



Filing Guidelines

Directory of Washington, DC Metro Area
Courts & Agencies

2018



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(The information contained in this guide is subject to change without notice. Some of the listed agency names, phone numbers and hours have been hyperlinked to the agency's website for your convenience)

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Federal Courts	Address	Telephone	Hours	Special Considerations
US District Court for the District of Columbia	333 Constitution Ave NW Washington, DC 20001	(202) 354-3000 http://www.dcd.uscourts.gov/d/	9 a.m. - 4 p.m. Monday - Friday	Until midnight
US District Court for the Eastern District of Virginia - Alexandria Division Office	401 Courthouse Sq. Alexandria, VA 22314	(703) 299-2100 http://www.vaed.uscourts.gov/locations/ale.htm	Clerks Ofc 8:30 a.m. - 5 p.m. Monday - Thursday 8 a.m. - 5 p.m. Friday	Filing Tips
US District Court for the Eastern District of Virginia - Richmond Division Office	701 E Broad St. Richmond, VA 23219	(804) 916-2220 http://www.vaed.uscourts.gov/locations/ric.htm	Clerks Ofc 8:30 a.m. - 5 p.m. Monday - Friday	Filing Tips
US District Court for the District of Maryland, Southern Division	6500 Cherrywood Ln Greenbelt, MD 20770	(301) 344-0660 https://www.mdd.uscourts.gov/courtinfo/divisions.asp	9 a.m. - 4 p.m. Monday - Friday	After Hours Drop Box until 7:00 p.m.
US District Court for the District of Maryland, Northern Division	101 W. Lombard St. Baltimore, MD 21201	(410) 962-2600 https://www.mdd.uscourts.gov/courtinfo/divisions.asp	9 a.m. - 4 p.m. Monday - Friday	After Hours Drop Box until 12:00 midnight
Federal Appellate Courts	Address	Telephone	Hours	Special Considerations
US Court of Appeals for the DC Circuit	333 Constitution Ave NW Suite 5205 Washington, DC 20001	(202) 216-7000 http://www.cadc.uscourts.gov/internet/home.nsf	9 a.m. - 4 p.m. Monday - Friday	24hr Self Service Stamp Machine
US Court of Appeals for the 4th Circuit (MD, WV, VA, NC & SC)	1100 E Main St. Suite 501 Richmond, VA 23219	(804) 916-2700 http://www.ca4.uscourts.gov/	8:30 a.m. - 5 p.m. Monday - Friday	Forms and Manuals
US Court of Appeals for the 2nd Circuit (CT, NY, VT)	500 Pearl St. Suite 370 New York, NY 10007	(212) 857-8500 http://www.ca2.uscourts.gov/home.html	9 a.m. - 5 p.m. Monday - Friday	Fee Schedule
US Court of Appeals for the 3rd Circuit (PA, NJ, DE, VI)	601 Market St. 21st Flr. Philadelphia, PA 19106	(215) 597-2995 http://www.ca3.uscourts.gov/	8:30 a.m. - 5 p.m. Monday - Friday	After-hours submissions may be left for filing in the District Court's after-hours file box on the first floor of the courthouse. There is a time-stamp device on the box. Items will be filed as of the date time-stamped
US Court of Appeals for the Federal Circuit	717 Madison PI NW Suite 401 Washington, DC 20001	(202) 275-8000 http://www.ca9c.uscourts.gov/	8:30 a.m. - 4:30 p.m. Monday - Friday	Drop Box on H St. open until 12:00 midnight. Stamped copy can be picked up at 12p.m. the next day



