



MOTION FOR DEFAULT DIVORCE JUDGMENT

An Informational Guide to a North Dakota State Civil Court Process

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 in this informational guide isn't intended for legal advice but only as a general guide to a civil court process. **If you decide to represent yourself, you'll need to do additional research to prepare.**

When you represent yourself, you're expected to know and follow the law, including:

- State or federal laws that apply to your case;
- Case law, also called court opinions, that applies to your case; and
- Court rules that apply to your case, which may include:
 - North Dakota Rules of Civil Procedure;
 - North Dakota Rules of Court;
 - North Dakota Rules of Evidence;
 - North Dakota Administrative Rules and Orders;
 - Any local court rules.

Links to the laws, case law, and court rules can be found at ndcourts.gov.

A glossary with definitions of legal terms is available at ndcourts.gov/legal-self-help/glossary.

When you represent yourself, you're held to the same requirements and responsibilities as a lawyer, even if you don't understand the rules or procedures. If you're unsure if this information suits your circumstances, consult a lawyer.

- If you would like to learn more about finding a lawyer to represent you, go to ndcourts.gov/legal-self-help/finding-a-lawyer.

This information isn't a complete statement of the law. This covers basic information about the process of making a motion for a default divorce judgment in a North Dakota state district court divorce case. 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 of North Dakota.

Use at your own risk.

WARNING – Divorce can have serious long-term legal and financial consequences. It's strongly recommended that you consult a lawyer and carefully consider all of your options before you represent yourself in a motion for a default divorce judgment.

This informational guide is made up of three sections:

First Section: General information about motions for default divorce judgments.
(Pages 4-11)

Second Section: The basic motion for default divorce judgment process from
beginning to end. (Pages 12-21)

Third Section: Appendix of formatting examples of common motion for default
divorce judgment documents. (Page 22)

TABLE OF CONTENTS

SECTION ONE: INFORMATION ABOUT MOTIONS FOR DEFAULT DIVORCE JUDGMENT

<u>What is a Motion for Default Divorce Judgment?</u>	4
<u>Does the ND Legal Self Help Center Have Forms?</u>	5
<u>Is There Help Available for Creating Legal Documents?</u>	6
<u>What are ND Laws and Rules Related to Motions for Default Divorce Judgments?</u> ...	6
<u>Definitions of Commonly Used Terms</u>	8
<u>Who are the Parties in a Motion for Default Divorce Judgment?</u>	10
<u>What is the Residency Requirement for Motion for a Default Divorce Judgment?</u>	11
<u>Lawyer Resources and Limited Legal Representation</u>	11

SECTION TWO: THE MOTION FOR DEFAULT DIVORCE JUDGMENT PROCESS IN NORTH DAKOTA STATE DISTRICT COURT

Part One: File the Divorce Summons, Complaint, and Proof of Service with the Clerk of District Court 12 |

In Part Three, Fill in the Case Number on ALL Motion for Default Divorce Judgment Documents	12
--	----

Part Two: The Moving Party Researches the Laws & Rules; Gathers Information 13 |

Research Rule 55 of the North Dakota Rules of Civil Procedure, Rule 3.2 of the North Dakota Rules of Court & Other Applicable Laws	13
Gather Information	13

Part Three: The Moving Party Creates their Motion for Default Divorce Judgment Documents 14 |

Part Four: The Moving Party Arranges for Service of Copies of the Documents on the Opposing Party 17

- Service by Mail17
- Complete the Affidavit of Service by Mail18
- Additional Service Information for Motions18

Part Five: The Moving Party Files their Motion for Default Divorce Judgment Documents with the Clerk of Court 19

Part Six: The Opposing Party has 14 or 17 days to Serve and File an Answer to the Motion for Default Judgment 19

- The Opposing Party Must Answer or Respond Within 14 or 17 Days of Service of Motion for Default Divorce Judgment19
- Calculating Days for Filing and Service20

Part Seven: The Court Decides Whether to Grant the Default Divorce Judgment 20

- If the Judge DOESN'T Grant the Motion for Default Divorce Judgment20
- If the Judge GRANTS the Motion for Default Divorce Judgment20

Part Eight: The Plaintiff Mails a Notice of Entry of Judgment to the Defendant 21

SECTION THREE: APPENDIX OF FORMATTING EXAMPLES OF COMMON MOTION FOR DEFAULT DIVORCE JUDGMENT DOCUMENTS

The list of formatting examples begins at page: 22

(This space left intentionally blank.)

