

# Alaska Court System

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## Form News November 2015

### A. CATALOGS

The [statewide](#) and [local](#) form catalogs are updated monthly and posted on the court's INTRAnet and INTRAnet. The catalogs include legends showing every form location.

### B. REMINDER ABOUT OUR NEW APPROACH TO PRINTING PACKETS

As a reminder, we are changing the way we print form packets as part of our ongoing effort to reduce paper waste and printing costs. We will no longer insert printed instructions into the printed packets, and packet coversheets will now direct customers to online instructions instead. Local courts may print instructions on demand for customers with limited or no online access. We will continue implementing this change for all packets over the next few months. For more information, please contact the forms office.

### C. STATEWIDE FORMS created or revised in November include:

#### Appeal Forms

The AP-315 and AP-320 are now consistent with the AP-301, and include an option for deficient service on the head of an agency or the Attorney General in Juneau. The forms are available in CourtView, on the INTRAnet, and on the P: Drive. Please recycle any existing supply.

1. [AP-315](#), *Notice of Dismissal of Appeal (11/15)*.
2. [AP-320](#), *Order of Dismissal (11/15)*.

#### Civil Forms

3. [CIV-109](#), *How to Subpoena a Witness (11/15)*.  
The fee charged by the clerks' office to serve a subpoena was corrected in the CIV-109. Recycle existing supply.
4. [CIV-116](#), *Subpoena to Produce Pursuant to Foreign Judgment (11/15)*.  
The CIV-116 is a new subpoena form that may only be issued when presented with a foreign subpoena to produce documentary evidence. The form may not be issued for Alaska cases. For more information, please see the email from Alyce Roberts dated November 9, 2015. The new form is available on the INTRAnet.

5. [CIV-800](#), *Motion Packet Coversheet for Civil Cases (11/15)*.  
The CIV-800 printed packet no longer includes printed instructions. Instead, customers are directed to the CIV-801 instructions online. The revised coversheet is available on the INTERnet.
6. [CIV-808](#), *Response to Motion Packet for Civil Cases Coversheet (11/15)*.  
The CIV-808 printed response packet no longer includes printed instructions. Instead, customers are directed to the CIV-809 instructions online. The revised coversheet is available on the INTERnet.

### **Domestic Relations Forms**

7. [DR-705](#), *Motion to Change Custody, Support or Visitation (11/15)*.  
The certificate of service section of the DR-705 was significantly reformatted and new instructions were added. Available on the INTERnet. Please recycle any existing supply.

The printed packets listed below no longer include printed instructions. Instead, the packet coversheets now direct customers to instructions online. Local courts may print instructions on demand for customers with limited or no online access. The revised coversheets are available on the INTERnet. Please use any existing supply.

8. [DR-350](#), *Cover Sheet for Motion Packet - Children's Health Care Expense Reimbursement (11/15)*.
9. [DR-356](#), *Cover Sheet for Response Packet - Children's Health Care Expense Reimbursement (11/15)*.
10. [DR-411](#), *Custody Complaint Packet Coversheet (11/15)*.
11. [DR-440](#), *Answer Packet Coversheet (11/15)*.
12. [DR-700](#), *Motion Packet Coversheet (11/15)*.
13. [DR-701](#), *Instructions for Motion (11/15)*.
14. [DR-720](#), *Response Packet Coversheet (11/15)*.
15. [DR-721](#), *Instructions for Response (11/15)*.

### **Probate and Guardianship Forms**

16. [PG-505](#), *Instructions for Adult Guardianship Petition (11/15)*.  
The PG-505 was changed as a result of the updated fee schedule in [SCO 1861](#). As with other recent forms affected by fee increases, instead of listing the specific fee amount, the revised form directs customers to the applicable administrative rule online. Available on the court's public website; please recycle any existing supply.

## **Trial Court Forms**

17. **TF-315**, *Authentication Form (11/15)*.

The TF-315 now clarifies that the court charges a fee for each exemplified document. Available in CourtView and on the INTRAnet. Recycle existing supply.

18. **TF-810**, *Request to Correct Alaska Court System Public Index (11/15)*.

The TF-810 was reformatted and additional instructions were added. Available on the INTERNet and INTRAnet. Recycle existing supply.

## **D. LOCAL FORMS**

1. **CR-466 ANCH**, *Minor Consuming Alcohol (12/14)*.

2. **CR-502 ANCH**, *Ex Parte Motion To Vacate Jail, Jail Report Date and Fines (11/97)*.

3. **CR-770 ANCH**, *Request and Order (8/09)*.

4. **SC-6 ANCH**, *Order on Request to Change the Place of Trial (11/99)*.

5. **TF-315 ANCH**, *Authentication Form (11/15)*.

**We strive for continuous improvement in everything we do.  
If one of our forms or other tools can be improved, please let us know.**