

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 80
(Revised May 3, 2024)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Central Services
Clerk of the Appellate Courts	Judicial Services
Area Court Administrators	APD Warrants
Rural Court Administrators	
All Magistrate Judges	
All Clerks of Court	
Law Libraries at Anchorage, Fairbanks & Juneau	

SUBJECT: Arrest Warrants and Bench Warrants

This bulletin is adopted pursuant to Administrative Rule 1(b)¹ to standardize procedures for issuing, recalling, and returning warrants. In many courts, the practice has been to require warrants to be issued by the court where the case was originally filed. When a case originates in another court, this practice results in extra clerical work and may delay delivery of warrants to law enforcement agencies. Fortunately, because all courts now use the CourtView case management system and OnBase document management system for criminal cases, it is possible to adopt more efficient procedures for issuing warrants, while still maintaining the control and accountability that is important to clerks of court.

The procedures described in this bulletin reflect the general policy that a warrant should be issued by the court that ordered it and distributed to the law enforcement agency serving that court. This applies to warrants ordered in local cases and in cases from other courts.

These procedures apply to all warrants issued by the trial courts.

¹ Administrative Rule 1(b) authorizes the administrative director to “establish the administrative methods and systems to be employed in the offices of the clerks and other offices of the courts.”

1. **Issuance of Warrants and Delivery to Law Enforcement.**

a. State and Municipal Cases

When a judicial officer orders a warrant to be issued in a State or municipal case, a clerk in the issuing court must deliver the signed warrant to:

- i. For state cases, the Alaska State Troopers (AST) and the local police;²
- ii. For municipal cases, the municipal police agency.

b. Municipal Case from Another Court

When a judicial officer orders a warrant to be issued in a municipal case from another court:

- i. A clerk in the ordering court must route the log notes to the other court (the issuing court).
- ii. A clerk in the issuing court must then prepare and deliver the signed warrant to the municipal police agency.

2. **Warrant Form**

- a. Contents. A warrant must clearly (1) list the name of the judicial officer who ordered the warrant, (2) identify the court that issued the warrant, and (3) identify by name and location the law enforcement agency to which the signed warrant was delivered.
- b. Multiple Cases. Each warrant should list only one case number. When warrants are ordered for the same individual involving multiple cases, a separate signed warrant must be prepared for each case. The warrant must indicate if the bail is concurrent with other cases and list those case numbers.

² Contact your local AST detachment if uncertain whether to distribute signed warrants to local police or AST.

3. **Warrant Tracking**

All warrants must be tracked in CourtView. A clerk in the issuing court must enter the following information: (1) the date the warrant was issued, (2) the name (including location) of the agency to which the signed warrant was delivered, and (3) the date the warrant was served, quashed, or recalled.

4. **Quashing and Recalling Warrants**

- a. A warrant may be quashed by any court.
- b. When a judicial officer (or clerk under authority of Criminal Rule 43.1) orders a warrant to be quashed, a clerk at that court must:
 - (1) Phone the law enforcement agency holding the original warrant.
 - (2) Prepare the recall notice and cancel the alert in CourtView. The recall notice must clearly identify the law enforcement agency to which the recall notice was delivered.
 - (3) Distribute the recall notice to law enforcement.

Dated: May 3, 2024

/s/
Stacey Marz
Administrative Director