

INSTRUCTIONS FOR EVICTION FORMS

IMPORTANT! READ BEFORE USING THESE FORMS AND INSTRUCTIONS

ND Legal Self Help Center staff and court employees cannot help you fill out forms.

If you are unsure how to proceed, or need legal advice or legal representation, consult a lawyer licensed to practice in North Dakota.

To protect your rights, carefully read this information and any instructions to which you are referred.

When you represent yourself, you must abide by the following:

- 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 www.ndcourts.gov.

When you represent yourself, you are held to the same requirements and responsibilities as a lawyer, even if you don't understand the rules or procedures. If you are unsure if these forms and instructions suit your circumstances, consult a lawyer.

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

***These instructions and forms are not a complete statement of the law.** They cover the basic procedure for eviction in a North Dakota State District Court. There is no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. The Center is not responsible for any consequences that may result from the forms or information provided. Use at your own risk.*

IMPORTANT! If the property is part of a legal entity, such as a business, a corporation or a limited liability company, **STOP! YOU CANNOT USE THESE FORMS!**

ONLY A LAWYER licensed to practice in North Dakota can represent a legal entity in an eviction. Non-lawyers ARE NOT allowed to represent legal entities in evictions. Legal documents signed by non-lawyer agents of a legal entity are considered void.

(See [Wetzel v. Schlenvogt](#), 2005 ND 190; and [State ex rel. Department of Labor v. Riemers](#), 2008 ND 191.)

WHO MAY USE THIS PACKET OF EVICTION FORMS:

An individual who owns the property that was leased or rented to another **and**:

- The leased property is owned by an individual who is a **natural** person; in other words, a human being;
- The leased property **is not** owned by an **artificial person**; in other words, a legal entity, such as a business, a corporation or a limited liability company; **and**
- The circumstances meet the requirements for eviction in North Dakota.

WHO CANNOT USE THIS PACKET OF EVICTION FORMS:

A non-lawyer **when**:

- The leased property is owned by an **artificial person**; in other words, a legal entity, such as a business, a corporation or a limited liability company.

ONLY a lawyer licensed to practice in North Dakota can represent a legal entity in an eviction.

- Contact the State Bar Association of North Dakota Lawyer Referral Service at (866) 450-9579.
- A list of all lawyers licensed to practice in North Dakota is available at www.ndcourts.gov/lawyers.

AN OVERVIEW OF THE EVICTION PROCESS:

- Step One: Service of 3 Day Notice of Intention to Evict.**
Required for some grounds (reasons). Not an eviction order.
- Step Two: Prepare Eviction Documents to Start District Court Action.**
If tenant does not comply with the 3 day notice of intention to evict.
- Step Three: Obtain an Eviction Hearing Date & Time.**
File eviction documents and schedule a hearing date.
- Step Four: Service of Eviction Summons and Complaint.**
Proof of service of the eviction summons and complaint is required.
- Step Five: Attend the Eviction Hearing.**
Appear in person.
- Step Six: If the Court Grants the Eviction.**
The tenant must move out by the date in the eviction order.

NORTH DAKOTA LAWS & RULES RELATED TO EVICTION:

[Chapter 47-16 of the North Dakota Century Code](#) governs leases in North Dakota.

[Chapter 47-32 of the North Dakota Century Code](#) governs evictions in North Dakota. The most common reason to evict a tenant is failure to pay their rent. However, a tenant can be evicted for other material violations of a lease or rental agreement. Examples of a material violation are: unreasonable peace disturbances, illegal activity on the premises, unreported pets, too many occupants, or damage to the premises.

[Rule 4 of the North Dakota Rules of Civil Procedure](#) includes requirements for serving legal documents on defendants in a civil action.

[Rule 13 of the North Dakota Supreme Court Administrative Rules](#) allows eviction cases to be heard and decided by a Judicial Referee.

Laws constantly change through legislation, administrative rules and rulings and court decisions. To determine how a law applies to your situation, review the applicable law or laws, administrative rulings and court decisions. Notes of 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 apply to your situation.

THE EIGHT GROUNDS (REASONS) FOR EVICTION IN NORTH DAKOTA:

A landlord may evict a tenant for one or more of the eight grounds (reasons) for eviction. The most common grounds are in **bold**.

1. A party, by force, intimidation, fraud, or stealth, has entered upon the prior actual possession of real property of another and detains the same.
2. A party, after peaceably entering upon real property, turns out by force, threats, or menacing conduct the party in possession.
3. A party, by force or by menaces and threats of violence, unlawfully holds and keeps the possession of any real property, whether the possession was acquired peaceably or otherwise.
4. **A lessee, in person or by subtenant, holds over after the termination of the lease or expiration of the lessee's term, or fails to pay rent for three days after the rent is due.**
5. A party continues in possession after a sale of the real property under mortgage, execution, order, or any judicial process and after the expiration of the time fixed by law

for redemption, or after the execution and delivery of a deed, or after the cancellation and termination of any contract for deed, bond for deed, or other instrument for the future conveyance of real estate or equity in the real estate.

6. A party continues wrongfully in possession after a judgment in partition or after a sale under an order or decree of a district court.
7. **A lessee or a person on the premises with the lessee's consent acts in a manner that unreasonably disturbs other tenants' peaceful enjoyment of the premises.**
8. **The lessee violates a material term of the written lease agreement between the lessor and lessee.**

PARTIES IN AN EVICTION:

Plaintiff – the individual who owns property that was leased or rented to another; a landlord.

Defendant – the person, or persons, who rents or holds the lease to a property; a tenant.

DEFINITIONS OF SOME COMMONLY USED TERMS IN AN EVICTION:

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

Artificial Person – a person created by law, such as a business, corporation, or limited liability company. (See Natural Person)

Costs – generally refers to expenses and fees for going to court. For example, costs may include filing fees, charges for serving legal documents, and making copies of papers and exhibits. If the court orders the eviction, the plaintiff may be awarded costs.

Damages – money paid by defendants to successful plaintiffs in civil cases to compensate the plaintiffs for their injuries. In an eviction, damages are limited to rents or profits that are past due, and damages caused by the tenant's possession of the property. Landlords cannot request an award of future rent when bringing an eviction.

Forcible Detainer – a civil, legal process that is used to evict a tenant in North Dakota. It is an accelerated, or sped up, civil legal action to determine the right to possess the property.

Judicial Referee – A judicial officer, appointed by the presiding District Court Judge, who has the authority to preside in eviction cases. The findings and order of the Judicial Referee have the effect of the findings and order of a District Court Judge until superseded by a written order of a District Court Judge.

