

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION

Procedure for filing a Foreign Judgment with the Civil Actions Branch:

- A “Request to File Foreign Judgment” form must be completed front and back.
 - Any interest rates, costs or attorney fees must be reflected on the form EXACTLY as they appear on the triple sealed abstract of the judgment. All blanks must be filled in using “0”, if applicable.
 - If the rate of interest on the foreign judgment is not specified numerically you will have to complete or prepare a “Certification of Counsel Regarding Interest Rate” form.
- A copy of all pleadings and attachments must be submitted for all defendants.
- A \$60.00 filing fee (money order, certified check or D.C. Bar member’s check).
- A TRIPLE SEALED ABSTRACT or EXEMPLIFIED COPY of your judgment.
- If the Judgment Creditor gives notice by mail to the Judgment Debtor(s) of the filing of the Foreign Judgment, PROOF OF MAILING MUST BE ATTACHED.
- Attorney(s) must provide a D.C. BAR NUMBER.