

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 89

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 & Juneau	

SUBJECT: Standards for Electronic Distribution by the Court

Under Civil Rule 5.3, effective January 1, 2016, the Alaska Court System will distribute by electronic mail notices, orders, judgments, and other documents to attorneys, to court-appointed professionals, to agencies and other entities that routinely receive documents from the court, and to self-represented parties who elect to have the court system distribute documents by electronic mail. The following technical standards and procedures apply:

1. **Updates to Case Management System.** The court will update its case management system as follows:
  - Weekly with attorney email addresses received from the Alaska Bar Association;
  - Within two business days for additional email addresses provided by attorneys through the Alaska Bar Member website and for other email addresses provided through [e-distribution@akcourts.gov](mailto:e-distribution@akcourts.gov); and
  - Within two days, when a self-represented party files notice in a particular case of the party's election to receive documents from the court at the email address provided.

2. **Format for Distribution.** The court will distribute documents in PDF format as follows:
  - a. For all cases, the subject line of the email will include “ALASKA COURT SYSTEM DISTRIBUTION: (applicable case number).” For criminal cases, the subject line of the email will also include the name of the defendant and the defendant’s date of birth.
  - b. The body of the email will include the case caption and the names of attorneys and other professionals associated with the case in CourtView.
  - c. The recipient email addresses will be inserted in the blind copy field of the email message and will not be viewable by any recipients.
  - d. The size of emails, together with document attachments, will not exceed five megabytes.
3. **Method of Distribution for Certain State Agencies.** If a state agency programmatically archives court documents based on the contents of the email subject line, clerks must use the “Email Case Parties” Outlook add-in when distributing documents to that agency. Administration will maintain a list of state agencies that archive court documents programmatically.
4. **Undeliverable Email Notices.** Email messages that are sent using the “Email Case Parties” Outlook add-in, are sent from a “No-Reply” account that is managed by the IS Department. CMS staff will receive notice of all undeliverable emails associated with the “No-Reply” account.<sup>1</sup> CMS staff will review the reason the message was undeliverable. If the message was undeliverable due to a full mailbox, CMS will not delete the email address from the case management system unless the email address was for a self-represented litigant. If the message was undeliverable due to an invalid email address, CMS will delete the email address. CMS staff will notify the sender of the court’s email that the message was undeliverable. The notice will identify the email address and the problem with it.
5. **Trial Court Procedure on Undeliverable Emails.** If the trial court receives notice from the IS Department that an email was undeliverable, the court will take the following steps.
  - a. For attorneys, agencies, court-appointed professionals and other entities that routinely receive documents from the court.

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<sup>1</sup> An e-mail may be undeliverable for a number of reasons, including an invalid e-mail address, a full e-mail inbox, or, on rare occasion, an issue with the Internet Service Provider (ISP).

The court, using [Form TF-830](#), will notify the person, agency, or entity by regular mail that the court attempted to distribute court documents to the email address provided but the email was returned as undeliverable. The form includes instructions on how to correct the issue. The undelivered document will be included with the notice.

- b. For self-represented parties.

The court, using [Form TF-825](#), will notify the party by regular mail that because the email address provided appears to be invalid or the mailbox is full, it has been removed from the court's case management system. The undelivered document will be included with the notice.

The notice will advise the party that the court will continue to distribute documents by regular mail, unless the party files a new notice of a valid email address, as provided in Civil Rule 5.3.

- c. In all cases.

The court will print the undeliverable email notice from IS and place it in the file.

Dated: December 31, 2016  
Effective Date: January 1, 2016

/s/  
Christine E. Johnson  
Administrative Director