

**NORTH DAKOTA
STIPULATED DEFAULT DIVORCE
CHECKLIST**

1. _____ Summons and Complaint; Admission of Service
2. _____ Letter of Service to Defendant
3. _____ Letter of Filing to the Clerk with Filing Fee
(Once we receive the Admission of Service)
4. _____ Serve Order of Court regarding scheduling;
5. _____ Correspondence to other party re: Order
6. _____ File Affidavit of Service for the Order with the Court
7. _____ Settlement Agreement
8. _____ Acknowledgement of Right to Legal Counsel
9. _____ Letter to Client explaining Settlement Agreement
10. _____ Letter to Defendant with Agreement
11. _____ Call Calendar Clerk to schedule hearing
12. _____ Letter to client scheduling hearing
13. _____ Findings of Fact, Conclusions of Law, Order for Judgment
14. _____ Judgment and Decree
15. _____ File Personal Information Addendum
16. _____ Notice of Entry of Judgment; Affidavit of Service
17. _____ Letter of Service of Order to other party
18. _____ Letter of Filing Order and Affidavit to Clerk
19. _____ Close file in 90 days