



CAO Online Form Review Checklist

FORCIBLE DETAINER

Filing Fee \$166

USE FOR EVICTION IF:

1. There is **NO** Landlord/Tenant Relationship
2. You have **NO** Written **OR** Verbal Lease
3. You are Evicting a Squatter

1 Complete ALL of these forms:

- ☐ Civil Case Information Sheet
- ☐ Summons for Eviction
(*FORCIBLE DETAINER*)
- ☐ Complaint for Possession of Property
(*FORCIBLE DETAINER*)

All CAO forms are available online for FREE at:
<https://courtselfhelp.idaho.gov>
OR you may request them FREE by email at:
d6cao@bannock.idcourts.gov
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:

d6cao@bannock.idcourts.gov

Court Assistance Office

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.*)

Text: 208-538-4816

Phone: 208-236-7067

Email: d6cao@bannock.idcourts.gov

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

Instructions: Forcible Detainer Eviction - No Landlord/Tenant Relationship



DEFINITION: Forcible Detainer Eviction

These forms can only be used to remove someone from your property if:

1. You are the owner of the property.
2. A landlord-tenant relationship never existed between you and the person(s) occupying the property (Defendant(s)).
3. a. The person "by force, or by menaces and threats of violence, unlawfully holds and keeps possession of the property."
or
b. The person unlawfully entered the property, "during the absence of the occupant or property owner... and who, after demand [was] made for the surrender...refuses to surrender the [property]." Idaho Code § 6-310.

Note: You could be responsible for three times the actual damages suffered by the Defendant if you use these forms when a landlord-tenant relationship did exist. A lawyer can help you decide if these forms are right for you.

STEP 1 Demand that the property be returned to you

You (Plaintiff) must communicate to the person(s) occupying the property that they must leave the property and surrender the property to you. Each Defendant must be notified individually.

If the Defendant(s) refuse(s) to leave, you can file a lawsuit with the court to evict the Defendant(s).

STEP 2 Complete the forms.

Complete the following three forms in black ink:

- ☐ Form 1. *General Civil Case Information Sheet*
Fill out the form as completely as possible.

- ☐ Form 2. *Summons for Eviction (Forcible Detainer) CAO FD 1-2*
See example to the right for guidance on completing the court heading. Include your full legal name and the full legal name (to the extent known) of the person(s) you are suing. The court clerk will fill in the Case Number.

Leave the hearing date and time blank for now; the court clerk will provide that information. Fill in the county and street address of the courthouse where you will file.

- ☐ Form 3. *Complaint for Eviction (Forcible Detainer) CAO FD 1-1*

Write the complete property address, and the details of how you demanded that the person vacate the property. Check the box to indicate the Defendant's armed forces status. By signing you are swearing under penalty of perjury that the document is true.

John Doe Full Name of Party Filing Document	
123 Street Mailing Address (Street or Post Office Box)	
Boise, ID 11111 City, State and Zip Code	
(111) 111-1111 Telephone	
myemail@address.com Email Address (if any)	
IN THE DISTRICT COURT FOR THE FIRST JUDICIAL DISTRICT FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF KOOTENAI	
John Doe _____ Plaintiff(s), vs. John Doe II _____	Case No. _____ COMPLAINT FOR POSSIBLE PROPERTY HELD BY FORCIBLE DETAINER Fee Category: Filing Fee: \$

STEP 3 Make copies.

Make at least 2 copies of the *Complaint* and *Summons*:

- original for the court,
- 1 copy for yourself, and
- 1 copy for each Defendant.

Only the original copy of the *Civil Case Information Sheet* is needed.

STEP 4 File the forms with the court.

