



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

**Name of the person / organization filing the lawsuit**

Plaintiff(s)

v.

**Name of the person / organization being sued**

Defendant(s)

**Indicate how you are related to this case. If "other," explain.**

**Name of the plaintiff or plaintiff's lawyer**

Name (please print or type)

**Plaintiff's lawyer's firm name**

Firm Name (if applicable)

**Telephone number**

**Lawyer's Bar Number**

Telephone No.

Bar. No.

**Check "Yes" if an interpreter is needed, and write the language.**

**Relationship to Lawsuit:**  
 Attorney for Plaintiff     Self (Pro Se / No Attorney)  
 Other: \_\_\_\_\_

**Service Method:**  
 Certified Mail by Clerk (How many? \_\_\_\_\_)  
      With Restricted Delivery  
 Registered Mail by Clerk (How many? \_\_\_\_\_)  
      With Restricted Delivery (check if applicable)  
 Special Process Server (You must file an Application for Approval of Special Process Server)

**Indicate how the defendant(s) should be served. If by mail, include the number of defendants and whether you want restricted delivery.**

Do you need an interpreter?     Yes     No    If yes, which language(s)? \_\_\_\_\_

Amount in Controversy:     \$1 - \$500     \$500.01 - \$2,500     \$2,500.01 - \$10,000

Pending case(s) related to the action being filed:

Case No.: \_\_\_\_\_ Case No.: \_\_\_\_\_

**Check only one box for the amount of money you are asking for.**

**NATURE OF SUIT: (Check one box that best describes your case)**

**A. CONTRACTS – a claim based on an agreement between parties made either orally or in writing**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Debt Suit          | <input type="checkbox"/> Breach of Warranty        | <input type="checkbox"/> Negotiable Instrument |
| <input type="checkbox"/> Personal Property  | <input type="checkbox"/> Loan                      | <input type="checkbox"/> Rent Due              |
| <input type="checkbox"/> Unpaid Wages       | <input type="checkbox"/> Services Rendered         | <input type="checkbox"/> Security Deposit      |
| <input type="checkbox"/> Breach of Contract | <input type="checkbox"/> Home Improvement Contract | <input type="checkbox"/> Oral                  |

**B. PROPERTY TORTS – a claim for an injury or wrong committed on the property of another**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Automobile      | <input type="checkbox"/> Conversion              | <input type="checkbox"/> Shop Lifting |
| <input type="checkbox"/> Property Damage | <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Trespass     |

**C. PERSONAL TORT – a claim for an injury or wrong committed on the person of another**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Assault and Battery | <input type="checkbox"/> False Witness                | <input type="checkbox"/> Libel and Slander |
| <input type="checkbox"/> Automobile          | <input type="checkbox"/> Personal Injury              | <input type="checkbox"/> Negligence        |
| <input type="checkbox"/> Harassment          | <input type="checkbox"/> Fraudulent Misrepresentation | <input type="checkbox"/> Slip and Fall     |

**D.  UNIFORM ARBITRATION ACT – an action based on an arbitration agreement**

**G.  SUBROGATION – a claim filed by one person in the place of another**

**E.  FOREIGN JUDGMENT – a judgment, decree or order filed from another jurisdiction**

**H.  COLLECTION – a claim filed by a seller or lender to collect a consumer debt**

**F.  MEDICAL MALPRACTICE – a claim against a healthcare provider for professional misconduct**

Have you given notice of intention to file your lawsuit 90 days prior to filing?     Yes     No