

## Instructions to Make a Motion to Prohibit Public Access to Court Case Records – in a Civil or Criminal Case

### Important! Read Before Using this Packet of Forms.

ND Legal Self Help staff and court employees **can't** help you fill out the form(s). If you're unsure if these forms and instructions suit your circumstances, 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.

If you need legal advice or legal representation, consult a lawyer licensed to practice in North Dakota. Go to [ndcourts.gov/legal-self-help/finding-a-lawyer](https://ndcourts.gov/legal-self-help/finding-a-lawyer) for information about finding a lawyer to represent you.

**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; and
  - Any local court rules.

Links to the state laws, case law, and court rules can be found at [ndcourts.gov](https://ndcourts.gov).

A glossary with definitions of legal terms is available at [ndcourts.gov/legal-self-help](https://ndcourts.gov/legal-self-help).

**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.**

*These instructions and forms **aren't** a complete statement of the law. They cover the basic procedure for asking a North Dakota state district court to prohibit access to the entire court case, to specific documents filed in the court case, or to redact (block from view) information within documents filed in the court case. There's no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. The Center isn't responsible for any consequences that may result from the forms or information provided.*

***Use these forms and instructions at your own risk.***

## What Rules Do I Need to Know to Use This Packet?

[Rule 41, Section 4\(a\) of the North Dakota Supreme Court Administrative Rules](#) apply to requests to prohibit public access to records in a civil or criminal court case in North Dakota State District Court.

[Rule 3.2 of the North Dakota Rules of Court](#) applies to Motions in civil and criminal cases in North Dakota State District Court.

[Rule 3.4 of the North Dakota Rules of Court](#) applies to protecting information in documents filed in North Dakota State District Court cases.

[Rule 47 of the North Dakota Rules of Criminal Procedure](#) applies to Motions in a criminal case in North Dakota State District Court.

- If the case number includes “CR,” you need to know this rule.
- If the case number **doesn’t** include “CR,” you **don’t** need to know this rule.

## Who May Use this Packet?

1. A self-represented individual who is one of the following in a North Dakota state district court civil or criminal case:
  - Plaintiff or Petitioner;
  - Defendant or Respondent;
  - Victim (*in a criminal or delinquency case **only***); or
  - An individual with information about them in the court case records.
2. And, the self-represented individual wants to ask the North Dakota State District Court to prohibit public access to all or part of the case records filed in the civil or criminal case.

**Caution!** A self-represented individual may **only** represent themselves when using this packet of forms. An individual can perform the functions of a lawyer for themselves at their own risk. This is called legal self-representation.

- An individual **can’t** delegate legal self-representation to a non-lawyer. Legal documents signed by a non-lawyer on behalf of a self-represented individual are considered void.

## Are You a Criminal Defendant? Take a Look at a Different Form Set.

If you're a Defendant in a criminal case in North Dakota State District Court and you want to ask the district court to prohibit public access to all of the **electronic** case records in the criminal case, you may find a different form set of interest.

In order to use the set you must be an individual charged with a criminal offense **And**:

- The charges were dismissed; **or**
- The individual was acquitted.

To review the form set, go to [legal-self-help/prohibit-public-access/criminal](https://legal-self-help/prohibit-public-access/criminal).

## This Packet **Doesn't** Expunge (Delete) Court Case Records

Even if public access to all or part of an individual's civil or criminal court case records is prohibited by the district court, the court's order **doesn't** delete (expunge) the information from the court case record or the records kept by any other government entity or private entity.

- If the district court orders the entire case or documents within a case to be prohibited from public access, the court may order access to the case or documents upon request. (*The request is made by written motion under [Rule 41, Section 4\(b\) of the North Dakota Supreme Court Administrative Rules](#).*)
- If the district court orders redaction (*blocking from view*) of information within a document in the case, the redacted information is included on a Confidential Information Form filed in the court case. The Confidential Information Form is only accessible to the court and parties.

