Basic Letter of Instruction for Civil Service

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

**Payment of the service and mileage fees are required in advance. (see fee schedule)*
If multiple defendants are to be served a separate service fee will be required for each.
*****IT IS YOUR RESPONSIBILITY TO FILE THE RETURN OF SERVICE WITH THE COURT OFFICE*****
Please provide a self-addressed stamped envelope for the return of service to be mailed to you.

To the Sheriff of Idaho County

From (plaintiff/attorney):_____
(please print)

Mailing Address:_____

City, State, Zip: _____

Phone: _____

Please serve: _____
(defendant's name and/or business)

_____

Street address :_____
(required -PO Box is not acceptable – if rural address please give directions to assist in locating)

_____

_____

List the title of all documents to be served: _____

_____

_____

Special Instructions/Comments: _____

_____

_____

Date:_____Signature:_____
(required)