

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
FAMILY COURT**

PLAINTIFF(S)

v.

Case Number: _____

DEFENDANT(S)

**NOTICE AND ACKNOWLEDGMENT OF SERVICE
(This portion to be completed by serving party)**

To: _____
NAME OF PERSON TO BE SERVED

ADDRESS

The enclosed summons and complaint are served in accordance with Superior Court Rule of Domestic Relations 4(c)(2)(C). Please sign and date the Acknowledgment at the bottom of the page. If you are served on behalf of another person and you are authorized to receive process, please indicate your authority in the space beside your signature.

If you do not complete and return the form to the sender within 21 days after it was mailed and you do not show good cause for this failure, you (or the party on whose behalf you are being served) will be required to pay: (1) the costs incurred in serving the summons, complaint, initial order, and any addendum in any other manner permitted by law; and (2) the reasonable expenses, including attorney's fees, for any motion required to collect those service expenses.

After you complete and return this form, you (or the party on whose behalf you are being served) must answer the complaint within 21 days after you have signed, dated, and returned the form. If you fail to do so, judgment of default may be entered against you, affecting your marriage, your property, and/or custody and visitation of your children. You may be ordered to pay child support, spousal support, and/or attorney fees.

This Notice and Acknowledgement of Service was mailed on (insert date): _____.

SIGNATURE

DATE OF SIGNATURE

**ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT
(This portion to be completed by person accepting service)**

I, _____, received a copy of the summons and complaint in the above captioned matter at:

PRINT NAME

ADDRESS

SIGNATURE

DATE

RELATIONSHIP TO DEFENDANT/AUTHORITY TO RECEIVE SERVICE