

How to file for a Domestic Violence Protective Order with TrueFiling

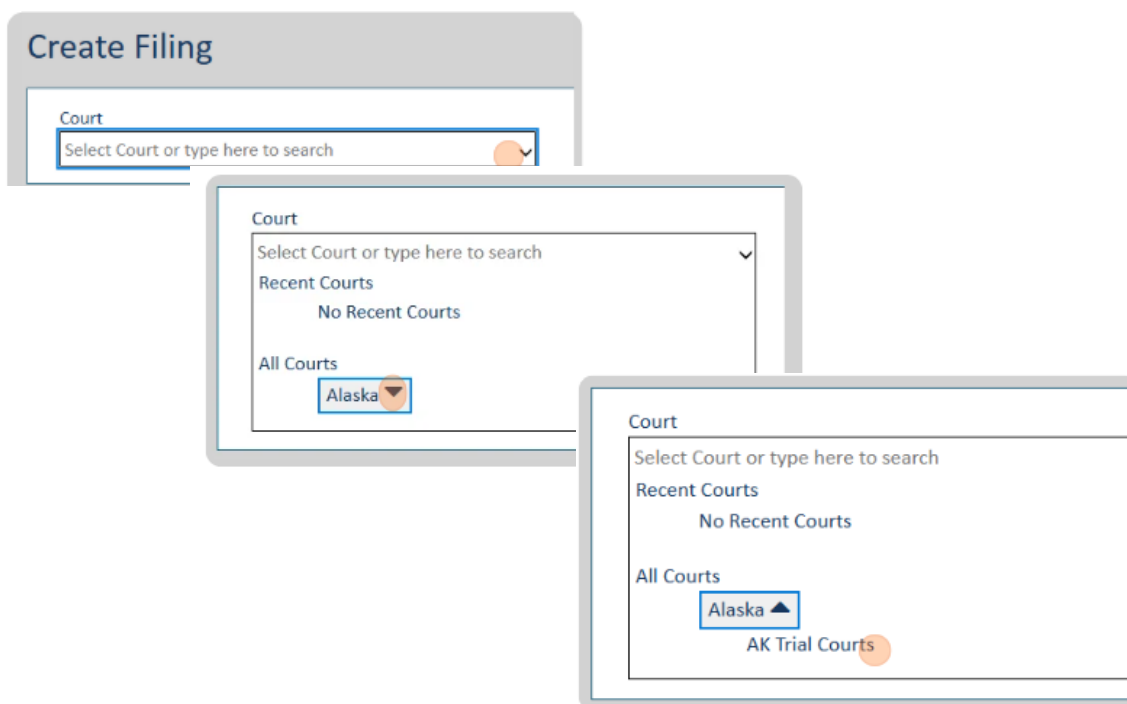


Note: The orange circle  will show you where to click.

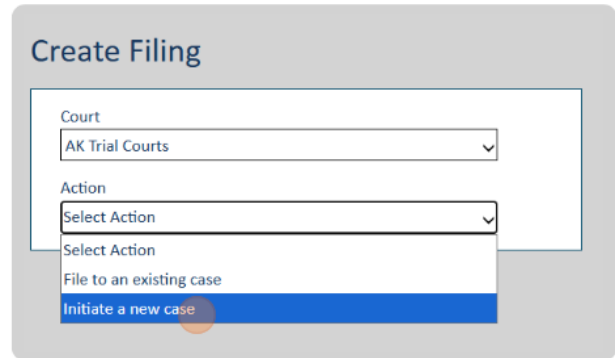
1. Go to: ak-courts.info/tflogin. Sign in or sign-up for an account. Once you've logged in, click **File** on the left-hand side under **Main Pages**.



