

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

IN THE MATTER OF:)
)
 FAXED PLEADINGS IN ALL CASES)
 FILED IN THE ANIAK, CHEVAK,)
 EMMONAK, and ST. MARY'S)
 COURTS.)
 _____)

PRESIDING JUDGE'S STANDING ORDER 99.1

This policy applies to the Aniak, Chevak, Emmonak, and St. Mary's District Courts. It supersedes all other policies or orders pertaining to faxed pleadings in these courts.

Faxed pleadings will be accepted to be filed only from out-of-town counsel. The faxed pleadings will be the court file copies and no follow-up copies are to be filed with the court.¹ All faxed pleadings must comply with Civil Rule 76 and will not be accepted without attorney name and bar number.

An unsigned affidavit may be faxed with counsel's Rule 11 certification that it has been verified by the affiant. The signed original affidavit must be filed if an unsigned affidavit is faxed with a Rule 11 certification. No other original pleading should be filed. The originals of all faxed pleadings shall be kept by counsel to resolve any question pertaining to authenticity.

Originating fax machines should be set at the highest resolution the machine permits and transmit original quality copies. Faxes of faxes will not be accepted. The total faxed pages shall not exceed 25 pages. Captions do count.

¹ Except for unsigned affidavits. See below.

Faxed pleadings shall be file stamped after the last page is received. If the last page is received after the close of the business day, then the pleading will be file stamped in the regular course of business the following business day.


A cover sheet specifying the number of pages, exhibits, etc., must separate each different pleading. Rubber stamps and post-it notes are not to be placed on faxed pleadings. Failure to comply with this policy will result in a faxed rejection of the pleading.

The clerk's office will not be responsible for ensuring that faxes are received correctly, i.e. that all pages are received, that it is readable, etc.

All parties must be served the same day as the document is faxed to the court, and a certificate of service shall accompany all documents.

Deviations from this policy may only be allowed by the judge/magistrate assigned to the case for good cause. Such good cause must be shown in writing prior to deviation. A copy of this order shall be kept at all court libraries and clerk's offices in this district and is effective immediately.

ENTERED at Fairbanks, Alaska, this 8th day of March, 1999.


RALPH R. BEISTLINE
PRESIDING SUPERIOR COURT JUDGE

DISTRIBUTION:

Administrative Director
Area Court Administrator
Clerk of Court
Rural Court Training Assistant
Law Library