

CUSTODY COMPLAINT PACKET

FORMS FOR FILING A CHILD CUSTODY CASE

Form Number	Form Name
WHERE CAN I FIND INSTRUCTIONS?	
<u>DR-415</u>	<p>Instructions for Filing a Child Custody Case are online at https://public.courts.alaska.gov/web/forms/docs/dr-415.pdf</p> <p>Printed copies are available for customers with limited or no internet access.</p>
<u>CIV-106</u>	<p>Instructions for Serving a Summons are online at https://public.courts.alaska.gov/web/forms/docs/civ-106.pdf</p> <p>Printed copies are available for customers with limited or no internet access.</p>
WHAT IS INCLUDED IN THIS PACKET?	
<u>DR-420</u>	Complaint for Custody of Minor Children
<u>DR-314</u>	Information Sheet
<u>DR-150</u>	Child Custody Jurisdiction Affidavit
<u>DR-305</u>	Child Support Guidelines Affidavit
<u>DR-306</u>	Shared Custody Child Support Calculation
<u>DR-315</u>	Application for CSED Services
<u>DR-316</u>	Information about CSED
<u>CIV-125S</u>	Case Description Form – Superior Court
OTHER INFORMATION	
<u>DR-440</u>	You will also need an Answer Packet to send to the defendant.
<u>Attorneys who do unbundled legal services</u>	<p>If you need help with your case, you may want to talk to a lawyer. The Lawyer Referral Service at 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>
<u>Family Law Self-Help Center</u>	<p>For help filling out these 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>

September 2024

Alaska Court System

The statutes, court rules, and forms in this packet are available on the court’s website:

www.courts.alaska.gov/forms.

2. **The Children.** The defendant and I are the biological parents of the following children (if the mother is pregnant, include the unborn child if you and defendant are the biological parents):

Full Name of Child	Date of Birth (or expected date)	Who does child live with? (mother or father or both)	Was mother married to anyone when she became pregnant with this child? (If yes, list name of husband)

3. **Court Jurisdiction.** This court has the authority to decide the custody of the minor children as shown on the Child Custody Jurisdiction Affidavit (form DR-150) I am filing with this complaint.

4. **Other Custody Orders.**

No custody order involving these children has ever been issued in Alaska or in another state or country.

The following custody orders have been issued involving these children (include domestic violence orders and tribal court orders):

Court Location (City and State)	Case Number	Date of Order	Still in Effect? (Yes or No)

5. **Marital History.**

The defendant and I are not now married to each other and:

have never been married to each other.

were previously married to each other, but the children listed above were conceived or born after a decree of divorce or dissolution was entered.

Divorce or Dissolution Decree Information:

Location of Court (City and State): _____

Case Number: _____

Date of Decree: _____

6. **Legal Custody.** (Before completing this section, read page 7 of the Instructions for an explanation of these terms.)

Because it is in the best interests of the children, I request that I be awarded

sole legal custody shared legal custody

7. **Physical Custody.** (Before completing this section, read pages 7-8 of the Instructions for an explanation of these terms.)

Because it is in the best interests of the children, I request that I be awarded

Primary Physical Custody. (Children will reside with me more than 70% of the year.)

Shared Physical Custody. (Children will reside with each parent for a specified period of at least 30% of the year.)

I propose the following shared physical custody schedule (Explain when each parent will have physical custody of the children. If either parent is planning a move to another community in the near future, you should explain how shared custody will be continued.):

Divided Physical Custody Hybrid Physical Custody.

I propose the following custody arrangement:

8. **Visitation.**

I request that the court grant the defendant the right to the following schedule of visitation with the children:

Summer Vacation:

Holidays & Birthdays:

Weekends:

Other:

I am concerned about my safety or the safety of the children when with the other parent. Therefore, I request that visitation be restricted as follows:

9. **Child Support.** I request that child support be ordered in accordance with Civil Rule 90.3. My child support guidelines affidavit (form DR-305) is attached.

a. Do you request that child support for each child continue for up to a year after the child turns 18? Yes No

(Note: This support is allowed only if the child is 18 years old and (1) unmarried, (2) actively pursuing a high school diploma or equivalent level of training, and (3) living as a dependant with a parent.)

b. Do you request the assistance of the Child Support Enforcement Division (CSED) to enforce the child support order and keep records of the payments?

