North Dakota State Library

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Update on the Renewal and Development Conference

It is with careful deliberation that the North Dakota State Library has decided to cancel the Renewal and Development Conference in-person due to the concerns that the COVID-19 (Coronavirus) outbreak has risen. We want to provide you with the same quality of conference that you are used to, but the safety of the attendees and our staff is a priority. Therefore, we are currently exploring ways to have the conference virtually through Zoom or another system. While we explore this option, if you have registered for the conference, you will be refunded for the registration fee. You will be contacted by us to facilitate those refunds.

In regards to the professional development credit offered through Valley City State University, we are exploring the options to either get the attendees the credit or get a refund for it. This situation is continuously developing and, when we have more answers, we will make them available as soon as we are able.

Please keep an eye on emails and other communication from the North Dakota State Library for the most up-to-date information about Renewal and Development. Thank you for your understanding and your continued patience as we make our final decision in regards to this conference.

If you have any questions, please feel free to contact State Librarian Mary Soucie at (701)328-4654 / msoucie@nd.gov or Continuing Education Coordinator Angie Houser at (701)328-3495 / ahouser@nd.gov.

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News and Thoughts...

from Mary J. Soucie, State Librarian

Circumstances surrounding the COVID-19 virus, also referred to as the Coronavirus, are rapidly changing and constantly evolving. The public may look to your library to serve as an information hub about the virus. Consider gathering resources and posting them on your website. The North Dakota Department of Health website has up-to-date information on the spread of COVID-19 in North Dakota as well as several resources to help you prepare and steps to take to limit your risk. https://www.health.nd.gov/diseases-conditions/coronavirus

The Center for Disease Control (CDC) has several great resources that libraries should share with staff, faculty, and patrons. General information about the virus can be found at https://www.cdc.gov/coronavirus/2019-ncov/index.html. They also have great information on preventing illness.

Basic steps to prevent illness include washing hands frequently for at least 20 seconds with soap and water or using a sanitizing solution if soap and water aren't available, not touching your face, staying home from work when sick, and avoiding contact with others who are sick. There is conflicting information on how long the virus can remain viable on surfaces, but the CDC recently said that the virus can live on surfaces and in the air for up to 3 days. The American Library Association has compiled information to assist libraries with pandemic preparation. Libraries need to think about how to handle materials, what additional cleaning steps to put into place, if programs should be cancelled, leave policies for staff and minimal coverage levels.

The State Library has instituted some steps to help us be proactive. Staff are using gloves when they are handling materials. We are cleaning our public access computers, tables and other surfaces more frequently. We use a combination of Clorox wipes and 90% rubbing alcohol with a spray bottle attachment on it. We are also wiping down Talking Book cartridges and machines with Clorox wipes.

There are no changes at this time to InterLibrary Loan and holds fulfillment. We will continually monitor recommendations from the North Dakota Department of Health, the Governor's office, the CDC, and ALA and may implement further measures as needed.

We encourage libraries to consider implementing similar changes and to communicate with your community the steps that you are taking. The Williston Public Library posted a letter to Facebook on March 12 from Library Director Andrea Placher on the steps that they are implementing; that is a good example of how to communicate with your community.

2020 Census

After all of the preparation, conversations, and activities, it is finally time for the 2020 Census. We have shared the many reasons that it is important for all North Dakotans to respond to the census. Each person who doesn't respond represents a loss of $1,980 in federal funding for each year of the decade. Federal funding supports many different activities and areas. Education, poverty assistance, Medicaid and other health initiatives are large programs supported with Federal dollars.

The Institute of Museum and Library Services is the federal agency that supports libraries and communities. Each state library receives funding through the Library Services and Technology Act (LSTA) Grants to States program. Each state determines how to use the monies. The North Dakota State Library (NDSL) uses the funds to support statewide databases, collection development including our e-book collection, ILL, Talking Books, Library Development, and Cataloging services. Our federal dollars provide support to the library community, state government, and North Dakota citizens.

