

# CLERK OF THE DISTRICT COURT MANUAL

## 2.0 FELONIES

Revised April 2007

### 2.1 OVERVIEW

Felonies are serious crimes with possible punishment of over one (1) year in prison. Because of the seriousness of the offense, the proceedings involve several court appearances in both the magistrate division (except for Grand Jury Indictments) and district court.

### 2.2 INITIATING THE ACTION

A felony case may be initiated by one of the following methods:

#### 1. Arrest Prior to the Filing of the Complaint

A person may be arrested by a police officer during or after the commission of a crime. The defendant then is booked and held in jail for arraignment. The police report of the incident is forwarded to the Prosecuting Attorney who draws up a complaint and files it with the court.

#### 2. Complaint and Summons

The Prosecuting Attorney can file a *sworn* complaint requesting the court to summons the defendant to court to answer the charges outlined in the complaint without holding a probable cause hearing. Upon filing, the Prosecuting Attorney also may seek a warrant of arrest from the court if he believes there is reasonable cause to believe that the defendant will not appear. Probable cause can be presented to the court by testimony or sworn affidavit.

#### 3. Grand Jury Indictment

In some cases, Grand Juries are used. If the Grand Jury returns an indictment against a person, the court will order that either a summons or an arrest warrant be issued for the defendant. If a person is indicted, the case is filed directly in the district court. However, if the defendant has been arrested on a warrant issued pursuant to a grand jury indictment the initial appearance must be before a magistrate judge or district court judge. (ICR(5)(h)) (See section on Grand Juries.)

### 2.3 RECEIPT OF THE COMPLAINT

The felony process begins with the filing of a complaint. Grand Jury Indictments are filed instead of complaints in some cases. The court may be aware of the defendant and

the alleged crime prior to the filing of the complaint through a bond posted or the jail list, but the complaint must be filed to begin court proceedings.

Clerical Duties:

1. File stamp the complaint and conform any copies.
2. Create a criminal case in ISTARs.
3. If in custody, prepare the court file and arrange for initial appearance; If not in custody, issue a summons or warrant as determined by the judge.

**2.4 INITIAL APPEARANCE BEFORE A MAGISTRATE**

An initial appearance is held in felony cases to inform the defendant of the charges, determine if the defendant needs a Public Defender, and review the defendant's custody status. Initial appearance is held within 24 hours if the defendant is in custody (except for Saturdays, Sundays and Holidays).

Clerical duties depend on what occurs at the appearance. The possibilities include appointment of a public defender, a change in the custody status and scheduling of the preliminary hearing.

**Defendant Requests that a Public Defender be Appointed:**

The judge obtains information about the defendant's financial status. The judge then makes an Order either appointing or denying the request for a public defender. He may also order that the defendant reimburse the costs of the public defender.

Clerical Duties:

1. Prepare Order Appointing or Denying Public Defender (Denial may only require a minute entry per local practice.)
2. File stamp order and enter in ROA indicating appointment or denial.
3. Enter the attorney for defendant in ISTARs.
4. Send a copy of the Order Appointing Public Defender to:
  - A. Prosecutor
  - B. Public Defender with copy of Complaint and affidavit, if any
5. If Public Defender is denied, send copy of the denial to the defendant.

### **Judge Orders a Change in Custody Status:**

The judge may order the defendant to remain in custody or release him on his own recognizance.

#### Clerical Duties:

1. Defendant is ordered to remain in custody with bond and/or conditions:
2. Send copy of minute entry of the judge's order to jail or prepare commitment order with copy to go to jail.

See section on bonds under General Criminal Procedures.

3. If Defendant is ordered released on own recognizance, send a copy of the minute entry or release order to the jail after the hearing.

### **Scheduling the Preliminary hearing (not applicable to Grand Jury Indictments)**

The court sets the preliminary hearing date either at the initial appearance or shortly thereafter; held within 14 days of the initial appearance for in-custody defendants and 21 days for defendants not in custody.

#### Clerical Duties:

1. Schedule the preliminary hearing in ISTARs.
2. Print and file stamp the notice of hearing.
3. Send copies to Prosecuting Attorney, defendant's counsel or defendant if pro-se.
4. If court issues, modifies or terminates a no-contact order, prepare the order and send a copy to the records department of the sheriff's office immediately. Be sure order includes a termination date that complies with ICR 46.2 – (either 11:59 p.m. on a date certain or when the case is dismissed). See section on No Contact Orders.

