

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
FIRST JUDICIAL DISTRICT AT _____

_____ Plaintiff,
_____ Defendant.

CASE NO. _____

**PRESIDING JUDGE'S STANDING ORDER
IN DOMESTIC RELATIONS
(DIVORCE AND CUSTODY) CASES**

Judicial Assignment. Judge _____ will hear and decide your case. There is no jury in a divorce or custody case.

The following ORDERS are in effect when this document is delivered to you and remain until the Judge enters the final order(s) in this case. IT IS IMPORTANT THAT YOU READ THIS ENTIRE STANDING ORDER.

- CONTACT WITH THE OTHER PARTY/CHILDREN:** You must not harm, threaten, or harass the opposing party or any child[ren] who is/are involved in this case. For example, you must not physically hurt, stalk, or excessively call, email, or text the opposing party or a child involved in this case. If there is an ex parte or long-term domestic violence protective order in effect, the parties must comply with all of its requirements.
- CHILD LEAVING ALASKA:** You cannot remove any child involved in this case from Alaska unless the other party agrees in writing or the court orders it.
- PROPERTY - DIVORCE CASE:** In a divorce case you cannot sell or dispose of any marital or disputed property, including funds, regardless of whose name is on a title or an account, unless the other party agrees in writing or the court orders it. You can use marital funds or assets only for the immediate and necessary living expenses of yourself and your child[ren].
- INSURANCE - DIVORCE CASE:** In a divorce case you cannot cancel, change, or stop paying for any insurance policy unless the other party agrees in writing or the court orders it.
- FINANCIAL DOCUMENTS - CUSTODY CASE:** If minor child[ren] are involved in the case, you must file the following documents no later than 45 days after the Answer is filed:
 - Completed Child Support Guidelines Affidavit, form DR 305 (find at <https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf>). Fill in your column completely and the other parent's column if you can.
 - Copies of your 4 most recent paystubs.
 - A copy of your most recent tax return, including all schedules, attachments, W-2's, and 1099's.
 - The name, address and telephone number of your employer.
 - If you do not receive the Alaska PFD, an explanation of why not.
 - A letter or other documentation from your employer or health insurance company stating:
 - What health insurance you currently have;

- Who is covered by the insurance; and
- How much it costs to 1) insure just you and 2) to insure you and your child[ren].

Be sure to block out any confidential information such as social security numbers and all but the last four digits of account numbers. You may use the Notice of Filing cover sheet, form SHC 1605, to file financial documents (find at <http://courts.alaska.gov/shc/family/docs/shc-1605n.pdf>).

6. **PARENT EDUCATION**: If there are minor child[ren] involved in the case you must either watch the approved parenting education video available at the courthouse or complete the on-line *Children In Between* parent education program (<http://online.divorce-education.com>, (877) 874-1365) before the final order(s) are entered in the case. You must file your Certificate of Completion. See www.courts.alaska.gov/shc/family/shcparent-ed.htm.
7. **DISCOVERY - DIVORCE CASE**: 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 marital property and debt that Alaska Civil Rule 26.1 requires within 45 days after the Answer is filed or by the date set by the court. Do not file this information with the court. See www.courts.alaska.gov/shc/family/property.htm for information about Civil Rule 26.1 and related forms. You may ask the opposing party for additional discovery according to Civil Rules 26-37.
8. **INFORMAL TRIAL**: The parties may both agree to an informal trial according to Alaska Civil Rule 16.2. The court will send information about the difference between formal and informal trials. See www.courts.alaska.gov/shc/family/shcdr-trials.htm.
9. **SUPPORTING FINANCIAL INFORMATION**: If you file a motion for financial support from the opposing party (for example, to pay for attorney fees and/or for spousal support) while the case is pending, or if you are opposing such a motion, you must file a completed Financial Declaration, form DR-250, with your filing. The DR-250 is available online at <https://public.courts.alaska.gov/web/forms/docs/dr-250.pdf>.
10. **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 1st class U.S. mail or hand delivery. If there is a short-term (ex parte) or long-term domestic violence protective order, 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 that tells the court that you have served a copy on the opposing party, when, and how. You can see a sample at <http://courts.alaska.gov/shc/family/docs/shc-1620sample.pdf>.
11. **NEXT COURT DATE**: The court will set a scheduling hearing after the Answer is filed, usually within 30 days of the filing. At the hearing the court may discuss with you:
 - Whether the trial will be formal or informal.
 - Whether to refer the case to the Early Resolution Program (ERP). In ERP, soon after the case is filed, the court provides resources to help parties resolve the issues by agreement and avoid a trial.
 - If the case involves custody issues, whether to refer the case to a custody mediator to help the parents communicate and reach agreements to avoid a trial.
 - 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 the plaintiff may file for the entry of default and a default judgment. See www.courts.alaska.gov/shc/family/shcdefault.htm.

12. RESOURCES:

- Court forms are available at the Court Clerk's Office, or online at www.courts.alaska.gov/forms/index.htm.
- Information about preparing for a trial is available at www.courts.alaska.gov/shc/family/shctrtrial.htm.
- Information and forms are available through the Alaska Court System Family Law Self-Help Center (<http://courts.alaska.gov/shc/family/selfhelp.htm>, (907) 264-0851 or (866) 279-0851).
- Information about finding an attorney is available at www.courts.alaska.gov/shc/shclawyer.htm.
- You may access the court rules online at <https://public.courts.alaska.gov/web/rules/docs/civ.pdf>.

You must follow this Order. If you do not, the court may reject your paperwork and your case will be delayed. The court may order 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 jail time.

June 4, 2018
Effective Date



[Handwritten Signature]

Trevor Stephens
Presiding Judge
First 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: _____