

Parent A Name: _____ Phone: _____

Mailing Address: _____

Email: _____ By providing an email address, I agree that the court and other parties can send me court documents at this email address.

Parent B Name: _____ Phone: _____

Mailing Address: _____

Email: _____ By providing an email address, I agree that the court and other parties can send me court documents at this email address.

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

AT _____
[city or town where the court is located]

Parent A: _____
(Plaintiff)

Parent B: _____ Case No. _____
(Defendant) [leave blank, court will fill in]

☐ There is an open Child in Need of Aid (CINA) case involving these children.
Court Location: _____ Case No. [if known]: _____

UNCONTESTED COMPLAINT FOR CUSTODY OF MINOR CHILDREN

We state that the following facts are true and request the following relief:

1. Marital History

- ☐ We are **not** married to each other and have never been married to each other.
- ☐ We are currently married. [**STOP**. You cannot use this form. You must file for divorce, dissolution, or legal separation instead. See ak-courts.info/shcforms.]
- ☐ We were previously married to each other, but the children in this case were conceived or born **after** the court entered a divorce or dissolution decree.

Information about Divorce or Dissolution Decree

Court Location [city and state]: _____

Case No.: _____ Date of Decree: _____

☐ Other: _____

2. Children's Information

A. We have the following children under the age of 18 [include unborn children]:

Full Name of Each Child	Date of Birth [estimate if unknown]

☐ More minor children of this relationship are listed on an attachment.

- B. Have the children lived for at least the last 6 months in Alaska (or for infants less than six months old, lived in Alaska since birth)? ☐ Yes ☐ No
[If any child has not lived in Alaska for the last 6 months, it is likely that Alaska does not have the authority, or jurisdiction, to make decisions about them. You may want to contact a lawyer to learn about your options.]

☐ We attached the **required** *Child Custody Jurisdiction Affidavit*, form [DR-150](#), to this complaint form to show that the court has jurisdiction.

- C. ☐ No court has issued a custody order about these children.
☐ The following custody orders have been issued about these children [include domestic violence protective orders, CINA orders, guardianship orders, and tribal court orders]:

Court Location [city and state]	Case Number	Date of Order	In Effect? (Y or N)

☐ More cases are listed on an attachment.

- D. Do you need to establish paternity for one or more of the children (for example, you need to add the biological father to the birth certificate)? ☐ Yes ☐ No
[If yes, complete the chart below.]

Child's Name	Affidavit of Paternity? (Y or N)	DNA Test Done? (Y or N)	DNA Test Planned? (Y or N)	Name (if any) of Father Listed on Birth Certificate

☐ More children needing paternity establishment are listed on an attachment.

- E. We attached the following documents to establish paternity:
☐ *Three-Way Affidavit to Disestablish and Establish Paternity*, form [DR-521](#)
☐ A completed DNA test

3. Parenting Plan

- A. Decision-Making. [How the parents will make important decisions about the children. For example: educational, medical, and religious decisions.]

Joint Decision-Making: both parents discuss the issues and decide together, because they can communicate about the children, even though they may not get along otherwise. Joint decision-making is the most common arrangement.

Sole Decision-Making: one parent makes decisions about the children, because the parents are not able to communicate about the children, or one parent is unfit due to severe mental illness, substance abuse, or domestic violence issues. Both parents usually have access to school and medical records, both parents have the authority to make a decision in an emergency when the child is with them, and neither parent can move out of the state with the children without permission from the court or the other parent.

Because it is in the best interests of the children, we agree to

☐ joint decision-making.

☐ sole decision-making to ☐ Parent A. ☐ Parent B.

- B. Living Arrangements. [The children's schedule. Which parent the children will physically be with and live with **on particular days and times.**]

Usual schedule during the week or year: [Be as specific as possible.]

Special schedule for summer or other vacation periods (spring break, winter break, etc.):

Special arrangements for holidays and birthdays:

Other special schedule arrangements:

You may also attach one of the following forms to show the parenting schedule:

- ☐ Weekly Scheduling Chart, SHC-1132 [Word](#) | [PDF](#)
☐ Custody & Visitation Plan, SHC-1120 [Word](#) | [PDF](#)

[Note: a history of domestic violence can significantly affect the parenting plan in your case. If one or both parents have a history of domestic violence, as defined by the law, the court may be limited in the kind of parenting plan it can order. If this applies to your situation, **you are strongly encouraged to discuss the situation with a lawyer.**]

- C. Travel costs necessary for the children to see each parent should be divided as follows:

- D. Other Parenting Plan Agreements. [For example: how the children will communicate with a parent when not staying with that parent, how and where exchanges will happen, rules about travel out-of-state with the children, any safety concerns and restrictions, and how parents will communicate with each other about the children.]

