



CAO Online Form Review Checklist

RESPOND TO PETITION FOR DIVORCE NO MINOR CHILDREN

1 Complete ALL of these forms:

- Family Case Information Sheet
- Family Case Response Form

Filing Fee \$136

NOTICE! YOU ARE REQUIRED TO:

Scan your completed forms into PDF form and email them to the CAO Officer for for a form review.

If you do not have a scanner, you can use your smart phone by downloading a Free Scanning App.

A Scanning App will PDF forms. The court needs PDF forms, you are not able to submit photos.



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

*The Court Assistance Officer
assigned to your form review is:*

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

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.

CAO D INSTRUCTION 3-1 RESPONDING TO DIVORCE PETITION

WARNING: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. We always recommend you talk to a lawyer about your problem before filing your paperwork. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for a lesser cost. Contact the Idaho State Bar Lawyer Referral Service (208-334-4500) for the name of an attorney in your area who will provide an initial half-hour consultation for \$35. Contact the Court Assistance Office for information about resources for low-income people, or visit the Idaho Supreme Court's Self-Help Center at <http://www.courtselfhelp.idaho.gov/>.

Summary of Steps

- Step 1: Determine your Response Deadline and Whether to Respond
- Step 2: Obtain and Complete the Response Forms
- Step 3: Make Copies and File with the Clerk
- Step 4: Have your Spouse Served
- Step 5: Comply with Mandatory Disclosures of Information
- Step 6: Follow Notice of Status Conference, Scheduling Order or Other Court Orders
- Step 7: Consider Negotiation, Mediation, or Other Means to Settle Your Case

Step 1: Determine Your Response Deadline and Whether to Respond.

The Summons you received should state that you have twenty-one days from the day you were served to file a written response with the Court. If you also were served with an Order to Attend a parenting program or workshop, note the deadline for attendance.

IF YOU DO NOT RESPOND BY THE APPROPRIATE DEADLINE, THE COURT MAY ENTER AN ORDER BY DEFAULT AGAINST YOU AND THE PETITIONER MAY RECEIVE EVERYTHING REQUESTED IN THE PETITION.

If you agree with the Petition, and do not object to the terms of the divorce proposed by your spouse, **it is not necessary for you to file a written response** (you are required to attend the court's parenting workshop, if you received an order to do so). The court will send you a copy of the divorce Decree after it has been entered. In an uncontested (default) divorce, the Decree of Divorce signed by the judge must have exactly the same property and debt settlement and custody and child support provisions as those requested in the Petition. (Although it is unusual, you can file a Response admitting to the Petition if you choose. You will be charged a filing fee for filing the document, and the Divorce can then be entered "based upon the pleadings" instead of by default. Consult an attorney if you wish to follow this procedure.)

If you disagree, or are unsure about any of the allegations or terms in the Petition, you should **consult an attorney** as soon as possible to learn what your rights are and what course of action to take. If you will be unable to see your attorney or to complete the necessary response form (Response or Response and Counterclaim) on your own before the deadline, you may want to file a Notice of Appearance (CAO Cv 3-1). This will prevent the entry of a Default against you without prior notice to you. However, if you do receive notice that a default will be entered after your Notice of Appearance is filed, you may then only have an additional three days to respond. If a Default is filed, the judge is notified that you were served and you did not respond to the contents of the claim in the time allowed.

Step 2: Obtain and Complete the Required Forms.

If you want to contest all or part of what was asked for in the Petition you can use the Family Case Response (no children), CAO FL 3-2, or the Family Case Response (with children)

CAO FL 3-3. However, if you want to propose a different property or debt division, parenting plan or support for yourself or your minor children, you will need to use the Family Case Response and Counterclaim (no children), CAO FL 3-4, or Family Case Response and Counterclaim (with children), CAO FL 3-5 and the Vital Statistics Certificate of Divorce. If you have minor children of this marriage you may **also** need:

- Affidavit Verifying Income (Child Support), CAO FL 1-11 if you disagree with the income figures used by your spouse
- Child Support Worksheet, CAO FL 1-12 or CAO FL 1-13, if you disagree with the child Support calculations
- Parenting Plan, CAO FL 3 if you disagree with the parenting arrangements (**make 2 copies** of the Parenting Plan so you can use one as your proposed plan attached to your counterclaim, and one as your final plan attached to the decree.)

An Affidavit Verifying Income and Child Support Worksheet can be prepared on the computer (which will do the calculations), if you use the “Support” software at the Court Assistance Office, Divorce Parenting Workshop, or elsewhere. You will need to bring information about your income, work-related childcare expenses, and health insurance premiums.

