

## Satisfaction of Judgment Process

**For the Winning Party:** Any winning party in a District Court civil case can file a Satisfaction of Judgment and proof of service on each losing party with the District Court that ordered the judgment.

Information and requirements about satisfaction of judgment are found in [North Dakota Century Code Section 28-30-24](#).

1. When the District Court judgment is satisfied, the winning party fills out the Satisfaction of Judgment. (The judgment may be settled for less than the amount ordered in the District Court's judgment.)
  - Fill out the top of the Satisfaction of Judgment the same as the top of the Summons; and
  - The winning party signs in front of a notary public or clerk of court.
2. The winning party **must serve** a copy of the completed Satisfaction of Judgment on **each** losing party in the District Court case.
  - Make a copy for yourself and once copy for **each** losing party.
  - Put the copy for **each** losing party in a separate envelope addressed to the losing party.
  - An individual who is 18 years or older mails each envelope by United States first-class mail. Postage must be prepaid.
  - The person who mailed the documents **must** fill out a Declaration of Service by Mail for **each** losing party and sign the Declaration, including their address, phone number, and email. **\*\*\*If mailed from a United States Post Office, the Post Office employee doesn't complete a Declaration of Service by Mail.\*\*\***
3. After mailing a copy of the Satisfaction of Judgment to **each** losing party and getting a completed, dated and signed Declaration of Service by Mail form that shows **each** losing party was served with a copy of the Satisfaction of Judgment, file the original Satisfaction of Judgment and Declaration(s) of Service by Mail with the clerk of court.

For information about how the court accepts documents for filing, contact the [clerk of court](#) of the District Court that ordered the judgment.

State of North Dakota

In District Court

County of \_\_\_\_\_

\_\_\_\_\_ Judicial District

\_\_\_\_\_  
Plaintiff,  
vs  
\_\_\_\_\_  
Defendant.

Case No. \_\_\_\_\_

**Full Satisfaction of Judgment**

1. The undersigned (*choose one*) ☐ Plaintiff/ ☐ Defendant in the above-entitled action, acknowledges that the judgment entered on (*date of judgment*) \_\_\_\_\_ in the amount of (*amount of judgment*) \$\_\_\_\_\_ has been **Fully Satisfied**.

Dated \_\_\_\_\_.

\_\_\_\_\_  
(*Judgment Creditor's Signature*)

\_\_\_\_\_  
(*Judgment Creditor's Printed Name*)

\_\_\_\_\_  
(*Address*)

\_\_\_\_\_  
(*City, State, Zip Code*)

\_\_\_\_\_  
(*Telephone Number*)

\_\_\_\_\_  
(*Email Address*)

State of North Dakota )  
 ) ss.  
County of \_\_\_\_\_ )

Subscribed and sworn to before me by \_\_\_\_\_  
on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

State of North Dakota

In District Court

County of \_\_\_\_\_

\_\_\_\_\_ Judicial District

\_\_\_\_\_  
Plaintiff,  
vs  
\_\_\_\_\_  
Defendant.

)  
)  
)  
)  
)  
)

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:**

☒ Full Satisfaction of Judgment.

3. **Service by Mail:**

I served a true and correct copy of the court document 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)

State of North Dakota

In District Court

County of \_\_\_\_\_

\_\_\_\_\_ Judicial District

\_\_\_\_\_  
Plaintiff,  
vs  
\_\_\_\_\_  
Defendant.

Case No. \_\_\_\_\_

**Partial Satisfaction of Judgment**

1. The undersigned (*choose one*) ☐ Plaintiff/ ☐ Defendant in the above-entitled action, acknowledges that the judgment entered on (*date of judgment*) \_\_\_\_\_ in the amount of (*full amount of judgment*) \$\_\_\_\_\_ has been **Partially Satisfied** by the amount of (*amount paid*) \$\_\_\_\_\_, leaving a balance due on that judgment in the amount of (*amount left to satisfy*) \_\_\_\_\_.

Dated \_\_\_\_\_.

\_\_\_\_\_  
(*Judgment Creditor's Signature*)

\_\_\_\_\_  
(*Judgment Creditor's Printed Name*)

\_\_\_\_\_  
(*Address*)

\_\_\_\_\_  
(*City, State, Zip Code*)

\_\_\_\_\_  
(*Telephone Number*)

\_\_\_\_\_  
(*Email Address*)

State of North Dakota )  
 ) ss.  
County of \_\_\_\_\_ )

Subscribed and sworn to before me by \_\_\_\_\_  
on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

State of North Dakota

In District Court

County of \_\_\_\_\_

\_\_\_\_\_ Judicial District

\_\_\_\_\_  
Plaintiff,  
vs  
\_\_\_\_\_  
Defendant.

)  
)  
)  
)  
)  
)

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:**

☒ Partial Satisfaction of Judgment.

3. **Service by Mail:**

I served a true and correct copy of the court document 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)