

Answer to Motion for Default Judgment (*Debt Collection*)

Instructions for Form OP3: Confidential Information Form (*Debt Collection*)

(Form OP3: Confidential Information Form is part of the Answer Motion for Default Judgment (*Debt Collection*) form set).

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.

To Answer a Motion for Default Judgment in a debt collection action, the following forms are required:

- ◆ OP1: Answer Brief in Opposition to Motion for Default Judgment (*Debt Collection*);
- ◆ OP2: Declaration in Support of Answer Brief in Opposition to Motion for Default Judgment (*Debt Collection*);
- ◆ Answer – Debt Collection (*if you already served an Answer to the Summons and Complaint, you don't fill out, copy, or serve this form*);
- ➔ **OP3: Confidential Information Form (*Debt Collection*)**;
- ◆ OP4: Declaration of Service by Mail (*Debt Collection*).

The Form OP3: Confidential Information Form (*Debt Collection*) lists the full protected, or confidential, information that isn't allowed to appear in other documents filed with the court. This form is a part of the court record that isn't seen by the public.

Court case records are generally available to the public, and anyone can request to look in almost any court file. However, certain information is protected and required to remain confidential, even if the protected information is part of a public court case record.

[Rule 41 of the North Dakota Supreme Court Administrative Rules](#) governs public access to court case records.

[Rule 3.4 of the North Dakota Rules of Court](#) governs protected information in documents filed in North Dakota state district court cases.

Confidential Information in a debt collection case includes:

- Social Security Numbers
- Taxpayer Identification Numbers
- Birthdates
- Minor child's name
- Financial account numbers

You may need to refer to Protected, or Confidential, Information when you create your legal documents or fill out forms. Write or type only:

- The last four (4) digits of the social security number and taxpayer identification number.
- The year of birth.
- The minor child's initials.
- The last four (4) digits of the financial-account number.

The Confidential Information Form **isn't** served on the Plaintiff.

You, the Defendant, Complete and Sign This Form.

- ☐ **Top of Form (Caption):** Fill in the caption exactly as you filled in the caption on your Form OP1: Answer Brief.
- ☐ **Full Information:** Fill in the full **confidential** information.
- ☐ **Redacted Information:** Fill in the redacted information you use to refer to confidential information in the form(s) you filled out, or the legal document(s) you created.
- ☐ **Date and Signature:** Date and sign this form and complete the lines following the signature line.

What do I do next?

- ☐ Set aside your completed OP3: Confidential Information Form (*Debt Collection*). (You make copies later.)
- ☐ Complete the next form in the set. (OP4: Declaration of Service by Mail (*Debt Collection*) is the next form.)
- ☐ **Don't** serve the Confidential Information Form.
- ☐ The originals are filed with the court.

State of North Dakota

In District Court

County of _____

_____ Judicial District

vs

Plaintiff,
Defendant.

Case No. _____

Confidential Information Form
(Debt Collection)

	Full Information	Redacted Information
Plaintiff:		
Name:	_____	
Date of Birth:	_____	Year of Birth: _____
Social Security #:	_____	XXX-XX-_____
Defendant:		
Name:	_____	
Date of Birth:	_____	Year of Birth: _____
Social Security #:	_____	XXX-XX-_____
Minor Child:		
Name:	_____	Initials: _____
Date of Birth:	_____	Year of Birth: _____
Social Security #:	_____	XXX-XX-_____
Minor Child:		
Name:	_____	Initials: _____
Date of Birth:	_____	Year of Birth: _____
Social Security #:	_____	XXX-XX-_____
Financial Account Numbers:		
Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____

Full Information

Redacted Information

Financial Account Numbers (*continued*):

Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____
Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____
Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____
Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____
Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____
Name of Account:	_____	
Account Number:	_____	Last 4 Digits: _____

Dated _____.

(Signature of Opposing Party)

(Opposing Party Printed Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

(Email Address)