

Alaska Court System

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Form News for January 2014

- A. **CATALOGS.** The [statewide](#) and [local](#) form catalogs are updated monthly and posted on the court's public and INTRANet websites. The catalogs include legends showing the location of every form. Please contact Ellen Moran at (907) 264-8240 with any catalog questions.
- B. **STATEWIDE FORMS** were created, revised, or eliminated in January as follows:

Administrative Forms

1. [ADM-400](#), *Order of Appointment (4/13)*.
2. [ADM-405](#), *Standing Master Appointment Order (4/13)*.

The distribution lists on the ADM-400 and ADM-405 were updated. Both forms are available on the INTRANet as fillable PDF forms.

Civil Forms

3. [CIV-692](#), *Child's Change of Name Packet, Cover Sheet (1/14)*.
4. [CIV-693](#), *Instructions for Child's Change of Name (1/14)*.
5. [CIV-698](#), *Adult's Change of Name Packet, Cover Sheet (1/14)*.
6. [CIV-699](#), *Instructions for Adult's Change of Name (1/14)*.

The list of superior courts was updated in the change of name instruction forms. Related cover sheets were updated too. Please use any existing supply. The revised forms are available on the court's public website.

Criminal Forms

7. [CR-275](#), *Findings & Order on Competence for Legal Proceeding (1/14)*. **NEW**
The CR-275 was developed by Judge Stephanie Rhoades at the request of the Criminal Justice Working Group-T12 Legal Competency Subcommittee. This form is available in CourtView and as a fillable PDF form on the INTRANet.
8. [CR-705](#), *Affidavit for Search Warrant (1/14)*.
The CR-705 was revised to reflect how media information is stored within the court system. In addition, the print instruction changed from an st.3 to an st.2. Please use any existing supply before ordering the revised form. The CR-705 is available on the court's public website and as a template on the P: Drive.

Mental Commitment

9. [MC-610](#), *Notice of Right to Counsel (1/14)*.
The first paragraph of the MC-610 now reflects the total initial 5-day hold period. This form is located on the court's public website as a fillable PDF form.
10. [MC-630](#), *Notice of 30-Day Invol. Commitment Hearing & Notice of Rights (5/10)*.
The MC-630 is newly available in CourtView.

Traffic Forms/Minor Offenses

11. TR-216, *Plea Form/Deferred Obligation* – Eliminated.
12. [TR-218](#), *Request to Extend Fine Due Date (1/14)*.
The TR-218 was consolidated with the former TR-216. The consolidated form includes plea agreement language more consistent with current court process. The form was also reduced from a multi-part form to a cut sheet (one page) and is available as a fillable PDF on the court's public website.
13. TR-400, *Fine Extension (1/89)* – Eliminated.

Trial Court Forms

14. [TF-310](#), *Records Destruction Request (1/14)*.
The TF-310 now references Minor Offense Rules instead of District Court Criminal Rules. The form is available in CourtView and on the INTRANet.
15. [TF-933](#), *Motion for Appointed Attorney (Flores only) (1/14)*. **NEW**
16. [TF-934](#), *Order Appointing Counsel (Flores only) (1/14)*. **NEW**
The TF-933 motion and TF-934 order were developed to assist with "Flores attorney appointments." These involve court-appointed counsel for an indigent party in a case involving child custody where the opposing party is represented by counsel provided by a public agency. See *Flores v. Flores*, 598 P.2d 893 (Alaska 1979); *In re ANDVSA*, 264 P.3d 835 (Alaska 2011). The TF-933 motion is available on the court's public website as a fillable PDF form. The TF-934 order is available in CourtView, on the P:Drive as a template, and on the INTRANet as a fillable PDF form.

C. LOCAL FORMS were created or revised in January as follows:

1. CR-317 PA, *Non-Opposed Application to Continue Hearing (1/14)*.
2. CR-460 ANCH, *Judgment (1/14)*.
3. CR-461 ANCH, *Judgment (Motor Vehicle) (1/14)*.
4. CR-460, BARROW, *Judgment – District Court (1/14)*.
5. CR-461 BARROW, *Judgment – DUI or Refusal (1/14)*.
6. CR-785 ANCH, *After Sentencing Instructions (1/14)*.
7. CR-786 ANCH, *Restitution Instruction Handout (1/14)*.
8. TF-311 FBKS, *Instructions and Request for Records (1/14)*.
9. TR-515 PA, *Request and Order (1/14)*.
10. VS-372 BARROW, *Order Appointing Marriage Commissioner (1/14)*.

D. PUBLICATIONS

- [PUB-17](#), *Child Custody & Visitation Investigations (1/14)*.

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Form News for February 2014

- A. CATALOGS.** The [statewide](#) and [local](#) form catalogs are updated monthly and posted on the court's public and INTRANet websites. The catalogs include legends showing the location of every form. Please contact Ellen Moran at (907) 264-8240 with any catalog questions.
- B. STATEWIDE FORMS** were created, revised, or eliminated in February as follows:

Administrative Forms

1. [ADM-905](#), *Appeal of Health Claim Denial to HealthSmart*, (2/14).
The HealthSmart mailing address was updated on the ADM-905. This form may be used to appeal claim denials by HealthSmart for health services received before January 1, 2014, and is available as a fillable PDF form on the court's public website.

Appeal Forms

2. [AP-810](#), *Transcriber Audio Evaluation*, (2/14). **NEW**
The AP-810 is a new PDF fillable form available on the court's public website.

Civil Forms

3. [CIV-125S](#), *Case Description, Superior Court*, (2/14).
The CIV-125S now clarifies that the "divorce or custody with children" case type also encompasses divorce or custody cases where the mother is pregnant. The revised form is available on the INTRANet and the court's public website. Please use any existing supply.
4. [CIV-610](#), *Civil Bench Warrant*, (2/14).
The CIV-610 was revised to include instructions for the court clerk regarding victim confidentiality. The form is available in CourtView and on the INTRANet. Please use any existing supply.

Domestic Violence

5. [DV-215](#), *Verification Form for Filing a Foreign DV Order by Fax*, (2/14). **NEW**
The DV-215 was created primarily to provide a means for tribal courts to fax foreign domestic violence orders to our courts for registration. This new form is a fillable PDF on the court's public website.

Traffic Forms/Minor Offenses

6. [TR-200](#), *Request to Reschedule Hearing, (2/14)*.
The TR-200 was updated and combined with the TR-201. The revised form is available as a fillable PDF form on the court's public website. Please use any existing supply.
7. TR-201, *Rescheduled Trial Date-Request and Order, (2/14)*. *ELIMINATED*.
The TR-201 was eliminated and all applicable information is now combined with the TR-200.
8. [TR-515](#), *Request and Order, (2/14)*. **NEW**
This new form is a vehicle for making general requests in traffic cases. It is a fillable PDF form on the court's public website.

Trial Court Forms

9. [TF-950](#), *Order to Show Cause, (2/14)*.
The TF-950 was revised to include instructions for the court clerk regarding victim confidentiality. The revised form is available in CourtView and on the INTRANet. Please use any existing supply.

C. LOCAL FORMS were created or revised in February as follows:

1. [CIV-201 ANCH](#), *District Court Report of Parties' Planning Meeting, (2/14)*. **NEW**
2. [CR-200 JUNEAU](#), *Temporary Order, (2/14)*.
3. [CR-460 KENAI](#), *Judgment – District Court, (2/14)*.
4. [CR-461 KENAI](#), *Judgment – DUI or Refusal, (2/14)*.
5. [CR-450 ANCH](#), *Order for Presentence Report, (2/14)*.
6. [TR-515 PA](#), *Request and Order, (2/14)*. **NEW**

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Form News for March and April 2014

(This edition is dedicated to Merri Duby.)

- A. CATALOGS.** The [statewide](#) and [local](#) form catalogs are updated monthly and posted on the court's public and internal websites. The catalogs include legends showing the location of every form. Please contact Ellen Moran at (907) 264-8240 with any catalog questions.
- B. STATEWIDE FORMS** were created, revised, or eliminated in March/April as follows:

Administrative Forms

1. [ADM-121](#), *Billing Form for Attorney Fees and Visitor Fees in Conservatorship Cases (3/14)*.

In addition to billing for attorney fees, the ADM-121 may be used for billing visitor fees in conservatorship (but not guardianship) cases. The form was revised to include these visitor fees as well as the date when the form was routed to Fiscal Operations. The ADM-121 is a fillable PDF form on the public website.

Appeal Forms

2. [AP-200](#), *Appellant Instructions, (4/14)*.

