



Superior Court of the District of Columbia
500 Indiana Ave NW, Room 5000, Washington DC 20001
(202)-879-1010 | www.dccourts.gov

Case Caption: _____

Case Number: _____

Notice to Court
 (Praecepte)

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: (Print Name)		Defendant / Respondent or Attorney Name: (Print Name)	
Address:		Address:	
Signature:		Signature:	
Email Address:		Email Address:	
Telephone Number:	Attorney Bar Number:	Telephone Number:	Attorney Bar Number: