

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 44  
**AMENDED May 2, 2003**

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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

SUBJECT: Three-Judge Sentencing Panel Procedures

The following procedure will be followed when a judge orders a criminal case referred to a three-judge sentencing panel pursuant to Criminal Rule 32.4.

A. Notice of Referral

The clerk of court shall send a Notice of Referral, form CR-451, to the administrative head of the Three-Judge Sentencing Panel within five calendar days after the judge's oral or written order, whichever occurs first.

B. Transfer of Record

The clerk of court shall forward the following items to the administrative head of the panel within 30 calendar days after the judge's oral or written order, whichever occurs first:

1. The record, which shall consist of the original file and all other available items listed on form CR-452, Notice of Temporary Transfer of File to Three-Judge Sentencing Panel; and
2. a prepared and signed form CR-452, Notice of Temporary Transfer of File to Three-Judge Sentencing Panel.

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

Effective Date: May 2, 2003

\_\_\_\_\_  
Stephanie J. Cole  
Administrative Director

Originally Issued: July 24, 1989; effective August 1, 1989; amended October 1, 1993; amended July 24, 1997; effective July 1, 1997.