Complete the forms you need by typing or printing neatly in **black ink**.

At the top left-hand corner of page 1, fill in your full legal name, address, telephone number, and emailing address (if you have one).

Fill in the county and judicial district in capital letters in the heading (for example, “IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT IN AND FOR THE COUNTY OF ADA”) exactly as in the Petition.

Fill in your names in the caption (John Doe, Petitioner and Mary Doe, Respondent”) also as they appear on the Petition.

Fill out the remainder of each individual form, providing the information requested. If specific instructions are provided for a particular form, follow those instructions. At the end of the document is a Certificate of Service where you fill in your spouse’s (or their attorney’s) name and address as they appear in the upper left corner of the most recent document filed by or on behalf of your spouse (the Petition or Amended Petition), and indicate how and when a copy will be delivered.

Step 3: Make Copies and File with the Clerk.

Make two copies of the completed form/s (you do not need to make a copy of the Vital Statistics Certificate of Divorce). Place the copies of the court forms underneath the original(s). Go to the window in the Clerk’s Office. Give the Clerk the following:

- Filing fee (visit www.courtselfhelp.idaho.gov/fees for current filing fee) for either the Response or the Response and Counterclaim, or file a Motion and Affidavit for Fee Waiver, CAO FW 1-9 and a proposed Order Re Fee Waiver, CAO FW 1-10 (See CAO D Instruction 1)
- The completed original of the Response and Counterclaim with all attachments (Parenting Plan, Income Affidavit, Child Support Worksheet) and copies.

The Clerk will “conform” your copies by stamping and dating them. This will save you paying \$1.00 per page for copies of these documents from the court file later on, and will provide proof of the filing of the documents in case they become misplaced from the court file. The Clerk will hand the copies back to you, one for your file and one for you to serve on your spouse.

Step 4: Serve a Copy of Your Response.

You are required to deliver a copy of any document you file in this case to your spouse (or his/her attorney if s/he is represented by an attorney). Because your spouse has already appeared in the case, you are able to serve your response by mailing, hand-delivery or fax. Deliver the copy in the way you indicated in the Certificate of Service at the end of the Response and Counterclaim.

If your spouse does not file a written reply to your Counterclaim within twenty-one days (allow three extra days for service by mail), you may obtain a Decree of Divorce by Default. Follow the same procedure outlined for Finalizing Divorce by Default in CAO D Instruction 7-1. Remember that CAO D Instruction 7-1 was written for the Petitioner to take default. You are the Respondent, but you will generally follow the instructions for the Petitioner, for this default only. You are still the Respondent in this case. Instead of the form CAO Cv 7-1 listed in CAO D Instruction 7-1, you will use CAO Cv 7-3, Motion and Affidavit for Entry of Default on Counterclaim.

Step 5. Comply with Mandatory Disclosures of Information

Child Support

If either party has requested a change to child support, you have to provide income information to the other party within 35 days from the day they filed the response. This will include tax returns, W-2 forms, and many other forms, see Instruction CAO FL Inst 5-1 for further details and forms CAO FL Pi 5-1 Petitioner's/Respondent's Mandatory Child Support Disclosures and CAO Cv Pi 4-5 Certificate of Service.

Property and Debts

If the other party disagrees in any way on the division of property and/or debts, you must both provide each other with specific property and/or debt information. You must do this within 35 days from the date that they filed a response. Use forms CAO RFL P Pi 1-1 Inventory of Property and Debts and CAO Cv Pi 4-5 Certificate of Service.

Step 6: Follow Notice of Status Conference, Scheduling Order or Other Court Orders.

Ordinarily, you will have a trial within six months if you have filed a Response and Counterclaim. In the meantime, you will receive various notices and orders from the court concerning your divorce. If you have minor children, you will have already been served with an order to attend a parenting class. Other important papers you will receive may include: Notice of Status Conference or Pre-trial Conference; Scheduling Order; or a Notice of Trial Setting. Read all court notices and orders carefully, and note the deadlines and hearing dates contained in them. **Failure to meet court deadlines or to appear at scheduled conferences, hearings or at trial may result in punishment for contempt of court or in other sanctions. Such failure may also cause you to lose all or part of your case.**

Step 7: Consider Negotiation, Mediation, or Other Means to Settle Your Case.

