



NORTH DAKOTA APPELLATE CASE SYSTEM

PUBLIC PORTAL E-FILING GUIDE

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As a registered user, you can create a new case or file into an existing case.

*Self-represented filers may want to choose the **Guided Entry** mode, which gives additional information while creating a filing.*

Filing a New Case

A new case will not have an existing case number. Once the initial filing has been accepted, the Supreme Court Clerk of Court's Office will give the filing a case number.

If you already have an existing case number, skip to the instructions for **Filing into an Existing Case on Page 45.**

Create Filing

Create Filing – Select Court

1. Under the **Create** option in the left menu, select **New Filing**. The **Create Filing** screen appears with the **Court** drop-down box.

The screenshot shows the 'Create Filing' interface. On the left, a sidebar menu lists various options, with 'New Filing' highlighted by a red arrow. The main area is titled 'Create Filing' and contains a breadcrumb trail: 'CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY'. Below the breadcrumb, there is a section titled 'SELECT COURT' with the instruction 'Please select the court in which you are going to file.' A dropdown menu labeled 'Court *' is shown with 'North Dakota Supreme Court' selected. A blue 'CONTINUE' button is located at the bottom right of the form.

2. Click **Continue**.

Create Filing – Case Type

1. Select the **Create a New Case** option from the **Case Type** drop-down box.

Home

Announcements

Notifications

Search

My Work

Create

Request Case Access

New Filing

Create Filing

COURT > **CASE TYPE** > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SELECT CASE TYPE

Choose if you are creating a new case or filing on an existing case.

Case Type *
Create a New Case

CONTINUE

2. Click **Continue**.

Create Filing – Entry Mode

Home

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Notifications

Search

My Work

Create

Request Case Access

New Filing

Create Filing

COURT > CASE TYPE > **ENTRY MODE** > FILING TYPE > DETAILS > SUMMARY

SELECT ENTRY MODE

Guided Entry

Select this option to be presented with common filing scenarios, along with suggested documentation to include. Recommended for new users and the general public.

Manual Entry

Select this option to view the complete set of available filing options. Recommended for attorneys and other experienced users.

Use **Guided Entry** when you are not familiar with filing Court documents

1. Select your Entry Mode preference. **Guided Entry** provides additional information and guidance for creating a filing and is recommended for new users and the general public. **Manual Entry** lists the available filing options and is recommended for experienced users.
2. Click **Continue**.

Create Filing – Filing Type

Home

Announcements

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Search

My Work

Create

Request Case Access

New Filing

Create Filing

COURT > CASE TYPE > ENTRY MODE > **FILING TYPE** > DETAILS > SUMMARY

SELECT FILING TYPE

Enter the information for the type of filing you wish to create.

Case Classification *

Lead Docket Entry *

CONTINUE

1. Select the **Case Classification** which explains the nature of the case.
2. Select a **Lead Docket Entry** and add it from the drop-down, some lead docket entries may prepopulate.
3. Click **Continue**.

Create Filing

COURT > CASE TYPE > ENTRY MODE > FILING TYPE > **DETAILS** > SUMMARY

ENTER DETAILS

Reference Name *
Notice of Appeal

Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future.

CONTINUE

1. Edit the prepopulated **Reference Name** as desired. Click **Continue**.

Create Filing

CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

ENTER DETAILS

Reference Name *
Notice of Appeal- Davis v. Davis

Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future.

CONTINUE

Create Filing – Summary

2. Review the Summary information to ensure the details are correct.
3. Click any tab to return and modify information, if needed.
4. Click **Create Filing**.

Create Filing

CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SUMMARY

Please review the details of the filing you are about to create. If everything looks correct, you can create this filing and proceed to the next steps.

COURT North Dakota Supreme Court

CASE TYPE New Case Filing

CASE CLASSIFICATION Appeal - Civil - Divorce

FILING TYPE Notice - Appeal

REFERENCE NAME Notice of Appeal- Davis v. Davis

CREATE FILING

Manage Filing

The **Manage Filing** screen appears with the **Parties** box.

*Note: A draft of your filing is saved. If you navigate away from the filing, it is available by selecting **My Work > My Filings** in the left menu. Caution, you may lose some of your work depending on when the auto-save was performed.*

1. Click **Add Party**.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice e of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

1 PARTIES 2 FILING INFORMATION 3 ORIGINATING COURT 4 DOCKET ENTRIES 5 SERVICE 6 SUMMARY

PARTIES

Enter each party or participant involved in the matter you are filing including their role and contact information.

ADD PARTY

NEW CASE FILING

DRAFT 1 second ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

If you leave the Manage Filing Screens at any time, return to the filing from your My Filings folder

Manage Filing – Add Party – Role

Manage Filing

Notice of Appeal- Davis v. Davis

INSTRUCTIONS

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NEW CASE FILING

DRAFT 1 second ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

Add Party

[ROLE](#) > [NAME](#) > [ADDRESS](#) > [CONTACT](#) > [REPRESENTATION](#) > [SUMMARY](#)

SELECT ROLE

Specify how the party or participant you are adding is involved in the matter your are filing.

Involvement Type *

Role *

NEXT **CANCEL**

1. Select the **Involvement Type**, which describes the party's role on a case.
2. Select the **Role** from the drop-down box.

Manage Filing

Notice of Appeal- Davis v. Davis

INSTRUCTIONS

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NEW CASE FILING

DRAFT 1 second ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

Add Party

[ROLE](#) > [NAME](#) > [ADDRESS](#) > [CONTACT](#) > [REPRESENTATION](#) > [SUMMARY](#)

SELECT ROLE

Specify how the party or participant you are adding is involved in the matter your are filing.

Involvement Type *

Filing Party

Role *

Defendant and Appellant

☐ Add Myself

Select this option if you are the Filing Party and wish to pre-populate the party you are adding with existing information from your user profile.

NEXT **CANCEL**

If you are ProSe and filing on your behalf, Checking add myself will add your information from your portal account profile.

When adding a Party, the **Add Myself** check box uses the filer's account profile information to complete the Party information details. Select this box if filing on your own behalf.

If you represent a Party, your information will be entered later under the **Representation** tab.

3. Click **Next**.

Manage Filing – Add Party – Name

The image displays two side-by-side screenshots of the 'Add Party' form, specifically the 'NAME' tab. The form is titled 'Add Party' and has a navigation bar with tabs: ROLE, NAME, ADDRESS, CONTACT, REPRESENTATION, and SUMMARY. The 'NAME' tab is active.

ENTER NAME
Specify whether the party you are adding is a person or an organization and their name information. If the individual or entity is known by another name which is relevant to the matter, select the Enter Alias Information link and provide the party's alias information.

NAME

Left Screenshot (Person): The 'Type' drop-down menu is set to 'Person'. Below it are input fields for 'First Name *', 'Middle Name', and 'Last Name *'. There are also fields for 'Prefix' and 'Suffix'. At the bottom, there is a link 'Enter Alias Information' and a 'NEXT' button, with 'BACK' and 'CANCEL' buttons below it.

Right Screenshot (Organization / Business): The 'Type' drop-down menu is set to 'Organization / Business'. Below it is an input field for 'Organization Name *'. At the bottom, there is a link 'Enter Alias Information' and a 'NEXT' button, with 'BACK' and 'CANCEL' buttons below it.

1. Select the correct party or entity **Type** from the drop-down box.
2. Enter all **Name** information.
3. Click the **Enter Alias Information**, if needed.
4. Click **Next**.

Add Party

[ROLE](#) > [NAME](#) > [ADDRESS](#) > [CONTACT](#) > [REPRESENTATION](#) > [SUMMARY](#)

ENTER ADDRESS

Enter the address for the party you are adding to which future correspondence related to this matter can be sent.

Address Line 1 *
124 Test Lane

Address Line 2
[Show More Address Lines](#)

Country *
United States

City *
Bismarck

State *
North Dako...

Zip Code *
58501

SKIP THIS STEP

NEXT

BACK

CANCEL

Manage Filing – Add Party – Address

1. Enter **Address** information.
2. Click **Next**.

Add Party

[ROLE](#) > [NAME](#) > [ADDRESS](#) > **CONTACT** > [REPRESENTATION](#) > [SUMMARY](#)

ENTER CONTACT INFORMATION

Enter contact name and phone number (if known) for the party you are adding.

Contact Phone Country
United States +1

Contact Phone Number

Email Address

SKIP THIS STEP

NEXT

BACK

CANCEL

1. Enter **Contact** information or click **Skip This Step** if the information is unknown.
2. Click **Next**.

Manage Filing – Add Party – Representation

Add Party

ROLE > NAME > ADDRESS > CONTACT > **REPRESENTATION** > SUMMARY

REPRESENTATION DETAILS
Specify the attorney or legal organization representing the party you are adding if known.

Does this party have representation?

☐ Yes, this party has representation
☐ Yes, this party is self represented (Pro se)
☐ No, or unknown

NEXT **BACK** **CANCEL**

arty

ROLE > NAME > ADDRESS > CONTACT > **REPRESENTATION** > SUMMARY

REPRESENTATION DETAILS
Specify the attorney or legal organization representing the party you are adding if known.

Does this party have representation?

☐ Yes, I am representing this party
☒ Yes, this party has representation
☐ Yes, this party is self represented (Pro se)
☐ No, or unknown

Representation selection:

☒ Search for existing attorney
☐ Search for existing legal organization
☐ Add new representation information

SEARCH

Attorney *

NEXT **BACK** **CANCEL**

Lets you find the other party's representation

1. Select the appropriate **Representation** details from the options provided.
2. Click **Next**.

Manage Filing – Add Party – Summary

1. Review the party **Summary** information to verify all information is correct.
2. Click any tab to return and modify information, if needed.

