## SUPERIOR COURT OF THE DISTRICT OF COLUMBIA FAMILY COURT

**Domestic Relations Branch**

PRINT PLAINTIFF’S NAME

v.

PLAINTIFF,

 DRB

JUDGE:

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

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

 The summons  The following orders:

 The complaint  Other:

 A Notice of Motion  Other:

## 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):

1. **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. Add slashes to either side /like this/ to sign electonically. 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.