

PACKET

UNCONTESTED COMPLAINT FOR LEGAL SEPARATION WITHOUT MINOR CHILDREN

Form Number	Form Name
WHERE CAN I FIND MORE INFORMATION?	
<u>DR-851</u>	Instructions are available online at https://public.courts.alaska.gov/web/forms/docs/dr-851.pdf Printed copies are available for customers with limited or no internet access.
WHAT IS INCLUDED IN THIS PACKET?	
<u>DR-852</u>	Uncontested Complaint for Legal Separation without Minor Children
<u>DR-314</u>	Information Sheet
<u>CIV-125S</u>	Case Description Form

September 2025 Alaska Court System

The statutes, court rules, and most of the forms referenced in this packet are available on the court's website at www.courts.alaska.gov. The website also has information about the court system's Family Law Self-Help Center. The Center may be able to help you with questions about court procedure.

Spouse 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.

Spouse 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 _____
[location of court]Spouse A: _____
(Plaintiff)Spouse B: _____
(Defendant)Case No. _____
[leave blank, court will fill in]**UNCONTESTED COMPLAINT FOR LEGAL SEPARATION WITHOUT CHILDREN**Were **any** children born or adopted during the marriage that are still minors? ☐ Yes ☐ NoDo you have any minor children **together**, that were born or adopted from **before** the marriage? ☐ Yes ☐ NoIs a spouse pregnant? ☐ Yes ☐ NoIf you marked "Yes" to **any** question, **STOP**. Do not use this form. Use *Uncontested Complaint for Legal Separation with Children*, [DR-847](#). If you marked "No" to **all** questions, continue with this form.

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

- Spouse A is a resident of ☐ the State of Alaska. ☐ _____.
Spouse B is a resident of ☐ the State of Alaska. ☐ _____.
- Date of marriage: _____ Place of marriage: _____
Date of separation: _____
- Have you previously been granted a legal separation for this marriage by any court?
☐ No
☐ Yes. [**STOP**. Under Alaska law, you cannot be granted a legal separation more than once. You will need to file for divorce, dissolution, or some other relief.]
- There is an incompatibility of temperament between us that makes it impossible to live together, but we want to stay legally married to preserve or protect significant legal, financial, social, or religious interests. We understand that:
 - A legal separation is **not** a required step before getting a divorce or dissolution.
 - We will stay legally married.
 - The court will divide the marital property and debt we received during the marriage (from the date of marriage until the date of separation).

5. Property and Debt

- ☐ We have already divided all marital property and debt so there is none for this court to divide. We can each keep what we have in our possession or control. [Go to section 6.]
- ☐ There is marital property and debt for the court to divide in a fair and equitable manner.
- ☐ We attached a *Property & Debt Worksheet*, SHC-1000 [Word](#) | [PDF](#).
- ☐ Below is a list of our assets and debts, and our agreement about dividing our assets and debts. **We believe the division below is fair and just.**

A. Real Property (land and buildings) provide street address or legal description	Value	Got during Marriage		Currently Owned By			To Be Given To		
		yes	no	A	B	JT*	A	B	JT
_____	\$ _____								
_____	\$ _____								
_____	\$ _____								
_____	\$ _____								

*For jointly owned real property at address _____:

- a. ☐ **We will sell the property** and split any profit with _____% to Spouse A and _____% to Spouse B. Until sold, ☐ Spouse A ☐ Spouse B will make all payments and decisions about the property, and ☐ will be ☐ will not be reimbursed from sale proceeds before any profit is paid.
- b. ☐ **Buy Out.** ☐ Spouse A ☐ Spouse B will buy the other spouse's interest in the property in an amount equal to _____ % of the fair market value. We also agree that ☐ the amount of this payment will be \$_____ or ☐ we will have a licensed appraiser or real estate broker determine the property's fair market value. We will select the appraiser or broker together.
- c. ☐ _____

[Attach extra pages for other real property that is owned jointly.]

A. Motor Vehicles (car, truck, RV, ATV, boat, snow machine, etc.). [List make and model; license, registration, or vehicle ID number.]	Value	Acquired During Marriage		Currently Possessed By			To Be Awarded To		
		yes	no	A	B	JT	A	B	JT
_____	\$ _____								
_____	\$ _____								
_____	\$ _____								
_____	\$ _____								
_____	\$ _____								
_____	\$ _____								

- C. Other Property (furniture, appliances, jewelry, computers, guns, tools, bank accounts, etc.)
[For bank or other financial accounts, list the last 3 digits of the account number and the name of the issuing institution.]

