

2. REQUIRED ATTACHMENTS

Items (a) through (c) below MUST be attached to this response. Item (d) may also be required depending on the custody order. Check each box to indicate that you have completed and attached the item. These forms are available at the court and on the [court system's website](#).

- (a) All documents that support your response to the motion.
- (b) *Information Sheet* (form [DR-314](#))
- (c) *Child Support Guidelines Affidavit* (form [DR-305](#))
This form must be signed in front of a notary public or court clerk. Bring a photo ID. Fill in the requested information about your own finances and as much information about the finances of the other parent as possible. If you do not know specific information about the other parent's finances, write "unknown" in that space. You **must** attach a copy of your most recent federal tax return and most recent pay stubs to verify income and deductions.
- (d) If one parent has **primary**¹ custody of all the children, you only need to fill out the [DR-305](#). But if the court order requires **shared**², **divided**³, or **hybrid**⁴ custody, or you are asserting that one of these kinds of custody arrangements applies, then you must also fill out one of the forms below:
 - Shared Custody Child Support Calculation* (form [DR-306](#))
 - Divided Custody Child Support Calculation* (form [DR-307](#))
 - Hybrid Custody Child Support Calculation* (form [DR-308](#))

CHILD SUPPORT INSTRUCTION BOOKLET: For more information about how to complete the child support calculation forms (DR-305, DR-306, DR-307, and DR-308), see the booklet called *How to Calculate Child Support* ([DR-310](#)) on the court system's website. Also note: An Alaska court cannot change the duration of another state's child support order (the age of the child at which the duty of support ends) unless the laws of the state that issued the original order allows such a change. AS 25.25.604(a)(1) and AS 25.25.611(c) and (d).

¹ **Primary** custody means the court order requires that the children reside with one parent more than 70% of the year (256 or more overnights).

² **Shared** custody means the court order requires that the children reside with one parent at least 30% of the year (at least 110 overnights), but not more than 70% of the year (no more than 255 overnights).

³ **Divided** custody means the court order requires that one parent have *primary* custody of some of the children, the other parent have *primary* custody of the rest of the children, and the parents do not *share* physical custody of any of their children.

⁴ **Hybrid** custody means the court order requires that at least one parent have *primary* custody of one or more of the children, and the parents have *shared* custody of at least one of the children.

3. INFORMATION

NOTE: If you do not want the other parent to know your current address or employer, you do not need to provide that information. However, you **must** provide a mailing address that will allow the court and the other parent to mail you required documents. That address may be in care of another person as long as you will receive all papers sent to you.

Your full name: _____ Date of birth: _____

Mailing address: _____

Residence address (if different): _____

Phone: _____ Email: _____

Most recent employer: _____

Dates of employment: _____

Employer's address: _____

OATH OR AFFIRMATION

NOTE: You must sign this in front of a notary. A court clerk can provide this notary service for you at no charge. Bring a photo ID with you for the notarization.

I swear or affirm that the above statements and any attachments are true to the best of my knowledge and belief.

Date

Signature of Person Filing Response
(Only sign in front of a court clerk or notary.)

Printed Name

Subscribed and sworn to or affirmed before me at _____, Alaska
on _____
Date

(SEAL)

Clerk of Court, Notary Public or other
person authorized to administer oaths.
My commission expires: _____

NEXT STEPS

- 1. SERVE COPY ON OTHER PARENT.** You must complete the Certificate of Service on the next page, explaining how you delivered copies of everything you are filing to the other parent (or his or her attorney if the other parent is represented by an attorney).
- 2. Copies.** Keep a copy of all documents and attachments for yourself.
- 3. Filing Location.** Mail or hand-deliver this form and all required attachments to the Alaska court location written near the top of page one. For a list of court mailing addresses, go to www.courts.alaska.gov/courtdir/index.htm.

REPLY. After the other parent receives your response, he or she has 8 days to deliver to the court his or her reply to your response. The other parent must send you a copy of any reply sent to the court.

HEARING. The judge may order a hearing if one is needed to decide any disputes about the evidence in your case. You will be notified if a hearing is scheduled. If it will be difficult for you to attend the hearing in person, contact the court to ask if you can participate by telephone.

[You must complete the Certificate of Service on the next page.]

CERTIFICATE OF SERVICE
[MUST BE COMPLETED]

I certify that I served a copy of my completed *Response* and all the documents checked in paragraph 2 as follows:

On Other Parent or Attorney or Custodian

I mailed (first class mail) I delivered by hand
to the other parent (or his or her attorney if the other parent is represented by an attorney) a copy of:

- this *Response (DR-371)*, and
- all the documents checked in paragraph 2.

Name of Other Parent/Attorney/Custodian: _____

Address: _____

Date mailed or delivered: _____

Signature of Person Filing Response

Print Name