



*CAO Online Form Review Checklist*  
**RESPOND TO PETITION FOR  
DIVORCE NO MINOR CHILDREN**

**Court Assistance Officer**

Available Monday-Friday / 8:30-4:30

Email: [d6cao@bannock.idcourts.gov](mailto:d6cao@bannock.idcourts.gov)

Phone: 208-236-7067

Text: 208-538-4816

[https://www.bannockcounty.us/courts/  
courtassistance/](https://www.bannockcounty.us/courts/courtassistance/)

**Watch these CAO videos BEFORE filling out your forms:**



, [Important information for Self-Represented Parties](#)

**Complete ALL of the following forms:**

- Family Law Case Information Sheet
- Family Case Response

**\$136  
Filing  
Fee**

**Scan the forms & email them back for review:**

*We cannot accept images of these forms. They must be in PDF format.*

[CLICK HERE for a list of scanning Resources](#)

**NOTICE:**

**Mandatory Disclosures:** When you file a response, both parties are **REQUIRED** to then exchange certain financial information (regarding property & debts). These must be filed within 35 days unless the case is resolved by Default or Stipulation. Please see the forms at the end of this packet for these disclosures.

# CAO Online Form Review

## COVER SHEET



Please select the type of form review you are submitting:

- |  |  |
|--|--|
| <input type="checkbox"/> Divorce <b>NO</b> Minor Children            | <input type="checkbox"/> Mandatory Child Support Disclosures |
| <input type="checkbox"/> Divorce <b>WITH</b> Minor Children          | <input type="checkbox"/> Eviction                            |
| <input type="checkbox"/> Custody, Paternity, & Child Support         | <input type="checkbox"/> Forcible Detainer                   |
| <input type="checkbox"/> Modification of Custody & Child Support     | <input type="checkbox"/> Name Change- <b>ADULT</b>           |
| <input checked="" type="checkbox"/> Family Case Response No Children | <input type="checkbox"/> Name Change- <b>MINOR</b>           |
| <input type="checkbox"/> Family Case Response & Counterclaim         | <input type="checkbox"/> Civil Case Answer                   |
|  | <input type="checkbox"/> _____                               |
|  | <input type="checkbox"/> _____                               |

I understand these forms will be scanned into electronic format and emailed to the Bannock County Court Assistance Officer who will perform a form review and respond to me directly within 48 hours.

The Court Assistance Office assigned to my form review is: **Arianne Despain or Trey Talbot**

The Court Assistance Officer does not represent parties or any of their interests. While confidentiality practices concerning anything discussed are utilized, it is not guaranteed. The Court Assistance Officer may provide services to the opposing party/ies (other person/s involved in the same case). The Court Assistance Officer can only give information; not interpretations of laws or strategies for any case. If seeking representation, a confidential consultation, or legal advice, you will have to consult with a private attorney.

---

NAME

DATE

---

EMAIL

PHONE

## CAO D INSTRUCTION 3-1 RESPONDING TO DIVORCE PETITION

WARNING: These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee you a favorable result. We always recommend you talk to a lawyer about your problem before filing your paperwork. If you cannot afford to hire an attorney to represent you, you may be able to pay a lawyer to give you advice and review your paperwork for a lesser cost. Contact the Idaho State Bar Lawyer Referral Service (208-334-4500) for the name of an attorney in your area who will provide an initial half-hour consultation for \$35. Contact the Court Assistance Office for information about resources for low-income people, or visit the Idaho Supreme Court's Self-Help Center at <http://www.courtselfhelp.idaho.gov/>.

### Summary of Steps

- Step 1: Determine your Response Deadline and Whether to Respond
- Step 2: Obtain and Complete the Response Forms
- Step 3: Make Copies and File with the Clerk
- Step 4: Have your Spouse Served
- Step 5: Comply with Mandatory Disclosures of Information
- Step 6: Follow Notice of Status Conference, Scheduling Order or Other Court Orders
- Step 7: Consider Negotiation, Mediation, or Other Means to Settle Your Case

#### **Step 1: Determine Your Response Deadline and Whether to Respond.**

The Summons you received should state that you have twenty-one days from the day you were served to file a written response with the Court. If you also were served with an Order to Attend a parenting program or workshop, note the deadline for attendance.

IF YOU DO NOT RESPOND BY THE APPROPRIATE DEADLINE, THE COURT MAY ENTER AN ORDER BY DEFAULT AGAINST YOU AND THE PETITIONER MAY RECEIVE EVERYTHING REQUESTED IN THE PETITION.

