

## IMPORTANT INFORMATION BEFORE YOU USE THE PROGRAM

1. To access the interactive court forms, make sure to use an updated, Flash-enabled internet browser such as Internet Explorer or Mozilla. You may want to check for the latest version of the browser by visiting their website.
2. Macromedia Flash Player MUST be installed on the computer you are using in order to view the program. If you are using your own computer it's safe, easy to install, and free. To download the latest version, go to: [www.macromedia.com/shockwave/download/](http://www.macromedia.com/shockwave/download/) and click "Install Now." If you are using a public computer, check with the organization to find out if Macromedia Flash Player is installed. *Note:* Macromedia Flash Player only needs to be downloaded the first time you use the program.
3. Have all the information you need to complete the court form interview. For example, if you need a *Tenant Repairs Notice*, make sure you have your landlord's name and address. The CAO and ILAS websites provide a checklist of the information you need to complete an interview.

### For help using the interactive court forms,

contact your local Court Assistance Office or Idaho Legal Aid Services office. Statewide locations can be found on our websites at:



CAO: [www.courtselfhelp.idaho.gov](http://www.courtselfhelp.idaho.gov)

or



ILAS: [www.idaholegalaid.org](http://www.idaholegalaid.org)

**THIS PROJECT IS POSSIBLE BECAUSE OF THE  
COLLABORATIVE EFFORTS OF MANY, IN PARTICULAR...**

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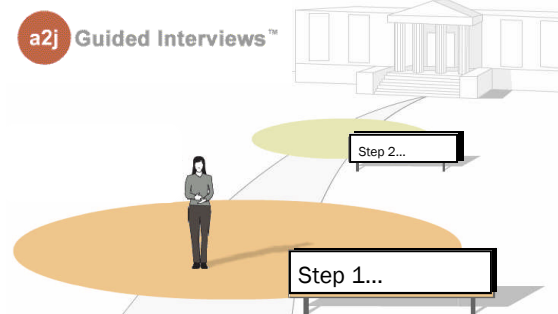


Automated Documents Online  
FOR NONPROFIT LEGAL SERVICES

For more information about the project you can contact Idaho Legal Aid Services or the Court Assistance Office Project at any of the following email addresses:  
[webmaster@idaholegalaid.org](mailto:webmaster@idaholegalaid.org)  
[courtassistanceproject@idcourt.net](mailto:courtassistanceproject@idcourt.net)

## IDAHO INTERACTIVE COURT FORMS

### EASY, STEP-BY-STEP ACCESS TO JUSTICE



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#### A PROJECT OF:

**IDAHO LEGAL AID SERVICES**

[WWW.IDAHOLEGALAID.ORG](http://WWW.IDAHOLEGALAID.ORG)

&

**IDAHO SUPREME COURT**

[WWW.COURTSELFHELP.IDAHO.GOV](http://WWW.COURTSELFHELP.IDAHO.GOV)

# INTRODUCING THE INTERACTIVE COURT FORMS PROJECT...

## WHAT IS THE INTERACTIVE COURT FORMS PROJECT?

The interactive court forms project is designed to help individuals representing themselves in court complete the forms they need easily and accurately online.

## WHAT SHOULD I EXPECT?

You will answer questions in an interview format and your answers will be used to fill in Idaho court approved forms relevant to your court case. At the end of the interview, you will “submit” your answers, wait for your documents to be assembled, and then download your documents for printing. Instructions will also be included in your form packet.

## WHO CAN USE THIS PROGRAM?



This program is designed for low income Idaho residents, or advocates assisting them, who are representing themselves in a non-criminal court case.

## WHAT DO I NEED TO GET STARTED?

Before you begin you will need a computer with internet access. If you do not have a computer at home, public computers are available at all Idaho Legal Aid offices, full service Court Assistance Offices, and Idaho Public Libraries. To find

out what information you need for court forms relevant to your situation, go to the “Self Help” section of the Idaho Legal Aid Services (ILAS) website or the Court Assistance Office (CAO) website. See the “How Do I Access the Self-Help Interactive Forms” section in this brochure for more information about accessing the websites and forms.

## HOW MUCH DOES IT COST?

There is no cost for using this program. However, please note there are fees for filing most court documents. The instructions will include fee information.

## WHAT SHOULD I KNOW ABOUT REPRESENTING MYSELF IN COURT?

When you represent yourself in court you are held to the same standards as an attorney. Your preparation, paperwork, and your conduct at all hearings must comply with court rules and orders. You should always talk to a lawyer about your legal issues before filing any legal paperwork. Even if you do not hire a lawyer to appear in your case, a lawyer can give you information about your rights.

## WHERE CAN I FIND AN ATTORNEY IF I DECIDE I NEED ONE?

You can contact the Idaho State Bar Lawyer Referral Service at (208) 334-4500 or online at [www.idaho.gov/isb](http://www.idaho.gov/isb) for a referral to a licensed attorney.



## HOW DO I ACCESS THE INTERACTIVE COURT FORMS?

### Step 1

Go to the “Self-Help” section of the ILAS website: [www.idaholegalaid.org](http://www.idaholegalaid.org) OR

Go to the “Interactive” section of the CAO website: [www.courtselfhelp.idaho.gov](http://www.courtselfhelp.idaho.gov)

### Step 2

Select the interview relevant to your situation. Make sure to look over the list of information you will need to complete the court form interview.

### Step 3

After you click on the interview link, you will be taken to our sponsor website, NPADO. You may choose to register or go directly to the forms (interview) after accepting the terms of use. *Note:* If you choose to register by signing up for a username and password, you can save your answers and make changes or come back to complete the interview at a later time.

### Step 4

The A2J Guided Interview™ screen will appear (shown below). You can then begin answering the questions and following the online instructions.

### Step 5

When you are finished answering questions, click “Submit” and wait for your documents to assemble. Next, download the documents to your computer, print them, and follow the instructions included in the packet to file the forms with your local court.

