

DELIVER OR MAIL THESE INSTRUCTIONS, THE DOCUMENTS YOU NEED SERVED AND SERVICE FEES TO:
ADA COUNTY SHERIFF'S OFFICE - CIVIL DIVISION
7180 BARRISTER DRIVE, BOISE, ID 83704
(208) 577-3750 PHONE (208) 577-3759 FAX

INSTRUCTIONS TO THE SHERIFF OF ADA COUNTY

JUDGMENT CREDITOR (plaintiff): _____

JUDGMENT DEBTOR (defendant): _____

DEBTOR'S ADDRESS: _____

DEBTOR'S SOCIAL SECURITY#: _____ DEBTOR'S PHONE NUMBER: _____

GARNISHMENT FEES: REGULAR SERVICE BY MAIL \$55, CERTIFIED MAIL \$82, PERSONAL SERVICE \$180

SERVE CONTINUING WAGE GARNISHMENT TO EMPLOYER
IF SERVING THE STATE OF IDAHO OR B.S.U. PLEASE INCLUDE \$10 CHECK MADE PAYABLE TO THAT PARTY

SERVE GARNISHMENT ON FINANCIAL INSTITUTION (ADDITIONAL \$7 CHECK PAYABLE TO BANK, ETC)

SERVICE INFORMATION FOR ABOVE GARNISHMENT SELECTION:

EMPLOYER/ BANK ETC: _____

REGISTERED AGENT (IF APPLICABLE): _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

GARNISHMENT ON STATE INCOME TAX REFUND (ADDITIONAL \$10 PAYABLE TO STATE CONTROLLER FOR EACH SS#)
SERVICE ADDRESS: IDAHO STATE CONTROLLER
700 W. STATE STREET
BOISE, ID 83720

PERSONAL PROPERTY SERVICE (\$215 FOR CASH DEMAND/TILL-TAP)
SERVICE ADDRESS: _____

PERSONAL PROPERTY LEVY (\$480 PLUS ADDITIONAL COSTS DEPENDENT ON PROPERTY; PLEASE CONTACT OUR OFFICE FOR ESTIMATE)
SERVICE ADDRESS: _____

OTHER INSTRUCTIONS: _____

AFTER SERVICE, RETURN TO: Attorney Firm or Business Name _____

MAKE COLLECTED FUNDS PAYABLE TO: JUDGMENT CREDITOR OR ATTORNEY

ADDRESS: _____

TELEPHONE: _____

CITY, STATE, ZIP: _____

TODAYS DATE: _____

SIGNATURE: _____

PRINT NAME & TITLE: _____