

**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 OTHER PARTY'S NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

DEFENDANT 1.

DRB

RELATED CASES:

PRINT OTHER PARTY'S NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

DEFENDANT 2.

**COMPLAINT FOR THIRD PARTY CUSTODY and/or VISITATION
Action Involving Child Support yes no**

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

Court for [CHECK ONE] custody (I want responsibility for raising the child(ren))

visitation (I want the opportunity to visit with the child(ren))

1. The child(ren) in this case:

Child's Full Name	Child's Date of Birth	Gender

2. My relationship to the child(ren) in this case: [CHECK ONE]

- I am or seek to be the caretaker. My relationship to the child(ren) is: _____ (e.g. grandparent, brother, aunt, etc.).
or
- Other _____.

3. The other party's/parties' relationship to the child(ren) in this case:

_____: [CHECK ONE]
PRINT FIRST OTHER PARTY'S NAME

- The above party is the biological or adoptive parent.
or
- The above party is the caretaker. His/Her relationship to the child(ren) is _____ (e.g. grandparent, brother, aunt, etc.)
or
- Other _____.

_____: [CHECK ONE]
PRINT SECOND OTHER PARTY'S NAME (IF APPLICABLE)

- The above party is the biological or adoptive parent.
or
- The above party is the caretaker. His/Her relationship to the child(ren) is _____ (e.g. grandparent, brother, aunt, etc.)
or
- Other _____.

4. I have standing to bring this action because: [CHECK ALL THAT APPLY]

The parent who is or has been the primary caretaker of the child within the past 3 years consents to my complaint.

I have lived in the same household as the child for at least 4 of the last 6 months or, if the child is under the age of 6 months, for at least half of the child's life; and I have primarily assumed the duties and obligations for which a parent is legally responsible, including providing the child with food, clothing, shelter, education, financial support, and other care to meet the child's needs.

I am living with the child and I need custody to prevent harm to the child, because, [PROVIDE SPECIFIC REASONS]:

Other:

5. This Court is the proper place to decide issues of child custody because: [CHECK ONE]

Home State. The District of Columbia is the child(ren)'s "home state" because the child(ren) currently live(s) in the District of Columbia *AND* has/have lived in the District of Columbia for at least six months immediately before filing this Complaint.

Home State. The child(ren) do not currently live in the District of Columbia, *BUT* the District of Columbia was the "home state" *AND* the child(ren) has/have been away from the District of Columbia for less than six months before the filing of this Complaint *AND* a parent or a person acting as a parent continues to live in the District of Columbia.

Significant Connections. There is no "home state" or the "home state" has declined to exercise jurisdiction on the grounds that the District of Columbia is the more appropriate forum *AND* the child(ren) and at least one parent or person acting as a parent has a significant connection with the District of Columbia *AND* there is substantial evidence available in the District of Columbia concerning the child(ren)'s care, protection, training and personal relationships.

More Appropriate Court. All courts with jurisdiction have declined to exercise their jurisdiction in favor of the District of Columbia because this is the more appropriate Court to determine custody of the child(ren).

No Other Court. There is no other court with jurisdiction to determine custody of the child(ren).

Temporary Emergency Jurisdiction. The District of Columbia is not the “home state” *BUT* the child(ren) is/are present in the District of Columbia *AND* the child(ren) has/have been abandoned *OR* it is necessary in an emergency to protect the child(ren) because the child(ren), or a sibling or parent of the child(ren), is/are subjected to or threatened with mistreatment or abuse.

6. The minor child(ren) currently live(s) at the following address(es) with the following person(s): [USE ONLY ONE ENTRY FOR MULTIPLE CHILDREN LIVING AT THE SAME ADDRESS]

Child(ren)’s Name(s)	Current Address	Since What Date	Child Lives With (names)

7. Over the last five years, the child(ren) have lived in the following places, with the following persons: [USE ONLY ONE ENTRY FOR MULTIPLE CHILDREN WHO PREVIOUSLY LIVED AT THE SAME ADDRESS]

Child(ren)’s Name(s)	Previous Address	During What Dates	Child(ren) Lived With (name and current address)

8. The following people, who are not parties to this case, have physical custody of, or claim rights of legal or physical custody of, or visitation with the child(ren):

Name	Current Address

9. I state the following about other cases involving the child(ren): [CHECK ONE]

There are no other cases concerning custody of, or visitation with, the child(ren), and there are no other cases that could affect this proceeding.

The following cases concern custody of, or visitation with, the child(ren), or could affect this proceeding (e.g. divorce, child support, domestic violence, neglect, etc.)

COURT CASE NO. CASE TYPE DATE OF DETERMINATION

10. I was was not a party or witness or participant of any kind in any other proceeding concerning the custody of or visitation with the child(ren).

11. Legal Custody. I am a fit and proper person to have legal custody of the minor child(ren) and make decisions about their well-being, and I believe that it is in the best interest of the minor child(ren) that I be awarded: [CHECK ONE]

joint legal custody with: _____
PRINT NAME OF PARTY/PARTIES

sole legal custody

12. Physical Custody. I am a fit and proper person to have physical custody of the minor child(ren) and to have responsibility and control of the child(ren), and I believe that it is in the best interest of the minor child(ren) that I be awarded: [CHECK ONE]

joint physical custody with: _____
PRINT NAME OF PARTY/PARTIES

sole physical custody

visitation

13. I state the following about visitation: [CHECK ALL THAT APPLY]

- We can work out a visitation schedule on our own.
- We need a specific schedule of visitation
- Any visitation should be supervised because _____.
- The other party should not receive any visitation because _____.

14. I state the following about child support: [CHECK ONE]

- I am I am not seeking child support on behalf of the child(ren).

Request for Relief

I RESPECTFULLY REQUEST that the Court: [CHECK ALL THAT APPLY]

- Grant me: sole physical custody
 joint physical custody with _____
PRINT NAME OF PARTY/PARTIES

- Grant me: sole legal custody
 joint legal custody with _____
PRINT NAME OF PARTY/PARTIES

- Allow _____ to visit with the child(ren).
PRINT NAME OF PARTY/PARTIES

- Allow only supervised visitation for _____.
PRINT NAME OF PARTY/PARTIES

- Allow no visitation for _____.
PRINT NAME OF PARTY/PARTIES.

- Award child support according to the Child Support Guideline of the District of Columbia and other applicable laws, including:
 - current child support (support starting today and continuing into the future)
 - retroactive child support (support for time before today)
 - health insurance

- Hold a hearing on my request for child support within 45 days of filing and issue a Notice of Hearing and Order Directing Appearance (“NHODA”) to the other party with the date and time of the hearing.

- Note that we have a written agreement.
Please: *include* our written agreement as a part of its order.
 do not include our written agreement as a part of its order.

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

[CHECK ONE]

I do 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. Please list state, court, and docket number for cases involving the same claim or subject matter.

I solemnly swear or affirm under criminal penalties for the making of a false statement that I have read the foregoing Complaint for Custody and/or Visitation 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

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 (ALONG WITH THE COMPLAINT) ON THE OTHER PARTY 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: Divorce Legal Separation Annulment Other:
 Demanda de: *Divorcio* *Separación Legal* *Anulación* *Otro*

Custody Standby Guardianship Visitation _____
Tutela *Tutoría de Reserva* *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:
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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 sobreesida si el demandante no cumple con la Regla 4(I). 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					
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.