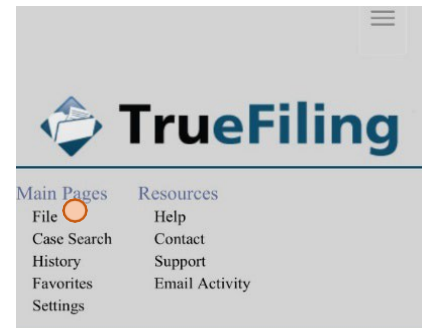


How to file for a Domestic Violence Protective Order with TrueFiling

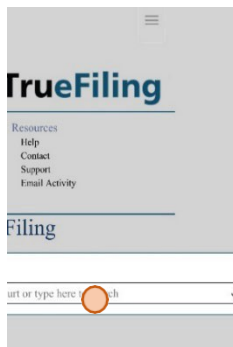


Note: The orange circle will show you where to click.

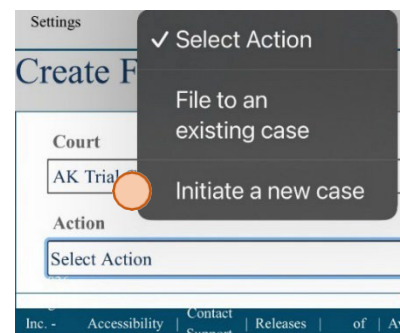
1. [Go to: ak-courts.info/tflogin](https://ak-courts.info/tflogin).
Sign in or sign-up for an account.
Once you've logged in, click **File** on the left-hand side under Main Pages.



2. Click the box under Court, click Alaska, and then select AK Trial Courts.



3. Click the box under **Action** and select **Initiate a new case**.
Click the filer box, select yourself as the filer.



4. Scroll down ↓, to Case Type. Scroll down ↓, until you reach **Domestic Violence Protective Order**. Click the down arrow. Select **Domestic Violence Protective Order** and click **Next**.

Select Case Type ⓘ

Search:

- ▼ Domestic Violence Protective Order
- Domestic Violence Protective Order
- › Eviction District Court
- › Eviction Superior Court
- › Foreign Judgment District Court
- › Foreign Judgment Superior Court
- › Legal Separation
- › Miscellaneous Superior Court Petition
- › Petition for Review or Relief

Next

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

Delta Junction Trial Courts

Dillingham Trial Courts

Emmonak Trial Courts

Fairbanks Trial Courts

Fort Yukon Trial Courts

6. Click **Party Information** tab on the top of the pop-up.

Case Information Party Information

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

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

☐ Yes ☒ No

Petitioner Information

Are you seeking protection for your self? ☐ Yes

Are you seeking protection for a child?

Respondent Information

Add Respondent

8. If you're filing for yourself, click the circle near **Yes**. Scroll left ←. Click **Add Petitioner - Adult**.

If you are in danger

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

Add Petitioner - Adult

9. Scroll right, →. Fill out your **Last Name** and **First Name**. You do not need to fill out the rest of the boxes, but you may. If you are only filing for yourself, go to Step 14.

Petitioner #1 (Adult)

Last Name * First Name * Middle Name

Mailing Address City

Primary Phone Number Type of Phone Email Address

Select Type

10. If you are also filing for a child, Scroll up . Click the circle, near **Yes**.

Petitioner Information

Are you seeking protection for your self?

☐ Yes ☐ No

Are you seeking protection for a child?

☒ Yes ☐ No

11. Scroll right , click **Add Petitioner - Child**.

☐ Yes ☐ No

☒ Yes ☐ No



12. 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.

Petitioner #1 (Child)

Last Name *

First Name *

Middle Name

Adult Filing on Behalf of Child

Adult Last Name *

Adult First Name *

Adult Middle

Adult Relationship to Child*

13. If you need to add another child, scroll up  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.



14. Scroll down ↓ to respondent information. Click **Add Respondent**.

Respondent Information



15. 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)**.

A screenshot of the "Respondent Information" form. A dropdown menu is open, showing "Select Party Type" with options "Adult" and "Child". The form fields include "Respondent #1", "Select Party Type", "Last Name", "First Name", and "Middle Name".

16. 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.

Validation Issues

- Respondent #1 (Adult) - Last Name is required.
- Respondent #1 (Adult) - First Name is required.

17. When you are done and there are no issues, scroll left ←, click **Finish**.



18. 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	Upload Status	Fee
Case Initiation Form	7.77 KB	CASE INIT FORM	✓	\$0.00

19. Upload your forms. Click the white rectangle to browse your files on your phone. Select the form you are wanting to file.

Filing Name	File Size	Filing Type 	Upload Status	Fee
Case Initiation Form	7.77 KB	CASE INIT FORM		\$0.00

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

Max document size: 10.00 MB

20. 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 	Upload Status
Case Initiation Form	7.77 KB	CASE INIT FORM	
 Enter Filing Name...	899.96 KB	Select or Type Filing Type	

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

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

22. Upload your Law Enforcement Information Sheet.

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

	Confidential Law Enforcement	115.4 KB		Law Enforcement Information Sheet 		\$0.00
						

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

23. If you are also filing Confidential Contact Information Sheet DV-128, type in

Confidential Contact Information Sheet and select **Other Filing (Initial)**.

A screenshot of a web interface for filing documents. It shows a list of items with columns for document type, size, and fee. The first item is 'Confidential Contact Information Sheet' (899 KB) with a fee of '\$0.00'. The second item is 'Other Filing (Initial)' which is highlighted with a blue border and a green checkmark. To the right of the list are buttons for 'Edit', 'Remove', 'View', and 'Edit'.

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.

24. Scroll to the bottom left →, hit **Next**.

A screenshot of a button labeled 'Next' with a blue background and a white circle with an orange dot in the center. To its left is a button labeled 'Cancel' with a light gray background.

25. Scroll up to view case initiation warning. If you are ready to proceed scroll left then click Continue.

documents to this case until a case number has been assigned. If you immediately, please cancel and add them now. Otherwise click continue

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

A screenshot of a button labeled 'Continue' with a blue background and a white circle with an orange dot in the center. To its left is a button labeled 'Cancel' with a light gray background.

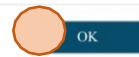
26. Hit **Submit**.

A screenshot of a 'Checkout' screen. It features a table titled 'Fees' with two columns: 'Fee Type' and 'Amount'. The table has one row with 'Total' and '\$0.00'. Below the table, there is a note: 'Payment method is not required for zero dollar filings.' At the bottom right, there are two buttons: 'Cancel' (light gray) and 'Submit' (blue with a white circle and orange dot).

27. Hit **OK**.

Submission Successful

Your submission was successful.



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.