NDSL has worked hard in partnership with the Department of Commerce to educate librarians and citizens on the importance of completing the census. We encourage all library types to support census completion in any way possible. Another opportunity to support the census is by serving as a Mobile Question Assistance Center (MQAC). If you have an event happening, consider asking the North Dakota Census office to provide staffing for an MQAC to provide an opportunity for people to complete the census. The Census office will provide a laptop and staffing.

Promote the census through the bookmarks that we sent to public libraries or through signage displayed in your library. Allow people to use your computers to complete the census. I shared an email to the North Dakota Library Association (NDLA) contact group with a copy of the Census Questionnaire Assistance (CQA) listing of the various phone numbers that can be called for those who speak different languages. Please provide the 800 numbers that people can use to get assistance in their language. The main number for English speakers is 844-330-2020. Please call or email NDSL if you need another copy of the email.

North Dakota is expecting our population to be the highest it's been since the 1930 census. It is more important than ever to get counted. Please do all that you can to encourage your community to complete the census. Thank you in advance for all of your help.

Program Spotlight: Coding Necklaces

Learning to code doesn't always need to involve computers. For example, use your programming time to explain Binary Code to kids with a simple craft. Binary Code is any two-symbol system; in the case of computers, '0' and '1' are used to form a pattern that represents text, instructions, or other data. For this project, students can use this decoder to translate their name into binary. Then, using colored beads (one color for '0' and one color for '1' with a third color to separate the letters), they can create a necklace, bracelet, or keychain. For more guidance and other STEM ideas for kids, check out this blog.

State Library Reorganization

The State Library is currently undergoing a reorganization with the goal of having all changes implemented by July 1, 2020. We look forward to sharing more information with the Library Community in coming months about the changes at the State Library. We are excited to create an extra nimble organization that can be more responsive to the needs of our three constituency groups: the North Dakota library community, state government, and the citizens of North Dakota.

Library Vision

The Library Vision strategic plan informs the Library Vision grant opportunities that the North Dakota Library Coordinating Council (NDLCC), in partnership with the North Dakota State Library (NDSL), can offer. It also serves as an external strategic plan for the State Library. NDSL is currently accepting comments on the proposed revisions to the document through March 31. The document can be found on our website. Comments can be submitted to ndsladmn@nd.gov or by contacting any of the NDLCC members or State Librarian Mary Soucie.

The State Library held a series of focus groups this past fall to get feedback on the Library Vision strategic plan. We used that feedback to help us update the document. We would also like feedback from the library community on a change to resource sharing and the Statewide Cataloging. We plan to continue cataloging for the libraries that we currently catalog for, but we do not plan to add additional libraries to Statewide Cataloging. We believe there are different ways that we can support resource sharing such as with collection development grants.

We look forward to receiving your comments on the document. The Coordinating Council will consider all comments at their April 29th meeting.

Course of the Month:
Basic Research Skills

The Basic Research Skills course from Universal Class is useful for those who need an introduction to how to do research. This course will teach you which strategies will work best for your topic and where to search to find the information you need.

This course is 11 lessons long, has 15 exams and assignments, and should take around 5 hours to complete.

If you have any questions, please e-mail us at ndsltrain@nd.gov.

ND Library Coordinating Council Positions

Submitted by Mary Soucie, State Librarian

The North Dakota Library Coordinating Council (NDLCC) serves as the State Library's advisory board. The NDLCC assists with the creation and implementation of the Library Vision strategic plan, the awarding of the grants, and serves as the external database review committee. The Governor appoints NDLCC members according to Century Code. There will be three terms that end on June 30, 2020. The North Dakota State Library (NDSL) is accepting nominations for the following positions: Public Library, Private Academic, and At-Large; the first two seats must be filled by a practicing North Dakota librarian and the third can be filled by a citizen or a librarian. The current Public Library and At-Large counsel members do plan to seek another term.

Nominations, including self-nominations, may be sent to the NDSL Administrative e-mail at ndsladmn@nd.gov by April 15th. The State Library will compile the list of applicants and forward it to the Governor's office. Nominees will also need to complete an application.

