

**Superior Court of the District of Columbia  
CIVIL DIVISION**

**Check One:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Civil Actions Branch</b><br>500 Indiana Ave., N.W.<br>Room 5000<br>Washington, D.C. 20001<br>Telephone: (202) 879-1133 | <input type="checkbox"/> <b>Landlord &amp; Tenant Branch</b><br>510 4th Street, N.W.<br>Room 110<br>Washington, D.C. 20001<br>Telephone: (202) 879-4879 | <input type="checkbox"/> <b>Small Claims &amp; Conciliation Branch</b><br>510 4th Street, N.W.<br>Room 120<br>Washington, D.C. 20001<br>Telephone: (202) 879-1120 |
|--|---|---|

**PRAECIPE**

\_\_\_\_\_  
*Plaintiff*

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

\_\_\_\_\_  
*Defendant*

The Clerk of said Court will \_\_\_\_\_

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

The \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Plaintiff (or Attorney for Plaintiff)  
Printed Name and Signature

\_\_\_\_\_  
Defendant (or Attorney for Defendant)  
Printed Name and Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Bar No.

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Bar No.