/Chief Justices.]

All Appellate Courts (some states have appellate as well as supreme courts):

Chief Justice The Honorable (full name) Dear Chief Justice (surname):

Chief Justice, Supreme Court of the State (Commonwealth) of

(state name) Address

Justice The Honorable (full name) Dear Justice (surname):

Associate Justice, Supreme Court for the State

(Commonwealth) of (state name)

Address

Other State Courts (including trial and superior courts):

Chief Judge The Honorable (full name) Dear Chief Judge (surname):

Chief Judge, Name of Court

Address

Judge The Honorable (full name) Dear Judge (surname):

Name of Court

Address