

How to File and Serve a Subsequent Filing Using TrueFiling

1. First, make sure you have completed all the required forms and have saved the signed forms to your computer.
2. If you haven't already done so, create a TrueFiling account.
 - a. Link to [video](#) demonstrating how to create account.
 - b. Link to TrueFiling [registration page](#).
3. Log in to [TrueFiling](#).
4. Click **File**.
5. Click the drop-down menu under Court and select the **AK Trial Courts**.
6. Click **File to an existing case** by clicking on the drop-down arrow in the Action field.
7. **Enter case number** include all leading zeros in Search by Case Number Field. (Note: Search by Date function does not work; you will need to know the case number to file to a case.) Click Search.
8. Verify Case Number and Case Title is correct. Highlight and click on case information.
9. Click **File to This Case**.
10. Select the **Filer name** by clicking on the drop down arrow in the Filer field.
11. The File Document box and Serve Document Box are automatically checked. If you are not serving the filing on another party, remove the checkmark from the Serve Document box.
12. **Upload the documents** and identify each filing type. Be sure to name each filing exactly as shown on the document.
13. **Select Service Recipients** and identify each **Service Type**. Note: When selecting Mail or Personal Service, you are responsible for serving the documents on that party.
14. If the document requires a filing fee, complete **Checkout** with one of these options:

Option A: Credit Card is saved to your TrueFiling Account

1. Review card information. If more than one card is saved, select the appropriate card.
2. Click Submit on the Checkout screen.

Option B: Credit Card is not yet saved to your TrueFiling Account

1. Click Add Payment Account.
2. Complete the Add New Payment Account screen.
3. Click Add Account.
4. Click Submit on the Checkout screen.

Option C: Submit a Request for Exemption from Payment of Fees (form TF-920)

1. Click Request Fee Waiver.
2. Select either the first or second radio button on the Fee Waiver Options screen.
3. Click the Choose File button and upload your completed TF-920 form.
4. Click Select.
5. Click Submit on the Checkout screen.

Option D: Indicate that the case is exempt from filing fees pursuant to an Administrative Rule

1. Click Request Fee Waiver.
2. Select either the third or fourth radio button on the Fee Waiver Options screen.
3. Click Select.
4. Click Submit on the Checkout screen.

Option E: Indicate there are agency funds on account with the Alaska Court System

1. Click Request Fee Waiver
2. Select fifth radio button on the Fee Waiver Options screen.
3. Click Select.
4. Click Submit on the Checkout screen.

15. Click **OK** at the Submission Successful popup.