|  |  |
| --- | --- |
| {% if user\_need in('enforce foreign order', 'enforce AK order') %}Enforcing{% else %} Changing{% endif %} Your Child Support Order  in Alaska | |
|  | Your Personal Action Plan in 22 Steps |

|  |  |
| --- | --- |
| {%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, file a **Motion to Modify Custody and Child Support**.   * Use the Guided Assistant Interview [Changing Your Custody or Parenting Plan Order](https://Docassemble.AKCourts.gov/start/ChangingChildCustody) for a Personal Action Plan about changing both child support and your schedule. * Read [Modifying Child Custody or Child Support Order](https://courts.alaska.gov/shc/family/shcmodify.htm)  The most common reasons to change child support  * 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.   If you and the other parent agree to change child support, give your written agreement to the court. Giving the agreement to the court is called “filing” it. It is important to file your agreement right away Until you file it with the court, the old child support amount applies and the parent who owes child support still owes the old amount. Read  * **Instructions for Uncontested Modifications, SHC-1505** [Word](https://courts.alaska.gov/shc/family/docs/shc-1505.doc) | [PDF](https://courts.alaska.gov/shc/family/docs/shc-1505n.pdf) * [**How to Fill out the Child Support Guidelines Affidavit**](https://courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf)  Links in this step [**Changing Your Custody or Parenting Plan Order**](https://www.legalnav.org/guided_assistant/changing-a-custody-order/?location=alaska) 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  **Instructions for Uncontested Modifications, SHC-1505** [as a Word file](https://courts.alaska.gov/shc/family/docs/shc-1505.doc) courts.alaska.gov/shc/family/docs/shc-1505.doc [as a PDF file](https://courts.alaska.gov/shc/family/docs/shc-1505n.pdf) courts.alaska.gov/shc/family/docs/shc-1505n.pdf  **How to Fill out the Child Support Guidelines Affidavit** courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf |
| {%tr endif %} |  |
| {%tr if find\_who\_ordered == 'unknown' %} |  |
| Step : Find out who issued your child support order | Contact CSSD [Contact CSSD](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, 9:30 am - 4:00 pm   + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300 * ⌨ Fax: (907) 787-3220 * Email: dor.cssd.customerservice.anchorage@alaska.gov   If CSSD 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 take this Guided Assistant interview 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 CSSD right away. If CSSD issued your order, tell CSSD. If the court issued your order, tell the court. * CSSD 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 CSSD 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 CSSD** 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  {%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')) %} |  |
| Step : Ask CSSD to change your child support | A child support order from Alaska Child Support Services Division (CSSD) is called an administrative order. CSSD can change administrative orders. This is called “modifying” child support.  CSSD 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 CSSD](https://childsupport.alaska.gov/child-support-services/contact-us)   * Customer Service Call Center: Monday – Thursday, 9:30 am - 4:00 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 CSSD **right away**.   * CSSD cannot go back and change child support that was due in the past. * Until you contact CSSD, 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 CSSD  * [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 CSSD** childsupport.alaska.gov/child-support-services/contact-us  **Modification FAQs** childsupport.alaska.gov/child-support-services/information/faqs/modifications-faq  **Modification Guidebook Brochure** childsupport.alaska.gov/docs/childsupportserviceslibraries/brochures/04-6204-red-mod-rev-02-2022.pdf  **Home page** childsupport.alaska.gov/child-support-services |
| {%tr endif %} |  |
| {%tr if parents\_agree or parents\_agree\_resources %} |  |
