

**CAO INSTRUCTION P 1
FILING FOR PATERNITY, CUSTODY, VISITATION & SUPPORT**

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. This applies to your preparation of paperwork and your conduct at all hearings and/or trial. 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. 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/>.

Fill in the forms by typing or by printing neatly and legibly in black ink. Always keep a copy of the completed form for your records.

YOU WILL BE SIGNING A SWORN STATEMENT THAT YOU HAVE READ THE PETITION FOR CUSTODY, VISITATION AND SUPPORT, KNOW THE CONTENTS AND BELIEVE THE CONTENTS TO BE TRUE. TO AVOID MAKING ANY MISSTATEMENTS, BE SURE TO READ THE ENTIRE FORM.

Step 2: Obtain and Complete the Required Forms to start your court case.

Before you begin to complete the forms, make a copy of the entire set of forms to use as a "working copy". The court will accept your forms ONLY if they are neat and clean.

You will need to obtain the following forms:

- Petition for Paternity, Custody, Visitation and Child Support, CAO P 1-2
- Summons, CAO FL 1-3
- Affidavit of Service, CAO FL 2-2
- Affidavit Verifying Income, CAO FL 1-11
- Shared/Split Custody Child Support Worksheet, CAO FL-12 **or**
- Standard Custody Child Support Worksheet, CAO FL 1-13
- And**
- Parenting Plan Agreement, CAO FL-3
- Family Law Case Information Sheet, CAO FL 1-1

If the other parent will cooperate by voluntarily accepting service, you will also need:

- Acknowledgment of Service, CAO FL 2-1

If you do not know where the other parent lives, you will also need:

- Motion and Affidavit for Service by Publication, CAO FLPi 1-5
- Order for Service, CAO FLPi 1-6
- Summons by Publication, CAO FLPi 1-4
- Affidavit of Mailing Per Order for Publication, CAO FLPi 2-3

Complete the forms listed above. At the top left-hand corner of page 1 of each court form fill in your full legal name, address, telephone number, and email address (if you have one) followed by "Petitioner, Pro Se". Fill in the county and judicial district in the heading (for example, "In the District Court of the Fourth Judicial District in and for the County of Ada"). Fill in your names in the caption (Your Name, Petitioner; Other Parent's Name, Respondent). Fill out the remainder of each individual form, providing the information requested. If specific instructions are provided for a particular form, follow those instructions.

Child Support. You will first need to complete an Affidavit Verifying Income and a Child Support Worksheet. A Court Assistance Officer can help you generate these documents if you provide the required information. The Child Support Worksheet will be used to complete this section.

Make 2 copies of the Parenting Plan so you can attach a copy to your Petition, and one the original to attach to the Court's Decree.

You should sign and date all documents where indicated certifying that the information is true and accurate, subject to the penalty of perjury if it is not.

Step 3: Make Copies and File with the Clerk.

After signing the Petition, make two copies of the Summons and the Petition (with all attachments) and one copy of all other necessary documents.

Go to the window in the Clerk's Office. Give the Clerk the following:

Filing fee (visit <http://www.courtselfhelp.idaho.gov/filingfees> for current filing fee) payable in cash or money order, not by personal check **or** a Motion and Affidavit for Fee Waiver, CAO FW 1-9, and a proposed Order for Fee Waiver, CAO FW 1-10.

The completed, signed originals, with two copies underneath each original, of the following forms:

- Petition for Paternity, Custody, Visitation & Support (Parenting Plan, Affidavit Verifying Income, and Child Support Worksheet will be attached as Exhibits to the Petition).
- Summons (with Orders)
- A completed Family Law Case Information Sheet

The Clerk will give you an Order to Attend the "Focus on the Children Parenting Workshop" or other parent education class. You will need to serve this Order on the other parent, along with the Summons and Petition.

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.

Step 4: Obtain Service on the Other Parent.

You now need to serve the Summons, Petition, and Order to Attend Parenting Workshop on the other parent. There are three different ways you can do this. You only need to serve the other parent one of these ways. To avoid confusion read only the one which applies to your situation.

A. If the other parent will cooperate by accepting service:

Fill out the Acknowledgement of Service, CAO FL 2-1, and make two copies.

Take or mail to the other parent the original and one copy of the Acknowledgment of Service, conformed copies of the Petition, and Summons and the Order to Attend the Parent Workshop.

Have the other parent sign and date the original Acknowledgment of Service..

Have the other parent return to you the original Acknowledgment of Service. The other parent is to keep a copy of the Acknowledgment of Service, the conformed copies of the Petition and Summons and the Order to Attend the Parent Workshop.

