

Answer to Motion for Default Parenting Responsibility Judgment

Instructions for Form OP4: Confidential Information Form

(Form OP4: Confidential Information Form is part of the Answer to Motion for Default Parenting Responsibility Judgment. [Review the instructions for the packet of forms](#)).

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.

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

The OP4: Confidential Information Form 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 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. When you create 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 OP4: Confidential Information Form. (You make copies later.)
- Complete the next form in the set. (OP5: Declaration of Service by Mail is the next form.)
- Don't** serve the Confidential Information Form.
- The originals are filed with the court in **Step 5**.

For Default Parenting Responsibility Judgment the following forms are **required:**

- **OP1: Answer Brief in Opposition to Motion for Default Parenting Responsibility Judgment;**
- OP2: Declaration in Opposition to Motion for Default Parenting Responsibility Judgment;
- OP3a: Answer and Counterclaim (Contested Parenting Responsibility);
 - **If you already** served an answer or answer and counterclaim to the summons and complaint, you **don't** fill out, copy, or serve this form.
- **OP4: Confidential Information Form;** and
- OP5: Declaration of Service by Mail.

State of North Dakota

In District Court

County of _____

_____ Judicial District

_____)

Plaintiff,)

Case No. _____

vs)

Confidential Information Form

_____)

Defendant.)

Full Information

Redacted Information

Plaintiff:

Name: _____

Date of Birth: _____

Social Security #: _____

Year of Birth: _____

XXX-XX- _____

Defendant:

Name: _____

Date of Birth: _____

Social Security #: _____

Year of Birth: _____

XXX-XX- _____

Minor Child:

Name: _____

Date of Birth: _____

Social Security #: _____

Initials: _____

Year of Birth: _____

XXX-XX- _____

Minor Child:

Name: _____

Date of Birth: _____

Social Security #: _____

Initials: _____

Year of Birth: _____

XXX-XX- _____

Minor Child:

Name: _____ Initials: _____
Date of Birth: _____ Year of Birth: _____
Social Security #: _____ XXX-XX-_____

Dated _____.

_____, Defendant
Signature of Defendant

Typed or Printed Name of Defendant

Address

City State Zip Code

Telephone Number

Email Address