

## INSTRUCTIONS FOR THE DIVORCE with CHILDREN COMPLAINT

### 1. What forms do I need to fill out when filing for divorce? (Use this as your checklist.)

- Complaint for Divorce With Children**, SHC-101 [Word](#) | [PDF](#) (Required)
- Case Description Form**, [CIV-125S](#) (Required)
- Information Sheet**, [DR-314](#) (Required)
- Child Support Guidelines Affidavit**, DR-305 [PDF](#) | [Fill-In PDF](#) (Required if you have children)
- Child Custody Jurisdiction Affidavit**, [DR-150](#) (Required if you have children)
- Summons**, CIV-100 (Required. You cannot get this off of the Internet; you must get it from your local court or through calling the Family Law Helpline.)
- Certificate of Divorce**, VS-401 (Required. You cannot get this off of the Internet; you must get it from your local court, Bureau of Vital Statistics or through the Family Law Helpline.)
- Property & Debt Worksheet**, SHC-1000 [Word](#) | [PDF](#) (Use if you think the other side may not Answer.)

### 2. How do I fill out the *Complaint*?

The *Complaint* asks for information about you, your spouse and any marital property or debt. List the children's names and birthdays and describe what custody and visitation plan you want. **Remember:** Use BLACK ink for the form, but sign in BLUE ink. Print your name, address and phone number in the upper left-hand corner of the first page. In the caption, print your name above "Plaintiff" and your spouse's name above "Defendant."

If you think there is any chance the other side will not respond to your paperwork and you will be requesting a default, complete the **Property & Debt Worksheet** explaining in detail how you want the court to divide the marital property and debt.

### 3. How do I fill out the *Child Support Guidelines Affidavit* & *Child Custody Jurisdiction Affidavit*?

Answer each question completely. The *Child Support Guidelines Affidavit* requires that you attach your most recent tax return and pay stubs. If you have questions about how to complete either of these required forms call the Family Law Self-Help Center or read the website (see No. 8). You must sign these forms **in front of a notary**, who will need to see a picture ID. Court staff can notarize your signature for free.

### 4. How do I fill out the *Case Description Form*?

Check one box. In the right-hand column under "Domestic Relations," check "Divorce With Children (CISDVC)."

### 5. How do I fill out the *Information Sheet*?

Fill in all of the information requested in # 1, 2 and 3. Provide complete information for yourself and the children in the case, and your spouse if you know it. Sign your name and date. When you file the papers to start your case, the clerk will give you a case number which you should fill in at the top with the court location where you are filing.

### 6. How do I fill out the *Summons*?

Fill-in the blank spaces in the top half of the form, except the case number. When you file your papers, the clerk completes the lower half, which assigns your judge and case number.

### 7. How do I fill out the *Certificate of Divorce*?

This is the form that goes to the Bureau of Vital Statistics after the divorce is final. Answer questions 11-30, without making any cross-outs or corrections. The court will complete the rest *after* the divorce. If you do not know the information for your spouse, leave it blank and let him/her provide it to the court.

### 8. What if I have questions about filling out these forms or procedures?

Contact the Family Law Self-Help Center at (907) 264-0851 or (866) 279-0851 (outside of Anchorage but from an Alaska-based phone number) or visit [www.courts.alaska.gov/selfhelp.htm](http://www.courts.alaska.gov/selfhelp.htm). Please see our *How to Start a Contested Case*, SHC-181 [Word](#) | [PDF](#).