

**ATTACHMENT A – Description of Forms and Documents to be translated to Spanish**

| <b>Form Title</b>  | <b>Division</b>       | <b>Priority</b> | <b>Word Count</b> |
|--|-----------------------|-----------------|-------------------|
| (Brochure) Filing for the Administration of a Small Estate (SEB) in the District of Columbia - only minor translation needed of information on page 4                                | Probate               | Highest         | 4695              |
| (Brochure) Filing for the Guardianship of the Estate of a Minor - minor translation of listing of forms to open, other general forms and inventory and accounting forms              | Probate               | Highest         | 1193              |
| (Brochure) Making a Complaint in a Guardianship/Conservatorship Proceeding   | Probate               | Highest         | 2926              |
| (Brochure) Now that you're guardian of the estate of a minor - minor translation of table of contents, general info and Auditing Branch filing checklist                             | Probate               | Highest         | 7616              |
| (Brochure) Standard Probate Proceedings - first 12 pages need translating + sample board resolution + sample guarantee + court costs review  | Probate               | Highest         | 9997              |
| (PPT) Getting Started – Inventory Preparation Seminar  | Probate               | Highest         | 1709              |
| Civil Action Mediation Program Brochure  | Multi Door            | Highest         | 704               |
| General Order for Civil Cases  | Civil Division        | Highest         | 2204              |
| General Order Mediation Order  | Civil                 | Highest         | 2036              |
| Information Sheet  | Civil - Civil Actions | Highest         | 527               |
| Instructions for Filing Foreign Judgment   | Civil - Civil Actions | Highest         | 1000              |
| Instructions on how to fill out verified complaint for possession of real property Form 1A (nonpayment of rent - residential property)   | Civil - L&T           | Highest         | 2254              |
| Instructions on how to fill out verified complaint for possession of real property Form 1B (Violation of Obligation of Tenancy or other grounds for Eviction - residential property) | Civil - L&T           | Highest         | 2893              |
| Instructions on how to fill out verified complaint for possession of real property Form 1C (Non-payment of rent and other grounds for eviction - residential property)               | Civil Division - L&T  | Highest         | 3513              |
| Instructions on how to fill out verified complaint for possession of real property Form 1D (Commercial Property)   | Civil Division - L&T  | Highest         | 2819              |
| Housing Conditions Court Information Handout   | Multi Door - Civil    | Highest         | 224               |
| Instructions A   | Multi Door - Civil    | Highest         | 191               |
| One-page handout, all programs   | Multi Door - Civil    | Highest         | 516               |
| Pro Bono Legal Aid Handout   | Multi Door - Civil    | Highest         | 1000              |
| Probate Mediation Program Brochure   | Multi Door - Civil    | Highest         | 545               |
| Probate, Older Adult and People with Disabilities Mediation Program Brochure   | Multi Door - Civil    | Highest         | 708               |
| Reminder Letters (To be added to CV)   | Multi Door - Family   | Highest         | 165               |
| Scheduling Letters (To be added to CV)   | Multi Door - Family   | Highest         | 136               |
| Small Claims Brochure  | Multi Door - Civil    | Highest         | 864               |
| Warning Letters (To be added to CV)  | Multi Door - Family   | Highest         | 190               |
| Family Guide to the District of Columbia Juvenile Justice System (New)   | Family - JUV & NEG    | Highest         | 14768             |
| Featured topics of eFiling in the Probate Division   | Probate               | Highest         | 456               |
| Featured topics of Filing a Complaint Against a Guardian/Conservator   | Probate               | Highest         | 500               |
| Featured topics of Probate Practice Standards  | Probate               | Highest         | 169               |

| Form Title   | Division             | Priority | Word Count |
|--|----------------------|----------|------------|
| Featured topics of Public Resources  | Probate              | Highest  | 500        |
| General information and answers to frequently asked questions (FAQs) on INT/IDD (intervention proceedings, which are adult guardianships and conservatorships) | Probate              | Highest  | 10218      |
| General information and answers to frequently asked questions (FAQs) on SEB (small estates)  | Probate              | Highest  | 1928       |
| General information and answers to frequently asked questions (FAQs) on ADM (large estates)  | Probate              | Highest  | 6213       |
| General information and answers to frequently asked questions (FAQs) on DIS (disclaimers)  | Probate              | Highest  | 226        |
| General information and answers to frequently asked questions (FAQs) on FEP (foreign decedents' estates)   | Probate              | Highest  | 1300       |
| General information and answers to frequently asked questions (FAQs) on FOI (foreign intervention proceeding)  | Probate              | Highest  | 196        |
| General information and answers to frequently asked questions (FAQs) on GDN (guardianships of the estate of a minor)   | Probate              | Highest  | 3333       |
| General information and answers to frequently asked questions (FAQs) on LIT (major litigation)   | Probate              | Highest  | 718        |
| General information and answers to frequently asked questions (FAQs) on NRT (nonrevocable trusts)  | Probate              | Highest  | 493        |
| General information and answers to frequently asked questions (FAQs) on TRP (trusts)   | Probate              | Highest  | 346        |
| General information and answers to frequently asked questions (FAQs) on WIL (wills)  | Probate              | Highest  | 966        |
| General Instructions for Completing the Petition for Administration of Small Estate (SEB booklet)  | Probate - SEB        | Highest  |            |
| Probate Resource Center information on website   | Probate              | Highest  | 283        |
| Abbreviated Probate Order  | Probate - ADM        | High     | 493        |
| Acceptance (now that you're a conservator brochure + now that you're a guardian brochure)  | Probate - INT/IDD    | High     | 176        |
| Affidavit in Compliance with the Service Members Civil Relief Act (2003)   | Probate - LIT        | High     | 654        |
| Affidavit of Service by Mail   | Probate - LIT        | High     | 181        |
| Affidavit of Service by Process Server   | Probate - LIT        | High     | 257        |
| Answer of Defendant  | Probate - LIT        | High     |            |
| Application to Proceed Without Prepayment of Costs, Fees, or Security ( <i>In Forma Pauperis</i> ) for LIT cases   | Probate - LIT        | High     | 951        |
| Application to Proceed Without Prepayment of Costs, Fees, or Security ( <i>In Forma Pauperis</i> ) NEW   | Probate - ADM        | High     | 1065       |
| Archives Case Request form   | Probate              | High     |            |
| Bill of costs  | Probate - LIT        | High     |            |
| Certificate Regarding Discovery  | Probate - LIT        | High     | 214        |
| Change of Address of Ward Praecepte  | Probate - INT/IDD    | High     | 148        |
| Claim Against Decedent's Estate  | Probate - ADM        | High     | 274        |
| Consent to Appointment of Personal Representative  | Probate - ADM        | High     | 49         |
| Conservatorship Plan (Now that you're a Conservator brochure + Now that you're a guardian brochure)  | Probate - INT/IDD    | High     | 369        |
| Copy Request form  | Probate              | High     |            |
| Featured topics of Probate Live Chat   | Probate              | High     |            |
| Affidavit in compliance with the Servicemembers Civil Relief Act   | Civil Division - L&T | High     | 258        |