	Value	Acquired During Marriage		Currently Possessed By			To Be Awarded To		
		yes	no	A	B	JT	A	B	JT
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								

[Attach extra pages for other vehicles or personal property.]

- D. Retirement Benefits. We understand that this agreement is only between us and that the retirement or pension plan provider may require other documents to accept our agreement. We also understand that the court will not draft for us any documents, including a qualified domestic relations order (QDRO), that divide the retirement.

- ☐ Neither of us earned retirement or pension benefits during the marriage.
☐ One or both of us earned retirement or pension benefits during the marriage:
☐ Spouse A earned retirement or pension benefits during the marriage:

Last 3 numbers of account	Value of account	Being paid now? (Y/N)

- ☐ Spouse B earned retirement or pension benefits during the marriage:

Last 3 numbers of account	Value of account	Being paid now? (Y/N)

- ☐ We agree that we will each keep our own retirement and pension benefits.
This is fair and equitable, because:

- ☐ Our agreement about the distribution of retirement or pension benefits is attached. If the agreement is not accepted by the retirement or pension plan administrator as a qualified domestic relations order (QDRO), we agree that the court, upon motion by a party, may make any necessary changes. If changes are necessary, we agree that the effective date of the order will be the date of our original legal separation decree.

A copy of the present value statement from the plan administrator for each retirement account is attached. [Note: **This is required. An account statement is not the same as a present value statement.**]

E. Debts

[List **all debts** owed by either party, whether or not it is a joint debt (for example, mortgages, car loans, credit card balances, past due or unpaid bills, etc.). List total amount of outstanding debt (not monthly payments) and who it is owed to. For credit card, bank card, or debit card accounts, list the last 4 digits of the account number and the name of the issuing institution. **Note:** Even though you agree which spouse is responsible to pay a debt that is in both of your names, the bank or other creditor may still hold the other spouse responsible for the debt if payments are not made.]

Debt Owed To	Amount	Incurred During Marriage		Currently Owed By			To Be Paid By		
		yes	no	A	B	JT	A	B	JT
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								
	\$								

F. Transfer Deadline.

All **payments** from one spouse to the other spouse will be done by _____.

All **documents** necessary to carry out this agreement (for example: signing quit claim deeds, refinancing, transferring title, etc.) will be done by _____.

Any **property** stored by one party for the other will be transferred by _____.

6. **Other Agreements** [For example: lawyer's fees, spousal support, etc.]

REQUEST FOR RELIEF

We request that the court:

1. Issue a decree of legal separation.
2. Enter a final order and judgment regarding property and debt, as requested in section 5.
3. ☐ Other: _____

We attached the following **REQUIRED** forms:

- ☐ *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](#)
- ☐ *Property & Debt Worksheet*, SHC-1000 [Word](#) | [PDF](#)
- ☐ Other: _____

Date

Signature of Spouse A

Date

Signature of Spouse B

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](#).
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 divorce.

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.

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](#).



Clerk: This form is CONFIDENTIAL and must be kept in a confidential envelope or file.

Information Sheet

Case Number: _____ Court Location: _____

- ☐ I am not filling out the following three paragraphs because an Information Sheet providing all this information has already been filed in this case and I agree the information is correct.

1. Full Name of Party A/Parent A: _____

Date of Birth: _____ Social Security No.* _____

2. Full Name of Party B/Parent B: _____

Date of Birth: _____ Social Security No.* _____

3. Children Involved in This Case:

<u>Full Name of Child</u>	<u>Date of Birth</u>	<u>Social Security Number*</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above information is correct.

[If you are filing an uncontested case together with the other party, **both** must sign below.]

_____	_____	_____
Date	Signature of Party 1	Print or Type Name of Party 1

_____	_____	_____
Date	Signature of Party 2	Print or Type Name of Party 2

* Disclosure of social security numbers is mandatory under AS 25.24.210(f), AS 18.50.280(a) and 42 USC 666(a)(13). The numbers may be used to insure compliance with the child support order.

CASE DESCRIPTION FORM – SUPERIOR COURT

Case Number: _____

This form is **not** required for cases filed electronically through the court's TrueFiling program. For District Court cases, use form [CIV-125D](#). For more information on whether to file in Superior Court or District Court, see form [CIV-126](#), *Information Sheet - Superior vs. District Court*.

