

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

In The Matter of A  
Domestic Relations Procedural Order

)  
) Administrative Order 3AN-AO-XX-XX  
) (Supersedes AO-3AN-AO-09-01)

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

1. Your **case number** is \_\_\_\_\_.
2. **Judge** \_\_\_\_\_ will hear and decide your case.  
**Master** \_\_\_\_\_ is also assigned to this case.
3. **The following ORDERS are in effect when this document is delivered to each party and remain until the court enters the final order and decree in this case.**
  - **You cannot remove any child who is the subject of this case from the State of Alaska, unless:**
    - The opposing party agrees in writing, OR
    - This court orders it.
  - **In a divorce case, you cannot sell or dispose any marital property, unless:**
    - The opposing party agrees in writing, OR
    - This court orders it.
  - **In a divorce case, you cannot cancel or change any insurance policy unless:**
    - The opposing party agrees in writing, OR
    - This court orders it.
  - **In a divorce case, you can only use marital funds or assets for the immediate personal and necessary living expenses for you and your children.**
  - **You cannot threaten, harass or harm the opposing party or children** including excessive phone calls, emails or text messages or stalking the opposing party.

4. **FINANCIAL DOCUMENTS IN CHILD CUSTODY CASES**

If there are child(ren) involved in the case, each party must file financial documents and serve the opposing party with a copy within **45 days after the answer** is filed.

- Completed Child Support Guidelines Affidavit, DR 305 ([www.courts.alaska.gov/forms/dr-305f.pdf](http://www.courts.alaska.gov/forms/dr-305f.pdf)). *Fill in your column completely and fill in the other parent's column if you can.*
- Copy of most recent tax return, all schedules, attachments, W-2s, 1099s.
- Your employer's name, address and phone number.
- Copies of 4 most recent pay stubs.
- Letter from your employer / health care provider stating:
  - what health insurance coverage you have currently
  - who is covered, and
  - how much it costs to insure an individual versus a family.

- A statement of whether you received the Alaska PFD and if not, why.

You can **black out any confidential information such as social security numbers and account numbers except for the last 4 digits of the number** so that the parties and court can identify the specific account. You can use the Notice of Filing, SHC 1605 ([www.courts.alaska.gov/shc/shc-1605.doc](http://www.courts.alaska.gov/shc/shc-1605.doc)) as the cover sheet when filing the information requested above. Serve the opposing party with a copy of all documents you file in court by sending them 1<sup>st</sup> class U.S. mail or hand deliver. **If you do not file these documents, you will receive a separate ORDER stating which documents you must file with the court and serve on the opposing party.**

**5. DISCOVERY OF INFORMATION IN DIVORCE CASES**

You must give the opposing party information about the marital property and debt within **45 days after the answer** is filed according to Civil Rule 26.1(b). Do not file this in court, but exchange it with the opposing party. Learn more about Civil Rule 26.1 disclosures at: [www.courts.alaska.gov/property.htm#2](http://www.courts.alaska.gov/property.htm#2). The parties may request additional discovery pursuant to Civil Rules 26–37 ([www.courts.alaska.gov/civ.htm](http://www.courts.alaska.gov/civ.htm)).

**6. SUPPORTING FINANCIAL INFORMATION**

You must file a **completed Financial Declaration, DR-250**, ([www.courts.alaska.gov/forms/dr-250f.pdf](http://www.courts.alaska.gov/forms/dr-250f.pdf)) if you file a motion seeking money from the opposing party (e.g. Motion for Attorney’s Fees or a Motion for Interim Spousal Support.)

**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 by 1<sup>st</sup> class U.S. mail or hand delivery. 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/serve.htm](http://www.courts.alaska.gov/serve.htm).

**8. NEXT COURT DATE**

The court will set a status conference within the next 60 days after the answer is filed to discuss the possibility of settlement or whether a trial date is needed.

**You must follow this ORDER. If you don’t, 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.**

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 procedure and forms:

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

Forms are also available at: <http://www.courts.alaska.gov/forms-subj.htm>.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sharon Gleason, Presiding Judge

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: \_\_\_\_\_