

**Superior Court of the District of Columbia**

CIVIL DIVISION  
SMALL CLAIMS AND CONCILIATION BRANCH

**AFFIDAVIT**

*Plaintiff*

vs.

Case No. SC- 1

*Defendant*

I, \_\_\_\_\_ having been duly authorized to make service of the Statement of Claim and Notice in the above entitled case, hereby deposes and says:

That my age and date of birth are as follows: \_\_\_\_\_

That my residential address is: \_\_\_\_\_

That my business address is: \_\_\_\_\_

That I am not a party to or otherwise interested in this suit.

That at \_\_\_\_\_ o'clock, \_\_\_\_\_ A.M. / P.M. on the 1 day of \_\_\_\_\_

I served the within named defendant(s) by leaving a copy of the Statement of Claim and Notice at his/her usual place of abode or employment at:

Washington, D.C.,

with \_\_\_\_\_, a person of suitable age and discretion, then residing therein, as directed by the Plaintiff, under Small Claims Rule 4.

\_\_\_\_\_  
Signature of Process Server

Subscribed and sworn to before me this  day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public/Deputy Clerk