Bankruptcy Courts	Address	Telephone	Hours	Special Considerations
US Bankruptcy Court - DC	333 Constitution Ave NW Suite 1225 Washington, DC 20001	(202) 354-3280 http://www.dcb.uscourts.gov/dcb/	9 a.m. - 4 p.m. Monday - Friday	24 hour after-hours Drop Box
US Bankruptcy Court - VA	200 S Washington St. Suite 100 Alexandria, VA 22314	(703) 258-1200 https://www.vaeb.uscourts.gov/wordpress/?page_id=87	9 a.m. - 4 p.m. Monday - Friday	None
US Bankruptcy Court, District of MD - Baltimore Division	101 W. Lombard St. Suite 8530 Baltimore, MD 21201	(410) 962-2688 http://www.mdb.uscourts.gov/	8:45 a.m. - 4 p.m. Monday - Friday	Monday through Friday 4:00 p.m. until midnight (Excluding holidays)
US Bankruptcy Court, District of MD - Greenbelt Division	6500 Cherrywood Ln Suite 300 Greenbelt, MD 20770	(301) 344-8018 http://www.mdb.uscourts.gov/	8:45 a.m. - 4 p.m. Monday - Friday	Monday through Friday 4:00 p.m. until 7:00 p.m. (Excluding holidays)
Specialty Courts	Address	Telephone	Hours	Special Considerations
US Dept of Immigration (MD)	31 Hopkins Plaza Suite 440 (Filings) 16th Flr. (DHS) Baltimore, MD 21201	(410) 962-3092 http://www.justice.gov/eoir/baltimore-immigration-court	Filings 7:45 a.m. - 11:30 a.m. (Break) 12:30 p.m. - 3 p.m. DHS 16th Flr. Drop Box Only	Documents for the DHS can be filed on the 16th Flr. One Way Only. No Stamp Copies
US Dept of Immigration (VA)	1901 S Bell St. Suite 200 (Filings) Suite 900 (DHS) Arlington, VA 22202	(703) 603-1300 http://www.justice.gov/eoir/arlington-immigration-court	Court 8:30 a.m. - 5:00 p.m. (closed 11:30-12:30 for lunch) Window Hours 8:30 a.m. - 4 p.m.(closed 11:30-12:30 for lunch)	Strongly recommended to arrive by 4 p.m. for same day filing.
US Supreme Court	1 1st St. NE Washington, DC 20543	(202) 479-3011 http://www.supremecourt.gov/default.aspx	9 a.m. - 5 p.m. Monday - Friday	File with Guard on 2nd St. until 12:00 midnight. Guards do not stamp copies. They provide 1 sticker which can be affixed to the return copy.
US Supreme Court - Bar Admission	1 1st St. NE Washington, DC 20543	(202) 479-3387 http://www.supremecourt.gov/bar/baradmissions.aspx	8:30 a.m. - 5 p.m. Monday - Friday	Drop Box on 2nd St. File with Guard until 12:00 midnight.
US Tax Court	400 2nd St. NW Washington, DC 20217	(202) 521-0700 https://www.ustaxcourt.gov/index.htm	8 a.m. - 4:30 p.m. Monday - Friday	None
US Court of Appeals for the Federal Circuit	717 Madison PI NW Suite 401 Washington, DC 20006	(202) 275-8000 http://www.ca9c.uscourts.gov/	8:30 - 4:30 p.m. Monday - Friday	Drop Box on H St. open until 12:00 midnight. Stamped copy can be picked up at 12p.m. the next day
US Court of Federal Claims	717 Madison PI NW Suite 103 Washington, DC 20006	(202) 357-6400 http://www.uscfc.uscourts.gov/court-directory	8:30 a.m. - 4:30 p.m. Monday - Friday	Drop Box on H St. open until midnight. Stamped copy can be picked up at 12p.m. the next day



State Appellate Courts		Address	Telephone	Hours	Special Considerations
Court of Appeals for Maryland	361 Rowe Blvd Annapolis, MD 21401	(410) 260-1500 http://www.courts.state.md.us/coappeals/	8 a.m. - 4:30 p.m. Monday - Friday	None	
Court of Appeals for Virginia	109 N 8th St. Richmond, VA 23219	(804) 371-8428 http://www.courts.state.va.us/courts/cav/home.html	8:15 a.m. - 4:45 p.m. Monday - Friday	None	
Circuit Courts		Address	Telephone	Hours	Special Considerations
Circuit Court for Alexandria City	520 King St. Suite 307 Alexandria, VA 22314	(703) 838-4004 http://www.courts.state.va.us/courts/circuit/alexandria/home.html	9 a.m. - 5 p.m. Monday - Friday	None	
Circuit Court for Anne Arundel County	8 Church Circle Annapolis, MD 21404	(410) 222-1397 http://www.courts.state.md.us/courtsdirectory/annearundel.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None	
Circuit Court for Arlington County	1425 N. Courthouse Rd. Arlington, VA 22201 Civil Suite 6700 Criminal Suite 6100 Probate & Wills Suite 6300 Land Records Suite 6200	(703) 228-7010 http://www.courts.state.va.us/courts/circuit/arlington/home.html	Land Records Recording: Monday - Friday 8 a.m. - 3:30 p.m. Clerk Ofc: Monday - Friday 8 a.m. - 4 p.m.	Drop Box is open until 5:00 p.m., but the filing will be Stamped with the following day's date	
Circuit Court for Baltimore City	110 N Calvert St. or 111 N Calvert St. or 300 N Gay St. Baltimore, MD 21202	Land Records (410) 333-3760 Criminal (410) 333-3750 Family Division (410) 333-3709 Juvenile (443) 263-6300 Civil (410) 333-3722 http://www.courts.state.md.us/courtsdirectory/baltimorecity.html	8:30 a.m. - 4:30 p.m. Monday - Friday	Land Records - Room 610 Criminal Clerk's Office - Room 200 Family Division - Room 109E Juvenile Clerk's Office - Room A3300 Civil Clerk's Office - Room 462E	
Circuit Court for Baltimore County	401 Bosley Ave. 2nd Flr. Towson, MD 21204	(410) 887-2601 http://www.baltimorecountymd.gov/agencies/circuit/index.html	8:30 a.m. - 4:30 p.m. Monday - Friday	Civil Department – Call 410-887-2614 Criminal Department – Call 410-887-2625 Juvenile Department – Call 410-887-3836 Land Records (Deeds) – Call 410-887-2650 Licenses – Call 410-887-2607	
Circuit Court for Calvert County	175 Main St. Prince Frederick, MD 20678	(410) 535-1660 http://www.courts.state.md.us/courtsdirectory/calvert.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None	
Circuit Court for Caroline County	109 Market St. Denton, MD 21629	(410) 479-1811 http://www.courts.state.md.us/courtsdirectory/caroline.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None	
Circuit Court for Carroll County	55 N. Court St. Westminster, MD 21157	(410) 386-8710 http://www.courts.state.md.us/courtsdirectory/carroll.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None	