Add Party

ROLE > NAME > ADDRESS > CONTACT > REPRESENTATION > SUMMARY

SUMMARY

Review the summary information for the party. Click Finish if the information looks accurate and you are ready to add the party. Corrections to this information can be made subsequently before submission of the filing as needed.

ROLE Defendant and Appellant

NAME Jane Davis

ADDRESS 123 Test Lane
Bismarck North Dakota 58501

REPRESENTATION [REDACTED]

Use the "Add Another Party" check box to add additional parties

☐ Add Another Party

FINISH

BACK

CANCEL

Manage Filing – Add Additional Parties

Add Party

ROLE > NAME > ADDRESS > CONTACT > REPRESENTATION > SUMMARY

SUMMARY

Review the summary information for the party. Click Finish if the information looks accurate and you are ready to add the party. Corrections to this information can be made subsequently before submission of the filing as needed.

ROLE Defendant and Appellant

NAME Jane Davis

ADDRESS 123 Test Lane
Bismarck North Dakota 58501

REPRESENTATION [REDACTED]

☒ Add Another Party

FINISH

BACK

CANCEL

1. The **Add Another Party** check box should be selected to add an additional party to the case. Select the **Add Another Party** check box, if needed.
2. Click **Finish** to complete adding this party record and return to the **Add Party – Role** to enter another party. Continue this process until all parties are added.
3. Once all parties are added, ensure the **Add Another Party** box is left unchecked, then click **Finish** to continue the filing process.

Note: All parties must be added to the case for purposes of the appeal, even if a party was dismissed or otherwise disposed of at some point. The only exception is if the district court ordered the caption to be changed to remove the party.

Manage Filing – Add Additional Representation

1. To **Add Additional Representation**, click the three dots under the **Action** column in the **Parties** table.

PARTIES

Click Add Party to enter additional parties or participants involved in the matter you are filing or click Continue to proceed to the Filing Information workflow step. Parties you have added can also be modified or removed by selecting an option from the Actions column next to the party to be updated.

Role	Name	Address	Representation	Action
Defendant and Appellant	Davis, Jane	123 Test Lane Bismarck North Dakota 58501	[REDACTED]	
Appellee	Davis, John	111 Test Drive Bismarck North Dakota 58501	[REDACTED]	

1 to

CONTINUE **ADD PARTY**

Edit
Remove

2. Click **Edit**.

Edit Party

PARTY INFORMATION

Make changes to this party's information, including adding or removing representation.

ROLE	Defendant and Appellant	
NAME	Jane Davis	
ADDRESS	123 Test Lane Bismarck North Dakota 58501	
CONTACT		
REPRESENTATION	ADD REPRESENTATION	 

BACK TO PARTIES

- Click **Add Representation**.

Edit Party

REPRESENTATION DETAILS

Specify the attorney or legal organization representing the party you are adding if known.

Does this party have representation?

☒ Yes, this party has representation

Representation selection:

☒ Search for existing attorney

☐ Search for existing legal organization

SEARCH

Attorney *

SAVE CANCEL

- Add additional representation details and click **Save**.

Edit Party

PARTY INFORMATION

Make changes to this party's information, including adding or removing representation.

ROLE	Defendant and Appellant	
NAME	Jane Davis	
ADDRESS	123 Test Lane Bismarck North Dakota 58501	
CONTACT		
REPRESENTATION		
REPRESENTATION		

ADD REPRESENTATION

BACK TO PARTIES

5. Once all representation has been entered, click **Back to Parties**.

✓ PARTIES

2 FILING INFORMATION

3 ORIGINATING COURT

4 DOCKET ENTRIES

5 SERVICE

6 SUMMARY

PARTIES

Click Add Party to enter additional parties or participants involved in the matter you are filing or click Continue to proceed to the Filing Information workflow step. Parties you have added can also be modified or removed by selecting an option from the Actions column next to the party to be updated.

Role	Name	Address	Representation	Action
Defendant and Appellant	Davis, Jane	123 Test Lane Bismarck North Dakota 58501		...
Appellee	Davis, John	111 Test Drive Bismarck North Dakota 58501		...

1 to 2 of 2

CONTINUE

ADD PARTY

6. Click **Continue** to resume filing.

Manage Filing – Filing Information

Manage Filing

Notice of Appeal- Davis v. Davis

INSTRUCTIONS

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If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

✓

PARTIES

2

FILING INFORMATION

3

ORIGINATING COURT

4

DOCKET ENTRIES

5

SERVICE

6

SUMMARY



FILING INFORMATION

Enter the general information about the filing being submitted to the court.

ENTER INFORMATION

 **NEW CASE FILING**

DRAFT

12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

1. Click **Enter Information**.

20

Manage Filing – Edit Filing Information

Edit Filing Information

FILING INFORMATION

Update the general information about the filing being submitted to the court as necessary.

Filed on Behalf of *

Davis, Jane

Select individual(s) or entities(s) who are submitting the legal document(s) which comprise this filing to the court.

Reference Name *

Notice of Appeal- Davis v. Davis

Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future.

Comments

Provide any comments related to this filing that you would like the court to see or be aware of.

☐ Request Confidential

Select this option if you would like the court to consider treating this filing as confidential and not publicly available.

SAVE

CANCEL

2. Complete all **Filing Information**.
3. Click **Save**.
4. Click **Continue**.

Manage Filing – Originating Court Cases

If the new case is associated with another case, select **Add Originating Court Case** to add the related case information. Otherwise, select **Skip This Step**. For example, in an original jurisdiction matter, such as a petition for a writ, there would not be an originating court.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

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HIDE

✓ PARTIES

✓ FILING INFORMATION

✓ ORIGINATING COURT

4 DOCKET ENTRIES

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6 SUMMARY



ORIGINATING COURT CASES

If the filing you are submitting represents an appeal on or pertains to a matter from one or more existing cases, please add records here with information provided about each related case. Otherwise, you may skip this step.

ADD ORIGINATING COURT CASE

SKIP THIS STEP

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

1. Click **Add Originating Court Case**.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

HIDE ^

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Add Originating Court Case

[CASE](#) > [DETAILS](#) > [JUDGMENTS](#) > [SUMMARY](#)

ENTER CASE INFORMATION

Enter the general case information from the case that is related to your filing.

Originating Court *	Adams County District Court
Case Number *	01-2023-CV-00001
Case Title	
Case Type	
County	

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
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STATUS HISTORY

SUBMIT FILING

REMOVE FILING

2. Enter all information for the related case.

3. Click **Finish** to continue.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

HIDE ^

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Add Originating Court Case

[CASE](#) > [DETAILS](#) > [JUDGMENTS](#) > [SUMMARY](#)

SUMMARY

Review the summary information for the Originating Court Case. Click Finish if the information looks accurate and you are ready to add the Originating Court Case to the filing. Corrections to this information can be made subsequently before submission of the filing as needed.

ORIGINATING COURT Adams County District Court

CASE NUMBER 01-2023-CV-00001

FINISH

BACK

CANCEL

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

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✓ PARTIES

✓ FILING INFORMATION

✓ ORIGINATING COURT

4 DOCKET ENTRIES

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ORIGINATING COURT CASES

If the filing you are submitting represents an appeal on or pertains to a matter from one or more existing cases, please add records here with information provided about each related case.

Originating Court	Case Number	Case Title	Judgments	Action
Adams County District Court	01-2023-CV-00001			...

1 to 1 of 1

CONTINUE

ADD ORIGINATING COURT CASE

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

4. The **Originating Court Cases** table shows the associated cases entered. Click **Originating Court Case** to add additional originating court case information.
5. Select **Continue** to resume filing.

Manage Filing – Docket Entries

Manage Filing

Notice of Appeal- Davis v. Davis

INSTRUCTIONS

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice e of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

✓ PARTIES

✓ FILING INFORMATION

✓ ORIGINATING COURT

4 DOCKET ENTRIES

5 SERVICE

6 SUMMARY



DOCKET ENTRIES

Enter information about and upload electronic files for the lead document and any associated documents you wish to submit to the court with this filing.

ENTER INFORMATION



NEW CASE FILING

DRAFT

12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

1. Click **Enter Information**.

25

Manage Filing – Add Docket Entry – Type

Click the **Exclude from Service** check box if other case parties are not receiving copies of the filing.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice e of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

Add Docket Entry

TYPE > DOCUMENT > SUMMARY

SELECT TYPE

Specify the type of document you wish to submit to the court with this filing. Please note that the Type for the Lead Docket Entry associated with this filing has already been selected and cannot be modified.

Type *

Notice - Appeal

☐ Exclude from Service

NEXT **CANCEL**

2. Select the Docket Entry **Type**.
3. Click **Next**.

Manage Filing – Add Docket Entry – Document

Manage Filing

Notice of Appeal- Davis v. Davis

INSTRUCTIONS

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner. Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

ADD DOCKET ENTRY

TYPE > DOCUMENT > SUMMARY

DOCUMENT INFORMATION

Provide information about the document you are filing and upload the corresponding electronic file. You will subsequently be able to upload additional documents and add associated docket entry documents as necessary.

Name *

Notice - Appeal

Input the name of the document you are uploading to submit as part of your filing.

