

**Clerk Instructions:** If box #2 is **not** checked, use Action Code **DR483REG**. If box #2 **is** checked, use Action Code **CIFCSREG**. In either case, if there is also a motion to modify, see CIV-125S for the codes.

Person Filing Request

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I authorize the court to email court documents in this case to me at the email address above. If I change my email address or wish to receive documents by regular mail, I agree to notify the court by filing form TF-820, [Electronic Delivery of Case Documents](#).

*[If you do not want the other parent to know your physical address, you still must provide a mailing address so the court and the other parent can send you court papers by mail.]*

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA AT \_\_\_\_\_

Court Location

\_\_\_\_\_  
Full Name of Person Filing Request

\_\_\_\_\_  
Full Name of Other Parent

\_\_\_\_\_  
Full Name of Other Person with Custody  
or Visitation Rights

**Alaska** Case No. \_\_\_\_\_ CI  
*[Leave blank. Court will assign.]*

**REQUEST TO REGISTER CHILD CUSTODY ORDER  
OF ANOTHER STATE OR COUNTRY**  
(AS 25.30.430)

1. I request to register with the Alaska Court System the attached child custody order from  
 another state.<sup>1</sup>  another country.<sup>2</sup>
2.  This order **includes** a child support order. I understand that if I want the Alaska court to register and enforce the child support portion of this order, I must provide additional information in section 6 below.

*[If you want to register a separate support order, you must file a separate request using the [DR-340 Packet to Register a Support Order from Another State or Tribe](#). There is no fee for filing this petition. ]*

<sup>1</sup> "State" means a state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands, or a territory or insular possession subject to the jurisdiction of the United States. AS 25.30.909.

<sup>2</sup> **Note to Person Filing Request:** If you are requesting to register an order from a foreign country, the court may require additional information from you before the order can be confirmed. For further instructions, read carefully any orders you receive from the Alaska court.

**Note to Court Clerk:** Orders issued from another country must be routed to the assigned judicial officer for review before processing a request to register. A judicial officer must determine whether that country's child custody laws comply with AS 25.30.810 before the order can be confirmed or enforced.

3. **Copies of the Order Being Registered.** I attached **two copies** of the order I am asking to register. At least one of these copies is a **certified** copy.

*[If you don't already have a certified copy of the order, you must request a certified copy from the court that issued the order.]*

Because the order includes social security numbers, I also attached a **copy of the certified copy** with the social security numbers blacked out so that the numbers cannot be read.

4.  **Copies of Modification Orders.** There are orders that modify (change) the original order I am registering. Therefore, I attached **two copies** of **each** of the modification orders. At least one of the copies is a **certified** copy for **each** modification order.

Because the modification order includes social security numbers, I also attached a **copy of the certified copy** with the social security numbers blacked out so that the numbers cannot be read.

5. Information about other persons involved in this case. *[Attach extra pages if necessary.]*

a. Other parent.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

b. Other person with custody or visitation rights.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

6.  **Additional Information for Support Orders.** *[Skip this section and go to section 7 if the order you are registering does **not** include a support order.]*

a. Information about obligor (person who owes support).

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Other sources of income: \_\_\_\_\_

Location and description of property in Alaska that is **not** exempt from execution:

\_\_\_\_\_

\_\_\_\_\_

b. Name of obligee (person who receives support): \_\_\_\_\_

c. The obligee is currently paid as follows:

*[If payments are not actually being made, indicate how the obligee **should** be paid.]*

Direct payments to \_\_\_\_\_ *[address]*

Through a state child support agency: \_\_\_\_\_ *[name of state]*

Through a non-agency third party: \_\_\_\_\_

d.  There is a past due support amount (arrearages) of \$\_\_\_\_\_.

e. I attached DR-343, [Confidential Information Sheet](#). **[Required.]**

7. The order I want registered has not been canceled (vacated), put on hold (stayed), or changed (modified), except as shown in the attached modification orders, if any.

