

**UNCONTESTED MOTION
TO MODIFY CUSTODY, VISITATION & CHILD SUPPORT
Instructions and Forms**

If both parents agree to modify custody, visitation and/or child support when there is change in circumstances, and it is in the best interest of the child(ren), they can fill out the following forms (*use the same caption and case number from your original case that dealt with custody*):

Form Number	Form Name	Number of Forms to File
SHC-1310 Word PDF	Joint Motion (<i>you will have to specify what you want. For example, “to modify custody, visitation, and support”</i>)	1 copy signed by both parents
SHC-1320 Word PDF	Joint Affidavit in support of Joint Motion	1 copy signed by both parents
2 options, so choose 1 form: SHC-1128 Word PDF OR SHC-1126 Word PDF	Parenting Plan Agreement & Order OR Agreement & Order for Custody and Visitation	1 form for both parents and fill out everything that applies except for the order part at the end; both parents sign in front of a notary
DR-301 (Fill-In PDF)	Order modifying child support	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-150 (Fill-In PDF)	Child Custody Jurisdiction Affidavit	2 copies, 1 for each parent
DR-305 (Fill-In PDF)	Child Support Guidelines Affidavit	2 copies, 1 for each parent
DR-314 (Fill-In PDF)	Information Sheet	2 copies, 1 for each parent

If modification is for shared or divided custody, also file one of these forms depending on the parenting agreement:

- Shared Custody Support Calculation, [DR-306](#) (Fill-In PDF)
- Divided Custody Support Calculation, [DR-307](#) (Fill-In PDF)

Mandatory Information required by Judge

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

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If CSSD is collecting child support:

If the modification will reduce or eliminate past-due child support and CSSD is collecting, you need to serve a copy of all forms to the Attorney General's (AG) Office who represents CSSD. To show that you provided the AG with a copy, fill out and file:

- Certificate of Service, SHC-1620 [Word](#) | [PDF](#)
1. Make 2 copies of all forms to be filed (3 copies if you are serving the AG). Each parent keeps a copy for their own records.
 2. File the filled-out and signed forms at the same court where you did your original case. A court employee can notarize the affidavits for free. You will need to pay a \$75 filing fee for modifications unless you are low income and receive a [fee waiver](#).
 3. If you changed your telephone number or address since you filed your original case, include the form Notice of Change of Mailing Address/Telephone Number, [TF-955](#) (Fill-In PDF).
 4. You need to send a copy to the AG if (1) CSSD is collecting child support in your case, AND (2) your agreement is to reduce or eliminate past-due child support:

Attorney General's Office
Child Support Section
1031 West Fourth Ave., Ste. 200
Anchorage, AK 99501
 5. Wait for the judge to schedule a hearing. You will be notified by mail of the date.
 6. Questions? Call the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851 (in Alaska, but outside the Municipality of Anchorage).