

Instructions for Motion for Order to: 1) Hold Hearing at an Alternate Location; *OR* 2) Allow Non-Attendance at Hearing.

Important! Read Before Using this Packet of Forms.

ND Legal Self Help staff and court employees can't help you fill out the form(s). If you're unsure if these forms and instructions suit your circumstances, consult a lawyer.

If you need legal advice or legal representation, consult a lawyer licensed to practice in North Dakota. Go to ndcourts.gov/legal-self-help/finding-a-lawyer for information about finding a lawyer to represent you.

When you represent yourself, you're expected to know and follow the law, including:

- State or federal laws that apply to your case;
- Case law, also called court opinions, that applies to your case; and
- Court rules that apply to your case, which may include:
 - North Dakota Rules of Civil Procedure;
 - North Dakota Rules of Court;
 - North Dakota Rules of Evidence;
 - North Dakota Administrative Rules and Orders; and
 - Any local court rules.

Links to the state laws, case law, and court rules can be found at ndcourts.gov.

A glossary with definitions of legal terms is available at ndcourts.gov/legal-self-help.

When you represent yourself, you're held to the same requirements and responsibilities as a lawyer, even if you don't understand the rules or procedures.

These instructions and forms aren't a complete statement of the law. They cover the basic procedure for asking a North Dakota district court in a conservatorship case to hold a hearing at a location other than a courthouse, or to allow the person subject to conservatorship not to attend the hearing. There's no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. The Center isn't responsible for any consequences that may result from the forms or information provided.

Use these forms and instructions at your own risk.

You May Use this Packet of Forms if:

You're asking to become the conservator of an adult or minor child ***OR*** you're the current conservator of an adult or minor child in a North Dakota state district court conservatorship case.

AND

You've been notified by the district court that a hearing will be held in the conservatorship case:

AND

You want to ask the judge or judicial referee to do one of the following for the benefit of the person subject to conservatorship:

1. Hold the hearing at an alternate location (i.e. nursing home), rather than hold the hearing at the courthouse; ***OR***
2. Allow the person subject to conservatorship not to attend the hearing at all.

You may use this packet of forms to request one or both options. If you ask for both options, you'll tell the judge or judicial referee which option you prefer.

Can I Use this Packet of Forms to Ask for the Hearing to be Held Remotely or to Appear at a Hearing Electronically?

No. You can't use this packet of forms to ask the judge or judicial referee to hold a hearing by remote means (reliable electronic means), or to allow you or someone else to appear at a hearing remotely (reliable electronic means).

However, a different set of forms to make these types of requests in a conservatorship case is available at ndcourts.gov/legal-self-help/conservatorship. Scroll to the "Requests Related to Attending Hearings" section.

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Laws and Rules that Apply to this Motion

[North Dakota Century Code Section 30.1-29-07\(4\)](#) allows a North Dakota state district court to:

- Hold a hearing at an alternate location (i.e. nursing home) other than a courthouse if it's in the best interests of the person subject to conservatorship.
- Allow a person subject to conservatorship not to attend the hearing at all, if good cause is shown. (Good cause may include the physical difficulty of the person subject to conservatorship to attend in person, but physical difficulty can't be the only reason.)

[Rule 3.2 of the North Dakota Rules of Court](#) includes the rules that apply to making a motion.

The Parties in this Motion

Proposed Conservator/Conservator: A proposed conservator is someone who has not yet been appointed by a judge or judicial referee but who is in the process of asking to be appointed. A conservator is someone appointed by a judge or judicial referee to manage property or financial affairs (or both) for the protected person.

Person subject to conservatorship: The adult (18 years of age or older) or minor child (under 18 years of age) for whom a conservatorship is sought, or for whom a North Dakota state district court judge or judicial referee appointed a conservator.

- Also referred to as a (proposed) protected person.

Moving party: The (proposed) conservator making the motion, or request. In other words, the (proposed) conservator who completes and signs Forms 1-5 in this packet.