Yes No

(If yes, fill out form DR-315 and file it with this complaint.)

c. **Income Withholding.** *(The court must order immediate income withholding from the person ordered to pay child support and order the support paid through the Child Support Enforcement Division (CSED) unless one of the three exceptions authorized by Alaska Statute 25.27.062(m) applies. For an explanation of those exceptions, see form DR-10, page 13, available at the court.)*

Is there a reason why the court should not order immediate income withholding?

10. **Permanent Fund Dividend.** I request that the court designate _____ as the parent who is authorized to apply for the children's Alaska Permanent Fund Dividends while they are minors.

BASED ON THE ABOVE, I ask the court to grant the relief requested in this complaint and any other relief appropriate under the circumstances.

Date

Plaintiff's Signature

IMPORTANT NOTICE: *You must keep the court advised of any change in address or daytime phone number until this case is closed.*

Type or Print Name

Mailing Address

City State ZIP

Daytime Telephone

Email Address*

* I authorize the court to email me court documents in this case to the email address above.

Note to Defendant
Forms and instructions about the procedure for answering this complaint are available at the court. Ask for the DR-440 Answer Packet.

Clerk: This form is CONFIDENTIAL and must be kept in a confidential envelope or file.

Information Sheet

Case Number: _____ Court Location: _____

I am not filling out the following three paragraphs because an Information Sheet providing all this information has already been filed in this case

1. Full Name of Party A/Parent A: _____

Date of Birth: _____ Social Security No.* _____

2. Full Name of Party B/Parent B: _____

Date of Birth: _____ Social Security No.* _____

3. Children Involved in This Case:

<u>Full Name of Child</u>	<u>Date of Birth</u>	<u>Social Security Number*</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is correct.

Date

Signature of Party

Print Name

* Disclosure of social security numbers is mandatory under AS 25.24.210(f), AS 18.50.280(a) and 42 USC 666(a)(13). The numbers may be used to insure compliance with the child support order.

If disclosure of the information on this form could harm the health, safety or liberty of you or your children, then you are not required to give a copy of this form to the other party. Instead, file this form at the court with form [DR-151](#) which is available online or from the court clerk. AS 25.30.380(e).

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA AT _____

Case Name:

In the Matter of:

_____, Parent A (Plaintiff/Petitioner)

_____, Parent B (Defendant/Respondent)

_____ Case No.: _____

CHILD CUSTODY JURISDICTION AFFIDAVIT

I am the person making this affidavit.

Name (include first, middle, and last): _____

Email: _____ Phone: _____

Mailing Address: _____

1. These children are the subject of the current custody proceedings:

CHILD 1				
First Name		Middle Name	Last Name	
Date of Birth		Place of Birth	Gender	
Current Address (since ___/___/___)		Who has custody?	Relationship	
Past Addresses (last 5 years)		City and State	Who did this child live with then? (name and current address)	Relationship
From	To			

CHILD 2				
First Name		Middle Name	Last Name	
Date of Birth		Place of Birth	Gender	
Current Address (since ___/___/___)		Who has custody?	Relationship	
Past Addresses (last 5 years)		City and State	Who did this child live with then? (name and current address)	Relationship
From	To			

CHILD 3				
First Name		Middle Name		Last Name
Date of Birth		Place of Birth		Gender
Current Address (since ___/___/___)		Who has custody?		Relationship
Past Addresses (last 5 years)		City and State	Who did this child live with then? (name and current address)	Relationship
From	To			

CHILD 4				
First Name		Middle Name		Last Name
Date of Birth		Place of Birth		Gender
Current Address (since ___/___/___)		Who has custody?		Relationship
Past Addresses (last 5 years)		City and State	Who did this child live with then? (name and current address)	Relationship
From	To			

CHILD 5				
First Name		Middle Name		Last Name
Date of Birth		Place of Birth		Gender
Current Address (since ___/___/___)		Who has custody?		Relationship
Past Addresses (last 5 years)		City and State	Who did this child live with then? (name and current address)	Relationship
From	To			

[Attach extra pages if there are more than 5 children. Write only on one side of the page.]

