



CAO Online Form Review Checklist PETITION TO ESTABLISH PATERNITY, CUSTODY, VISITATION and SUPPORT

Filing Fee \$166

USE TO ESTABLISH:

1. Paternity and/or
2. Custody and/or
3. Visitation and/or
4. Child Support

1 Complete ALL of these forms:

- Family Case Information Sheet
- Summons
- Petition for Paternity, Custody, Visitation and Support

ATTACH TO PETITION:

- *Parenting Plan
(*This form **MUST BE REVIEWED** by Lacy Parker, Family Court Services Manager, **BEFORE** you have a form review.)
- Child Support Calculations Worksheet

NOTICE! YOU ARE REQUIRED TO ATTEND the Family Law Workshop on Wednesday morning before requesting a form review. After attending the Workshop, your *Parenting Plan **MUST BE REVIEWED** by Lacy Parker, Family Court Services Manager, 208-236-7416, before the remainder of your forms can be reviewed.

2 Complete ONE of these forms:

- Acknowledgment of Service **OR**
- Affidavit of Service



As the forms for each step are complete you must **REQUEST AN ONLINE FORM REVIEW.** *(A total of three online form reviews are needed)* Please **SCAN** and **EMAIL** the forms for each of the three steps as you complete them to:

cao@bannockcounty.us

If you require assistance to scan your documents, please visit Court Records, Bannock County Courthouse, Rm. 108.

3 Complete ALL of these forms:

- Order for Paternity, Custody, Visitation, and Support **Answer every question on the Order identically to the answers given on the Petition.
ATTACH FROM PETITION:
 - Copy of Parenting Plan – *Exhibit A*
 - Copy of Continued Support Worksheet (last page) from Child Support Report – *Exhibit B (ONLY if more than one child)*
- Motion and Affidavit for Default
- Default
- Child Support Order Form
- 3 Large Manila Envelopes with 4 stamps each *(These are used to mail a copy of the Decree to each party AND Child Support after being signed by the Judge.)*

All CAO forms are available online for FREE at: <https://courtsselfhelp.idaho.gov>
OR you may request them FREE by email at: cao@bannockcounty.us
OR you may purchase them pre-printed at the courthouse for a fee of \$20-\$30.

The Court Assistance Officer assigned to your form review is:

Rebekah F. Gruel
208-236-7067
cao@bannockcounty.us