This is an interesting and exciting opportunity to help shape library services in your state so please consider applying. If you have questions about the NDLCC, please contact State Librarian Mary Soucie at (701)328-4654 or msoucie@nd.gov.

NEW LIBRARIAN RESOURCES AT THE STATE LIBRARY

- Library services for online patrons : a manual for facilitating access, learning, and engagement
- Co-teaching that works : structures and strategies for maximizing student learning
- Handbook of evidence-based practices for emotional and behavioral disorders : applications in schools
- An introduction to collection development for school librarians (2nd edition)
- Move, play, learn : interactive storytimes with music, movement, and more
- Better with books : 500 diverse books to ignite empathy and encourage self-acceptance in tweens and teens
- Classic American crime fiction of the 1920s
- Afrofuturism : the world of black sci-fi and fantasy culture
- The revolt of the public and the crisis of authority in the new millennium
- Becoming Dr. Seuss : Theodor Geisel and the making of an American imagination
- STEAM lab for kids : 52 creative hands-on projects exploring science, technology, engineering, art, and math
- Generation Code 5-book series (written for ages 10-14)

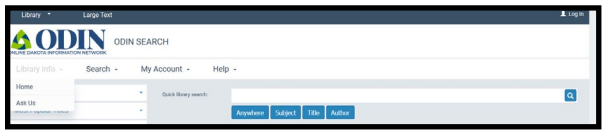
Did You Know...

...that there is the equivalent of 253.84 Full Time Employees (FTE) working in North Dakota public libraries?

Introduction To The New Public Access Catalog: Features

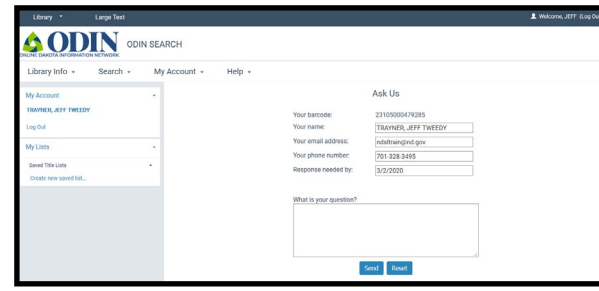
This is the second part in a series on how to get started with the new Public Access Catalog (PAC). This month, we'll continue exploring the features of the new PAC.

Library Info:

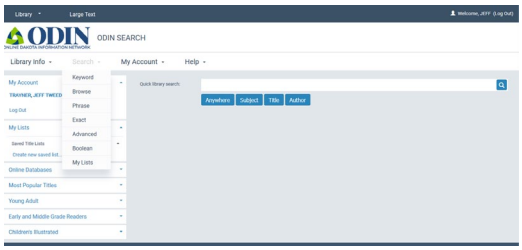


The Library Info drop-down provides you with a "home" link and an "Ask Us" link. Home will take you back to the default page.

The "Ask Us" allows you to send a question or a message to your library. You must be signed in if you want to use this feature.



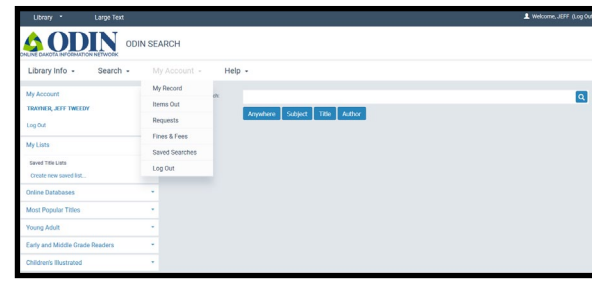
Search:



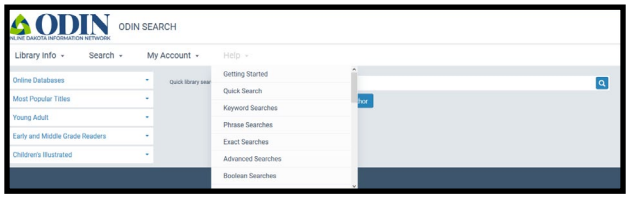
The Search drop-down allows you to find materials by conducting different search types. For more information about the different searching methods, please click on the "Help" dropdown.