2. **Have you participated as a party, witness, or in another capacity in another proceeding about the custody of any of the children listed above or about visitation with them?**

Yes No

If yes, describe the other custody proceeding:

Name of the court _____

Case number _____ Date _____

Court's decision _____

3. **Do you know of a proceeding that could affect this proceeding (such as a proceeding about domestic violence, protective orders, child-in-need-of-aid, termination of parental rights, adoption, or enforcement of a court order)?** Yes No

If yes, identify the court _____

Case number _____

Type of the proceeding _____

4. **Do you know of anybody who is not a party to this proceeding who has physical custody of any of the children listed above, or claims they have a right to physical custody, legal custody, or visitation?** Yes No

If yes, list each person's name, address, and what the person claims

I say on oath or affirm under penalty of perjury that my statements in this Affidavit are true to the best of my knowledge and belief.

Signature (sign in front of a notary)

Subscribed and sworn to or affirmed before me at (city and state) _____
on this date _____.

Court clerk, notary public, or other person
authorized to administer oaths

My commission expires _____

[If you are **not** filing and serving this affidavit together with the complaint or other papers opening the case, then you **must** fill out the text box below to explain how you gave a copy to all of the other people in this case.]

I certify that on _____ [date], I emailed mailed hand-delivered a copy of this affidavit to (list names):

Signature: _____

[NOTE: All parties have a continuing duty to tell the court of any other court proceeding in Alaska or any other state concerning the children listed above.]

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA AT _____

_____)
Parent A (Plaintiff or Co-Petitioner)
_____)
Parent B (Defendant or Co-Petitioner)
_____)

CASE NO. _____

CHILD SUPPORT
GUIDELINES AFFIDAVIT

For more information about income and deductions, see Civil Rule 90.3. (ak-courts.info/civrules)

I attached a copy of my most recent tax return, 3 pay stubs, and documents needed to show my deductions to verify this information.

[Important: delete social security numbers & account numbers from any documents you attach.]

I did not attach supporting documents, because: _____

The amounts below are MONTHLY. YEARLY. [Make sure you are consistent with using monthly or yearly numbers. For example, if you check "monthly," remember to divide yearly amounts (like the PFD) by 12 before entering the information below.]

Table with 3 columns: Description, PARENT A, PARENT B. Rows include Income (Gross wages, housing, unemployment, Alaska PFD), Deductions (Federal/state/local tax, social security, Medicare, etc.), and Total Income/Deductions.

1 Other common examples of income are self-employment and rental income, "gig" work, Alaska Native dividends, disability (VA, SSDI, worker's comp), investment earnings, and pensions. This is not a full list.
2 Put employer or military provided COLA, and military BAH and BAS, on this line.
3 Only if plan earnings are tax-free or tax-deferred. When added to mandatory retirement contributions, this deduction cannot be more than 7.5% of total income.
4 "Prior children" are children from a different relationship born or adopted before the children in this case. For more information, see "Prior Child Deduction Chart" (https://ak-courts.info/pcdchart).
5 This deduction cannot be more than 10% of total income.
6 "Eligible beneficiaries" are the other parent in this case and all children that you and the other parent have together. If there are additional beneficiaries of the policy, divide the premium by total number of beneficiaries, then multiply that number by eligible beneficiaries. The maximum deduction is \$1200 per year (\$100 per month).

C. Adjusted Annual Income	PARENT A	PARENT B
1. If TOTAL INCOME from section A is monthly , multiply by 12 and write the amount here. If yearly , repeat the amount from section A here:	_____	_____
2. If TOTAL DEDUCTIONS from section B are monthly , multiply by 12 and write the amount here. If yearly , repeat the amount from section B here:	_____	_____
3. Subtract line 2 from line 1 to get NET INCOME:	_____	_____
4. If line 3 is more than \$138,000, write \$138,000 here. If not, repeat line 3 here:	_____	_____
5. If TOTAL INCOME from line 1 is \$30,000 or less , subtract \$7,500 from line 1 and write the amount here. If line 1 is more than \$30,000, then repeat line 4 here:	_____	_____
6. Compare the amounts on lines 4 and 5. Write the smaller amount of those two lines here:	_____	_____
D. Multiply Adjusted Annual Income from line C.6 by:		
.20 for one child,		
.27 for two children,	x _____	x _____
.33 for three children, and		
.03 more for each additional child		
TOTAL	_____	_____

ANNUAL CHILD SUPPORT _____

(Amount from TOTAL line in paragraph D **or** \$600, whichever is **larger**.)

