

IN THE TRIAL COURTS FOR THE STATE OF ALASKA

In the Matter of:

**STANDING ORDER IN DOMESTIC
RELATIONS (CONTESTED DIVORCE,
LEGAL SEPARATION, AND CHILD
CUSTODY) CASES**

As authorized by Alaska Administrative Rule 46, the presiding judges adopt uniform procedural requirements for all contested legal separation, divorce, and custody cases filed statewide. This order supersedes all currently existing administrative orders adopted in any district related to domestic relations cases.

The following standing order shall be distributed in all domestic relations cases effective immediately.

**PRESIDING JUDGES' STANDING ORDER IN CONTESTED
DIVORCE, LEGAL SEPARATION, AND CHILD CUSTODY CASES**

Judicial Assignment: This case is assigned to Judge_____.

This order applies to both parties in this case. It applies from the day it is served or distributed on a party or the party's attorney, until the judge issues the final order or decree.

The court will give the plaintiff (Spouse A or Parent A) a copy of this order when the case is first filed. The plaintiff must serve the defendant (Spouse B or Parent B) with a copy of this order along with the complaint, the summons, and any other documents the plaintiff filed with the court. Failure to follow this order may result in your case being delayed. The court may also order sanctions, such as paying the other party's attorney fees and costs, or finding you in contempt of court, which could result in fines or, in extraordinary cases, jail time.

1. **Standing Injunctions (Civil Rule 65(e))**

Unless a judge specifically orders something different, you must follow these orders:

- a. Neither party may remove, or allow someone else to remove, a child who is part of this case from the State of Alaska unless the other party agrees in writing or a judge issues an order allowing the travel.
- b. Neither party shall threaten, harass, or harm the other party or any child who is part of this case. **If there is a 20-day or long-term domestic violence protective order in effect, you must continue to follow that order.**
- c. If this case involves a dispute about the division of marital property, neither party may dispose of, encumber, or transfer any marital property (including money), regardless of whose name is on a title or account, unless the other party agrees in writing or a judge issues an order allowing it. Either party may use marital funds for their immediate and necessary living expenses, or the immediate and necessary living expenses of a child who is part of this case.
- d. You **cannot** cancel, change, or stop paying for any insurance policy covering the other party or any child who is a part of this case unless the other party agrees in writing or the judge issues an order allowing it.

2. **Notice to the Court of Related Cases**

You are required to tell the court if you know of any court proceeding or court order that could affect this case, even if it is from another state or a tribal court. This includes, but is not limited to, any domestic violence action, protective order, child in need of aid proceeding, adoption, or guardianship. If you did not put this information in your complaint or answer, you can tell the court by filing a *Notice of Filing*, [TF-705](#).¹

3. **Mandatory Initial Disclosures**

If this is a contested divorce case or contested legal separation case, [Alaska](#)

¹ Access this form by clicking on the link <https://public.courts.alaska.gov/web/forms/docs/tf-705.pdf> or by typing in: ak-courts.info/tf705.

[Civil Rule 26.1](#)² requires you to give certain information about marital property and debt to each other (or the other side's attorney).³ You must give the other side the required information within **45 days** of the defendant filing the answer, unless the judge orders a different deadline. **Do not file this information with the court.** You can use *Civil Rule 26.1 Questionnaire – Disclosures Between Spouses*, [DR-890](#).⁴

4. Required Child Support Filings

If this is a divorce with children or custody case, or a legal separation involving contested issues of child custody, [Alaska Civil Rule 90.3](#)⁵ requires you to file certain child support information. Learn more at the court's webpages: "[Forms and Information about Child Support](#)"⁶ and "[How to Fill Out the Child Support Guidelines Affidavit](#)"⁷

Plaintiff:

You were required to file a *Child Support Guidelines Affidavit*, [DR-305](#)⁸ with your complaint. You also should have filed everything listed in the "Both Parties - Required Documents and Information," below. If you did not file all of the

² The Civil Rules can be found by clicking the link <https://courts.alaska.gov/rules/docs/civ.pdf> or by typing in: ak-courts.info/civrules.

³ If you filed an uncontested divorce case or legal separation case and there are no questions or disagreements about the division of property, you do not need to exchange initial disclosures.

⁴ Access this form by clicking the link <https://public.courts.alaska.gov/web/forms/docs/dr-890.pdf> or by typing in: ak-courts.info/dr890.

⁵ The Civil Rules can be found by clicking the link <https://courts.alaska.gov/rules/docs/civ.pdf> or by typing in: ak-courts.info/civrules.

