

How to Submit Filings Using a Cell Phone or Tablet

[Section 1: Types of Devices](#)

[Section 2: Combining Documents](#)

It is important before uploading a document into TrueFiling, that it is saved on your device (cell phone or tablet). This step helps ensure your submission goes smoothly and is filed with the Alaska Court System without delay.

Use Wi-Fi whenever you can — it's typically faster and more reliable than mobile data. If you do need to use cellular data, make sure you have a strong signal (at least three bars). Try to avoid filing in places with weak reception, since that can interrupt your submission.

Helpful Links:

- [How to create a TrueFiling Account](#) (Video of how to create a TrueFiling account)
- [TrueFiling Registration](#) (This link is specific for the State of Alaska)
- [TrueFiling Login](#) (If you already have a TrueFiling account)
- [How to File a New Case Using TrueFiling](#)
- [How to File a Subsequent Filing Using TrueFiling](#)
- [Service Through TrueFiling](#)

Section 1: Types of Devices

Before saving, verify each document is clear and not blurry, all pages are included, and signature is added where it is required.

Because saving steps vary by device, use these steps to save your documents based on the type of device you are using.

iPhone (iOS) Devices

1. Browser: Safari is the default, but Chrome also works well
2. Scanning Documents:
 - a. Open the Notes app
 - b. Tap the Camera icon, then select Scan Documents
 - c. Save as a PDF
3. Download and complete document:
 - a. Select document from the court's website and download or Share.
 - b. Select Save to Files.
 - c. Go to form in the file and click AutoFill Form pop up. The form will convert to fillable PDF.
 - d. Complete form using the keyboard or using the microphone. Use the pen option to put a mark on a checkbox.
 - e. Complete and save additional forms for your case.
4. File Access: Use the Files app to locate saved scans or downloads

Tips: Enable pop-ups if the filing site uses them and/or Use Face ID or Touch ID for quick login if supported.

Android Devices

1. Browser: Chrome is standard, but Samsung Internet or FireFox may also be used.
2. Scanning Documents:
 - a. Open Google Drive
 - b. Tap the + button, then Select Scan
 - c. Save to Drive or your phone
3. File Access: Use the My Files or Files by Google app to find document.

Tips: Check for browser update to avoid compatibility issues and/or use fingerprint or PIN for secure login.

Other Devices (e.g., Tablets, Older Phones)

1. Browser: May vary – use Chrome or Firefox for best results.
2. Scanning Documents: If no built-in scanner, download a free app like [CamScanner](#) or [Adobe Scan](#).
3. File Access: Use the My Files or Files by Google app to find document.

Tips: Check for browser update to avoid compatibility issues and/or use fingerprint or PIN for secure login.

Section 2: Combining Documents

In some cases, you may need to combine multiple filings into one document prior to uploading them to TrueFiling. This is appropriate when:

- The filings are closely related and must be reviewed together.
- You are submitting multiple supporting attachments as one combine PDF.
- The court requires a single, continuous document instead of separate uploads.
- You want to streamline your filings by reducing the number of uploaded filings.

Important: An Order for the judge to sign needs to be saved as an individual document.

If you need to combine documents:

1. **Open each document** on your device to confirm they are complete and easy to read.
2. **Merge the files** using your preferred method (PDF software, scanner app, or built-in tools).
3. **Check the final combined document** to ensure all pages appear in the correct order.
4. **Save the merged file** with a clear name. Use the first document as the title of the filing.
5. After verifying all the information is accurate, proceed with submitting your documents to the court. [Sign in](#) to your TrueFiling account or [create](#) a new one if you do not already have an account, to start the submission.

Tips: When uploading your documents to TrueFiling, rotate your phone to landscape mode for a wider view. This helps you see the website more easily