

THE COURT OF APPEALS OF THE STATE OF ALASKA

STANDING ORDER NO. 11

Requiring Court of Appeals Litigants who File Pleadings by a Method Other Than Physically Delivering Them to the Anchorage Courthouse to Promptly Notify the Appellate Court Clerk's Office

1. Pleadings in the appellate courts may be filed by physically delivering them to the office of the Clerk of the Appellate Courts in Anchorage or by placing them in one of the designated appellate court receptacles in the Anchorage state courthouses.

2. In addition, under Appellate Rule 502(d), pleadings may be filed (1) by physically delivering them to the satellite office of the Clerk of the Appellate Courts in Fairbanks or in Juneau, or (2) by mailing them to the Anchorage office (Clerk of the Appellate Courts, 303 K Street, Anchorage, Alaska 99501).

3. If a litigant in the Court of Appeals files a pleading using one of these two latter methods (*i.e.*, by physical delivery to an office outside of Anchorage, or by mail), the litigant must promptly notify the Anchorage appellate court clerk's office that the pleading was filed.

4. This notification of filing must identify the case and the pleading that was filed, and the notification must be accomplished by e-mail, fax, telephone, or some other method of immediate communication. The notification must reach the clerk's office no later than the next business day after the pleading itself was delivered to the satellite office or was mailed.

DATED: September 2, 2005

EFFECTIVE DATE: October 1, 2005

/s/
Robert G. Coats, Chief Judge

/s/
David Mannheimer, Judge

/s/
David Stewart, Judge