E. Monthly Child Support Payment [Types of custody are defined in Civil Rule 90.3(f). Check **one** only.]

1. Primary Custody. The children will stay with one parent for 70% (256) or more of their overnights during the year. Take the Annual Child Support amount of the parent who does **not** have the children most of the year and divide by 12: \$ _____
to be paid each month by Parent A. Parent B.

2. Shared Custody. [Attach form DR-306.]
The children will stay with each parent at least 30% (110) of the overnights during the year. Child support payment (line 10 of DR-306): \$ _____
to be paid by Parent A. Parent B.

3. Divided Custody. [Attach form DR-307.]
Each parent will have primary custody of one or more of the children, and the parents will not share custody of any of the children.
Child support payment (section 6 of DR-307): \$ _____
to be paid by Parent A. Parent B.

4. Hybrid Custody. [Attach form DR-308.]
The parents share custody of at least one child, and one or both parents have primary custody of a different child or children.
Child support payment (section 8 of DR-308): \$ _____
to be paid by Parent A. Parent B.

F. Health Care Coverage for the Children

1. Health Insurance

- a. Are the children eligible for services through any of the following?
 - Parent A's employer or union Parent B's employer or union
 - Indian Health Service TriCare (Military) Denali KidCare (Medicaid)
- b. Do the children have other health insurance or care available? Yes No
Describe: _____
- c. Health insurance for the children is being will be purchased by:
 - Parent A at a monthly cost to Parent A of \$ _____*
 - Parent B at a monthly cost to Parent B of \$ _____*
 through the above person's employer union _____
 whose name and address is: _____

The cost will be divided between the parents equally. unequally, because:

* List only the cost to insure the children involved in this case. If there is no extra cost to the parent to include children in the parent's own coverage, none of the cost can be included as part of child support. For more info, see "Children's Health Insurance Costs" (ak-courts.info/cshealthinsurance).

2. Health Care Expenses Not Covered by Insurance

Should uninsured health care expenses of the children (up to \$5,000 per calendar year) be shared equally by the parents? Yes No, because:

G. Monthly Child Support Payment (after adjusting for health insurance costs)

[“Obligor” is the parent who owes support. “Obligee” is the parent who receives support.]

- 1. Monthly Child Support Payment from paragraph E above: \$ _____
- 2. If obligor is buying health insurance for the children, subtract 50% (or _____%) of the monthly insurance payment. - \$ _____
- 3. If obligee is buying health insurance for the child(ren), add 50% (or _____%) of the monthly insurance payment. + \$ _____
- 4. NET MONTHLY CHILD SUPPORT PAYMENT \$ _____

H. Seasonal Income. Is obligor's income seasonal? Yes No

[If yes, you can ask the court for unequal monthly payments under Civil Rule 90.3(c)(5).]

Print or Type Name

Signature

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

(SEAL)

Court clerk, notary public, or other person authorized to administer oaths. My commission expires: _____

I certify that on _____ at _____ [date/time], I gave a copy of this form to the other parent by email. mail. hand-delivery. Signature: _____

SHARED CUSTODY CHILD SUPPORT CALCULATION

Case Number: _____

Parent A (Plaintiff/Co-Petitioner): _____

Parent B (Defendant/Co-Petitioner): _____

Instructions: Attach this form to [DR-305](#), *Child Support Guidelines Affidavit* or to [DR-105](#), *Petition for Dissolution of Marriage*, to explain the child support calculation if the parents will have "shared physical custody" per Civil Rule 90.3(f). "Shared physical custody" means that all of the children will stay with each parent at least 30% (110) of the overnights during the year.

	PARENT A	PARENT B
1. Adjusted annual income (from line C.6 on form DR-305 or from page 4, line C.6 on form DR-105):	\$ _____	\$ _____
2. Multiply line 1 by: .20 for one child .27 for two children .33 for three children and add .03 for each additional child	x _____	x _____
Annual Child Support (if less than \$600, write "\$600" here):	\$ _____	\$ _____
3. Percentage of time each parent will have physical custody:	_____ %	_____ %
4. Percentage of time the other parent will have physical custody:	_____ %	_____ %
5. Multiply line 2 and line 4:	\$ _____	\$ _____
6. Compare amounts in line 5. The higher amount is the parent who will pay support. Subtract the smaller amount from the larger and write the difference in the column of the parent who will pay support (the other parent's line will be blank):	\$ _____	\$ _____
7. Multiply line 6 by 1.5 (one line will be blank):	\$ _____	\$ _____
8. Annual Child Support. For the parent who will pay support, fill in the smaller of line 2 or line 7:	\$ _____	\$ _____
9. Number of payments per year: _____ [This number is almost always 12, once for every month. See Civil Rule 90.3(b)(1)(D) (https://ak-courts.info/civrules) for exceptions.] Months when child support will not be paid: _____		
10. Divide line 8 by line 9 to get Monthly Child Support Payment: \$ _____ to be paid by <input type="checkbox"/> Parent A. <input type="checkbox"/> Parent B. Write this amount on either: • form DR-305 , page 2, line E.2. or • form DR-105 , page 11, line A.3.b		

Parent A's Signature

Parent B's Signature

Type or Print Parent A's Name

Type or Print Parent B's Name

Notice to Court Clerk
If this application is filed with the court, send the application along with a copy of the child support order to CSED.

APPLICATION FOR CHILD SUPPORT ENFORCEMENT DIVISION (CSED) SERVICES

Court Case No. _____

I am voluntarily applying for the services of the Child Support Enforcement Division (CSED). I understand that CSED will take all actions necessary to enforce the child support order for the children named below. I agree that CSED can enforce the medical support order. I understand that I must provide all the information that CSED needs to enforce the support order.

My Full Name: _____ Birthdate: _____

Previous Names Used: _____

My Contact Information:

Mailing Address (include city/state/ZIP): _____

Phone: _____ cell work other Phone: _____ cell work other

Email: _____

Employer Information: _____

Other Parent's Name: _____ Birthdate: _____

Previous Names Used: _____

Other Parent's Contact Information:

Mailing Address (include city/state/ZIP): _____

Phone: _____ cell work other Phone: _____ cell work other

Email: _____

Employer Information: _____

.....
I am the children's Parent. Legal Guardian. Non-Parent Custodian.

<u>Child's Name</u>	<u>Birthdate</u>	<u>Child's Name</u>	<u>Birthdate</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A child support order is currently in effect:
Date of order: _____ Court case number: _____
Court location (city and state): _____
Parents' names on order: _____
Date of marriage (if applicable): _____

_____ Date

_____ Applicant's Signature

AS 25.27.265(b) requires parties in child support proceedings to give CSED their social security numbers and other specified information. Your social security number may be used to make sure that you follow the child support order. **You must provide your social security number on form [DR-314, Information Sheet](#). This form will be kept confidential.**

Visit CSED's website at www.childsupport.alaska.gov for more information.

INFORMATION ABOUT CSED July 2023

The Child Support Enforcement Division (CSED) is the state agency responsible for a number of services related to support orders.

What services does CSED provide?

- Establish and enforce an administrative child support order, if there is not already a court order. CSED will also automatically open a case (and therefore enforce the order) if the children are receiving public assistance or if the children are in state custody.
- Enforce a child support order from the court, if the parent or guardian applies for CSED services.
- If CSED established the child support order, review the amount of child support at the request of either parent, to see if it needs to be increased or decreased. CSED will make the necessary changes to an administrative order. If the order is a court order, CSED will advise clients to address these requests with the court.
- Arrange for genetic (DNA) testing where paternity is not agreed upon.
- Locate absent parents.
- Enforce health care coverage for children if it's available to the paying parent through employment or union membership.

How does a parent apply for CSED services?

You must complete an application either through the court or by submitting an online application at www.childsupport.alaska.gov. Your application should provide as much information as possible about the other parent. It must include an affidavit of payments already made or received. Be sure to attach your current custody and support order, and any previous orders you may have in the case.

How does CSED enforce child support orders?

