

Instructions for Filling out the Docketing Statement A

- No. 1 Check the box for the type of case you are filing. If you are appealing a child custody decision, check the box next to b. which says "Appeal in Child Custody Case (App. Rule 218)". For all other civil appeals, check the first box for "General Civil Appeal (App. Rule 204)".
- No. 2 Provide your contact information. As the party filing the appeal, you are the "appellant." This is the address and phone number that the Appellate Court Clerk's Office will use to contact you. It is also the address that the other party will use to send you their appeal brief and any motions. Therefore, it is very important that you provide this information and update it if you move.
- No. 3 Leave blank if you do not have an attorney. If you have an attorney, he or she should be filling out the Docketing Statement and other required papers for you.
- No. 4 Provide the contact information for the party that you are filing the appeal against. He or she is the "appellee."
- No. 5 Provide the contact information for the appellee's attorney if he or she has one. If there is no attorney or you do not know if there is an attorney involved, leave this section blank.
- No. 6 Provide information about the Superior Court case including:
- Case number
 - Superior Court judge's name
 - Date the final judgment was distributed (see the date on clerk's certification of distribution at the end of the order)
 - Information about any motions in Superior Court filed after the final judgment. Read Appellate Rule 204(a)(3) for a list of motions that change the time for filing appeals in civil cases.
- No. 7 If you are appealing because you think a state statute or regulation violates the Alaska or U.S. Constitution, check the "Yes" box and cite the statute or regulation. If not, leave this section blank.
- No. 8 Check the box which describes the type of [judgment](#) or [order](#) you are appealing. Most people check the box next to a. because the Superior Court judgment was final and dealt with all of the issues.
- No. 9 This is a helpful checklist that includes all documents that must be filed to start the appeal. Check the boxes to show what you are attaching.

Subsection a: Check to show you are attaching a copy of the final judgment or order you are appealing.

Subsection b: Check to show you are attaching a statement of points on appeal. You can do this by filing the [Notice of Appeal and Statement of Points on Appeal](#) form.

Subsections c & d: Check to show whether you are paying the \$150 filing fee and \$750 cost bond or asking for a waiver of either or both. If you cannot afford the filing fee and/or the cost bond, you can file a [Motion to Waive the Filing Fee and/or Cost Bond](#). If you cannot afford both the filing fee and the cost bond, you only need to file one motion requesting that both be waived.

Subsection e: Check the box to show whether you will be designating the transcript or filing a motion to extend the time to designate the transcript. Please read the [transcript section](#) to learn more.

Sign and date the form after the box listing the Attachments.

Certificate of Service: On page 2, in the box found at the bottom left hand corner, you must state how you provided the other party with a copy of all of the documents you are filing. Fill in the date and indicate whether you mailed or hand-delivered the documents and write out the person's name. Make sure you sign at the bottom of the box.

Copies: Make 3 copies of everything before you file:

- Docketing Statement
- Notice of Appeal & Statement of Points on Appeal
- Designation of Transcript
- Copy of final judgment / order

File the originals + 1 copy of each document + the filing fee and cost bond (or Motion to Waive Filing Fee and/or Cost Bond) at the Appellate Court Clerk's Office.

Mail or hand-deliver 1 copy of each document to the other party.

Keep 1 copy of everything for your records.