

State of North Dakota

20130037

JOINT PROCEDURE COMMITTEE

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February 4, 2013

FILED  
IN THE OFFICE OF THE  
CLERK OF SUPREME COURT  
February 4, 2013  
STATE OF NORTH DAKOTA

Honorable Gerald W. VandeWalle, Chief Justice  
North Dakota Supreme Court  
600 East Boulevard Avenue  
Bismarck, ND 58505-0530

Re: Rule 3.5, N.D.R.Ct., Electronic Filing in the District Courts; Rule 5,  
N.D.R.Civ.P., Service and Filing of Pleadings and Other Papers

Dear Chief Justice:

The Joint Procedure Committee reviewed Rule 3.5 and Rule 5 at its Jan. 31-Feb. 1 meeting. The committee considered comments made by the Court and by two attorneys. The committee focused on Rule 5 after being informed by an attorney that a judge had ruled that service through the Odyssey® system alone was not effective.

After discussion, the committee drafted proposed amendments to Rule 3.5 and Rule 5 to address the issues raised by the Court and the commenting attorneys. In addition, the committee drafted two proposed forms, a Notice of Filing form and a Notice of Electronic Service form, to be added to the Rules of Civil Procedure appendix of forms.

The committee proposes that a new paragraph (b)(1) be added to Rule 5 to make clear that Rule 3.5 sets out the required procedure for service for documents that will be filed. Here is the proposed new language: “Service in general. A document that is required to be filed must be served electronically under the procedure specified in N.D.R.Ct. 3.5. Electronic service is complete on transmission, but is not effective if the serving party learns through any means that the document did not reach the person to be served.”

The committee proposes that a new paragraph (b)(2)(B) be added to Rule 5 listing exemptions to electronic service. While the exemptions are listed in Rule 3.5, the committee believed it was important to also provide this information in Rule 5:

“(B) Persons Exempt from Electronic Service. Persons who are exempt from electronic service and filing under N.D.R.Ct. 3.5 may serve documents under Rule 5(b)(3). Exempt persons include:  
(i) self-represented parties;  
(ii) prisoners;

- (iii) persons who have not been granted access to the Odyssey® system;
- (iv) an attorney's own client who is required to be served under rule or statute;
- (v) attorneys granted leave of court to file and serve paper documents."

As shown above, the committee proposes that two new categories of exemptions be added to Rule 3.5: persons who have not be granted access to Odyssey® and attorney's clients when the attorney must serve them, such as when demanding a change of judge or seeking to withdraw. The committee proposes that Rule 3.5(a)(2) and (e)(1) be amended to include these new exemptions.

The committee further proposes that Rule 5(d)(1) be amended to make clear that filing must be through the Odyssey® system unless a statute, rule or order provides otherwise. The committee proposes that Rule 5(d)(2)(A)(ii) and Rule 3.5(a)(2) be amended to require a party who files an initiating pleading to provide notice to the other parties. The committee has prepared a proposed form that parties can use to fulfill this requirement.

The committee addressed the Court's concern about the Rule 3.5(b)(2) paragraph numbering requirement by proposing the addition of the following exemption language: "Paragraph numbering is not required in exhibits, documents prepared before the action was commenced, or in documents not prepared by the parties."

N.D.R.Ct. 3.1(h) requires that proof of service accompany documents submitted for filing. Under Rule 5(f), attorneys or court personnel can provide this proof of service by certificate. The committee has drafted a proposed certificate of electronic service form for use when filing documents through the Odyssey® system. The form is based on the federal proof of electronic service form. The committee believes that attorney staff and other non-attorneys who file documents through Odyssey® should continue to file affidavits of service and not be allowed to use certificates of service.

Finally, the committee proposes replacement of the word "paper" in Rule 5 with "document." The change is proposed so that when the term "paper document" is used, it will be clear that this refers to a document in paper form.

The committee suggests that the Court consider implementing the proposed rule amendments and new forms effective April 1, 2013, when the requirement for electronic service and filing takes effect. Thank you for considering this matter.

Sincerely,



Mary Muehlen Maring  
Chair, Joint Procedure Committee

MH:kh

RULE 5. SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS

DOCUMENTS

(a) Service--When required.

