SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Civil Division – Small Claims and Conciliation Branch
510 4th Street, N.W., Court Building B, Room 120, Washington, D.C. 20001
Telephone Number: (202) 879-1120 Website: www.dccourts.gov

_____
Plaintiff(s)

v.

_____
Defendant(s)

(The information collected on this form is used solely for court administration and statistical purposes.)

_____
Name (*please print or type*)

_____
Firm Name (*if applicable*)

_____
Telephone No. **Bar. No.**

Relationship to Lawsuit:
☐ Attorney for Plaintiff ☐ Self (Pro Se / No Attorney)
☐ Other: _____

Service Method:
☐ Certified Mail by Clerk (How many? _____)
☐ *With Restricted Delivery* (*check if applicable*)
☐ Registered Mail by Clerk (How many? _____)
☐ *With Restricted Delivery* (*check if applicable*)
☐ Special Process Server (You must file an Application for Approval of Special Process Server)

Do you need an interpreter? ☐ Yes ☐ No *If yes, which language(s)?* _____

Amount in Controversy: ☐ $1 - $500 ☐ $500.01 - $2,500 ☐ $2,500.01 - $10,000

Pending or re-filed case(s) related to the action being filed:

Case No.: _____ Case No.: _____

NATURE OF SUIT: ***(Check ONE box only that most accurately describes your primary case)***

A. CONTRACTS – a claim based on an agreement between parties made either orally or in writing

☐ Breach of Contract	☐ Breach of Warranty	☐ Personal Property
☐ Negotiable Instrument	☐ Loan	☐ Rent Due
☐ Unpaid Wages	☐ Services Rendered	☐ Security Deposit
☐ Debt Suit	☐ Home Improvement Contract	☐ Oral

B. PROPERTY TORTS – a claim for an injury or wrong committed on the property of another

☐ Automobile	☐ Conversion	☐ Shop Lifting
☐ Property Damage	☐ Destruction of Property	☐ Trespass

C. PERSONAL TORTS – a claim for an injury or wrong committed on the person of another

☐ Assault and Battery	☐ Personal Injury	☐ Libel and Slander	☐ Slip and Fall
☐ Automobile	☐ Fraudulent Misrepresentation	☐ Negligence	

D. ☐ UNIFORM ARBITRATION ACT – an action based on an arbitration agreement

E. ☐ SUBROGATION – a claim filed by one person in the place of another

F. ☐ FOREIGN JUDGMENT (DOMESTIC) – judgment, decree or order filed from another jurisdiction

G. ☐ COLLECTION – a claim filed by a seller / lender to collect a consumer debt

H. ☐ FOREIGN JUDGMENT (INTERNATIONAL) – judgment, decree or order filed from another country

I. ☐ MEDICAL MALPRACTICE – a claim against a healthcare provider for professional misconduct

Have you given notice of intention to file your lawsuit 90 days prior to filing? ☐ Yes ☐ No