My Account:

My Account is your gateway to your patron record. From here, you can view what items you have checked out and their due dates, request renewals, see if you owe any fines or fees, track your holds and interlibrary loan requests, and save searches. You must be logged in if you want to use this feature.



Help:



The Help drop-down offers tips on various different searches, viewing materials, resetting a password, and a host of more helpful hints.

If you are having any trouble with the new catalog or need further assistance on navigating your way around it, please contact our Public Services Department at 1-800-472-2104 or statelib@nd.gov.

THE READING NOOK

By Jessica Robinson

I've been a devoted comic book reader since the mid-90s, and I've found lots to love over the past few decades. This month, that trend continues as we take a look at some of 2020's newest and upcoming graphic novels.

DC Zoom is DC's middle-grade imprint for comics, and this year it brings us a Green Lantern story for a new generation. Minh Le's *Green Lantern: Legacy* starts when Tai Pham inherits his grandmother's mysterious jade ring. Obviously, it's actually a ring from the Green Lantern Corps, and obviously, Tai is inducted into their space patrolling ranks, mentored by the fan-favorite Green Lantern, John Stewart.

A Letter to Jo starts when WWII ends. Here Joseph Sieracki tells the true story of his Polish-American grandfather's time as a machine gunner during WWII through the lens of the last letter he wrote to his wife Josephine before coming home, a letter that expresses his full feelings about his experience.

Robin Ha thought she had a normal life, living with her single mother in 1990s Seoul, Korea. But then her beloved mother turned a vacation to the United States into a permanent relocation when she announced that she is getting remarried…immediately. *Almost American Girl* follows Ha's tumultuous journey in a new country, culminating her discovering a passion for drawing comics.

First off, the art in Kat Leyh's *Snapdragon* is oddly adorable for a story about a witch who sells the skeletons of roadkill online. Jacks lives out on the outskirts of town—like old witches do—and spends her time laying the spirits of animals to rest. When a young girl named Snap comes to her, they form an odd friendship around raising baby possums and learning magic.

Astronauts: Women on the Final Front by Jim Ottaviani is perfect for people who are interested in the early days of the space program and of the women who struggled to be included in it. Ottaviani introduces readers to Valentina Tereshkova, the first woman in space, and then to her space-faring sisters in the United States as the two programs fought neck-and-neck to beat the other to the moon.

I'm absolutely pumped for Isabel Greenberg's *Glass Town*. Part-biography, part-magical-realism, *Glass Town* concentrates on Charlotte after her siblings die within a few months of each other and on the vast imaginary kingdom they'd created in their isolated childhood.

Noelle Stevenson is the creative mind behind *Lumber Janes* and the recent reboot of *She-Ra*. In *The Fire Never Goes Out*, Stevenson pulls back the curtain to share her journey. Whether it's describing the time when they called out the wrong name at her art school graduation or her pride when *Nimona* became a National Book Award finalist, Stevenson is a compelling creative force.

I was never a sporty kid, and Gene Luen Yang wasn't either. However, once he became a high school teacher in an area where basketball reigns king, he had to learn a new appreciation for the sport. *Dragon Hoops* follows the year his high school's varsity team, the Dragons, inches closer and closer to the California State Championships and the young players he gets to know.

If you press me hard, I'd have to confess that I love Marvel comics just a little bit more than any other kind. While I'll cheerlead DC and all the fantastic smaller companies that publish comics, my first love was Marvel. So Mark Waid's *History of the Marvel Universe*, a frenetic exploration of that interconnected world from the very beginning, is perfect for me and other true believers.

Next month is another special treat for me since we'll be talking about the 2020 fantasy releases, a genre that's very near and dear to my heart.

SCHOOL AND LIBRARY GRANT OPPORTUNITIES

National Network of Libraries of Medicine Reading Club **Deadlines: Ongoing**

The Reading Club put together by NNLM offers book club kits along with discussion guides, promotional materials, and other health information for book clubs across the country. They cover a wide range of topics including nutrition, physical activity, and food insecurity for clubs that serve traditionally underrepresented populations in biomedical research such as senior citizens, rural residents, and women. The application can be found here.

