

# Superior Court of the District of Columbia

Small Claims Form 11

CIVIL DIVISION

General

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  
APPLICABLE**

(2) **NAME OF 2<sup>ND</sup> DEFENDANT, IF**

**STREET ADDRESS, CITY, STATE AND ZIP CODE**

(3) **NAME OF 3<sup>RD</sup> 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 \_\_\_\_\_ day of **CLERK OR NOTARY - DATE**, 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*

To: (2) **NAME OF 2<sup>ND</sup> DEFENDANT TO BE SERVED**

*Defendant*

**COMPLETE ADDRESS OF PERSON TO BE SERVED**

*Address*

**CHECK HOME OR BUSINESS**

Home

Business

*Zip Code*

**COMPLETE ADDRESS OF 2<sup>ND</sup> DEFENDANT**

*Address*

**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*

## 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.