

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
SECOND JUDICIAL DISTRICT

Plaintiff,)
)
)
vs.) Case No. _____ CI
)
Defendant.)
_____) Administrative Order 18-01¹

PRESIDING JUDGE’S STANDING ORDER IN DOMESTIC RELATIONS CASES

The following **ORDERS** are in effect when this document is delivered to you and remains in effect until the court enters the final order and decree in this case. It is **IMPORTANT** that you read and follow this entire standing ORDER.

1. **CONTACT WITH THE OTHER PARTY/CHILD[REN]:** You must not threaten, harass or harm the other party or child[ren] who are involved in this case. For example, you cannot physically hurt, stalk, excessively call, email, or text the other party or children. If there is an existing domestic violence protective order in effect, both parties must comply with all of its requirements.
2. **CHILD[REN] LEAVING ALASKA:** You cannot remove any child[ren] involved in this case from the State of Alaska unless the other party agrees in writing or the judge orders authorization of the out-of-state travel.
3. **PROPERTY:** In a divorce case, you cannot sell or dispose of any marital property or disputed property, except you can use marital funds or assets only for the immediate personal and necessary living expenses of yourself and your children.
4. **INSURANCE POLICY:** In a divorce case, you cannot cancel, change or stop paying for any insurance policy.
5. **DISCOVERY OF INFORMATION:** In a divorce case, each party must give the opposing party (or the opposing party’s attorney if represented by an attorney) the information about the marital property and debt that Alaska Court Civil Rule 26.1 requires. The marital property and debt information is to be provided to the other party within 45 days after the Answer is filed or by a date set by the court. This information is not filed with the court. See <http://www.courts.alaska.gov/shc/family/property.htm> for information on property and debt, Civil Rule 26.1, and discovery.
6. **SERVICE OF COURT FILINGS:** You must give the opposing party (or their attorney if represented by an attorney) a copy of every document you file with the court. The complaint and the attached documents must be served by either (1) certified mail, restricted delivery, return receipt, OR (2) a process server. All other documents can be served by first class mail or hand delivery. If there is a domestic violence protective order in effect you must serve documents only as ordered in the protective order. You must file a Certificate of Service with any document you file with the court indicating when and how you served the opposing party. See a sample at <http://courts.alaska.gov/shc/family/docs/shc-1620sample.pdf>.

¹Supersedes Presiding Judge’s Standing Order in Domestic Relations Actions [AO 13-02] dated June 25, 2013

7. **FINANCIAL DOCUMENTS:** If there are minor child[ren] involved in the case, you must file the following documents and serve the other party with a copy no later than 45 days after the Answer is filed.
- Completed Child Support Guidelines Affidavit, court form DR 305 (<http://www.courtrecords.alaska.gov/webdocs/forms/dr-305.pdf>).
Fill in your column completely and fill in the other parent's column if you can.
 - Copies of four (4) most recent pay stubs.
 - Copy of your most recent tax return, all schedules, attachments, W-2s, 1099s.
 - Your employer's name, address and telephone number.
 - If you did NOT receive the Alaska PFD, provide a statement explaining why not.
 - Letter from your employer or health insurance company stating:
 - what health insurance coverage you currently have;
 - who is covered by the insurance;
 - how much it costs to insure (1) you alone and (2) you and your child(ren).
- Black out any confidential information** such as social security numbers and account numbers except the last 4 digits so that the parties and the court can identify the specific account. You may use the Notice of Filing cover sheet, form SHC 1605, to file the financial documents. (<http://courts.alaska.gov/shc/family/docs/shc-1605n.pdf>)
8. **PARENT EDUCATION:** When there are minor child[ren] involved in the case, both parents must complete one of the three approved parenting education options listed below and file a Certificate of Completion with the court. Parent education is required prior to the court issuing final orders in a case.
- (1) *Listen to the Children* video. You can arrange to view for free at your local court or counseling program; or
 - (2) *What Parents Need to Know from Kids about Divorce* video. This can be watched online at <http://listen2kids.net/> for \$10, or viewed for free at your local court; or
 - (3) *Children in the Middle* parent education program online. Information on this program is available at <http://www.courts.alaska.gov/shc/family/shcparent-ed.htm>
9. **DISTRIBUTION OF ORDERS/DOCUMENTS ISSUED BY THE COURT:** For self-represented parties, when the court issues orders/documents distribution of those orders/documents will be sent by first class mail. A self-represented party may sign up to receive orders/documents issued by the court by email. To receive court issued orders/documents the party must file with the court an Electronic Delivery of Case Documents TF-820. You may find the form on the Alaska Court System website <http://www.courtrecords.alaska.gov/webdocs/forms/tf-820.pdf>. If an attorney is representing a party, the attorney will receive orders/documents by email.
10. **NEXT COURT DATE:** The court will set a scheduling conference after the Answer is filed, usually within 30 days of filing. At the hearing the court may discuss with the parties:
- Whether the trial will be formal or informal.
 - If the case involves custody issues, whether to appoint the Custody Investigator.
 - Whether the court needs to address any temporary custody, visitation, child support, or property issues.
 - Setting the trial date and pre-trial deadlines

If the defendant does not file an Answer with the court, the plaintiff may file a request for entry of default and a default judgment. To learn more about the default process, see <http://www.courts.alaska.gov/shc/family/shcdefault.htm>

11. **RESOURCES:** You must follow specific procedures in divorce and custody cases. If you are representing yourself, the court system has information on court procedures. The clerk's office can provide forms; however, if you are seeking legal advice you will need to consult with a lawyer.
- Court forms are available at the Court Clerk's Office or on the Alaska Court System Website at <http://www.courts.alaska.gov/forms/index.htm>
 - Information about preparing for trial is available at <http://www.courts.alaska.gov/shc/family/shctrial.htm>
 - Information and forms are available through the Alaska Court System Family Law Self-Help Center website: <http://courts.alaska.gov/shc/family/selfhelp.htm> or telephone (907) 264-0851; toll-free (866) 279-0851 (in Alaska, outside of Anchorage)
 - Family Law Self-Help Center has videos on divorce or custody cases in Alaska and preparing for hearings and trial at <http://www.courts.alaska.gov/shc/family/shcabout.htm#videos>
 - Alaska Court System Rules <http://www.courts.alaska.gov/rules/rules.htm#rules>

You must follow this ORDER. If you do not, the court may reject your paperwork and your case will be delayed. The court may enter sanctions, such as paying the opposing party's attorney's fees and costs and/or finding you in contempt of court which may result in fines or even jail time.

January 22, 2018
Effective Date



PAUL A. ROETMAN
Presiding Judge
Second Judicial District



I certify that a copy of this Order was mailed given emailed to:

- Plaintiff. Plaintiff is responsible to serve a copy of this order on the Defendant with complaint and summons.
- Plaintiff's Attorney to serve a copy of this order on the Plaintiff and a copy of this order will be served on Defendant with the complaint and summons.

Clerk: _____ Date: _____