

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 17  
(Originally issued as No. 85-11\*)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
Full-Time Clerks of Court	
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

OTHERS:

Alcoholic Beverage Control Board  
Department of Corrections  
Parole Board  
Transcript Department  
In-Court Clerks

SUBJECT: Preparation of typed sentencing transcripts

In order to comply with the intent of the Alaska statutes and court rules regarding the provision of transcripts of sentencing proceedings to other agencies by the court system, and to provide those transcript services which are by agreement with those agencies absolutely necessary, the following policy is hereby enacted for the preparation of typed sentencing transcripts:

Parole Board

The court system shall provide the parole board with a typed transcript of the judge's sentencing remarks for each felony case in which a defendant is sentenced to in excess of 180 days to serve and in which parole is discretionary. Comments by the defense or prosecution will not be included in this typed transcript. Transcripts are not required on

judgments for presumptive sentences, since the defendants will not be eligible for parole.

\*This bulletin is a revision of Administrative Bulletin No. 85-11. It reflects a change in the procedure regarding the provision of sentencing reports to the Alcoholic Beverage Control Board.

#### Alcohol Beverage Control (ABC) Board

The court system shall provide the Alcoholic Beverage Control (ABC) Board with copies of the complaint (or other charging document) and judgment when a defendant is sentenced after being convicted of a violation of AS 04, a regulation adopted under AS 04, or an ordinance adopted under AS 04.21.010 [see AS 12.55.025(b)]. When the defendant is an ABC licensee, the court system shall upon request of the ABC Board forward a typed transcript of the sentencing hearing to the ABC Board. When the defendant is not an ABC licensee, the court system shall upon request of the ABC Board forward an audio cassette copy of the sentencing hearing to the ABC Board.

#### Department of Corrections

The court will not provide either typed or audio tape sentencing transcripts to the Department of Corrections, unless specific requests are made in individual cases. In most cases, the Department of Corrections can obtain adequate information from the written court judgment. If the judge's recommendations and the delineation of presumptive versus non-presumptive sentences are not specified with adequate clarity in the court's written judgment, the Department of Corrections will request typed transcripts of the judge's sentencing remarks, which the court will provide.

Dated: \_\_\_\_\_

Effective Date: September 15, 1987

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Arthur H. Snowden, II  
Administrative Director

In Effect Since: July 15, 1985

Original Distribution:

Judges

Area Court Administrators

Magistrates

Transcript Department

Senior Staff

Parole Board

Alcoholic Beverage Control Board

Department of Corrections