

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

**RULE PROMULGATION ORDER 09-07**

(Amend SCR LT 3 and new LT Forms 1A, 1B, 1C, 1D and Summons (Form 1S))

**WHEREAS**, pursuant to D.C. Code § 11-946, the Board of Judges of the Superior Court approved amendments to Superior Court Landlord and Tenant Branch Rule 3 and new LT Forms 1A, 1B, 1C and 1D to replace current Landlord and Tenant Form 1 and a new Summons To Appear In Court And Notice Of Hearing (Form 1S) to replace the existing Summons; and

**WHEREAS**, this rule and forms do not modify the Federal Rules of Civil or Criminal Procedure; it is

**ORDERED** that Superior Court Landlord and Tenant Branch Rule 3 is amended and Landlord-Tenant Branch Forms 1A, 1B, 1C and 1D and a new Summons (Form 1S) are approved to replace the existing Landlord-Tenant Form 1 and Summons as set forth below; and it is further

**ORDERED** that the above enumerated rule and forms shall take effect February 22, 2010 and govern all Landlord and Tenant Branch cases commenced on or after said date.

### SCR LT Rule 3. Commencement of action

(a) *In general.* A Landlord and Tenant action shall be commenced by delivering to the Clerk a ~~complaint, verification, and prepared summons, in the form prescribed in the Landlord and Tenant Form 1~~ verified Complaint for Possession of Real Property completed on one of the following Landlord and Tenant forms: Form 1A (Nonpayment of Rent – Residential Property), Form 1B (Violation of Obligations of Tenancy or Other Grounds for Eviction – Residential Property), Form 1C (Nonpayment of Rent and Other Grounds for Eviction – Residential Property), or Form 1D (Commercial Property). Along with the complaint, the plaintiff also shall deliver to the Clerk a prepared Form 1S (Summons to Appear in Court and Notice of Hearing), which shall be accompanied by information for litigants, as determined by administrative orders issued by the Chief Judge. The plaintiff shall provide the Clerk with the original complaint and summons and with a copy of the complaint and summons for each defendant named in the complaint.

(b) *Claims.* In addition to a claim for possession of real property, an original or amended complaint in one of the forms set out in section (a) may include a claim for the recovery of personal property located in the premises and belonging to the plaintiff. ~~and~~ The complaint also may include a claim for a money judgment based on rent in arrears, provided that no money judgment shall be rendered against the defendant unless he has been personally served or unless he asserts a counterclaim or a defense of recoupment or setoff. If the defendant fails to appear, the verification set out in these Rules shall entitle the plaintiff to a judgment by default, without further proof, in accordance with Rule 14 upon failure of defendant to appear.

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION  
LANDLORD AND TENANT BRANCH  
510 4th STREET, N.W., Building B, Room #110, Washington, D.C. 20001 Telephone (202) 879-4879**

Case No. LTB \_\_\_\_\_

Plaintiff(s)	vs.	Defendant(s)
Address (No post office boxes)		Address
City	State	Washington, D.C.
Phone Number	Zip Code	Zip Code
		Phone Number (if known)

**VERIFIED COMPLAINT FOR POSSESSION OF REAL PROPERTY -- FORM 1A  
(Nonpayment of Rent – Residential Property)**

**DISTRICT OF COLUMBIA, ss:**

1. I, (name, address, and phone number), swear or affirm, under penalties of perjury, that I have knowledge of the facts set forth in this Complaint and that I am:  Plaintiff, **or**  Plaintiff's attorney, **or**  Plaintiff's agent authorized to make this verification and my relationship to Plaintiff is (*explain, and if Plaintiff is a corporation, include your title*) \_\_\_\_\_.
2. Plaintiff:  is the Landlord or Owner, **or**  has been appointed Personal Representative of the Estate in case no. \_\_\_\_\_ and is authorized to take possession of the property, **or**  is not the Landlord, Owner, or Personal Representative, but has the right to demand possession because (*explain*) \_\_\_\_\_.
3. Plaintiff seeks possession of property located at \_\_\_\_\_, Washington, D.C. Property is in possession of Defendant, a tenant who holds it without right. Plaintiff seeks possession of property because:  Defendant failed to pay: \$ \_\_\_\_\_, total rent due from \_\_\_\_\_ to \_\_\_\_\_. The monthly rent is \$ \_\_\_\_\_. The lease permits late fees of \$ \_\_\_\_\_ per month. Plaintiff seeks other fees of \$ \_\_\_\_\_ for \_\_\_\_\_ (*explain*), defined as rent under paragraph no. \_\_\_\_\_ of the lease (*bring lease to every court date*) for this property, which is not subsidized and is exempt from rent control. The total amount due to Plaintiff is \$ \_\_\_\_\_. Notice to quit has been:  served as required by law, **or**  I have personally reviewed the lease and Defendant has expressly waived the right to be served with a notice to quit in paragraph no. \_\_\_\_\_ on page number \_\_\_\_\_ of the lease, **or**  Defendant has expressly waived that right in another document (*attach copy*).
4. Rent for the property of which Plaintiff seeks possession is subsidized by the federal or local government?  yes  no  
If the rent is subsidized, answer all of the following:  
What amount of rent, if any, is due from the tenant per month? \$ \_\_\_\_\_  
What amount of rent, if any, is due from the subsidy program per month? \$ \_\_\_\_\_  
Is the rent amount alleged due for any month listed in the complaint over and above the tenant's portion of the rent for that month?  yes  no  
Has the subsidy program failed to pay its portion of the rent for any of the months at issue in this case?  yes  no

Therefore, Plaintiff asks the Court for: (*check all that apply*)

- Judgment for possession of the property described and costs taxed by the Clerk.
- Money judgment for rent, fees defined as rent, and late fees in the total amount of \$ \_\_\_\_\_.
- A protective order requiring that all future rent be paid into the Court Registry until the case is decided.