| Form Title   | Division              | Priority | Word Count |
|--|-----------------------|----------|------------|
| Answer of Defendant  | Civil Division - L&T  | High     | 87         |
| Application for Late Filing of Form 6 and Sworn Affidavit  | Civil Division - L&T  | High     | 500        |
| Application to Proceed-IFP   | Civil - Civil Actions | High     | 384        |
| Application to Reduce Payment Required to Avoid Eviction   | Civil Division - L&T  | High     | 301        |
| Application for Authorization to Celebrate Marriage in the District of Columbia  | Family Court - MB     | High     | 233        |
| Form 26  | Probate               | High     | 80         |
| Form 27  | Probate - SEB         | High     | 62         |
| Complaint  | Civil - Civil Actions | High     | 105        |
| Form 1. Notice of Appeal Tax, Civil, Family Court  | Civil Division - L&T  | High     | 246        |
| Form CA 101-A: Unsworn Declaration Supplement  | Civil Division - L&T  | High     | 255        |
| Guardianship Plan (Now that you're a Guardian brochure)  | Probate - INT/IDD     | High     | 1009       |
| <i>In Forma Pauperis</i> Service Waiver  | Probate - LIT         | High     | 91         |
| Application for Continuance  | Family Court - ALL    | High     | 673        |
| <i>In Forma Pauperis</i> Service Waiver NEW  | Probate - ADM         | High     |            |
| Notice and Acknowledgment of Receipt of Summons, Complaint and Initial Order   | Probate - LIT         | High     |            |
| Notice of Appeal   | Probate - LIT         | High     | 501        |
| Notice of Change of Address of Ward  | Probate - INT/IDD     | High     | 211        |
| Notice of Death (Now that you're a guardian brochure)  | Probate - INT/IDD     | High     | 117        |
| Notice of Initial Hearing to Other Persons (slightly new title)  | Probate - INT/IDD     | High     | 1732       |
| Notice of Initial Hearing to Subject (slightly different title)  | Probate - INT/IDD     | High     | 799        |
| Objection (Exception) to Account or Inventory and Order (Now that you're a GDN booklet)  | Probate - GDN         | High     |            |
| Order Appointing Counsel, Examiner, Visitor, and/or Guardian <i>Ad Litem</i>   | Probate - INT/IDD     | High     | 551        |
| Petition (Pro Se (GDN brochure)  | Probate - ADM         | High     |            |
| Petition for a General Proceeding  | Probate - INT/IDD     | High     | 1603       |
| Petition for Permission to Move Ward Outside the District of Columbia and Neighboring Jurisdictions  | Probate - INT/IDD     | High     | 1069       |
| Petition for permission to Participate and order   | Probate - INT/IDD     | High     | 412        |
| Petition for Permission to Participate and Order   | Probate - INT/IDD     | High     | 412        |
| Petition Post Appointment to Terminate Conservatorship of Deceased Ward; order appointing special administrator (Now that you're a conservator brochure)   | Probate - INT/IDD     | High     | 988        |
| Petition Post Appointment to Terminate Conservatorship, Preliminary Order of Termination, Notice of Right to Respond and/or Request an Oral Hearing, Order Appointing Counsel, and Notice of Hearing on Subsequent Petition (Now that you're a conservator brochure) | Probate - INT/IDD     | High     |            |
| Petition Post Appointment to Terminate Guardianship of a Living Ward   | Probate - INT/IDD     | High     | 1009       |
| Petition Post Appointment, Notice of Right to Respond and/or Request an Oral Hearing, order appointing counsel, notice of hearing on subsequent petition (Now that you're a guardian brochure)   | Probate - INT/IDD     | High     |            |
| Petition to Request Supervised Administration Pursuant to D.C. Code, sec. 20-403 and Order NEW   | Probate - ADM         | High     | 341        |
| Praeipce   | Probate - ADM         | High     | 159        |
| Praeipce - Change of Address NEW (Now that you're a guardian)  | Probate - ADM         | High     | 149        |