Non-moving parties: The individuals to who the moving party mails or hand-delivers copies of the completed motion forms. (Also called the Opposing parties.)

- In general, non-moving parties are:
 - The person subject to conservatorship.
 - Spouse of the person subject to conservatorship, if there's not living spouse.
 - Living parents of the person subject to conservatorship, if any.
 - Other interested parties named in the conservatorship appointment order.
- There may be other non-moving parties for the type of hearing.
 - Review [Chapter 30.1-29 of the North Dakota Century Code](#) to decide if there are other non-moving parties for the hearing for which you're making this motion.

Forms in this Motion Packet

You must complete Forms 1-5

- Form 1: Notice of Motion** for an Order to Hold Hearing at an Alternate Location, or Allow Non-Attendance at Hearing
- Form 2: Motion** for an Order to Hold Hearing at an Alternate Location, or Allow Non-Attendance at Hearing
- Form 3: Brief in Support of Motion** for an Order to Hold Hearing at an Alternate Location, or Allow Non-Attendance at Hearing
- Form 4: Declaration in Support of Motion** for an Order to Appear by Other Electronic Means, Hold Hearing at an Alternate Location, or Allow Non-Attendance at Hearing
- Form 5: (Proposed) Order on Motion** for Order to Appear by Other Electronic Means, Hold Hearing at an Alternate Location, or Allow Non-Attendance at Hearing

Depending on How You Arrange to Serve All Non-Moving Parties, You'll need Form 6, Form 7, or Both

- Form 6: Declaration of Service by Mail**
- Form 7: Declaration of Service by Hand Delivery**

Five Steps to Make a Motion for an Order to Hold a Hearing at an Alternate Location, or Allow Non-Attendance at a Hearing

Step 1: Complete Form 1 through Form 5; Make Copies.

Proposed Conservator OR Conservator

- If you're the **proposed conservator** (you're asking to be appointed), checkmark the box for proposed conservator throughout the forms.
- If you're the **conservator** (you've already been appointed), checkmark the box for conservator throughout the forms.

Form 1: Notice of Motion for Order

The (proposed) conservator completes the notice of motion form.

This is a written notice that tells all parties that a request for an order will be made to the District Court. This tells the Non-moving parties they have 14 days to answer your motion in writing.

Top of Form (Caption): Fill in the caption as it appears in the hearing notice or most recent order you received from the District Court.

- Checkmark **one or both** of the motion options.

Paragraphs 1 and 2: Review the paragraphs. You don't need to fill anything out.

Date and Signature: Fill in the date and signature block.

Form 2: Motion for Order

The (proposed) conservator completes the motion form.

This is a short, written request to the District Court for an order.

Top of Form (Caption): Fill in the caption exactly as you filled in the caption of Form 1: Notice.

Paragraph 1: Fill in the date and time of the scheduled hearing.

Paragraph 2: Checkmark proposed conservator or conservator.

Checkmark **the same** motion options as you check marked in the caption.

Paragraph 3: Read carefully. You must complete Form 3 and Form 4 before moving to Step 2.

Date and Signature: Fill in the date and signature block.

Form 3: Brief in Support of Motion for Order

The (proposed) conservator completes the brief in support of motion form.

A brief takes the specific rules and/or laws that apply to your request and explains how they apply to the facts of your situation.

Top of Form (Caption): Fill in the caption exactly as you filled in the caption of Form 1: Notice.

Paragraph 1: Checkmark proposed conservator or conservator.

Paragraph 2 (Facts): Tells the District Court and Non-moving parties that the facts related to your request are in a separate declaration document. You must complete Form 4 before moving to Step 2.

Paragraph 3 (Law and Argument): Fill in the date and time of the scheduled hearing. This must match Paragraph 1 of Form 2: Motion.

Paragraph 4: Checkmark **the same** motion options as you check marked in Paragraph 2 of Form 2: Motion.

Paragraph 5: Checkmark proposed conservator or conservator.

Date and Signature: Fill in the date and signature block.

Form 4: Declaration in Support of Motion for Order

The (proposed) conservator completes the declaration in support of motion form.