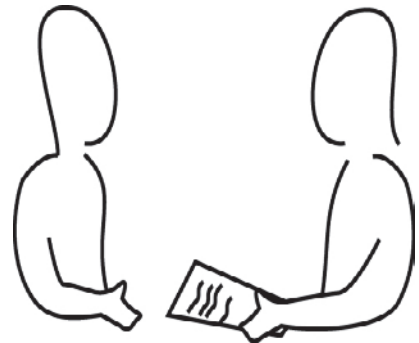
Take the forms, all copies, and the filing fee to the court to file the case. The clerk will file stamp your paperwork, open a new case file, and return the copies to you. The clerk will set a court date for you, and fill it in on each copy of the *Summons*.

STEP 5 Have someone deliver (serve) a copy to the Defendant(s).

You must notify the Defendant(s) of the court case and upcoming trial date by having an adult deliver the *Summons* and *Complaint* to the Defendant(s); this is called “personal service.” The Defendant(s) must receive the forms at least twenty-four (24) hours before the scheduled hearing time.

➤ For **personal service**, choose **1** of these options:

- a. Pay the **Sheriff’s office** to serve the papers. You must tell them exactly where to find each Defendant. The Sheriff will either give you the *Return of Service* or file it directly with the court clerk.
- b. Pay a professional **process server** to deliver the forms to each Defendant. Or
- c. **Ask someone 18 or older** – not **you** or anyone else involved in the case – to personally give each Defendant a copy of the forms.



Ask the server to complete the Affidavit of Service

Once the server completes and signs *Form 4. Affidavit of Service (CAO FD 2-1)*, it will be returned to you to file with the court at the time of your trial.

If you are unable to have the documents delivered to Defendant in time you can go back to the court clerk, with another *Summons* and copies and ask for another trial date.

STEP 6 Prepare for Trial.

Complete the heading on the following forms and fill in the case number:

- ☐ Form 5. *Judgment for Eviction CAO FD 8-1*

Fill in the complete property address, and the total costs you paid for service fees and filing fees. Leave the date and signature line blank; the judge will sign it.

On the last page, Clerk’s Certificate of Service, fill in yours and Defendant(s)’ name and mailing address. Leave the date and signature line blank; the clerk will date and sign it.

- ☐ Form 6. *Memorandum of Costs CAO FD 7-2*

You can request that the Defendant pay your costs and fees; this includes the filing fee and the fee to have the Defendant(s) served. You CANNOT ask for other money damages in this court case. You can sue to recover any other damages in a separate lawsuit.

☐ **Form 7. Writ of Restitution of Premises CAO FD 10-1**

If Defendant(s) does/do not leave the property following the trial, you will need this form to request that the Sheriff remove the Defendant(s) from the property.

Make copies of all forms:

- original for the court,
- 1 copy for yourself, and
- 1 copy for each Defendant.

Prepare an envelope with an address and stamps for each Defendant, or pay the court a mailing fee.

STEP 7 Go to trial.

Arrive at least 15 minutes early and bring your forms and copies with you. At the trial you must establish the facts stated in your *Complaint*, and that a *Complaint* and *Summons* were served on the Defendant(s).

If the judge rules in your favor, he/she will sign the *Judgment for Eviction*. The court clerk can certify your copy. If the Defendant did not show up, the clerk will mail a copy of the *Judgment* to the Defendant.

STEP 8 Have the Sheriff remove the Defendant(s) from the property.

If the Defendant(s) still refuse(s) to move, you may need the sheriff's help. Prepare form *CAO FD 10-1 Writ of Restitution of Premises*:

1. Complete the court heading and include the case number.
2. Fill in the complete property address.
3. Fill in the date the judge signed the *Judgment for Eviction*.
4. Copy the total amount of costs from the signed *Judgment for Eviction*.
5. Leave the date and signature line blank.
6. Make two copies.

Take the original and copies to the court clerk. There is a two dollar (\$2.00) fee for the clerk to issue your *Writ*. Then take the issued *Writ* to the sheriff's department. The sheriff's department can then explain the plan to remove the Defendant(s) from your property. There will be additional fees charged by the sheriff.

