

**UNCONTESTED COMPLAINT for CUSTODY
Forms and Instructions**

1. If both parents agree on a parenting plan for their child(ren) (including decision-making, living arrangements and child support) that is in the best interest of the child(ren), they can fill out the following forms:

Form Number	Form Name	Number of Forms to File
SHC-118 Word PDF	Uncontested Custody Complaint	1 copy signed by both parents
DR-150	Child Custody Jurisdiction Affidavit	2 copies - 1 for each parent, signed in front of a notary. The court clerk will notarize for free.
DR-305 [Fill-In PDF]	Child Support Guidelines Affidavit	2 copies - 1 for each parent, signed in front of a notary. The court clerk will notarize for free.
DR-314	Information Sheet	2 copies, 1 for each parent
CIV-125S	Case Description Form	1 copy for both parents
DR-300 [Fill-In PDF]	Child Support Order	1 copy for both parties; fill out but do not sign
SHC-1063 Word PDF	Joint Motion to Put Settlement on the Record	1 copy signed by both parents
DR-460 [Fill-in PDF] DR-465 [Fill-in PDF]	Final Documents: <ul style="list-style-type: none"> • Findings of Fact and Conclusions of Law • Custody Judgment 	1 set for both parents; fill out but do not sign and date

Optional Forms Depending on the Situation

DR-306 [Fill-In PDF]	Shared Custody Child Support Calculation	1 form signed by both parties
DR-307 [Fill-In PDF]	Divided Custody Child Support Calculation	1 form signed by both parties
SHC-1342 Word PDF	Joint Motion, Affidavit & Order to Appear and Testify By Telephone	1 Motion & Affidavit form from both parties DO NOT sign the Order
SHC-151 Word PDF	Three-Way Affidavit of Paternity	1 form signed by wife, husband and biological father

Information required by Judge

- Tax return, most recent unless judge asks for more
- Current pay stubs for last 2 months

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2. Make 2 copies of all completed forms. Each party keeps a copy for their records.
3. File the original completed forms at your local court.
4. Pay the [required fee](#) or submit the Request for Exemption from Payment of Fees, [TF-920](#).
5. The court will give you a Domestic Relations Procedural Order when you file. This document is the first Order from the judge. Please read it carefully.
6. Wait for the court to schedule a hearing to put your agreement on the record.
7. Call the Family Law Self-Help Center with any questions at (907) 264-0851 or (866) 279-0851 (in Alaska, but outside the Municipality of Anchorage).

Parent Education: For cases involving child custody and visitation, you must:

- (1) watch the parent education video at the courthouse or on-line, or
- (2) complete the web-based class *Children in Between*.

This requirement must be satisfied **before** the entry of the final decree in the case. See <http://courts.alaska.gov/shc/family/shcparent-ed.htm>.