4. Child & Medical Support

Information about child support:

To calculate child support, figure out the percentage of time during the year the children will be with each parent based on the number of overnights.

1. Look at an annual calendar and count the days each parent will have overnights with the children.
2. To figure out what percentage of the year the children will have overnights with each parent, divide the total number of overnights with each parent by 365, then multiply that number by 100.
3. If there are 109 overnights or fewer for one parent, fill out form [DR-305](#) only. If **both parents** have 110 overnights or more, fill out both form [DR-305](#) and form [DR-306](#). If you have a less common schedule, see [ak-courts.info/css](#).

For links to many school calendars:

<http://www.courts.alaska.gov/shc/family/docs/calendars.pdf>.

For a one-page annual calendar without school dates: www.timeanddate.com/calendar/.

To learn more about child support: <http://courts.alaska.gov/shc/family/support.htm>.

- ☐ We completed and attached the **required** *Child Support Guidelines Affidavit*, form [DR-305](#).
- ☐ We agree to a **shared parenting time schedule** (the children are with each parent at least 110 overnights per year), so we **also** completed and attached *Shared Custody Child Support Calculation*, form [DR-306](#).
- ☐ We attached *Divided Custody Child Support Calculation*, form [DR-307](#), because we agree to that type of parenting plan. [See the form for a description.]
- ☐ We attached *Hybrid Custody Child Support Calculation*, form [DR-308](#), because we agree to that type of parenting plan. [See the form for a description.]
- A. Civil Rule 90.3 Calculation. [You can read the full rule at [ak-courts.info/civrules](#).]
- ☐ The Court should enter child support according to the formula in Civil Rule 90.3.
- ☐ The Court should vary from Civil Rule 90.3, because: [**Note:** variances are rare.]

B. Child Support should start on:

- ☐ the date when we stopped being in a relationship: _____
- ☐ the birthdate of the child: _____
- ☐ the date when the court signs the final order.
- ☐ other: _____

C. Income and Employment Information.

Parent A's Current or Most Recent Employer: _____

Address: _____

Dates of Employment: _____

Parent B's Current or Most Recent Employer: _____

Address: _____

Dates of Employment: _____

- D. Child support can continue while a child is 18 years old, if the child is (1) not married, (2) actively pursuing a high school diploma or equivalent level of training, and (3) living as a dependent with a parent.

Do you want support to continue while the children are 18 years old? ☐ Yes ☐ No

- DI. Has Child Support Enforcement Division (CSED), any other child support agency, or any state or tribal court ordered anyone to pay child support for the children? ☐ Yes ☐ No
If yes, who was ordered to pay? ☐ Parent A ☐ Parent B ☐ _____

[Attach copy of child support order if you have it. Read about registering orders from another state or tribe at <http://www.courts.alaska.gov/shc/family/shcforeign.htm>.]

- DII. Has anyone applied for public benefits (ATAP, TANF, SNAP, etc.) to support these children? ☐ No ☐ Yes, name of person: _____

- DIII. Do you want CSED to enforce the child support order and keep records of the payments? ☐ No ☐ Yes [Fill out form [DR-315](#) and attach it, or apply online at www.childsupport.alaska.gov.]

- H. The court must order immediate income withholding from the person ordered to pay child support, unless there is an exception under Alaska Statute 25.27.062(m). If you want to ask for an exception, explain below:

5. Other Financial Issues

- A. Alaska Permanent Fund Dividend (PFD)

☐ The children are not eligible to receive a PFD currently and/or will not be eligible to receive one in the future.

☐ The children are eligible to receive a PFD or will be in the future.

The court should designate ☐ Parent A ☐ Parent B ☐ _____
as the authorized person to apply for the children's PFDs.

☐ The children's PFDs must be placed in a savings account. Both parents will have access to the account records, and both parents must agree before spending any money from the accounts.

☐ The PFDs may be spent on the children's expenses, in their best interests.

