

Name: _____ Phone: _____

Mailing Address: _____

[You must give a mailing address for the court and other parties to mail you required documents. You can use any address, as long as you will get all mail sent to this address as soon as it is delivered.]

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) [your full name]

Spouse B: _____ Case No. _____
(Defendant) [full name of other party] [leave blank, court will fill in]

COMPLAINT FOR LEGAL SEPARATION WITHOUT CHILDREN

I, _____ [your name], state that the following facts are true and request the following relief:

Were **any** children born or adopted during the marriage that are still minors? Yes No
 Do you have any minor children **together**, that were born or adopted **before** the marriage?
 Yes No
 Is a spouse pregnant? Yes No
 If you marked "Yes" to **any** question, **STOP**. Do not use this form. Use *Complaint for Legal Separation with Children, DR-857*. If you marked "No" to **all** questions, continue with this form.

1. I am a resident of the State of Alaska. _____.
My spouse is a resident of the State of Alaska. _____.
2. Date of marriage: _____ Place of marriage: _____
Date of separation: _____
3. 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.]
4. There is an incompatibility of temperament between my spouse and me that makes it impossible to live together, but I want to stay legally married to preserve or protect significant legal, financial, social, or religious interests. I understand that:
 - A legal separation is **not** a required step before getting a divorce or dissolution.
 - I will stay legally married to my spouse.
 - The court will divide the marital property and debt my spouse and I 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.
 - I have attached a *Property & Debt Worksheet*, SHC-1000 [Word](#) | [PDF](#).

I am aware of the following property bought, earned, or received during the marriage:

- Home. Value: \$_____ Mortgage Amount: \$_____
- Other Building [describe]: _____
Value: \$_____ Mortgage Amount: \$_____
- Land [describe]: _____
Value: \$_____ Mortgage Amount: \$_____
- Vehicle (car, truck, snow machine, boat, etc.): _____
Value: \$_____ Loan Amount: \$_____
- Vehicle (car, truck, snow machine, boat, etc.): _____
Value: \$_____ Loan Amount: \$_____
- Vehicle (car, truck, snow machine, boat, etc.): _____
Value: \$_____ Loan Amount: \$_____
- Vehicle (car, truck, snow machine, boat, etc.): _____
Value: \$_____ Loan Amount: \$_____
- Furniture Household Goods Guns Jewelry Tools Artwork
- Other Valuable Personal Property [list]: _____

- Bank Accounts [list bank name and last four of account number]: _____

- Stocks, Bonds, Crypto, Other Financial Instruments [describe]: _____

- Spouse A's Retirement Savings
 - 401(k)/403(b) account IRA Pension (PERS, TRS, FERS, etc.)
 - Military SBS Other: _____
- Spouse B's Retirement Savings
 - 401(k)/403(b) account IRA Pension (PERS, TRS, FERS, etc.)
 - Military SBS Other: _____
- Other: _____

I am aware of the following debt and other liabilities incurred during the marriage, not already listed above:

- Credit card debts [list card name and last four of account number]: _____

- Unpaid medical bill Unpaid utility bill Unpaid cell phone bill
- Student loans Liens on the home Other unpaid bill: _____
- Other: _____

6. **Other requests or information I want the court to know about:**

[For example: lawyer’s fees, spousal support, etc. If you want the court to award you lawyer’s fees or spousal support before the end of the case, you must file a separate motion in addition to writing it in this section. See ak-courts.info/motpac for forms.]

REQUEST FOR RELIEF

I 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: _____

I attached the following **REQUIRED** forms:

- Information Sheet*, form [DR-314](#)
- Summons*, form CIV-100 [Select your location from the list at ak-courts.info/civ100.]
- Case Description Form*, form [CIV-125S](#) [This is **not required** if you use TrueFiling.]

I 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

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: _____

Information about Filing and Serving Your Documents & Next Steps

(You do not need to file this page with the court)

Open the case and serve the other party

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: one for your records and one for the other party. Bring the original 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 send or give you a signed summons and usually a “Standing Order” that has important information about your case. If you got these papers electronically, print a copy for the other party.

4. You must give the other party a copy of
 - everything you filed with the court, and
 - the summons signed by the clerk, and
 - the standing order.

This is called “service.” When you start a case, you must serve these documents on the other party **one** of these ways:

- By certified mail with restricted delivery and return receipt, so that the other party must sign for the mail and the post office will send you a receipt.
- Hire a process server to serve them.

For details, read *How to Serve a Summons*, form [CIV-106](#).

Save the receipt or proof of service in case the other party does not file an answer.

Future service

After the case is open, service is different. If the other party has a lawyer, you must serve the lawyer instead of serving the other party directly.

If both of you use TrueFiling, you will complete service through TrueFiling. If not, service varies. See ak-courts.info/tfservice for instructions.

What to expect after you start your case and serve the other party

The other party has 20 days to respond to your complaint. Day 1 is the day after:

- The other party signed the certified mail with restricted delivery and return receipt. This date is on the green postcard or electronic receipt you got back from the post office.

OR

- The process server delivered your court documents to the other party. This date is on the process server’s proof of service.

The other party’s response to what you wrote in the complaint is called an “answer.” After the other party files their answer, the court will set a hearing and send you a notice with the date, time, and location of the hearing.

If the other party does not file and serve an answer, you can ask the judge to decide the case without hearing from them. This is called “default.” Read more at ak-courts.info/default.

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.