**This packet of forms can't be used to request expungement (deletion) of civil or criminal records.** The ND Legal Self Help Center **doesn't** have forms or instructions for expunging civil or criminal records.

You may want to research expungement more yourself or consult a lawyer for options.

- To research expungement and sealing criminal record options in North Dakota, go to [Expungement](#).

## Forms in this Packet

- Form 1: Notice of Motion to Prohibit Public Access
- Form 2: Motion to Prohibit Public Access
- Form 3: Brief in Support of Motion to Prohibit Access
- Form 4: Declaration in Support of Motion to Prohibit Public Access
- Form 5: Findings of Fact, Conclusions of Law, and Order on Motion
- Form 6: Declaration of Service by Mail
- Form 10: Confidential Information Form

## Before Completing and Signing the Forms

**Review the forms carefully and decide if the forms apply to your situation.** If you don't know if you should use these forms, consult a lawyer who is licensed to practice in North Dakota **and** can agree to represent you.

**Request copies of the court case records in which you want the district court to limit public access.** If your request is granted by the district court, you may not be able to get copies of the case records without making a new, written request for access. Contact the [Clerk of Court's office](#) in the North Dakota county that heard your case to request copies of the records. Consider requesting at least one certified copy of the records, as well.

## Including Protected Information When you Fill Out the Forms

**When you file this Motion with the North Dakota State District Court, all documents, **except Form 10: Confidential Information Form**, are available to the public to view.**

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.

### Protected Information is:

- Social Security Number or Taxpayer Identification Number.
- Birthdates.
- Minor child's name.
  - However, if the minor child is a party in the case, the minor child's full name **isn't** protected information. For example, in a case to change a minor child's name, or to appoint a conservator for the minor child, the child's full name must appear.

- Financial account number, including any credit, debit, investment or retirement account number.
- **If the victim requests**, victim contact information in a criminal or delinquency case.
  - Victim contact information means any information that would allow someone to make contact. Contact information includes, but isn't limited to, names, addresses, phone numbers, email addresses, and places of employment.

**You may need to refer to Protected Information when you fill out the forms. When you fill out the 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.
- "Victim contact information" to refer to victim contact information in a criminal or delinquency case.

**The district court still needs to have access to the full Protected Information.** Complete Form 10: Confidential Information Form with the full Protected Information you reference in the rest of the forms.

**Form 10: Confidential Information Form** is filed as a confidential document and **isn't** available to the public to view.

## Finding Your Case Number and Document Index Numbers

**You need the North Dakota State District Court case number. If you're asking the court to prohibit access to specific documents within the case, **or** to block specific information within a document from view, you also need the Index Number for the document.**

Go to [ndcourts.gov/public-access](https://ndcourts.gov/public-access).

- Read the information, then click "Click Here to Proceed."
- Select a location from the pull down menu. Select a specific county or the State of North Dakota.
- Click the link for the type of records you want to search.
- To search for an individual by name:
  - Select "Name".
  - Enter at least the first three letters of the individual's last name, followed by an asterisk (\*). For example, if the last name is Smith, enter at least smi\*.

- Enter at least the first letter of the individual's first name, followed by an asterisk (\*). For example, if the first name is Jane, enter at least j\*.
- Click the "Search" box.
- To search for business by name:
  - Select "Business".
  - Enter at least the first three letters of the business name, followed by an asterisk (\*).
  - Click the "Search" box.
- The screen lists publically accessible court cases based on your search.
- To review an individual case and to see the list of documents filed, click on the case number.
  - Case numbers are listed on the left-hand side of the page. You can't view the documents themselves.

If you want to view and/or get copies of any of the documents listed in a case, contact the [clerk of court of the county](#) where the case was filed.

Each filed document is assigned an Index Number. The Index Number is listed to the right of the name of the document. For example, "Index # 1".

Give the clerk of court the case number and Index Number of each document you want to view/copy.

Ask the clerk of court for the amount of the fee for copying documents.

