

Motion for Relief from Default Judgment (*Debt Collection*)

Instructions for Form MP5: Confidential Information Form

(Form MP5: Confidential Information Form is part of the Motion for Relief from Default Judgment (*Debt Collection*). [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 complete form.

The Form MP5: 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.

If you have any exhibits, completely cross out (redact) the confidential information listed on Page 1, and leave only the last four (4) digits of social security numbers, taxpayer identification numbers, and financial-account numbers; year of birth; and minor child's initials.

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 out the Notice of Motion.
- 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 MP5: Confidential Information Form (*Debt Collection*). (You make copies later.)
- Complete the next form in the set. (MP6: 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 in **Step 6** of the instructions for this set of forms.

For Motion for Relief from Default Judgment, the following forms are required:

- MP1: Notice of Motion for Relief from Default Judgment (*Debt Collection*);
- MP2: Motion for Relief from Default Judgment (*Debt Collection*);
- MP3: Brief in Support of Motion for Relief from Default Judgment (*Debt Collection*);
- MP4: Declaration in Support of Motion for Relief from Default Judgment (*Debt Collection*);
 - Additional Declarations in Support of Motion (*if any*);
 - Any other supporting documents, also called exhibits (*if any*).
- **MP5: Confidential Information form (*Debt Collection*);** and
- MP6: Declaration of Service by Mail (*Debt Collection*).

State of North Dakota

In District Court

County of _____

_____ Judicial District

)
 Plaintiff,)
 vs)
)
)
)
 Defendant.)
)

Case No. _____

Confidential Information Form
(Debt Collection)

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-_____

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: _____

Name of Account: _____

Account Number: _____

Last 4 Digits: _____

Dated _____.

(Signature of Moving Party)

(Moving Party Printed Name)

(Address) (City, State, Zip Code)

(Telephone Number)

(Email Address)