

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
**ADMINISTRATIVE BULLETIN NO. 71**

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analysts
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: Security System Screening in Court Facilities with Metal Detector Systems

At court facilities in which metal detector security systems have been installed, the following screening rules will apply:

1. All persons entering the court building, with the exceptions of the individuals specified below, must enter through the security screening station and comply with the directions given by the security screening staff.
2. Court employees and other building occupants with a valid door key or card key and with supervisory authorization may enter the court building by an alternate, unscreened entrance. If a court employee or building occupant is not carrying a valid door key or card key, the employee or occupant must enter through the screening station and be screened.
3. Law enforcement personnel (Alaska State Troopers, United States Marshals and uniformed officers of a local police force) may enter a court building and bypass the screening station upon presentation of appropriate identification to the security screeners.
4. Janitorial staff and other individuals associated with building maintenance may be given alternate door or card keys and allowed to bypass the security screening station at the discretion of the area court administrator.

Members of the Alaska Bar Association and state agency personnel must enter the court building through the security screening station and be screened

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

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Stephanie J. Cole  
Administrative Director

cc: All Employees