



Flickertale

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State Library Reorganization

By State Librarian Mary Soucie

As mentioned in last month's Flickertale, the State Library is currently undergoing a reorganization. We wanted to share the changes with you so that you know who to contact for what. Several staff members have shifted into new positions. We expect the changes to be completed by July 1, 2020, so some staff members will be straddling two positions for a bit. The current situation of working from home and different ways that we are working to meet the library community needs may impact our ability to be able to implement all of the changes that we want to make prior to July 1, but that is our current plan and goal.

We have created four divisions across the agency:

- The Administration Services Division includes the Administration and Public Information Departments.
- The Technology Services Division includes the IT and Digital Initiatives Departments.
- The Patron Services Division includes the Circulation/Reference, ILL, and Talking Books Departments.
- The Library Services Division includes the Library Development and Cataloging Departments.

Under the Administration Services Division, the Public Information Department includes: Al Peterson as our Outreach Specialist; he will be focusing on outreach to state agencies, webinars, e-rate, and outreach activities. Kristen Northrup is our Data Analyst; she will be doing in-depth statistical analysis on state library services and programs, as well as other data-related activities. In the Public

Information Department, our Marketing Specialist will remain BreAnne Meier.

Our Patron Services Division combines departments that will continue to serve you as usual with contact information remaining the same.

The Technology Services Division, which includes our Information Technology Department, will now include Trevor Martinson as our Digital Initiatives Specialist who will oversee our digitization and archiving activities.

The Library Services Division will include our Cataloging Department, which was formerly Technical Services and Statewide Cataloging. Jessica Robinson and Stacey Goldade will catalog state library materials, state agency materials, and state documents; Aaron Severson and Marlee Seibold will be the primary contacts for statewide; and Pam Young will continue as our Acquisitions Associate.

In the Library Services Division, there are also some changes in the Library Development Department. Angie Houser and Abby Ebach are our Public Library Specialists, and Carmen Redding is our School Library Specialist. Shari Mosser is the new Literacy Specialist; she will focus on literacy from early childhood to adulthood and will continue to serve as the Center for the Book Director. We will be reassigning public libraries soon and will communicate it to the library community.

We are excited to share these changes with you. We look forward to continuing to serve the library community in North Dakota.

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News and Thoughts...

from Mary J. Soucie, State Librarian

Every month, I have a reminder that pops up on my calendar that my Flickertale article is due. It's set for a few days before the actual due date. I have always been horrible with due dates. Ask the library director of my local public library or State Library staff. I usually receive a reminder email from BreAnne several days after the due date asking for my article. The only saving grace is that she knows that the article will be coming and can save space for it as she is planning out the rest of the newsletter. There are any number of reasons why my article is often, not always but often, overdue. This month, it is because my brain is so full of so many different things that I can't even focus on one topic. I know that many of us are tired of hearing about, thinking about, and dealing with COVID-19 or the Coronavirus. I am too. It is the reason that my head feels ready to explode with an overabundance of information. The sheer volume of email over the past few weeks has been overwhelming.

At the State Library, we are working hard to assess and meet the needs of the North Dakota library community during this unprecedented time. We are hosting biweekly meetings for the library community to come together to discuss concerns, questions, best practices or to just interact with another human being who doesn't share your dwelling place with you. We have answered questions about the continuation of service, grant extensions, pandemic policies, online library resources and a myriad of other topics. We are grateful that the library community is trusting us to help guide, assess, and give advice as we are struggling with the current normal. We feel very blessed to be part of the amazing library community in North Dakota and truly honored to be figuring this all out beside you.

While this time has definitely brought some struggles with it, I believe there are also silver linings too. I am very much a rose-colored-glasses and silver-linings kind of girl. I think that we are learning to rely on each other in new ways. We are working together in different ways; North Dakota is the only state, as far as I know, that issued a joint statement between the State Library Association and the State Library; I am grateful to live in a state that encourages partnerships and working together. One of Governor Burgum's cultural aspirations is one team or TeamND; although we are many state agencies, we are one team. I feel that is really true for North Dakota libraries as well. Many libraries, one team and that has been made clear during this pandemic.

