

IN THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 1414

Amending Civil Rule 5(f) concerning proof of service and Civil Rule 58.1(d) concerning the clerk's certificate of distribution.

IT IS ORDERED:

1. Paragraph (f) of Civil Rule 5 is amended to read as follows:

(f) **Proof of Service.** Proof of service of all papers required or permitted to be served, other than those for which a particular method of proof is prescribed in these rules, must state the name of each person who has been served, must show the day and manner of service and may be by written acknowledgment of service, by certificate of an attorney, an authorized agent of the attorney, or a pro se litigant, by affidavit of the person who served the papers, or by any other proof satisfactory to the court. Proof of service must be made promptly and in any event before action is to be taken on the paper served by the court or the parties. Failure to make the proof of service required by this subdivision does not affect the validity of service; and the court may at any time allow the proof of service to be amended or supplied unless it clearly appears that to do so would result in material prejudice to the substantial rights of any party.

2. Paragraph (d) of Civil Rule 58.1 is amended to read as follows:

(d) **Clerk's Certificate of Distribution.** Every written notice of an oral order and every written order and judgment shall include a clerk's certificate of distribution showing the date copies of the notice, order or judgment were distributed, the name of each person to whom a copy was distributed, and the name or initials of the court employee who distributed the copies.

DATED: August 23, 2000

EFFECTIVE DATE: October 15, 2000

Chief Justice Fabe

Justice Matthews

Justice Eastaugh

Justice Bryner

Justice Carpeneti