Comments

Provide any comments related to the document you are uploading that you would like the court to see or be aware of.

Request Confidential

If you would like the court to consider treating the document you are uploading as confidential and not publicly available, specify the reason why here.

FILE ATTACHMENT

File *

[View the acceptable file types.](#)

NEXT

BACK

CANCEL

NEW CASE FILING

DRAFT 12 days ago

COURT

North Dakota Supreme Court

CASE CLASSIFICATION

Appeal - Civil - Divorce

LEAD DOCKET ENTRY

Notice - Appeal

REFERENCE NAME

Notice of Appeal- Davis v. Davis

REFERENCE NUMBER

63BE-610C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

Click the **File** field to add attachment

1. Complete all **Document** Information.
2. If needed, select an option from the **Request Confidential** drop-down box.
3. Click the **File** field to add an attachment.

Add Docket Entry

TYPE > **DOCUMENT** > SUMMARY

DOCUMENT INFORMATION

Provide information about the document you are filing and upload the corresponding electronic file. You will subsequently be able to upload additional documents and add associated docket entry documents as necessary.

Name *

Notice - Appeal

Input the name of the document you are uploading to submit as part of your filing.

Comments

Provide any comments related to the document you are uploading that you would like the court to see or be aware of.

Request Confidential

If you would like the court to consider treating the document you are uploading as confidential and not publicly available, specify the reason why here.

FILE ATTACHMENT

File *

 Notice - Notice of Appeal. (49.7 KiB)



[View the acceptable file types.](#)

NEXT

BACK

CANCEL

4. Click **Next**.

Manage Filing – Add Docket Entry – Summary

1. Review the document summary information to ensure it is correct.
2. Click **Back** to edit information, if needed.

Add Docket Entry

TYPE > DOCUMENT > SUMMARY

SUMMARY

Review the summary information for the document. Click Finish if the information looks accurate and you are ready to add the document. Corrections to this information or the uploaded electronic file can be made subsequently before submission of the filing as needed.

TYPE Notice - Of Appeal

DOCUMENT [Notice - Of Appeal](#)

FINISH BACK CANCEL

3. Click **Finish** to return to the **Manage Filing – Docket Entries** tab. It should be marked “complete”.
4. Click the **Action** icon to **Edit** information, if needed.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice e of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

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✓ PARTIES ✓ FILING INFORMATION ✓ ORIGINATING COURT **✓ DOCKET ENTRIES** 5 SERVICE 6 SUMMARY

DOCKET ENTRIES

Click Add Docket Entry to enter additional associated docket entries and documents to be submitted along with the matter you are filing or click Continue to proceed to the Summary workflow step. Docket entries you have added can also be modified or removed by selecting an option from the Actions column next to the docket entry to be updated. Additional documents can be uploaded for an existing docket entry.

Lead	Type	Documents	Exclude from Service	Filing Fees	Action
✓	Notice - Appeal	Notice - Appeal		\$125.00	...

1 to 1 of 1

CONTINUE ADD DOCKET ENTRY REQUEST FEE WAIVER OR STATEMENT FEE NOT DUE

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

Edit

Manage Filing – Request Fee Waiver

1. Click **Request Fee Waiver or Statement Fee Not Due** only if you are requesting fees to be waived.

The screenshot shows a web form titled "Request Fee Waiver or Statement Fee not Due". The form has a blue header bar with the title and window control icons. Below the header, the text "SELECT REASON" is displayed in orange. A paragraph of instructions follows: "Select the type of fee waiver you wish to submit to the court with this filing. Please note that the court can reject the fee waiver request and impose the fee amounts associated with this filing." Below this is a text input field labeled "Fee Waiver Reason *". The input field is currently empty. Below the input field, there are three radio button options, each with a bold title and a descriptive paragraph. The first option is "District Court waived Filing Fees", the second is "Government Agency Appealing", and the third is "Petition to Waive Filing Fee".

Request Fee Waiver or Statement Fee not Due

SELECT REASON

Select the type of fee waiver you wish to submit to the court with this filing. Please note that the court can reject the fee waiver request and impose the fee amounts associated with this filing.

Fee Waiver Reason *

District Court waived Filing Fees
Select if the district court waived filing fees. Select this option only if filing fees were waived based on indigency/inability to pay. Do not select this option if other types of fees or costs were waived.

Government Agency Appealing
Select if you are a government entity filing a notice of appeal and under N.D.C.C. § 28-32-29, no filing fee is required.

Petition to Waive Filing Fee
Select this option if you are submitting the completed "Petition to Waive Filing Fee on Appeal" with your notice of appeal.

2. Add reason for requested fee waiver.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

HIDE ^

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner. Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

✓ PARTIES

✓ FILING INFORMATION

✓ ORIGINATING COURT

✓ DOCKET ENTRIES

5 SERVICE

6 SUMMARY

DOCKET ENTRIES

Click Add Docket Entry to enter additional associated docket entries and documents to be submitted along with the matter you are filing or click Continue to proceed to the Summary workflow step. Docket entries you have added can also be modified or removed by selecting an option from the Actions column next to the docket entry to be updated. Additional documents can be uploaded for an existing docket entry.

Lead	Type	Documents	Exclude from Service	Filing Fees	Action
✓	Notice - Appeal	Notice - Appeal		\$125.00	...

1 to 1 of 1

REQUEST FEE WAIVER OR STATEMENT FEE NOT DUE

Government Agency Appealing

Select if you are a government entity filing a notice of appeal and under N.D.C.C. § 28-32-29, no filing fee is required.

[✎](#) [✕](#)

CONTINUE

ADD DOCKET ENTRY

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

3. Fee Waiver will display on screen.
4. Click **Continue** to resume filing.

Manage Filing – Service

1. Click **Enter Service Details**.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

HIDE ^

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice e of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

✓ PARTIES

✓ FILING INFORMATION

✓ ORIGINATING COURT

✓ DOCKET ENTRIES

5 SERVICE

6 SUMMARY



SERVICE

Enter the service information for all case parties and legal representatives that must be notified about this filing, including how and when they will be served.

ENTER SERVICE DETAILS

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

2. Select individual Party check boxes for parties served by the same Service Method.

32

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

HIDE ^

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

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If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Helo/Appeals/Notice-of-Appeal.pdf>).

✓ PARTIES

✓ FILING INFORMATION

✓ ORIGINATING COURT

✓ DOCKET ENTRIES

5 SERVICE

6 SUMMARY

SERVICE

Enter service information for the following recipients, including how and when they will be served. Some recipients may be eligible for electronic service (eService) within this application, and if so they will default to that method.

☒	Name	Role	Representing	Service Method / Date	eService Eligible
☒	[REDACTED]	Representation	Davis, John		

1 selected 1 to 1 of 1

SET SERVICE

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

3. Click **Set Service** if service information is not defaulted.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS HIDE

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

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NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal- Davis v. Davis

REFERENCE NUMBER
63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

6 SUMMARY

SERVICE

Enter service information for the following recipients, including how you want to serve them within this application, and if so they will default to that method.

☒	Name	Role
☒	[REDACTED]	Representation

1 selected

1 to 1 of 1

Set Service

Service Method *

SAVE **CANCEL**

SET SERVICE

4. Select the **Service Method**, if needed.

Set Service

Service Method *

Conventional
The documents being filed have been served directly via mail to this party/participant.

Email
The documents being filed have been served directly via email to this party/participant.

Not Served
The documents being filed have not been served to this party/participant.

Process Server
The documents being filed have been served directly via a process server to this party/participant.

5. Click the **Calendar** icon to open the **Select a Date** window.
6. Select the **Service Date**.

The screenshot shows a 'Set Service' dialog box with a blue header and a white body. It contains two fields: 'Service Method *' with a dropdown menu showing 'Email', and 'Service Date *' with a text input showing '02/20/2024' and a calendar icon. A calendar overlay is open, showing February 2024. The date 20 is selected. The calendar has a blue 'Clear' button and a blue 'Today' button. In the background, there is a 'SUMMARY' button and a 'CONTINUE' button.

7. Click **Save** to return to the **Manage Filing** screen – **Service** tab.

The screenshot shows the 'Manage Filing' screen for a 'Notice of Appeal- Davis v. Davis'. The screen has a blue header and a white body. It contains a 'SERVICE' section with a table of recipients. The 'Set Service' dialog box is open, showing the 'Service Method *' dropdown set to 'Email' and the 'Service Date *' text input set to '02/20/2024'. The dialog box has a blue 'SAVE' button and a grey 'CANCEL' button. In the background, there is a 'CONTINUE' button and a 'SET SERVICE' button.

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

HIDE ^

There is a deadline to file a notice of appeal depending on what type of case is being appealed.

A notice of appeal must be filed electronically except if self-represented or prisoner Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fillable notice e of appeal can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).

If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fillable order for transcript can be found here (<https://www.ndcourts.gov/Media/Default/Legal%20Resources/Legal%20Self%20Help/Appeals/Notice-of-Appeal.pdf>).



PARTIES



FILING INFORMATION



ORIGINATING COURT



DOCKET ENTRIES



SERVICE



SUMMARY

SERVICE

Enter service information for the following recipients, including how and when they will be served. Some recipients may be eligible for electronic service (eService) within this application, and if so they will default to that method.