Lease Agreement – a contract by which one gives to another the temporary possession and use of real property for reward and the latter agrees to return such possession to the former at a future time. A lease agreement may be in writing or may be an oral, or verbal, agreement.

Lessor – the person who leases a property to another; a landlord.

Lessee – the person who rents or holds the lease to a property; a tenant.

Natural Person – a human being. (See Artificial Person)

Personal Property – anything that is not real property.

Pro Se – a party in a lawsuit that represents himself or herself without a lawyer. In other words, a self-represented individual.

Real Property – real or immovable land including anything that is affixed to the land that is incidental or immovable by law.

Writ of Execution – an order from the Judge or Judicial Referee needed to give possession of the property back to the landlord. (The writ may also be referred to as a Writ of Execution for Possession, a Writ of Restitution, or a Writ of Eviction.) A writ of execution cannot be issued until after the court orders an eviction.

A JUDICIAL REFEREE MAY HEAR AND DECIDE THE EVICTION:

Rule 13 of the North Dakota Supreme Court Administrative Rules allows eviction cases to be heard and decided by a Judicial Referee, rather than a District Court Judge.

If a Judicial Referee is assigned to the eviction case, any party to the case may request that a District Court Judge hear and decide the case instead. **The party must file a written request with the Clerk of Court within seven days after service of the notice of hearing.**

If the eviction case is heard and decided by a Judicial Referee, the Judicial Referee will issue findings of fact and an order. The Judicial Referee's findings of fact and order have the same effect as the findings of fact and order of a District Court Judge until superseded by a written order of a District Court Judge.

If any party to the eviction case wants a review of the Judicial Referee's findings of fact and order, **the party must file a written request for a review, stating the specific reasons for the review, with the Clerk of Court within seven days after service of notice of the right to review.**

The party requesting review must give notice of their request to all other parties. Any party who wishes to respond to the request for review must file their written response within fourteen days after service of the notice of the request for review.

EVICTIION FORMS IN THE PACKET:

- 1a. Notice of Intention to Evict: Demand for Rent or Possession of the Premises
- 1b. Notice of Intention to Evict
2. Summons
3. Complaint for Eviction
4. (Proposed) Findings of Fact, Conclusions of Law and Order
5. (Proposed) Judgment
6. (Proposed) Writ of Eviction Clerk of Court Signature
(Proposed) Writ of Eviction Judicial Signature
7. Affidavit of Identification

If you have a written lease agreement, make a copy to refer to during the eviction process.

Before Completing and Signing the Forms:

Review the forms carefully and determine if the forms apply to your situation. If you do not know if you should use these forms, consult a lawyer who is licensed to practice in North Dakota. See [North Dakota Rules of Civil Procedure Rule 11](#) for signature requirements, representations to the Court, and sanctions for documents presented to a court.

When you sign the forms, your signature tells the court that you:

- Made reasonable inquiries about the eviction circumstances and requirements; and
- Based on your inquiries, to the best of your knowledge, information, and belief:
 - You are not presenting the eviction action for any improper purpose, such as to harass, cause unnecessary delay, or needlessly increase the cost of litigation;
 - The claims, defenses, and other legal contentions in the eviction action are warranted by existing law or by a non-frivolous argument for extending, modifying, or reversing existing law or for establishing new law;
 - The facts are supported by evidence or will likely have evidentiary support after a reasonable opportunity for further investigation or discovery; and
 - Denials of any facts are warranted on the evidence or are reasonably based on belief or a lack of information.

STEP ONE:

PREPARE AND ARRANGE FOR SERVICE OF THE NOTICE OF INTENTION TO EVICT

Serving the Notice of Intention to Evict is the required first step in the eviction process in North Dakota. The tenant must be given notice of the intention to evict. A copy of the Notice to Evict and proof that the notice to evict was properly served must be filed with the court in Step Three.

(Review [Chapter 47-32](#) for circumstances when the Notice of Intention to Evict may not be required.)

Determine the Grounds (Reasons) for Eviction:

You may evict a tenant for one or more of the eight grounds (reasons) for eviction. Determine which ground or grounds apply to your situation. You will be required to prove your ground or grounds for eviction.

Prepare the Notice of Intention to Evict:

The Notice of Intention to Evict gives the tenant notice of the ground or grounds for eviction and tells them they must move out of the residence within 3 days.

- However, if the only ground for eviction is non-payment or late payment of rent, the notice gives the tenant 3 days to pay the full amount due or move out of the residence.

There are two Notice of Intention to Evict forms in this packet.

- If the only ground for eviction is non-payment or late payment of rent, use the “Notice of Intention to Evict: Demand for Rent or Possession of the Premises” form.
- Otherwise, use the “Notice of Intention to Evict” form.

Fill out and sign the Notice of Intention to Evict:

- Fill in the first line with the name of the person renting from you (tenant).
- Fill in the street address, city and zip code of the property.
- Fill in the date the lease was signed or the date of the rental agreement.
- Check the boxes that apply and fill in the blanks, if applicable.
 - If you select “Other material violation of the lease, specifically:” explain the material violation.
- Date and sign the document.
- Make at least one copy for the court and one copy for your records.

Arrange for Service of the Completed Notice of Intention to Evict on the Tenant(s):

The Notice of Intention to Evict must be served on the tenant. Review the section of law that deals with service of the Notice of Intention to Evict in [North Dakota Century Code Section 47-32-02](#). See also [Rule 4 of the North Dakota Rules of Civil Procedure](#) for service requirements that also apply.

General service information, including blank proof of service forms are available at www.ndcourts.gov by clicking on the Self Help link. Scroll to the “District Court Civil” section.

After clicking on the “Service Instructions and Forms” link, see the “Service to Start a Civil Action” section.

There are **two ways** to arrange for service of the Notice of Intention to Evict.

1. You may give the Notice of Intention to Evict to the Sheriff of the county for personal service. (You will be charged a fee.)
 - a. The Sheriff will provide an affidavit of service.
 - b. The completed affidavit of service is your proof of service.
2. You may have another person who is at least 18 years of age and not a party to or interested in the eviction action serve the Notice of Intention to Evict. The person must serve the documents as required by Rule 4(d) of the North Dakota Rules of Civil Procedure.
 - a. The person who served the Notice of Intention to Evict must fill out an Affidavit of Service by Personal Delivery and sign the affidavit in the presence of a clerk of court or notary public.
 - b. The completed Affidavit of Service by Personal Delivery is your proof of service.