Personally, I have connected with people at a deeper level and reached out to people that I haven't connected to in a while. I am grateful to be living in a time where technology can lessen the isolation and other impacts of the pandemic. As librarians, we can use that technology to serve our patrons even when we can't serve them in person. I sure do miss having public in our building and look forward to returning to normal, whatever our new normal may be.

I encourage you to find ways to connect with other people, within and outside of the library community. Give yourself grace during these stressful times. Make sure that you are taking the time for self-care as well as care for those around you. In many of his press conferences, Governor Burgum suggests sending a note of gratitude to someone that has impacted you. I would like to send a note of gratitude to each of you, for allowing us to serve you, for your support and friendship and for all the amazing ways that you each serve the citizens of North Dakota.

NDLCC Corner

We have received a few questions relating to the Library Vision grants and wanted to share the answers in case others have the same questions.

If you received a Collection Development Grant and want to continue purchasing materials, you may still submit reimbursement requests in the same manner as usual. Grant reports may be submitted as an email attachment to ndsladm@nd.gov.

If you need to request an extension to your grant project, please send the request to State Librarian Mary Soucie at msoucie@nd.gov. Each request will be considered individually. Some requests can be determined by the State Librarian, while others will have to be brought to the North Dakota Library Coordinating Council for consideration. The scope of the request will determine if the State Librarian will approve it or send it on to the Coordinating Council for a decision.

The Council will next meet on April 24 via Zoom. Contact the State Library at ndsladm@nd.gov for login information if you'd like to join the meeting. The Council will be adopting the final version of the Library Vision document and discussing future grant opportunities.

Program Spotlight: COVID-19

Programming amidst the current pandemic is starting to look vastly different; from virtual storytimes and book clubs to curb-side book pick-up, librarians are scrambling to find ways to serve their communities. Here are a few ways to keep library service going while your library is closed to the public:

1. Provide Ask-A-Librarian service where patrons can call or email in their reference questions. Just because your doors are closed doesn't mean that people's questions have stopped.
2. Make sure there is access to accurate information regarding COVID-19 efforts and support in your area, the Census, and other news-worthy topics that are making the rounds online.
3. Advertise your online resources such as databases and ebooks and audiobooks by doing short book talks.
4. In honor of National Poetry Month, consider having your patrons send in their [Black Out Poetry](#) or [Book Spine Poetry](#) to be featured on your Facebook, Instagram, or website.
5. Modify your planned programs into passive or virtual programming. Here are a few of my favorites: [The Price is Right](#), [code](#), or [play a collaborative game](#), role-player games like Dungeons and Dragons, or any board game at all.

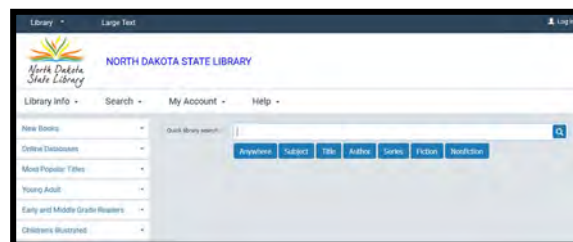
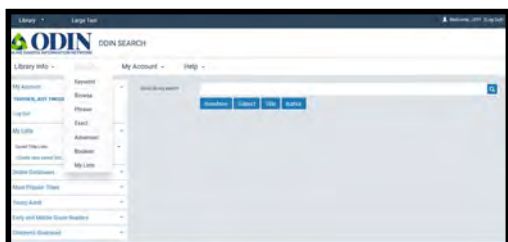
This list is by no means all-inclusive, but hopefully, it gets you thinking about ways to keep your programs running during this time.

Did You Know...

...that 362,696 documents were accessed from Ancestry Library Edition in 2019? Through April 30th, Ancestry is accessible outside of your library walls and in your home. Use [this link](#) for free access to all of your genealogy and historical research needs.

Introduction To The New Public Access Catalog: Searching

In last month's issue of the Flickertale, we covered the features of the new Public Access Catalog (PAC). This month, we'll discuss the Searching features of the new PAC.



