GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General

ATTORNEY GENERAL
BRIAN L. SCHWALB

Office Order No. 2024-11

SUBJECT: Service of process on the District of Columbia, the Mayor, and the Attorney General for the District of Columbia

By virtue of the authority vested in me by the Attorney General for the District of Columbia Clarification and Elected Term Amendment Act of 2010, effective May 27, 2010 (D.C. Law 18-160; D.C. Code § 1-301.81 *et seq.*), it is hereby ordered that:

This Office Order sets forth the methods for serving process on the District of Columbia, the Mayor, and the Attorney General for the District of Columbia, when service is required pursuant to Rule 4(j) of the Superior Court Rules of Civil Procedure or Rule 4(j) of the Federal Rules of Civil Procedure. As indicated below, acceptable methods include email, certified or registered mail, and hand delivery. Email, however, is the preferred method.

Preferred Method: The preferred method for serving the District or the Attorney General is to email all required papers to oagserviceofprocess@dc.gov. The required documents must be attached as one or more PDFs to the email. Photographs of documents and links to documents will not be accepted. Litigants serving by email will receive an email acknowledgment.

Additional Methods: Litigants may continue to serve process by certified or registered mail, pursuant to applicable court rules. Litigants may also serve process by hand delivery. A list of the individuals designated to receive in-person service is available at the 10th floor reception desk at the Office of the Attorney General, 400 6th Street, NW, Washington, DC 20001. In-person service of process is disfavored because service will not be possible if the designated employees are not available when service is attempted.

This Order takes effect immediately and supersedes all other previous Orders to the extent of any inconsistency.

Brian L. Schwalb
Attorney General

Dated this 30th day of July 2024