IN THE TRIAL COURT FOR THE STATE OF ALASKA FIRST JUDICIAL DISTRICT

In the Matter of	
PROCESSING ELECTRONIC DOCUMENTS	
In the First Judicial District.	

Presiding Judge Administrative Order No. 20-02

This Administrative Order applies to all Court sites in the First Judicial District and supersedes all prior polices, order, and practices pertaining to pleadings that are filed or distributed by electronic mail in these Courts. This Order is issued under the authority of Alaska Civil Rule 5.1(a)(1) and per Civil Rule 5.3.

A. Electronic Filing with the Court

- 1. A party is permitted to file any documents in cases pending the First Judicial District by electronic mail by emailing the document, as an attachment, to that Court's e-mail address as set forth in Attachment A, provided that the party complies with the following requirements and limitations:
 - (a) The size of any document emailed to the Court in any one email submission may not exceed 5MB;
 - (b) All documents emailed to the Court for filing must be sent as an attachment in .pdf format;
 - (c) The party emailing a document to the Court for filing must submit proof that the opposing party or parties were served by email or by fax, if the parties have consented to such service per Civil Rule 5.1(c)(3), in which circumstance proof of such service must comply with Civil Rule 5.1(c)(6), or proof of service in accordance with Civil Rule 5;
 - (d) No photographs may be sent by email as an attachment;

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- (e) Pleadings and affidavits shall be signed in person, and not by electronic signature.

 Documents filed by email shall be scanned to the Court and not attached as an unsigned document to an email; and
- (f). The party complies with all applicable Court Rules and statutes.
- 2. Documents filed by email that are received by the Court before 4:30 p.m. on a day that the court is open for business are deemed to have been filed on that business day. Documents filed by email that are received by the Court after 4:30 p.m. on a business day or on a holiday or weekend shall be deemed to have been filed on the next day that is not a weekend, a day the Court may be closed as ordered by the Alaska Supreme Court, or a judicial holiday listed in Administrative Rule 16. Documents are deemed to have been received at the time the receipt displayed on the Court's email inbox clock.
- 3. Documents filed by email will be printed by the Court staff and the printed document will be placed in the case file and will serve as the original document in the case. The Court will delete the transmittal email and attachments after printing for the case file. The paper document will be file stamped with the date of receipt in accordance with Section 2 above. The Clerk's Office is not responsible for verifying that documents filed by email have been fully or correctly received for example, the Clerk's Office will not assure that pages are legible or that all pages the filer intended to be emailed were in fact emailed. The Clerk's Office is not responsible for any technological problems that may occur as a party attempts to transmit documents by email. Any emails that are identified as having or potentially having a virus will be immediately deleted and the Clerk's Office will promptly inform the filing party of the same. The originals of all emailed pleadings shall be maintained by the filing party in order to resolve any authenticity issues that may arise. The party need not file the original of a document filed by email unless requested to do so by the judicial officer assigned to the case.
- 4. A party filing documents by email must include in the subject line of the transmitting email: the case number or numbers for the attached document(s); identify the document(s) being filed; and, state the number of pages being filed. The party shall not provide additional narrative or explanations in the body of the transmitting email. Any information provided in the body of the email is limited to the case name, the case number, the title of the document(s) being filed, and the number of pages being filed.

- 5. No original civil complaints or petitions, or other documents that require a filing fee, or any other document that must be served under Civil Rule 4, may be filed by email.
- 6. The Clerk of Court for a Court location may for that location relax the filing process requirements of Sections 1(a), 1(b), 1(d), 1(e), and 5 of this Order, in general or on an individual basis, in order to facilitate the acceptance of electronically filed documents. And a Judicial Officer presiding over a case may do likewise for the parties in that case.
 - 7. Failure to abide by this Order will result in rejection of the document.
 - 8. Note Civil Rule 6(c) concerning service related deadline calculations.

B. Electronic Distribution by the Court

- 1. Per Civil Rule 5.3(a), the Court Clerk's Office shall distribute notice, orders, judgments, and other documents by email to all attorneys, court appointed attorneys, court appointed professionals (including Visitors, GALs, Experts, Custody Investigators), and to agencies and other entitles that routinely receive documents from the court. Such agencies and persons shall provide the Court System with a single email address for each office location or with a single email address for each subgroup that handles distinct types of cases at an office location in accordance with Civil Rule 5.3(b)(2) and Civil Rule 5.3(b)(3). An agency may elect to have the Court distribute documents to an agency attorney's individual email address by providing notice of the same per Civil Rule 5.3(b)(2).
- 2. Per Civil Rule 5.3(a) a self-represented litigant may opt in to email distribution from the Court by making a written request to the Court Clerk's Office for that location in accordance with Civil Rule 5.3(b)(4).
- 3. Per Civil Rule 5.3(b)(1) the Court Clerk's Office will distribute all notices, orders, judgments, and other documents to attorneys of record in a case to non-agency attorneys who are members of the Alaska Bar Association by email. Attorneys who are members of the Alaska Bar shall provide their current email addresses to the Alaska Bar Association per Civil Rule 5.3(b)(1).
- 4. Court Clerk's Offices will distribute all notices, orders, judgments, and other documents by email to attorneys who are not members of the Alaska Bar Association who have requested such service in Civil Rule 5.3(b)(1).

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ATTACHMENT A

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Angoon –

Haines - <u>1HAMailbox@akcourts.us</u>

4 Hoonah –

1HNMailbox@akcourts.us

1AGMailbox@akcourts.us

Juneau -

1JUMailbox@akcourts.us

6 Kake -

1PEMailbox@akcourts.us

Klawock -

1CRMailbox@akcourts.us 1KEMailbox@akcourts.us

Ketchikan-Petersburg -

17373 4 111 () 1

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1PEMailbox@akcourts.us

Sitka -

1SIMailbox@akcourts.us

10 | Skagway -

1SKMailbox@akcourts.us

11 Wrangell -

1WRMailbox@akcourts.us

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Yakutat - <u>1YAMailbox@akcourts.us</u>

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Alaska Court System

The teleconference number for all courts is 1-800-768-2983, individual access codes for each court and judge are listed below. Access codes are subject to change, please call clerk's office to verify.

<u>Juneau</u>

Judge Swanson

Access Code: 463 4730#

Judge Pallenberg

Access Code: 463 1442#

Judge Mead

Access Code: 463 1441#

Judge Schally

Access Code: 463 4801#

MJ Curtain

Access Code: 463 4734#

<u>Sitka</u>

Judge Pate

Access Code: 747 3291#

Sitka MJ Backup Conference line Access Code 747 3292#

Ketchikan

Judge Miller

Access Code 225 3132#

Judge Stephens

Access Code 225 9876#

Judge Carey

Access Code 559 5853#

MJ Schulz (Protective Orders, Dissolutions and Minor Offenses)
Access Code 228 8716#

Ketchikan Delq/CINA hearings Access Code 225 3195#

Ketchikan Probate

Access Code 225 3141#

<u>Haines</u>

Access Code 766 2801#

<u>Hoonah</u>

Access Code 945 3668#

<u>Yakutat</u>

Access Code 784 3274#

Prince of Wales

Access Code 826 3306#

Wrangell

Access Code 874 2311#

Petersburg/Kake

Access Code 772 3824#

<u>Angoon</u>

Access Code 788 3229#

<u>Skagway</u>

Access Code 317 4699#