The default search for a system-wide search is Keyword. Some libraries, such as the North Dakota State Library, have customized their search screens with additional options such as Series, Fiction, and Nonfiction.

The following is a brief description for the different types of searches you can use in the PAC:

Keyword- a keyword search in any field looks in all the search fields of the library catalog to find your keyword text.

Browse- when you browse the library catalog, you can type just the first few letters or numbers of your search term—an author's name, a subject, a series name, a title, or a call number. The results list shows the portion of the catalog index that begins with the text you have typed.

Phrase- a phrase search looks for matches to multiple words, in the same order you typed them. You might choose a phrase search when you know the phrase is part of a specific title, not necessarily at the beginning of the title.

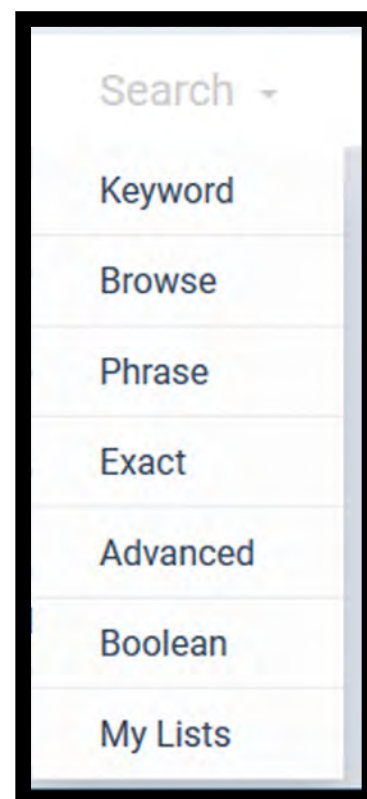
Exact- an exact search looks for your exact text, from beginning to end, whether your search text is multiple words or just one word. An exact search is useful when you know the text precisely; for example, when searching for titles such as *It* (Stephen King).

Advanced- with advanced searching, you can do a complex, focused keyword search, combining several search terms and selecting a search field for each one. You do not need to know any special commands to do advanced searching, Boolean is built into the search.

Boolean- with a Boolean search, you can do complex, precise searches by typing CQL (Common Query Language) search commands. These types of searches are more complex and require a knowledge of command driven searching and Boolean operators.

My Lists- this will give you access to any lists you have created. You must be signed in to view or add to a list.

If you would like more information, you can find it in the Help features.



Downloadable Self-Help Audiobooks

Many people are using their new time restricted to home to start self-improvement projects. Many people suddenly working from home are pursuing professional development opportunities, especially when many of their regular tasks do not transfer. Self-help is practically the original audiobook. People were buying "self-help tapes" long before it became common to listen to the latest bestseller. And through the RBdigital platform, over 400 titles are available to patrons for download, almost all of them with unlimited simultaneous usage. RBdigital is part of Recorded Books, one of the largest publishers of books on tape and then on CD, who thus has a decades-long backlist on the topic.

The easiest way to reach the offerings is by a genre search. Self-help is one of those choices. Due to errors in the data files sent by publishers, which RBdigital can't edit, you will see the occasional book on the list that clearly doesn't belong, but 99% do.

Self-help covers a wide range of topics, of course. There are titles on wealth building, relationships, addiction, self-esteem, leadership, business success, and assorted celebrity advice. There are recent bestsellers (this group sometimes has a holds list) and classics.

Some potential titles for library managers and teams include:

- *Adaptability: How to Survive Change You Didn't Ask For* by M.J. Ryan
- *Creative Conspiracy: The New Rules of Breakthrough Collaboration* by Leigh Thompson
- *Wake Me Up When the Data Is Over: How Organizations Use Stories to Drive Results* by Lori Silverman
- *Mistakes I Made at Work: 25 Influential Women Reflect on What They Got Out of Getting It Wrong*
- *9 Powerful Practices of Really Great Mentors: How to Inspire and Motivate Anyone* – Stephen Kohn
- *Overcoming the Five Dysfunctions of a Team* by Patrick Lencioni
- *Fun Is Good: How to Create Joy and Passion In Your Workplace and Career* by Mike Veeck
- *How to Be a Great Communicator: In Person, On Paper, and At the Podium* by Nido Qubein
- *Listening: The Forgotten Skill* by Madelyn Burley-Allen
- *High Impact Communication: How to Build Charisma, Credibility, and Trust* by Bert Decker
- *Go Team! Take Your Team to the Next Level* by Ken Blanchard

