

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 22
AMENDED SEPTEMBER 15, 1993

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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|---|--------------------------|
| All Justices | Senior Staff |
| All Judges | Administrative Associate |
| Area Court Administrators | Rural Court Analyst |
| Clerk of the Appellate Courts | General Services Manager |
| Rural Training Assistants | Judicial Services |
| All Full-Time Clerks of Court | APD Warrants |
| All Magistrates | |
| Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan | |

SUBJECT: Log Notes

The following is the policy for filing the original and yellow copies of log notes:

I. ORIGINAL LOG NOTES

A. Confidential Log Notes

1. Grand Jury

Original log notes for grand jury proceedings must be filed in specially designated "Grand Jury" files and must be filed in a locked cabinet or vault designated for the storage of confidential documents. Access to grand jury related documents is governed by Administrative Bulletin No. 48, Standard 6.

2. Search Warrants

Filing of and access to search warrant log notes are governed by Administrative Bulletin No. 48, Standard 6.

3. In-Camera Hearings

All log notes relating to in-camera hearings are confidential and must be sealed. See Administrative Bulletin No. 48, Standard 6.G for requirements for sealing documents. Log notes of in-camera

hearings are accessible only to the judge and to persons authorized by written order of the court.

4. Other Confidential Hearings

a. Log notes for other confidential hearings must be filed as follows:

- (1) If the case file is not confidential, file log notes in an envelope as provided in Administrative Bulletin No. 48, Standard 6.F.
- (2) If the case file is confidential, file log notes in the appropriate case file using the same guidelines as required for non-confidential files in Section B below.

b. Unless otherwise ordered by the court, access to confidential log notes is limited to:

- (1) parties to the action;
- (2) counsel of record;
- (3) individuals with a written order from the court authorizing access; and
- (4) court personnel. Access by court personnel is for case processing purposes only.

c. Access to sealed log notes is restricted to the judge and persons authorized by written order of the court.

B. Non-Confidential (Public) Log Notes

Originals of all other log notes will be filed in the appropriate case file. The original log notes for each hearing each day will be stapled together with the title page on top.

1. If the log notes apply to more than one case, photocopies of the log notes must be made and placed in each case file to which the log notes apply.
2. The log notes for all hearings in each case file will be either a) fastened together with an ACCO fastener and kept on the top of all other documents on one side of the case file; or b) filed in date order with all other documents in the case file.
3. Optional. Log notes in the case file may be fastened on top of a

"Log Notes Backing Card", form TF-227.

II. YELLOW COPIES OF LOG NOTES

- A. Unless otherwise ordered by the court, no yellow log notes will be made of any confidential hearing. The log notes for confidential hearings must be taken on a one-part form. Forms TF-228 and TF-229 are available for this purpose. If, by accident, a multi-part log note form is used for a confidential matter, the yellow copies and carbon paper must be destroyed by shredding or other means that will ensure the copies and carbons cannot be read. Confidential hearings are listed in Section III of this bulletin.
- B. Court locations in which there is only one court employee are NOT required to make or maintain yellow copies of log notes for any public (non-confidential) hearing. All the log notes in these courts (of both public and confidential hearings) may be taken on the one-part forms, TF-228 and TF-229.
- C. Yellow Log Note File For Log Notes Of Public Matters
 - 1. Each court not listed in Section B above must keep the yellow copy of the log notes of all public hearings in a "yellow log note file". The court must maintain a yellow log note file for each resident judge, each resident magistrate, each resident deputy magistrate and one file for "all visiting judges and magistrates". The yellow log note files may be stored in the most convenient location for the personnel of each court.
 - 2. The yellow log notes of each public hearing will be stapled together and filed in the hearing judge's yellow log note file. The log notes for each day will be filed in chronological order, with the first hearing of the day on the bottom. A separate folder for each day may be used, or several days may be combined in one folder.
 - 3. A "dummy" page for each confidential hearing will be filed in the hearing judge's yellow log note file in the appropriate chronological order. The "dummy" log note must contain the following information: 1) date and time of the hearing; 2) type of confidential hearing; 3) tape number; and 4) beginning and ending log numbers. (Form TF-228 may be used for the "dummy" log note.)
 - 4. Courts with separate divisions for various confidential matters (i.e., with separate personnel who do only this type of work, e.g.,

Anchorage and Fairbanks probate divisions and Anchorage children's division) are not required to file a "dummy" page for those confidential matters heard by the judge or master assigned to that division.

III. CONFIDENTIAL HEARINGS

CRIMINAL CASES:

Proceedings before the Grand Jury
Search Warrant Application Hearings
In-Camera Hearings (for example, to discuss revealing names of confidential informants)

CHILDREN'S PROCEEDINGS:

All hearings in child in need of aid and delinquency cases.

SANITY:

All hearings in sanity cases.

ADOPTION:

All hearings in adoption cases.

GUARDIANSHIP & CONSERVATORSHIP:

All hearings in guardianship conservatorship cases.

OTHER

Any other hearing which a judge orders to be confidential.

Dated: _____

In Effect Since: November 15, 1985

Arthur H. Snowden, II
Administrative Director

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