| Form Title   | Division              | Priority | Word Count |
|--|-----------------------|----------|------------|
| Pro Se Motion  | Probate               | High     | 297        |
| Report of Examiner   | Probate - INT/IDD     | High     | 744        |
| Report of Guardian (Now that you're a guardian brochure)   | Probate - INT/IDD     | High     |            |
| Report of Visitor  | Probate - INT/IDD     | High     | 1137       |
| Request for Extension of Personal Representative's Appointment NEW   | Probate - ADM         | High     | 450        |
| Request for Notice   | Probate - INT/IDD     | High     | 258        |
| Request for Oral Hearing   | Probate - INT/IDD     | High     | 130        |
| Search Request form  | Probate               | High     |            |
| Settlement Agreement Praecipe  | Probate - LIT         | High     | 222        |
| Settlement Agreement Praecipe  | Probate - LIT         | High     | 222        |
| Specific Instructions to Conservators and Conservatorship Information  | Probate - INT/IDD     | High     | 2080       |
| Specific Instructions to Conservators and Conservatorship Information Sheet (Now that you're a conservator brochure) | Probate - INT/IDD     | High     |            |
| Specific Instructions to Guardians and Guardianship Information  | Probate - INT/IDD     | High     | 2581       |
| Statement of Criminal History  | Probate - INT/IDD     | High     | 1947       |
| Subpoena   | Probate - LIT         | High     | 1055       |
| Summons  | Probate - LIT         | High     | 364        |
| Trifold on Guardianship Complaint Process  | Probate - INT/IDD     | High     |            |
| Verification and Certificate of Notice by Personal Representative pursuant to SCR-PD 403(b)(4)                       | Probate - ADM         | High     | 775        |
| Verified Complaint   | Probate - LIT         | High     | 198        |
| Biological Mother's Affidavit Concerning Paternity   | Family - JUV & NEG    | High     | 624        |
| Certificate of Paternity Judgment  | Family - JUV & NEG    | High     | 135        |
| Landlord and Tenant-Motion   | Civil Division - L&T  | High     | 375        |
| Motion   | Civil - Civil Actions | High     | 94         |
| Notice of Acknowledgement  | Civil - Civil Actions | High     | 370        |
| Notice of Appeals  | Civil - Civil Actions | High     | 471        |
| Petition for Review of Agency Decision   | Civil - Civil Actions | High     | 299        |
| Praecipe   | Civil - Civil Actions | High     | 55         |
| Praecipe   | Civil Division - L&T  | High     | 55         |
| Consent Child Support Order  | Family Court - P&S    | High     | 182        |
| Subpoena   | Civil - Civil Actions | High     | 1458       |
| Subpoena for a Civil Case (For Pro Se Litigants Only)  | Civil Division - L&T  | High     | 1146       |
| Consent Decree   | Family - JUV & NEG    | High     | 585        |
| Consent of Adoptee   | Family Court - DRB    | High     | 152        |
| Consent of Biological Parent (Adoption)  | Family Court - DRB    | High     | 207        |
| Subpoena for Cases in Landlord and Tenant Court (attorney)   | Civil Division - L&T  | High     | 254        |
| Disposition Hearing Order  | Family - JUV & NEG    | High     | 1826       |
| Family Court Notice of Hearing   | Family Court - DRB    | High     | 49         |
| Family Court Return to Custody   | Family - JUV & NEG    | High     | 245        |
| Financial Eligibility for Neglect Cases  | Family - JUV & NEG    | High     | 250        |
| Initial Hearing/Further Initial Hearing Order  | Family - JUV & NEG    | High     | 2251       |
| Judicial Summons   | Family - JUV & NEG    | High     | 196        |
| Motion for Sealing Records   | Family - JUV & NEG    | High     | 373        |
| Motion to Modify Support Due to Incarceration  | Family Court - P&S    | High     | 345        |
| Notice of Hearing  | Family - JUV & NEG    | High     | 49         |
| Notice of Hearing and Order to Appear for Defendant  | Family Court - DRB    | High     | 414        |

| Form Title   | Division             | Priority | Word Count |
|--|----------------------|----------|------------|
| Notice of Hearing Date - Neglect/Abuse   | Family - JUV & NEG   | High     | 80         |
| Notice of Hearing Date-Juvenile  | Family - JUV & NEG   | High     | 80         |
| Notice of Hearing to Complaint (FSP - Case)  | Family - JUV & NEG   | High     | 49         |
| Notice to Return to Court  | Family - JUV & NEG   | High     | 115        |
| Order Assessing Costs  | Family - JUV & NEG   | High     | 114        |
| Order Extending Jurisdiction   | Family - JUV & NEG   | High     | 246        |
| Order for Hearing on Sealing Records   | Family - JUV & NEG   | High     | 135        |
| Order for Mental Examination After Fact Finding  | Family - JUV & NEG   | High     | 510        |
| Order for Mental Examination Prior to Fact Finding   | Family - JUV & NEG   | High     | 558        |
| Order for Paternity Testing in Non IV-D Cases  | Family - JUV & NEG   | High     | 500        |
| Order for Release Upon Conditions Pending Further Action   | Family - JUV & NEG   | High     | 427        |
| Order of the Immediate Review of Commitment or Placement   | Family - JUV & NEG   | High     | 374        |
| Participation Order  | Family - JUV & NEG   | High     | 230        |
| Permanency Hearing Order   | Family - JUV & NEG   | High     | 1659       |
| Petition for Commitment  | Family - MH&H        | High     | 270        |
| Request to File Foreign Judgment   | Family Court - P&S   | High     | 123        |
| Restitution Order  | Family - JUV & NEG   | High     | 78         |
| Subpoena <i>Duces Tecum</i> - Juvenile   | Family - JUV & NEG   | High     | 161        |
| Summons and Notice of Registration of Foreign Judgment (Custody/Visitation)  | Family Court - DRB   | High     | 246        |
| Summons and Order Directing Appearance (Neglect)   | Family - JUV & NEG   | High     | 393        |
| Waiver of Probable Cause   | Family - JUV & NEG   | High     | 365        |
| Waiver of Trial and Plea of Guilty   | Family - JUV & NEG   | High     | 244        |
| Acceptance of Guardian of Estate of Minor (GDN brochure)   | Probate - GDN        | Medium   |            |
| Account (GDN + Now that you're GDN brochures)  | Probate - GDN        | Medium   |            |
| Acknowledgement of receipt for standard probate (SP booklet)   | Probate - ADM        | Medium   | 79         |
| Admonishment (GDN brochure)  | Probate - GDN        | Medium   |            |
| Affidavit of Witness (Standard Probate booklet) NEW  | Probate - ADM        | Medium   | 269        |
| Bond (GDN brochure)  | Probate - GDN        | Medium   |            |
| Consent (from parents/domestic partners if alive and not petitioners) (GDN brochure)                                     | Probate - GDN        | Medium   |            |
| Nomination of Minor (GDN brochure)   | Probate - GDN        | Medium   |            |
| Notice of Death of Fiduciary/GDN booklet   | Probate - ADM        | Medium   | 203        |
| Notice of Standard Probate (Standard Probate booklet) NEW  | Probate - ADM        | Medium   |            |
| Petition for Appointment of Guardian of Estate of a Minor and Order (GDN brochure)                                       | Probate - GDN        | Medium   |            |
| Petition for Authority to Expend Funds and Order and Financial Statement/GDN and now that you are GDN booklets           | Probate - GDN        | Medium   |            |
| Petition for Authority to Invest or for Approval of Investment Plan or Program and Order (Now that you're a GDN booklet) | Probate - GDN        | Medium   |            |
| Petition for Permission to Participate and Order (Now that you're a GDN booklet)   | Probate - GDN        | Medium   |            |
| Petition to Resign and Order (Now that you're a GDN booklet)   | Probate - GDN        | Medium   |            |
| Receipt (GDN and Now that You're a GDN brochures)  | Probate - GDN        | Medium   |            |
| Standard Probate Order (Standard Probate booklet) NEW  | Probate - ADM        | Medium   | 593        |
| Trust officer's praecipe (Standard Probate booklet)  | Probate - ADM        | Medium   | 170        |
| Verified statement on service of process in standard probate (SP booklet)  | Probate - ADM        | Medium   | 356        |
| Affidavit in Compliance with Landlord and Tenant Rule 9 and DC Court of Appeals Rule 49                                  | Civil Division - L&T | Medium   | 250        |