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public	My Commission expires	Plaintiff/Plaintiff's Attorney/Plaintiff's Agent	Date
		Title of Person Signing ( <i>if any</i> )	

**Important Note to Parties:** Court of Appeals Rule 49, Superior Court Rule of Civil Procedure 101, and Landlord and Tenant Rule 9 prohibit the unauthorized practice of law. Any person who is not a lawyer in good standing in the District of Columbia should be aware that he or she could be engaging in the unauthorized practice of law if he or she acts on behalf of another in the Landlord and Tenant Branch for any purpose other than to request a continuance.

Plaintiff/Plaintiff's Attorney	Unified Bar No.
Address	Zip Code
Phone No.	Email Address (required only for attorneys)

\_\_\_\_\_  
**CLERK OF THE COURT**

Costs of this suit to date are \$ \_\_\_\_\_

# **NOTICE TO DEFENDANTS**

Please note that you should have received with this Complaint an additional form entitled “**Summons to Appear in Court and Notice of Hearing.**” If you did not receive the Summons, *immediately* call the Landlord-Tenant Clerk’s Office at 202-879-4879 to learn what date you are required to appear in Court to respond to this Complaint.

## **AVISO A LOS DEMANDADOS**

Sírvanse tomar nota, que junto con la Demanda, deben haber recibido un formulario adicional, titulado “**Citatorio para Comparecer en el Juzgado y Aviso de Audiencia**”. Si no recibió el Citatorio, llame *inmediatamente* a la Secretaría de Actas de Arrendadores e Inquilinos, al 202-879-4879 para enterarse de la fecha en que tiene que comparecer ante el Juzgado para contestar esta Demanda.

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION  
LANDLORD AND TENANT BRANCH  
510 4th STREET, N.W., Building B, Room #110, Washington, D.C. 20001 Telephone (202) 879-4879**

**Case No. LTB** \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)  
\_\_\_\_\_  
Address (No post office boxes)  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Phone Number

vs.

\_\_\_\_\_  
Defendant(s)  
\_\_\_\_\_  
Address  
Washington, D.C.  
\_\_\_\_\_  
Zip Code  
\_\_\_\_\_  
Phone Number (if known)

**VERIFIED COMPLAINT FOR POSSESSION OF REAL PROPERTY -- FORM 1B  
(Violation of Obligations of Tenancy or Other Grounds for Eviction – Residential Property)**

**DISTRICT OF COLUMBIA, ss:**

1. I, (name, address, and phone number) \_\_\_\_\_, swear or affirm, under penalties of perjury, that I have knowledge of the facts set forth in this Complaint and that I am:  Plaintiff, **or**  Plaintiff's attorney, **or**  Plaintiff's agent authorized to make this verification and my relationship to Plaintiff is *(explain, and if Plaintiff is a corporation, include your title)* \_\_\_\_\_.
2. Plaintiff  is the Landlord or Owner, **or**  has been appointed Personal Representative of the Estate in case no. \_\_\_\_\_ and is authorized to take possession of the property, **or**  is not the Landlord, Owner, or Personal Representative but has the right to demand possession because *(explain)* \_\_\_\_\_.
3. Plaintiff seeks possession of property located at \_\_\_\_\_, Washington, D.C. Property is in possession of Defendant, who holds it without right. Plaintiff seeks possession of property because:
  - A.  Defendant is a tenant who failed to vacate the property after expiration of a properly served written  Notice to Vacate **or**  Notice to Correct or Vacate **or**  Notice to Quit. *(Attach copy of Notice and affidavit of service of the Notice.)*
    - 1) Content of the Notice:
      - All of the facts stated in the attached Notice were true at the time the Notice was served, **or**
      - Plaintiff relies only on the following facts in the attached Notice, which were true at the time the Notice was served: *(specify)* \_\_\_\_\_
    - 2) Complete only in cases alleging violations of obligations of tenancy:
      - a. Defendant's conduct set forth in the Notice violates: *(select one or both)*
        - The following paragraph number(s) or provision(s) of the written lease: \_\_\_\_\_; **and/or**
        - Title 14 of the District of Columbia Municipal Regulations (D.C. Housing Code). Cite section \_\_\_\_\_ of Title 14, or describe conduct \_\_\_\_\_
      - b. Defendant's conduct set forth in the Notice occurred within six months before service of the Notice:  yes  no
      - c. Check and complete **one** of the following:
        - Of the violation(s) listed in the Notice, Defendant failed to correct/cure the following violation(s) by the deadline set forth in the Notice: \_\_\_\_\_
        - \_\_\_\_\_
        - \_\_\_\_\_
        - Defendant has no right to correct/cure the violation(s) because *(federally subsidized housing only)*: \_\_\_\_\_
        - \_\_\_\_\_

# **NOTICE TO DEFENDANTS**

Please note that you should have received with this Complaint an additional form entitled “**Summons to Appear in Court and Notice of Hearing.**” If you did not receive the Summons, *immediately* call the Landlord-Tenant Clerk’s Office at 202-879-4879 to learn what date you are required to appear in Court to respond to this Complaint.

