

**INSTRUCTIONS**  
**NOTICE OF INTENT TO PROCEED TO JUDGMENT**  
**WITHOUT A HEARING**

1. Fill out and sign the *Notice of Intent to Proceed to Judgment Without a Hearing*.
2. Make **three** copies of this *Notice*.
3. File the original *Notice of Intent to Proceed to Judgment Without a Hearing*.
4. Serve your spouse with **a copy** of the *Notice of Intent to Proceed to Judgment Without a Hearing* at his or her last known address by first class U.S. mail.
  - Papers cannot be served on a legal holiday.
  - The form you prepared can be served by any of the following:
    - The sheriff;
    - Another adult; or
    - You.
5. The person who mailed the *Notice* must complete the *Affidavit of Service by Mail* and attach one copy of the *Notice of Intent to Proceed to Judgment Without a Hearing* to the *Affidavit of Service by Mail*.
6. File the completed *Affidavit of Service by Mail* and its attachment with the Court.
7. Keep one copy of the *Notice* for your records.

**State of Minnesota**

**District Court**

County \_\_\_\_\_

Judicial District: \_\_\_\_\_  
Court File Number: \_\_\_\_\_  
Case Type: \_\_\_\_\_  
Dissolution

In the Marriage of:

\_\_\_\_\_  
Petitioner

and

\_\_\_\_\_  
Respondent

**Notice of Intent to  
Proceed to Judgment  
Without a Hearing**

To Respondent:

You are hereby notified that an application will be made for a final judgment and decree to be entered not sooner than 14 days from the date of this notice. You are further notified that the court will be requested to grant the relief requested in the Petition without a hearing. You should contact the undersigned and the District Court Administrator immediately if you have any defense to assert to this default judgment and decree. This notice is given pursuant to The General Rules of Practice for District Court, Rule 306.01(b).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**State of Minnesota**

County \_\_\_\_\_

**District Court**

Judicial District: \_\_\_\_\_

Court File Number: \_\_\_\_\_

Case Type: \_\_\_\_\_

\_\_\_\_\_  
Petitioner / Plaintiff (first, middle, last)

and / vs

**Affidavit of Service by Mail**

\_\_\_\_\_  
Respondent /Defendant (first, middle, last)

I, \_\_\_\_\_, state that I am at least 18 years of  
(Name of person who mailed documents)

age having been born on \_\_\_\_\_, and that on \_\_\_\_\_

I served the following papers \_\_\_\_\_  
(list all papers mailed to the other party)

upon \_\_\_\_\_ by placing in an envelope a true and correct  
(Name of other party)

copy of each document addressed to \_\_\_\_\_

at \_\_\_\_\_ in the City of \_\_\_\_\_, State

of \_\_\_\_\_, Zip Code \_\_\_\_\_ and depositing the envelope, with sufficient

postage, in the United States Mail at the Post Office located in the City of \_\_\_\_\_

in the State of \_\_\_\_\_.

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116.

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

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

\_\_\_\_\_  
County and State where signed

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail address: \_\_\_\_\_