

## UNCONTESTED DIVORCE w/ Kids & NO Property

1. If both spouses agree:
- to end the marriage, and
  - to the parenting plan for any children from both parents,

fill out the following forms:

Form Number	Form Name	Number of Forms to File
SHC-110 <a href="#">Word</a>   <a href="#">PDF</a>	Uncontested Complaint for Divorce	1 form, signed by both
SHC-1063 <a href="#">Word</a>   <a href="#">PDF</a>	Joint Request to put a Settlement on Record	1 form, signed by both
SHC-1061 <a href="#">Word</a>   <a href="#">PDF</a>	Agreement and Order ( <i>stating you agree to end the marriage, custody and visitation as stated in SHC-1126 and child support as shown in DR 300</i> )	1 form signed by both parties, but DO NOT sign Order section
SHC-1126 <a href="#">Word</a>   <a href="#">PDF</a>	Agreement For Custody and Visitation & Order	1 form, signed by both
<a href="#">DR-150</a> [Fill-In PDF]	Child Custody Jurisdiction Affidavit	2 forms, each sign own
<a href="#">DR-305</a> [Fill-In PDF]	Child Support Guidelines Affidavit	2 forms, each sign own
<a href="#">DR-314</a> [Fill-In PDF]	Information Sheet	2 forms, each sign own
<a href="#">CIV-125S</a>	Case Description	1 form, ( <i>can pick up at court when file</i> )
<a href="#">DR-300</a> [Fill-In PDF]	Child Support Order	1 form, (parties DO NOT sign)
VS-401 ( <i>pick up at the court</i> )	Certificate of Divorce	1 for both (parties DO NOT sign)
SHC-520 <a href="#">Word</a>   <a href="#">PDF</a>	Finding of Fact and Conclusions of Law	1 for both (parties DO NOT sign)
SHC-525 <a href="#">Word</a>   <a href="#">PDF</a>	Decree and Judgment	1 for both (parties DO NOT sign)

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### Optional Forms Depending on the Situation

<a href="#">DR-306</a> [Fill-In PDF]	Shared Custody Child Support Calculation	1 form signed by both parties
SHC-1342 <a href="#">Word</a>   <a href="#">PDF</a>	Joint Motion, Affidavit & Order to Appear and Testify By Telephone	1 Motion & Affidavit form from both parties DO NOT sign the Order

### Information Required by the Judge

- Tax return, most recent unless judge asks for more
  - Current pay stubs for last 2 months
2. Make 2 copies of all filled-out forms and save for each spouse's records.
  3. File the filled-out and signed forms at the court. A court employee can notarize the affidavits for free.
  4. 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.
  5. Wait for the judge to schedule a hearing. You will be notified by mail of the date.
  6. Any questions, call the Family Law Self-Help Center 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 *Listen to the Children* video at the courthouse, 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>.