☐	Name	Role	Representing	Service Method / Date	eService Eligible
☐	[REDACTED]	Representation	Davis, John	Email 02/20/2024	

0 selected

1 to 1 of 1

CONTINUE

SET SERVICE

NEW CASE FILING

DRAFT

12 days ago

COURT

North Dakota Supreme Court

CASE CLASSIFICATION

Appeal - Civil - Divorce

LEAD DOCKET ENTRY

Notice - Appeal

REFERENCE NAME

Notice of Appeal- Davis v. Davis

REFERENCE NUMBER

63BE-810C-AD6A-9885

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

8. Click **Continue**.

Manage Filing – Summary

Manage Filing Notice of Appeal- Davis v. Davis

INSTRUCTIONS

There is a deadline to file a notice of appeal depending on what type of case is being appealed. A notice of appeal must be filed electronically except if self-represented or prisoner. Self-represented or prisoner parties can hand-delivery or mail a notice of appeal, but it must be received by the Clerk within the time mentioned above. A fileable notice of appeal can be found here: <https://www.ndcourts.gov/Media/Default/Legal/20Resources/Legal/20Self/20Chap/20Appeal/Notice-of-Appeal.pdf>. If you intend to refer in your brief to testimony or argument that was heard in the district court, you must include an order for transcript with your notice of appeal. If you need to order a transcript, the order must be filed with your notice of appeal. A fileable order for transcript can be found here: <https://www.ndcourts.gov/Media/Default/Legal/20Resources/Legal/20Self/20Chap/20Appeal/Notice-of-Appeal.pdf>.

NEW CASE FILING

DRAFT 12 days ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Civil - Divorce

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Notice of Appeal Davis v. Davis

REFERENCE NUMBER
638E-810C-AD6A-9283

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

SUMMARY

Review the summary information for the filing. Click Submit Filing if the information looks accurate and you are ready to submit your filing to the court. Changes can be made to any of the information prior to submission by navigating back to any of the previous workflow steps and making edits.

FILING

COURT North Dakota Supreme Court

CASE CLASSIFICATION Appeal - Civil - Divorce

FILED ON BEHALF OF Jane Davis

REFERENCE NUMBER 638E-810C-AD6A-9283

PARTIES

DEPENDANT AND APPELLANT Davis, Jane REPRESENTATION

DAVIS, John APPELLES REPRESENTATION

ORIGINATING COURT CASES

01-2023-CV-00001
ADAMS COUNTY DISTRICT COURT

DOCKET ENTRIES

Notice - Appeal
LEAD DOCKET ENTRY

[Notice - Appeal DOCUMENTS](#)

SERVICE

EMAIL 02/20/2024
SERVICE DATE

FILING FEES

FILING FEES TOTAL \$125.00

FILING FEES DUE \$0.00

REQUEST FEE WAIVER OR STATEMENT FEE NOT DUE Government Agency Appealing

SUBMIT FILING

Opens attachment for review, if needed

1. Review the **Summary** information.
2. Click any tab to modify information, if needed.
3. Click **Submit Filing** to submit to the Court.

4. A confirmation window appears. Click **OK** to submit the filing.

The screenshot shows a legal filing application interface. On the left, there are five main sections: PARTIES, ORIGINATING COURT CASES, DOCKET ENTRIES, SERVICE, and FILING FEES. The PARTIES section lists Davis, Jane as the Defendant and Appellant, and Davis, John as the Appellee, both with representation. The ORIGINATING COURT CASES section shows case 01-2023-CV-00001 from Adams County District Court. The DOCKET ENTRIES section shows a 'Notice - Appeal' as the lead docket entry. The SERVICE section is partially visible. The FILING FEES section shows a total of \$125.00, with \$0.00 due, and a note that a fee waiver is not due for Government Agency Appealing. A 'SUBMIT FILING' button is at the bottom right. A 'Confirm' dialog box is centered on the screen, asking for confirmation to submit the filing to the court, with 'OK' and 'CANCEL' buttons.

PARTIES

Davis, Jane
DEFENDANT AND APPELLANT
REPRESENTATION

Davis, John
APPELLEE
REPRESENTATION

ORIGINATING COURT CASES

01-2023-CV-00001
ADAMS COUNTY DISTRICT COURT

DOCKET ENTRIES

Notice - Appeal
LEAD DOCKET ENTRY

SERVICE

EMAIL

FILING FEES

FILING FEES TOTAL [\\$125.00](#)
FILING FEES DUE \$0.00
REQUEST FEE WAIVER OR STATEMENT FEE NOT DUE: Government Agency Appealing

Confirm [X]

Are you sure you want to submit this filing to the court? No further changes will be allowed once submitted.

OK CANCEL

SUBMIT FILING

The **Green Success** message appears. The filing Status is updated to Submitted.

Manage Filing Notice of Appeal- Davis v. Davis



FILING SUBMITTED

The filing is being sent to the court and should be received by them shortly. You can monitor its progress by returning to this filing and viewing the status history, which will update as it moves through the review process. If enabled, you will also receive notifications alerting you to any updates.

[STATUS HISTORY](#)[RETURN TO SUMMARY](#)

NEW CASE FILING

SUBMITTED 1 second ago

COURT

North Dakota Supreme Court

CASE CLASSIFICATION

Appeal - Civil - Divorce

LEAD DOCKET ENTRY

Notice - Appeal

REFERENCE NAME

Notice of Appeal- Davis v. Davis

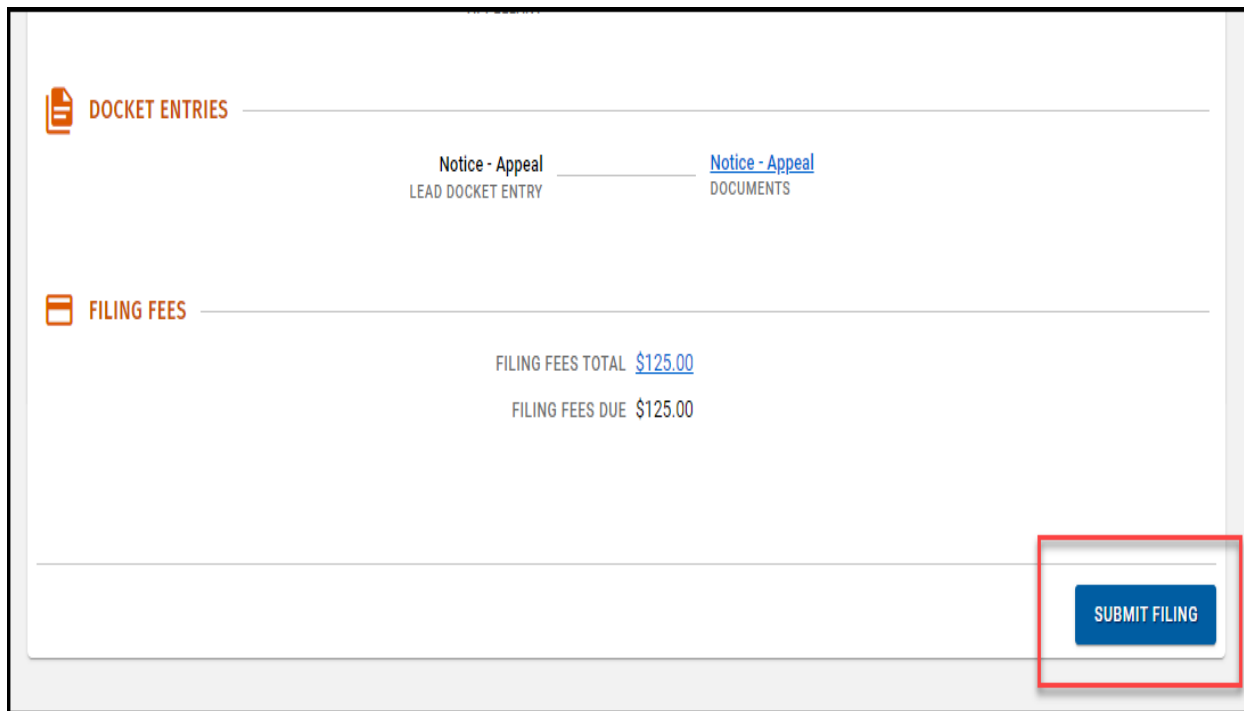
REFERENCE NUMBER

63BE-810C-AD6A-9885

[STATUS HISTORY](#)

