

**Letter of Instruction**

DELIVER OR MAIL TO: THE IDAHO COUNTY SHERIFF'S OFFICE  
320 W. MAIN ST., GRANGEVILLE, ID 83530  
PHONE (208-)983-2869 FAX (208)983-5314

To the Sheriff of Idaho County

PLAINTIFF(S): \_\_\_\_\_ DEFENDANT(S): \_\_\_\_\_

Defendant(s) Address: \_\_\_\_\_

Social Security # (if known): \_\_\_\_\_ DOB: \_\_\_\_\_ Phone #: \_\_\_\_\_

Case #: \_\_\_\_\_ Paper Type:  Small Claims  Summons  Writ  Eviction  
Other: \_\_\_\_\_

**For Wage and Bank Garnishments: see required document list**

Serve Continuing Wage Garnishment to Employer (\$50.00 Sheriff Fee)

Employer Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Serve Garnishment on Bank Account (\$50.00 Sheriff Fee + \$5 Check to Bank)

Bank Name: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Restitution of Premises (\$100 for initial service, Deputy will assess and notify the plaintiff what the starting move out fees will be. Price is based on size of home and property left behind, moving, storage, towing etc. This deposit can be upwards of \$3,000.00 and is due prior to service of writ and within fourteen (14) days of request or the writ will be returned unsatisfied)

**We need specific instructions as to what you want us to do:**

\_\_\_\_\_  
\_\_\_\_\_

Serve on date: \_\_\_\_\_ Must be out by: \_\_\_\_\_ at \_\_\_\_\_ am  pm

Personal Property Service (\$55.00 for Levy/Cash Demand/Til Tap) (specific instructions as to what property you want seized. Deposit will be required if vehicles are to be seized)

\_\_\_\_\_

**AFTER SERVICE, RETURN ORIGINAL TO:**  Court of issuance  Plaintiff

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_