**If you agree with the Petition**, and do not object to the terms of the divorce proposed by your spouse, **it is not necessary for you to file a written response** (you are required to attend the court's parenting workshop, if you received an order to do so). The court will send you a copy of the divorce Decree after it has been entered. In an uncontested (default) divorce, the Decree of Divorce signed by the judge must have exactly the same property and debt settlement and custody and child support provisions as those requested in the Petition. (Although it is unusual, you can file a Response admitting to the Petition if you choose. You will be charged a filing fee for filing the document, and the Divorce can then be entered "based upon the pleadings" instead of by default. Consult an attorney if you wish to follow this procedure.)

**If you disagree**, or are unsure about any of the allegations or terms in the Petition, you should **consult an attorney** as soon as possible to learn what your rights are and what course of action to take. If you will be unable to see your attorney or to complete the necessary response form (Response or Response and Counterclaim) on your own before the deadline, you may want to file a Notice of Appearance (CAO Cv 3-1). This will prevent the entry of a Default against you without prior notice to you. However, if you do receive notice that a default will be entered after your Notice of Appearance is filed, you may then only have an additional three days to respond. If a Default is filed, the judge is notified that you were served and you did not respond to the contents of the claim in the time allowed.

#### **Step 2: Obtain and Complete the Required Forms.**

If you want to contest all or part of what was asked for in the Petition you can use the Family Case Response (no children), CAO FL 3-2, or the Family Case Response (with children)

CAO FL 3-3. However, if you want to propose a different property or debt division, parenting plan or support for yourself or your minor children, you will need to use the Family Case Response and Counterclaim (no children), CAO FL 3-4, or Family Case Response and Counterclaim (with children), CAO FL 3-5 and the Vital Statistics Certificate of Divorce. If you have minor children of this marriage you may **also** need:

- Affidavit Verifying Income (Child Support), CAO FL 1-11 if you disagree with the income figures used by your spouse
- Child Support Worksheet, CAO FL 1-12 or CAO FL 1-13, if you disagree with the child Support calculations
- Parenting Plan, CAO FL 3 if you disagree with the parenting arrangements (**make 2 copies** of the Parenting Plan so you can use one as your proposed plan attached to your counterclaim, and one as your final plan attached to the decree.)

An Affidavit Verifying Income and Child Support Worksheet can be prepared on the computer (which will do the calculations), if you use the “Support” software at the Court Assistance Office, Divorce Parenting Workshop, or elsewhere. You will need to bring information about your income, work-related childcare expenses, and health insurance premiums.

Complete the forms you need by typing or printing neatly in **black ink**.

**At the top left-hand corner of page 1**, fill in your full legal name, address, telephone number, and emailing address (if you have one).

Fill in the county and judicial district in capital letters in the heading (for example, “IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT IN AND FOR THE COUNTY OF ADA”) exactly as in the Petition.

Fill in your names in the caption (John Doe, Petitioner and Mary Doe, Respondent”) also as they appear on the Petition.

Fill out the remainder of each individual form, providing the information requested. If specific instructions are provided for a particular form, follow those instructions. At the end of the document is a Certificate of Service where you fill in your spouse’s (or their attorney’s) name and address as they appear in the upper left corner of the most recent document filed by or on behalf of your spouse (the Petition or Amended Petition), and indicate how and when a copy will be delivered.

### **Step 3: Make Copies and File with the Clerk.**

Make two copies of the completed form/s (you do not need to make a copy of the Vital Statistics Certificate of Divorce). Place the copies of the court forms underneath the original(s). Go to the window in the Clerk’s Office. Give the Clerk the following:

- Filing fee (visit [www.courtselfhelp.idaho.gov/fees](http://www.courtselfhelp.idaho.gov/fees) for current filing fee) for either the Response or the Response and Counterclaim, or file a Motion and Affidavit for Fee Waiver, CAO FW 1-9 and a proposed Order Re Fee Waiver, CAO FW 1-10 (See CAO D Instruction 1)
- The completed original of the Response and Counterclaim with all attachments (Parenting Plan, Income Affidavit, Child Support Worksheet) and copies.

The Clerk will “conform” your copies by stamping and dating them. This will save you paying \$1.00 per page for copies of these documents from the court file later on, and will provide proof of the filing of the documents in case they become misplaced from the court file. The Clerk will hand the copies back to you, one for your file and one for you to serve on your spouse.