☐ Other arrangement for spending or saving the children's PFDs:

- B. Alaska Native Corporation (ANC) Dividend

☐ The children are not eligible to receive an ANC dividend currently and/or will not be eligible to receive one in the future.

☐ The children are eligible to receive an ANC dividend or will be in the future.

☐ ANC dividends must be placed in a savings account. Both parents will have access to the account records, and both parents must agree before spending any money from the accounts.

☐ ANC dividends may be spent on the children's expenses, in their best interests.

☐ Other arrangement for spending or saving the children's ANC dividends:

C. Federal Taxes

- ☐ The court should designate ☐ Parent A ☐ Parent B to claim all the children as dependents on federal income taxes
- ☐ every year.
- ☐ in alternating years, where Parent A will have ☐ odd years. ☐ even years.
- ☐ Parent A will claim the following children every year on their federal income taxes:

Parent B will claim the following children every year on their federal income taxes:

- ☐ Other arrangement for claiming the children as dependents on federal income taxes:

6. Other Agreements

REQUEST FOR RELIEF

We request that the court:

1. Enter a final order granting the parenting plan according to section 3.
2. Calculate child support and enter a child support order according to section 4.
3. Enter a final order regarding financial matters related to the children, according to section 5.
4. ☐ Establish paternity for the children according to section 2 and order the birth certificates to be amended.
5. ☐ Other: _____

We attached the following **REQUIRED** forms:

- ☐ *Child Custody Jurisdiction Affidavit*, form [DR-150](#)
- ☐ *Child Support Guidelines Affidavit*, form [DR-305](#)
- ☐ *Information Sheet*, form [DR-314](#)
- ☐ *Case Description Form*, form [CIV-125S](#) [This is **not required** if you use TrueFiling.]

We attached the following **additional** documents:

- ☐ *Request for Exemption from Payment of Fees*, form [TF-920](#)
- ☐ *Shared Custody Child Support Calculation*, form [DR-306](#)
- ☐ *Application for CSED Services*, form [DR-315](#)
- ☐ Copy of child support order from another court or child support agency
- ☐ Parenting Plan
- ☐ Other: _____

Date

Signature of Parent A

Date

Signature of Parent B

See important information about TrueFiling on the next page.

Use of TrueFiling

([Administrative Bulletin No. 92](#) - AB 92)

1. See if TrueFiling is available for your case type and court location at ak-courts.info/tfcourts.
2. If available, you **must** use TrueFiling unless you are exempt. You are exempt if one of these applies:
 - You are in a jail or correctional facility.
 - You have a disability under the Americans with Disabilities Act (ADA).
 - You do not have safe access to a computer, internet, or email.
 - You cannot access the help you need to use TrueFiling.
 - You have a language barrier or are Limited English Proficient.

You do not need to prove you are exempt. If you are exempt **and** you choose not to use TrueFiling, check and sign the text box below. If you sign below, you can only give documents to the court by mail or in person. You cannot email them.

☐ I certify that I am exempt from using TrueFiling for a reason listed in AB 92.

Signature: _____ Print or Type Name: _____

☐ I certify that I am exempt from using TrueFiling for a reason listed in AB 92.

Signature: _____ Print or Type Name: _____

Information about Filing Your Documents & Next Steps

1. **Using TrueFiling:** Create a TrueFiling account and log in. Upload this complaint and all attachments as one "bundle." See instructions at ak-courts.info/tfhowto.
Not Using TrueFiling: Make two copies of the complaint and all attachments. The copies are for each of you for your records. Bring the originals to the court in person or mail it (court directory: ak-courts.info/dir).
2. There is a **fee** to file a case (see fee amounts at ak-courts.info/courtfees). In TrueFiling, pay the fee with a credit or debit card. In person, you can pay the court clerk with most forms of payment. By mail, include a check or money order. If you **cannot afford** the fee, ask the court to waive it. Call the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851, or attach form [TF-920](#) to request a waiver from the judge. Nothing will happen in your case until you pay or the court approves your waiver.
3. After you open the case, the court clerk will usually give you both a "Standing Order" that has important information about your case. Make sure to read it carefully and follow it. The clerk will also send you both a notice with the date, time, and place of the court hearing to finalize your case.

For more help, call the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851. Or visit the self-help website at ak-courts.info/family.

