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Probate Division**

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AFFIDAVIT IN LIEU OF INVENTORY OR ACCOUNT

Conditions/Parts	eFiling Document Type
<p style="text-align: center;">May be eFiled or filed in paper</p> <ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Verified: <ul style="list-style-type: none"> ➤ Notarized with seal or notary stamp, or signature of court employee; or ➤ May self-verify in ADM/SEB/FEP cases <p><i>Best practice (INT only):</i> File/eFile affidavit in lieu of inventory with conservator’s plan.</p>	<p style="text-align: center;">Other filing (no court cost)</p>

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

AFFIDAVIT

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Verified: <ul style="list-style-type: none"> ➤ Notarized with seal or notary stamp, or signature of court employee; or ➤ May self-verify in ADM/SEB/FEP cases 	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

AFFIDAVIT OF SERVICE BY MAIL (INT only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Form is complete:<ol style="list-style-type: none">a. Name of affiantb. Address of affiantc. Date of serviced. Name address and date of mailing for each person servede. Signed by affiantf. Notarized with seal or notary stamp, or signature of court employee	Other filing (no court cost)

AFFIDAVIT OF SERVICE BY PERSONAL SERVICE (INT only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Form is complete:<ol style="list-style-type: none">a. Name of affiantb. Address of affiantc. Date of serviced. Name address and date of mailing for each person servede. Signed by affiantf. Notarized with seal or notary stamp, or signature of court employee	Other filing (no court cost)

AFFIDAVIT OF SERVICE BY MAIL (LIT only)

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Form is complete:</p> <ul style="list-style-type: none">a. Name of affiantb. Name of person servedc. Address of affiantd. Efforts by affiant if return receipt is not signede. Signed by affiantf. Signed by attorney, if anyg. Receipt attachedh. Affidavit of service on one person or organization only	Other filing (no court cost)

AFFIDAVIT OF PROCESS SERVER (LIT only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Form is complete:<ol style="list-style-type: none">a. Name of affiantb. Age affiantc. Address of affiantd. Date of servicee. Time of servicef. Manner of serviceg. Specific facts about person servedh. Signature of affianti. Notarized with seal or notary stampj. Affidavit of service on one person or organization only	Other filing (no court cost)

ANSWER (LIT only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

ANSWER TO PETITION FOR GENERAL PROCEEDING (INT/IDD only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

ANSWER WITH COUNTER CLAIM (LIT only)

COUNTERCLAIM (LIT only)

CROSS CLAIM (LIT only)

THIRD PARTY COMPLAINT (LIT only)

Conditions/Parts	eFiling Document Type
<p style="text-align: center;">May be eFiled or filed in paper</p> <ol style="list-style-type: none">1. Caption (correct case name and case number)2. Signature block complete*3. Certificate of Service timely (dated within 5 business days of filing)4. Certificate of Service lists all parties/participants5. Certificate of Service signed6. Third Party Complaint only-A summons for each defendant with caption and signature block complete7. \$20 filing fee (except IFP or government filer)	<p>Claim - Counter/Cross Claim</p> <p>Claim - Third Party Claim</p> <p>XGovernment/In Forma Pauperis Filing</p>

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

ASSIGNMENT OF INTEREST (ADM/SEB/FEP only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Verified: <ul style="list-style-type: none"> ➤ Notarized with seal or notary stamp, or signature of court employee; or ➤ May self-verify in ADM/SEB/FEP cases 4. Certificate of Service timely (dated within 5 business days of filing) 5. Certificate of Service—must be served, at a minimum, on Personal Representative 6. Certificate of Service signed 7. One assignment per person when multiple parties are involved 	<p style="text-align: center;">Other filing (no court cost)</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

BILL OF COSTS (LIT only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

BOND

Conditions/Parts
<ol style="list-style-type: none">1. Must be filed in paper2. Must be original3. Caption (correct case name and case number)4. Form is complete<ol style="list-style-type: none">a. Name of bonded fiduciaryb. Name of bond companyc. Amount of bondd. Signed by bonded fiduciarye. Signed by surety agent with the word "seal" after the signaturef. Signed by a witnessg. Form is dated