## Parties in the Motion

### **Plaintiff/Petitioner –**

- In civil cases, the person(s) listed as the Plaintiff/Petitioner in the Complaint/Petition for the civil case.
- In criminal cases, the government. Usually, the State of North Dakota or the name of the municipality.

### **Defendant/Respondent –**

- In civil cases, the person(s) listed as the Defendant/Respondent in the Complaint/Petition for the civil case.
- In criminal cases, the individual who was charged with a criminal offense.

**Moving party** – The person bringing the Motion to Prohibit Public Access to court case records. In other words, the individual who completes and signs the forms in this packet. The moving party in the Motion may be either the Plaintiff/Petitioner, the Defendant/Respondent, a victim in the case, or an individual with information about them in the court case records.

**Opposing party:** The other parties in the court case. In other words, the parties who didn't bring the Motion. (Also called the Non-moving party.)

## Definitions

\*\*\*The following definitions are intended to be helpful, but they aren't intended to address every possible meaning of the terms in this section.\*\*\*

**Case Records** – Under [Rule 41 of the North Dakota Supreme Court Administrative Rules](#), case records are records relating to a particular judicial proceeding, including an index, calendar, docket, register of actions, official record of the proceeding, order, decree, judgment or minute order.

**Confidential** – Information in a court record as described in [Rule 3.4\(a\)\(1\) of the North Dakota Rules of Court](#) or as ordered by the court, which is protected from public access but remains accessible to the court and the parties.

**Protected Information** – Under [Rule 3.4 of the North Dakota Rules of Court](#), the following is protected information in documents filed in North Dakota state court cases:

- Social Security Number or Taxpayer Identification Number.
  - **Only** the last 4 digits appear in the document.
- Birthdate.
  - **Only** the year of birth appears in the document.
- Minor child's name.
  - **Only** the minor child's initials appear in the document.
  - However, if the minor child is a party in the case, the minor child's full name **isn't** protected information. For example, in a case to change a minor child's name or to appoint a conservator for the minor child, the child's full name must appear.
- Financial account number, including any credit, debit, investment or retirement account number.
  - **Only** the last 4 digits appear in the document.
- Victim contact information in a criminal or delinquency case, **if the victim requests**.
  - Victim contact information means any information that would allow someone to make contact. Contact information includes, but isn't limited to, names, addresses, phone numbers, email addresses, or places of employment.

**Record** – Under [Rule 41 of the North Dakota Supreme Court Administrative Rules](#), record means recorded information of any kind, regardless of the physical form or characteristic by which the information is stored, recorded, or reproduced, which is in the possession or custody of a court in North Dakota and which has been received or prepared for use in connection with public business or contains information relating to public business.

“Record” doesn’t include unrecorded thought processes or mental impressions, but does include preliminary drafts and working papers. “Record” doesn’t include records that have been disposed of under court records management rules, or records to which a court has access but which are not a part of the court records.

**Redact** – Under [Rule 3.4\(a\)\(1\) of the North Dakota Rules of Court](#), to remove confidential information from a court record to protect it.

- The document remains available to view, but the redacted content in the document is usually replaced with a black rectangle.
- For example:
  - Not redacted = My social security number is 000-00-1234.
  - Redacted = My social security number is [REDACTED]-[REDACTED]-1234.

**Sealed** – Under [Rule 3.4\(a\)\(1\) of the North Dakota Rules of Court](#), court records that are protected from public access, party access and access by unauthorized court personnel.

**Victim** – A person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act or against whom the crime or delinquent act is committed. The term "victim" doesn’t include the accused or a person whom the court finds wouldn’t act in the best interests of a deceased, incompetent, minor, or incapacitated victim.

## Steps to Prepare, Serve and File the Forms in the Packet

### Step 1: You, the Moving Party, Prepare the Forms

#### Form 1: Notice of Motion to Prohibit Public Access

This is the required written notice to all other parties in the case.

- **Top of Form (Caption)**
  - Enter the county and district court names from the Complaint/Petition filed in the case.
  - Fill in Plaintiff/Petitioner and Defendant/Respondent from the Complaint/Petition.
  - Enter the case number from the Complaint/Petition.



- **Date and Signature**
  - Date and sign the form.
  - Complete the lines following the signature line.

### **Form 2: Motion to Prohibit Public Access**

This is the required written request to the district court to prohibit public access to court case records.

- **Top of Form (Caption)**
  - Fill in the Caption exactly as you filled in the Caption for Form 1: Notice of Motion.
- **Complete/Review Paragraphs 1 through 4 of the Form**
- **Date and Signature**
  - Date and sign the form.
  - Complete the lines following the signature line.

### **Form 3. Brief in Support to Prohibit Public Access**

This is the required written document that explains why you, the moving party, should have the Motion granted. A Brief takes the relevant laws or rules and applies them to the facts of your particular situation.

- **Top of Form (Caption)**
  - Fill in the Caption exactly as you filled in the Caption for Form 1: Notice of Motion.
- **Complete/Review Paragraphs 1 through 15 of the Form**
- **Date and Signature**
  - Date and sign the form.
  - Complete the lines following the signature line.

### **Form 4. Declaration in Support of Motion to Prohibit Public Access**

This is your required written statement of fact. The Declaration must be dated and signed by you, the moving party.

- **Top of Form (Caption)**
  - Fill in the Caption exactly as you filled in the Caption for Form 1: Notice of Motion.
- **Complete Paragraphs 1 through 7 of the Form**

- **Date and Signature**

- Date and sign the form.
  - **(Caution:** You're declaring under penalty of perjury that everything you stated in this Declaration is true and correct.)
- Complete the lines following the signature line.

### **Form 5. Findings of Fact, Conclusions of Law, and Order on Motion to Prohibit Public Access**

This is your **proposed** Findings of Fact, Conclusions of Law, and Order on Motion to Prohibit Public Access. The Judge or Judicial Referee assigned to your request decides whether to grant your request. The Judge or Judicial Referee also decides whether to use this document.

The **Findings of Fact** are the Court's written determination of the facts made from the evidence presented in the motion. This explains what facts the Judge or Judicial Referee found to be true.

The **Conclusions of Law** are the rulings of law made by the Judge or Judicial Referee based on, or in connection with, the Findings of Fact. These are the legal consequences of the facts the Judge or Judicial Referee found to be true.

The **Order** is your *proposed* Order the Judge or Judicial Referee may sign to prohibit public access.

- **Top of Form (Caption)**

- Fill in the Caption exactly as you filled in the Caption for Form 1: Notice of Motion.

- **Leave the Rest of the Form Blank**

- If the Judge or Judicial Referee uses this form as their Findings of Fact, Conclusions of Law, and Order, the Judge or Judicial Referee completes and signs the form.

### **Form 10. Confidential Information Form**

This form lists the full protected 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.

See the "Including Protected Information When you Fill Out the Forms" section on Pages 4 and 5, and the definition of "Protected Information" on Pages 7 and 8.

- **Top of Form (Caption)**

- Fill in the Caption exactly as you filled in the Caption for Form 1: Notice of Motion.

- **Fill in all applicable sections of the form**
- **Date and Signature**
  - Date and sign the form.
  - Complete the lines following the signature line.

## **Step 2: You, the Moving Party, Arrange for Service of Copies of the Completed Forms**

Before the district court can act on your Motion, you must serve a copy of the following completed forms and any exhibits on all parties in the civil or criminal case:

- Form 1: Notice of Motion to Prohibit Public Access
- Form 2: Motion to Prohibit Public Access
- Form 3: Brief in Support of Motion to Prohibit Access
- Form 4: Declaration in Support of Motion to Prohibit Public Access
- Form 5: (Proposed) Findings of Fact, Conclusions of Law, and Order on Motion
- Any exhibits (*you might not have any exhibits*)

**Don't** serve Form 10: Confidential Information Form! You file this form in Step 3.

### **Form 6. Declaration of Service by Mail**

In order to complete the service by mail, the person serving the documents must mail copies of the documents to **all** parties in the case. The person serving the documents must be at least 18 years old.

