

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

\_\_\_\_\_  
PRINT YOUR NAME

PLAINTIFF,

v.

\_\_\_\_\_ DRB \_\_\_\_\_

Judge \_\_\_\_\_

\_\_\_\_\_  
PRINT THE OTHER PARTY'S NAME

DEFENDANT.

**MOTION TO SERVE BY PUBLICATION OR POSTING**

I, \_\_\_\_\_, am the Plaintiff in this case.  
PRINT YOUR NAME

1. I have attempted to serve the Defendant with notice of this case.
2. I have been unable to find the Defendant.
3. I believe that the Defendant is a non-resident of the District of Columbia or that the Defendant has been absent from the District of Columbia for at least six months.
4. I believe the Defendant cannot be found because I have made diligent efforts to discover the whereabouts of the Defendant. My efforts include looking for information about the Defendant's current address, last known address and last known employer; information from other people who know the Defendant; information about the Defendant from jails, prisons and the military; and other efforts.

**[YOU MUST TRY YOUR BEST TO COMPLETE STEPS 1 – 18]**

## Information About the Defendant's Current Address

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

1.  I do not know the Defendant's current home address or telephone number.
2.  I last had contact with the Defendant on \_\_\_\_\_  
PRINT DATE OF LAST CONTACT
3.  My last contact with the Defendant was
  - in person at \_\_\_\_\_  
PRINT ADDRESS OR PLACE WHERE YOU LAST HAD CONTACT
  - by telephone at \_\_\_\_\_  
IF YOU CALLED THE DEFENDANT, PRINT THE NUMBER YOU CALLED
4.  The Defendant and I have never lived together.  
*OR*  
 The Defendant and I last lived together on \_\_\_\_\_ at this address:  
PRINT DATE  
\_\_\_\_\_  
STREET ADDRESS  
\_\_\_\_\_  
CITY STATE ZIP

## Information About the Defendant's Last Known Address & Telephone

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

5.  The Defendant's last known home address is

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY

STATE

ZIP

6.  I mailed the Summons and Complaint to the Defendant at the last known address by "certified mail, return receipt requested" on \_\_\_\_\_

PRINT DATE

The post office sent the return receipt to me unsigned or marked "not found."

The post office never sent the return receipt to me.

7.  The Defendant's last known telephone number is \_\_\_\_\_

PRINT THE TELEPHONE NUMBER

8.  I called the Defendant's last known telephone number on \_\_\_\_\_

PRINT DATE YOU CALLED

9.  When I called the last known telephone number, this is what happened:

10.  I called "411" and asked for the Defendant's telephone number on \_\_\_\_\_

PRINT DATE

The "411" operator told me there was no listing for the Defendant.

The "411" operator gave me this telephone number: \_\_\_\_\_

PRINT NUMBER FROM "411"

When I called the number from "411," this is what happened:

## Information About the Defendant's Last Known Employer

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

11.  The Defendant's last known employer is

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

12.  I contacted the Defendant's last known employer on \_\_\_\_\_  
PRINT DATE YOU CONTACTED EMPLOYER

13.  When I spoke to the last known employer, this is what happened:

## Information From Other People Who Know the Defendant

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

14.  I tried to contact the Defendant's relatives or friends in person, by telephone or by mail.

The person I contacted was...	The contact was...	This is what happened...
name:  relationship to Defendant:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by mail  <input type="checkbox"/> on this date:	
name:  relationship to Defendant:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by mail  <input type="checkbox"/> on this date:	
name:  relationship to Defendant:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by mail  <input type="checkbox"/> on this date:	
name:  relationship to Defendant:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by mail  <input type="checkbox"/> on this date:	
name:  relationship to Defendant:	<input type="checkbox"/> in person <input type="checkbox"/> by telephone <input type="checkbox"/> by mail  <input type="checkbox"/> on this date:	

