|  |  |
| --- | --- |
| {% if user\_need in('enforce foreign order', 'enforce AK order') %}Enforcing{% else %}Changing{% endif %} Your Child Support Orderin Alaska | |
|  | Your Action Plan in 26 Steps |

|  |  |
| --- | --- |
| {%tr if ((unknown\_final\_date.true\_values())|list|length > 1)  or parents\_agree\_resources  or unknown\_interim\_date == 'both'  or  (why\_change == 'problem' and (final\_order\_date\_within\_10\_days or final\_order\_date\_within\_30\_days)) %} | pick\_a\_step\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L14) |
| Step : Decide the steps you want to take | You have more than one way to ask the judge to change your custody or parenting plan order.  Read each of the following steps.  Decide on the steps that make the most sense in your case. |
| {%tr endif %} | ask\_court\_step |
| {%tr if why\_change == 'schedule' %} |  |
| Step : Ask the court to change your Parenting Plan and your child support order | If you need to change child support because you have a new schedule that is different from the schedule in your custody order, you need to ask the court to change both your Parenting Plan and your child support.   * Use the Court Guide Action Plan: [Changing Your Custody or Parenting Plan Order](https://Docassemble.AKCourts.gov/start/ChangingChildCustody) to get an Action Plan for changing both child support and your schedule. * Read [Modifying Child Custody or Child Support Order](https://courts.alaska.gov/shc/family/shcmodify.htm)  Links in this step [Changing Your Custody or Parenting Plan Order](https://Docassemble.AKCourts.gov/start/ChangingChildCustody) Docassemble.AKCourts.gov/start/ChangingChildCustody  [Modifying Child Custody or Child Support Order](https://courts.alaska.gov/shc/family/shcmodify.htm) courts.alaska.gov/shc/family/shcmodify.htm |
| {%tr endif %} |  |
| {%tr if find\_who\_ordered == 'unknown' %} | find\_out\_step |
| Step : Find out who issued your child support order | Contact CSED  [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us) to ask if they issued your child support order. {% if user\_need == 'change AK order' %}If they did, they can give you information about changing it. Changing an order is called “modifying” it.{% elif user\_need == 'enforce AK order' %}If they did, they can give you information about enforcing it.{% endif %}   * Customer Service Call Center: Monday – Thursday, 10:00 am - 3:00 pm   + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300 * ⌨ Fax: (907) 787-3220 * Email: dor.cssd.customerservice.anchorage@alaska.gov   If CSED issued your order, see:  {%p if user\_need == 'change AK order' %}   * [Modification FAQs](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq) * [Modification Guidebook Brochure](https://childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf)   {%p elif user\_need == 'enforce AK order' %}   * [Child Support Enforcement FAQ](https://childsupport.alaska.gov/child-support-services/information/faqs/child-support-enforcement-services-faq)   {%p endif %}   * [Home page](https://childsupport.alaska.gov/child-support-services)  Contact the court Contact [your local court](https://courts.alaska.gov/courtdir/index.htm) or look on [CourtView](https://records.courts.alaska.gov/eaccess/home.page.2) to see if the court issued your child support order. If the court issued your order:   * Come back and build your [Court Guide Action Plan](https://docassemble.akcourts.gov/start/ChangingEnforcingChildSupport/) again, or   {%p if user\_need == 'change AK order' %}   * Read [Modifying Child Custody or Child Support Order](https://courts.alaska.gov/shc/family/shcmodify.htm).   {%p elif user\_need == 'enforce AK order' %}   * Read [Enforcing Your Order](https://courts.alaska.gov/shc/family/shcenforce.htm)   {%p endif %}  {%p if user\_need == 'change AK order' %} Changes  * If your parenting schedule changes, or your income or the other parent's income changes, it is important to tell the court or CSED right away. If CSED issued your order, tell CSED. If the court issued your order, tell the court. * CSED and the court cannot go back and change child support that was due in the past. They can only change child support starting when you file something asking to change it, and notify the other parent that you are asking for a change. * Until you tell CSED or the court, the old child support amount applies and the parent who owes child support still owes the old amount, even if income or the schedule has changed.   {%p endif %} Links in this step [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us)childsupport.alaska.gov/child-support-services/contact-us  {%p if user\_need == 'change AK order' %}  [Modification FAQs](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq) childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq  [Modification Guidebook Brochure](https://childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf) childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf  {%p elif user\_need == 'enforce AK order' %}  [Child Support Enforcement FAQ](https://childsupport.alaska.gov/child-support-services/information/faqs/child-support-enforcement-services-faq) childsupport.alaska.gov/child-support-services/information/faqs/child-support-enforcement-services-faq  {%p endif %}  [Home page](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq) childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq  [Contact your local court](https://courts.alaska.gov/courtdir/index.htm) courts.alaska.gov/courtdir/index.htm  [CourtView](https://records.courts.alaska.gov/eaccess/home.page.2) records.courts.alaska.gov/eaccess/home.page.2  [Court Guide Action Plan](https://docassemble.akcourts.gov/start/ChangingEnforcingChildSupport/) docassemble.akcourts.gov/start/ChangingEnforcingChildSupport  {%p if user\_need == 'change AK order' %}  [Modifying Child Custody or Child Support Order](https://courts.alaska.gov/shc/family/shcmodify.htm) courts.alaska.gov/shc/family/shcmodify.htm  {%p elif user\_need == 'enforce AK order' %}  [Enforcing Your Order](https://courts.alaska.gov/shc/family/shcenforce.htm) courts.alaska.gov/shc/family/shcenforce.htm  {%p endif %} |
| {%tr endif %} |  |
| {%tr if user\_need == 'change AK order' and (who\_ordered == 'cssd' or (who\_ordered == 'unknown' and find\_who\_ordered == 'cssd')) %} | ask\_cssd\_step |
| Step : Ask CSED to change your child support | A child support order from Alaska Child Support Enforcement Division (CSED) is called an administrative order. CSED can change administrative orders. This is called “modifying” child support.  CSED can modify your order if:   * The cost of your child's health insurance premium changes, or * Your income or the other parent's income changes so that a new child support calculation would be at least 15% more or 15% less than the payment you have now, or * Your children's schedule changes so that a new child support calculation would be at least 15% more or 15% less than the payment you have now.   [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us)   * Customer Service Call Center: Monday – Thursday, 10:00 am - 3:00 pm   + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300 * ⌨ Fax: (907) 787-3220 * Email: dor.cssd.customerservice.anchorage@alaska.gov  Timing If your parenting schedule changes, or your income or the other parent's income changes, it is important to tell CSED **right away**.   * CSED cannot go back and change child support that was due in the past. * Until you contact CSED, the old child support amount applies and the parent who owes child support still owes the old amount, even if income or the schedule has changed.  Read more about CSED  * [Modification FAQs](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq) * [Modification Guidebook Brochure](https://childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf) * [Home page](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq)  Links in this step [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us) childsupport.alaska.gov/child-support-services/contact-us  [Modification FAQs](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq) childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq  [Modification Guidebook Brochure](https://childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf) childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf  [Home page](https://childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq) childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq |
| {%tr endif %} |  |
| {%tr if parents\_agree or parents\_agree\_resources %} | parents\_agree\_step |
| Step : {% if parents\_agree %} Tell the court about your agreement{% elif parents\_agree is none %}If you reach an agreement, tell the court{% endif %} | Only the judge can change the amount of child support in your order.  But you can use a **Joint Motion to Modify Child Support** to tell the judge about your agreement if you both agree that:   * your financial situation has changed, * the amounts you use to calculate child support have changed, **and** * after you use the child support formula, you get a different amount from the amount in your current order.   If both parents agree the amount should change, file your joint motion **right away**. Until you file your motion with the court, **the parent who owes child support still owes the amount in your current order**.  If the judge agrees to change the amount of your child support, the judge will sign a new order. The new order includes the date the amount changed. This date is usually in the past. It will not be earlier than the date you filed your motion. For example  * You agree about a new child support amount on March 1, but you do not file anything with the court until June 21. * The judge agrees to change your child support and signs a new child support order on September 1. * The new order says the new child support amount starts July 1. * The parent who owed child support under the old order, still owes the old child support amount from March 1 to July 1.  Read [**How to fill out the Child Support Guidelines Affidavit**](https://courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf) Use these forms to tell the judge about your agreement  * **Joint Motion, SHC-1310** [Word](https://courts.alaska.gov/shc/family/docs/shc-1310.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1310n.pdf) Put “Joint Motion to Modify” in the JOINT MOTION FOR box. * **Joint Affidavit, SHC-1320** [Word](https://courts.alaska.gov/shc/family/docs/shc-1320.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1320n.pdf) Wait to sign the form until you can sign in front of someone who has the power to take oaths, like a notary public. The court clerk can do this for free. Bring a valid photo ID with you. * **Order for Modification of Child Support**, **DR-301** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-301.pdf)] Do **not** sign this form. Only the judge signs it. * **Child Support Guidelines Affidavit**, **DR-305** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf)] You need 2 of these. Each parent fills out their own affidavit. Wait to sign the form until you can sign in front of someone who has the power to take oaths, like a notary public. The court clerk can do this for free. Bring a valid photo ID with you**.** * **Child Custody Jurisdiction Affidavit, DR-150** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-150.pdf)] You need 2 of these. Each parent files their own affidavit. Wait to sign the form until you can sign in front of a notary public or someone who has the power to take oaths, like a notary public. The court clerk can do this for free. Bring a photo ID with you.   **Joint Motion to Put Settlement on the Record, SHC-1063** [Word](https://courts.alaska.gov/shc/family/docs/shc-1063.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1063n.pdf) Also If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use:   * **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] * If your Parenting Plan is **not** a primary custody plan, when children spend at least 256 nights a year with the same parent, use one of these forms: * **Shared Custody Support Calculation, DR-306** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] for a shared custody schedule, * **Hybrid Custody Child Support Calculation,** [**DR-308**](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf) for a hybrid custody child support schedule, or * **Divided Custody Child Support Calculation,** [**DR-307**](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)for a divided custody child support schedule.  Links in this step **How to fill out the Child Support Guidelines Affidavit** courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf  **Joint Motion, SHC-1310** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1310.doc) courts.alaska.gov/shc/family/docs/shc-1310.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1310n.pdf) courts.alaska.gov/shc/family/docs/shc-1310n.pdf  **Joint Affidavit, SHC-1320** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1320.doc) courts.alaska.gov/shc/family/docs/shc-1320.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1320n.pdf) courts.alaska.gov/shc/family/docs/shc-1320n.pdf  **Order for Modification of Child Support,** [DR-301](https://public.courts.alaska.gov/web/forms/docs/dr-301.pdf) public.courts.alaska.gov/web/forms/docs/dr-301.pdf  **Child Support Guidelines Affidavit,** [DR-305](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf) public.courts.alaska.gov/web/forms/docs/dr-305.pdf  **Child Custody Jurisdiction Affidavit, DR-150 [**[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-150)] public.courts.alaska.gov/web/forms/docs/dr-150  **Joint Motion to Put Settlement on the Record, SHC-1063**  as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1063.doc) courts.alaska.gov/shc/family/docs/shc-1063.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1063n.pdf) courts.alaska.gov/shc/family/docs/shc-1063n.pdf  **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] public.courts.alaska.gov/web/forms/docs/tf-835.pdf  **Shared Custody Support Calculation, DR-306** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] public.courts.alaska.gov/web/forms/docs/dr-306.pdf  **Hybrid Custody Child Support Calculation,** [DR-308](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf) public.courts.alaska.gov/web/forms/docs/dr-308.pdf  **Divided Custody Child Support Calculation,** [DR-307](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf) public.courts.alaska.gov/web/forms/docs/dr-307.pdf |
| {%tr endif %} |  |
| {%tr if why\_change == ‘problem’ and (final\_order\_date\_within\_10\_days or final\_order\_date\_within\_30\_days or unknown\_final\_date['appeal']) %} | appeal\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L568) |
| Step : Decide if you want to file an appeal | An appeal is the way to ask the Alaska Supreme Court to review the trial judge’s decision in your case. It is not a new trial or a chance to give a judge new evidence or information. In an appeal you argue that the trial judge made a legal mistake. The civil appeals process is complicated, long and expensive. The process can take more than 2 years. [Talk to a lawyer](https://courts.alaska.gov/shc/appeals/appealsresources.htm#1), if you can.  The only information the Supreme Court looks at is:   * the audio recording of the hearing or trial in the lower court, * any items offered as evidence at the hearing or trial in the lower court, * the documents in the lower court or agency record, and * appeal briefs filed in the appeal to the Supreme Court. * To start an appeal, you must pay * a $250 filing fee, * a $750 bond or deposit for costs, and * other costs like paying someone to make a transcript of your trial.   If you cannot afford the cost of filing an Appeal, You can use **Motion for Waiver of Filing Fees and Costs,**[**SHS-AP 130**](https://courts.alaska.gov/shc/appeals/docs/SHS_AP_130.doc) to ask the court to waive the filing fee and costs.  Learn more about filing an appeal on the court's web pages [Civil Appeal: Superior Court to Supreme Court](https://courts.alaska.gov/shc/appeals/index.htm). Links in this step [Talk to a lawyer](https://courts.alaska.gov/shc/appeals/appealsresources.htm#1) courts.alaska.gov/shc/appeals/appealsresources.htm#1  **Motion for Waiver of Filing Fees and Costs,**[SHS-AP 130](https://courts.alaska.gov/shc/appeals/docs/SHS_AP_130.doc) courts.alaska.gov/shc/appeals/docs/SHS\_AP\_130.doc  [Civil Appeal: Superior Court to Supreme Court](https://courts.alaska.gov/shc/appeals/index.htm) courts.alaska.gov/shc/appeals/index.htm |
| {%tr endif %} |  |