| 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 a notary public or someone who has the power to take oaths, like a court clerk or a postal employee. You can do this for free at the court. Bring a photo ID. * **Order for Modification of Child Support**, [**DR-301**](https://public.courts.alaska.gov/web/forms/docs/dr-301.pdf) [Fill-In PDF] Do **not** sign this form. Only the judge signs it. * **Child Support Guidelines Affidavit**, [**DR-305**](https://public.courts.alaska.gov/web/forms/docs/dr-305.pdf) [Fill-In 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 a notary public or someone who has the power to take oaths, like a court clerk or a postal employee. You can do this for free at the court. Bring a photo ID. * **Child Custody Jurisdiction Affidavit,** [**DR-150**](https://public.courts.alaska.gov/web/forms/docs/dr-150.pdf) [Fill-In 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 court clerk or a postal employee. You can do this for free at the court. Bring a photo ID. * **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**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf)[Fill-In 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**](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf) [Fill-In 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** public.courts.alaska.gov/web/forms/docs/dr-301.pdf  **Child Support Guidelines Affidavit, DR-305** public.courts.alaska.gov/web/forms/docs/dr-305.pdf  **Child Custody Jurisdiction Affidavit, DR-150 [**Fill-In PDF] 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] public.courts.alaska.gov/web/forms/docs/tf-835.pdf  **Shared Custody Support Calculation, DR-306 [Fill-In PDF]** public.courts.alaska.gov/web/forms/docs/dr-306.pdf  **Hybrid Custody Child Support Calculation, DR-308** public.courts.alaska.gov/web/forms/docs/dr-308.pdf  **Divided Custody Child Support Calculation, DR-307** public.courts.alaska.gov/web/forms/docs/dr-307.pdf |
| {%tr endif %} |  |
| {%tr if (defined('final\_order\_date') and date\_difference(starting=final\_order\_date, ending=today()).days <= 30) or (defined('guess\_final\_order\_date') and guess\_final\_order\_date in('within 10 days','between 11 and 30')) or unknown\_final\_date ['appeal'] %} |  |
| Step : Decide if you want to file an appeal | An appeal is when the Alaska Supreme Court reviews the trial judge’s decision in your case. 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, to discuss your case.  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. You can ask to waive the filing fee and cost bond by filling out Motion for Waiver of Filing Fees and Costs, [SHS-AP 130](https://courts.alaska.gov/shc/appeals/docs/SHS_AP_130.doc).  Learn more about filing an appeal on the court's [Civil Appeal web page](https://courts.alaska.gov/shc/appeals/index.htm). Links in this step **Talk to a lawye**r courts.alaska.gov/shc/appeals/appealsresources.htm#1  [**Civil Appeal web page**](https://courts.alaska.gov/shc/appeals/index.htm) courts.alaska.gov/shc/appeals/index.htm |
| {%tr endif %} |  |
| {%tr if some\_condition%} |  |
| Step : Placeholder row |  |
| {%tr endif %} |  |
| {%tr if (defined('interim\_order\_date') and date\_difference(starting=interim\_order\_date, ending=today()).days <= 10)  or (defined('guess\_interim\_order\_date') and guess\_interim\_order\_date == 'within 10 days')  or unknown\_interim\_date in ('reconsider', 'both') or  (defined('final\_order\_date') and date\_difference(starting=final\_order\_date, ending=today()).days <= 10)  or (defined('guess\_final\_order\_date') and guess\_final\_order\_date == 'within 10 days')  or  unknown\_final\_date ['reconsider']  %} |  |
| 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** 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**](https://public.courts.alaska.gov/web/forms/docs/tf-835.pdf) [Fill-In 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) file courts.alaska.gov/shc/family/docs/shc-1545n.pdf  **Self-Certification (No Notary Available) TF-835** [Fill-In 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) file courts.alaska.gov/shc/family/docs/shc-1302n.pdf |
| {%tr endif %} |  |
| {%tr if (defined('interim\_order\_date') and date\_difference(starting=interim\_order\_date, ending=today()).days > 10) or (defined('guess\_interim\_order\_date') and guess\_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']) %} |  |
