

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA
AT _____

Petitioner
vs.
Child Support Services Division (CSSD),
Respondent.

CASE NO. _____

**PETITION FOR EXPEDITED RELIEF
FROM OCCUPATIONAL LICENSE ACTION**

I request judicial relief from CSSD's decision that I am not in substantial compliance with a child support obligation. CSSD's decision prevents me from obtaining my occupational license. Expedited review must be completed by _____
(Date temporary license expires)

1. Basis For Judicial Relief. I am entitled to judicial relief under AS 25.27.244(j) because: (Check at least one box.)
- there is no child support order currently in effect against me.
 - I am not the obligor covered by the support order that CSSD seeks to enforce.
 - the total amount that I owe (\$_____) is less than four times my monthly obligation (\$_____).
 - I am making the best efforts possible under the circumstances to pay my arrearages. I have made the following efforts: _____

[Attach extra pages if necessary.]

I understand that I can file this petition only if I object to CSSD's action for one of these reasons. If I object for a different reason, I must file an administrative appeal.

2. I am attaching the following documents:
- a written explanation of my position (not to exceed 5 pages)
 - supporting documents that I intend to present at the court hearing
 - a list of any witnesses I intend to ask to testify at the court hearing
 - a copy of CSSD's decision ("Notice of Occupational License Review Decision")
 - a copy of the child support order or payment schedule that CSSD seeks to enforce

Date

Signature

For Court Use Only
I certify that on _____, a copy of this petition and its attachments were sent to the Collections and Support Section of the Department of Law in <input type="checkbox"/> Anchorage <input type="checkbox"/> Fairbanks <input type="checkbox"/> Juneau Clerk: _____

Mailing Address

City State ZIP

Daytime Telephone

Instructions for Requesting Judicial Relief from CSSD's Decision

To request relief, you must do the following within 30 days after you receive CSSD's decision:

1. Fill out and sign the attached petition form (DR-335, page 1).
 - a. On the "AT" line at the top, put the location (city) of the court where you are filing the petition. See page 3 for a list of court locations. Fill in your name on the line labeled "Petitioner." Do not write anything on the "CASE NO." line. In the first paragraph, fill in the date your temporary license will expire. (If you are using the petition form that CSSD sent you, this date may already be filled in.)
 - b. In paragraph 1, check the box or boxes that state the reason you are entitled to relief. If you check the fourth box, you must describe the efforts you have made to pay your arrearages.
 - c. In paragraph 2, check the boxes next to the items you are attaching. If possible, you should attach all these items.
2. Attach to the petition all the documents you have checked in paragraph 2 of the petition. Note: If you do not provide a list of the witnesses you plan to call, the judge may not allow your witnesses to testify at the hearing.
3. Bring (or mail) the following to the clerk's office at the court:
 - a. original petition with attachments,
 - b. photocopy of the petition and attachments, and
 - c. filing fee in the amount specified in [Administrative Rule 9\(b\)\(1\)](#). Your check or money order should be made out to "Alaska Court System." Do not mail cash.
4. Keep a copy of the petition and all attachments for yourself.
5. The court will send you notice of the judge and/or master assigned to your case and the time of your hearing. If it will be difficult for you to attend the hearing in person, contact the court to ask if you can participate by telephone. (Note: You may have to pay the cost of the call if you participate by telephone.)

Under the law, you are entitled to expedited review of CSSD's decision only if you object to the decision for one of the four reasons listed in paragraph 1 of the petition. If you object to the decision for other reasons, you must file an administrative appeal. Forms and instructions for administrative appeals are available at all court locations. (Ask for the [AP-210](#) booklet.)

Additional Information

For more information about the laws that govern this case, you can read the court rule and **statute cited in the bottom right corner of the form. Also read any "Annotations" that follow the rule and the statute. "Annotations" are brief paragraphs describing the Alaska Supreme Court decisions interpreting the rules and statutes. Currently, the only decision is State v. Beans, 965 P.2d 725 (Alaska 1998).**

For more information about child support, you can read Civil Rule 90.3 (the child support **guidelines rule**), and the **"commentary" and annotations** that follow it. Also, some free materials available at the court are: [How to Calculate Child Support](#) (booklet [DR-310](#)); and a packet of forms for requesting changes in child custody, support or visitation (the [DR-700](#) Motion Packet).

WHERE TO FILE

File your petition at one of the following court locations:

Anchorage

Clerk of Court
825 West 4th Avenue
Anchorage, AK 99501-2004
Phone: 264-0514

Juneau

Clerk of Court
Box 114100
Juneau, AK 99811-4100
Phone: 463-4701

Palmer

Clerk of Court
435 South Denali
Palmer, AK 99645-7759
Phone: 746-8122

Barrow

Clerk of Court
Box 270
Barrow, AK 99723-0270
Phone: 852-4800

Kenai

Clerk of Court
125 Trading Bay Dr., Suite
100
Kenai, AK 99611-7717
Phone: 283-8502

Petersburg

Clerk of Court
Box 1009
Petersburg, AK 99833-
1009
Phone: 772-3824

Bethel

Clerk of Court
Box 130
Bethel, AK 99559-0130
Phone: 543-1105

Ketchikan

Clerk of Court
415 Main Street Room
400
Ketchikan, AK 99901-
6399
Phone: 228-8701

Seward

Clerk of Court
Box 1929
Seward, AK 99664
Phone: 224-3075

Cordova

Clerk of Court
P.O. Box 898
Cordova, AK 99574
Phone: 424-3378

Kodiak

Clerk of Court
204 Mission Road Room
124
Kodiak, AK 99615-7312
Phone: 486-1600

Sitka

Clerk of Court
304 Lake Street Room
203
Sitka, AK 99835-7759
Phone: 747-3291

Dillingham

Clerk of Court
Box 909
Dillingham, AK 99576-0909
Phone: 842-5215

Kotzebue

Clerk of Court
Box 317
Kotzebue, AK 99752-
0317
Phone: 442-3208

Unalaska

Clerk of Court
P.O. Box 245
Unalaska, AK 99685
Phone: 581-1266

Fairbanks

Clerk of Court
101 Lacey Street
Fairbanks, AK 99701-4761
Phone: 452-9274

Naknek

Clerk of Court
P. O. Box 229
Naknek, AK 99633
Phone: 246-4240

Valdez

Clerk of Court
P.O. Box 127
Valdez, AK 99686
Phone: 835-2266

Glennallen

Clerk of Court
P.O. Box 86
Glennallen, AK 99588-0086
Phone: 822-3405

Nome

Clerk of Court
Box 1110
Nome, AK 99762-1110
Phone: 443-5216

Wrangell

Clerk of Court
Box 869
Wrangell, AK 99929-0869
Phone: 874-2311

Homer

Clerk of Court
3670 Lake Street, Suite
400
Homer, AK 99603
Phone: 235-8171