

**Guide to Filing a New Civil Case
District of North Dakota**

Filers are not permitted to open cases in CM/ECF. Civil case initiating documents (complaints, petitions, or notices of removal) and a civil cover sheet must be sent to the clerk's office using one of the two methods listed below. All documents sent electronically must be in Portable Document Format (pdf). Filers are not permitted to electronically serve case initiating documents. Service must conform to Rule 4 of the Federal Rules of Civil Procedures. Summons will be issued by the clerk's office in paper or electronically via email, based upon the filer's request.

The clerk's office will not open a civil case until the filing fee is received. The filing fee should be sent to one of the following addresses based on the venue of the case.

Western Division

Clerk's Office, U.S. District Court
PO Box 1193
Bismarck, ND 58502

Eastern Division

Clerk's Office, U.S. District Court
655 1st Avenue North, Suite 130
Fargo, ND 58102

The counties comprising each division are set forth in [D. N.D. Gen. L. R. 1.1](#).

Filing via email

The body of the email message must contain the following information:

- The name, email address, and phone number of the filer (i.e. attorney);
- The type of document(s) being filed;
- The number of pdf documents attached to the e-mail message; and
- How the filing fee will be sent (messenger, U.S. mail, FedEx, etc.)

The email should be sent to ndd_clerksoffice@ndd.uscourts.gov

Filing in paper

The case initiating document and the appropriate filing fee may be delivered (by mail or in person) to the clerk's office in paper.