## **AVISO A LOS DEMANDADOS**

Sírvanse tomar nota, que junto con la Demanda, deben haber recibido un formulario adicional, titulado “**Citatorio para Comparecer en el Juzgado y Aviso de Audiencia**”. Si no recibió el Citatorio, llame *inmediatamente* a la Secretaría de Actas de Arrendadores e Inquilinos, al 202-879-4879 para enterarse de la fecha en que tiene que comparecer ante el Juzgado para contestar esta Demanda.

- B.  For the following reason(s):
  - Defendant is maintaining a drug haven as defined by D.C. Code § 42-3602.
  - Defendant is not a tenant and has no legal right to occupy the premises.
  - Defendant is a terminated cooperative member holding over after expiration of a Notice to Quit pursuant to D.C. Code § 42-3203.
  - Defendant is a foreclosed homeowner holding over after expiration of a Notice to Quit pursuant to D.C. Code § 42-3203 and D.C. Code § 42-522.
  - Defendant is a terminated employee and has no legal right to occupy the premises.
  - Other reason: *(explain fully)* \_\_\_\_\_

Notice to quit:  is not required, **or**  has been served as required by law. *(Attach copy of notice and affidavit of service of the Notice.)*

- 4. Rent for the property of which Plaintiff seeks possession is subsidized by the federal or local government?  yes  no
  - If the rent is subsidized, answer all of the following:
    - What amount of rent, if any, is due from the tenant per month? \$\_\_\_\_\_
    - What amount of rent, if any, is due from the subsidy program per month? \$\_\_\_\_\_
    - Is the rent amount alleged due for any month listed in the complaint over and above the tenant's portion of the rent for that month?  yes  no
    - Has the subsidy program failed to pay its portion of the rent for any of the months at issue in this case?  yes  no

Therefore, Plaintiff asks the Court for: *(check all that apply)*

- Judgment for possession of the property described with no right to redeem the tenancy (non-redeemable judgment) and costs taxed by the Clerk.
- A protective order requiring that all future rent be paid into the Court Registry until the case is decided.

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public	My Commission expires	Plaintiff/Plaintiff's Attorney/Plaintiff's Agent      Date
		Title of Person Signing <i>(if any)</i>

**Important Note to Parties:** Court of Appeals Rule 49, Superior Court Rule of Civil Procedure 101, and Landlord and Tenant Rule 9 prohibit the unauthorized practice of law. Any person who is not a lawyer in good standing in the District of Columbia should be aware that he or she could be engaging in the unauthorized practice of law if he or she acts on behalf of another in the Landlord and Tenant Branch for any purpose other than to request a continuance.

Plaintiff/Plaintiff's Attorney	Unified Bar No.
Address	Zip Code
Phone No.	Email Address <i>(required only for attorneys)</i>

\_\_\_\_\_

CLERK OF THE COURT

Costs of this suit to date are \$\_\_\_\_\_

Para pedir una traducción, llame al (202) 879-4828	如需翻译,请打电话 (202) 879-4828	Veuillez appeler au (202) 879-4828 pour une traduction
Để có một bài dịch, hãy gọi (202) 879-4828	የአማርኛ ትርጉም ለማግኘት (202) 879-4828 ይደውሉ	번역을 원하시면, (202) 879-4828 로 전화하십시오

# **NOTICE TO DEFENDANTS**

Please note that you should have received with this Complaint an additional form entitled “**Summons to Appear in Court and Notice of Hearing.**” If you did not receive the Summons, *immediately* call the Landlord-Tenant Clerk’s Office at 202-879-4879 to learn what date you are required to appear in Court to respond to this Complaint.

## **AVISO A LOS DEMANDADOS**

Sírvanse tomar nota, que junto con la Demanda, deben haber recibido un formulario adicional, titulado “**Citatorio para Comparecer en el Juzgado y Aviso de Audiencia**”. Si no recibió el Citatorio, llame *inmediatamente* a la Secretaría de Actas de Arrendadores e Inquilinos, al 202-879-4879 para enterarse de la fecha en que tiene que comparecer ante el Juzgado para contestar esta Demanda.



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION  
LANDLORD AND TENANT BRANCH  
510 4th STREET, N.W., Building B, Room #110, Washington, D.C. 20001 Telephone (202) 879-4879**

Case No. LTB \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)  
\_\_\_\_\_  
Address (No post office boxes)  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Phone Number

vs.