1. Must be filed in paper

2. Must be original

3. Caption (correct case name and case number)

4. Form is complete

a. Name of bonded fiduciary

b. Name of bond company

c. Amount of bond

d. Signed by bonded fiduciary

e. Signed by surety agent with the word "seal" after the signature

f. Signed by a witness

g. Form is dated

CERTIFICATE OF COMPLETION (unsupervised ADM only)

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Form is complete:</p> <ul style="list-style-type: none"> a. All personal representatives are named in the first line b. Para. 1: check to make sure the time period for claims has expired at the time of filing of the certificate (refer to proof of publication) c. Para. 2: Notice Accompanying Final Account must be attached (unless PR is sole heir/legatee) d. Para. 6: at least 1 box is checked e. Para. 8: (a) or (b) in both areas are checked f. Certificate is signed by all personal representatives and dated <p>3. Certificate of Service: All parties are either listed in Para. 9 or in the certificate of service.</p> <p>4. Certificate of Service timely (at least 60 days have elapsed between the date of service of the Notice Accompanying Final Account and the date of service of the Certificate of Completion)</p>	<p>Other filing (no court cost)</p>

CERTIFICATE REGARDING DISCOVERY (generally LIT only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Signature block complete*3. Certificate of Service timely (dated within 5 business days of filing)4. Certificate of Service lists all parties/participants5. Certificate of Service signed6. Discovery (Interrogatories, Request for Documents, Request for Admission, depositions) should not be filed with the Certificate Regarding Discovery)	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

CLAIMS

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Form is complete a. Signed by creditor or person authorized by creditor b. Claim amount provided c. Nature of claim described d. Name, address and signature of creditor e. Date of service on personal representative -N/A if PR not yet appointed -Service on attorney alone is NOT acceptable) -5 day rule on service does not apply. 3. \$5 filing fee (except IFP or government filer)	Claim - Creditor Claim XGovernment/In Forma Pauperis Filing

CLAIM (INT)

Additional Conditions/Parts	eFiling Document Type
No filing fee required	Claim - Creditor Claim

EXAMINER REPORT (Report of Examiner)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

FBI CRIMINAL BACKGROUND RESULT

Conditions/Parts	eFiling Document Type
	Other filing (no court cost)

GUARDIANSHIP PLAN

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Verified and notarized with seal or notary stamp, or signature of court employee. 7. Report is complete <p><i>Best practice:</i> An advance directive may be eFiled as an accompanying document.</p>	Guardianship Plan (INT ONLY)

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

GUARDIANSHIP REPORT (Report of Guardian)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Verified and notarized with seal or notary stamp, or signature of court employee. 7. A reporting period is identified 8. Report is complete	Guardianship Report (INT/IDD ONLY)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

FINAL GUARDIANSHIP REPORT (or Affidavit in Lieu of Final Guardianship Report, if no assets were administered by guardian)

Additional Conditions/Parts	eFiling Document Type
Indication that ward is deceased or the guardianship is terminated because of a court-ordered transfer to another jurisdiction or because ward has recovered <i>Best practice:</i> A Notice of Death should be eFiled prior to the filing of the Final Guardianship Report.	Guardianship Report (INT/IDD ONLY)

JOINT PRETRIAL STATEMENT (LIT only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Dated 3. Must provide certification of the date and place of the meeting held (SCR Civil 16(e)) 4. Signature block is complete* for <ol style="list-style-type: none"> a. counsel representing each plaintiff and defendant remaining in the case, or b. for each plaintiff/defendant who is not represented by counsel 5. Must be filed at least one week prior to pretrial conference. If filed late, must be accompanied by motion to late file (SCR-PD 16(e)). 6. No Certificate of Service needed 	<p style="text-align: center;">Other filing (no court cost)</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

MOTION

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number)	Motion
2. Signature block complete*	XGovernment/In Forma Pauperis Filing
3. Certificate of Service timely (dated within 5 business days of filing)	
4. Certificate of Service lists all parties/participants	
5. Certificate of Service signed	
6. Proposed order with cc list	
7. \$20 filing fee (except IFP or government filer)	