2. Then click the down arrow under **Court**, click **Alaska**, and then select **AK Trial Courts**.

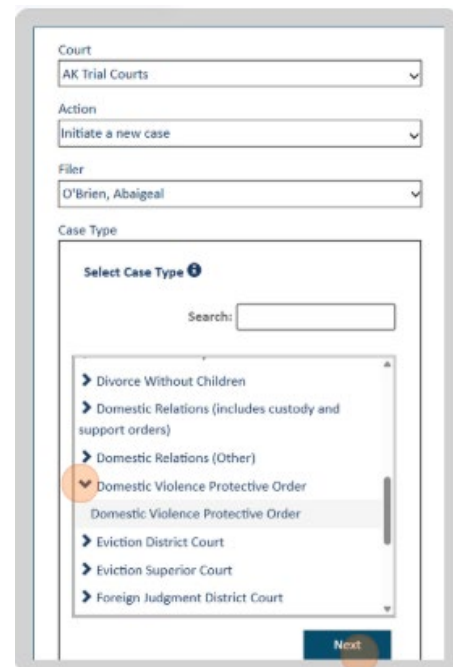


3. Click the down arrow under **Action** and select **Initiate a new case**. Select yourself as the filer.



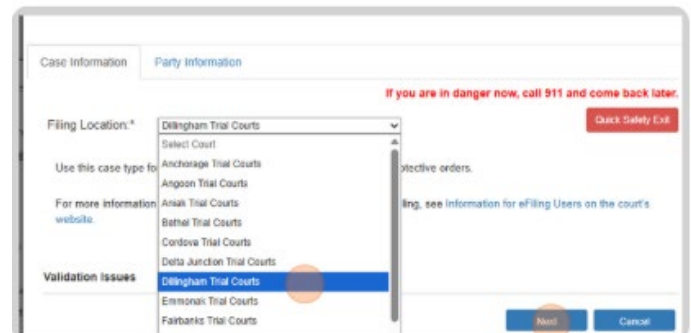
The screenshot shows a 'Create Filing' form. The 'Court' dropdown is set to 'AK Trial Courts'. The 'Action' dropdown is open, showing options: 'Select Action', 'File to an existing case', and 'Initiate a new case'. The 'Initiate a new case' option is highlighted with a blue background and an orange circle.

4. Under **Case Type**, scroll to **Domestic Violence Protective Order**. Click the down arrow. Select **Domestic Violence Protective Order** and click **Next**.



The screenshot shows the 'Case Type' section of the form. A dropdown menu is open, displaying a list of case types. 'Domestic Violence Protective Order' is selected and highlighted with a blue background and an orange circle. The 'Next' button is visible at the bottom right.

5. A pop-up will appear. Click the down arrow near **Select Court** and scroll to the court where you are going to file. Click that court and hit **Next**.



The screenshot shows a 'Case Information' pop-up. The 'Filing Location' dropdown is open, showing a list of courts. 'Dillingham Trial Courts' is selected and highlighted with a blue background and an orange circle. The 'Next' button is visible at the bottom right.

6. Click **No** that you are not an attorney.



Are you an Attorney filing on behalf of a party? *

☐ Yes ☒ No

7. If you're filing for yourself, click the circle near **Yes** and then click **Add Petitioner - Adult**.



Are you an Attorney filing on behalf of a party? *

☐ Yes ☒ No

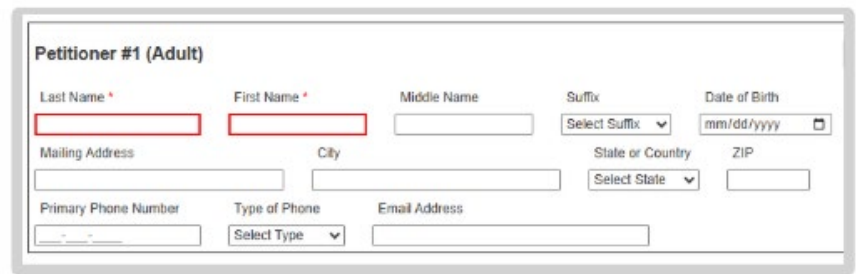
Petitioner Information

Are you seeking protection for your self? ☒ Yes ☐ No

Are you seeking protection for a child? ☐ Yes ☐ No

Add Petitioner - Adult

8. Fill out your **Last Name** and **First Name**. You do not need to fill out the rest of the boxes, but you may.



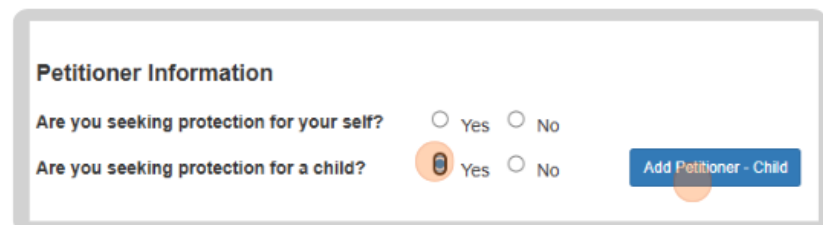
Petitioner #1 (Adult)

