

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

(Plaintiff))

Case No. _____

PLAINTIFF,)

Vs)

NOTICE OF FILING

(Defendant))

DEFENDANT,)

TO: _____
(List names of parties to receive notice of filing)

PLEASE TAKE NOTICE that pursuant to Rule 5(d) of the North Dakota Rules of Civil Procedure, you are hereby notified that the _____
_____ have been filed with the Clerk of Court in
_____ County, State of North Dakota, and has been assigned file number
_____.

DATED this _____ day of _____, 20____.

Signature

Printed Name

Address

City, State, Zip Code

Telephone Number

INSTRUCTIONS FOR NOTICE OF FILING

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.

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

THE “FILING PROCESS” SECTION OF THE [GUIDE TO A CIVIL ACTION](#) on the ND Legal Self Help Center website has additional information and resources.

The party that files the summons and complaint must serve notice of filing on all other parties. The party that files the answer after the summons and complaint have been filed must serve notice of filing on all other parties.

- Complete the top of the Notice of Filing exactly as it appears in the Plaintiff’s complaint.
- List the names of all the other parties on the “TO:” line. If a party is represented by a lawyer, list the name of the lawyer.
- Fill in the title of the document(s) that were filed. For example, summons and complaint, answer, or answer and counterclaim.
- Fill in the case number that was assigned when the summons and complaint were filed.

Sign and Date the Notice of Filing:

- If the summons and complaint were filed, the party that filed the summons and complaint must sign and date the Notice of Filing.
- If the answer was filed, the party that filed the answer after the summons and complaint have been filed must sign and date the Notice of Filing.

Service:

- A copy of the Notice of Filing must be served on all other parties.

In general, copies of documents filed, or intended to file, with the court must be provided to the other parties in the civil action. This is called service.

There are specific requirements for serving documents. [Rule 5](#) of the North Dakota Rules of Civil Procedure gives the requirements for service after a civil action has been started.

Proof of service is an important step in the legal process. The court will not act on papers filed with the court until proof of service is filed.

For information about service and proof of service in a civil action, go to the [Service](#) link on the ND Legal Self Help Center website.

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

The North Dakota Legal Self Help Center provides resources to people who represent themselves in civil matters in the North Dakota courts. The information provided by the Center is not intended for legal advice but only a general guide to the court process. The Center is not responsible for any consequences that may result from the information provided. The information cannot replace the advice of competent legal counsel licensed in the state.