



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

Civil Division - Landlord and Tenant Branch

510 4th Street, N.W., Court Building B, Room 110, Washington, D.C. 20001

Telephone: (202) 879-4879 Website: www.dccourts.gov

\_\_\_\_\_, **Plaintiff(s)** \_\_\_\_\_ **LTB** \_\_\_\_\_

vs.

\_\_\_\_\_, **Defendant(s)**

**DECLARATION OF SERVICE**

I, \_\_\_\_\_, am at least 18 years old and not a party to this case. My address is \_\_\_\_\_ I served a copy of the complaint and summons as follows:

On Defendant/Tenant \_\_\_\_\_ personally on \_\_\_\_\_, at \_\_\_\_\_ AM/PM. The following describes the person I served: \_\_\_\_\_.

By leaving the copy with \_\_\_\_\_, a person of suitable discretion above the age of sixteen (16) years, Defendant/Tenant having left the District of Columbia or not to be found. The following describes the person I served **and** demonstrates that the person resides with Defendant/Tenant and is of suitable age and discretion: \_\_\_\_\_. The date and time of service was on \_\_\_\_\_, at \_\_\_\_\_ AM/PM.

Having at least twice attempted with due diligence and failed to effect service upon Defendant/Tenant personally or upon a person of suitable discretion above the age of sixteen (16) years residing on or at Defendant/Tenant's address \_\_\_\_\_ by posting said copy on the door of the premises where it could be conveniently read. The date and time of all attempts at personal service were as follows:

First attempt: \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ AM/PM  
Second attempt: \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ AM/PM  
Other attempts (if applicable): \_\_\_\_\_

I also mailed a copy of the Complaint and Summons to Defendant/Tenant at the following address: \_\_\_\_\_ by first class U.S. mail, postage prepaid on \_\_\_\_\_.

I attached a date- and time-stamped photograph of the door on which I posted the copy. I also describe the door, including its location, color and any distinguishing marks as follows:  
\_\_\_\_\_

(For a corporation or LLC) I served \_\_\_\_\_. The following facts demonstrate that I served an officer, managing agent, general agent, or any other agent authorized by law to receive process for Defendant/Tenant: \_\_\_\_\_ The date and time of service was on \_\_\_\_\_, at \_\_\_\_\_ AM/PM. A copy was mailed on \_\_\_\_\_.

**Verification**

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_

Process Server's Signature \_\_\_\_\_

**NOTE: A separate Declaration is required for service on each named Defendant/Tenant.**