Circuit Courts	Address	Telephone	Hours	Special Considerations
Circuit Court for Fairfax County	4110 Chain Bridge Rd. Civil Suite 319 Fairfax, VA 22030	(703) 246-2770 http://www.courts.state.va.us/courts/circuit/fairfax/home.html	8 a.m. - 4 p.m. Monday - Friday Filings 8 a.m. - 4 p.m.	Hard 4:00 p.m. closing time. Clerk can refuse filing even if courier is in line by 4:00 p.m. . Plan accordingly.
Circuit Court for Fauquier County	29 Ashby St. Warrenton, VA 20186	(540) 347-8610 http://www.courts.state.va.us/courts/circuit/fauquier/home.html	8 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Frederick County	100 W. Patrick St. Frederick, MD 21701	(301) 600-1976 http://www.courts.state.md.us/courtsdirectory/frederick.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Fredericksburg	701 Princess Anne St. Suite 100 Fredericksburg, VA 22404	(540) 372-1066 http://www.courts.state.va.us/courts/circuit/fredericksburg/home.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Howard County	8360 Court Ave 1st Flr Ellicott City, MD 21043	(410) 313-2111 http://mdcourts.gov/circuit/howard/index.html	8:15 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Loudon County	18 E Market St. Leesburg, VA 20176	(703) 777-0270 http://www.courts.state.va.us/courts/circuit/loudoun/home.html	8 a.m. - 4 p.m. Monday - Friday	None
Circuit Court for Montgomery County	50 Maryland Ave 3rd Flr Rockville, MD 20850	(240) 777-9400 http://www.montgomerycounty.md.gov/circuitcourt/index.html	8:30 a.m. - 4:30 p.m. Monday - Friday	After hours Drop Box until 12:00 midnight. Drop Box is only 1/2' wide, may need to package in multiple envelopes less than 1/2" thick
Circuit Court for Prince George's County	14735 Main St. Upper Marlboro, MD 20772	(301) 952-3322 http://www.princegeorgescounty.md.gov/sites/circuitcourt/Pages/default.aspx	8:30 a.m. - 4:30 p.m. Monday - Friday	24 hour self Stamp machine
Circuit Court for Prince William County	9311 Lee Ave. 3rd Flr. Manassas, VA 20110	(703) 792-6015 http://www.courts.state.va.us/courts/circuit/prince_william/home.html	8:30 a.m. - 5 p.m. Monday - Friday Cashier 8:30 a.m. - 4:30 p.m. Land Records 8:30 a.m. - 4 p.m.	Payments accepted until 4:30 p.m.
Circuit Court for St. Mary's County	41605 Courthouse Dr. Leonardtown, MD 20650	(301) 475-7844x 4567 http://www.mdcourts.gov/circuit/stmarys/index.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Spotsylvania County	9115 Courthouse Rd. Spotsylvania, VA 22553	(540) 507-7600 http://www.courts.state.va.us/courts/circuit/spotsylvania/home.html	8 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Stafford County	1300 Courthouse Rd. Stafford, VA 22554	(540) 658-8750 http://www.courts.state.va.us/courts/circuit/stafford/home.html	8 a.m. - 4:30 p.m. Monday - Friday	None
Circuit Court for Washington County	95 W. Washington St. Hagerstown, MD 21740	(301) 733-8660 http://www.courts.state.md.us/courtsdirectory/washington.html	8 a.m. - 4:30 p.m. Monday - Friday	None



Circuit Court for Winchester (Frederick County)	5 N. Kent St. Winchester, VA 22601	(540) 667-5770 http://www.courts.state.va.us/courts/circuit/winchester/home.html	9 a.m. - 5 p.m. Monday - Friday	None
Circuit Court for Worcester County	One W. Market St. Snow Hill, MD 21863	(410) 632-5500 http://www.mdcourts.gov/circuit/worcester/index.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None



General District Courts Maryland & Virginia	Address	Telephone	Hours	Special Considerations
District Court for Anne Arundel County (Annapolis)	251 Rowe Blvd Annapolis, MD 21401	(410) 260-1370 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Anne Arundel County (Glen Burnie)	7500 Gov. Ritchie Hwy Glen Burnie, MD 21601	(410) 260-1800 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Arlington County	1425 Courthouse Rd. Suite 2400 Arlington, VA 22201	(703) 228-7900 http://www.courts.state.va.us/courts/gd/arlington/home.html	8 a.m. - 4 p.m. Monday - Friday	None
District Court for Baltimore City	5800 Wabash Ave. Baltimore, MD 21215	(410) 878-8000 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Baltimore County	120 E. Chesapeake Ave. 2nd Flr Towson, MD 21286	(410) 512-2000 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Charles County	11 Washington Ave. La Plata, MD 20646	(301) 934-5110 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Prince William County	9311 Lee Ave. 3rd Flr Manassas, VA 20110	(703) 792-6141 http://www.courts.state.va.us/courts/gd/prince_william/home.html	8 a.m. - 4 p.m. Monday - Friday	None
District Court for Fairfax County	4110 Chain Bridge Rd. Fairfax, VA 22030	(703) 691-7320 http://www.courts.state.va.us/courts/gd/fairfax_county/home.html	8 a.m. - 4 p.m. Monday - Friday	None
District Court for Frederick County	100 W. Patrick St. Frederick, MD 21701	(301) 600-2000 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Howard County	3451 Courthouse Dr. Ellicott City, MD 21043	(410) 480-7700 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Loudoun County	18 E. Market St. Leesburg, VA 20176	(703) 777-0312 http://www.courts.state.va.us/courts/gd/loudoun/home.html	8 a.m. - 4 p.m. Monday - Friday	None
District Court for Montgomery County	191 E. Jefferson St. Rockville, MD 20850	(301) 279-1500 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	After hours Drop Box until 12:00 midnight. Date Stamped for the next day.



