



# Idaho County Sheriff's Office

## Civil Division

320 West Main Rm 33  
Grangeville, 83530

Phone 208-983-2869  
Fax 208-983-5314



**Doug Ulmer, Sheriff**

**Brian Hewson, Chief Deputy**

### **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.**

**Required prepaid \$50.00 deposit check. If funds are collected, the check will be returned and Sheriff's fees will be paid by the defendant.**

**(Bank garnishment only)** check made out to the bank for \$7.00 (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](http://idahocounty.org/civil%20division)**

**PLEASE USE INDIVIDUAL PAGES – NO TWO-SIDED DOCUMENTS**