QUESTIONS? Contact your local Court Assistance Office if you have questions:

<https://courtsselfhelp.idaho.gov/find-office>.

Talk to an Attorney, if possible. These instructions are legal information only, and are not legal advice. Even if you follow all instructions you are not guaranteed a favorable result. You should always talk to a lawyer for legal advice before filing any legal paperwork. Call the Idaho State Bar (208-334-4500) to provide you with the name of an attorney who handles real property cases.

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(s),

vs.

_____,
Defendant(s).

Case No. _____

COMPLAINT FOR POSSESSION OF
PROPERTY HELD BY FORCIBLE
DETAINER

Fee Category:

Filing Fee: \$ _____

The Plaintiff(s) say(s):

1. I/we am/are the owner(s) of the real property located at: (street address) _____
_____, city of _____
_____, county of _____, Idaho.

2. The Defendant(s) is/are currently in possession of the premises.

3. The Defendant(s) entered, hold(s), and occupies(y) the real property by forcible
detainer (by force, or by menaces and threats of violence).

4. Neither I/we nor my/our agent has/have ever entered into a lease or any other similar
agreement with the Defendant(s).

5. Before filing this complaint, I/we demanded that the Defendant(s) surrender the property
by: (Explain how and when demand for surrender was made) _____

6. Defendant(s) continue(s) to refuse to vacate the real property.
7. Plaintiff(s) is/are entitled to possession of the premises and costs and disbursements as allowed by Idaho Code Section 6-311A.
8. The Defendant(s) is/are mentally competent and over the age of eighteen (18) years.
9. ☐ Defendant(s) is/are not in the uniformed services as defined by the Servicemembers Civil Relief Act; I know this because _____

_____. **or**

☐ I/we am/are unable to determine whether Defendant(s) is/are in the uniformed services as defined by the Servicemembers Civil Relief Act. **or**

☐ Defendant(s) is/are in the uniformed services as defined by the Servicemembers Civil Relief Act, and has/have waived in writing Defendant's rights under the Act.

VERIFICATION: I/we certify I/we have read this Complaint and state that all facts included are true.

WHEREFORE, Plaintiff(s) pray(s) for judgment for immediate restitution of the premises and for costs and disbursements.

CERTIFICATION UNDER PENALTY OF PERJURY

I/we 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

Plaintiff's Signature

Date: _____

Typed/printed name

2nd Plaintiff's Signature

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(s),
vs.

Defendant(s).

Case No. _____

SUMMONS FOR POSSESSION OF
PROPERTY HELD BY FORCIBLE
DETAINER, AS PERMITTED BY IDAHO
CODE § 6-310

Notice to the above-named defendant(s): you have been sued by the above-named plaintiff(s). The court may enter judgment against you without further notice unless you respond before the date set for trial or appear at the trial set in this matter.

TRIAL DATE	
Date: _____	Time: _____ ☐ a.m. ☐ p.m.
Before Judge: _____	
at the _____ County Courthouse,	
(Address): _____	

A trial will be held to determine if you should be removed from the premises described in the Complaint for Possession of Property Held by Forcible Detainer which is served with this Summons. If the court grants the request to remove you, the court may also order you to pay the costs of this proceeding. If you wish to seek the advice of or representation by

an attorney in this matter, you should promptly do so to allow adequate time for trial preparation.

This Summons and the Complaint shall be served upon the Defendant(s) not less than twenty-four (24) hours prior to the time of trial.

Date: _____

CLERK OF THE DISTRICT COURT

(Mailing address, physical address [if different] and telephone number of the clerk) _____

Typed/printed name

By: _____
Deputy Clerk

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

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(s),
vs.

Defendant(s).

