



## RPA CHANGE IN BILLING RECIPIENT

Remote Public Access (RPA) Licensee: \_\_\_\_\_

### I. Licensee Billing Recipients

In the "Name of Current Billing Recipient" section below, indicate the names of the company's current billing recipients and their email addresses. In the "Name of New Billing Recipient" section below, indicate the name and email address of the new recipient. If one of the current recipients is being replaced, check the "Delete" box to the left of the current billing recipient's name. As a licensee, you can list a maximum of four email addresses to receive monthly billing notices.

Delete	Name of Current Billing Recipient	Email Address	Name of New Billing Recipient	Email Address
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

**Note:** This form MUST be signed by either the person who signed the original agreement or a currently designated contact person.

### II. Signature

\_\_\_\_\_  
Typed or printed name of licensee signatory authority or designated contact person

\_\_\_\_\_  
Title of licensee signatory authority or designated contact person

\_\_\_\_\_  
Signature of licensee signatory authority or designated contact person

\_\_\_\_\_  
Date

Return this form to RPA in one of three ways: 1) Mail to N.C. Administrative Office of the Courts, Attention: Remote Public Access, P.O. Box 2448, Raleigh, NC 27602; 2) scan it and email it to [rpa@nccourts.org](mailto:rpa@nccourts.org), or 3) fax it to 919 890-1901.