

CAO GCSPi INSTRUCTION 3-1

Completing Form CAO GCS 3-1 Notice of Appearance in a H&W Case

Talk to an attorney, if possible.

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/>.

If you have been served with a complaint, petition, motion or other court pleading in a case which was brought by or involves Health and Welfare, and you have received a notice or summons telling you that you must file a written answer to contest the case, and you have not decided how to respond, you can use this form to give notice to the Department and the other parent and the court that you have appeared and wish to receive copies of all documents, orders, notices or other papers filed in the case.

Warning: This form is not a Response or a request for an extension of time within which to file a Response, and it does not prevent the other party from requesting an entry of default against you. However, once you have filed a Notice of Appearance, you must be given a minimum of three days written notice of the application for entry of default against you. To prevent the entry of default, you must file a Response within those three days as directed by the notice or summons you received.

At the top left-hand corner of page 1, fill in your full legal name, address, telephone number, and email 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 which was served on you.

Fill in the full legal name of the Mother and Father on the lines where indicated in the caption.

Certificate of Service

You must serve a copy of the Notice of Appearance, and copies of all other documents you may file on the other parent and the Department. If the other parent is represented by an attorney, serve the Notice of Appearance and all other documents upon the attorney. Serve the Notice of Appearance and all other documents on the attorney for the Department. Fill in the name and address of the other parent or the other parent's attorney if s/he is represented. Also fill in the name and address of the attorney for the Department. Enter the date you served the Notice of Appearance on the other party/attorney and the Department and check the correct box indicating the manner in which the Notice of Appearance was served.

Sign on the Signature line and type or print your full name on the line below. File the original with the clerk of the court.