

☞ NOTICE: How to use these forms ☞

You have selected forms used to file an answer to a petition, complaint or counterclaim in a civil case. Each form will open a pop-up window and you will be asked to select one of the following options:

Open: Selecting this option allows you to view the form and print a copy without saving the form on your computer.

Save: Selecting this option allows you to save a copy of the form on your computer for later use.

Cancel: Selecting this option will close the form without saving it to your computer and allow you to proceed to the next form in the packet.

Select the forms you need by choosing “Open” or “Save”. If there are forms you do not need, select “Cancel” for those forms.

Each of the forms has a different purpose. Below is a list of the forms you will see and a brief description of the purpose of the form. If the form you select has instructions, please read the instructions carefully before completing the forms. Instructions may not be available for every individual form. You may be able to obtain additional information about the use of the form from you local court assistance office or the court clerk’s office at your county courthouse.

CAO Cv 3-1 Notice of Appearance: If you have been served with a complaint, petition, motion or other court pleading in a case and a notice or summons telling you that you must file a written answer to contest the case but you have not decided how to respond, you can use this form to give notice to the opposing party and the court that you are appearing in the case and wish to receive copies of all documents, orders, notices or other papers which may be filed.

Warning: This form is not an Answer or a request for an extension of time within which to file an Answer, 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 an Answer within those three days as directed by the notice or summons you received.

CAO CvPi 3-2 Civil Case Answer: If you have been served with a complaint, petition, motion or other court pleading in a case and a notice or summons telling you that you must file a written answer to contest the case, you may use this form for that answer. Please note that there are other forms for answers specifically designed for use in divorce and custody proceedings. Use this form for other types of civil cases. The requirements for raising defenses are found in Rules 8(b)-(d) of the Idaho Rules of Civil Procedure. You are strongly encouraged to

read the requirements of these rules before completing your answer. You may examine this rule at <http://www.isc.idaho.gov/ircp8-new>.

CAO Cv Inst 3-5 Reply to Counterclaim

CAO Cv 3-5 Reply to Counterclaim: You can use this form and instructions to reply (answer) a counterclaim filed against you by the defendant.