

Instructions for Requesting Records

The Anchorage Trial Courts cannot research a case or take requests about a case over the phone.

You may request copies or information from a court case file using the form on page 2. You may send your request by email or fax as noted below:

Customers located in Anchorage

Fax: (907) 264-0610

Email: 3ANRecordsRequest@akcourts.us

Customers outside of Anchorage

Fax: (907) 264-0873

Email: recordsfax@akcourts.us

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 5 to 7 business days. Large requests or requests that require research may take longer to process. Prepayment may be required.

Confidential Records. Only parties to a case are allowed to receive copies of confidential case files. If you are requesting confidential records, you must present photo ID to the court clerk when making your request. In addition to cases that have been made confidential by a judge, the following case types are confidential: Adoption, Child in Need of Aid (CINA), Conservatorship, Delinquency, Guardianship, Minor Settlement, and Sanity (Hospitalization).

If your case number starts with "3AN", it is an Anchorage court case. If your case is not an Anchorage court case, then the Anchorage court does not have access to the files and cannot process the request. Your request must be sent to the particular court that has your case file.

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 with a reduced charge for each additional certified copy of the same document. These documents must be mailed.
Exemplified copies	These documents must be mailed.
Authenticated copies	These documents must be mailed.

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

825 West 4th Avenue, Anchorage, AK 99501 • Phone: (907) 264-0491 • <https://records.courts.alaska.gov>

Customers located in Anchorage

Fax: (907) 264-0610

Email: 3ANRecordsRequest@akcourts.us

Customers outside of Anchorage

Fax: (907) 264-0873

Email: recordsfax@akcourts.us

Records Request

Requestor's Name: _____

Requestor's Agency: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Mailing Address: _____

Case Name: _____

Case Number: _____

Make sure to give us the case number or you will be charged 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

- Petition, Complaint, Charging Documents
- Decree: Dissolution/Divorce
- Qualified Domestic Relations Order (QDRO)
- Satisfaction of Judgment
- Motion: _____
- Order: _____
- Other: _____
- All Documents in Case File
- Judgment
- Findings of Fact and Conclusions of Law
- Dismissal
- Log Notes Dated: _____

Send documents to me by: E-Mail US Mail Fax

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. Select the type of copies or service you want below. Plain copies will be sent if you do not specify.

- Plain copies
- Certified copies
- Exemplified copies
- Authenticated copies
- Research

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)
- Mail (check, money order)
- In Person (cash, check, money order, credit)

COMPLETE THIS SECTION IF REQUESTING CONFIDENTIAL RECORDS - For more information about confidential records, see page 1. Bring a photo ID and sign below in the presence of a clerk of court, notary public, or other authorized individual.

I state on oath or affirm that I read this document and believe all statements in it are true.

_____ Date Requestor's Signature

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

(SEAL) _____
Clerk of Court, Notary Public, or other person
authorized to administer oaths. My commission expires _____

Court Use Only	Date Received: _____	Amount Due: _____
Court Receipt: _____	Received By: _____	Processed on: _____