| {%tr if interim\_order\_date\_within\_10\_days or unknown\_interim\_date in ('reconsider', 'both') or final\_order\_date\_within\_10\_days or unknown\_final\_date['reconsider'] %} | learn\_reconsider\_step and fill\_reconsider\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L188C11-L188C32) |
| Step : Learn about Motions to Reconsider | To ask your trial judge to reconsider a decision, file a **Motion to Reconsider**.  You have only 10 days after the date the court sent your child support order to you.  Look at the last page of the order. The date to count from is in the box at the bottom of the page. The box looks something like this.  If the 10th day is a weekend or holiday, your motion is due the next day the court is open. For example, if the 10th day is a Saturday, and the court is open Monday, your motion is due Monday. If Monday is a holiday, your motion is due Tuesday. You can ask a judge to reconsider their decision for 4 reasons  1. The judge overlooked, misapplied or failed to consider a statute, decision or principle directly controlling. This means the judge made a mistake when they applied the law in your case.  For example  * Rule 90.3 states that if a child spends at least 256 nights with one parent, that parent has primary custody and the other parent pays 20% of their adjusted annual income for child support to the parent the child lives with. . * If the judge used 27% of adjusted income instead of 20%, the **Motion to Reconsider** would state that the judge misapplied Civil Rule 90.3.  1. The judge overlooked or misconceived some material fact or proposition of law. This means the judge got an important fact wrong.  For example  * The parents agree that mom makes $25,000 every year. They file the forms to tell the judge they agree. The judge calculated child support using $35,000 for mom’s income. * The **Motion to Reconsider** would state that the judge used the wrong income to calculate child support.  1. The judge overlooked or misconceived a material question in the case. This means the judge misunderstood what you were asking for.  For example  * A child changed from living full time with their mom to living full time with their dad. Under the child support formula, dad used to pay child support to mom based on the primary custody child support calculation. Now, mom should pay child support to dad based on the primary custody child support calculation. Dad filed a motion to modify child support. The judge denied dad's motion because the parents' incomes did not change. * The **Motion to Reconsider** would state the judge did not include the changed parenting schedule in the child support calculation.  1. The law applied in the ruling was changed by a later court decision or statute. This means the judge used a rule or law that changed.  For example  * On April 15, 2018, Civil Rule 90.3 changed to allow a parent to deduct the cost of their own health insurance from their gross income, up to 10% of the parent's gross income. * If the judge calculated child support on April 14 and did not subtract the cost of the parent's health insurance, the Motion to Reconsider would explain the cost of the parent's health insurance and state that Civil Rule 90.3 changed on April 15, 2018.   See [Alaska Rule of Civil Procedure](https://courts.alaska.gov/rules/docs/civ.pdf) 77(k) to read the court rules about the **4 reasons** you can ask the court to reconsider a judge's decision. Links in this step [Alaska Rule of Civil Procedure](https://courts.alaska.gov/rules/docs/civ.pdf) courts.alaska.gov/rules/docs/civ.pdf |
| Step 8: Fill out the Motion to Reconsider forms | Use  * **Motion and Affidavit to Reconsider, SHC-1545** [Word](https://courts.alaska.gov/shc/family/docs/shc-1545.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1545n.pdf)   + Put everything you want the judge to know and think about in your motion. You will not be able to tell the judge in person because they rarely hold a hearing for a **Motion to Reconsider**.   + Your **Motion to Reconsider** must be no more than 5 pages, including attachments.   + **Wait** to sign the form until you can sign in front of a notary or someone who has the power to take oaths, like a court clerk or the postmaster at your local post office. You can do this for free at the court. Bring an up to date photo ID.   + If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use     - **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] * **Proposed Order on Motion, SHC-1302** [Word](https://courts.alaska.gov/shc/family/docs/shc-1302.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1302n.pdf). Do **not** sign this form.  Links in this step **Motion to Reconsider, SHC-1545** as a [Word](https://courts.alaska.gov/shc/family/docs/shc-1545.doc) file courts.alaska.gov/shc/family/docs/shc-1545.doc as a [PDF](https://courts.alaska.gov/shc/family/docs/shc-1545n.pdf)  courts.alaska.gov/shc/family/docs/shc-1545n.pdf  **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] public.courts.alaska.gov/web/forms/docs/tf-835.pdf  **Proposed Order on Motion, SHC-1302** as a [Word](https://courts.alaska.gov/shc/family/docs/shc-1302.doc) file courts.alaska.gov/shc/family/docs/shc-1302.doc as a [PDF](https://courts.alaska.gov/shc/family/docs/shc-1302n.pdf) courts.alaska.gov/shc/family/docs/shc-1302n.pdf |
| {%tr endif %} |  |
| {%tr if interim\_order\_date\_more\_than\_10\_days or unknown\_interim\_date in ('modify', 'both') or (why\_change == 'income' and not parents\_agree and not middle\_of\_case) or (unknown\_final\_date['modify']) %} | modify\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L423C11-L423C22)  calculate\_child\_support\_step from [aka2j\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L147)  compare\_child\_support\_step  dont\_wait\_modify\_child\_support\_step  fill\_modify\_step |
| Step : Learn about motions to modify | Changing your child support order is called “modifying” child support. To ask the judge to change your child support order, file a **Motion to Modify Child Support.**  The child support rule, [Alaska Rule of Civil Procedure](https://courts.alaska.gov/rules/docs/civ.pdf) 90.3, states you need to prove there has been a “material change in circumstances” to modify child support. The most common changes in circumstances are:   * Your children's schedule changes and they spend more or fewer overnights with you than they used to, or * Your income or the other parent's income changes.   The court charges $75 to file this motion. If you cannot afford the fee, you may be able to get the court to waive it. See Step 22, File your motion. |
| Step : Calculate your new child support amount | Figure out the new child support amount using the new schedule and any new income information.   1. Calculate the percent of overnights your children spend with you and with the other parent. To get this percent, divide 365 (the number of overnights in a year), by the number of overnights the child spends with each parent.  For example  * If your child spends 4 nights each week with you and 3 nights each week with their other parent, they spend 209 overnights each year with you and 156 nights each year with the other parent. * 209 divided by 365 nights in a year is .57, or 57% of overnights with you. * 156 divided by 365 nights in a year is .43, or 43% of overnights with the other parent.  1. Use the percentages to fill out the **Child Support Guidelines Affidavit** [**DR-305**](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf). Read [**How to Fill out the Child Support Guidelines Affidavit**](https://courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf) to help you fill out this form. 2. The **Child Support Guidelines Affidavit** gives you the new child support amount for a **primary custody child support** schedule. A primary custody child support schedule is when the children spend 256 or more overnights with one parent. If you do not have a primary custody child support schedule, use one of these forms:    * **Shared Custody Support Calculation, DR-306** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] Us this if the children spend at least 110 overnights with each parent.    * **Hybrid Custody Child Support Calculation, DR-308 [**[**Fill-in PDF**](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf)**]**. Use this if both parents have shared custody of 1 or more children and 1 or both parents have primary custody of 1 or more children.    * **Divided Custody Child Support Calculation, DR-307** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)]. Use this if both parents have primary physical custody of one or more children and neither parent has shared custody of any children.  Links in this step **Child Support Guidelines Affidavit** [**DR-305**](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf) public.courts.alaska.gov/web/forms/docs/dr-305.pdf  [**How to Fill out the Child Support Guidelines Affidavit**](https://courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf) courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf  **Shared Custody Support Calculation, DR-306** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf)] public.courts.alaska.gov/web/forms/docs/dr-306.pdf  **Hybrid Custody Child Support Calculation,** [**DR-308**](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf) **[**[**Fill-in PDF**](https://public.courts.alaska.gov/web/forms/docs/dr-308.pdf)**]** public.courts.alaska.gov/web/forms/docs/dr-308.pdf  [**Divided Custody Child Support Calculation**](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)**,** [**DR-307** [[Fill-in PDF](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf)]](file:///\\polaris\groups\Family%20Law\Legal%20Navigator\A%20Interviews\Conventions\Motion%20to%20modify\public.courts.alaska.gov\web\forms\docs\dr-307.pdf) [public.courts.alaska.gov/web/forms/docs/dr-307.pdf](https://public.courts.alaska.gov/web/forms/docs/dr-307.pdf) |
| Step : Compare the new calculation with the current amount | Compare your current child support to the new amount to see if there is a "material change in circumstances".  If the new child support amount is 15% more or less than the old amount, the court presumes there is a "material change in circumstances." For example If your current child support amount is $100 per month, there would be a material change if the new amount is:   * $85 or less, or * $115 or more. |
| Step : Do not wait to file your Motion to Modify | File your **Motion to Modify Child Support** and give the other parent a copy of your motion as soon as you can after there is a “material change of circumstances.”  Until you file your motion with the court, **the parent who owes child support still owes the amount in your current order**.  If the judge agrees to change the amount of your child support, the judge will sign a new child support order. **The new order includes the date the amount changed. This date is usually in the past.** It will not be earlier than the date you filed your motion and gave a copy to the other parent. For example  * The other parent gets a new job making a lot more money on March 1. * You recalculate child support. The other parent will owe you more child support each month. * You file a motion to modify child support with the court and give the other parent a copy June 21. * The judge agrees to change your child support and grants your motion. * The judge signs a new child support order on September 1. * The court cannot order child support to be changed before you filed your motion and gave a copy to the other parent. * The new order says that the new child support amount starts July 1. * Because you did not file your motion until June, the other parent only has to pay the old amount of child support from March 1 to July 1. |
| Step : Fill out the Motion to Modify forms | Use  * **Motion to Modify Custody, Visitation & Support Packet,** [**SHC-PAC12**](https://courts.alaska.gov/shc/family/shcforms.htm#shc-pac12) 3 of the forms in this packet are affidavits:   + Wait to sign them until you are in front of someone who has the power to take oaths, like a notary public.   + The court clerk can do this for free.   + Bring a valid photo ID with you   + If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use: **Self-Certification (No Notary Available)** [**TF-835**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) [Fill-In PDF]  Watch  * [**Motions Part 1: How to Ask the Court For Something**](https://www.youtube.com/watch?v=2irmxT0_0EA)  Links in this step **Motion to Modify Custody, Visitation & Support Packet,** [SHC-PAC12](https://courts.alaska.gov/shc/family/shcforms.htm#shc-pac12)courts.alaska.gov/shc/family/shcforms.htm#shc-pac12  **Self-Certification** [**TF-835**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) public.courts.alaska.gov/web/forms/docs/tf-835.pdf  [Motions Part 1: How to Ask the Court For Something](https://youtube.com/watch?v=2irmxT0_0EA) youtube.com/watch?v=2irmxT0\_0EA |
| {%tr endif %} |  |
| {%tr if final\_order\_date\_within\_30\_days or final\_order\_date\_more\_30\_days or unknown\_final\_date['set aside'] %} | learn\_set\_aside\_step and fill\_set\_aside\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L267) |
| Step 14: Learn about the Motion to Set Aside Judgment or Order | A **Motion to Set Aside Judgment or Order** asks the judge to:   * fix a mistake (Civil Rule 60(a)), or * set aside or undo the final decision in your case, and start your case all over again.   Judges rarely agree to do undo a decision and start a case over.  Civil Rule 60(a) and (b) describe the reasons you can use to file this motion. You may decide to file a **Motion to Set Aside Judgment or Order** if:   * The final order has a problem listed in Civil Rule 60(a) or (b). The problems are described below. And * You can file within a "reasonable time" after the date the court sent {% if user\_need in('answer custody', 'answer divorce') %}the default judgment{% else %}your child support order{% endif %} to you. For any of the first 3 reasons in Civil Rule 60(b), you must file within **1 year** of the date the court sent the order to you.   The date the court sent the order to you is in the box at the bottom of the last page of your order.  {% for image\_data in distribution\_certificate\_list %}  {{ image\_data['text'] }}  {{ image\_data['image'].show(width='5in%') }}  {% endfor %}  Act quickly! The judge defines "reasonable" and “in a reasonable time.” The judge may refuse to set aside the order if you file **after** a "reasonable time" has passed, even if your reason for filing is a good one. Also, include the reason you waited to file your motion. Reasons you may file a Motion to Set Aside Judgment or Order **Civil Rule 60(a)**  The court made a clerical mistake or accidentally left something out of a document. If the judge agrees there was a clerical mistake, they will correct the problem. They will not set aside the entire judgment or order.  An example where the judge may agree to fix a mistake on an order   * The order has the wrong birthday for one of your children. Or * The order was sent to both parents on January 4, **2023**, but the date on the order is January 4, **2022**.   **Civil Rule 60(b)**  The court made a mistake listed below.  For the first 3 types of mistakes, you must file your **Motion to Set Aside**   * Within **1 year** of the date the court sent the order to you, **and** * The amount of time before you file must be "reasonable.”  1. Inadvertence, surprise or excusable neglect:  * A parent made a mistake or did not pay close attention -inadvertence, * An unexpected action, sudden confusion or an unanticipated event - surprise, or * A legitimate excuse for failing to take required action - excusable neglect.   An example when the judge may agree to set aside a judgment or order  You ask the judge to set aside a default judgment even though you did not respond to the case because:   * you were not properly served the Complaint and other paperwork that started the case, and * you did not know about the case.  1. Newly discovered evidence which could not have been discovered by taking reasonable steps within the 10 days allowed to request a new trial.   An example when the judge may agree to set aside a judgment or order   * You gave your spouse $1,000 before the trial to pay the property taxes on your marital home, and * 1 month after trial you learn your spouse did not pay the taxes.  1. Fraud, misrepresentation, or other misconduct from the other side.   An example where the judge may agree to set aside a judgment or order  One spouse forges an appraisal of the marital home and uses it as evidence at the divorce trial to argue the value of the house.  