Course Of The Month: **Internet Safety**

This month, we are looking at an Internet Safety course found in Niche Academy. Many businesses, including North Dakota State Government agencies, require a refresher on internet safety through their learning portals. This course is designed not only as a quick introduction to internet safety but also as a quick stop if clarification is needed on just one subject. This course is not intended to replace the annual training that may be required for your job but rather to give you the highlights of the importance of internet safety.



If you have any questions, please e-mail us a nds1train@nd.gov.

TumbleBooks

Now is the time that e-books are needed the most. Getting access to a variety of books provides an escape from what is happening in the real world. With this in mind, the North Dakota State Library has gained access to several sections of [TumbleBooks](#). TumbleBooks is an online book resource that provides the full e-book or audiobook directly in the browser.

The State Library has access to the following sections:

[TumbleBook Library](#), which is for K-6th grade students

[TeenBook Cloud](#), which is for 7-12th grade students

[Audiobook Cloud](#), which has audiobooks for all ages

[Romance Book Cloud](#), which is geared toward adults



Each of these options has books available that have no check out period and do not require download.

Within each of these options, the user can search by book title, genre, or general type of book. For example, in Teen Book Cloud, there is a section called AP English that offers many of the popular books chosen in AP English classes around the country. Both the TumbleBook Library and Teen Book Cloud offer Graphic Novels for those students who are reluctant readers. There is something for every type of student in these databases.

The State Library will be providing access to these databases until August 31, 2020. Login information can be found on the [State Library's database page](#).

If you have any questions, please e-mail nds@train.nd.gov.

NEW LIBRARIAN RESOURCES AT THE STATE LIBRARY

- Neal-Schuman library technology companion : a basic guide for library staff (6th edition, 2020)
- Combating plagiarism : a hands-on guide for librarians, teachers, and students
- Lessons from Turtle Island : Native curriculum in early childhood classrooms
- LGBTQAI+ books for children and teens : providing a window for all
- Describing archives : a content standard (2nd edition)
- The digital citizenship handbook for school leaders : fostering positive interactions online
- Critical statistics : seeing beyond the headlines
- Fake news nation : the long history of lies and misinterpretations in America
- Celebrating the third place : inspiring stories about the "great good places" at the heart of our communities
- 60 ready-to-use coding projects
- Science in a jar : 35+ experiments in biology, chemistry, weather, the environment, and more!
- All About Media 4-book series (written for ages 6-8)

THE READING NOOK

By Jessica Robinson

I don't know that there's ever been a better time in my life to sink into a thick book. Now, saying that all fantasy novels are doorstoppers is a stereotype but it is true that the genre is built on trying to create a new world for readers. This month, we're going to look at some of 2020's fantastical attempts to pull us into new worlds, even if it's just for a short time.

Brian D. Anderson is undoubtedly a familiar name to people who have spent some time in the SFF section of a bookstore. This year, he brings us the beginning of a new series, starting with *The Bard's Blade*, the story of a winemaker and her musician fiancé as they leave the safety of their magically secure country for the dangers of the outside world, filled with assassins, sorcerers, and, of course, an ancient evil bent on destroying everything.

If you're like me, you recognize Eoin Colfer as the author of *Artemis Fowl*, a fantastic middle grade series about a tween criminal mastermind. In *Highfire*, Colfer brings the same madcap energy to an adult novel as he did to *Artemis Fowl*, starting with a Netflix-binging dragon and a teenage boy on the run from a deadly smuggler.

Mysteries and fantasy just plain go together and Luke Arnold—star of the hit pirate show *Black Sails*—shows why in *The Last Smile in Sunder City*. Here, a soldier-turned-detective named Fetch aids magical creatures in a city that's recently lost its magic. Despite the fact that Fetch is human, he will only help these desperate fantasy people and, when a prominent vampire citizen goes missing, this group will need all the help it can get.

