



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
CIVIL DIVISION  
SMALL CLAIMS AND CONCILIATION BRANCH  
INFORMATION SHEET**

**CLERK WRITE  
CASE NUMBER**

**NAME OF PERSON FILING LAWSUIT**

Case No: \_\_\_\_\_

Plaintiff

Vs

**NAME OF PERSON BEING SUED**

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

**DATE OF FILING**

Defendant

**NAME OF PERSON FILING LAWSUIT**

Name: *(please print)*

**NAME OF LAW FIRM**

**ATTY.  
BAR  
NUMBER**

Relationship to Lawsuit

☐ Attorney for Plaintiff

☐ Self (Pro Se)

☐ Other: \_\_\_\_\_

**PLACE CHECK  
MARK IN THE  
APPROPRIATE  
BOX; IF OTHER  
WRITE YOUR  
RELATIONSHIP**

**TELEPHONE NUMBER**

Telephone No: \_\_\_\_\_

6 Digit Unified Bar No. \_\_\_\_\_

Do you need an interpreter for your case? ☐ Yes ☐ No If yes, what type: \_\_\_\_\_

**CHECK YES OR NO**

**TYPE OF INTERPRETER NEEDED**

**CHECK ONE BOX**

☐ \$1 - \$500

☐ \$500.01 - \$2,500

☐ \$2,500.01 - \$5,000

PENDING CASE(S) RELATED TO THE ACTION BEING FILED:

Case No: \_\_\_\_\_ **CASE NUMBER OF ANY CASES RELATED TO THIS LAWSUIT** \_\_\_\_\_

NATURE OF SUIT: *(Check Appropriate Box(es))*

A. CONTRACTS – a claim based on an agreement between parties made either orally or in writing

☐ Debt Suit

☐ Breach of Warranty

☐ Negotiable Instrument

☐ Personal Property

☐ Loan

☐ Rent Due

☐ Unpaid Wages

☐ Services Rendered

☐ Security Deposit

☐ Breach of Contract

☐ Home Improvement Contract

☐ Oral

**CHECK THE APPROPRIATE BOX  
THAT DESCRIBES YOUR CLAIM.**

B. PROPERTY TORTS – a claim for an injury or wrong committed on the property of another

☐ Automobile

☐ Conversion

☐ Spill/Lifting

☐ Property Damage

☐ Destruction of Property

☐ Trespass

**IF THE CLAIM IS FOR MEDICAL  
MALPRACTICE, YOU MUST  
CHECK YES OR NO.**

C. PERSONAL TORT – a claim for an injury or wrong committed on the person of another

☐ Assault and Battery

☐ False Witness

☐ Libel and Slander

☐ Automobile

☐ Personal Injury

☐ Negligence

☐ Harassment

☐ Fraudulent Misrepresentation

☐ Slip and Fall

D. ☐ UNIFORM ARBITRATION ACT – an action based on an arbitration agreement

G. ☐ SUBROGATION – a claim filed by one person in the place of another

E. ☐ FOREIGN JUDGMENT- a judgment, decree or order filed from another jurisdiction

H. ☐ COLLECTION- a claim filed by a seller or lender to collect a consumer debt

F. ☐ MEDICAL MALPRACTICE – a claim against a healthcare provider for professional misconduct

Have you given notice of intention to file your lawsuit 90 days prior to filing? ☐ Yes ☐ No