

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 57

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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

SUBJECT: Policy for Handling Lost Property Found in Court Facilities

Lost or mislaid personal property which is found in any court facility will be held by the court for not less than 30 days to provide the person who lost the property an opportunity to claim it. Larger courts should post signs indicating where to inquire about lost property.

1. Property must be held until the second month following the month it was found. For example, items collected in January may be disposed of after March 1.
2. Property with an objective fair market value (as determined by the clerk of court) should be marked with a Lost and Found tag and recorded in a "Found Property" log which includes the date found, a brief description of the item, and the name of the finder (if the finder wants to claim the item if the true owner does not appear). Property should be held in a secure location in the court. Property with a value of \$200 or more should be reported to the local police department.
3. If the identity of the owner can be determined by an examination of the property, a court employee should make reasonable efforts, commensurate with the value of the item, to contact the owner. The date and manner of contact efforts should be noted on the back of the Lost and Found tag.
4. Property which has no objective fair market value (e.g., combs, lipsticks, keys,

single gloves, etc.) need not be tagged or recorded, but should be retained for the 30 day period.

5. Property which is perishable or which presents an unreasonable health or safety risk may be disposed of at the discretion of the clerk of court at any time.

If the owner of the property does not claim it within the 30 day period, the property should be disposed of in the following manner:

1. Property may be returned to the finder upon request. (NOTE: A court employee is not considered a "finder" of property found in a court facility and may not claim the property if the true owner is not located.)
2. Property with no value should be discarded.
3. Property with a value of less than \$200 should be donated in a fair and impartial manner to any non-profit, non-discriminatory charitable organization in the community, chosen by the clerk of court or magistrate.
4. Property with a value of \$200 or more should be reported to the area court administrator, who will determine whether it is advisable to make additional efforts to locate the owner. When the owner cannot be located, the area court administrator shall direct the disposal of such property in accordance with any applicable law, ordinance, regulation, or policy.

Dated: _____

Arthur H. Snowden, II
Administrative Director