

Administrative Bulletins

Table of Contents

Bulletin	Subject	Originally Dated	Amended Dates
1	Petit Jury Selection in Bethel	01-02-74	12-31-03 (Rescinded)
2	Financial Disclosure/Code of Judicial Conduct	07-15-75	07-28-05 12-20-06 10-09-07
3	Prize Pools and Lotteries	08-13-75	
4	Sales Activity in Court Buildings	09-01-75	
5	Peremptory Challenges of Judicial Officers	08-15-78	07-15-99 03-09-10 (Rescinded)
6	Salaries for Acting District Court Judges	06-01-80	04-15-96 (Revoked)
7	Case Numbering	01-01-78	01-01-79 01-01-82 04-06-87 05-01-89 01-01-95 12-29-98 07-01-08 09-27-10 04-01-13 07-01-14 01-01-15 07-01-15 01-15-16 10-04-16
7.1	Case Numbering in CourtView Courts	07-01-08	09-27-10 (Rescinded)
8	Oaths of Office and Judicial Appointment Orders	05-02-83	04-06-87 04-14-89 07-15-99

Administrative Bulletins
Table of Contents

Bulletin	Subject	Originally Dated	Amended Dates
9	Exhibit Procedures	09-01-84	01-15-89 07-15-91 10-15-05
10	Anchorage Parking Policy	07-02-84	04-13-93 (Revoked)
11	Prohibiting Smoking in all Facilities Occupied by the Alaska Court System	07-17-84	09-01-87 04-27-05
12	Guidelines for Inspecting and Obtaining Copies of Public Records	05-22-85	02-15-88 02-23-90 10-15-06 02-15-08
13	Coverage by State of Alaska for Claims Against Court Employees	01-02-87	03-28-91 09-27-10
14	Implementation of Fair Labor Standards Act (FLSA) and Fair Labor Standards Amendments of 1985	04-15-86	08-19-97 (Revoked)
15	Procurement Guidelines	07-01-85	08-18-89 03-05-90 (AB 15.1) 03-05-90 (AB 15.2) 05-25-90 (AB 15.3) 06-26-91 06-25-91 (AB 15.1) 08-31-92 (AB 15.2) 10-01-92 07-07-93 (AB 15.1) 06-28-94 (AB 15.2) 10-03-94 (AB 15.3) 12-21-95 (AB 15.4) 11-01-96 12-27-96 (AB 15.1) 07-09-97 (AB 15.2) 07-15-99 07-01-06 09-25-13

Bulletin	Subject	Originally Dated	Amended Dates
15.1	Procurement Guidelines - Amendment 1	03-05-90	06-25-91 07-07-93 12-27-96 12-07-07 (Rescinded)
15.2	Procurement Guidelines - Amendment 2	03-05-90	08-31-92 06-28-94 07-02-97 12-07-07 (Rescinded)
15.3	Procurement Guidelines - Amendment 3	05-25-90	10-03-94 12-07-07 (Rescinded)
15.4	Procurement Guidelines - Amendment 4	12-21-95	12-07-07 (Rescinded)
15.5	July 1, 2006 Procurement Guidelines – Amendment 1	12-07-07	09-25-13 (Rescinded)
15.6	July 1, 2006 Procurement Guidelines – Amendment 2	12-07-07	09-25-13 (Rescinded)
15.7	July 1, 2006 Procurement Guidelines – Amendment 3	02-15-08	09-25-13 (Rescinded)
15.8	July 1, 2006 Procurement Guidelines – Amendment 4	02-27-08	09-25-13 (Rescinded)
15.9	July 1, 2006 Procurement Guidelines – Amendment 5	04-29-09	09-25-13 (Rescinded)
15.10	July 1, 2006 Procurement Guidelines – Amendment 6	04-29-09	09-25-13 (Rescinded)
15.11	July 1, 2006 Procurement Guidelines – Amendment 7	11-04-10	09-25-13 (Rescinded)
16	Destruction of Unofficial Records of Confidential Proceedings	07-01-85	10-31-89

