

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
FAMILY COURT
Domestic Relations Branch**

PRINT PLAINTIFF'S NAME

_____ DRB _____

PLAINTIFF,

JUDGE: _____

v.

PRINT DEFENDANT'S NAME

DEFENDANT.

**AFFIDAVIT OF SERVICE BY
CERTIFIED MAIL**

I, _____, am the PLAINTIFF
PRINT YOUR NAME DEFENDANT
 OTHER _____
RELATIONSHIP TO CASE

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

- | | |
|--|--|
| <input type="checkbox"/> The summons | <input type="checkbox"/> The following orders: _____ |
| <input type="checkbox"/> A copy of the complaint | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> A Notice of Motion | <input type="checkbox"/> Other: _____ |

to the other party at _____, their: TEMPORARY RESIDENCE.
ADDRESS PERMANENT RESIDENCE.
 OTHER: _____
SPECIFY TYPE OF RESIDENCE

2. I received the return receipt ("green card") from the U.S. Postal Service.

3. I reviewed the return receipt ("green card"), it was signed on _____ and I believe that (CHECK ONE):

it was signed by the other party: _____
NAME OF THE OTHER PARTY

it was signed by a person of suitable age and discretion who lives at the home of the other party. I state the following about the person who signed the return receipt:

Their name is: _____.

Their approximate age is: _____.

Their relationship to the other party is:

- Spouse/partner Family member (specify): _____
 Roommate Other: _____

The reason why I believe this person lives at the above address is:

I believe this person is of suitable age and discretion and will give the papers to the other party because:

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

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.

ATTACH THE RETURN RECEIPT (“GREEN CARD”) HERE