## Information From Jails and Prisons About the Defendant

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

15.  I called these jails and prisons to find out if the Defendant is incarcerated or on parole.

Jail or Prison	Contact	This is what happened...
<p><b>Bureau of Prisons</b>                      Inmate Locator Service                      320 First St NW, Rm 524                      Washington, DC 20534                      (202) 307-3198</p> <p style="text-align: center;"><i>or</i></p> <p><a href="http://www.bop.gov">www.bop.gov</a> (Click on                      “Inmate Locator” on right side                      of screen)                      Search by name, Register #,                      DCDC #, FBI # or INS #.</p>	<p><input type="checkbox"/> I called on this date:</p> <p style="text-align: center;"><i>or</i></p> <p><input type="checkbox"/> I searched the website,                      printed the search results                      and am attaching a copy to                      this Motion.</p>	<p><input type="checkbox"/> The Bureau of Prisons told                      me:</p>
<p><b>Correctional Treatment                      Facility</b> (202) 790-6601</p> <p>Search by last name, PDID #, or                      DCDC #.</p>	<p><input type="checkbox"/> I called on this date:</p>	<p><input type="checkbox"/> The Correctional Treatment                      Facility told me:</p>
<p><b>District of Columbia Jail</b>                      Records Office                      (202) 698-4932</p> <p>Search by full name &amp; DOB,                      PDID # or DCDC #.</p>	<p><input type="checkbox"/> I called on this date:</p>	<p><input type="checkbox"/> The DC Jail told me:</p>
<p><b>US Parole Commission</b>                      (202) 346-7000</p> <p>Search by full name and/or REG #.</p>	<p><input type="checkbox"/> I called on this date:</p>	<p><input type="checkbox"/> The US Parole Commission                      told me:</p>

## Information From the Military About the Defendant

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

16.  I know the defendant's social security number or date of birth, and I ran a Service Members Civil Relief Act web search online at <https://scra.dmdc.osd.mil/>. I am attaching the certificate generated by that website indicating defendant is not a current member of any branch of the military.

17.  I sent a letter to various branches of the military to find out if the Defendant is in the military. I am attaching copies of the letters I sent and any replies that I got.

Branch of Military	Contact	This is what happened...
<p><b>Navy World Wide Locator</b>                      Navy Personnel Command                      PERS 1                      5720 Integrity Drive                      Millington, TN 38055</p> <p>(866) 882-5672</p> <p><b>Note: See instructions at</b>  <a href="http://www.public.navy.mil/bupers-npc/organization/npc/csc/Pages/NavyLocatorService.aspx">http://www.public.navy.mil/bupers-npc/organization/npc/csc/Pages/NavyLocatorService.aspx</a></p>	<p><input type="checkbox"/> I wrote a letter and I am attaching a copy of my letter to this Motion.</p>	<p><input type="checkbox"/> I got a letter back from the Navy and I am attaching a copy to this Motion.</p> <p><input type="checkbox"/> The Navy never replied to my letter.</p>
<p><b>US Air Force Worldwide Locator</b>                      AFPC/DP1ORM                      550 C St West                      JBSA - Randolph, TX 78150</p> <p>(210) 565-2660</p> <p><b>Note: See instructions at</b>  <a href="http://www.afpc.af.mil/library/airforcelocator.asp">http://www.afpc.af.mil/library/airforcelocator.asp</a></p>	<p><input type="checkbox"/> I wrote a letter and I am attaching a copy of my letter to this Motion.</p>	<p><input type="checkbox"/> I got a letter back from the Air Force and I am attaching a copy to this Motion.</p> <p><input type="checkbox"/> The Air Force never replied to my letter.</p>