The overwhelming majority of civil cases, including divorce cases, settle before trial. You should attempt to settle your case with your spouse. You can discuss settlement in person with your spouse or his/her attorney, submit a written settlement offer, or consider mediation to resolve your dispute. Mediation is a process in which a neutral third party (called a mediator) assists the parties in their settlement negotiations. Mediation is often successful in resolving disputes concerning property division, parenting schedules or child support. Your attorney, the court clerk or court assistance officer can give you a list of local mediators and more information about the mediation process. There are other alternative means to settle your case without trial. These include arbitration and appointment of a special master. If negotiation or mediation does not resolve your case, you should consult an attorney about these alternative dispute resolution mechanisms.

If you do settle your case before trial, follow CAO D Instruction 6-1 to finalize your divorce by Sworn Stipulation For Entry Of Decree Of Divorce, CAO D 6-8. Fill out an appropriate Decree of Divorce, CAO D 8-1 (if you have minor children); or Decree of Divorce, CAO D 8-3 (no children). You and your spouse must sign the Sworn Stipulation for Entry of Decree of Divorce. Follow the detailed instructions for completing the Decree form. If you have children complete the Child Support Transmittal, CSS 809. You will need to ask the court clerk or court assistance officer whether a hearing will be required by your judge.

If your case does not settle before trial, see “Guidelines for Courtroom Behavior”, CAO Cv Instruction 4-1, for general information on how to proceed. The trial will be conducted according to formal rules of evidence and procedure, so you should consult an attorney as to how to comply with those evidentiary and procedural rules and requirements.

Family Law Case Information Sheet

Case Number (Clerk fills in case #):

Exempt from Public Disclosure

Fill out this form to start a Family Law case.
The information you give us is **private**.

1. Describe your case: Divorce Custody Paternity Protective Order
 Other _____

2. Information about Petitioner

Name: _____
First Middle Last

Any other names used: _____

Address: _____
Street City State Zip

Phone numbers: _____
Home Work Cell

Email address: _____

Employer's name: _____

Social Security Number: _____ Date of Birth: _____ Sex: Male Female

Is English your first language? Yes No *If no, what language?* _____

Do you speak, read and write English? Yes No

3. Information about Respondent

Name: _____
First Middle Last

Any other names used: _____

Address: _____
Street City State Zip

Phone numbers: _____
Home Work Cell

Email address: _____

Employer's name: _____

Social Security Number: _____ Date of Birth: _____ Sex: Male Female

Is English your first language? Yes No *If no, what language?* _____

Do you speak, read and write English? Yes No

4. List Petitioner's natural and adopted children under 18:

Child's name	Date of birth	Social Security No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

List Respondent's natural and adopted children under 18:

Child's name	Date of birth	Social Security No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

5. Other Cases Involving Children

List any child support, custody, adoption, or guardianship order for any child listed on this form:

Case Number	Date of Order (or date requested)	County / State	For which children?	Type of case
1.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
2.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
3.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
4.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship

6. Any Cases Involving Violence or Abuse

List any protective order, domestic violence or child abuse case involving any adult or child listed on this form:

Case Number	Who was the Order against?	Who did the Order protect?	Date of Order (or date requested)	County / State	Type of case
1.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order
2.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order
3.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order
4.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order

Full Name of Party Filing Document

Mailing Address (Street or Post Office Box)

City, State and Zip Code

Telephone

Email Address (if any)

IN THE DISTRICT COURT FOR THE _____ JUDICIAL DISTRICT
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF _____

Petitioner,

vs.

Respondent.

Case No. _____

FAMILY CASE RESPONSE
(NO CHILDREN)

Fee Category: _____

Filing Fee: \$_____

(Your name) _____, for his/her Response to the

states:

1. I completely agree with and admit the following paragraphs (list each paragraph number):

2. I admit the portion of paragraph _____, that states: _____

_____ and I deny everything else in that paragraph.

3. I admit the portion of paragraph _____, that states: _____

_____ and I deny everything else in that paragraph.

4. I deny the following paragraphs because I do not have enough information to admit or deny them (list each paragraph number): _____

5. I completely disagree with and deny everything I do not admit.

6. I want the Petition dismissed.

AFFIRMATIVE DEFENSE(S)

(State each affirmative defense that applies in a separate paragraph – see I.R.F.L.P. 208(C))

I certify I have read this Response and state that all facts included are true.

I ask the Court to enter any order requested above.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Date: _____

Typed/Printed Name

Signature

CERTIFICATE OF SERVICE

I certify that on (date) _____ I served a copy to: (name all parties in the case other than yourself)

(Name)

(Street or Post Office Address)

(City, State, and Zip Code)

- By mail
- By fax (number) _____
- By personal delivery

(Name)

(Street or Post Office Address)

(City, State, and Zip Code)

- By mail
- By fax (number) _____
- By personal delivery

Typed/printed name

Signature