The section in the AP-200 instructions about award of attorney fees and costs has been revised as a result of Supreme Court Orders 1820 and 1824. Please discard any existing supply of the old form and use the new one as of April 15, 2014. (We are aware of the different SCO effective dates. The form will not require additional revisions in October.) The revised form is available on the court's public website.

3. [AP-325](#), *Submission of Appeal for Decision, (6/04)*. This form has been eliminated.

Children's Proceedings Forms

4. [DL-110](#), *Order Appointing/Denying Counsel – Delinquency, (4/14)*.

The entire set of delinquency forms is undergoing review at this time. The revised DL-110 is available as a fillable form on the INTRAnet, as a template on the P:Drive, and in CourtView. Please use any existing supply.

Civil Forms

5. [CIV-542](#), *Notice of Termination of Writ of Execution, (4/14)*.

The CIV-542 was updated to provide better instructions for the process server. The form is available in CourtView and as a template on the P:Drive. Please use any existing supply.

6. [CIV-710](#), *Presumptive Death Petition*, (3/14).
The CIV-710 was updated to add a line for the petitioner's phone number. This form is available as a fillable PDF on the court's public website. Please use any existing supply.

Criminal Forms

7. [CR-230](#), *Cash Bond*, (4/14).
The CR-230 no longer states that a defendant's bail will be automatically applied to any fine, restitution or surcharge. And the cash deposit agreement on page 2 now includes a new section for the owner to state whether the cash may or may not be used to pay any fine, restitution or surcharge. The revised form is available as a template on the P:Drive, on the court's public website, on the INTRANet, and in CourtView. Please discard any existing supply.
8. [CR-260](#), *Order for Examination*, (4/14).
The CR-260 order is distributed to API together with several other documents as described in paragraph (III)(E). The distribution section of the form was updated to include a new fax number for API as well as a reminder to the court clerk about other distribution requirements. The revised form is available as a template on the P:Drive, in CourtView, and on the INTRANet.

Probate and Guardianship Forms

The following forms were updated to reflect a change of address for the Anchorage probate office. *Please use any existing supply.*

9. [P-400](#), *Instructions for the Adoption of a Minor Child by a Stepparent*, (3/14).
This form is available on the court's public website and from Court Supply.
10. [P-500](#), *Judicial Bypass Packet, Cover Sheet*, (3/14).
This form is available on the court's public website and from Court Supply.
11. [P-501](#), *How to Request Permission to Bypass Parental Notice & Consent*, (3/14).
This form is available on the court's public website and from Court Supply.
12. [PG-500](#), *Cover Sheet, Adult Guardianship Petition Packet*, (3/14).
This form is available on the court's public website and from Court Supply.
13. [PG-505](#), *Instructions, Adult Guardianship Petition Packet*, (3/14).
This form is available on the court's public website and from Court Supply.
14. [PG-660](#), *Cover Sheet, Obtaining Life Insurance Proceeds for a Minor Beneficiary Packet*, (3/14).
This packet is available on the court's public website.
15. [PG-661](#), *Instructions for Obtaining Life Ins. Proceeds for Minor Beneficiary* (3/14).
This form is available on the court's public website.

Traffic Forms/Minor Offenses

16. [TR-106](#), *Notice of Rescheduled or Cancelled Court Date*, (3/14).
Due to recent changes in the minor offense rules, the language on the old form about issuing a warrant was deleted. The revised form is available in CourtView. Please discard any existing supply.
17. [TR-110](#), *Temporary Transfer Worksheet*, (3/92). The TR-110 has been eliminated.
18. [TR-210](#), *Minor Offense Legal Rights and Plea Options*, (3/14).
The title of the TR-210 was changed. The rights section was reworded to be more easily understood. The guilty plea option was deleted because it is not an option in minor offense cases. The revised form is available as a fillable PDF on the court's public website. Please discard any existing supply.
19. [TR-215](#), *Plea Form*, (3/15).
The TR-215 was revised to comply with the minor offense rules. Please discard any existing supply.
20. [TR-219](#), *Request for Additional Time to Correct Defect*, (3/14).
The TR-219 is a new form for handling requests for more time to correct defects. This fillable form is located on the court's public website.

Trial Court Forms

21. [TF-303](#), *Request for File Being Microfilmed*, (3/14).
The TF-303 is no longer available as a four-part carbonless copy form. This single page cut sheet form is available on the court's public website as a fillable form. Please use any existing supply.
22. [TF-940](#), *Affidavit*, (4/14).
A distribution section was added to the end of this form. The form is available on the court's public website and in CourtView. Please use any existing supply.

C. LOCAL FORMS were created or revised in March and April as follows:

1. [CN-302 ANCH](#), *Order for Referral to Pretrial Services*, (3/14).
2. [CR-200 ANCH](#), *Temporary Order*, (4/14).
3. [CR-200 KOTZ](#), *Temporary Order*, (4/14).
4. [CR-340 BARROW](#), *Subpoena to Appear/Produce* (4/14).
5. [CR-340 BARROW DA](#), *Subpoena to Appear/Produce* (4/14).
6. [DL-160 ANCH](#), *Order for Referral to Pretrial Services*, (3/14).
7. [DR-1 ANCH](#), *Cover Sheet Dissolution, Husband and Wife (with Children)*, (3/14).
8. [DR-10 ANCH](#), *Dissolution Instructions-Husband and Wife (with Children)*, (3/14).
9. [DR-257 ANCH](#), *Request to Waive Viewing of Video and Order*, (3/14).
10. [DR-870 PALMER](#), *Order for Visitation Services*, (9/07) – Eliminated.

3rd Judicial District Presiding Judge Forms:

11. [CIV-210 ANCH](#) (Dissol.), *Judicial Assignment Order & Notice of Hearing* (4/14).
12. [CIV-210 ANCH](#) (Probate), *Judicial Assignment Order* (4/14).
13. [CIV-210 PALMER-DIST](#), *Judicial Assignment Order* (4/14).
14. [CIV-210 PALMER-SUP](#), *Judicial Assignment Order* (4/14).

15. [CN-303 PALMER](#), *Judicial Assignment Order (4/14)*.
16. [CN-303 ANCH](#), *Judicial Assignment Order (4/14)*.
17. [DL-106 ANCH](#), *Judicial Assignment Order (4/14)*.
18. [DL-106 PALMER](#), *Judicial Assignment Order (4/14)*.
19. [CR-110 KENAI-DIST](#), *Judicial Assignment Order (4/14)*.
20. [CR-110 KENAI-SUP](#), *Judicial Assignment Order (4/14)*.
21. [DR-600 ANCH](#), *Domestic Relations Pretrial Order & Assignment of Judge (4/14)*.
22. [DR-600 PALMER](#), *Domestic Relations Pretrial Order & Assign. of Judge (4/14)*.
23. [P-905 KENAI](#), *Judicial Assignment Order (4/14)*.
24. [P-905 PALMER](#), *Judicial Assignment Order (4/14)*.
25. [VS-372 ANCH](#), *Order Appointing Marriage Commissioner (4/14)*.

D. PUBLICATIONS

[PUB-2](#), *Bail - Answers to Some Common Questions (4/14)*.

(This pub was updated to reflect the current policy about acceptance of checks.)

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Form News for May and June 2014

- 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** created, revised, or eliminated in May and June include:

Administrative Forms

1. [ADM-119](#), *Interpreter Services Tracking Sheet (Non-Court)*, (6-14).
The ADM-119 is a new form to be used by clerks for tracking interpreter services that should be billed to public agencies or private individuals. The form is a fillable PDF on the INTRANet.
2. [ADM-146](#), *Controlled Forms Requisition*, (6/14).
This list of forms controlled by Fiscal Operations (such as appellate trust checks and revenue deposit slips) has been updated on the ADM-146. The revised form is a fillable PDF on the INTRANet. Please use any existing supply.

Delinquency Forms

Substantial changes were made to several of the delinquency forms in order to streamline the processes and match them to court practice. In addition, references to CINA rules and procedure were deleted, and all delinquency forms used by entities outside the court (such as the McLaughlin Youth Center) are now fillable PDF's posted on the INTERNet.

3. [DL-100](#), *Summons to Minor (Delinquency Hearing)*, (5/14).
Available as a template on the P:Drive, in CourtView and on the INTRANet. Please use any existing supply.
4. [DL-101](#), *Summons to Parent or Guardian (Delinquency Hearing)*, (5/14).
Available as a template on the P:Drive, in CourtView and on the INTRANet. Please use any existing supply.
5. [DL-102](#), *Summons (Waiver Proceedings)*, (5/14).
Available in CourtView and on the INTRANet. Please use any existing supply.