INFORMATION ABOUT MOTIONS FOR DEFAULT DIVORCE JUDGMENTS

WHAT IS A MOTION FOR DEFAULT DIVORCE JUDGMENT?

Service of the Summons and Complaint for Divorce Starts the Divorce Case:

The spouse starting the divorce, the Plaintiff, must arrange for a divorce summons and complaint to be served on the other spouse, the Defendant.

The Defendant has 21 days from the date they were served to answer the summons and complaint in writing.

Contested Divorce Informational Guide & Service Information and Affidavits (Proof) of Service Forms:

[An Informational Guide to Contested Divorce](https://ndcourts.gov/legal-self-help/divorce) is available at ndcourts.gov/legal-self-help/divorce. The guide includes the basic steps through the contested divorce process in North Dakota. Including, how to create your own summons and complaint and how to serve them on the Defendant.

[Information about the type of service required to start a divorce action](https://ndcourts.gov/legal-self-help/service-in-a-civil-action) and the proof of service that must be filed with the district court are available at ndcourts.gov/legal-self-help/service-in-a-civil-action. See the “Service to Start a District Court Civil Action” section.

The Plaintiff May Ask for a Default Divorce Judgment if the Defendant Doesn’t Answer:

If the Defendant **doesn’t answer** the divorce summons and complaint within the 21 day deadline, the Plaintiff may ask the court, in writing, to grant the divorce without the Defendant’s involvement.

The written request is called a Motion for a Default Divorce Judgment. In order for the court to grant a default divorce judgment, the Plaintiff must prove the following, in writing:

1. Proof of service of the divorce summons and complaint;
2. The deadline for the Defendant to answer the divorce summons and complaint has passed and the Defendant didn’t respond;
3. The North Dakota District Court has the authority (jurisdiction) to grant a divorce; and
4. The Plaintiff has provided all other necessary information and proof for the North Dakota District Court to grant a default divorce judgment.

Protections for Active Military Service Members Against Default Judgments:

Under Federal law, active duty service members have protections against default judgments.

Before a North Dakota state district court may grant a Motion for Default Divorce Judgment, the Plaintiff must prove that the Defendant **isn't** on active duty with any branch of the United States military.

The Plaintiff **must** attempt to find out if the Defendant is an active duty service member and include the steps you took and the outcome in the Motion for Default Divorce Judgment documents.

The [Servicemembers Civil Relief Act \(SCRA\) Website](#) may be of interest. It's affiliated with the United States Department of Defense.

When a Motion for Default Divorce Judgment is Granted:

If the court grants a default divorce judgment, the judgment has the same effect as a divorce judgment.

However, at a later date the spouse listed as Defendant may make a written motion to the court to re-open the default divorce judgment. If the other spouse makes this written motion, the court will decide whether to re-open the default divorce judgment for further action, or to allow the default divorce judgment to remain in place.

DOES THE ND LEGAL SELF HELP CENTER HAVE MOTION FOR DEFAULT DIVORCE JUDGMENT FORMS?

Names and descriptions of the documents you'll need to create and prepare are found throughout this guide. Fillable formatting examples of common motion for default divorce judgment documents are available at ndcourts.gov/legal-self-help/divorce/default-motion.

You may also find the forms in the Legal Services of North Dakota Family Law Manual of interest. The Legal Services of North Dakota Family Law Manual contains a variety of family law forms that were created for lawyers to use as examples in family law cases. The Legal Services of North Dakota website is legalassist.org.

(References to the Legal Services of North Dakota Family Law Manual are for your convenience only. The ND Legal Self Help Center doesn't endorse, warrant, or accept responsibility for the content or uses of the Family Law Manual. You must independently determine the legal sufficiency of the forms in the Family Law Manual. Use at your own risk.)

IS THERE HELP AVAILABLE FOR CREATING LEGAL DOCUMENTS?

If you'd like assistance creating your legal documents, consult a lawyer licensed to practice in North Dakota.

Ask the lawyer about Limited Legal Representation. Lawyers licensed to practice in North Dakota may agree to help you with part of your civil action, such as preparing legal documents, while you handle the rest of your civil action.

You and the lawyer must agree in writing to Limited Legal Representation.

