

Person Filing Motion:

Name: _____ Phone: _____

Mailing Address: _____

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

List court location, names of parties, and case number exactly as shown on original court order.

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT __________
Parent A (Plaintiff)_____
Parent B (Defendant)

Case Number: _____

MOTION TO CHANGE ALASKA ORDER ABOUT
☐ **PARENTING PLAN (Custody)** ☐ **CHILD SUPPORT**☐ There is an open Child-in-Need-of-Aid (CINA) Case.

Court Location: _____ Case number (if known): _____

1. PARENT INFORMATIONIf for any reason you do not want the other parent to know your current address or employer, you do not need to provide that information. However, you **must** provide a mailing address where the court and the other parent can mail you required documents. That address may be in care of another person as long as you will receive all papers sent to you.**Parent A:**

Full name: _____ Date of birth: _____

Mailing address: _____

Residence address (if different): _____

Email: _____ Phone: _____

Most recent employer: _____

Dates of employment: _____

Employer's address: _____

Parent B:

Full name: _____ Date of birth: _____

Mailing address: _____

Residence address (if different): _____

Email: _____ Phone: _____

Most recent employer: _____

Dates of employment: _____

Employer's address: _____

Custodian (other than parent):

Full name: _____ Date of birth: _____

Mailing address: _____

Residence address (if different): _____

Email: _____ Phone: _____

2. CHILDREN

List the names of all children covered by your most recent court order.

[illegible]

[Attach extra pages for any additional children.]

Is the parenting plan and schedule for each child the same as ordered by the court in its most recent order? ☐ Yes ☐ No

If your answer is "no" for any child, explain in detail how the child's current schedule or parenting plan arrangement is different from what the court ordered.

[Attach extra pages if necessary. Write only on one side of the page.]

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

3. CHANGE IN PARENTING PLAN

A change in the children's schedule will not be granted unless there has been a substantial change in circumstances since the last order was entered. The change must also be in the best interests of the children. See the last page of the instructions (form [DR-701](#)) about "best interests."

Do you want the court to change the parenting plan? [This includes changes to the children's schedule (custody or visitation times), as well as any other piece of the order besides child support.]

☐ No.

☐ Yes. [Explain below in detail what changes you want the court to order and why. Attach additional pages if necessary. Write only on one side of the page.]

If there is a change in the children's schedule, the court is required to consider whether the child support order must also be changed.

Travel Expenses. Travel expenses necessary for a parent to have parenting time with the children should be divided between the parents as follows:

4. CHANGE IN CHILD SUPPORT

In order to increase or decrease support payments because of a change in income of the parent making the payments, the change must be both long-term and significant. The court will not modify a support order because of a minor or temporary increase or decrease in income. Generally, a change in income is considered significant if it would raise or lower the support payments by 15% or more **or** if it would change which parent owes support. **You must attach any documentation you have that supports your request. Examples include pay stubs, tax returns, and proof of social security or disability benefits. Include proof of any deductions you are claiming.**

I want the support payments for the above children to be

☐ **increased** ☐ **decreased** ☐ **no change in support payments**

[Check all of the following boxes that explain why you are requesting an increase or decrease. Attach extra pages if necessary. Only write on one side of the page.]

a. ☐ There has been a change in **the income** of one or both parents that would change the amount of child support owed **or** would change which parent owes support. [If you check this box, attach documentation of the increase or decrease in income and explain why it has occurred.]

b. ☐ There has been a change in **the children's schedule** that changes the type of custody or percentage of shared custody between the parents. [If you check this box, list the dates when the living arrangements changed, explain what the current living arrangements are, and attach any documents you have to support your claim.]

c. ☐ There has been a change in the availability or cost of **medical insurance** for the children or **medical expenses** for the children have significantly increased or decreased. [Describe what the change should be and attach all available documents that support the requested change.]

d. ☐ Other Change. [Be specific and attach any supporting documents.]

Income Withholding. I understand that the court's modification order must require that the support amount be immediately withheld from the obligor's income unless one of the **three exceptions** shown below applies.