The House in the Cerulean Sea by T.J. Klune has a fantastic premise. Linus Baker is a timid man who just so happens to be a caseworker for the Department in Charge Of Magical Youth,

a government agency charged with running orphanages devoted to children with special powers. One of Baker's cases leads him to a desolate island orphanage and six dangerous children, protected by their mysterious and charming caretaker Arthur Parnassus, and obviously, Baker's entire life turns upside-down.

Veronica Roth made waves with her YA series *Divergent*, a dystopian world based around dominant personality traits and the people who didn't fit into one category. In *Chosen Ones*, Roth looks at the after part of a traditional hero's journey and checks in on five people who saved the world as teens and the one who's still trying to figure out her life ten years later.

I may explode with how much I want to read Susanna Clarke's *Piranesi* later this year. The premise is so wonderful: Piranesi lives in an infinite house. The corridors are endless, the unique statues are too numerous to count, the rooms could individually house everyone who's ever lived, and an ocean is trapped in one series of hallways, always increasing. Piranesi isn't afraid of his strange house though; he lives to explore it, all at the direction of a researcher who pursues a great secret hidden within.

The Invisible Life of Addie LaRue by V.E. Schwab looks at the toll an isolated life can take, through a magical lens. Addie LaRue made a Faustian pact in the 1700s and was given an eternal life—where no one she ever meets will remember her. Centuries later, Addie has exhausted all of her attempts to leave a permanent mark on the world and then has a chance meeting with a man in a bookstore who knows her name.

Next month, we'll keep going on this discovery of new worlds with fantasy's twin and take a peek at some of 2020's upcoming science fiction books.

SCHOOL AND LIBRARY GRANT OPPORTUNITIES

Max and Victoria Dreyfus Foundation Grant

Deadlines: May 10

The Foundation awards grants to support community-based non-profit organizations. They will consider requests to support museums, schools, programs for youth, seniors, and the handicapped, and other community-based organizations and their programs. Grants typically range from \$1,000 to \$20,000.

Great Plains Center for Agricultural Health Community Outreach/ Education Grant

Deadline: July 1

The purpose of this grant is to encourage new agricultural health and safety research, prevention, intervention, community outreach, and translation projects across the Midwest. The Great Plains Center for Agricultural Health is dedicated to protecting the health and safety of farmers and ranchers as well as their workers, families, and the agricultural community members. Pilot projects addressing an aging workforce, mental health, chemical safety, and machinery and equipment safety are especially encouraged.

ND Community Foundation (Statewide Greatest Needs)

Deadline: July 31

The North Dakota Community Foundation (NDCF) aims to bring together people and organizations in order to strengthen communities. NDCF offers grants to help meet the educational, charitable, art, scientific, and health needs within a community. Priority is given to projects that have limited sources of funding and that complement the work of other community organizations. An eligible nonprofit or government agency from anywhere in North Dakota may apply for up to \$5,000 for a project or program each year.

Al Larvick Conservation Fund

Deadline: November 1

The Al Larvick Conservation Fund is offering grants up to \$5,000 for organizations or individuals to convert home movies and amateur cinema collections filmed in North Dakota into digital formats. Film that is still in its analog state (hand-crank film cameras, VHS, etc.) all qualify for this grant. The Al Larvick Conservation Fund recognizes the importance of conserving community culture and history, and wants these home videos to be shared and seen.

Carnegie-Whitney Grant

Deadline: November 2

Provides grants for the preparation and publication of popular or scholarly reading lists, indexes, and other bibliographical and library aids that will be useful to users of all types of libraries. Grants of up to \$5,000 are awarded annually and are intended to cover preparation costs appropriate to the development of a useful product, including the cost of research, compilation, and production exclusive of printing.

