IN THE DISTRICT COURT FOR THE STATE OF ALASKA
AT _____

_____
_____, Plaintiff(s)

_____
_____, Defendant(s) Case No: _____

ANSWER, COUNTERCLAIM, and
REQUEST FOR CHANGE OF PLACE OF TRIAL

[Only defendants who agree to continue with small claims procedure may use this form. Do not use this form if you want the formal rules in Part I of the District Court Rules of Civil Procedure.]

1. **ANSWER.** Defendant answers the complaint as follows:
   - ☐ I agree with what Plaintiff claims.
   - ☐ I disagree with what Plaintiff claims, because:

     _____
     _____
     _____

     I believe that I owe Plaintiff $ _____.
   - ☐ COUNTERCLAIM. Plaintiff owes me $ _____,[1] because:

     _____
     _____
     _____

     [The most you can receive in a counterclaim in small claims court is $10,000. If you file a counterclaim for any amount, Plaintiff may choose to proceed under the formal District Court rules and this case would no longer be a small claims case.]
2. ☐ **REQUEST FOR CHANGE OF PLACE OF TRIAL**. I request that the court change the place of trial to _____, Alaska, because:

   _____
3. **SMALL CLAIMS ELECTION.** I understand I have the right to proceed under Part I of the District Court Rules of Civil Procedure. However, **I choose small claims procedure**. I give up my right to a jury trial, formal procedure, and to collect more than $10,000 in principal amount (unless the court decides to apply the formal Rules of Civil Procedure).

_____ _____ _____
Print Name (and Title, if applicable) Signature Date

_____
Mailing Address City State ZIP

_____ _____
Email Phone

By providing an email address, I agree that the court and other parties can send court documents to me at this email address.

NOTE: If you have documents that support your claim (for example: promissory notes, checks, receipts, bills, credit card agreement), attach them to this answer.

See information about REQUIRED service and use of TrueFiling on the next page.

[1] If you want Plaintiff to return a specific piece of property to you, write the estimated value of the property here.

Read the *Small Claims Handbook* (form SC-100) for instructions on filling out, filing, and serving this form. You can get a copy of the handbook online or from your local court clerk. The handbook and all small claims forms are available at http://courts.alaska.gov/shc/sc/index.htm.

Use of TrueFiling

(Administrative Bulletin No. 92 - AB 92)

1. See if TrueFiling is available for your case type and court location at ak-courts.info/tfcourts.
2. If available, you **must** use TrueFiling unless you are exempt. You are exempt if one of these applies:
   - You are in a jail or correctional facility.
   - You have a disability under the Americans with Disabilities Act (ADA).
   - You do not have safe access to a computer, internet, or email.
   - You cannot get the help you need to use TrueFiling.
   - You have a language barrier or are Limited English Proficient.

You do not need to prove you are exempt. If you are exempt **and** you choose not to use TrueFiling, check and sign the text box below. If you sign below, you can only give documents to the court by mail or in person. You cannot email them.

☐ I certify that I am exempt from using TrueFiling for a reason listed in AB 92.

Signature: _____ Print or Type Name: _____

SERVICE INSTRUCTIONS

You must give a copy of this form (and everything attached to it) to every party in the case. This is called "service."

Use TrueFiling to serve the other party if:

- Both you and the other party are using TrueFiling.
- You are using TrueFiling and the other party gave their email address to the court.

Use the Certificate of Service below if:

- The other party is not using TrueFiling and did not give their email address to the court.
- TrueFiling is not available - check TrueFiling availability at https://ak-courts.info/tfcourts
- You are exempt from using TrueFiling.

Certificate of Service

I certify on _____ at _____ *[date/time]* I gave a copy of this document **and** any attachments by ☐ mail. ☐ hand-delivery. ☐ TrueFiling. ☐ email. *[You can only use email if the other party provided an email address to the court]*.

I served these people: _____

Signature: _____