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

MOTION (LIT only)

Additional Conditions/Parts	eFiling Document Type
<p>SCR-Civil 12-I certification*</p> <p>*This is a certification of good faith effort to seek consent of the other parties.</p> <p><i>Best practice:</i> Place Certificate of Good Faith Effort above signature block with separate heading.</p>	<p>Motion</p>

MOTION TO WITHDRAW ATTORNEY APPEARANCE

Additional Conditions/Parts	eFiling Document Type
<p>SCR-Civil 101(c)(2) certification*</p> <p>*This is a certificate signed by the attorney listing the client's last known address, and stating that the attorney has served the client with a copy of the notice and that the attorney advised the client to obtain other counsel or notify the Probate Division of intent to proceed without counsel.</p> <p><i>Best practice:</i> Place certification above signature block with separate heading.</p>	<p>Motion</p>

NOTICE OF APPEAL

Conditions/Parts	eFiling Document Type
Should include: <ul style="list-style-type: none"><li data-bbox="191 407 732 436">• Notice of Appeal form is complete and signed<li data-bbox="191 470 683 499">• Copy of order being appealed is attached<li data-bbox="191 533 740 562">• \$100 filing fee (except IFP or government filer)	Notice of Appeal – Probate XGovernment/In Forma Pauperis Filing

NOTICE OF ACTION TAKEN ON CLAIM

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Signature block complete*</p> <p>3. Signed by personal representative/trustee</p> <p>4. Form is complete:</p> <ul style="list-style-type: none"> • Claimant identified • Amount of claim listed • Action on claim indicated • Date of mailing/delivery indicated <p>COPY OF FORM IS ACCEPTABLE</p>	<p>Other filing (no court cost)</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

NOTICE OF APPOINTMENT, NOTICE TO CREDITORS AND NOTICE TO UNKNOWN HEIRS

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Correct case number 2. Name of decedent includes any AKAs listed in case caption as contained in the petition for probate 3. Name and address of attorney is complete and spelled correctly 4. Name and address of personal representative is complete and spelled correctly 5. Correct date of death is listed 6. Identifies option (with/without a will) 7. Identifies option (supervised/unsupervised) 8. Signed by personal representative 9. Daily Washington Law Reporter and another newspaper is listed <p><i>Best practice:</i> Do not fill in date of first of publication and the claim expiration date.</p>	<p>Other filing (no court cost)</p>

NOTICE OF DEATH OF FIDUCIARY

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Name of deceased fiduciary indicated 7. Role of deceased fiduciary indicated 8. Date fiduciary's death is indicated 	<p>Other filing (no court cost)</p>

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

NOTICE OF DEATH OF WARD

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Name of deceased ward indicated 7. Date of ward's death is indicated <i>Best practice:</i> Final Guardianship should be filed after the filing of a Notice of Death.	Other filing (no court cost)

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

NOTICE OF LIMITED APPEARANCE

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Signature block complete*3. Date of service indicated and signed4. Indicates limitation of appearance by one of the following:<ul style="list-style-type: none">-date-time period-activity-subject matter <p>No Certificate of Service required.</p>	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

NOTICE OF COMPLETION (for limited appearance of counsel)+

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Date of service indicated and signed 4. Indicates limitation of appearance by one of the following: --activity --subject matter 5. Date of filing notice of limited appearance is provided No Certificate of Service required	Other filing (no court cost)

+Filed only when notice of limited appearance was limited to activity or subject (not based on date or time period)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

NOTICE OF REGISTRATION+

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

+Filed by a party or interested person who registered with Case File Express to participate in eFiling and eService

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

OBJECTION (EXCEPTION) TO FEE PETITION (INT/IDD only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. \$25 filing fee (except IFP or government filer)	Objections to Account/ Fee Petition/Inventory Filed (INT/IDD)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

OBJECTION (EXCEPTION) TO ACCOUNT OR INVENTORY (INT only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. \$25 filing fee (except IFP or government filer)	Objections to Account/ Fee Petition/Inventory Filed (INT/IDD)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