<p><b>Marine Corps Worldwide Locator</b>  HQ US Marine Corps  Personnel Mgmt Support Branch  MMSB-17  2008 Elliot Road  Quantico, VA 22134-5030</p> <p>(703) 784-3941</p>	<p><input type="checkbox"/> I wrote a letter and I am attaching a copy of my letter to this Motion.</p>	<p><input type="checkbox"/> I got a letter back from the Marine Corps and I am attaching a copy to this Motion.</p> <p><input type="checkbox"/> The Marine Corps never replied to my letter.</p>
<p><b>National Oceanic and Atmospheric Administration (NOAA)</b>  Commissioned Personnel Center  1315 East-West Highway  Room 12100  Silver Spring, MD 20910</p> <p>(301) 713-3444</p> <p><b>NOTE: THIS IS FREE FOR EVERYONE</b></p>	<p><input type="checkbox"/> I wrote a letter and I am attaching a copy of my letter to this Motion.</p>	<p><input type="checkbox"/> I got a letter back from the NOAA and I am attaching a copy to this Motion.</p> <p><input type="checkbox"/> The NOAA never replied to my letter.</p>
<p><b>Public Health Service</b>  Office of Commissioned Corps  1101 Wootton Parkway, Suite 100  Rockville, MD 20852</p> <p>(240) 453-6000</p> <p><b>NOTE: THIS IS FREE FOR EVERYONE</b></p>	<p><input type="checkbox"/> I wrote a letter and I am attaching a copy of my letter to this Motion.</p>	<p><input type="checkbox"/> I got a letter back from the Public Health Service and I am attaching a copy to this Motion.</p> <p><input type="checkbox"/> The Public Health Service never replied to my letter.</p>

## Other Information About Your Search for the Defendant

[YOU MUST TRY TO COMPLETE EACH OF THE FOLLOWING STEPS]

18.  I also tried to find the Defendant by doing these other things:

## Request to Post Notice in Clerk's Office Instead of in the Newspaper

[COMPLETE THIS SECTION ONLY IF YOU CANNOT AFFORD TO PUBLISH A NOTICE IN THE NEWSPAPER]

IF THE JUDGE GRANTS THIS MOTION, THERE ARE TWO WAYS TO NOTIFY THE DEFENDANT ABOUT THIS CASE:

\* **PUBLICATION** MEANS THAT YOU WILL PAY A NEWSPAPER TO PUBLISH A NOTICE.

\* **POSTING** MEANS THAT A NOTICE WILL BE POSTED AT THE COURTHOUSE. POSTING IS FREE, BUT IT IS ONLY FOR PEOPLE WHO CANNOT AFFORD TO PUBLISH A NOTICE IN THE NEWSPAPER.

If I have to pay to publish a notice in the newspaper, it will cause me a substantial hardship because:

I have already been allowed to file this case without paying any fees (IFP).

*or*

I cannot afford to pay to publish a notice in the newspaper for the following reasons [EXPLAIN WHY YOU CANNOT AFFORD TO PUBLISH A NOTICE IN THE NEWSPAPER, INCLUDING DETAILED INFORMATION ABOUT YOUR INCOME AND EXPENSES]:

## Request for Relief

**I RESPECTFULLY REQUEST that** [CHECK ALL THAT APPLY]

- the Court allow me to serve the Defendant by publishing a notice in the newspaper.
- the Court allow me to serve the Defendant by posting a notice in the Domestic Relations Clerk's Office.
- Other

**I ALSO REQUEST that the Court award any other relief it considers fair and proper.**

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 Super. Ct. Dom. Rel. R. 2(c)(1)(B).*

\_\_\_\_\_  
SIGN YOUR NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
HOME ADDRESS 1

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
HOME ADDRESS 2

SUBSTITUTE ADDRESS: CHECK BOX IF YOU  
HAVE WRITTEN SOMEONE ELSE'S ADDRESS  
BECAUSE YOU FEAR HARASSMENT OR HARM.

## **POINTS AND AUTHORITIES IN SUPPORT OF MOTION**

In support of this Motion to Serve by Publication or Posting, I refer to:

1. Super. Ct. Dom. Rel. R. 4(g) and 7(b).
2. D.C. Code §§ 13-336, 13-338-40 and 16-4601.07(a).
3. Bearstop v. Bearstop, 377 A.2d 405 (D.C. 1977); Cruz v. Sarmiento, 737 A.2d 1021 (D.C. 1999).
4. The record in this case.
5. The attached supporting document(s).

[LIST ANY DOCUMENTS THAT YOU ARE ATTACHING]

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**