I.C.A.R. 31. Records Kept By The Clerk of The District Court

Idaho Court Administrative Rule 31. Records Kept By The Clerk of The District Court.

The clerk of the district court shall keep records of civil and criminal actions, each to be known as a "Register of Actions," of a suitable form and style, with indexes, and such other records and systems as prescribed by the administrative director of the courts pursuant to section 1-614, Idaho Code. Provided, no entry in the Register of Actions is required for Idaho Uniform Citations for traffic violations, which are classified as infractions in the Idaho Traffic Infractions Act, or other infractions, or misdemeanor charges filed on Idaho Uniform Citations for which there is a plea of guilty at first appearance, in the magistrates division and the "docket" on the citation shall be the only record required for the citation which shall be preserved or may be destroyed as provided in Rule 38(c) of these rules. The file number of each action shall be noted consecutively in the register of actions wherein the first entry of the action is made.
All papers filed or lodged with the clerk, all process issued and returns made thereon, all appearances, orders, verdicts and judgments, including writs of executions and satisfactions of judgments, shall be noted chronologically. These notations shall be brief but shall show the nature of each paper filed or writ issued and the substance of each order or judgment of the court and the returns showing execution of process. The notation of an order or judgment shall show the date of entry of the order or judgment. When trial by jury has been demanded or ordered the clerk shall enter a proper notation of the request for jury trial.

(Adopted December 27, 1979, effective July 1, 1980; amended March 24, 1982, effective July 1, 1982; amended April 13, 1982, effective July 1, 1982; amended June 15, 1987, effective November 1, 1987; amended March 23, 1990, effective July 1, 1990.)

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