

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 29  
(Originally issued as No. 86-6)

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: Long Distance Phone Calls

The purpose of this bulletin is to clarify the court's policy on personal long-distance phone calls.

An employee who must make a personal, long-distance phone call from a court telephone should call "collect", bill the call to the employee's home phone or use a personal credit card.

An employee should not make the long-distance call and plan to reimburse the court for the cost of the call. It is necessary for the accounting office to perform ten steps for each reimbursement check received.

If, because of an emergency or by accident, an employee does make a long-distance call which will show up on the court billing, the employee should immediately:

- (1) Send a memo to administrative accounting, indicating the date and time the call took place, the number called (include area code), and why the call was billed to the court.
- (2) A copy of the memo should be sent to the employee's supervisor.

- (3) The employee should attach a check payable to the Alaska Court System for the cost of the call. If the employee does not know the cost of the call, the employee should so state in the memo, and the accounting department will bill the employee for the call at the time the billing is received.

Any employee who makes personal, long-distance calls without following the above procedures will be subject to disciplinary action pursuant to the Personnel Rules.

(If you frequently make long-distance calls as a part of your job duties, you may want to use a telephone log form. This form can be obtained from the accounting office. Use of this form may save you time at a later date if you are asked to identify the purpose of specific calls.)

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

In Effect Since: December 11, 1986

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Arthur H. Snowden, II  
Administrative Director

Original Distribution:  
All Court Employees