

**UNCONTESTED MOTION  
TO CHANGE PARENTING PLAN OR CHILD SUPPORT  
Instructions and Forms**

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

Form Number	Form Name	Number of Forms to File
SHC-1310 <a href="#">Word</a>   <a href="#">PDF</a>	Joint Motion (you will have to specify what you want. For example, “to change parenting plan and child support”)	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
SHC-1128 <a href="#">Word</a>   <a href="#">PDF</a>	Parenting Plan Agreement & Order	1 form for both parents to sign in front of a notary
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 change 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**

- Most recent tax return
- Last 3 pay stubs

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**IMPORTANT**

**Notice on Using TrueFiling**

1. See if TrueFiling is available for your case type and court location at [ak-courts.info/tfcourts](http://ak-courts.info/tfcourts).
  2. If available, you **must** use TrueFiling unless you are exempt. You are exempt if one of these applies:
    - You are in a jail or correctional facility.
    - You have a disability under the Americans with Disabilities Act (ADA).
    - You do not have safe access to a computer, internet, or email.
    - You cannot access the help you need to use TrueFiling.
    - You have a language barrier or are Limited English Proficient.
- You do not need to prove you are exempt. If you are exempt **and** you choose not to use TrueFiling, you must tell the court and the other parent you are exempt on your first filing with the court. Many forms have a check box and space for you to do this already on the form. If not, write the following statement on your document and sign your name after it: "I certify that I am exempt from using TrueFiling for a reason listed in Administrative Bulletin 92."

**Filing:**

- If you are **using TrueFiling**, you can use it to file your motion with the court.
- If you are **not using TrueFiling**, you must mail or hand deliver your copy to the court.

**Remember:**

1. 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).
2. Wait for the judge to schedule a hearing. You will be notified by mail of the date.
3. Questions? Call the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851.