

REGISTERING A SUPPORT ORDER IN ALASKA THAT WAS ISSUED BY ANOTHER STATE, U.S. TERRITORY, OR TRIBE

INSTRUCTIONS	
What are these instructions for?	<p>These instructions explain how to register a child support or other support order from another state, U.S. territory, or Indian tribe. These instructions do not explain registration of support orders from other countries. For information about modifying (changing) another state’s child support order after registration, see page 6.</p> <p>These instructions also do not cover how to register custody or visitation orders from another state or country. Use form DR-482 to ask to register a custody or visitation order from another state or country.</p>
What is the law?	A support order issued by another state can be registered in Alaska and then enforced the same as if it had been issued by an Alaska court. The statutes that describe the registration procedure are AS 25.25.601 - .614 . ¹
Where are the forms?	Forms referenced in these instructions are available at https://courts.alaska.gov/forms/index.htm under “Domestic Relations.”
Alaska Child Support Enforcement Division (CSED) can help you.	<p>If you just want to enforce another state’s child support order in Alaska, consider contacting your state’s child support services agency or Alaska’s CSED for help. You can apply online for services at childsupport.alaska.gov or contact them by phone at (907) 269-6900.</p> <p>CSED can also help modify another state’s child support order if it was an administrative order issued by another state’s child support services agency and, in a few circumstances, if it was issued by a court in another state.² However, in most cases, if you want to modify a child support order issued by a court in another state, you must register the order first and then file a motion to modify the order as explained on page 6.</p>
Hiring a lawyer	<p>If you need help with your case, you may want to talk to a lawyer. The Alaska Bar Association can give you names of lawyers who handle family law cases, including some who do “unbundled legal services” (limited services instead of representing you for the whole case). Go to https://alaskabar.org/for-our-community/unbundled-legal-services/ or call (907) 272-0352 or (800) 770-9999 for more information.</p>
Representing Yourself	<p>You are not required to have a lawyer if you want or need to represent yourself. For more help, including with filling out forms, visit the Family Law Self-Help Center’s website at https://courts.alaska.gov/shc/family/index.htm.</p> <p>Or call (907) 264-0851 (in Anchorage and outside Alaska) or (866) 279-0851 (toll free in Alaska but outside of Anchorage).</p>

¹ [AS 25.25.601 - .614](#). These statutes are part of Alaska's version of the *Uniform Interstate Family Support Act* (UIFSA). The UIFSA has been adopted by all the states in the United States. It establishes which state has the authority to issue a support order in a particular case and the procedure for enforcing and modifying orders issued by other states.

² 15 AAC 125.316.

Costs	There is no filing fee for registering a support order from another state or for requesting to modify (change) support only. ³ However, there may be costs for notifying the other party about your petition. The court will serve the notice on the other party by regular mail, but if you want the court to use certified mail or a process server, you have to pay for that (see page 4.)
Definitions	<p>Here are definitions of some key words used in this process:</p> <ul style="list-style-type: none"> • Obligee is the person who receives or is owed child support. • Obligor is the person required to pay child support. • Petitioner is the person asking to register the order. • Respondent is the person in the case (usually the other parent) who is not asking to register the order, but must be notified about the registration. • State means a state of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States. The term "state" also includes an Indian nation or tribe for purposes of registering child support orders.⁴ • Support order means a judgment, decree, order, decision, or directive, whether temporary, final, or subject to modification, issued in a state or foreign country for the benefit of a child, a current spouse, or an ex-spouse, that provides for money support, health care, arrearages, retroactive support, or reimbursement for financial assistance provided to an individual obligee in place of child support. A "support order" may include related costs and fees, interest, income withholding, automatic adjustment, reasonable attorney fees, and other relief.⁵

³ AS 25.25.301 & .313; Administrative Rule 9(b)(8).

⁴ AS 25.25.101(26).

⁵ AS 25.25.101(28).

REGISTRATION PROCEDURE

Step 1

Fill out forms.