| Form Title   | Division              | Priority | Word Count |
|--|-----------------------|----------|------------|
| Affidavit of Service by Certified/Registered Mail  | Civil - Civil Actions | Medium   | 182        |
| Affidavit of Service by Process Server   | Civil - Civil Actions | Medium   | 202        |
| Answer of Defendant  | Civil - Civil Actions | Medium   | 86         |
| Application for Approval of Special Process Server(s)  | Civil - Small Claims  | Medium   | 945        |
| Confidential Mediation Statement Residential Foreclosure Cases                                     | Multi Door - Civil    | Medium   | 1284       |
| Application for Entry of Judgment  | Civil - Civil Actions | Medium   | 391        |
| Marriage License Application   | Family Court - MB     | Medium   | 228        |
| Application for Leave to Appeal from the Traffic Adjudication                                      | Civil - Civil Actions | Medium   | 302        |
| Application for Termination of Stay and Notice to Defendant  | Civil - Civil Actions | Medium   | 488        |
| Bench Warrant Form USM 285   | Civil - Small Claims  | Medium   | 381        |
| Bill of Costs  | Civil - Civil Actions | Medium   | 526        |
| Certified Copy of a Judgment   | Civil - Small Claims  | Medium   | 190        |
| Confidential Form  | Civil - Small Claims  | Medium   | 198        |
| Confidential Form  | Civil - Civil Actions | Medium   | 198        |
| Filing Fee sheet   | Civil - Small Claims  | Medium   | 223        |
| Form CA-101 Unsworn Declaration Supplement   | Civil - Small Claims  | Medium   | 249        |
| Early Mediation (Private)  | Multi Door - Civil    | Medium   | 169        |
| Petition to Amend Minor's birth certificate  | Civil - Civil Actions | Medium   | 154        |
| Praecipe   | Civil - Small Claims  | Medium   | 56         |
| Questions for Oral Exam  | Civil - Small Claims  | Medium   | 115        |
| Rule 9 affidavit   | Civil - Small Claims  | Medium   | 151        |
| Med Mal CSS  | Multi Door - Civil    | Medium   | 583        |
| Mediation Thru Multi-Door  | Multi Door - Civil    | Medium   | 240        |
| Subpoena-Pro Se  | Civil - Small Claims  | Medium   | 263        |
| Resource Sheet   | Multi Door - Family   | Medium   | 516        |
| Petition to Establish Paternity and/or Child Support (DC Bar Form)                                 | Family Court - P&S    | Medium   | 530        |
| Writ of Attachment on a Judgment-(Garnishment of Wages, Earnings, Salary Commissions and Pensions) | Civil Division - L&T  | Medium   | 1423       |
| Writ of Attachment Other Than Wages, Salary and Commissions  | Civil Division - L&T  | Medium   | 397        |
| Writ of <i>Fieri Facias</i>  | Civil - Small Claims  | Medium   | 190        |
| Writ of <i>Fieri Facias</i>  | Civil Division - L&T  | Medium   | 201        |
| Writ of Restitution  | Civil Division - L&T  | Medium   | 297        |
| Work Excuse  | Multi Door - Family   | Medium   | 55         |
| Order for Detention Pending Further Division Action  | Family - JUV & NEG    | Low      | 629        |
| Arbitration Order  | Multi Door - Civil    | Low      | 140        |
| Arbitration Statement of Understanding   | Multi Door - Civil    | Low      | 240        |
| Arbitration Survey   | Multi Door - Civil    | Low      | 263        |
| Civil Arbitration Award  | Multi Door - Civil    | Low      | 101        |
| Civil Arbitration Rules  | Multi Door - Civil    | Low      | 4738       |
| Civil Survey   | Multi Door - Civil    | Low      | 301        |
| Complex Mediation Notice   | Multi Door - Civil    | Low      | 208        |
| CSS Package (Civil & L&T)  | Multi Door - Civil    | Low      | 1913       |
| Certification Regarding Interest Rates   | Civil - Civil Actions | Low      | 117        |
| Elder Mediation: Older Adults and People with Disabilities Order Package                           | Multi Door - Civil    | Low      | 1334       |
| Partial or Multiple Disbursements from Court Registry  | Civil Division - L&T  | Low      | 114        |
| JIC Survey form  | Multi Door - Civil    | Low      | 209        |
| Proof of Recording Judgment  | Civil - Civil Actions | Low      | 500        |
| Judgment Arbitration Order   | Multi Door - Civil    | Low      | 81         |

| <b>Form Title</b>  | <b>Division</b>       | <b>Priority</b> | <b>Word Count</b> |
|--|-----------------------|-----------------|-------------------|
| Judgment Arbitration Rule VI   | Multi Door - Civil    | Low             | 131               |
| Multi-Door Dispute Resolution Division Mediation Survey (All Programs) | Multi Door - Civil    | Low             | 209               |
| Notice of Arbitration Hearing  | Multi Door - Civil    | Low             | 189               |
| Objection To Award   | Multi Door - Civil    | Low             | 124               |
| Summons and Complaint Against Third-Party Defendant                    | Civil - Civil Actions | Low             | 400               |
| Triple Seal (blue folder)  | Civil Division - L&T  | Low             | 145               |
| Post Arbitration Scheduling Order                                      | Multi Door - Civil    | Low             | 196               |
| Recommended Ruling on Removal or Consolidation                         | Multi Door - Civil    | Low             | 157               |
| Writ Before Judgment and Notice  | Civil - Civil Actions | Low             | 672               |
| Recusal  | Multi Door - Civil    | Low             | 144               |
| Short form Survey  | Multi Door - Civil    | Low             | 209               |
| TPO emergency REVISED  | Domestic Violence     | Low             | 426               |
| Small Claims Consent to Judicial Arbitration                           | Multi Door - Civil    | Low             | 500               |
| Statement of Understanding add Comp (over \$200)                       | Multi Door - Civil    | Low             | 134               |
| Writ of Replevin & Order   | Civil - Civil Actions | Low             | 500               |
| Child Support Worksheets 3, 4 and 5                                    | Multi Door - Family   | Low             | 1500              |
| <b>Total</b>   | -----                 | -----           | <b>154746</b>     |

