

**UNCONTESTED MOTION
TO MODIFY CUSTODY, VISITATION & CHILD SUPPORT
Instructions and Forms**

If both parents agree to modify custody, visitation and/or child support when there is change in circumstances, and it is in the best interest of the child(ren), they can fill out the following forms (*use the same caption and case number from your original case that dealt with custody*):

| Form Number | Form Name | Number of Forms to File |
|--|---|---|
| SHC-1310 Word PDF | Joint Motion (<i>you will have to specify what you want. For example, “to modify custody, visitation, and support”</i>) | 1 copy signed by both parents |
| SHC-1320 Word PDF | Joint Affidavit in support of Joint Motion | 1 copy signed by both parents |
| 2 options, so choose 1 form: SHC-1128 Word PDF OR SHC-1126 Word PDF | Parenting Plan Agreement & Order OR Agreement & Order for Custody and Visitation | 1 form for both parents and fill out everything that applies except for the order part at the end; both parents sign in front of a notary |
| DR-301 (Fill-In PDF) | Order modifying child support | fill out but do NOT sign |
| SHC-1063 Word PDF | Joint Motion to Put Settlement on the Record | 1 copy signed by both parents |
| DR-150 (Fill-In PDF) | Child Custody Jurisdiction Affidavit | 2 copies, 1 for each parent |
| DR-305 (Fill-In PDF) | Child Support Guidelines Affidavit | 2 copies, 1 for each parent |
| DR-314 (Fill-In PDF) | Information Sheet | 2 copies, 1 for each parent |

If modification is for shared or divided custody, also file one of these forms depending on the parenting agreement:

- Shared Custody Support Calculation, [DR-306](#) (Fill-In PDF)
- Divided Custody Support Calculation, [DR-307](#) (Fill-In PDF)

Mandatory Information required by Judge

- Tax return, most recent unless judge asks for more
- Current pay stubs for last 2 months

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If CSSD is collecting child support:

If the modification affects child support and CSSD is collecting, you need to serve a copy of all forms to the Attorney General's (AG) Office who represents CSSD. To show that you provided the AG with a copy, fill out:

- Certificate of Service, SHC-1620 [Word](#) | [PDF](#)

Look at your CSSD case number to determine which AG office is handling your case:

Case numbers that begin with 1, 2 or 3:
*Examples: 1AN-05-8888, 2BA-05-8888
3AN-05-8888*

Attorney General's Office
Collections and Support Section
1031 West Fourth Ave., Ste. 200
Anchorage, AK 99501

Case numbers that begin with 4:
Example: 4FA-05-8888

Attorney General's Office
Collections and Support Section
100 Cushman St., Ste. 400
Fairbanks, AK 99701

1. Make 2 copies of all forms to be filed (3 copies if you are serving the AG because CSSD collects child support in your case). Each parent keeps a copy for their own records.
2. File the filled-out and signed forms at the same court where you did your original case. A court employee can notarize the affidavits for free.
3. If you changed your telephone number or address since you filed your original case, include the form Notice of Change of Mailing Address/Telephone Number, [TF-955](#) (Fill-In PDF).
4. Send a copy to the AG if CSSD is collecting child support in your case.
5. Wait for the judge to schedule a hearing. You will be notified by mail of the date.
6. Any questions, call the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851 (in Alaska, but outside the Municipality of Anchorage).