OBJECTION (EXCEPTION) TO ACCOUNT OR INVENTORY (ADM only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. \$20 filing fee (except IFP or government filer)	Objections to Account/ Fee Petition/Inventory Filed (ADM/SEB)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

OBJECTION (EXCEPTION) TO ACCOUNT OR INVENTORY (GDN, CON, and TRP only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. No filing fee required	Objections to Account / Fee petition/Inventory (GDN/TRP/CON)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

PRAECIPE

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Signature block complete*</p> <p>3. Certificate of Service timely (dated within 5 business days of filing)</p> <p>4. Certificate of Service lists all parties/participants</p> <p>5. Certificate of Service signed</p> <p><i>Best practice:</i> If praecipe is filed pursuant to a Court order, please be sure to select document type “report filed in compliance with court order.”</p>	<p>Other filing (no court cost)</p> <p>Report filed in compliance with court order</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

PRAECIPE/NOTICE ENTERING APPEARANCE OF COUNSEL

Additional Conditions/Parts	eFiling Document Type
Name of party represented	Other filing (no court cost)

PRAECIPE WITHDRAWING APPEARANCE OF COUNSEL

Additional Conditions/Parts	eFiling Document Type
Signatures required: <ol style="list-style-type: none">1. Attorney withdrawing2. Party who was represented by that attorney3. New attorney representing that party, unless the new attorney has already filed a notice entering appearance	Other filing (no court cost)

CHANGE OF ADDRESS PRAECIPE

Additional Conditions/Parts	eFiling Document Type
Complete address filed by interested party or fiduciary or counsel for either (P.O. Box addresses cannot be used by any party or counsel).	Other filing (no court cost)

PRAECIPE REQUESTING REPUBLICATION

Additional Conditions/Parts	eFiling Document Type
Reason(s) for republication Attach new notice that meets the requirements listed for Notice of Appointment, Notice to Creditors and Notice to Unknown Heirs	Other filing (no court cost)

PETITION (filed in ADM, SEB, FEP, GDN, CON, TRP cases)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Proposed order with cc list 7. Verified: <ul style="list-style-type: none"> ➤ Notarized with seal or notary stamp, or signature of court employee; or ➤ May self-verify in ADM/SEB/FEP cases 	<p style="text-align: center;">Other filing (no court cost)</p>

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

PETITION POST APPOINTMENT (INT/IDD only)

Additional Conditions/Parts	eFiling Document Type
<p>Filed only in INT/IDD cases</p> <p><i>Best practice:</i></p> <ul style="list-style-type: none"> -Submit Notice of Hearing on Subsequent Petition, unless hearing is desired. See D.C. Code, sec. 21-2031 and SCR-PD 311 and 322. -Copy of trust should be submitted with petition to establish trust. 	<p>Petition Post Appointment</p>

PETITION FOR RULE TO SHOW CAUSE

Additional Conditions/Parts	eFiling Document Type
<p>Certificate of Good Faith Effort. (<i>Best practice:</i> Caption and place on the signature page)</p> <p>Proposed order for rule to show cause</p> <p>\$20 filing fee in ADM/SEB/FEP cases only</p>	<p>Petition for Rule to Show Cause in ADM, FEP and SEB Case Types</p> <p>Other filing (no court cost) for TRP, CON, GDN, INT and IDD Case Types</p>

PETITION FOR EXPENDITURES

Additional Conditions/Parts	eFiling Document Type
<p><i>Best practice:</i> If guardian is the minor's parent or minor lives with parent, petition should be accompanied by parents' financial statement.</p>	<p>Other filing (no court cost)</p>

PETITION TO RATIFY EXPENDITURES

Additional Conditions/Parts	eFiling Document Type
<p><i>Best practice:</i> If guardian is the minor's parent or minor lives with parent, petition should be accompanied by parents' financial statement.</p>	<p>Other filing (no court cost)</p>

