



CAO Online Form Review Checklist

COMPLAINT FOR EVICTION

Filing Fee \$166

USE FOR EVICTION IF:

1. There is a Landlord/Tenant Relationship
2. You have a Written **OR** Verbal Lease
3. You are Evicting for Non-Payment of

1 Complete ALL of these forms:

- Three Day Notice to Pay Rent or Vacate
 - Civil Case Information Sheet
 - Summons for Eviction
 - Complaint for Eviction
- ATTACH TO THE COMPLAINT:**
- Copy of Rental Agreement- *Exhibit A*
 - Copy of Three Day Notice- *Exhibit B*
 - Proof of Service (3-day not.) *Exhibit C*

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.

2 Complete this ONE form:

- Affidavit of Service, Summons & Complaint



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:

- Judgment and Order for Eviction.
- Motion and Affidavit for Default
- Memorandum of Costs
- Writ of Execution
- One envelope and stamp for each defendant.
(These are used to mail a copy of the Judgment to each party not present at the hearing after being signed by the Judge.)

The Court Assistance Officer assigned to your form review is:

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