Guide to Tribes on Filing & Service in CINA Cases

Since August 2026, the Alaska Court System has required legal parties to use Truefiling in CINA cases; this includes traditional CINA cases where the Tribe intervenes as a legal party *and* petitions to register tribal court orders for enforcement.

Not all features of Truefiling are currently available in CINA cases. This is expected to change over time, and the instructions here are current as of October 6, 2026.

Nearly all state court filings require two steps:

- Filing with the State Court by uploading document(s) through Truefiling, and
- Service on the other legal parties by email or other means.

Tribes are not required to serve other legal parties in just two circumstances:

- If the Tribe has not been able to serve all the legal parties with its intervention, CINA Rule 26(c) requires the Court to accept the intervention anyway; the Court is required to serve any legal parties that the Tribe has not served.
- When a petition for registration or expedited enforcement of a tribal court order is filed, CINA Rules 24(d)(1) and 25(d) require the Court to serve the legal parties. However, Tribes are permitted to make independent, additional efforts to serve parties, so that the case can move forward.

Filing through Truefiling

All tribes are required to use Truefiling unless one of the exemptions available to individuals applies (disability under the Americans with Disabilities Act; lack of safe access to a computer, internet, or email; inability to access assistance needed to use Truefiling; limited English proficiency). To set up an account, and for additional training on Truefiling, visit: https://courts.alaska.gov/efile/index.htm#use

Key things to remember:

- Motions and their supporting documents (such as exhibits or affidavits) can be uploaded as one document. Proposed orders need to be uploaded as a separate document.
- If your filing is meant to be made in multiple cases, you do not need to upload the document to each case number. Instead, upload once, and “add note” in Truefiling to provide the other case numbers the document should be filed in.
- You must include a certificate of service, indicating when and how your documents were served on the other legal parties.
- Just because a document was uploaded does not mean it was accepted for filing. Watch for notices from the court, and make any corrections requested for your filing to be accepted.

Serving Legal Parties

Currently, serving documents on legal parties *must be done separately*, outside of Truefiling. Copies of each document a tribe files in a CINA case will need to be sent to each of the parties in the matter, and tribes will be required to provide a “Certificate of Service” confirming the date that the tribe has provided a copy of the document to each of the parties:

- Assistant Attorney General,
- *Each* parent's attorney,

- Guardian ad litem (GAL),
- Youth's attorney(s) (if appointed),
- Indian Custodian attorney (if applicable), and
- OCS caseworker (as a best practice; they are served through their attorney).

The names of the parties to be served, as well as their contact information, should be provided to tribes in a letter from the State of Alaska, Department of Law, Office of the Attorney General. You may need to research which parties need to be served, and their contact information:

- CINA Rule 26(b) requires Courts to provide Tribes with information on the legal parties to serve. The phone number for the local court clerk is available on the Alaska Court System website: http://courts.alaska.gov/courtdir/index.htm. Some courts refuse to provide this information over the phone, to ensure case confidentiality. If that happens, you may ask that they provide the information to you in writing.
- The Attorney Generals' Office has a central database and can usually provide information on parties for service. Contact information for each office is below:

Office Location	Courts Served (and Court Case No. Prefix)	Phone Numbers
Anchorage	Anchorage (3AN), Aniak (4AK), Bethel (4BE), Emmonak (4EM), Hooper Bay (4HB), Kotzebue (2KB), Nome (2NO), Utqiaġvik (2BA), Unalakleet (2UT)	(907) 269-5140
Fairbanks	Delta Junction (4DJ), Fairbanks (4FA), Fort Yukon (4FY), Galena (4GA), Nenana (4NE), Tok (4TO)	(907) 451-2811
Juneau	Angoon (1AG), Haines (1HA), Hoonah (1HN), Juneau (1JU), Kake (1KA), Ketchikan (1KE), Petersburg (1PE), Prince of Wales (1PW), Sitka (1SI), Skagway (1SK), Wrangell (1WR), Yakutat (1YA)	(907) 465-3600
Kenai	Cordova (3CO), Dillingham (3DI), Glennallen (3GL), Homer (3HO), Kenai (3KN), Kodiak (3KO), Nakek (3NA), St. Paul Island (3ST), Sand Point (3SP), Seward (3SW), Unalaska (3UN), Valdez (3VA)	(907) 283-8962
Palmer	Palmer (3PA)	(907) 761-5649

