

**UNCONTESTED COMPLAINT for CUSTODY
Forms and Instructions**

1. If both parents agree on a parenting plan for their child(ren) (including decision-making, living arrangements and child support) that is in the best interest of the child(ren), they can fill out the following forms:

| Form Number | Form Name | Number of Forms to File |
|--|--|--|
| SHC-118 Word PDF | Uncontested Custody Complaint | 1 copy signed by both parents |
| DR-150 | Child Custody Jurisdiction Affidavit | 2 copies - 1 for each parent, signed in front of a notary. The court clerk will notarize for free. |
| DR-305 [Fill-In PDF] | Child Support Guidelines Affidavit | 2 copies - 1 for each parent, signed in front of a notary. The court clerk will notarize for free. |
| DR-314 | Information Sheet | 2 copies, 1 for each parent |
| CIV-125S | Case Description Form | 1 copy for both parents |
| SHC-1126 Word PDF | Agreement & Order for Custody and Visitation | fill out everything that applies except for the order part at the end; 1 form for both parents |
| DR-300 [Fill-In PDF] | Child Support Order | 1 copy for both parties; 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-460 [Fill-in PDF] DR-465 [Fill-in PDF] | Final Documents: <ul style="list-style-type: none"> • Findings of Fact and Conclusions of Law • Custody Judgment | 1 set for both parents; fill out but do not sign and date |

Optional Forms Depending on the Situation

| | | |
|--|--|--|
| DR-306 [Fill-In PDF] | Shared Custody Child Support Calculation | 1 form signed by both parties |
| DR-307 [Fill-In PDF] | Divided Custody Child Support Calculation | 1 form signed by both parties |
| SHC-1342 Word PDF | Joint Motion, Affidavit & Order to Appear and Testify By Telephone | 1 Motion & Affidavit form from both parties DO NOT sign the Order |
| SHC-151 Word PDF | Three-Way Affidavit of Paternity | 1 form signed by wife, husband and biological father |

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Information required by Judge

- Tax return, most recent unless judge asks for more
 - Current pay stubs for last 2 months
2. Make 2 copies of all completed forms. Each party keeps a copy for their records.
 3. File the original completed forms at your local court.
 4. Pay the [required fee](#) or submit the Request for Exemption from Payment of Fees, [TF-920](#).
 5. The court will give you a Domestic Relations Procedural Order when you file. This document is the first Order from the judge. Please read it carefully.
 6. Wait for the court to schedule a hearing to put your agreement on the record.
 7. Call the Family Law Self-Help Center with any questions at (907) 264-0851 or (866) 279-0851 (in Alaska, but outside the Municipality of Anchorage).

Parent Education: For cases involving child custody and visitation, you must:

- (1) watch the parent education video at the courthouse, or
- (2) complete the web-based class *Children in Between*.

This requirement must be satisfied **before** the entry of the final decree in the case. See <http://courts.alaska.gov/shc/family/shcparent-ed.htm>.