

## Filing for Parenting Responsibility Together

### Instructions for Form 10: Notice of Entry of Judgment

(*Form 11: Notice of Entry of Judgment* is part of the *Filing for Parenting Responsibility Together* packet of forms. [Review the instructions for the packet of forms](#). You **must have a completed Form 9: 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 the parenting responsibility Judgment is entered, the Plaintiff must serve a completed copy of the *Form 10: Notice of Entry of Judgment* on the Defendant.

**A copy of the signed and dated *Form 9: Judgment* and *Form 4: Exhibit A: Parenting Plan* must be served with the copy of the *Form 10: 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 9: Judgment*. Fill in the County and City of the North Dakota State District Court where the *Form 9: Judgment* was signed. Fill in the Docket Number (Index #) of the *Form 9: Judgment*.

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

- Go to [ndcourts.gov](https://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 parenting responsibility 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 10: Notice of Entry of Judgment, Signed and Dated Form 9: Judgment, and Form 4: Exhibit A: Parenting Plan.**

**Make 2 copies of the completed, signed and dated Form 10: 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 9: 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: Parenting Plan* on the Defendant.

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

## Serve Copies of Form 10: Notice of Entry of Judgment, Form 9: Judgment, Form 4: Exhibit A: Parenting Plan.

Serve copies of the *Form 10: Notice of Entry of Judgment*, *Form 9: Judgment*, and *Form 4: Exhibit A: 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 10: Notice of Entry of Judgment;
- Form 9: Judgment;
- Form 4: Exhibit A: 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 10: 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 Parenting Responsibility case is filed:

- Form 10: 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, 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*