



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
 500 Indiana Avenue, NW, Washington, DC 20001
 (202) 879-1010 | www.dccourts.gov

Case Caption: _____

Case Number: _____

**Notice to Court
 (Praecipe)**

The Clerk of said Court will please:

- Enter my appearance for _____ in the above-mentioned case.
- Update the record in this case to reflect my correct/new address. My correct/new address is:

Street Address

City and State

Apartment/Suite/Unit Number

Zip Code

Other: _____

Plaintiff / Petitioner or Attorney Name: (Print Name)		Defendant / Respondent or Attorney Name: (Print Name)	
Address:		Address:	
Signature:		Signature:	
Email Address:		Email Address:	
Telephone Number:	Attorney Bar Number:	Telephone Number:	Attorney Bar Number: