

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 24  
(Originally issued as No. 85-18)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
Full-Time Clerks of Court	
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Printing and Distribution of Invitations/Notices for Social Functions Which are Not Sponsored by the Court

No invitations or notices of parties or other non-court social functions may be printed on court system paper, photocopied at court system expense, or distributed by court employees during their work hours.

All requests for the printing of notices and invitations for such events as retirement dinners and other court-sponsored or court-sanctioned events must be routed to the administrative director for approval before any printing or distribution is done at court expense.

Invitations and notices to official court events such as court building dedications and judicial swearing-in ceremonies may be printed without the prior approval of the administrative director, so long as the form of the invitations and notices does not deviate significantly from forms used in the past.

Dated: \_\_\_\_\_

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Arthur H. Snowden, II  
Administrative Director

In Effect Since: October 15, 1985

Original Distribution:

- Supreme Court Justices
- Court of Appeals Judges
- Presiding Judges
- Area Court Administrators
- Clerks of Court
- Department Supervisors
- Senior Staff