

Helpful Tips About Court Forms:

- At the bottom right corner of most forms, there are citations to the statutes, rules, and other authorities that govern the procedure for which the form is used. If you are unfamiliar with the procedure, you should review the citations referenced. This may help you better understand the form and procedure.
- Forms that require a court seal have the word “(SEAL)” printed near the signature line. There are two types of forms that need to be sealed.
 - Forms That Compel Something: Some forms compel a person to appear in court or to comply with a demand. These include forms as summonses, arrest and bench warrants, subpoenas, writs of execution, etc.
 - Forms Requiring Notarization: The other type is forms with notary sections. These include notarizations, verifications, and acknowledgements.
- It is usually inappropriate for court staff to complete forms for people or tell them what to say. However, there are a few situations when court staff is required to assist people in completing forms:
 - If the person has a disability that prevents the person from completing the form. Americans with Disabilities Act.
 - In small claims cases, [District Court Civil Rule 21](#) provides that court staff will assist parties in completing forms when necessary.
 - In domestic violence cases, Alaska Statute 18.66.150(c) provides that court staff will assist people in completing the forms when necessary.
 - If a person is seeking protection from fraud (financial abuse) for themselves or another person under AS 13.26.207-.209. AS 13.26.209(g).

