

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

(Plaintiff)

PLAINTIFF,

Vs

(Defendant)

DEFENDANT.

Case No. _____

NOTICE OF ENTRY OF JUDGMENT

TO: _____

PLEASE TAKE NOTICE that on _____, 20____, a Judgment was entered in the office of the Clerk of District Court, _____ County, City of _____, North Dakota, Docket Number _____. A copy of the judgment is attached.

Dated this _____ day of _____, 20_____.

Signature

Typed or Printed Name

Address

City State Zip Code

Telephone Number

INSTRUCTIONS FOR NOTICE OF ENTRY OF JUDGMENT FORM – CIVIL ACTION

ND Legal Self Help Center Staff and Court employees cannot help you fill out forms. If you are unsure how to proceed, you should consult a lawyer.

There is no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. Use at your own risk.

Do not include these instruction sheets when you serve or file the completed form.

THE [GUIDE TO A CIVIL ACTION](#) on the ND Legal Self Help Center website has additional information and resources about court processes in North Dakota civil actions.

When a judgment is entered in a civil action, [Rule 58 of the North Dakota Rules of Civil Procedure](#) requires the prevailing party to serve a Notice of Entry of Judgment on the other party or parties. (Generally, the prevailing party is the party with judgment granted in their favor.)

The prevailing party must serve a Notice of Entry of Judgment on the other party or parties within 14 days after the judgment is entered. A copy of the signed and dated judgment must be served with the Notice of Entry of Judgment.

Top of Form (Caption): Fill in the caption exactly as it appears in the summons.

To: Fill in the full, legal name of party or parties who will be served Notice of Entry of Judgment.

Paragraph: Fill in the date the Clerk of Court signed the judgment. Fill in the County and City of the North Dakota District Court where the judgment was signed. Fill in the Docket Number of the judgment.

To find the Docket Number of the judgment:

- Go to www.ndcourts.gov.
- Click on the “Case Search & Pay Fines” link located “District Courts” drop down menu.
- Read the information, then click on the “Click here to Proceed” link.
- Select the county where your civil action was decided, or select State of North Dakota from the drop down menu.
- Click on the “Civil, Family & Probate Case Records” link.
- Select “Case” in the “Search By:” field.
- Enter your case number in the “Case Number” field.

- Click on the “Search” box.
- Click on the link for your case number.
- Scroll through the list of documents until you find the judgment. (The date on the judgment should match the date of the judgment in the list of documents.
- The Docket Number will be shown as “Doc ID# ___”

Date and Signature: Complete the date and signature block.

- Fill in the date you sign this document.
- Sign the signature line.
- Fill in the address lines. If you have a physical address and a mailing address, type or write both addresses using the lines provided, and the space next to the address lines.
- Fill in the telephone number line.

Make at least two copies of the completed Notice of Entry of Judgment. Keep one copy for your records. You will serve the other copy or copies on the other party or parties. You will file the original with the Clerk of Court.

Make at least two copies of the Judgment with the signature and date of the Clerk of Court. Keep one copy for your records. You will serve the other copy or copies on the other party or parties.

Serve the following on the Defendant:

- A copy of the completed *Notice of Entry of Judgment* form; and
- A copy of the Judgment signed and dated by the Clerk of Court.

File the following with the Clerk of Court:

- The original, completed *Notice of Entry of Judgment* form; and
- A completed, signed and notarized affidavit of service that shows the Defendant was served a copy of the completed *Notice of Entry of Judgment* form and a copy of the signed and dated Judgment.

See service by mail instructions and an affidavit of service by mail form below.

Do not include these instruction sheets when you serve or file the completed form.

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

(Plaintiff)

Vs

(Defendant)

PLAINTIFF,

DEFENDANT.

AFFIDAVIT OF SERVICE BY MAIL

Case No. _____

The person serving court documents by mail swears:

1. My name is: _____ . *(Name of person who mailed documents)* I am at least 18 years of age.

2. List of Court Documents Served:

- Notice of Entry of Judgment; and
- Judgment, signed and dated by the Clerk of Court.

3. Service by Mail:

I served a true and correct copy of each of the court documents listed in Paragraph 2 by mailing them, enclosed in an envelope, by First-Class mail, postage prepaid, and by depositing them in the United States Mail, directed to the person listed in Paragraph 5 at their last reasonably ascertainable address.

4. Date and Post Office Location of Service by Mail:

Date Court Documents Were Served by Mail: _____

United States Post Office Location:

(City)

(County)

(State)

5. **Person Served by Mail:**

Name of Person Served: _____

Mailing Address: _____

City, State, Zip Code: _____

6. I swear under penalty of perjury that everything I stated in this Affidavit of Service by Mail is true and correct.

STATE OF _____)

) ss.

COUNTY OF _____)

Dated this _____ day of _____, 20_____.

(Signature of Person Who Mailed Envelope)

(Printed Name)

(Address) *(City, State, Zip Code)*

Telephone Number: _____

Subscribed and sworn to before me _____, 20_____.

(Notary Public or Clerk of Court)

If notary, my commission expires: _____

INSTRUCTIONS FOR AFFIDAVIT OF SERVICE BY MAIL FORM

(The *Affidavit of Service by Mail* form is designed to be used to prove service by mail of a copy of the completed *Notice of Entry of Judgment* form and a copy of the judgment.)

ND Legal Self Help Center Staff and Court employees cannot help you fill out forms. If you are unsure how to proceed, you should consult a lawyer.

There is no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. Use at your own risk.

Do not include this instruction sheet when you serve or file the completed form.

THE PERSON WHO SERVES A COPY OF THE NOTICE OF ENTRY OF JUDGMENT AND A COPY OF THE SIGNED AND DATED JUDGMENT ON THE DEFENDANT COMPLETES THIS FORM.

Within 14 days after Judgment is entered, the prevailing party must have a completed copy of the *Notice of Entry of Judgment* form and a copy of the signed and dated Judgment served on the other party or parties.

The prevailing party must file proof of service with the Clerk of Court. A completed, signed and notarized affidavit of service is your proof of service.

Top of Form (Caption): Fill in the caption exactly as it appears in the summons.

Paragraph 1: Fill in the full, legal name of the person serving the documents.

Paragraphs 2 & 3: Read carefully. These statements must be true in order to use this form.

Paragraph 4: Fill in the date the documents were mailed and the location of the U.S. Post Office where the documents were mailed.

Paragraph 5: Fill in the full, legal name of the party who was served by mail. Fill in the mailing address. This is the address where the copies of the documents were mailed.

Paragraph 6: Read carefully. This statements must be true in order to use this form.

Date, Signature and Notary Public Block: A clerk of court or notary public must witness the signature of the person who served the documents. The person who served the documents DOES NOT complete the Date, Signature or Notary Public lines until they are in front of a North Dakota Clerk of District Court or a notary public.

You can find more information www.ndcourts.gov/legal-self-help/service-in-a-civil-action.