Idaho State Law Library: Reference by Mail Instructions & Form

We provide basic research & reference assistance & fee-based copy services.
You are welcome to contact us without using this form.

PLEASE NOTE:

- We do not provide loans, legal advice, interpretation of law, or lawyer referrals.
- We have a limited number of staff, so our response time may vary.
- We cannot contact individuals or entities on your behalf.
- Do not send us personal documents (i.e., for copying or shredding) or sensitive information such as credit/debit card numbers.
- This form does not guarantee that we can find everything you need.

Email:
lawlibrary@idcourts.net

Mailing Address:
Idaho State Law Library
P.O. Box 83720
Boise, ID 83720-0051

PAYMENT & DELIVERY

- Prepayment for copies is required. We will contact you about fees before printing any requested material.
- NO credit/debit card payments.
- Checks/money orders only: payable to "Idaho State Law Library/University of Idaho"

Copy accounts:

- Place funds on account with cash or check / money order for future copying services.
- Add to account funds any time.
- **We do not refund copy accounts.**

Delivery & Fees

- Email for free (except when PACER fees apply). If applicable, please print email address here:

  _____

- Printing: 15¢ per **side**
- Shipping, per **page**:

  $1.00 1-5 pages
  $2.00 6-30 pages
  $3.00 31-50 pages
  $4.00 51-70 pages
  $5.00 71-99 pages
  $6.00 100 pages + $2.00 for each additional 100 pages

PACER:

- If you request federal court records that are only available on PACER, please note that PACER charges a viewing fee of $3.00/document at most. If applicable, these costs will be in addition to our own printing/shipping fees.

CASES. Citations should include the name of the case, the published/unpublished source(s) of the case, & the court & year of decision. For **district trial court records**, contact the clerk of the district court in the county where the case was filed & give them the case number. We may be able to help you with Idaho Appellate/Supreme Court records & briefs. (If the case is federal, Pacer fees may apply.)

Citation example: *Smith v. Doe 123 Idaho 456 (2026)*

Idaho State Law Library: Reference by Mail form

WESTLAW SEARCHES. Don't have citations? Provide basic keywords/phrases, specify the court (state, federal, etc.), & set a year range, if preferred. We'll send Westlaw's summaries of the first 20 cases for you to review. From the case summaries, you can select which cases you'd like full copies of. Or, send us a new request with new keywords.

FORMS. If you don't know the form's name & identification number, please tell us the field of law & anything else you know about the material you need. *Please note our collection of forms is limited, & we may not have the forms you request.*

Example: (Probate) IUPC 1 Waiver of Notice

LAWS. Citations preferred. Unsure of exact law? Please provide keywords, & we'll send you a list of results to choose from.

Example: ICA 4-101

LEGISLATION. Citations preferred, including sessions & years. Please specify if you want just the bill text or the statement of purpose & fiscal note also. If you don't know the house/senate bill number, please provide keywords.

Example: H0500 (2026)

Use the space below for any additional questions / information or to cite / describe other material(s).