6. [DL-113](#), *Order for Appointing Guardian Ad Litem*, (5/14).
Available in CourtView, and as a fillable form on the INTERnet and INTRANet.
Please use any existing supply.
7. [DL-116](#), *Release Order*, (5/14).
Available in CourtView and on the INTRANet. Please use any existing supply.
8. [DL-120](#), *Order for Temporary Detention or Placement*, (6-14).
Available in CourtView and as a fillable form on the INTRANet and INTERnet.
Please discard any existing supply.
9. [DL-125](#), *Adjudication Upon Admission*, (6-14).
Available in CourtView and as a fillable form on the INTRANet. Please discard any existing supply.
10. [DL-126](#), *Order Revoking Minor's License to Drive*, (6-14).
Available as a template on the P:Drive, in CourtView, and as a fillable form on the INTRANet and INTERnet. Please discard any existing supply.
11. [DL-127](#), *Adjudication Following Trial*, (6-14).
Available in CourtView and as a fillable form on the INTRANet. Please discard any existing supply.
12. [DL-130](#), *Order for Predisposition Report*, (5/14).
Available in CourtView and as a fillable form on the INTRANet. Please use any existing supply.
13. [DL-135](#), *Disposition Order-Institutional Placement*, (6-14).
Available on the INTRANet as a fillable form. Please discard any existing supply.
14. [DL-140](#), *Disposition Order – Probation*, (6-14).
Available in CourtView and as a fillable form on the INTRANet. Please discard any existing supply.
15. [DL-145](#), *Order Amending Disposition Order*, (6-14).
Available in CourtView and as a fillable form on the INTRANet and INTERnet.
Please discard any existing supply.
16. [DL-147](#), *Order Amending Deferred Institutional Placement*, (6-14).
Available as a fillable form on the INTRANet and INTERnet. Please discard any existing supply.
17. [DL-150](#), *Restitution Judgment*, (6-14).
Available as a template on the P:Drive, in CourtView, and as a fillable form on the INTRANet and INTERnet. Please discard any existing supply.
18. [DL-155](#), *Order On Annual Review*, (6-14).
Available in CourtView and as a fillable form on the INTRANet and INTERnet.
Please discard any existing supply.

19. [DL-170](#), *Order On Admission of Violation of Conduct Agreement or Conditions of Probation, (6-14)*. Available as a template on the P:Drive, in CourtView, and as a fillable form on the INTRANet. Please discard any existing supply.
20. [DL-175](#), *Order Following Trial Regarding Conduct Agreement or Conditions of Probation, (6-14)*. Available on the INTRANet as a fillable form. Please discard any existing supply.

Civil Forms

21. [CIV-540](#), *Motion and Order for Judgment Debtor to Appear, (6/14)*.
At the request of a local court, we added data fields for the requestor's address and telephone number to the CIV-540. The revised form is available on the court's INTERnet. Please use any existing supply.
22. [CIV-760](#), *Application for Post-Conviction Relief from Conviction or Sentence (Criminal Rule 35.1), (6/14)*.
A small section was added to the CIV-760 reminding applicants to attach a [CR-206](#), *Financial Statement*. The revised form is available on the court's INTERnet. Please use any existing supply.

Criminal Forms

23. [CR-230](#), *Cash Bond, (5/14)*.
The information in former paragraph 4 of the *Cash Deposit Agreement* was consolidated with paragraph 2 in order to make the agreement more clear. The revised form is available in CourtView, on the P: Drive as a fillable template, and on the court's INTERnet and INTRANet. Please use any existing supply.
24. [CR-265](#), *Order of Commitment and Transport Order, (6/07)* – Eliminated.
The CR-265 was replaced by the [CR-275](#). For more information, please refer to the *Competency Evaluation* section of materials from the [Fall 2013 Judicial Conference](#).
25. [CR-460](#), *Judgment – District Court (two page), (6/14)*.
26. [CR-460S](#), *Judgment – District Court (single page), (6/14)*.
The CR-460 and CR-460S general misdemeanor judgments were revised to include the notices required of AS 04.16.160. For more information, see the diagram called [Alcohol Restrictions and the Marked DL/ID](#) at the top of the criminal forms section on the INTRANet. The forms are available on the INTRANet and in CourtView. Please use any existing supply.
27. [CR-461](#), *Judgment – DUI or Refusal, (6/14)*.
28. [CR-461.2](#), *Judgment – DUI or Refusal (two page), (6/14)*.
The CR-461 and CR-461.2 misdemeanor DUI/Refusal judgments were revised to include the notices required of AS 04.16.160 and AS 28.15.191. For more information, see the diagram called [Alcohol Restrictions and the Marked DL/ID](#) at the top of the criminal forms section on the INTRANet. The forms are available on the INTRANet and in CourtView. Please use any existing supply.

29. [CR-462M](#), *Misdemeanor Hearing Record*, (5/14).
The reference to GLG was removed from the form. The revised form is available in CourtView. Please discard any existing supply.
30. [CR-483](#), *Ignition Interlock Device Information Sheet*, (6/14).
The IID information sheet is updated almost every month as IID installers and devices come and go. The revised form is available on the court's INTERNet and INTRANet. Please use any existing supply.

Jury Forms

31. [J-180](#), *Alaska Trial Jury Handbook*, (7/14).
32. [J-185](#), *Alaska Grand Jury Trial Handbook*, (7/14).
The jury handbooks were updated to reflect jury service deferrals for certain teachers as provided in House Bill 278. For more information, please see the [2014 Legislative Update Memorandum](#) from General Counsel Nancy Meade.
The revised handbooks are available on the court's INTERNet. Please use any existing supply.

Mental Commitment Forms

33. [MC-404](#), *Notice of Rights Upon Emergency Detention*, (6/14).
The toll-free telephone number for the Public Defender Agency was changed on the MC-404. The revised form is available on the court's INTERNet. Please discard any existing supply.
34. [MC-415](#), *Notice of Voluntary Admission*, (6/14).
The word "commitment" was deleted from the MC-415. The revised form is available on the court's INTERNet as a fillable form. Please discard any existing supply.

Small Claims Forms

35. [SC-31](#), *Request/Order for Telephonic Participation*, (6/14).
At the request of a local court, we added data fields for the requestor's address and telephone number to the SC-31. The revised form is available on the court's INTERNet. Please use any existing supply.

Trial Court Forms

36. [TF-635](#), *Record of Civil Trial or Contested Hearing*, (5/14).
37. [TF-640](#), *Record of Criminal Trial*, (5/14).
New instructions were added to the TF-635 and TF-640 to assist users of the forms. The revised forms are available in CourtView and as fillable forms on the INTRANet. Please use any existing supply.

C. LOCAL FORMS were created or revised in May and June as follows:

1. [CR-460 KENAI](#), *Judgment*, (6/14).
2. [CR-460 BARROW](#), *Judgment – District Court*, (6/14).
3. [CR-460 PALMER](#), *Judgment*, (6/14).
4. [CR-460S KOTZ](#), *Judgment – Assault/Alcohol/Traffic*, (6/14).

5. CR-460S NOME, *Judgment – Assault/Alcohol*, (6/14).
6. CR-461 ANCH, *Judgment – Motor Vehicle*, (6/14).
7. CR-461 BARROW, *Judgment, DUI or Refusal*, (6/14).
8. CR-461 KENAI, *Judgment, DUI or Refusal*, (6/14).
9. CR-461 PALMER, *Judgment, DUI or Refusal*, (6/14).
10. CR-461.2 NOME, *Judgment, DUI or Refusal* (6/14).
11. CR-462M ANCH, *Misdemeanor Hearing Record*, (5/14).
12. DL-110 BE, *Order Appointing/Denying Counsel*, (5/14).
13. DL-112 ANCH, *Delinquency Pretrial Order*, (5/14).
14. DL-130 ANCH, *Order for Predisposition Report and Summons to Hearing*, (5/14).
15. MC-201 ANCH, *Notice of Rescheduled 30-Day Commitment Hearing*, (6/14).
16. TF-251 ANCH, *Next Court Date Reminder*, (5/14).
17. TF-315 ANCH, *Authentication Form (3rd Judicial District)*, (4/14).