District Court for Montgomery County (Satellite Office)	8552 2nd Ave. Silver Spring, MD 20910	(301) 563-8500 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Prince George's County	14735 Main St. Upper Marlboro, MD 20772	(301) 852-4050 http://www.courts.state.md.us/district/directories/courtmap.html	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Prince George's County (Satellite Office)	4990 Rhode Island Ave. Suite 173B Hyattsville, MD 20781	(301) 699-2766 http://www.courts.state.md.us/district/directories/courtmap.html	8:15 a.m. - 4:30 p.m. Monday - Friday	None



District of Columbia Courts and Agencies	Address	Telephone	Hours	Special Considerations
DC Court of Appeals	430 E St. NW Suite 115 Washington, DC 20001	(202) 879-2700 http://www.dccourts.gov/interne t/appellate/clerk/main.jsf	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Court of Appeals Committee on Admissions	430 E St. NW Suite 123 Washington, DC 20001	(202) 879-2710 http://www.dccourts.gov/interne t/appellate/admincommittee/mai n.jsf	9 a.m. - 5 p.m. Monday - Friday	<u>Certificates of Good Standing are now processed by the D.C. Bar. Walk-in requests will only be accepted for Same-Day Service at the D.C. Bar headquarters at 901 4th St NW (3rd Flr). For more information, click here.</u>
DC Superior Court Civil Division	500 Indiana Ave NW Suite 5500 Washington, DC 20001	(202) 879-1133 http://www.dccourts.gov/interne t/superior/org_civil/civilactionsb ranch.jsf	8:30 a.m. - 5 p.m. Monday - Friday 9 a.m. - 12 p.m. Saturday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Criminal Division	500 Indiana Ave NW Suite 4001 Washington, DC 20001	(202) 879-1373 http://www.dccourts.gov/interne t/superior/org_criminal/main.jsf	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Tax Division	500 Indiana Ave NW Suite 3131 Washington, DC 20001	(202) 879-1737 http://www.dccourts.gov/interne t/superior/taxdivision/main.jsf	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Landlord/Tenant	510 4th St. NW Suite 110 Washington, DC 20001	(202) 879-4879 http://www.dccourts.gov/interne t/superior/org_civil/landlordtena nt.jsf	8:30 a.m. - 5 p.m. Monday - Friday 9 a.m. - 12 p.m. Saturdays	Wednesdays: 6:30p.m.- 8:p.m. (protective order payments only)
DC Superior Court Small Claims, Branch and Conciliation	510 4th St. NW Suite 119&123 Washington, DC 20001	(202) 879-1120 http://www.dccourts.gov/interne t/superior/org_civil/smallclaims branch.jsf	8:30 a.m. - 5 p.m. Monday - Friday 9 a.m. - 12 p.m. Saturdays	Wednesday 6:30 p.m. - 8 p.m.
DC Superior Court Family Court	500 Indiana Ave NW Suite JM-520 Washington, DC 20001	(202) 879-1212 http://www.dccourts.gov/interne t/superior/org_family/centralinta kecenter.jsf	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Multi Door Dispute Resolution Division	515 5th St NW Suite 105 Washington, DC 20001	(202) 879-1549 http://www.dccourts.gov/interne t/superior/org_multidoor/main.js f	8:30 a.m. - 5 p.m. Monday - Friday	Mediation hrs 9 a.m. to 3:30 p.m.
DC Superior Court Probate Division/ Registrar of Wills	515 5th St. NW 3rd Flr Washington, DC 20001	Probate: (202) 879-4800 Main Office: (202) 879-1799 http://www.dccourts.gov/interne t/superior/org_probate/main.jsf	8:30 a.m. - 5 p.m. Monday - Friday	Family mediation hrs 8:30 a.m. - 6:00 p.m. Tue, Wed, Thur 11:00 a.m. or 1:00 p.m. Sat
DC Superior Court - Domestic Violence Unit	500 Indiana Ave NW Suite 4510 Washington, DC 20001	(202) 879-0157 http://www.dccourts.gov/interne t/superior/org_dvu/main.jsf	8:30 a.m. - 5 p.m. Monday - Friday	Filings and Fees – There are no fees to file a petition, service of process, motion, etc. in the Domestic Violence Unit.