### **2.5 PRELIMINARY HEARING IN MAGISTRATE COURT AND FILING IN DISTRICT COURT**

Preliminary hearings are held in felony cases to determine whether a crime has been committed and whether there is probable cause to believe the defendant committed the crime. The defendant may also waive his right to a preliminary hearing.

#### Clerical Duties:

1. If the preliminary hearing is waived or probable cause found:
  - A. Prepare an "Order Binding Defendant Over to District Court".
  - B. File stamp order and enter in ROA.
  - C. Send copies of the order to Prosecuting Attorney, defendant's counsel or defendant if pro-se.
  - D. Bind the case over to District Court in ISTARs. (This will change the case from magistrate to district court and will assign a district judge.)
  - E. Schedule district court arraignment (arraignment may be set here or upon filing of Information).
  
2. If no probable cause found:
  - A. Dismiss each charge in ISTARs.
  - B. Exonerate any bail bond deposited.
  - C. Close the case. (see below, Closing a case)
  - D. If a no contact order is in place, immediately send written notification to the records department of the sheriff's office that the case has been dismissed.
  
3. If filing in district court:

After probable cause is found, the prosecutor files an "Information" within 14 days after bind over which is a restatement of the charges outlined in the complaint. Some changes in these charges may result due to findings at the preliminary hearing once the information has been filed.

- A. File stamp the "Information", confirm the charges are correct in ISTARs and enter in the ROA.
- B. Schedule arraignment in district court if not previously done.
- C. File stamp notice of hearing.
- D. Send copies of the notice of hearing to Prosecuting Attorney, defendant's counsel or defendant if pro se.

## **2.6 ARRAIGNMENT IN DISTRICT COURT AND TRIAL SETTING**

At the district court arraignment, the defendant is read the charges, penalties and rights, and enters a plea. The dates for subsequent hearings (motions, pretrial, and trial) may be set.

Clerical Duties:

1. If the Prosecuting Attorney has not provided a copy to defendant's attorney, provide a conformed copy of the Information to the defendant.
2. When directed to do so by the judge, read the Information in its entirety (every word, including all headings, case numbers, etc.) IC § 19–1514.
3. Prepare and file court minutes in the case file. See section on Trial Procedures and Court Minutes.
4. If the trial date is set at the arraignment, schedule in ISTARS.
5. Print the Notice of Hearing and file stamp the notice. Send copies to prosecutor, defendant's counsel, defendant (if pro se), Jury Commissioner (if set for jury trial)
6. If the trial date is not set at arraignment, follow local procedure for trial setting.

***Trial***

See section on Trial Procedures and Court Minutes.

**2.7 DISPOSITION**

In criminal cases, the judgment is the court's pronouncement of guilty or not guilty after a jury verdict, court trial, or a plea of guilty has been entered. In felony cases, the defendant must be present when judgment is pronounced.

***Acquitted or Charges Dismissed***

If the defendant is acquitted or charges dismissed, the clerk must carry out appropriate procedures to fulfill the orders of the court pertaining to the case.

Clerical Duties:

1. Enter the acquittal or dismissal for each charge in ISTARS.
2. If the defendant is in custody, send order of release to the jail.
3. Exonerate any bail bond deposited.
4. Close the case. *If a no contact order is in place, immediately send written*

*notification to the records department of the sheriff's office that the case has been dismissed.*

### ***Guilty Verdict or Plea of Guilty***

After the guilty verdict in a trial or a plea of guilty, the clerk must carry out appropriate procedures to fulfill the orders of the court pertaining to the case.

#### Clerical Duties:

1. Enter results of trial in ISTARs.
2. Fill out an "Order for Pre-sentence Investigation".
3. Schedule the case for sentencing in ISTARs. File stamp the notice of hearing.
4. Mail copies of the notice of hearing to Prosecuting Attorney, defendant's counsel or defendant if pro-se.

## **2.8 JUDGMENTS IN CRIMINAL CASES**

#### Clerical Duties:

1. Prepare the appropriate judgment according to local practice, have the judge sign, immediately file stamp, and send copies to appropriate persons or agencies. The clerk shall make a note on the judgment of such mailing or delivery.
2. Enter all hearing results in ISTARs.
3. Enter disposition. Fill out data on all screens, disposition, fine, incarceration and probation, restitution to victims whichever applies. (If acquitted, no information is needed on the fine, incarceration or probation screens).
4. Dispose of any bonds by order of the court.

