

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
FAMILY COURT
Domestic Relations Branch**

PRINT PLAINTIFF'S NAME

_____ DRB _____

PLAINTIFF,

JUDGE: _____

v.

PRINT DEFENDANT'S NAME

DEFENDANT.

AFFIDAVIT OF SERVICE BY INDIVIDUAL

I, _____, am _____ years old and not a party to this case.
PRINT YOUR NAME AGE

I live/ work at _____, _____, _____
STREET ADDRESS CITY STATE ZIP CODE

1. I certify that I served copies of the following paper(s) in this case:

- | | |
|---|--|
| <input type="checkbox"/> The summons | <input type="checkbox"/> The following orders: _____ |
| <input type="checkbox"/> The complaint | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> A Notice of Motion | <input type="checkbox"/> Other: _____ |

2. On _____ at _____ I served copies of the paper(s) in the following way(s):
DATE TIME

I delivered them personally to _____ who is: THE PLAINTIFF
NAME OF THE SERVED PARTY THE DEFENDANT
 AN INTERVENOR

The place I served them was: _____
ADDRESS OR DESCRIPTION OF PLACE WHERE PAPERS WERE SERVED

I served a copy of the papers by handing them directly to the party, OR

DESCRIPTION OF OTHER METHOD

I left them with a person of suitable age and discretion who lived with the other party at:

ADDRESS OR DESCRIPTION OF PLACE WHERE PAPERS WERE SERVED

This place is the other party's TEMPORARY RESIDENCE.

PERMANENT RESIDENCE.

OTHER: _____.

SPECIFY OTHER TYPE OF RESIDENCE

I state the following about the person I gave the copies to (PROVIDE AS MANY DETAILS AS POSSIBLE):

Their name is: _____.

Their approximate age is: _____.

Their relationship to the other party is:

Spouse/partner Family member (specify): _____

Roommate Other: _____

Here are more details about how I served the them (EXPLAIN MORE ABOUT HOW, WHERE, WHEN YOU SERVED THEM):

3. The following details support my statements above (EXPLAIN MORE ABOUT HOW, WHERE, OR WHEN SERVICE WAS MADE):

I declare under penalty of perjury that the foregoing is true and correct.

If this document is to be signed outside the geographic boundaries of the United States, Puerto Rico, the United States Virgin Islands, and any territory or insular possession subject to the jurisdiction of the United States, additional requirements must be met prior to signing. See SCR-Dom. Rel. 2(c)(1)(B).

SIGN YOUR NAME

DATE

PRINT YOUR NAME

PHONE NUMBER

HOME ADDRESS 1

EMAIL ADDRESS

HOME ADDRESS 2

SUBSTITUTE ADDRESS: CHECK THIS BOX
IF YOU HAVE WRITTEN SOMEONE ELSE'S
ADDRESS BECAUSE YOU FEAR HARASSMENT
OR HARM.