

## INSTRUCTIONS FOR THE CUSTODY COMPLAINT, SHC-115

### 1. What forms do I need to fill out when filing for custody? (Use this as your checklist.)

- Complaint for Custody**, SHC-115 [Word](#) | [PDF](#) (Required)
- Case Description Form**, [CIV-125S](#) (Required)
- Information Sheet**, [DR 314](#) [Fill-In PDF] (Required)
- Child Support Guidelines Affidavit**, [DR-305](#) [Fill-In PDF] (Required)
- Child Custody Jurisdiction Affidavit**, [DR-150](#) [Fill-In PDF] (Required)
- Summons**, CIV-100 (Required. You cannot get this from the internet; you must get it from your local court or by calling the Family Law Self-Help Center.)

### 2. How do I fill out the *Complaint*?

The *Complaint* asks for information about you, the other parent and your children. Describe the parenting plan you would like, and provide child support information. **Remember:** Use BLACK ink for the form and sign in BLUE ink. Print your name, address and phone number in the upper left-hand corner of the first page. In the caption, print your name above “Plaintiff” and the other parent’s name above “Defendant.”

### 3. How do I fill out the *Child Support Guidelines Affidavit* and the *Child Custody Jurisdiction Affidavit*?

Answer each question completely. See [How to Fill out the Child Support Guidelines Affidavit](#). The *Child Support Guidelines Affidavit* requires that you attach your most recent tax return and pay stubs. You must sign these forms **in front of a notary**, who will need to see a picture ID. Court staff can notarize your signature for free. Contact Family Law Self-Help Center with questions about how to complete either of these required forms, or read the website (see No. 7 below).

### 4. How do I fill out the *Case Description Form*?

Check the box to the left of “Custody (Unmarried Parents).”

### 5. How do I fill out the *Information Sheet*?

Fill in all of the information requested in # 1, 2 and 3. Provide complete information for yourself and the children in the case, and your spouse if you know it. Sign your name and date. When you file the papers to start your case, the clerk will give you a case number that you should fill in at the top with the court location where you are filing.

### 6. How do I fill out the *Summons*?

Fill in all of the blank spaces in the top half of the form, except the case number. When you file your papers, the clerk completes the lower half, which assigns your judge and case number.

### 7. What do I do with the completed forms?

Please see *How to Start a Contested Case*, SHC-181 [Word](#) | [PDF](#).

### 8. What if I have questions?

Contact the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851 (outside of Anchorage but from an Alaska-based phone number) or visit <http://courts.alaska.gov/shc/family/selfhelp.htm>.