North Dakota Library Tidbits

- Even though the Morton Mandan Public Library is closed, the Morton County Bookmobile is still on the road. They are playing a recording about the Census and will hopefully become a mobile hotspot for WiFi soon.
- The Bottineau County Farmers Union provided copies of the book "Our Family Farm" for every first grader and school library in the county. A copy was also donated to the Bottineau County Public Library.
- Lakota City Library received \$2,600 from the Lakota Community Fund.
- Heart of America Library in Rugby partnered with the local American Legion and had a display to commemorate National Vietnam Veterans Day.
- Most, if not all, libraries in the state have closed to the public due to concerns with the COVID-19 pandemic. However, many are still providing library services to their communities in unique ways during this unprecedented time. These library services include, but are not limited to, promoting the use of online databases, e-books, e-audiobooks, etc.; leaving the Wi-Fi on to those who want to access it from the parking lot; hosting virtual story times; delivering books; waving late fees while the library is closed; and offering some form of curbside pickup.
- Williston Community Library was a recipient of a Mevo Plus Pro camera bundle thanks to a patron submitting an application on their behalf. This camera will be used for virtual storytimes.
- Janet Anderson, Director of the Minot Public Library was named a Remarkable Woman by KXNet.com for her leadership at the library.

Secondary School Librarians And Classroom Teachers

Liz Deskins, author of *Content-Area Collaborations for Secondary Grades*, takes you through each of the six Shared Foundations—Inquire, Include, Collaborate, Curate, Explore, and Engage in twenty individual units. Similar to *Lessons Inspired by Picture Books for Primary Grades*, by Maureen Schlosser and Rebecca Granatini, Deskins explores the middle and secondary school climate as she collects collaborative lessons from librarians working with teachers in a variety of subject areas.

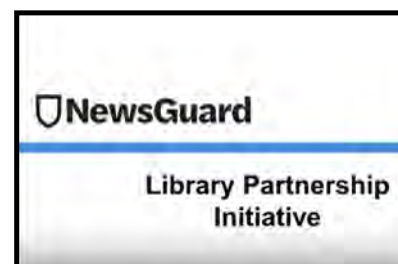


Organized by a common unit template, these librarians demonstrate how the Domains—Think, Create, Share, and Grow are used to develop the four lessons within each unit. Each unit begins with an overview, essential questions, and pre-assessment. Each lesson begins with an objective, followed by a new AASL standard and an appropriate content-area national standard. The duration of time is listed in each lesson, as well as materials. All necessary reproducibles, which serve as assessments, are included at the end of the unit. A post-assessment is also offered.

The following list delineates the various content-areas featured in the different lessons: social studies, English language arts, technology, arts, music, health, psychology, science, and languages. The book concludes with suggestions for personalizing the content-area collaborations and an appendix of additional resources. The North Dakota State Library has this resource available for you to check out.

YouTube Video Of The Month: [Fighting Fake News](#)

The fight against fake news has never been more important than it is right now. If you're worried about your students or patrons not being able to identify fake news from legitimate news there is a browser extension from a company called NewsGuard that can help with that. This webinar will go over how the extension works, what makes them a credible source for this, and the system that they use to rate news sources.



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

Free Webinars Provided By The North Dakota State Library

WHY-brarian: How to Reconnect to your BEST

Presenter: Jeremy Bolom, Head of Public Service/ Assistant Director
for Lincoln Parish Library

Tuesday, April 28, 2020 1:30 PM-2:15 PM (CST)

Register: <http://bit.ly/2TBaZTv>

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.

The registration for this webinar is full.

Displays on a Dime

Presenter: Kacee Garner, Advisor at SUNY Morrisville
Thursday, May 21, 2020 1:30-2:00 (CST)

Register: <https://bit.ly/3c70ayW>

Small library collections may feel too small or limited to build themed displays but it can be done with a little work and creativity. This session will include a visual presentation and a worksheet discussion to generate enthusiasm and ideas about library displays. Topics include:

- Sourcing free/inexpensive décor to support chosen themes
- Utilizing a variety of material types including audio and video formats
- Showcasing materials available via small in-house collections
- Celebrating holidays, community events, authors, library advocacy and more through displays
- Encouraging check-outs of materials that haven't circulated recently

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

Free Training Webinars

Making Library Use More Accessible (Bibliotheca)

Wednesday, April 22 (10:30 AM-11:30 AM)

Register: <https://bit.ly/2yigqOU>

Making the library more accessible has never been easier; from remote pickup lockers and 24/7 holds solutions to extended hours and open access. Library leadership can take cues from retailers and forward-thinking libraries to make it easier and more convenient to access library resources and services.

