

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 88
(Revised May 19, 2025)

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: Electronic Filing of Certain Citations Through Systems Other than TrueFiling

Note: This bulletin applies to minor offense citations filed through electronic systems other than TrueFiling. Minor Offense Rule 22 authorizes the Administrative Director to enter into an agreement (Rule 22 Agreement) with a law enforcement agency, allowing an agency that has systems and procedures satisfying certain requirements listed in the Rule to file citations charging minor offenses through an electronic system other than TrueFiling.

This bulletin does not apply to minor offense citations filed through TrueFiling in eFiling locations. All citations identified in Section A.2 must be submitted through TrueFiling. This administrative bulletin identifies minor offense citations that may be filed electronically under a Rule 22 agreement between a law enforcement agency and the ACS. This bulletin references Administrative Bulletin 39, which addresses processing and filing minor offense citations by municipalities.

- A. **State of Alaska, Federal Agencies, and Non-Payee Cities** (as defined in Administrative Bulletin 39, a non-payee city is a municipality that files all citations, mandatory and optional court appearances, with the court):

1. **Agreement.**

A State of Alaska, payee city authorized to file citations issued by the municipal police department with the court, or non-payee city law enforcement agency or a federal law enforcement agency authorized to issue citations for state law offenses may enter a Rule 22 agreement with the administrative director; the agreement will allow it to file minor offense citations with the court through a system other than TrueFiling. If the agency has entered into a Rule 22 agreement, it may, in a system other than TrueFiling, file citations issued for all minor offenses as defined in Minor Offense Rule 2 **except** as provided in Section A.2 of this administrative bulletin immediately below.

2. **Citations That Must Be Filed Through TrueFiling.**

The following minor offense citations issued by a State of Alaska, federal government, or non-payee law enforcement agency must be filed through TrueFiling and may **not** be filed through a system other than TrueFiling pursuant to a Rule 22 agreement:

- a. Citations served by certified mail or another method authorized by Minor Offense Rule 3(g)(2)(C).
- b. Citations issued for a misdemeanor offense.
- c. Citations issued for fish and game offenses.
- d. Citations issued for a minor offense that will be filed with related criminal charges in a criminal case.
- e. Citations issued for one of the following offenses:
 - 1) AS 28.35.280: Minor Operating Vehicle after Consuming.
 - 2) AS 28.35.285: Minor Refusing to Submit to Chemical Test.

- 3) AS 28.35.290: Minor Operating Vehicle Within 24 Hours of Being Cited for Offenses Under AS 28.35.280 or 285.
- 4) Juneau: CBJ 72.10.016: Minor Operating Vehicle after Consuming.
- 5) Juneau: CBJ 72.10.017: Minors Refusal to Submit to Chemical Test.
- 6) Juneau: CBJ 72.10.018: Minor Driving 24 hours after being Cited for Alcohol or Breath Test Offense.
- 7) Anchorage: AMC 9.28.060(A): Minor Operating Vehicle After Consuming Alcohol or Marijuana.
- 8) Anchorage: AMC 9.28.070: Minor's Refusal to Submit to Chemical Test.
- 9) Anchorage: AMC 9.28.080: Minor Driving During the 24 Hours after Being Cited for Alcohol, Marijuana, or Chemical Test Offenses.
- 10) Any municipal offense similar to the above not classified as a misdemeanor and with potential penalties that do not include incarceration but otherwise entitle the defendant to a jury trial and to counsel at public expense.

B. **Payee Cities** (as defined in Administrative Bulletin 39, a payee city is a municipality in which the citations for optional court appearance offenses are filed with the municipality and defendants send their responses to the citation to the municipality):

If a law enforcement agency that is an agency of a payee city has entered a Rule 22 agreement with the administrative director allowing it to file minor offense optional court appearance citations through a system other than TrueFiling with the court when requesting a default judgment, it may electronically file citations seeking a default judgment for all minor offenses as defined in Minor Offense Rule 2 pursuant to the Rule 22 agreement **except** for:

1. Citations described in A.2 above, and

2. Citations that must be filed with the court as provided in Administrative Bulletin 39, as follows:
 - a. State Offense. Citations filed by a municipal officer charging a state offense that the municipality has not adopted by reference¹ must be filed with the court within 10 business days² from the date of issuance, unless it is a citation served under Minor Offense Rule 3(g)(2)(C) and is filed as provided in Minor Offense Rule 3(g)(3).³
 - b. Mandatory Court Appearance. Citations charging an offense for which no scheduled fine amount has been established by ordinance must be filed with the court within 10 business days from the date of issuance, unless it is a citation served under Minor Offense Rule 3(g)(2)(C) and is filed as provided in Minor Offense Rule 3(g)(3).
 - c. Optional Court Appearance - Not Guilty Plea. Citations for which the defendant has submitted a not guilty plea must be filed on the next business day following receipt of the not guilty plea.
 - d. Optional Court Appearance - Request for Arraignment. Citations for which the defendant has submitted a request for arraignment must be filed with the court by the next business day following receipt of the request. The court will send the defendant a notice of hearing for the arraignment.

Dated: May 19, 2025

/s/
Stacey Marz
Administrative Director

¹ For these citations, the plaintiff must be the State of Alaska, and any fine paid must be deposited into the state's general fund.

² AS 12.25.210(a).

³ Exception: Minor Offense Rule 3(g)(3) requires that proof of service be filed with the citation when it is filed with the court. The requirement that citations be filed within 10 business days of issuance does not apply if the citation was served by a method listed in Minor Offense Rule 3(g)(2)(C). It may not be possible to submit proof of service within 10 business days after the citation is issued and served by one of those methods (e.g., service by certified mail).

Issued: June 19, 2015, amended November 1, 2016; revised February 3, 2021; revised February 24, 2021; revised May 19, 2025.

November 1, 2016 revision to section A(2)(f) removes minor consuming and repeat minor consuming offenses. Minor Offense Rule 18.

February 3, 2021 revision to clarify that bulletin applies only to minor offense citations filed electronically as data under Minor Offense Rule 22, and not to citations filed electronically through TrueFiling in eFiling locations.

February 24, 2021 revision to A(1) and (2) allows a federal law enforcement agency authorized to issue citations for state law offenses to enter into an agreement with the court system to electronically file state law minor offense citations.

April 7, 2022 revision to A(2) to remove oversize motor vehicle offenses under Title 17 of the Alaska Administrative Code. Beginning on March 3, 2022, citations for oversize motor vehicle offenses can be electronically filed.