| Step : Learn about Motions to Modify | Changing your child support order is called “modifying” 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.  Calculate your new child support amount Figure out the new child support amount using the new schedule or new income information.   * Calculate the percent of overnights your children spend with you and with the other 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. This is 57% of overnights with you and 43% of overnights with the other parent. * 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. * If your children have a primary custody child support schedule, the **Child Support Guidelines Affidavit** tells you the new child support amount. If you do not have a primary custody child support schedule, use one of these forms: * **Shared Custody Support Calculation,** [**DR-306**](https://public.courts.alaska.gov/web/forms/docs/dr-306.pdf) [Fill-In 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.   Compare the old and new child support amounts 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, there is a presumption that there is a material change in circumstances. * For example, if the old child support amount was $100 per month, there would be a material change if the new amount was * $85 or less, or * $115 or more.  Timing  * If your parenting schedule changes, or your income or the other parent's income changes, it is important to tell the court **right away**. * The judge 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 file a motion in 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. * After you file your motion, but before the judge decides, can be confusing. If the judge changes child support, they also pick the day the new amount starts. This is usually the day a parent filed a motion to modify and gave it to the other parent. * If child support changes, 1 parent may owe the other money for the time between when the motion was filed and when the judge decided.  Links in this step **Alaska Rule of Civil Procedure** courts.alaska.gov/rules/docs/civ.pdf  **Child Support Guidelines Affidavit** public.courts.alaska.gov/web/forms/docs/dr-305.pdf  **How to Fill out the Child Support Guidelines Affidavit**   courts.alaska.gov/shc/family/docs/shc-dr305f-sample.pdf  **Shared Custody Support Calculation, DR-306** [Fill-In PDF] public.courts.alaska.gov/web/forms/docs/dr-306.pdf  **Hybrid Custody Child Support Calculation, DR-308** public.courts.alaska.gov/web/forms/docs/dr-308.pdf  **Divided Custody Child Support Calculation, DR-307** public.courts.alaska.gov/web/forms/docs/dr-307.pdf |
| Step : Fill out the Motion to Modify forms “What to Expect After you File A Motion to modify” Should be after certificate of service and file and serve. | Use  * **Motion to Modify Custody, Visitation & Support Packet**, [SHC-PAC12](https://courts.alaska.gov/shc/family/shcforms.htm#shc-pac12)  Note 3 of the forms in the packet are affidavits that you need to get a notary public to witness. 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 The other parent has 10 days to file a written response to your Motion, or 13 days if you mail it.    If the other parent files a written response, you have 5 days to file a written reply, or 8 if it was mailed to you.   * You do not have to count weekends or holidays when you file a reply. For example, if you got the reply by email on a Wednesday, and there are no holidays, Thursday is day 1, Friday is day 2, Monday is day 3, Tuesday is day 4, and your reply is due Wednesday. * If the due date is a weekend or holiday, your motion is due the next day the court is open. For example, if it is due on a Saturday, and the court is open Monday because it is not a holiday, your reply is due Monday. * Watch a video about replies: Motions Part 3: Preparing a Reply * Use: Reply, SHC – 1305.   Read [Options after you get a judge's decision](https://courts.alaska.gov/shc/family/after-judgment.htm). Links in this step **[Motion to Modify Custody, Visitation & Support Packet, SHC-PAC12](\\\\polaris\\users\\crobinson\\CRobinson\\Docassemble\\Child Support\\Changing Child Support\\2023-01-01 weekend\\courts.alaska.gov\\shc\\family\\shcforms.htm" \l "shc-pac12)** [courts.alaska.gov/shc/family/shcforms.htm#shc-pac12](\\\\polaris\\users\\crobinson\\CRobinson\\Docassemble\\Child Support\\Changing Child Support\\2023-01-01 weekend\\courts.alaska.gov\\shc\\family\\shcforms.htm" \l "shc-pac12)  **Self-Certification (No Notary Available) TF-835** [Fill-In PDF] public.courts.alaska.gov/web/forms/docs/tf-835.pdf.  [**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 |
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| {%tr if  (defined('final\_order\_date') and date\_difference(starting=final\_order\_date, ending=today()).days > 10) or  (defined('guess\_final\_order\_date') and guess\_final\_order\_date == 'between 11 and 30')  or (defined('guess\_final\_order\_date') and guess\_final\_order\_date == 'more than 30') or (unknown\_final\_date['set aside']) %} |  |
