



**E-FILED**  
**CNMI SUPREME COURT**  
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Case No.: ADM-2016  
Hyun Jae Lee

IN THE  
SUPREME COURT  
OF THE  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

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IN RE SMALL CLAIMS FORMS

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SUPREME COURT NO. 2016-ADM-0025-RUL

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**ORDER**

On December 22, 2014, the revised Rule 83 of the Commonwealth Rules of Civil Procedure and small claims forms became effective. On March 3, 2015, Rule 83 was adopted as permanent pursuant to Article 4, Section 9 of the NMI Constitution. The Court now finds it necessary to adopt the small claims forms pursuant to Rule 84 of the Commonwealth Rule of Civil Procedure. The attached small claims forms are hereby adopted and shall be mandatory for small claims proceedings.

SO ORDERED this 23rd day of December, 2016.

\_\_\_\_\_/s/  
ALEXANDRO C. CASTRO  
Chief Justice

\_\_\_\_\_/s/  
JOHN A. MANGLONA  
Associate Justice

\_\_\_\_\_/s/  
PERRY B. INOS  
Associate Justice

Plaintiff's Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**IN THE SUPERIOR COURT  
OF THE  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

SMALL CLAIMS NO.

\_\_\_\_\_  
**Plaintiff(s),**

**SUMMONS AND COMPLAINT**

vs.

\_\_\_\_\_  
**Defendant(s).**

**Res.  
Address:** \_\_\_\_\_

**NOTICE TO DEFENDANT:** The Plaintiff named above seeks judgment in this Court against you for

\$ \_\_\_\_\_ for \_\_\_\_\_ plus interest and costs. This Court will hold a hearing in this matter at the Courthouse in **Saipan/Tinian/Rota** on \_\_\_\_\_, **20**\_\_ at \_\_\_\_\_ **.m.**, at which time you may appear personally, or by counsel, to present any defense you may have. If you dispute or disagree with Plaintiff's claim, you should bring with you all documents and witnesses needed to establish your defense. Should you fail to appear, a judgment may be entered against you by default.

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

\_\_\_\_\_  
**Clerk of Court**

**IN THE SUPERIOR COURT  
OF THE  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

**SMALL CLAIMS NO.**

**DOCKET**

\_\_\_\_\_  
**Plaintiff(s),**

vs.

\_\_\_\_\_  
**Defendant(s).**

**Res.**

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

The Defendant is indebted to the Plaintiff in the sum of \$\_\_\_\_\_ for \_\_\_\_\_.  
I declare, under penalty of perjury, that the above statements are true and correct, and that this declaration was signed at Saipan, CNMI, on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Plaintiff or Attorney

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**COURT PROCEEDINGS**

- I. Called case for trial on \_\_\_\_\_, 20\_\_\_\_. Defendant was ( ) present ( ) absent.  
The Court ( ) received evidence which established the validity of Plaintiff's claim or ( ) Defendant admitted the validity of Plaintiff's claim.
- II. **NOW THEREFORE, IT IS ORDERED** that Plaintiff(s) have judgment against \_\_\_\_ Defendant(s) in the sum of \$\_\_\_\_\_ principal, \$\_\_\_\_\_ prejudgment interest, \$\_\_\_\_\_ attorney's fees, \$\_\_\_\_\_ costs, \$\_\_\_\_\_ others, for total judgment of \$\_\_\_\_\_ plus 9% interest accruing from the date of this judgment.
- III. ( ) Judgment for Defendant and Plaintiff takes nothing.

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

\_\_\_\_\_  
**Superior Court Judge**

- IV. **Payment Order:** Defendant(s) is/are ordered to pay the Plaintiff the sum of \$\_\_\_\_\_ every \_\_\_\_\_, the first of such payment to be made on \_\_\_\_\_. Such payments to continue until the entire balance of the said judgment including accrued interest is paid in full.

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

\_\_\_\_\_  
**Superior Court Judge**

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**FOR INTERNAL COURT USE ONLY**

	Date	Initials
* Claim filed and summons issued.	_____	_____
* Plaintiff informed of date of hearing	_____	_____
* Plaintiff was informed that proof of service must be filed with the Court at least 3 days prior to hearing	_____	_____
* Date return of service filed.	_____	_____

**IN THE SUPERIOR COURT  
OF THE  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

**SMALL CLAIMS NO.**

**MOTION FOR AN ORDER TO SHOW  
CAUSE AND DECLARATION**

\_\_\_\_\_  
**Plaintiff(s),**

vs.

\_\_\_\_\_  
**Defendant(s).**

**Res.**

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

Judgment in the amount of \$\_\_\_\_\_ having been rendered against the Defendant(s) in favor of the Plaintiff(s); the Court having ordered Defendant(s) to: \_\_\_\_\_

\_\_\_\_\_ and Defendant(s) having willfully failed to comply with said Order;

NOW THEREFORE, Plaintiff prays for an Order of Court directing the Defendant(s) to appear and show cause why he/she/they should not be adjudged guilty of and punished for contempt of Court.

