

IN DISTRICT COURT, _____ COUNTY, STATE OF NORTH DAKOTA

The State of North Dakota,

CASE # _____

vs.

**AFFIDAVIT OF SERVICE
BY MAIL**

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, 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 _____ (City), _____ (State).

(Signature of Person Who Mailed Envelope)

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 SERVICE BY MAIL

Court employees cannot help you fill out the form.

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

- **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 and address lines:**

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

- **Post Office City/State lines:**

1. Fill in the city and state of the Post Office where the copies of the documents were mailed.

- **Signature and Notary Public Lines:**

1. **DO NOT** complete the Signature and Notary Public lines until you 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.