| Step 11: Learn about Motions to Set Aside | You may want to file a **Motion to Set Aside Judgment or Order**. This motion asks the court to set aside or "undo" a final decision in a case. If the judge grants your motion, the case starts again as if the court never entered a child support order. Courts rarely grant a Motion to Set Aside Judgment or Order.  You can ask the court to set aside your child support order if:   * it is based on one or more of the reasons stated in Civil Rule 60(a) or (b), and * it is a "**reasonable" amount of time** since the court entered your child support order. For some Rule 60(b) reasons, you must ask **no later than 1 year** from that date.   Use the date the court sent your child support order to you. Look at the last page of the order. The date is in the box at the bottom of the page.      Acting quickly is important in these situations. The judge will decide what is considered a reasonable time. If you don't file the Motion to Set Aside within a reasonable time, the judge can say no to it, even if your reason for asking is good. It's important to explain why you waited before filing your motion.  **Civil Rule 60(a)** provides that a party can file a **Motion to Set Aside the Judgment or Order** if the court made a clerical mistake or accidentally left something out of a document. For example, 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 certificate of distribution is dated January 4, 2022.  **Civil Rule 60(b)** specifies the reasons the court may set aside a judgment.  If you want to argue 1 of the following reasons, you must file your Motion to Set Aside within **1 year** of when the court distributed the order, and the amount of time you waited must be reasonable:   * A parent making a mistake; not paying 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). For example, you ask to set aside the decision made at a hearing you missed because you had a heart attack the day before and were in the ICU so couldn’t participate. * Newly discovered evidence which could not have been discovered by taking reasonable steps within the 10 days allowed to request a new trial. For example, if you gave your spouse $1000 before trial to pay the property taxes on your marital home, it may be newly discovered evidence if you learn one month after trial that your spouse did not pay the taxes. * Fraud, misrepresentation, or other misconduct from the other side. For example, 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.   If you want to argue 1 of the following reasons, you must file your Motion to Set Aside, you must file within a reasonable amount of time:   * the judgment is void. For example, an Alaska court generally does not have the authority, called jurisdiction, to make a parenting plan for a child living 6 or more months in another state. If a parent hid from the other parent and the court that their child had been living in Oregon for the 6 months before the divorce case, the parenting plan order would be void. * 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. For example, a court may find that a father’s child support order is no longer fair if the father learned for the first time, 4 years after the divorce, that he is not the child’s biological father. * Any other reason justifying relief from the judgment . This cannot be one of the reasons listed above – it must be something different. |
| Step : Fill out forms if you want to file a Motion to Set Aside What to Expect After you File A Motion to Set Aside” Should be after certificate of service and file and serve. | 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 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 * **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" \t "_blank) | [PDF](http://courts.alaska.gov/shc/family/docs/shc-1630n.pdf" \t "_blank)  Watch  * **Motions Part 1: How to Ask the Court For Something**   https://www.youtube.com/watch?v=2irmxT0\_0EA   * The other parent has 10 days to respond to the court in writing, or 3 days if you mailed it to them. The document is called a “response” or an “opposition.” * If the other parent files a written response, you have 5 days to file a written reply, or 8 if it was mailed to you. * You do not have to count weekends or holidays when you file a reply. For example, if you got the reply by email on a Wednesday, and there are no holidays, Thursday is day 1, Friday is day 2, Monday is day 3, Tuesday is day 4, and your reply is due Wednesday. * If the due date is a weekend or holiday, your motion is due the next day the court is open. For example, if it is due on a Saturday, and the court is open Monday because it is not a holiday, your reply is due Monday. * Watch a video about replies: Motions Part 3: Preparing a Reply * Use: Reply, SHC – 1305. * If the judge grants your Motion to Set Aside, the judge will issue an order telling both parents (spouses) what happens next. * If the judge does not grant your Motion to Set Aside, follow the court order. * Read about [options after you get a judge's decision](https://courts.alaska.gov/shc/family/after-judgment.htm#options).  