I declare, under penalty of perjury, that the foregoing statements are true and correct to the best of my knowledge and that this Declaration was executed at Saipan, CNMI, on this \_\_\_\_\_ day of \_\_\_\_\_.

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

\_\_\_\_\_  
**Plaintiff or Attorney**

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**ORDER**

Upon reading the Declaration, it appears Defendant(s) has/have willfully failed to comply with this Court's Order dated \_\_\_\_\_.

IT IS ORDERED that \_\_\_\_\_, Defendant(s) appear before this Court on \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ .m., at Saipan/Tinian/Rota to show cause why he/she/they should not be adjudged guilty of and punished for contempt of Court because of the failure to comply with said Order of this Court.

**IF YOU DO NOT APPEAR FOR THE HEARING AS ORDERED, A BENCH WARRANT MAY BE ISSUED FOR YOUR ARREST.**

IT IS FURTHER ORDERED that a copy of this Order be served on the Defendant(s) at least five (5) days before the time fixed for the hearing of this matter.

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

\_\_\_\_\_  
**Superior Court (Deputy) Clerk of Court**

**IN THE SUPERIOR COURT  
OF THE  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

**SMALL CLAIMS NO.**

**MOTION FOR AN ORDER  
IN AID OF JUDGMENT**

\_\_\_\_\_  
**Plaintiff(s),**

vs.

\_\_\_\_\_  
**Defendant(s).**

**Res.**

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

1. Plaintiff certifies that the Court entered final judgment on \_\_\_\_\_, against the Defendant for \$ \_\_\_\_\_ and as of the date of this Motion the unpaid balance of the judgment is \$ \_\_\_\_\_ plus interest.
2. Plaintiff requests a hearing to examine Defendant's ability to pay or to determine the fastest practical manner in which Defendant can pay the unpaid balance of the judgment, and to establish a payment schedule.

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

\_\_\_\_\_  
Plaintiff or Attorney

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TO: \_\_\_\_\_, Defendant/Judgment debtor.

Please take notice that a hearing has been set on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ m., at the Commonwealth Superior Court, on **Saipan/Tinian/Rota**.

**IT IS ORDERED** that you appear before the Honorable Judge \_\_\_\_\_ at the said date, time and place to answer questions about your assets and your ability to pay the judgment. You are further ordered to bring with you any documents which will assist you in answering questions about your income or assets and your monthly expenses.

**IF YOU DO NOT APPEAR FOR THE HEARING AS ORDERED, A BENCH WARRANT MAY BE ISSUED FOR YOUR ARREST.**

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

\_\_\_\_\_  
**Superior Court (Deputy) Clerk of Court**

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**ORDER**

From the evidence presented to the Court on \_\_\_\_\_, 20\_\_\_\_, the court finds that the Defendant has sufficient income or assets to pay the outstanding judgment. Accordingly;

**IT IS ORDERED**, that the Defendant(s) shall pay \$ \_\_\_\_\_ every \_\_\_\_\_ beginning on \_\_\_\_\_, 20\_\_\_\_ and thereafter until the judgment and accumulated interest are paid in full.

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

\_\_\_\_\_  
**Judge**

**PLEASE NOTE: IF YOU STOP MAKING THE PAYMENTS ORDERED ABOVE, THE PLAINTIFF CAN ASK THE COURT TO HOLD YOU IN CONTEMPT AND PUNISH YOU FOR WILLFULLY DISOBEYING THIS ORDER. PLEASE, NOTIFY THE PLAINTIFF'S ATTORNEY OR THE PLAINTIFF (IF NOT REPRESENTED BY AN ATTORNEY). IF YOU ARE NOT ABLE TO MAKE AN ORDERED PAYMENT, IT MAY BE POSSIBLE TO REACH AN AGREEMENT AND AVOID ADDITIONAL HEARINGS.**

**IN THE SUPERIOR COURT  
OF THE  
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS**

**SMALL CLAIMS NO.**

\_\_\_\_\_  
**Plaintiff(s),**

**DECLARATION OF SERVICE**

vs.

\_\_\_\_\_  
**Defendant(s).**

**Res.**

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

I hereby declare under penalty of perjury, that I am over the age of 18 years and not a party to this case and that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ AM PM. I personally served upon \_\_\_\_\_ a true and correct copy of the:

- Summons and complaint
- Order dated \_\_\_\_\_
- Other (specify) \_\_\_\_\_ in the above captioned matter

Service was made as follows:

- By delivering it to the aforesaid person
- By delivering it at eh aforesaid person's usual residence with \_\_\_\_\_ who is over the age of 18 years and who also resides there.
- By delivering it to \_\_\_\_\_ who is an officer or managing agent of the above named corporation.
- Other: \_\_\_\_\_

The place where said service was made is \_\_\_\_\_

The charge for service is \$ \_\_\_\_\_

Hearing date \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of  
Process Server