To collect support payments, CSED will notify the paying parent's employer to withhold child support from the parent's wages and to send the money to CSED. CSED will then either give that money to the other parent, or repay the state for public assistance benefits paid on behalf of the children. CSED can also issue orders to "withhold and deliver" other assets, including commissions, retirement checks, bank accounts, Alaska Permanent Fund Dividends, Native Corporation Dividends, IRS tax refunds, stock dividends, and income-producing property.

CSED can file liens against the paying parent's property, as well as revoke state occupational and driver's licenses if that parent does not pay child support. CSED can sue the parent in court for failure to pay child support. CSED charges interest on late payments the last day of the month.

If late or missed payments (called "arrear") continue to go up, certain enforcement actions will automatically start when the amount owed reaches a certain point:

- At \$50, CSED will report to the PFD office.
- At \$150 for TANF arrears and at \$500 for non-TANF arrears, CSED will report to the Federal Offset Program (FOP).
- At \$1,000, CSED will report to the Credit Bureau.
- At either \$2,500 or 12 months unpaid, CSED will report to the Passport office and start property liens.

Note: Native Corporation Dividend funds can only be used to pay debt owed to a parent/guardian.

It is required by federal law that CSED use wage withholding for monthly payments. CSED will tell the paying parent's employer the amount of the child support order, and the employer will send the money each month to CSED. The monthly payment will be broken out in partial payments corresponding to the pay schedule. For example, if the parent is paid twice a month, CSED will ask the employer to garnish half of the monthly child support payment each pay period. Child support payments will not be collected through wage withholding if the paying parent is self-employed or if the court order states something different.

How long does it take for the non-paying parent to receive support payments made to CSED?

CSED will mail the payment to the non-paying parent, or deposit it directly to the parent's bank account, within two business days.

How does a parent sign up for direct deposit?

You may enroll or change your direct deposit information online through <https://my.alaska.gov/>. Select "CSED Member Services Portal" under the Services tab. Call (907) 269-6900 if you have questions or need assistance.

How can I find out about the payment status of my case?

There are several ways to check on the status of your child support payments:

- Call the KIDSLINE at (907) 269-6900 in Anchorage, or (800) 478-3300 outside of Anchorage (select option 2)
- Click on KIDS Online at www.childsupport.alaska.gov, located under "Online Service"
- Log into your CSED Member Services Portal through <https://my.alaska.gov/>

You will need to have your member ID number, which can be found in the introductory letters to both parents. You can also request your member ID number by calling (907) 269-6900 during business hours.

Can CSED also collect spousal support?

Yes, in cases where both child support and spousal support have been ordered, CSED will collect and enforce both types of support obligations. However, CSED cannot collect and enforce spousal support only, nor can CSED establish orders for spousal support. This must be done through the courts.

What if either parent moves out of state?

CSED can continue to collect payments and can coordinate enforcement of the support order with the child support agency in the other state.

**This information was provided by the Alaska Child Support Enforcement Division.
For more information, contact CSED.**

Mailing Address:

550 W. 7th Ave., Ste. 310
Anchorage, AK 99501

Phone: (907) 269-6900 (in Anchorage)
(800) 478-3300 (toll-free, statewide)

Website: www.childsupport.alaska.gov

Email: dor.csed.customerservice.anchorage@alaska.gov

Physical Address:

655 F St.
Anchorage, AK 99501

Fax: (907) 787-3220

CASE DESCRIPTION FORM – SUPERIOR COURT

Case Number: _____

This form is **not** required for cases filed electronically through the court’s TrueFiling program. For District Court cases, use form [CIV-125D](#). For more information on whether to file in Superior Court or District Court, see form [CIV-126](#), *Information Sheet - Superior vs. District Court*.