WHAT ARE NORTH DAKOTA LAWS AND RULES RELATED TO MOTIONS FOR DEFAULT DIVORCE JUDGMENTS?

Chapter 14-05 of the North Dakota Century Code governs divorce and legal separation.

ndlegis.gov/cencode/t14c05.html

Chapter 14-09 of the North Dakota Century Code governs parenting rights and responsibilities, such as custody, visitation, and child support. ndlegis.gov/cencode/t14c09.html

Chapter 14-12.2 of the North Dakota Century Code governs enforcement and modification of child support and spousal support orders issued by other states or countries.

ndlegis.gov/cencode/t14c12-2.html

Chapter 14-14.1 of the North Dakota Century Code governs child custody and visitation jurisdiction. ndlegis.gov/cencode/t14c14-1.html

Chapters 14-05, 14-09, 14-12.2, AND 14-14.1 are Chapters within Title 14 of the North Dakota Century Code. There are many other laws related to families in Title 14. You may find them of interest. ndlegis.gov/cencode/t14.html

The North Dakota Rules of Civil Procedure apply to civil matters in North Dakota state district courts. The rules are found at ndcourts.gov/legal-resources/rules/ndrcivp. See particularly:

- Rule 55 (Default; Default Judgment).

The North Dakota Rules of Court apply to civil matters in North Dakota state district courts. The rules are found at ndcourts.gov/legal-resources/rules/ndrct. See particularly:

- Rule 3.2 (Motions).

The North Dakota Rules of Evidence apply to civil matters in North Dakota state district courts. The rules are found at ndcourts.gov/legal-resources/rules/ndrev.

North Dakota case law (court decisions) is useful for interpreting what the law means for your individual circumstances.

When the decision of a case is appealed from a North Dakota State District Court to the North Dakota Supreme Court, the Supreme Court writes their opinion to explain how and why they interpreted the laws or rules to decide the appeal the way they did. The opinions are case law and are followed by North Dakota courts deciding later cases with similar facts and issues.

One way to research case law related to motions for default judgments, is to use the print version of the North Dakota Century Code to find the short summaries of case law after each Section of the Century Code. Case law summaries directly follow the text of the Century Code Section. To view the full text of the opinion, go to ndcourts.gov and click on “Supreme Court Opinions.”

Laws constantly change through legislation, administrative rulings and case law (court decisions). To determine how a law applies to your situation, review the applicable law or laws, administrative rulings and case law (court decisions). Notes of case law (court decisions) related to North Dakota law can be found in the print editions of the North Dakota Century Code. Print editions of the North Dakota Century Code are found in many North Dakota public and academic libraries.

Only a lawyer licensed to practice in North Dakota who has agreed to represent you can give you legal advice. Legal advice includes interpreting how the laws and rules apply to your situation.

(This space left intentionally blank.)

WHAT ARE THE DEFINITIONS OF SOME OF THE COMMONLY USED TERMS IN A MOTION FOR DEFAULT DIVORCE JUDGMENT?

*****The following definitions are intended to be helpful, BUT they aren't intended to constitute legal advice OR address every possible meaning of the terms in this section.*****

Active Military Service – Under the Federal Servicemembers Civil Relief Act:

- In the case of a servicemember who is a member of the Army, Navy, Air Force, Marine Corps, or Coast Guard active military service is full-time duty in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. This doesn't include full-time National Guard duty.
- In the case of a member of the National Guard active military service includes service under a call to active service authorized by the President or the Secretary of Defense for a period of more than 30 consecutive days under section 502(f) of title 32 for purposes of responding to a national emergency declared by the President and supported by Federal funds.
- In the case of a servicemember who is a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration, active military service is active service.
- Any period during which a servicemember is absent from duty on account of sickness, wounds, leave, or other lawful cause.

Best Interests of the Child – The 13 factors the District Court uses when deciding the residential responsibility and parenting time arrangements that are in the best interests of the child. The 13 factors are listed in North Dakota Century Code Section 14-09-06.2.

<https://ndlegis.gov/cencode/t14c09.pdf#nameddest=14-09-06p2>

Child support – Money paid by a parent for the financial benefit of a child. Child support is based on guidelines set by the North Dakota Department of Human Services. If a parent can show a different ability to earn income than the guidelines show, the court may order a higher or lower child support payment.

The Child Support Division of the North Dakota Department of Human Services created and provides support for the Child Support Guidelines Calculator. The Calculator is available at childsupport.dhs.nd.gov/lawyers/child-support-guidelines.

