

STATE OF NORTH DAKOTA
COUNTY OF _____

IN DISTRICT COURT
_____ JUDICIAL DISTRICT

(Plaintiff))
PLAINTIFF,)
Vs)

(Defendant))
DEFENDANT,)

Case No. _____

STATEMENT OF COSTS AND
DISBURSEMENTS

I, _____, submit this statement for costs and
disbursements:

COSTS AND DISBURSEMENTS:

Statutory fee (N.D.C.C. § 28-26-02)	\$ _____
Filing fee	\$ _____
Service costs	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ _____

STATE OF _____)
) ss.
COUNTY OF _____)

_____, being first duly sworn, on oath deposes and says that he/ she (*choose one*) is the Plaintiff/ Defendant (*choose one*) in the above-entitled action. The foregoing items of costs and disbursements are true and correct and have been or will necessarily be incurred by or on my behalf in said action.

Dated _____, 20_____.

By: _____
(*Signature*)

(*Address, City, State, Zip Code*)

(*Telephone Number*)

(*Email Address*)

SWORN to and subscribed before me, this the ____ day of _____, 20_____.

NOTARY PUBLIC OR CLERK OF COURT

If Notary Public, My Commission Expires:

TAXATION OF COSTS

The above statement of costs is hereby taxed and allowed in the sum of \$ _____,
this _____ day of _____, 20_____.

By: _____
Clerk of District Court

INSTRUCTIONS FOR STATEMENT OF COSTS AND DISBURSEMENTS FORM CIVIL ACTION

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. Use at your own risk.

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

THE [GUIDE TO A CIVIL ACTION](#) on the ND Legal Self Help Center website has additional information and resources about court processes in North Dakota civil actions.

A party awarded costs and disbursements must submit a detailed, verified statement of the costs and disbursements to the Clerk of Court.

- Upon receipt of the Order for Judgment granting costs and disbursements, the clerk will allow those costs and disbursements.

If the party awarded costs and disbursements also prepares the judgment, the party inserts the costs and disbursements into the judgment.

- If the clerk prepares the judgment, the clerk inserts the costs and disbursements into the judgment.

Carefully Review the Following Laws and Rules:

[North Dakota Century Code Chapter 28-26](#): Costs and Disbursements

[Rule 54 of the North Dakota Rules of Civil Procedure](#): Judgment; Costs

[Rule 68 of the North Dakota Rules of Civil Procedure](#): Offer of Settlement or Confession of Judgment; Tender

If you were awarded attorney's fees, DO NOT include attorney's fees with this statement of costs and disbursements.

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

First Sentence: Fill in the full name of the party filling out the Statement of Costs and Disbursements.

Statutory fee: Go to Section 28-26-02 of Chapter 28-26 of the North Dakota Century Code (link above) to determine the amount of the statutory fee. Fill in the amount of the fee.

Filing fee: Fill in the amount of the filing fee. If you paid more than one filing fee, use the blank lines below to list the description of each filing fee and the corresponding amount.

Service costs: Fill in the amount of the service costs. If you paid more than one service fee, use the blank lines below to list the description of each service fee and the corresponding amount.

Other costs and disbursements: Go to Chapter 28-26 of the North Dakota Century Code (link above) to determine if you have other costs and disbursements you can list. Cross out all unused lines.

Date, Signature and Notarization: Sign and Date the Affidavit in the Presence of a Notary Public or Clerk of Court.

- Fill in the date you sign this document.
- Sign the signature line. Complete the Address lines.
- The notary public or clerk of court will witness the signature and fill out and sign the Notary Public lines.

File the following with the Clerk of Court:

- The original, completed *Statement of Costs and Disbursements* form.

Make at least two copies of the completed Statement of Costs and Disbursements. Keep one copy for your records. You will serve the other copy or copies on the other party or parties when you serve the Notice of Entry of Judgment.

Serve the following on the other party:

- A copy of the completed *Statement of Costs and Disbursements* form;
- 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.

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 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.****

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

(Plaintiff)

Vs
PLAINTIFF,

(Defendant)

DEFENDANT.

AFFIDAVIT OF SERVICE BY MAIL

Case No. _____

The person serving court documents by mail swears:

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

2. List of Court Documents Served:

- Statement of Costs and Disbursements

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 and Post Office Location of Service by Mail:

Date Court Documents Were Served by Mail: _____

United States Post Office Location:

(City)

(County)

(State)

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 Affidavit of Service by Mail is true and correct.

STATE OF _____)

)

COUNTY OF _____) ss.

)

COUNTRY OF _____)

Signed this _____ day of _____, 20_____.

Signature

Printed Name

Address

City, State, Zip Code

Telephone Number

INSTRUCTIONS FOR AFFIDAVIT OF SERVICE BY MAIL FORM

(The *Affidavit of Service by Mail* form is designed to be used to prove service by mail of a copy of the completed *Statement of Costs and Disbursements* form.)

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. Use at your own risk.

Do not include this instruction sheet when you serve or file the completed form.

THE PERSON WHO SERVES A COPY OF THE STATEMENT OF COSTS AND DISBURSEMENTS FORM ON THE OTHER PARTIES COMPLETES THIS AFFIDAVIT OF SERVICE FORM.

A copy of *Statement of Costs and Disbursements* form must be served on the other party or parties.

Proof of service must be filed with the Clerk of Court. A completed, signed and notarized affidavit 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 and the location of the U.S. Post Office where 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 statement must be true in order to use this form.

Date and Signature: The person who served the documents completes all of the lines following paragraph 6.

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