#### **Step 4: Serve a Copy of Your Response.**

You are required to deliver a copy of any document you file in this case to your spouse (or his/her attorney if s/he is represented by an attorney). Because your spouse has already appeared in the case, you are able to serve your response by mailing, hand-delivery or fax. Deliver the copy in the way you indicated in the Certificate of Service at the end of the Response and Counterclaim.

If your spouse does not file a written reply to your Counterclaim within twenty-one days (allow three extra days for service by mail), you may obtain a Decree of Divorce by Default. Follow the same procedure outlined for Finalizing Divorce by Default in CAO D Instruction 7-1. Remember that CAO D Instruction 7-1 was written for the Petitioner to take default. You are the Respondent, but you will generally follow the instructions for the Petitioner, for this default only. You are still the Respondent in this case. Instead of the form CAO Cv 7-1 listed in CAO D Instruction 7-1, you will use CAO Cv 7-3, Motion and Affidavit for Entry of Default on Counterclaim.

#### **Step 5. Comply with Mandatory Disclosures of Information**

##### Child Support

If either party has requested a change to child support, you have to provide income information to the other party within 35 days from the day they filed the response. This will include tax returns, W-2 forms, and many other forms, see Instruction CAO FL Inst 5-1 for further details and forms CAO FL Pi 5-1 Petitioner's/Respondent's Mandatory Child Support Disclosures and CAO Cv Pi 4-5 Certificate of Service.

##### Property and Debts

If the other party disagrees in any way on the division of property and/or debts, you must both provide each other with specific property and/or debt information. You must do this within 35 days from the date that they filed a response. Use forms CAO RFL P Pi 1-1 Inventory of Property and Debts and CAO Cv Pi 4-5 Certificate of Service.

#### **Step 6: Follow Notice of Status Conference, Scheduling Order or Other Court Orders.**

Ordinarily, you will have a trial within six months if you have filed a Response and Counterclaim. In the meantime, you will receive various notices and orders from the court concerning your divorce. If you have minor children, you will have already been served with an order to attend a parenting class. Other important papers you will receive may include: Notice of Status Conference or Pre-trial Conference; Scheduling Order; or a Notice of Trial Setting. Read all court notices and orders carefully, and note the deadlines and hearing dates contained in them. **Failure to meet court deadlines or to appear at scheduled conferences, hearings or at trial may result in punishment for contempt of court or in other sanctions. Such failure may also cause you to lose all or part of your case.**

#### **Step 7: Consider Negotiation, Mediation, or Other Means to Settle Your Case.**

The overwhelming majority of civil cases, including divorce cases, settle before trial. You should attempt to settle your case with your spouse. You can discuss settlement in person with your spouse or his/her attorney, submit a written settlement offer, or consider mediation to resolve your dispute. Mediation is a process in which a neutral third party (called a mediator) assists the parties in their settlement negotiations. Mediation is often successful in resolving disputes concerning property division, parenting schedules or child support. Your attorney, the court clerk or court assistance officer can give you a list of local mediators and more information about the mediation process. There are other alternative means to settle your case without trial. These include arbitration and appointment of a special master. If negotiation or mediation does not resolve your case, you should consult an attorney about these alternative dispute resolution mechanisms.

**If you do settle your case** before trial, follow CAO D Instruction 6-1 to finalize your divorce by Sworn Stipulation For Entry Of Decree Of Divorce, CAO D 6-8. Fill out an appropriate Decree of Divorce, CAO D 8-1 (if you have minor children); or Decree of Divorce, CAO D 8-3 (no children). You and your spouse must sign the Sworn Stipulation for Entry of Decree of Divorce. Follow the detailed instructions for completing the Decree form. If you have children complete the Child Support Transmittal, CSS 809. You will need to ask the court clerk or court assistance officer whether a hearing will be required by your judge.

**If your case does not settle before trial**, see “Guidelines for Courtroom Behavior”, CAO Cv Instruction 4-1, for general information on how to proceed. The trial will be conducted according to formal rules of evidence and procedure, so you should consult an attorney as to how to comply with those evidentiary and procedural rules and requirements.

# Family Law Case Information Sheet

Case Number (Clerk fills in case #):

Exempt from Public Disclosure

Fill out this form to start a Family Law case.  
The information you give us is **private**.

