

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 42

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	Rural Court Analyst
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: SECURITY OF COURT SEALS

The following steps should be taken immediately to increase security of court seals.

1. All seals should be checked to ensure that each seal denotes the proper judicial district and proper court. Destroy the impression made to check the seal. If the seal does not belong in your district, return the seal to Court Supply.
2. Never leave seals on public counters or unattended in or near areas readily accessible to the public.
3. Do not use seals in any unauthorized or inappropriate manner.
4. Supervisors will be responsible for instructing new employees on the proper use of seals.
5. Supervisors will carefully review all requests for new or replacement seals prior to approving such requests. Broken or damaged seals will be returned to Court Supply for repair or destruction.
6. New seals will not be ordered by Court Supply unless the request has been approved by the appropriate supervisor.

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

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Arthur H. Snowden, II  
Administrative Director