

INSTRUCTIONS for CAO 16-14
AFFIDAVIT OF SERVICE of Summons and Complaint
(Specific Performance)

This document is necessary to prove to the Court that the defendant was properly served a copy of your Complaint and Summons. This must be served by a person who is not a party to the lawsuit. If you use a process server or sheriff's department they will probably have their own affidavit of service. It may be called a return of service or other such name but is a document stating that they have served the defendant with your complaint. If a friend or acquaintance serves the landlord for you, you will fill this Affidavit of Service document with the appropriate information and the server must sign it in front of a notary public.

How to fill in this document:

- In Ada County all documents must be typed.
- In the top left hand corner of the document you put your name on the first line and your address on the second and third lines. Put your phone number, including area code, on the fourth line.
- In the blanks in the heading of the document, make sure that you type in the judicial district and county where you are filing your action.
- Inside of the box in the heading on the first two lines type in your name as the *plaintiff(s)*. The name of the landlord and any management company is typed on the second two lines as the *defendant(s)*.
- In the blank after "Case No." fill in the number that was assigned when the case was filed.
- Type the name of the county in which the server resides on the blank in paragraph 1
- Type the name of the defendant who was served on the blank line following the word "on" in paragraph 2. (If there is more than 1 Defendant you must serve each one.) The process server can fill in the date and place of service, after serving the Summons and Complaint. .

Full Name of Party Submitting Document

Mailing Address (Street or Post Office Box)

City, State and Zip Code

Telephone

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

_____,
_____,
Plaintiff(s),
vs.
_____,
_____,
Defendant(s).

CASE NO. _____

AFFIDAVIT OF SERVICE
OF SUMMONS AND COMPLAINT

STATE OF IDAHO)
 : ss
County of _____)

I swear under oath:

1. I am a resident of _____ County, State of Idaho, over the age
of eighteen (18) years, and not a party to the above action.

2. On the _____ day of _____, 20____, I personally
served a Summons and Complaint for Specific Performance and Expedited Hearing on
_____, the above-named
Defendant(s), in the County of _____, State of Idaho at (address)
_____.

DATE: _____

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____.

Notary Public for Idaho
Residing at: _____
Commission Expires _____