Custody – See Residential Responsibility.

Decision making responsibility – The responsibility to make decisions concerning the minor child. The term may refer to decisions on all issues or on specific issues, but not child support issues.

Deploying or deployed parent – A deploying, or deployed parent is a uniformed service member who has been notified of orders of movement or mobilization for more than ninety days, but less than eighteen months AND the orders are designated as unaccompanied, not authorized for dependent travel, or don't permit family members to move to the deployment location.

Divorce – The only way to legally end your marriage. In other words, the two married individuals become unmarried once their divorce is granted by a court.

Home state – The state in which a minor child lived with a parent for at least six consecutive months immediately before the commencement of a child custody proceeding. In the case of a child less than six months of age, home state means the state in which the child lived from birth with a parent. A period of temporary absence of any of the mentioned persons is part of the period.

Jurisdiction – The power of a North Dakota state district court to inquire into the facts, apply the law, and determine and pronounce judgment. In general, there are two types of jurisdiction. Both are required for a court to have jurisdiction:

- Subject Matter Jurisdiction: The court's power to hear and determine the type of case or controversy involved in the civil action, which comes from the constitution and laws.
- Personal Jurisdiction: The court's power over the parties in the case.

Marital property – All of the assets and debts owned by either spouse, whether owned jointly or individually.

Obligor – The person ordered by the court to pay child support or spousal support.

Obligee – The person receiving child support or spousal support ordered by the court.

Parental rights and responsibilities – All the rights and responsibilities a parent has concerning the parent's minor child.

Parenting plan – A written plan describing each parent's rights and responsibilities.

Parenting schedule – The schedule of when the minor child is in the care of each parent.

Parenting time – The time when the minor child is to be in the care of a parent. (Also known as visitation.)

Primary residential responsibility – A parent with more than fifty percent of the residential responsibility.

Residential responsibility – A parent's responsibility to provide a home for the child. (Also known as custody.)

Spousal support – Money paid by one spouse to the other after they separate or divorce. (Also known as alimony or maintenance.)

Visitation – See Parenting Time.

WHO ARE THE PARTIES IN A MOTION FOR DEFAULT DIVORCE JUDGMENT?

Plaintiff: The spouse who is listed as the Plaintiff in the divorce action. Also, the spouse who started the divorce action with service of the summons and complaint on the other spouse.

Defendant: The spouse who is listed as the Defendant in the divorce action. Also, the spouse who was served the summons and complaint for divorce.

Moving Party: The spouse bringing the Motion for Default Divorce Judgment. The Moving Party is also the Plaintiff in motions for default divorce judgments.

Opposing Party: The other spouse. The Opposing Party is also the Defendant in motions for default divorce judgments. (Also called the Non-moving party.)

Real Party in Interest – (Also known as the Statutory Real Party in Interest.) The State of North Dakota is added as a real party in interest to divorce actions only when:

- Child support will be established or modified, and a minor child receives assistance through programs administered by the North Dakota Department of Human Services, such as temporary assistance to needy families, Medicaid, and foster care;
- Child support will be established or modified, and an application was made and accepted for services provided by the Child Support Division of the North Dakota Department of Human Services; or
- Child support or spousal support will be established or modified and North Dakota or the Child Support Division of the North Dakota Department of Human Services is required to be involved in proceedings related to support orders of other states or countries under the Uniform Interstate Family Support Act.

WHAT IS THE NORTH DAKOTA RESIDENCY REQUIREMENT FOR MOTION FOR DEFAULT DIVORCE JUDGMENT?

The North Dakota residency requirement applies to the divorce case that was started by the Plaintiff.

The Plaintiff must have been a North Dakota resident for six consecutive months before starting the divorce case with service of the Summons and Complaint on the Defendant.

LAWYER RESOURCES AND LIMITED LEGAL REPRESENTATION

You aren't required to hire a lawyer to bring a civil action in North Dakota State District Court. If you decide to represent yourself, you must follow all of the rules, laws and procedures that a lawyer is required to follow.

Lawyer Resources

If you decide to find a lawyer to represent you, you may find the following options of interest.