Bulletin	Subject	Originally Dated	Amended Dates
17	Preparation of Typed Sentencing Transcripts	07-15-85	09-15-87
18	Procurement Guidelines – Bulletin 18 was renumbered as Bulletin number 15.1, effective 3-5-90		
19	Playback of Trial Testimony	08-27-85	
20	Confidential Tapes	11-15-85	02-23-90
21	Tape and Compact Disk (“CD”) Numbering Policy	11-15-85	02-23-90 01-01-02
22	Log Notes	11-15-85	02-23-90 09-15-93
23	Audio, Video and Computer Tape Security	11-15-85	12-07-88
24	Printing and Distribution of Invitations/Notices for Social Functions Which are Not Sponsored by the Court	10-15-85	
25	Records Retention Schedule	01-01-87	04-06-87 06-06-02 10-19-06 11-27-07 02-10-11 06-15-16
26	Use of Court Facilities	03-26-86	01-15-02 10-01-11

Bulletin	Subject	Originally Dated	Amended Dates
27	Additional Trial Sites	07-23-86	01-15-88 07-15-88 01-15-89 01-15-89 12-13-93 07-15-97 10-15-02 04-15-04 11-08-04 10-15-05 03-08-07 07-01-07 10-15-08 04-15-09 05-01-10 10-15-14 01-01-15
28	Additional Trial Site Standards	12-04-86	
29	Long Distance Phone Calls	12-11-86	
30	Firearms (superseded by Administrative Rule 26.2, effective 4-14-98)	12-17-86	01-15-89 07-27-98 (Revoked)
31	Transcript Form	02-16-87	01-01-93 10-29-93 09-02-94 10-14-98
32	Alaska Court System's Employee Awards Program	12-12-80	12-23-98 08-12-02 04-23-04 03-31-10 02-02-11
33	Internal Revenue Service Levies on Funds in the Court Registry	07-22-85	
34	Unauthorized Duplications of Materials	03-30-84	09-10-98

Bulletin	Subject	Originally Dated	Amended Dates
35	Procurement Guidelines	09-20-85	04-06-87 07-15-99
36	Equipment and Property Policy	02-10-86	06-16-97 07-01-05 03-01-14
37	Policy Statement and Guidelines on AIDS in the Workplace	04-13-87	
38	Commenting on Proposed Legislation	08-11-87	
39	Processing of Citations for Violations of Municipal Ordinances	12-30-87	07-01-03 01-01-07 04-01-11 10-15-14 11-01-1
40	Access to Alaska Court System Libraries	10-12-88	10-31-89 06-30-99
41	Modification of Computer Programs	12-05-88	08-25-97 (Revoked)
42	Security of Court Seals	02-21-89	

Bulletin	Subject	Originally Dated	Amended Dates
43	Electronic Levy on the PFD by Governments for Debt Collection <i>[Addendum B was combined into this bulletin (as section VII.A.2.a) in the July 28, 2005 revision]</i>	04-18-89	05-24-89 (Page 6) 01-08-91 11-25-92 07-15-93 (AB 43.1) 09-10-93 (AB 43.2) 01-15-94 05-01-94 (Add. B) 06-30-94 09-01-95 07-15-98 06-14-99 08-24-01 (Add. B) 03-01-02 (Add. B) 04-01-02 (Add. B) 06-09-05 (Add. B) 07-20-05 (Add. B) 08-01-05 08-23-05 04-01-07 09-05-07 04-21-08 05-21-08 01-01-12 03-01-14 01-01-15 01-15-16 02-16-16 07-22-16
43.1	Collection of Delinquent Fines, Default Judgments and Forfeited Bonds By Electronic Execution	07-15-93	01-01-12 (Rescinded)
43.2	Use of Electronic Execution to Collect Delinquent Fines Owed to the Municipality of Anchorage	09-10-93	01-01-12 (Rescinded)
44	Three-Judge Sentencing Panel Procedures	08-01-89	10-01-93 07-01-97 05-02-03
45	Media Coverage	09-12-89	
46	Micrographics Quality Control Standards	11-21-89	