\_\_\_\_\_  
Defendant(s)  
\_\_\_\_\_  
Address  
Washington, D.C.  
\_\_\_\_\_  
Zip Code  
\_\_\_\_\_  
Phone Number (if known)

**VERIFIED COMPLAINT FOR POSSESSION OF REAL PROPERTY -- FORM 1C  
(Nonpayment of Rent and Other Grounds for Eviction – Residential Property)**

**DISTRICT OF COLUMBIA, ss:**

1. I, (name, address, and phone number), swear or affirm, under penalties of perjury that I have knowledge of the facts set forth in this Complaint and that I am:  Plaintiff, **or**  Plaintiff's attorney, **or**  Plaintiff's agent authorized to make this verification and my relationship to Plaintiff is *(explain, and if Plaintiff is a corporation, include your title)*\_\_\_\_\_.
2. Plaintiff:  is the Landlord or Owner, **or**  has been appointed Personal Representative of the Estate in case no. \_\_\_\_\_ and is authorized to take possession of the property, **or**  is not the Landlord, Owner, or Personal Representative, but has the right to demand possession because *(explain)*\_\_\_\_\_.
3. Plaintiff seeks possession of property located at \_\_\_\_\_, Washington, D.C. Property is in possession of Defendant, a tenant, who holds it without right. Plaintiff seeks possession of property because:

**(Complete BOTH of the following sections)**

**NONPAYMENT OF RENT**

Defendant failed to pay: \$ \_\_\_\_\_, total rent due from \_\_\_\_\_ to \_\_\_\_\_. The monthly rent is \$ \_\_\_\_\_. The lease permits late fees of \$ \_\_\_\_\_ per month. Plaintiff seeks other fees of \$ \_\_\_\_\_ for \_\_\_\_\_ *(explain)*, defined as rent under paragraph no. \_\_\_\_\_ of the lease *(bring lease to every court date)* for this property, which is not subsidized and is exempt from rent control. The total amount due to the landlord is \$ \_\_\_\_\_. Notice to quit for **nonpayment of rent** has been:  served as required by law, **or**  I have personally reviewed the lease and Defendant has expressly waived the right to be served with a notice to quit for **nonpayment of rent** in paragraph no. \_\_\_\_\_ on page number \_\_\_\_\_ of the lease, **or**  Defendant has expressly waived that right in another document *(attach copy)*.

**NOTICE TO QUIT (VIOLATIONS OF OBLIGATIONS OF TENANCY OR OTHER GROUNDS)**

Defendant failed to vacate the property after expiration of a properly served written  Notice to Vacate, **or**  Notice to Correct or Vacate, **or**  Notice to Quit. *(Attach copy of Notice and affidavit of service of the Notice)*

A. Content of the Notice:

All of the facts stated in the attached Notice were true at the time the Notice was served, **or**

Plaintiff relies only on the following facts in the attached Notice, which were true at the time the Notice was served: *(specify)*\_\_\_\_\_

**(Complete Section B on Page 2)**

# **NOTICE TO DEFENDANTS**

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## **AVISO A LOS DEMANDADOS**

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B. Complete only in cases alleging violations of the obligations of tenancy:

(1) Defendant's conduct set forth in the Notice violates: (select one or both)

- The following paragraph number(s) or provision(s) of the written lease: \_\_\_\_\_; **and/or**
- Title 14 of the District of Columbia Municipal Regulations (D.C. Housing Code). Cite section \_\_\_\_\_ of Title 14, or describe conduct \_\_\_\_\_

(2) Defendant's conduct set forth in the Notice occurred within six months of service of the Notice:  yes  no

(3) Check and complete **one** of the following:

- Of the violation(s) listed in the attached Notice, the Defendant failed to correct/cure the following violation(s) by the deadline set forth in the Notice: \_\_\_\_\_
- The Defendant has no right to correct/cure the violation(s) because: (federally subsidized housing only) \_\_\_\_\_

4. Rent for the property of which Plaintiff seeks possession is subsidized by the federal or local government:  yes  no  
If the rent is subsidized, answer all of the following:

- What amount of rent, if any, is due from the tenant per month? \$ \_\_\_\_\_
- What amount of rent, if any, is due from the subsidy program per month? \$ \_\_\_\_\_
- Is the rent amount alleged due for any month listed in the complaint over and above the tenant's portion of the rent for that month?  yes  no
- Has the subsidy program failed to pay its portion of the rent for any of the months at issue in this case?  yes  no

Therefore, the Plaintiff asks the Court for: (check all that apply)

- Judgment for possession of the property described with no right to redeem the tenancy (non-redeemable judgment) for a violation other than nonpayment of rent or, if the Court declines to enter a non-redeemable judgment, a redeemable judgment for possession based on nonpayment of rent; and costs taxed by the Clerk.
- Money judgment for rent, fees defined as rent, and late fees in the total amount of \$ \_\_\_\_\_.
- A protective order requiring that all future rent be paid into the Court Registry until the case is decided.

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney/Plaintiff's Agent      Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Title of Person Signing (if any)

**Important Note to Parties:** Court of Appeals Rule 49, Superior Court Rule of Civil Procedure 101, and Landlord and Tenant Rule 9 prohibit the unauthorized practice of law. Any person who is not a lawyer in good standing in the District of Columbia should be aware that he or she could be engaging in the unauthorized practice of law if he or she acts on behalf of another in the Landlord and Tenant Branch for any purpose other than to request a continuance.