For the next 3 types of mistakes, the amount of time before you file must be "reasonable.”   1. The judgment is void.   An example where the judge may agree to set aside a judgment or order   * An Alaska court generally does not have the authority or "jurisdiction" to make a parenting plan for a child who has lived in another state for the past 6 or more months. * If a child was living in Oregon for 6 months before the divorce case started, and * A parent hid this detail from the other parent and the court, * The parenting plan order would be void because the court did not have jurisdiction to decide the parenting plan.  1. The judgment has been satisfied, released or discharged, or a prior judgment upon which it is based has been reversed or otherwise vacated or it is no longer fair that the judgment should apply at this time.  * An example where the judge may agree to set aside a judgment or orderThe court orders a parent to pay child support. The child files for Emancipation and the judge grants it. Parents do not have to support their emancipated child. The child support judgment would be released or discharged.  1. Any other reason justifying relief from the judgment.  * You may be able to come up with a different good reason the judge should start the case over again. But your reason cannot be any of the 6 listed above – it must be something different. |
| Step : Fill out forms if you want to file a Motion to Set Aside | If you decide to file a **Motion to Set Aside** because it fits your case: Use  * **Motion and Affidavit to Set Aside the Judgment or Order, SHC-1548** [Word](https://courts.alaska.gov/shc/family/docs/shc-1548.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1548n.pdf) Wait to sign until you are in front of someone who has the power to take oaths, like a notary public. The court clerk can do this for free. Bring a valid photo ID with you. * If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] * **Proposed Order on Motion, SHC-1302** [Word](https://courts.alaska.gov/shc/family/docs/shc-1302.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1302n.pdf) * **Notice of Motion, SHC-1630** [Word](http://courts.alaska.gov/shc/family/docs/shc-1630.doc) | [PDF](http://courts.alaska.gov/shc/family/docs/shc-1630n.pdf)  Watch [**Motions Part 1: How to Ask the Court For Something**](https://www.youtube.com/watch?v=2irmxT0_0EA) Links in this step **Motion and Affidavit to Set Aside the Judgment or Order, SHC-1548** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1548.doc) courts.alaska.gov/shc/family/docs/shc-1548.doc as a | [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1548n.pdf) courts.alaska.gov/shc/family/docs/shc-1548n.pdf  **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] public.courts.alaska.gov/web/forms/docs/tf-835.pdf  **Proposed Order on Motion, SHC-1302** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1302.doc) courts.alaska.gov/shc/family/docs/shc-1302.doc  as a [PDf file](https://courts.alaska.gov/shc/family/docs/shc-1302n.pdf) courts.alaska.gov/shc/family/docs/shc-1302n.pdf  **Notice of Motion, SHC-1630** as a [Word file](http://courts.alaska.gov/shc/family/docs/shc-1630.doc) courts.alaska.gov/shc/family/docs/shc-1630.doc as a [PDf file](http://courts.alaska.gov/shc/family/docs/shc-1630n.pdf) courts.alaska.gov/shc/family/docs/shc-1630n.pdf |
| {%tr endif %} |  |
| {%tr if user\_need=='change foreign order' %} | foreign\_step |
| Step : Learn about changing your child support order from another state | It can be complicated to ask an Alaska agency or court to change your child support order from another state.  Contact the Alaska Child Support Enforcement Division (CSED)  They may be able to contact your original agency to help you change the order.  Alaska Child Support Enforcement Division (CSED)   * Customer Service Call Center: Monday – Thursday, 10:00 am -3:00 pm   + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300 * ⌨ Fax: (907) 787-3220 * Email: dor.cssd.customerservice.anchorage@alaska.gov  Contact the child support agency in the state where you got the order  * [Contact Information for State Child Support Agencies](https://www.acf.hhs.gov/css/parents/find-local-child-support-office).   If you still need more help, you may want to [contact a lawyer](https://courts.alaska.gov/shc/shclawyer.htm). Links in this step [CSED – Contact us](https://childsupport.alaska.gov/child-support-services/contact-us) childsupport.alaska.gov/child-support-services/contact-us  [Contact Information for State Child Support Agencies](https://www.acf.hhs.gov/css/parents/find-local-child-support-office) acf.hhs.gov/css/parents/find-local-child-support-office  [contact a lawyer](https://courts.alaska.gov/shc/shclawyer.htm) courts.alaska.gov/shc/shclawyer.htm |
| {%tr endif %} |  |
| {%tr if user\_need in ( 'enforce foreign order', 'enforce AK order') %} | cssd\_to\_enforce\_step |
| Step 17: Ask CSED to enforce your order | {% if user\_need == 'enforce foreign order' %}The Alaska Child Support Enforcement Division (CSED), or the child support agency in your state may be able to help you enforce your child support order. {% elif user\_need == 'enforce AK order' %}{% if who\_really\_ordered == 'court' %}{% if cssd\_collect == 'yes' %}If Child Support Enforcement Division (CSED) is collecting your child support, they can enforce your child support order.{% elif cssd\_collect in('no','unknown') %}If you have a court order for child support and want Child Support Enforcement Division (CSED) to help you collect it, apply for CSED services. You will need a “My Alaska” account. See the CSED Home Page. Select “Open a Case” or “Online Application for Services.”{% endif %}{% else %}  [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us) to see if you have an account.  If you do not have an account, apply for CSED services:  You will need a “My Alaska” account.  See the [CSED Home page](https://childsupport.alaska.gov/) and select:   * “Open a Case” or * “Online Application for Services.” {% endif %}{% endif %}   [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us)   * Customer Service Call Center: Monday – Thursday, 10:00 am - 3:00 pm   + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300 * ⌨ Fax: (907) 787-3220 * Email: dor.cssd.customerservice.anchorage@alaska.gov   Read CSED's [Child Support Enforcement FAQ](https://childsupport.alaska.gov/child-support-services/information/faqs/child-support-enforcement-services-faq)  {%p if user\_need == 'enforce foreign order' %}  [Contact Information for State Child Support Agencies](https://www.acf.hhs.gov/css/parents/find-local-child-support-office)  {%p endif %} Links in this step [Contact CSED](https://childsupport.alaska.gov/child-support-services/contact-us) childsupport.alaska.gov/child-support-services/contact-us  [CSED Home page](https://childsupport.alaska.gov) childsupport.alaska.gov  [Read Child Support Enforcement FAQ](https://childsupport.alaska.gov/child-support-services/information/faqs/child-support-enforcement-services-faq) childsupport.alaska.gov/child-support-services/information/faqs/child-support-enforcement-services-faq  {%p if user\_need == 'enforce foreign order' %}  [Contact Information for State Child Support Agencies](https://www.acf.hhs.gov/css/parents/find-local-child-support-office) acf.hhs.gov/css/parents/find-local-child-support-office  {%p endif %} |
| {%tr endif %} |  |
| {%tr if user\_need == 'enforce foreign order'  %} | register\_step |
