

## Instructions for Requesting Records

The Alaska Court System cannot research a case over the phone. You may request copies or information from a court case file using the form on page 2 (on the back of this page).

Please complete the entire records request form. It is important that every section be filled out. If information is missing from your request it may take longer to process.

The processing time for a normal request is about two weeks. Large requests, or requests that require research, may take longer to process. Prepayment may be required.

**Requests should be submitted to the clerk of court where the case was filed.** You may submit your request in person or by mail to the court. A complete list of Alaska Court System contact information is available at <http://courts.alaska.gov/courtdir/index.htm>.

Please be aware that if you do not provide a case number, an hourly research fee will be added to your invoice. To find a case number for a case from 1990 to the current date, please visit our website at <https://records.courts.alaska.gov>.

### Fees

Fee amounts can also be found in [Administrative Rule 9](#).

Research fee	A minimum of one hour will be charged for research performed.
Plain copies	Per document charge.
Certified copies	Per document charge. Additional copies for a reduced fee. <b>These documents must be mailed.</b>
Exemplified copies	<b>These documents must be mailed.</b>
Authenticated copies	<b>These documents must be mailed.</b>

For an apostille, please contact the Office of the Lieutenant Governor.

**Please indicate the type of copies you are requesting (plain, certified, exemplified, authenticated). If it is not specified in the request, plain copies will be sent to you.**

**In making your request, you acknowledge that we will charge you for the copies and services you request, and you agree to pay for them.**

## Alaska Court System

Find court contact information at <http://courts.alaska.gov/courtdir/index.htm>.  
Find case numbers and other case information at <https://records.courts.alaska.gov>.

### Records Request

Requestor's Name: \_\_\_\_\_

Requestor's Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Send documents to me by:  E-Mail  US Mail  Fax  I will pick up (will call)

*Make sure to give us the case number or we will need to charge an hourly research fee to find it.  
You can find the case number yourself by searching our website at: <https://records.courts.alaska.gov>.*

---

#### DOCUMENTS NEEDED FROM CASE FILE -

- |  |  |
|--|--|
| <input type="checkbox"/> Petition, Complaint, Charging Documents   | <input type="checkbox"/> Judgment                                |
| <input type="checkbox"/> Decree: Dissolution/Divorce               | <input type="checkbox"/> Findings of Fact and Conclusions of Law |
| <input type="checkbox"/> Qualified Domestic Relations Order (QDRO) | <input type="checkbox"/> Dismissal                               |
| <input type="checkbox"/> Satisfaction of Judgment                  | <input type="checkbox"/> Log Notes Dated: _____                  |
| <input type="checkbox"/> Motion: _____                             |  |
| <input type="checkbox"/> Order: _____                              |  |
| <input type="checkbox"/> Other Document: _____                     |  |
| <input type="checkbox"/> Other Document: _____                     |  |

---

**FEES** – You acknowledge that we will charge you for the copies and services you request, and you agree to pay for them. For more information about fees, see page 1. Please select the type of copies or service requested below. If you do not tell us the type of copies you want, we will send plain copies.

- Plain copies  Certified copies  Exemplified copies  
 Authenticated copies  Research fee

**PAYMENT METHOD** – Select your method of payment below. If you select online payment, we will e-mail an invoice with instructions to the e-mail address above.

- Online (credit card)  In person (cash, check, money order, credit card)  US Mail (check, money order)