**Note:** The defendant has the right to appeal within 42 days of the file stamp date on the judgment. If the defendant appeals, receive and file a "Notice of Appeal". See Appeals procedures.

## **2.9 FELONY JUDGMENTS**

### ***Pronouncement of judgment***

Judgment is pronounced in open court, with the defendant present. Prior to sentencing, the defendant is informed of the reason for his appearance, (IC § 19–2510) and if the defendant does not show sufficient cause why judgment should not be pronounced, the

judgment is rendered by the court in accordance with Idaho law. (IC § 19–2512 through IC § 19–2520).

Felony judgments should include:

1. Date defendant entered guilty plea or was found guilty.
2. The sentencing date proceedings, the terms of the sentence, amount of credit for time served, bond exoneration, restitution and jail time.
3. A Certificate of Service, which certifies the parties were served the judgment or a certificate of hand delivery on date stated.

**2.10 JUDGMENT OF CONVICTION, SUSPENDING SENTENCE, AND ORDER OF SUPERVISED PROBATION: (IC § 19–2601(2))**

Clerical Duties:

1. Enter the judgment by placing the filing stamp on original. Copies are then served on the prosecuting attorney, defendant, defense counsel, Sheriff’s office (Jail), and probation and parole.
2. Do Certificate of Service, or Acceptance of Judgment and file with Judgment.
3. Enter the judgment in the ROA.
4. Place the presentence reports from the court and counsel(indicate which is the court’s copy), psychological evaluation and any other reports prepared in determining the defendants' judgment into an envelope. **Seal and mark the envelope confidential—open only upon order by the court.**
5. Prepare sex offender registration form SOR-1 if applicable. See section 2.14.

**2.11 JUDGMENT OF CONVICTION AND ORDER OF RETAINED JURISDICTION I.C. § 19–2601(4), AND ORDER OF COMMITMENT**

Clerical Duties:

1. Enter Judgment and Order of Commitment by placing filing stamp on Original. Copies are then served on prosecuting attorney, defendant, defense counsel, probation and parole.
2. Fill out and file Certificate of Mailing or Acceptance of Service with the Judgment.
3. Certify a copy of the judgment and give to Sheriff Office.

4. Certify a copy of the judgment, and attach a copy of the presentence investigation, substance abuse evaluation, psychological evaluation and any other reports prepared in determining the defendant's sentence, and mail to Department of Corrections in Boise, Idaho. **Seal and mark "Confidential-to be opened only by Department of Corrections"**.
5. Enter Judgment and Order of Commitment into the ROA.
6. In the court's file, place into an envelope the presentence reports from the court and counsel(indicate which is the court's copy), psychological evaluation, and any other reports prepared in determining the defendant's sentence, **seal and mark "Confidential-to be opened only by Order of the Court"**.
7. Prepare sex offender registration form SOR-1 if applicable. See section 2.14.

## **2.12 ORDER ON MOTION TO REVOKE PROBATION**

### Clerical Duties:

Upon receipt of the Order to Revoke Probation do the following:

1. File stamp the Order and enter in the ROA.
2. Send copies to the following:
  - State
  - Defendant
  - Counsel for defendant
  - Probation and Parole if applicable
  - Certified copy for the Sheriff's Office
  - Certified copy and send to the Department of Corrections along with a copy of the presentence investigation, substance abuse evaluation, psychological evaluation, and any other reports prepared to determine the defendant's sentence. **Seal and mark "Confidential-to be opened only by Department of Corrections"**.
3. Fill out Certificate of Mailing or Acceptance of Service and file with the Judgment.

## **2.13 GRAND JURIES**

The critical references for grand jury proceedings are under Idaho Criminal Rule 6.1 through 6.8 and Idaho Code Section 19-1001 through Section 19-1207. If there is a conflict between the language of the Idaho statute and the applicable criminal rule, the criminal rule should generally be followed. However, the best procedure is to consult with the district judge appointed to oversee any given grand jury.

The purpose of the grand jury is to review evidence presented to it by the prosecuting attorney and determine whether there is probable cause to issue an indictment. An indictment is a charging document with the same effect of a criminal information presented to the district court. The distinction is that an indictment issues by the grand jury after a probable cause determination in secret and an information is issued after a preliminary hearing before a magistrate judge in open court. All documents presented to or received from the grand jury, and all records of proceedings, whether by court reporter or electronic recording, shall be secret unless otherwise ordered by the district judge.

