



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

CIVIL DIVISION, Small Claims and Conciliation Branch

510 4th Street, N.W., Building B, Room 120

Washington, D.C. 20001 Telephone (202) 879-1120

PLAINTIFF'S REQUEST FOR INITIAL HEARING DATE

Plaintiffs have a right to an initial hearing within 30 days after they file their Statement of Claim. To allow sufficient time for service, Plaintiffs may instead request an initial hearing within 60 days after initiation.

Court rules require Plaintiffs to provide proof of service at least 7 days before the initial hearing. Service must be completed within 15 days of filing when a Defendant is the District of Columbia or an officer or agency of the District. Plaintiffs should request a date that allows sufficient time to serve Defendant.

- I expect to provide proof of service to the Court in no more than 53 days and request an initial court date within 60 days.
- I expect to provide proof of service to the Court in no more than 23 days and request an initial court date within 30 days.

Plaintiffs who do not provide proof of service at least 7 days prior may ask the court to reschedule the initial hearing date, and explain why they did not file proof of service at least 7 days before the initial hearing, and how they plan to serve the Defendant at least 7 days before any rescheduled date.

Plaintiff/Agent (Sign and Print Name): _____

Date: _____