

👉 NOTICE: How to use these forms 👉

You have selected forms used to file an answer to a petition, complaint or counterclaim in a civil case. Each form will open a pop-up window and you will be asked to select one of the following options:

Open: Selecting this option allows you to view the form and print a copy without saving the form on your computer.

Save: Selecting this option allows you to save a copy of the form on your computer for later use.

Cancel: Selecting this option will close the form without saving it to your computer and allow you to proceed to the next form in the packet.

Select the forms you need by choosing “Open” or “Save”. If there are forms you do not need, select “Cancel” for those forms.

Each of the forms has a different purpose. Below is a list of the forms you will see and a brief description of the purpose of the form. If the form you select has instructions, please read the instructions carefully before completing the forms. Instructions may not be available for every individual form. You may be able to obtain additional information about the use of the form from your local court assistance office or the court clerk’s office at your county courthouse.

CAO Cv 3-1 Notice of Appearance: If you have been served with a complaint, petition, motion or other court pleading in a case and a notice or summons telling you that you must file a written answer to contest the case but you have not decided how to respond, you can use this form to give notice to the opposing party and the court that you are appearing in the case and wish to receive copies of all documents, orders, notices or other papers which may be filed.

Warning: This form is not an Answer or a request for an extension of time within which to file an Answer, and it does not prevent the other party from requesting an entry of default against you. However, once you have filed a Notice of Appearance, you must be given a minimum of three days written notice of the application for entry of default against you. To prevent the entry of default, you must file an Answer within those three days as directed by the notice or summons you received.

CAO CvPi 3-2 Civil Case Answer: If you have been served with a complaint, petition, motion or other court pleading in a case and a notice or summons telling you that you must file a written answer to contest the case, you may use this form for that answer. Please note that there are other forms for answers specifically designed for use in divorce and custody proceedings. Use this form for other types of civil cases. The requirements for raising defenses are found in Rules 8(b)-(d) of the Idaho Rules of Civil Procedure. You are strongly encouraged to

read the requirements of these rules before completing your answer. You may examine this rule at <http://www.isc.idaho.gov/ircp8-new>.

CAO Cv Inst 3-5 Reply to Counterclaim

CAO Cv 3-5 Reply to Counterclaim: You can use this form and instructions to reply (answer) a counterclaim filed against you by the defendant.

CAO Online Form Review

COVER SHEET



Please select the type of form review you are submitting:

- | | |
|--|--|
| ☐ Divorce NO Minor Children | ☐ Mandatory Child Support Disclosures |
| ☐ Divorce WITH Minor Children | ☐ Eviction |
| ☐ Custody, Paternity, & Child Support | ☐ Forcible Detainer |
| ☐ Modification of Custody & Child Support | ☐ Name Change- ADULT |
| ☐ Family Case Response | ☐ Name Change- MINOR |
| ☐ Family Case Response & Counterclaim | ☐ Civil Case Answer |
| | ☐ _____ |
| | ☐ _____ |

I understand these forms will be scanned into electronic format and emailed to the Bannock County Court Assistance Officer who will perform a form review and aim to respond to me directly within 1-2 business days.

Please Note! You are your own Case Manager. The CAO Officer will assist you as You Direct. The CAO office processes MANY cases each day. We DO NOT track the status of your case. Thank you for working with us. NOTICE: The Court Assistance Officer does not represent parties or any of their interests. While confidentiality practices concerning anything discussed are utilized, it is not guaranteed. The Court Assistance Officer may provide services to the opposing party/ies (other person/s involved in the same case). The Court Assistance Officer can only give information; not interpretations of laws or strategies for any case. If seeking representation, a confidential consultation, or legal advice, you will have to consult with a private attorney.

IMPORTANT NOTICE REGARDING EXHIBITS AND EXPLICIT MATERIALS

The Court Assistance Office cannot receive, review, or transmit exhibits, photographs, videos, recordings, screenshots, or other materials containing nudity, sexual content, graphic images, or other explicit content by email. If your filing includes any exhibit or attachment that may contain explicit material, you must bring the documents to the courthouse for in-person review and filing. Court Assistance Officers may review the required court forms but will not accept explicit exhibits electronically. Any filing containing explicit materials may be required to be filed conventionally pursuant to Rule 5(f) of the Idaho Rules for Electronic Filing and Service.

NAME

DATE

EMAIL

PHONE

CONFIDENTIAL Case Information Sheet

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

Case Number (Clerk fills in case #):

Exempt from Public Disclosure

DO NOT SERVE THIS DOCUMENT ON OTHER PARTIES

Complete this form for each of the parties for whom you are submitting this initial pleading. It is not necessary to provide information about other parties. Every field must be complete. If it does not apply to you or you do not have the information, you must indicate so (i.e., unknown, N/A, etc.). Failure to do so warrants rejection of your filing.

The personal identifiers collected by the Court below are collected for the purpose of ensuring that the Court's party records are accurate and to better differentiate individuals or businesses with common names. It will be used for this purpose alone and will not be disclosed to the public including the parties in the subject lawsuit.

Information about Party

Name:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Legal name of business entity:			
Any other names used:			
Address:			
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Mailing Address (if different):			
Phone numbers:	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Email:			
Driver's License:	State	Number	Date of Birth:

If the accompanying pleading is filed on behalf of more than one party, provide information regarding those additional parties below.

Information about Party

Name:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Legal name of business entity:			
Any other names used:			
Address:			
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Mailing address (if different):			
Phone numbers:	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Email:			
Driver's License:	State	Number	Date of Birth:

COMPLETE INFORMATION FOR ADDITIONAL PARTIES ON ADDITIONAL PAGE(S) IF NECESSARY

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 _____

Plaintiff,

vs.

Defendant

Case No. _____

ANSWER

Fee Category: _____

Filing Fee: \$ _____

(Your name) _____, for his/her Answer 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 Complaint dismissed.

AFFIRMATIVE DEFENSE(S)

(State each affirmative defense that applies in a separate paragraph – see I.R.C.P. 8(c))

_____.

I have read this Answer 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

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
☐ By Email: _____

(Name)

(Street or Post Office Address)

(City, State, and Zip Code)

- ☐ By mail
☐ By fax (number) _____
☐ By personal delivery
☐ By Email: _____

Typed/printed name

Signature

STOP

WOULD YOU LIKE YOUR FORMS
REVIEWED BY THE COURT
ASSISTANT OFFICER?

Scan & Email your forms to
d6cao@bannock.idcourts.gov

You may also call 208-236-7067 or
text 208-538-4816 and request an in-
person form review