

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT  
Parentage & Support Branch**

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

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

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

IV-D: \_\_\_\_\_

JUDGE: \_\_\_\_\_

PETITIONER,

v.

\_\_\_\_\_  
PRINT THE OTHER PARENT'S NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

RESPONDENT.

**PETITION TO ESTABLISH PARENTAGE and/or FOR CHILD SUPPORT**

**Are You Asking the Court to Decide Parentage?  yes  no**  
**Are You Asking the Court to Decide Child Support?  yes  no**

I, \_\_\_\_\_, am the Petitioner in this case and I state that:  
PRINT YOUR NAME

**1. This Court is the proper place to decide my request for establishing parentage and/or child support.**

**2. I state the following about parentage: [CHECK ALL THAT APPLY]**

The child(ren) were born during my marriage to the other party.

The other parent is named on the child(ren)'s birth certificate(s).

- The other party and I have both signed a written statement under oath admitting parentage.
- The other parent has signed a written statement admitting parentage.
- Another state has decided parentage.
- There is a genetic test result and a certified affidavit from a laboratory indicating a 99% or greater probability of parentage.
- I may be a parent to the child.
- Other:

**3. I am asking to determine parentage for the following child(ren) that I may have with the other party (through birth or adoption):**

Child's Name	Current Address	Date of Birth	Gender

**4. Each party has the legal duty to contribute to the support of our eligible child(ren), including any adult disabled children.**

**5. I state the following about Temporary Assistance to Needy Families (TANF): [CHECK ONE]**

- I am  I am *not* currently receiving Temporary Assistance to Needy Families (TANF).

**6. I state the following about Medicaid and/or DC Healthy Families: [CHECK ONE]**

- I am  I am *not* currently receiving Medicaid and/or DC Healthy Families.

7. I do  / do *not*  know of any proceedings in the District of Columbia or in any state or territory involving the same claim or subject matter as this case. Please list state, court, and docket number for cases involving the same claim or subject matter.

Court	Case Number	Case Type

**Request for Relief**

**I RESPECTFULLY REQUEST that the Court:** [CHECK ALL THAT APPLY]

- Hold a hearing on this Petition within 45 days of filing and issue a Notice of Hearing and Order Directing Appearance (“NOHODA”) to Respondent with the date and time of the hearing.
- Order genetic testing to determine parentage.
- Decide parentage for my child(ren) and order entry of the father’s name on the child(ren)’s birth certificates.
- Award support according to the Child Support Guideline of the District of Columbia and other applicable laws, including:
  - current child support (support starting today and continuing into the future)
  - retroactive child support (support for time before today)
  - medical support
- Order [PRINT ANYTHING ELSE YOU WANT THIS COURT TO DO.]

**I ALSO REQUEST that the Court award any other relief it considers fair and proper.**

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 Super. Ct. Dom. Rel. R. 2(c)(1)(B).*

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SIGN YOUR NAME

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DATE

---

PRINT YOUR NAME

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PHONE NUMBER

---

HOME ADDRESS 1

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EMAIL ADDRESS

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HOME ADDRESS 2

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## Service of Your Complaint: Domestic Relations Rule 4

You start a case by filing papers called a **complaint** at the **Family Court Central Intake Center**. When you file a **complaint**, the Family Court Central Intake Center will give you a **summons**. A **summons** is a paper that you must give to the person you are filing against. The person you file against is called an **opposing party** or other **party**. You must make sure that the **opposing party** gets a copy of the **summons** and your **complaint** and any orders. This is called **service of your complaint**. You cannot give the papers to the **opposing party** yourself; someone else must give them to the **opposing party**. **The chart below gives instructions on how to serve the complaint and summons.**

After you make sure that someone else gives the papers to the other party, you must prove to the Court that you did this. You can prove this to the Court by filing an **Affidavit of Service** form. **You must serve the papers and file an Affidavit of Service form within 60 days after you file your complaint.** If you have questions about serving these documents, go to the **Family Court Self Help Center** at DC Superior Court or visit [www.LawHelp.org/DC](http://www.LawHelp.org/DC).

