

*Ada County Court Assistance Office Online Form Review Overview*  
**DIVORCE NO MINOR CHILDREN**

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/family-law/>
- 3) Guide and File: <https://idaho.tylertech.cloud/srl>. The interview process will auto-fill the forms for you.

**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. There are 3 steps to:

**1 File:** Complete **ALL** of these forms:

- ☐ Family Law Case Information Sheet
- ☐ Summons
- ☐ Petition for Divorce

**2 Serve:** Complete **ONE** of these forms:

- ☐ Acknowledgment of Service
- OR**
- ☐ Affidavit of Service

**3 Finalize:** If uncontested, complete one set of finalizing forms applicable to your case:

**\*By Default:** (To file 22 days after service) **OR**

- ☐ Decree of Divorce\*\**Answer every question identically to the answers given on the Petition.*
- ☐ Motion and Affidavit for Default
- ☐ Affidavit in Support of Default
- ☐ Default
- ☐ Certificate of Divorce
- ☐ 2 self-addressed stamped envelopes, one for each party (These are used to mail a copy of the Decree to each party after being signed by the judge.)

**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.

**\*By Stipulation:** (No waiting period to file)

- ☐ Stipulation for Entry of Decree of Divorce  
\*\**Attach a completed copy of the Decree of Divorce to the back of stipulation*
- ☐ Decree of Divorce
- ☐ Certificate of Divorce
- ☐ 2 self-addressed stamped envelopes, one for each party

### 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, tell you what to list for property or debt, 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	<b>Guide and File</b> * Refer to website for instructions, registration and payment. The interview process will auto fill the forms for you. * This option requires setting up an e-filing account and only using e-filing for the life of the case.	<a href="https://idaho.tylerhost.net/SRL/">https://idaho.tylerhost.net/SRL/</a>
3	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.)
4	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.
5	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 daily.

## 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.

# STEPS FOR DIVORCE WITHOUT MINOR CHILDREN

## Step 1: File: Bring or send your forms to the court

Petitioner (person filing for divorce):

- ☐ Complete a) Family Law Case Information Sheet, b) Petition, and c) Summons.
- ☐ Sign and date Petition.
- ☐ Make 2 copies of Petition and Summons.
- ☐ Have forms reviewed at a full-service Court Assistance Office.
- ☐ File originals and copies with Clerk, and pay the appropriate filing fee or a Motion and Affidavit for Fee Waiver. The Clerk will keep the original Petition, stamp your copies and return them to you (1 for you, 1 for Respondent). Some courts also issue temporary orders that you will receive when you file (1 for each of you).

\*If you did not get a form packet, pick up a Certificate of Divorce to complete and return to the Clerk.

