

Superior Court of the District of Columbia

Small Claims Form 11

General

CIVIL DIVISION
SMALL CLAIMS AND CONCILIATION BRANCH
Bldg. B, 510 4th Street, N.W., RM -120
WASHINGTON, D.C. 20001 TELEPHONE 879-1120

NAME OF PERSON/COMPANY FILING CLAIM

Plaintiff(s)

(1) **NAME OF PERSON/COMPANY BEING SUED**

Defendant(s)

NAME OF 2ND PLAINTIFF, IF APPLICABLE

(2) **NAME OF 2ND DEFENDANT, IF APPLICABLE**

STREET ADDRESS, CITY, STATE AND ZIP CODE

(3) **NAME OF 3RD DEFENDANT, IF APPLICABLE**

Address

Zip Code

Phone No. **PLAINTIFF'S TELEPHONE NUMBER**

No. SC **CLERK - WRITE CASE NUMBER**

STATEMENT OF CLAIM

PRINT A SIMPLE BUT COMPLETE STATEMENT AS TO WHY YOU ARE SUING THE

DEFENDANT INCLUDING WHAT HAPPENED, DATES OF INCIDENT, PLACE OF INCIDENT

AND THE AMOUNT OF YOUR CLAIM. ATTACHED ARE SAMPLE STATEMENTS.

DISTRICT OF COLUMBIA, ss: **PLAINTIFF'S FULL NAME** being first duly sworn on oath says the foregoing is a just and true statement of the amount owing by the defendant to plaintiff, exclusive of all set-offs and just grounds of defense.

PLAINTIFF'S SIGNATURE AND PRINTED NAME

Plaintiff/Agent (Sign and Print Name)

PLAINTIFF'S STREET ADDRESS

Address

PLAINTIFF'S CITY, STATE, ZIP CODE

City/State/Zip Code

Phone No.: **PLAINTIFF'S PHONE NUMBER**

Title: **TITLE OF AGENT, IF APPLICABLE**

Subscribed and sworn to before me this **CLERK OR NOTARY - DATE** day of _____, 20

(month and year)

CLERK OR NOTARY - SIGN

Deputy Clerk (or notary public)

Attorney for Plaintiff (Sign and Print Name)

FOR ATTORNEY'S ONLY

Address

Zip Code

Bar No.: *Phone No.:*

NOTICE (All parties must notify the court of any address changes.)

To: (1) **NAME OF PERSON/COMPANY TO BE SERVED**

Defendant

COMPLETE ADDRESS OF PERSON TO BE SERVED

Address Zip Code

CHECK HOME OR BUSINESS

Home

Business

To: (2) **NAME OF 2ND DEFENDANT TO BE SERVED**

Defendant

COMPLETE ADDRESS OF 2ND DEFENDANT

Address Zip Code

CHECK HOME OR BUSINESS

Home

Business

You are hereby notified that **NAME OF PERSON/COMPANY FILING CLAIM** has made a claim and is requesting judgment against you in the sum of **AMOUNT OF THE CLAIM IN WORD FORM** dollars \$ **CLAIM AMOUNT**

as shown by the foregoing statement. The court will hold a hearing upon this claim on **DATE OF HEARING** at 9:00 a.m. in the Small Claims and Conciliation Courtroom 119, Bldg. B, 510 4th Street, N.W.,

SEE REVERSE SIDE FOR COMPLETE INSTRUCTIONS BRING THIS NOTICE WITH YOU AT ALL TIMES

Deputy Clerk

Small Claims and Conciliation Branch

Filer must complete all sections in red.

Clerk, notary or attorney will complete sections in blue.

SAMPLE STATEMENTS

CONTRACT

Plaintiff sues defendant for money due on a contract and states as follows: \$amount of claim plus interest and court costs. The Parties entered into a contract on date of incident a copy of which is attached hereto. Defendant has failed to perform as follows: explain how the defendant failed to perform the contract.

AUTOMOBILE COLLISION – ONE DEFENDANT

For damages to Plaintiff's automobile when in a collision with the automobile of the Defendant at address of incident on date of incident. \$ amount of claim plus interest and court costs.

AUTOMOBILE COLLISION – TWO DEFENDANTS

For damages to Plaintiff's automobile when in a collision with the automobile owned by Defendant name of owner of vehicle at and driven by Defendant name of driver of vehicle at address of incident on date of incident \$amount of claim plus interest and court costs.

AUTOMOBILE – PARKED

For damages to Plaintiff's automobile while parked at address of incident when struck by the automobile of Defendant on date of incident \$amount of claim plus interest and court costs.

AUTOMOBILE – CUSTODY

For damages to Plaintiff's automobile while in custody of the Defendant at address of incident on date of incident. \$amount of claim plus interest and court costs.

DEPOSIT – MERCHANDISE

For return of a deposit in the amount of \$ amount of claim paid to Defendant on date of incident for merchandise, to which deposit Plaintiff is entitled because: explain why Plaintiff is entitled to the deposit plus interest and court costs.

DEPOSIT – APARTMENT

For return of a deposit paid to the Defendant on date of incident for Apartment # apartment number at street address of apartment \$ amount of claim plus interest and court costs.

DEPOSIT – SECURITY

For return of a security deposit paid to the Defendant on date of incident for Apartment # apartment number at street address of apartment withheld by the defendant since date deposit was due from defendant \$ amount of claim plus interest and court costs.