



12-309 Notice to File a Lawsuit Against DC

D.C. Code §12-309 requires anyone who intends to sue the District of Columbia for money damages to provide notice to the mayor regarding the injury or damage they suffered. **You must submit the letter within 6 months of the incident at issue.** If you do not submit this letter within six months, you may not be able to get money for some or all of your injuries.

Luckily, the notice is not difficult to write. All you have to do is send a letter telling the mayor the **date, time, place, cause, and circumstances of your injury**. The mayor may not respond to your letter, and writing this letter does not mean that you have filed a lawsuit. Sending the letter is just a required step to filing a lawsuit later.

You must include the following in your Letter of Intent:

1. What happened – give as much detail as possible.
2. Who caused your injuries – name everybody involved.
3. The date and time of your injury, as best you can remember.
4. Where your injury happened.
5. How were you injured.
6. The effects of your injuries, if any (for example, permanent mobility problems, emotional distress, etc.)

Here is an example of what your letter could look like:

[INSERT DATE]

Mayor, District of Columbia
Office of Risk Management
441 4th Street, NW
Suite 800 South
Washington, DC 20001

Notice is hereby given pursuant to 12-309, D.C. Code to the Honorable Muriel Bowser, Mayor of the District of Columbia at this address, 441 Fourth Street, N.W. of the intent to file a Civil Action.

[INSERT BRIEF STATEMENT OF WHAT HAPPENED]

On or about DATE, DETAILS.

This occurred at LOCATION.

DESCRIPTION OF INCIDENT, INJURIES, AND INVOLVED INDIVIDUALS IF KNOWN.]

Respectfully Submitted,

[INSERT NAME]