

Filing for Divorce Together – With Children

Instructions for Form 11: Notice of Entry of Judgment

(Form 11: Notice of Entry of Judgment is part of the *Filing for Divorce Together – With Children* packet of forms. [Review the instructions for the packet of forms](#). You **must have a completed Form 10: Judgment signed and dated by the Clerk of Court** before completing this form.)

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

ND Legal Self Help Center forms aren't official court 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 form.

The Plaintiff Completes & Signs This Form:

Within 14 days after Judgment is entered, the Plaintiff must serve a completed copy of the *Form 11: Notice of Entry of Judgment* on the Defendant.

A copy of the signed and dated *Form 10: Judgment* and *Form 4: Exhibit A* and *Form 5: Exhibit B* must be served with the copy of the *Form 11: Notice of Entry of Judgment*.

- Top of form (Caption):** Fill in the caption exactly as you filled in the caption on *Form 3: Settlement Agreement*.
- To:** Fill in the full, legal name of the Defendant.
- Paragraph:** Fill in the date the Clerk of Court signed the *Form 10: Judgment*. Fill in the County and City of the North Dakota District Court where the *Form 10: Judgment* was signed. Fill in the Docket Number (Index #) of the *Form 10: Judgment*.

To find the Docket Number (Index #) of the judgment:

- Go to ndcourts.gov and click on "Search Records & Pay Fines".
- Read the information and then click "Click here to Proceed".
- From the "Select a Location" drop down menu, select the county where your divorce case was decided, or select State of North Dakota.
- 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 is shown as “Index # ___”.

Plaintiff’s Date and Signature: Complete the date and signature block.

- Fill in the date you sign this document.
- Sign the signature line.
- Print your name.
- 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 and email address lines.

Make 2 Copies of Form 11: Notice of Entry of Judgment, Signed and Dated Form 10: Judgment, and Form 4: Exhibit A and Form 5: Exhibit B.

Make 2 copies of the completed, signed and dated Form 11: Notice of Entry of Judgment.

- One copy for you and one for you to serve on the Defendant. You file the original with the court.

Make 2 copies of the signed and dated Form 10: Judgment.

- One copy for you and one for you to serve on the Defendant.

Make 2 copies of the signed and dated Exhibits. You **must** serve a copy of *Form 4: Exhibit A: Confidential Division of Property & Debt & Values*; **and** a copy of *Form 5: Exhibit B: Parenting Plan* on the Defendant.

- One copy for you and one for you to serve on the Defendant.

Serve Copies of Form 11: Notice of Entry of Judgment, Form 10: Judgment, Form 4: Exhibit A and Form 5: Exhibit B.

Serve copies of the *Form 11: Notice of Entry of Judgment*, *Form 10: Judgment*, *Form 4: Exhibit A: Confidential Division of Property & Debt & Values*, and *Form 5: Exhibit B: Parenting Plan* on the Defendant or their lawyer, if the Defendant is represented.

Gather the following copies of documents to serve on the Defendant:

- Form 11: Notice of Entry of Judgment;
- Form 10: Judgment;
- Form 4: Exhibit A: Confidential Division of Property & Debt & Values; and
- Form 5: Exhibit B: Parenting Plan.

The person serving by mail does the following:

- The person serving by mail must be at least 18 years old.
- Put the copies of documents listed above in an envelope.
- Address the envelope with the Defendant's last known address.
 - If you know the Defendant is currently represented by a lawyer, address the envelope with the lawyer's address, **not** the Defendant's.
- List your address as the return address on the envelope.
- Put the correct first class postage on the envelope.
 - Postage must be prepaid.
 - **It's very important to put the correct postage on the envelope.** If you don't, the envelope may be returned to you causing you to miss the service deadline.
- Put the envelope in the United States mail.
- Service by mail is complete upon mailing.

Complete the Declaration of Service by Mail Form

The person who mailed the envelope must complete the Declaration of Service by Mail form. (If the envelope is mailed at a United States Post Office, the United States Post Office employee **doesn't** complete Declaration of Service by Mail form.)

- Top of form (Caption):** Fill in the caption exactly as you filled in the caption on *Form 3: Settlement Agreement*.
- Paragraph 1:** Fill in your name.
- Paragraph 2:** The documents you served are already listed for you.
- Paragraph 3:** Review.
- Paragraph 4:** Fill in the date you served the documents listed in Paragraph 2 by mail.
- Paragraph 5:** Fill in the Defendant's name and the address where you mailed the documents listed in Paragraph 2.
- Paragraph 6:** Review carefully.

File Original Form 11: Notice of Entry of Judgment and Declaration of Service by Mail Form with the Clerk of Court

File the following **original, completed** forms with the Clerk of Court where your divorce case is filed:

- Form 11: Notice of Entry of Judgment; and
- Declaration of Service by Mail.

What Do I Do Next?

Review your Judgment **carefully**.

If the Judgment requires you to do certain things, such as pay off a debt, return items to your ex-spouse, get a new loan on the home, etc., you must do that now. **Failure to do so could result in an order finding you in contempt of court.**

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 of Person Who Mailed Documents

Printed Name of Person Who Mailed Documents

Address

City, State, Zip Code

Telephone Number

Email Address