

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

DOCUMENTS NEEDED

Notice of Entry and Docketing of Maintenance Judgment and Affidavit of Default
Affidavit of Identification, Affidavit of Service by Mail

STEPS YOU MUST PERFORM

1. Completely fill out the forms for Notice of Entry and Docketing of Maintenance Judgment, Affidavit of Default, and Affidavit of Identification.
2. Sign the forms before a Notary Public and have them 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. Have an uninterested person mail the copy to the payor at their last known address
6. Have the person who mailed the documents complete the Affidavit of Service by mail with their signature notarized.
7. Wait 20 days to allow the payor to pay in full or to schedule a court hearing.
8. Mail all original documents to the court location where your divorce is filed:

Government Center
Family Court
1560 W Hwy 55
Hastings, MN 55033
651-438-8100

Western Service Ctr
Family Court
14955 Galaxie Ave
Apple Valley, MN 55124
952-891-7243

Northern Service Ctr
Family Court
1 W Mendota Rd, Ste #140
W St Paul, MN 55118
651-554-6206

9. You will receive notice that the judgment has been entered in about one month. After you receive this notice, you may proceed with collection of the judgment if the Obligor does not pay.
10. If you know where the Obligor works or banks, you may obtain a Writ of Execution for the county in which the job or bank is located. Send a written request for a Writ of Execution along with payment of \$40.00 to the Civil Judgment Department located in the Hastings Office. (Address listed above).
11. If you do not know where the Obligor works or banks, you may proceed with a process called, "Disclosure." Complete a Request for Disclosure form at the court administrator's office. A Court Order and financial disclosure form will be sent to the Obligor to be completed and returned to you.
12. If you do not know any information about the Obligor, your judgment will remain on the Obligor's record for 10 years and will collect interest.

****Note: this information is provided as a guide. If you have any questions about completing the forms you should consult with an attorney.****