Department of Consumer and Regulatory Affairs (DCRA)	1100 4th St. SW Washington, DC 20002	(202) 442-4400	8:30 a.m. - 4:30 p.m. Monday - Friday 9:30 a.m. - 4:30 p.m. Thursday	None
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District of Columbia Courts and Agencies	Address	Telephone	Hours	Special Considerations
DCRA - Tax & Revenue	1100 4th St. SW Suite 270 W. Washington, DC 20002	(202) 727-4829 http://otr.cfo.dc.gov/	8:15 a.m. - 5:30 p.m. Monday - Friday	None
DC Recorder of Deeds	1101 4th St. SW 5th Flr. Washington, DC 20002	(202) 727-5374 http://otr.cfo.dc.gov/service/otr-recorder-deeds	8:30 a.m. - 3 p.m. Monday - Friday	None
DC Notary Commission and Authentications Section	441 4th St. NW Suite 810 S. Washington, DC 20001	(202) 727-3117 http://os.dc.gov/page/office-notary-commissions-and-authentications	9 a.m. - 1 p.m. Monday - Friday	15 document limit per firm, per day
DC Office of Zoning	441 4th St. NW Suite 200 S. Washington, DC 20001	(202) 727-6311 http://www.dcoz.dc.gov/main.html	8:30 a.m. - 5 p.m. Monday - Friday	New applications must be delivered by 3:00 p.m.
Patent and Trademark Offices	Address	Telephone	Hours	Special Considerations
PTO (401 Dulaney St.) Patents	401 Dulaney St. Alexandria, VA 22314	General Info (571) 272-1000 http://www.uspto.gov/patent	8 a.m. - midnight Monday - Friday	Customer Service Window open until 12:00 midnight.
PTO (600 Dulaney St.) Trademarks	600 Dulaney St. Alexandria, VA 22314	General Info (571) 272-3275 http://www.uspto.gov/trademark	8:30 a.m. - 5 p.m. Monday - Friday	
Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Administrative Office of the US Courts	1 Columbus Circle NE Washington, DC 20544	Main: (202) 502-2600 Mailroom: (202) 502-1260 http://www.uscourts.gov/about-federal-courts/judicial-administration	Main: 9 a.m. - 5 p.m. Monday - Friday Mailroom: 7:30 a.m. - 5:00 p.m.	Contact name and direct telephone number are required for all deliveries. No access to Floors.
Agency for International Development	1300 Pennsylvania Ave NW Washington, DC 20523	Locator: (202) 712-0000 Mailroom: (202) 712-0315 www.usaid.gov	8:45 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries. Form required for loading dock access.
Bureau for Alcohol, Tobacco, Firearms and Explosives	99 New York Ave NW Washington, DC 20226	(202) 648-7300 www.atf.gov	8:30 a.m. - 5:30 p.m. Monday - Friday Mailroom closes at 4:00 p.m.	No access to Floors. Contact name and direct telephone number are required for all deliveries.
Capitol Building (including House and Senate Office Buildings)	Capitol Hill Washington, DC	Locator: (202) 224-3121 Senate Locator: (202) 224-3207 www.senate.gov www.house.gov	7 a.m. - 7 p.m. Monday - Friday (hours vary for each office)	Pre-arranged deliveries only! Recipient must be expecting delivery and must meet messenger to receive package.
Congressional Acceptance Site (Capitol Hill Trailer)	160 D St NE Washington, DC	(202) 224-5600 (202) 224-9096	8 a.m. - 5:30 p.m. Monday - Friday	Senate deliveries-more than 10 items requires postage. House deliveries-large distributions must be delivered to House Postal Operations in Capitol Heights.



Senate Mail Screening Facility	6330 Columbia Park Rd Hyattsville, MD 20782	(301) 583-7030	6:00 a.m. - 3:30 p.m. Monday - Friday	For bulk mail to Senate. See our website for details.
House Postal Operations	9140 E Hampton Dr Capitol Heights, MD 20743	301-336-6708 202-225-6000	8 a.m. - 5:30 p.m.	For bulk mail to House. See our website for details.



Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Clerk of the House - Records and Registration	Cannon House Ofc SuiteB-106	(202) 226-5200	9 a.m. - 6 p.m. Monday - Friday	Open until 6 p.m. on the semi-annual filing deadline dates of 2/14 and 8/14. Call for more info.
Secretary of the Senate Office of Public Record	Hart Senate Office Suite232	(202) 224-0322	9 a.m. - 5:30 p.m.	Open later on the semi-annual filing deadline dates of 2/14 and 8/14 - call for more info
Commodity Futures Trading Commission (CFTC)	1155 21st St NW 1st Floor Washington, DC 20581	(202) 418-5000	8 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
US Copyright Office - Library of Congress	101 Independence Ave SE Room 401 Washington, DC 20559	(202) 707-3000 http://copyright.gov/	8:30 a.m. - 5 p.m. Monday - Friday	None
US Customs and Border Protection	1300 Pennsylvania Ave NW Washington, DC 20229	Main: (202) 354-1000 Mailroom: (202) 927-0302 http://www.cbp.gov/contact	8:30 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
Department of Agriculture (USDA)	1400 Independence Ave SW Washington, DC 20250	Locator (202) 720-8732 Mailroom (202) 720-6368 Main (202) 720-2791 http://dc-directory.hqnet.usda.gov/DLSNew/CreatePDF.aspx?query=entire	7:30 a.m. - 4 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
Department of Commerce (DOC)	1401 Constitution Ave NW Washington, DC 20230 ITA Filing Room Suite1870 Mailroom Suite1874	Locator: (202) 482-2000 ITA Filings (202) 482-4920 Mailroom (202) 482-4447	8:30 a.m. - 5 p.m. Monday - Friday	No access to Floors. All deliveries go to mailroom (Room Suite1874)
Department of Defense (DOD)	Pentagon	(703) 545-5700		Due to security guidelines we are are unable to make deliveries to this location
Department of Education	400 Maryland Ave SW Washington, DC 20024	(202) 401-2000 http://www2.ed.gov/about/contacts/gen/index.html?src=ft	9 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom.
Department of Energy (DOE)	1000 Independence Ave SW Washington, DC 20585	Locator: (202) 586-5000 http://energy.gov/contact-us	8:00 a.m. - 5:00 p.m. Monday - Friday	No access to Floors. Recipient must come down to receive package from messenger, direct phone number required
Department of Homeland Security Deliveries: Consolidated Remote Delivery	1100 Hampton Park Blvd Capitol Heights, MD 20742	(202) 406-8000 (240) 492-2450 http://www.dhs.gov/direct-contact-information	8:00 a.m. - 7:00 p.m. Monday - Friday	None



