

**INSTRUCTION GUIDE FOR “NOTICE OF ENTRY AND DOCKETING OF SUPPORT  
JUDGMENT AND AFFIDAVIT OF DEFAULT”  
(For Arrearages of Child Support)**

**DOCUMENTS NEEDED**

1. Notice of Entry and Docketing of Support Judgment and Affidavit of Default.
2. A copy of all the Court Orders for child support.

**STEPS YOU MUST PERFORM**

1. Completely fill out the form for Notice of Entry and Docketing of Support 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 child support 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 Support Judgment and sign before a Notary Public.
7. Mail the Notice of Entry and Docketing of Support Judgment and the Verified Notice of Order and Affidavit of Service of Support Judgment 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

8. 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  
COUNTY OF HENNEPIN

DISTRICT COURT  
FOURTH JUDICIAL DISTRICT

**NOTICE OF ENTRY AND  
DOCKETING OF SUPPORT JUDGMENT**

\_\_\_\_\_  
*Petitioner*

and

Court File No. \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

TO: \_\_\_\_\_, THE ABOVE NAMED \_\_\_\_\_ -OBLIGOR:

You are hereby notified pursuant to Minnesota Statute §548.091, subdivision 2a, that judgment has been entered and docketed against you in favor of \_\_\_\_\_ for unpaid child support in the amount of \$\_\_\_\_\_.

Any payment or installment of child support required by court order or decree that is not paid or withheld from the obligor's income is a judgment by operation of law on and after the date that it is due. You may request a hearing under the Minnesota Rules of Civil Procedure on the issue of whether the judgment amount or amounts have been paid and may move the court for an order directing the Court Administrator to vacate the judgment or judgments on the docket and register in any county or other jurisdiction in which judgment or judgments were entered pursuant to this action.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Telephone*

**AFFIDAVIT OF DEFAULT OF SUPPORT 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 child support. Judgment was obtained by operation of law for unpaid child support as follows:

<u>Payment Due Date(s)</u>	<u>Amount Paid</u>	<u>Amount Unpaid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount Unpaid: \$\_\_\_\_\_

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 support 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  
SUPPORT JUDGMENT**

**VS**

Court File No. \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

\_\_\_\_\_, being first duly sworn upon oath, deposes and says that \_\_\_\_\_ is the custodial parent above named; that \_\_\_\_\_ has read this notice and knows the contents thereof, and that the same is true of \_\_\_\_\_ own knowledge.

That the Hennepin County District Court Administrator is hereby notified pursuant to Minnesota Statute §548.091, sub. 2A, that according to the terms of the order(s) dated \_\_\_\_\_, the payor is to pay \$\_\_\_\_\_ per \_\_\_\_\_, commencing \_\_\_\_\_, 20\_\_\_\_, as and for the support of the payor's minor children.

That a copy of the Court's order is attached to the copy (Notice of Entry/Docketing and Affidavit of Default of Support 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***