

## INSTRUCTIONS FOR REQUESTING A WRIT OF ASSISTANCE

These instructions are to guide you through the steps necessary to request a Writ of Assistance, have it signed by a judge, and served through the State Troopers Judicial Services Office.

The Customer Service Division (Nesbett Courthouse, 825 West 4<sup>th</sup> Avenue, Anchorage) has the Writ of Assistance form (CIV-575).

1. The judge may sign the writ while you are in court at the eviction hearing, if your judgment includes an order that a writ be issued. If the writ is signed in court, the in-court clerk will give you a certified copy of the Writ of Assistance. Following the eviction hearing, you should go to the State Trooper Judicial Services Office with the certified copy of the Writ of Assistance, fill out their Service Directions, and pay the fee.
2. If the judge does not sign the writ while you are in court at the eviction hearing but you would like to request one, you may fill out a writ form and take it to the Customer Service Counter. You will have to wait while the clerk gets the writ and file ready to take to a judge for review.

If you have questions about service of the writ, go to the State Trooper Judicial Services Office (Basement, Nesbett Courthouse, 825 West 4<sup>th</sup> Avenue, Anchorage) or call them at 264-0699. Their office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. If you have specific legal questions, you should contact an attorney. Court and State Trooper personnel cannot give you legal advice.