

## Instructions for Requesting Records

The Alaska Court System cannot research a case over the phone. You may request copies or information from a court case file using the form on page 2 (on the back of this page).

Please complete the entire records request form. It is important that every section be filled out. If information is missing from your request it may take longer to process.

The processing time for a normal request is about two weeks. Large requests, or requests that require research, may take longer to process. Prepayment may be required.

**Confidential Records.** Only parties to a case are allowed to receive copies of confidential case files. If you are requesting confidential records, you must present photo ID to the court clerk when making your request. In addition to cases that have been made confidential by a judge, the following case types are confidential: Adoption, Child in Need of Aid (CINA), Conservatorship, Delinquency, Guardianship, Minor Settlement, and Mental Commitment (Hospitalization).

**Requests should be submitted to the clerk of court where the case was filed.** You may submit your request in person or by mail to the court. A complete list of Alaska Court System contact information is available at: <http://courts.alaska.gov/courtdir/index.htm>.

Please be aware that if you do not provide a case number, an hourly research fee will be added to your invoice. To find a case number for a case from 1990 to the current date, please visit our website at <https://records.courts.alaska.gov>.

### Fees

Fee amounts can also be found in [Administrative Rule 9](#).

Research fee	A minimum of one hour will be charged for research performed.
Plain copies	Per document charge.
Certified copies	Per document charge. Additional copies for a reduced fee. <b>These documents must be mailed.</b>
Exemplified/Authenticated copies	<b>These documents must be mailed.</b>

For an apostille, please contact the Office of the Lieutenant Governor.

**Please indicate the type of copies you are requesting (plain, certified, exemplified/authenticated). If it is not specified in the request, plain copies will be sent to you.**

**In making your request, you acknowledge that we will charge you for the copies and services you request, and you agree to pay for them.**

## Alaska Court System

Find court contact information at <http://courts.alaska.gov/courtdir/index.htm>.  
Find case numbers and other case information at <https://records.courts.alaska.gov>.

### Records Request

Requestor's Name: \_\_\_\_\_

Requestor's Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

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

Case Number: \_\_\_\_\_

Send documents to me by:  E-Mail  US Mail  Fax  I will pick up (will call)

Make sure to give us the case number or you will be charged an hourly research fee to find it. You can find the case number yourself by searching our website at: <https://records.courts.alaska.gov>.

#### DOCUMENTS NEEDED FROM CASE FILE -

- |  |  |
|--|--|
| <input type="checkbox"/> Petition, Complaint, Charging Documents   | <input type="checkbox"/> Judgment                                |
| <input type="checkbox"/> Decree: Dissolution/Divorce               | <input type="checkbox"/> Findings of Fact and Conclusions of Law |
| <input type="checkbox"/> Qualified Domestic Relations Order (QDRO) | <input type="checkbox"/> Dismissal                               |
| <input type="checkbox"/> Satisfaction of Judgment                  | <input type="checkbox"/> Log Notes Dated: _____                  |
| <input type="checkbox"/> Motion: _____                             |  |
| <input type="checkbox"/> Order: _____                              |  |
| <input type="checkbox"/> Other: _____                              |  |

**FEES** –You acknowledge that we will charge you for the copies and services you request, and you agree to pay for them. For more information about fees, see page 1. Please select the type of copies or service requested below. Plain copies will be sent if you do not specify.

Plain copies  Certified copies  Exemplified/Authenticated copies  Research

**PAYMENT METHOD** – Select your method of payment below. If you select online payment, we will e-mail an invoice with instructions to the e-mail address above.

Online (credit)  Mail (check, money order)  In Person (cash, check, money order, credit)

**COMPLETE THIS SECTION IF REQUESTING CONFIDENTIAL RECORDS** - For more information about confidential records, see page 1. Bring a photo ID and sign below in the presence of a clerk of court, notary public, or other authorized individual.

I state on oath or affirm that I read this document and believe all statements in it are true.

\_\_\_\_\_  
Date Requestor's Signature  
Subscribed and sworn to or affirmed before me at \_\_\_\_\_, Alaska on \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of Court, Notary Public, or other person  
authorized to administer oaths. My commission expires \_\_\_\_\_

<b>Court Use Only</b>	Date Received: _____	Amount Due: _____
Court Receipt: _____	Received By: _____	Processed on: _____