

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 72
(Revised June 4, 2024)

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 Magistrates Judges	
All Clerks of Court	
Law Libraries at Anchorage, Fairbanks, and Juneau	

SUBJECT: Office Closures for Staff Meetings

Administrative Rule 18(a) ¹ allows courts to close for up to one hour per week for staff meetings and training if prior approval is obtained from both the administrative director and the presiding judge. Advance notice of the closure must also be posted in the places designated in the rule.

The courts listed below have received permission to close their clerk's offices at the listed times each week. In some cases, the closure is limited to certain parts of the clerk's office and may not, for example, include the front counter.

Bethel	Wednesdays 8 AM – 9 AM
Fairbanks	Wednesdays 8 AM – 9 AM
Homer	Thursdays 8 AM – 9 AM

¹ Rule 18(a) states:

Superior and District Courts -- When Open for Business. The superior and district courts shall be open for the transaction of business during business hours from 8:00 a.m. until 4:30 p.m. on all days except judicial holidays and Saturdays; provided, however, that the courts may at any time extend these hours as circumstances may require or as may be ordered by the presiding judge. The presiding judge may authorize the closure of an office for up to one hour per week for staff meetings and training under a plan approved by the administrative director. The clerk of court must give advance notice of the closure by posting notices on the court's bulletin board, on the doors of the courthouse, and in the clerk's office.

Juneau	Thursdays 8 AM – 9 AM
Kenai	Thursdays 8 AM – 9 AM
Ketchikan	2 nd Tuesday of the month 3:30 PM – 4:30 PM
Kodiak	Wednesdays 8 AM – 9 AM
Kotzebue	Wednesdays 8 AM – 9 AM
Nome	Tuesdays 8 AM – 9 AM
Palmer	2 nd & 4 th Wednesdays of the month 8 AM – 9 AM
Prince of Wales	Thursdays 8 AM – 9 AM
Seward	Thursdays 8 AM – 9 AM
Sitka	Wednesdays 8 AM – 9 AM
Unalaska	Wednesdays 8 AM – 9 AM
Utqiagvik	Tuesdays 8 AM – 9 AM

Dated: June 4, 2024
Effective: June 4, 2024

/s/
Stacey Marz
Administrative Director