

Instructions for Verification

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.

Verification of a document is a statement of the correctness, truth or authenticity of the document by the party submitting the document. For example, a verified Complaint has a statement of the Plaintiff that the Complaint is true.

In general, a pleading doesn't need to be verified. A Complaint is a pleading. See [Rule 7 of the North Dakota Rules of Civil Procedure](#) for a list of documents that are pleadings.

If a [rule](#) or [law](#) specifically says a pleading or other document must be verified, verification is required.

Pleadings that must be verified include, **but aren't limited to**, the following:

- Petition for Adoption (See [North Dakota Century Code Chapter 14-15](#))
- Petition for Foreign Adoption (See [North Dakota Century Code Chapter 14-15](#))
- Petition for a Deposition Before the Civil Action is Filed (See [Rule 27 of the North Dakota Rules of Civil Procedure](#))

The signed verification of the document comes directly after the signature on the document being verified. This can be a separate document or the verification statement and signature lines can be copied and pasted after the signature on the document being verified.

Caption (Top of Verification Form):

- Complete the caption (top of the Verification form) exactly as it appears in the Plaintiff's Complaint.
- Fill in the name of the North Dakota county and the name of the judicial district where the case is or will be filed. County and Judicial District information and maps are available at ndcourts.gov/court-locations.

- Fill in the case number, if known. If the case hasn't been filed in a North Dakota state district court, the case number is assigned by the clerk of court when the case is filed.

Verification Statement:

- Full, legal name of the party verifying the contents of the document.
- Fill in the party's designation. (Plaintiff, Defendant, etc.)
- Fill in the title of the document the party is verifying. (Complaint, etc.)

Sign and Date the Verification:

- The party verifying the contents of the document must sign and date the Verification. The party must also add their address, telephone number, and email.
- The signed Verification of the document comes directly after the signature on the document being verified.
- If a court rule requires the Verification to be notarized**, the individual giving their written statement of fact must sign and date the verification in the presence of a notary public, clerk of court, or other notarial officer. The notary public, clerk of court, or other notarial officer witnesses the signature and indicates this on the document.

****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. _____

Verification

Verification

I, _____, declare under penalty of perjury under the law of North Dakota, that I am the _____ in the above-entitled action; that I have read the _____ and know the contents thereof and that the same is true, except as to matters stated therein upon information and belief as to those matters I state that I believe them to be true.

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

(Signature)

(Printed Name)

(Address) (City, State, Zip Code)

(Telephone Number) (Email Address)