At least one attempt must be made to serve the Notice of Intention to Evict on the tenant using either of the two methods above. An attempt must be made between the hours of six p.m. and ten p.m.

After at least one attempt, when the tenant(s) cannot be found, there is **one way** to arrange for service of the Notice of Intention to Evict.

1. The Sheriff of the county or a process server posts the Notice of Intention to Evict conspicuously upon the premises.
 - a. An affidavit of service by the Sheriff or process server is your proof of service.

Please note that if the tenant is served the Notice of Intention to Evict by posting the Notice to Evict conspicuously upon the premises, proof will be required that the sheriff or process server

attempted service, and that service was attempted at least once between the hours of six p.m. and ten p.m.

STEP TWO:

PREPARE THE SUMMONS AND COMPLAINT, PROPOSED FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER, PROPOSED JUDGMENT, AND PROPOSED WRIT OF EXECUTION

If the tenant does not comply with the Notice of Intention to Evict within the 3 days given on the notice, you may file the original Summons and Complaint with the District Court and arrange for service of a copy of the Summons and Complaint on the tenant(s). The Summons and Complaint give notice to the tenant(s) of the date and time of the eviction hearing, and the reason(s) for the eviction action.

Make at least two copies of each completed form. One copy of the Summons and Complaint must be served on each tenant. Keep one copy of each completed form for your records.

Make a Copy of the Written Lease Agreement:

If you have a written lease agreement, make a copy. You will file the copy of the lease agreement with the District Court when you file the completed eviction forms.

Prepare the Summons:

- Fill out the heading:
 - Name of County – this is the county in North Dakota where you will file the case.
 - Plaintiff – you are the Plaintiff. Fill in your full name.
 - Defendant – The tenant is the Defendant. Fill in the tenant's full name.
 - Case Number – Leave blank. You will get a case number from the Clerk of Court when you file the case and pay the \$80.00 filing fee. You will fill in the case number at that time.
- Paragraph #1 – Leave blank. You will get the hearing information from the Clerk of Court after you file the case and pay the \$80.00 filing fee. You will fill in the day, month, year, time and location of the hearing at that time.
 - The hearing must be set no less than three (3) days and no more than fifteen (15) days after the Summons and Complaint are served on the tenant.
- Paragraph #2 – Fill in the street address, city and zip code of the property.
- Paragraph #3 – Tells the Defendant(s) that a default judgment may be entered against them if they do not come to the hearing.

- Paragraphs #4 & 5 – Provides information about Judicial Referees and how to request a District Court Judge if the eviction is assigned to a Judicial Referee.
- Date and signature:
 - **DO NOT date or sign the Summons.**
 - You will date and sign the Summons when you get the hearing date from the Clerk of District Court when you file your completed eviction forms.
 - Print your name and fill in your address and telephone number.
 - If your mailing address is different than your street (physical) address, write your mailing address in the space next to the physical address.

Prepare the Complaint for Eviction:

- Fill in the heading the same as you did for the Summons.
- First Sentence – Fill in your full, legal name.
- Paragraph #1 – Fill in your street address, city and zip code.
- Paragraph #2 – Fill in the street address, city and zip code of the property.
- Paragraph #3 – If this paragraph is not accurate for your circumstances, you cannot use these forms.
- Paragraph #4 – Fill in the date of the lease agreement with the tenant(s). Checkmark (✓) is the lease agreement is written or oral.
 - If the lease agreement is written, make a copy of the written lease and write “Exhibit A” on the first page of the copy. Check (✓) the box and type or write “A” in the space provided.
 - You will file the copy of the written lease agreement marked “Exhibit A” with the clerk of court in Step Three.
- Paragraph #5 – Fill in the amount of the rent per month, the date the rent is due each month, the amount of the late fee, if any, and the circumstances when the late fee is charged.
- Paragraph #6 – Checkmark (✓) the ground or grounds for the eviction.
 - If one of the grounds is unpaid or delinquent rent, fill the amount owed and the timeframe of the unpaid or delinquent rent.
 - **You will be required to prove every ground for eviction you checkmark (✓) at the eviction hearing.**
- Paragraph #7 – Fill in the date of service of the Notice of Intention to Evict on the tenant(s). Fill in the Exhibit letter, either “A” or “B,” in the space provided.
 - If you do not have an Exhibit A (see instructions for Paragraph #3), type or write “A” in the space provided.
 - If you have an Exhibit A, type or write “B” in the space provided.

- Make a copy of the Notice of Intention to Evict and the proof of service of the Notice of Intention to Evict. Write either “Exhibit A” or Exhibit B” on the first page.
- You will file the copy of Notice of Intention to Evict and the proof of service of the Notice of Intention to Evict marked either “Exhibit A” or “Exhibit B” with the clerk of court in Step Three.
- Paragraph #8 – This statement must be accurate for your circumstances.
- Paragraph #10 – Checkmark (✓) and complete all that are applicable to your circumstances.
- Sign and print your name, address and phone number.
 - If your mailing address is different than your street (physical) address, write your mailing address in the space next to the physical address.

Prepare Findings of Fact, Conclusions of Law and Order:

- Only fill out the heading. These are your proposed Findings of Fact, Conclusions of Law and Order.
- The District Court Judge or Judicial Referee will decide whether to use these forms.
- An eviction cannot proceed until a District Court Judge or Judicial Referee completes, then signs and dates a findings of fact, conclusions of law and order.

Prepare the Judgment:

- Only fill out the heading. This is your proposed Judgment.
- If the District Court Judge or Judicial Referee completes, then signs and dates a findings of fact, conclusions of law and order, the Clerk of Court will complete and sign a judgment.
- If the District Court Judge or Judicial Referee decides to use your proposed Findings of Fact, Conclusions of Law and Order, the Clerk of Court may decide to use your proposed judgment form.

Prepare the Writ of Eviction:

There are two Writ of Eviction forms in this packet.

- If the Clerk of District Court of the county where you will file the eviction action signs the Writ of Eviction, use the “Writ of Eviction: Clerk of Court Signature” form.
- If the Judge or Judicial Referee of District Court of the county where you will file the eviction action signs the Writ of Eviction, use the “Writ of Eviction: Judicial Signature” form.

You will ask the Clerk of District Court when you file your completed eviction forms who signs the Writ of Eviction.

You may wish to bring both forms with you when you file your completed eviction forms.

- Only fill out the heading. This is your proposed Writ of Eviction.
- The Clerk of District Court, the District Court Judge or District Court Judicial Referee will decide whether to use this form.