Basin Electric Charitable Giving **Deadline: Ongoing**

The Basin Electric Power Cooperative disperses funds to charities in the Basin membership service territory. Basin is community-focused and contributes to projects with a focus on education, health and human services, civic and community betterment, and culture and arts. More information can be found on their website.

Alerus Community Donation Program **Deadline: Ongoing**

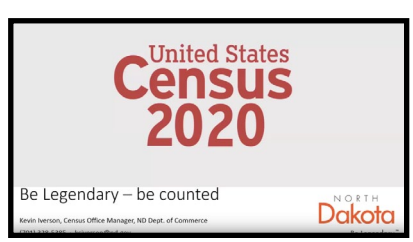
Alerus supports the communities they serve by donating both money and volunteer hours to non-profit organizations that are important to their customers and employees. Donations are focused on the following priority areas: arts, culture, and quality of life; economic development; financial literacy; and community development. Donations are restricted to the following communities and their surrounding areas: Fargo, Grand Forks, Northwood, and West Fargo. Learn more and apply on their website.

Dollar General Youth Literacy Grant **Deadline: May 21**

This grant is available to schools and public libraries who help students that are having trouble reading. Funds up to $4,000 can be used to start or expand literacy programs, purchase technology or equipment to support literacy initiatives, or purchasing books, materials, or software for literacy programs. For more information, see their website.

YouTube Video Of The Month:
Why And How Librarians Can Help With Census 2020

Are you worried about the questions you'll be asked by patrons coming in to fill out the Census online? Our "Why and How Librarians Can Help With Census 2020" webinar from December 2019 is a great place to start! This webinar covers some of the most common questions that a librarian can expect and how to answer them.



Subscribe to our YouTube channel: https://www.youtube.com/user/NDStateLibrary

North Dakota Library Tidbits

- Every Friday in March, Eddy-New Rockford Library is giving its patrons fine amnesty to return their materials without fear of associated costs. It's a win-win as the library gets its books back, and patrons get to have their accounts cleared.
- Walhalla George, the Mosasaur from the Pembina Gorge, is now safely home and installed at the Walhalla Public Library.
- Carrington Public Library hosted a digital skills workshop put on through a partnership between the Carrington Area Chamber of Commerce and the Grow with Google Initiative. Individuals learned how to use Google to manage searches, maps, customer connections, and improving website visibility through Google searches.
- Williston Public Library hosted a Speed Friending event where participants could interview each other to grow their connections with other people in the community.
- Griggs County Public Library hosted a program about the use of NARCAN and proper drug disposal; they also had a presenter speak about the history of the Daughters of the American Revolution.
- Burleigh County Bookmobile surpassed its fundraising goal to pay for the construction of a new bookmobile. The campaign, ran through the Bismarck Public Library Foundation, received funds from grants, partnerships, a family estate, fundraisers, and donations. They raised over $150,000. The new bookmobile will hit the road this summer.
- Another library is going fine-free in North Dakota—Williston Community Library has gone fine-free for children's materials and their bookmobile.
- Morton Mandan Public Library is in the final stages of planning for renovations and expansions this spring. Updates will include additional staff space, a meeting room, public restrooms, expansions to the children's area and Teen Zone, and a bookmobile garage will be added.
- Multi-lingual storytimes have started at the Tioga Community Library. Each month, one storytime will be held in a different language. So far they have been in Spanish and American Sign Language.
- Minot Public Library is holding a series of Adulting 101 programs.
- Morton Mandan Public Library Bookmobile is providing tablets for people to complete the census during their stops.
- Casselton Public Library hosted a Pizza and Puzzle day. Teams of two were given 2 hours to put together 500 piece puzzles.
- Andrea Placher, director of the Williston Community Library, was named one of the 20 Under 40 by the Williston Herald Media.
- Over 70 kids, teens, and parents attended the Grand Forks Air Force Base Library's Pokemon STEAM Day.
- Eddy-New Rockford hosted guitar player and singer Byron Nelson for a classic country and rock concert.

