

Instructions for Requesting Records

The Alaska Trial Courts cannot perform research on a case over the phone. To obtain copies or information from a court case file, please send the court a records request using the form on the back of this page.

Please complete the entire records request form. It is important that every section be filled out. If information is missing from your request it may take longer to process.

The processing time for a normal request is about two weeks. Large requests, or requests that require research, may take longer to process. A deposit may be required in advance.

Requests should be submitted to the clerk of court where the case was filed. You may submit your request in person or by mail to the court. A complete list of Alaska Court System [contact information](#) is available on the court system's website.

Please be aware that if you do not provide a case number, a per hour research fee will be included on your invoice. To find a case number for a case from 1990 to the current date, please visit our website at www.courtrecords.alaska.gov.

Fees

Fees amounts can be found in [Administrative Rule 9\(d\)](#).

Research fee	A minimum of one hour will be charged for research performed.
Plain copies	Per document charge.
Certified copies	Per document charge. Additional copies for a reduced fee. These documents must be mailed.
Exemplified copies	These documents must be mailed.
Authenticated copies	These documents must be mailed.

For an apostille, please contact the Office of the Lieutenant Governor.

Please indicate the type of copies you are requesting (plain, certified, exemplified, authenticated). If it is not specified in the request, plain copies will be sent to the requestor.

Alaska Court System

Find court contact information at <http://courts.alaska.gov/courtdir/index.htm>.
Find case numbers and other case information at www.courtrecords.alaska.gov.

Records Request

Requestor's Name: _____

Requestor's Agency: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Mailing Address: _____

Case Name: _____

Case Number: _____

Send Documents to me by: U.S. Mail Fax

DOCUMENTS NEEDED FROM CASE FILE:

- | | |
|--|--|
| <input type="checkbox"/> Petition, Complaint, Charging Documents | <input type="checkbox"/> Judgment |
| <input type="checkbox"/> Decree: Dissolution/Divorce | <input type="checkbox"/> Qualified Dom. Relations Order/QDRO |
| <input type="checkbox"/> Findings of Fact and Conclusions of Law | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Satisfaction of Judgment | <input type="checkbox"/> Log Notes Dated: _____ |
| <input type="checkbox"/> Motion: _____ | |
| <input type="checkbox"/> Order: _____ | |
| <input type="checkbox"/> Other Document: _____ | |
| <input type="checkbox"/> Other Document: _____ | |
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FEES - Please select the type of copies or service requested below. Refer to the fee section on the back of this page for more information.

- | | |
|---|---|
| <input type="checkbox"/> Plain copies | <input type="checkbox"/> Certified copies |
| <input type="checkbox"/> Exemplified copies | <input type="checkbox"/> Authenticated copies |
| <input type="checkbox"/> Research fee | |

Please note: if no case number is provided, our office charges a per hour research fee-

To search Alaska Court System records, please visit our website at www.courtrecords.alaska.gov.