

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 the online District Court Case/Calendar Search at [www.ndcourts.gov](http://www.ndcourts.gov).
- Click on the “District Court Case/Calendar Search” link located in the right-hand column.
- 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) )

**AFFIDAVIT OF SERVICE BY MAIL**

**PLAINTIFF,** )

**Vs** )

**Case No.** \_\_\_\_\_

)

\_\_\_\_\_)

(Defendant) )

**DEFENDANT.** )

STATE OF NORTH DAKOTA COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_,  
swear that I am at least 18 years of age, and on \_\_\_\_\_, 20\_\_\_\_,  
I served the Notice of Entry of Judgment and a copy of the Judgment, in the above entitled  
case, on the following party by placing a true and correct copy of each in an envelope to the last  
known address of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and depositing the envelope, with sufficient postage, in the United States mail at the Post  
Office located in \_\_\_\_\_.

Dated: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Who Mailed Envelope)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_

Clerk or Notary Public \_\_\_\_\_ County, North Dakota

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.)

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**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.

**County:** Fill in the name of the County.

**Person Serving Documents:** Fill in the full, legal name of the person serving the documents.

**Address Block:** Fill in the full, legal name of the other party or parties. Fill in the mailing address. This is the address where the copies of the documents were mailed.

**Post Office City/State:** Fill in the city and state of the U.S. Post Office from which the copies of the documents were mailed.

**Date, Signature and Notary Public Block:** The person serving 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. The clerk or notary public will witness the signature and fill out and sign the Notary Public lines.

**You can find more information about service at [www.ndcourts.gov/ndlshc](http://www.ndcourts.gov/ndlshc) by clicking on the "Service" link.**