- Mott Public Library was awarded a mini grant from the Public Policy and Advocacy Office of the American Library Association with sponsorship from Google. They will provide 4 sessions of Applied Digital Skills programming that prepares learners of all ages to use technology.
- Minot Public Library hosted a Repair Fair where patrons brought in broken items, jewelry, and small appliances to have tinkerers try to fix them.

Consumer Health Complete

If you are looking for a legitimate resource to answer your health questions, check out the Consumer Health Complete database. This database pulls all of its information from scientific reports that may otherwise be difficult to find when searching in other ways. It also includes evidence-based reports, reference books, fact sheets, magazines, drug and herb information, alternative sources, images, diagrams, videos, and animations.

Free Webinars Provided By The North Dakota State Library

Library Programming & the 50th Anniversary of Earth Day **Register: http://bit.ly/2ONQxfg**

Presenter: Kira Heeschen, Education Coordinator at the Earth Day Network
When: Thursday, March 19, 1:30 PM-2:00 PM

On April 22, 2020, people all over the world will be commemorating the 50th anniversary of Earth Day. The Earth Day Network invites you to join us in this webinar to get ideas and inspiration for how your library can celebrate with us. Through the year of 2020 we are coordinating cleanups, teach-ins, citizen science projects, art exhibitions and more! Youth and adults in over 190 countries around the world celebrate Earth Day and this anniversary year is an exciting opportunity for you to join a global movement working towards a cleaner, more sustainable environment.

WHY-brarian: How to Reconnect to your BEST **Register: http://bit.ly/2TBaZTv**

Presenter: Jeremy Bolom, Head of Public Service/ Assistant Director for Lincoln Parish Library
When: Thursday, April 16, 2020 1:30 PM-2:00 PM

At some point in our careers, we have all experienced burn-out, a lack of inspiration and motivation, or even a loss of connection between our work and the organizations we represent. Do you know why? The solution is simple, but it's not always the easiest one to acknowledge, especially when the everyday often gets in the way. With inspiration from the WHY (Golden Circle) principle developed by Simon Sinek, reconnect with your inner WHY-brarian and the spark he/she can ignite for you.

Note: If webinar registration is full or you cannot attend, please e-mail ndsltrain@nd.gov to get the recording.

Free Training Webinars

Pandemic! NLM Resources for Librarians to Assist Researchers & the Public in Understanding the Coronavirus & Influenza (FDLP Academy) **Register: http://bit.ly/3cDpjT6**
Thursday, March 25 (1:00 PM–2:00 PM)

Following this webinar, participants will be able to:

- Locate and navigate the consumer health resources in MedlinePlus on Coronavirus and influenza.
- Locate and navigate NLM's disaster health resources on the Coronavirus Disease 2019.
- Describe the types of data freely-available through the National Center for Biotechnology Information (NCBI) resources for the influenza virus and SARS-CoV-2 so that they can guide researchers to the most relevant information.

STEM for Little Sprouts: Connecting Science Through Children's Literature (edWeb) **Register: http://bit.ly/3aylvR9**
Tuesday, March 31 (4:00 PM–5:00 PM)

Early childhood professionals know that getting children excited about science is only part of the challenge. Today's young learners need more than excitement and motivation – they need opportunities to actually DO more science on a daily basis. Steve Spangler shares his creative ideas and strategies to teach hands-on science through the medium of children's literature. Participants will learn how to use elements of the storyline to enable students to think more like scientists. You'll be ready to create a collection of STEM experiences your children will never forget.

Open Educational Resources - Build a Lesson Using Free Government Resources (FDLP Academy) **Register: http://bit.ly/3aww0o7**
Tuesday, April 7 (1:00 PM–2:00 PM)

An Education Information Librarian, a Government Documents Librarian, and an Instructional Designer will show participants how to create an Open Educational Resource (OER) lesson using Government documents. Learn about open pedagogy approaches that can be applied to a variety of disciplines as presenters demonstrate building a lesson about an aspect of World War II. These approaches can be used to encourage teachers at any level to integrate OER and primary source materials into classes. The workshop will conclude with questions and a discussion of experiences as well as suggested applications for future use. Participants will receive a list of resources to take with them.

