

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ JUDICIAL DISTRICT

**IN THE MATTER OF THE CONSERVATORSHIP OF**

\_\_\_\_\_

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

**PETITION FOR** \_\_\_\_\_

1.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

## INSTRUCTIONS FOR CAPTION AND SIGNATURE 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.**

**There's no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. Use at your own risk.**

**Don't include these instruction sheets when you serve or file the completed form.**

**THE "GUARDIANSHIPS AND CONSERVATORSHIPS" SECTION – "[Conservatorship of Adults & Minor Children](#)" link of the [ND Legal Self Help Center website](#) has additional information and resources.**

Forms aren't available through the North Dakota Legal Self Help Center for every legal issue, circumstance or procedure in conservatorship cases.

You may need to create legal documents yourself. This general-use Caption and Signature form may be used as a starting point for creating your own conservatorship legal documents.

**Documents that will be filed in a conservatorship case in North Dakota State District Court must meet certain formatting and signature requirements.**

This general-use form was designed using the caption and signature requirements of [Rule 10](#) and [Rule 11](#) of the North Dakota Rules of Civil Procedure and [Rule 3.1](#) of the North Dakota Rules of Court.

**This general-use form isn't a fillable form.** To create your legal document using this form, you have at least two options:

**Option One:** Print this form on 8 ½" x 11" paper and hand-write your legal document. The hand-writing must be easily readable. Black ink is preferred. Don't use pencil.

**Option Two:** Copy and paste the Caption and Signature sections into a word processing program, for example, Microsoft Word, WordPerfect, Google Docs, or OpenOffice. Use this form and these instructions as your guide to format your legal document.

### **Caption (Top of Caption and Signature Form):**

- ☐ If you copied and pasted the Caption section into a word processing program, format your caption as close as you can to the Caption section of this form.

- ☐ Fill in the name of the North Dakota County of the district court where the conservatorship case is filed or will be filed.
- ☐ Fill in the name of the Judicial District – the County is within the Judicial District. County and Judicial District information and maps are available at [ndcourts.gov/court-locations](http://ndcourts.gov/court-locations).
- ☐ Fill in the full, legal name of the adult individual or minor child who is the subject of the conservatorship.
- ☐ If the conservatorship case already exists, fill in the case number. If you're attempting to start a new conservatorship case with this legal document, leave the case number blank.
- ☐ Fill in the title of the document on the blank line following "Petition for".

**Write/Type Your Legal Document:**

- ☐ Write or type your legal document.

If you hand-write your document, use dark ink. Don't use pencil. Your handwriting must be easily readable.

**Paragraph Numbering:**

- ☐ Each paragraph of your typed or written legal document must be numbered.
- ☐ Number each paragraph of your legal document.

**Date and Signature the Declaration:**

- ☐ The date and signature are at the end of your legal document.
- ☐ If you copied and pasted the Date and Signature section into a word processing program, format the date and signature section as close as you can to the Date and Signature section of this form.
- ☐ The self-represented party typing or writing this legal document must date and sign the document.

**WARNING:** By signing your name you're telling the Court that you're telling the truth and your facts are accurate. If you're not telling the truth, if you're misleading the Court, or if you're serving or filing this document for an improper purpose, the Court could find you in contempt or you may be prosecuted for perjury.

- ☐ The self-represented party fills in their address, telephone number, and email address directly below their signature.

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.

#### **Verification and/or Notarization:**

- ☐ Some types of legal documents may require verification or notarization. Review the laws and rules that apply to conservatorships.

#### **Page Numbering:**

- ☐ Number the pages of your legal document.
- ☐ The last page of your legal document is the page with your date and signature. (If your legal document requires verification, the verification section follows your date and signature.)

#### **Service:**

In general, copies of documents filed, or intended to be filed, with the court must be provided to all other parties in the conservatorship case. This is called service.

There are specific requirements for serving documents. Rule 4 and Rule 5 of the [North Dakota Rules of Civil Procedure](#) give the requirements for service in a conservatorship case.

Proof of service is an important step in the legal process. The court won't act on papers filed with the court until proof of service is filed.

For information about service and proof of service in a civil action, go to the [Service](#) link on the ND Legal Self Help Center website.

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*\*\*\*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 isn't intended for legal advice but only a general guide to the civil court process. The Center isn't responsible for any consequences that may result from the information provided. The information can't replace the advice of competent legal counsel licensed in the state.*

*Use at your own risk.*\*\*\*