PETITION FOR AUTHORITY TO INVEST/FOR APPROVAL OF INVESTMENT PLAN OR PROGRAM

Additional Conditions/Parts	eFiling Document Type
<p><i>Best practice:</i> Attach copy of investment plan or program for Court review.</p>	<p>Other filing (no court cost)</p>

PETITION FOR SPECIAL (or SUPPLEMENTAL) NEEDS TRUST

Additional Conditions/Parts	eFiling Document Type
Copy of special/supplemental needs trust	Other filing (no court cost)

PETITION TO REQUEST SUPERVISED ADMINISTRATION (ADM only)

Additional Conditions/Parts	eFiling Document Type
\$20 filing fee	Petition to Request Supervised Administration

PETITION/MOTION TO REVIEW AGENTS COMPENSATION

Additional Conditions/Parts	eFiling Document Type
\$20 filing fee	Petition/ Motion to Review Fee or Agent's Compensation (ADM)

PETITION FOR APPOINTMENT OF CUSTODIAN UNDER UTMA (Uniform Transfers to Minors Act)

Additional Conditions/Parts	eFiling Document Type
No filing fee, if filed by personal representative or special administrator.	Other filing (no court cost)
\$20 filing fee, if filed by someone other than personal representative or special administrator.	Motion

PETITION TO APPOINT SUCCESSOR OR SUBSTITUTE TRUSTEE

Additional Conditions/Parts	eFiling Document Type
Filed in TRP only	Other filing (no court cost)

PETITION FOR COMPENSATION (GDN, TRP and CON cases)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Proposed order with cc list 7. Verified <ul style="list-style-type: none"> ➤ Notarized with seal or notary stamp, or signature of court employee 8. Certification of Cases <ul style="list-style-type: none"> ➤ If eFiled: <ul style="list-style-type: none"> ○ Attorneys must not eFile a case list but must instead comply with AO 13-15, PEF Procedure 8(a)(2). ○ Non-lawyers must comply with AO 13-15, PEF Procedure 8(b). ➤ If filed in paper: <ul style="list-style-type: none"> ○ Attorneys must file case list and comply with AO 04-06 	<p>Fee Petition - Petition for Compensation or Fees</p>

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

PETITION FOR COMPENSATION (INT/IDD only)

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Signature block complete*</p> <p>3. Certificate of Service timely (dated at least 20 days before filing)</p> <p>4. Certificate of Service lists all parties/participants</p> <p>5. Certificate of Service signed</p> <p>6. Proposed order with cc list</p> <p>7. Notarized with seal or notary stamp, or signature of court employee</p> <p>8. Certification of Cases</p> <ul style="list-style-type: none"> ➤ If eFiled: <ul style="list-style-type: none"> ○ Attorneys must not eFile a case list but must instead comply with AO 13-15, PEF Procedure 8(a)(2). ○ Non-lawyers must comply with AO 13-15, PEF Procedure 8(b). ➤ If filed in paper: <ul style="list-style-type: none"> ○ Attorneys must file case list and comply with AO 04-06 ○ Non-lawyers must comply with AO 04-07 <p>9. Petition is filed timely (see SCR-PD 308(c)(1)).</p> <p><i>Best practice:</i></p> <p>For fee petitions relating to the hearing on petition for general proceeding:</p> <ol style="list-style-type: none"> 1. Serve the subject/ward/protected individual (see SCR-PD 308(d)); 2. Serve the petitioner who filed the petition for general proceeding and petitioner’s counsel (see SCR-PD 303(e)); 3. Serve the court-appointed guardian/conservator (see SCR-PD 303(a)); 4. Serve any person whose petition to participate was granted (see SCR-PD 303(b) and 308(d)); 5. Serve participants, parties and persons entitled to notice who are identified in the Findings of Fact, Conclusions of Law, and Order (see SCR-PD 303(f)); 6. Serve person who filed effective Request for Notice (see SCR-PD 304 and 308(d)); 7. Serve court-appointed counsel, visitor, examiner, GAL (see SCR-PD 308(d)); 8. Serve Department of Veterans Affairs (see SCR-Civil Rule 5-II). <p>Submit statement of services and itemize expenses for which reimbursement is requested; e.g., number of copies made and cost per page; number of miles travelled and cost per mile charged. GSA rate is \$0.575 for travel in 2015 and \$0.56 for 2014.</p>	<p>Fee Petition - Petition for Compensation or Fees</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

