

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 8
(Amended July 15, 1999)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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

SUBJECT: Oaths of Office and Judicial Appointment Orders

I. NON-JUDICIAL EMPLOYEES:

- A. Upon hire, all non-judicial employees of the Alaska Court System shall take an employee's oath and sign the oath form provided by Human Resources. The oath shall be taken as an "Alaska Court System employee" rather than for the specific position for which the employee was hired. The oath will be taken before a person authorized to administer oaths. Employees who change jobs within the Alaska Court System without a break in employment are not required to take and sign another oath.
- B. The original signed oaths will be maintained in employees' individual personnel files in the Human Resources Office. Signed oaths will be made available for review upon request by any member of the public.

II. JUDICIAL OFFICERS:

A. Definition:

For purposes of this bulletin, judicial officers include all justices, judges, magistrates (including committing magistrates), deputy magistrates, standing masters and special masters.

B. Appointment Orders

For purposes of this bulletin, "appointment orders" are orders signed by a justice or judge appointing a person to a position as a

judicial officer. All appointment orders must be made in writing. With the exception of special master appointments for specific cases, appointment orders will either state the expiration date of the appointment or indicate that the appointment expires upon the judicial officer's termination of employment with the Alaska Court System.

For purposes of this bulletin, an "original" oath or appointment order is that copy of an oath or appointment order containing the original signatures.

1. Original appointment orders signed by the chief justice will be maintained in the office of the Clerk of the Appellate Courts. The Clerk of the Appellate Courts shall promptly send a copy of these order to the Human Resources Director.
2. The presiding judge or his/her designee shall promptly send original appointment orders signed by a presiding judge and approved by the chief justice to the Human Resources Director.
3. Appointment orders for magistrates and deputy magistrates will be made on either the form orders attached to this bulletin or on orders that incorporate substantially similar language of the attached form. The presiding judge or his/her designee shall promptly send all original appointment orders for magistrates and deputy magistrates to the Human Resources Director.
4. The presiding judge or his/her designee shall promptly send all original standing master appointment orders to the Human Resources Director.
5. The presiding judge or his/her designee shall promptly send all original master appointment order which are entered for a limited period of time or for types of cases rather than for a specific case to the Human Resources Director.
6. Original special master appointment orders entered in specific cases shall be filed in the case files. The appointing officer or his/her designee shall promptly send a copy of the order to the Human Resources Director.
7. In addition to the above, the appointing officer or his/her designee shall promptly send copies of all appointment orders to the following:

- a. the presiding judge of the judicial district in which the employee serves;
- b. the area court administrator of the judicial district in which the employee serves;
- c. the judicial officer who is being appointed;
- d. the training judge of the judicial district in which the employee serves, if the appointee is a magistrate or deputy magistrate;
- e. the Magistrate Education Coordinator, if the appointee is a magistrate or deputy magistrate;
- f. the Fiscal Officer, if the appointment is a pro tem appointment or if the appointment requires travelling by the appointee.

C. Oaths

1. All judicial officers shall take and sign the oath required by the Alaska Constitution. The oath shall be taken as a "judicial officer" rather than the specific position. (E.g. a superior court judge will take an oath as a "judicial officer" rather than as a superior court judge.) Subsequent appointments for judicial officers whose previous appointment orders have not terminated will not require additional oaths.
2. Retired judges who are appointed pro tem are required to take an oath as judicial officers and sign an oath form provided by the Human Resources. The oath form shall state that the oath covers all pro tem judicial appointments for the following two-year period of time.

- III. Within 30 days of the date of this bulletin, all area court administrators and the clerk of the appellate courts are directed to forward all original appointment orders and original oaths for current judicial officers to the Human Resources Director. Copies of appointment orders and/or oaths which have been microfilmed shall be sent to the Human Resources Director with a notation that the original has been destroyed after microfilming.

Dated: _____

Stephanie J. Cole
Administrative Director

Original bulletin was issued as Administrative Bulletin No. 83-2, effective since May 2, 1983; amended on April 6, 1987, and reissued as Administrative Bulletin No. 8. Amended April 14, 1989. The original and first amended bulletin covered only the distribution of standing and special master appointment orders.