

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
FAMILY COURT
Domestic Relations Branch**

PRINT YOUR NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

☐ **SUBSTITUTE ADDRESS:** CHECK BOX IF
YOU HAVE WRITTEN SOMEONE ELSE'S ADDRESS
BECAUSE YOU FEAR HARASSMENT OR HARM.

PLAINTIFF,

v.

PRINT YOUR SPOUSE'S NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

DEFENDANT.

DRB

RELATED CASES:

**COMPLAINT FOR LEGAL SEPARATION
Action Involving Child Support ☐ yes ☐ no**

I, _____, am the Plaintiff in this case and state that
PRINT YOUR NAME

1. This Court is the proper place to decide my request for legal separation and related issues because: [CHECK ALL THAT APPLY]

☐ I have been a resident of the District of Columbia for more than six months immediately before filing this Complaint.

☐ My spouse has been a resident of the District of Columbia for more than six months immediately before filing this Complaint.

2. My spouse and I were married [CHECK ONE]

☐ by ceremony on _____, in _____.
DATE CITY AND STATE

☐ by common law on or about _____, in _____.
DATE CITY AND STATE

3. My spouse and I separated on or about _____.
DATE

4. I state the following about the separation: [CHECK ALL THAT APPLY]

☐ The separation has been **mutual and voluntary, and without cohabitation.**

☐ The separation has continued without interruption or cohabitation for a period of **one year or more** immediately before filing this Complaint.

5. I state the following with regard to my married name: [CHECK ONE]

☐ I did not change my name when I married my spouse.

☐ I changed my name when I married my spouse. I do not wish to return to a former name.

☐ I changed my name when I married my spouse and I now wish to return to my birth name or another legal name I used before my marriage. I have no illegal or fraudulent reason for making this request. The former name I want restored is:

PRINT NAME YOU WOULD LIKE THE COURT TO RESTORE

Marital Property & Marital Debt

6. I state the following about property from my marriage: [CHECK ONE]

☐ My spouse and I have no marital property.

☐ My spouse and I have an agreement resolving all of our marital property issues and I am not asking the Court to divide or distribute any marital property.

☐ My spouse and I have a written agreement resolving all of our marital property issues and I am not asking the Court to divide or distribute any marital property.

☐ My spouse and I have marital property that I am asking the Court to divide or distribute, and I have completed and attached the additional information required on Attachment A, which I incorporate into this Complaint.

☐ I am not sure if my spouse and I have marital property.

7. I state the following about debt from my marriage: [CHECK ONE]

☐ My spouse and I have no marital debt.

☐ My spouse and I have an agreement resolving all of our marital debt issues and I am not asking the Court to assign responsibility for any marital debt.

☐ My spouse and I have a written agreement resolving all of our marital debt issues and I am not asking the Court to assign responsibility for any marital debt.

☐ My spouse and I have marital debt that I am asking the Court to assign responsibility for, and I have completed and attached the additional information required on Attachment A, which I incorporate into this Complaint.

☐ I am not sure if my spouse and I have marital debt.

Alimony

8. I state the following about my need for alimony from my spouse: [CHECK ONE]

☐ I need permanent and/or temporary alimony from my spouse and I believe my spouse has the ability to pay alimony to me.

☐ I do not want my spouse to pay alimony to me.

Custody

9. I state the following about our child(ren) who are under the age of 18: [CHECK ONE]

☐ My spouse and I do not have any children together (through birth or adoption) who are under the age of 18.

☐ My spouse and I do have children together (through birth or adoption) who are under the age of 18, but I am not asking the court to decide custody at this time.

☐ My spouse and I do have children together (through birth or adoption) who are under the age of 18, and we have a written agreement about custody; I am not asking the court to decide custody at this time.

☐ My spouse and I do have children together (through birth or adoption) who are under the age of 18, and I am asking the court to decide custody. I have completed and attached the additional information required on Attachment B, which I incorporate into this Complaint.

Child Support

10. I state the following about my request for child support: [CHECK ONE]

☐ My spouse and I do not have any children together (through birth or adoption), or our children together are over the age of 21 years and are not adult disabled children.

☐ My spouse and I do have children together (through birth or adoption) who are under the age of 21 or who are adult disabled children, but I am not asking the Court to award child support at this time.

☐ My spouse and I do have children together (through birth or adoption) who are under the age of 21 or who are adult disabled children, and we have an agreement regarding child support; that agreement is consistent with the Child Support Guideline of the District of Columbia and/or it is fair and just.