Type of Action		For Court Use Only	
<i>Check the box that best describes the case. Mark ONE box only.</i>		Case Type	Action Code
Domestic Relations (family law – divorce, legal separation, court-ordered parenting plans, paternity, etc.)			
Spouses with Minor Children (or pregnant) Agree on All Issues to End Marriage	Div or Cust w/Children	CISUDVC	
Spouses with Minor Children (or pregnant) do not Agree (or are unsure) on All Issues to End Marriage	Div or Cust w/Children	CISDVC	
Spouses without Minor Children (and not pregnant) Agree on All Issues to End Marriage	Divorce without Children	CISUDIV	
Spouses without Minor Children (and not pregnant) do not Agree (or are unsure) on All Issues to End Marriage	Divorce without Children	CISDIV	
Unmarried Parents Agree on Parenting Plan	Div or Cust w/Children	CISUCUS	
Unmarried Parents do not Agree (or are unsure) on Parenting Plan	Div or Cust w/Children	CISCUS	
Child Custody or Visitation by Person Other than Parent	Domestic Relations Other	CIVIS	
Property Division – Unmarried Partners	Domestic Relations Other	CISPROP	
Stay Legally Married (have minor children or pregnant) - Agree on Property/Debt Division and Parenting Plan	Legal Separation	CIUCLS	
Stay Legally Married (have minor children or pregnant) - do not Agree (or are unsure) on Property/Debt Division or Parenting Plan	Legal Separation	CICLS	
Stay Legally Married (no minor children and not pregnant) - Agree on Property/Debt Division	Legal Separation	CIUSLS	
Stay Legally Married (no minor children and not pregnant) – do not Agree (or are unsure) on Property/Debt Division	Legal Separation	CISLS	
Annul (void) a Marriage	Domestic Relations Other	CIANNUL	
Paternity – Determine Person is Biological Father	Domestic Relations Other	CISPAT	
Paternity – Determine Person is not Biological Father	Domestic Relations Other	CIDPAT	
Paternity – Determine Both Biological and Non-Biological Father	Domestic Relations Other	CIDEPAT	
Genetic Testing - Failure to Comply with Order for Testing	Domestic Relations Other	CIOSCP	
Administrative Child Support Order – Modify or Enforce	Domestic Relations Other	CIPCS	
Alaska PFD or Native Dividend – Request Order	Domestic Relations Other	CIPND	
Foreign Orders (may include orders from tribal courts, other U.S. state or federal courts, and other countries)			
Register Support Order (may include motion to modify support)	Domestic Relations Other	CIUIFSA	
Register Custody Order (may include agreement to modify custody)	Domestic Relations Other	DR483REG	
Register Custody Order with Motion to Modify Custody	Domestic Relations Other	DR483	
Register Tribal Court Custody Order	Domestic Relations Other	DR483REGT	
Register Custody & Support Order (may include agreement to modify custody and/or support)	Domestic Relations Other	CIFCSREG	
Register Custody & Support Order with Motion to Modify Support Only [If modifying custody, use next option.]	Domestic Relations Other	CIFCSMS	
Register Custody & Support Order with Motion to Modify Custody (may also ask to modify support)	Domestic Relations Other	CIFCSMC	
Register Domestic Relations Order (not custody or support)	Domestic Relations Other	CIDRFJ	
Register Tribal Court Domestic Relations Order (not custody or support)	Domestic Relations Other	CIDRFJT	
Petition for Expedited Enforcement of Non -Registered Custody Order	Domestic Relations Other	DR488	
Register Money Judgment from another State or Country	Foreign Judgment Sup Court	CISFOJ	
Register Non-Money Judgment from another U.S. Court	Superior Court Misc Petition	CISFNMJ	
Register Tribal Court Change of Name Order - Adult	One Party Misc Civil	CICONT	
Register Tribal Court Change of Name Order - Minor	One Party Misc Civil	CICONMT	