Public Libraries Respond to COVID-19 (PLA)

Wednesday, April 22 (1:00 PM-2:00 PM)

Register: <https://bit.ly/3b9rCfA>

More than 2,500 public libraries responded to the broadest national survey of public library responses to the COVID-19 pandemic March 24-April 1. What did we learn about closures, services, and staffing that can help libraries understand how their peers are responding to the current crisis and plan for future recovery? How are organizations like PLA and ALA using this data, and what could you do with it? Because the landscape is changing so quickly, PLA plans to conduct another survey about this topic. Participants will have the opportunity to inform the next survey and ask questions.

Social Work Students and Public Library Partnerships (WebJunction)

Wednesday, April 29 (2:00 PM-3:00 PM)

Register: <https://bit.ly/3b83cmJ>

Librarianship and social work have many shared values, including meeting the expanding and evolving needs of individuals and the community. Nearly 80 public libraries in the U.S. have collaborated with social work programs or schools of social work, to provide valuable learning opportunities for social work interns, and to connect community members with crucial services which exist beyond standard library offerings. Libraries or social work educators looking for ways to initiate collaborations with social work interns should join this webinar to understand the benefits, and a few challenges, to partnering with an institution or individual. Explore the types of intern assignments at the library that align with key social work competencies, from needs assessment to 1:1 patron referrals, and from staff training to outreach programs. And finally, discover how these internships can work for libraries of all types and sizes, including those in small and rural communities.

Programming for Adults with Developmental Disabilities: Why and How (Infopeople)

Thursday, May 21 (12:00 PM-1:00 PM)

Register: <https://bit.ly/34yV3oE>

Would you like to offer programming for adults with developmental disabilities rather than just a place to visit? Join us for this one-hour webinar devoted to an exploration of a range of topics related to programming in your libraries for the adults with developmental disabilities in your community. Presenters Carrie Banks (Brooklyn Public Library) and Barbara Klipper (Autism Welcome Here grant) will cover the barriers and benefits of programming, best practices, and what is meant by a "culture of inclusion." They'll also leave you with some sample program ideas you can bring to your library and give you a preview of what else will be covered in the book on this subject they are currently writing for the publishing division of ALA. And, of course, there will be time for your questions and concerns to be voiced and addressed.

Legal Research Resources for Answering a Small Claims Court Case

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

Answering a claim affidavit filed in North Dakota Small Claims Court 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 claim affidavit filed in North Dakota Small Claims Court.

What is Small Claims Court?

Small Claims Court is the informal way to bring a civil lawsuit in North Dakota. Small Claims Court is designed to be used by people or businesses to bring claims without hiring an attorney. The claim must be one of the two types of claims allowed in Small Claims Court, and the situation must fit into one of the six options where the claim can be filed in North Dakota.

Two types of claims can be brought to Small Claims Court. The first type of claim is to recover money totaling \$15,000.00 or less. The second type of claim is to cancel an agreement based on material fraud, deception, misrepresentation, or false promise. The value of the agreement must be \$15,000.00 or less.

A person can bring their claim to Small Claims Court only if their situation fits into one of the six options for where to file a claim in North Dakota. [Form 1, Page 2 of the Small Claims Court forms](#) lists the six options.

North Dakota Small Claims Court judgments are final and can't be appealed.

Parties in Small Claims Court

Plaintiff: the person bringing the Small Claims Court case by filing and serving a Small Claims Court Claim Affidavit. There may be more than one Plaintiff.

Defendant: the person the Plaintiff is suing in Small Claims Court. There may be more than one Defendant. Only the Defendant can request an in person hearing in Small Claims Court.