STEP THREE:

FILE THE ORIGINAL, COMPLETED FORMS WITH THE CLERK OF COURT, PAY THE \$80.00 FILING FEE, AND SCHEDULE A DATE FOR THE EVICTION HEARING

File the following with the Clerk of Court:

1. Summons
2. Complaint
3. Copy of the Written Lease Agreement, if applicable
4. Notice of Intention to Evict
5. Proof of Service of the Notice to Evict (If the Notice to Evict was posted conspicuously upon the premises, include proof of the required attempt(s) to serve)
6. (Proposed) Findings of Fact, Conclusions of Law and Order
7. (Proposed) Judgment
8. (Proposed) Writ of Eviction

You will be asked to pay a filing fee of \$80.00. If you are unable to pay the \$80.00 filing fee, you may make a written request to the court to waive the filing fee.

The Filing Fee Waiver Request – District Court/Small Claims Court form set is available at www.ndcourts.gov by clicking on the “Self Help” link. Scroll to the “Miscellaneous Forms” section.

At the time of filing and fee payment, the Clerk of Court will schedule a hearing date.

The hearing date may not be fewer than three nor more than fifteen days from the date on which the Summons is issued.

Date and sign the Summons form.

STEP FOUR:

ARRANGE FOR SERVICE OF COPIES OF THE COMPLETED SUMMONS AND COMPLAINT ON THE TENANT(S)

There are two of ways to arrange for service of a copy of the summons and complaint on the tenant(s). The timeline for service depends on the way the copy of the summons and complaint are served.

You will be required to file proof of service with the court of a copy of the summons and complaint on each tenant.

General information about service to start a civil action and affidavit of service forms are available at the [ND Legal Self Help Center](#) website in the “District Court Civil” section.

In person service on the tenant(s). Arrange for service in one of the following two ways:

1. You may give the copy of the Summons and Complaint to the Sheriff of the county for personal service. (You will be charged a fee.) The Sheriff will provide an affidavit of service. The completed, notarized affidavit of service is your proof of service.
2. You may have another person who is at least 18 years of age and not a party to or interested in the eviction action serve the copy of the Summons and Complaint. The person must serve the documents as required by Rule 4(d) of the North Dakota Rules of Civil Procedure. The person who served the notice to evict must fill out an Affidavit of Service by Personal Delivery and sign the affidavit in the presence of a clerk of court or notary public. The completed Affidavit of Service by Personal Delivery is your proof of service.

If the tenant(s) cannot be found in the county, the following conditions apply to service:

- Proof that the sheriff or process server attempted to serve the tenant in person, and that personal service was attempted at least once between the hours of six p.m. and ten p.m.
- An affidavit must be filed by the plaintiff or the plaintiff’s attorney that states:
 - The defendant cannot be found, or the defendant is not in this state.
 - A copy of the summons and complaint has been mailed to the tenant at the tenant's last-known address, if any is known to the plaintiff.
- Then, service of the summons may be made upon the defendant by the sheriff or process server posting the summons upon the door of the residential unit.

Timelines for service of the completed summons and complaint of the tenant(s)

- If the tenant is personally served a copy of the summons and complaint within the county:
 - Service must be completed at least three days before the time set for the eviction hearing.
- Otherwise, service must be completed at least seven days before the time set for the eviction hearing.

Prior to the hearing, file proof of service with the court of a copy of the summons and complaint on each tenant.

STEP FIVE:

ATTEND THE EVICTION HEARING

The eviction hearing is an examination of the facts and law, presided over by the Judge or Judicial Referee. The landlord and tenant each have an opportunity to tell their side of the facts of the eviction and argue how the eviction laws apply to the situation. The Judge or Judicial Referee weighs the facts and arguments presented by the landlord and tenant and either grants or dismisses the eviction.

If you need special assistance at the hearing:

If you have a disability, do not read or understand English well, or require special accommodations in the courtroom, contact the Clerk of District Court's office as soon as possible.

Do not be late!

Do not be late for your eviction hearing. If you have a serious, unavoidable reason why you cannot go to the eviction hearing on the scheduled day or will be late, call the Clerk of District Court's office as soon as possible.

Be aware that even if you contact the Clerk of District Court's office, the Judge or Judicial Referee may decide to hold the eviction hearing without you or dismiss the eviction case entirely.

Bring the information, documents, etc. that you prepared for the hearing:

Bring all of the files, paperwork, etc. that you gathered and organized while preparing for the eviction hearing. This may include copies of the lease, ledgers showing payments, photos, witnesses, etc.

Bring an outline of what you want to say.

Conduct of the hearing:

In general, an eviction hearing proceeds in the following order:

Before the hearing officially begins:

- Organize your files and paperwork on your assigned table in the courtroom so you can easily locate information as needed.
- The tenant or the tenant's attorney may give you copies of their documents before the hearing starts.

The eviction hearing officially begins when all are asked to rise when the Judge or Judicial Referee comes into the courtroom:

- The Judge or Judicial Referee begins the eviction hearing by identifying any documents that were submitted to the court clerk and identifying the names of the parties.
- The tenant or the tenant's attorney attorney may give you copies of their documents, if copies were not given to you before the hearing began.

Opening statements:

- Often, each side gives an opening statement. An opening statement describes the issues in the eviction and states what the party expects to prove during the hearing.
- Usually, you, the Plaintiff, go first and the tenant, the Defendant, goes last.

You present your case first:

- Usually, you, the Plaintiff, present your case first.
- Individuals with first-hand knowledge of the facts of the eviction, such as the landlord, property manager, managing agent, or site manager, are called to testify as a witness. Each witness sits in the stand and is sworn in.

- You ask each witness questions to present evidence of the facts of the eviction to the court. For example:
 - Who the tenant is and how they know the tenant;
 - The location of the property;
 - Identification of the documents you want the court to allow as evidence, such as: the lease and payment ledger;
 - Rent amount, amount of rent owed; and
 - Anything else that pertains to why the eviction action was brought.
- If the tenant objects to the questions or evidence being presented, the tenant may object when the question is asked, or when evidence is presented. The North Dakota Rules of Evidence govern how the tenant objects to evidence.

The Defendant has the option to cross-examine your witnesses:

- After you finish direct questioning of a witness, the tenant has a chance to ask the witness questions. This is called cross-examination.
- The tenant can only ask questions about the topics covered during your direct questioning of your witness.
- If the tenant does not have any questions, the Judge or Judicial Referee will allow the witness to go back to their seat.