**ATTACHMENT B – Description of Forms and Documents to be translated to Amharic**

| <b>Form Title</b>  | <b>Division</b>       | <b>Priority</b> | <b>Word Count</b> |
|--|-----------------------|-----------------|-------------------|
| Affidavit in Support for Motion-IFP  | Civil - Civil Actions | High            | 384               |
| Application to Proceed-IFP   | Civil - Civil Actions | High            | 384               |
| CPO 2016 version   | Domestic Violence     | High            | 1489              |
| General Order for Civil Cases  | Civil Division        | High            | 2204              |
| General Order Mediation Order  | Civil Division        | High            | 2036              |
| Application to Proceed Without Prepayment of Costs, Fees, or Security  | Family Court - DRB    | High            | 839               |
| Instruction Sheet for Form CA 114/Servicemembers Affidavit   | Civil - Civil Actions | High            | 2804              |
| Respondent's Guide to Court  | Domestic Violence     | High            | 444               |
| Instructions for Filing Foreign Judgment   | Civil - Civil Actions | High            | 1000              |
| Instructions for Serving Summons and Complaint for Landlord & Tenant   | Civil Division - L&T  | High            | 924               |
| Instructions on how to fill out verified complaint for possession of real property Form 1A (nonpayment of rent - residential property)   | Civil Division - L&T  | High            | 2254              |
| TPO  | Domestic Violence     | High            | 265               |
| Instructions on how to fill out verified complaint for possession of real property Form 1B (Violation of Obligation of Tenancy or other grounds for Eviction - residential property) | Civil Division - L&T  | High            | 2893              |
| Instructions on how to fill out verified complaint for possession of real property Form 1C (Non-payment of rent and other grounds for eviction - residential property)               | Civil Division - L&T  | High            | 3513              |
| Child Protection Mediation Scheduling Order  | Family - JUV & NEG    | High            | 301               |
| Instructions on how to fill out verified complaint for possession of real property Form 1D (Commercial Property)   | Civil Division - L&T  | High            | 2819              |
| Consent Child Support Order  | Family Court - P&S    | High            | 182               |
| Sample Information Sheet   | Civil - Small Claims  | High            | 332               |
| Sample Statement of Claim Form   | Civil - Small Claims  | High            | 700               |
| Consent of Adoptee   | Family Court - DRB    | High            | 152               |
| Consent of Biological Parent (Adoption)  | Family Court - DRB    | High            | 207               |
| D.C. Superior Court Mental Habilitation Volunteer Advocate Program Brochure  | Family Court - MH&H   | High            | 428               |
| Family Court Notice of Hearing   | Family Court - DRB    | High            | 49                |
| Family Guide to the District of Columbia Juvenile Justice System (New)   | Family - JUV & NEG    | High            | 14768             |
| Getting Ready for Court: Frequently Asked Questions (New)  | Family Court - SHC    | High            | 372               |
| Instructions for Certificate of Marriage   | Family Court - MB     | High            | 161               |
| Judicial Summons   | Family - JUV & NEG    | High            | 196               |
| Marriage Bureau Information Brochure   | Family Court - MB     | High            | 3808              |
| Notice of Hearing  | Family - JUV & NEG    | High            | 49                |
| Notice of Hearing (Commission on Mental Health)  | Family Court - MH&H   | High            | 258               |
| Notice of Hearing and Order Directing Appearance   | Family Court - P&S    | High            | 503               |
| Notice of Hearing and Order to Appear for Defendant  | Family Court - DRB    | High            | 414               |
| Notice of Hearing Date - Neglect/Abuse   | Family - JUV & NEG    | High            | 80                |
| Notice of Hearing Date-Juvenile  | Family - JUV & NEG    | High            | 80                |
| Notice of Hearing to Complaint (FSP - Case)  | Family - JUV & NEG    | High            | 49                |
| Notice of Initial Hearing for Defendant  | Family Court - DRB    | High            | 275               |

