**INSTRUCTIONS FOR FILING CHARGE CONFERENCE REPORTS**

Please mail or deliver all completed charge conference forms and documents to the following address as soon as you can. Ideally at least one to two weeks prior to your charge conference. There is a mail slot in the door of the Texarkana Office if you wish to bring your packet by and drop it off when the office is not open – Friday, Saturday, Sunday – holidays and outside the hours of normal operation.

***DO NOT take your packet to the Longview Office.***

**DO NOT give your packet to the District Superintendent.**

***DO NOT send mail requiring a signature to accept. This will delay receipt.***

These will delay processing. Processing of packets is from the Texarkana Office.

**NORTH DISTRICT OFFICE**

**Charge Conference 2022**

**4008 Moores Lane**

**Texarkana, TX 75503-2158**

If you are unable to mail a completed packet, please submit a listing of the forms and/or documents that are missing and a projected date they will be submitted.

If you have questions or need clarification, please call:

Lonna Nunn – 903.794.6231 or 903.278.6910

**\*\*Make sure to download and complete ALL applicable forms.**