| Step 18: Register your child support order from another state | A child support order from another state is called a “foreign order.”  If you want the Alaska courts or Alaska police to enforce your foreign child support order, register your foreign order in an Alaska court.  There is no filing fee to register a foreign child support order.  . Give the following to an Alaska court. This is called “filing” your documents.   * One certified or exemplified copy of the original order. * One photocopy of the certified or exemplified original order. * These forms:   + **Instructions – Registration of Support Order Issued by Another State, DR-341** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-341.pdf)]   + **Petition to Register a Support Order from Another State,** [**DR-342**](https://public.courts.alaska.gov/web/forms/docs/dr-342.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-342.pdf)] Wait to sign the form until you can sign in front of a notary. You can get your affidavit notarized for free at the court.   + If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use: **Self-Certification (No Notary Available)** [**TF-835**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) [Fill-In PDF]   + **Confidential Information Sheet - Support Order from Another State,** [**DR-343**](https://public.courts.alaska.gov/web/forms/docs/dr-343.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-343.pdf)]   + **Notice of Registration of Another State's Support Order,** [**DR-344**](https://public.courts.alaska.gov/web/forms/docs/dr-344.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-344.pdf)] Completed except for the date and clerk's signature   + **Request for Hearing About Registered Child Support Order,** [**DR-345**](https://public.courts.alaska.gov/web/forms/docs/dr-345.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-345.pdf)] Only fill in the Petitioner's and Respondent's names in the caption at the top left and leave the rest blank   + **Confirmation of Registered Support Order,** [**DR-347**](https://public.courts.alaska.gov/web/forms/docs/dr-347.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-347.pdf)] Only fill in the Petitioner's and Respondent's names in the top left. Leave the rest blank   + **Case description form**, [CIV-125S](https://public.courts.alaska.gov/web/forms/docs/civ-125s.pdf)   . You need to tell the court how you want it to deliver the documents to the opposing party by:   * 1st class US mail (which is free) * certified mail (which you have to pay for), or * a process server (which you have to arrange and pay for).   + **1st class US mail**: Give the clerk at the court:     - the packet of forms to register a foreign order     - envelope(s) addressed to the opposing party     - a copy of all documents you are filling PLUS a Request for Hearing form for the opposing party   + **Certified mail**: Give the clerk at the court:     - the packet of forms to register a foreign order     - envelope(s) addressed to the opposing party     - a copy of all documents you are filling PLUS a Request for Hearing form for the opposing party     - the filled-out mailing forms for certified mail, restricted delivery, return receipt requested from the Post Office for each of the parties listed in the certificate of distribution on the Notice of Registration Order. On the green card, fill out your return address so you get the green card back later.     - enough postage for the court to serve by certified mail, restricted delivery, return receipt requested.     - Before coming to court, it is your responsibility to go to the Post Office and get the forms for certified mail, restricted delivery, return receipt requested, and figure out how much it will cost to mail the forms by this method and put the stamps on the envelope. If you don't provide the correct stamped envelope, your paperwork may be rejected.   + **Process server**: Give the clerk:     - the packet of forms to register a foreign order     - service instructions for the specific process server you want the court to use. Read the [instructions about Personal Service By Process Server in CIV-106](https://public.courts.alaska.gov/web/forms/docs/civ-106.pdf)  Links in this step **Instructions – Registration of Support Order Issued by Another State, DR-341** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-341.pdf)] public.courts.alaska.gov/web/forms/docs/dr-341.pdf  **Petition to Register a Support Order from Another State,** [**DR-342**](https://public.courts.alaska.gov/web/forms/docs/dr-342.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-342.pdf)] public.courts.alaska.gov/web/forms/docs/dr-342.pdf  **Self-Certification (No Notary Available) TF-835** [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)] public.courts.alaska.gov/web/forms/docs/tf-835.pdf  **Confidential Information Sheet - Support Order from Another State,** [**DR-343**](https://public.courts.alaska.gov/web/forms/docs/dr-343.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-343.pdf)] public.courts.alaska.gov/web/forms/docs/dr-343.pdf  **Notice of Registration of Another State's Support Order,** [**DR-344**](https://public.courts.alaska.gov/web/forms/docs/dr-344.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-344.pdf)] public.courts.alaska.gov/web/forms/docs/dr-344.pdf  **Request for Hearing About Registered Child Support Order,** [**DR-345**](https://public.courts.alaska.gov/web/forms/docs/dr-345.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-345.pdf)] public.courts.alaska.gov/web/forms/docs/dr-345.pdf  **Confirmation of Registered Support Order,** [**DR-347**](https://public.courts.alaska.gov/web/forms/docs/dr-347.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/dr-342.pdf)] public.courts.alaska.gov/web/forms/docs/dr-347.pdf  **Case description form**, [CIV-125S](https://public.courts.alaska.gov/web/forms/docs/civ-125s.pdf) public.courts.alaska.gov/web/forms/docs/civ-125s.pdf |
| {%tr endif %} |  |
| {%tr if user\_need in ('enforce AK order', 'enforce foreign order') %} | talk\_w\_other\_parent\_step |
| Step 19: Talk to the other parent | When the other parent is not following your child support order, you can ask the court to order them to follow it. It is a good idea to talk to the other parent first:   * Ask the other parent in writing to do what the order says. * In your written request, give them a date to do it by. * Keep your writing polite and professional. Remember the judge may see it. * Tell them if they do not do it you will ask the judge to enforce the order. * Keep a copy of your written request and any written response you get back. * Hopefully, they will follow the order and you will not need to go back to court. * If the other parent still does not cooperate, let the court know by filing a motion. A motion is a form you file with the court asking the judge to order the other side to do something. * If you file a motion, attach a copy of what you wrote to the other parent and anything they responded. |
| {%tr endif %} |  |
| {%tr if user\_need in ('enforce AK order', 'enforce foreign order') %} | court\_to\_enforce\_step |
| Step : Ask the court to enforce your order | {%p if user\_need == 'enforce foreign order' %}  Once you have registered your child support order, you can ask the Alaska court to enforce it.  {%p endif %} Option 1 File a **Motion & Affidavit to Enforce Order** and ask the court to order the other parent to pay. Attach your written request and any response you got back. The court may hold a [hearing](https://courts.alaska.gov/shc/family/glossary.htm#hearing) and issue another [order](https://courts.alaska.gov/shc/family/glossary.htm#order) specifically telling the other side to pay by a specific date.  **Wait** to sign the form until you can sign in front of someone who has the power to take oaths, like a notary public. The court clerk can do this for free. Bring a valid photo ID with you.  If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use:   * **Self-Certification (No Notary Available)** [**TF-835**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) [Fill-In PDF]   **Motion & Affidavit to Enforce Order, SHC-1540** [Word](https://courts.alaska.gov/shc/family/docs/shc-1540.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1540n.pdf)  **Order on Motion, SHC-1302** [Word](https://courts.alaska.gov/shc/family/docs/shc-1302.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1302n.pdf) Do **not** sign this form. Only the judge signs it.  **Notice of Motion, SHC-1630** [Word](https://courts.alaska.gov/shc/family/docs/shc-1630.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1630n.pdf) (Required form if you are filing post-judgment and more than 1 year has passed since the final judgment) Option 2 File a **Motion & Affidavit to Reduce to Judgment**, asking the court to issue a [judgment](https://courts.alaska.gov/shc/family/glossary.htm#judgment) for the amount owed to you. Once you have a judgment, you can try to collect the amount by executing on the other parent's Permanent Fund Dividend, bank account, wages, etc. **Wait** to sign the form until you can sign in front of someone who has the power to take oaths, like a notary public. The court clerk can do this for free. Bring a valid photo ID with you.  