Last Name * First Name * Middle Name Suffix Date of Birth

Mailing Address City State or Country ZIP

Primary Phone Number Type of Phone Email Address

9. If you are also filing for a child, click the circle near **Yes** and then **click Add Petitioner - Child**.



Petitioner Information

Are you seeking protection for your self? ☐ Yes ☐ No

Are you seeking protection for a child? ☒ Yes ☐ No

Add Petitioner - Child

10. Fill out the child's **Last Name** and **First Name**. You do not need to fill out the rest of the boxes.

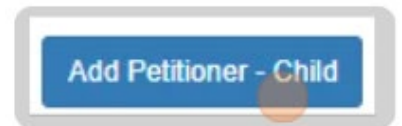
If you are also filing for yourself, the information you filled out will be put in the **Adult Filing on**

Behalf of Child section. If you are just filing for a child, fill out your information in that section.

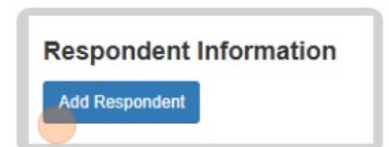
Make sure to fill out **Adult Relationship to Child**.

The screenshot shows the 'Petitioner #1 (Child)' form section. It contains two rows of input fields. The first row is for the child's information: 'Last Name *' (red border), 'First Name *' (red border), 'Middle Name' (white border), 'Suffix' (dropdown menu with 'Select Suffix' text), and 'Date of Birth' (calendar icon). The second row is for the adult filer's information: 'Adult Last Name *' (red border), 'Adult First Name *' (red border), 'Adult Middle Name' (white border), 'Adult Suffix' (dropdown menu with 'Select Suffix' text), and 'Adult Date of Birth' (calendar icon). Below these is a field for 'Adult Relationship to Child*' (red border).

11. If you need to add another child, click **Add Petitioner - Child** again and fill out the information boxes. If you're filing for yourself and your children, you can add up to 9 children. If you're filing for just children, you can add up to 10.



12. Add the Respondent's information. Click **Add Respondent**.



13. Select if the Respondent is an Adult or Child. And then fill in their information. If the respondent is a child, you will have to fill out the **Name of Parent or Guardian (if known)**.

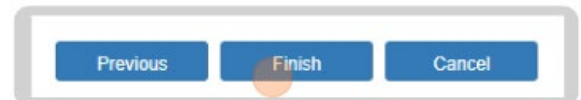
The screenshot shows the 'Respondent Information' form section. It starts with a dropdown menu for 'Respondent #1' with 'Child' selected. Below it is a 'Select Party Type' dropdown with 'Adult' and 'Child' options; 'Adult' is highlighted with a mouse cursor. To the right are fields for 'Middle Name', 'Suffix' (dropdown with 'Select Suffix'), and 'Date of Birth' (calendar icon). Below these is a section for 'Name of Parent or Guardian (if known)' with fields for 'Adult Last Name', 'Adult First Name', 'Adult Middle Name', 'Adult Suffix' (dropdown with 'Select Suffix'), and 'Adult Date of Birth' (calendar icon).

14. If there are any issues with how you filled out any of the information, the pop-up box will have an alert in red text at the bottom.



A pop-up box titled "Validation Issues" with a red error message: "Respondent #1 - Select either Adult or Child." At the bottom right are three buttons: "Previous", "Finish", and "Cancel".

15. When you are done and there are no issues, click **Finish**.



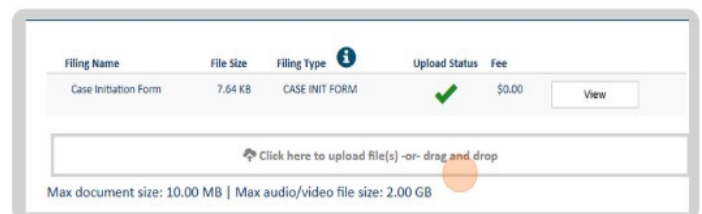
Three blue buttons labeled "Previous", "Finish", and "Cancel" are shown in a row. An orange circle highlights the "Finish" button.