1. Describe your case:  Divorce       Custody       Paternity       Protective Order  
 Other \_\_\_\_\_

## 2. Information about Petitioner

Name: \_\_\_\_\_  
*First Middle Last*

Any other names used: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone numbers: \_\_\_\_\_  
*Home Work Cell*

Email address: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Is English your first language?  Yes  No *If no, what language?* \_\_\_\_\_

Do you speak, read and write English?  Yes  No

## 3. Information about Respondent

Name: \_\_\_\_\_  
*First Middle Last*

Any other names used: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone numbers: \_\_\_\_\_  
*Home Work Cell*

Email address: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Is English your first language?  Yes  No *If no, what language?* \_\_\_\_\_

Do you speak, read and write English?  Yes  No

4. List Petitioner's natural and adopted children under 18:

Child's name	Date of birth	Social Security No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

List Respondent's natural and adopted children under 18:

Child's name	Date of birth	Social Security No.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

5. Other Cases Involving Children

List any child support, custody, adoption, or guardianship order for any child listed on this form:

Case Number	Date of Order (or date requested)	County / State	For which children?	Type of case
1.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
2.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
3.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship
4.				<input type="checkbox"/> Support <input type="checkbox"/> Custody <input type="checkbox"/> Adoption <input type="checkbox"/> Guardianship

6. Any Cases Involving Violence or Abuse

List any protective order, domestic violence or child abuse case involving any adult or child listed on this form:

Case Number	Who was the Order against?	Who did the Order protect?	Date of Order (or date requested)	County / State	Type of case
1.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order
2.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order
3.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order
4.					<input type="checkbox"/> Domestic Violence <input type="checkbox"/> Child Abuse <input type="checkbox"/> No Contact Order

\_\_\_\_\_  
Full Name of Party Filing Document

\_\_\_\_\_  
Mailing Address (Street or Post Office Box)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address (if any)

IN THE DISTRICT COURT FOR THE \_\_\_\_\_ JUDICIAL DISTRICT  
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF \_\_\_\_\_

\_\_\_\_\_

Petitioner,

vs.

\_\_\_\_\_

Respondent.

Case No. \_\_\_\_\_

FAMILY CASE RESPONSE  
(NO CHILDREN)

Fee Category: \_\_\_\_\_

Filing Fee: \$\_\_\_\_\_

(Your name) \_\_\_\_\_, for his/her Response to the

\_\_\_\_\_

states:

1. I completely agree with and admit the following paragraphs (list each paragraph number):

\_\_\_\_\_

\_\_\_\_\_

2. I admit the portion of paragraph \_\_\_\_\_, that states: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ and I deny everything else in that paragraph.

3. I admit the portion of paragraph \_\_\_\_\_, that states: \_\_\_\_\_

\_\_\_\_\_ and I deny everything else in that paragraph.

4. I deny the following paragraphs because I do not have enough information to admit or deny them (list each paragraph number): \_\_\_\_\_

5. I completely disagree with and deny everything I do not admit.

6.  I want the Petition dismissed.

**AFFIRMATIVE DEFENSE(S)**

(State each affirmative defense that applies in a separate paragraph – see I.R.F.L.P. 209(c))

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify I have read this Response and state that all facts included are true.

I ask the Court to enter any order requested above.

**CERTIFICATION UNDER PENALTY OF PERJURY**

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Signature

CERTIFICATE OF SERVICE

I certify that on (date) \_\_\_\_\_ I served a copy to: (name all parties in the case other than yourself)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street or Post Office Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street or Post Office Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
Typed/printed name

- By mail
- By fax (number) \_\_\_\_\_
- By personal delivery
- By email to:

\_\_\_\_\_  
(If allowed)

- By mail
- By fax (number) \_\_\_\_\_
- By personal delivery
- By email to:

\_\_\_\_\_  
(If allowed)

\_\_\_\_\_  
Signature

# STOP

WOULD YOU LIKE YOUR FORMS  
REVIEWED BY THE COURT  
ASSISTANT OFFICER?

Scan & Email your forms to  
[d6cao@bannock.idcourts.gov](mailto:d6cao@bannock.idcourts.gov)

You may also call 208-236-7067 or  
text 208-538-4816 and request an in-  
person form review



## Court Assistance Office

### Forms Packet Instructions: MANDATORY DISCLOSURES

#### Court Assistance Officer

Available Monday-Friday / 8:30-4:30

Email: [d6cao@bannock.idcourts.gov](mailto:d6cao@bannock.idcourts.gov)

Phone: 208-236-7067

Text: 208-538-4816

<https://www.bannockcounty.us/courts/courtassistance/>

If you just filled out a response & your case involves property, you are **REQUIRED** to provide the other party with proof of property and debts within 35 days from the day a response was filed. The other party will be required to do the same.