Public and School Libraries: Creative Ways to Build Successful Partnerships (WebJunction) **Register: http://bit.ly/3d5MCVK**
Wednesday, April 8 (2:00 PM-3:00 PM)

Public and school libraries are driven by a similar goal—to help community members gain new knowledge, skills, and confidence to pursue their lives fully. Unfortunately, these libraries often lack the resources to fulfill that goal. There is a powerful opportunity for public and school libraries to collaborate to overcome many of the resource gaps they encounter when seeking to meet community needs. Join this webinar to explore how public and school libraries can initiate collaborative relationships and the types of programming that can benefit from these partnerships. Learn how to market or publicize your services to teachers and school librarians, and identify the best times of year to communicate with local schools.

DISCLAIMER: The ND State Library highlights third-party webinars as a way to alert the library community to training opportunities. By doing so, we are not endorsing the content, nor promoting any specific product.

Legal Research Resources for Debt Collection Cases

Submitted by Catie Palsgraaf, Acting North Dakota Supreme Court Law Librarian

Answering a summons and complaint to collect a debt is a frequently requested legal research topic by self-represented patrons of the North Dakota Supreme Court Law Library and North Dakota Legal Self Help Center.

Following are legal research and other resources in North Dakota for answering a debt collection summons and complaint in North Dakota state district court.

Next month's article will get into more detail about answering a claim affidavit filed in North Dakota Small Claims Court.

Definitions In A Debt Collection Case

Creditor (also called Original Creditor): a person who is entitled to payment of money by a debtor.

Debtor: a person who owes money to a creditor.

Debt Collector: someone who regularly collects debts owed to others. Debt collectors include collection agencies, lawyers who collect debts as part of their business, and other companies that buy delinquent debts and try to collect them.

Plaintiff: in a debt collection case, the person who sues a debtor to collect a debt. The Plaintiff may be the original creditor, or may be a debt collector. Both an original creditor and a debt collector may be represented by a lawyer.

Defendant: in a debt collection case, the person who owes money, the debtor.

Summons: a document that, when served, starts the debt collection civil action. The summons directs the Defendant to answer the complaint within 21 days after service. The summons notifies the Defendant that a default judgment will be taken against them if the Defendant does not answer.

Complaint: a document that is served with the summons to start the debt collection civil action. The complaint describes the claim, or claims, against the defendant in short, plain statements. The complaint includes the demand, or request, for a judgment that the Defendant owes the debt.

Answer: a written response by a Defendant to the debt collection complaint. An answer admits or denies each of the claims in the complaint. If the Defendant has any affirmative defenses, they must be included in the answer.

Affirmative Defenses: legal reasons the Plaintiff should lose, even if the Plaintiff's claim that the Defendant owes the debt is true. Examples are included in the Answering a Debt Collection Summons and Complaint Checklist.

What Is A Debt Collection Case?

A Plaintiff (the creditor or debt collector) may bring a civil lawsuit in North Dakota state district court to collect a debt owed by the Defendant (debtor). If the judge decides the Defendant owes the money, the judge will grant a judgment to the Plaintiff for the amount the Plaintiff proved the Defendant owes.

Once the Plaintiff has a judgment from the district court, the Plaintiff can use any of the judgment collection options available under North Dakota law, including garnishing the Defendant's wages and seizing the Defendant's property to pay the judgment.

Answering A Summons And Complaint In A Debt Collection Case

Step One: the Plaintiff arranges to have the Defendant served with the summons and complaint. In North Dakota State District Court, a debt collection case starts with service of a copy of the summons and complaint on the Defendant.

Since service starts the civil case, the 21 day deadline for the Defendant to answer starts to run when the Defendant is served the summons and complaint.

