

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 81  
Effective November 15, 2011

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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

SUBJECT: DOCUMENTS FILED AS ATTACHMENTS TO EMAIL – PROCEDURES FOR COURT STAFF

I. SCOPE

Under Civil Rule 5.1, a party may be permitted to file documents by electronic mail if it is authorized for a court location by an administrative order of the presiding judge, or in a particular case with prior written consent of the judge assigned to that case. This policy establishes the procedures that court staff will follow when a party is permitted to file documents by transmitting them as attachments to electronic mail messages.

Civil Rule 5.1(c) also authorizes parties in a case to consent to being served by other parties to the case by email. Section IV below provides information for court staff about email service.

II. INITIAL PROCEDURES FOR ESTABLISHING FILING BY EMAIL

A. The clerk of court in court locations that wish to establish a system for accepting documents filed by email must contact the Information Services Department for setting up the email address for incoming emails. Court staff must also provide to the IS Department a list of those employees who are authorized to access the centralized email account.

B. The IS Department will create an email account that the particular court location can use for accepting documents filed by email. The account will be named using the following standard format: “[court location code listed in

Administrative Rule 41] mailbox@courts.state.ak.us.” For example, the email account for the Haines court would be: 1HA\_mailbox@courts.state.ak.us.

- C. The IS Department will ensure that authorized users can monitor and access the centralized account, and can open emails and attachments received in that account for filing.

### III. PROCEDURES FOR DOCUMENTS FILED BY EMAIL

- A. Court staff will routinely monitor the email account that is used by parties who are filing documents by electronic mail. The account should be checked regularly throughout the day.
- B. Court staff will open the transmitting email, and print the email and all attachments. After ensuring that all documents were fully printed, the email and attachments should be routinely deleted, due to electronic document storage limitations.
- C. Court staff will file stamp the printed documents with the date of filing. Documents filed by email that are received by the court before 4:30 p.m. on a day that the court is open for regular business will be file stamped with that day’s date. Documents filed by email that are received by the court after 4:30 p.m. are deemed to have been filed on the next day that is not a Saturday, Sunday, or a judicial holiday listed in Administrative Rule 16. To determine the applicable time, court staff will use the time of receipt displayed on the court’s email inbox clock.
- D. Court staff will place the file-stamped documents in the case file. The paper case file will continue to be the official record of the court case.
- E. For any motion, opposition, or reply that is filed by email, court staff will use the appropriate code in the electronic case management system to record that the document was filed with the court by email.
- F. Court staff will process the documents and the case in the same manner as it would if the documents had been filed by hand delivery.

### IV. SERVICE ON OTHER PARTIES BY EMAIL

Under Civil Rule 6(c), documents that are served on other parties by email are *not* treated as filed by “mail” for purposes of computing response times. In accordance with that rule, if a party has consented to accept service by email from other parties in a case, and if a certificate of service on a filed document states that the document was

