

SMALL CLAIMS LETTER OF INSTRUCTION

DELIVER OR MAIL TO: *The Idaho County Sheriff's Office*
320 W Main St Rm 33A, Grangeville, ID 83530
Phone (208-)983-2869

Letter of instruction to the Sheriff **MUST** be filled out completely and accompanied by the proper fees in order for the sheriff to serve your notice of small claims.

****IT IS YOUR RESPONSIBILITY TO FILE THE RETURN OF SERVICE WITH THE COURT OFFICE****

To the Sheriff of Idaho County:

I wish you to have the attached Notice of Claim, Complaint and Small Claims Booklet served on:

*(If you wish service on more than one (1) defendant, all **MUST** be named and you will be charged a service fee for each defendant individually)*

NAME: _____

NAME: _____

Who reside at :

STREET: _____

CITY: _____

Any additional information you may provide to further assist the Sheriff's Office to locate the defendant(s): (vehicles, employers, etc.)

FEES: \$50.00 per person for service and return, plus mileage if applicable -see chart
The original return of service will be sent to the court of issuance. If you require a copy, you will need to supply a self-addressed stamped envelope for mailing.

Person requesting service:

NAME: _____

(please print)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE: _____

Signature

Date