### **Formation of Grand Jury**

**Number:** A grand jury is made of sixteen qualified jurors of the county wherein the grand jury is sitting. However, a grand jury can deliberate and take action if a quorum of twelve or more members is present.

**Summoned:** A grand jury is summoned by motion of the prosecuting attorney. Sixteen grand jurors are selected as provided in the Uniform Jury Selection and Service Act. Grand jury selection is in closed session with only a district judge, the prosecuting attorney, the prospective jurors, the reporter or recorder, a clerk of the court, and any required interpreter present.

**Impaneling:** A district judge shall impanel a grand jury of sixteen jurors and shall preside over the impaneling proceedings. The district judge shall administer or direct the clerk to administer an oath or affirmation to all prospective jurors that "each of them will truthfully answer all questions propounded to them as to their qualifications to sit as jurors on the grand jury." The district judge shall direct the clerk to select, at random, sixteen prospective jurors. Then the judge shall inquire of the prospective grand jurors to determine their qualifications to act, specifically reviewing I.C. § 19-1003 for the grounds for challenging individual jurors.

**Oath to Juror:** The sixteen selected jurors shall be sworn to the following oath: "Do each of you, as jurors of the grand jury, affirm that you will diligently inquire into and true presentment make of all public offenses against the state of Idaho committed or triable within this county, of what you shall have or can obtain legal evidence? That you will keep your own counsel, and that of the other members of the grand jury, and the government and will not, except when required in the due course of judicial proceeding, disclose the testimony of any witness examined before you, nor anything which you or any other grand jury may have said, nor the manner in which you or any other grand juror may have voted in any matter before you? That you will present no person through malice, hatred or ill-will, nor leave any unrepresented through fear, favor or affection or for any reward or the promise or hope thereof? Do you therefore affirm that you will in all your presentments follow these instructions and present the truth, the whole truth and nothing but the truth, according to the best of your skill and understanding, so help you God?"

**Record:** Impaneling of the grand jury shall be recorded stenographically or electronically.

**Grand jury presiding juror:** After the grand jury is impaneled, the court shall select one of the jurors as presiding juror and one or more deputy presiding jurors. The same oath given to all grand jurors above, shall in turn be give to the presiding juror and to the deputy presiding jurors, identifying them in the oath as appointed.

**Oath to witnesses:** The presiding juror shall administer all oaths or affirmations to witnesses appearing before the grand jury by asking the following: "Do you solemnly swear or affirm that the testimony that you shall give in the issue pending before this jury, shall be the truth, the whole truth and nothing but the truth, so help you God?"

**Advisement of Rights to Target witnesses:** The presiding juror shall advise target witnesses prior to testifying, or as soon as their status is known, as follows: "You are advised that you are one of the subjects or suspects in this grand jury investigation. You therefore have the right against self-incrimination which includes the right to remain silent and the right to refuse to answer any question which might incriminate you. You have the right to request permission to leave the jury and consult with your attorney or counsel at any time, but you do not have the right to have your counsel with you before the grand jury. Any statements made by you may be used against you in any subsequent prosecution. If you give any false answers to questions, you may be prosecuted for the felony crime of perjury. Do you understand these rights?"

**Oath to Interpreter:** The presiding juror shall administer all oaths or affirmations to the interpreter appearing before the grand jury by asking the following: "Do you solemnly swear or affirm that you will interpret and/or translate accurately, completely, and impartially, using your best skill and judgment in accordance with the standards prescribed by law and the Idaho Code of Professional Responsibility for Interpreters in the Judiciary?."

**Charge to jury:** After the grand jury has been sworn in court, the court shall charge the jury setting forth in detail their powers, duties and authority, and other information which the court deems proper. Such charge shall be given orally to the jurors and a written copy shall be given to the presiding juror.

**Excuse of a juror:** Anytime, for good cause shown, the court or the presiding juror may excuse a juror temporarily or permanently.

**Prosecuting Attorney:** The prosecuting attorney may attend all sessions of the grand jury except during its deliberations. It is best to have a separate room for grand jury deliberations. The prosecuting attorney has the power and duty to present to the grand jury evidence of any public offense, but is required to apprise the grand jury of substantial evidence which directly negates the guilt of the subject of the investigation. The prosecuting attorney shall further list for the grand jury the elements of any offense being investigated, advise the grand jury as to the standard for probable cause, and issue

and have served grand jury subpoenas for witnesses, present opening statements or instruct the jury on the applicable law, and prepare an indictment for consideration by or at the request of the grand jury.

