

## MULTI-DOOR DISPUTE RESOLUTION

This division helps parties settle disputes through mediation and other dispute resolution methods.

Court Building A, Room 105  
Phone: (202) 879-1549

### Multi-Door – CIRP

#### Community Information and Referral Program

CIRP is a free program that tries to help people resolve disputes without filing a court case.  
Court Building A, Room 114

## CRIME VICTIMS COMPENSATION PROGRAM

Assists victims of violent crime and their families.

Court Building A, Room 109  
Phone: (202) 879-4216

## Self-Help & Resource Centers\*

These centers provide free legal information to parties who do not have attorneys. They do not provide assistance by phone, so those seeking assistance should visit during operating hours.

### Small Claims Resource Center

Court Building B, Room 102

Hours: Thursdays, 9:15 a.m.–12:00 noon

Provides information to parties regarding small claims law and procedure.

### Consumer Law Resource Center

Court Building B, Room 102

Hours: Wednesdays, 9:15 a.m.–12:00 noon

Provides information related to consumer law matters.

### Family Court Self-Help Center

Moultrie Courthouse, Room 4335

Phone: (202) 879-1471

Provides information on family law matters such as divorce, custody, visitation, and child support.

### Landlord Tenant Resource Center

Court Building B, Room 115

Phone: (202) 508-1710

Provides information to landlords and tenants with residential housing disputes who have no attorney.

### Probate Resource Center

Court Building A, 3rd Floor

Phone: (202) 879-9460

Provides information and brief legal services to unrepresented parties or potential parties in the Probate Division.

\* The Self Help & Resource Centers are staffed by non-profit organizations, members of the D.C. Bar Pro Bono Programs and court employees.

## D.C. Superior Court Jurors' Office

500 Indiana Avenue, N.W., Room 3130

Washington, D.C. 20001

Phone: (202) 879-4604

## Interpreting Services

Free qualified interpreters and services for all spoken and signed languages. (202) 879-4828 (voice).

## Assistance for Persons with Disabilities (ADA)

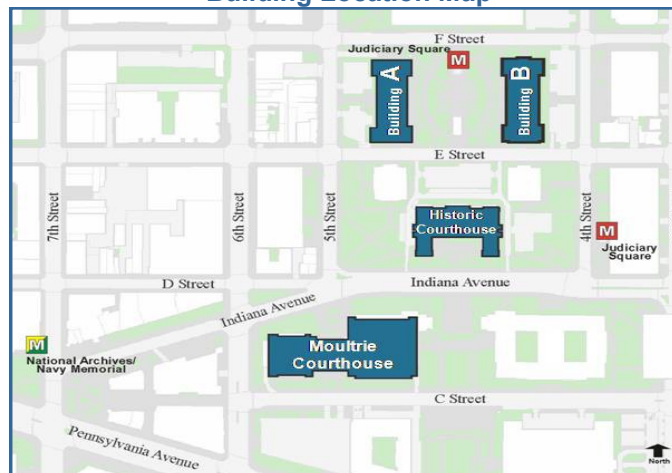
Free appropriate services, technologies, and devices for persons with physical or mental disabilities. (202) 879-1700 (voice) [ADACoordinator@DCSC.gov](mailto:ADACoordinator@DCSC.gov)

## TDD Listing

Chief Judge of the Superior Court	(202) 879-1310
Clerk of the Court of Appeals	(202) 626-8843
Clerk of the Superior Court	(202) 879-1232
Committee on Admissions	(202) 626-8859
Criminal Division Information	(202) 783-6445
Executive Office	(202) 879-0105
Family Court Information	(202) 879-0133
Human Resources Division	(202) 879-4243
Information Center	(202) 879-1365



### Building Location Map



### MISSION STATEMENT

To protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully, fairly and effectively in the Nation's Capital

Revised: March 2011

## DISTRICT OF COLUMBIA

## INFORMATION



Open to All ♦ Trusted by All ♦ Justice for All



D. C. Court of Appeals  
Historic Courthouse  
430 E Street, N.W.  
Washington, D.C. 20001



Superior Court of the  
District of Columbia  
Moultrie Courthouse  
500 Indiana Ave., N.W.  
Washington, D.C. 20001

Court Building A  
515 5th Street, N.W.  
Washington, D.C. 20001

Court Building B  
510 4th Street, N.W.

Information: (202) 879-1010  
[dccourts.gov](http://dccourts.gov)

The D.C. Courts are open  
Monday-Friday 8:30a.m.-5:00p.m.,  
unless otherwise indicated.

## USEFUL TERMS

- Pro Se:** Refers to a person who presents a case without a lawyer.
- Plaintiff:** The person who files the complaint in a lawsuit.
- Defendant:** In a civil case, the person being sued. In a criminal case, the person accused of the crime.
- Petitioner:** The person filing a petition.
- Respondent:** The person against whom a petition is filed.
- Appellant/Petitioner:** The person who appeals a case to the Court of Appeals.
- Appellee/Respondent:** The party against whom an appeal is taken.
- Motion:** Oral or written request made by a party before, during, or after a trial upon which a court issues a ruling or order.



## SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

The Superior Court is the trial court for all local cases involving civil, criminal, family court, probate, and tax matters.

### CIVIL MATTERS

#### Civil Actions Branch

This branch handles civil actions in the District of Columbia where the amount in controversy is more than \$5,000. Moultrie Courthouse, Room 5000  
Phone: (202) 879-1133  
Extended hours for filings: Saturday 9:00 a.m. -12 Noon

#### Landlord & Tenant Branch

This branch handles actions for the possession of real property and violations of the D.C. housing code. Court Building B, Room 110  
Phone: (202) 879-4879; Recording: (202) 879-1152  
Extended hours Saturday: 9:00a.m.-12:00p.m.  
Wednesday: 6:30p.m.- 8:00p.m. (protective order payments only)

#### Small Claims & Conciliation Branch

This branch handles the processing and adjudication of cases where the amount in controversy is \$5,000 or less. Court Building B, Room 120  
Phone: (202) 879-1120; Extended hours Wednesday 6:30p.m - 8:00p.m., Saturday 9:00a.m.-12 Noon

### CRIMINAL MATTERS

Judges in the Criminal Division hear all local criminal matters including felony, misdemeanor, and serious traffic cases. Moultrie Courthouse: Room 4001  
Phone: (202) 879-1373

#### Special Proceedings Branch

This branch processes criminal bench warrants and other special proceedings matters (for example, fugitives, witness subpoenas, mental competency, etc.). Moultrie Courthouse, Room 4002  
Phone: (202) 879-1373

### FAMILY MATTERS

The Family Court has jurisdiction over cases involving abuse and neglect, juvenile delinquency, domestic relations, paternity and child support, mental health, and mental retardation.

#### Central Intake Center

The Central Intake Center is the single location for filing new and subsequent pleadings in cases involving divorce, legal separation, annulment, child custody, adoption, habeas corpus, paternity, child support, juvenile delinquency, neglect, and mental health and mental retardation proceedings. Moultrie Courthouse, Room JM 520  
Phone: (202) 879-1212

#### Domestic Relations Branch

The Domestic Relations Branch processes case filings for divorce, annulment, legal separation, custody, visitation, standby guardianship, foreign judgments, foreign subpoenas, adoption, and termination of parental rights. Moultrie Courthouse, Room JM-300  
Phone: (202) 879-1261

#### Marriage Bureau

Moultrie Courthouse, Room 4485  
Phone: (202) 879-4840

#### Juvenile & Neglect Branch

Moultrie Courthouse, Room JM-300  
Phone: (202) 879-1465

#### Paternity & Child Support Branch

Moultrie Courthouse, Room JM-300  
Phone: (202) 879-4856

#### Mental Health & Mental Habilitation Branch

Moultrie Courthouse, Room 4475  
Phone: 879-1040

### DOMESTIC VIOLENCE UNIT

Judges in the Domestic Violence Unit hear cases in which parties request initial protection orders against persons related by blood, legal custody, marriage, having a child in common, sharing of the same residence (currently or in the past), or having a romantic dating relationship (currently or in the past).

Temporary protection orders are valid for 14 days and may be obtained at either of these Domestic Violence Intake Centers:

Moultrie Courthouse, Room 4200, Room 4400  
Phone: (202) 879-0157

United Medical Center  
1328 Southern Ave., S.E., Room 311  
Washington, D.C. 20032  
Phone: (202) 561-3000

### PROBATE MATTERS

The Probate Division has jurisdiction over wills, estates of persons who have passed away, trusts, guardianships of minors, and guardianships and conservatorships of incapacitated adults.  
Court Building A, 3rd Floor  
Phone: (202) 879-4800

### TAX MATTERS

The Tax Division handles all appeals and petitions for review of District of Columbia tax assessments and all proceedings where the District seeks criminal penalties under the D.C. tax code.  
Moultrie Courthouse, Room 3131  
Phone: (202) 879-1737

### JUDGE-IN-CHAMBERS

The Judge-In-Chambers is responsible for a variety of emergency matters during normal business hours that require expedited judicial decision-making. These emergency matters come from every division of the Court, and include requests for Temporary Restraining Orders. Moultrie Courthouse, Room 4220  
Phone: (202) 879-1450



## DISTRICT OF COLUMBIA COURT OF APPEALS

The D.C. Court of Appeals is the equivalent of a state supreme court. As the highest court for the District of Columbia, the Court is authorized to review all final orders, judgments and some interlocutory (non-final) orders of the Superior Court. The Court also has jurisdiction to review decisions of administrative agencies, boards, and commissions of the District of Columbia government, as well as to answer questions of law certified by federal and state appellate courts.

If you lose your case in the Superior Court you may appeal to the D.C. Court of Appeals.

**Note:** A magistrate judge's order must be reviewed by an associate judge of the Superior Court before being appealed to the District of Columbia Court of Appeals.

Contact: Public Office  
Phone: (202) 879-2701