This gives the facts that show the District Court why you believe your request should be granted.

Top of Form (Caption): Fill in the caption exactly as you filled in the caption of Form 1: Notice.

Paragraph 1: Checkmark proposed conservator or conservator.

Paragraph 2: Fill in the date and time of the scheduled hearing. This must match Paragraph 1 of Form 2: Motion.

Paragraph 3: Checkmark **the same** motion options as you check marked in Paragraph 2 of Form 2: Motion.

Paragraph 4: Explain why the options you chose in Paragraph 3 are necessary and how they benefit the person subject to conservatorship. If you chose both options in Paragraph 3, tell the court which option you prefer and why.

Paragraph 5: If you have documents that support your statements in Paragraph 4, list the name and a description of each document.

You **must** serve and file copies of all documents you list in Paragraph 5 in Step 2.

Paragraph 6: List any additional, factual information you want the court to consider when deciding whether to grant your motion.

Paragraph 7: Review this statement carefully. You don't need to fill anything out.

Date and Signature: Complete the date and signature block.

- Fill in the date you signed this document.
- Fill in the city, county, state, and country where you signed this document.
- Sign the signature line.
- Print your name.
- 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 below the address lines.
- Fill in the telephone number and email address.

Form 5: (Proposed) Order on Motion for Order

The (proposed) conservator completes the proposed order form.

This is your proposed order. If the judge or judicial referee grants your motion, and uses your proposed order, the judge or judicial referee completes and signs the order.

Top of Form (Caption): Fill in the caption exactly as you filled in the caption of Form 1: Notice.

Paragraph 1: Checkmark the same motion options as the caption.

Paragraph 2: Fill in the date and time of the scheduled hearing. This must match Paragraph 1 of Form 2: Motion.

DON'T fill in any of the remaining information for Paragraph 2. If the judge or judicial referee uses your proposed order, the judge or judicial referee fills in this information.

Signature: DON'T sign this form. If the judge or judicial referee uses your proposed order, the judge or judicial referee dates and signs the form.

Make Copies of Completed Forms 1-5 and Any Additional Documents

Determine the Non-moving parties you need to serve and their addresses.

- Refer to Page 3 of these instructions to help you determine who the Non-moving parties are in your motion.

You'll need a copy of the following completed forms and other documents for each Non-moving party:

- Form 1: Notice of Motion for Order
- Form 2: Motion for Order
- Form 3: Brief in Support of Motion for Order
- Form 4: Declaration in Support of Motion for Order
 - Any additional documents listed in Paragraph 5 of the Declaration.
- Form 5: (Proposed) Order on Motion for Order

Make one copy of the completed forms for your records.

Step 2: Arrange for Service of Copies of Form 1 through Form 5 on All Non-Moving Parties.

Service is providing copies of your completed motion documents on all Non-moving Parties. The judge or judicial referee won't act on your motion documents until you file proof of service with the court. A declaration of service is your proof of service.

Copies may be mailed first class, postage prepaid, **or** hand-delivered.

Form 6: Declaration of Service by Mail:

You may arrange for service of the copies of the motion documents by mail.

For each Non-moving party you serve by mail:

- Put the copies in an envelope.
- Address the envelope with the Non-moving party's last known address.
- If you know the Non-moving party is currently represented by a lawyer, address the envelope with the lawyer's address.
- List your address as the return address on the envelope.
- Put the correct first class postage on the envelope.
 - Postage must be first class and prepaid.
 - **It's very important to put the correct postage on the envelope.** If you don't, the envelope may be returned to you causing delays. Delays may cost you the option of making this motion before the hearing date.
- Service is complete upon mailing.

The person who mailed the envelope(s) fills out the Form 6: Declaration of Service by Mail.

If the envelope is mailed at a United States Post Office. The Post Office employee **doesn't** complete Form 6. The person who took the envelope to the Post Office completes the form.

Complete the Caption exactly as the Caption of the Form 1: Notice is filled out.

- Follow the directions on the form.

