

Rule 10. Form of Pleadings, Motions and Other Papers

(a) Stationery. Pleadings, motions and other papers shall be on opaque white paper, approximately 11 inches long and 8 1/2 inches wide, without a back or cover, and fastened at the top.

(b) Caption; names of parties; locational information. Every pleading, motion or other paper shall contain a caption setting forth:

(1) The name of the Superior Court of the District of Columbia Family Division Domestic Relations Branch;

(2) The title of the action, which shall include: (i) in the complaint, petition and answer, the names and residence addresses of all parties; (ii) in pleadings other than the complaint, petition and answer, it is sufficient to state the name of the first party on each side with an appropriate indication of other parties;

(3) The case number;

(4) The name of the pleading, and, if a request for child support is made in the pleading, the inscription "ACTION INVOLVING CHILD SUPPORT" immediately below the name of the pleading;

(5) Where necessary to avoid confusion, the name or names of the party or parties on whose behalf the pleading or other paper is filed;

(6) If the case has been assigned to a specific calendar or a single judicial officer, the calendar number or the judicial officer's name shall appear below the file number;

(7) A party who has a reasonable basis to fear harassment or harm to the party or the party's family from disclosure of the party's residence address shall not be required to state the address provided that the party substitutes the name and address of the party's attorney or a third person willing to accept service copies for the party and in care of whom such service copies may be sent. A paper which has a substituted address shall be clearly marked to indicate that such a substitution has been made. In using a substitute address a party shall be deemed to have certified that the party may be notified of court proceedings and receive service copies of papers at that address. Except as modified by praecipe filed with the Court and served upon the parties pursuant to SCR-Dom Rel 5, the names, addresses, and telephone numbers represented in the pleading, motion, or other paper shall be deemed conclusively correct and current.

(8) The last paragraph of a party's initial pleading shall either (1) identify the court and docket number of any prior or pending action based on or including the same claim or subject matter, or (2) state that there are no such cases.

(c) Signing of pleading, motion or other paper. Every pleading, motion or other paper shall be signed in accordance with SCR-Dom Rel 11. Below the signature, the paper shall contain: (i) if the party is represented by counsel, the name, office address, telephone number, fax number, if any, and District of Columbia Bar number of the attorney, (ii) if the party is not represented by counsel, the name, full residence address, and telephone number of the party by whom the paper was filed, or a substitute name, address and telephone number if a substitution has been made pursuant to subparagraph (b)(7) of this Rule.

(d) Paragraphs. Each claim or defense shall be made in a separate paragraph. The contents of each paragraph shall be limited as far as practicable to a statement of a single set of circumstances.

(e) Adoption by reference; exhibits. Statements in a pleading may be adopted by reference in a different part of the same pleading or in another pleading or in any motion or other paper. A copy of any written instrument which is an exhibit to a pleading, motion or other paper is a part thereof for all purposes.

(f) Nonconformance with above. A pleading, motion or other paper not conforming to the requirements of this Rule shall not be accepted for filing.

COMMENT

Subparagraph (b)(7) of this Rule allows a party to use a substitute address on pleadings where the party fears that disclosing a residence address will pose a risk of harassment or harm to the party or his or her family. A party who uses a substitute address will be deemed to have certified that the party may receive notice of court proceedings and papers at that address.