

**UNCONTESTED MOTION  
TO MODIFY CUSTODY, VISITATION & CHILD SUPPORT  
Instructions and Forms**

If both parents agree to modify custody, visitation and/or child support when there is change in circumstances, and it is in the best interest of the child(ren), they can fill out the following forms (*use the same caption and case number from your original case that dealt with custody*):

<b>Form Number</b>	<b>Form Name</b>	<b>Number of Forms to File</b>
SHC-1310 <a href="#">Word</a>   <a href="#">PDF</a>	Joint Motion ( <i>you will have to specify what you want. For example, "to modify custody, visitation, and support"</i> )	1 copy signed by both parents
SHC-1320 <a href="#">Word</a>   <a href="#">PDF</a>	Joint Affidavit in support of Joint Motion	1 copy signed by both parents
2 options, so choose 1 form:  SHC-1128 <a href="#">Word</a>   <a href="#">PDF</a> OR SHC-1126 <a href="#">Word</a>   <a href="#">PDF</a>	Parenting Plan Agreement & Order  OR  Agreement & Order for Custody and Visitation	1 form for both parents and fill out everything that applies except for the order part at the end; both parents sign in front of a notary
<a href="#">DR-301</a> (Fill-In PDF)	Order modifying child support	fill out but do NOT sign
SHC-1063 <a href="#">Word</a>   <a href="#">PDF</a>	Joint Motion to Put Settlement on the Record	1 copy signed by both parents
<a href="#">DR-150</a> (Fill-In PDF)	Child Custody Jurisdiction Affidavit	2 copies, 1 for each parent
<a href="#">DR-305</a> (Fill-In PDF)	Child Support Guidelines Affidavit	2 copies, 1 for each parent
<a href="#">DR-314</a> (Fill-In PDF)	Information Sheet	2 copies, 1 for each parent

If modification is for shared or divided custody, also file one of these forms depending on the parenting agreement:

- Shared Custody Support Calculation, [DR-306](#) (Fill-In PDF)
- Divided Custody Support Calculation, [DR-307](#) (Fill-In PDF)

**Mandatory Information required by Judge**

- Tax return, most recent unless judge asks for more
- Current pay stubs for last 2 months

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1. Make 2 copies of all forms to be filed (3 copies if you are serving the AG). Each parent keeps a copy for their own records.
2. File the filled-out and signed forms at the same court where you did your original case. A court employee can notarize the affidavits for free. If you and the other parent agree on the modification, it is FREE to file. If you do not agree, you will need to pay a \$75 filing fee for modifications unless you are low income and receive a [fee waiver](#).
3. If you changed your telephone number or address since you filed your original case, include the form Notice of Change of Mailing Address/Telephone Number, [TF-955](#) (Fill-In PDF).
4. Wait for the judge to schedule a hearing. You will be notified by mail of the date.
5. Questions? Call the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851 (in Alaska, but outside the Municipality of Anchorage).