⁶ Access the webpage by clicking the link <https://courts.alaska.gov/shc/family/support.htm> or by typing in: ak-courts.info/csinfo

⁷ Access the webpage by clicking the link <https://courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf> or by typing in: ak-courts.info/dr305howto.

⁸ A fillable PDF can be accessed by clicking on the link <https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf> or by typing in: ak-courts.info/dr305. A print only version is also available at: <https://public.courts.alaska.gov/web/forms/docs/dr-305print.pdf>.

required documents with your complaint, you must file any missing documents with the court and give a copy to the other side within **45 days** of the defendant filing the answer, unless the judge orders a different deadline.

Defendant:

You are required to file *Child Support Guidelines Affidavit*, [DR-305](#)⁹ with your answer.

Your Affidavit should include the “Required Documents and Information for Both Parties,” listed below. If you do not have everything you need when you file your answer, you must file the missing documents and information with the court and give a copy to the other side within **45 days** of filing your answer, unless the judge orders a different deadline.

Both Parties - Required Documents and Information:

If you did not include a required document or provide all of the required information with your complaint or answer, you can file the missing documents or information with a *Notice of Filing* form [TF-705](#).¹⁰ In the *Notice*, give any required information and list the documents you are attaching.¹¹

The required information you must provide the court is:

- Your employer’s name, address and telephone number.
- If you do not receive the Alaska Permanent Fund Dividend (PFD), explain why not.
- A letter or other document from your employer or health insurance

⁹ A fillable PDF can be accessed by clicking on the link <https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf> or by typing in: ak-courts.info/dr305. A print only version is also available at: <https://public.courts.alaska.gov/web/forms/docs/dr-305print.pdf>.

¹⁰ You can access this form by clicking the link <https://public.courts.alaska.gov/web/forms/docs/tf-705.pdf> or by typing in: ak-courts.info/tf705.

¹¹ If you are using TrueFiling, upload the *Notice of Filing* and all included documents together as one document; do not upload the documents separately. If your filing is too large to upload as one document, you can upload the filing as separate documents labeled Part 1, Part 2, etc.

company stating:

- what health insurance you currently have;
- who is covered by the insurance; and
- how much it costs to insure (1) just you and (2) you and your children.

The required documents you must provide the court are:

- If you receive paystubs for your employment, copies of your 3 most recent paystubs;
- a copy of your most recent tax return, including all schedules, attachments, W-2s, and 1099s; and
- documents showing all child support deductions you are claiming. For example, a statement from your retirement account showing you voluntarily deposit money into it each year, or a copy of your child support order for an older child that is not a part of this case.

Important note about filing documents and information with the court:

It is important that you redact any social security numbers from your documents. To redact, **black or white out the social security number** so it cannot be read. For financial accounts, like bank or retirement accounts, **black or white out all but the last few numbers of each account**. You can do this on a computer or by hand.

5. Interim Financial Support

If you file a motion for interim financial support during your case (for example, to pay for attorney's fees or for spousal support while the case is still going on), you must fill out and file a *Financial Declaration*, [DR-962](#)¹² with the motion. If you are filing an opposition to the other party's motion for interim financial support, you must fill out and file a *Financial Declaration*, [DR-962](#) with your opposition.

¹² You can access this form by clicking the link <https://public.courts.alaska.gov/web/forms/docs/dr-962.pdf> or by typing in ak-courts.info/dr962.

6. Service of Court Filings¹³

You must give the other party (or their attorney if they have one) a copy of every document you file with the court. Documents must be served using the court's electronic case management system – called “TrueFiling” – unless you are exempt from using it. You can learn how to use Truefiling on the court system's website using the links below.¹⁴ **If there is domestic violence protective order in place, you must serve documents only as allowed by the protective order.** You can learn about serving documents using the links below.¹⁵ If you or the other party are exempt from using TrueFiling, serve the other party by email, mail, or in person.

7. Initial Court Proceedings

The court will set a hearing to schedule the trial date after the defendant files an answer.¹⁶ At this hearing, the court will discuss the trial date and trial deadlines, determine if the parties want a formal or informal trial,¹⁷ and learn if the parties want to try mediation.¹⁸ If the defendant does not file an answer, the plaintiff may file for an entry of default and a default judgment. You can learn about defaults and access

¹³ If you filed an uncontested case, and you file documents that both parties (or their attorneys) sign, you do not need to give the other side a copy.