Take the original and your copy of the Acknowledgment of Service, plus the original Summons back to the Clerk at the courthouse. Ask to have your copy of the Acknowledgment of Service conformed. The conformed copy will then be returned to you. The Clerk will keep and file the original Summons and Acknowledgment of Service.

B. If the other parent will not cooperate:

Deliver or mail the original and a copy of the Summons, a copy of the Petition and an original Affidavit of Service to a sheriff, professional process server or other person over 18 in the county where the other parent lives, who will serve the papers. Include a letter stating where the other parent can be served, a description or photograph of the other parent, a description of the vehicle the other parent usually drives, and any other information that may help the process server locate and identify the other parent. If using the sheriff or a profession process server, call first to find out what they charge for serving a Summons and Petition in a custody case, and include a money order or check for the correct amount when you send the papers.

The person who serves the forms will send the Affidavit of Service and original Summons back to you. You should make a copy of the Affidavit of Service for yourself, file the original Affidavit of Service and the original Summons with the Court and have your copy of the Affidavit of Service conformed.

C. If you do not know where the other parent is:

See the separate instructions and forms for Service By Publication, CAO FL Instruction 1-4.

Step 5: Wait 21 Days.

Idaho has a 21-day waiting period between the time the other parent was served and the time you can finalize your custody proceeding by default if the other parent does not respond in writing. For this purpose, the date the other parent was served was either (1) the date s/he signed the Acknowledgment of Service form; or (2) the date the process server delivered the papers to the other parent; or (3) the last date the papers were published in a newspaper. You start counting the next following day.

You are required to attend the court's Parenting Workshop before you can finalize your custody proceeding.

If you and the other parent agree on all the issues and have both attended the Parenting Workshop, you can file a Stipulation for Entry of Order, Judgment or Decree, CAO FL 6-1 and Decree of Paternity, Custody, Visitation and Support, CAO P 8-2 and you may not have to wait 21 days. Finalizing a Custody Case, CAO Instruction M/P 6-1 outlines the procedure.

If the other parent does not respond to the court in writing within 21 days of receiving service, you may finalize your custody proceeding by default (see CAO Instruction M/P 6-1).

If the other parent does respond in writing, follow the steps below:

Step 6: Determine Whether a Reply is Necessary.

Read the other parent's response carefully. If the other parent's response was a "Response", it is not necessary (or proper) for you to file a written reply. HOWEVER, if the other parent filed a "RESPONSE AND COUNTERCLAIM", you will have 21 days from the date the counterclaim was served (received by you) to file a written reply.

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

If you agree with the Counterclaim, and do not object to the terms of the custody, visitation and support proposed by the other parent, it is not necessary for you to take any action before the deadline. The court will send you a copy of the Decree based on the Counterclaim after it has been entered. But if you disagree, or are unsure about any of the allegations or terms in the Counterclaim, you should talk to 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 talk to an attorney before the 21-day deadline, you may want to file a Reply to Counterclaim, CAO Cv 3-5. This will at least prevent the entry of an Order of Default against you. Make two copies of your reply, file the original with the court clerk, and mail, fax or hand-deliver a copy to the Respondent or the Respondent's attorney at the address in the upper left corner of the first page of the Response and Counterclaim. Be sure to complete the Certificate of Service at the end of the Reply form.

Step 7: Comply with Mandatory Disclosures of Information

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 use forms CAO FLPi 5-1 Petitioner's/Respondent's Mandatory Child Support Disclosures and CAO CvPi 4-5 Certificate of Service.

Step 8: Follow Notice of Status Conference, Scheduling Order or Other Court Orders.

Ordinarily, you will have a trial within six months if a Response or Response and Counterclaim have been filed. In the meantime, you will receive various notices and orders from the court. 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 your case in whole or in part.

Step 9: Consider Negotiation, Mediation, or Other Means to Settle Your Case.

The overwhelming majority of civil cases settle before trial. You should attempt to settle your case with the other parent. You can either discuss settlement in person with the other parent or his/her attorney, or you may submit a written settlement offer. You might 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 talk to an attorney about these alternative dispute resolution mechanisms.

If you do settle your case before trial, fill out form CAO FL 6-1, Sworn Stipulation For Entry of Order, Judgment or Decree that you both have signed, and attach an appropriate Decree of Paternity, Custody, Visitation, Support CAO P 8-2. Follow the detailed instructions for completing the Decree form. Fill out the Child Support Transmittal form, CSS 809. You will need to ask the court clerk or court assistance officer whether a hearing will be required by your judge. Follow the instructions in "Finalizing Petition For Custody/Visitation/ Support", CAO Instruction M/P 6-1.

If your case does not settle before trial, see "Guidelines for Courtroom Behavior", CAO Cv 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 talk to an attorney as to how to comply with those evidentiary and procedural rules and requirements.