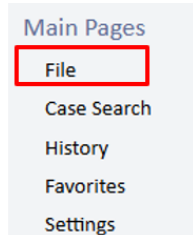
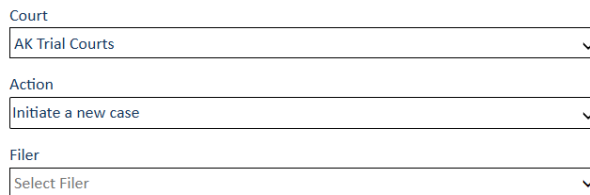


## How to File a New Case Using TrueFiling

1. First, make sure you have completed the required forms and have saved the signed forms to your computer.
2. If you haven't already done so, create a TrueFiling account: Link to [video](#) demonstrating how to create account and link to TrueFiling [registration page](#).
3. Log in to [TrueFiling](#).
4. From the Main Pages section, click **File**.



5. Click the drop-down menu under Court and select the **AK Trial Courts**.
6. Click the drop-down arrow in the Action field and select **Initiate a new case**.
7. Click the drop-down arrow in the Filer field and select a **Filer**.

A screenshot of a web form for filing a case. It contains three drop-down menus. The first is labeled "Court" and has "AK Trial Courts" selected. The second is labeled "Action" and has "Initiate a new case" selected. The third is labeled "Filer" and has "Select Filer" selected.

8. Select a Case Type. Search by entering the case type name or a keyword in the **Search** field, or browse through the categories and expand them to view all available sub case types.

A screenshot of a web application's "Case Type" selection screen. The screen has a title "Case Type" and a sub-header "Select Case Type" with a help icon. A search field is located at the top right, highlighted with a red box. Below the search field is a list of case types, each with a right-pointing arrow: "Appeal from Admin Agency", "Appeal from District Court", "Criminal, Minor Consuming, Underage Alcohol, or Minor Offense Case", "Change of Name", "Change of Name (Family)", "Change of Name (Tribal)", "Civil District Court", "Civil Superior Court", and "Coroner District Court". A "Next" button is located at the bottom right of the screen.

9. After selecting the case type, click **Next**.
10. On the Case Information tab, select a **Filing Location** (your local court or closest court location). Depending on the case that was selected, you may also need to select the **Prosecuting Authority** or **Status**. Click **Next**.

11. Identify the parties to your case by completing the second tab. Depending on the case type, it will display the party type.
12. Fill out the required fields\* for the party(ies) to the case and mark the necessary boxes, then click **Finish**.
13. **Upload the documents** required for initiating your case and identify each filing type. Be sure to name each filing exactly as shown on the document. For criminal, delinquency or minor offenses cases, do not file proposed warrants or summons. The court will generate these documents. Click **Next**.
14. If your case requires a filing fee, complete **Checkout** with one of these options:
  - **Option A:** Credit Card is saved to your TrueFiling Account
    - Review card information. If more than one card is saved, select the appropriate card.
    - Click Submit on the Checkout screen.
  - **Option B:** Credit Card is not yet saved to your TrueFiling Account
    - Click Add Payment Account.
    - Complete the Add New Payment Account screen.
    - Click Add Account.
    - Click Submit on the Checkout screen.
  - **Option C:** Submit a Request for Exemption from Payment of Fees (form TF-920)
    - Click Request Fee Waiver.
    - Select either the first or second radio button on the Fee Waiver Options screen.
    - Click the Choose File button and upload your completed TF-920 form.
    - Click Select.
    - Click Submit on the Checkout screen.
  - **Option D:** Indicate that the case is exempt from filing fees pursuant to an Administrative Rule
    - Click Request Fee Waiver.
    - Select either the third or fourth radio button on the Fee Waiver Options screen.
    - Click Select.
    - Click Submit on the Checkout screen.
  - **Option E:** Indicate there are agency funds on account with the Alaska Court System
    - Click Request Fee Waiver
    - Select fifth radio button on the Fee Waiver Options screen.
    - Click Select.
    - Click Submit on the Checkout screen.
15. Click **OK** at the Submission Successful popup.