IN THE SUPERIOR COURT FOR THE STATE OF ALASKA AT ANCHORAGE

)	
Plaintiff,)	
)	
V.)	
, ,	
Defendant.	
)	Case No
ORDER TO FILE FINANCIAL DOCUMENTS	
□ Digintiff must file t	he following financial information within 45 days
Plaintiff must file t after the answer was filed:	he following financial information within 45 days
	t file the following financial information within 45
days after the answer was filed:	
Plaintiff	Defendant
Completed Child Support Guidelines	Completed Child Support Guidelines
Affidavit, DR 305	Affidavit, DR 305
(www.courts.alaska.gov/forms/dr-	(www.courts.alaska.gov/forms/dr-
305f.pdf). Fill in your column completely	305f.pdf). Fill in your column completely
and fill in the other parent's column if you can.	and fill in the other parent's column if you can.
Copy of most recent tax return, all	Copy of most recent tax return, all
schedules, attachments, W-2s, 1099s.	schedules, attachments, W-2s, 1099s.
Your employer's name, address and	Your employer's name, address and
phone number.	phone number.
Copies of 4 most recent pay stubs.	Copies of 4 most recent pay stubs.
Letter from your employer / health care	Letter from your employer / health care
provider stating:	provider stating:
 what health insurance coverage you 	what health insurance coverage you
have currently	have currently
who is covered, and	who is covered, and
how much it costs to insure an individual versus a family.	how much it costs to insure an in dividual costs to insure an
individual versus a family.	individual versus a family.
A statement of whether you received the Alaska Permanent Fund Dividend and if	A statement of whether you received the Alaska Permanent Fund Dividend and if
not, why. Other:	not, why. Other:

Please note all court filings are public unless otherwise ordered. On the financial documents, 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) as the cover sheet when filing the information requested above. You must serve the opposing party with a copy of all documents you file in court by sending them 1st class US mail or hand delivery. If you are representing yourself, you can get more information about court procedures in custody, child support or divorce cases from the Alaska Court System Family Law Self-Help Center. The Self-Help Center is a free information service that can be reached by calling (907) 264-0851 or (866) 279-0851 Monday – Thursday from 7:30 am to 6 pm or available on-line at www.state.ak.us/courts/selfhelp.htm. Judge _____ Date Copy mailed to each of the following at their addresses of record. ☐ Plaintiff / Attorney ☐ Defendant / Attorney ☐ Other _____ Deputy Clerk/Secretary: Date