



SUPERIOR COURT of the DISTRICT OF COLUMBIA

CIVIL DIVISION

www.dccourts.gov

CIVIL ACTIONS
500 Indiana Ave., N.W., Room 5000
Washington, D.C. 20001

LANDLORD AND TENANT
510 4th Street, N.W., Rm. 110
Washington, D.C. 20001

SMALL CLAIMS AND CONCILIATION
510 4th Street, N.W., Room 120
Washington, D.C. 20001

CASE NO.: _____

Plaintiff

vs.

Defendant

DISBURSEMENT ORDER REQUEST

The payee must be a named party or attorney in the case. A separate form must be completed for each payee.

Name of Payee:	
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Amount to be Released:

Mail Check (All checks are mailed only by the Budget and Finance Division).

Mail Check to: (Name and Address)	
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Pick-Up Check (This must be coordinated directly with the Budget and Finance Division).

Release Check to: (Name and Phone Number)	
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Plaintiff or Plaintiff's Attorney

Bar Number

Phone Number

Email Address

Defendant or Defendant's Attorney

Bar Number

Phone Number

Email Address

VERIFICATION OF FUNDS

I verify that the registry currently contains \$_____.

Clerk

ORDER TO DISBURSE FUNDS

Based on the information presented to the Court, it is **ORDERED** that:

The clerk shall release to the payee specified in this request form funds in the amount of \$_____.

Judge