

## Instructions For Caption And Signature Form

**ND Legal Self Help Center Staff and Court employees can't help you fill out forms, or create documents for you. If you're unsure how to proceed, consult a lawyer.**

**ND Legal Self Help Forms aren't official forms. Judges and courts aren't required to accept them. There's no guarantee Center forms will be accepted. Use at your own risk.**

**Don't include this instruction sheet when you serve or file the completed form.**

The "District Court Civil" section of the [ND Legal Self Help Center webpage](#) has additional information and resources.

Documents that will be filed in civil actions, or cases, in North Dakota state district courts must meet certain formatting and signature requirements. This form was designed using the caption and basic signature requirements of [Rule 10](#) and [Rule 11](#) of the North Dakota Rules of Civil Procedure; and [Rule 3.1 of the North Dakota Rules of Court](#).

**This form isn't a fillable form.** To create your legal document using this form, you have at least two options:

**Option One:** Print this form on 8 ½" x 11" paper and hand-write your legal document. Your hand-writing must be easily readable. Black ink is preferred.

**Option Two:** Copy and paste the Caption and Signature sections into a word processing program, for example, Microsoft Word, WordPerfect, Google Docs, or OpenOffice. Use this form and these instructions as your guide to format your legal document.

### Caption:

- If you copied and pasted the Caption section into a word processing program, format your caption as close as you can to the Caption section of the form.
- Fill in the name of the North Dakota County where the case is filed or will be filed.
- Fill in the name of the Judicial District where the Plaintiff filed or intends to file the case. (The County is within the Judicial District.) County and Judicial District information and maps are available at [ndcourts.gov/court-locations](https://ndcourts.gov/court-locations).
- Fill in the full, legal name of the Plaintiff on the Plaintiff line. There may be more than one Plaintiff.
- Fill in the Defendant's full, legal name on the Defendant line. There may be more than one Defendant.

- Fill in the case number, if known. If the case hasn't been filed, the case number is assigned by the clerk of court when the case is filed.
- If the case has been filed in a North Dakota state district court, complete the caption exactly as it appears in the Plaintiff's Complaint.**
- Fill in the title of the document. For example, Complaint, etc.

**Write/Type Your Legal Document:**

- Write or type your legal document in your own words.

If you hand-write your document, use dark ink. Black ink is preferred. Make sure your hand-writing is readable.

**Paragraph Numbering:**

- Each paragraph of your written or typed legal document must be numbered.

**Date and Signature:**

- The date and signature are at the end of your legal document.
- If you copied and pasted the Signature section into a word processing program, format your signature section as close as you can to the Signature section of the form.
- If the party is represented by a lawyer, the lawyer must date and sign the document.

If the party is self-represented, the party must date and sign the document.

**Warning:** By signing your name you're telling the Court that you're telling the truth and that you have a good faith reason for your requests. If you aren't telling the truth or if you're misleading the Court, or if you're serving or filing this document for an improper purpose, the Court could find you in contempt or you may be prosecuted for perjury.

- Fill in the printed name, address, telephone number, and email address of the party (or lawyer) who signed the document.

If you have a physical address **and** a mailing address, type or write both addresses using the lines provided, and the space next to the address lines.

Lawyers must also include their State Board of Law Examiners identification number.

### Verification and Notarization:

- Some legal documents may require verification or notarization. Review the laws and rules that apply to the subject matter of the civil case.

(A verification form is found at [ndcourts.gov/legal-self-help/starting-a-civil-action](https://ndcourts.gov/legal-self-help/starting-a-civil-action).)

### Page Numbering:

The pages of documents prepared for a civil case must be numbered.

- Number each page of the document.
- The last page of the document is the date and signature page. (If your legal document requires verification, the verification section is the last part or page of the document.)

### Service:

In general, copies of documents filed, or intended to be filed, with the court must be provided to the other parties in the civil case. This is called service.

There are specific requirements for serving documents. [Rule 4](#) and [Rule 5](#) of the North Dakota Rules of Civil Procedure give the requirements for service in a civil case.

Proof of service is an important step in the legal process. The court won't act on papers filed with the court until proof of service is filed.

For information about service and proof of service in a civil case, go to the [Service](#) link on the ND Legal Self Help Center website.

*\*\*\*Disclaimer: The North Dakota Legal Self Help Center provides resources to people who represent themselves in civil matters in the North Dakota state courts. The information provided by the Center isn't intended for legal advice but only a general guide to the civil court process. The Center can't guarantee that all judges and courts will accept forms available through the Legal Self Help Center. The Center isn't responsible for any consequences that may result from the information provided. The information can't replace the advice of competent legal counsel licensed in the state. Use at your own risk.\*\*\**

State of North Dakota

In District Court

County of \_\_\_\_\_

\_\_\_\_\_ Judicial District

\_\_\_\_\_ )  
 Plaintiff, )  
 vs )  
 \_\_\_\_\_ )  
 Defendant. )

Case No. \_\_\_\_\_  
 \_\_\_\_\_

1.

Dated \_\_\_\_\_.

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Signature

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Printed Name

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Address

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City, State, Zip Code

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Telephone Number

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Email Address