



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Civil Division – Landlord and Tenant Branch
510 4th Street, N.W., Court Building B, Room 110, Washington, D.C. 20001
Telephone Number: (202) 879-4879 Website: www.dccourts.gov

_____ Plaintiff

Vs.,

Case No: _____

_____ Defendant

PROTECTIVE ORDER INFORMATION SHEET

The Court entered a Protective Order on the record on _____
The Protective Order requires the Defendant to pay into the Court Registry the sum of \$ _____
by the ____ day of _____ and the sum of \$ _____ by the ____ day of each month
thereafter during the pendency of this case.

Deposits to the Court Registry must be made by any combination of CASH, MONEY ORDER, CASHIER’S CHECK, CERTIFIED CHECK, or ATTORNEY’S ESCROW ACCOUNT CHECK made payable to **Clerk, D.C. Superior Court.** The case number must be written on the payment. The Court can accept PERSONAL CHECKS of amounts up to \$5,000.00. Amounts over \$5,001.00 must be paid by CASH, MONEY ORDER, CASHIER’S CHECK, CERTIFIED CHECK, or ATTORNEY’S ESCROW ACCOUNT CHECK. NO STARTER CHECKS are accepted by the court. (These are checks provided by a bank when an account is opened which do not have your personal information on them.)

NOTICE

A tenant may make a *non-cash* payment by one of the following methods: (1) mailing a check or money order to the Landlord and Tenant Clerk’s Office, 510 4th Street NW, Room 110, Washington, DC 20001; (2) depositing the check or money order in the Landlord and Tenant drop box in the lobby of Building B located at 510 4th Street, N.W., NW, Washington, DC 20001; or (3) making the payment electronically through the court’s portal, provided that the total monthly payment does not exceed \$1,000. Please see the Notice of the Clerk’s Offices Operations for instructions about electronic payments:

<https://www.dccourts.gov/sites/default/files/Superior-Court-Clerks-Offices-Remote-Operations.pdf> Please

bring this form with you each time you make an in-person payment.

This case has been continued to _____ for trial at _____ am/pm.

This case has been continued to _____ for _____ at _____ am/pm.

JUDGE

DATE