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney      Unified Bar No.

\_\_\_\_\_  
CLERK OF THE COURT

\_\_\_\_\_  
Address      Zip Code

Costs of this suit to date are \$ \_\_\_\_\_

\_\_\_\_\_  
Phone No.      Email Address (required only for attorneys)

Para pedir una traducción, llame al (202) 879-4828      如需翻译,请打电话 (202) 879-4828      Veuillez appeler au (202) 879-4828 pour une traduction  
Để có một bản dịch, hãy gọi (202) 879-4828      የአማርኛ ትርጉም ለማግኘት (202) 879-4828 ይደውሉ      번역을 원하시면, (202) 879-4828 로 전화하십시오

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## **AVISO A LOS DEMANDADOS**

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**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION  
LANDLORD AND TENANT BRANCH  
510 4th STREET, N.W., Building B, Room #110, Washington, D.C. 20001 Telephone (202) 879-4879**

Case No. LTB \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)  
\_\_\_\_\_  
Address (No post office boxes)  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Phone Number

vs.

\_\_\_\_\_  
Defendant(s)  
\_\_\_\_\_  
Address  
Washington, D.C.  
\_\_\_\_\_  
Zip Code  
\_\_\_\_\_  
Phone Number (if known)

**VERIFIED COMPLAINT FOR POSSESSION OF REAL PROPERTY -- FORM 1D  
(Commercial Property)**

**DISTRICT OF COLUMBIA, ss:**

1. I, (name, address, and phone number), swear or affirm, under penalties of perjury, that I have knowledge of the facts set forth in this Complaint and that I am:  Plaintiff, **or**  Plaintiff's attorney, **or**  Plaintiff's agent authorized to make this verification and my relationship to Plaintiff is *(explain, and if Plaintiff is a corporation, include your title)* \_\_\_\_\_.
2. Plaintiff:  is the Landlord or Owner, **or**  has been appointed Personal Representative of the Estate in case no. \_\_\_\_\_ and is authorized to take possession of the property, **or**  is not the Landlord, Owner, or Personal Representative, but has the right to demand possession because *(explain)* \_\_\_\_\_.
3. Plaintiff seeks possession of commercial property located at \_\_\_\_\_, Washington, D.C. Property is in possession of Defendant, who holds it without right. Plaintiff seeks possession of property because:
  - A.  Defendant failed to pay: \$ \_\_\_\_\_ total amount due to the landlord from \_\_\_\_\_ to \_\_\_\_\_.  
Defendant owes:
    - Monthly base rent of \$ \_\_\_\_\_.
    - Common Area Maintenance (CAM) of \$ \_\_\_\_\_ *(explain)* \_\_\_\_\_.
    - Utility charges of \$ \_\_\_\_\_ *(explain)* \_\_\_\_\_.
    - Taxes of \$ \_\_\_\_\_ *(explain)* \_\_\_\_\_.
    - Late fees of \$ \_\_\_\_\_ per month for the months of \_\_\_\_\_ to \_\_\_\_\_.
    - Reasonable attorneys' fees of \$ \_\_\_\_\_ to date, pursuant to paragraph \_\_\_\_\_ of the lease.
    - Other amount of \$ \_\_\_\_\_ for *(explain)* \_\_\_\_\_.
  - Notice to quit has been:  served as required by law, **or**  I have personally reviewed the lease and Defendant has expressly waived the right to be served with a notice to quit in paragraph no. \_\_\_\_\_ on page number \_\_\_\_\_ of the lease, **or**  Defendant has expressly waived that right in another document *(attach copy)*.
  - B.  Defendant failed to vacate the property after expiration of a properly served written  Notice to Quit **or**  Notice of Termination *(Attach copy of Notice and affidavit of service of the Notice.)*
    - 1) Content of the Notice:
      - All of the facts stated in the attached Notice were true at the time the Notice was served, **or**
      - Plaintiff relies only on the following facts in the attached Notice, which were true at the time the Notice was served: *(specify)* \_\_\_\_\_.
    - 2) Compliance with the Notice: *(complete if applicable)*
      - a. Defendant's conduct set forth in the Notice breaches the following paragraph number(s) or provision(s) of the written lease: \_\_\_\_\_.
      - b. Of the breaches listed in the attached Notice, Defendant failed to correct/cure the following breaches by the deadline set forth in the Notice: \_\_\_\_\_.

# **NOTICE TO DEFENDANTS**

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- C.  For the following reason:
  - Defendant is holding over after expiration of the lease.
  - Defendant is not a tenant and has no legal right to occupy the premises.
  - Other reason (*explain fully*) \_\_\_\_\_

Notice to quit:  is not required, **or**  has been served as required by law, **or**  I have personally reviewed the lease and Defendant has expressly waived the right to be served with a notice to quit in paragraph no. \_\_\_\_\_ on page number \_\_\_\_\_ of the lease, **or**  Defendant has expressly waived that right in another document (*attach copy*).