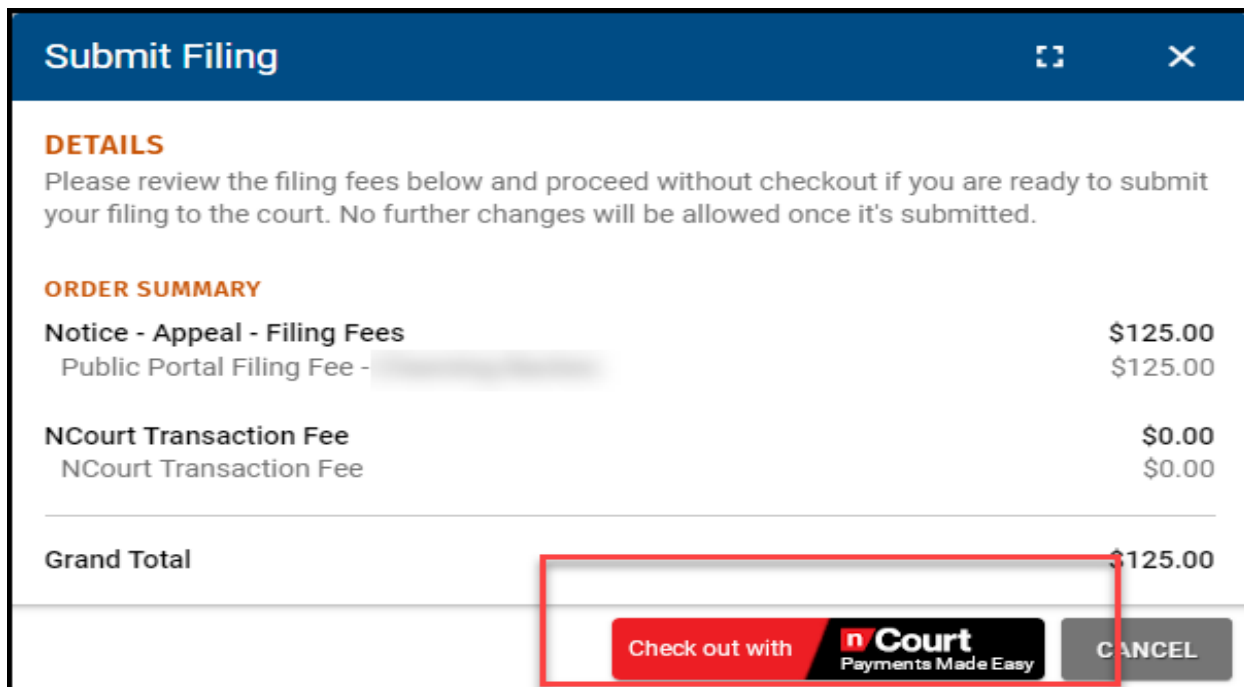
Paying a Filing Fee with Credit Card

1. Click on **Submit Filing**.



The screenshot shows a web interface for court filings. It has two main sections: 'DOCKET ENTRIES' and 'FILING FEES'. Under 'DOCKET ENTRIES', there are two links: 'Notice - Appeal' (with 'LEAD DOCKET ENTRY' below it) and 'Notice - Appeal' (with 'DOCUMENTS' below it). Under 'FILING FEES', it shows 'FILING FEES TOTAL \$125.00' and 'FILING FEES DUE \$125.00'. A blue button labeled 'SUBMIT FILING' is located in the bottom right corner, highlighted with a red rectangle.

2. A pop up will appear to take you to a third-party credit card company portal. Select **Check out with nCourt**.



The screenshot shows a 'Submit Filing' pop-up window. It has a blue header with the title 'Submit Filing' and window control icons. The main content area is divided into sections: 'DETAILS' with a warning message, 'ORDER SUMMARY' with a table of fees, and a 'Grand Total' row. At the bottom, there are two buttons: 'Check out with nCourt' (highlighted with a red rectangle) and 'CANCEL'.

ORDER SUMMARY	
Notice - Appeal - Filing Fees	\$125.00
Public Portal Filing Fee - [REDACTED]	\$125.00
NCourt Transaction Fee	\$0.00
NCourt Transaction Fee	\$0.00
Grand Total	\$125.00

3. Add billing and payment information.



North Dakota Supreme Court

Phone: 701-328-2221600 East Blvd, Bismarck, North Dakota 58503
[Court Website](#)

PaymentRedirectToCMSReceipt

Payment

You have elected to pay for the following item(s).

North Dakota Supreme Court
600 East Blvd, Bismarck, North Dakota 58503

Description	ID	Amount
Filing Fees: North Dakota Supreme Court	800E-2EAC-0028-B785	\$125.00
Total:		\$125.00

Total Amount Due: \$125.00

Billing Information

☐ Same As Previous Information

☐ International Address

First Name
John

Last Name
Doe

Address 1
sdfsdf

Address 2
Enter Address Line 2

Payment Information

Card Type
   

Card Number
TEST MODE

CVV Code
123

Expiration
12 2034

4. Click **Submit Payment** to pay fee.

The screenshot shows a web form for submitting a payment. At the top left, there is a light blue box containing three input fields: 'Phone Number' with a pre-filled '(701)' and a masked number, 'Email' with a masked address, and 'Confirm Email' with the placeholder 'Enter Email Address'. A mouse cursor is positioned below the 'Confirm Email' field. Below this box is a section titled 'Important Information' in blue text, which contains instructions about providing a correct billing address and a valid email address for confirmation. It also includes a field for a mobile number with a placeholder '() - '. To the right of the 'Important Information' section, a blue button labeled 'Submit Payment' is highlighted with a red rectangular border. At the bottom right of the page, there is a footer that reads 'powered by nCourt' and a link to the 'Privacy Policy'.

Phone Number
(701) [masked]

Email
[masked]

Confirm Email
Enter Email Address

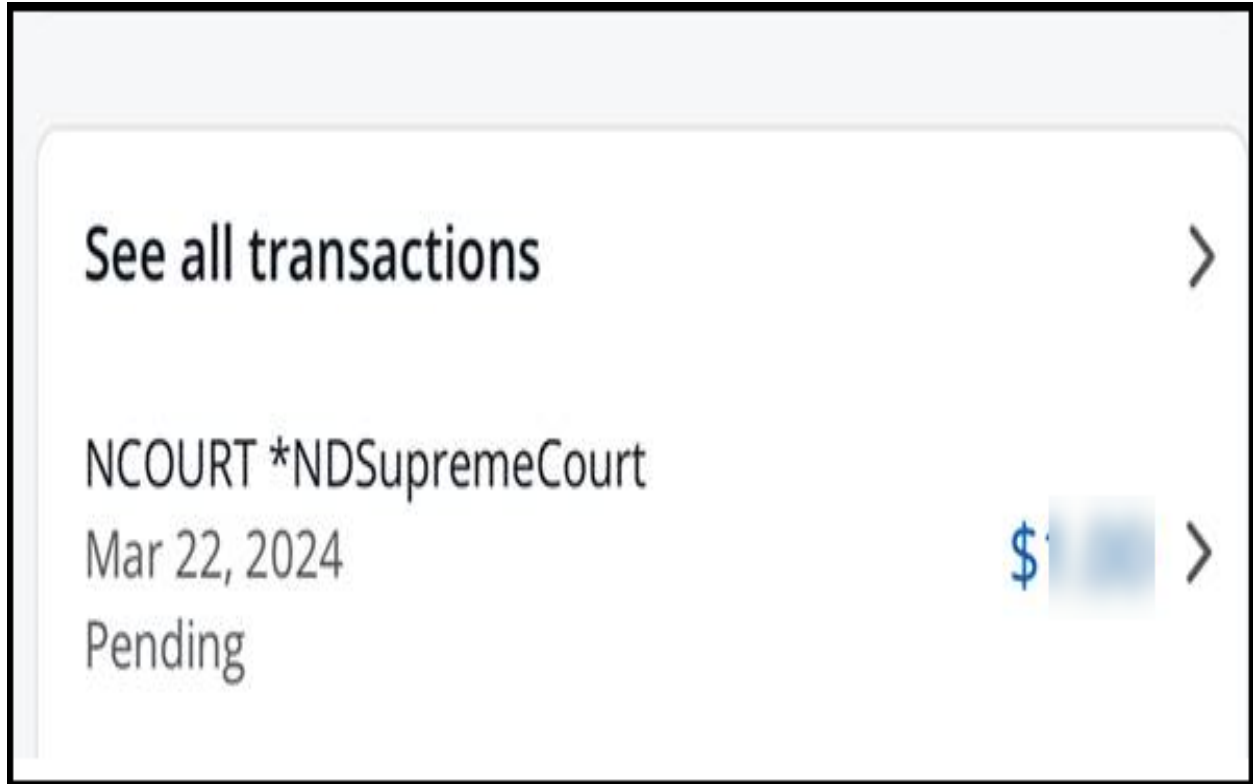
Important Information
Please provide the correct billing address associated with the account being used to make the payment.
To receive an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number () - [masked]

Submit Payment

powered by nCourt
[Privacy Policy](#)

IMPORTANT NOTE: If you pay a filing fee, you will see this below the transaction on your banking statement. Do not dispute this charge. If you do, you risk dismissal of your matter.



5. Once payment is complete, you will be re directed back to your e-file public portal. Your filing is summited.

North Dakota Appellate Case System

Manage Filing Appeal - Administrative - Other



FILING SUBMITTED

The filing is being sent to the court and should be received by them shortly. You can monitor its progress by returning to this filing and viewing the status history, which will update as it moves through the review process. If enabled, you will also receive notifications alerting you to any updates.

[STATUS HISTORY](#)[VIEW RECEIPT](#)[RETURN TO SUMMARY](#)

NEW CASE FILING

[SUBMITTED](#) 2 seconds ago

COURT
North Dakota Supreme Court

CASE CLASSIFICATION
Appeal - Administrative - Other

LEAD DOCKET ENTRY
Notice - Appeal

REFERENCE NAME
Appeal - Administrative - Other

REFERENCE NUMBER
0FCC-B7AD-4A2D-25F6

[STATUS HISTORY](#)

Filling into an Existing Case

You must have a Supreme Court case number to file into an existing case.

Create Filing

1. Under the **Create** option in the left menu, select **New Filing**. The **Court** tab of the **Create Filing** screen appears.

Home

Announcements

Notifications

Search

Administration

My Work

Create

Request Case Access

New Filing

Create Filing

CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SELECT COURT

Please select the court in which you are going to file.

Court *

North Dakota Supreme Court

CONTINUE

2. Click **Continue**.

Create Filing

CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SELECT CASE TYPE

Choose if you are creating a new case or filing on an existing case.

Case Type *

Create a New Case

Select this option to create a new case and attach the initial filing(s).

