

# 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 pay for one service, you MUST indicate which defendant to serve or we will serve the first listed defendant ONLY):** \_\_\_\_\_

\_\_\_\_\_

**Address for Service** – Required. (If this is a writ service you must list the last known address of the defendant) \_\_\_\_\_

\_\_\_\_\_

**Employment** if known \_\_\_\_\_

Additional information to help with service: \_\_\_\_\_

\_\_\_\_\_

**For WRIT service (NOT EVICTION WRITS)**, 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)