Therefore, Plaintiff asks the Court for: (*check all that apply*)

- Redeemable judgment for possession of the property described and costs taxed by the Clerk.
- Judgment for possession of the property described with no right to redeem the tenancy (non-redeemable judgment) and costs taxed by the Clerk.
- Money judgment for rent, fees defined as rent, and late fees in the total amount of \$ \_\_\_\_\_.
- A protective order requiring that all future rent be paid into the Court Registry until the case is decided.

Subscribed & sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney/Plaintiff's Agent      Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission expires

\_\_\_\_\_  
Title of Person Signing (*if any*)

**Important Note to Parties:** Court of Appeals Rule 49, Superior Court Rule of Civil Procedure 101, and Landlord and Tenant Rule 9 prohibit the unauthorized practice of law. Any person who is not a lawyer in good standing in the District of Columbia should be aware that he or she could be engaging in the unauthorized practice of law if he or she acts on behalf of another in the Landlord and Tenant Branch for any purpose other than to request a continuance.

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney      Unified Bar No.

\_\_\_\_\_  
Address      Zip Code

\_\_\_\_\_  
Phone No.      Email Address (required only for attorneys)

\_\_\_\_\_  
CLERK OF THE COURT

Costs of this suit to date are \$ \_\_\_\_\_

Para pedir una traducción, llame al (202) 879-4828      如需翻译,请打电话 (202) 879-4828      Veuillez appeler au (202) 879-4828 pour une traduction  
 Để có một bài dịch, hãy gọi (202) 879-4828      የአማርኛ ትርጉም ለማግኘት (202) 879-4828 ይደውሉ      번역을 원하시면, (202) 879-4828 로 전화하십시오

# **NOTICE TO DEFENDANTS**

Please note that you should have received with this Complaint an additional form entitled “**Summons to Appear in Court and Notice of Hearing.**” If you did not receive the Summons, *immediately* call the Landlord-Tenant Clerk’s Office at 202-879-4879 to learn what date you are required to appear in Court to respond to this Complaint.

## **AVISO A LOS DEMANDADOS**

Sírvanse tomar nota, que junto con la Demanda, deben haber recibido un formulario adicional, titulado “**Citatorio para Comparecer en el Juzgado y Aviso de Audiencia**”. Si no recibió el Citatorio, llame *inmediatamente* a la Secretaría de Actas de Arrendadores e Inquilinos, al 202-879-4879 para enterarse de la fecha en que tiene que comparecer ante el Juzgado para contestar esta Demanda.



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION  
LANDLORD AND TENANT BRANCH**

510 4th STREET, N.W., Building B, Room #110, Washington, D.C. 20001 Telephone (202) 879-4879 www.dccourts.gov

Case No. LTB \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)

\_\_\_\_\_  
Address (No post office boxes)

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number

VS.

\_\_\_\_\_  
Defendant(s)

\_\_\_\_\_  
Address  
Washington, D.C.

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

\_\_\_\_\_  
Phone Number (if known)

**SUMMONS TO APPEAR IN COURT AND NOTICE OF HEARING -- FORM 1S**

YOU ARE HEREBY SUMMONED AND REQUIRED TO APPEAR ON \_\_\_\_\_ AT 9:00 A.M.

PROMPTLY, in the Landlord and Tenant Courtroom, Room 109, Bldg. B, 510 4th Street, NW.

Between E and F Streets, N.W., Judiciary Square Red Line Metro stop ♦ Wheelchair accessible entrance located on F Street side of building

1. You are being sued for possession of the premises you occupy.
2. This paper is a Summons in a lawsuit seeking your eviction.
3. The Complaint attached to this Summons states the grounds for possession claimed by the Plaintiff. If the Complaint is not attached, a copy is available in the Landlord and Tenant Clerk's Office at 510 4th Street, Building B, Room #110.
4. If you, or your attorney, do not appear on the date and time listed above, a default judgment may be entered against you giving Plaintiff the right to evict you from the premises without any further court hearings.
5. **Court employees are not permitted to give advice on legal questions.**

**Notice to Occupant(s) Not Named on the Summons:** If you live on the premises and wish to remain, you must come to Court even if you are not named as a Defendant on the Summons or Complaint.

**PLEASE SEE THE BACK OF THIS FORM FOR IMPORTANT INFORMATION ABOUT THE COURT PROCESS. IF YOU HAVE ANY ADDITIONAL QUESTIONS ABOUT THE SUMMONS AND COMPLAINT, OR YOUR RIGHTS AND RESPONSIBILITIES, PLEASE CONSULT AN ATTORNEY PROMPTLY.**

**CITATORIO DE COMPARENCIA AL TRIBUNAL Y AVISO DE AUDIENCIA**

POR MEDIO DE LA PRESENTE SE LE EXIGE Y ORDENA QUE COMPAREZCA EL \_\_\_\_\_ A

LAS 9:00 A.M. PUNTUALMENTE a la Sala de Arrendadores e Inquilinos, 510 4th Street, NW. Edificio B.

Entre las Calles E y F, N.W., paradero de Metro, Judiciary Square, línea roja ♦ Entrada accesible para silla de ruedas por la Calle F.

