

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
THIRD JUDICIAL DISTRICT AT ANCHORAGE

Plaintiff,

CASE NO. _____

Defendant.

**DOMESTIC RELATIONS INITIAL ORDER &
ORDER TO FILE FINANCIAL DOCUMENTS**

1. **Judge** _____ will hear and decide your case.
 2. **The following ORDERS are in effect when this document is delivered to you and remain until the court enters the final order and decree in this case.**
 - **You cannot threaten, harass or harm the opposing party or children.** For example, you cannot physically hurt, stalk, excessively call, email or text the opposing party.
 - **Unless the opposing party agrees in writing, OR this court orders it:**
 - **You cannot remove any child who is the subject of this case from Alaska.**
 - In a divorce case, **you cannot sell or dispose of any marital or disputed property**, except you can use marital funds or assets **only for the immediate personal and necessary living expenses of yourself and your children.**
 - In a divorce case, **you cannot cancel, change or stop paying for any insurance policy.**
 3. **FINANCIAL DOCUMENTS IN CHILD CUSTODY CASES:** If there are minor child(ren) involved in the case, you must file the following documents and serve the opposing party with a copy no later than **45 days after the answer** is filed.
 - Completed *Child Support Guidelines Affidavit*, **DR 305**. Find form DR-305 online at: <https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf>. *Fill in your column completely and fill in the other parent's column if you can.*
 - Copies of 4 most recent pay stubs.
 - Copy of most recent tax return, all schedules, attachments, W-2s, 1099s.
 - Your employer's name, address and phone number.
 - Letter from your employer or health insurance company stating:
 - what health insurance coverage you have currently,
 - who is covered, and
 - how much it costs to insure (1) you alone and (2) you and your child(ren).
 - If you did NOT receive the Alaska PFD, provide a statement explaining why not.
- Black out any confidential information** such as social security numbers and account numbers except for the last 4 digits so that the parties and court can identify the specific account. You can use the *Notice of Filing*, SHC 1605, cover sheet to file with the financial documents. Find the form online at: www.courts.alaska.gov/shc/family/docs/shc-1605.doc.
4. **PARENT EDUCATION:** If there are minor children involved in the case, you have to either (1) watch the *Listen to the Children* video at the courthouse, or (2) complete the web-based class *Children in the Middle*. This requirement must be satisfied before the entry of the final decree in the case. See www.courts.alaska.gov/shc/family/shcparent-ed.htm.

5. **DISCOVERY OF INFORMATION IN DIVORCE CASES:** Each party must give the opposing party (or their attorney if represented) information about the marital property and debt within **45 days after the Answer** is filed. Do NOT file this information in court, but only provide it to the opposing party or their attorney. Learn more about Civil Rule 26.1 disclosures and forms at: www.courts.alaska.gov/shc/family/property.htm#2. You may request additional discovery per Civil Rules 26-37 (<https://public.courts.alaska.gov/web/rules/docs/civ.pdf>).
6. **SUPPORTING FINANCIAL INFORMATION:** You must file a **completed Financial Declaration, DR-250**, if you file a motion asking for money from the opposing party (for example, *Motion for Attorney's Fees*, or *Motion for Interim Spousal Support*). If you file an opposition to a motion asking for money, you must file a completed *Financial Declaration, DR-250*. Available online at <https://public.courts.alaska.gov/web/forms/docs/dr-250.pdf>.
7. **SERVING COPIES OF COURT FILINGS:** You must give the opposing party (or their attorney if represented) a copy of **every document** you file in court.
 - The complaint and the attached documents must be served by (1) certified mail, restricted delivery, return receipt or (2) a process server.
 - All other documents can be filed by 1st class U.S. mail or hand delivery, except as noted below. You must file a *Certificate of Service* that tells the court that you served the opposing party, by what method and when. See a sample at www.courts.alaska.gov/shc/family/serve.htm.
 - If a short-term or long-term domestic violence protective order prohibits contact with the opposing party, you must serve all documents by a process server unless the judge in the domestic violence case allows another method.
8. **NEXT COURT DATE:** The court will set a status conference approximately 60 days after the answer is filed and notify you to discuss the possibility of settlement or schedule a trial date. If the defendant does not file an answer, the plaintiff may file for default. (See www.courts.alaska.gov/shc/family/shcdefault.htm to learn about the default process.)

You must follow this ORDER. If you do not, the court may reject your paperwork and your case will be delayed. The court may order sanctions, such as paying the opposing party's attorney's fees and costs and/or finding you in contempt of court which may result in fines or jail time.

You must follow specific procedures in divorce and custody cases. If you are representing yourself, contact the Family Law Self-Help Center to understand court procedures and forms:

- (907) 264-0851; toll-free (866) 279-0851 (In Alaska, but outside Anchorage)
- www.courts.alaska.gov/shc/family/selfhelp.htm

You can find additional forms at: www.courts.alaska.gov/forms/index.htm and court rules at: <https://public.courts.alaska.gov/web/rules/docs/civ.pdf>.

June 20, 2018

 Date

/s/ William F. Morse

 William F. Morse
 Presiding Judge
 Third Judicial District

I certify that a copy of this Order was mailed given to Plaintiff Plaintiff's attorney to serve on the Defendant with the summons.
 Deputy Clerk: _____ Date: _____