



Court Assistance Office

Forms Packet Instructions:

Divorce With Minor Children - Step 2

Step 2:

You need these forms:

1. Affidavit of Service
2. Acknowledgement of Service

Download forms FREE at: <https://courtsselfhelp.idaho.gov/>

OR Send a request for FREE forms to cao@bannockcounty.us

Watch These CAO Instructional Videos **Before** Filling Out Your Forms!



How to Start and Finish your case.



Information for Self-Represented Parties

View instructional videos here:

<https://www.bannockcounty.us/courts/court-assistance-videos/>

You may use the listed CAO forms to provide proof of service or you may choose to pay the Sheriff or a professional process server to serve the other party for you.

After you have watched the CAO Instructional Videos, please complete only **One** of these forms:

1. Affidavit of Service OR
2. Acknowledgement of Service

When your forms are completed to the best of your ability, please scan them into PDF form and email them to:
cao@bannockcounty.us

A CAO officer will review your forms and contact you with further instructions.

Tip!

Use the form that is the most convenient for you.

Acknowledgment of Service would be signed by the other party in front of a notary acknowledging they received the paperwork on a specific day.

OR

Affidavit of Service would be signed by an uninterested party, 18 years or older, who would personally hand the documents to the other party, and then sign the Affidavit certifying that they did so. This document does NOT need to be notarized.

Once you know what day the other party was served, you are ready to begin Step-3 - waiting the mandatory 21 day waiting period, and preparing the finalizing Step 3 paperwork. Please request the Step 3 paperwork if you don't already have it.

Thank you, we look forward to assisting you!

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. _____

ACKNOWLEDGMENT OF SERVICE

I, _____, the Respondent Petitioner,
admit and acknowledge that service of a copy of the Petition, Summons, Order to
Attend parent education program Joint Temporary Restraining Order (Children) Joint
Temporary Restraining Order (Property) other _____

_____ was made on me because I received them on (date received) _____.

I certify that: I am over the age of eighteen, I am mentally competent, I read and write the
English language; and:

[check all that apply]:

I am NOT in the uniformed services as defined by the Servicemembers Civil Relief Act.

or

I am in the uniformed services as defined by the Servicemembers Civil Relief Act. I understand and waive my rights under the Act.

I submit to this court's jurisdiction, decline to plead, waive hearing, and agree that a final decree be entered.

Date: _____

Signature

STATE OF IDAHO)
) ss.
County of _____)

On this _____ day of _____, before me, the undersigned, a Notary Public in and for the State, personally appeared _____, known or identified to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date last above written.

Notary Public for Idaho
Residing at _____
Commission expires _____

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. _____

AFFIDAVIT OF SERVICE

1. I am a resident of _____ County, State of _____,
over the age of eighteen (18) years, and not a party to the above-entitled action.

2. On (date) _____ I personally served copies of the Summons, Petition,
(check all that apply, if any)

Joint Temporary Restraining Order (Property)

Order to attend the parent education program

Joint Temporary Restraining Order (Children) on: (name of person served) _____

_____, the above-named Petitioner Respondent,

in _____ County, State of _____

at (address) _____.

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

STOP

**FORMS MUST BE
APPROVED BY CAO PRIOR
TO FILING.**

Email Rebekah Gruel at:

cao@bannockcounty.us

OR Text 208-446-2450