

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

\_\_\_\_\_  
Petitioner  
vs.  
Child Support Services Division (CSSD),  
Respondent.

CASE NO. \_\_\_\_\_

**PETITION FOR EXPEDITED RELIEF  
FROM OCCUPATIONAL LICENSE ACTION**

I request judicial relief from CSSD's decision that I am not in substantial compliance with a child support obligation. CSSD's decision prevents me from obtaining my occupational license. Expedited review must be completed by \_\_\_\_\_.  
(Date temporary license expires)

1. Basis For Judicial Relief. I am entitled to judicial relief under AS 25.27.244(j) because: (Check at least one box.)
- there is no child support order currently in effect against me.
  - I am not the obligor covered by the support order that CSSD seeks to enforce.
  - the total amount that I owe (\$ \_\_\_\_\_) is less than four times my monthly obligation (\$ \_\_\_\_\_).
  - I am making the best efforts possible under the circumstances to pay my arrearages. I have made the following efforts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Attach extra pages if necessary.]

I understand that I can file this petition only if I object to CSSD's action for one of these reasons. If I object for a different reason, I must file an administrative appeal.

2. I am attaching the following documents:
- a written explanation of my position (not to exceed 5 pages)
  - supporting documents that I intend to present at the court hearing
  - a list of any witnesses I intend to ask to testify at the court hearing
  - a copy of CSSD's decision ("Notice of Occupational License Review Decision")
  - a copy of the child support order or payment schedule that CSSD seeks to enforce

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

For Court Use Only
I certify that on _____, a copy of this petition and its attachments were sent to the Collections and Support Section of the Department of Law in <input type="checkbox"/> Anchorage <input type="checkbox"/> Fairbanks <input type="checkbox"/> Juneau Clerk: _____

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

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Daytime Telephone

## Instructions for Requesting Judicial Relief from CSSD's Decision

To request relief, you must do the following within 30 days after you receive CSSD's decision:

1. Fill out and sign the attached petition form (DR-335, page 1).
  - a. On the "AT" line at the top, put the location (city) of the court where you are filing the petition. See page 3 for a list of court locations. Fill in your name on the line labeled "Petitioner." Do not write anything on the "CASE NO." line. In the first paragraph, fill in the date your temporary license will expire. (If you are using the petition form that CSSD sent you, this date may already be filled in.)
  - b. In paragraph 1, check the box or boxes that state the reason you are entitled to relief. If you check the fourth box, you must describe the efforts you have made to pay your arrearages.
  - c. In paragraph 2, check the boxes next to the items you are attaching. If possible, you should attach all these items.
2. Attach to the petition all the documents you have checked in paragraph 2 of the petition. Note: If you do not provide a list of the witnesses you plan to call, the judge may not allow your witnesses to testify at the hearing.
3. Bring (or mail) the following to the clerk's office at the court:
  - a. original petition with attachments,
  - b. photocopy of the petition and attachments, and
  - c. filing fee in the amount specified in [Administrative Rule 9\(b\)\(1\)](#). Your check or money order should be made out to "Alaska Court System." Do not mail cash.
4. Keep a copy of the petition and all attachments for yourself.
5. The court will send you notice of the judge and/or master assigned to your case and the time of your hearing. If it will be difficult for you to attend the hearing in person, contact the court to ask if you can participate by telephone. (Note: You may have to pay the cost of the call if you participate by telephone.)

Under the law, you are entitled to expedited review of CSSD's decision only if you object to the decision for one of the four reasons listed in paragraph 1 of the petition. If you object to the decision for other reasons, you must file an administrative appeal. Forms and instructions for administrative appeals are available at all court locations. (Ask for the [AP-210](#) booklet.)

### Additional Information

For more information about the laws that govern this case, you can read the court rule and statute cited in the bottom right corner of the form. Also read any "Annotations" that follow the rule and the statute. "Annotations" are brief paragraphs describing the Alaska Supreme Court decisions interpreting the rules and statutes. Currently, the only decision is [State v. Beans](#), 965 P.2d 725 (Alaska 1998).

For more information about child support, you can read Civil Rule 90.3 (the child support guidelines rule), and the "commentary" and annotations that follow it. Also, some free materials available at the court are: [How to Calculate Child Support](#) (booklet [DR-310](#)); and a packet of forms for requesting changes in child custody, support or visitation (the [DR-700](#) Motion Packet).

## WHERE TO FILE

File your petition at one of the following court locations:

### Anchorage

Clerk of Court  
825 West 4th Avenue  
Anchorage, AK 99501-2004  
Phone: 264-0514

### Bethel

Clerk of Court  
Box 130  
Bethel, AK 99559-0130  
Phone: 543-1105

### Cordova

Clerk of Court  
P.O. Box 898  
Cordova, AK 99574  
Phone: 424-3378

### Dillingham

Clerk of Court  
Box 909  
Dillingham, AK 99576-0909  
Phone: 842-5215

### Fairbanks

Clerk of Court  
101 Lacey Street  
Fairbanks, AK 99701-4761  
Phone: 452-9274

### Glennallen

Clerk of Court  
P.O. Box 86  
Glennallen, AK 99588-0086  
Phone: 822-3405

### Homer

Clerk of Court  
3670 Lake Street, Suite  
400  
Homer, AK 99603  
Phone: 235-8171

### Juneau

Clerk of Court  
Box 114100  
Juneau, AK 99811-4100  
Phone: 463-4701

### Kenai

Clerk of Court  
125 Trading Bay Dr., Suite  
100  
Kenai, AK 99611-7717  
Phone: 283-8502

### Ketchikan

Clerk of Court  
415 Main Street Room  
400  
Ketchikan, AK 99901-  
6399  
Phone: 228-8701

### Kodiak

Clerk of Court  
204 Mission Road Room  
124  
Kodiak, AK 99615-7312  
Phone: 486-1600

### Kotzebue

Clerk of Court  
Box 317  
Kotzebue, AK 99752-  
0317  
Phone: 442-3208

### Naknek

Clerk of Court  
P. O. Box 229  
Naknek, AK 99633  
Phone: 246-4240

### Nome

Clerk of Court  
Box 1110  
Nome, AK 99762-1110  
Phone: 443-5216

### Palmer

Clerk of Court  
435 South Denali  
Palmer, AK 99645-7759  
Phone: 746-8122

### Petersburg

Clerk of Court  
Box 1009  
Petersburg, AK 99833-  
1009  
Phone: 772-3824

### Seward

Clerk of Court  
Box 1929  
Seward, AK 99664  
Phone: 224-3075

### Sitka

Clerk of Court  
304 Lake Street Room  
203  
Sitka, AK 99835-7759  
Phone: 747-3291

### Unalaska

Clerk of Court  
P.O. Box 245  
Unalaska, AK 99685  
Phone: 581-1266

### Utqiagvik (formerly Barrow)

Clerk of Court  
Box 270  
Utqiagvik, AK 99723-0270  
Phone: 852-4800

### Valdez

Clerk of Court  
P.O. Box 127  
Valdez, AK 99686  
Phone: 835-2266

### Wrangell

Clerk of Court  
Box 869  
Wrangell, AK 99929-0869  
Phone: 874-2311