The Defendant presents their case:

- After you finish presenting your case, the tenant presents the evidence of their side of the facts of the eviction. The tenant may testify on their own behalf.
- The tenant may call individuals with first-hand knowledge of their side of the facts of the eviction, to testify as their witness. Each witness sits in the stand and is sworn in.
- The tenant asks each witness questions to present evidence of the facts of the eviction to the court. The North Dakota Rules of Evidence govern how they present evidence.
- If you object to the questions or evidence the tenant presents, you may object when the question is asked, or when evidence is presented.

You have the option cross-examine the Defendant's witnesses:

- After the tenant finishes direct questioning of their witness, you have the chance to ask their witness questions. This is called cross-examination.
- You can only ask questions about the topics covered during the tenant's direct questioning of their witness.
- If you do not have any questions, the Judge or Judicial Referee will allow the witness to go back to their seat.

Closing arguments:

- Often, each side gives a closing argument. A closing argument is a summary of the evidence presented at the hearing and an argument to the Judge or Judicial Referee on how the case should be decided.
- Usually, you, the Plaintiff, go first and the Defendant goes last.

The Judge or Judicial Referee will then either order the eviction or dismiss the case:

- The Judge or Judicial Referee gives a summary of the documents entered into evidence and the testimony from everyone who testified.
- If the Judge or Judicial Referee orders the eviction, you will be given a date of eviction. The tenant and all of their belongings must be moved out on that date.
 - If the case is complicated, a Judge or Judicial Referee may decide to reserve judgment. This means that the Judge or Judicial Referee will mail their decision about the case.
- You can ask for a money judgment, which may include: outstanding rent, fees associated with the service of notice of eviction and service of summons and complaint, late charges, and attorney's fees.

Before you leave the courtroom:

Before you leave the courtroom, make sure you understand what happens next. Ask if you are not sure.

STEP SIX:

IF THE EVICTION IS GRANTED BY THE COURT

If required, you will be asked to file a notarized Affidavit of Identification with the Clerk of Court.

Prepare the Affidavit of Identification:

1. Read the full statement. By filling out the form and signing it in front of a notary public or clerk of court, you swear that the statement and the information you include about the Defendant(s) is accurate.
2. Fill out the heading.
3. Fill in your full name.
4. Fill in each Defendant's full name, address and occupation.
5. Sign the affidavit only when a notary public or clerk of court can witness your signature.

OTHER RESOURCES

The North Dakota Apartment Association publishes a Landlord Tenant Law handbook. The handbook is found online at www.ndaa.net by clicking on the "Landlord/Tenant Rights" link.

North Dakota Apartment Association: 1-800-990-6322; www.ndaa.net; email – info@ndaa.net

An organization for owners and managers providing educational opportunities.

Bismarck-Mandan Apartment Association: 701-255-7396;
www.bismarckmandanapartments.com; email – info@bisman-aps.com

Serves Bismarck, Mandan and surrounding areas.

Greater Red River Apartment Association: 218-233-6245; www.grraa.com; email – info@grraa.com

Serves Fargo, Moorhead and surrounding areas.

Greater Grand Forks Apartment Association: 701-775-4231

Serves Grand Forks and surrounding areas.

Magic City Apartment Association – Minot: 1-877-403-6222

Serves Minot and surrounding areas.

**NOTICE OF INTENTION TO EVICT: DEMAND FOR RENT OR
POSSESSION OF THE PREMISES**

TO: _____ (tenant)

AND ANY AND ALL OTHERS IN POSSESSION OF THE PREMISES LOCATED AT:

_____, (address)

_____, (city) North Dakota _____ (zip code).

PLEASE TAKE NOTICE that you or others in possession of the premises have violated the lease dated _____, 20__ or other rental agreement in the following manner:

There is due, unpaid and delinquent monthly rent in the amount of \$_____ for the months of _____, plus other costs and fees which are the responsibility of the tenant under the terms of the lease in the amount of \$_____, for a **total amount of \$_____** past due to the undersigned Landlord of the premises.

PLEASE TAKE NOTICE that you are in default of the terms of the residential lease and that within THREE (3) days of service of this notice, you must either pay the **total amount due of \$_____** or move out and deliver possession of the premises to the undersigned Landlord.

If you fail to pay the total amount due or move out and deliver possession of the premises during the THREE (3) day period, legal action will be started to evict you from the premises and to recover all unpaid rents, costs, damages to the premises, if any, and any other remedies available under North Dakota law.

**THIS IS INTENDED AS A THREE (3) DAY NOTICE OF INTENTION TO EVICT. THIS NOTICE IS IN
ACCORDANCE WITH NORTH DAKOTA CENTURY CODE 47-32-01.**

Dated this _____ day of _____, 20__

(Signature of Landlord)

(Landlord's Printed Name)

(Landlord's Address, City, State, Zip Code & Telephone Number)

LANDLORD RESERVES ALL THE RIGHTS AND REMEDIES PROVIDED UNDER THE RENTAL AGREEMENT AND UNDER THE APPLICABLE LAWS OF THE STATE OF NORTH DAKOTA INCLUDING BUT NOT LIMITED TO DAMAGES FOR UNPAID RENT OR PROPERTY AND NOTHING IN THIS NOTICE MAY BE CONSTRUED AS A WAIVER OF SUCH RIGHTS AND REMEDIES.

NOTICE OF INTENTION TO EVICT

TO: _____ (tenant)

AND ANY AND ALL OTHERS IN POSSESSION OF THE PREMISES LOCATED AT:

_____, (address)
_____, (city) North Dakota _____ (zip code).

PLEASE TAKE NOTICE that you or others in possession of the premises have violated the lease dated _____, 20____ or other rental agreement in the following manner:

- ☐ 1. There is due, unpaid and delinquent rent in the amount of \$_____ for the months of _____, plus other costs and fees which are the responsibility of the tenant under the terms of the lease in the amount of \$_____, for a total amount of \$_____ past due.
- ☐ 2. Unreasonable peace disturbances
- ☐ 3. Unreported pets
- ☐ 4. Too many occupants in violation of the lease
- ☐ 5. Other material violation of the lease, specifically: _____

PLEASE TAKE NOTICE that you are in default of the terms of the residential lease and that within THREE (3) days of service of this notice, you must move out and deliver possession of the premises to the undersigned Landlord.

If you fail to move out and deliver possession of the premises during the THREE (3) day period, legal action will be started to evict you from the premises and to recover all unpaid rents, costs, damages to the premises, if any, and any other remedies available under North Dakota law.

THIS IS INTENDED AS A THREE (3) DAY NOTICE OF INTENTION TO EVICT. THIS NOTICE IS IN ACCORDANCE WITH NORTH DAKOTA CENTURY CODE 47-32-01.