Type of Action	For Court Use Only	
<i>Check the box that best describes the case. Mark ONE box only.</i>	Case Type	Action Code
Debt/Contract		
Debt Collection	Civil Superior Court	CISDEB
Claim by Buyer against Seller of Goods/Services	Civil Superior Court	CISCLAIM
Employment – Discrimination	Civil Superior Court	CISEMPD
Employment – Other than Discrimination	Civil Superior Court	CISEMP
Other Contract	Civil Superior Court	CISOCT
Real Property (land or buildings)		
Condemnation	Civil Superior Court	CISCNDM
Foreclosure	Civil Superior Court	CISFOR
Quiet Title (establish ownership)	Civil Superior Court	CISQIT
Real Property Tax Foreclosure	Superior Court Misc Petition	CISTAX
Other Real Estate Matter	Civil Superior Court	CISREM
Landlord/Tenant		
Eviction (may include rent and damages)	Eviction-Superior Court	CISFED
Other Landlord/Tenant (no eviction)	Civil Superior Court	CISLT
Malpractice (misconduct while engaged in professional services)		
Legal Malpractice	Civil Superior Court	CISLMP
Medical Malpractice	Civil Superior Court	CISMMP
Other Malpractice	Civil Superior Court	CISOMP
Tort (unlawful act that causes harm, other than breach of contract)		
Wrongful Death	Civil Superior Court	CISPID
Automobile Tort (but not wrongful death)	Civil Superior Court	CISIDA
Claim against Owner of Real Property for Personal Injury	Civil Superior Court	CISPIO
Product Liability (defective item from manufacturer or seller)	Civil Superior Court	CISPL
Intentional Tort (for example: assault, battery, vandalism)	Civil Superior Court	CISIT
Slander/Libel/Defamation	Civil Superior Court	CISSLD
Other Tort	Civil Superior Court	CISIDO
Approval of Minor Settlement – Civil Petition <i>[May also file in probate.]</i>	Superior Court Misc Petition	CISPET
Other Civil		
Election Contest or Recount Appeal	Civil Superior Court	CISELE
Change of Name - Adult	Change of Name	CICON
Change of Name - Minor	Change of Name	CICONM
Confession of Judgment (all sides agree to entry of court order - not domestic relations)	Civil Superior Court	CISCONF
Structured Settlement – AS 09.60.200	Superior Court Misc Petition	CISSS
Administrative Agency Proceeding – Request for Court Assistance	Superior Court Misc Petition	CISWRNT
Arbitration - Action under Uniform Arbitration Act	Civil Superior Court	CISAP
Fraud	Civil Superior Court	CISFRAUD
Unfair Trade Practice and Consumer Protection	Civil Superior Court Clerk: Issue form CIV-128	CISUTP
Writ of Habeas Corpus (request for review of legality of detention)	Civil Superior Court	CIWHC
Fish & Game - Abatement & Forfeiture of Equipment	Superior Court Misc Petition	CISAF
Appointment of Trustee Counsel	Superior Court Misc Petition	CISTC
Action under Alaska Securities Act	Civil Superior Court	CISASA
Quarantine and Isolation	Superior Court Misc Petition	CISQI
Other Superior Court Complaint	Civil Superior Court	CISOCI
Other Superior Court Petition – More than One Party	Superior Court Misc Petition	CISPET
Other Superior Court Petition – One Party	One Party Misc Civil	CISOPMC

Type of Action		For Court Use Only	
<i>Check the box that best describes the case. Mark ONE box only.</i>		Case Type	Action Code
Post-Conviction Relief to Superior Court			
<input type="checkbox"/>	Post-Conviction Relief (after felony or misdemeanor conviction and sentencing in superior court)	Post-Conviction Relief-Sup Ct	CISPCR
Appeal to Superior Court - From Administrative Agency			
<input type="checkbox"/>	Election Contest or Recount Appeal <i>[See Other Civil category.]</i>		
<input type="checkbox"/>	Department of Motor Vehicles (DMV) Appeal	Appeal from Admin Agency	CIADDMV
<input type="checkbox"/>	Employment Security and Unemployment Benefits Appeal	Appeal from Admin Agency	CIADRESA
<input type="checkbox"/>	Administrative Agency Appeal - Other	Appeal from Admin Agency	CIADR
<input type="checkbox"/>	Request for Relief from Child Support Enforcement Division (CSED) License Action	Petition for Review or Relief	CICSED
<input type="checkbox"/>	Request for Review of Non-Final Administrative Agency Decision	Petition for Review or Relief	CIPRA
<input type="checkbox"/>	Request for Relief from Administrative Agency Delay - AS 44.62.305	Petition for Review or Relief	CIPRLF
Appeal to Superior Court - From District Court			
<input type="checkbox"/>	Civil Appeal	Appeal from District Court	CIACI2
<input type="checkbox"/>	Criminal Appeal	Appeal from District Court	CIACRM
<input type="checkbox"/>	Minor Offense Appeal	Appeal from District Court	CIAMO
<input type="checkbox"/>	Small Claims Appeal	Appeal from District Court	CIASC
<input type="checkbox"/>	Request for Review of Civil, Criminal, or Minor Offense Case Decision	Petition for Review or Relief	CIPRD2
<input type="checkbox"/>	Petition for Review of a Small Claims Decision	Petition for Review or Relief	CIPRSC