**Transcript of Grand Jury Proceedings:** All proceedings of the grand jury, except deliberations, shall be recorded either stenographically or electronically.

**Record of proceedings:** The district judge or the presiding juror shall designate someone to report or electronically record the proceedings of the grand jury. That person shall be sworn to correctly report all such proceedings and not to divulge any of such information except on order of the district judge. Upon taking such an oath, such person shall be permitted to attend all sessions, except deliberations, of the grand jury. A clerk of the court may be assigned to such duty. Upon the conclusion of each matter presented to the grand jury, the court clerk shall seal the record of the grand jury proceedings which shall not be examined by any person or transcribed except upon order of the district judge.

**Availability of record of grand jury proceedings:** The district judge by motion shall permit a prosecuting attorney, a person charged with an indictment or the attorney for the person charged, to listen to the record of the proceedings or obtain a transcript thereof in the same manner as a transcript of a preliminary hearing. The district judge may place conditions upon the use, dissemination or publication of any proceedings of the grand jury.

### **Secrecy and Confidentiality of Grand Jury Proceedings**

1. **Who may be present?** The grand jury may request the presence and advice of the district judge, but unless such advice is asked, the district judge shall not be present during any session of the grand jury after it has been impaneled. The following individuals may be permitted to be present during sessions of the grand jury: (a) Jurors of the grand jury; (b) The prosecuting attorney of the county, or designated deputy or specially appointed deputy; (c) A witness physically present before the grand jury and under questioning; (d) The person designated by the district judge or presiding juror to report the proceedings; (e) An interpreter designated by the district judge or presiding juror and sworn to correctly interpret the proceedings and sworn to secrecy.
2. **Deliberations:** No one other than acting grand jurors shall be permitted to be present during deliberations of the grand jury.
3. **Secrecy:** Each member of the grand jury must keep secret whatever is said or done in the grand jury proceedings and in which manner each grand juror may have voted on a matter before them. A grand juror may be required by the district judge to disclose matters occurring before the grand jury which may constitute grounds for a dismissal of an indictment or grounds for challenge to a juror or to the array of jurors. No other person present in grand jury proceedings shall

disclose to any other person what was said or done in the proceeding except by order of the court for good cause shown.

4. **Disclosure of indictment:** The court may seal the indictment and while sealed, no person shall disclose the finding of the indictment.

### **Grand Jury Proceedings.**

1. **Grand Jury Subpoenas:** A grand jury subpoena or subpoena duces tecum may be issued either by the presiding juror or the prosecutor in the manner provided by law.
2. **Questioning of witnesses:** The prosecuting attorney, the presiding juror and other members of the grand jury under the direction of the presiding juror, may ask questions of the witnesses.
3. **Evidence for defendant:** The grand jury is not bound to hear evidence for the defendant but it is their duty to weigh all evidence submitted to them. The grand jury does have the power to instruct such evidence to be produced that they have reason to believe may explain away the charge.
4. **Indictment.** If it appears to the grand jury after presentation of evidence, that an offense was committed and there is probable cause to believe that the accused committed it, the jury ought to find an indictment. Probable cause is such evidence as would lead a reasonable person to believe an offense has been committed and that the accused party has probably committed that offense.
  - A. **Finding and return of indictment:** An indictment may be found only upon the concurrence of twelve or more jurors, signed by the presiding juror, and returned by the grand jury to a district judge. The indictment shall be in writing and have endorsed thereon the names of all witnesses examined before the grand jury with regard to the subject matter of the indictment.
  - B. **Listing of jurors vote:** The presiding juror shall prepare a separate list of all jurors voting in favor and against the indictment which shall remain sealed but can be disclosed to the prosecuting attorney, the defendant and the defendant's counsel by order of the court.
5. **Motion to Dismiss Indictment:** A motion to dismiss the indictment may be granted by the district court upon any of the following grounds: a) A valid challenge to the array of the grand jurors; b) A valid challenge to an individual juror who served upon a grand jury, provided, the findings of the valid challenge to one or more members of the grand jury shall not be grounds for dismissal of the indictment if there are twelve or more qualified jurors concurring in the finding of the indictment; c) The charge contained within the indictment was previously submitted to a magistrate at preliminary hearing and

dismissed for lack of probable cause; d) The indictment was not properly found, endorsed and presented by these rules or by the statutes of the state of Idaho.