Dated this _____ day of _____, 20____

(Signature of Landlord)

(Landlord's Printed Name)

(Landlord's Address, City, State, Zip Code & Telephone Number)

LANDLORD RESERVES ALL THE RIGHTS AND REMEDIES PROVIDED UNDER THE RENTAL AGREEMENT AND UNDER THE APPLICABLE LAWS OF THE STATE OF NORTH DAKOTA INCLUDING BUT NOT LIMITED TO DAMAGES FOR UNPAID RENT OR PROPERTY AND NOTHING IN THIS NOTICE MAY BE CONSTRUED AS A WAIVER OF SUCH RIGHTS AND REMEDIES.

READ BEFORE COMPLETING THE EVICTION SUMMONS FORM

CAUTION!

If the leased or rented property is part of a legal entity, such as a business, a corporation or a limited liability company, **STOP! YOU CANNOT USE THESE FORMS!**

ONLY A LAWYER licensed to practice in North Dakota can represent a legal entity in an eviction. Non-lawyers ARE NOT allowed to represent legal entities in evictions. Legal documents signed by non-lawyer agents of a legal entity are considered void.

(See [Wetzel v. Schlenvogt](#), 2005 ND 190; and [State ex rel. Department of Labor v. Riemers](#), 2008 ND 191.)

WHO MAY USE THIS PACKET OF EVICTION FORMS:

An individual who owns the property that was leased or rented to another **and**:

- The leased property is owned by an individual who is a **natural** person; in other words, a human being;
- The leased property **is not** owned by an **artificial person**; in other words, a legal entity, such as a business, a corporation or a limited liability company; **and**
- The circumstances meet the requirements for eviction in North Dakota.

WHO CANNOT USE THIS PACKET OF EVICTION FORMS:

A non-lawyer **when**:

- The leased property is owned by an **artificial person**; in other words, a legal entity, such as a business, a corporation or a limited liability company.

ONLY a lawyer licensed to practice in North Dakota can represent a legal entity in an eviction.

- Contact the State Bar Association of North Dakota Lawyer Referral Service at (866) 450-9579.
- A list of all lawyers licensed to practice in North Dakota is available at www.ndcourts.gov/lawyers.

COUNTY OF _____

_____ JUDICIAL DISTRICT

Case No. _____

SUMMONS

1. **YOU ARE HEREBY SUMMONED** and required to appear in District Court and answer the attached Complaint for Eviction of the Plaintiff at a hearing scheduled at the _____ County Courthouse in the city of _____, North Dakota, on the _____ day of _____, 20____ at _____ (p.m.) (a.m.).

3. If you fail to appear and answer at the time and place of the hearing, judgment by default will be taken against you for the relief demanded in the Complaint for Eviction.

ND Legal Self Help Center:
www.ndcourts.gov

5. If you want a Judge of the District Court to hear and decide this eviction action, you must file a written request with the Clerk of this District Court within seven days after receiving this notice of the eviction hearing.

Dated this _____ day of _____, 20____.

(Plaintiff Signature)

(Plaintiff Printed Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

READ BEFORE COMPLETING THE EVICTION COMPLAINT FORM

CAUTION!

If the leased or rented property is part of a legal entity, such as a business, a corporation or a limited liability company, **STOP! YOU CANNOT USE THESE FORMS!**

ONLY A LAWYER licensed to practice in North Dakota can represent a legal entity in an eviction. Non-lawyers ARE NOT allowed to represent legal entities in evictions. Legal documents signed by non-lawyer agents of a legal entity are considered void.

(See [Wetzel v. Schlenvogt](#), 2005 ND 190; and [State ex rel. Department of Labor v. Riemers](#), 2008 ND 191.)

WHO MAY USE THIS PACKET OF EVICTION FORMS:

An individual who owns the property that was leased or rented to another **and**:

- The leased property is owned by an individual who is a **natural** person; in other words, a human being;
- The leased property **is not** owned by an **artificial person**; in other words, a legal entity, such as a business, a corporation or a limited liability company; **and**
- The circumstances meet the requirements for eviction in North Dakota.

WHO CANNOT USE THIS PACKET OF EVICTION FORMS:

A non-lawyer **when**:

- The leased property is owned by an **artificial person**; in other words, a legal entity, such as a business, a corporation or a limited liability company.

ONLY a lawyer licensed to practice in North Dakota can represent a legal entity in an eviction.

- Contact the State Bar Association of North Dakota Lawyer Referral Service at (866) 450-9579.
- A list of all lawyers licensed to practice in North Dakota is available at www.ndcourts.gov/lawyers.

COUNTY OF _____

JUDICIAL DISTRICT

Plaintiff (landlord),

vs

Defendant (tenant).

Case No.

COMPLAINT FOR EVICTION

The Plaintiff, _____ (*name*), in
this Complaint alleges and states as follows:

1. The Plaintiff is an adult resident of _____
_____ (city, state, zip code).
2. The Plaintiff is the owner of the leased property located at _____
_____ (street address), _____ (city), North Dakota.
3. The leased property **is not** owned by a business, corporation, limited liability company, or other artificial person.
4. On or about _____, 20____, the Plaintiff and Defendant entered into a ☐ written ☐ oral (choose one) lease agreement for the property listed in Paragraph 2 of this Complaint.

☐ A true and correct copy of the written lease agreement is attached as Exhibit ____ and incorporated by reference (choose if the lease agreement is written).
5. The lease agreement requires payment of monthly rent in the amount of \$ _____ on or by the _____ day of each month, with a late fee of \$ _____ according to the following terms of the lease _____

6. The Defendant is in violation of the lease agreement by the following (*choose all that apply*):

- ☐ There is due, unpaid and delinquent rent in the amount of \$_____ for the months of _____, plus other costs and fees which are the responsibility of the Defendant under the terms of the lease in the amount of \$_____, for a total amount of \$_____ past due.
- ☐ Unreasonable peace disturbances.
- ☐ Unreported pets.
- ☐ Too many occupants in violation of the lease.
- ☐ _____
- ☐ _____

7. On _____, 20____, Plaintiff arranged to be served on the Defendant a Notice of Intention to Evict as required by North Dakota Century Code Section 47-32-02, as shown by the attached Exhibit ____ and incorporated by reference.

8. More than three days have passed since serving the notice and the Defendant has not complied and continues to be in possession of the leased property.