¹⁴ Learn how to use TrueFiling by clicking the link <https://courts.alaska.gov/efile/index.htm> or by typing in: ak-courts.info/tfuse. Information about exemptions can be found at <https://courts.alaska.gov/efile/index.htm#use> or by typing in: ak-courts.info/tffaq.

¹⁵ Learn about how to serve a party when a party is exempt by clicking the link <https://courts.alaska.gov/efile/index.htm#other-party> or by typing in: ak-courts.info/tfservice.

¹⁶ If you filed an uncontested case, the court will set a hearing to approve the agreement and enter a final decree. **Please note: if your case involves children, some judges will not schedule the hearing until both parties file the required child support information.**

¹⁷ Learn about the difference between formal and informal trials in [*Domestic Relations Trials – Understanding the Two Options*](#), PUB-45. You can access this document by clicking the link <https://public.courts.alaska.gov/web/forms/docs/pub-45.pdf> or by typing in: ak-courts.info/pub45.

¹⁸ Free mediation is only available in cases with children to mediate a parenting plan.

forms for filing for a default on the court system's website using the links below.¹⁹ If the defendant does not file an answer and the plaintiff does not file for default within 120 days, the court may close the case.

8. Resources

Useful information about available classes, legal clinics, programs, and other resources can be found on the court system's website by clicking the link <https://courts.alaska.gov/shc/classes.htm> or by typing in: ak-courts.info/classesresources.

The court provides the following in all cases:

- The Family Law Self-Help Center has legal information for people without lawyers. You can call the center at (907) 264-0851 or (866) 279-0851. Staff can also answer questions about using the court's TrueFiling electronic filing system. Learn about representing yourself by clicking the link <https://courts.alaska.gov/shc/about.htm> or typing in: ak-courts.info/repyourself. Learn about TrueFiling by clicking the link <https://courts.alaska.gov/efile/resources.htm> or by typing in: ak-courts.info/ttfaq.
- The Zoom Family Law Education Class explains the court process for people who do not have lawyers. Learn about the class by clicking the link <https://courts.alaska.gov/shc/classes.htm#family> or by typing in: ak-courts.info/flecinfo.
- The Zoom Hearing and Trial Preparation class helps people without lawyers prepare for a hearing or trial. Learn about the class by clicking the link <https://courts.alaska.gov/shc/classes.htm#trial-prep> or by typing in: ak-courts.info/HTP.

The court system also makes available classes and information specifically for cases involving children. You can ask the judge to order you to these programs, or the judge may order the parties to the programs without being asked:

- Free mediation to help you draft a parenting plan agreement. To request this,

¹⁹ Access information about defaults and links to applicable forms using this link <https://courts.alaska.gov/shc/family/default.htm> or by typing in: ak-courts.info/default.

use *Request for Court-Sponsored Parenting Plan Dispute Resolution*, [MED-405](#).²⁰

- If you are having difficulty co-parenting, you can participate in the court's co-parenting coaching program. Learn about the program at: ak-courts.info/cpp. You complete a 6-unit online class and receive 3 free coaching sessions with a Parenting Plan Facilitator. Both parents can ask to attend by filing *Joint Request for Court's Co-Parenting Program*, [MED-460](#).²¹ One parent can ask to attend by filing *Request for Court's Co-Parenting Program*, [MED-461](#).²²

Dated: June 15, 2026.

s/ Amy Mead
Amy Mead
Presiding Judge First Judicial District

s/ Paul Roetman
Paul A. Roetman
Presiding Judge Second Judicial District

s/ Thomas Matthews
Thomas Matthews
Presiding Judge Third Judicial District

s/ Brent Bennett
Brent Bennett
Presiding Judge Fourth Judicial District

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²⁰ Access the form by clicking the link <https://public.courts.alaska.gov/web/forms/docs/med-405.pdf> or by typing in: ak-courts.info/med405. One or both parents can sign the form. If only one parent signs it, the other parent can respond and tell the judge what they want to happen with *Response to Request for Court-Sponsored Parenting Plan Dispute Resolution*, [MED-406](#). (You can access the form by clicking the link <https://public.courts.alaska.gov/web/forms/docs/med-406.pdf> or by typing in: ak-courts.info/med406).

²¹ You can access form MED-460 by clicking the link <https://public.courts.alaska.gov/web/forms/docs/med-460.pdf> or by typing in: ak-courts.info/med460.

²² You can access form MED-461 by clicking the link <https://public.courts.alaska.gov/web/forms/docs/med-461.pdf> or by typing in: ak-courts.info/med461.