1. Se le demanda por transferencia de la tenencia de la propiedad en que habita.
2. Este escrito es un citatorio de una demanda para su desalojamiento.
3. La demanda adjunta a este citatorio declara la base del demandante para la tenencia que pide. Si la demanda no está adjunta, hay una copia disponible en la oficina de la Secretaría de Arrendador e Inquilino en la 510 4th Street, NW, Edificio B #110.
4. Si usted o su abogado no comparecen a la hora y en la fecha indicadas, se podría emitir un fallo en su contra por incomparecencia, permitiendo así que el demandante lo desaloje del lugar sin necesitarse audiencias posteriores.
5. **Al personal del tribunal no se les permite asesorar en cuestiones jurídicas.**

**Advertencia a los inquilinos no nombrados en la demanda:** Si usted vive en la propiedad y desea permanecer ahí pero no ha sido mencionado como inquilino, debe presentarse al Tribunal **aun si no es nombrado como demandado en la convocatoria o demanda.**

**VEA AL DORSO DE ESTE FORMULARIO: INFORMACIÓN IMPORTANTE SOBRE EL PROCESO JUDICIAL. SI TIENE MÁS PREGUNTAS SOBRE EL CITATORIO Y LA DEMANDA O SOBRE SUS DERECHOS Y DEBERES, CONSÚLTELE A UN ABOGADO PRONTO.**

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney Unified Bar No.

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

\_\_\_\_\_  
Phone No. Email Address (required only for attorneys)

\_\_\_\_\_  
CLERK OF THE COURT

Costs of this suit to date are \$ \_\_\_\_\_  
Costas a la fecha

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

Đề có một bài dịch, hãy gọi (202) 879-4828

የአማርኛ ትርጉም ለማግኘት (202) 879-4828 ይደውሉ

## **IMPORTANT INFORMATION - PLEASE READ CAREFULLY**

**BEFORE YOU COME TO COURT:** Contact one of these agencies for legal assistance or look on [www.lawhelp.org/dc](http://www.lawhelp.org/dc) to learn about settlement options, legal defenses, presenting your case and more information about your rights as a tenant before your court date:

Neighborhood Legal Services	(202) 269-5100	Legal Counsel for the Elderly	(202) 434-2120
D.C. Law Students in Court	(202) 638-4798	Bread for the City	(202) 265-2400
The Legal Aid Society of D.C.	(202) 628-1161	D.C. Bar Legal Information Help Line	(202) 626-3499

Residential landlords and tenants may also visit the Landlord Tenant Resource Center located at 510 4<sup>th</sup> Street, NW, Bldg. B, Room #115 (202) 508-1710. The Resource Center provides legal information from attorneys at no charge and is open from 9:15 a.m. to Noon, Mon. – Fri.

**YOUR LANDLORD HAS SUED TO EVICT YOU. COME TO COURT ON THE DATE YOUR SUMMONS REQUIRES YOU TO APPEAR:**

Come to court even if you think you do not owe any rent or have not violated your lease. If you do not come to court, or if you are late, you may be evicted without any further court hearings. You also may have a judgment for money entered against you, and your landlord may be allowed to garnish your wages or bank account.

**IF YOU HAVE ALREADY PAID THE RENT: Read the Complaint carefully.** Even if your rent is paid in full, the Complaint may include reasons other than unpaid rent, which the Plaintiff may rely on to seek your eviction. Even if the only reason the Plaintiff is suing you is unpaid rent, the Plaintiff may be able to seek your eviction in this case based on rent and late fees that come due **after** this Complaint was filed. Those charges may not be listed on this Complaint. The Plaintiff is not required to dismiss the Complaint unless the case is based on unpaid rent **only** and you bring your rental account to a “zero” balance as of the day you pay.

**YOU MUST BE IN THE COURTROOM PROMPTLY AT 9:00 AM AND YOU SHOULD EXPECT TO BE IN COURT FOR SEVERAL**

**HOURS:** The Judge will read an opening statement informing you of the court process and your rights as a defendant. Answer *roll call* when the clerk calls your name. If you get to court late, tell the clerk immediately that you have arrived. If a default has been entered against you, try to speak to a tenant’s lawyer or a lawyer in the Landlord Tenant Resource Center (Room 115) or, if you have a legal defense to this case, file a “Motion to Vacate Default” in the Clerk’s Office. Otherwise, you probably will be evicted.

**BRING ALL PAPERS RELATING TO YOUR CASE TO COURT:** *Bring this document and the Complaint attached to this document with you to court every time you appear.* Also, bring all papers that relate to your case, such as your lease, rent receipts, pictures or anything else that will explain your side of the case to the judge. You do not need to bring witnesses to the first court hearing.

**WHEN YOU GET TO COURT:** Neither party is required to make any agreement in this case. If you do make an agreement with the Plaintiff, be sure that all promises you or the Plaintiff make are in writing before you sign the agreement. If you do not want to make an agreement or cannot reach an agreement, your case will be called before the judge where you may present any defenses or make any requests.

**IF YOU HAVE AN EMERGENCY AND CANNOT COME TO COURT OR GET THERE ON TIME:** Call the clerk immediately at (202) 879-4879. Come to court as soon as you can and ask for help.

**PERSONS WITH DISABILITIES:** If you have a disability that keeps you from coming to court or keeps you from coming to court on time, or if you need some other type of assistance, call (202) 879-1700 as soon as possible to request assistance.

