

1 **IN THE SUPERIOR COURT FOR THE STATE OF ALASKA**
2 **FIRST JUDICIAL DISTRICT**

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Case No

DOMESTIC RELATIONS STANDING ORDER

I. Judicial Assignment

Your case has been assigned to Superior Court Judge:

II. Scope and Service of Standing Order

This Domestic Relations Standing Order (Standing Order) applies to and governs all divorce and child custody cases. The Standing Order also applies to dissolution proceedings except Sections VII and IX. Sections III(a), III(b), III(e), IV, VI, and VIII of the Standing Order apply to motions to modify custody, visitation, or child support.

YOU MUST COMPLY WITH THIS STANDING ORDER. IF YOU DO NOT, THE COURT MAY REJECT YOUR PAPERWORK AND YOUR CASE MAY BE DELAYED. AND THE COURT MAY ALSO ORDER SANCTIONS, SUCH AS REQUIRING THAT YOU PAY THE OTHER PARTY'S ATTORNEY'S FEES AND COSTS AND/OR FINDING YOU IN CONTEMPT OF COURT, WHICH MAY RESULT IN THE IMPOSITION OF A FINE OR JAIL TIME.

1 The Plaintiff, or the Plaintiff's attorney, shall obtain a copy of the Standing Order
2 at the time that the Complaint is filed with the court. The Standing Order is effective as
3 to the Plaintiff at that point. The Plaintiff shall serve a copy of the Standing Order on the
4 Defendant with the Summons and Complaint in accordance with the Alaska Rules of
5 Civil Procedure. The Standing Order is effective as to the Defendant upon valid service
6 on the Defendant or the Defendant's attorney.

7 The Standing Order remains in effect until the court enters the final order or
8 orders in the case.
9

10 **III. Injunctions**

11 The following orders apply to all parties:

12 a. You shall not threaten, harm, or harass the other party or any child or
13 children of the parties.

14 b. You shall not remove from the State of Alaska any child who is the subject
15 of your case without first either obtaining the notarized written consent of the other party
16 or obtaining a written order from the court approving your doing so. The other party
17 shall not unreasonably withhold written consent. The party obtaining such written
18 consent shall promptly file a copy of it with the court.

19 c. In a divorce case, a party may make reasonable use of marital assets for
20 the party's and the parties' children's reasonable expenses, which may include
21 reasonable attorney's fees necessary to prosecute or defend the case. You shall not
22 give a security interest in a marital asset to an attorney for the payment of attorney's
23 fees without obtaining the prior written approval of the court. Attorney's fees contracts
24 must be disclosed in the initial disclosures required by Civil Rule 26.1.
25

1 c. File a copy of your most recent tax return (including all schedules,
2 attachments, 1099's, and W-2's).

3 d. File with the court the name, address, and telephone number of your
4 employer(s).

5 e. If you presently have health insurance, file with the court a letter from your
6 employer or health insurance company which describes:

- 7 1. Your current health insurance – including the name and mailing
8 address of the insurance company;
- 9 2. Who is covered by the health insurance; and
- 10 3. How much it costs to insure (1) you alone; and (2) you and the
11 parties' child[ren].

12 Black out any confidential information, such as social security numbers, account
13 numbers, and policy numbers except the last 4 digits. You may use the Notice of Filing,
14 SHC 1605 cover sheet to file with the financial documents
15 (www.courts.alaska.gov/shc/shc-1605.doc).

16 **V. Parent Education**

17 If the parties have minor children together, you shall attend and successfully
18 complete the "Helping Children with Divorce or Separation" program, or a similar
19 program offered in your locality, within 45 days of service of this Standing Order and, in
20 any event, before the final hearing in your case. Information about the program is
21 available at the Court Clerk's Office where this case was filed. You may also satisfy this
22 requirement by completing the on-line parent education program offered through the
23 Family Law Self-Help Center. You can access the Family Law Self-Center website
24 through a link on the Alaska Court System's website (www.courts.alaska.gov).
25

1 **VI. Motions/Documents Filed With the Court**

2 A party seeking interim custody, visitation, child support, spousal support,
3 use of a marital asset, permission to sell or transfer a marital asset, or any other action
4 by the court must request the desired court action by motion pursuant to Alaska Civil
5 Rule 77. A party filing a motion or anything else with the court, including the financial
6 documentation referenced above, must concurrently provide a copy to the other party
7 and show the court that you have done so by means of a certificate of distribution or
8 affidavit of service. You can find a sample certificate of distribution at
9 www.courts.alaska.gov/serve.htm.
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11 **VII. Supporting Financial Information**

12 In a divorce action, if you move for interim spousal support from the other party
13 or move that the other party be ordered to pay part or all of your attorney's fees, you
14 shall also file a complete and accurate Financial Declaration, DR-250
15 (www.courts.alaska.gov/forms/dr-250f.pdf). A motion for interim attorney's fees shall be
16 accompanied by an affidavit from the moving party's attorney which states the costs and
17 fees incurred to date and the costs and fees reasonably expected to be incurred before
18 the case is completed.
19

20 **VIII. Unrepresented Parties**

21 All parties must follow certain procedures and rules in divorce and custody
22 cases. The court does not have a separate set of procedures and rules for a party not
23 represented by an attorney. You may contact the Family Law Self-Help Center to
24 obtain information about the applicable procedures, rules, and substantive law at (907)
25 264-0851, (866) 279-0851 (toll free for persons outside Anchorage), and

1 www.courts.alaska.gov/selfhelp.htm. You can find additional forms at
2 www.courts.alaska.gov/forms-subj.htm and from the Court Clerk's Office. You can find
3 information on court rules at www.courts.alaska.gov/civ.htm. You can access the
4 Alaska Civil Rules and Alaska Statutes at the Court Clerk's Office, and some of the
5 court locations in the First District have law libraries which are open to the public. And
6 information can be obtained, and legal resources accessed, through the Alaska Court
7 System link at the State of Alaska webpage.
8

9 10 **IX. Civil Rule 26.1**

11 Each party shall give the other party (or the other party's attorney if represented
12 by an attorney) the information about the marital property and debts required by Alaska
13 Civil Rule 26.1 within 45 days of the defendant filing his or her Answer. You can obtain
14 information about Civil Rule 26.1 disclosures and access related forms at
15 www.courts.alaska.gov/property.htm#2. You may also obtain financial, and other,
16 information from the opposing party by pursuing discovery as provided in Alaska Civil
17 Rules 26-37. Do not file the information disclosed per Civil Rule 26.1 or provided under
18 Civil Rule 26-37 with the court unless it is attached as an exhibit to a motion or
19 response to a motion.
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21 **IT IS SO ORDERED.**

22 Dated at Ketchikan, Alaska this 11th day of April 2012.
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Trevor N. Stephens
Presiding Judge First Judicial District

I Certify That I _____ A Copy Of
This Document to:

By: _____