File on Existing Case

Select this option to file additional documents on an existing case.

3. Select **File into an Existing Case** from the **Case Type** drop-down box.

Create Filing

[CASE TYPE](#) > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SELECT CASE TYPE

Choose if you are creating a new case or filing on an existing case.

Case Type *

File on Existing Case

Case Number *

20230

CONTINUE

4. Add your existing Supreme Court case number (e.g. 20240001).
5. Click **Continue**.

Create Filing

CASE TYPE > **ENTRY MODE** > FILING TYPE > DETAILS > SUMMARY

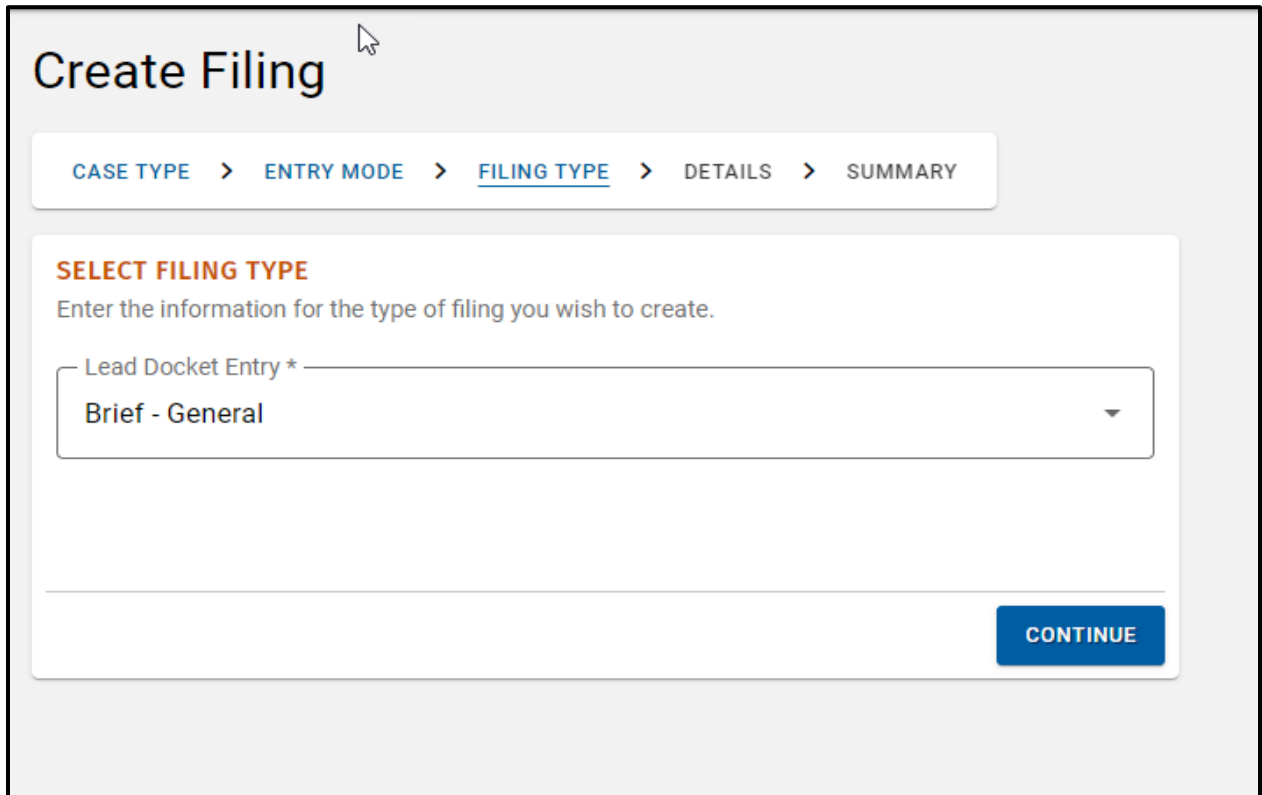
SELECT ENTRY MODE

Guided Entry
Select this option to be presented with common filing scenarios, along with suggested documentation to include. Recommended for new users and the general public. >

Manual Entry
Select this option to view the complete set of available filing options. Recommended for attorneys and other experienced users. >

Use Guided Entry when you are not familiar with filling

6. Select the **Manual Entry** mode to continue with the instructions in this guide or **Guided Entry** for more details and instructions on the types of filings.



The screenshot shows a web interface for creating a filing. At the top, the title 'Create Filing' is displayed with a mouse cursor pointing to it. Below the title is a horizontal navigation bar with five steps: 'CASE TYPE', 'ENTRY MODE', 'FILING TYPE' (which is underlined and highlighted), 'DETAILS', and 'SUMMARY'. The main content area is titled 'SELECT FILING TYPE' in orange. Below this title is a prompt: 'Enter the information for the type of filing you wish to create.' There is a label 'Lead Docket Entry *' followed by a dropdown menu. The dropdown menu is open, showing the selected option 'Brief - General' and a downward arrow. At the bottom right of the form is a blue button labeled 'CONTINUE'.

Create Filing

CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SELECT FILING TYPE

Enter the information for the type of filing you wish to create.

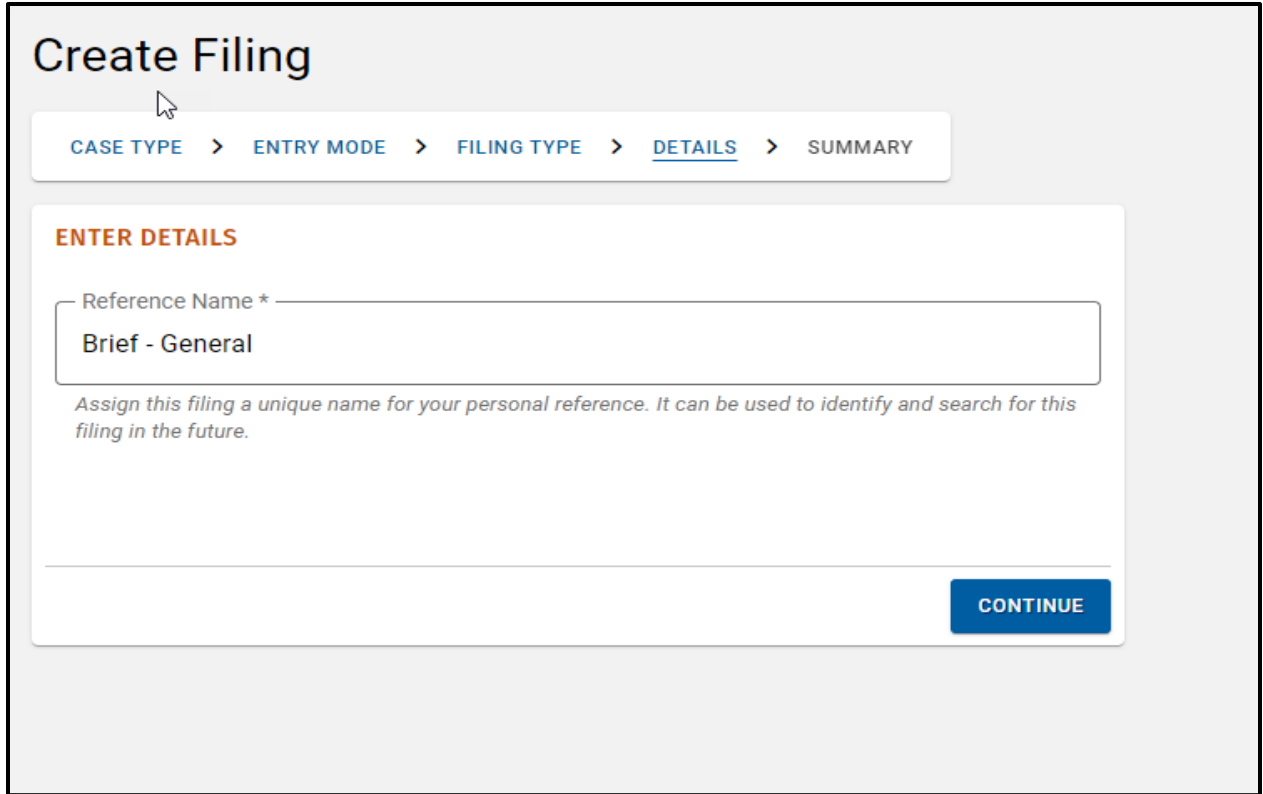
Lead Docket Entry *
Brief - General

CONTINUE

1. Add your **Lead Docket Entry**.
2. Click **Continue**.

Create Filing – Details

1. Add any additional **Details**.



The screenshot shows a web form titled "Create Filing". At the top, there is a breadcrumb navigation bar with five items: "CASE TYPE", "ENTRY MODE", "FILING TYPE", "DETAILS" (which is underlined and has a mouse cursor hovering over it), and "SUMMARY". Below the navigation bar, the main content area is titled "ENTER DETAILS" in orange. It contains a text input field labeled "Reference Name *" with the text "Brief - General" entered. Below the input field, there is a paragraph of instructional text: "Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future." At the bottom right of the form, there is a blue button labeled "CONTINUE".

2. Click **Continue**.

Create Filing – Summary

1. Review **Summary** information.
2. Click **Create Filing** to continue.

Create Filing

CASE TYPE > ENTRY MODE > FILING TYPE > DETAILS > SUMMARY

SUMMARY

Please review the details of the filing you are about to create. If everything looks correct, you can create this filing and proceed to the next steps.

