



## **I.R.E.F.S. 18. Service of Documents by the Court**

### **Idaho Rules for Electronic Filing and Service**

#### **Rule 18: Service of Documents by the Court**

**(a) Idaho State Bar Members.** All active members of the Idaho State Bar must designate and submit a single email address to the Idaho State Bar for the purpose of service of documents from the courts to that attorney. The email address designated may be either a general office address or an individual's address. That same designated email address must appear in the caption of all pleadings and in the certificate of service used on all proposed pleadings for the court's review, signature, and service. The courts must use this designated email address for service of all notices or orders generated and served by the court. It is the attorney's responsibility to ensure that the correct email address is provided as required by Idaho Bar Commission Rule 303.

**(b) All Others Users.** Registered users, who are not members of the Idaho State Bar, must furnish in the caption of all pleadings a single email address which will be used for the purpose of service of documents from the courts to the user. That same email address must appear in all pleadings for that case and must be in the certificate of service used on all proposed pleadings for the court's review, signature, and service. The courts must use this designated email address for service of all notices or orders generated and served by the court. It is the registered user's responsibility to ensure that the correct email address is provided and it may only be changed upon notice to the court and parties.

**(c) Submission of Proposed Documents** Filers who submit (whether conventionally or electronically) proposed documents for the court's review, signature, and service, (such as an order, notice of hearing, judgment, decree, etc.) must:

(1) include a certificate of service that identifies the email addresses necessary for the court to complete electronic service of those parties who have electronically appeared in the action; and / or

(2) for those parties who have not electronically appeared and require paper / mail service, the filer must identify the physical address for service in the certificate of service and pay designated service fees. If submitted through the electronic filing system those fees are found in "Optional Services." If submitted conventionally, those fees must be paid to the court clerk at the time of filing.

(3) summons, subpoenas, writs, and abstract judgments do not require a certificate of service as they will be executed by the clerk who reviews electronic filings and submitted back to the filer through the File and Serve and Guide and File systems.

(4) must have a signature date line in the following format:  
Date: \_\_\_\_\_

Do not use a format such as "On the \_\_\_ day of \_\_\_ 20\_\_" as this format does not allow for the courts electronic date annotation.



*(Adopted April 15, 2019, effective July 1, 2019)*

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