

## Alaska Court System

101 Lacey Street, Fairbanks, AK 99701

Phone #: (907) 452-9277 Fax#: (907) 452-9330

Email: [4FArecords@akcourts.us](mailto:4FArecords@akcourts.us) [www.courtrecords.alaska.gov](http://www.courtrecords.alaska.gov)

### Records Request

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

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

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

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

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

Case Name (example: Party vs. Party): \_\_\_\_\_

Case Number (example: 4FA-00-00000C1): \_\_\_\_\_

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

#### 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"/> Qualified Dom. Relations Order/ODRO |
| <input type="checkbox"/> Findings of Fact and Conclusions of Law | <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 Document: _____                   |  |

**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. If you do not tell us the type of copies you want, we will send plain copies.

- |   |   |
|---|---|
| <input type="checkbox"/> Plain copies       | <input type="checkbox"/> Certified copies     |
| <input type="checkbox"/> Exemplified copies | <input type="checkbox"/> Authenticated copies |
| <input type="checkbox"/> Research fee       |   |

Please note: if no case number is provided, our office charges a research fee per hour.

To search Alaska Court System records, please visit our website at [www.courtrecords.alaska.gov](http://www.courtrecords.alaska.gov).

I understand that there are fees associated with this request. I will be responsible for paying the invoice and will not receive the records until payment is made. If payment is not made within 30 days, the request will become void.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

For Court Use Only:

CourtView #: \_\_\_\_\_ Amount Due: \_\_\_\_\_ Processed On: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date Received: \_\_\_\_\_

## Instructions for Requesting Records

The Fairbanks Trial Courts cannot perform research or take requests on a case over the phone. To obtain copies or information from a court case file, complete a records request form and send by fax to (907) 452-9330 or by email to [4FArecords@akcourts.us](mailto:4FArecords@akcourts.us). Prepayment is required. The court will notify you of the amount due and payment must be received before the records will be released to you. If an email address is provided, the clerk will send you a link to pay online by credit card.

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 2 weeks. Large requests, or requests that require research, may take longer to process. **The court does not offer expedited service for records requests. All records are first come, first served. If records are needed immediately, you must come to the court to make copies.**

If your **case number starts with "4FA," it is a Fairbanks court case.** If your case is not a Fairbanks court case, then the Fairbanks court does not have access to the files and cannot process the request. Your request must be sent to the particular court that has your case file. (For more information about requesting records from other courts, visit our website at: [www.courts.alaska.gov/trialcourts/trialcts.htm#recs](http://www.courts.alaska.gov/trialcourts/trialcts.htm#recs).)

Please be aware that if you do not provide a case number, a research fee per hour will be included on your invoice. To find a case number for a case from 1990 to the current date, please visit our website at [www.courtrecords.alaska.gov](http://www.courtrecords.alaska.gov).

If your case is confidential, or you are requesting a document that is confidential, we will need to verify your identity before releasing the copies to you. You will need to provide either a copy of a valid government-issued identification, or a notarized document stating you are a party to the case. If you are not a party to a confidential case, you will not be authorized to receive any copies from it.

### Fees

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

Research fee	A minimum of one hour will be charged for research performed.
Plain copies	Per page charge.
Certified copies	Per document charge with a reduced charge for each additional certified copy of the same document. <b>These documents must be mailed.</b>
Exemplified copies	<b>These documents must be mailed.</b>
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. If it is not specified in the request, plain copies will be sent to the requestor.**