If you cannot get to a notary public or someone who has the power to take oaths, you can "self-certify". Use:   * **Self-Certification (No Notary Available)** [**TF-835**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) [Fill-In PDF]   **Motion & Affidavit to Reduce to Judgment, SHC-1530** [Word](https://courts.alaska.gov/shc/family/docs/shc-1530.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1530n.pdf)  **Order Reducing to Judgment, SHC-1535** [Word](https://courts.alaska.gov/shc/family/docs/shc-1535.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1535n.pdf) Do **not** sign this form. Only the judge signs it.  **Worksheet to Figure Out Judgment Amount, SHC-1536** [Word](https://courts.alaska.gov/shc/family/docs/shc-1536.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1536n.pdf)  **Notice of Motion, SHC-1630** [Word](https://courts.alaska.gov/shc/family/docs/shc-1630.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1630n.pdf) (Required form if you are filing [post-judgment](https://courts.alaska.gov/shc/family/glossary.htm#post-judgment) and more than 1 year has passed since the final judgment) Read more about [Enforcing Your Order](https://courts.alaska.gov/shc/family/shcenforce.htm)  [Collecting money owed to you](https://courts.alaska.gov/shc/family/collectionsfaq.htm) Links in this step **Motion & Affidavit to Enforce Order, SHC-1540** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1540.doc) courts.alaska.gov/shc/family/docs/shc-1540.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1540n.pdf) courts.alaska.gov/shc/family/docs/shc-1540n.pdf  **Order on Motion, SHC-1302**  as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1302.doc) courts.alaska.gov/shc/family/docs/shc-1302.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1302n.pdf) courts.alaska.gov/shc/family/docs/shc-1302n.pdf  **Notice of Motion, SHC-1630** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1630.doc) courts.alaska.gov/shc/family/docs/shc-1630.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1630n.pdf) courts.alaska.gov/shc/family/docs/shc-1630n.pdf  **Self-Certification (No Notary Available)** [**TF-835**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) [Fill-In PDF] public.courts.alaska.gov/web/forms/docs/tf-835.pdf  **Motion & Affidavit to Reduce to Judgment, SHC-1530** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1530.doc) courts.alaska.gov/shc/family/docs/shc-1530.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1530n.pdf) courts.alaska.gov/shc/family/docs/shc-1530n.pdf  **Order Reducing to Judgment, SHC-1535** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1535.doc) courts.alaska.gov/shc/family/docs/shc-1535.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1535n.pdf) courts.alaska.gov/shc/family/docs/shc-1535n.pdf  **Worksheet to Figure Out Judgment Amount, SHC-1536** as a [Word file](https://courts.alaska.gov/shc/family/docs/shc-1536.doc) courts.alaska.gov/shc/family/docs/shc-1536.doc as a [PDF file](https://courts.alaska.gov/shc/family/docs/shc-1536n.pdf) courts.alaska.gov/shc/family/docs/shc-1536.doc  [Filing post-judgement](https://courts.alaska.gov/shc/family/glossary.htm#post-judgment) courts.alaska.gov/shc/family/glossary.htm#post-judgment  [Enforcing Your Order](https://courts.alaska.gov/shc/family/shcenforce.htm) courts.alaska.gov/shc/family/shcenforce.htm  [Collecting money owed to you](https://courts.alaska.gov/shc/family/collectionsfaq.htm) courts.alaska.gov/shc/family/collectionsfaq.htm |
| {%tr endif %} |  |
| {%tr if interim\_order\_date\_within\_10\_days or interim\_order\_date\_more\_than\_10\_days or unknown\_interim\_date in('reconsider', 'modify', ‘both’) or final\_order\_date\_within\_10\_days or final\_order\_date\_within\_30\_days or final\_order\_date\_more\_30\_days or  unknown\_final\_date.any\_true('reconsider','set aside') or (why\_change == 'income' and not parents\_agree and not middle\_of\_case) or user\_need in ('enforce AK order', 'enforce foreign order') %} | cert\_of\_service\_step, [file\_motion\_step](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L356), [serve\_motion\_step](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L383) [aka2j\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L315C11-L315C31) |
| Step 21: Fill out the Certificate of Service | You must give {{ other\_party\_in\_case }} 1 copy of everything you file with the court. This is called “service.”   1. Decide on the way you will serve {{ other\_party\_in\_case }}, or their lawyer if they have one.  * You can send the copy you made for them by regular, 1st class mail. * You can deliver it yourself, or through a messenger service. * If they file anything in court that says they agree to service by email, you can email the copy you made for them. * If you use the court’s[TrueFiling eFiling system](https://courts.alaska.gov/efile), TrueFiling serves {{ other\_party\_in\_case }} for you.  1. Decide the date you will serve {{ other\_party\_in\_case }}. Serve them the same day you file your documents with the court. 2. Fill out the **Certificate of Service** at the end of your court forms. The "certificate" tells the court how you are giving a copy of all the documents you file with the court to {{ other\_party\_in\_case }}. If you use TrueFiling, it serves the other parent for you and you do not need to fill out the **Certificate of Service**.  Important Be sure you can serve {{ other\_party\_in\_case }} on the date and in the way you put in the **Certificate of Service**.   1. If you do not fill out the **Certificate of Service**:  * {% if user\_need in('answer custody', 'answer divorce', 'respond to motion in custody', 'respond to motion in divorce')%}The court will send you a **Deficiency Notice**, and * The judge may not get your paperwork.{% else %} * The court may not accept your motion or may send you a **Deficiency Notice**, and * The judge may not see your motion or make a decision.{% endif %}   {% for image\_data in images\_list %} {{ image\_data['text'] }} {{ image\_data['image'].show(width='5in%') }} {% endfor %} |
| Step 22: {% if defined('file\_step\_heading') %} {{ file\_step\_heading }}{% else %}File your motion forms{% endif %} | {{ file\_motion\_to\_enforce }}{% if defined('file\_step\_heading') and file\_step\_heading == 'File your Motion to Set Aside' %}If you decide that a **Motion to Set Aside** fits your case:{% endif %}   1. Make 2 copies of everything you are going to give the court. 2. Give the original version of your documents to the court. This is called “filing” your documents. You can:  * Deliver the documents to the court yourself. * Mail the documents by first-class mail. * Use the court’s TrueFiling eFiling system to send the documents to the court electronically, if your local court uses TrueFiling. [See if your court uses TrueFiling](https://courts.alaska.gov/efile/index.htm#current-courts). * Email the documents, if your local court accepts email filings. [See if your court accepts documents by email](https://courts.alaska.gov/courtdir/efiling.htm).  1. {% if user\_need == 'change foreign custody order ' or (not middle\_of\_case and (why\_change in('review', 'schedule', 'income') or why\_change\_divorce\_order == 'changed circumstances')) %}Pay the $75 filing fee.  If you cannot afford the filing fee, you can ask the court to waive it:    * Call the [Family Law Self-Help Center](https://courts.alaska.gov/shc/family/selfhelp.htm)  (907)264-0851, or  (866)279-0851,   or   * + Use **Exemption From the Payment of Fees,** [**TF-920**](https://public.courts.alaska.gov/web/forms/docs/tf-920.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-920.pdf)].  1. {% endif %}Keep 1 copy for your own records. 2. Give the 2nd copy to {{ other\_party\_in\_case }} on the date and way you wrote on your **Certificate of Service**. 3. Read Step 23: Serve {{ other\_party\_in\_case }}.  Links in this step {% if user\_need == 'change foreign custody order ' or (not middle\_of\_case and (why\_change in('review', 'schedule', 'income') or why\_change\_divorce\_order == 'changed circumstances')) %}[Family Law Self-Help Center](https://courts.alaska.gov/shc/family) courts.alaska.gov/shc/family  **Exemption From the Payment of Fees,**[**TF-920**](https://public.courts.alaska.gov/web/forms/docs/tf-920.pdf) [[Fill-In PDF](https://public.courts.alaska.gov/web/forms/docs/tf-920.pdf)] public.courts.alaska.gov/web/forms/docs/tf-920.pdf  {% endif %}[See if your court uses TrueFiling courts.alaska.gov/efile/index.htm#current-courts](https://courts.alaska.gov/efile/index.htm#current-courts)  See if your court accepts document by email courts.alaska.gov/courtdir/efiling.htm |