Bulletin	Subject	Originally Dated	Amended Dates
47	Use of Personal Equipment at the Workplace	01-03-90	
48	Case File Management Standards	02-23-90	09-15-91 (AB 48.1) 04-15-15
48.1	Case File Management Standards - Amendment 1	09-15-91	04-20-15 (Rescinded)
49	Emergency Planning	03-05-90	
50	Drug-free Workplace	06-29-90	02-24-15
51	Safety Program	10-17-90	
52	Statewide Clerks Training Conference	04-17-91	04-22-08
53	Implementation of Victims' Rights Act of 1991	09-16-91	07-01-92 02-14-94 03-01-94 09-23-94 11-19-08 01-30-09 03-01-15
54	Emergency Closure of Criminal Case Files - Rescinded by Bulletin number 54.1		09-17-91 (AB 54.1)
54.1	Rescission of Emergency Closure of Criminal Case Files	09-18-91 (Rescission of AB 54)	
55	Accepting Payment of Fines, Police Training Surcharges and Restitution In Cases Filed at Other Courts	10-14-91	12-29-93 08-19-05
56	Travel Approvals	10-2-91	09-10-98 08-05-05
57	Policy for Handling Lost Property Found in Court Facilities	02-08-92	
58	Hazardous Chemical Communication Program	04-20-92	11-30-13
59	Americans With Disabilities Act Policies	09-22-92	08-05-05 02-24-10

Bulletin	Subject	Originally Dated	Amended Dates
60	Emergency Closure Protocol	12-29-92	11-15-96
61	Policy on Access to Computer-Based Case Information	11-01-94	10-15-06 (Rescinded)
62	Policy on Personal Use of Court System Computers, Use of Privately-Owned Computer Equipment and Modification of Court System Computer Programs	11-01-94	08-13-97 08-27-97 (AB 62.1)
62.1	Policy on Internet and E-mail Usage	08-27-97	12-18-02
63	Personalizing the Workplace	12-19-94	
64	Training and Development Policy for Court Employees	08-01-95	07-15-98 10-10-03 12-08-04 09-13-07 02-19-09
65	Adjusted Federal Poverty Guidelines Amount For Each Court Location	05-15-99	04-01-00 04-01-02 04-01-03 04-01-05 04-01-06 03-31-07 01-25-08 03-09-09 01-25-11 02-06-12 08-19-13 06-10-14 02-06-15 02-22-16
66	Jury Fees	06-06-02	07-23-03 06-09-06 08-04-06
66.1	Lodging and Meals for Jurors	04-01-16	
66.2	Jury Service – Clerks’ Authority to Defer and Excuse Jurors	11-29-16	

Bulletin	Subject	Originally Dated	Amended Dates
67	Employee Advisor Position	08-22-02	05-05-04 08-22-14
68	Calculation of Interest on Judgments and Allocation of Payments to Costs, Interest, and Principal	09-20-02	11-25-03
69	Adoption of 2004 Classified and Partially Exempt Personnel Rules	06-24-03	10-01-03 03-05-04 07-28-05 02-08-13 12-01-15
70	Bailiff Jury Assignments	04-28-03	
71	Security System Screening in Court Facilities with Metal Detector Systems	01-07-04	
72	Office Closures for Staff Meetings	03-24-04	01-05-06 12-12-08
73	Dogs and the Workplace	02-04-05	
74	General Refund Policy	06-10-05	11-12-10
75	Delegation of Authority	09-18-05	
76	Art Works in Public Buildings Guidelines	12-13-05	
77	Waiver of Administrative Rule 15(k) Concerning Juror Term of Service in Kotzebue Trial Courts	07-27-09	
78	Cell Phone Policy - Allowance for Employee-Owned Electronic Communications Device	11-01-10	10-02-13
79	Costs of Telephonic Hearings	10-15-10	08-11-14 07-22-16

Bulletin	Subject	Originally Dated	Amended Dates
80	Arrest Warrants and Bench Warrants	11-15-10	01-25-11 03-01-15 12-01-16
81	Documents Filed as Attachments to Email - Procedures for Court Staff	11-15-11	
82	Interpreter Fees	07-01-13	04-23-14 08-18-16
83	Minor Offense Citation – Required Contents	04-15-13	06-24-14
84	Policy on Accommodation of Attorneys Who are Breastfeeding	02-14-13	
85	Prohibited Items List	02-24-15	
86	Search Warrant Records	12-15-14	03-15-15
87	Bank Sweeps by Government Entities	04-15-15	
88	Minor Offense Citations Filed with the Court Electronically	06-19-15	11-01-16
89	Standards for Electronic Distribution by the Court	01-01-16	