- Legal Services of North Dakota is a non-profit organization, providing free legal assistance to North Dakota residents in a variety of matters based on income. Legal Services of North Dakota can also determine whether an applicant meets the income requirements for the Volunteer Lawyers program that offers low-cost legal assistance based on income. The phone number is (800) 634-5263 and the website is legalassist.org.
- The State Bar Association of North Dakota provides a lawyer referral service to match paying clients in need of legal services with lawyers. The phone number is (866) 450-9579 and the website is sband.org. The cost is \$30.00 for a 30 minute consultation with a lawyer.
- For a list of all lawyers who are licensed to practice in North Dakota, go to the North Dakota Supreme Court website at ndcourts.gov/Lawyers. You can narrow your search by name or location.

Limited Legal Representation

Lawyers licensed to practice in North Dakota may provide Limited Legal Representation in civil actions. Limited Legal Representation (sometimes called "unbundling") is a way that a lawyer can help you with part of your case while you do the rest of your case. You pay for the part of the case the lawyer handled.

For example:

- You may want an attorney to give you an expert opinion about your options, or your legal rights and responsibilities;
- You can consult with an attorney to prepare or review your legal documents, but attend hearings yourself;
- You can represent yourself through the whole case, and periodically consult with an attorney who can coach you on the law, procedures and strategy;
- You can do the preparation yourself and hire an attorney just to make court appearances for you.

You and the lawyer must agree in writing to Limited Legal Representation.

THE MOTION FOR DEFAULT DIVORCE JUDGMENT PROCESS IN NORTH DAKOTA STATE DISTRICT COURT

PART ONE: FILE THE DIVORCE SUMMONS, COMPLAINT, AND PROOF OF SERVICE WITH THE CLERK OF DISTRICT COURT

(Find information about how to start a divorce at ndcourts.gov/legal-self-help/divorce.)

The District Court CAN'T consider your motion for default divorce judgment UNTIL the following original, completed documents are filed with the Clerk of District Court:

- Summons;
- Complaint; and
- Proof of service of the Summons and Complaint on the Defendant.

You are required to pay an \$80.00 filing fee.

However, you may ask the court to waive the \$80.00 filing fee.

Forms to request the court waive the filing fee are available at ndcourts.gov/legal-self-help/fee-waiver. Fee waivers are based on inability to pay. The completed fee waiver request forms are filed at the same time as the summons and complaint.

If the Clerk of District Court accepts your documents for filing, a case number will be assigned.

In Part Three, fill in the case number on ALL of your motion for default divorce judgment documents.

PART TWO: THE MOVING PARTY RESEARCHES THE LAWS & RULES; GATHERS INFORMATION

Read this court process information **carefully**. Review the formatting examples of motion for default divorce judgment documents at ndcourts.gov/legal-self-help/divorce/default-motion.

If you don't know if you should use this informational guide and the formatting examples of motion for default divorce judgment documents, consult a lawyer who is licensed to practice in North Dakota.

Research Rule 55 of the North Dakota Rules of Civil Procedure, Rule 3.2 of the North Dakota Rules of Court, & Other Applicable Laws:

Research default judgment requirements in [Rule 55 of the North Dakota Rules of Civil Procedure](#).

Research basic motion requirements in [Rule 3.2 of the North Dakota Rules of Court](#).

Research how the statutes (laws) enacted by the North Dakota Legislature and case law apply to your specific situation.

Gather Information:

Including:

- Your copy of the Summons and Complaint for your divorce action.
- Your copy of your proof of service of the Summons and Complaint for divorce action on the Defendant.
 - If served by a sheriff or other law enforcement officer, proof of service is a Certificate of Service.
 - If served by an individual other than a sheriff or other law enforcement officer, proof of service is an Affidavit of Service.
 - If served by publication, proof of service is an Affidavit of Publication.
- Proof that the Defendant **isn't** on active duty with any branch of the United States military.
 - Under Federal law, active duty service members have protections against default judgments.
 - You **must** attempt to find out if the Defendant is an active duty service member and include the steps you took and the outcome in your motion documents.
 - You may find the [Servicemembers Civil Relief Act \(SCRA\) Website](#) of interest. It's affiliated with the United States Department of Defense.

- Other supporting documentation that you plan to refer to in your motion documents.
 - Any supporting documentation to which you refer in your motion documents **must** be served on the Opposing Party and filed with the Court.
- Child support calculations, if you plan to request the court require payment of child support.
 - The Calculator is available at childsupport.dhs.nd.gov/lawyers/child-support-guidelines.
 - The Child Support Division of the North Dakota Department of Human Services created and provides support for the Child Support Guidelines Calculator.
 - Court system and ND Legal Self Help Center staff can't provide support for the Child Support Guidelines Calculator.