COURT	North Dakota Supreme Court
CASE TYPE	Existing Case Filing
CASE NUMBER	20230
CASE TITLE	
CASE CLASSIFICATION	Appeal - Civil - Child Support
FILING TYPE	Brief - General
REFERENCE NAME	Brief - General

CREATE FILING

Manage Filing

Manage Filing – Parties

1. Add any additional **Parties**. If no additional parties need to be added, select **Skip This Step**.

Manage Filing Brief - General

INSTRUCTIONS

HIDE ^

This is a general brief. In the description, please include what type of brief you are filing. Do not use this entry in place of a more specific brief entry, such as 'Brief - Appellant'.

PARTIES

2

FILING INFORMATION

3

DOCKET ENTRIES

4

SUMMARY

PARTIES

If the Party(ies) or Participant(s) you are filing on behalf of are already associated with this Case, please SKIP THIS STEP. This function should ONLY be used if you are filing on behalf of Part(ies) or Participant(s) that are NOT already associated to the case and are being introduced with this filing.

ADD PARTY

SKIP THIS STEP

EXISTING CASE FILING

DRAFT 1 second ago

COURT
North Dakota Supreme Court

CASE NUMBER
2023

CASE TITLE
[REDACTED]

CASE CLASSIFICATION
Appeal - Civil - Child Support

LEAD DOCKET ENTRY
Brief - General

REFERENCE NAME
Brief - General

REFERENCE NUMBER
823D-F229-DE73-201D

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

52

Manage Filing – Filing Information

Manage Filing

Brief - General

INSTRUCTIONS

HIDE

This is a general brief. In the description, please include what type of brief you are filing. Do not use this entry in place of a more specific brief entry, such as "Brief - Appellant".

PARTIES

FILING INFORMATION

DOCKET ENTRIES

SUMMARY



FILING INFORMATION

Enter the general information about the filing being submitted to the court.

ENTER INFORMATION

EXISTING CASE FILING

DRAFT 1 second ago

COURT
North Dakota Supreme Court

CASE NUMBER
2023

CASE TITLE
[REDACTED]

CASE CLASSIFICATION
Appeal - Civil - Child Support

LEAD DOCKET ENTRY
Brief - General

REFERENCE NAME
Brief - General

REFERENCE NUMBER
823D-F229-DE73-201D

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

1. Click **Enter Information**.

Edit Filing Information

FILING INFORMATION

Update the general information about the filing being submitted to the court as necessary.

Filed on Behalf of

20230...-APPELLE...

✕ ▼

Select individual(s) or entities(s) who are submitting the legal document(s) which comprise this filing to the court.

Filed by Other

Use this field to enter the filed by party name(s) when they are not available in the Filed on Behalf of field (which may occur if you do not have access to all parties on this case).

Reference Name *

Brief - General

Assign this filing a unique name for your personal reference. It can be used to identify and search for this filing in the future.

Comments

Brief- Appellee

Provide any comments related to this filing that you would like the court to see or be aware of.

☐ Request Confidential

Select this option if you would like the court to consider treating this filing as confidential and not publicly available.

SAVE

CANCEL

- Complete all **Filing Information**. If you are filing general filings, such as a general motion or general brief, include the description of the filing in the comments box (e.g. "Brief in Support of Motion for Stay or Motion for Sanctions").
- Click **Save**.

Manage Filing

Brief - General

INSTRUCTIONS

HIDE

This is a general brief. In the description, please include what type of brief you are filing. Do not use this entry in place of a more specific brief entry, such as "Brief - Appellant".

✓

PARTIES

✓

FILING INFORMATION

3

DOCKET ENTRIES

4

SUMMARY

FILING INFORMATION

Click Edit to update the current filing information you have entered or click Continue to proceed to the Docket Entries workflow step.

FILED ON BEHALF OF

20230

APPELLEE-3

REFERENCE NAME

Brief - General

COMMENTS

Brief-Appellee

CONTINUE

EDIT

EXISTING CASE FILING

DRAFT

1 minute ago

COURT

North Dakota Supreme Court

CASE NUMBER

2023

CASE TITLE

CASE CLASSIFICATION

Appeal - Civil - Child Support

LEAD DOCKET ENTRY

Brief - General

REFERENCE NAME

Brief - General

REFERENCE NUMBER

823D-F229-DE73-201D

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

4. Review the **Filing Information**, then click **Continue**.

55

Manage Filing – Docket Entries

1. If additional docket entries are needed, select **Add Docket Entry**.

Manage Filing

Brief - General

INSTRUCTIONS

HIDE ^

This is a general brief. In the description, please include what type of brief you are filing. Do not use this entry in place of a more specific brief entry, such as "Brief - Appellant".

✓

PARTIES

✓

FILING INFORMATION

✓

DOCKET ENTRIES

✓

SUMMARY

DOCKET ENTRIES

Click Add Docket Entry to enter additional associated docket entries and documents to be submitted along with the matter you are filing or click Continue to proceed to the Summary workflow step. Docket entries you have added can also be modified or removed by selecting an option from the Actions column next to the docket entry to be updated. Additional documents can be uploaded for an existing docket entry.

Lead	Type	Documents	Filing Fees	Action
✓	Brief - General	Brief - General	\$0.00	...

1 to 1 of 1

CONTINUE

ADD DOCKET ENTRY

EXISTING CASE FILING

DRAFT 1 minute ago

COURT
North Dakota Supreme Court

CASE NUMBER
2023

CASE TITLE
[REDACTED]

CASE CLASSIFICATION
Appeal - Civil - Child Support

LEAD DOCKET ENTRY
Brief - General

REFERENCE NAME
Brief - General

REFERENCE NUMBER
823D-F229-DE73-201D

STATUS HISTORY

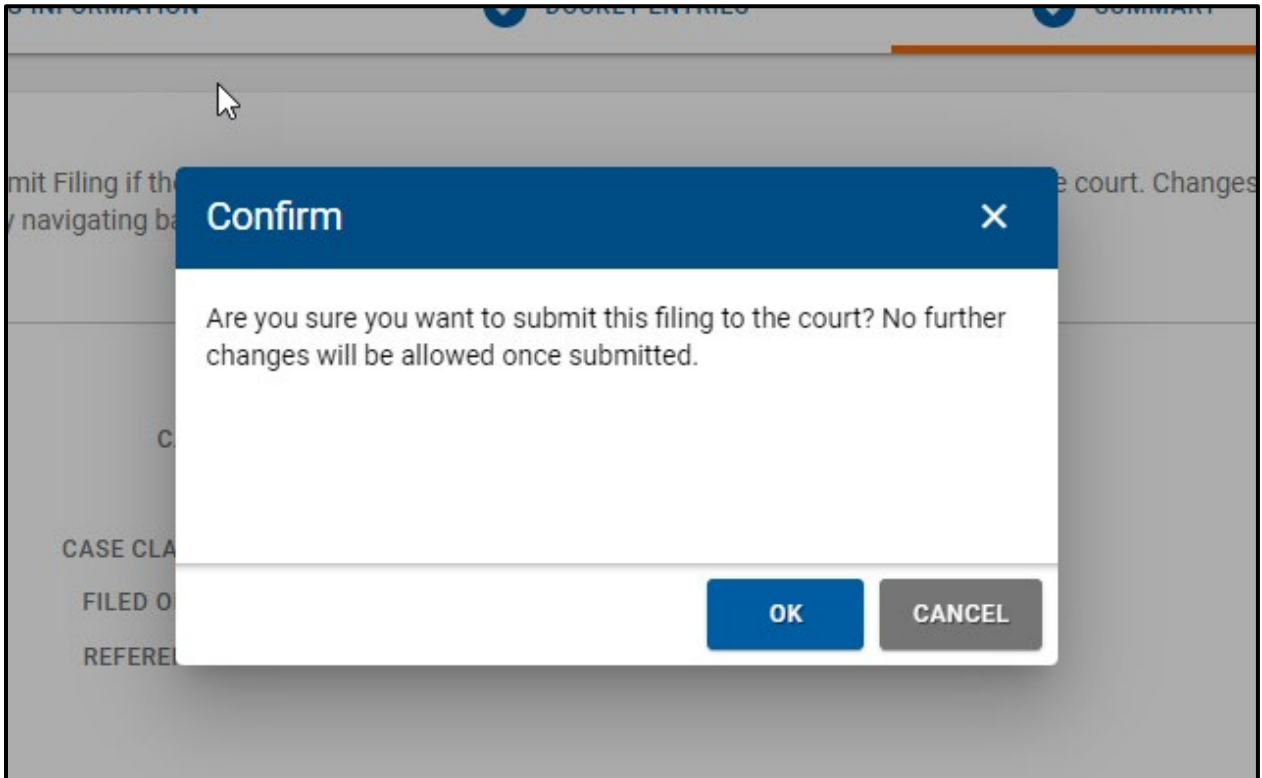
SUBMIT FILING

REMOVE FILING

2. Click **Continue** to resume filing.

Manage Filing – Summary

1. Review the **Summary** information.
2. Click any tab to modify information, if needed.
3. A confirmation window appears. Click **OK** to submit the filing.



4. Click **Submit Filing** to submit to the Court.

Manage Filing

Brief - General

INSTRUCTIONS

HIDE

^

This is a general brief. In the description, please include what type of brief you are filing. Do not use this entry in place of a more specific brief entry, such as "Brief - Appellant".

