

POST OFFICE BOX 4666
POCATELLO, IDAHO
83205-4666



TELEPHONE
236-7111

LORIN W. NIELSEN
Sheriff

JIM DALLEY
Chief Deputy

CHECKLIST FOR CIVIL PROCESS SERVICE

***ADVANCE SERVICE FEE OF \$40.00 PER SERVICE**
(Must be cash, Business Check, Cashiers Check or Money Order)

***LETTER OF INSTRUCTIONS**-Cannot act on verbal instructions
(Must include Whom to serve, Defendants Physical Address, Date, Customer Signature & Mailing Address)

***PAPERWORK TO BE SERVED**
(Originals stamped by courts are needed on all Writs)
(Appropriate copies for number of defendants served)

***ADDRESSED/STAMPED ENVELOPE**
(This would apply to Service of Evictions and Garnishments)

“Working to make a difference.”