

### **Rule 3. Commencement of Actions**

#### **(a) IN GENERAL.**

(1) *Filing the Statement of Claim.* Actions are commenced by filing a statement of claim, verification, and notice (together with an exact copy for each defendant), printed on plain white paper approximately 8 1/2 inches wide by 11 inches long.

(2) *Form of Pleading; Requirements.* The pleading must be in a form prescribed by the court. The statement of claim must contain a simple but complete statement of the plaintiff's claim and be accompanied by a copy of any contract, promissory note, or other instrument on which the claim is based.

(3) *Consumer Debt.* In an action initiated by a debt collector to collect a consumer debt as defined in D.C. Code § 28-3814, the statement of claim must include any information required by D.C. Code § 28-3814.

#### **(b) ADDRESSES AND TELEPHONE NUMBERS OF PARTIES AND ATTORNEYS.**

Unless a party or attorney files written notice of a change, the addresses and telephone numbers of the parties and their attorneys that are stated in the original statement of claim or are first given by them are considered the current addresses and telephone numbers of the parties and attorneys for the purpose of all subsequent notices in the case.

(c) **ELECTRONICALLY FILED DOCUMENTS.** Any documents filed electronically must be in the form required by Rule 3(a), but otherwise must comply with Civil Rule 5.

#### **COMMENT TO 2022 AMENDMENTS**

This rule has been amended to highlight the new pleading requirements included in emergency, temporary, and permanent legislation amending D.C. Code § 28-3814.

#### **COMMENT TO 2018 AMENDMENTS**

This rule has been amended consistent with the stylistic changes to the civil rules. Former section (b), which described the numbering and letter designation for cases, has been eliminated because it addressed internal administrative processes of the court.