



Anne B. Wicks  
Executive Officer

DISTRICT OF COLUMBIA COURTS  
Administrative Services Division  
Office: Gallery Place  
616 H Street NW, 6<sup>th</sup> Floor  
Washington, DC 20001  
Mailing Address: 500 Indiana Avenue NW  
Washington, DC 20001-2131



Louis W. Parker  
Administrative Officer

## DISTRICT OF COLUMBIA COURTS RELEASE OF CLAIMS

**THE CONTRACTOR SHALL COMPLETE AND SUBMIT THIS FORM AND A COPY OF THE  
FINAL INVOICE TO THE COTR**

The undersigned Contractor, pursuant to the term of contract between the District of Columbia Courts herein referred to as the "Courts" and

\_\_\_\_\_ herein  
(Name of Contractor)

referred to as the "Contractor" for (Insert Contract Number and Caption):

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

Located  
at: \_\_\_\_\_

1. The Contractor hereby certified that there is due and payable by the Courts to the Contractor under the contract and fully approved modifications the balance of:

\$ \_\_\_\_\_ **(Final Invoice Amount).**

2. The Contractor further certified that in addition to the final invoice amount set forth in paragraph 1 above, there are outstanding and unsettled the following items including Retainer fee which the Contractor claims are just and due and owing by the Courts to the Contractor **(Itemize claims and amounts due. If none, so state):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

3. The contractor further certified that all work required under this contract including work required under all modifications has been performed in accordance with the terms thereof and that there are no unpaid claims for materials, supplies, equipment, or service.

**DRAFT as of December 2017**

4. Except for the amounts stated in paragraph 1 and 2 above, the Contractor certifies that it has received from the Courts all sums of money pursuant to the above mentioned contract and any modifications.
5. That in consideration of the payment of the amount stated in paragraph 1 above, the Contractor does hereby release the Courts from any and all claims arising under or by virtue of this contract. Except the amount listed in paragraph 2 above, provided however, that if for any reason the Courts does not pay in full the amount stated in paragraph 1 above, said deduction shall not affect the validity of this release. But the amount so deducted shall be automatically included under paragraph 2 above, as an amount which the Contractor has not released but will release upon payment thereof. The Contractor further certifies that upon receipt of the payment of the amount listed in paragraph 2 above, and any amount with may be deducted from paragraph 1 above, the Contractor will release the Courts from any and all claims arising out of the above contract or any modifications thereof, and will execute such further release or assurance as the Courts may request.

In WITNESS WHEREOF, the Contractor has signed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CONTRACTOR:**

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Official Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(E-mail)

**DC COURTS COTR:** Certificate of Acknowledgement of Delivery and Acceptance of All Goods and Services

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Official Title)

\_\_\_\_\_  
(Date)