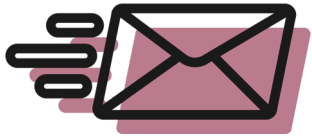


# E-Filing in Idaho and Envelope Fees

## WHAT IS AN “ENVELOPE” AND WHY DOES IT INVOLVE A FEE?



When parties in a civil court case in Idaho electronically submit case documents for filing, the e-filing software provider, Tyler Technologies, charges a fee. This fee is for processing each set of filings through what are called “electronic envelopes.”

**Beginning Dec. 15, 2023, civil filers will pay this fee of \$5 per envelope.**

This fee does not apply in criminal cases or in certain other exceptions. It will be a recoverable cost of litigation through existing court rules.

## PAYING FOR COURT TECHNOLOGY

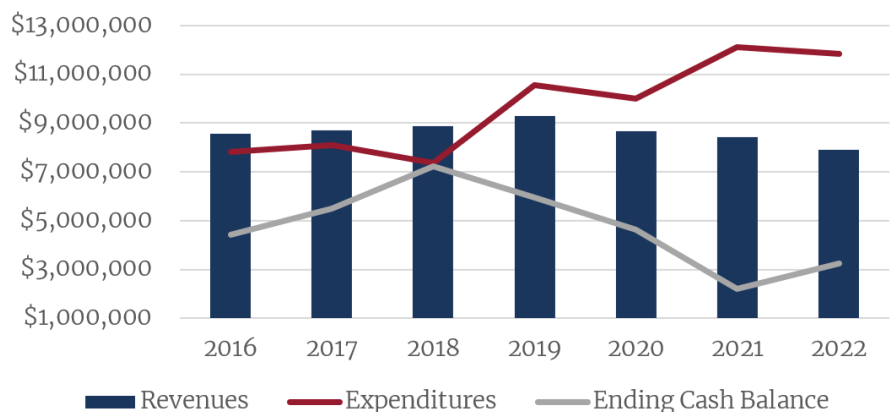
Today’s courts rely on a robust suite of technology including digital case files, videoconferencing, online fine and fee payments, and underlying networking and security systems necessary to the system’s operation.

Funding for this technology — and for most of the Judicial Branch’s information technology employees — primarily comes from the Court Technology Fund, a dedicated fund established by Idaho Code section 1-1623. Nine-tenths of the fund’s revenue is provided through fees created by the Legislature and imposed in criminal and civil court cases.

Revenues in this fund have failed to keep pace with the costs of supporting access to justice in a modern court system. Court fines and fees that support the fund have declined an average of 5.2% each year over the last three years. Court technology costs have increased about 9.3% each year for the last five years.

The Idaho Supreme Court is actively reassessing its technology costs and developing a long-term funding structure for these operations. Meanwhile, it is taking short-term steps to preserve existing services. **The Court Technology Fund previously covered the envelope fees, but no longer has the resources to do so.**

Court Technology Fund  
Financial Activity



## HOW MANY ENVELOPES DO I NEED?

Idaho Rule for Electronic Filing and Service 6(c) states **“Documents that pertain to the same case filed and/or served through the electronic filing system at approximately the same time must be submitted in the same envelope.”**

In short, if you file multiple documents at a time in one single case, you should file them together in one envelope and pay a single envelope fee.

If your envelope is rejected and you are refile, copy the envelope — do not build a new one. This is required by rule and will avoid an extra fee.



# E-Filing in Idaho and Envelope Fees

## FEES AND COURT ACCESS

**This fee is not a requirement to file in an Idaho court.** Any party who is required to file electronically by Rule 4 of the Idaho Rules for Electronic Filing and Service may choose to do so using a kiosk at their local courthouse, paying any applicable fees by cash or check at the office of the clerk of the district court or by credit or debit card at the kiosk. For civil filings in this manner, the filer will not be charged the envelope fee.

## WHO IS EXEMPT?

This fee does not apply in criminal cases, nor does it apply to service-only envelopes.

Filers who are exempt from paying court filing fees under the Idaho Constitution, statute, court rule, court order or other regulation also will not be charged this envelope fee. That list includes:

### Users:

- Government agencies and filers who represent the state of Idaho
- Indigent filers as formally designated by a court
- Pro bono filers as identified in Idaho Rule of Civil Procedure 10.1 and Idaho Rule of Family Law Procedure 201(e)
- Mediators
- Supervised access providers
- Parenting time evaluators, mental health evaluators, domestic violence evaluators and similar roles
- Guardians ad litem
- Court-appointed special advocates
- Filers who file documents at the request or under the auspices of a court, as described in ICAR 32(g)(17)

### Case types:

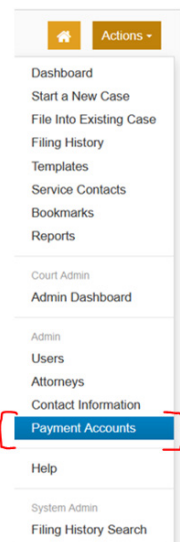
- Petitions for civil protection orders under Idaho Code sections 18-7907, 39-6304 or 39-6306A
- Child protective cases
- Commitment cases brought under chapters 3 or 4 of Title 66, Idaho Code
- All administrative case types

## HOW DO I FILE IF I AM EXEMPT FROM THIS FEE?

If you are a filer who is exempt from paying the \$5 e-filing fee **or** you are filing in a case type or a document that is exempt, you will need to set up and use a no-fee or “waiver” payment account in your File & Serve account. This is an easy process (though attorneys, please note your firm administrator is the only one who can add or amend payment accounts):

1. Go to the big, orange “Actions” button and select “Payment Accounts.”
2. Then click “+ Add Payment Account.”
3. Give your new account a name. Users often simply name it “Fee Exemption.”
4. Select “Payment Account Type.” One of your options will be “Waiver” – pick that.
5. Click “Save Changes.” Now, the account will be available for you to select whenever you file.

When you are filing something exempt from the fee and get to the payment account question, just select your waiver account as the account you want to use to pay for the filing.

A screenshot of the 'Payment Accounts' form in the File & Serve system. The form has a table with three columns: 'Payment Account Name', 'Payment Account Type', and 'Active'. The first row is 'cash' with type 'Cash' and active 'Yes'. The second row is 'Fee Exemption' with type 'Waiver' and active 'Yes'. The third row is 'test' with type 'Credit Card' and active 'No'. The 'Fee Exemption' row is highlighted. Below the table, there is a form to add a new payment account. The 'Payment Account Name' field contains 'Fee Exemption'. The 'Payment Account Type' dropdown menu is open, showing 'Waiver' as the selected option. There is an 'Active' checkbox which is checked. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

Search “Odyssey File and Serve” at <https://vimeo.com/search> or [follow this link](#) for an Idaho Supreme Court video that, around 6 minutes and 45 seconds in, shows setting up a waiver account.