✓

PARTIES

✓

FILING INFORMATION

✓

DOCKET ENTRIES

✓

SUMMARY

SUMMARY

Review the summary information for the filing. Click Submit Filing if the information looks accurate and you are ready to submit your filing to the court. Changes can be made to any of the information prior to submission by navigating back to any of the previous workflow steps and making edits.

FILING

COURT

North Dakota Supreme Court

CASE NUMBER

20230405-APPELLEE-3

CASE TITLE

CASE CLASSIFICATION

Appeal - Civil - Child Support

FILED ON BEHALF OF

20230405-APPELLEE-3

REFERENCE NUMBER

823D-F229-DE73-201D

DOCKET ENTRIES

Brief - General

LEAD DOCKET ENTRY

Brief - General

DOCUMENTS

SUBMIT FILING

EXISTING CASE FILING

DRAFT

1 minute ago

COURT

North Dakota Supreme Court

CASE NUMBER

20230405-APPELLEE-3

CASE TITLE

CASE CLASSIFICATION

Appeal - Civil - Child Support

LEAD DOCKET ENTRY

Brief - General

REFERENCE NAME

Brief - General

REFERENCE NUMBER

823D-F229-DE73-201D

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

58

Monitor Filing Status

1. Click **My Work > My Filings** to monitor the status of the filing. The **My Filings** screen shows all filings.

Home

Announcements

Notifications

Search

Manage Organization

Administration

My Work

My Filings

My Cases

My Hearings

My e-Service Received

My Receipts

My Filings

FILINGS1 to 11 of 11

Reference Number	Case	Case Classification	Lead Docket Entry	Status	Status Date
0E6A-827C-43C2-60D1 Appeal - Administrative - Other	New Case Filing	Appeal - Administrative - Other	Notice - Appeal	DRAFT	03/27/2024 9:15 AM
FCC9-B263-BAF4-185B Letter - copy	20240091 Case Test vs DOT	Appeal - Administrative - Department of Transportation	Letter - Letter	DRAFT	03/25/2024 11:55 AM
0FCC-87AD-4A2D-25F6 Appeal - Administrative - Other	New Case Filing	Appeal - Administrative - Other	Notice - Appeal	RECEIVED	03/25/2024 10:58 AM
A539-62E5-72E1-1915 Brief - General	20230380 [REDACTED]	Appeal - Criminal - Drugs/Contraband	Brief - General	DRAFT	03/21/2024 3:13 PM
A205-8785-2C48-0CA1 Letter	20240091 Case Test vs DOT	Appeal - Administrative - Department of Transportation	Letter - Letter	REJECTED	03/20/2024 4:03 PM
8ADD-9B2E-1E38-E0FA Brief - Defendant	20230015 [REDACTED]	Appeal - Civil - Oil, Gas and Minerals	Brief - Defendant	DRAFT	03/15/2024 12:18 PM
823D-F229-DE73-201D Brief - General	20230405 [REDACTED]	Appeal - Civil - Child Support	Brief - General	APPROVED	02/29/2024 8:44 PM

2. Notifications associated with your portal account can be sent to your registered email or within the application allowing you to monitor the status of your filing.
3. When the filing is accepted by the Court, the **Status** is updated. Note the new **Case Number** created for the case.

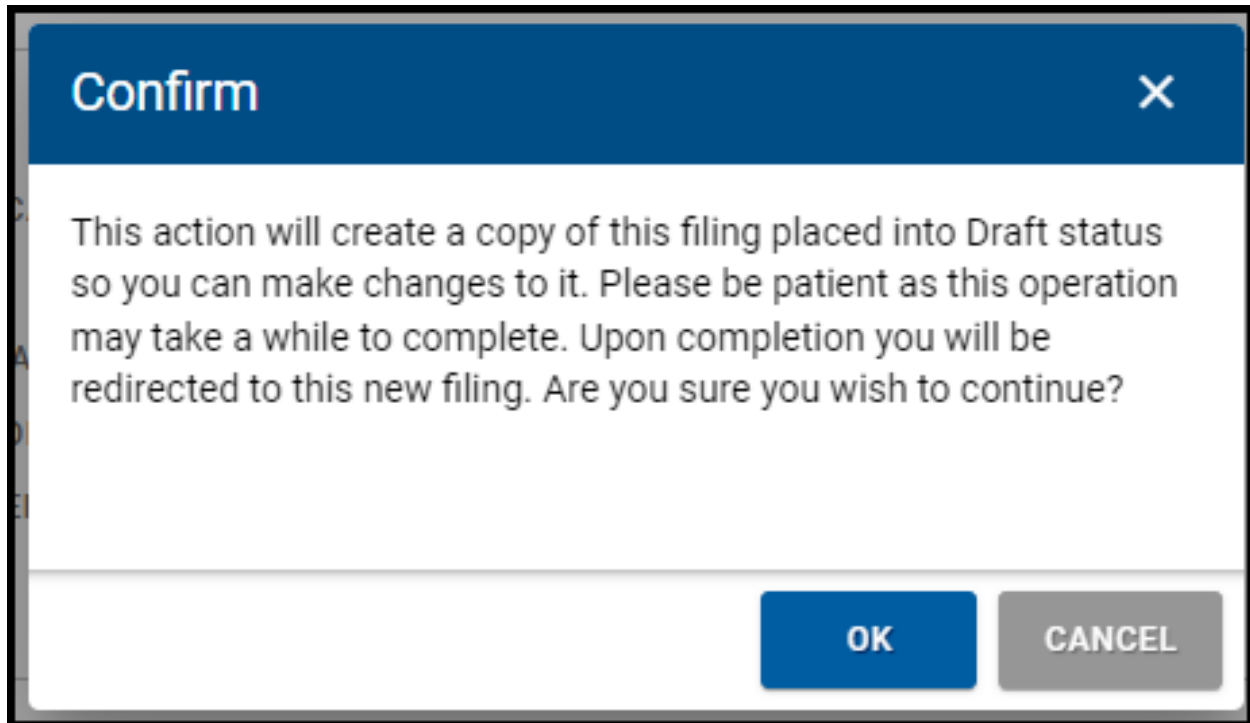
Resubmitting a Rejected Filing

Important Note: You can only make corrections one time after a filing has been rejected. If filing is rejected a second time, a new filing will need to be created.

1. Click **My Work > My Filings**.
2. Review **Rejection Reason** in the red box.
3. Click **Make Corrections**.

The screenshot displays the Thomson Reuters Public Portal interface for the North Dakota Appellate Case System. The left sidebar contains navigation links: Home, Announcements, Notifications, Search, Manage Organization, Administration, My Work, My Filings (highlighted with a red box), My Cases, My Hearings, My e-Service Received, My Receipts, and Create. The main content area is titled 'Manage Filing Letter'. A red-bordered box at the top contains the 'Rejection Reasons' section, stating: 'Your filing has been rejected due to the following issues. You may choose to Make Corrections, which will copy this filing information into a new filing. You may then make the necessary corrections and resubmit it.' Below this is a 'SUMMARY' section with a 'FILING' tab. The filing details include: COURT: North Dakota Supreme Court, CASE NUMBER: 20240091, CASE TITLE: [REDACTED], CASE CLASSIFICATION: Appeal - Administrative - Department of Transportation, FILED ON BEHALF OF: Test Case, and REFERENCE NUMBER: A205-8785-2C48-0CA1. A 'DOCKET ENTRIES' section shows 'Letter - Letter' as the 'LEAD DOCKET ENTRY' and 'Letter - Letter' as 'DOCUMENTS'. On the right, an 'EXISTING CASE FILING' sidebar shows the filing was 'REJECTED' 4 days ago and lists the same case details. At the bottom right, there are buttons for 'STATUS HISTORY' and 'MAKE CORRECTIONS' (highlighted with a red arrow).

4. A confirmation box will appear informing user of creating a copy of this filing.
5. Select **Ok** to continue.



For directions on filling into a case or existing case, see instructions above.

6. Make any necessary corrections to your filing.
7. Review the **Summary** information.
8. Click **Submit Filing** to submit to the Court.

Manage Filing

Brief - General

INSTRUCTIONS

HIDE

This is a general brief. In the description, please include what type of brief you are filing. Do not use this entry in place of a more specific brief entry, such as "Brief - Appellant".

PARTIES

FILING INFORMATION

DOCKET ENTRIES

SUMMARY

SUMMARY

Review the summary information for the filing. Click Submit Filing if the information looks accurate and you are ready to submit your filing to the court. Changes can be made to any of the information prior to submission by navigating back to any of the previous workflow steps and making edits.

FILING

COURT

North Dakota Supreme Court

CASE NUMBER

20230405-APPELLEE-3

CASE TITLE

Appeal - Civil - Child Support

CASE CLASSIFICATION

FILED ON BEHALF OF

20230405-APPELLEE-3

REFERENCE NUMBER

823D-F229-DE73-201D

DOCKET ENTRIES

Brief - General

LEAD DOCKET ENTRY

Brief - General

DOCUMENTS

SUBMIT FILING

EXISTING CASE FILING

DRAFT

1 minute ago

COURT

North Dakota Supreme Court

CASE NUMBER

20230405-APPELLEE-3

CASE TITLE

Appeal - Civil - Child Support

CASE CLASSIFICATION

Appeal - Civil - Child Support

LEAD DOCKET ENTRY

Brief - General

REFERENCE NAME

Brief - General

REFERENCE NUMBER

823D-F229-DE73-201D

STATUS HISTORY

SUBMIT FILING

REMOVE FILING

62