

Person Filing Request

Full Name: _____

Mailing Address: _____

Email: _____ Phone: _____

I agree that the court and other parties can send me documents by email instead of regular mail.

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA AT _____
Court Location

In the Matter of the Protective Proceeding of

Full Name of Minor under Guardianship

Date of Birth: _____ Alaska Case No. _____
[Leave blank. Court will assign.]

**REQUEST TO REGISTER MINOR GUARDIANSHIP ORDER
OF ANOTHER STATE OR COUNTRY**
(AS 25.30.430)

[If you want to register a child support order associated with the guardianship, you must file a separate request. You can use the "Packet to Register a Support Order from Another State or Tribe" (form [DR-340](#)). There is no filing fee to register a child support order.]

1. I request to register with the Alaska Court System the attached minor guardianship order from another state.¹ another country.² I ask that the Alaska court confirm my registered order so that it has the same effect as if it were issued by an Alaska court.
2. I am the guardian. a parent of the minor. another party: _____
3. **Copies of the Order Being Registered.** I attached **two copies each** of the following documents, and at least one of the two copies is a **certified copy**:
 - The order appointing me guardian of the minor named above. ***[Required.]***
 - The Letters of Guardianship or Letters of Office. ***[Required.]***
 - Orders that modify (change) the original order. *[Only if applicable.]*

[If you don't already have a certified copy of any of these documents, you must request a certified copy from the court that issued the order.]

¹ "State" means a state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or a territory or insular possession subject to the jurisdiction of the United States. AS 25.30.909. The court does not have general-purpose forms for registering a minor guardianship from a tribal court, however, you may be able to use *Request to Register ICWA Tribal Court Custody Order* (form [CN-600](#)) if your situation applies.

² **Note to Person Filing Request:** If you are requesting to register an order from a foreign country, the court may require additional information from you before the order can be confirmed. For further instructions, read carefully any orders you receive from the Alaska court.

Note to Court Clerk: Orders issued from another country must be routed to the assigned judicial officer for review before processing a request to register. A judicial officer must determine whether that country's minor guardianship laws comply with AS 25.30.810 before the order can be confirmed or enforced.

4. Information about persons involved in this case. *[Attach extra pages if necessary.]*

a. **Guardian.** Name: _____
Mailing Address: _____
Email: _____ Phone: _____

b. **Parent A.** Name: _____
 Parent A is not required to be notified of this registration, because:
 Parent A has died. Parent A's parental rights have been terminated.
*[If you did **not** check the box above, fill out the contact information for Parent A.]*
Mailing Address: _____
Email: _____ Phone: _____

c. **Parent B.** Name: _____
 Parent B is not required to be notified of this registration, because:
 Parent B has died. Parent B's parental rights have been terminated.
*[If you did **not** check the box above, fill out the contact information for Parent B.]*
Mailing Address: _____
Email: _____ Phone: _____

d. Other person with custody or visitation rights. Name: _____
Mailing Address: _____
Email: _____ Phone: _____

5. The order I want registered has **not** been vacated (canceled or dismissed), stayed (put on hold), or modified (changed), except as shown in the attached modification orders, if any.

6. **Method of Giving Notice.**

*[The court is required to give notice of this request to the persons listed in section 4, with the exception of parents who have died or whose parental rights have been terminated. The court will send this notice by first-class mail. If you want proof that the other party received the notice, you can ask the court to use another method instead **and** pre-pay the costs. It is your choice which method to use. You only need to use one method.]*

I ask that the court notify the other people in this case of this registration request by:

First-Class U.S. Mail (no charge).

Certified Mail. I attached the following:

- A check payable to the Alaska Court System for the \$5.00 court fee for service by certified mail for each person needing to be served
- A 9" x 12" envelope pre-addressed to each other party
- Postal forms for certified mail (Certified Mail Receipt – PS Form 3800 and Green Postal Receipt Card – PS Form 3811)
- Postage for each other party for the following postal services: certified mail, restricted delivery, and return receipt requested

[For information on how to complete certified mail postal forms, see Section 2, Page 3 of "How to Serve a Summons" (form [CIV-106](#)).]

- Process Server.** I hired the following process server and paid the service fee **directly to the process server:**

Process server name/company: _____

Address: _____

[For information on using a process server, see Section 1, Page 1 of "How to Serve a Summons" (form [CIV-106](#)). The fee will vary depending on your circumstances, but it will be significantly higher than for certified mail.]

7. **Filing Fee.** I included **either** a check for the filing fee³ **or** *Request for Exemption from Payment of Fees* (form [TF-920](#)). *[If you are filing in person, you may instead pay the filing fee with cash or credit/debit card.]*

I certify under penalty of perjury that everything I wrote in this request is true to the best of my knowledge and belief.

Date Signed

Signature of Person Filing this Request

NEXT STEPS

1. **Copy and File.** Make and keep a copy of all documents and attachments for yourself. Mail or hand-deliver **the originals** (including all attachments) to the court. File at an Alaska Superior Court in the judicial district:
- where the minor lives, is physically present, or is planning to relocate to; or
 - if you believe another party violated the guardianship order, where the violation happened.

See *List of Superior Court Filing Locations* (form [CIV-127](#)).

2. **Wait to See if Hearing is Requested.** The court will send a copy of your request to register and a notice of registration to the other parties using the method you chose. The court will also send you a copy of the notice. The other parties have 20 days to request a hearing to contest the registration. The 20 days begins on either the date the court mailed the notice or the date the notice was personally served on the other party.

3. **Hearing.** If any of the other parties requests a hearing, the court will schedule one and notify all parties of the date, time, and location. If it will be difficult for you to attend the hearing in person, file *Request to Appear by Telephone* (form [TF-710](#)).

See *Notice of Registration* (form [PG-691](#)) for what the other party must prove at this hearing. You can also read the other party's request for hearing to see which defenses are alleged. If the other party cannot prove one of these legal defenses, then the judge will confirm the registration after the hearing.

You will be allowed to testify and present your own evidence at the hearing. Bring any evidence (such as documents, emails, text messages, photographs, etc.) that shows that the guardianship order is currently valid. You may also call witnesses. **This is not a hearing to redo the guardianship case or change the guardianship order.**

4. **No Hearing.** If no other party requests a hearing within 20 days, the court will automatically confirm registration of the guardianship order.

³ See ak-courts.info/courtfees or [Administrative Rule 9\(b\)](#) for current fee amount.