

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

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

[Fill in the court location, names, and case number exactly the same as on the order.]

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

AT _____

Parent/Spouse A: _____
(Plaintiff)

Parent/Spouse B: _____ Case No. _____
(Defendant)

MOTION & AFFIDAVIT TO REDUCE TO JUDGMENT

I, _____ [your full name], swear or affirm that the following facts and circumstances are true to the best of my knowledge:

1. The other party has not given me the money and/or items listed below that were ordered in our ☐ divorce/dissolution decree ☐ child support order ☐ medical support order ☐ other _____. The judge signed the decree/order on _____.

2. The other party was ordered to:

A. Give me the following personal property:

Item	Value	Date Due
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

☐ See attached page(s) for more items and/or comments.

B. Pay me the following money:

Payment (child support, medical bills, cash for debts, etc.)	Value	Date Due
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

☐ See attached page(s) for more debts and/or comments.

3. Since these are owed to me and the other party did not pay me by the due date, I am asking the court to reduce these to judgment so that I may use all legal means of collection.

4. The total amount owed is \$_____.

5. ☐ I request interest on this amount. [**Note:** the interest rates vary for different types of debt. See below to help you calculate this total.]

A. The pre-judgment interest on total amount in section 4

Find the interest rate set by a statutory formula for the year the court enters the judgment in your case. Most debts use the same interest rates (which may change annually), but some kinds of debts have their own interest rates, such as child support arrearages (see AS 25.27.025). To find the interest rate for a given year, see *How to Determine Pre- & Post-Judgment Interest Rates*, [ADM-505](#), ak-courts.info/adm505.

To figure out the pre-judgment interest amount, use the following formula:

$$\begin{array}{ccccccc} \text{Total} & \times & \text{Interest} & \div & 100 & \div & 365 & \times & \# \text{ of} & = & \text{Amount of Interest} \\ \text{Amount} & & \text{Rate} & & & & & & \text{Days*} & & \text{Due for that Period} \\ \text{Owed} & & & & & & & & & & \end{array}$$

* "# of Days" means the number of days between the date due listed in the chart on page 1 and the date you file your motion.

EXAMPLE

Motion to Reduce to Judgment is filed November 22, 2021, claiming \$1,000 was not paid. The money has been due since March 16, 2021.

1. Principal amount and date it became due: \$1,000 due March 16, 2021

$$\begin{array}{ccccccc} 2. & \$1,000 & \times & 3.75 & \div & 100 & \div & 365 & \times & 251 & = & \$25.78 \\ & \text{Total Amount} & & \text{Annual} & & \text{Make} & & \text{Days} & & \text{\# of Days} & & \text{Interest} \\ & \text{Owed} & & \text{Interest} & & \text{Percentage} & & \text{In} & & \text{in Period} & & \text{Due} \\ & & & & & \text{Decimal} & & \text{Year} & & \text{3/16/21 -} & & \\ & & & & & & & & & \text{11/22/21} & & \end{array}$$

$$\begin{array}{rcl} 3. \text{ Principal:} & \$ 1,000.00 & \\ \text{Prejudgment Interest:} & + \quad 25.78 & \\ \text{New Balance Due:} & \$ 1,025.78 & \end{array}$$

$$\begin{array}{ccccccc} \underline{\hspace{2cm}} & \times & \underline{\hspace{2cm}} & \div & 100 & \div & 365 & \times & \underline{\hspace{2cm}} & = & \$ \underline{\hspace{2cm}} \\ \text{Total} & & \text{Interest} & & & & & & \# \text{ of} & & \text{Amount of} \\ \text{Amount} & & \text{Rate} & & & & & & \text{Days} & & \text{Interest Due} \\ \text{Owed} & & & & & & & & & & \end{array}$$

B. Add amounts from 4 (total amount owed) and 5A for total amount with interest.

\$

6. I am attaching the following documents:

- ☐ a copy of the decree or order that describes why this money is owed [REQUIRED]
☐ *Statement of Health Care Expenses*, form [DR-353](#)
☐ _____ additional pages summarizing money owed
☐ _____ additional pages with copies of relevant medical bills attached
☐ other: _____

NOTE: You must 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, attach "Self-Certification (No Notary Available), form [TF-835](#).

I swear or affirm that everything I wrote in this motion and any attachments are true to the best of my knowledge and belief.

Date

Signature of Person Filing Motion

Subscribed and sworn to or affirmed before me at _____ on _____

(SEAL)

Court clerk, notary public, or other
person authorized to administer oaths.
My commission expires: _____

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."

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: _____