

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division – Small Claims and Conciliation Branch
510 4th Street, N.W., Court Building B, Room 120, Washington, D.C. 20001
Telephone Number: (202) 879-1120 Website: www.dccourts.gov

Case No. _____

Plaintiff

Defendant

vs.

Address

Address

New address for service

AFFIDAVIT OF SERVICE BY PRIVATE INDIVIDUAL ACTING AS SPECIAL PROCESS SERVER

I, _____, am competent, at least 18 years of age, and I reside or work at _____.

I am not a party and have no interest in this case.

1. On _____, 20____, at _____ a.m. / p.m. I served a copy of the statement of claim, verification, notice, and any attachments — and if applicable, the order granting an extension of time to serve Defendant, notice of the next hearing date, and any other order directed by the court — in the following manner (check one):

On the Defendant _____ personally at _____.

By leaving the materials described above with _____, a person of suitable age and discretion, who resides with Defendant at _____.

(For a corporation, partnership, or association) I served _____, who is (check one of the following): an officer a managing or general agent an agent authorized by appointment or law to receive service of process, at _____.

2. You must set forth specific facts from which the Court can determine that process was served as indicated above and in compliance with Super. Ct. Sm. Cl. R. 4, including a physical description (for example: approximate age, height, weight, etc.) of any person who was served:

Special Process Server (Print Name and Sign)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public / Deputy Clerk

My commission expires

NOTE: A separate Affidavit is required for service on each named Defendant