



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
 500 Indiana Avenue, NW, Washington, DC 20001  
 (202) 879-1010 | [www.dccourts.gov](http://www.dccourts.gov)

**Case Caption:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Notice to Court**  
(Praecipe)

The Clerk of said Court will please:

- Enter my appearance for \_\_\_\_\_ in the above-mentioned case.
- Update the record in this case to reflect my correct/new address. My correct/new address is:

\_\_\_\_\_ Street Address

\_\_\_\_\_ City and State

\_\_\_\_\_ Apartment/Suite/Unit Number

\_\_\_\_\_ Zip Code

- Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| Plaintiff / Petitioner or Attorney Name:<br>(Print Name) |                      | Defendant / Respondent or Attorney Name:<br>(Print Name) |                      |
| Address:   |                      | Address:   |                      |
| Signature:   |                      | Signature:   |                      |
| Email Address:   |                      | Email Address:   |                      |
| Telephone Number:  | Attorney Bar Number: | Telephone Number:  | Attorney Bar Number: |