



Blaine County Sheriff's Office

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## Service of Civil Process Requirements

### 1. Necessary for service of Writs (enforcement documents):

Items from the court:

- The original of the Writ (or a certified copy) plus two copies.
- Three copies of the Order for Continuing Garnishment  
(if applicable: sometimes the continuing element is included in the text of the writ & not a separate document)
- One copy of the Judgment

Plus Items not from the court:

- Letter of Instruction (form available at the Sheriff's office or on our web site [www.blainesherriff.com](http://www.blainesherriff.com) under the Services tab, civil division main page).  
You may also create your own letter, however, it must contain the following information: The type of paperwork to be served, the date, to whom you want the papers served, with address, telephone number and employment info, if available, as well as your name, mailing address, phone number and your signature. ***The letter must be addressed to the County Sheriff and must be signed.***
- Notice of Levy/garnishment AND Interrogatories to Garnishee. These forms are available on-line, via links or through an attorney. <http://www.blainesherriff.com/services/civil-division/required-documentation/>  
(2 copies of each *with* headings completed).
- Claim of Exemption forms and instructions. Current forms available via links: <http://www.blainesherriff.com/services/civil-division/required-documentation/>  
\*\*Note: these forms were changed July 1, 2017 through Idaho Legislature and require some completion by the plaintiff.
- An envelope made out to the defendant's last known mailing address *with sufficient postage* to mail a copy of all documents that are served on garnishee. (up to twelve sheets of paper will be sent)
- \$60.00 for service (if bank levy, an additional check for \$5.00 to each bank)  
If the writ is for a levy on personal or real property there will be additional fees.

### Necessary for service of non-writ documents:

- \$60.00 for service – cash or check only
- Letter of Instruction (form available at the Sheriff's office or on our web site [www.blainesherriff.com](http://www.blainesherriff.com) under the Services tab, civil division main page).  
You may also create your own letter, however, it must contain the following information: The type of paperwork to be served, the date, to whom you want the papers served, with address, telephone number and employment info, if available, as well as your name, mailing address, phone number and your signature.
- Summons and Claim or Summons and Complaint service:

One copy of the claim, complaint or petition

*AND* The original summon plus one copy or two copies if the original is not available