

CAO RFLPPI 1-4 Instructions for Uniform Family Law Interrogatories

Filing and responding to Uniform Family Law Interrogatories under the Idaho Rules of Family Law Procedure

WARNING: These Instructions ONLY apply to family law cases filed in the 4th Judicial District on or after January 1, 2013.

You can use Interrogatories to ask questions from the other party in a court case. This process can be very complicated and you should consult with a lawyer prior to using this form.

Step 1. Talk to a Lawyer, if Possible.

WARNING: When you represent yourself in a court case, you are held to the same standard as a lawyer. This applies to your preparation of paperwork and your conduct at all hearings and/or trial. Your lack of legal knowledge may cause you to make serious errors in handling your case. These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee that your rights are protected or that you will be satisfied with the result. You should always talk to a lawyer about your legal problems before filing any legal paperwork. Even if you do not hire a lawyer to appear in your case, you may be able to find a lawyer to review your paperwork or give you more information about your rights. Call the Idaho State Bar (208-334-4500) to provide you with the name of a lawyer who handles this type of case. 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/>.

Step 2: Get the proper forms. Get the forms you need from the Supreme Court's Self-Help Center Website at <http://www.courtselfhelp.idaho.gov/> or from your local court assistance office at the county courthouse. You will need the following forms:

NOTICE: These forms are only approved for use in the Fourth Judicial District.

CAO RFLPPI 1-2 Uniform Family Law Interrogatories CAO RFLPPI Cv 4-5 Certificate of Service

Step 3: Fill out the Required Forms. Fill out the forms by typing or by printing neatly and legibly in **black ink**.

- **At the top left-hand corner of page 1 of each form**, fill in your full legal name, mailing address and telephone number.
- **The Court Heading.** Fill in the county and judicial district in capital letters (for example, "IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT, IN AND FOR THE COUNTY OF ADA").
- **The Caption.** Fill in the names of the petitioner and respondent and case number exactly as they appeared in the caption in the case.
- **Completing the Interrogatories Form.**
You do not have to use the complete list of questions. Select only those questions that you need. If you do not need a particular question, cross that question out and write N/A for "not applicable" in the space provided. You may also delete the question.

Sign and date the Interrogatories on the last page and print your name

underneath your signature.

- **Completing the Certificate of Service**

Complete the **Certificate of Service Form CAO RFLPPi Cv 4-5**. Follow the same instructions above to complete the court heading. Fill in the date that you mailed the Interrogatories to the other party(ies). Then fill in the names of the document(s) that you mailed to the other party (i.e. Uniform Family Law Interrogatories). Next, fill in the name, mailing address, city, state and zip code for your spouse and any other party to the case. Last, sign and date the Certificate of Service, and print your name in the space to the right of your signature.

Step 4: Make copies.

Make: One copy of the Uniform Family Law Interrogatories and
Two copies of the Certificate of Service

Step 5: Mail the copies. Mail a copy of the Uniform Family Law Interrogatories and Certificate of Service to the other party.

Step 6: File with the Court. Take and file the original Certificate of Service with the court clerk in the county where the case was filed.

Do Not file a copy of the Uniform Family Law Interrogatories with the court.

Keep a copy of the Certificate of Service and the original Uniform Family Law Interrogatories for your personal records.

Responding to Uniform Family Law Interrogatories

When you receive Uniform Family Law Interrogatories you must respond within 30 days from the date that they were mailed to you. This process can be very complicated and you should consult with a lawyer prior to using this form. Please see the information above on talking to a lawyer.

Step 1. Talk to a Lawyer, if Possible. Please see the information above on talking to a lawyer.

Step 2: Get the proper forms. You will respond to the Uniform Family Law Interrogatories using the copy that the other party mailed to you. You will also need Form CAO RFLPPi Cv 4-5 Certificate of Service. Get this form from the Supreme Court's Self-Help Center Website at <http://www.courtsselfhelp.idaho.gov/> or from your local court assistance office at the county courthouse.

Step 3: Fill out the Required Forms. Fill out the forms by typing or by printing neatly and legibly in **black ink**.

- **Completing the Response to Uniform Family Law Interrogatories.**

Read the Preliminary Statement paragraph on page 1 of the Interrogatories for instructions. Then, fill in your response to each question in the space provided after each question. Attach additional sheets if you run out of room to respond.

Sign and date the Interrogatories on the last page and print your name underneath your signature. NOTICE: You must update and give corrected information to the other party if any of the information you provided changes.

- **Completing the Certificate of Service**

Complete the **Certificate of Service** Form **CAO RFLPPI Cv 4-5**. Follow the same instructions above to complete the court heading. Fill in the date that you mailed the Response to the other party(ies). Then fill in the names of the document(s) that you mailed to the other party (i.e. Response to Uniform Family Law Interrogatories). Next, fill in the name, mailing address, city, state and zip code for your spouse and any other party to the case. Last, sign and date the Certificate of Service, and print your name in the space to the right of your signature.

Step 4: Make copies.

Make: One copy of the Response to Uniform Family Law Interrogatories and
Two copies of the Certificate of Service.

Step 5: Mail the copies. Mail a copy of the Response and Certificate of Service to the other party.

Step 6: File with the Court. Take and file the original Certificate of Service with the court clerk in the county where the case was filed.

Do Not file a copy of the Response to the Uniform Family Law Interrogatories with the court.

Keep a copy of the Certificate of Service and the original Response to Uniform Family Law Interrogatories for your personal records.