(1) In general. Other than service of a summons and complaint under Rule 4, each of the following papers documents must be served under this rule on every party, unless the rules provide otherwise:

(A) an order, unless the court orders otherwise;

(B) a pleading served after the original summons and complaint, unless the court orders otherwise under Rule 5(c) because there are numerous defendants;

(C) a discovery paper document required to be served on a party, unless the court orders otherwise;

(D) a written motion, except one that may be heard ex parte; and

(E) a written notice, appearance, demand, or offer of judgment, or any similar paper document; and

(F) every paper document filed with the clerk or submitted to the judge.

(2) If a party fails to appear. No service is required on a party who is in default for failing to appear. But a pleading that asserts a new claim for relief against such a party must be served on that party under Rule 4.

(3) Seizing property. If an action is begun by seizing property and no person is or need be named as a defendant, any service required before the filing of an answer, claim, or

22 appearance must be made on the person who had custody or possession of the property when  
23 it was seized.

24 (b) Service -- How made.

25 (1) ~~Serving an attorney~~ Service in general. A document that is required to be filed  
26 must be served electronically under the procedure specified in N.D.R.Ct. 3.5. Electronic  
27 service is complete on transmission, but is not effective if the serving party learns through  
28 any means that the document did not reach the person to be served.

29 (2) Persons Served.

30 (A) Service on a Party Represented by an Attorney. If a party is represented by an  
31 attorney, service under this rule must be made on the attorney unless the court orders service  
32 on the party. If an attorney is providing limited representation under Rule 11(e), service must  
33 be made on the party and on the attorney for matters within the scope of the limited  
34 representation.

35 ~~(2) Service in general.~~

36 (B) Persons Exempt from Electronic Service. Persons who are exempt from electronic  
37 service and filing under N.D.R.Ct. 3.5 may serve documents under Rule 5(b)(3). Exempt  
38 persons include:

39 (i) self-represented parties;

40 (ii) prisoners;

41 (iii) persons who have not been granted access to the Odyssey ® system;

42 (iv) an attorney's own client who is required to be served under rule or statute;

43 (v) attorneys granted leave of court to file and serve paper documents.

44 (3) Other Service. A paper document that is not required to be filed, or that will be  
45 served on an exempt person under Rule (b)(2)(B), is served under this rule by:

46 (A) handing it to the person;

47 (B) leaving it:

48 (i) at the person's office with a clerk or other person in charge, or, if no one is in  
49 charge, leaving it in a conspicuous place in the office; or

50 (ii) if the person has no office or the office is closed at the person's dwelling or usual  
51 place of abode with someone of suitable age and discretion who resides there;

52 (C) mailing it to the person's last known address, in which event service is complete  
53 upon mailing;

54 (D) sending it by a third-party commercial carrier to the person's last known address,  
55 in which event service is complete upon deposit of the paper document to be served with the  
56 commercial carrier;

57 (E) if no address is known, on order of the court by leaving it with the clerk of the  
58 court;

59 (F) sending it by electronic means if the person consented in writing, in which event  
60 service is complete on transmission, but is not effective if the serving party learns that it did  
61 not reach the person to be served; or

62 (G) delivering it by any other means that the person consented to in writing.

63 (c) Serving numerous defendants.

64 (1) In general. If an action involves an unusually large number of defendants, the court  
65 may, on motion or on its own, order that:

66 (A) defendants' pleadings and replies to them need not be served on other defendants;

67 (B) any crossclaim, counterclaim, avoidance, or affirmative defense in those pleadings  
68 and replies to them will be treated as denied or avoided by all other parties; and

69 (C) filing any such pleading and serving it on the plaintiff constitutes notice of the  
70 pleading to all parties.

71 (2) Notifying parties. A copy of every such order must be served on the parties as the  
72 court directs.

73 (d) Filing.

74 (1) In general. Unless a statute, these rules, or court order provides otherwise, all  
75 papers documents in an action must be filed with the clerk electronically, through the  
76 Odyssey® system.

77 (2) Initiating pleading.

