

Rule 103. Form of Filings; Verifications

(a) FORM OF FILINGS.

(1) *In General.* A person must present a matter in the form required by the applicable rule or statute.

(2) *Form of Filing Not Specified.* When the form of filing is not specified by rule or statute, a person seeking a court order or other action or assistance from the court must present the matter in the form of a petition filed in accordance with Rule 105.

(b) CAPTION. Every filing must have a caption with:

(1) "Superior Court of the District of Columbia, Probate Division";

(2) the case name; and

(3) the case number.

(c) VERIFICATIONS.

(1) *In General.* Unless otherwise provided by law, when a filing must be verified, the person who is required to verify must state the following directly above the person's signature:

I, _____, do solemnly declare and affirm under penalty of law, including penalty of perjury, that the contents of the foregoing document are true and correct to the best of my knowledge, information, and belief.

(2) Person Required to Verify.

(A) *In General.* When a rule or statute does not specify the person required to verify, a verification must be made by a fiduciary or person with personal knowledge of the facts to be verified.

(B) *By Officer, Agent, Attorney.* A verification may be made by an officer, agent, or attorney only when:

(i) a corporation is a party or fiduciary; or

(ii) the facts are within the personal knowledge of the attorney or agent.

(C) *Statement of Authority to Verify.* Where verification is made on behalf of a party or person, the verification must set forth the representative capacity and, in the case of a corporation, the title of a person verifying and must contain a statement that the person has authority to verify the filing on behalf of the person's principal.

(d) NONCONFORMANCE. A filing that does not conform to the requirements of this rule will not be accepted for filing.

COMMENT

For purposes of this rule, “case name” should include, for example, the name of the decedent in a decedent’s estate proceeding, the name of the subject in a guardianship or conservatorship proceeding, or the parties in a major litigation case.