Department of Justice (DOJ)	Main Building: 950 Pennsylvania Ave NW Washington, DC 20530	Switchboard: (202) 514-2000 http://www.justice.gov/contact-us	8 a.m. - 5:30 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct telephone number are required for all deliveries.
Department of Justice Premerger Notification Office	Main Building: 450 5th St NW #1100 Washington, DC 20530	(202) 519-2558 http://www.justice.gov/atr/contact/index.html	9 a.m. - 5 p.m. Monday - Friday	Office open until 5p.m. Any filings delivered after 5:30 p.m. will not be recorded that day. See our filing tip sheet for more info
Department of Labor (DOL)	200 Constitution Ave NW Washington, DC 20210	(202) 693-6660 http://www.dol.gov/dol/contact/	7:30 a.m. - 5:30 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct telephone number are required for all deliveries.



Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Department of State - Authentications Office	600 19th St NW Washington, DC 20006	(202) 485-8000 http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/requesting-authentication-services.html	8 a.m. - 9 a.m. Monday - Friday	15 document limit per firm, per day See our website at washingtonexpressvisas.com for detailed information
Department of Transportation (DOT)	1200 New Jersey Ave, SE Washington, DC 20003	(202) 336-4000 Docket office (202)366-9317 http://www.transportation.gov/contact-us	8:30 a.m. - 5 p.m. Monday - Friday Dockets 9 a.m. - 5 p.m.	No access to floors. Contact name, room/suite, or mail stop and direct telephone number required for all deliveries beyond the mail room.
Department of Treasury	1500 Pennsylvania Ave NW Washington, DC 20220 Delivery Site: 1520 H St NW Washington, DC 20011	Main (202) 622-2000 Mailroom (202) 622-1650 http://www.treasury.gov/connect/Pages/contact-us.aspx	7:30 a.m. - 5 p.m. Monday - Friday	All deliveries go to mailroom. No after hours filings
Department of Employment Services (DOES)	4058 Minnesota Ave Washington, DC 20019	Main: (202) 724-7000 www.does.dc.gov	8:30 a.m.-4:30 p.m. Monday-Thursday Friday-9:30 a.m.-4:30 p.m	Cannot go past lobby desk. Contact name and phone number required.
Environmental Protection Agency (EPA)	1200 Pennsylvania Ave NW Washington, DC 20004	Main Number: (202) 564-4700	No fixed closing time; depends on whether recipient is there to answer/receive docs	Does NOT have mailroom. Contact name and phone number required. Alternate contacts recommended. If we are unable to reach recipient, filing will not be completed.
<u>Environmental Protection Agency (EPA)</u>	1201 Constitution Ave NW Washington, DC 20004	Main Number: (202) 564-4700	No fixed closing time; depends on whether recipient is there to answer/receive docs	Does NOT have mailroom. Contact name and phone number required. Alternate contacts recommended. If we are unable to reach recipient, filing will not be completed.
Environmental Protection Agency (EPA)	2777 S Crystal Dr Arlington, VA 22202-3553	Main Number: (202) 564-4700 Docket Facility: (703) 305-5805	8:30 a.m.-4:30 p.m. Monday-Thursday Friday-8:30 a.m.-4:00 p.m	No direct phone # or recipient needed, everything goes to loading dock mailroom who accepts the packages. *There is 25-30 minute "registration" process for couriers who are filing there for the 1st time.
Federal Aviation Administration (FAA)	800 Independence Ave SW Washington, DC 20591	(202) 267-2484 http://www.faa.gov/contact/	6 a.m. - 6 p.m. Monday - Friday	No access to Floors All deliveries beyond mailroom require contact name and direct phone number.
Federal Communication Commission (FCC)	445 12th St NW Washington, DC 20024	(888) 225-5322 https://www.fcc.gov/contact-us	8 a.m. - 7 p.m. Monday - Friday	Filings may not be in envelopes. (Click here for Filing Instructions)
Federal Deposit Insurance Corporation (FDIC)	550 17th St NW Washington, DC 20429	(877) 275-3342	8 a.m. - 5 p.m. Monday - Friday Mailroom: 7:30 a.m. - 5 p.m.	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.



Federal Election Commission (FEC)	1050 First St NE Washington, DC 20463	(202) 694-1000 http://www.fec.gov/about/offices/offices.shtml	9 a.m. - 5 p.m. Monday - Friday	No after hours filing. No access to Floors
Federal Energy Regulatory Commission (FERC)	888 1st St NE Washington, DC 20426	(202) 502-8200 http://www.ferc.gov/contact-us/tel-num.asp	8 a.m. - 5 p.m. Monday - Friday	No access to Floors All deliveries beyond DropBox require contact name and direct phone number.
Federal Housing Finance Agency (FHFA)	400 7th St SW Washington, DC	(202) 649-3800 Loading Dock: (630) 201-6368 https://www.fhfa.gov/AboutUs/Contact	8 a.m. - 5 p.m. Monday - Friday Loading Dock: 5 a.m. - 9 p.m.	No after hours filing. No access to Floors. Contact name and direct phone number are required for all deliveries
Federal Maritime Commission (FMC)	800 N Capitol St NW Washington, DC 20573	(202) 523-5725 http://www.fmc.gov/about/contact_us.aspx	8:30 a.m. - 5 p.m. Monday - Friday	None
Federal Mine Safety and Health Review Commission	1331 Pennsylvania Ave NW Suite 520N Washington, DC 20004	(202) 434-9900 https://www.fmshrc.gov/	8:30 a.m. - 5 p.m. Monday - Friday	None
Federal Register	732 N Capitol St NW Suite735 Washington, DC 20002	(202) 741-6000 https://www.federalregister.gov/policy/about-us	8:45 a.m. - 5:15 p.m. Monday - Friday	2PM deadline for inclusion in the next day's publication



Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Federal Trade Commission (FTC)	600 Pennsylvania Ave NW Washington, DC 20004 Premerger: 400 7th St SW Washington, DC 20024	Main (202) 326-2222 Locator (202) 326-2000 Premerger (202) 326-3100 https://www.ftc.gov/contact	9 a.m. - 5 p.m. Monday - Friday	Many FTC staff members have moved to 400 7th St SW. Verify before sending. All filings are done at 400 7th St SW.
FTC Premerger Notification Office	400 7th St SW Suite 5301 Washington, DC 20024	(202) 326-3100 https://www.ftc.gov/contact	8:30 a.m. - 4:50 p.m. Monday - Friday	No filings accepted after 4:50pm See our tip sheet for preparing these filings
Financial Industry Regulatory Agency (FINRA)	1735 K St NW Washington, DC 20006	(202) 728-8000 Loading Dock (202) 728-8213 http://www.finra.org/contact-finra	8 a.m. - 6 p.m. Monday - Friday Loading Dock closes at 5:35p.m. (Some offices close earlier)	No after hours filing. No access to Floors. Agency has multiple locations. Contact name and direct phone number are required for all deliveries
Food and Drug Administration (FDA)	5600 Fishers Lane Rockville, MD 20852	Main (301) 796-3400	8 a.m. - 4:30 p.m. Monday - Friday	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.
Food and Drug Administration (FDA)	7620 Standish Pl Rockville, MD 20855	Main (301) 796-3401	9 a.m. - 4:00 p.m. Monday - Friday	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.
Food and Drug Administration (FDA)	5901 Ammendale Rd Beltsville, MD 20705	(301) 796-3400	8 a.m.-4:30 p.m. Monday-Friday	No contact name or phone number needed. Everything goes to loading dock mailroom who accepts the packages.
Food and Drug Administration (FDA) White Oak Campus	10903 New Hampshire Ave Silver Spring, MD 20903	1-888-463-6332	Various divisions have various closing times which need to be confirmed by the client prior to submitting the filing request with the courier.	Bldg 52 (receives deliveries for buildings 52, 51 & 31) loading dock staff will contact recipient who may come to loading to pick up or escort courier to recipient's room. IF recipient is not available, loading dock staff WILL NOT accept package.
Government Accountability Office (GAO)	441 G St. NW Washington, DC 20548	Locator (202) 512-3000 http://www.gao.gov/about/location/	6 a.m. - 7 p.m. Monday - Friday	Contact name and direct telephone number are required for all deliveries. No access to Floors. Mailroom on 4th St. side.
General Services Administration (GSA)	1800 F St NW Washington, DC 20405 General Counsel 1275 1st St. NE Washington, DC 20002	Locator (202) 708-5082	8 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries
Health and Human Services (HHS)	200 Independence Ave SW Washington, DC 20201	Locator (800) 688-9889 http://www.hhs.gov/about/hhs-headquarters/index.html	8:30 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries



Housing and Urban Development (HUD)	451 7th St SW Washington, DC 20201	Main (202) 708-1112 Locator (202) 401-0388 https://portal.hud.gov/hudportal/ HUD?src=/contact	8:30 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries
Internal Revenue Service (IRS)	1111 Constitution Ave NW Washington, DC 20224 Walk In Office: 500 N. Capitol St NW Washington, DC 20221	(202) 622-8600 www.irs.gov Walk In: (202) 894-6748	8:00 a.m. - 4:00 p.m. Monday - Friday	No after hours filing. No access to Floors. Agency has multiple locations. Contact name and direct phone number are required for all deliveries
International Trade Commission (ITC)	500 E St SW Washington, DC 20436 Filing Room Suite112-A Mailroom Suite119	Locator (202) 205-2000 Dockets (202) 205-1802 Mailroom (202) 205-2796	Filing Room 8:45 a.m. - 5:15 p.m. Mailroom 8:00 a.m. - 5:15 p.m. DropBox till 6:00 p.m.	No after hours filing. No access to Floors. Drop Box until 6:00pm, will be stamped with next day's date.
National Aeronautics and Space Administration (NASA)	300 E St SW Washington, DC 20001	(202) 358-0000	7:30 a.m. - 4:30 p.m. Monday - Friday Some offices open until 5p.m.	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries



Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Office of the Comptroller of the Currency (OCC)	400 7th St SW Washington, DC 20024	(202) 874-5000	8 a.m.-5:30 p.m.	No access to Floors. Contact name and direct phone Suite are required for all deliveries beyond mailroom
Office of Thrift Supervision (OTS)	1700 G St NW Washington, DC 20552	(202) 906-6000	8:30:00 a.m. - 5 p.m. Monday - Friday	No access to Floors. No after-hours filing.
Securities and Exchange Commission (SEC)	100 F St NE Washington, DC 20549	Main (202) 942-8088 Locator (202) 942-4150 Filing Room (202) 551-7200	8 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. No after-hours filing. All deliveries go to mailroom on H St side.
Small Business Administration (SBA)	409 3rd St SW 2nd Flr Washington, DC 20416	Main 202-205-8800 Locator (202) 205-6600 https://www.sba.gov/	8 a.m. - 4:30 p.m. Monday - Friday	Agency has multiple locations. No access to Floors.
Surface Transportation Board (STB)	395 E St SW Washington, DC 20260	(202) 268-2000 Filings: 202-245-0350 http://www.stb.dot.gov/stb/index.html	8:30 a.m. - 5 p.m. Monday - Friday	For express company and private courier deliveries, use ZIP CODE 20024. Use of incorrect ZIP Code may result in additional express company delivery charges
US Postal Service (USPS)	475 L'Enfant Plaza SW Washington, DC 20260	(202) 268-2000	7:30 a.m. - 4 p.m. Monday - Friday Loading dock hours, other offices may be open later	No access to floor after 4:00 p.m. Recipient must meet messenger to receive package.
US Trade Representative (USTR)	600 17th St. NW Washington, DC 20006	(202) 395-8787 https://ustr.gov/		Messenger deliveries are not permitted here. Must go to Homeland Security Drop-site
White House/Old Executive Office Building (OEOB)	1600 Pennsylvania Ave NW Washington, DC 20500	(202) 456-1414 Mailroom (202) 395-7005		Messenger deliveries are not permitted here. Must go to Homeland Security Drop-site
White House/New Executive Office Building (NEOB)	725 17th St. NW Washington, DC 20506	Mailroom (202) 395-4722		Messenger deliveries are not permitted here. Must go to Homeland Security Drop-site



Embassies	Address	Telephone	Hours	Special Considerations
Brazil	Consulate: 1030 15th St. NW Washington, DC 20005 Embassy: 3006 Massachusetts Ave NW Washington, DC 20008	(202) 461-3000 (202) 238-2700 http://brazil.embassy-online.net/Brazil-Embassy-Washington-DC.php	8:30 am -1pm Drop-off	Contact our Visa Division at (202) 393-3030 or visit our website
China	2201 Wisconsin Ave NW Washington, DC 20007	(202) 338-6688 http://www.china-embassy.org/eng/visas/zgqz/	10 am -12:30 pm Drop-off 1:30 pm -3:30 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
India	2536 Massachusetts Ave NW Washington, DC 20008	Telephone (202) 939-7000 On Visa matters (202) 939 9888 On Passport and Misc Services (202) 939 9864 www.indianembassy.org	10 am -12:30 pm	Contact our Visa Division at (202) 393-3030 or visit our website
Japan	2520 Massachusetts Ave NW Washington, DC 20008	202-238-6700 (Main) 202-238-6800 (Visa) http://www.us.emb-japan.go.jp/english/html/embassy/embassy_index.htm	Embassy 9 am -12:30 pm Drop-off 2 pm -5:30 pm Pick-up Consular 9:15 am - 12:30 pm 1:30 pm - 4:30 pm	None
Republic of Korea	2450 Massachusetts Ave NW Washington, DC 20008	(202) 939-5600 http://usa.mofa.go.kr/english/am/usa/main/index.jsp	9 am -12 pm Drop-off 1:30 pm -5:30 pm Pick-up	None
Kuwait	2940 Tilden St. NW Washington, DC 20008	(202) 966-0702 http://www.kuwaitembassy.us/	9:30 am -1 pm	None
Pakistan	3517 International Ct NW Washington, DC 20008	(202) 243-6500 http://www.embassyofpakistanusa.org/consular-services_hours.php	9:30 am -12:30 pm Drop-off 3 pm -4:30 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Philippines	1600 Massachusetts Ave NW Washington, DC 20036	(202) 467-9300 http://www.philippineembassy-usa.org/philippines-dc/contact-us-dc/	9 am -12:30 pm Drop-off 3 pm -5 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Russia	Visa applications must be submitted to: Invisa 2650 Wisconsin Ave NW Washington, DC 20008	(202) 939-8907 (202) 939-1318 www.russianembassy.org	9 am -12:30 pm Drop-off 2 pm -5 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Saudi Arabia	601 New Hampshire Ave NW Washington, DC 20037	(202) 342-3800 www.saudiembassy.net	Individuals, diplomatic, official passports 9:30 am -11:30 pm Drop-off 1:00 pm-3:00pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website



Embassies	Address	Telephone	Hours	Special Considerations
Thailand	1024 Wisconsin Ave NW Washington, DC 20037	(202) 944-3600 http://thaiembdc.org/contact/	9am -12:30 pm Drop-off 2pm -5 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Ukraine	3350 M St NW Washington, DC 20007	(202) 349-2963 http://usa.mfa.gov.ua/en/embassy/contacts	Embassy 9 am - 6 pm Consular 9 am - 12 pm	None
United Arab Emirates	3522 International Ct NW Washington, DC 20008	(202) 243-2400 http://www.uae-embassy.org/embassy/consulate-services	Monday to Thursday 9:30 am - 1 pm Friday 9:30 am - 12:30 pm	No visa required for visits less than one month.
Vietnam	1233 20th St NW Washington, DC 20036	(202) 861-0737 www.vietnamembassy-usa.org	9:30 am - 12:30 pm 2:00 pm - 5:00pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website