D. PUBLICATIONS

1. PUB-100, *Anchorage Coordinated Resources Project*, (6/14).
2. PUB-121, *Anchorage Veterans Court*, (5/14).

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Form News for July 2014

- 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. **FORMS SUPPLEMENT 32** was mailed to holders of the forms books on July 23. This supplement includes forms that were revised, created or eliminated from January 2014 through June 2014. We hope to make Supplement 32 our final *paper* supplement.
- C. **STATEWIDE FORMS** created, revised, or eliminated in July include:

Civil Forms

1. [CIV-215](#), *Notice of New Case Number and Judicial Assignment*, (7/14).
The CIV-215 should be used when an answer is filed in real property tax foreclosure cases. The CIV-215 is a fillable form on the INTRANet and in CourtView.
2. [CIV-220](#), *Notice Card – Real Property Tax Foreclosure Case*, (7/14).
The CIV-220 provides instructions when answers are filed in real property tax foreclosure cases. The CIV-220 is located on the INTRANet and in CourtView.
3. [CIV-756](#), *Denial Order*, (7/14).
Effective August 1, [Supreme Court Order \(SCO\) 1822](#) amended Administrative Rule 40(a) to exclude certain dismissed cases from the public index, including civil stalking and sexual assault cases denied or withdrawn at or before any hearing on the short term petition. The CIV-756 was revised as a result and now includes dismissal codes to assist with exclusion. The CIV-756 is a fillable form on the INTRANet, in CourtView, and on the P drive. Please discard any existing supply.
4. [CIV-760](#), *Application for Post-Conviction Relief*, (6/14).
The CIV-760 newly instructs the applicant to attach a completed [CR-206](#), *Financial Statement*. The CIV-760 is a fillable form on the INTRANet and INTERnet. Please use any existing supply.

Criminal Forms

5. [CR-330](#), *Order of Dismissal*, (7/14).
The CR-330 was updated and provides better instructions to the jail regarding whether the defendant is to stay in custody. The updated form also allows for dismissal of multiple charges for multiple reasons, and includes all relevant dismissal codes. The revised CR-330 is located on the INTRANet and in CourtView. Please discard any existing supply.

Delinquency Forms

6. [DL-105](#), *Warrant for Arrest – Delinquency*, (12-10).
7. [DL-115](#), *Conduct Agreement/Conditions of Probation*, (4-13).
8. [DL-130](#), *Order for Predisposition Report – Delinquent Minor*, (5/14).
The DL-105, DL-115, and DL-130 are now available as fillable PDF forms on the INTRAnet and INTERnet.
9. [DL-131](#), *Adjudication Order*, (12/10). Eliminated.

Domestic Relations Forms

10. [DR-326](#), *Order for Employer-Reported Wages from CSSD*, (7-14).
The revised DR-326 no longer includes an option for distribution to CSSD by mail. There was a significant opportunity for improved handling of mailed orders within CSSD and the agency asked the court to send all future orders by fax. Faxed orders go directly to the responsible person's computer and are handled quickly. (We asked CSSD to make similar changes to its form, CSSD 04-1502. Please distribute those requests by fax in the meantime too.) The DR-326 is a fillable form on the INTRAnet and INTERnet, in CourtView, and as a template on the P: Drive. Please discard any existing supply.

Domestic Violence Forms

11. [DV-114](#), *Order on Petition for DVPO (One Petitioner)*, (7/14).
12. [DV-114M](#), *Order on Petition for DVPO (Multiple Petitioners)*, (7/14).
Effective August 1, [SCO 1822](#) amended Administrative Rule 40(a) to exclude certain dismissed cases from the public index, including civil domestic violence cases denied or withdrawn at or before any hearing on the short term petition. The DV-114 and DV-114M were revised as a result and now include dismissal codes to assist with exclusion. The DV-114 and DV-114M are fillable forms on the INTRAnet, in CourtView, and on the P: Drive. Please discard any existing supply.

Probate Forms

New probate forms are being developed for informal and formal probate with self-represented parties in mind. Forms issued this month are intended for the informal probate process where there is a will, and are available on the INTRAnet and INTERnet, and also through the [Self-Help Service's probate portal](#).

13. [P-315](#), *Request to Start Informal Probate and Appoint a Personal Representative When There Is a Will*, (7/14).
14. [P-316](#), *Order Starting Informal Probate and Appointing a Personal Representative When there is a Will*, (7/14).
15. [P-335](#), *Acceptance of Duties and Letters Testamentary*, (7/14).
16. [P-340](#), *Information to Heirs and Devisees*, (7/14).
17. [P-341](#), *Notice to Creditors*, (7/14).
18. [P-342](#), *Affidavit of Publication*, (7/14).
19. [P-345](#), *Notice of Allowance or Disallowance of Claim*, (7/14).
20. [P-350](#), *Sworn Statement of Personal Representative Closing Small Estate*, (7/14).
21. [P-355](#), *Sworn Statement of Personal Representative to Close Informal Estate*, (7/14).
22. [P-370](#), *Inventory of Property*, (7/14).
23. [P-380](#), *Final Accounting and Proposed Distribution*, (7/14).
24. [P-385](#), *Receipt and Release*, (7/14).

Trial Court Forms

25. [TF-805](#), *Request to Remove Name from Public Index (CourtView) under Administrative Rule 40(b) or (c), (7-14)*.
The TF-805 was revised to distinguish it from the new TF-810 (discussed below). The TF-805 is used to request removal of a name from the public index under Administrative Rule 40**(b)** or **(c)**. This process requires approval by the Presiding Judge. The TF-810 is used to correct the public index under Administrative Rule 40**(a)** and does not require approval by a judicial officer. The TF-805 is a fillable form on the INTRAnet and INTERnet. Please discard any existing supply.
26. [TF-810](#), *Request to Correct Alaska Court System Public Index (CourtView) under Administrative Rule 40(a), (7/14)*.
The TF-810 is a new form used to correct the public index under Administrative Rule 40(a), as amended by SCO 1822. The public submits the TF-810 request to the court where the case was filed; the clerk emails it to the HelpDesk; a determination is made; and the public is notified accordingly. The TF-810 is a fillable form on the INTRAnet and INTERnet.

D. LOCAL FORMS were created or revised in July as follows:

1. [CR-115 ANCH](#), *Arrest Warrant (5/12)* – fillable on the INTRAnet
2. [CR-460 JUNEAU](#), *Judgment (7/14)*
3. [CR-507 ANCH](#), *PTRP Disposition Order, (7/14)*
4. [DL-130 ANCH](#), *Order for Predisposition Report and Summons for Disposition Hearing, (5/14)*. Newly available as a fillable form on the INTRAnet and INTERnet.

E. PUBLICATIONS

1. PUB-120, *Anchorage Family Care Court, (5/10)*. Eliminated.
2. PUB-122, *Anchorage CINA Therapeutic Court, (7/14)*. New.

F. FLOW DIAGRAMS

1. [Alcohol Restriction and the Marked DL/ID](#)
2. [Calculating Cost of Child\(ren\)'s Health Insurance](#)
3. [Calculating Prior Child Deduction](#) (after 10/15/13)
4. [Emergency Alcohol and Drug Abuse Commitment Orders](#) (AS 47.37.180)
5. [Involuntary Alcohol and Drug Abuse Commitment Orders](#) (AS 47.37.190)
6. Protection from [Financial Abuse: 20-Day Ex Parte Orders](#) (AS 13.26.207)
7. Protection from [Financial Abuse: Long term Orders](#) (AS 13.26.208)
8. Protection from [Financial Abuse: Modifications](#) (AS 13.26.209)
9. Diagram for [Choosing Between One or Multiple Petitioner Forms](#)
10. [Protective Orders and Firearm Prohibitions](#)
11. [Name Change Diagram](#) (*This diagram will change in October when SCO 1834 goes into effect and the court's legal notice website is implemented.*)
12. [SCRA Attorney Appointment and Compensation Diagram](#)

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

Alaska Court System

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Form News for August 2014

- 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** created or revised in August include:

Administrative Forms

1. [ADM-124](#), *Screening Investigation Billing Form*, (8/14).
The signature area on the ADM-124 was revised. These are now approved by Lisa Fitzpatrick pursuant to a delegation of authority. The form is available on the INTERnet and INTRAnet. Please discard any existing supply.
2. [ADM-240](#), *Tuition Reimbursement Application*, (8/14).
The ADM-240 is a new form for requesting tuition reimbursement. It is available on the INTRAnet under forms and human resources.

Appeal Forms

3. [AP-420](#), *Notice of File Preparation and Transmittal*, (8/14).
The AP-420 was revised to more accurately reflect the process of transmitting case files and records. It is available on the INTRAnet and in CourtView. Please discard any existing supply.

Civil Forms

4. [CIV-801](#), *Motion Instructions for Civil Cases*, (8/14).
An outdated reference to the former CR-610 was changed to CIV-760. The revised CIV-801 is available on the INTERnet and is part of the CIV-800 motion packet. Please use any existing supply.