WHEREFORE, The Plaintiff asks the Court for the following:

9. For a judgment of eviction against the Defendant.

10. (*Choose all that apply.*)

- a. ☐ If applicable, for due, unpaid and delinquent rent in the amount of \$_____, plus other costs and fees which are the responsibility of the Defendant under the terms of the lease in the amount of \$_____, for a total amount of \$_____ past due.
- b. ☐ If applicable, for the costs of any repairs of damages to the leased property related to the Defendant's possession.
- c. ☐ If applicable, for _____.

11. For Plaintiff's costs that were incurred.
12. For an order directing the Sheriff to remove Defendants from the leased property.
13. For any other relief as this Court deems just and proper.

Dated this _____ day of _____, 20_____

(Signature of Plaintiff)

(Printed Name)

(Address)

(City, State, Zip Code)

(Telephone Number)

STATE OF NORTH DAKOTA
COUNTY OF _____

IN DISTRICT COURT
_____ JUDICIAL DISTRICT

_____,
Plaintiff (landlord),

vs

_____.
Defendant (tenant).

)
)
)
)
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)
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)

Case No. _____

**FINDINGS OF FACT, CONCLUSIONS OF LAW
AND ORDER FOR JUDGMENT**

The above entitled action for Eviction, pursuant to Chapter 47-32 of the North Dakota Century Code, came on for hearing before the Court on _____ at _____:_____ am/pm. Plaintiff appeared in person, Pro Se. Defendant ☐did/☐did not appear.

The Court, after hearing the testimony, and after having reviewed the entire file and record in this proceeding, now makes the following:

FINDINGS OF FACT

1. The Plaintiff is the owner of the property located at _____
_____, North Dakota.
2. The Plaintiff entered into a lease agreement with the Defendant on _____,
20____.
3. The terms of the lease that apply to this eviction are: _____

4. The Defendant has breached the terms of the lease based on the following conduct:

5. The Defendant _____ is (or) _____ is not currently in default for failure to pay the following:

\$_____ in past due rent from _____

\$_____ in late fees from _____

6. The Defendant _____ has (or) _____ has not damaged the property.

7. Service on the Defendant of the three-day notice of intent to evict was completed on

_____ by _____.

8. The Defendant continued to occupy the property without the consent of the Plaintiff.

9. Service on Defendant of the summons and complaint was completed on

_____ by _____.

10. The Defendant ☐has (or) ☐has not shown that immediately vacating the premises would be a substantial hardship on the Defendant or Defendant's family based on the following information: _____

CONCLUSIONS OF LAW

11. This court has personal and subject matter jurisdiction of this action and the parties.

12. Service of the three-day notice of intent to evict is in compliance with Section 47-32-02 of the North Dakota Century Code.

13. Service of the summons and complaint for eviction on the Defendant is in compliance with Section 47-32-02 of the North Dakota Century Code.

14. The Defendant is in violation of the lease agreement with the Plaintiff with respect to

15. Based on the above findings of fact and the Plaintiff having met the standard of eviction in Chapter 47-32 of the North Dakota Century Code, the Court concludes that the Plaintiff shall have a Judgment of Eviction against the Defendant restoring the Plaintiff to the restitution of the leased premises.

16. That the Defendant must remove their possessions and vacate the premises at:

no later than _____. In the event the Defendant does not

vacate the premises, a Writ of Eviction shall be issued to the Sheriff of _____

County on _____. A member of the _____

County Sheriff's Department shall accompany the Plaintiff to the premises herein to ensure that all occupants are removed from the premises.

17. The Plaintiff shall be granted a money judgment against the Defendant of the following,
as of the date of the hearing on _____:

Unpaid Rent	\$ _____
Late Fees	\$ _____
Costs and Disbursements	\$ _____
Damages	\$ _____
_____	\$ _____
(less security deposit on hand)	- \$ _____
TOTAL	\$ _____

ORDER FOR JUDGMENT

LET JUDGMENT BE ENTERED ACCORDINGLY.

NOTICE

YOU ARE HEREBY GIVEN NOTICE OF YOUR RIGHT TO REVIEW OF A JUDICIAL REFEREE'S FINDINGS AND ORDER BY A DISTRICT COURT JUDGE. TO REQUEST A REVIEW, YOU MUST FILE A WRITTEN REQUEST STATING THE REASONS FOR THE REVIEW WITHIN SEVEN (7) DAYS AFTER SERVICE OF THIS NOTICE.

Dated this _____ day of _____, 20____

BY THE Court:

Judge of the District Court/
Judicial Referee of the District Court

STATE OF NORTH DAKOTA
COUNTY OF _____

IN DISTRICT COURT
_____ JUDICIAL DISTRICT

_____,)
Plaintiff (landlord),)
)
vs)
)
_____.)
Defendant (tenant).)
)

Case No. _____

JUDGMENT

The above entitled action for Eviction, pursuant to Chapter 47-32 of the North Dakota Century Code, came on for hearing before the Court on _____ at _____:_____ am/pm. Plaintiff appeared in person, Pro Se. Defendant ☐did/☐did not appear.

The Court, after hearing the testimony, and after having reviewed the entire file and record in this proceeding, having made its Findings of Fact, Conclusions of Law and Order for Judgment,

IT IS HEREBY ORDERED, ADJUDGED AND DECREED AS FOLLOWS:

1. This court has personal and subject matter jurisdiction of this action and the parties.
2. Service of the three-day notice of intent to evict is in compliance with Section 47-32-02 of the North Dakota Century Code.
3. Service of the summons and complaint for eviction on the Defendant is in compliance with Section 47-32-02 of the North Dakota Century Code.
4. The Defendant is in violation of the lease agreement with the Plaintiff with respect to

5. The Plaintiff is granted a Judgment of Eviction against the Defendant restoring the Plaintiff to the restitution of the leased premises.

6. The Defendant shall remove their possessions and vacate the premises at:

no later than _____. In the event the Defendant does not vacate the premises, a Writ of Eviction shall be issued to the Sheriff of _____ County on _____. A member of the _____ County Sheriff's Department shall accompany the Plaintiff to the premises herein to ensure that all occupants are removed from the premises.

7. The Plaintiff is granted a money judgment against the Defendant of the following, as of the date of the hearing on _____:

Unpaid Rent	\$ _____
Late Fees	\$ _____
Costs and Disbursements	\$ _____
Damages	\$ _____
_____	\$ _____
(less security deposit on hand)	- \$ _____
TOTAL	\$ _____

WITNESS, the Judge of District Court, _____ County, North Dakota; and
by my hand and seal this _____ day of _____, 20_____.