☐ My spouse and I do have children together (through birth or adoption) who are under the age of 21 or who are adult disabled children, and I am asking the Court to award child support, *and* I have completed and attached the additional information required on Attachment C, which I incorporate into this Complaint.

Attachments

11. I have included the following attachment(s): [CHECK ALL THAT APPLY]

- ☐ No attachments
- ☐ Attachment A (Marital Property and/or Marital Debt)
- ☐ Attachment B (Child Custody)
- ☐ Attachment C (Child Support)

Request for Relief

I RESPECTFULLY REQUEST that the Court grant me a Legal Separation and [CHECK ALL THAT APPLY]

- ☐ Divide marital property and/or assign marital debts in a manner that is equitable, just and reasonable.
- ☐ Award alimony in a manner that is fair and just, including: [CHECK ALL THAT APPLY]
 - ☐ temporary alimony
 - ☐ permanent alimony
- ☐ Award custody in the best interests of the child(ren).
- ☐ Hold a hearing on my request for child support within 45 days of filing and issue a Notice of Hearing and Order Directing Appearance (“NOHODA”) to the other parent with the date and time of the hearing.
- ☐ Award child support according to the Child Support Guideline of the District of Columbia and other applicable laws, including: [CHECK ALL THAT APPLY]
 - ☐ current child support (support starting today and continuing into the future)
 - ☐ retroactive child support (support for time before today)
 - ☐ medical support
- ☐ Note that we have an agreement. I request that the Court: [CHECK ONE]
 - ☐ *include* our agreement as a part of its order.
 - ☐ *not include* our agreement as a part of its order.
- ☐ Restore me to my former name.

I ALSO REQUEST that the Court award any other relief it considers fair and proper.

[CHECK ONE]

- ☐ I *do not* know of any proceedings in the District of Columbia or in any state or territory involving the same claim or subject matter as this case.
 - ☐ I *do* know of proceedings in the District of Columbia or in any state or territory involving the same claim or subject matter as this case, as listed on the first page of this Complaint (“Related Cases”).
-

I solemnly swear or affirm under criminal penalties for the making of a false statement that I have read the foregoing Complaint for Legal Separation and that the factual statements made in it are true to the best of my personal knowledge, information and belief.

Respectfully Submitted,

SIGN YOUR NAME

DATE (mm/dd/yyyy)

STREET ADDRESS

CITY, STATE AND ZIP CODE

TELEPHONE NUMBER

EMAIL ADDRESS

☐ **SUBSTITUTE ADDRESS:** CHECK BOX IF YOU HAVE WRITTEN SOMEONE ELSE'S ADDRESS BECAUSE YOU FEAR HARASSMENT OR HARM.

RULE 4 SERVICE

WHEN YOU FILE YOUR COMPLAINT, THE FAMILY COURT CENTRAL INTAKE CENTER WILL GIVE YOU A **SUMMONS** THAT YOU MUST SERVE ON THE OTHER PARTY ALONG WITH A COPY OF YOUR COMPLAINT.

YOU MUST SERVE THE OTHER PARTY BEFORE THE SUMMONS EXPIRES IN **60** DAYS.

IF YOU ARE UNABLE TO SERVE THE OTHER PARTY WITHIN THE **60** DAYS, YOU CAN ASK THE FAMILY COURT CENTRAL INTAKE CENTER TO GIVE YOU ANOTHER SUMMONS. THE SECOND SUMMONS IS CALLED AN “ALIAS SUMMONS.” YOU **MUST** ASK FOR THE ALIAS SUMMONS **BEFORE** THE FIRST SUMMONS EXPIRES.

HERE ARE THE WAYS YOU CAN SERVE THE COMPLAINT AND SUMMONS:

- **by having someone else** (NOT you), who is over 18 years old and not a party to the case,
 - **hand it to the other party;** or
 - **leave a copy at the other party’s home** with a person of suitable age and discretion who lives there

- AFTER THE OTHER PARTY IS SERVED, THE SERVER MUST COMPLETE AN AFFIDAVIT OF SERVICE AND FILE IT WITH THE FAMILY COURT CENTRAL INTAKE CENTER (“CIC”). AFFIDAVITS ARE AVAILABLE AT THE CIC.

OR

- **by mailing it to the other party** by certified mail, return receipt requested.

