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From the desk of . . .

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**MEMORANDUM**



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**To: All Lead and Deputy Court Clerks**

**Subject: The E-mail addresses for ITD communications**

**Date: January 4, 2013**

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We wanted to be certain that you all have the current e-mail address information for the following 3 types of communications with ITD, as provided by Amy Kearns, ITD Program Specialist:

The email address for Receipts and Notices of Compliance is: [court.receipts@itd.idaho.gov](mailto:court.receipts@itd.idaho.gov)

The receipt and compliance notices do report electronically, so unless you have someone who needs immediate validation with ITD or this is an out of state driver, you will not need to submit these via e-mail.

The email address for Set-aside Judgments is: [court.set-asides@itd.idaho.gov](mailto:court.set-asides@itd.idaho.gov)

Set aside Judgments will need to be entered in ISTARs and the order attached to an e-mail and sent to the above address.

The email address for Suspension Orders, Restricted Driving Permits, Withheld judgment dismissal orders, Amended/Modified Judgments is: [court.suspensions@itd.idaho.gov](mailto:court.suspensions@itd.idaho.gov)

These also need to be sent to ITD at the above address.

Amy further states that they would prefer that items be sent over on a daily basis versus once a week since many of the documents are needed on their end quickly in order to clear a driver's suspension or record or make them valid for driving.

Questions related to this may be submitted to Amy at: [Amy.Kearns@itd.idaho.gov](mailto:Amy.Kearns@itd.idaho.gov), or 208-334-4465.

Thank you for your good work!