



Idaho County Sheriff's Office

320 West Main
Grangeville, 83530

Phone 208-983-1100
Fax 208-983-1359



Doug Giddings, Sheriff

Jim Gorges, Undersheriff

BASIC REQUIREMENTS FOR CONTINUING WAGE & BANK GARNISHMENTS

Letter of Instruction: Signed by Plaintiff or Attorney

Must include the following:

- Directed to the Idaho County Sheriff
- name and address of defendant
- a listing of the documents you are requesting us to serve
- name and address of the employer to be served
- any other pertinent information that may assist us

Writ of Continuing Garnishment

Must have the following:

- Original and three (3) copies of the Writ
- directed to the Sheriff of Idaho County
- signed by the clerk of the court
- have the court seal on it
- Application and Order for Continuing garnishment (if available) and two (2) copies
- Notice of Garnishment /Interrogatories form and two (2) copies – you must fill in the top of this form which includes: (1) District Court Number (2) Case Number (3) Plaintiff & Defendant Names
- **For Wage Garnishments** - One (1) copy of each - Notice of Exemptions, Instructions to Debtor and Third Parties and Claim of Exemption forms (you must fill in the first two blanks on page 1 which is found on the Notice of Exemption, and the top section of page 1 found on the Claim of Exemption forms **(For Bank Garnishments please provide two (2) copies of each of the above).**

Must include a stamped envelope addressed to the defendant - Extra Postage Required

Include a #10 self-addressed stamped envelope for us to mail you the return of service

(Bank garnishment only) check made out to the bank for \$5.00 (this is for a search fee)

***For your convenience you can find some of the above forms available on our website – idahocounty.org/civil division**

PLEASE USE INDIVIDUAL PAGES – NO TWO-SIDED DOCUMENTS