

Instructions For Notice Of Entry Of Judgment Form – Civil Action, or Civil Case

ND Legal Self Help Center Staff and Court employees **can't** help you fill out forms, or create documents for you. If you're unsure how to proceed, consult a lawyer.

ND Legal Self Help forms **aren't** official forms. Judges and courts **aren't** required to accept them. There's no guarantee Center forms will be accepted. Use at your own risk.

Don't include these instruction sheets when you serve or file the completed Notice of Entry form.

The "District Court Civil" Section of the [ND Legal Self Help Center webpage](#) has additional information and resources.

When a Judgment is entered in a civil action, or civil case, [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 ndcourts.gov.
- Click on the "Case Search & Pay Fines" link.
- 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.
- Fill in the Email Address line.

Make at least two copies of the completed Notice of Entry of Judgment. Keep one copy for your records. You serve the other copy or copies on the other party or parties. **You 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 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 and signed Declaration 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 a Declaration of Service by Mail form below.

State Of North Dakota

In District Court

County Of _____

_____, Judicial District

_____)
Plaintiff/Petitioner,)
vs)
_____)
Defendant/Respondent.)

Case No. _____

Notice of Entry of Judgment

To: _____,

Please Take Notice that on _____ (*date*), a Judgment was entered in the office of the Clerk of District Court, _____ County, City of _____, North Dakota, Index Number _____. A copy of the Judgment is attached.

Dated _____.

Signature

Typed or Printed Name

Address

City, State, Zip Code

Telephone Number

Email Address

Instructions For Declaration Of Service By Mail Form

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Don't include these instructions sheet when you serve or file the completed form.

The ***Declaration 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*.)

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 service 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 and signed Declaration of Service is your proof of service.

Top of Form (Caption): Fill in the caption exactly as it appears in the Summons.

Paragraph 1: Fill in the full, legal name of the person serving the documents.

Paragraphs 2 & 3: Read carefully. These statements **must be true** in order to use this form.

Paragraph 4: Fill in the date the documents were mailed.

Paragraph 5: Fill in the full, legal name of the party who was served by mail. Fill in the mailing address. This is the address where the copies of the documents were mailed.

Paragraph 6: Read carefully. This statements **must be true** in order to use this form.

Date and Signature: Date and fill in the city, county, state, and country, where the person serving the *Notice of Entry of Judgment* and *Judgment* signed this document.

You can find more information at ndcourts.gov/legal-self-help/service-in-a-civil-action.

State Of North Dakota

In District Court

County Of _____

_____ Judicial District

Plaintiff/Petitioner,
vs

Defendant/Respondent.

)
)
)
)
)
)

Case No. _____

Declaration of Service by Mail

(A separate Declaration is required for each person served.)

The person serving court documents by mail states:

1. My name is _____ *(name of person who mailed documents)*. I am at least 18 years of age.

2. List of Court Documents Served:

- Notice of Entry of Judgment; and
- Judgment.

3. Service by Mail:

I served a true and correct copy of each of the court documents listed in Paragraph 2 by mailing them, enclosed in an envelope, by First-Class mail, postage prepaid, and by depositing them in the United States Mail, directed to the person listed in Paragraph 5 at their last reasonably ascertainable address.

4. Date of Service by Mail:

Date Court Documents Were Served by Mail: _____

5. **Person Served by Mail:**

Name of Person Served: _____

Mailing Address: _____

City, State, Zip Code: _____

6. I declare, under penalty of perjury under the law of North Dakota, that everything I stated in this Declaration of Service by Mail is true and correct.

Signed on _____ (date) in _____ (city),
_____ (county), _____ (state), _____ (country).

(Signature)

(Printed Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Email Address)