**8. Method of Giving Notice.**

*[The court is required to give the other party notice of your request. The court will send this notice by first-class mail unless you ask the court to use another method **and** pre-pay the costs. These latter two methods will provide proof that the other party received the notice **if** service is successful. You only need to use one method.]*

I ask that the court notify the other people in this case of this registration request by:

**First-Class U.S. Mail** (no charge).

**Certified Mail.** I attached the following:

- A check payable to the Alaska Court System for the \$5.00 court fee for service by certified mail
- A 9" x 12" envelope pre-addressed to the other party
- Postal forms for certified mail (Certified Mail Receipt – PS Form 3800 and Green Postal Receipt Card – PS Form 3811)
- Postage for the following postal services: certified mail, restricted delivery, and return receipt requested.

*[For information on how to complete certified mail postal forms, see Section 2, Page 3 of the booklet CIV-106, [How to Serve a Summons](#).]*

**Process Server.** I hired the following process server and paid the service fee **directly to the process server:**

Process server name/company: \_\_\_\_\_

Address: \_\_\_\_\_

*[For information on using a process server, see Section 1, Page 1 of the booklet CIV-106, [How to Serve a Summons](#). The fee will vary depending on your circumstances, but it will be significantly higher than for certified mail.]*

9. **Filing Fee.** I included **either** a check for the filing fee<sup>3</sup> **or** TF-920, [Request for Exemption from Payment of Fees](#). *[If you are filing through the TrueFiling program, you can instead make the payment online.]*

I certify under penalty of perjury that everything I wrote in this request is true to the best of my knowledge and belief.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Person Filing this Request

<sup>3</sup> See [ak-courts.info/courtfees](http://ak-courts.info/courtfees) or [Administrative Rule 9\(b\)](#) for current fee amount. The case type for this request is "Register a foreign child custody order."

## NEXT STEPS

1. **File.** You can mail or hand-deliver this request (including all attachments) to the court **or** you can use the court's TrueFiling program to file online.<sup>4</sup> File the documents at an Alaska Superior Court in the judicial district where the other party can be personally served, or if you believe the other party violated the custody order, where the violation happened.<sup>5</sup> This is usually the court nearest where the other parent lives. See form CIV-127, [List of Superior Court Filing Locations](#).
2. **Copies.** Keep a copy of all documents and attachments for yourself.
3. **Wait to See if Hearing is Requested.** The court will send a copy of your request to register and a notice of registration to the other party using the method you chose. The court will also send you a copy of the notice. The other party has 20 days to request a hearing to contest the registration. The 20 days begins on either the date the court mailed the notice or the date the notice was personally served on the other party.
4. **Hearing.** If the other party requests a hearing, the court will schedule one and notify all parties of the date, time, and location. If it will be difficult for you to attend the hearing in person, file form TF-710, [Request to Appear by Telephone](#).

See DR-483, [Notice of Registration](#) for what the other party must prove at this hearing. You can also read the other party's request for hearing to see which defenses are alleged. If the other party cannot prove one of these legal defenses, then the judge will confirm the registration after the hearing.

You will be allowed to testify and present your evidence at the hearing. Bring any evidence (such as documents, emails, text messages, photographs, or other written materials) that shows that the custody order is currently valid. You may also call witnesses. **This is not a hearing to redo the custody case or change the custody order.**

5. **No Hearing.** If the other party does not request a hearing within 20 days, the court will automatically confirm registration of the custody order.

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<sup>4</sup> See <https://courts.alaska.gov/efile/index.htm#current-courts> for a list of court locations that currently accept civil cases in TrueFiling. You will have to use regular mail to send the certified copies of the order you are asking to register (and any modification orders). Certified copies are not allowed to be emailed or uploaded electronically. See pp. 8-9 of [SCO 2007](#).

<sup>5</sup> [Civil Rule 3\(c\)](#).