Make ONE COPY of each completed Form 6: Declaration of Service by Mail for your records.

You'll file the original with the Clerk of District Court in Step 3.

Form 7: Declaration of Service by Hand Delivery:

You may arrange for service of the copies of the motion documents by hand delivery.

For each Non-moving party you arrange to serve by hand delivery:

- Give copies of the motion documents and the location of the Non-moving party to a person who is at least 18 years old ***AND*** who isn't a party to or interested in the conservatorship case.
- **A person who is at least 18 years old and NOT a party to or interested in the conservatorship case hands the copies of the motion documents to the Non-moving party.**
 - Service is complete when the copies of the motion documents are handed to the Non-moving party.

The person who handed the copies of motion documents to the Non-moving party fills out Form 7: Declaration of Service by Hand Delivery.

Complete the Caption exactly as the Caption of the Form 1: Notice is filled out.

- Follow the directions on the form.
- The person who handed the copies of motion documents to the Non-moving party dates and signs the form.

Make ONE COPY of each completed Form 7: Declaration of Service by Hand Delivery for your records.

You'll file the original(s) with the Clerk of District Court in Step 3.

Step 3: File Completed, Original Form 1 through Form 5 and Declaration(s) of Service with the Clerk of Court.

File the following completed, original forms with the Clerk of Court:

- Form 1: Notice of Motion for Order
- Form 2: Motion for Order
- Form 3: Brief in Support of Motion for Order
- Form 4: Declaration in Support of Motion for Order
- Form 5: (Proposed) Order on Motion for Order
- Declaration(s) of Service for each Non-moving party
 - May be Form 6, Form 7 or both, depending on how you arranged for service.

File copies of the following with the Clerk of Court:

- All additional documents listed in Paragraph 5 of Form 4: Declaration in Support of Motion for Order
 - You may not have any additional documents.

Step 4: Non-Moving Parties Have Either 14 or 17 Days to Answer.

After the Non-moving party is served your motion documents, the Non-moving party has either 14 or 17 days to answer the motion in writing, depending on how you arranged for service.

If you arranged for service by mail of your motion documents by mail or third-party commercial carrier, the Non-moving party has **17 calendar days** to answer your motion.

- The date of service is the date the motion documents were mailed.

If you arranged for service by hand delivery of your motion documents by hand delivery, the Non-moving party has **14 calendar days** to answer your motion.

- The date of service is the date the motion documents were handed to the Non-moving party.

Calculating the days to answer the motion:

- Don't include the date of service that triggers the start of the period;
- Count by calendar days, including Saturdays, Sundays, and legal holidays; and

- Include the last day of the period, **but** if the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that isn't a Saturday, Sunday, or legal holiday.

If a Non-moving party serves and files a written answer within the deadline:

The judge or judicial referee will consider the written answer when deciding whether to approve or deny your motion.

If a Non-moving party DOESN'T serve and file a written answer within the deadline:

The judge or judicial referee may consider the lack of a written answer to be an admission by the Non-moving party that your motion has merit. The judge or judicial referee will decide the motion based on the motion documents you served and filed.

Step 5: The District Court Decides Whether to Grant the Motion.

After the deadline for serving and filing the written answer has passed, the motion is considered submitted to the judge or judicial referee.

The judge or judicial referee reviews the motion documents submitted by you and any Non-moving party to decide if you meet the requirements for granting your motion.

You'll receive the decision in writing.

If your motion is granted:

If the District Court grants your motion, follow the instructions, if any.

If your motion is denied:

If the District Court DOESN'T grant your motion, you and the person subject to conservatorship must attend the hearing in person.

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

NOTICE OF MOTION FOR ORDER TO *(select all that apply)*

HOLD HEARING AT AN ALTERNATE LOCATION

ALLOW NON-ATTENDANCE AT HEARING

1. The following Motion is brought in accordance with Rule 3.2, North Dakota Rules of Court. The motion will be decided on the documents filed with the court unless oral argument or the taking of testimony is timely requested by a party or required by the Court.

2. You have 14 days after service of this Motion upon you within which to serve and file a response or objection to the Court. Upon the filing of an answer, or upon expiration of the time for filing, the Motion is considered submitted to the Court, unless a party timely requests oral argument or the taking of testimony.

Dated _____.

(Signature of Moving Party)

(Printed Name of Moving Party)

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

(Telephone Number) *(Email Address)*

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

MOTION FOR ORDER TO *(select all that apply)*

HOLD HEARING AT AN ALTERNATE LOCATION

ALLOW NON-ATTENDANCE AT HEARING

1. A hearing is scheduled for *(date & time)* _____,
regarding this guardianship case.

2. The *(choose one)* proposed conservator / conservator of the person subject to
guardianship, in accordance with Rule 3.2 of the North Dakota Rules of Court, hereby moves
the court for *(select all that apply)*:

An order to hold the hearing at an alternative location in accordance with North Dakota
Century Code Section 30.1-29-07(4).

An order allowing the person subject to conservatorship **not** to attend the hearing in
accordance with North Dakota Century Code Section 30.1-29-07(4).

3. A brief and declaration in support of this motion are attached.

Dated _____.

(Signature of Moving Party)

(Printed Name of Moving Party)

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

(Telephone Number) *(Email Address)*

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

BRIEF IN SUPPORT OF MOTION FOR ORDER TO *(select all that apply)*

HOLD HEARING AT AN ALTERNATE LOCATION

ALLOW NON-ATTENDANCE AT HEARING

1. Pursuant to Rule 3.2 of the North Dakota Rules of Court, the *(choose one)* proposed conservator / conservator of the above-named person subject to conservatorship submits this Brief in Support of the Motion.

FACTS

2. The facts are stated in the Declaration in Support of the Motion, which is filed with this Motion and incorporated by reference.

LAW AND ARGUMENT

3. A hearing is scheduled for *(date & time)* _____, regarding this conservatorship case.

4. *(Select the same checkboxes as Paragraph 2 of Form 2: Motion. Paragraph 4 Continues on next page.)*

North Dakota Century Code Section 30.1-29-07(4) allows the court to hold a hearing at an alternative location if it is in the best interests of the person subject to conservatorship. It is in the best interests of the person subject to conservatorship to hold the hearing at the following alternative location: _____.

North Dakota Century Code Section 30.1-29-07(4) provides that the person subject to conservatorship may be absent from the hearing, if good cause is shown. Good cause may include the physical difficulty of the person subject to conservatorship to attend in person, but cannot be the only reason. There is good cause to allow the non-attendance of the person subject to conservatorship.

CONCLUSION

5. The (*choose one*) proposed conservator / conservator respectfully requests that the court enter an Order consistent with this Motion.

Dated _____.

(*Signature of Moving Party*)

(*Printed Name of Moving Party*)

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

(*Telephone Number*) (*Email Address*)

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

DECLARATION IN SUPPORT OF MOTION FOR ORDER TO *(select all that apply)*

HOLD HEARING AT AN ALTERNATE LOCATION

ALLOW NON-ATTENDANCE AT HEARING

1. I am the *(choose one)* proposed conservator / conservator of the above-named person subject to conservatorship.

2. A hearing is scheduled for *(date & time)* _____, regarding this conservatorship case.

3. I am requesting *(select the same checkboxes as Paragraph 2 of Form 2: Motion)*:

That the court hold the hearing at an alternative location because the person subject to conservatorship is not able to appear physically at the courthouse, but is able to appear physically at *(name & address of alternative location)* _____.

That the court allow the person subject to conservatorship to be absent from the hearing because they are not able to appear physically at the courthouse.

4. For the benefit of the person subject to conservatorship, the court should grant this motion because *(if you're requesting an alternative location for the hearing, explain how this is in the best interests of the person subject to conservatorship. If you're requesting non-appearance of the person subject to conservatorship, explain the good cause for your request. If you selected both options, tell the court your preference. Paragraph 4 continues on next page)*:

(Paragraph 4, continued.)