I request that the court **not** order immediate income withholding, because:

1. ☐ **Alternative Payment Arrangement.**

The other parent and I agree on the alternative payment arrangement¹ described in the attached document signed by both of us (and by CSED if support has been assigned to the state); **and**

- if CSED is enforcing the support order, CSED has entered this agreement into its record; **and**
- an income withholding order has not been terminated previously and subsequently initiated; **and**
- the obligor has agreed to keep the obligee (or CSED, if CSED is enforcing the order) informed of the obligor's current employer and the availability of employment-related health insurance coverage for the children until the support order is satisfied.

2. ☐ **Not in Best Interests of Children.**

Immediate income withholding would not be in the best interests of the children, because:

and

- the obligor made voluntary support payments under a court or agency order, and has not been in arrears in an amount equal to the support payable for one month;

and

- the obligor agreed to keep the obligee (or CSED, if CSED is enforcing the order) informed of the obligor's current employer and the availability of employment-related health insurance coverage for the children until the support order is satisfied.

3. ☐ **Obligor Receives Other Compensation.**

The obligor is receiving social security or other disability compensation that includes regular payments to the children at least equal to the support owed each month. To the extent these payments to the children do not satisfy the monthly amount owed, I request that the remaining amount due be immediately withheld from the obligor's income pursuant to AS 25.27.062.

¹ The following are some examples of alternative payment arrangements: having a military allotment paid to the obligee; advance payment of two months' support to the obligee as security for future payments; or an automatic funds transfer from the obligor's bank or employer to the obligee.

5. REQUIRED ATTACHMENTS. Each of the items listed below **must** be attached to this motion. Check each box to indicate that you completed and attached the item.

- ☐ A copy of your most recent child support order
- ☐ *Child Custody Jurisdiction Affidavit* (form [DR-150](#))
- ☐ *Child Support Guidelines Affidavit* (form [DR-305](#))
- ☐ All documents needed to support your request for a change to the parenting plan or child support.
- ☐ *Notice of Motion* (form [DR-710](#))
- ☐ Filing fee in the amount specified in [Administrative Rule 9\(b\)\(11\)](#) or *Request for Exemption from Payment of Fees* (form [TF-920](#))

Required if one of these specific types of custody has been ordered or requested:

- ☐ *Shared Custody Child Support Calculation* (form [DR-306](#))
- ☐ *Divided Custody Child Support Calculation* (form [DR-307](#))
- ☐ *Hybrid Custody Child Support Calculation* (form [DR-308](#))

6. OATH OR AFFIRMATION

Sign this in front of a notary. A court clerk can provide this notary service for you for free. Bring a photo ID with you for the notarization. If you do not have access to a notary or court clerk, you may fill out and attach *Self Certification (No Notary Available)* (form [TF-835](#)).

I swear or affirm that the above statements and any attachments are true to the best of my knowledge and belief.

Date

Signature of Person Filing Motion

Print or Type Name

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: _____

****See instructions for the REQUIRED service 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 get 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: _____

You must give a copy of this form (and everything attached to it) to every party in the case. This is called "service." If the other party was represented by a lawyer during the case, and the case has been closed **less than a year**, serve the lawyer. If it has been **one year or more** since the case was closed, serve the other party directly. If the other party represented themselves during the case, serve the other party directly, no matter how long the case has been closed.

Use TrueFiling to serve the other party if:

- Both you and the other party are using TrueFiling.
- You are using TrueFiling and the other party gave their email address to the court.

Use the Certificate of Service below if:

- The other party is not using TrueFiling and did not give their email address to the court.
- TrueFiling is not available - check TrueFiling availability at <https://ak-courts.info/tfcourts>
- You are exempt from using TrueFiling.

Certificate of Service

I certify on _____ at _____ *[date/time]* I gave a copy of this document **and** any attachments by ☐ mail. ☐ hand-delivery. ☐ TrueFiling. ☐ email. *[You can only use email if the other party provided an email address to the court].*

I served these people: _____

Signature: _____