

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 70

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analyst
All Judges	General 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: Bailiff Jury Assignments

Effective immediately, bailiffs may not be assigned to begin work with a jury until courtroom proceedings have been completed and the jury is sent to deliberate. Prior to deliberations, court staff will provide escort and other necessary juror-related services.

If extraordinary circumstances warrant a different practice in a particular case, authorization for expanded bailiff services should be obtained from the Presiding Judge in advance. The Presiding Judge will inform the Administrative Director that expanded services have been authorized.

This bulletin is entered to standardize procedures throughout the state and for budgetary reasons.

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

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Stephanie J. Cole  
Administrative Director

cc: All Employees