

IN THE DISTRICT COURT FOR THE STATE OF ALASKA  
AT \_\_\_\_\_

In the Matter of: )  
 )  
Request for Entry of Default Judgment )  
in Minor Offense Cases )  
\_\_\_\_\_ )

**REQUEST AND AFFIDAVIT  
FOR DEFAULT JUDGMENT**

Pursuant to Minor Offense Rule 9(a), I request that default judgments be entered in the cases on the attached list dated \_\_\_\_\_. I am also attaching the citations for these cases.

I solemnly swear (or affirm) that the facts set out below are true to the best of my personal knowledge:

1. I am an employee of the \_\_\_\_\_ and I am authorized to make this  
(name of city or borough)  
request on behalf of the city or borough.
2. The warning notice required by Minor Offense Rule 9(a)(2) was sent to each defendant. The warning notice advised the defendant to respond within 15 days and explained the consequences for failing to respond (as listed in court form TR-100M). The warning notices were sent to the defendants at the address on record with the Division of Motor Vehicles, an address in the Department of Public Safety's Alaska Public Safety Information Network (ASPIN), or the address shown on the citation.
3. More than 15 days have passed since the notices were mailed to the defendants.
4. The defendants on the attached list have failed to respond to the citation.
5. The defendants have **not** made any payment (partial or full) on any of these citations. I understand that once a defendant has made a payment on a citation, the defendant has responded. Therefore, a default judgment for failure to respond cannot be entered.
6. The attached citations were issued no more than six months prior to the date of this affidavit. (Minor Offense Rule 9(a)(3))

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Subscribed and sworn to or affirmed before me at \_\_\_\_\_, Alaska, on \_\_\_\_\_

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