

IN DISTRICT COURT, _____ COUNTY, STATE OF NORTH DAKOTA

The State of North Dakota,

CASE # _____

vs.

AFFIDAVIT OF OFFICE SERVICE

Respondent

STATE OF NORTH DAKOTA COUNTY OF _____

I, _____ (Person Serving Documents), being first duly sworn, depose and say that I am at least 18 years of age, and on _____ (Date), pursuant to Rule 7 of the N.D. Rules of Juvenile Procedure, I served the Notice of Motion and Motion for Early Destruction of Juvenile Records and Brief, the Affidavit in Support of Motion for Early Destruction of Juvenile Records, Findings of Fact and Conclusions of Law for Early Destruction of Juvenile Records, and Order for Early Destruction of Juvenile Records, in the above entitled case, by delivering them, in person, to the office of the party to be served:

_____ (Name of Party Served), located at:
_____ (Address),

during normal business hours for that office where I: (Choose One)

_____ left the documents with _____ (Name), who is a person in charge.

(OR)

_____ left the documents in a conspicuous place in the office, specifically _____, because there is no person in charge.

(Signature of Person Who Served Documents)

Dated: _____

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 PERSONAL SERVICE

**Court employees cannot help you fill out the form.
Do not include these instruction sheets when you file the completed form.**

The person who served the documents must complete the following:

- **Top of form:**

1. Fill in the name of the County in North Dakota where the original juvenile court proceeding was decided.
2. Fill in your full, legal name on the Respondent line.
3. Fill in the case number of the original juvenile court proceeding(s) on the Case No. line.

- **Person serving documents and date:**

1. Fill in the full name of the person serving the documents and the date the documents were served.

- **Name of party served line:**

1. Fill in the name of the State's Attorney of the County in North Dakota where the original juvenile court proceeding was decided. This is the County that holds your juvenile records.

- **Address line:**

1. Fill in the address of the State's Attorney's office in the County that holds your juvenile records.

- **Document delivery section:**

1. Put a checkmark (✓) next to the delivery method that was used. Select only one method.

- **Signature and Notary Public Lines:**

1. **DO NOT** complete the Signature and Notary Public lines until the person who served the documents is 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.