5. The following additional documents that support my Declaration are attached (*list name and brief description of each document*):

6. I would like the court to consider the following additional information in making a decision:

7. I declare, under penalty of perjury under the law of North Dakota, that everything I stated in this Declaration in Support of Motion is true and correct.

Signed on _____ (*date*) in _____ (*city*),
_____ (*county*), _____ (*state*), _____ (*country*).

(*Signature of Moving Party*)

(*Printed Name of Moving Party*)

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

(*Telephone Number*) (Email Address)

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

ORDER ON MOTION FOR ORDER TO *(select all that apply)*

HOLD HEARING AT AN ALTERNATE LOCATION

ALLOW NON-ATTENDANCE AT HEARING

1. This matter came before the Court on a Motion for Order to *(choose one)*

Hold Hearing at an Alternate Location

Allow Non-Attendance at Hearing

in this conservatorship case. The Court having considered the Motion **HEREBY ORDERS:**

2. The motion to hold the hearing at an alternate location or to allow non-attendance at

the hearing set for *(hearing date & time)* _____ is:

DENIED.

GRANTED as follows:

BY THE COURT:

Judge/Judicial Referee of the District Court

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

DECLARATION OF SERVICE BY MAIL

(May serve multiple persons ONLY IF envelopes are mailed same day at the same time & place.)

The person serving court documents by mail states:

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

2. **List of Court Documents Served** *(checkmark next to each document served. Use "Other" to write the title of each document served that is not already listed):*

Notice of Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing

Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing

Brief in Support of Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing

Declaration in Support of Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing

Other: _____

Other: _____

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 each person listed in Paragraph 5.

4. **Date of Service by Mail:**

Date Court Documents Were Served by Mail: _____

5. **Person or Persons Served by Mail** (*non-moving party names and addresses*):

1. Name of Person Served: _____

Mailing Address: _____

City, State, Zip Code: _____

2. Name of Person Served: _____

Mailing Address: _____

City, State, Zip Code: _____

3. Name of Person Served: _____

Mailing Address: _____

City, State, Zip Code: _____

6. I declare, under penalty of perjury under the law of North Dakota, that everything I stated in this Declaration of Service by Mail is true and correct.

Signed on _____ (*date*) in _____ (*city*),
_____ (*county*), _____ (*state*), _____ (*country*).

(*Signature*)

(*Printed Name*)

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

(*Telephone Number*) (Email Address)

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

IN THE MATTER OF THE CONSERVATORSHIP OF

Case No. _____

DECLARATION OF SERVICE BY HAND DELIVERY

(A separate declaration is required for each person served.)

The person serving court documents by hand delivery states:

1. My name is _____ *(name of person who served documents by hand delivery)*. I am at least 18 years of age. I am **not a party or interested in the above-named matter.**

2. Service by Hand Delivery:

I served a true and correct copy of each of the court documents listed in Paragraph 4 to *(name of person served)* _____ by *(choose one)*:

Giving the court documents directly to them.

Leaving the court documents with *(name)* _____, a person of suitable age and discretion who lives at the same address.

I know the person I served is the person intended to be served because *(explain how you identified the person)*: _____

3. Date, Time, and Address of Service by Hand Delivery:

Date: _____ Time: _____ a.m. (or) p.m.

Address:

_____ *(street address)*

_____ *(city)*

_____ *(zip code)*

4. **List of Court Documents Served** (checkmark next to each document served. Use "Other" to write the title of each document served that is not already listed):

- Notice of Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing
- Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing
- Brief in Support of Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing
- Declaration in Support of Motion for Order to Hold Hearing at an Alternate Location/Allow Non-Attendance at Hearing
- Other: _____
- Other: _____

5. I declare, under penalty of perjury under the law of North Dakota, that everything I stated in this Declaration of Service by Hand Delivery is true and correct.

Signed on _____ (date) in _____ (city),
_____ (county), _____ (state), _____ (country).

(Signature)

(Printed Name)

(Address) (City, State, Zip Code)

(Telephone Number) (Email Address)