

**IN THE TRIAL COURTS FOR THE STATE OF ALASKA**

**In the Matter of:**

**FEE EXEMPTIONS IN FAMILY  
LAW CASES**

**PRESIDING JUDGES' STATEWIDE ADMINISTRATIVE ORDER FOR THE  
WAIVER OF FEES BY THE FAMILY LAW SELF-HELP CENTER  
IN FAMILY LAW CASES**

In order to increase efficiency, reduce delay, and minimize the movement of files, Family Law Self-Help Center staff are authorized to signature stamp orders granting fee exemptions in family law cases on behalf of the Presiding Judge of the district in which a case is filed or will be filed. A request for the waiver of fees filed under Administrative Rule 10 shall be approved when the applicant meets the criteria outlined at 45 CFR § 1611.4.<sup>1</sup> This regulation establishes financial eligibility for legal assistance supported with federal Legal Services Corporation funds, specifying a maximum income level equivalent to one hundred and twenty-five percent (125%) of the Federal Poverty Guidelines and are updated annually in the Federal Register.

In determining eligibility for a fee waiver, Family Law Self-Help Center staff may interview applicants telephonically. Approvals shall be granted using Alaska Court System form DR-649. If the Plaintiff/Petitioner files the approved form with the complaint, the clerk shall issue the summons and any applicable pretrial order. If the Family Law Self-Help Center denies a fee exemption, the applicant may file a request for an exemption from the payment of

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<sup>1</sup> <https://ecfr.federalregister.gov/current/title-45/subtitle-B/chapter-XVI/part-1611>  
(Cont'd)

**PRESIDING JUDGES' STATEWIDE ADMINISTRATIVE ORDER RE: FEE  
WAIVERS**


fees (Alaska Court System form TF-920<sup>2</sup>) for review by the assigned judicial officer. If the judicial officer grants the fee waiver, the clerk shall issue the summons and any applicable pretrial order.


**IT IS SO ORDERED.**


Dated at Juneau, Alaska on June 30, 2021.



  
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Amy Mead  
Presiding Judge First Judicial District

  
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br Paul A. Roetman  
Presiding Judge Second Judicial District

  
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br William F. Morse  
Presiding Judge Third Judicial District

  
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br Terrence Haas  
Presiding Judge Fourth Judicial District

Distribution: Chief Justice Joel Bolger; Stacey Marz, Administrative Director; Lesa Robertson, Executive Administrative Assistant; Stacy Steinberg, Court Rules Attorney; Superior Court Judges; District Court Judges; Magistrate Judges; ACAs; Clerks of Court.

<sup>2</sup> <http://courts.alaska.gov/forms/docs/tf-920.pdf>