MOTION FOR LEAVE TO LATE FILE PETITION FOR COMPENSATION (INT/IDD, GDN, CON cases)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Proposed order with cc list 7. \$20 filing fee (except IFP or government filer) 8. Fee petition, if attached to motion for leave to late file, must comply with the requirements of Triage: Petition for Compensation. 	<p>Fee Petition - Petition for Compensation or Fees with Motion to Late File</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

MPD CRIMINAL BACKGROUND RESULT

Conditions/Parts	eFiling Document Type
	Other filing (no court cost)

RECEIPT FOR DISTRIBUTION

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Form is complete:<ol style="list-style-type: none">a. Name of recipientb. Name of personal representative, conservator, guardian, trusteec. Name of estated. Amount or item receivede. Account reflecting distribution identifiedf. Date of approval of that accountg. Signed by recipienth. Address of recipienti. Dated	Other filing (no court cost)

REPORT OF SPECIAL CONSERVATOR

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. cc list is complete	Report filed in compliance with court order

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

RESPONSE TO PLEADING / REPLY TO RESPONSE

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Proposed order with cc list	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

**RESPONSE TO MOTION FOR EXTENSION OF TIME TO FILE REQUIREMENTS /
 REPLY TO RESPONSE TO MOTION FOR EXTENSION OF TIME TO FILE REQUIREMENTS (AUD)**

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed 6. Proposed order with cc list	Other filing (no court cost)

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

REPLY TO COUNTERCLAIM (LIT only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

REPORT OF SPECIAL ADMINISTRATOR

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Provides information regarding: <ol style="list-style-type: none"> a. Total amount of assets received during reporting period and source b. Total balance currently in possession of Special Administrator and location c. Amount of bond d. Reasons, if any, why a personal representative has not yet been appointed 3. Signature block complete* 4. Certificate of Service timely (dated within 5 business days of filing) 5. Certificate of Service lists all parties/participants 6. Certificate of Service signed 	<p>Report filed in compliance with court order</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

REPLY TO STUDENT VISITOR REPORT (INT only)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

REQUEST FOR EXTENSION OF UNSUPERVISED PERSONAL REPRESENTATIVE’S APPOINTMENT

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Form is complete 3. Dated 4. Signature block of personal representative complete * (All personal representatives must sign). 5. Signature block of attorney (if any) complete * 6. Proposed order attached with list of names and addresses of all interested persons 7. No Certificate of Service needed 8. Only filed in unsupervised estates 9. \$20 filing fee 	Request for Extension of Personal Representative’s Appointment

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

REQUEST FOR NOTICE (INT only)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. Form is complete: <ol style="list-style-type: none"> a. 1st paragraph contains name of person making request b. 2nd paragraph identifies person's interest in the proceeding 3. Signature block complete * 4. Certificate of Service timely (dated within 5 business days of filing) 5. Certificate of Service list all parties/participants 6. Certificate of Service signed 7. \$25 filing fee 	Request for Notice

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

SATISFACTION AND RELEASE OF CLAIM

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Name of Creditor 3. Amount satisfied / dismissed or statement that claim satisfied in full 4. Signature of creditor / agent	Other filing (no court cost)

SETTLEMENT AGREEMENT PRAECIPE

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Case caption (correct name and case number) 2. Answer to each question in the form are provided 3. Settlement agreement with signatures of all parties is attached 4. Signature blocks are complete* 5. Certificate of Service timely (dated within 5 business days of filing) 6. Certificate of Service lists all parties / participants 7. Certificate of Service signed 	<p style="text-align: center;">Other filing (no court cost)</p>

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

SMALL ESTATE VERIFICATION OF ASSETS/REPORT (filed in SEB only when preliminary order requires it)+

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete.* All special administrators must sign the verification/report. D.C. Code, sec. 20-512. 3. Form is complete. 4. Certificate of Service timely (dated within 5 business days of filing) 5. Certificate of Service lists all parties/participants 6. Certificate of Service signed	Report filed in compliance with court order

***Signature block:**

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

+ If value has increased and additional costs are due, Small Estate Verification of Assets/Report must be filed in paper with payment of additional court costs.