Fill out the required forms included in the [DR-340 Packet](#):

(1) *Petition to Register Support Order from Another State* (form [DR-342](#)).

Fill in the top of the form with your contact information where you want the court to send you paperwork.

Write in the court location where you are filing your petition in the blank space after "In the Superior Court for the State of Alaska at". A list of superior court filing locations and addresses is on form [CIV-127](#).

Sign the petition in front of a notary. The court clerk can provide this service for you for free. Bring a valid photo ID with you.

Attach the following copies of the order you are registering (the order from the other state) and any order that modifies (changes) the order you are registering:

- One certified copy; and
- One regular copy; and
- If the order includes any social security numbers, a copy of the documents with all social security numbers blacked-out so they cannot be read.⁶

(2) *Confidential Information Sheet –Support Order from Another State* (form [DR-343](#)). Fill out the whole form and sign it.

(3) *Notice of Registration of Support Order from Another State* (form [DR-344](#)).

Fill out the whole form **except** the clerk of court's signature and name, and the certificate of distribution below it.

(4) *Request for Hearing about Registered Support Order* (form [DR-345](#)).

Fill in the court location and the names of the petitioner and the respondent. Leave the rest of the form blank (this form is for the respondent to fill out if they want to have a hearing).

⁶ Civil Rule 5.2(c).

<p>Step 2 Notice to the other party.</p>	<p>Decide how you want the <i>Notice of Registration</i> given to the other party. The court must give the other party notice of your request to register a support order from another state. You can ask the court to give the notice in one of the following ways (called “service”):</p> <ul style="list-style-type: none"> • Regular first-class mail, or • Certified mail, or • Personal delivery by a process server or peace officer. <p>If you want proof that the other party received the notice, you must choose service by either certified mail or process server, and you must pay the cost. There is no charge for delivery by regular mail.</p> <p>(a) Regular First-Class Mail. If you pick regular mail, prepare a 9 x 12 envelope addressed to the respondent. Do not put a return address on the envelope.</p> <p>(b) Certified Mail. If you pick certified mail, go to the Post Office and get the forms for certified mail (the certified mail receipt and the green card) and enough stamps to pay for:</p> <ul style="list-style-type: none"> • Certified mail, and • Restricted delivery, and • Return receipt requested <p>On the green card, put your return address in the “Sender” box. Write the court case number below the “Sender” box. Put the stamps on the envelope and bring it to court with the completed certified mail forms.</p> <p>If you don't provide the correct stamped envelope or the completed certified mail forms, your paperwork may be rejected.</p> <p>You must also pay the court a \$5.00 certified mail processing fee.⁷ For more instructions about certified mail, see page 3 in the booklet <i>How to Serve a Summons in a Civil Lawsuit</i> (form CIV-106).</p> <p>(c) Process Server. If you pick delivery by a process server, read the instructions on page 1 of the booklet, <i>How to Serve a Summons in a Civil Lawsuit</i> (form CIV-106). Pick a process server. Fill out the <i>Service Instructions</i> (form CIV-615). Pay the process server’s fee directly to the process server.</p>
<p>Step 3 Address an envelope to yourself.</p>	<p>Prepare a letter-size envelope with postage attached, addressed to yourself. The court will use this envelope to mail a copy of the completed notice (form DR-344) to you.</p>
<p>Step 4 Keep a copy.</p>	<p>Make a copy of the petition, the order you want to register, and all attachments for yourself.</p>

⁷ Administrative Rule 9(e)(6).

