

Letter of Instruction

Date: _____

To: Latah County Sheriff

From: _____

Address: _____

Phone: _____

Paper Type: Small Claim Summons Writ Eviction Other _____

Case #: _____

Name of Person(s) to serve (If you have multiple defendants and you only want one served, you MUST indicate which one you want us to serve): _____

Address for Service – Required. (If this is a writ service you still MUST include the last known address of the defendant) _____

Employment if known _____

Additional information to help with service: _____

For WRIT service, describe the type of property that you are requesting seized. If wages: name & address of employer. If bank service: name & address of bank, and include a \$5.00 check for search fee made payable to the bank. Both wage & bank seizures should include SSN and DOB information of defendant if known.

(Signature)