

**IN THE DISTRICT COURT OF THE SIXTH JUDICIAL DISTRICT  
OF THE STATE OF IDAHO**

RE: PROCEDURE FOR  
TRANSMITTAL OF COURT  
DOCUMENTS TO IN-CUSTODY  
PERSONS IN THE BANNOCK  
COUNTY DETENTION CENTER

**ADMINISTRATIVE ORDER  
2020-29**

WHEREAS the Sixth District Court has an important duty to ensure the timely and efficient transmittal of court documents between in-custody defendants, attorneys, and the court; and

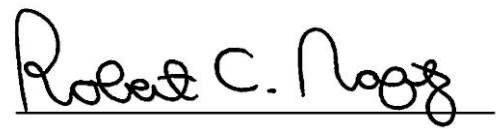
WHEREAS it has been determined that a unified process governing the transmittal of court documents between these parties will accomplish the above purpose; and

WHEREAS the Detention Administrators, the Bannock County Public Defender, the Bannock County Court Manager, and the Administrative District Judge agreed that using an envelope system to deliver and return court documents shall be used to limit in-person visits to the Detention Center during this health crisis.

**IT IS HEREBY ORDERED** that attorneys shall use the following process to transmit non-confidential court documents to in-custody persons in the Bannock County Detention Center:

1. Court documents, including any instructions, shall be placed in an envelope clearly marked with the in-custody person's name and the name of the attorney representing the person. Attorneys will no longer email or fax court documents to the Detention Center. This Order does not restrict an attorney from meeting with the in-custody person at the Detention Center to transmit a court document or from directly delivering an envelope with court documents by hand or by regular mail. Further, it does not restrict the use of shared folders by court personnel to transmit court orders to the Detention Center.
2. Envelopes under this process shall be dropped off at the Bannock County Courthouse RM 220 in the mailbox designated as Bannock County Detention Center.
3. Envelopes will be picked up daily and transmitted to the Bannock County Detention Center by Court Security.
4. The Bannock County Detention Center will distribute the envelopes to the in-custody persons. Jail personnel shall not provide any instructions or directions to the in-custody person regarding the court documents other than to contact the attorney representing them with any questions.
5. In-custody persons shall return court documents using the same envelope or another envelope clearly marked with their name and the name of the attorney representing them. Detention Administration will collect these envelopes daily and make them available for Court Security to pick up.
6. Court Security shall sort and return these envelopes to Bannock County Courthouse RM 220 and place them in the mailbox designated for the attorney or the attorney's office on a daily basis.
7. The attorney or the attorney's office is responsible for checking the mailbox(s) in RM 220 and retrieving all envelopes.

Dated this 13th day of November 2020.



ROBERT C. NAFTZ  
Administrative District Judge  
Sixth Judicial District

cc:

Sixth Judicial District Judges  
Bannock County Clerk of the District Court  
Bannock County Sheriff  
Bannock County Prosecutor  
Bannock County Public Defender  
Sixth Judicial District Bar Association