If serving a State's Attorney by mail, the person mailing the documents must mail them to the State's Attorney's office. Contact information for State's Attorneys in North Dakota is available at [ndcourts.gov/court-locations](https://ndcourts.gov/court-locations). Click the name of the County for the State's Attorney contact information.

Postage must be first class and pre-paid. The person mailing the documents must complete the Declaration of Service by Mail. Service is complete upon mailing.

- **Top of Form (Caption)**
  - The person who mailed the documents fills in the Caption exactly as the Caption for Form 1: Notice of Motion is filled in.
- **Complete Paragraphs 1 through 6 of the Form**
  - The person who mailed the documents fills in paragraphs 1 through 6.

- **Date and Signature**

- The person who mailed the documents dates and signs the form and completes the lines following their signature.

If more than one party was served, you need a Form 6: Declaration of Service completed and signed **for each party**.

### **Step 3: You, the Moving Party, File the Original, Completed Forms with the Clerk of Court**

File the following original, completed forms and any exhibits with the clerk of court where the civil or criminal case is filed:

- Form 1: Notice of Motion to Prohibit Public Access;
- Form 2: Motion to Prohibit Public Access;
- Form 3: Brief in Support of Motion to Prohibit Public Access;
- Form 4: Declaration in Support of Motion to Prohibit Public Access;
- Form 5: (Proposed) Findings of Fact, Conclusions of Law, and Order on Motion to Prohibit Public Access;
- Form 10: Confidential Information Form;
- Any exhibits (*you might not have any exhibits*); and
- Form 6: Declaration of Service by Mail (*one for each party served*).

If you're required to pay a filing fee and can't afford to pay, complete the Fee Waiver Forms available at [ndcourts.gov/legal-self-help/fee-waiver](https://ndcourts.gov/legal-self-help/fee-waiver).

- File the completed Fee Waiver Forms at the same time you file your Motion documents.

After your Motion is filed with the Clerk of Court, the Clerk of Court forwards your Motion to the Judge or Judicial Referee for review.

### **Step 4: Each Opposing Party has 17 Calendar Days to Answer**

**Each Opposing Party in the Case Has 17 Calendar Days to Serve and File an Answer Brief and Other Supporting Documents:**

After the opposing party is served your Motion documents, the opposing party has 17 calendar days to answer the Motion in writing.

- Because you arranged for service of your Motion documents by mail, the opposing party has 17 calendar days to answer your Motion.
  - The date of service is the date copies of your Motion documents were mailed.

When calculating days:

- Don't include the day the copies of your Motion documents were mailed;
- Count by calendar days, including Saturdays, Sundays, and state holidays; and
- Include the last day of the period, **but** if the last day is a Saturday, Sunday, or state holiday, the period continues to run until the end of the next day that **isn't** a Saturday, Sunday, or state holiday.

If the opposing party **doesn't** serve and file a written answer to your Motion to Prohibit Public Access, the judge or judicial referee may consider this an admission by the opposing party that your Motion has merit.

## Step 5: Review by the Court

**If Your Motion **is** Granted:** If the Judge or Judicial Referee finds there are reasonable grounds to prohibit public access, they sign a Findings of Fact, Conclusions of Law, and Order. The Clerk of Court is instructed by the Order to restrict public access to the court case records as indicated in the Findings of Fact, Conclusions of Law, and Order.

If you requested the documents be labeled sealed, or confidential, and that request **is** granted, the Clerk of Court is instructed by the Order to label the document as sealed or confidential

**If the Motion **isn't** Granted:** If the Judge or Judicial Referee decides that there aren't reasonable grounds to prohibit public access, they issue an Order denying the Motion and the case records remains open to public access.

If you requested the documents be labeled sealed, or confidential, and that request **isn't** granted, the Judge's or Judicial Referee's Order will deny the request.