

# Alaska Court System

820 West 4<sup>th</sup> Avenue, Anchorage, AK 99501  
Dorne Hawxhurst, Court Forms Attorney  
Danielle Bailey, Assistant Court Forms Attorney  
Melissa Bento, Forms Programmer  
Phone: (907) 264-0706 / E-mail: [dhawxhurst@akcourts.us](mailto:dhawxhurst@akcourts.us)

## Form News for April 2015

**A. CATALOGS.** The [statewide](#) and [local](#) form catalogs are updated monthly and posted on the court's INTERNet and INTRANet. The catalogs include legends showing the location of every form.

**B. STATEWIDE FORMS.**

### Administrative Forms

Three administrative forms were created or revised at the request of the Human Resources Department. All are available on the INTRANet. Please discard any existing supply.

1. [ADM-204](#), *Request for External Recruitment (4/15)*.
2. [ADM-207](#), *Recruitment Request form (4/15)*.
3. [ADM-229](#), *Magistrate Judge Supplemental Application (4/15)*.

### Appeal Forms

Three appeal forms were revised as a result of [Supreme Court Order 1843](#), which amended Appellate Rule 508 concerning costs and fees. All are available on the INTERNet. Please discard any existing supply.

4. [AP-200](#), *Appellant Instructions (4/15)*.
5. [AP-205](#), *Appellee Instructions (4/15)*.
6. [AP-210](#), *Appellant Instructions (4/15)*.

### Civil Forms

7. [CIV-555](#), *Notice of Levy by a Court Writ (4/15)*.  
The CIV-555 was updated to make it consistent with the new CIV-556 (see below). Available on the INTRANet. Please use any existing supply.
8. [CIV-556](#), *Notice of Levy by Court Writ - Bank Sweep (4/15)*.  
The CIV-556 is a new form for government entities to use when conducting bank sweeps against multiple debtors with a single writ. Available on the INTERNet.

9. [CIV-585](#), *Writ of Execution for Bank Sweep by Government Entity (4/15)*.  
The CIV-585 is also to be used by government entities when conducting bank sweeps against multiple debtors with a single writ. Available on the INTERNet.
10. [CIV-694](#), *Petition to Change Child's Name (4/15)*.  
The CIV-694 no longer includes an option to request that posting be waived. Parties must now file a separate request using the CIV-709. Available on the INTERNet. Please discard any existing supply.
11. [CIV-709](#), *Request to Waive Posting in Child's Name Change Case (4/15)*.  
Clerk instructions on the CIV-709 were edited to delay posting. The form also includes more information when a request to waive posting is denied. Available on the INTERNet. Please discard any existing supply.

### **Criminal Forms**

12. [CR-464](#), *Judgment - District Court-Fish & Game (3/15)*.  
Two check boxes were added to the form to enable a judicial officer to more easily identify whether the defendant was found guilty of a misdemeanor or a violation. Available on the INTRAnet, CourtView, and the P Drive. Please use any existing supply.

### **Domestic Relations**

13. [DR-475S](#), *Parenting Plan (Short Version) (4/15)*.  
This new short version of a parenting plan is available on the INTERNet.

### **Probate Forms**

14. [P-315](#), *Request to Start Informal Probate and Appoint a Personal Representative When There Is a Will (4/15)*.  
Additional instructions were added to the informal probate forms including the P-315. For example, petitioners are now instructed not to use the P-315 if more than three years have passed since the death of the decedent. We also added links to the P-315 to help petitioners find other necessary forms. Available on the INTERNet and INTRAnet. Please use any existing supply.
15. [P-325](#), *Request to Start Informal Probate and Appoint a Personal Representative When there is No Will (4/15)*.  
Changes to the P-325 are similar to those made to the P-315 above. Available on the INTERNet and INTRAnet. Please use any existing supply.
16. [P-333](#), *Request to Be Appointed as Co-Personal Representative (4/15)*.  
The P-333 is a new form to be used when two individuals apply to be personal representatives together. Available on the INTERNet and INTRAnet.
17. [P-339](#), *Notice of Hearing (4/15)*.  
The P-339 is a new form for giving notice of various hearings to interested parties. Available on the INTERNet and INTRAnet.

18. [P-450](#), *Report of Indian Adoptive Placement (4/15)*.

The P-450 includes the new address for the Alaska Region of the Bureau of Indian Affairs. Available on the INTRAnet, CourtView, and the P drive.

### **Probate Guardianship Forms**

19. [PG-622](#), *Request to BIA to Notify Indian Tribe, etc. (4/15)*.

The PG-622 includes the new address for the Alaska Region of the Bureau of Indian Affairs. Available on the INTERNet. Please discard any existing supply.

### **Trial Court Forms**

20. [TF-700](#), *Certificate of Service (4/15)*.

The TF-700 is a general certificate of service for trial court matters. Available on the INTERNet and INTRAnet.

21. [TF-910](#), *Notice of Change of Case Number & Assignment of Judge (4/15)*.

The TF-910 underwent minor structural changes to make it more user-friendly. Available on the INTRAnet, CourtView, and the P drive. Please use any existing supply.

22. [TF-945](#), *Application for Media Coverage (4/15)*.

Available on the INTERNet.

## **C. LOCAL FORMS.**

1. CR-460S NOME, *Judgment - Assault & Alcohol (4/15)*.
2. CR-785 JUN, *Temporary Order and Reporting Instructions (4/15)*.
3. DR-475FBKS, *Parenting Plan Short (10/14)*. Adopted for statewide use (local version eliminated).
4. TF-700 FBKS, *Certificate of Service (2/13)*. Adopted for statewide use (local version eliminated).
5. TF-945 ANCH, *Application for Court Approval of Media Coverage (1/00)*. Adopted for statewide use (local version eliminated).

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