

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. Click **File**.
5. Click the drop-down menu under Court and select the **AK Trial Courts**.
6. Click **Initiate a new case** by clicking on the drop down arrow in the Action field.
7. Select the **Filer name** by clicking on the drop down arrow in the Filer field.
8. Click the **Initiate Case** button for the type of case you are filing.
9. Complete the **Case Information tab** and click Next.
10. Identify the parties to your case by completing the **Party/Defendant Information tab** and click Finish.
11. **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 or minor offenses cases, do not file proposed warrants or summons. The court will generate these documents. Click Next.
12. If your case requires a filing fee, complete **Checkout** with one of these options:

Option A: Credit Card is saved to your TrueFiling Account

1. Review card information. If more than one card is saved, select the appropriate card.
2. Click Submit on the Checkout screen.

Option B: Credit Card is not yet saved to your TrueFiling Account

1. Click Add Payment Account.
2. Complete the Add New Payment Account screen.
3. Click Add Account.
4. Click Submit on the Checkout screen.

Option C: Submit a Request for Exemption from Payment of Fees (form TF-920)

1. Click Request Fee Waiver.
2. Select either the first or second radio button on the Fee Waiver Options screen.
3. Click the Choose File button and upload your completed TF-920 form.
4. Click Select.
5. Click Submit on the Checkout screen.

Option D: Indicate that the case is exempt from filing fees pursuant to an Administrative Rule

1. Click Request Fee Waiver.
2. Select either the third or fourth radio button on the Fee Waiver Options screen.
3. Click Select.
4. Click Submit on the Checkout screen.

Option E: Indicate there are agency funds on account with the Alaska Court System

1. Click Request Fee Waiver
2. Select fifth radio button on the Fee Waiver Options screen.
3. Click Select.
4. Click Submit on the Checkout screen.

13. Click **OK** at the Submission Successful popup.