

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 98  
(Revised Effective July 3, 2023)

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 Clerks of Court	
All Magistrate Judges	
Law Libraries at Anchorage, Fairbanks & Juneau	

SUBJECT: Provisional Rules for Eviction Diversion Program

The Court System is implementing an Eviction Diversion Program. The program's goal is to create a sustainable program to help landlords and tenants resolve housing disputes. To support this goal, the court will offer free mediation services and provide information about available court and community resources. Landlords and tenants may choose to use the program's resources before they file a court case, allowing them to avoid the cost and time involved with traditional litigation. Services will also be available after starting an eviction case.

The Supreme Court has authorized the Administrative Director to adopt provisional rules and procedures to support the Eviction Diversion Program. See [Supreme Court Order 1988](#). These provisional rules are expected to change as the court system gains more experience with the Eviction Diversion Program. To suggest changes or additions to the provisional rules, please contact the Eviction Diversion Grant Facilitator, Will Walker, at [wwalker@akcourts.gov](mailto:wwalker@akcourts.gov).

This bulletin supplements the Alaska Rules of Court. These provisions should be construed to conform with the Alaska Rules of Court; when provisions conflict with other court rules, these provisions govern. To assist litigants and Eviction Diversion Program participants, additional resources are posted on the court system's website.

## 1. **Costs**

There is no cost to participate in the Eviction Diversion Program.

## 2. **Filing Fee Eviction Diversion Program (Pre-filing)**

Participants who do not have an open court case may participate in the Eviction Diversion Program (Pre-filing) without opening a case. The parties may reach an agreement through mediation or negotiation that requires no additional court involvement. If the parties do not reach an agreement, or if the agreement is not followed and the landlord later wants to evict the tenant, the landlord will need to follow the regular eviction case process.

### Filing fee waiver – Pre-filing Agreement Certificate

Participants in the Eviction Diversion Program (Pre-filing) who reach an agreement may request a Pre-filing Agreement Certificate from the Eviction Diversion Program at [EvictionProgram@akcourts.gov](mailto:EvictionProgram@akcourts.gov). If a landlord later starts a Forcible Entry and Detainer (Eviction) case based on a tenant's breach of the agreement, the filing fee shall be waived if the landlord files the Pre-filing Agreement Certificate and a copy of the agreement when they initiate the case.

## 3. **Notice of Eviction Diversion Program**

### Pre-filing, with Notice to Quit

- (a) Except as provided for in subsection (b), a landlord who seeks to evict a tenant must give the tenant the *Alaska Court System Eviction Diversion Program Pre-Filing Information Sheet*, MED-600, with the Notice to Quit. If the landlord later starts a Forcible Entry and Detainer (Eviction) case, they must confirm in the complaint or at the possession hearing that they provided the MED-600 with the Notice to Quit. A landlord who does not provide the MED-600 must explain at the possession hearing why they did not do so and the judge may use their discretion to grant any just and proper remedy authorized by law or court rule, including a continuance up to two days under AS 09.45.120 to allow the parties time to resolve the matter through the Eviction Diversion Program or for the tenant to seek legal information or advice.

- (b) Subsection (a) does not apply to housing units that Alaska Housing Finance Corporation (AHFC) owns, maintains, and for which AHFC is the landlord. In those cases, AHFC shall provide the *Alaska Court System Eviction Diversion Program AHFC Pre-Filing Information Sheet*, MED-602, to tenants at least 7 days prior to filing a Forcible Entry and Detainer (Eviction) case with the court. This subsection does not apply to landlords with tenants using federal housing vouchers administered by AHFC in housing units that are not owned or maintained by AHFC.

Post-filing, with Complaint and Summons

A landlord who starts a Forcible Entry and Detainer (Eviction) case must give the tenant the *Alaska Court System Eviction Diversion Program Post-Filing Information Sheet*, MED-601, which is page 2 of the Summons – Forcible Entry and Detainer, CIV-105. A landlord who does not provide the MED-601 must explain at the possession hearing why they did not do so and the judge may use their discretion to grant any just and proper remedy authorized by law or court rule, including a continuance up to two days under AS 09.45.120 to allow the parties time to resolve the matter through the Eviction Diversion Program or for the tenant to seek legal information or advice.

4. **Tenant Contact Information.** A landlord who starts a Forcible Entry and Detainer (Eviction) case must provide a phone number and email address for all adult tenants, to the extent known to the landlord. This information should be listed on F.E.D. Information Sheet, CIV-732, which must be filed with the complaint. The F.E.D. Information Sheet is confidential and shall not be considered part of the public record.
5. **Confidentiality.** The confidentiality provisions in Alaska Rule of Civil Procedure 100(g) apply to all mediations conducted as part of the Court's Eviction Diversion Program, except the mediator may help explain the agreement in court if both parties are participating in-person or by a remote method such as video or telephone, and consent.

## 6. Exclusion from Public Access Courtview

- (a) Under Alaska Rule of Administration 40(a), the court system shall exclude from the public version of the index on the court system's website all Forcible Entry and Detainer (Eviction) cases closed after January 1, 2023 in which no Judgment for Possession was issued.
- (b) Re-opened cases shall return to the public version of the index on the court system's website. If the case is re-closed without entry of a judgment of possession, subsection (a) shall apply.

Dated: June 27, 2023  
Effective Date: July 3, 2023

/s/  
Stacey Marz  
Administrative Director

History: Original bulletin issued February 21, 2023, effective March 6, 2023; revised effective July 3, 2023.

The July 3, 2023 revision added the "Filing fee waiver – Pre-filing Agreement Certificate" section to paragraph 2, added paragraph 3.b, and amended paragraph 6 to clarify how re-opened cases should be handled.