

INSTRUCTIONS FOR RESPONDING TO A MOTION  
TO CHANGE CUSTODY, SUPPORT OR VISITATION

NOTE: These forms and instructions are for parties who are not represented by attorneys.

You have been served with a motion asking the court to change an order concerning child support, custody or visitation. If you want to oppose the motion, you must deliver a response to the court within **13 days** after the motion was mailed or hand delivered to you.

**Step 1.** Fill out the following forms (copies attached):

- a. *Response To Motion* (DR-725).
- b. *Information Sheet* (DR-314)
- c. *Child Custody Jurisdiction Affidavit* (DR-150). You must list every child covered by your most recent court order.
- d. *Child Support Guidelines Affidavit* (DR-305). Fill in the column for your income and deductions. You do NOT need to fill in the column for the other parent. You **must** attach a copy of your most recent federal tax return and most recent pay stubs to verify income and deductions.
- e. *Shared Custody Child Support Calculation* (DR-306) (required **only** if shared custody has been ordered or is being requested). If “divided” or “hybrid” custody (as defined in Civil Rule 90.3(f)) has been ordered or is being requested, you must instead attach form DR-307 (for divided custody) or DR-308 (for hybrid custody). These forms are available at the court or on the court system’s website.

NOTE: For more information about how to complete the child support calculation forms (DR-305, DR-306, DR-307 & DR-308), you can get a copy of the following free booklet at the court or on the court system’s website: *How To Calculate Child Support* (DR-310). This booklet also contains a copy of the guidelines courts must follow to set child support, Civil Rule 90.3.

You must sign your response and the two affidavits in front of a notary public. A court clerk can provide this notary service for you (at no charge) when you bring the documents to court. You must bring a photo ID with you for the notarization.

**Step 2** Mail the following documents by first class mail (or hand deliver them) to the person who signed the motion:

- a. A copy of each of the documents listed in Step 1.
- b. A copy of all attachments to those documents.

**Step 3.** If the child support order is being enforced by the Child Support Services Division (CSSD), also send a copy of each of the documents listed in Step 1 and all attachments to:

Attorney General's Office  
Collections and Support Section  
1031 West Fourth Avenue, Suite 200  
Anchorage, AK 99501

**Step 4.** Keep a copy of all documents and attachments for yourself.

**Step 5.** Mail or hand deliver the originals of all the documents to the court where the motion was filed. See page 4 for a list of court addresses.

**REPLY.** After the other parent receives your response, he or she has eight days to deliver to the court his or her reply to your response. The other parent must send you a copy of any reply sent to the court.

**HEARING.** The judge may order a hearing if one is needed to decide any disputes about the evidence in your case. You will be notified if a hearing is scheduled. If it will be difficult for you to attend the hearing in person, contact the court to ask if you can participate by telephone.

## Additional Information

If you want to read about the laws that govern these cases, the following are some Alaska Statutes and Alaska Rules of Court to look at. Also read the "Annotations" that follow these statutes and rules. (Annotations are brief paragraphs describing the Alaska Supreme Court decisions interpreting the rules and statutes.)

Child Support	Civil Rule 90.3 and the "Commentary" that explains this rule.  Alaska Statutes 25.24.160(a)(1), 25.24.170, 25.24.240, 25.24.910, and 25.27.060 to .070  <u>How to Calculate Child Support Under Civil Rule 90.3</u> (DR-310) This free booklet is available at the court.  Forms and instructions for requesting that child support continue while a child is 18 (DR-320 to DR-323), available at the court.
Child Custody and Visitation	Alaska Statutes 25.20.060 to 25.20.140, 25.24.150, 25.24.170, 25.24.240, and 25.30.300

### Custody Decisions: "Best Interests of the Child"

The court will not grant a change in custody unless there has been a substantial change in circumstances since the last order was entered. Also, the requested change must be in the best interests of the children. Alaska Statute 25.24.150 (c) lists the things the court must consider in order to decide what the children's best interests are. It states:

