



District of Columbia Housing Authority

300 7th Street, SW | 10th Floor
Washington, DC 20024
(202) 535-1000 | dchousing.org

Service of Legal Process

DCHA accepts service of legal process only through the Office of General Counsel, and only as permitted by law. All legal parties (whether represented by counsel or self-represented (*pro se*)) must serve all pleadings, subpoenas, and court filings on DCHA through the Office of General Counsel via one of the accepted methods of service detailed below. Please ensure service packages are complete before service.

DCHA **DOES NOT** accept service through program offices, property management staff, administrative staff, or general inboxes. Sending legal complaints or requests to program offices or general email addresses does not constitute legal service and may delay review.

OGC accepts service of:

- Lawsuits and complaints
- Subpoenas
- Court orders
- Garnishments, writs, and other legal process

Do not use this contact information for general complaints or program inquiries. This contact information is for legal process ONLY.

Email (service of process only):

General legal process: complaint@dchousing.org

For subpoenas ONLY: subpoena@dchousing.org

In-Person Service Address (Monday – Friday, except holidays; 9 am – 4 pm)

District of Columbia Housing Authority
625 D Street SW
Washington, DC 20024

(Please notify staff that you are there to serve legal process, and a member of the Office of General Counsel will meet you to accept service.)

Certified Mail Service Address

District of Columbia Housing Authority
Attn: Office of General Counsel
300 7th St. SW, 10th Fl.
Washington, DC 20024

Service sent to any other DCHA office or email address may not constitute valid service.

Records Requests

Do **not** submit records requests to the OGC service-of-process inbox.

Records requests should be submitted by email to: recordsrequests@dchousing.org