PART THREE: MOVING PARTY CREATES THEIR MOTION FOR DEFAULT DIVORCE JUDGMENT DOCUMENTS

The Moving Party is required to create, serve and file their motion for default divorce judgment documents.

Create the Following Nine Documents:

- **Notice of Motion for Default Divorce Judgment –**
 - See MP1: Notice of Motion for Default Divorce Judgment – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - A written notice that tells all the parties that the Moving Party is requesting an order from the Court.
- **Motion for Default Divorce Judgment –**
 - See MP2: Motion for Default Divorce Judgment – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion. A short, written request to the Court for a default divorce judgment.
- **Brief in Support of Default Divorce Judgment –**
 - See MP3: Brief in Support of Motion for Default Divorce Judgment – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - A written document that explains why the Moving Party filing the motion for default divorce judgment should have the motion granted by the court.
 - A list of the Moving Party's version of the facts related to the motion for default divorce judgment.

- An explanation of each law, case law or court rule that supports the Moving Party's argument(s) and an application of each to the Moving Party's specific set of facts.
- **Affidavit of Default, Identification and Active Military Status –**
 - See MP4: Affidavit of Default, Identification and Active Military Status – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - Your, the Moving Party's, written statement of the Defendant's default, your address and employer, the Defendant's address and employer, and the Defendant's military status.
- **Affidavit of Proof for Default Divorce Judgment –**
 - See MP5a: Affidavit of Proof for Default Divorce Judgment (With Children) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - For divorces **with** minor children.
 - See MP5b: Affidavit of Proof for Default Divorce Judgment (No Children) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - For divorces **without** minor children.
 - Your, the Moving Party's, written statement of the jurisdictional and factual matters in the divorce complaint, including the factual basis for the grounds of the divorce.
- **Confidential Property and Debt Listing –**
 - See MP6: Confidential Division of Property & Debts & Values (*Rule 8.3, N.D.R.O.C.*) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - Your, the Moving Party's, listing of the value of the assets and liabilities of both spouses, how you, the Moving Party, propose to divide the assets and liabilities of both spouses.
 - Allows the Court to determine the fairness of the division of the property and the debts.
- **Confidential Information Form –**
 - See MP7: Confidential Information Form – formatting example at ndcourts.gov/legal-self-help/divorce.
 - Review [Rule 3.4](#) of the North Dakota Rules of Court. Lists the full confidential information that is not allowed to appear in documents filed with the court. This form is not a part of the public court record.
 - Also available online, in Appendix H of the North Dakota Rules of Court.

- **Findings of Fact, Conclusions of Law and Order for Judgment (Proposed) –**
 - See MP8a: Findings of Fact, Conclusions of Law and Order for Judgment (With Children) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - For divorces **with** minor children.
 - See MP8b: Findings of Fact, Conclusions of Law and Order for Judgment (No Children) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - For divorces **without** minor children.
 - Findings of Fact are the Court’s written determination of the facts made from the evidence presented. Conclusions of Law are the rulings of law made by the Court based on, or in connection with, the Findings of Fact.
 - These are your proposed findings of fact, conclusions of law and order for judgment.
 - If the Court grants your motion for default divorce judgment and uses your proposed findings of fact, conclusions of law and order for judgment, the judicial officer assigned to your case will date and sign your proposed findings of fact, conclusions of law and order for judgment.

- **Judgment (Proposed) –**
 - See MP9a: Judgment (With Children) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - For divorces **with** minor children.
 - See MP9b: Judgment (No Children) – formatting example at ndcourts.gov/legal-self-help/divorce/default-motion.
 - For divorces **without** minor children.
 - A written order of the judicial officer’s decision.
 - **This is your judgment, which is an EXACT copy of the conclusions of law from the signed findings of fact, conclusions of law and order for judgment.**
 - If the judicial officer signs your proposed findings of fact, conclusions of law and order for judgment, the clerk of court will date and sign your proposed judgment.
 - **You aren’t divorced until a divorce judgment is dated, signed and filed.**

Write the case number you were assigned by the Clerk of District Court in Part One on the first page of ALL of your motion documents.

Make a copy of each of your motion documents to serve on the Opposing Party in Part Four.

