

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

Plaintiff,)
vs.)
Defendant.)
Case No. _____ CI

**PRESIDING JUDGE'S STANDING ORDER IN DOMESTIC RELATIONS ACTIONS
[Administrative Order 13-02]¹**

1. **The following ORDERS are in effect when this document is delivered to you and remain in effect until the court enters the final order and decree in this case.**
 - **You cannot threaten, harass or harm the opposing party or children.** For example, you cannot physically hurt, stalk, excessively call, email, or text the opposing party.
 - **Unless the opposing party agrees in writing, OR this court orders it:**
 - **You cannot remove any child who is the subject of this case from Alaska.**
 - **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.**
 - **In a divorce case, you cannot cancel, change or stop paying for any insurance policy.**

¹ Supersedes Presiding Judge's Standing Order in Domestic Relations Actions dated January 2, 2008.

2. **FINANCIAL DOCUMENTS IN CHILD CUSTODY CASES:** If there are minor child(ren) involved in the case, you must file the following documents and serve the opposing party with a copy no later than **45 days after the Answer is filed:**
- Completed Child Support Guidelines Affidavit DR 305 (www.courts.alaska.gov/forms/dr-305F.pdf) . *Fill in your column completely and fill in the other parent's column if you can.*
 - Copies of 4 most recent pay stubs.
 - Copy of your most recent tax return, all schedules, attachments, W-2s, 1099s.
 - Your employer's name, address and phone 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 have currently
 - who is covered,
 - 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 can use the Notice of Filing cover sheet (www.courts.alaska.gov/shc/shc-1605.doc) to file with the financial documents.
3. **PARENT EDUCATION.** If there are minor children involved in the case, you have to either (1) attend the free video workshop *Listen to the Children* at your local counseling program or at your local court, or (2) complete the web-based class *Children in Between*. This requirement must be finished before the court will enter the final decree in the case. More information is available at www.courts.alaska.gov/shcparent-ed.htm. You are responsible for filing your Certificate of Completion once you complete the Parent Education requirement.
4. **DISCOVERY OF INFORMATION IN DIVORCE CASES:** Each party must give the opposing party (or the party's attorney if the party has one) information about the marital property and debt. The deadline is **45 days after the answer is filed**. Do NOT file this information in court, but only provide it to the opposing party or their attorney. Civil Rule 26.1 has the rules about information to provide in this type of case. You can learn more about it and get forms you can use at: www.courts.alaska.gov/property.htm#2. You may request additional discovery according to Civil Rules 26-37 (www.courts.alaska.gov/civ.htm).
5. **SERVING COPIES OF COURT FILINGS:** You must give the opposing party (or their attorney if the party has one) a copy of **every document** you file in 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 sent to the other party or party's attorney by first class mail or by hand delivery. You must file a Certificate of Service that tells the court that you served the opposing party, by what method and when. See a sample at www.courts.alaska.gov/serve.htm.

6. **NEXT COURT DATE:** The court will set a status conference approximately 60 days after the answer is filed to talk with the parties and to discuss the possibility of settlement or schedule a trial date. If the defendant does not file an Answer, the plaintiff may file for "default." (See, www.courts.alaska.gov/shcdefault.htm to learn about the default process).

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.

You must follow specific procedures in divorce and custody cases. If you are representing yourself, contact the court's Family Law Self-Help Center to understand court procedures and forms.

- (907) 264-0851; toll-free (866) 279-0851 (in Alaska, outside of Anchorage)
- www.courts.alaska.gov/selfhelp.htm

You can find additional forms at www.courts.alaska.gov/forms-subj.htm and court rules at www.courts.alaska.gov/civ.htm.

June 25, 2013

Date

MICHAEL I. JEFFERY
Presiding Judge
Second Judicial District



I certify that a copy of this Order was mailed given to:
 Plaintiff Plaintiff's Attorney to serve on the defendant with the summons.
Deputy Clerk: _____ Date: _____

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