16. You will be brought to a new screen. The platform creates the Case Initiation Form. You can ignore it.



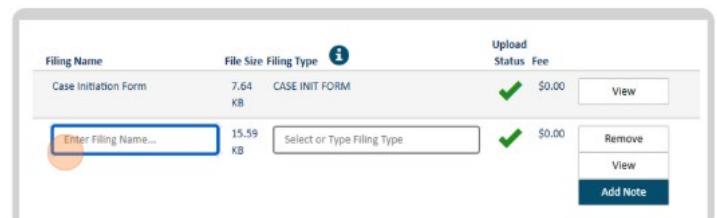
Filing Name	File Size	Filing Type i	Upload Status	Fee	
Case Initiation Form	7.64 KB	CASE INIT FORM	✓	\$0.00	<button>View</button>

17. Upload your forms. You can drag your files to the gray box or click the gray square to browse.



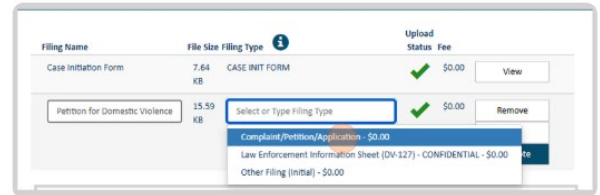
A file upload interface showing a table with one row: "Case Initiation Form", "7.64 KB", "CASE INIT FORM", a green checkmark, and "\$0.00". Below the table is a gray box with the text "Click here to upload file(s) -or- drag and drop". At the bottom, it says "Max document size: 10.00 MB | Max audio/video file size: 2.00 GB". An orange circle highlights the upload area.

18. First, upload your petition. Once it is uploaded, in the **Filing Name** column, type: **Petition for Domestic Violence Protective Order**.



Filing Name	File Size	Filing Type i	Upload Status	Fee	
Case Initiation Form	7.64 KB	CASE INIT FORM	✓	\$0.00	<button>View</button>
Enter Filing Name...	15.59 KB	Select or Type Filing Type	✓	\$0.00	<button>Remove</button> <button>View</button> <button>Add Note</button>

19. In the **Filing Type** column, select **Complaint/ Petition/ Application**.



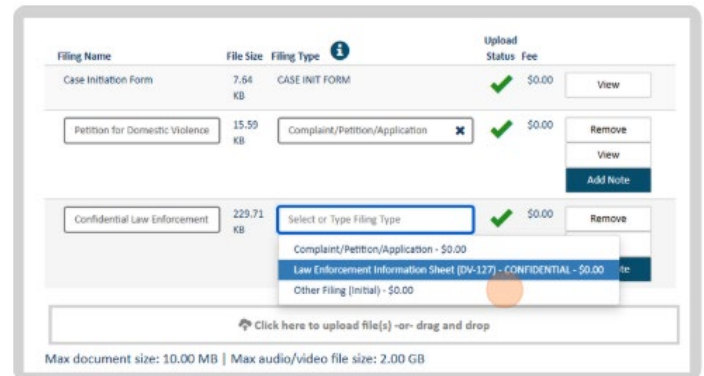
Filing Name	File Size	Filing Type	Upload Status	Fee	
Case Initiation Form	7.64 KB	CASE INIT FORM	✓	\$0.00	View
Petition for Domestic Violence	15.59 KB	Select or Type Filing Type	✓	\$0.00	Remove

- Complaint/Petition/Application - \$0.00
- Law Enforcement Information Sheet (DV-127) - CONFIDENTIAL - \$0.00
- Other Filing (Initial) - \$0.00

20. Upload your Law Enforcement Information Sheet.

Once it is uploaded, in the **Filing Name** column, type: **Confidential Law Enforcement Sheet**.

Next, in the **Filing Type** column, select **Law Enforcement Information Sheet (DV-127)- Confidential**.



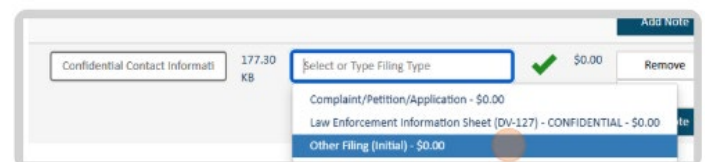
Filing Name	File Size	Filing Type	Upload Status	Fee	
Case Initiation Form	7.64 KB	CASE INIT FORM	✓	\$0.00	View
Petition for Domestic Violence	15.59 KB	Complaint/Petition/Application	✓	\$0.00	Remove View Add Note
Confidential Law Enforcement	229.71 KB	Select or Type Filing Type	✓	\$0.00	Remove

- Complaint/Petition/Application - \$0.00
- Law Enforcement Information Sheet (DV-127) - CONFIDENTIAL - \$0.00
- Other Filing (Initial) - \$0.00

Click here to upload file(s) -or- drag and drop

Max document size: 10.00 MB | Max audio/video file size: 2.00 GB

21. If you are also filing Confidential Contact Information Sheet DV-128, type in **Confidential Contact Information Sheet** and select **Other Filing (Initial)**.

