## **Affidavit of Service**

If someone serves your landlord, have them fill out this form and get it notarized. Then file the form with the court.

## SUPERIOR COURT OF THE DISTRICT OF COLUMBIA CIVIL DIVISION, CIVIL ACTIONS BRANCH

500 Indiana Avenue, N.W., Room 5000 Washington, D.C. 20001 Telephone (202) 879-1133

Civil Action No		l Action No
	VS	
Plaintiff	Defendant	
AFFIDAVIT OF S	ERVICE BY SPECIAL PRO	OCESS SERVER
I,at		, am not a party and have
no interest in this case. On	, 20	, at AM/PM.
By leaving said copy with	ntion, who stated that he/she resid	, a person
	1	
•	re authorized to accept service on her official capacity is	
2. Below, you must set forth sprocess was served as indicated physical description (approximwas made:	d above and in compliance wit	th SCR CIV 4, including a
Subscribed and sworn to before me this	s, 20	Special Process Server
Notary Public / Deputy Clerk	My Commission Expires	

 $\label{eq:NOTE:Assumption} \textbf{NOTE: A separate Affidavit of Service is required for each named Defendant}$