



**Superior Court of the District of Columbia
Civil Division – Landlord and Tenant Branch
510 4th St NW, Building B, Room 110, Washington DC 20001
202-879-4879 | dccourts.gov**

Case Number: _____

v.

Plaintiff(s)

Defendant(s)

Street Address (No PO boxes)

Street Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Email Address

Phone Number (if known)

Email Address (if known)

SUMMONS TO APPEAR IN COURT

The plaintiff has sued to evict you. This paper is a summons for you to appear for a hearing on the date and time listed on the Initial Hearing Notice that you should get with this summons.

You do not have to leave your unit unless and until the Court orders you to do so.

The complaint states the reason(s) the plaintiff seeks to evict you. The complaint should be attached to this summons. If it is not, you can get a copy in the Landlord and Tenant Clerk's Office at 510 4th Street, Building B, Room #110 or by calling the Clerk's Office at (202)879-4879 or you can view it electronically at the Court's online court docket at <https://www.dccourts.gov/superior-court/cases-online> by typing in the case number exactly as it appears on the top of this form, including spaces, zeroes, and capital letters.

1. If you, or your attorney, do not appear on the date and time listed in the Initial Hearing Notice, you may be evicted without any further court hearings.
2. If you want legal advice or possible representation by an attorney you can call the Landlord Tenant Legal Assistance Network (LTLAN) at (202) 780-2575. LTLAN provides free legal services to tenants with qualifying incomes. The Court encourages you to call LTLAN as soon as possible and well before **your hearing date**.

Notice to Occupant(s) Not Named on the Summons: If you live on the premises and wish to remain, you must participate in the court hearing even if you are not named as a Defendant on the Summons or Complaint.

PLEASE SEE THE BACK OF THIS FORM FOR IMPORTANT INFORMATION ABOUT THE CASE. IF YOU HAVE ANY ADDITIONAL QUESTIONS ABOUT THE SUMMONS AND COMPLAINT, OR YOUR RIGHTS AND RESPONSIBILITIES, PLEASE CONTACT THE LANDLORD TENANT LEGAL ASSISTANCE NETWORK at (202)-780-2575 OR AN ATTORNEY PROMPTLY.

Plaintiff / Petitioner or Attorney Name (Print Name):	
Address:	
Signature:	
Email Address:	
Telephone Number:	Attorney Bar Number:

CLERK OF THE COURT



Costs of this suit to date are: \$ _____

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

Your landlord has sued to evict you. You must participate in each court hearing if you want to try to remain in your housing unit:

Attend the hearing even if you think you do not owe any rent or have not violated your lease. If you do not participate, or if you are late, you may be evicted without any further court hearings. You also may have a judgment for money entered against you, and your landlord may be allowed to take some of your wages.

Read the complaint carefully. Even if your rent is paid in full, the complaint may include reasons other than unpaid rent for your landlord to seek your eviction:

The plaintiff may be able to evict you if you do not pay rent that comes due after this complaint was filed. The plaintiff may have a right to evict you if you do not have a 'zero' balance on your rental account on the day of the hearing or, sometimes, if you have paid rent late even if you have a 'zero' balance.

Collect all papers relating to your case, and have them with you at every hearing:

Examples of papers that relate to your case are: your lease, rent receipts, pictures or anything else that will explain your side of the case to the judge. Also have the complaint and this document available.

You and the other side are expected to appear remotely. Instructions for remote participation are on the hearing notice. However, you may participate in person.

If you would like to appear in person, please notify the Court seven days before your hearing.

You must connect remotely or come to the courtroom promptly at the time that your hearing is scheduled:

If you are not present when your case is called or do not answer when your case is called, a default may be entered against you, and the Court may enter a judgment allowing the plaintiff to evict you

If you have an emergency and cannot participate in the hearing or participate on time:

Call the Landlord and Tenant Clerk's Office immediately at (202) 879-4879.

Persons with disabilities:

If you have a disability and you require an accommodation, please call (202) 879-1700. The Court does not provide transportation service.

Child care:

A Child Care Center is in Room C-100 on the lower (C) level of the Moultrie Courthouse (500 Indiana Ave., NW). You may also call (202) 879-1759 or email ChildCareCenter@dcsc.gov for more information.

Filing with the Court:

Parties may file documents electronically, or by mailing them to the Court at the Landlord and Tenant Branch address listed at the top of this summons, by bringing the documents to the Clerks' Office at the same address, or placing them in the drop-boxes in the lobby of the Moultrie courthouse or Building B. Information about electronic filing is available on the Court's website at <https://www.dccourts.gov/superior-court/e-filing>. You do not need to be an attorney to file electronically.