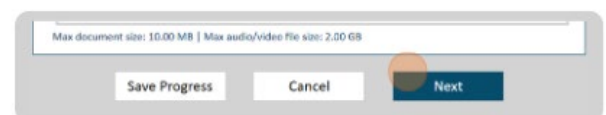


Filing Name	File Size	Filing Type	Upload Status	Fee	
Confidential Contact Information	177.30 KB	Select or Type Filing Type	✓	\$0.00	Remove

- Complaint/Petition/Application - \$0.00
- Law Enforcement Information Sheet (DV-127) - CONFIDENTIAL - \$0.00
- Other Filing (Initial) - \$0.00

If there are other documents you want the judge to see when they are looking at your petition, upload them. Name them by what they are and select **Other Filing (Initial)** as the filing type.

22. Hit **Next** at the bottom of the screen.

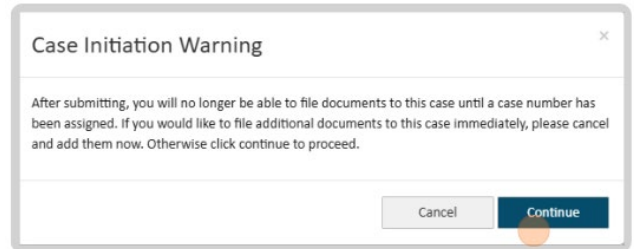


Max document size: 10.00 MB | Max audio/video file size: 2.00 GB

Save Progress Cancel **Next**

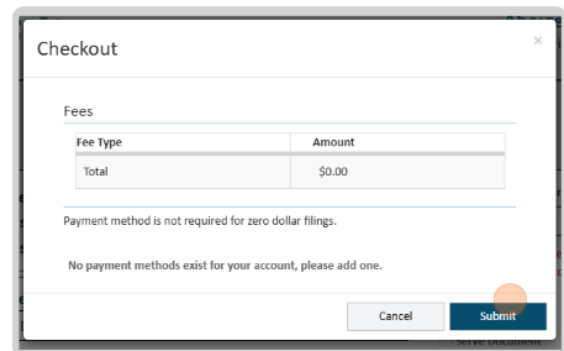
23. Click **Continue**.

If you forget anything, you can hit **Cancel** to go back to the upload screen.



A dialog box titled "Case Initiation Warning" with a close button (X) in the top right corner. The text inside reads: "After submitting, you will no longer be able to file documents to this case until a case number has been assigned. If you would like to file additional documents to this case immediately, please cancel and add them now. Otherwise click continue to proceed." At the bottom right, there are two buttons: "Cancel" and "Continue". An orange circle highlights the "Continue" button.

24. Hit **Submit**.

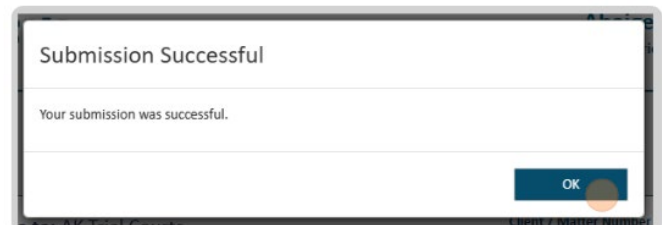


A dialog box titled "Checkout" with a close button (X) in the top right corner. It contains a table under the heading "Fees":

Fee Type	Amount
Total	\$0.00

Below the table, it says: "Payment method is not required for zero dollar filings." and "No payment methods exist for your account, please add one." At the bottom right, there are two buttons: "Cancel" and "Submit". An orange circle highlights the "Submit" button.

25. Hit **OK**.



A dialog box titled "Submission Successful" with a close button (X) in the top right corner. The text inside reads: "Your submission was successful." At the bottom right, there is a button labeled "OK". An orange circle highlights the "OK" button.

You should receive a confirmation email from the court stating they have received your forms. Go to ak-courts.info/filingstatus to learn about how to check the status of your documents.

Questions? Call the Family Law Self Help Center at (907) 264-0851 or 1 (866) 279-0851.