| Form Title  | Division           | Priority | Word Count |
|---|--------------------|----------|------------|
| Notice of Initial Hearing for Plaintiff   | Family Court - DRB | High     | 152        |
| Notice to Return to Court   | Family Court - P&S | High     | 119        |
| Notice to Return to Court   | Family - JUV & NEG | High     | 115        |
| Order for Paternity Testing   | Family Court - P&S | High     | 259        |
| Order for Temporary Support   | Family Court - P&S | High     | 500        |
| Order of Support (4-Page)   | Family Court - P&S | High     | 2500       |
| Sample Parenting Plan (DC Bar Form)   | Family Court - DRB | High     | 1098       |
| Serving Court Papers (New)  | Family Court - SHC | High     | 239        |
| Subpoena - General  | Family Court - DRB | High     | 212        |
| Subpoena Duces Tecum (Adoption)   | Family Court - DRB | High     | 212        |
| Summons (Complaint)   | Family Court - DRB | High     | 270        |
| Summons and Notice of Registration of Foreign Judgment (Custody/Visitation)                     | Family Court - DRB | High     | 246        |
| Summons and Order Directing Appearance (Adoption)   | Family Court - DRB | High     | 944        |
| Summons and Order Directing Appearance (Neglect)  | Family - JUV & NEG | High     | 393        |
| Summons Notice of Motion  | Family Court - DRB | High     | 670        |
| Top 10 Myths, Mistakes and Misstatements in D.C. Family Law (New)                               | Family Court - SHC | High     | 662        |
| Waiver of Probable Cause  | Family - JUV & NEG | High     | 365        |
| Waiver of Trial and Plea of Guilty  | Family - JUV & NEG | High     | 244        |
| Adjudication of Paternity   | Family - JUV & NEG | Medium   | 104        |
| Affidavit in Support of Default & Compliance with SCRA (DC Bar Form)                            | Family Court - DRB | Medium   | 522        |
| Affidavit of Return of Service (Certified Mail) (DC Bar Form)                                   | Family Court - DRB | Medium   | 183        |
| Affidavit of Return of Service (Process Server) (DC Bar Form)                                   | Family Court - DRB | Medium   | 157        |
| Attachment A/Marital Property & Debt (DC Bar Form)  | Family Court - DRB | Medium   | 223        |
| Attachment B/Custody (DC Bar Form)  | Family Court - DRB | Medium   | 1202       |
| Attachment C/Child Support (DC Bar Form)  | Family Court - DRB | Medium   | 237        |
| Certificate of Paternity Judgment   | Family - JUV & NEG | Medium   | 135        |
| Commitment to Department of Health & Human Services   | Family - JUV & NEG | Medium   | 500        |
| Complaint for Absolute Divorce (DC Bar Form)  | Family Court - DRB | Medium   | 1807       |
| Complaint for Custody and/or Visitation (DC Bar Form)   | Family Court - DRB | Medium   | 2199       |
| Complaint for Legal Separation (DC Bar Form)  | Family Court - DRB | Medium   | 1734       |
| Conditional Release Signature Page for Neglect Case   | Family - JUV & NEG | Medium   | 124        |
| Consent Answer to Complaint for Absolute Divorce (DC Bar Form)                                  | Family Court - DRB | Medium   | 452        |
| Consent Answer to Complaint for Custody & Counterclaim for Custody & Visitation (DC Bar Form)   | Family Court - DRB | Medium   | 317        |
| Consent Answer to Complaint for Legal Separation (DC Bar Form)                                  | Family Court - DRB | Medium   | 467        |
| Consent Decree  | Family - JUV & NEG | Medium   | 585        |
| Contested Answer to Complaint for Absolute Divorce & Counterclaim (DC Bar Form)                 | Family Court - DRB | Medium   | 1739       |
| Contested Answer to Complaint for Custody & Counterclaim for Custody & Visitation (DC Bar Form) | Family Court - DRB | Medium   | 547        |
| Contested Answer to Complaint for Legal Separation & Counterclaim (DC Bar Form)                 | Family Court - DRB | Medium   | 1738       |
| Disposition Hearing Order   | Family - JUV & NEG | Medium   | 1826       |
| Financial Eligibility for Neglect Cases   | Family - JUV & NEG | Medium   | 250        |
| Initial Hearing/Further Initial Hearing Order   | Family - JUV & NEG | Medium   | 2251       |
| Joint Waiver of Appeal (DC Bar Form)  | Family Court - DRB | Medium   | 153        |
| Motion for Contempt (DC Bar Form)   | Family Court - DRB | Medium   | 925        |
| Motion for Review of Magistrate Order (DC Bar Form)   | Family Court - DRB | Medium   | 624        |

| <b>Form Title</b>   | <b>Division</b>     | <b>Priority</b> | <b>Word Count</b> |
|---|---------------------|-----------------|-------------------|
| Motion for Temporary Alimony (DC Bar Form)                                | Family Court - DRB  | Medium          | 762               |
| Motion to Modify Custody And/or Visitation (DC Bar Form)                  | Family Court - DRB  | Medium          | 833               |
| Notice of Admission   | Family Court - MH&H | Medium          | 500               |
| Order for Paternity Testing in Non IV-D Cases                             | Family - JUV & NEG  | Medium          | 500               |
| Order for Release Upon Conditions Pending Further Action                  | Family - JUV & NEG  | Medium          | 427               |
| Petition  | Domestic Violence   | Medium          | 1017              |
| Participation Order   | Family - JUV & NEG  | Medium          | 230               |
| Permanency Hearing Order  | Family - JUV & NEG  | Medium          | 1659              |
| Request to File Foreign Judgment  | Family Court - P&S  | Medium          | 123               |
| Restitution Order   | Family - JUV & NEG  | Medium          | 78                |
| Scheduling Orders   | Family - JUV & NEG  | Medium          | 171               |
| Complaint for Annulment (DC Bar Form)                                     | Family Court - DRB  | Low             | 1781              |
| Consent Answer to Complaint for Annulment (DC Bar Form)                   | Family Court - DRB  | Low             | 473               |
| Contested Answer to Complaint for Annulment (DC Bar Form)                 | Family Court - DRB  | Low             | 1536              |
| Motion for Services (DC Bar Form)   | Family Court - DRB  | Low             | 645               |
| Motion for Temporary Custody (DC Bar Form)                                | Family Court - DRB  | Low             | 736               |
| Motion for Use in a Domestic Relations Case (DC Bar Form)                 | Family Court - DRB  | Low             | 520               |
| Motion to Allow Service by Publication or Posting (DC Bar Form)           | Family Court - DRB  | Low             | 1877              |
| Motion to Consolidate Cases (DC Bar Form)                                 | Family Court - DRB  | Low             | 649               |
| Opposition to Motion (DC Bar Form)  | Family Court - DRB  | Low             | 539               |
| Opposition to Motion for Review of Magistrate Judge's Order (DC Bar Form) | Family Court - DRB  | Low             | 646               |
| Reply to Counterclaim (Absolute Divorce) (DC Bar Form)                    | Family Court - DRB  | Low             | 655               |
| Reply to Counterclaim (Custody and/or Visitation) (DC Bar Form)           | Family Court - DRB  | Low             | 697               |
| Video for Father in Child Abuse & Neglect Cases                           | Family - JUV & NEG  | Low             | 2000              |
| Video for Parents in Child Abuse & Neglect Cases                          | Family - JUV & NEG  | Low             | 2000              |
| TPO emergency REVISED   | Domestic Violence   | Low             | 426               |
| <b>Total</b>  | -----               | -----           | <b>99297</b>      |

**ATTACHMENT C – Description of Forms and Documents to be translated to Arabic**

| <b>Form Title</b>     | <b>Division</b>   | <b>Priority</b> | <b>Word Count</b> |
|-----------------------|-------------------|-----------------|-------------------|
| NOHOTA                | Domestic Violence | High            | 256               |
| TPO                   | Domestic Violence | High            | 265               |
| TPO emergency REVISED | Domestic Violence | Low             | 426               |
| <b>Total</b>          | -----             | -----           | <b>947</b>        |

**ATTACHMENT D – Description of Forms and Documents to be translated to Chinese**

| <b>Form Title</b>  | <b>Division</b>      | <b>Priority</b> | <b>Word Count</b> |
|--|----------------------|-----------------|-------------------|
| CPO 2016 version   | Domestic Violence    | High            | 1489              |
| NOHOTA   | Domestic Violence    | High            | 256               |
| TPO  | Domestic Violence    | High            | 265               |
| General Order for Civil Cases  | Civil Division       | Medium          | 2204              |
| General Order Mediation Order  | Civil Division       | Medium          | 2036              |
| Petition   | Domestic Violence    | Medium          | 1017              |
| Instructions on how to fill out verified complaint for possession of real property Form 1A (nonpayment of rent - residential property)   | Civil Division - L&T | Low             | 2254              |
| Instructions on how to fill out verified complaint for possession of real property Form 1B (Violation of Obligation of Tenancy or other grounds for Eviction - residential property) | Civil Division - L&T | Low             | 2893              |
| Instructions on how to fill out verified complaint for possession of real property Form 1C (Non-payment of rent and other grounds for eviction - residential property)               | Civil Division - L&T | Low             | 3513              |
| Instructions on how to fill out verified complaint for possession of real property Form 1D (Commercial Property)   | Civil Division - L&T | Low             | 2819              |
| Respondent's Guide to Court  | Domestic Violence    | Low             | 444               |
| TPO emergency REVISED  | Domestic Violence    | Low             | 426               |
| <b>Total</b>   | -----                | -----           | <b>19616</b>      |

**ATTACHMENT E – Description of Forms and Documents to be translated to French**

| <b>Form Title</b>  | <b>Division</b>      | <b>Priority</b> | <b>Word Count</b> |
|--|----------------------|-----------------|-------------------|
| CPO 2016 version   | Domestic Violence    | High            | 1489              |
| NOHOTA   | Domestic Violence    | High            | 256               |
| TPO  | Domestic Violence    | High            | 265               |
| General Order for Civil Cases  | Civil Division       | Medium          | 2204              |
| General Order Mediation Order  | Civil Division       | Medium          | 2036              |
| Instructions on how to fill out verified complaint for possession of real property Form 1A (nonpayment of rent - residential property)   | Civil Division - L&T | Low             | 2254              |
| Instructions on how to fill out verified complaint for possession of real property Form 1B (Violation of Obligation of Tenancy or other grounds for Eviction - residential property) | Civil Division - L&T | Low             | 2893              |
| Instructions on how to fill out verified complaint for possession of real property Form 1C (Non-payment of rent and other grounds for eviction - residential property)               | Civil Division - L&T | Low             | 3513              |
| Instructions on how to fill out verified complaint for possession of real property Form 1D (Commercial Property)   | Civil Division - L&T | Low             | 2819              |
| Respondent's Guide to Court  | Domestic Violence    | Low             | 444               |
| TPO emergency REVISED  | Domestic Violence    | Low             | 426               |
| <b>Total</b>   | -----                | -----           | <b>18599</b>      |

**ATTACHMENT F – Description of Forms and Documents to be translated to Korean**

| <b>Form Title</b>  | <b>Division</b>      | <b>Priority</b> | <b>Word Count</b> |
|--|----------------------|-----------------|-------------------|
| CPO 2016 version   | Domestic Violence    | High            | 1489              |
| TPO  | Domestic Violence    | High            | 265               |
| General Order for Civil Cases  | Civil Division       | Medium          | 2204              |
| General Order Mediation Order  | Civil Division       | Medium          | 2036              |
| Instructions on how to fill out verified complaint for possession of real property Form 1A (nonpayment of rent - residential property)   | Civil Division - L&T | Low             | 2254              |
| Instructions on how to fill out verified complaint for possession of real property Form 1B (Violation of Obligation of Tenancy or other grounds for Eviction - residential property) | Civil Division - L&T | Low             | 2893              |
| Instructions on how to fill out verified complaint for possession of real property Form 1C (Non-payment of rent and other grounds for eviction - residential property)               | Civil Division - L&T | Low             | 3513              |
| Instructions on how to fill out verified complaint for possession of real property Form 1D (Commercial Property)   | Civil Division - L&T | Low             | 2819              |
| TPO emergency REVISED  | Domestic Violence    | Low             | 426               |
| <b>Total</b>   | -----                | -----           | <b>17899</b>      |

**ATTACHMENT G – Description of Forms and Documents to be translated to Russian**

| <b>Form Title</b> | <b>Division</b>   | <b>Priority</b> | <b>Word Count</b> |
|-------------------|-------------------|-----------------|-------------------|
| CPO 2016 version  | Domestic Violence | High            | 1489              |
| NOHOTA            | Domestic Violence | High            | 256               |
| <b>Total</b>      | -----             | -----           | <b>1745</b>       |

**ATTACHMENT H – Description of Forms and Documents to be translated to Vietnamese**

| <b>Form Title</b>  | <b>Division</b>      | <b>Priority</b> | <b>Word Count</b> |
|--|----------------------|-----------------|-------------------|
| CPO 2016 version   | Domestic Violence    | High            | 1489              |
| TPO  | Domestic Violence    | High            | 265               |
| General Order for Civil Cases  | Civil Division       | Medium          | 2204              |
| General Order Mediation Order  | Civil Division       | Medium          | 2036              |
| Petition   | Domestic Violence    | Medium          | 1017              |
| Instructions on how to fill out verified complaint for possession of real property Form 1A (nonpayment of rent - residential property)   | Civil Division - L&T | Low             | 2254              |
| Instructions on how to fill out verified complaint for possession of real property Form 1B (Violation of Obligation of Tenancy or other grounds for Eviction - residential property) | Civil Division - L&T | Low             | 2893              |
| Instructions on how to fill out verified complaint for possession of real property Form 1C (Non-payment of rent and other grounds for eviction - residential property)               | Civil Division - L&T | Low             | 3513              |
| Instructions on how to fill out verified complaint for possession of real property Form 1D (Commercial Property)   | Civil Division - L&T | Low             | 2819              |
| Respondent's Guide to Court  | Domestic Violence    | Low             | 444               |
| TPO emergency REVISED  | Domestic Violence    | Low             | 426               |
| <b>Total</b>   | -----                | -----           | <b>19360</b>      |

**Attachment I – Sample Court Form – Application to Proceed *In Forma Pauperis***

Form 106A

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT and CIVIL DIVISION**

\_\_\_\_\_  
Plaintiff/Petitioner

v.