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 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  [**replying**](https://courts.alaska.gov/shc/family/motions.htm#reply) courts.alaska.gov/shc/family/motions.htm#reply  [**options after you get a judge's decision**](https://courts.alaska.gov/shc/family/after-judgment.htm#options)courts.alaska.gov/shc/family/after-judgment.htm#options |
| {%tr endif %} |  |
| {%tr if user\_need=='change foreign order' %} |  |
| 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 Services Division (CSSD) They may be able to contact your original agency to help you change the order.  Alaska Child Support Services Division (CSSD)   * Customer Service Call Center: Monday – Thursday, 9:30 am - 4:00 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 [**CSSD – 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') %} |  |
| Step 14: Ask CSSD to enforce your order | {% if user\_need == 'enforce foreign order' %}**Foreign order** The Alaska Child Support Services Division (CSSD), 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 Services Division (CSSD) is collecting your child support, they can enforce your child support order.{% elif cssd\_collect == 'no' %}court ordered cssd\_collect no If you have a court order for child support and want Child Support Services Division (CSSD) to help you collect it, apply for CSSD services. You will need a “My Alaska” account. See the CSSD Home Page. Select “Open a Case” or “Online Application for Services.”{% else %}[Contact CSSD](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 CSSD services:  You will need a “My Alaska” account.  See the [CSSD Home page](https://childsupport.alaska.gov/) and select:   * “Open a Case” or * “Online Application for Services.”{% endif %}{% endif %}{% endif %}   [Contact CSSD](https://childsupport.alaska.gov/child-support-services/contact-us)   * Customer Service Call Center: Monday – Thursday, 9:30 am - 4:00 pm   + ✆ Phone: (907) 269-6900,   + Toll Free (In-state): 800-478-3300 * ⌨ Fax: (907) 787-3220 * Email: dor.cssd.customerservice.anchorage@alaska.gov   [Read 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 CSSD**](https://childsupport.alaska.gov/child-support-services/contact-us) childsupport.alaska.gov/child-support-services/contact-us  **CSSD Home page**  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  [**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 |
| {%tr endif %} |  |
| {%tr if user\_need == 'enforce foreign order'  %} |  |
| Step 15: 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  **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') %} |  |
| Step 16: 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') %} |  |
| 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.  **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)  **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.  **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)  **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  **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  **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  **Filing post-judgement** 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** courts.alaska.gov/shc/family/collectionsfaq.htm |
| {%tr endif %} |  |
| {%tr if defined('interim\_order\_date')  or defined('guess\_interim\_order\_date')  or unknown\_interim\_date in('reconsider', 'modify')  or  defined('final\_order\_date')  or defined('guess\_final\_order\_date')  or  unknown\_final\_date.any\_true('reconsider','modify','set aside')  or  (why\_change == 'income' and not parents\_agree and not middle\_of\_case)  or  why\_change == 'schedule'  or  user\_need in ('enforce AK order', 'enforce foreign order') %} |  |
