



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
**Civil Division - Small Claims and Conciliation Branch**  
**510 4th Street, NW, Room 120, Washington, D.C. 20001**  
**(202) 879-1120 | [www.dccourts.gov](http://www.dccourts.gov)**

Case No. \_\_\_\_\_

Plaintiff(s) \_\_\_\_\_

vs. Defendant(s) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

**STATEMENT OF CLAIM FOR CONSUMER DEBT CASES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This suit has been filed within the applicable statute of limitations period.

**You might have income or resources that are protected from being taken by debt collectors. These might include certain sources of income, funds, or property, including, but not limited to, Social Security, Supplemental Security Income (SSI), disability or unemployment benefits, veteran's benefits, or child support payments. If you believe your property of income may be protected, you may wish to seek legal advice, including at a legal services provider or legal aid office, before paying this debt.**

If you want a lawyer, but cannot afford to pay one, you may be able to obtain free legal services by calling the DC Debt Collection Defense Hotline at (202) 851-3387.

INFORMATION REQUIRED BY STATUTE (D.C. Code Section 28-3814)



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Type of Consumer Debt: \_\_\_\_\_

Name of Original Creditor: \_\_\_\_\_

Name of Current Owner: \_\_\_\_\_

Last 4 Digits of Account Number with Original Creditor: \_\_\_\_\_

Date the Debt was incurred: \_\_\_\_\_

Date and amount of Last Payment (if applicable): \_\_\_\_\_

Itemized Accounting (Indicate whether the interest, fees, and other charges are imposed by the original creditor, a debt collector, or a subsequent owner of the debt. Additionally, for revolving credit accounts, the amounts below are measured from the charge-off balance):

Principal: \_\_\_\_\_

Interest: \_\_\_\_\_

Fees: \_\_\_\_\_

Other Charges: \_\_\_\_\_

The basis for any interest, fees, or attorney's fees is:

\_\_\_\_\_

\_\_\_\_\_

If Plaintiff's claim includes a request for prejudgment interest and is subject to Small Claims Rule 19, state the following:

The prejudgment interest rate is:

The date from which prejudgment interest has run is:

The total amount of prejudgment interest that has accrued as of \_\_\_\_\_ [DATE] is:

If applicable, a statement pursuant to Small Claims Rule 19(b)(3)(A)(iv):

Chronological Listing of the names of all prior owners of the consumer debt and the date of each transfer of ownership (if applicable):



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Original Creditor: _____	Date of Transfer: _____
Subsequent Owner: _____	Date of Transfer: _____
Subsequent Owner: _____	Date of Transfer: _____
Subsequent Owner: _____	Date of Transfer: _____
Subsequent Owner: _____	Date of Transfer: _____

The Plaintiff or Plaintiff’s counsel has reviewed D.C. Code sec. 28-3814 and Small Claims Rule 19(b), and based on their knowledge and belief, documents required pursuant to those sections are attached hereto.

Request for Relief:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Attorney for Plaintiff (Sign and Print Name) Bar No.*

\_\_\_\_\_  
*Address City/State/Zip*  
*Code*

\_\_\_\_\_  
*Email Phone No.*

COUNTY OF:

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

STATE OF:

ss: \_\_\_\_\_ being first duly sworn on oath says the foregoing is a just and true statement of the amount owing by defendant to plaintiff, exclusive of all set-offs and just grounds of defense.

\_\_\_\_\_.

Plaintiff (or agent)

Subscribed and sworn to before me this \_\_\_\_\_ days of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_.

Clerk (or notary public)

**See the *Instructions to Defendants* attached to this form, for more information.**

## **Instructions to Defendants**

### ***Important:***

**You must participate in your hearing on the date and time stated on the Notice to avoid the entry of a judgment by default. If you do not come to court for your hearing, a judgment by default may be entered against you for the amount of money demanded in the Statement of Claim. If that happens, the plaintiff could take money from your paycheck or your bank account, or take and sell your personal property, to pay the claim.**

**If you cannot participate in your hearing, call the Small Claims Clerk's Office at (202) 879-1120 as soon as you can for more information. You must go to the hearing unless the hearing is continued or cancelled. To find out if your hearing is still scheduled call the Small Claims Clerk's Office. Even if you want to admit the claim, and just need more time to pay, you must still come to court to explain your situation.**

Before any case goes to trial in the Small Claims and Conciliation Branch, a trained mediator will meet with the parties to see if they can agree to a settlement. If the parties cannot reach a settlement with the mediator, then the case can be scheduled for a trial on another day.

If the plaintiff in your case has a lawyer, that lawyer's name and contact information are on the Statement of Claim. You may contact the plaintiff's lawyer about this case. You do not have to have a lawyer, but you may choose to get a lawyer or look for legal advice about this matter.

If you want a lawyer, but cannot afford to pay one, there are many organizations that may be able to help you, including:

- DC Debt Collection Defense Hotline: (202) 851-3387
- Legal Aid of the District of Columbia: (202) 628-1161
- Tzedek DC: (202) 274-7386
- Legal Counsel for the Elderly (if age 60+): (202) 434-2120
- Neighborhood Legal Services Program: (202) 832-6577

If you have witnesses, books, receipts, or other documents that relate to this case, you should bring them with you to court. If you want to have witnesses summoned to come to court, contact the Small Claims Clerk's Office for more information.

When you contact the Small Claims Clerk's Office about your case, remember to include your case number, contact information, and court date. Please know that court employees are not allowed to give you legal advice.

**Usted puede obtener copias en español de este formulario en el Tribunal Superior del Distrito de Columbia, Edificio B, 510 4th Street, NW, Cuarto 120, Washington, D.C. 20001, o en: [www.dccourts.gov](http://www.dccourts.gov).**

**You can get a copy of this form in Spanish at the Superior Court of the District of Columbia, Building B, 510 4<sup>th</sup> Street NW, Room 120, Washington, D.C. 20001, or at: [www.dccourts.gov](http://www.dccourts.gov).**