Case no: \_\_\_\_\_

\_\_\_\_\_  
Defendant/Respondent

**APPLICATION TO PROCEED WITHOUT PREPAYMENT  
OF COSTS, FEES, OR SECURITY (*In Forma Pauperis*)**

Form 106A

I, \_\_\_\_\_ am the (check one)  
 Plaintiff/Petitioner     Defendant/Respondent

I need an interpreter for this case. I speak the following language:  
\_\_\_\_\_ [Insert Language].

I respectfully ask permission to proceed in this case without pre-paying costs or fees and without giving security for them because I am not able to do so without substantial hardship to myself or to my family. In support of this request, I state the following:

Check and answer only those that apply.

**INCOME**

1. I receive the following public benefits, and the law presumes that I am eligible to proceed without prepayment of costs, fees, or security (see D.C. Code § 15-712):

- Temporary Assistance for Needy Families (TANF)
- General Assistance for Children (GAC)
- Program on Work, Employment and Responsibility (POWER)
- Supplemental Security Income (SSI)

2. Even though I do not receive the above public benefits, I receive the following similar benefits and, therefore, request that my Application be approved:

- Interim Disability Assistance (IDA) because my SSI application has not been approved/certified
- Medicaid
- DC Healthcare Alliance or the following similar health benefits (describe)\_\_\_\_\_.

If you checked any of the above boxes, you do not need to answer any more questions and may skip to the section called "Declaration." Otherwise, you must answer the rest of the questions on this form. If additional information is required, you will be notified.

3. My total income over the past 12 months from all sources (including, but not limited to, my job, other wages or business income, rental income, pensions, annuities or life insurance payments, worker's compensation, unemployment compensation or insurance, annual interest or dividends, gifts, alimony or spousal support, inheritance or trust income) is \$\_\_\_\_\_.

4. I am presently unemployed. The last date I worked was on \_\_\_\_\_, \_\_\_\_\_.  
Month Year

#### **DEPENDENTS**

5. How many people live in your household and depend on you for support: \_\_\_\_\_. Of these people, how many are minor children or elderly? \_\_\_\_\_.

**ASSETS**

6. I state the following about my property:

I have \$\_\_\_\_\_ in cash, including money in savings or checking accounts.

I own the vehicles, personal home, other real estate, stock, bonds, or other valuable property, besides household furnishings and clothing, listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the Property

**EXPENSES**

7. This is my best estimate of the monthly expenses for myself and the people in my household who depend on me for support:

- Housing (rent, mortgage, taxes, & insurance): \$\_\_\_\_\_
- Public Transportation and Gasoline: \$\_\_\_\_\_
- Automobile Loan, Insurance, Maintenance: \$\_\_\_\_\_
- Health (medical, dental, vision, prescriptions, insurance): \$\_\_\_\_\_
- Food and other Household Necessities: \$\_\_\_\_\_
- Utilities (including gas, electric, water, phone, internet): \$\_\_\_\_\_
- Clothing: \$\_\_\_\_\_
- Child Support: \$\_\_\_\_\_
- Childcare (including diapers, daycare): \$\_\_\_\_\_
- Other (explain in detail): \$\_\_\_\_\_

**Total Estimated Monthly Expenses:** \$\_\_\_\_\_

**OTHER SPECIAL CIRCUMSTANCES**

8. (Optional) Explain any other special circumstances that you want to have considered in support of your request, including any large monthly expenses, debts, wage or bank account garnishments, and/or judgments.

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**DECLARATION**

**REQUIRED:** I solemnly swear or affirm under criminal penalties for the making of a false statement, which includes 180 days in jail or a \$1,000 fine or both, that I have read this Application and that the factual statements made in it are true to the best of my personal knowledge, information and belief.<sup>1</sup>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**POINTS AND AUTHORITIES IN SUPPORT OF APPLICATION TO  
PROCEED WITHOUT PREPAYMENT OF COSTS, FEES, OR SECURITY**

1. D.C. Code § 15-712.
2. D.C. Code § 22-2405.
3. Civil Rule 54-II, Domestic Relations Proceedings Rule 54-II, and Family Rule R.
4. *Adkins v. E.I. Du Pont de Nemours & Co., Inc.*, 335 U.S. 331 (1948).
5. *Harris v. Harris*, 137 U.S. App. D.C. 318, 322, 424 F.2d 806 (1970), *cert. denied*, 400 U.S. 826 (1970) ("*in forma pauperis* relief not limited to those who are public charges or absolutely destitute").
6. *Green v. Green*, 562 A.2d 1214 (D.C. 1989) (statute "effectuates the fundamental principle that every litigant should be provided equal access to the courts without regard to financial ability").
7. *Herbin v. Hoeffel*, 727 A.2d 883, 887 (D.C. 1999) (court officers serve process in *in forma pauperis* cases).
8. *Cabillo v. Cabillo*, 317 A.2d 866, 866 (D.C. 1974) (*per curiam*) (reversing denial of *in forma pauperis* status and mandating granting of petition where litigant's income "only slightly above the welfare standard").

<sup>1</sup> When you come to court, you may be asked questions about this Application. If your responses are not truthful, you could face additional criminal penalties.

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
FAMILY COURT and CIVIL DIVISION

\_\_\_\_\_  
Plaintiff/Petitioner

v.

Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant/Respondent

**ORDER**

Having considered  Plaintiff/Petitioner's  Defendant/Respondent's Application to Proceed without Prepayment of Costs, Fees, or Security, it is hereby ordered that the Application is:

- GRANTED** in this Family Court case and, pursuant to Domestic Relations Rule 54-II, witnesses will be subpoenaed without prepayment of witness fees;
- GRANTED** in this Civil Division case and, pursuant to Civil Rule 54-II, the officers of the Court will issue and serve all process; witnesses will be subpoenaed without prepayment of witness fees;
- DENIED**
  - For the following reasons: \_\_\_\_\_  
\_\_\_\_\_
  - For the reasons stated on the record in open court and in the presence of the applicant or his or her counsel;

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge