

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

(Plaintiff)

)
)
PLAINTIFF,)

Case No. _____

Vs

)
)

(Defendant)

)
)
DEFENDANT,)

1.

Dated this _____ day of _____, 20____.

Signature

Printed Name

Address

City, State, Zip Code

Telephone Number

INSTRUCTIONS FOR CAPTION AND SIGNATURE FORM

ND Legal Self Help Center Staff and Court employees cannot help you fill out forms. If you are unsure how to proceed, 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 “DISTRICT COURT CIVIL” SECTION of the [ND Legal Self Help Center website](#) has additional information and resources.

Documents that will be filed in civil actions in North Dakota district courts must meet certain formatting and signature requirements. This form was designed using the caption and basic signature requirements of [Rule 10](#) and [Rule 11](#) of the North Dakota Rules of Civil Procedure; and [Rule 3.1 of the North Dakota Rules of Court](#).

This form **is not a fillable form**. To create your legal document using this form, you have at least two options:

Option One: Print this form on 8 ½” x 11” paper and hand-write your legal document. Your hand-writing must be easily readable. Black ink is preferred.

Option Two: Copy and paste the Caption and Signature sections into a word processing program, for example, Microsoft Word, WordPerfect, Google Docs, or OpenOffice. Use this form and these instructions as your guide to format your legal document.

Caption:

- If you copied and pasted the Caption section into a word processing program, format your caption as close as you can to the Caption section of the form.
- Fill in the name of the County in North Dakota where the guardianship is filed or will be filed.
- Fill in the name of the Judicial District in North Dakota where the civil action is filed or will be filed. (The County is within the Judicial District.) County and Judicial District information and maps are available at www.ndcourts.gov.
- Fill in the full, legal name of the Plaintiff on the Plaintiff line. There may be more than one Plaintiff.

- Fill in the Defendant's full, legal name on the Defendant line. There may be more than one Defendant.
- Fill in the case number, if known. If the action has not been filed, the case number will be assigned by the clerk of court when the action is filed.
- If the action has been filed in a North Dakota District Court, complete the caption exactly as it appears in the Plaintiff's complaint.**
- Fill in the title of the document. For example, Complaint, etc.

Write/Type Your Legal Document:

- Write or type your legal document in your own words.

If you hand-write your document, use dark ink. Black ink is preferred. Make sure your hand-writing is readable.

Paragraph Numbering:

- Each paragraph of your written or typed legal document must be numbered.

Date and Signature:

- The date and signature are at the end of your legal document.
- If you copied and pasted the Signature section into a word processing program, format your signature section as close as you can to the Signature section of the form.
- If the party is represented by a lawyer, the lawyer must date and sign the document.

If the party is self-represented, the party must date and sign the document.

WARNING: By signing your name you are telling the Court that you are telling the truth and that you have a good faith reason for your requests. If you are not telling the truth or if you are misleading the Court, or if you are serving or filing this document for an improper purpose, the Court could find you in contempt or you may be prosecuted for perjury.

- Fill in the printed name, address and telephone number of the party (or lawyer) who signed the document.

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.

Lawyers must also include an email address and their State Board of Law Examiners identification number.

Verification and Notarization:

- Some legal documents may require verification or notarization. Review the laws and rules that apply to the subject matter of the civil action.

(A verification form is found at <https://www.ndcourts.gov/legal-self-help> in the “District Court Civil” section. Click on the “General Use Checklists and Forms” link.)

Page Numbering:

The pages of documents prepared for a civil action must be numbered.

- Number each page of the document.
- The last page of the document is the date and signature page. (If your legal document requires verification, the verification section is the last part or page of the document.)

Service:

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 4](#) and [Rule 5](#) of the North Dakota Rules of Civil Procedure give the requirements for service in a civil action.

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 state courts. The information provided by the Center is not intended for legal advice but only a general guide to the civil court process. The Center cannot guarantee that all judges and courts will accept forms available through the Self Help Center. 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. Use at your own risk.****