Criminal Forms

5. [CR-483](#), *Ignition Interlock Device Information Sheet*, (8/14).
The CR-483 seems to change every month as local offices of IID installers come and go. This month we adopted a new approach to the form in an effort to minimize future changes. We recently learned that all "current installers" on the state's website (linked at the bottom of the form) take calls from defendants and direct them to the nearest local office(s) based on the defendant's zip code. Local offices come and go and change their names (like AA Drivers' Education School did this month). But "current installers" do not change often and are in a better position to know what local offices exist at any given time. So, from now on, we will only list "current installers" on the CR-483 form. This is also a more even-handed approach

because we will no longer list multiple local offices of only a few installers. Please discard any existing supply.

6. [CR-772](#), *Request for Telephonic Appearance of Incarcerated Defendant*, (8/14). This is a new, fillable form found on the INTERnet and INTRAnet.

Domestic Violence Forms

7. [DV-110](#), *20-Day Ex Parte Domestic Violence Protective Order–One Petitioner*, (8/14).
8. [DV-110M](#), *20-Day Ex Parte Domestic Violence Protective Order–Multiple Petitioners*, (8/14).

The DV-110 and DV-110M were revised to provide for service of the DV petition on the respondent. For more detail, please see the [Service of DV Petition](#) diagram on the INTRAnet. The DV-110 forms are available on the INTRAnet, in CourtView, and on the Publication drive as Word templates. Please use any existing supply.

9. [DV-114](#), *Order on Petition for Domestic Violence Protective Order(s)–One Petitioner*, (8/14).
10. [DV-114M](#), *Order on Petition for Domestic Violence Protective Order(s)–Multiple Petitioners*, (8/14).

The DV-114 and DV-114M were revised to require service of the DV petition on the respondent when the short-term petition is denied but the case is still pending (because a long-term hearing is set). For more detail, please see the [Service of DV Petition](#) diagram on the INTRAnet. The DV-114 forms are available on the INTRAnet, in CourtView, and on the Publication drive as Word templates. Please use any existing supply.

11. [DV-135](#), *Request to Modify or Dissolve Protective Order-One Petitioner*, (8/14).
12. [DV-135M](#), *Request to Modify or Dissolve Protective Order-Multiple Petitioners*, (8/14).

The first sections of the DV-135 and DV-135M were revised to more clearly identify the requestor (petitioner or respondent) and what he or she seeks to dissolve or modify (short-term or long-term order). We also added code instructions for court clerks. The DV-135 forms are available on the INTERnet and INTRAnet. Please discard any existing supply.

13. [DV-137](#), *Order re Request to Modify or Dissolve-One Petitioner*, (8/14).
14. [DV-137M](#), *Order re Request to Modify or Dissolve-Multiple Petitioners*, (8/14).

The DV-137 and DV-137M were revised in the same basic way as the DV-135. It is now more clear who is making the request and what the requestor is asking to dissolve or modify. We also added an option to vacate any future long-term hearing, and code instructions at the bottom for court clerks. The DV-137 forms are available on the INTRAnet, in CourtView, and on the Publication drive as Word templates. Please discard any existing supply.

Mediation Forms

15. [MED-105](#), *Order of Referral to Mediation-Adult Guardianship*, (8/14).

This revision falls into the category of “why didn’t we think of that years ago?!” A checkbox was added in the clerk’s distribution area for distribution to the guardian. Please use any existing supply.

Mental Commitment Forms

16. **MC-300**, *Order for Screening Investigation, (8/14)*.
The MC-300 order newly states that filing of the screening investigation report shall be by email instead of by fax. The form is available on the INTRANet, INTERNet, in CourtView, and on the Publication drive as a Word template. Please discard any existing supply.
17. **MC-301**, *Screening Investigation Coversheet, (8/14)*.
The MC-301 was revised to reflect that the screening investigation report is being transmitted by email instead of by fax. This form is available on the INTERNet and INTRANet. Please discard any existing supply.
18. **MC-305**, *Order Authorizing Hospitalization for Evaluation, (8/14)*.
The MC-305 was revised to:
 - capture information about parents and guardians;
 - require status reports when a respondent is not timely transported to the designated evaluation facility;
 - clarify that a respondent is to be released if a qualified person determines that the respondent no longer meets the criteria for hospitalization;
 - provide for automatic expiration of the order in 7 days if not served; and
 - clarify that a superior court judge who does not approve a master's recommendation is to complete an MC-340 denial order.The revised form is available on the INTRANet, in CourtView, and on the Publication drive as a Word template. Please discard any existing supply.
19. **MC-340**, *Order Denying Petition Authorizing Hospitalization for Evaluation, (8/14)*.
The signature area of the MC-340 now states that when a superior court judge does not approve the master's denial recommendation, the superior court judge is to complete an MC-305 order. The revised MC-340 is available on the INTRANet, in CourtView, and on the Publication drive as a Word template. Please discard any existing supply.
20. **MC-410**, *Notice of Release, (8/14)*.
The MC-410 is to be used by a facility to notify the court that a respondent was discharged because the respondent no longer meets the criteria for hospitalization or commitment. The form is available on the INTERNet and INTRANet. Please use any existing supply.
21. **MC-412**, *Notice of Release of Respondent & Request for Dismissal of Petition, (8/14)*.
The MC-412 is a new form for releasing a respondent before transport to the designated evaluation facility when the respondent no longer meets the criteria for hospitalization. This form is routed to the judge (not the master) for signature. It is available on the INTRANet and INTERNet.
22. **MC-650**, *Notice of 180-Day Involuntary Commitment Hearing & Notice of Respondent's Rights, (11/12)*. This form is newly available as a fillable PDF.

Probate Forms

23. **P-300**, *Notice and Order of Administrative Closure, (8/14)*.
A legal reference in the P-300 was corrected. The revised form is available as a PDF on the INTRANet. Please discard any existing supply.

New probate forms are being developed for informal and formal probate with self-represented parties in mind. Last month new forms were issued for the informal probate process when there is a will. This month we issued forms for the informal probate process when there is no will. The following new forms are available on the INTERnet and INTRAnet, and also through the [Self-Help Service's probate portal](#):

24. [P-325](#), *Request to Start Informal Probate and Appoint a Personal Representative When there is No Will, (8/14)*.
25. [P-326](#), *Order Starting Informal Probate and Appointing a Personal Representative When There Is No Will, (8/14)*.
26. [P-336](#), *Acceptance of Duties and Letters of Administration, (8/14)*.

Traffic Forms

27. [TR-565](#), *Certificate of Service by Certified Mail, (8/14)*.

The TR-565 is a new form intended to help law enforcement officers comply with the changes in the Minor Offense Rules that went into effect on June 24. The revised form is available on the INTERnet and INTRAnet.

Other Agency Forms

28. [CSSD 04-1502A](#), *Instructions for Requesting Income Information from the Child Support Services Division*.

29. [CSSD 04-1502B](#), *Judges Request for Income Information*.

Last month we revised our form ([DR-326](#)) for requesting employer-reported wages from CSSD. This month, CSSD revised its form too. The CSSD form no longer provides instructions for mailing requests to CSSD. New instructions are to fax or email the completed request to the number and email address on the form. These CSSD forms are available on the INTRAnet.

C. OTHER TOOLS

1. New flow diagram showing [Service of Petition in DV Case](#).
2. [Criminal Distribution of Copies](#) with updated address for the ABC Board.

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Form News for September 2014

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- B. **STATEWIDE FORMS** created or revised in September include:

Administrative Forms

1. ADM-175, *Case to Case Funds Transfer, (9/14)*.
The ADM-175 is a new form for use by courts transferring funds from one case to another pursuant to a court order. It is also used to apply bail or deposits against fines, surcharges or restitution in a different case. The form is to be completed by the disbursing court and is available in the *CourtView PDF HelpGuide*.
2. ADM-180, *Information Data Related to Enclosed Check, (9/14)*.
The ADM-180 includes new fields for contact information. The form is available in the *CourtView PDF HelpGuide*.

Civil Forms

3. [CIV-502](#), *Writ of Execution on PFD, (9/14)*.
The CIV-502 was revised as a result of HB 282. If a landlord obtains a judgment for unpaid rent or damages on a lease entered into after September 14, 2014, the landlord may seize the tenant's PFD, and the statutory 20% exemption from levy will not apply. The revised form is available on the INTERNet and INTRANet. Please discard any existing supply.
4. [CIV-730](#), *F.E.D. Complaint, (9/14)*.
The CIV-730 was updated to include a new category of individuals who may request relief and is also now a one-page cut sheet instead of a multi-part carbonless form. The revised form is available on the INTERNet and INTRANet. Please use any existing supply.

Criminal Forms

5. [CR-464](#), *Judgment - District Court-Fish & Game, (9-14)*.
The forfeiture section of the CR-464 Fish & Game judgment has been updated. The form is available on the INTRANet, in CourtView, and on the P: Drive. Please discard any existing supply.
6. [CR-540](#), *Judgment for Cost of Appointed Counsel, (9/14)*.
The CR-540 will no longer be used for judgments in post-conviction relief (PCR) cases. Please see the discussion below under Trial Court Forms. The CV-540 is

available on the INTRANet, in CourtView, and on the P: Drive. Please use any existing supply.