Remember to always keep a copy of the papers for yourself. And, you may need to make more copies to serve the other party in a different way.

**Below are the ways you can serve your complaint and summons and prove to the Court that you did it.** All of the forms discussed below can be found at the **Family Court Self Help Center** at DC Superior Court or at [www.LawHelp.org/DC](http://www.LawHelp.org/DC).

Type of Service	Proof of Service
<p><b>Have someone</b> who is over 18 years old and not a party to the case (NOT you):</p> <ul style="list-style-type: none"> <li>• <b>Hand a copy of the papers to the other party;</b> or</li> <li>• <b>Leave a copy of the papers at the other party’s home</b> with a person of suitable age and discretion who lives there (someone who you think is old enough or responsible enough to give the papers to the other party).</li> </ul>	<ul style="list-style-type: none"> <li>• The person who served the papers must fill out an <b>Affidavit of Service by Individual.</b></li> <li>• The completed Affidavit must be filed at the <b>Family Court Central Intake Center.</b></li> </ul>
<p><b>Mail a copy of the papers to the other party by certified mail, return receipt requested.</b></p> <ul style="list-style-type: none"> <li>• Send a copy of the papers to the other party’s home.</li> <li>• You can do this yourself at the post office. Someone else can do this for you too.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the <b>return receipt</b> (“green card”) if it comes back to you;</li> <li>• Fill out an <b>Affidavit of Service by Certified Mail;</b> and</li> <li>• File the completed Affidavit with the <b>return receipt</b> attached at the <b>Family Court Central Intake Center.</b></li> <li>• <b>Note:</b> If you do not receive a return receipt or it comes back saying your papers cannot be delivered, you will need to serve the papers a different way.</li> </ul>

<p><b>Mail the papers to the other party by first class mail</b> (postage prepaid) and include:</p> <ul style="list-style-type: none"> <li>• An envelope addressed to you with a stamp on it (so that the other party can mail the Court’s <b>Notice and Acknowledgement form</b> back to you); and</li> <li>• Two (2) copies of the Court’s <b>Notice and Acknowledgment form</b> (one for the other party to keep and one for you).</li> </ul>	<ul style="list-style-type: none"> <li>• The signed <b>Notice and Acknowledgement form</b> is the proof of service.</li> <li>• The other party has 21 days from the date the letter is mailed to sign and return the Notice and Acknowledgement form to you.</li> <li>• If the other party returns the completed form, file the completed <b>Notice and Acknowledgement form</b> at the <b>Family Court Central Intake Center</b>.</li> <li>• <b>Note:</b> If the other party does not return the form, you will need to serve the papers in a different way. If this happens, you can ask the Court to order the other party to pay you back any money you spend serving the papers in another way.</li> </ul>
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**If you are asking for child support or to establish parentage of a child**, the **Family Court Central Intake Center** will issue you a Notice of Hearing and Order Directing Appearance (also called a NOHODA). There are special instructions for serving a NOHODA, these can be found at the Family Court Self Help Center and online at [www.ProBono.center/NOHODAIstructions](http://www.ProBono.center/NOHODAIstructions)

**If you need more than 60 days to serve the papers**, you can ask the judge to give you more time. You can ask for more time by filing a **Motion for Additional Time to Serve**. You must ask for more time to serve and a new summons before the first summons expires. If you do not do this, the **Family Court Central Intake Center** may dismiss your **complaint**. You can get a **Motion for Additional Time to Serve** at the **Family Court Self Help Center** at DC Superior Court or visit [www.LawHelp.org/DC](http://www.LawHelp.org/DC).

**If you tried but were not able to serve the other party or parties using any of the methods above**, you can ask the judge to let you serve the parties in a different way by filing a **Motion for Alternative Service**. You can get a **Motion for Alternative Service** at the **Family Court Self Help Center** at DC Superior Court or visit [www.LawHelp.org/DC](http://www.LawHelp.org/DC).