Type of Action		For Court Use Only	
<i>Check the box that best describes the case. Mark ONE box only.</i>		Case Type	Action Code
Domestic Relations (family law – divorce, legal separation, court-ordered parenting plans, paternity, etc.)			
Spouses with Minor Children (or pregnant) Agree on All Issues to End Marriage		Div or Cust w/Children	CISUDVC
Spouses with Minor Children (or pregnant) do not Agree (or are unsure) on All Issues to End Marriage		Div or Cust w/Children	CISDVC
Spouses without Minor Children (and not pregnant) Agree on All Issues to End Marriage		Divorce without Children	CISUDIV
Spouses without Minor Children (and not pregnant) do not Agree (or are unsure) on All Issues to End Marriage		Divorce without Children	CISDIV
Unmarried Parents Agree on Parenting Plan		Div or Cust w/Children	CISUCUS
Unmarried Parents do not Agree (or are unsure) on Parenting Plan		Div or Cust w/Children	CISCUS
Child Custody or Visitation by Person Other than Parent		Domestic Relations Other	CIVIS
Property Division – Unmarried Partners		Domestic Relations Other	CISPROP
Stay Legally Married (have minor children or pregnant) - Agree on Property/Debt Division and Parenting Plan		Legal Separation	CIUCLS
Stay Legally Married (have minor children or pregnant) - do not Agree (or are unsure) on Property/Debt Division or Parenting Plan		Legal Separation	CICLS
Stay Legally Married (no minor children and not pregnant) - Agree on Property/Debt Division		Legal Separation	CIUSLS
Stay Legally Married (no minor children and not pregnant) – do not Agree (or are unsure) on Property/Debt Division		Legal Separation	CISLS
Annul (void) a Marriage		Domestic Relations Other	CIANNUL
Paternity – Determine Person is Biological Father		Domestic Relations Other	CISPAT
Paternity – Determine Person is not Biological Father		Domestic Relations Other	CIDPAT
Paternity – Determine Both Biological and Non-Biological Father		Domestic Relations Other	CIDEPAT
Genetic Testing - Failure to Comply with Order for Testing		Domestic Relations Other	CIOSCP
Administrative Child Support Order – Modify or Enforce		Domestic Relations Other	CIPCS
Alaska PFD or Native Dividend – Request Order		Domestic Relations Other	CIPND
Foreign Orders (may include orders from tribal courts, other U.S. state or federal courts, and other countries)			
Register Support Order (may include motion to modify support)		Domestic Relations Other	CIUIFSA
Register Custody Order (may include agreement to modify custody)		Domestic Relations Other	DR483REG
Register Custody Order with Motion to Modify Custody		Domestic Relations Other	DR483
Register Tribal Court Custody Order		Domestic Relations Other	DR483REGT
Register Custody & Support Order (may include agreement to modify custody and/or support)		Domestic Relations Other	CIFCSREG
Register Custody & Support Order with Motion to Modify Support Only [If modifying custody, use next option.]		Domestic Relations Other	CIFCSMS
Register Custody & Support Order with Motion to Modify Custody (may also ask to modify support)		Domestic Relations Other	CIFCSMC
Register Domestic Relations Order (not custody or support)		Domestic Relations Other	CIDRFJ
Register Tribal Court Domestic Relations Order (not custody or support)		Domestic Relations Other	CIDRFJT
Petition for Expedited Enforcement of Non -Registered Custody Order		Domestic Relations Other	DR488
Register Money Judgment from another State or Country		Foreign Judgment Sup Court	CISFOJ
Register Non-Money Judgment from another U.S. Court		Superior Court Misc Petition	CISFNMJ
Register Tribal Court Change of Name Order - Adult		One Party Misc Civil	CICONT
Register Tribal Court Change of Name Order - Minor		One Party Misc Civil	CICONMT