Clerk of District Court

_____ County, North Dakota

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

_____,
Plaintiff (landlord),

vs.

_____,
Defendant (tenant).

)
)
)
)
)
)
)

Case No. _____

WRIT OF EVICTION

1. The Plaintiff's action for forcible detainer came on for hearing before the District Court on _____, 20____ at _____ am/pm. Plaintiff appeared in person, Pro Se. Defendant(s), _____, ☐ appeared/ ☐ did not appear. After considering the testimony of the parties, the court issued a Judgment of Eviction in favor of the Plaintiff, and against the Defendant(s).

IT IS HEREBY ORDERED:

2. The Court has jurisdiction over the parties.

3. The Plaintiff has obtained a judgment of eviction.

4. The Sheriff of _____ County shall remove the Defendant(s), or any other person in possession of the property from the premises located at _____.

5. ☐ (Choose if Applicable) The Sheriff of _____ County has _____ days to return the execution.

WITNESS, the Judge of District Court, _____ County, North Dakota; and
by my hand and seal this _____ day of _____, 20_____.

Clerk of District Court
_____ County, North Dakota

STATE OF NORTH DAKOTA

IN DISTRICT COURT

COUNTY OF _____

_____ JUDICIAL DISTRICT

_____,
Plaintiff (landlord),

vs.

_____,
Defendant (tenant).

)
)
)
)
)
)
)

Case No. _____

WRIT OF EVICTION

1. The Plaintiff's action for forcible detainer came on for hearing before the District Court on _____, 20____ at _____ am/pm. Plaintiff appeared in person, Pro Se. Defendant(s), _____, ☐ appeared/ ☐ did not appear. After considering the testimony of the parties, the court issued a Judgment of Eviction in favor of the Plaintiff, and against the Defendant(s).

IT IS HEREBY ORDERED:

2. The Court has jurisdiction over the parties.
3. The Plaintiff has obtained a judgment of eviction.
4. The Sheriff of _____ County shall remove the Defendant(s), or any other person in possession of the property from the premises located at _____.
5. ☐ (Choose if Applicable) The Sheriff of _____ County has _____ days to return the execution.

Dated this _____ day of _____, 20_____.

Judge of District Court
Judicial Referee of District Court

IN DISTRICT COURT

_____ JUDICIAL DISTRICT

Case No. _____

AFFIDAVIT OF IDENTIFICATION

Rev Sep 2019

☐ The Defendant **IS** in active military service, **BUT** the Defendant is represented by a lawyer in the above entitled action.

☐ I **DO NOT KNOW** whether the Defendant is in active military service. I did the following to try to find out:

3. I declare under penalty of perjury under the law of North Dakota, that the foregoing is true and correct.

Signed on the _____ day of _____, _____ at
(month) (year)
_____, _____, _____
(city or other location) (state) (country)

(Signature)

(Printed Name)

(Address)

(City, State, Zip Code)

(Telephone Number(s))

IN DISTRICT COURT

_____ JUDICIAL DISTRICT

)

)

)

)

)

)

STATE OF NORTH DAKOTA)
) ss.
County of _____)

_____, being first duly sworn, on oath deposes and says that he/she (*choose one*) is the Plaintiff/Defendant (*choose one*) in the above-entitled action. The foregoing items of costs and disbursements are true and correct and have been or will necessarily be incurred by or on my behalf in said action.

Dated _____, 20____.

By: _____
(Signature)

SWORN to and subscribed before me, this the ____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

TAXATION OF COSTS

The above statement of costs is hereby taxed and allowed in the sum of \$ _____,
this _____ day of _____, 20_____.

By: _____
Clerk of District Court

INSTRUCTIONS FOR STATEMENT OF COSTS AND DISBURSEMENTS FORM CIVIL ACTION

ND Legal Self Help Center Staff and Court employees cannot help you fill out forms. If you are unsure how to proceed, you should consult a lawyer.

There is no guarantee that all judges and courts will accept forms available through the ND Legal Self Help Center. Use at your own risk.

Do not include these instruction sheets when you serve or file the completed form.

THE [GUIDE TO A CIVIL ACTION](#) on the ND Legal Self Help Center website has additional information and resources about court processes in North Dakota civil actions.

A party awarded costs and disbursements must submit a detailed, verified statement of the costs and disbursements to the Clerk of Court. Upon receipt of the Order for Judgment granting costs and disbursements, the clerk will allow those costs and disbursements.

If the party awarded costs and disbursements also prepares the judgment, the party inserts the costs and disbursements into the judgment. If the clerk prepares the judgment, the clerk inserts the costs and disbursements into the judgment.

Carefully Review the Following Laws and Rules:

[North Dakota Century Code Chapter 28-26](#): Costs and Disbursements

[Rule 54 of the North Dakota Rules of Civil Procedure](#): Judgment; Costs

[Rule 68 of the North Dakota Rules of Civil Procedure](#): Offer of Settlement or Confession of Judgment; Tender

If you were awarded attorney's fees, DO NOT include attorney's fees with this statement of costs and disbursements.

Top of Form (Caption): Fill in the caption exactly as it appears in the summons.

First Sentence: Fill in the name of the party filling out the Statement of Costs and Disbursements.

Statutory fee: Go to Section 28-26-02 of Chapter 28-26 (listed above) to determine the amount of the statutory fee. Fill in the amount of the fee.

Filing fee: Fill in the amount of the filing fee. If you paid more than one filing fee, use the blank lines below to list the description of each filing fee and the corresponding amount.

Service costs: Fill in the amount of the service costs. If you paid more than one service fee, use the blank lines below to list the description of each service fee and the corresponding amount.

Other costs and disbursements: Go to Chapter 28-26 (listed above) to determine if you have other costs and disbursements you can list. Cross out all unused lines.

Date, Signature and Notarization: Sign and Date the Affidavit in the Presence of a Notary Public or Clerk of Court.

- Fill in the date you sign this document.
- Sign the signature line.
- The notary public or clerk of court will witness the signature and fill out and sign the Notary Public lines.

File the following with the Clerk of Court:

- The original, completed *Statement of Costs and Disbursements* form.

Make at least two copies of the completed Statement of Costs and Disbursements. Keep one copy for your records. You will serve the other copy or copies on the other party or parties when you serve the Notice of Entry of Judgment.

Serve the following on the other party:

- A copy of the completed *Statement of Costs and Disbursements* form;
- A copy of the completed *Notice of Entry of Judgment* form; and
- A copy of the Judgment signed and dated by the Clerk of Court.

Do not include these instruction sheets when you serve or file the completed form.