Make an additional copy to keep for your records.

PART FOUR: MOVING PARTY ARRANGES FOR SERVICE OF COPIES OF THE DOCUMENTS ON OPPOSING PARTY

The Moving Party is required to serve copies of motion for default divorce judgment documents on the Opposing Party.

Service is providing copies of your completed motion for default divorce judgment documents and other supporting documents on the Opposing Party.

The Moving Party will also be required to complete and file an Affidavit of Service. An Affidavit of Service provides the District Court with proof that you served the Opposing Party.

The District Court **won't** act on your motion documents, unless you file proof of service with the court.

The Moving Party is required to serve one copy of each of the following completed documents on the Opposing Party:

- Notice of Motion for Default Divorce Judgment;
- Motion for Default Divorce Judgment;
- Brief in Support of Motion for Default Divorce Judgment;
- Affidavit of Default, Identification and Active Military Status;
- Affidavit of Proof for Default Divorce Judgment;
- Confidential Division of Property & Debts & Values (*Rule 8.3, N.D.R.O.C.*);
- Findings of Fact, Conclusions of Law and Order for Judgment (Proposed);
- Judgment (Proposed); and
- Any other supporting documentation you referenced in your motion documents.

DON'T serve a copy of the Confidential Information Form on the Opposing Party.

Service by Mail:

You may arrange for service of the copies of the documents by mail by an individual who is at least 18 years old.

- Put the copies in an envelope;
- Either:
 - Address the envelope with the Opposing Party's last known address; OR
 - If you know the Opposing Party is currently represented by a lawyer, address the envelope with the lawyer's address; and
- List your address as the return address on the envelope.

The individual who is at least 18 years old takes the envelope to a United States Post Office and mails the envelope. Postage must be prepaid.

Service by mail is complete upon mailing.

Complete the Affidavit of Service by Mail:

An Affidavit of Service by Mail form is available at ndcourts.gov/legal-self-help/service-in-a-civil-action. See the “Service After a Civil Action Has Started” section.

The individual who took the envelope to a United States Post Office and mailed it must complete the Affidavit of Service by Mail.

Caption:

- Complete the Caption exactly as the Caption of the Notice of Motion form is filled out.

Paragraphs 1-7:

- Follow the directions on the form.

Date and Signature: (TO BE DONE BY THE PERSON WHO IS SIGNING THE AFFIDAVIT)

- Fill in the State, County, and Country where the form was signed.
- Fill in the day, month, and year the form was signed.
- Sign your name.
- Fill in the printed name, address, telephone number, and email address.

Make ONE COPY of the completed Affidavit of Service by Mail form for your records. You will file the original with the Clerk of District Court in Step Four.

Additional Service Information for Motions:

There are other service options available for motions. Go to ndcourts.gov/legal-self-help/service-in-a-civil-action. See the “Service After a Civil Action Has Started” section.

(This space left intentionally blank.)

PART FIVE: MOVING PARTY FILES THEIR MOTION FOR DEFAULT DIVORCE JUDGMENT DOCUMENTS WITH THE CLERK OF COURT

The Moving Party is required to file their original motion for default divorce judgment documents and other supporting documents with the Clerk of District Court.

The original, completed documents to file:

- Notice of Motion for Default Divorce Judgment;
- Motion for Default Divorce Judgment;
- Brief in Support of Motion for Default Divorce Judgment;
- Affidavit of Default, Identification and Active Military Status;
- Affidavit of Proof for Default Divorce Judgment;
- Confidential Information Form;
- Confidential Division of Property & Debts & Values (*Rule 8.3, N.D.R.O.C.*);
- Findings of Fact, Conclusions of Law and Order for Judgment (Proposed);
- Judgment (Proposed);
- Affidavit of Service; and
- Any other supporting documentation you referenced in your motion documents.

You won't be required to pay a filing fee.

PART SIX: OPPOSING PARTY HAS 14 OR 17 DAYS TO SERVE AND FILE AN ANSWER TO THE MOTION FOR DEFAULT DIVORCE JUDGMENT

The Opposing Party must answer or respond within 14 or 17 days of service of your motion for default divorce judgment documents.

If you arranged to serve the motion documents on the Opposing Party by personal delivery or at their office, the Opposing Party has 14 days to serve and file their answer brief and supporting documents.

- The date of service is the date the motion was personally delivered or left at the office.