Domestic Relations Forms

7. DR-801 & DR-806, *Divorce w/ Property-No Children, & Decree of Divorce, (1/10)*. These forms are newly available as a template on the P: Drive.

Mental Commitment Forms

8. MC-100, *Petition for Order Authorizing Hospitalization for Evaluation, (10/14)*. The MC-100 was revised to capture better contact information for minor respondents and respondents with guardians. The last section for healthcare professionals was also revised. The form is available on the INTRANet. Please use any existing supply.

Probate Forms

9. P-125, *Probate Case Description Chart, (9/14)*. The description of action code PRTRUST was changed on the P-125 to *Trust Action (Other than Validation)*. The form is available on the INTERNet and INTRANet. Please use any existing supply.
10. P-316, *Statement Starting Informal Probate and Appointing a Personal Representative When There is a Will, (9/14)*.
11. P-326, *Statement Starting Informal Probate and Appointing a Personal Representative When There Is No Will, (9/14)*. The titles of the P-316 and P-326 were changed from “order” to “statement” to better respect legal authorities. The revised forms are available on the INTERNet and INTRANet. Please use any existing supply.
12. P-455, *Affidavit of Reasonable Investigation, (9/14)*. The P-455 is a new form for use by petitioners in adoption cases to show that they made a reasonable effort to locate absent parents. The form is available on the INTERNet and INTRANet.

Trial Court Forms

13. TF-930, *Order Appointing Counsel, (9/14)*.
14. TF-932, *Judgment for Cost of Appointed Counsel Under Adm. R. 12(e)(1), (9/14)*.
15. TF-936, *Judgment for Cost of Appointed Counsel in 1st PCR, (9/14)*. The appointed counsel order and judgment forms were revised to better accommodate post-conviction relief (PCR) cases. Here is the big picture:
 - 1st PCR. Order appointed counsel for first PCR using the CIV-761 (as before). Enter judgment for appointed counsel for first PCR using the new TF-936, instead of the old CR-540.
 - 2nd or subsequent PCR. Order appointed counsel for second or successive PCR using the revised TF-930. Enter judgment for appointed counsel for second or successive PCR using the revised TF-932.

All of these forms are available on the INTRANet and in CourtView. The TF-932 is also available on the P: Drive. If you have more than 50 paper copies of the old TF-932 or TF-930 on hand, please let us know.

Traffic Forms

16. **TR-540**, *Minor Offense Deficiency Memo - UMOT ERROR*, (9/14).

The TR-540 was revised to include more instructions about UMOT errors. It is available in CourtView and on the INTRAnet. If you have any paper supply on hand, please let us know.

17. **TR-545**, *Citation Deficiency Memo*, (9/14).

A new type of deficiency and a new option for "correct and re-file" were added to the TR-545. The form is available in CourtView and on the INTRAnet. If you have any paper supply on hand, please let us know.

C. LOCAL FORMS were created or revised in September as follows:

1. **CR-220 ANCH**, *Order & Conditions of Release*, (9/14).

2. **CR-221 ANCH**, *Order & Conditions of Release*, (9/14).

3. **CR-340 KN**, *Subpoena to Appear-Produce*, (9/14).

4. **CR-371 FBX**, *Pretrial Order*, (9/14).

5. **CR-461.2 NOME**, *Judgment -DUI or Refusal*, (10/14).

6. **CR-375 PA**, *Non-Opposed Application for Defendant's Telephonic Participation*, (9/14).

7. **CR-380 PA**, *Non-Opposed Application for Extension of Motion Deadlines and/or Responses*, (9/14).

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Form News for October 2014

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- B. STATEWIDE FORMS** created or revised in October include:

Civil Forms

The civil forms listed below were changed as a result of [SCO 1834](#), which amended Civil Rule 4(e) to replace newspaper publication as the default means of "other" service, and amended Civil Rule 84 to replace newspaper publication with posting on the court system's new legal notice website in change of name cases. For more information, please refer to the October 16 email from Danielle Bailey and the July 11 email from Laura Bottger. Please recycle any existing supply.

1. [CIV-101](#), *Notice to Absent Defendant*, (10/14).
Available on the INTERNet as a fillable PDF (no longer a multi-part form).
2. [CIV-106](#), *How to Serve a Summons in a Civil Lawsuit (Booklet)*, (10/14).
Available on the INTERNet.
3. [CIV-145](#), *CIV-145 Request to Serve Defendant by Posting and Alternative Service*, (10/14). Available on the INTERNet as a fillable PDF.
4. [CIV-547](#), *Judgment Creditor's Affidavit of Diligent Inquiry*, (10/14).
Available on the INTERNet as a fillable PDF.
5. [CIV-692](#), *Child's Change of Name Packet*, (10/14).
Available on the INTERNet.
6. [CIV-693](#), *Instructions for Child's Change of Name*, (10/14).
Available on the INTERNet.
7. [CIV-694](#), *Petition to Change Child's Name*, (10/14).
Available on the INTERNet as a fillable PDF.
8. [CIV-698](#), *Adult Change of Name Packet*, (10/14).
Available on the INTERNet.
9. [CIV-699](#), *Instructions for Adult Change of Name*, (10/14).
Available on the INTERNet.

10. [CIV-701](#), *Order for Hearing, Posting & Additional Service, (10/14)*.
Available in CourtView and on the INTRANet (no longer on the P Drive).
11. [CIV-702](#), *Affidavit of Additional Service, (10/14)*.
Available on the INTERNet as a fillable PDF.
12. [CIV-703](#), *Findings on Petition for Change of Name, (10/14)*.
Available in CourtView and on the INTRANet (no longer on the P Drive).
13. [CIV-704](#), *Judgment for Change of Name, (10/14)*.
Available in CourtView and on the INTRANet (no longer on the P Drive).
14. [CIV-705](#), *Certificate of Name Change, (10/14)*.
Available in CourtView and on the INTRANet (no longer on the P Drive).
15. [CIV-706](#), *Notice to Absent Parent, (10/14)*.
Available on the INTERNet as a fillable PDF.
16. [CIV-708](#), *Request to Waive Posting in Adult Name Change Case, (10/14)*.
Available on the INTERNet as a fillable PDF.
17. [CIV-709](#), *Request to Waive Posting in Child's Name Change Case, (10/14)*.
Available on the INTERNet as a fillable PDF.

Criminal Forms

The criminal forms listed below were changed as a result of SB-110. SB-110 amended AS 12.36.070 to allow the Office of Victim's Rights, after investigation, to request a court hearing to determine whether property held by a law enforcement agency should be released to the victim.

18. [CR-715](#), *Hearing Request for Return of Seized Property, (10/14)*.
Available on the INTERNet as a fillable PDF.
19. [CR-716](#), *Order For Return of Seized Property, (10/14)*.
Available on the INTRANet as a fillable PDF.

Domestic Relations Forms

The domestic relations forms listed below were changed as a result of [SCO 1834](#), which amended Civil Rule 4(e) to replace newspaper publication as the default means of "other" service. For more information, please refer to the October 16 email from Danielle Bailey and the July 11 email from Laura Bottger. Please recycle any existing supply.

20. [DR-1](#), *Packet 1 Dissolution of Marriage Forms – Joint Filing with Children, (10/14)*.
Available on the INTERNet.
21. [DR-2](#), *Packet 2 Dissolution of Marriage Forms – Joint Filing without Children, (10/14)*. Available on the INTERNet.

22. [DR-3](#), *Packet 3 Dissolution of Marriage Forms – One Party Filing*, (10/14).
Available on the INTERNet.
23. [DR-10](#), *Instructions-Husband and Wife (With Children)*, (10/14).
Available on the INTERNet.
24. [DR-15](#), *Instructions-Husband and Wife (No Children)*, (10/14).
Available on the INTERNet.
25. [DR-20](#), *Instructions-One Spouse*, (10/14).
Available on the INTERNet.
26. [DR-100](#), *Petition for Dissolution of Marriage (No Children)*, (10-14).
Available on the INTERNet as a fillable PDF.
27. [DR-105](#), *Petition for Dissolution of Marriage (With Children)*, (10-14).
Available on the INTERNet.
28. [DR-210](#), *Affidavit of Diligent Inquiry*, (10/14).
Available on the INTERNet as a fillable PDF.
29. [DR-211](#), *Order Regarding Diligent Inquiry and Notice*, (10/14).
This is a new form available in CourtView and on the INTRANet as a fillable PDF.
30. [DR-215](#), *Motion and Order for Alternative Service*, (10/14).
Available on the INTERNet as a fillable PDF.
31. [DR-220](#), *Notice to Absent Spouse*, (10/14).
Available in CourtView and on the INTRANet as a fillable PDF.
32. [DR-225](#), *Proof of Notice*, (10/14).
Available on the INTERNet as a fillable PDF.

