

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 71
(Revised April 14, 2026)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Central Services
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Administrators	
All Magistrate Judges	
All Clerks of Court	
Law Libraries at Anchorage, Fairbanks, and Juneau	

SUBJECT: Security Screening in Court Facilities with Metal Detector and X-Ray Systems

At court facilities in which metal detector and x-ray security systems have been installed, the following screening rules will apply:

1. All persons entering the court building, with the exceptions of the individuals specified below, must enter through the security screening station and comply with the directions given by the security screening staff.
2. Court employees and other building occupants with a valid door key or card key and with supervisory authorization may enter the court building by an alternate, unscreened entrance. If a court employee or building occupant is not carrying a valid door key or card key, the employee or occupant must enter through the screening station and be screened.
3. Janitorial staff and building maintenance staff may be given alternate door or card keys and allowed to bypass the security screening station at the discretion of the area court administrator when working within the scope of their employment.

