

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 56
(AMENDED August 5, 2005)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	All Supervisors
All Judges	Senior Staff
Area Court Administrators	Court Analyst
Clerk of the Appellate Courts	General Services Manager
Rural Training Assistants	Judicial Services
All Full-Time Clerks of Court	APD Warrants
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: TRAVEL APPROVALS

This policy covers all travel outside of Alaska and all travel across judicial district lines. This policy applies to all court employees.

The administrative director must give prior approval for all court system employee travel outside of Alaska and across judicial district lines, except for travel for the following purposes:

1. Travel by judges pursuant to judicial assignment (assignment to a case in another location) does not require prior approval.
2. Travel to attend meetings of a supreme court committee, within the parameters outlined by the court's assignment to the committee does not require prior approval.
3. Travel for magistrate training, as arranged and approved by magistrate services, does not require prior approval.
4. Travel for the statewide clerks' conference does not require prior approval.

If time permits, requests for travel approval should be made to the administrative director in writing. If time does not permit, phone requests may be made. Requests should be directed to, Lesa Robertson, Administrative Assistant, Alaska Court System, 303 K Street, Anchorage 99501.

Dated: August 5, 2005

Stephanie J. Cole
Administrative Director