

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT  
Domestic Relations Branch**

\_\_\_\_\_  
PRINT PETITIONER'S/PLAINTIFF'S NAME

PETITIONER/PLAINTIFF,

v.

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

\_\_\_\_\_  
PRINT RESPONDENT'S/DEFENDANT'S NAME

Judge \_\_\_\_\_

RESPONDENT/DEFENDANT.

**MOTION FOR PERMISSION TO LATE FILE  
Does the Other Party Consent to this Motion?  yes  no**

I, \_\_\_\_\_, am the  PLAINTIFF/PETITIONER in this case.  
PRINT YOUR NAME  DEFENDANT/RESPONDENT

1. I respectfully ask this Court to allow me to file my paper even though I missed the deadline.

\_\_\_\_\_  
NAME OF PAPER YOU WANT TO LATE FILE

2. I would like this Court to allow me to file my paper even though I missed the deadline because:

## Request for Relief

**I RESPECTFULLY REQUEST** that the Court grant my Motion for Permission to Late File.

**I ALSO REQUEST** that the Court award any other relief it considers fair and proper.

I  Do  Do NOT request an oral hearing in front of the judge on this motion.

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I declare under penalty of perjury that the foregoing is true and correct.

*If this document is to be signed outside the geographic boundaries of the United States, Puerto Rico, the United States Virgin Islands, and any territory or insular possession subject to the jurisdiction of the United States, additional requirements must be met prior to signing. See Super. Ct. Dom. Rel. R. 2(c)(1)(B).*

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SIGN YOUR NAME

---

DATE

---

PRINT YOUR NAME

---

PHONE NUMBER

---

HOME ADDRESS 1

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EMAIL ADDRESS

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HOME ADDRESS 2

SUBSTITUTE ADDRESS: CHECK BOX IF YOU HAVE WRITTEN SOMEONE ELSE'S ADDRESS BECAUSE YOU FEAR HARASSMENT OR HARM.

## **POINTS AND AUTHORITIES IN SUPPORT OF MOTION**

In support of this Motion, I refer to:

1. Super. Ct. Dom. Rel. R. 6(b).
2. The record in this case.
3. The attached supporting document(s), if any.

[LIST ANY DOCUMENTS THAT YOU ARE ATTACHING]

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT  
Domestic Relations Branch**

\_\_\_\_\_  
PRINT PLAINTIFF'S NAME

\_\_\_\_\_ DRB \_\_\_\_\_

PLAINTIFF,

JUDGE: \_\_\_\_\_

v.

\_\_\_\_\_  
PRINT DEFENDANT'S NAME

DEFENDANT.

**RULE 5  
PROOF OF SERVICE FORM**

**IF YOU HAVE ALREADY SERVED THE OTHER PARTY WITH A COPY OF YOUR PAPERS, YOU CAN FILL OUT AND FILE THIS PROOF OF SERVICE FORM AT THE SAME TIME THAT YOU FILE YOUR PAPERS.**

**IF YOU HAVE NOT ALREADY SERVED THE OTHER PARTY WITH A COPY OF YOUR PAPERS, YOU MUST FILL OUT AND FILE THIS PROOF OF SERVICE FORM AFTER YOU SERVE THE OTHER PARTY.**

**IF THE OTHER PARTY HAS A LAWYER IN THIS CASE, YOU MUST SERVE A COPY OF THE PAPERS TO THE LAWYER. IF THE OTHER PARTY DOES NOT HAVE A LAWYER, A COPY OF THE PAPERS SHOULD BE SERVED DIRECTLY TO THE OTHER PARTY.**

**1. I certify that on \_\_\_\_\_ I served copies of \_\_\_\_\_ to:**

DATE OF SERVICE

\_\_\_\_\_  
\_\_\_\_\_  
NAME(S) OF PLEADING(S)

the other party, \_\_\_\_\_ **or**  
NAME OF OTHER PARTY

the other party's attorney, \_\_\_\_\_, who represents \_\_\_\_\_.  
NAME OF ATTORNEY NAME OF OTHER PARTY

**2. I delivered copies of the papers by:** [CHECK ONE]

**handing them to the other party.**

**sending them to the other party by first class mail** to the other party's last known address:

\_\_\_\_\_

ADDRESS WHERE THE PAPERS WERE SENT

**leaving them with a person of suitable age and discretion** who lived with the other party at:

\_\_\_\_\_

ADDRESS OR DESCRIPTION OF PLACE WHERE PAPERS WERE SERVED

This place is the other party's  TEMPORARY RESIDENCE.

PERMANENT RESIDENCE.

OTHER: \_\_\_\_\_

SPECIFY OTHER TYPE OF RESIDENCE

I state the following about the person I gave the papers to (PROVIDE AS MANY DETAILS AS POSSIBLE):

Their name: \_\_\_\_\_

Their approximate age: \_\_\_\_\_

Their relationship to the other party is:

Spouse/partner

Family member (specify): \_\_\_\_\_

Roommate

Other: \_\_\_\_\_

**leaving them at the other party's attorney's office** with the attorney, a clerk or other person in charge:

\_\_\_\_\_

PRINT NAME OF PERSON SERVED WITH PAPERS

\_\_\_\_\_

TITLE OF PERSON SERVED

\_\_\_\_\_

STREET ADDRESS

CITY, STATE AND ZIP CODE

**sending them electronically** through CaseFileXpress or some other electronic way agreed to by the other party in writing:

\_\_\_\_\_

EMAIL ADDRESS OF OTHER PARTY (IF USED)

\_\_\_\_\_

ELECTRONIC MEANS USED (FOR EXAMPLE: EMAIL, CASEFILEXPRESS)

**some other way** agreed to by the other party in writing:

\_\_\_\_\_

SPECIFY HOW SERVICE WAS COMPLETED

I declare under penalty of perjury that the foregoing is true and correct.

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*See Super. Ct. Dom. Rel. R. 2(c)(1)(B).*

\_\_\_\_\_  
SIGN YOUR NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
HOME ADDRESS 1

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
HOME ADDRESS 2

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