78 (A) The Summons and Complaint.

79 (i) The summons and complaint, or other initiating pleading, must be filed before a  
80 subpoena may be issued. Unless otherwise authorized by rule or statute, a party seeking to  
81 file an initiating pleading must provide proof that the pleading was served under Rule 4. The  
82 proof of service must be filed with the initiating pleading.

83 (ii) ~~The plaintiff must serve notice of filing the complaint or initiating pleading on the~~  
84 ~~defendant or respondent~~ A party who files a complaint or other initiating pleading must serve

85 notice of filing on the other parties.

86 (iii) The defendant may demand that the plaintiff file the complaint.

87 – Service of the demand must be made under Rule 5(b) on the plaintiff's attorney or  
88 under Rule 4(d) on the plaintiff if the plaintiff is not represented by an attorney.

89 – In cases with multiple defendants, service of a demand by one defendant is effective  
90 for all the defendants.

91 – If the plaintiff does not file the complaint within 20 days after service of the  
92 demand, service of the summons is void.

93 – The demand must contain notice that if the complaint is not filed within 20 days,  
94 service of the summons will be void, unless, after motion made within 60 days after service  
95 of the demand for filing, the court finds excusable neglect.

96 (iv) The defendant may file the summons and complaint, and the costs incurred on  
97 behalf of the plaintiff may be taxed as provided in Rule 54(e).

98 (B) The Answer. Within a reasonable time after service of the notice of filing the  
99 complaint or initiating pleading, the defendant or respondent must file the answer and notify  
100 the plaintiff of the filing.

101 (3) Discovery materials. A party must not file discovery materials with the clerk  
102 unless:

103 (A) the materials are being submitted to the court for disposition of a pending motion;

104 (B) the court orders them to be filed; or

105 (C) a party certifies that the filing is necessary for safekeeping of the papers

106 documents or exhibits pending case completion, in which event the party must state the  
107 reasons safekeeping is necessary.

108 (4) Return of discovery materials.

109 (A) The clerk shall return the following documents to the filing party upon final  
110 disposition of an appeal or, if no appeal is filed, upon expiration of the time for appeal:

111 (i) depositions;

112 (ii) interrogatories;

113 (iii) requests for admission;

114 (iv) requests for interrogatories;

115 (v) requests for production of documents; and

116 (vi) answers and responses to the above documents.

117 (B) If the filing party does not claim a filed document within 60 days after notification  
118 to do so, the clerk may dispose of the document as directed by court order.

119 (C) The clerk must take a receipt for all documents returned.

120 (5) ~~Papers~~ Documents to be used on hearing. Unless otherwise directed by the court,  
121 all affidavits, notices, and other ~~papers~~ document designed to be used on the hearing of a  
122 motion or order to show cause must be filed at least 24 hours before the hearing.

123 (6) Failure to comply. If a party fails to comply with this subdivision, the court, on  
124 motion of any party or its own motion, may order the ~~papers~~ document to be filed. If the  
125 order is not obeyed, the court may order them to be regarded as stricken and their service to  
126 be ineffective.

127 (7) Rejection. Except as otherwise provided under Rules 13, 14, or 15, the clerk must  
128 reject for filing any document that adds a party to an action or proceeding without a court  
129 order. The clerk must endorse on the document a notation that it is rejected for filing under  
130 this rule and return the document to the person who tendered it for filing.

131 (e) Removal of pleadings for service. Upon a filing party's request, an original  
132 pleading or paper document in any civil action, which by law is required to be filed in the  
133 clerk of court's office where the action is pending, may be removed from the files for the  
134 purpose of serving it either inside or outside the state but must be returned without delay.

135 (f) Proof of service. Proof of service under this rule is made as provided in Rule 4 or  
136 by an attorney's or court personnel's certificate showing that service was made under  
137 subdivision (b).

#### 138 EXPLANATORY NOTE

139 Rule 5 was amended effective 1971, July 1, 1981; March 1, 1986; January 1, 1988;  
140 March 1, 1990; March 1, 1992, on an emergency basis; March 1, 1994; January 1, 1995;  
141 March 1, 1998; March 1, 1999; March 1, 2003; March 1, 2008; March 1, 2009; March 1,  
142 2011; March 1, 2013; \_\_\_\_\_.