In most cases, the GAL, and parents', children's attorneys are employees of the State of Alaska. The Assistant Attorney General and OCS caseworker will always be employees of the State. Mailing and email addresses for State of Alaska employees are available at www.alaska.gov/whitepages.

Some parties will not be State of Alaska employees. If the GAL's name does not appear in the State of Alaska directory, they are likely contract GALs. The Office of Public Advocacy's administrative office can provide complete contact information for GALs under contract, and can be reached at (907) 269-3500.

If an attorney's name does not appear in the State of Alaska directory, then their address should be available through the Alaska Bar Association, https://alaskabar.org/member-services/member-directories/.

Office-Wide Email Addresses

Many attorneys or GALs employed by state agencies prefer to be served at an office-wide email, to ensure documents sent to that address are properly filed, and not overlooked in an individual attorney or GAL's mailbox. The office-wide email addresses are below.

	Location	**Office-Wide Email Address**
Assistant Attorney General *representing OCS*	Anchorage	anc.cina.law.ecf@alaska.gov
	Bethel	bet.cina.law.ecf@alaska.gov
	Fairbanks	fai.cina.law.ecf@alaska.gov
	Kenai	ken.cina.law.ecf@alaska.gov
	Juneau	jnu.cina.law.ecf@alaska.gov
	Nome	nome.cina.law.ecf@alaska.gov
	Palmer	pal.cina.law.ecf@alaska.gov
Public Defender Agency *representing parents and youth*	Anchorage	pdacivildivision@alaska.gov
	Bethel	doa.pda.bet.service@alaska.gov
	Fairbanks Civil	doa.pda.fai.civil.service@alaska.gov
	Juneau	pdajnucourtdocs@alaska.gov
	Kenai	doa.pda.kenai.service@alaska.gov
	Ketchikan	doa.pda.ktn.service@alaska.gov
	Kodiak	doa.pda.kod.service@alaska.gov
	Palmer	doa.pda.paq.civil.discovery@alaska.gov
	Sitka	doa.pda.sit.service@alaska.gov

Office of Public Advocacy **Guardians ad Litem** *representing child's best interests*	Anchorage	doa.gal.anchorage@alaska.gov
	Fairbanks	doa.opa.fai.civi.orders@alaska.gov
	Juneau	doa.opa.jnu.civil.child.service@alaska.gov
	Palmer	doa.opa.palmer.civil.child.service@alaska.gov
Office of Public Advocacy *representing parents and youth*	Anchorage - Adult & Juvenile Representation	doa.opa.ajr.service@alaska.gov
	Anchorage - Appeals & Statewide Defense	doa.opa.asd.service@alaska.gov
	Anchorage - Civil Litigation	doa.opa.civil.litigation.service@alaska.gov
	Anchorage - Rural Defense	doa.opa.rds.service@alaska.gov
	Bethel	doa.opa.bet@alaska.gov
	Fairbanks- Defense Section	doa.opa.fds.pleadings@alaska.gov
	Fairbanks - Office of Conflict Counsel	doa.opa.fbx.occ@alaska.gov
	Juneau- Parent Defense	doa.opa.jnu.jcr.service@alaska.gov
	Kenai - Defense Section	doa.opa.kenai.defense.service@alaska.gov
	Palmer - Defense	doa.opa.palmer.defense.service@alaska.gov
Office of Public Advocacy *any role - currently unassigned*	Centralized OPA Assignments	doa.opa.civil.case.assign@alaska.gov