



# CAO Online Form Review Checklist

## PETITION FOR DIVORCE WITH MINOR CHILDREN

Filing Fee \$207

### 1 Complete ALL of these forms:

- Family Case Information Sheet
- Summons
- Petition for Divorce with Minor Children

#### 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

### 2 Complete ONE of these forms:

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

### 3 Complete ALL of these forms:

- Decree of Divorce \*\*Answer every question 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
  - Affidavit in Support of Default
  - Default
  - Child Support Order Form
  - Certificate of Divorce for Vital Statistics
  - 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.)

**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.



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](mailto:cao@bannockcounty.us)

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

All CAO forms are available online for FREE at: <https://courtselphelp.idaho.gov>  
**OR** you may request them FREE by email at: [cao@bannockcounty.us](mailto: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**