

Rules for Filing Court Pleadings  
CAO INSTRUCTION 11

(COURTESY OF FIFTH JUDICIAL DISTRICT WEBSITE)

The following rules shall be followed when filing court pleadings:

Rule 10(a)(1) of the Idaho Rules of Civil Procedure / Rule 12(c) of the Idaho Criminal Rules require that all pleadings filed with the court be in proper form and:

Be typewritten, in black ink, on 8 1/2 x 11 inch white paper

Contain a caption setting forth the names of the parties

Contain the title of the court and case number

Contain a designation (name) of the document or pleading

Contain name, address, and telephone number of the attorney (or person without an attorney) filing the pleading. The attorney's currently valid Idaho State Bar Number shall be typed or printed immediately below the attorney's telephone number (unless the pleading is filed by a party without an attorney).

Contain either your title ("Plaintiff" "Defendant" "Petitioner" or "Respondent") followed by the words "Pro Se", or "Attorney for [Plaintiff, etc.]".

Rule 11(a)(1) of the Idaho Rules of Civil Procedure requires that all pleadings be signed by the attorney or party.

Rule 5(a) of the Idaho Rules of Civil Procedure requires that all pleadings be served upon all parties or attorneys.

Proof of service must be provided to the court.

A sample layout of a pleading: (instructions are in parentheses and should not be typed on the pleading)

(down 2" from top of page)

(Name)

(Address)

(City, State, Zip)

(Phone)

(Idaho State Bar Number if filed by an attorney)

("Plaintiff" "Defendant" "Petitioner" or "Respondent", followed by "Pro Se"; or "Attorney for [Plaintiff, Defendant, Petitioner or Respondent]")

(down 4" from top of page)

IN THE DISTRICT COURT OF THE FIFTH JUDICIAL DISTRICT OF  
THE STATE OF IDAHO, IN AND FOR THE COUNTY OF (COUNTY)

(Named Plaintiff),	)	
	)	
	)	Case No. (Case Number)
Plaintiff,	)	
	)	(DOCUMENT NAME)
	)	
-vs-	)	
	)	
(Named Defendant),	)	
	)	
Defendant.	)	
_____	)	

(Body of document)

(Sign end of document)

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