

**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 REGARDING
ELECTRONIC SERVICE DURING
COVID-19 PUBLIC HEALTH CRISIS**

I, _____, am the

PRINT YOUR NAME

PLAINTIFF

DEFENDANT

OTHER PARTY _____

RELATIONSHIP TO CASE

1. I certify that, on _____,

DATE DOCUMENTS SENT

I served _____, who is the

NAME OF PERSON SERVED

PLAINTIFF

DEFENDANT

OTHER PARTY _____

by providing electronic copies of the following document(s) in this case:

The summons or notice of motion

A copy of the complaint

A copy of this motion: _____

Other: _____

2. I served the other party by sending the above documents through:

an email message to this email address: _____

a text message to this phone number: _____

3. I have attached screenshots to this affidavit, showing: (CHECK ALL THAT APPLY)

- What information was provided to the other party;
- When it was provided;
- To what phone number or e-mail address it was sent; and/or
- Any other information necessary to prove that the text or e-mail was “reasonably calculated to give actual notice.”

4. I also want the court to be aware of the following information, which proves that the other party received my documents:

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.

Using the Affidavit Regarding Electronic Service During COVID-19 Public Health Crisis

The **Affidavit Regarding Electronic Service During COVID-19 Public Health Crisis** [“Affidavit Regarding Electronic Service”] is intended for use in the Domestic Relations Branch of D.C. Superior Court only during the COVID-19 Public Health Crisis.

When you file a complaint or certain motions (your **pleadings**), the Family Court Central Intake Center may give you a **summons**. A **summons** is a paper that you must give to the person you are filing against along with your pleadings. The person you file against is called an **opposing party** or other **party**. You must make sure that the **opposing party** gets a copy of the **summons**, as well as your pleading and/or any orders. This is called **service of process** or “serving” the opposing party.

During the public health crisis, you may be permitted to serve the opposing party by email or text. After you serve the other party by email or text message, you must prove to the Court that you did this. You can prove this to the Court by filing the Affidavit Regarding Electronic Service form.

1. File your pleadings with the Family Court Central Intake Center. When you file your pleadings, the court will e-mail you a copy of your pleadings and a summons.
2. Send your pleadings and the summons to the other party by either text message or e-mail.
 - You want to make sure that the opposing party receives your message.
 - Use a current and valid phone number or email address.
 - If possible, take a “screenshot” of your text or email message.
 - A screenshot is an image that shows your phone or computer display.
 - The Court may look at your screenshots to see what information was provided, when it was provided, to what phone number or e-mail address the message was sent or any other information that shows whether your text or email was “reasonably calculated to give actual notice” to the opposing party.
 - Save your screenshots, as well as any response from the other party.
3. After you send the documents to the other party, you can complete the Affidavit Regarding Electronic Service form. (You can sign the form electronically by following the instructions on the signature line. Or, you can print the form, sign it, and then digitally scan the signed document.)
4. Email the completed and signed Affidavit Regarding Electronic Service form to the Family Court Central Intake Center at FamilyCourtCIC@dcsc.gov. Attach any screenshots of your text or email message to the opposing party.

Important Notes:

- A summons must be served and the affidavit must be filed within 60 days.
 - If proof of service is not filed within 60 days, the Court may dismiss the case.
 - If you need more time to serve the other party, you must file a Motion to Extend the Time for Service before the 60 days have passed. This and other pro se pleading forms are available online at
- Electronic Service by text or email is not permitted in all cases. **DO NOT** use this type of service if you are serving a minor (someone under 18) or an incompetent person, or if your case involves child support.
- If you have any questions about serving court papers or completing this form, please call the Family Court Self-Help Center at 202-879-0096.