143 Rule 5 applies to service of papers documents other than "process." In contrast, Rule  
144 4 governs civil jurisdiction and service of process. When a statute or rule requiring service  
145 does not pertain to service of process, nor require personal service under Rule 4, nor specify  
146 how service is to be made, service may be made as provided in Rule 5(b).

147 Subdivision (a) was amended, effective March 1, 2008, to improve organization and

148 to make the subdivision easier to understand.

149 Paragraph (b)(1) was amended, effective March 1, 2009, to make it clear that, when  
150 an attorney has served notice of limited representation under Rule 11(e), service of ~~papers~~  
151 documents on the attorney is not required except for ~~papers~~ documents within the scope of  
152 the limited representation. Rule 5, Rule 11 and N.D.R.Ct. 11.2, were amended to permit  
153 attorneys to assist otherwise self-represented parties on a limited basis without undertaking  
154 full representation of the party.

155 Paragraph (b)(2) was amended, effective \_\_\_\_\_, to specify that  
156 electronic service through the Odyssey® system under the procedure specified in N.D.R.Ct.  
157 3.5 is required for most documents that will be filed with the court. An additional  
158 amendment specifies persons who are exempt from electronic service. These include an  
159 attorney's own client who must be served under rule or statute, such as when the attorney is  
160 seeking to withdraw from representation or when a demand for change of judge is filed.

161 Paragraph (b)(2) (3) was amended, effective March 1, 2009, to provide for service by  
162 electronic means and to improve organization. Parties seeking to serve ~~papers~~ documents by  
163 electronic means must consult ~~N.D.Sup.Ct.Admin. Order 16~~ N.D.R.Ct. 3.5 for electronic  
164 service instructions.

165 Paragraph (b)(3) was amended, effective \_\_\_\_\_, to specify that the  
166 other means of service listed in the paragraph apply only when the document served is not  
167 required to be filed or when it will be served on an exempt person under subparagraph  
168 (b)(2)(B).

169 Subdivision (b) was amended, effective March 1, 1999, to permit service via a third-  
170 party commercial carrier as an alternative to the Postal Service. The requirement for a "third-  
171 party commercial carrier" means the carrier may not be a party to nor interested in the action,  
172 and it must be the regular business of the carrier to make deliveries for profit. A law firm  
173 may not act as or provide its own commercial carrier service with service complete upon  
174 deposit. In addition, the phrase "commercial carrier" does not include electronic delivery  
175 services.

176 Paragraph (d)(1) was amended, March 1, 2008, to delete a reference to the note of  
177 issue and certificate of readiness.

178 Paragraph (d)(1) was amended, effective \_\_\_\_\_, to specify that filing  
179 must be accomplished electronically through the Odyssey® system unless a statute, rule or  
180 order provides otherwise.

181 Subparagraph (d)(2)(A) was amended, effective March 1, 2013, to require that proof  
182 of service be provided and filed by a party seeking to file an initiating pleading. Under Rule  
183 3, an action is commenced on service of the initiating pleading, not on filing. Unless a rule  
184 specifically provides otherwise, service under Rule 4 must be accomplished before any  
185 pleadings in an action may be filed.

186 Subparagraph (d)(2)(A) was amended, effective March 1, 2013, to include language  
187 allowing the defendant to demand filing of the complaint or to file the complaint itself. This  
188 language was transferred from Rule 4.

189 Subparagraph (d)(2)(A) was amended, effective \_\_\_\_\_, to clarify that any

190 party who files a complaint or other initiating pleading must serve notice on the other parties  
191 in the matter.

192 Subdivision (f) was amended, effective March 1, 2003, to permit proof of service to  
193 be made by court personnel as well as by an attorney. Proof of service may also be made in  
194 the same manner as provided by Rule 4(i).

195 Rule 5 was amended, effective March 1, 2011, in response to the December 1, 2007,  
196 revision of the Federal Rules of Civil Procedure. The language and organization of the rule  
197 were changed to make the rule more easily understood and to make style and terminology  
198 consistent throughout the rules.