Continued on pg. 13

Continued from pg. 12

Filing the summons and complaint is not required to start the case, so the summons and complaint is usually served on the Defendant without a case number. At this stage, the Clerk of District Court won't have any information about the case because the summons and complaint have not yet been filed.

Step Two: the Defendant calculates their deadline and writes their answer to the summons and complaint. Starting the day after they were served, the Defendant has 21 calendar days to answer the summons and complaint. If the 21st calendar day lands on a weekend or state holiday, the deadline extends to the next day that isn't a weekend or state holiday.

The Defendant must write an answer to the summons and complaint. The answer admits or denies each claim.

If the Defendant has any affirmative defenses to the Plaintiff's claims, each affirmative defense must be written in the answer, or the Defendant may lose the option of using the affirmative defense later in the case. See the Answering a Debt Collection Summons and Complaint Checklist for a list of examples.

Step Three: the Defendant serves their written answer on the Plaintiff within the 21 day deadline. In order to meet the 21 day deadline, the Defendant must arrange to have their written answer served on each Plaintiff by no later than the 21st day.

There are a variety of ways for a self-represented Defendant to arrange to serve their answer. The most common way to serve is by first-class mail, postage prepaid. The answer is considered served on the date it is mailed.

When the Plaintiff files the summons and complaint with the District Court, the Defendant will receive a written notice of the case number. Then, the Defendant can file their answer and proof they served the answer.

Step Four: the debt collection moves forward as a formal civil case. Answering the summons and complaint for debt collection allows the Defendant to participate in the debt collection case. Many steps and procedures may take place in a civil action before the court makes a final decision.

See the Guide to a Civil Action for the basic steps and procedures that may take place after a Defendant answers the summons and complaint.

Default Judgment

When a Defendant does not answer a summons and complaint, a Plaintiff may request a default judgment against the Defendant. The Plaintiff must prove that the Defendant was correctly served the summons and complaint and did not answer within the 21 day deadline.

If the Plaintiff proves the Defendant defaulted by not answering the summons and complaint, the court may grant a default judgment to the Plaintiff. If the court grants the default judgment, the Plaintiff can use any of the judgment collection options available under North Dakota law.

ND Legal Research Resources

The Answering a Summons and Complaint webpage contains legal research resources, general-use checklists and forms, and basic information about answering a summons and complaint in a North Dakota state district court civil case.

Rule 8 of the North Dakota Rules of Civil Procedure governs admissions, denials, and affirmative defenses in answers.

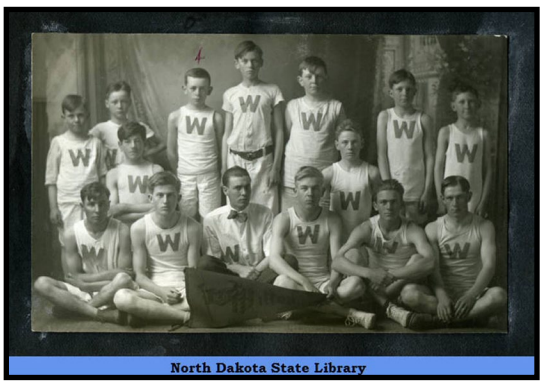
Rule 12 of the North Dakota Rules of Civil Procedure governs the deadline for answers and when defenses are waived.

Rule 5 of the North Dakota Rules of Civil Procedure contains the options for serving an answer.

Legal Services of North Dakota publishes a variety of consumer brochures related to debt collection.

Information about debt collection is available at the U.S. Consumer Financial Protection Bureau website.

Digital Delights



The Wilton boys basketball team in the early 1910s. This photo was part of a scrapbook.

Credit: North Dakota Memories Collection, North Dakota State Library.

DIGITAL HORIZONS

Check out Digital Horizons at:
http://bit.ly/3cZLp2e

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UPCOMING EVENTS

March 19	Webinar: Library Programming & the 50th Anniversary of Earth Day
April 6 & 7	Renewal & Development
April 10	State Library Closed
April 16	Webinar: Why-brarian: How to Reconnect to your BEST

Please submit library news to ndslpa@nd.gov.

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Kirsten Baesler, State Superintendent
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