

**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

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

<i>Plaintiff(s)</i>		<i>Defendant(s)</i>
<b>vs.</b>		
<i>Address</i> _____	<i>Zip Code</i> _____	<i>Address</i> _____ <i>Zip Code</i> _____
Phone No. _____		

**STATEMENT OF CLAIM**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request for Relief:**

\_\_\_\_\_

\_\_\_\_\_

DISTRICT OF COLUMBIA, ss: \_\_\_\_\_ being first duly sworn on oath says the foregoing is a just and true statement of the amount owing by the defendant to plaintiff, exclusive of all set-offs and just grounds of defense.

<i>Plaintiff/Agent (Sign and Print Name)</i>	<i>Address</i> _____ <i>City/State/Zip Code</i>
<i>Title:</i> _____	<i>Email</i> _____ <i>Phone No.</i>

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(month)

\_\_\_\_\_  
(Notary Public or Deputy Clerk)

<i>Attorney for Plaintiff (Sign and Print Name)</i>	<i>Bar No.</i>
<i>Address</i> _____	<i>City/State/Zip Code</i>
<i>Email</i> _____	<i>Phone No.</i>

Place Notary Seal Here

**See the Instructions to Defendants on the back of this form, or attached to this form, for more information.**

## **Instructions to Defendants**

### ***Important:***

**You must come to court on the date and time stated on the Notice to avoid the entry of a judgment by default. If you do not come to court for your hearing, a judgment by default may be entered against you for the amount of money demanded in the Statement of Claim. If that happens, the plaintiff could take money from your paycheck or your bank account, or take and sell your personal property, to pay the claim.**

**If you cannot come to court for your hearing, call the Small Claims Clerk's Office at (202) 879-1120 as soon as you can for more information. You must go to the hearing unless the hearing is continued or cancelled. To find out if your hearing is still scheduled call the Small Claims Clerk's Office. Even if you want to admit the claim, and just need more time to pay, you must still come to court to explain your situation.**

Before any case goes to trial in the Small Claims and Conciliation Branch, a trained mediator will meet with the parties to see if they can agree to a settlement. If the parties cannot reach a settlement with the mediator, then the case can be scheduled for a trial on another day.

If the plaintiff in your case has a lawyer, that lawyer's name and contact information are on the Statement of Claim. You may contact the plaintiff's lawyer about this case. You do not have to have a lawyer, but you may choose to get a lawyer or look for legal advice about this matter.

If you want a lawyer, but cannot afford to pay one, there are many organizations that may be able to help you, including:

- Legal Aid Society of the District of Columbia: (202) 628-1161
- Legal Counsel for the Elderly (if age 60+): (202) 434-2120
- Tzedek DC: (202) 274-7386
- Neighborhood Legal Services Program: (202) 832-6577
- DC Law Students in Court: (202) 638-4798

You may also get help from the Consumer Law Resource Center, or the Small Claims Resource Center. The Consumer Law Resource Center is open on Wednesdays from 9:15 a.m. to 12:00 p.m. The Small Claims Resource Center is open on Thursdays, 9:15 a.m. to 12:00 p.m. Both are located in Room 208, Court Building B, 510 4th Street, N.W., Washington, DC 20001. The resource centers may close their intake early if too many people have already signed in. They must prioritize people with a court hearing scheduled on that day. There is no guarantee that people without hearings on that day will be seen. Arriving early increases your chances of receiving services. Please expect a wait.

If you have witnesses, books, receipts, or other documents that relate to this case, you should bring them with you to court. If you want to have witnesses summoned to come to court, contact the Small Claims Clerk's Office for more information.

When you contact the Small Claims Clerk's Office about your case, remember to include your case number, contact information, and court date. Please know that court employees are not allowed to give you legal advice.

**Puede obtenerse copias de este formulario en Español en el Tribunal Superior del Distrito de Columbia, Edificio B, 510 4th Street, NW, Room 120, Washington, D.C. 20001, o ver: [www.dccourts.gov](http://www.dccourts.gov).**

**You can get a copy of this form in Spanish at the Superior Court of the District of Columbia, Building B, 510 4<sup>th</sup> Street NW, Room 120, Washington, D.C. 20001, or at: [www.dccourts.gov](http://www.dccourts.gov).**

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

_____ <i>Plaintiff(s)</i>	vs.	_____ <i>Defendant(s)</i>
_____ <i>Address</i>		_____ <i>Address</i>
_____ <i>Zip Code</i>		_____ <i>Zip Code</i>
Phone No. _____		

**Notice**

**You are hereby notified that \_\_\_\_\_ has made a claim and is requesting judgment against you in the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), as shown by the attached Statement of Claim.**

**The Court will hold a hearing on this claim on \_\_\_\_\_ in the Small Claims and Conciliation Branch, 510 4<sup>th</sup> Street, N.W., Court Building B, \_\_\_\_\_.**  
*(Located on 4<sup>th</sup> Street, NW, between E and F Streets. Closest metro stop: Judiciary Square, Red Line)*

\_\_\_\_\_  
**Clerk of the Court or Deputy Clerk  
Superior Court of the District of Columbia**

This paper is a notice in a lawsuit seeking money damages. If you do not come to the hearing above, a judgment may be entered against you. If you cannot come to the hearing, please contact the Small Claims Clerk's Office immediately for more information. For more information, see the "Instructions to Defendants" page attached to or on the back of the attached Statement of Claim.

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Este documento es un aviso en una demanda que solicita daños monetarios. Si usted no asiste a la audiencia mencionada anteriormente, se puede dictar un fallo en su contra. Si no puede asistir a la audiencia, comuníquese de inmediato con la Oficina del Secretario de Demandas de Menor Cuantía para obtener más información. Para obtener más información, consulte la página "Instrucciones a los Demandados" que se adjunta a la Declaración de Demanda adjunta o al dorso de la misma.

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如需翻译,请打电话 (202) 879-4828    Veuillez appeler au (202) 879-4828 pour une traduction    번역을 원하시면, (202) 879-4828 로 전화하십시오

Để có một bản dịch, hãy gọi (202) 879-4828    የአማርኛ ትርጉም ለማግኘት (202) 879-4828 ይደውሉ