

INSTRUCTIONS FOR COMPLAINT FOR DIVORCE with CHILDREN

1. What forms do I need to fill out when filing for divorce? (Use this as your checklist.)

REQUIRED

- Complaint for Divorce With Children**, [DR-817](https://ak-courts.info/dr817), ak-courts.info/dr817
- Child Custody Jurisdiction Affidavit**, [DR-150](https://ak-courts.info/dr150), ak-courts.info/dr150
- Child Support Guidelines Affidavit**, [DR-305](https://ak-courts.info/dr305), ak-courts.info/dr305
- Information Sheet**, [DR-314](https://ak-courts.info/314), ak-courts.info/314
- Certificate of Divorce, Dissolution of Marriage, or Annulment**, [VS-401](https://ak-courts.info/vs401), ak-courts.info/vs401
- Summons**, CIV-100, [Select your location from the list at ak-courts.info/civ100.]

OPTIONAL (depending on your situation)

- If you do **not** use TrueFiling: **Case Description Form**, [CIV-125S](https://ak-courts.info/civ125s), ak-courts.info/civ125s
- If shared custody: **Shared Custody child support calculation** [DR-306](https://ak-courts.info/dr306), ak-courts.info/dr306
- If divided custody: **Divided Custody Support Calculation**, [DR-307](https://ak-courts.info/dr307), ak-courts.info/dr307
- If hybrid custody: **Hybrid Custody Child Support Calculation**, [DR-308](https://ak-courts.info/dr308), ak-courts.info/dr308
- Application for CSED Services**, [DR-315](https://ak-courts.info/dr315), ak-courts.info/dr315
- Request for Exemption from Payment of Fees**, [TF-920](https://ak-courts.info/tf920), ak-courts.info/tf920

2. How do I fill out the Complaint for Divorce with Children?

The Complaint asks for information about you, your spouse, any marital property or debt, and your children. List the children's names and birthdays and describe what parenting plan you want.

3. How do I fill out the Child Support Guidelines Affidavit & Child Custody Jurisdiction Affidavit?

- Answer each question completely. See [How to Fill out the Child Support Guidelines Affidavit](https://ak-courts.info/dr305howto), ak-courts.info/dr305howto.
- The Child Support Guidelines Affidavit requires that you include your most recent tax return, 3 pay stubs, and documents that show information about any deductions you want to claim.
- You must sign these forms in front of a notary public. A court clerk can provide this notary service for you for free if you bring the documents to court. Bring a photo ID with you for the notarization. If you do not have access to a notary or court clerk, you can fill out and attach **Self-Certification (No Notary Available)** [TF-835](https://ak-courts.info/tf835), ak-courts.info/tf835.

4. What is my case type?

When you start a case, you need to tell the court the case type.

When you start your case in TrueFiling, use the "Initiate Case" button for Domestic Relations cases. Enter:

- the location of the court you are filing in.
- for Case Type: **Divorce or Custody with Children**
- for Case Sub-Type: **Spouses with Minor children (or pregnant) do NOT agree (or are unsure) on All Issues to End Marriage**

If you do not use TrueFiling,

- fill out and file **Case Description Form, CIV-125S**, ak-courts.info/civ125s
- check the box for **Spouses with Minor children (or pregnant) do NOT agree (or are unsure) on All Issues to End Marriage.**

5. How do I fill out the *Information Sheet*?

- Fill in all of the information requested in # 1, 2 and 3.
- Provide complete information for yourself and the children in the case, and your spouse if you know it.
- Sign your name and date.

6. How do I fill out the *Summons*?

Find the CIV-100 Summons for your court location from the list at ak-courts.info/civ100.

Fill-in the blank spaces in the top half of the form, except the case number. When you file your papers, the clerk completes the lower half, and assigns your judge and case number.

7. How do I fill out the *Certificate of Divorce*?

This form goes to the Bureau of Vital Statistics after the divorce is final.

- Complete the "Parties' Information" section, boxes 9-32.
- If you are filling out by hand, use black ink and use your neatest handwriting. If you make a mistake, start over with a blank form. This form will be sent to the Health Analytics and Vital Records office after the divorce is granted, and they will not accept forms with cross-outs or other corrections on them.
- **Important:** You must submit this form to the court so that Health Analytics and Vital Records can record your divorce. If your divorce is not recorded, you may not be able to remarry, apply for a new license, or receive certain benefits.

8. What do I do with the completed forms?

Read ***How to Start a Contested Case, SHC-181***, ak-courts.info/shc181.

File your documents. File all of your completed forms with the court. You must use the court's electronic filing platform, 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 at the end of your Complaint form.

9. What happens next?

The court will set a hearing to schedule the trial date after the other side files an Answer. Usually, the purposes of the hearings are to discuss the trial date and trial deadlines, determine if the parties want a formal or informal trial, and learn if the parties want to try mediation.

Learn about the difference between formal and informal trials in **Domestic Relations Trials – Understanding the Two Options**, [PUB-45](#), ak-courts.info/pub45.

10. Are there other resources?

- The Family Law Self-Help Center has legal information for people without lawyers. Call (907) 264-0851 or (866) 279-0851. Staff can also answer questions about using the court's TrueFiling electronic filing system.
- Visit the court's family law self-help page: ak-courts.info/selfhelp
- Learn about representing yourself at: ak-courts.info/findlawyer
- Learn about the court's TrueFiling system at: ak-courts.info/dr305howto
- The Zoom Family Law Education Class explains the court process for people who do not have lawyers. Learn about the class at: ak-courts.info/flecinfo
- The Zoom Hearing and Trial Preparation class helps people without lawyers prepare for a hearing or trial. Learn about the class at: ak-courts.info/HTP
- The court offers parents free mediation to help you draft a parenting plan agreement. To request this, use *Request for Court-Sponsored Parenting Plan Dispute Resolution*, [MED-405](#), ak-courts.info/med405.
- If you are having difficulty co-parenting, you can participate in the court's co-parenting coaching program. Learn about the program at: ak-courts.info/cpp. The class costs \$43. You complete a 6-unit online class and receive 3 free coaching sessions with a Parenting Plan Facilitator. Both parents can ask to attend by filing *Joint Request for Court's Co-Parenting Program*, [MED-460](#), ak-courts.info/med460. One parent can ask to attend by filing *Request for Court's Co-Parenting Program*, [MED-461](#), ak-courts.info/med461.