#### Complete ALL of the following forms:

- Inventory of Property & Debts
- Certificate of Service—This is a form you will file with the court that indicates how you provided the disclosures & exhibits to the other party.

#### Scan the forms & email them back for review:

We cannot accept images of these forms. They must be in PDF format.

[CLICK HERE for a list of scanning Resources](#)

#### Provide the Mandatory Disclosure forms to the other party

- You will indicate how you are going to get the forms to the other party on the Certificate of Service.
- If the other party is represented by an attorney, you will provide the disclosures to the attorney instead.

#### File the Certificate of Service showing proof that you have given the other party the required disclosures

## CAO RFLPPi 1-2 Instructions for Inventory of Property and Debts

Once the Respondent files a response to the petition for divorce, the parties must provide each other with property and debt information. This must be done within 35 days from the date that Respondent filed his/her response. To provide these minimum disclosures you should:

### Step 1. Talk to an Attorney, if Possible.

**WARNING:** When you represent yourself in a court case you are held to the same standard as an attorney. Your lack of legal knowledge may cause you to make serious errors in handling your case. These instructions are not a substitute for legal advice. The laws and court rules are complex and following these instructions will not guarantee that your rights are protected or that you will be satisfied with the result. You should always talk to a lawyer about your legal problems before filing any legal paperwork. To find a lawyer to review your paperwork or give you more information about your rights call the Idaho State Bar (208-334-4500) to provide you with the name of an attorney who handles this type of case. Contact the Court Assistance Office for information about resources for low-income people, or visit the Idaho Supreme Court's Self-Help Center at <http://www.courtselfhelp.idaho.gov/>.

**Step 2: Get the proper forms.** Get the forms you need either from the Supreme Court's Self-Help Center Website at <http://www.courtselfhelp.idaho.gov/> or from your local court assistance office at the county courthouse. You will need the following forms:

*CAO RFLPPi 1-1 Petitioner's/Respondent's Inventory of Property and Debts*  
*CAO FLPi Cv 4-5 Certificate of Service*

**Step 3: Complete the Required Forms.** Fill in the forms by typing or by printing neatly and legibly in **black ink**.

- **At the top left-hand corner of page 1 of each form**, fill in your full legal name, mailing address and telephone number.
- **The Court Heading.** Fill in the county and judicial district in capital letters (for example, "IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT, IN AND FOR THE COUNTY OF ADA").
- **The Caption.** Fill in the names of the petitioner and respondent and case number exactly as they appeared in the caption in the case. Below the Case No. check the box to indicate if you are the petitioner or respondent in the case.
- **Completing the Petitioner's/Respondent's Inventory of Property and Debts**  
In the first section of the Inventory, list all property that either you or your spouse claim is community property that should be awarded to either party. Community property is property acquired by one or both of you during the marriage unless the property was given to either of you separately as a gift, inheritance or in exchange for other separate property.

List only those items that have a fair market value over \$100.00. For each item describe the property (include only the last four numbers of any financial account numbers); the date it was acquired; its fair market value; and indicate who should be awarded the item (write in the letter "H" if you want the husband to have this item or "W" if you want the wife to have this item). See example below:

	Description	Date Acquired	Value	Proposed allocation [H or W]
•	<i>Money Bank Checking - XXXX1234</i>	<i>01/01/2001</i>	<i>\$900.00</i>	<i>W</i>

In the second section of the inventory list all debts and installment payments that you currently owe. For each item list the name of the creditor, the purpose of the debt, the unpaid balance, the minimum monthly payment, the day the last payment was made on that debt and whether the husband or wife should be responsible for paying the debt (write in the letter "H" if you want the husband to pay this debt or "W" if you want the wife to pay this debt). See example below:

	Creditor Name	Purpose of Debt	Unpaid Balance	Min. Monthly Payment	Date of last Payment	Proposed allocation [H or W]
•	<i>Money Bank Loans</i>	<i>Automobile</i>	<i>\$900.00</i>	<i>\$250.00</i>	<i>01/01/2013</i>	<i>H</i>

Once the information is completed, sign and date the Inventory, and print your name underneath your signature.

#### **Completing the Certificate of Service**

Complete the **Certificate of Service** Form *CAO FLPPi Cv 4-5*. Follow the same instructions above to complete the court heading. Fill in the date that you mailed the Inventory to the other party(ies). Then fill in the names of the documents that you mailed to the other party (i.e. Petitioner's Inventory of Property and Debts). Next, fill in name, mailing address, city, state and zip code for your spouse and any other party to the case. Last, sign and date the Certificate of Service, and print your name in the space to the right of your signature.

