

5800 S. 5TH AVE
POCATELLO, IDAHO 83204



PHONE: 208-236-7111

TONY MANU
SHERIFF

ALEX HAMILTON
CHIEF DEPUTY

Bannock County
Attn: Civil
P.O. BOX 4666
Pocatello, ID
83205-4666

TERRA (208) 236-7197
JENICE (208) 236-7196
CATHY (208) 236-7195
FAX (208) 236-7190
EMAIL civil@bannockcounty.gov

LETTER OF INSTRUCTIONS TO THE SHERIFF OF BANNOCK COUNTY

Information of party requesting service (PLAINTIFF):

Name: _____ Email: _____

Date of Birth: _____ SS# or DL#: _____ Phone: _____

Mailing
Address: _____

Information of party to be served (DEFENDANT):

Name(s): _____

Date of Birth: _____ SSN or DL#: _____ Phone: _____

Physical
Address: _____

Place of Employment & Address (required for Garnishments): _____

*For Bank/Credit Union Garnishments:

Bank Name &

Address: _____

Account Number and/or SSN (required): _____

Documents to be served:

☐ Garnishment on WAGES ☐ Garnishment on BANK OR CREDIT UNION EVICTION

☐ Summons & Complaint ☐ Summons, Claim & Answer ☐ Summons & Petition

Other (please list): _____

Notes for
service: _____

Upon signing this instruction form, I acknowledge that all expenses incurred when executing on the above will be my responsibility. *The prepaid fees are non-refundable after an attempt for service has been made.*

Signature: _____ Date: _____