



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division - Small Claims and Conciliation Branch
510 4th Street, NW, Room 120, Washington, D.C. 20001
(202) 879-1120 | www.dccourts.gov

Case No. _____

Plaintiff(s)

vs.

Defendant(s)

Address

Address

City, State, Zip Code

City, State, Zip Code

Phone Number

Phone Number

Email Address

Email Address

STATEMENT OF CLAIM

Request for Relief:



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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 setoffs
and just grounds of defense.

Plaintiff/Agent (Sign and Print Name) *Address* *City/State/Zip*

Code Title: _____
Email *Phone No.*

Subscribed and sworn to before me this ____ day of _____, 20 ____
(month)

(Notary Public or Deputy Clerk)

Attorney for Plaintiff (Sign and Print Name) *Bar No.*

Address *City/State/Zip Code*

Email *Phone No.*

Place Notary Seal Here

See the *Instructions to Defendants* attached to this form, for more information.

Instructions to Defendants

Important:

You must participate in your hearing 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 participate in 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

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.

Usted puede obtener copias en español de este formulario en el Tribunal Superior del Distrito de Columbia, Edificio B, 510 4th Street, NW, Cuarto 120, Washington, D.C. 20001, o en: 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 4th Street NW, Room 120, Washington, D.C. 20001, or at: www.dccourts.gov