

FILED

IN THE DISTRICT COURT OF THE SECOND JUDICIAL DISTRICT

OF THE STATE OF IDAHO PATTY O. WEEKS
CLERK OF THE DIST. COURT

[Signature]
DEPUTY

RE DUTIES OF COURT ASSISTANCE)
OFFICER AND OTHER COURT) ADMINISTRATIVE ORDER 99-3
PERSONNEL WITH RESPECT TO)
COURT-APPROVED FORMS)

WHEREAS the Supreme Court has selected ten counties to pilot the Court Assistance Program; and

WHEREAS Latah County has been selected as one of those ten counties; and whereas, if successful, this program may be recreated in other counties within the District; and

WHEREAS the Court Assistance Office may at some time receive assistance from deputy court clerks or other court personnel;

NOW, THEREFORE, IT IS HEREBY ORDERED that among their judicial duties, clerks of the district court, their deputies, court assistance officers, and such other court personnel as may be hereafter assigned such duties are authorized and directed to assist the public by providing court-approved forms and written instructions for their use. Such assistance may include explaining terminology used in the forms and instructions, directing the person to the appropriate place on a form or instructions in finding the information requested, and assisting the person with the use of computer programs to generate completed forms. While

court personnel may provide the foregoing information regarding completion of court-approved forms, no advice may be given as to what information the person should provide on the form. Nor should court personnel refer the person to a specific completed form from another case file as an example to follow in filling out the court form. The assistance provided should be impartial, in that the same assistance is provided to all parties. No advice should be given as to the most appropriate court procedures to be undertaken. Court personnel should recommend that an attorney be consulted for further assistance and should provide information as to how legal services may be obtained, as long as the information is impartial as to which attorney should be consulted.

IT IS FURTHER ORDERED that the court assistance office shall use Court-approved forms, including domestic violence forms, small claim forms, and any such other forms as are or may be prescribed by statute or court rule. In addition, the following forms (as currently constituted and as may be hereafter amended) are hereby approved for use in Latah County and other court assistance projects in the Second Judicial District:

Filing for Divorce

CAO 1-1	Summons [ILAS]
CAO 1-2	Divorce Complaint: With Minor Children [ILAS]
CAO 1-3	Divorce Complaint: No Minor Children [ILAS]
CAO 1-4B	Agreed Divorce Petition
CAO 1-5	Motion for Service by Publication [file: svc.pub.motn.rtf]
CAO 1-6	Affidavit in Support of Motion for Service by Publication [file: svc.pub.affd.rtf]
CAO 1-7	Affidavit and Motion for Personal Service outside the state, or by publication file: personal svc.affd.rtf]

CAO 1-8 Order for Service by Publication [file: svc.pub.ord.rtf]
CAO 1-9 Order for Personal Service Out of State [ILAS]
CAO 1-10A Affidavit for Fee Waiver [ILAS] [or Ct. Clerk]
CAO 1-10B Order for Fee Waiver
CAO 1-11 Affidavit Verifying Income - Child Support [file: income.affd.rtf]
CAO 1-12 Child Support Worksheet - Shared Custody [file: shared-sup.wrksht.rtf]
CAO 1-13 Child Support Worksheet - Sole Custody [file: sole-sup.wrksht.rtf]
CAO 1-14 Child Support Order Transmittal Form

Proof of Service

CAO2-1 Acceptance of Service w/ military waiver or non-military statement [ILAS]
CAO 2-2A Admission of Service [ILAS]
CAO 2-2B Affidavit of Service w/ Divorce Orientation [ILAS]
CAO 2-3 Affidavit of Mailing per Order to Serve by Pub [ILAS]

Defendant ' s pleadings

CAO3-1 Pro Se Notice of Appearance [file: appear.notc.rtf]
CAO3-2 Answer [file: answer.rtf]
CAO3-3 Divorce Answer and Counterclaim [file: answer.cclaim.rtf]

Finalizing the divorce:

Settlement Documents

CAO6-3 Parenting Plan Agreement [file: parent.plan.agmt.rtf]
CAO6-4 Custody and Parenting Plan [file: custody&plan.rtf]
CAO6-8 Stipulation for entry of decree [file: stipulation.rtf]
CAO6-10 Quitclaim Deed [file: qlclaim.deed.rtf]

Default Documents

CAO7-1 Motion and Affidavit for Order of Default [ILAS]
CAO7-2 Order of Default [file: default.entry.rtf]
CAO7-3 Testimony of Default Applicant [file: default.test.rtf]
CAO 7-4 Latah County Testimony of Default Applicant

Final Orders

CAO8-1 Decree of Divorce [ILAS]
CAO8-2 Agreed Divorce Decree [file: decree.rtf]
CAO8-5 Certificate of Divorce or Annulment [Vital Statistics] [hard-copy only]

Enforcement

H & W License Suspension Packet: visitation [Petition, Affidavit in support, Notice of Intent to Suspend, Affidavit of Service, Request for License Suspension Hearing, and Order] [hard-copy only]
H & W Income Withholding Packet: Pro Se [Motion, Order, and Answer] [hard-copy only]

Modification

CAO10-1 Verified Petition to Modify [Child Custody, Visitation and Support] [IVLP]
CAO10-2 Verified Petition to Modify [Child Custody and Visitation] [IVLP]
CAO10-3 Notice of Verified Petition for Modification [IVLP]
CAO10-3A Summons - Petition to Modify [file: summons.mod.petn.rtf]

CAO10-4 Affidavit in Support of Motion to Modify [IVLP]
CAO10-5 Affidavit Verifying Income [IVLP]
CAO10-6 Affidavit of Service [IVLP]
CAO10-7 Stipulation for Modification
CAO10-8 Motion for Order of Default [IVLP]
CAO10-9 Order of Default [for Custody] [IVLP]
CAO10-10 Affidavit of Other Party 's Age, Competency, Military Service, and Last Known Address [IVLP]
CAO10-11 Order Modifying Child Support, Custody, and/or Visitation
CAO10-12 Order Modifying Custody and/or Visitation [file: eval.ord.rtf]
CAO10-13 Answer to Petition to Modify [file: dismiss.modify.motn.rtf]
CAO10-14 Order for Service Outside the State [file: out-state.svc.ord.rtf]
CAO10-15 Affidavit and Motion for Service Outside the State [file: out-state.svc.affd.rtf]

Paternity

CAO 11-1 H&W Acknowledgement of paternity [hard-copy only]

Name Change

CAO12-1 Petition to Change Name [file: name.chg.petn.rtf]
CAO12-2 Name Change Hearing [file: name.chg.hear.rtf]
CAO12-3 Order for Change of Name [file: name.chg.ord.rtf]
CAO12-4 Name Change Letter for Publication [file: name.chg.pub.rtf]

DATED this 14th day of July, 1999.


Ron Schilling
Administrative District Judge