

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION, LANDLORD AND TENANT BRANCH
BLDG. B, 510 4th Street N.W., Room 110
Washington, D.C. 20001 Telephone (202) 879-4879

____ LTB _____
Date of Initial Hearing _____

Plaintiff/Landlord

Defendant/Tenant

vs.

Address

Address

AFFIDAVIT OF SERVICE

I, _____, age ____, residing at _____ and not a party to this case, depose and say that on _____, 20__, at ____AM/PM, I served a copy of the complaint and summons as follows:

- ☐ On the Defendant/Tenant _____ personally.
- ☐ By leaving said copy with _____, a person of suitable discretion above the age of sixteen (16) years, residing who resides on or at Defendant/Tenant's address given above, the Defendant/Tenant having left the District of Columbia or not to be found.
- ☐ Having at least twice attempted with due diligence and failed to effect service upon the Defendant/Tenant personally or upon a person of suitable discretion above the age of sixteen (16) years residing on or at the Defendant/Tenant's address given above by posting said copy on the door of the premises where it could be conveniently read. The date and time of all attempts at personal service were as follows:

First attempt: Date/Time _____, 20__, at _____ AM/PM

Second attempt: Date/Time _____, 20__, at _____ AM/PM

Other attempts (if applicable) _____

In addition to the service noted above, I mailed a copy of the Complaint and Summons to the Defendant/Tenant at the following address: _____ by first class U.S. mail, postage prepaid on _____, 20__.

☐ (For a corporation or limited liability company) I served _____, an officer, managing agent or general agent, or _____, a registered agent.

☐ You must set forth specific facts from which the Court can determine that process was served as indicated above and in compliance with D.C. Code Section 16-1502 and SCR L&T 4, including a physical description of any person on whom service was made and, if service was by posting at the Defendant/Tenant's address, a description of the door, including its location, color and any distinguishing marks: _____

Special Process Server

Subscribe and sworn to before me this _____ day of _____, 20__.

Notary Public

My commission expires

NOTE: A separate Affidavit is required for service on each named Defendant/Tenant.