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. _____

_____ **VS** _____
Plaintiff **Defendant**

AFFIDAVIT OF SERVICE BY SPECIAL PROCESS SERVER

I, _____, age 18 or older, residing or working at_____, am not a party and have no interest in this case. On_____, 20_____, at_____ AM/PM.

1. I served a copy of the summons, complaint, initial order, and addendum if necessary, and any attachments as follows on **defendant** _____.

☐ Personally at _____.

☐ By leaving said copy with _____, a person of suitable age and discretion, who stated that he/she resides with the defendant at _____.

☐ By leaving said copy with_____ at _____.
He/She stated that they are authorized to accept service on behalf of the above defendant by statute or law and his/her official capacity is _____.

2. Below, you must set forth specific facts from which the Court can determine that process was served as indicated above and in compliance with SCR CIV 4, including a physical description (approximate age, height, weight) of any person on whom service was made**:**

_____
_____
_____

_____
Special Process Server

Subscribed and sworn to before me this _____ day of _____, 20 ____.

_____ _____
Notary Public / Deputy Clerk **My Commission Expires**

NOTE: A separate Affidavit of Service is required for each named Defendant