In determining the best interests of the child the court shall consider

- (1) the physical, emotional, mental, religious, and social needs of the child;
- (2) the capability and desire of each parent to meet these needs;
- (3) the child's preference if the child is of sufficient age and capacity to form a preference;
- (4) the love and affection existing between the child and each parent;
- (5) the length of time the child has lived in a stable, satisfactory environment and the desirability of maintaining continuity;
- (6) the willingness and ability of each parent to facilitate and encourage a close and continuing relationship between the other parent and the child, except that the court may not consider this willingness and ability if one parent shows that the other parent has sexually assaulted or engaged in domestic violence against the parent or a child, and that a continuing relationship with the other parent will endanger the health or safety of either the parent or the child;
- (7) any evidence of domestic violence, child abuse, or child neglect in the proposed custodial household or a history of violence between the parents;
- (8) evidence that substance abuse by either parent or other members of the household directly affects the emotional or physical well-being of the child;
- (9) other factors that the court considers pertinent.

This statute also provides that, in awarding custody, "the court may consider only those facts that directly affect the well-being of the child" and that the court must comply with the provisions of the Indian Child Welfare Act.

In 2004, the legislature added new sections (g) through (k) to AS 25.24.150. These sections limit the court's ability to award custody if either parent "has a history of perpetrating domestic violence against the other parent, a child, or a domestic living partner."

**ALASKA COURT SYSTEM  
MAILING ADDRESSES**

825 WEST 4<sup>TH</sup> AVENUE  
ANCHORAGE AK 99501

P.O. BOX 86  
GLENNALLEN AK 99588

435 S. DENALI  
PALMER AK 99645

P.O. BOX 250  
ANGOON AK 99820

P.O. BOX 169  
HAINES AK 99827

P.O. BOX 1009  
PETERSBURG AK 99833

P.O. BOX 147  
ANIAK AK 99557

BOX 298  
HEALY AK 99743

P.O. BOX 1929  
SEWARD AK 99664

P.O. BOX 270  
BARROW AK 99723

3670 LAKE ST, BLDG. A  
HOMER AK 99603

304 LAKE STREET, RM 203  
SITKA AK 99835

P.O. BOX 130  
BETHEL AK 99559

P.O. BOX 430  
HOONAH AK 99829

P.O. BOX 495  
SKAGWAY AK 99840

P.O. BOX 238  
CHEVAK AK 99563

P.O. BOX 114100  
JUNEAU AK 99811

P.O. BOX 269  
ST. MARY'S AK 99658

P.O. BOX 898  
CORDOVA AK 99574

P.O. BOX 100  
KAKE AK 99830

P.O. BOX 187  
TOK AK 99780

P.O. BOX 646  
CRAIG AK 99921

125 TRADING BAY DR STE 100  
KENAI AK 99611

P.O. BOX 250  
UNALAKLEET AK 99684

P.O. BOX 401  
DELTA JCT AK 99737

415 MAIN STREET, RM 400  
KETCHIKAN AK 99901

P.O. BOX 245  
UNALASKA AK 99685

P.O. BOX 909  
DILLINGHAM AK 99576

204 MISSION ROAD, RM 124  
KODIAK AK 99615

P.O. BOX 127  
VALDEZ AK 99686

P.O. BOX 176  
EMMONAK AK 99581

P.O. BOX 317  
KOTZEBUE AK 99752

P.O. BOX 869  
WRANGELL AK 99929

101 LACEY STREET  
FAIRBANKS AK 99701

P.O. BOX 229  
NAKNEK AK 99633

P.O. BOX 426  
YAKUTAT AK 99689

P.O. BOX 211  
FORT YUKON AK 99740

P.O. BOX 449  
NENANA AK 99760

P.O. BOX 167  
GALENA AK 99741

P.O. BOX 1110  
NOME AK 99762