

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

In the Matter of:

STANDING SUPERIOR COURT
CRIMINAL SCHEDULING ORDER

First Judicial District

PRESIDING JUDGE ADMINISTRATIVE ORDER 25-01

This standing order applies to all superior court criminal cases brought in the First Judicial District on or after the effective date of the order.

At the superior court arraignment, a readiness hearing, pretrial conference, and trial date will be set. The most current superior court trial rubric will be posted in the courtroom or can be obtained by contacting the assigned judge's chambers.

1. Readiness Hearings. The readiness hearing – typically held approximately 45 days prior to the time set for trial – is a substantive hearing. (*See* Criminal Rule 16(f)). The purpose of the hearing is two-fold: to confirm the discovery required by Criminal Rule 16(b) has been disclosed and for the court to obtain case management information from the parties. The parties should be fully prepared to report whether discovery is complete and, if not, what remains outstanding; the likelihood of trial or whether there are plea negotiations underway; and, to the extent known, whether there are any anticipated scheduling conflicts or witness availability issues.

Requests to continue the readiness hearing (and, therefore, the trial date) will be considered under Criminal Rules 12(h) and 45(d). If a continuance is requested, the

requesting party must be prepared to propose either a realistic trial date based upon their substantive review of the case, or a realistic timeline in which any substantive review necessary to set a realistic trial date will be concluded. In determining whether good cause exists to grant a continuance, the court will not consider mere agreement by the parties to continue the case good cause. Whether good cause exists will be based on the particular facts and circumstances of the specific case. A blanket policy imposed by either party with respect to case management or negotiations will not, in and of itself, constitute good cause.

Pretrial motions specified in Criminal Rule 12(b) are due by the readiness hearing. If a continuance is granted, the pretrial motions deadline will be extended to the next scheduled readiness hearing. Extensions of time to file pretrial motions separate from a request to continue the readiness hearing will be considered under Criminal Rule 12(c).

2. Pre-Trial Conference.

Criminal cases will be stacked for trial. The order of cases will be set according to Criminal Rule 45(a) and [Supreme Court Order No. 2007 \(Second Amendment\)](#). If cases with equal priority are stacked, the prosecution, as the party carrying the burden of proof, must be prepared to present a proposed order of trials. The parties should be prepared to disclose witness availability issues, any objections to proposed special questionnaires, and the possibility of narrowing the issues for trial (Criminal Rule 22).

If either party intends to request a case-specific questionnaire, notice attaching the proposed questionnaire must be filed no later than two days prior to the pre-trial conference.

3. Trial Status Hearing

A date for the trial status hearing will be set at the pre-trial conference. At the trial status hearing, the court will confirm necessary case management information and the jury selection process will be discussed, including any for cause challenges the parties wish to raise. (See [Supreme Court Order No. 2013.](#)) Parties needing access to the courtroom for a technical run of equipment must make that request no later than the trial status hearing.

4. Pretrial Deadlines.

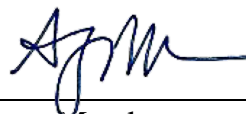
The following pretrial deadlines, unless modified upon a finding of good cause, will apply in all superior court criminal cases heard in the First District:

Within 14 days after arraignment	Initial disclosure of discoverable information within the prosecutor's possession or control.
10 days after entry of plea	Notice of intent to rely on a defense of insanity or diminished capacity due to mental disease or defect under AS 12.47.010 and AS 12.47.020.
Readiness hearing	Pretrial motions under Criminal Rule 12(b). (<i>See</i> Criminal Rule 12(e) providing that a failure to raise a timely defense or objection shall constitute a waiver, unless excused.)
45 days prior to trial	Expert witness disclosures by the prosecution. Notice of challenges requiring a <i>Daubert/Coon</i> hearing must be filed within 10 days of receiving the disclosure.
30 days prior to trial	Expert witness disclosures by the defense. Notice of challenges requiring a <i>Daubert/Coon</i> hearing must be filed within 10 days of receiving the disclosure.
	Notice that the prosecution will seek to introduce evidence under Evidence Rule 404(b). Notice shall be given by identifying the specific conduct sought to be admitted or by providing to defense a copy of the relevant police reports.
	Notice that the prosecution will seek to introduce evidence under Evidence Rule 609. Notice shall be given by identifying the charge and date of conviction.
	Notice of an intent to admit recorded statements of child victims of crime under Evidence Rule 801.

Two days prior to the pre-trial conference	Case-specific jury questionnaires.
Pre-trial conference	Motions in limine
	Motions for protective orders
	Notice of intent to rely upon a defense of alibi, justification, duress, entrapment, or other statutory or affirmative defense
	Notice of aggravators under AS 12.55.155(f)(2)

Objections to evidence outlined in a notice of an intent to rely upon ARE 404(b) or the recorded statement of a child victim noticed under ARE 801(d)(3) must be made by filing a motion in limine or motion for a protective order no later than the time set for the pretrial conference.

Entered on April 11, 2025.



Amy Mead
Presiding Judge
First Judicial District

Distribution: Chief Justice Susan Carney; Stacey Marz, Administrative Director; Lesa Robertson, Executive Administrative Assistant; Clayton Jones, First District Area Court Administrator; Sheri Ridgeway, First District Rural Court Training Assistant; First District Clerks of Court, First District Judges and Magistrates; Court Rules Attorney Stacy Steinberg; Court Forms Attorney Kathleen Doherty; ACS Webmaster Sanjay Kodidine