Answering A Claim Affidavit Filed in North Dakota Small Claims Court

Step One: the Plaintiff files their Small Claims Court Claim Affidavit with the clerk of court. In Small Claims Court, the Plaintiff is required to file their Claim Affidavit before serving a copy on the Defendant.

If the clerk of court accepts the Plaintiff's Claim Affidavit for filing, a case number is assigned and added to the top of the Claim Affidavit.

Step Two: the Plaintiff arranges to have the Defendant served with the Claim Affidavit.

Plaintiff must arrange to have the Defendant served a copy of the Claim Affidavit in one of three ways:

1. A sheriff of the county where the Defendant is located serves the documents to the Defendant;
2. An individual 18 years of age or older and not a party or interested in the Small Claims Court case serves the documents to the Defendant; or
3. An individual 18 years of age or older mails the documents to the Defendant by Restricted Delivery with Return Receipt Requested.

The Plaintiff must file proof of service with the clerk of court. If the Plaintiff is unable to serve the Defendant, or is unable to file proof of service, the case ends.

Continued from pg. 12

Step Three: the Defendant calculates their 20 day deadline and either continues in Small Claims Court or moves to North Dakota State District Court.

Once the Defendant is served a copy of the Claim Affidavit, the Defendant has 20 days from the day after they were served to do one of two things:

1. Make a written request for an in-person hearing in Small Claims Court; or
2. Make a written request to move the case to North Dakota State District Court for the formal civil court process. (This is also called "removal.")

If the Defendant requests an in-person hearing in Small Claims Court, the hearing is held within 10 to 30 days after the Defendant's written request is received by the clerk of court. If the Defendant requests a hearing in Small Claims Court, the Defendant also has the option of filing one or both of the following before the date of the hearing:

- A written answer to the Plaintiff's Claim Affidavit.
- A counterclaim against the Plaintiff, as long as the counterclaim is \$15,000.00 or less.

If the Defendant moves the case to North Dakota State District Court, the Small Claims Court case is dismissed. The case continues in North Dakota State District Court as a formal civil action. If the Defendant moves the case to District Court and loses, the Defendant **must** pay the Plaintiff's attorneys fees. (See the [Guide to a Civil Action](#) for the basic steps and procedures that take place after a Defendant moves the case to District Court.)

Step Four: if the Defendant requests an in-person hearing in Small Claims Court, both the Plaintiff and Defendant must attend the hearing to tell their side.

The hearing is informal. There is no jury or court reporter. The judge or judicial referee can ask questions, and the Plaintiff and Defendant can ask questions, too.

Small Claims Court hearings are generally set for 30 minutes total, which means the Plaintiff and Defendant may have only 10-15 minutes to tell their side. It's a good idea to [prepare in advance for the hearing](#).

Step Five: the Small Claims Court judge or judicial referee decides the case. If the case is decided at the end of the hearing, a copy of the judgment may be given at that time. If the case is decided later, or if a copy of the judgment isn't provided at the end of the hearing, the judgment will be mailed.

North Dakota Small Claims Court judgments are final and can't be appealed.

Small Claims Court judgments can be collected using any of the [judgment collection options](#) available under North Dakota law.

Default Judgment

When a Defendant doesn't request a Small Claims Court hearing or to move the case to District Court, the Small Claims Court judge or judicial referee may award a default judgment against the Defendant. The Plaintiff must prove in the documents they filed that the Defendant owes the money and that the Defendant was correctly served the Claim Affidavit and didn't respond within the 20 day deadline.

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 Small Claims Court](#) webpage contains Small Claims Court forms, informational guides, and other resources for answering a Small Claims Court Claim Affidavit.

[Chapter 27-08.1 of the North Dakota Century Code](#) contains the laws governing Small Claims Courts in North Dakota.

[Rule 10.2 of the North Dakota Rules of Court](#) governs how to appear at the hearing and who may represent legal entities in Small Claims Court.

[Legal Services of North Dakota publishes a brochure](#) related to Small Claims Court.

Digital Delights



This photo is of Emma (Landers) Anderson walking the family's de-scented skunk as the family dog, Sport, looks on is from the 1940s.

Credit: Gordon and Emma Anderson Collection, North Dakota State Library.

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