

IN THE TRIAL COURTS FOR THE STATE OF ALASKA

In the Matter of:

The Filing of Audio and Video Exhibits
Attachments to Motions

1. Scope and Introduction.

This order governs the submission of audio and video files to the court as exhibits attached to motions and related briefing.¹ Until filers can submit audio or video files using TrueFiling, all audio and video attachments to any motion, opposition, or reply must be submitted to the court electronically through Alaska ZendTo (ZendTo) unless an exclusion applies.

This order applies to all parties, in all courts, and in all cases. This order does not apply to trial or evidentiary hearing exhibits. Unless an exclusion applies, audio and video motion exhibits submitted through a method or format other than ZendTo will be rejected.² This order may be revised following updated technology or input from court users.

Exhibits to motions, oppositions, or replies that exist in document format, including photographs, must be submitted through TrueFiling as outlined in Administrative Bulletin 92. As required by the Bulletin, motions, oppositions, or replies, along with their supporting documentation, such as exhibits or affidavits, must be filed as a single document. Exhibits that cannot be TrueFiled, such as audio or video files, must be filed using ZendTo.

2. Using ZendTo.

ZendTo is a web-based file transfer site used by the State of Alaska. There is no cost to use ZendTo. Any internet user can use ZendTo to submit uploaded files to an Alaska Court System email address.³

ZendTo requires users to identify the receiving party's email address. Users must use the correct email address for the specific court location handling a matter. Digital evidence submitted to the wrong court location will be rejected. The correct email address for each court location can be found at: <https://courts.alaska.gov/courtdir/efiling.htm#3an>.

¹ This order addresses how a user can submit audio and electronic exhibits to the court; it does not address or specify how service of audio or video exhibits should be made by a filer on other parties.

² Examples of formats that will not be accepted include compact discs, email and email attachments, thumb drives, or transfers from a cloud storage/file sharing website other than ZendTo.

³ *Inside* users of the Alaska ZendTo system are users who have a State of Alaska email address, all other users are *outside* users. An *inside* user can send uploaded files to *inside* or *outside* users. An *outside* user can only send uploaded files to an *inside* user; if uploaded material needs to be sent by an *outside* user to another *outside* user, a different method of transmission must be used.

Upon uploading exhibits to ZendTo, filers must simultaneously give notice that the exhibit is available for downloading using Form TF-199.

Information about using ZendTo can be found at the following web address:

<https://drop.state.ak.us/drop/about.php>

Users can submit audio and video attachments at the ZendTo website available here:

<https://drop.state.ak.us/drop/>

3. Timing of Evidence Submission.

When filing a motion, opposition, or reply with an audio or video file exhibit, the filer must include with their briefing Form TF-199. Form TF-199 must be TrueFiled as a separate document, but in the same bundle, as the motion, opposition, or reply. Form TF-199 notifies court staff processing the filing that audio or video motion attachments have been submitted to the court through ZendTo and should be made part of the electronic case file.

Audio and/or video exhibits must be uploaded at the same time the corresponding motion, opposition, or reply is filed in TrueFiling. (In fact, Form TF-199 requires filers to certify that the exhibits have already been uploaded to ZendTo.) Filings will not be considered complete, and may be rejected, if the audio and video evidence identified in Form TF-199 are not timely uploaded to ZendTo, or if the motion, opposition, or reply references audio or video exhibits and no TF-199 was submitted.

4. File Naming and Identification.

When using ZendTo, the subject field of your ZendTo submission must be: Case Number – Party Designation – Last Name of Filing Party or Agency – Name of Filing

Example: 3KN-21-00012CI – Plaintiff Walters Motion to Dismiss

Each audio or video exhibit that is uploaded must be named using the following naming convention:

Case Number – Party Designation – Last Name of Filing Party or Agency – Name of Filing
– Exhibit Name

Example: 3KN-21-00012CR Defendant PDA Opp to Motion to Dismiss - Exh A

Exhibit names or designations must comply with Administrative Bulletin 9:⁴

Single Parties:

| | |
|-----------------------|-----------------------|
| Plaintiff/Prosecution | Exhibits start with 1 |
| Defendant Tom Johnson | Exhibits start with A |

Multiple Parties:

| | |
|---------------------|-------------------------|
| Plaintiff Tom Jones | Exhibits start with J-1 |
|---------------------|-------------------------|

⁴ <https://courts.alaska.gov/adbulls/docs/ab09.pdf>

| | |
|------------------------|--------------------------|
| Plaintiff John Miller | Exhibits start with M-1 |
| Defendant Sam Smith | Exhibits start with S-A |
| Defendant James Orange | Exhibits start with JO-A |
| Defendant Mary Orange | Exhibits start with MO-A |

Court staff may re-name any files that do not comply with this rule or may reject exhibits or filings that do not comply with this rule.

Upon receipt, court case managers will save files using the following naming convention:

Case Number – Party Designation – Last Name of Filing Party or Agency – Motion Number – Exhibit Name – Date of Filing

Example: 3KN-21-00012CI Plaintiff Walters Motion 9 Exh A 06.16.2025

5. Redaction.

Audio and video files must be edited before submission to the court. This means that parties must submit files containing only the relevant, material portions that the proponent is asking the court to consider. Court staff will not edit or redact audio or video files and will reject files that require redaction.

6. Confidential or sealed audio or video motion exhibits.

Confidential or sealed materials must be identified as such on form TF-199, and the document's file name must include the word "confidential" or "sealed," depending on which applies. (Example: 3KN-21-00012CI Plaintiff Walters Motion 9 Exhibit A 06.16.2025 – Confidential).

Unless required to be filed confidentially by Criminal Rule 16(d)(7), a party must first obtain leave from the court to file the exhibit as a confidential or sealed document using the process in Administrative Rule 37.6. (NOTE: Excerpts of grand jury transcripts attached to a motion or pleading are **not** confidential and may be attached to a motion or other briefing and filed through TrueFiling, as long as victim and witness information is protected as provided in AS 12.61.100 – 150. *See* Criminal Rule 6(o)(4)).

7. Exclusions.

The provisions of this order do not apply to:

- a.) Any material defined as "child pornography" under 18 USC 2256, that depicts conduct described in as 11.41.455(a), or that depicts images described in AS 11.61.116;
- b.) Proceedings governed by the Minor Offense Rules of Procedure;
- c.) Self-represented litigants who are exempt from eFiling based on the exemptions identified in Administrative Bulletin 92:
 - i. The filer is in a jail or correctional facility;
 - ii. The filer has a disability under the Americans with Disabilities Act (ADA);

- iii. The filer does not have safe access to a computer, internet, or email;
- iv. The filer cannot get the help they need to eFile their documents;
- v. The filer has a language barrier or limited English proficiency.

Dated March 25, 2026.

/s/ Amy Mead
Amy Mead
Presiding Judge First Judicial District

/s/ Paul Roetman
Paul A. Roetman
Presiding Judge Second Judicial District

/s/ Thomas Matthews
Thomas Matthews
Presiding Judge Third Judicial District

/s/Brent Bennett
Brent Bennett
Presiding Judge Fourth Judicial District

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