

CAO CvPi INSTRUCTION 10-2
INSTRUCTIONS FOR RENEWING A CIVIL JUDGMENT

If you are a judgment creditor and the judgment awarded to you has not been paid by the judgment debtor and you wish to continue to try and enforce the judgment beyond five years, you can request a renewal of the judgment for another five year period.

The statute which applies is:

10-1111. RENEWAL OF JUDGMENT -- LIEN. Unless the judgment has been satisfied, at any time prior to the expiration of the lien created by section 10-1110, Idaho Code, or any renewal thereof, the court which entered the judgment, other than a judgment for child support, may, upon motion, renew such judgment. The renewed judgment may be recorded in the same manner as the original judgment, and the lien established thereby shall continue for five (5) years from the date of judgment.

To renew a civil judgment:

Step One. Obtain and complete the correct court assistance forms. These forms can be obtained from the clerk of the court, local court assistance office, or the Supreme Court's Self-Help Center at <http://www.courtselfhelp.idaho.gov/>. The forms you will need are:

CAO Cv 9-1 Motion to Renew Judgment
CAO Cv 9-2 Order Renewing Judgment

- Complete the forms listed above by typing or neatly and legibly printing in black ink. Fill in your full current name, address, and telephone number on the lines provided at the left-hand corner of page 1 of each form. Fill in the judicial district and your county in the heading in capital letters (for example, "IN THE DISTRICT COURT OF THE SECOND JUDICIAL DISTRICT IN AND FOR THE COUNTY OF LATAH"). Fill in the name of the plaintiff and the defendant in the caption just as they appear in the judgment.
- Fill in the information required in the Motion, including the date of the judgment or when it was last renewed, plus the original amount of the judgment. Sign and date the Motion.
- Complete the Order Renewing Judgment in the same way, leaving the date and signature line for the judge blank.
- Serve the Motion on the judgment debtor and complete the certificate of service at the end of the motion indicating the manner of service.

Warning: Please note that the statute requires that this motion be filed **before** the expiration of five years from the date of the entry of the judgment and you are representing in the motion that five years has not expired.

Step Two. File the Motion. After completing the forms, file the Motion to Renew with the clerk of the court where the judgment was entered, and submit the proposed Order Renewing Judgment for the judge to sign. The clerk will charge you a filing fee for the Motion.

Step Three. If the judge grants the motion, the clerk of the court will mail copies of the signed Order Renewing Judgment to you and the judgment debtor.