If you arranged to serve the motion documents on the Opposing Party by mail or third-party commercial carrier, the Opposing Party has 17 days to serve and file their answer brief and supporting documents.

- The date of service is the date the motion was mailed.

If the Opposing Party doesn't serve and file an answer brief and supporting documents, the District Court may consider the failure an admission by the Opposing Party that your motion has merit. You'll still be required to prove you meet the requirements for a default divorce judgment.

Calculating days for filing and service:

- Don't include the day of the event that triggers the start of the period;
- Count by calendar days, including Saturdays, Sundays, and legal holidays; and
- Include the last day of the period, but if the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that isn't a Saturday, Sunday, or legal holiday.

PART SEVEN: THE COURT DECIDES WHETHER TO GRANT YOUR DEFAULT DIVORCE JUDGMENT

After the deadline passes for motion documents to be served and filed, if neither party requested a hearing, the judge assigned to your divorce will review the motion documents filed by the Moving Party and the Opposing Party.

If the Opposing Party didn't serve and file an answer brief and supporting documents, your motion for default divorce judgment documents are still required to prove you meet the requirements for a default divorce judgment.

If the Judge DOESN'T Grant Your Motion for Default Divorce Judgment:

If the Opposing Party served and filed an answer brief and supporting documents and the judge doesn't grant your motion for default divorce judgment, the divorce moves forward as a contested matter.

Review the [Informational Guide to Contested Divorce](#) starting at Part Three for the basic steps in the process of contested divorce after the Summons and Complaint are served.

- The guide is available at ndcourts.gov/legal-self-help/divorce.

If the Judge GRANTS Your Motion for Default Divorce Judgment:

If the judge grants your motion for default divorce judgment, the judge will sign a findings of fact, conclusions of law and order for default judgment.

After the judge signs the findings of fact, conclusions of law and order for default judgment, the clerk of district court will sign a judgment. The judgment is an exact duplicate of the conclusion of law section of the findings of fact, conclusions of law and order for default judgment document signed by the judge.

You AREN'T DIVORCED until the signed judgment is filed.

You'll receive a copy of the signed judgment.

PART EIGHT: THE PLAINTIFF MAILS A NOTICE OF ENTRY OF JUDGMENT TO THE DEFENDANT

Within 14 days after the divorce judgment is filed, you must serve a Notice of Entry of Judgment on the Defendant.

A Notice of Entry of Judgment general use form is available at ndcourts.gov/legal-self-help/general-use-forms.

Fill out the form and follow the instructions for service on the Defendant.

- You must include a copy of the signed divorce Judgment and a copy of Confidential Division of Property and Debts and Values when you serve the completed Notice of Entry of Judgment on the Defendant.

After completing and serving the Notice of Entry of Judgment form, file the original completed Notice of Entry of Judgment and proof of service on the Defendant with the Clerk of Court's Office in the County where your case is located.

(This space left intentionally blank.)

APPENDIX OF FORMATTING EXAMPLES OF COMMON MOTION FOR DEFAULT DIVORCE JUDGMENT DOCUMENTS

Formatting examples of the common motion for default divorce judgment documents listed below are on the [ND Legal Self Help Center website](#). Scroll to the “Family Law” section and click on the “Divorce” link.

The documents ARE fillable. You may also print and hand write in blue or black ink, or copy and paste into word processing software, such as MS Word or Google Docs.

Documents ALL Moving Parties Will Need:

- **MP1: Notice of Motion for Default Divorce Judgment**
- **MP2: Motion for Default Divorce Judgment**
- **MP3: Brief in Support of Motion for Default Divorce Judgment**
- **MP4: Affidavit of Default, Identification and Active Military Status**
- **MP6: Confidential Division of Property & Debts & Values (*Rule 8.3, N.D.R.O.C.*)**
- **MP7: Confidential Information Form**

Documents Moving Parties WITH Children Will Need:

- **MP5a: Affidavit of Proof for Default Divorce Judgment (With Children)**
- **MP8a: Findings of Fact, Conclusions of Law, Order for Judgment (With Children)**
- **MP9a: Judgment (With Children)**

Documents Moving Parties WITHOUT Children Will Need:

- **MP5b: Affidavit of Proof for Default Divorce Judgment (No Children)**
- **MP8b: Findings of Fact, Conclusions of Law & Order for Judgment (No Children)**
- **MP9b: Judgment (No Children)**