**6. Discharge of Jury:** A grand jury shall serve until discharged by the court but no grand jury shall serve more than six months unless specifically ordered by the court which summoned the grand jury.

Clerical Duties:

1. Be sure that the courtroom and jury room are secured for all proceedings whether for the formation, general proceedings or deliberations of the grand jury.
2. Appropriate signs should be hung on the door of the courtroom indicating the proceedings are closed and witnesses are excluded. Further, any windows in the courtroom should be covered to further guard the secrecy of the proceedings.
3. All grand jury files shall be sealed unless otherwise ordered by the district judge. It is probably a good practice that the clerk in charge of the grand jury files also be the clerk who is sworn to record the proceedings. Any clerk privy to the proceedings of a grand jury must take an oath and may never disclose to anyone documents presented to the grand jury, issued by the grand jury or actual proceedings of the grand jury.
4. The clerk should make sure sufficient chairs are present for members of the grand jury and either take roll on the record or request that the prosecuting attorney or presiding juror take roll of all members to ensure a quorum and a proper record of jurors present. The attendance of jurors must be reported to the Jury Commissioner for payment of fees.
5. The clerk should prepare a copy of all proper oaths for grand jurors, witnesses and interpreters present for proceedings.
6. The clerk should at all times be cognizant whether all members of the grand jury are present for proceedings and inform the presiding juror if not all members are present and accounted for during any given proceedings.
7. The clerk should further be aware of all individuals present in the courtroom and immediately stop the proceedings and notify the presiding juror or the prosecuting attorney of individuals improperly present during the convening of a grand jury.

**2.14 SEX OFFENDER REGISTRATION**

In Idaho, Sex Offender Registration began July 1, 1993, with the establishment of a sex offender central registry at the Department of Law Enforcement and a statutory duty for persons convicted of certain felony sex crimes to register with their local sheriff. (I.C. 18-

8301 et. seq.) See “A Guide to the Idaho Sex Offender Registration Program” (Section 3.15) for more information.

**Qualifying Offenses:** Sex offender registration applies to adults or juveniles convicted of one or more of the felony offenses enumerated in I.C. 18-8304 and I.C. 18-8312.

**Registration:** For purposes of registration, conviction means that the person has pled guilty or has been found guilty, regardless of the form of judgment or withheld judgment. Complying with registration requirements is not required while a person is incarcerated in a correctional institution operated or regulated by the department of corrections, a county jail facility, or committed to a mental health institution of the department of health and welfare.

**Duration of Registration:** Registration is for life of the offender. The registered sex offender, however, may petition the court for exemption from the duty to maintain registration after a period of 10 years from the date of release from incarceration or of placement on parole or probation, whichever is greater. A juvenile sex offender is required to comply with registration requirements until reaching the age of 21. The prosecutor may petition the court to transfer a registered juvenile sex offender at age 21 to the adult registry if the person is likely to pose a threat to the safety of others. If no petition is filed, the juvenile offender’s record will be deleted from the central registry.

**Notice of Duty to Register:** At the time of conviction or release from incarceration, a sex offender subject to registration is provided notice of the requirement of registration. If the sex offender is convicted and released on probation without incarceration, notification is the responsibility of the **sentencing court**. If the person is being released from incarceration after conviction, the Department of Correction or jail is responsible for the notification. Notification is achieved by completion of the *Notification and Initial Registration Form SOR-1*. Initial registration also takes place at the time of notification.

Clerical Duties:

1. Obtain a supply of SOR-1 Notification and Initial Registration Forms from the Department of Law Enforcement (208) 884-7305.
2. The court official conducting the notification/registration must ensure that the appropriate data fields on the form are complete and that the defendant/offender has read and signed the form. (instructions are on the back of the form)
3. Send the original SOR-1 to the Department of Law Enforcement, P. O. Box 700, Meridian, Idaho 83680-0700 within **three** working days.
4. Keep the yellow copy of the SOR-1 in the court file.
5. Give the pink copy of the SOR-1 to the defendant/offender.

## **2.15 A GUIDE TO THE IDAHO SEX OFFENDER REGISTRATION PROGRAM**

See Word Processor link (at Section 2.15) for content.

## **2.16 EVALUATING THE EFFECTIVENESS OF DRUG COURTS IN IDAHO**

See Word Processor link (at Section 2.16) for content.