

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 26
(Amended October 1, 2011)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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

SUBJECT: Use of Court Facilities

A. GENERAL

Pursuant to AS 22.05.025, the supreme court controls the occupancy and operations of all court facilities. A court facility means a state facility in which 75% or more of the net usable space is occupied by the court system and other justice-related agencies.

Requests for use of a court facility for a purpose unrelated to state business will be handled in conformance with this bulletin. Uses which could have a negative effect on the court's ability to function as a detached and neutral dispute-resolution institution will not be allowed. For example, use by political groups and advocacy groups will not be allowed. Use of court space for commercial purposes other than those uses allowed by statute is prohibited, with the exception of section B, below. Two examples of uses that may be considered are:

1. Use of a public area (e.g., a large lobby area) by a non-profit organization for a social event
2. Use of court conference rooms for other than state-sponsored events

Requests should be directed to the presiding judge or the judge who has been assigned administrative responsibilities for each court location. The judge will evaluate the request and make a recommendation about granting or denying the request to the administrative director. The administrative director will make the final decision based upon the propriety of the proposed use.

Requests will only be granted upon the following conditions:

1. The requestor must provide for building security in a manner acceptable to the

APPENDIX A

_____ agrees to indemnify and hold harmless the Alaska Court System from all injury, loss, damage, liability, or expense incurred, suffered, or claimed by reason of _____ use of the premises, and agrees to defend any action that may be brought as a result of such injury, loss, damage, liability, or expense.