

## Instructions for Requesting Records

The Anchorage Trial Courts cannot research a case or take requests about a case over the phone.

You may request copies or information from a court case file using the form on page 2. You may send your request by email or fax as noted below:

### **Customers located in Anchorage**

Fax: (907) 264-0610

Email: [3ANRecordsRequest@akcourts.gov](mailto:3ANRecordsRequest@akcourts.gov)

### **Customers outside of Anchorage**

Fax: (907) 264-0873

Email: [recordsfax@akcourts.gov](mailto:recordsfax@akcourts.gov)

Please complete the entire records request form. It is important that every section be filled out. If information is missing from your request, it may take longer to process. The processing time for a normal request is 5 to 7 business days. Large requests or requests that require research may take longer to process. Prepayment may be required.

**Confidential Records.** Only parties to a case are allowed to receive copies of confidential case files. If you are requesting confidential records, you must present photo ID to the court clerk when making your request. In addition to cases that have been made confidential by a judge, the following case types are confidential: Adoption, Child in Need of Aid (CINA), Conservatorship, Delinquency, Guardianship, Minor Settlement, and Mental Commitment (Hospitalization).

If your case number starts with "3AN", "3SP", or "3ST", then the Anchorage court maintains the case file. If your case does not start with one of these codes, then the Anchorage court likely does not have access to the files and cannot process the request. Your request must be sent to the particular court that has your case file. You may contact any court if you have questions about where a case file is located.

Please be aware that if you do not provide a case number, an hourly research fee will be added to your invoice. To find a case number for a case from 1990 to the current date, please visit our website at <https://records.courts.alaska.gov>.

### **Fees**

Fee amounts can also be found in [Administrative Rule 9](#).

Research fee	A minimum of one hour will be charged for research performed.
Plain copies	Per document charge.
Certified copies	Per document charge with a reduced charge for each additional certified copy of the same document. <b>These documents must be mailed.</b>
Exemplified/Authenticated Copies	<b>These documents must be mailed.</b>

For an apostille, please contact the Office of the Lieutenant Governor.

**Please indicate the type of copies you are requesting (plain, certified, exemplified/authenticated). If you do not specify, plain copies will be sent to you.**

**In making your request, you acknowledge that we will charge you for the copies and services you request, and you agree to pay for them.**

**Alaska Court System**

825 W. 4<sup>th</sup> Ave., Anchorage, AK 99501 • Phone: (907) 264-0491 • <https://records.courts.alaska.gov>

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**Records Request**

Requestor's Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Make sure to give us the case number or you will be charged an hourly research fee to find it.

You can find the case number yourself by searching our website at: <https://records.courts.alaska.gov>.

**DOCUMENTS NEEDED FROM CASE FILE**

- Petition, Complaint, Charging Documents
  - Decree: Dissolution/Divorce
  - Qualified Domestic Relations Order (QDRO)
  - Satisfaction of Judgment
  - Criminal Case Records Package A\*\*
  - Motion: \_\_\_\_\_
  - Order: \_\_\_\_\_
  - Log Notes Dated: \_\_\_\_\_
  - Other [Please be specific—include title/date of document]: \_\_\_\_\_
- Judgment
  - Findings of Fact and Conclusions of Law
  - Dismissal
  - Domestic Relations (Family Law) Package\*
  - Criminal Case Records Package B\*\*

\*DR package includes Decree of Divorce/Dissolution/Custody and all current final orders and agreements.

\*\*Both CR packages include all current final orders/dispositions. Package A also includes charging documents.

Send documents to me by:  E-Mail  US Mail  Fax

**FEES** – You acknowledge that we will charge you for the copies and services you request, and you agree to pay for them. For more information about fees, see page 1. Select the type of copies or service you want below. Plain copies will be sent if you do not specify.

- Plain copies
- Certified copies
- Exemplified/Authenticated copies
- Research

**PAYMENT METHOD** – Select your method of payment below. If you select online payment, we will e-mail an invoice with instructions to the e-mail address above.

- Online (credit)
- Mail (check, money order)
- In Person (cash, check, money order, credit)

**COMPLETE THIS SECTION IF REQUESTING CONFIDENTIAL RECORDS** - For more information about confidential records, see page 1. Bring a photo ID and sign below in the presence of a court clerk, notary public, or other authorized individual.

I state on oath or affirm that I read this document and believe all statements in it are true.

\_\_\_\_\_ Date \_\_\_\_\_ Requestor's 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: \_\_\_\_\_

<b>Court Use Only</b>	Date Received: _____	Amount Due: _____
Court Receipt: _____	Received By: _____	Processed on: _____