

**INSTRUCTION GUIDE FOR “NOTICE OF ENTRY AND DOCKETING OF
MAINTENANCE JUDGMENT AND AFFIDAVIT OF DEFAULT”
(For Arrearages of Spousal Maintenance)**

DOCUMENTS NEEDED

1. Notice of Entry and Docketing of Maintenance Judgment and Affidavit of Default.
2. A copy of all the Court Orders for Spousal Maintenance.

STEPS YOU MUST PERFORM

1. Completely fill out the form for Notice of Entry and Docketing of Maintenance Judgment and Affidavit of Default. Fill in all of the blanks.
2. Sign the form before a Notary Public and have it notarized.
3. Make two copies, one for you, and one for the payor.
4. Attach a copy of the Court’s order for Spousal Maintenance to the payor’s copy.
5. Mail the payor’s copy to the address you have listed on the form as their mailing address.
6. Fill out the Verified Notice of Order and Affidavit of Service of Maintenance Support and sign before a Notary Public.
7. Wait 20 days to allow the payor to pay in full or to schedule a court hearing seeking exparte, a Stay of Entry of Judgment, MSA §548.091 S1.
8. If after 20 days the payor has not paid the full amount due, or requested a court hearing seeking exparte, a Stay of Entry of Judgment, you may mail the Notice of Entry and Docketing of Maintenance Judgment and the Verified Notice of Order and Affidavit of Service of Maintenance Support to the court for processing.

Mail to: Family Court Division
Attn: Judgments
Family Justice Center
110 South Fourth Street, Suite 600
Minneapolis, MN 55401-2279

9. You will receive notice that the judgment has been entered in about a month. After you receive the notice you may call Family Court Administration and ask for Judgment Clerk at 612-596-1012 to begin collection procedures or come to the Intake Counter on the first floor of the Family Justice Center.

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT

Petitioner

and

Respondent

**NOTICE OF ENTRY AND DOCKETING OF
MAINTENANCE JUDGMENT**

Court File No. _____

TO: _____, THE ABOVE NAMED _____-OBLIGOR:

You are hereby notified pursuant to Minnesota Statute §548.091 that you have twenty (20) days from the date of this notice to either pay all amounts claimed unpaid in the attached affidavit of default or to request a court hearing on the issue of whether the amounts claimed owing have been paid and to seek, ex parte, a stay of entry of judgment and serve a copy of your Notice of Motion and Motions on _____. Should you fail to do either of the above, judgment will be entered and docketed against you in the amount of \$_____.

Dated: _____

Print Name

Address

City, State, Zip

Telephone

Signature

AFFIDAVIT OF DEFAULT OF MAINTENANCE JUDGMENT

_____, being duly sworn on oath deposes and states that he/she is the _____.

According to the attached court order dated _____, the obligor is to pay \$_____, per _____ as and for spousal maintenance. Obligor is more than thirty days in arrears. For the period _____ through _____ payments due amounted to \$_____, the amount paid was \$_____, and the total amount unpaid is \$_____.

The obligor's full name is _____. The obligor's last known employer is _____. The obligor's last known address is _____, in the City of _____, State of _____. The obligor's last known post office address is _____. The obligor is not in the Armed Services.

All maintenance payments are payable to _____.

Signature

Subscribed and sworn to before me on
this _____ day of _____, 20__.

Notary Public

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT

Petitioner

**VERIFIED NOTICE OF ORDER
AND AFFIDAVIT OF SERVICE
OF MAINTENANCE SUPPORT**

and

Court File No. _____

Respondent

That the Hennepin County District Court Administrator is hereby notified pursuant to Minnesota Statute §548.091, that according to the terms of the order(s) dated _____, the payor is to pay \$_____ per _____, commencing _____, 20____, as and for spousal maintenance.

That a copy of the Court's order is attached to the copy (Notice of Entry/Docketing and Affidavit of Default of Maintenance Judgment) mailed to the payor.

Your affiant further deposes and says that _____ served the attached Notice of Entry/Docketing of Judgment and Affidavit of Default on the payor by placing a true and correct copy thereof in an envelope which was duly sealed and deposited with postage prepaid, in the United States mail at _____ (city), Minnesota on _____, 20____, to the last known address as follows:

(name)

(street)

(city, state, zip)

Signature

Subscribed and sworn to before me on
this _____ day of _____, 20____.

Notary Public