199 Rule 5 was amended, effective \_\_\_\_\_, to replace the term “paper” with  
200 “document” throughout the rule.

201 Sources: Joint Procedure Committee Minutes of \_\_\_\_\_; January 26-  
202 27, 2012, pages 13-16; September 24-25, 2009, pages 12-13; April 24-25, 2008, pages 18-21;  
203 January 24, 2008, pages 2-7; October 11-12, 2007, pages 20-27; April 26-27, 2007, pages  
204 19-22; September 27-28, 2001, pages 11-12; April 30-May 1, 1998, page 3; January 29-30,  
205 1998, page 18; September 26-27, 1996, pages 16-17, 20; September 23-24, 1993, pages 19-  
206 20; April 29-30, 1993, pages 20-21; November 7-8, 1991, page 3; October 25-26, 1990,  
207 pages 10-12; April 20, 1989, page 2; December 3, 1987, page 11; May 21-22, 1987, pages  
208 17-18; February 19-20, 1987, page 4; September 18-19, 1986, page 8; November 30, 1984,  
209 pages 26-27; October 18, 1984, pages 8-11; November 29-30, 1979, page 2; September 20-  
210 21, 1979, pages 4-5; Fed.R.Civ.P. 5.

211 Cross Reference: N.D.R.Civ.P. 4 (Persons Subject to Jurisdiction -- Process --  
212 Service), N.D.R.Civ.P. 45 (Subpoena), and N.D.R.Civ.P. 77 (District Courts and Clerks);  
213 N.D.R.Crim.P. 49 (Service and Filing of Papers); N.D.R.Ct. 3.1 (Pleadings); N.D.R.Ct. 3.5  
214 (Electronic Filing in the District Courts); N.D.R.Ct. 6.4 (Exhibits), N.D.R.Ct. 7.1  
215 (Judgments, Orders and Decrees).

RULE 3.5. ELECTRONIC FILING IN THE DISTRICT COURTS

(a) Electronic Filing.

(1) Documents filed electronically in the district courts must be submitted through the Odyssey® electronic filing system.

(2) After Effective April 1, 2013, all documents filed after the initiating pleadings must be filed electronically except for documents filed by self-represented litigants, and prisoners and persons who have not been granted access to the Odyssey ® system. After Effective June 1, 2013, initiating pleadings must be filed electronically in civil, non-juvenile, cases. A party who files a complaint in a civil case must serve notice of filing on the other parties or their attorneys.

(3) On a showing of good cause, an attorney may be granted leave of court to file paper documents. Original wills, codicils and other documents of independent legal significance may be filed as paper documents. Colored or shaded documents may be filed as paper documents if necessary to ensure legibility.

(4) A document filed electronically has the same legal effect as a paper document.

(5) Any signature on a document filed electronically is considered that of the officer of the court or party it purports to be for all purposes. If it is established that the documents were transmitted without authority, the court must strike the filing.

(b) Filing Formats.

(1) Approved formats for documents filed electronically are WordPerfect (.wpd),

22 Word (.doc or.docx), Tagged Image File (.tif), Portable Document File (.pdf) and ASCII  
23 (.txt).

24 (2) All paragraphs must be numbered in documents filed electronically. Reference to  
25 material in such documents must be to paragraph number, not page number. Paragraph  
26 numbering is not required in exhibits, documents prepared before the action was commenced,  
27 or in documents not prepared by the parties.

28 (c) Time of Filing.

29 (1) A document in compliance with the rules and submitted electronically to the  
30 district court clerk by 11:59 p.m. local time is considered filed on the date submitted.

31 (2) After reviewing an electronically filed document, the district court clerk must  
32 inform the filer, through an e-mail generated by the Odyssey® system, whether the document  
33 has been accepted or rejected.

34 (3) If a document submitted for electronic filing is rejected, the time for filing is tolled  
35 from the time of submission to the time the e-mail generated by the Odyssey® system  
36 notifying the filer of rejection is sent. The document will be considered timely filed if  
37 resubmitted within three days after the notice of rejection. A party seeking to take advantage  
38 of this tolling provision must file and serve a separate document providing notice that the  
39 rejected document is being resubmitted under N.D.R.Ct. 3.5(c)(3).

40 (4) Any required filing fee must be paid by credit card or debit card at the time the  
41 document is filed.

42 (d) Confidentiality. In documents prepared for filing with the court, information that

43 would otherwise be included in the document but required by N.D.R.Ct. 3.4 to be redacted  
44 in court documents must be separately filed in a reference sheet (confidential information  
45 form, see appendix) and may be included in those documents only by reference. Any  
46 document not complying with this order is subject to N.D.R.Ct. 3.4(g).

47 (e) Electronic Service.

48 (1) ~~A party who files a document electronically must serve the document by electronic~~  
49 ~~means if the recipient consents to accept documents served electronically. After Effective~~  
50 ~~April 1, 2013, all documents filed electronically after the initiating pleadings must be served~~  
51 ~~electronically through the Odyssey® system except for documents served on or by self-~~  
52 ~~represented litigants, and prisoners and persons who have not been granted access to the~~  
53 ~~Odyssey ® system. On a showing of good cause, an attorney may be granted leave of court~~  
54 ~~to serve paper documents or to be exempt from receiving electronic service. Attorneys who~~  
55 ~~are required by rule or statute to serve documents on their own clients may serve paper~~  
56 ~~documents.~~

57 (2) Electronic service of a document is not effective if the party making service learns  
58 through any means that the ~~attempted service~~ document did not reach the person to be served.

59 (3) ~~After Effective April 1, 2013, any party not exempt from electronic filing must~~  
60 ~~designate an e-mail address for accepting electronic service.~~

61 (4) For purposes of computation of time, any document electronically served must be  
62 treated as if it were mailed on the date of transmission.

63 (f) Technical Issues; Relief. On a showing of good cause, the court may grant

64 appropriate relief if electronic filing or electronic service was not completed due to technical  
65 problems.

#### 66 EXPLANATORY NOTE

67 Adopted effective January 15, 2013. Rule 3.5 was amended, effective \_\_\_\_\_.

68 Rule 3.5 was originally adopted as N.D.Sup.Ct.Admin.O. 16 on March 1, 2006. Order  
69 16 was later amended, effective March 1, 2008; March 1, 2009; August 1, 2010; March 1,  
70 2011; and July 1, 2012.

71 Order 16 was amended, effective July 1, 2012, to incorporate the provisions of the  
72 Order 16 Addendum (Filing in the District Court where Odyssey® Electronic Filing is  
73 Available) and N.D.Sup.Ct.Admin.O. 18 (Filing in Counties Using the Odyssey® Case  
74 Management System). The Order 16 Addendum and Order 18 were repealed, effective July  
75 1, 2012.

76 Sources: Joint Procedure Committee Minutes of \_\_\_\_\_;  
77 September 27, 2012, pages 14-21; April 29-30, 2010, page 21; April 24-25, 2008, pages 12-  
78 16; October 11-12, 2007, pages 3-5; April 26-27, 2007, pages 16-18; January 25, 2007, pages  
79 15-16; Sept 23-24, 2004, pages 18-27.

80 Cross References: N.D.R.Ct. 3.4 (Privacy Protection for Filings Made with the Court).

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff,

vs.

**NOTICE OF**

**FILING COMPLAINT**

\_\_\_\_\_  
Defendant.

I hereby certify that on \_\_\_\_\_ the complaint in the above  
entitled matter was filed with the Clerk of Court.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Attorney ID number

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff,

vs.

**CERTIFICATE OF  
ELECTRONIC SERVICE**

\_\_\_\_\_,  
Defendant.

I hereby certify that on \_\_\_\_\_ the following documents:

\_\_\_\_\_  
\_\_\_\_\_

were filed electronically with the Clerk of Court through the Odyssey® system for electronic service through Odyssey® on the following:

\_\_\_\_\_  
\_\_\_\_\_

I further certify that a copy of these documents will be served under N.D.R.Civ.P. 5(b)(3) on the following persons who are exempt from service through Odyssey®:

\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Attorney ID number