Type of Action	For Court Use Only	
<i>Check the box that best describes the case. Mark ONE box only.</i>	Case Type	Action Code
Debt/Contract		
Debt Collection	Civil Superior Court	CISDEB
Claim by Buyer against Seller of Goods/Services	Civil Superior Court	CISCLAIM
Employment – Discrimination	Civil Superior Court	CISEMPD
Employment – Other than Discrimination	Civil Superior Court	CISEMP
Other Contract	Civil Superior Court	CISOCT
Real Property (land or buildings)		
Condemnation	Civil Superior Court	CISCNDM
Foreclosure	Civil Superior Court	CISFOR
Quiet Title (establish ownership)	Civil Superior Court	CISQIT
Real Property Tax Foreclosure	Superior Court Misc Petition	CISTAX
Other Real Estate Matter	Civil Superior Court	CISREM
Landlord/Tenant		
Eviction (may include rent and damages)	Eviction-Superior Court	CISFED
Other Landlord/Tenant (no eviction)	Civil Superior Court	CISLT
Malpractice (misconduct while engaged in professional services)		
Legal Malpractice	Civil Superior Court	CISLMP
Medical Malpractice	Civil Superior Court	CISMMP
Other Malpractice	Civil Superior Court	CISOMP
Tort (unlawful act that causes harm, other than breach of contract)		
Wrongful Death	Civil Superior Court	CISPID
Automobile Tort (but not wrongful death)	Civil Superior Court	CISIDA
Claim against Owner of Real Property for Personal Injury	Civil Superior Court	CISPIO
Product Liability (defective item from manufacturer or seller)	Civil Superior Court	CISPL
Intentional Tort (for example: assault, battery, vandalism)	Civil Superior Court	CISIT
Slander/Libel/Defamation	Civil Superior Court	CISSLD
Other Tort	Civil Superior Court	CISIDO
Approval of Minor Settlement – Civil Petition <i>[May also file in probate.]</i>	Superior Court Misc Petition	CISPET
Other Civil		
Election Contest or Recount Appeal	Civil Superior Court	CISELE
Change of Name - Adult	Change of Name	CICON
Change of Name - Minor	Change of Name	CICONM
Confession of Judgment (all sides agree to entry of court order - not domestic relations)	Civil Superior Court	CISCONF
Structured Settlement – AS 09.60.200	Superior Court Misc Petition	CISISS
Administrative Agency Proceeding – Request for Court Assistance	Superior Court Misc Petition	CISWRNT
Arbitration - Action under Uniform Arbitration Act	Civil Superior Court	CISAP
Fraud	Civil Superior Court	CISFRAUD
Unfair Trade Practice and Consumer Protection	Civil Superior Court Clerk: Issue form CIV-128	CISUTP
Writ of Habeas Corpus (request for review of legality of detention)	Civil Superior Court	CIWHC
Fish & Game - Abatement & Forfeiture of Equipment	Superior Court Misc Petition	CISAF
Appointment of Trustee Counsel	Superior Court Misc Petition	CISTC
Action under Alaska Securities Act	Civil Superior Court	CISASA
Quarantine and Isolation	Superior Court Misc Petition	CISQI
Other Superior Court Complaint	Civil Superior Court	CISOCI
Other Superior Court Petition – More than One Party	Superior Court Misc Petition	CISPET
Other Superior Court Petition – One Party	One Party Misc Civil	CISOPMC

Type of Action	For Court Use Only	
<i>Check the box that best describes the case. Mark ONE box only.</i>	Case Type	Action Code
Post-Conviction Relief to Superior Court		
<input type="checkbox"/> Post-Conviction Relief (after felony or misdemeanor conviction and sentencing in superior court)	Post-Conviction Relief-Sup Ct	CISPCR
Appeal to Superior Court - From Administrative Agency		
<input type="checkbox"/> Election Contest or Recount Appeal <i>[See Other Civil category.]</i>		
<input type="checkbox"/> Department of Motor Vehicles (DMV) Appeal	Appeal from Admin Agency	CIADDMV
<input type="checkbox"/> Employment Security and Unemployment Benefits Appeal	Appeal from Admin Agency	CIADRESA
<input type="checkbox"/> Administrative Agency Appeal - Other	Appeal from Admin Agency	CIADR
<input type="checkbox"/> Request for Relief from Child Support Enforcement Division (CSED) License Action	Petition for Review or Relief	CICSED
<input type="checkbox"/> Request for Review of Non-Final Administrative Agency Decision	Petition for Review or Relief	CIPRA
<input type="checkbox"/> Request for Relief from Administrative Agency Delay - AS 44.62.305	Petition for Review or Relief	CIPRLF
Appeal to Superior Court - From District Court		
<input type="checkbox"/> Civil Appeal	Appeal from District Court	CIACI2
<input type="checkbox"/> Criminal Appeal	Appeal from District Court	CIACRM
<input type="checkbox"/> Minor Offense Appeal	Appeal from District Court	CIAMO
<input type="checkbox"/> Small Claims Appeal	Appeal from District Court	CIASC
<input type="checkbox"/> Request for Review of Civil, Criminal, or Minor Offense Case Decision	Petition for Review or Relief	CIPRD2
<input type="checkbox"/> Petition for Review of a Small Claims Decision	Petition for Review or Relief	CIPRSC