

Ada County Court Assistance Office Online Form Review Overview
UNLAWFUL DETAINER (NON-PAYMENT OF RENT)

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

- 1) <https://courtselfhelp.idaho.gov> or
- 2) <https://adacounty.id.gov/clerk/court-assistance/landlord-tenant/>

OR you may request forms to be emailed to you at: cao@adacounty.id.gov
(Please specify if you need a Word or PDF format)

Type or fill out forms in **black** ink. There are 3 steps.

① FILE: Complete ALL of these forms:

- ☐ Civil Case Information Sheet
- ☐ Complaint for Eviction (CAO UD 1-1) with all applicable exhibits* labeled as:
 - Exhibit A: Written Rental Agreement (if applicable)
 - Exhibit B: Copy of the Three-Day Notice (CAO UD 1)
 - Exhibit C: Affidavit of Service of the Three-Day Notice (CAO UD 2)

*Attached behind the Complaint.

- ☐ Summons for Eviction (CAO UD 1-2)

② SERVICE:

- ☐ Serve the Tenant with the Complaint, Summons
- ☐ File Affidavit of Service (CAO UD 2-1)

③ HEARING:

- ☐ Memorandum of Costs (CAO UD 7-7)
- ☐ Judgment of Eviction (CAO UD 8-1)
- ☐ Stamped envelope addressed to tenant/s
- ☐ Writ of Restitution of Premises (CAO UD 10-1)

Questions?

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

If you are filing in Ada County, you can send your completed Complaint and Summons forms to the Ada CAO for an **Online Form Review** as attachments to:

cao@adacounty.id.gov .

1) Please SCAN and EMAIL paper forms in a **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.

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. | https://icourt.idaho.gov/ https://adacounty.id.gov/clerk/court-assistance/resources/ (Note: You will have to select the correct code category for your case type as demonstrated in this fees schedule: https://isc.idaho.gov/rules/IRCP_AppendixA_07.18.pdf 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: adacourt@adacounty.id.gov |

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.