

INSTRUCTIONS FOR FILING INTERVENTION FORMS

Who should use these forms? Tribes wanting to intervene in Alaska State Court proceedings including: child-in-need-of-aid (CINA) cases, guardianship cases, adoption cases, and private custody cases where the dispute is between a non-parent (for example, a grandparent) and a parent. (*Note:* Tribes are not ordinarily entitled to intervene in private custody cases where the dispute is between two biological parents).

Who can represent the Tribe? The Tribe can designate a non-attorney and/or attorney representative. If a Tribe is going to have a non-attorney represent it, it needs to file the “Tribal Appointment of Non-Attorney Representative,” which is included in the packet.

Which Forms do we need to File? Tribes wanting to intervene should file the following forms, which are included in the packet:

1. Notice of Intervention
2. Affidavit of Tribal Membership
3. Tribal Appointment of Non-Attorney Representative (if an attorney is not representing the tribe)
4. Entry of Appearance
5. (proposed) Order Recognizing Tribal Intervention

Is there anything else we need to do after we fill them out? Yes, you should send a copy of all of the documents to all of the parties in the case. If you do not know who the parties are, you should ask the court clerk for assistance.

Once your forms are complete and you have made copies, file them with appropriate court. A list of court locations and contact information can be found here: <http://courts.alaska.gov/courtdir.htm>