

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 7  
(Revised Effective April 15, 2021)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

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

SUBJECT: Case Numbering

The attached policy on case numbering will become effective in all courts on the date stated below. The policy is being issued under the authority granted to the administrative director by Administrative Rules 1(b) and 41.

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## CASE NUMBERING

All CourtView courts must use the case numbering format described below.

Administrative Rule 41 lists the court location codes which begin each case number. These codes are the only court location codes that may be used. A new court location code can only be created by amending this rule.

### I. CASE NUMBER FORMAT

All cases must be numbered in a separate numbering sequence for each case type and non-case type (listed in A & B below). The following format must be used for all case numbers:

Part 1: each court's 3-digit location code

-DASH-

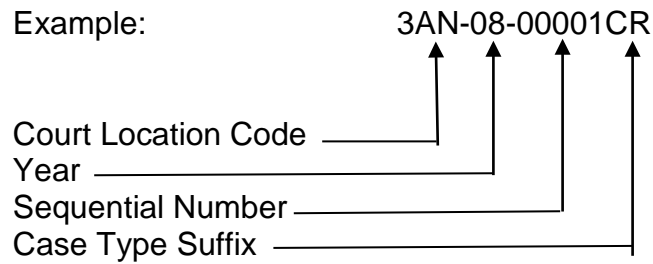
Part 2: two digits indicating the current year

-DASH-

Part 3: the next available number in the case type sequence  
(each year the first case filed is given the number "1")

Part 4: a 2-letter suffix indicating the type of case.

Example:



#### A. Case Type Suffixes

<u>Case Type</u>	<u>Suffix</u>
Criminal Cases	CR
CINA Cases	CN
Civil Cases	CI
Delinquency Cases	DL
Probate Cases	PR
Minor Offense Cases	MO
Municipal Parking <sup>1</sup>	MP
Small Claims Cases	SC
Alcohol Underage	AU

<sup>1</sup> The case type "Municipal Parking" is currently used only for Municipality of Anchorage civil parking citations.

B. Non-Case Type Suffixes<sup>2</sup>

In addition, there are documents filed with the court that are not considered a case but are assigned a case number and entered in CourtView in order to track them. The non-case type suffixes are:

<u>Non-Case Type</u>	<u>Suffix</u>
CINA/Delinquency Non-Case Filing	RC
Contempt of Court Non-Case Related	CI
General Criminal Non-Case Filing	GC
General Non-Case Filing	OS
Marriage	ML
Probate Non-Case Filing	DN
Search Warrants	SW
Tribal Court Order Registration	TO
Trust Registration	TR
Will Registration	WI

The CourtView instructions on “non-case” case types list the types of documents that must be assigned a case number with each of these suffixes.

II. CASE NUMBERING POLICIES

A. CRIMINAL CASES

1. All criminal cases, including state, city, borough and municipality cases, must be numbered in one number sequence. The suffix "CR" must be written at the end of each criminal case number.
2. A felony case must be assigned a case number at the district or superior court in which it is initially filed. The case number does not change when the case is transferred to superior court jurisdiction.

For example: A felony case initiated in Seward is assigned a Seward criminal case number. When the case is indicted in the Kenai Superior Court, the case retains the Seward criminal case number. The case type changes from District Court Felony (3SW) to Superior Court Felony (3SW).

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<sup>2</sup> The following non-case suffixes are no longer used: (1) The non-case type of “Out-of-Town Bail” (suffix “OS”) was used in CourtView from 8/5/02 to 7/18/05. After that date, this case type was no longer used because the centralization of CourtView accounting made it unnecessary. (2) The non-case type of “Death Certificates” (suffix “DC”) was used in CourtView from 8/5/02 to 12/31/05. After that date, death certificates were no longer recorded in the courts. By agreement with the Bureau of Vital Statistics, death certificates, birth certificates and marriage licenses have been recorded directly with the Bureau of Vital Statistics since January 1, 2006.

3. All cases presented to the grand jury that were not initially filed in the district court must be assigned a case number, whether or not a true bill is returned. See the CourtView criminal instructions “Grand Jury Blind Case Numbering” for the procedures that must be followed in these cases.
4. The case number for a criminal case does not change if the case is transferred to another court for post-judgment proceedings.
5. Multiple Defendants
  - a. Each defendant joined in a charging document under Criminal Rule 8(b) must be assigned a separate case number for administrative purposes. The prosecuting attorney must provide the court with two legible copies of the charging document for each defendant. The original charging document must be filed in the case file of the first defendant named in the charging document.
  - b. If the charging document includes more than one count and more than one defendant, the heading of the charging document must indicate which counts apply to which defendants. Space must also be provided in the heading to assign separate case numbers to each defendant. (“Heading” means the top portion of the form containing the title of the court, the case caption and case number.)
  - c. A separate court case file must be set up for each defendant. The file for each defendant must contain only the pleadings, motions and other documents pertaining to that defendant.
  - d. The case caption of each pleading, motion and other document filed in a case must list only the names and case numbers of the defendants to which that document applies. Counsel must provide the court with file copies for each defendant listed in the document (pleading, motion, etc.). Attorneys must continue to serve copies of all pleadings, motions, etc., on all parties joined in the charging document as required by the rules of court.
6. A charge of AS 04.16.050(a) – Minor Consuming/Possessing/Controlling Alcohol committed on or after October 4, 2016, must be charged and filed with the court as a separate “*Not Published MO - Minor Consuming*” case type and may not be combined or joined with any other minor offense or criminal charge in one action at the time of filing. See Section II.D.