**INTERPRETATION SERVICES:** If you need language interpretation services for any language other than Spanish, please call (202) 879-4828 as soon as you get these papers. If you need a Sign Language Interpreter, call (202) 879-1492 or (202) 879-1656 (TDD).

**CHILD CARE:** A Child Care Center is in the main courthouse (500 Indiana Ave., NW, Room C-185). Call (202) 879-1759 for information.

## **INFORMACIÓN IMPORTANTE - POR FAVOR LEA CON CUIDADO**

**ANTES DE PRESENTARSE AL TRIBUNAL:** Antes de su audiencia, comuníquese con una de las agencias judiciales arriba enumeradas o al [www.lawhelp.org/dc](http://www.lawhelp.org/dc) para enterarse de las opciones de común acuerdo, sus defensas, cómo presentar su caso e información adicional referente a sus derechos. Los arrendadores particulares y los inquilinos pueden acudir al Centro de Recursos de Arrendador e Inquilino, 510 Calle 4, NW, Edificio B, Sala 115, (202) 508-1710. El Centro de Recursos cuenta con abogados que le ofrecen información jurídica gratuita. Atención: 9:15 a.m. a 12:00 p.m. de lunes a viernes.

**EL ARRENDADOR RADICÓ UNA DEMANDA PARA SU DESALOJO. COMPAREZCA AL TRIBUNAL EN LA FECHA QUE SE LE INDICA EN EL CITATORIO:** Comparezca al tribunal incluso si cree que no debe alquiler o no ha violado el contrato. Si no comparece, o si llega tarde, podría ser desalojado sin audiencias posteriores. De igual manera es posible que se emita un fallo en su contra y que su arrendador pueda retenerle sus ingresos o embargarle la cuenta corriente.

**SI YA PAGÓ EL ALQUILER: Lea la demanda con cuidado.** Aun si su alquiler está al corriente, la demanda puede incluir razones diferentes al pago de alquiler para pedir su desalojo. Aun si el único motivo de la demanda es el alquiler en mora, el demandante podría pedir su desalojo basándose en multas y alquiler pagaderos **después** de la instauración de la demanda. Es posible que dichas acusaciones no se encuentren enumeradas en esta demanda. Al demandante no se le exige desestimar la causa a menos que ésta se base **sólo** en la falta de pago y usted pusiera su cuenta de alquiler en cero para la fecha en que pague el alquiler.

**COMPAREZCA EN SALA PUNTUALMENTE A LAS 9:00 AM Y ANTICIPE QUE ESTARÁ EN EL JUZGADO VARIAS HORAS:** El juez leerá las declaraciones de apertura informándole sobre el proceso jurídico y sus derechos como demandado. Conteste al escuchar su nombre cuando pasen lista. Si llega tarde, avísele al secretario de actas apenas llegue. Si se ha emitido un fallo en su contra por incomparecencia, intente hablar con el abogado del arrendador o con uno en el Centro de Recursos para Arrendadores e Inquilinos (Oficina 115) o, si tiene defensa legal contra esta causa, presente una petición para desestimar (*Motion to Vacate*) en la Secretaría. De no hacerlo, lo desalojarán.

**TRAIGA CONSIGO TODOS LOS DOCUMENTOS PERTINENTES A SU CASO:** *Cada vez que comparezca, traiga este documento al igual que la demanda adjunta.* También traiga todos los documentos pertinentes a su caso, como lo son el contrato, recibos del pago de alquiler, fotos o cualquier otra cosa que le explique al juez su parte de la causa. No tiene que traer testigos a la primera audiencia.

**CUANDO LLEGUE AL TRIBUNAL:** No se le exige a ninguna parte que llegue a un acuerdo en el caso. Si llega a un acuerdo con el demandante, asegúrese que todas sus promesas y las del demandante estén escritas antes de firmar el acuerdo. Si no desea o no pueden llegar a un acuerdo, su caso será ventilado ante el juez y ahí podrá presentar cualquier defensa o hacer cualquier petición.

**SI TIENE UNA EMERGENCIA Y NO PUEDE LLEGAR AL TRIBUNAL O NO PUEDE LLEGAR A TIEMPO:** Llame de inmediato a la secretaria al (202) 879-4879. Dirijase el tribunal lo más pronto posible y pida ayuda.

**PERSONAS DISCAPACITADAS:** Si tiene una discapacidad que le impide venir al tribunal o llegar a tiempo, o si necesita otro tipo de asistencia, llame al (202) 879-1700 tan pronto sea posible para pedir ayuda.

**SERVICIOS DE INTERPRETACIÓN:** Si necesita servicio de intérprete para un idioma que no sea el español, favor de llamar al (202) 879-4828 apenas reciba estos documentos. Si necesita intérprete de señas comuníquese al (202) 879-1492 o al (202) 879-1656 (TDD).

**GUARDERÍA INFANTIL:** Hay una Guardería Infantil en el tribunal principal (500 Av. Indiana, NW, Sala C-185). Informe al (202) 879-1759.

By the Court:

Date: \_\_\_\_\_

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Lee F. Satterfield  
Chief Judge

Copies to:

All Judges  
All Magistrate Judges  
Library  
David Luria, Attorney Advisor