

Document Return Request Form

Paper documents submitted to the clerk of court for filing, instead of being e-filed, are scanned and an electronic copy of the document is made part of the case file under [North Dakota Supreme Court Administrative Order 19](#).

After verification of the scanned document, a paper document submitted for filing is discarded after **7 days** except:

1. For **lengthy paper documents**, such as deposition transcripts, the clerk contacts the judge assigned to the case to determine if the judge wants to retain the document(s);
2. **Oversize documents** that can't be scanned effectively, such as maps and charts, are retained on paper for **180 days after the case file is closed**.
3. **Trial exhibits** are scanned and made part of the case file when possible and the physical exhibit is retained for **180 days after the case file is closed**.
4. **Wills and codicils** (*a supplement or addition to a will*) are scanned and made part of the case file and the paper originals are retained for **180 days after the case file is closed**.

A Party Must Request Return of Documents

A party submits the **Document Return Request** to the clerk of court if they want the paper copy of the document returned to them as follows:

- **Documents:** A party wanting a paper document returned **must** submit the Document Return Request form **with the document when it's submitted for filing**.
- **Wills and codicils:** A decedent's personal representative wanting the original paper Will or Codicil returned **may** submit a **Document Return Request** to the clerk of court **no later than 7 days after the time for appeal has expired***, or if the matter is appealed, no later than 7 days after the supreme court's mandate is issued.
- **Trial exhibits:** A party wanting a trial exhibit returned **must** submit a Document Return Request form to the clerk of court **no later than 7 days after the time for appeal has expired***, or if the matter is appealed, no later than 7 days after the supreme court's mandate is issued.

* The time for appeal in a civil case is within 60 days from service of notice of entry of the judgment or order being appealed. The time for appeal in a criminal case is within 30 days after the entry of the judgment or order being appealed. Exceptions may apply. (See [N.D.R.App.P Rule 4](#).)

State of North Dakota

In District Court

County of _____

_____ Judicial District

Plaintiff,
vs _____
Defendant.

Case No. _____

Document Return Request

1. I request that the following document(s) submitted for scanning or as a trial exhibit in the above-named case be returned (*list documents to be returned*):

- _____
- _____
- _____
- _____

2. I request to receive the document(s) listed in Paragraph 1 as follows (*checkmark (✓) one box indicating how you want to receive the documents*):

☐ **Returned by mail to:** _____
(Name of Party or Party's Attorney)

(Address)

(City, State, Zip Code)

☐ **I will pick up the documents on (date):** _____.

Dated _____.

(Party or Party's Attorney's Signature)

(Printed Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Email Address)

Return Receipt: I received the documents on (date): _____

Signature: _____