STATEMENT OF CRIMINAL HISTORY

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none">1. Caption (correct case name and case number)2. Signed by guardian appointed in INT and IDD cases3. Verified:<ul style="list-style-type: none">➤ Notarized with seal or notary stamp, or signature of court employee4. Affirmation box checked5. All 6 pages submitted6. Certificate of Service not required	Other filing (no court cost)

VERIFICATION AND CERTIFICATE OF NOTICE BY PERSONAL REPRESENTATIVE PURSUANT TO SCR-PD 403(B)(4)

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Signature block complete* and dated. All personal representatives must sign the VCNO. SCR-PD 403(b); D.C. Code, sec. 20-512.</p> <p>3. Form is complete:</p> <ul style="list-style-type: none"> a. 1st paragraph is dated b. 2nd paragraph lists all interested persons (heirs and legatees and all creditors owed over \$500) by name and address c. 3rd paragraph indicates whether assets remain the same, or decreased, or increased (with amount stated)+. <p>4. Must be filed with both proofs of publication of the Notice of Appointment, Notice to Creditors and Notices to Unknown Heirs</p> <p><i>Best practice:</i></p> <ul style="list-style-type: none"> 1. Check proofs against Notice of Appointment, Notice to Creditors and Notices to Unknown Heirs. Each proof must match exactly. Seal must be highlighted. 2. In testate cases, heirs must be served with notice. 	<p>Verification and Certification of Notice w/ proofs of publication</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

+ If value has increased and additional costs are due, VCNO and proofs must be filed in paper with payment of additional court costs.

VERIFIED STATEMENT REGARDING SERVICE OF PETITION FOR STANDARD PROBATE (SCR-PD 403)

Conditions/Parts	eFiling Document Type
<ol style="list-style-type: none"> 1. Caption (correct case name and case number) 2. For each person listed as an interested persons in the petition for standard probate: <ol style="list-style-type: none"> a. Acknowledgement of receipt or b. Post Office certified mail return receipt (signed green card) or c. Explanation of diligent efforts to locate and notify that interested person 3. Signature 4. Date 	<p style="text-align: center;">Other filing (no court cost)</p>

VISITOR REPORT (Report of Visitor)

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

WAIVER OF FILING INVENTORY AND ACCOUNTS (filed in supervised ADM cases only)

Conditions/Parts	eFiling Document Type
<p>1. Caption (correct case name and case number)</p> <p>2. Signature block complete* and dated. All personal representatives must sign. SCR-PD 403(b); D.C. Code, sec. 20-512.</p> <p>3. Form is complete:</p> <p>a. 1st paragraph is dated</p> <p>b. 2nd paragraph lists all interested persons (heirs/legatees) and all creditors (owed over \$500) by name and address</p> <p>c. 3rd paragraph indicates whether assets remain the same, or decreased, or increased (with amount stated).</p> <p>4. Must be filed with both proofs of publication of the Notice of Appointment, Notice to Creditors and Notices to Unknown Heirs</p>	<p>Other filing (no court cost)</p>

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
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 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading

WITNESS LIST

Conditions/Parts	eFiling Document Type
1. Caption (correct case name and case number) 2. Signature block complete* 3. Certificate of Service timely (dated within 5 business days of filing) 4. Certificate of Service lists all parties/participants 5. Certificate of Service signed	Other filing (no court cost)

*Signature block:

- Signed
 - For eFilings—/s/ or typographical or imaged signature
 - For paper filings—original signature
- Typed name
- Address
 - NOT a P.O. Box address
 - For lawyers—office address
 - Pro se parties—residential address
- Telephone number
- Email address
- Bar number of lawyer signing the pleading