| Step 23: Serve {{ other\_party\_in\_case }} | 1. Give a copy of all your documents to {{ other\_party\_in\_case }} the way you wrote on the **Certificate of Service**. 2. Serve them on the date you said you would. 3. If you did not serve {{ other\_party\_in\_case }} on the date or the way you wrote on your **Certificate of Service**, fill out a new[**Certificate of Service**, **SCH-1620**](https://courts.alaska.gov/shc/family/docs/shc-1620.doc) and file it with the court.  Link in this step [**Certificate of Service,** SCH-1620](https://courts.alaska.gov/shc/family/docs/shc-1620.doc) courts.alaska.gov/shc/family/docs/shc-1620.doc |
| {%tr endif %} |  |
| {%tr if interim\_order\_date\_more\_than\_10\_days or  unknown\_interim\_date == 'modify'  or  unknown\_interim\_date == 'both' or final\_order\_date\_within\_30\_days or  final\_order\_date\_more\_30\_days or  unknown\_final\_date['modify']  or unknown\_final\_date['set aside']  or  (why\_change == 'income' and not parents\_agree and not middle\_of\_case) %} | expect\_after\_motion\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L628C11-L628C35) |
| Step : What to expect after you file a {{ motion\_type }} | {{capitalize( other\_party\_in\_case) }} may file a response or "opposition" If you serve {{ other\_party\_in\_case }}:   * + by hand delivery, email, or TrueFiling, they have 10 days to file a written response.   + by mail, they have 13 days to file a written response.   Counting:   * + Day 1 is the day after you delivered, emailed, or mailed it.   + Count weekends and holidays.   + If the due date is a weekend or holiday, the {{ other\_party\_in\_case }}‘s response is due the next day the court is open. For example, if it is due on a Saturday, and the court is open Monday, their response is due Monday.   {% if user\_need == 'child support' and (existing\_case == "none" or (existing\_case == "unknown" and after\_courtview == "none")) %}If you file your **Motion for Interim Child Support** with your complaint, the other parent does not have to respond until they respond to the complaint. This is usually 20 days after they get the complaint.  {% endif %}The documents {{ other\_party\_in\_case }} files after you serve them is their "response" or "opposition.” You can reply to their response If {{ other\_party\_in\_case }} files a response you can file a reply.  If they serve you:   * + by hand delivery, email, or TrueFiling, you have 5 days to file.   + by mail, you have 8 days.   Counting:   * + Day 1 is the day after they delivered, emailed, or mailed it to you.   + Do not count weekends and holidays.   + If the due date is a weekend or holiday, your reply is due the next day the court is open. For example, if it is due on a Saturday, and the court is open Monday, your reply is due Monday.   Draft your reply:   * + Watch 2 videos:   + [**Motions Part 3: Preparing a Reply**](https://youtube.com/watch?v=egoBeRFB_Uw), and   + [**Motions Part 4: Mailings and Deadlines**](https://youtu.be/YQvG7GEGeoo)   + Read: [How do I reply to an opposition?](https://courts.alaska.gov/shc/family/motions.htm#reply) on the court's website   + Use: **Reply to Opposition to Motion,** [**SHC-1305**](https://courts.alaska.gov/shc/family/docs/shc-1305n.pdf).   Remember to fill out the **Certificate of Service** and tell the court how and when you deliver your reply to {{ other\_party\_in\_case }}  {% for image\_data in reply\_certificate\_list %} {{ image\_data['text'] }} {{ image\_data['image'].show(width='5in%') }} {% endfor %} The judge will issue an order  * + The judge may set a date for a hearing, but they may decide your motion without a hearing.   + The judge may grant your **{{ motion\_type }}.** If they do, you will get a copy of the new order.   + The judge may deny your **{{ motion\_type }}.** If they do, you will get an order denying the motion.{% if user\_need in('change foreign order', 'change foreign custody order') or (user\_need in('change AK order', 'change custody order', 'change divorce order') and middle\_of\_case == 'no') %}   + Keep following your court order unless the judge grants your motion and issues a new order.   Either one of you can decide to appeal the decision about the **{{ motion\_type }}** if you believe the judge made a legal mistake. Learn more about [filing an appeal](https://courts.alaska.gov/shc/appeals/appeals.htm).{% endif %} Links in this step [Motions Part 3: Preparing a Reply](https://www.youtube.com/watch?v=egoBeRFB_Uw) youtube.com/watch?v=egoBeRFB\_Uw  [Motions Part 4: Mailings and Deadlines](https://youtu.be/YQvG7GEGeoo) youtu.be/YQvG7GEGeoo  [How do I reply to an opposition?](https://courts.alaska.gov/shc/family/motions.htm#reply) courts.alaska.gov/shc/family/motions.htm#reply  **Reply to Opposition to Motion,** [SHC-1305](https://courts.alaska.gov/shc/family/docs/shc-1305n.pdf) courts.alaska.gov/shc/family/docs/shc-1305n.pdf  {% if user\_need =='change foreign custody order' or (user\_need in('change custody order', 'change divorce order') and middle\_of\_case == 'no') %}[filing an appeal](https://courts.alaska.gov/shc/appeals/appeals.htm) courts.alaska.gov/shc/appeals/appeals.htm{% endif %} |
| {%tr endif %} |  |
| {%tr if interim\_order\_date\_within\_10\_days or unknown\_interim\_date in('reconsider', 'both') or final\_order\_date\_within\_10\_days or unknown\_final\_date['reconsider'] %} | expect\_reconsider\_step from [aka2j\_mod\_cust\_div\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_mod_cust_div_templates.yml#L601C11-L601C33) |
| Step : What to expect after you file a Motion to Reconsider | A **Motion to Reconsider** is different from other motions:   * + {{ capitalize(other\_party\_in\_case) }} does not have to respond unless the judge sends a notice and asks the other parent to respond in writing.   + If the judge agrees to reconsider their decision, they may ask the other parent to respond in writing or they may change the decision. Usually, the judge only changes their decision after they ask the other parent for a written response.   + If the judge does nothing for 30 days, it means the judge is not going to grant your **Motion to Reconsider**. You will not get anything in writing. The original decision is not changed.   The 30 days starts when you file your **Motion to Reconsider**. If the judge asks the other parent to respond in writing, the 30 days starts over when the other parent files their written response.  Read [Options after you get a judge's decision](https://courts.alaska.gov/shc/family/after-judgment.htm). Link in this step [Options after you get a judge's decision](https://courts.alaska.gov/shc/family/after-judgment.htm) courts.alaska.gov/shc/family/after-judgment.htm |
| {%tr endif %} | get\_help from [aka2j\_templates.yml](https://github.com/A2JatAKCourts/docassemble-AKA2JBranding/blob/9c9593d5c2a4b22e41132520c04bfe471dbfc607/docassemble/AKA2JBranding/data/questions/aka2j_templates.yml#L624C11-L624C19) |
| Step 26: Get more information or help | For help with forms or understanding the process,  call the [**Family Law Self-Help Center**](https://courts.alaska.gov/shc/family/selfhelp.htm) (907) 264-0851 or (866) 279-0851.  View the court’s [family law self-help webpages](https://courts.alaska.gov/shc/family).  Many lawyers offer free or flat fee consultation. You do not have to hire them for the whole case. **Find a Lawyer**.  Depending on your income, you may qualify for [**Alaska Free Legal Answers**](https://legalnav.org/resource/alaska-free-legal-answers/).  Depending on your income and circumstances, you may qualify for a free lawyer from [**Alaska Legal Services**](https://alsc-law.org/apply-for-services/). Links in this step [Family Law Self-Help Center](https://courts.alaska.gov/shc/family) courts.alaska.gov/shc/family  [Find a Lawyer](https://courts.alaska.gov/shc/shclawyer.htm) courts.alaska.gov/shc/shclawyer.htm  [Alaska Free Legal Answers](https://alaska.freelegalanswers.org) alaska.freelegalanswers.org  [Alaska Legal Services](https://alsc-law.org/apply-for-services) alsc-law.org/apply-for-services |