

FORMS REQUISITION

Are you using the correct form?

- Use this form to order forms and pamphlets listed in the [Forms Catalog](#) only.
 - Use the [ADM-500, Form Change Request](#), to ask for changes to forms that already exist.
 - Use the [ADM-320, Print Requisition](#), to ask for printing of forms that do not have a form number.
- Note, only emergency orders are accepted by telephone or fax (fax is 907-264-8288).

Form number and name.

The form number and name are located in the bottom left corner of each court form. You must provide the form number or your request cannot be filled. Please be sure to include the part of the form number that indicates the court location if it is a local version of the form (examples include the DR-600 ANCH and CR-461 KN).

Quantity of forms.

Forms change frequently, please do not order more than you expect to use within the next six months.

Form Number	Form Name	Quantity Ordered	FOR SUPPLY USE ONLY		
			Quantity Issued	Other	Date Issued

- Explanation of Codes in "Other" Column**
- OL.....On list to be printed. Will send when available.
 - ElimForm has been eliminated.
 - NL.....Not listed in Forms Catalogs.
 - No #No form number provided.
 - Ref.....Referred to (name of person).
 - ADM-320Form sent to print shop. Will send when printed.
 - PLPrint locally - available online.

INSTRUCTIONS

Fill in the form online (save a copy for your files) and email it by selecting the "SUBMIT" button at the top of the form or attach and email to Supply/InventoryFormsRequest@akcourts.us.
 The completed form can also be mailed to:
 Court Supply
 820 W. 4th Ave.
 Anchorage, AK 99501

Your Name _____

Location _____

Phone No. _____

Date _____

E-mail _____