**Step 4: Make one copy of the Inventory and two more copies** of the Certificate of Service. Mail the original Inventory of Property and Debts to the other party(ies) along with a copy of the Certificate of Service. PLEASE NOTE: As the case progresses you are required to provide updated or amended information to the other party if any of the information you provided to them changes.

**Step 5: File with the Court.** File the original Certificate of Service with the court clerk in the county where the divorce was filed. Do not file a copy of the Inventory of Property and Debts with the court. Keep a copy of both documents for your own personal records.

#### **What if the parties reach an agreement on the division of property and debts?**

If you and your spouse reach a complete agreement on the division of community property and debts, neither party will have to complete the mandatory disclosures.

\_\_\_\_\_  
Full Name of Party Filing Document

\_\_\_\_\_  
Mailing Address (Street or Post Office Box)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address

IN THE DISTRICT COURT FOR THE \_\_\_\_\_ JUDICIAL DISTRICT  
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,  
  
vs.  
  
\_\_\_\_\_,  
Respondent.

Case No. \_\_\_\_\_

PETITIONER'S  RESPONDENT'S  
INVENTORY OF PROPERTY AND DEBTS

I. PROPERTY

List all property acquired during your marriage in which you or your spouse claims to have a community interest. Value of the property is the current fair market value. If you need additional room, add a separate sheet of paper.

	Description	Date Acquired	Value	Proposed allocation [H or W]
	A. Financial Institution Accounts: Cash and deposit accounts: Savings, Checking, Credit Union, Money Market, etc. Include financial institution's name, branch and last four numbers of account number			
1				
2				
3				
4				
5				

	Description	Date Acquired	Value	Proposed allocation [H or W]
	B. Investments: Stocks, bonds, Notes, Certificates of Deposit, Mortgages, Deeds of Trust, etc.			
6				
7				
8				
9				
10				
	C. Life Insurance: company name, owner, policy number, insured, face amount, and beneficiary			
11				
12				
13				
14				
15				
	D. Retirement Plans: IRA, SEP IRA, Pension Plan, Profit Sharing Share, 401(k), Deferred Compensation, etc.			
16				
17				
18				
19				
20				
21				
	E. Real Property			
22				
23				
24				
25				
	F. Business Interest: corporations, Partnerships, Limited Liability Corporations, Joint Ventures, Proprietorships			
26				
27				
28				

	Description	Date Acquired	Value	Proposed allocation [H or W]
29				
	G. Vehicles: Cars, Motorcycles, Motor Homes, Boats, Trailers, ATVs, Snowmobiles, etc. Include make, model, year, and miles			
30				
31				
32				
33				
34				
35				
	H. Personal Property over \$100 in Value: Household goods, personal effects, antiques, etc.			
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				

	Description	Date Acquired	Value	Proposed allocation [H or W]
55				
56				
57				
58				
59				
60				
61				
	I. Miscellaneous Assets			
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				

## II. DEBTS

List all debts and installment payments you current owe. Follow the form below. Use additional paper if necessary.

	Creditor Name	Purpose of Debt	Unpaid Balance	Min. Monthly Payment	Date of last Payment	Proposed allocation [H or W]
1						
2						
3						
4						
5						

6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

**CERTIFICATION UNDER PENALTY OF PERJURY**

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Typed/printed

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
Full Name of Party Filing This Document

\_\_\_\_\_  
Mailing Address (Street or Post Office Box)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address (if any)

IN THE DISTRICT COURT FOR THE \_\_\_\_\_ JUDICIAL DISTRICT  
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,  
vs.  
\_\_\_\_\_,  
Respondent.

Case No. \_\_\_\_\_

CERTIFICATE OF SERVICE

I certify on (date) \_\_\_\_\_, I served a copy of the following  
documents \_\_\_\_\_

to: (name all parties or their attorneys in the case, other than yourself)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street or Post Office Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street or Post Office Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
Typed/printed name

- By mail
- By fax (number) \_\_\_\_\_
- By personal delivery
- By email to:

\_\_\_\_\_  
(If allowed)

- By mail
- By fax (number) \_\_\_\_\_
- By personal delivery
- By email to:

\_\_\_\_\_  
(If allowed)

\_\_\_\_\_  
Signature