

## TO LIMIT THE SPREAD OF COVID-19, PLEASE:

### USE THE DROP BOX FOR FINES AND/OR PAYMENTS:

Re: INFRACTIONS (questions: (208) 446-1170):

You may deny the charge and have a hearing set, but it must be done in writing (please mail or use the drop box) Kootenai County District Court, PO Box 9000, Coeur d Alene, ID 83816-9000. You **must provide** a current mailing address and phone number to the Court.

Re: MISDEMEANORS (questions: (208) 446-1170):

You may call to have a hearing set (208) 446-1170. Notice will be mailed. You **must provide** a current mailing address and phone number to the Court.

#### Payment options include:

Payment by phone with card (\$3.00 fee) – Criminal Department (208) 446-1170

Payment by mail – you must include the case number (check or money order) to: Kootenai County District Court, PO Box 9000, Coeur d' Alene, ID 83816-9000)

Re: COMMUNITY SERVICE/PAYMENT PLANS:

If you have questions or need to set up a payment plan, call **(208) 446-1185** for further instructions.

### USE THE DROP BOX FOR FILING OF CIVIL CASES AND/OR DOCUMENTS (PLEASE INCLUDE PAYMENT IF REQUIRED)

Civil Forms are available on line (free), <https://courtsselfhelp.idaho.gov/>, or through the Civil Department (fee required). You can pick them up with payment by calling (208) 446-1160 to set up an appointment.

Civil Protection Order Petitions can be picked up at our office (if necessary). Call (208) 446-1160 and forms will be brought out to you. Once you have finished filling out the forms you will need to call (208) 446-1160 and we will receive the forms from you for review by the Presiding Judge.

OR--Civil Protection Order Petitions can be filed through Guide and File (a link is located at the web site listed above).

Small Claims can be filed through Guide and File.

Civil Cases not listed above, normally filed at the counter can be filed through the drop box with the required fee.

#### Records Department Access:

**Requests** can be made by e-mail ([dcrecords@kcgov.us](mailto:dcrecords@kcgov.us)), mail (Kootenai County District Court, PO Box 9000, Coeur d Alene, ID 83816-9000), or appointment (208) 446-1180.