- AFTER THE RETURN RECEIPT (“GREEN CARD”) COMES BACK TO YOU, FILE IT WITH THE CIC ALONG WITH A COMPLETED AFFIDAVIT OF SERVICE. THESE AFFIDAVITS ARE ALSO AVAILABLE AT THE CIC.

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
TRIBUNAL SUPERIOR DEL DISTRITO DE COLUMBIA
FAMILY COURT - DOMESTIC RELATIONS BRANCH
JUZGADO DE FAMILIA- DIVISIÓN DE RELACIONES DOMÉSTICAS
500 Indiana Avenue, N.W., Washington, D.C. 20001**

A Complaint for:
Demanda de:

☐ Divorce
Divorcio

☐ Legal Separation
Separación Legal

☐ Annulment
Anulación

☐ Other:
Otro

☐ Custody
Tutela

☐ Standby Guardianship
Tutoría de Reserva

☐ Visitation
Visitas

In the Matter of:
En la causa de:

Plaintiff
Demandante

Jacket Number
Número del expediente _____

vs.

Defendant
Demandado

SUMMONS
NOTIFICACIÓN

TO:
A:

Name
Nombre

Address
Dirección

You are hereby SUMMONED to the Family Court of D.C. Superior Court and required to Answer the attached Complaint. Your Answer must be filed with the Clerk of this Court in the Family Court Central Intake Center, D.C. Superior Court, Room JM-520, 500 Indiana Avenue, N.W. Your Answer must be properly filed within twenty (20) days after service of this Summons and Complaint upon you. This 20-day period does not include the day on which you were served. A copy of your Answer must be served upon the plaintiff's attorney or plaintiff, whichever is indicated below. If you do not file your answer on time, the court may make orders affecting your marriage, your property, and custody and visitation of your children. You may be ordered to pay support and attorney fees. It is recommended that you seek the advice of an attorney to assist you in this case.

Por medio de la presente se le ORDENA comparecer en persona al Juzgado de Familia en el Tribunal Superior del Distrito de Columbia y se le exige su contestación a la demanda adjunta. Debe presentar su contestación con el actuario de este tribunal en el "Family Court Central Intake Center" Tribunal Superior del Distrito de Columbia, Oficina JM-520, 500 Indiana Avenue, N.W. La contestación debe presentarse de manera adecuada dentro del plazo de veinte (20) días después de que este citatorio y demanda se le hayan entregado formalmente. Este plazo de 20 días no incluye el día de la notificación formal. Debe entregarse una copia de la contestación formalmente al indicado, ya sea el abogado del demandante o el demandante,

PLAINTIFF'S ATTORNEY OR PLAINTIFF
ABOGADO DEL DEMANDANTE O DEMANDANTE

Name:
Nombre:

Address:
Dirección:

Witness, the Honorable Chief Judge of the Superior Court of the District of Columbia and seal of said Court.
Doy fe, el Honorable Juez Presidente del Tribunal Superior del Distrito de Columbia y el sello de dicho tribunal.

SEAL
Sello

Clerk of the Superior Court
of the District of Columbia
Actuario del Tribunal Superior del Distrito de Columbia

Date of Issue:
Fecha de emisión:

By:
Por:

Deputy Clerk
Actuario Auxiliar

*This summons expires 60 days from the date of issue noted above. This case will be dismissed if the Plaintiff fails to comply with Rule 4 (I).
(See back)

** Este citatorio se vence 60 días después de la fecha de emisión. Esta causa será sobreseída si el demandante no cumple con la Regla 4(1).*

Please note that additional information is available on the reverse side of this form.

Favor de notar la información adicional al dorso de este formulario.



Superior Court of the District of Columbia Family Court

Cross Reference Intake Form

Party	Name	Address	Date of Birth	Social Security Number	Driver License Number
Plaintiff/Petitioner ¹					
Co-Plaintiff/Co-Petitioner					
Defendant/Respondent ²					
Co-Defendant/Co-Respondent					
Child					
Child					
Child					
Child					
Child					
Household Members					
Household Members					

1. What type of case are you filing today? _____
2. Do you have any other court cases in this court? _____. If yes, please list the name, type, and case number: _____

3. Do you have any other court cases in another court? _____. If yes, please list the name of the court, case, type, and number: _____

4. Are you *pro se* (representing yourself)? _____. If yes, please visit the Family Court Self-Help Center in Room JM-570.

¹ The person who is filing the case is the plaintiff/petitioner

² The person against whom the case is filed is the defendant/respondent

Disclaimer: This form will not be kept in the official court jacket. After your information has been entered into the system, this form will be destroyed.