

## Ada County Court Assistance Office Online Form Review Overview

### TERMINATION OF GUARDIANSHIP OF A MINOR

All Court Assistance Office (CAO) forms are available online for FREE at:

- 1) <https://courtselphelp.idaho.gov> or
- 2) <https://adacounty.id.gov/clerk/court-assistance/guardianship-of-a-minor/> under heading "Termination of Guardianship of a Minor"

**OR** you may request forms to be emailed to you at: [cao@adacounty.id.gov](mailto:cao@adacounty.id.gov)

Type or fill out forms in **black ink**.

#### **1** FILE: Complete **ALL** of these forms:

- Petition for Termination of Guardianship
- Judgment Terminating Guardianship
- Self-addressed stamped envelopes for all parties to the case including minor if 14 or older

#### **2** HEARING and SERVICE:

- After the filing of the Petition, contact the judge's clerk to set a hearing date. Complete and file the Notice of Petition to Terminate Guardianship and Hearing with a copy of the Petition attached behind
  - Serve the Notice of Petition to Terminate Guardianship and Hearing to all parties to the case including minor if 14 or older
  - If a proof of service is required by the court, complete and file the Affidavit of Service of Petition for Termination of Guardianship

#### Questions?

Email [cao@adacounty.id.gov](mailto:cao@adacounty.id.gov) or call us at (208) 287-6944/63.

If you are filing in Ada County, you can send your completed forms to the Ada CAO for an **Online Form Review** as attachments to: [cao@adacounty.id.gov](mailto:cao@adacounty.id.gov).

1) Please SCAN and EMAIL paper forms in **PDF** format, or take pictures and convert to **PDF**. Some cell phones have a feature to convert photos to PDF, or look for a free phone app such as Adobe Scan.

2) **OR** complete the forms in a **PDF**, **Microsoft Word** or **Rich Text** format from our websites and email them.

3) We will review and return by email your CAO forms as soon as possible.

**Note 1:** The forms and steps listed above are designed for an interested party seeking to terminate the guardianship. The court appointed legal guardian can also use these forms to terminate their own guardianship for reasons different from those of Note 2 below.

**Note 2:** For specific reasons such as the minor's adulthood, adoption, death or marriage, the court appointed legal guardian can terminate their own guardianship by only filing the Notice of Termination of Guardianship (CAO GCM 11-5): <https://adacounty.id.gov/clerk/court-assistance/guardianship-of-a-minor/> under heading "Termination of Guardianship of a Minor".

**Important Notice:**

Please keep in mind that we can only help you to review your forms for general completeness. We cannot tell you if the information in your forms is correct or provide any other legal advice. If you are unsure about something you have listed or want to include in your forms, please seek legal advice before you file. In addition, we are unable to review non-Court Assistance Office paperwork.

Below, there are several options to file your paperwork with the Clerk’s Office (subject to change):

	Options	How to
1	Mail paperwork and/or fee payment to Clerk’s office ( <u>Note</u> : personal check, cashier’s check, money order payable to “Ada County” are accepted)	Ada County Clerk’s Office 200 W. Front Street Boise, ID 83702
2	E-file, refer to websites for instructions, registration and payment. This option requires setting up an e-filing account and only using e-filing for the life of the case.	<a href="https://icourt.idaho.gov/">https://icourt.idaho.gov/</a>  <a href="https://adacounty.id.gov/clerk/court-assistance/resources/">https://adacounty.id.gov/clerk/court-assistance/resources/</a>  (Note: You will have to select the correct code category for your case type as demonstrated in this fees schedule: <a href="https://isc.idaho.gov/rules/IRCP_AppendixA_07.18.pdf">https://isc.idaho.gov/rules/IRCP_AppendixA_07.18.pdf</a> For example, the Divorce with Children case falls under code B1A, the Name Change code is A7. Once the correct code is entered, you can fill the information and a correct fee will appear at the end.)
3	Physically drop off the paperwork at the courthouse. The Ada County Courthouse is located at: 200 W. Front Street Boise, ID 83702	8AM-5PM, Monday to Friday.
4	Email paperwork ( <u>Note 1</u> : Option not available for paperwork requiring filing fee and/or self-addressed envelopes. <u>Note 2</u> : Option available if <u>Fee Waiver</u> is filed with paperwork)	Clerk’s Office filing email: <a href="mailto:adacourt@adacounty.id.gov">adacourt@adacounty.id.gov</a>

For the current filing process please call the Clerk’s Office directly at (208)287-6900 during business hours of 8AM to 5PM.

## COMPUTER ACCESS AND PRINTING SERVICES

### **A. Computer Access:**

Your local public library may provide an appointment for free computer access and free Internet service. Please visit your local library's websites for additional information:

- a) Main Boise Public Library: <https://www.boisepubliclibrary.org/classes-events/computer-appointments/>
- b) Meridian Public Library: <https://www.mld.org/>
- c) Nampa Public Library: <https://nampalibrary.org/>

### **B. Printing Services:**

- a) Your local public libraries may also offer printing services. In addition, some also offer mobile printing services. Please visit their websites for detailed information.
- b) Search online or in a local phone book for a printing/copy service business or office supply store. Please check their websites for detailed information.

