

Instructions for Statement of Costs and Disbursements Form Civil Action

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 these instruction sheets when you serve or file the completed Statement of Costs and Disbursements form.

The [Guide to a Civil Action, or Civil Case](#) on the [ND Legal Self Help Center webpage](#) has additional information and resources.

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, **don't** 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 full name of the party (*Plaintiff or Defendant*) filling out the Statement of Costs and Disbursements.

Statutory fee: Go to Section 28-26-02 of Chapter 28-26 of the North Dakota Century Code (link above) to find 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 of the North Dakota Century Code (link above) to determine if you have other costs and disbursements you can list. Cross out all unused lines.

Date and Signature and Notarization: **Caution** – you are stating under penalty of law that everything you stated in the Statements of Costs and Disbursements is true and correct. If this is correct, **sign** and **date** the Statement of Costs and Disbursements

- Fill in the date when you sign this document.
- Fill in the city, county, state, and country where you sign this document.
- Sign the signature line. Print your name.
- Complete the Address 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.

****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
County Of _____

In District Court
_____ Judicial District

_____,)
Plaintiff,)
vs)
_____,)
Defendant,)

Case No. _____

**Statement Of Costs And
Disbursements**

I, _____, submit this statement for costs and
disbursements:

Costs And Disbursements:

Statutory fee (N.D.C.C. § 28-26-02) \$ _____

Filing fee \$ _____

Service costs \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

I declare, under penalty of perjury under the law of North Dakota, that everything I stated in this Statement of Costs and Disbursements is true and correct.

Signed on _____ (date) in _____ (city),
_____ (county), _____ (state), _____ (country).

(Signature)

(Printed Name)

(Address) (City, State, Zip Code)

(Telephone Number) (Email Address)

Taxation Of Costs

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

By: _____
Clerk of District Court

Instructions For Declaration of Service By Mail

(The *Declaration of Service by Mail* form is designed to be used to prove service by mail of a copy of the completed *Statement of Costs and Disbursements* form.

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

The person who serves a copy of the Statement of Costs and Disbursements form on the other parties completes this Declaration of Service form.

A copy of *Statement of Costs and Disbursements* form **must** be served on the other party or parties.

Proof of service **must** be filed with the Clerk of Court. A completed and signed Declaration of Service is your proof of service.

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

Paragraph 1: Fill in the full, legal name of the person who served the documents by mail.

Paragraphs 2 & 3: Read carefully. These statements **must be true** in order to use this form.

Paragraph 4: Fill in the date the documents were mailed.

Paragraph 5: Fill in the full, legal name of the party who was served by mail. Fill in the mailing address. This is the address where the copies of the documents were mailed.

Paragraph 6: Read carefully. This statement **must be true** in order to use this form.

Date and Signature: The person who served the documents completes all of the lines following paragraph 6.

You can find more information at ndcourts.gov/legal-self-help/service-in-a-civil-action.

State Of North Dakota

In District Court

County Of _____

_____Judicial District

_____,)

Plaintiff,)

)

vs)

)

_____)

Defendant.)

Case No. _____

Declaration of Service

By Mail

The person serving court documents by mail swears:

1. My name is _____ (*name of person who mailed documents*). I am at least 18 years of age.

2. List of Court Documents Served:

- Statement of Costs and Disbursements

3. Service by Mail:

I served a true and correct copy of each of the court documents listed in Paragraph 2 by mailing them, enclosed in an envelope, by First-Class mail, postage prepaid, and by depositing them in the United States Mail, directed to the person listed in Paragraph 5 at their last reasonably ascertainable address.

4. Date of Service by Mail:

Date Court Documents Were Served by Mail: _____

5. Person Served by Mail:

Name of Person Served: _____

Mailing Address: _____

City, State, Zip Code: _____

6. I declare, under penalty of perjury under the law of North Dakota, that everything I stated in this Declaration of Service by Mail is true and correct.

Signed on _____ (date) in _____ (city),
_____ (county), _____ (state), _____ (country).

(Signature)

(Printed Name)

(Address) (City, State, Zip Code)

(Telephone Number) (Email Address)