Mental Commitment Forms

33. [MC-520](#), *Motion for Order to be Forwarded to the Federal Government to Relieve Me From Not Being Able to Possess Firearms*, (10/14).
The MC-520 is a new form to request relief from not being able to possess firearms or ammunition pursuant to new AS 47.30.851(a). Available on the INTERNet and the INTRANet.
34. [MC-525](#), *Order on Request for Relief Pursuant to AS 47.30.851*, (10/14).
The MC-525 is a new form for responding to requests for relief from not being able to possess firearms or ammunition pursuant to new AS 47.30.851(b). Available on the INTERNet and the INTRANet.

Trial Court Forms

35. [TF-805](#), *Request to Remove Name from Public Index*, (10/14).
The TF-805 newly includes an address field for the individual filling out the form. Available on the INTERNet and the INTRANet. Please use any existing supply.

36. [TF-810](#), *Request to Correct Alaska Court System Public Index*, (10/14).
The TF-810 newly includes an address field for the individual filling out the form. Available on the INTERNet and the INTRANet. Please use any existing supply.
37. [TF-815](#), *Clerk's Certificate of Service by Posting to the ACS's Legal Notice Website*, (10/14).
The TF-815 is a new form created as a result of [SCO 1834](#), which amended Civil Rule 4(e) to replace newspaper publication as the default means of "other" service, and amended Civil Rule 84 to replace newspaper publication with posting on the court system's legal notice website in change of name cases. This form is to be filled out by clerks when they post on the ACS's Legal Notice Website. Available in CourtView.
38. [TF-915](#), *Notice of Temporary Transfer of File*, (10/14).
This form was updated to make it more apparent that this form can be used when returning a temporarily transferred case file to the original court. Available on the INTRANet.

Other Agency Forms

39. [VS-361](#), *Information About Marriage*, (10/14).
40. [VS-371](#), *Checklist for Issuing Marriage License*, (10/14).

C. LOCAL FORMS were created or revised in October as follows:

1. [CR-460 ANCH](#), *Judgment*, (10/14).
2. [CR-461 ANCH](#), *Judgment (Motor Vehicle)*, (10/14).
3. [CR-785 ANCH](#), *After Sentencing Instructions (cs)(bb)*, (10/14).
4. [CR-500 ANCH](#), *Order To Modify or Revoke Probation*, (10/14).
5. [CN-303 PALMER](#), *Judicial Assignment Order*, (10/14).
6. [DL-106 PALMER](#), *Judicial Assignment Order*, (10/14).
7. [DR-1 ANCH](#), *Packet 1 Dissolution of Marriage Forms--Joint Filing w/ Children*, (10/14).
8. [DR-1 FBKS](#), *Packet 1 Dissolution of Marriage Forms--Joint Filing w/ Children*, (10/14).
9. [DR-10 ANCH](#), *Instructions-Husband and Wife (w/ Minor Children)*, (10/14).
10. [DR-10 FBKS](#), *Instructions-Husband and Wife (w/ Minor Children)*, (10/14).
11. [DR-105 FBKS](#), *Petition for Dissolution of Marriage (w/ Children)*, (10/14).
12. [DR-255 FBKS](#), *Certificate of Completion*, (10/14).
13. [DR-475 FBKS](#), *Parenting Plan (Short Version)*, (10/14).
14. [DR-600 PALMER](#), *Domestic Relations Pretrial Order Assign. of Judge*, (10/14).
15. [P-905 PALMER](#), *Judicial Assignment Order*, (10/14).
16. [VS-372 JUNEAU](#), *Order Appointing Marriage Commissioner (signed) 1st Dis.*, (10/14).
17. [VS-372 ANCH](#), *Order Appointing Marriage Commissioner (signed) 3d Dis.*, (10/14).

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Alaska Court System

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Form News for November 2014

- 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** created or revised in November include:

Administrative Forms

1. [ADM-115](#), *Marriage License Issued Record*, (11/14).
The ADM-115 now includes gender-neutral language. It is available on the INTRANet.

Criminal Forms

2. [CR-330](#), *Order of Dismissal*, (11/14).
The CR-330 was updated to include dismissals under Criminal Rule 4(a)(1). The form is available in CourtView and on the INTRANet.
3. [CR-465](#), *Restitution Judgment*, (4/13).
The CR-465 is newly fillable on the INTRANet and INTERnet. It is also available in CourtView.

Domestic Relations Forms

4. [DR-410](#), *Order of Referral to Court Custody Investigator*, (11/14).
The DR-410 was updated and is available on the INTRANet. Please discard any existing supply of the old form.
5. [DR-412](#), *Notice About CI Scope or Assessments*, (11/14).
The DR-412 is a new form that the court custody investigator may use to inform the court that the scope of an investigation should be changed or an assessment ordered. It is available on the INTRANet.
6. [DR-620](#), *Mental Health Treatment Order*, (11/14).
The DR-620 is a new form to order mental health treatment in a domestic relations case. It is available on the INTRANet.

Domestic Violence Forms

7. [DV-137](#), *Order re Request to Modify or Dissolve-One Petitioner*, (11/14).
8. [DV-137-M](#), *Order re Request to Modify or Dissolve-Multiple Petitioners*, (11/14).
The clerk's instructions at the bottom of the DV-137 and DV-137M were revised. The forms are available on the INTERNet, in CourtView, and as a template on the P: Drive. Please use any existing supply.

Mediation Forms

9. [MED-500](#), *Mediator Timesheet*, (11/14).
The MED-500 was updated so that the invoice and the timesheet are on one page. The form is available on the mediator webpage.
10. [MED-501](#), *Supplemental Mediator Timesheet*, (11/14).
The MED-501 was updated in response to changes on the MED-500. Previously called the "mediator invoice," this form will be used as a supplement to the MED-500 and is also available on the mediator webpage.

Probate Forms

11. [P-306](#), *Nomination for Appointment of Personal Rep. with Lower Priority*, (11/14).
This new form was created so that people with priority to serve as personal representative can nominate someone else to serve instead. The form is available on the INTERNet and INTRANet.
12. [P-315](#), *Request to Start Informal Probate and Appoint a Personal Representative When There Is a Will*, (11/14).
13. [P-325](#), *Request to Start Informal Probate and Appoint a Personal Representative When there is No Will*, (11/14).
The P-315 and P-325 were updated to include a reference to the P-334. Both forms are available on the INTERNet and INTRANet.
14. [P-334](#), *Waiver of Bond Requirement*, (11/14).
This new form was created so that those who may receive property through probate can waive the bond requirement by the personal representative. It is available on the INTERNet and INTRANet.
15. [P-335](#), *Acceptance of Duties and Letters Testamentary*, (11/14).
16. [P-336](#), *Acceptance of Duties and Letters of Administration*, (11/14).
The P-335 and P-336 were updated to include space for a notary signature. Both forms are available on the INTERNet and INTRANet.

Small Claims

17. [SC-31](#), *Request-Order for Telephone Participation*, (11/14).
Changes were made the SC-31 to make it more user-friendly and to include a cite to recent [Administrative Bulletin 79](#). The revised form is available on the INTERNet.

18. [SC-100](#), *Small Claims Handbook*, (11/14).

Minor updates were made to the SC-100 regarding telephonic participation in hearings, and to update the court's website. The form is available on the INTERnet. Please **use** any existing supply.

Traffic Forms

19. [TR-130](#), *Notice re Appearance Date*, (11/14).

The TR-130 is a new form used by court staff to reschedule arraignment dates when an error was made on the citation. It is available in CourtView.

20. [TR-420](#), *Motion to Set Aside Default Judgment*, (11/14).

The TF-420 was updated to take into account Minor Offense Rule 10(g) which states that a motion to set aside a default judgment can only be filed within two years after the date of judgment. The revised form is available on the INTERnet and in CourtView.

21. [TR-425](#), *Request and Affidavit for Entry of Judgment Upon Plea of No Contest*, (11/14).

The TF-425 is a new minor offense form for requesting entry of judgment if a defendant sends the city a no contest plea but does not submit payment or makes only partial payment. It is intended to be used by cities that process their own citations. The form is available on the INTERnet.

Trial Court Forms

22. [TF-810](#), *Request to Correct Alaska Court System Public Index*, (11/14).