<p>Step 5 File documents with court.</p>	<p>File the following at the superior court filing location you wrote on the forms:</p> <ul style="list-style-type: none"> a) original petition (form DR-342), and b) copies (including at least one certified copy) of the order from the other state that you want to register, and c) the other documents listed in Step 1 (forms DR-343, DR-344, & DR-345), and d) the envelope or service instructions described in Step 2, and e) the envelope described in Step 3. <p>You can deliver these documents to the court in person or by mail. There is no filing fee.⁸</p>
<p>Step 6 Wait to see if the respondent (other party) asks for a hearing.</p>	<p>The court will send the completed notice (form DR-344) and copies of the other documents you filed to the respondent using the service method you chose. The respondent has 20 days to ask for a hearing to contest the registration. The 20 days begin on either the date the court mailed the notice or the date the notice was personally served on the respondent.</p>
<p>Step 7 If a hearing is requested.</p>	<p>If the respondent asks for a hearing, the court will schedule a hearing and notify both of you.⁹</p> <p>At the hearing, the respondent must prove at least one of these defenses:</p> <ul style="list-style-type: none"> a) the court or agency that issued the order did not have personal jurisdiction (authority)¹⁰ over the respondent; b) the order was obtained by fraud; c) the order was vacated (canceled), suspended (put on hold), or modified (changed) by a later order; d) the court or agency that issued the support order stopped (“stayed”) the order while it was being appealed; e) there is a defense under the laws of Alaska to the remedy you are asking for (for example, payment of arrears); f) the stated arrearage amount (the amount owed) is wrong because the respondent made full or partial payment; g) a statute of limitation of Alaska or the issuing state prevents enforcement of some or all of the arrearages; or h) the order you registered is not the controlling order. <p>You can testify yourself, call witnesses to testify, and give the court other evidence such as documents to support your position.</p> <p>If the other party can’t prove at least one of the defenses listed above, the court will issue an order confirming registration of the support order.¹¹</p>

⁸ AS 25.25.301 & .313; Administrative Rule 9(b)(8).

⁹ AS 25.25.606(c).

¹⁰ In general, a state court has “personal jurisdiction” over a person if the person is (a) present in the state when served notice of the case, (b) domiciled in the state, or (c) engaged in substantial activities in the state. Generally, “domicile” means a person’s primary residence to which the person intends to return whenever the person is away.

¹¹ AS 25.25.607(c).

Attending the hearing by telephone.	If you do not live near the city where the court is located or circumstances make it impossible for you to attend the hearing in person, you can ask to participate by telephone. Fill out form TF-710, Request to Appear by Telephone , and file it with the court. Fill out the box to the left of the case number with the same names and court location as your petition. If you already have a case number, fill that in as well. Make sure to give a copy to the respondent and fill out the certificate of service (just above the "Order" section) explaining when and how you did this.
If no hearing is requested.	If the respondent does not ask for a hearing, the court will issue an order confirming registration of the support order.
ENFORCING A REGISTERED ORDER	
Enforcing an order after it is registered.	<p>If the obligor (person required to pay support) does not pay the support after the order is registered:</p> <p>a) With CSED's Help. If the order you registered is for child support, you can ask the Alaska Child Support Enforcement Division (CSED) to enforce the order. CSED can also enforce a spousal support order if CSED is also enforcing a child support order at the same time.¹² Apply for CSED services online at www.childsupport.alaska.gov. Click on "Open a Case" on the right-hand side of the page. If you do not live in Alaska, you can also contact your local child support agency.</p> <p>b) Without CSED's Help. You can ask the court to issue a judgment for past-due child support and then request a writ of execution to collect the judgment. To get the judgment for past-due support, file a motion in your registration case, serve a copy on the obligor, and respond to any opposition the obligor files. For help with this, you can contact Alaska's Family Law Self-Help Center. For contact information and hours, see https://courts.alaska.gov/shc/family/index.htm.</p>
MODIFYING A REGISTERED ORDER	
I want to register an order because I want to modify (change) the order.	If you are registering the support order with the court so you can ask the court to change it (or to both enforce and change it), you need to file a motion with the court. You can file this motion at the same time you file your petition to register or you can file it later. See the DR-360 Packet, Motion to Modify another State's Child Support Order for forms and instructions.

¹² AS 25.27.020(8) and AS 25.27.045.