Case No. _____

**AFFIDAVIT OF SERVICE
(SUMMONS & COMPLAINT -
FORCIBLE DETAINER)**

I certify:

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

2. On the _____ day of _____ I personally served copies of
the Summons and Complaint for Possession of Property Held by Forcible Detainer
on _____, the above-named Defendant, in the
County of _____, 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

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(s), vs. _____ _____ Defendant(s).	Case No. _____ MOTION AND AFFIDAVIT FOR ENTRY OF DEFAULT
--	--

Plaintiff moves this Court for Entry of Default on the grounds that Defendant, (Defendant's name) _____, having been personally served with the Summons and Complaint for Eviction, has failed to appear at the expedited hearing for eviction in this matter. This motion is based on Rule 55(a)(1) of the Idaho Rules of Civil Procedure and the pleadings filed in this case.

I certify:

1. I am Plaintiff in this action.
2. Proof of service upon Defendant is on file in this case.
3. Defendant failed to appear at the expedited hearing for eviction.
4. Defendant is mentally competent and over the age of eighteen (18) years.
5. ☐ Defendant is not in the uniformed services as defined by the Servicemembers Civil Relief Act of 2003; I know this because _____

or ☐ I am unable to determine whether Defendant is in the uniformed services as defined by the Servicemembers Civil Relief Act of 2003

6. The name of Defendant is _____, and the address most likely to give Defendant notice of entry of judgment of default is (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

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(s),

vs.

_____,
Defendant(s).

Case No. _____

MEMORANDUM OF COSTS

I certify:

That I am the above named Plaintiff and the prevailing party in this action. I am requesting an award of the following costs I have incurred in this case, as a matter of right under Rule 54(d)(1) of the Idaho Rules of Civil Procedure:

FILING FEE \$ _____

SERVICE OF PROCESS \$ _____

OTHER \$ _____

TOTAL \$ _____

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

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(s),

vs.

_____,
Defendant(s).

Case No. _____

JUDGMENT FOR EVICTION

JUDGMENT IS ENTERED AS FOLLOWS:

The possession of the premises described as _____

_____ shall be restored to the Plaintiff(s). The Defendant(s) is/are ordered to immediately remove himself/herself/themselves, family and possessions from the premises.

Plaintiff(s) is/are awarded costs and disbursements as allowed by Idaho Code in the amount of \$ _____, to be paid by Defendant(s).

A Writ of Restitution of Premises may issue to the Sheriff of this County to remove the Defendant(s) from the premises.

Date: _____

JUDGE

CLERK'S 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
☐ Overnight delivery/Fed Ex

(Name)

(Street or Post Office Address)

(City, State, and Zip Code)

- ☒ By mail
☐ By fax (number) _____
☐ By personal delivery
☐ Overnight delivery/Fed Ex

Typed/printed name

Deputy Clerk

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(s), vs. _____ _____ Defendant(s).	Case No. _____ WRIT OF RESTITUTION OF PREMISES
---	--

TO THE SHERIFF OF THE COUNTY:

An action for the possession of premises located at (complete physical address or parcel number) _____

_____ was tried before the
above entitled court and judgment was entered on the _____ day of
_____; that the Plaintiff(s) have restitution of the premises and also that
Plaintiff(s) recover costs and disbursements in the sum of \$_____.

In the name of the State of Idaho, you are commanded to cause the Defendant(s) to
be immediately removed from the premises, and the Plaintiff(s) is/are to have restitution of
the same.

The Defendant is entitled to remove their belongings from the premises within the
following time frame (Please indicate the type of property):

☐ Residential. A residential tenant shall have three days (72 hours) to remove their belongings.

☐ Commercial. A commercial tenant shall have no less than seven days to remove their belongings.

☐ Large parcel. A residential tenant with 5 acres or more shall have seven days to remove their belongings.

In the event that the Defendant does not timely remove their belongings, the Plaintiff is authorized to remove the belongings as permitted by Section 6-316(2), Idaho Code.

Upon returning the premises to the Plaintiff, the sheriff will serve and return this writ.

WITNESS my hand and official seal this _____ day of _____.

CLERK OF THE DISTRICT COURT

By: _____
Deputy Clerk

Typed/printed name

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