| Step 18: Fill Out the Certificate of Service | {% if (defined('final\_order\_date') and date\_difference(starting=final\_order\_date, ending=today()).days > 10) or (defined('guess\_final\_order\_date') and guess\_final\_order\_date == 'between 11 and 30') or (defined('guess\_final\_order\_date') and guess\_final\_order\_date == 'more than 30') %}If you decide that a **Motion to Set Aside** fits your case:  {% endif %}{% if (user\_need == 'enforce AK order' and (who\_really\_ordered == 'unknown' or cssd\_collect in ('no', 'unknown'))) or user\_need == 'enforce foreign order' %}If you decide to ask the court to enforce your child support order:{% endif %}  You must give the other parent 1 copy of everything you file with the court. This is called “service.”   1. Decide on the way you will serve the other parent.  * You can send the copy you made for them by regular, 1st class mail, or hand-deliver it. * If they file anything in court that says they agree to service by email, you can email the copy you made for them. * If they have a lawyer, email, mail, or hand-deliver the copy to their lawyer. * If you use the court’sTrueFile eFiling system, TrueFile serves the other parent for you.  1. Decide the date you will serve the other parent. 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 the other parent.  Important Be sure you can serve the other parent on the date and in the way you put in the Certificate of Service.   1. If you do not fill out the Certificate(s) [CR7] of Service:  * The court will send you a **Deficiency Notice**, and * The judge may not see your motion and make a decision.   {{ service\_cert\_image.show(width='5in') }}  , 100%, Certificate of Service box |
| Step : File your motion forms | * + - 1. Make 2 copies of all the documents you are going to give the court.       2. Keep 1 copy for your own records.       3. Give 1 copy to the other parent(spouse) the date and way you wrote on your Certificate of Service. Read Step ?, “Serve the other Parent(spouse).”       4. Give the original version of your documents to the Court. This is called “filing” your documents. Use one of these ways: * Deliver the documents to the court yourself. * Mail the document by first-class mail. * Use the Court’s TrueFile eFiling system to electronically send the documents to the court.   Logic for motions to modify, add:   * There is a $75 filing fee for a **Motion to Modify**. * If you cannot afford the filing fee, you can ask the court to waive the fee: * 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" \t "_blank)** [Fill-In PDF]. |
| Step 20: Serve the other parent | Give a copy of all your documents to the other parent the way you wrote on the Certificate of Service.  Serve them on the date you said you would.  If you did not serve the other parent on the date or the way you wrote on your Certificate of Service, fill out a new **[Certificate of Service](https://www.google.com/url?client=internal-element-cse&cx=005198184315683820096:x-flkwt6u0y&q=https://courts.alaska.gov/shc/family/docs/shc-1620.doc&sa=U&ved=2ahUKEwiq-I-_-6L_AhV-ADQIHc1KDZUQFnoECAMQAQ&usg=AOvVaw285hntC4GZYnFNIEgNxf7l)**[, SCH-1620](https://www.google.com/url?client=internal-element-cse&cx=005198184315683820096:x-flkwt6u0y&q=https://courts.alaska.gov/shc/family/docs/shc-1620.doc&sa=U&ved=2ahUKEwiq-I-_-6L_AhV-ADQIHc1KDZUQFnoECAMQAQ&usg=AOvVaw285hntC4GZYnFNIEgNxf7l).  File it with the court. |
| {%tr endif %} |  |
| {%tr if (defined('interim\_order\_date') and date\_difference(starting=interim\_order\_date, ending=today()).days <= 10)  or (defined('guess\_interim\_order\_date') and guess\_interim\_order\_date == 'within 10 days')  or unknown\_interim\_date in ('reconsider', 'both') or  (defined('final\_order\_date') and date\_difference(starting=final\_order\_date, ending=today()).days <= 10)  or (defined('guess\_final\_order\_date') and guess\_final\_order\_date == 'within 10 days')  or  unknown\_final\_date ['reconsider']  %} |  |
| Step 21: What to expect after you file a Motion to Reconsider | A **Motion to Reconsider** is different from other motions.  The other parent 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 for Reconsideration**.  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 the court's web page [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 %} |  |
| Step 22: 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/selfhelp.htm).   Many lawyers offer free or flat fee consultations without having 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** courts.alaska.gov/shc/family/selfhelp.htm  **Find a Lawyer** courts.alaska.gov/shc/shclawyer.htm  **Alaska Free Legal Answers** alaska.freelegalanswers.org  **Alaska Legal Services** alsc-law.org/apply-for-services |