The TF-810 was updated to include changes made by SCO 1844. It is available on the INTERnet and INTRANet.

C. LOCAL FORMS were created or revised in November as follows:

1. [CP-430 NOME](#), *Subpoena to Appear-Produce*, (11/14)
2. [CR-330 ANCH](#), *Order of Dismissal*, (7/10). Eliminated.
3. [CR 727 ANCH](#), *Fine Payment Instructions - Muni Cases*, (1/97).
4. [CR-785 ANCH](#), *After Sentencing Instructions*, (10/14).

D. OTHER TOOLS

1. [Criminal Distribution](#), (11/14).

The criminal distribution guide was updated for the distribution of CR-461.2, and now instructs the court to distribute copies of DUI and refusal judgments to the DMV within two days.

2. [PUB-115](#), *Bethel Therapeutic Court*, (11/14).

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Form News for December 2014

- 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** created or revised in December include:

Administrative Forms

1. [ADM-120](#), *Interpreter Payment Request (12/14)*. Available on the INTRANet. This form was updated to account for new invoice practices for interpreters. Discard old copies.
2. [ADM-203](#), *Request for Outside Employment (12/14)*. Available on the INTRANet under forms and HR, this form is used by employees to request approval to engage in work outside normally scheduled hours of duty.
3. [ADM-229](#), *Supplemental Application - Magistrate Positions (12/14)*. Available on the HR INTRANet webpage and on the forms INTERNet page.
4. [ADM-505](#), *How to Determine Interest Rates (1/15)*. Available on the INTERNet and the INTRANet. The ADM-505 was revised to reflect the interest rate of 3.75% for judgments entered in 2015. Although the interest rate is unchanged from 2014, the information in the form was updated for the new year. For more information, please refer to the forms office interest rate memo which will be distributed on January 2, 2015. The revised ADM-505 is available on the court's public website. This information is also posted on the INTRANet under the clerks' tab.

Civil Forms

5. [CIV-125D](#), *Case Description Dist. Ct. (1/15)*. Available on the INTRANet and INTERNet. This form was updated to account for the changes to many of the civil action codes for District Court matters. The changes are effective January 1, 2015. Discard existing supply.
6. [CIV-125S](#), *Case Description Form Sup Ct (1/15)*. Available on the INTRANet and INTERNet as a PDF. This form was updated to account for the changes to many of the civil action codes for Superior Court matters. The changes are effective January 1, 2015. Discard existing supply.
7. [CIV-670](#), *Prisoner Request For Filing Fee Exemption (12/14)*. Available on the INTERNet. The notice section at the bottom of the form was amended to say that

the case may be dismissed without further notice unless the required filing fee is paid within 30 days. Discard existing supply.

8. [CIV-766](#), *Notice of Unpaid Filing Fees (12/14)*. Available on the INTRANet and in CourtView. This form was revised and renamed to serve as a notice to the applicant if the filing fee is not paid by the due date. An additional 14 days were added to pay the filing fee before a dismissal is ordered. Discard old copies.
9. [CIV-769](#), *Order of Dismissal for Failure to Pay Filing Fee (12/14)*. Available on the INTRANet and in CourtView. This new form was created to dismiss a post-conviction relief case when the filing fee has not been paid and notice has been given.

Criminal Forms

10. [CR-130](#), *Notice of Change of Case Number (1/15)*. Available in CourtView and on the INTRANet. This new form is used to change a case number from CR to AU.
11. [CR-707](#), *Search Warrant Envelope (12/14)*. Available on the INTRANet. This form was updated to account for new internal procedures. The envelopes are not currently available, but have been ordered. Please use existing supply until exhausted.
12. [CR-714](#), *Request for Search Warrant Records (12/14)*. Available on the INTERNet. This is a new form that was created for individuals requesting search warrant records.

The “CR” suffix on the criminal case number was removed from the forms below so that the forms may also be used for the new “AU” case type. Do not discard copies of the old forms. Until the new forms are in circulation, please cross out the “CR” suffix and replace it with the “AU” suffix when appropriate.

13. [CR-105](#), *Summons (1/15)*. Available in CourtView, on the INTRANet, and the P drive.
14. [CR-115](#), *Arrest Warrant (1/15)*. Available in CourtView and on the INTRANet.
15. [CR-125](#), *Criminal/Alcohol Underage Log Notes (1/15)*. CourtView only.
16. [CR-200](#), *Temporary Order (1/15)*.
17. [CR-210](#), *Order Appointing-Denying Counsel at Public Expense (1/15)*. Available in CourtView, on the INTRANet, and on the P drive.
18. [CR-230](#), *Cash Bond (1/15)*. Available in CourtView, on the INTRANet, and the P drive.
19. [CR-330](#), *Order of Dismissal (1/15)*. Available in CourtView and on the INTRANet.
20. [CR-355](#), *Bench Warrant for Defendant (1/15)*. Available in CourtView, on the INTRANet, and on the P drive.
21. [CR-466](#), *Judgment – Minor Consuming Alcohol (cs) (12/14)*. Available in CourtView, on the INTRANet, and on the P drive.
22. [CR-500](#), *Order To Modify or Revoke Probation (1/15)*. Available in CourtView, on the INTRANet, and on the P drive.
23. [CR-501](#), *Motion to Terminate Term of Probation (1/15)*. Available on the INTERNet.
24. [CR-504](#), *Notice of Intent Not Set Aside Conviction (1/15)*. Available in CourtView, on the INTRANet, and on the P drive.
25. [CR-505](#), *Order for Discharge After Suspended Imposition of Sentence (1/15)*. Available in CourtView, on the INTRANet, and on the P drive.
26. [CR-700](#), *Order to Quash Outstanding Warrant (1/15)*. Available in CourtView and on the INTRANet

Probate Forms

27. **P-316**, *Statement Starting Informal Probate and Appointing a Personal Representative When there is a Will (12/14)*. Available on the INTERnet and INTRAnet. This form was updated to allow for registrars to sign the statement.

Traffic Forms

28. **TR-545**, *Citation Deficiency Memo (12/14)*. This form is available in CourtView and on the INTRAnet. The officer instructions were updated to comply with recently amended minor offense rules. Discard old copies.

Small Claims

29. **SC-8**, *Default Affidavit and Request for Judgment (1/15)*. Available on the INTERnet as a pdf. The SC-8 was updated to reflect the interest rate of 3.75% for judgments entered in 2015. Although the interest rate is unchanged from 2014, the information in the form was updated for the new year. This form is available on the court's public website.

C. LOCAL FORMS were created or revised in December as follows:

1. **CR-105 ANCH**, *Summons (1/15)*.
2. **CR-105 PALMER**, *Summons (1/15)*.
3. **CR-115 ANCH**, *Arrest Warrant (1/15)*.
4. **CR-150 ANCH**, *Criminal Log Notes (1/15)*.
5. **CR-150 HOMER**, *Criminal Log Notes (1/15)*.
6. **CR-150 KENAI**, *Criminal Log Notes (1/15)*.
7. **CR-200 ANCH**, *Temporary Order (1/15)*.
8. **CR-200 BA** *Temporary Order (1/15)*.
9. **CR-200 DILL**, *Temporary Order (1/15)*.
10. **CR-200 JUNEAU**, *Temporary Order (1/15)*.
11. **CR-200 KOTZ**, *Temporary Order (1/15)*.
12. **CR-200 NOME**, *Temporary Order (1/15)*.
13. **CR-210 ANCH**, *Order Appointing-Denying Counsel (1/15)*.
14. **CR-210 BA**, *Order Appointing-Denying Counsel (1/15)*.
15. **CR-210 KOTZ**, *Order Appointing-Denying Counsel (1/15)*.
16. **CR-210 NOME**, *Order Appointing-Denying Counsel (1/15)*.
17. **CIV-205 ANCH**, *ANCH Civil Pretrial Order (12/14)*.
18. **CR-466 ANCH**, *Judgment – Minor Consuming Alcohol (st.4) (12/14)*.
19. **CR-466 KENAI**, *Judgment - Minor Consuming (12/14)*.
20. **CR-466 PALMER**, *Judgment - Minor Consuming (12/14)*.
21. **CR-500 ANCH**, *Order To Modify or Revoke Probation (1/15)*.
22. **CR-507 ANCH**, *PTRP Disposition Order (1/15)*.
23. **VS-372 BARROW**, *Order Appointing Marriage Commissioner (12-14)*.

D. PUBLICATIONS

1. **PUB-38**, *Alaska State Court Library (12/14)*.
2. **PUB-38 FAIRBANKS**, *Alaska State Court Library (12/14)*.
3. **PUB-38 JUNEAU**, *Alaska State Court Library (12/14)*.

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