

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

**IN THE MATTER OF:** )  
 )  
 **FAXED PLEADINGS** )  
 )  
 **IN ALL CASES FILED IN THE FIRST** )  
 **JUDICIAL DISTRICT** )  
 **STATE OF ALASKA** )  
 \_\_\_\_\_ )

**ADMINISTRATIVE ORDER 12-02**

This Administrative Order is issued pursuant to Alaska Civil Rule 5.1(a), it applies to all courts in the First Judicial District, and it supersedes all other orders and policies pertaining to pleadings filed by fax in the First Judicial District.

A party may file in any case those documents (pleadings, exhibits, and any other document) that may be served under Alaska Civil Rule 5 provided that the total faxed pages, including exhibits but excluding a cover page, do not exceed **35** pages. An unsigned affidavit may be filed by fax but must be accompanied by a Rule 11 certification that the affidavit has been verified by the affiant, and the signed original affidavit must be filed with a Rule 11 certification within ten (10) days. The signed affidavit may be filed by fax. If photographs are filed by fax, the filing party shall file copies of the photographs by mail or across the counter within seven (7) days. The originating fax machine shall be set on the highest resolution possible to transmit high quality copies. The faxed filings shall serve as the originals. No follow up copies shall be filed with the court. The original of documents filed by fax shall be retained by the

filing party, and the filing party shall produce the original(s) for inspection upon the request of another party to the action or as ordered by the court.

A party filing documents by fax can do so only on business days that the court is open and must begin the fax before 4:30 p.m. unless one of the exceptions noted below applies. The Clerk's Office shall file stamp the documents filed by fax after the last page has been received. If the last page is received after 4:30 p.m. the pleadings will be stamped as received on the next business day. The following may be filed during weekends and holidays and outside of normal business hours, documents related to: a weekend or holiday arraignment (including arraignments in delinquency cases); a detention or pick up request in a delinquency case; a commitment proceeding; and, an emergency custody proceeding in a Child In Need of Aid (CINA) case.<sup>1</sup> Such documents will be stamped as received on the date actually received.

The Clerk's Office is not responsible for insuring that all pages or all documents are received or that all portions of all of the documents are readable.

A party may not file by fax a Complaint or any other document that is required to be served in accordance with Civil Rule 4.

The party filing a document with the Court must submit proof that the opposing party or parties were served by email or by fax, if the parties have consented to service by email or fax per Civil Rule 5.1(c)(3) (proof of service for fax or email

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<sup>1</sup> These exceptions do not relieve the filer of any obligation to notify an on call judicial officer of the matter.

service must comply with Civil Rule 5.1(c)(6)), or by mail, court box/tray, hand delivery, or by process server;

Each faxed filing shall be accompanied by a cover sheet which sets forth the case number, the name of the party filing the document(s), the name of each document being filed by fax, and the number of pages of each such document (including exhibits). The cover sheet shall not include any extraneous narrative or explanation of what is being faxed.

Pleadings filed by fax must comply with all applicable Rules of Civil Procedure, including Civil Rules 10 and 76.

The judge assigned to a case may deviate from this Order for good cause. A party requesting that such a deviation must do so in writing.

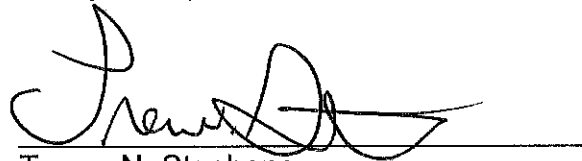
A copy of this Order shall be kept in all court libraries and Clerk's Offices in the First Judicial District.

Failure to comply with the requirements of this Order shall result in the rejection of the faxed filing.

The effective date of this Order is November 1, 2012.

**IT IS SO ORDERED.**

Dated at Ketchikan, Alaska this 21<sup>st</sup> day of September.

A handwritten signature in black ink, appearing to read "Trevor N. Stephens", is written over a horizontal line.

Trevor N. Stephens  
Presiding Judge  
First Judicial District