## B. CIVIL CASES

There are two case numbering sequences for civil cases:

### 1. Small Claims Cases

All small claims cases must be numbered in a separate small claims number sequence.

### 2. Civil Cases

a. All civil cases, except small claims, must be numbered in one civil number sequence. Civil cases include district and superior court civil cases, domestic violence, stalking and sexual assault protective proceedings, dissolution and divorce cases, appeals and petitions for review to the superior court from administrative agencies and the district court (including criminal and minor offense appeals), and inquests, presumptive deaths and other coroner cases as explained in Section C.

#### b. Real Property Tax Foreclosure Cases

An answer filed in a real property tax foreclosure case will be assigned a new case number and handled as a separate action. Multiple answers filed involving the same property must be filed within the same case. No filing fee is required. The clerk will place a copy of the underlying complaint or petition in the subsequent related case. (Effective July 1, 2014.)

## C. CORONER CASES

Before September 1996, coroner's case files were maintained using the coroner's case numbers, which consisted of a 3-digit location code + two digits indicating the year + a coroner's case number (beginning with "1" each year) + "CO". For example: 3KO-96-123CO. This case numbering system was used for all types of coroner's cases (including presumptive death cases).

In September 1996, the position of coroner was abolished by statute, and many of the duties formerly performed by judicial officers as coroners were transferred to the Office of the State Medical Examiner. The remaining judicial duties, which include inquests, presumptive death hearings, unclaimed body orders, and other miscellaneous requests (autopsy challenges, disinterments, etc.) should now be filed and numbered as civil cases.

D. MINOR OFFENSE CASES<sup>3</sup>

1. This section applies to all "minor offenses" as that term is defined in Minor Offense Rule 2, except for underage consuming offenses as explained in Section N. All minor offense cases must be numbered in a separate minor offense number sequence.
2. Each minor offense citation must be assigned a separate case number.<sup>4</sup> Each citation may name only one defendant and only one offense. Minor Offense Rule 3(a),
3. Multiple charges and defendants may be joined in an information or complaint. Each defendant joined in an information or complaint must be assigned a separate case number. Minor Offense Rule 4(b).
4. If a minor offense is joined with related criminal offenses, the minor offense will be assigned the same criminal case number as the related criminal offenses. Minor Offense Rule 17.
5. A charge of one of the following offenses committed on or after October 4, 2016, must be charged and filed with the court as a separate case type of: *Not Published Minor Consuming – Minor Offense* and must be numbered as provided in D.1 above:
  - AS 04.16.049 Unauthorized Persons Under 21 on Alcohol Premises, or
  - AS 04.16.050(a) Minor Consuming/Possessing/Controlling Alcohol, or
  - a similar municipal offense.

*Note: The above charges may not be combined or joined with any other minor offense or criminal charge in one action at the time of filing. Minor Offense Rules 4(h) and 17(h).*

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<sup>3</sup> Prior to CourtView, the case number for a minor offense was the citation number. CourtView assigns a court case number in the format described in Section I. However, the citation number is still entered in the computer, and the case may be accessed by the citation number.

<sup>4</sup> In order to facilitate data exchanges involving citations, the electronic citation, records, and case management systems only support one citation number for each case. Additionally, the Dept. of Public Safety citation form is designed only for one defendant and one offense.

E. CHILD IN NEED OF AID (CINA) CASES<sup>5</sup>

The court must assign a separate case number to each child listed in a CINA petition.

CINA and delinquency cases have separate case numbering series and separate case number suffixes. If a second petition is filed concerning a child, it gets a new case number. This procedure went into effect on August 5, 2003 in CourtView courts. This new procedure replaced the previous practice of assigning one CP case number to each child for all CINA and delinquency matters for the child's entire minority.

1. All CINA cases must be numbered in a separate CINA numbering sequence.
2. The CourtView instructions on CINA cases list the types of petitions and documents that initiate a new CINA case as well as the petitions and documents that do not initiate a new case but are merely filed in existing CINA case files.

F. DELINQUENCY CASES<sup>6</sup>

1. All delinquency cases must be numbered in a separate delinquency numbering sequence.
2. The CourtView instructions on delinquency cases list the types of petitions and documents that initiate a new delinquency case as well as the petitions and documents that do not initiate a new case but are merely filed in existing delinquency case files.
3. The case number for a delinquency case does not change if the case is transferred to another court for post-disposition proceedings.

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<sup>5</sup> Prior to CourtView, CINA and delinquency cases were assigned a case number from the same numbering series using the suffix CP (Children's Proceedings). Each child was assigned one case number for all CINA and delinquency matters for the child's entire minority. At the time of conversion to CourtView, CP cases were converted under their CP case numbers. Once all petitions are disposed of in a CP case, any new petition filed for that child must be assigned a new case number using either the CINA or delinquency number series set out in this bulletin.

<sup>6</sup> See the previous footnote.



## G. PROBATE CASES

The CourtView instructions on probate cases list the types of documents for which a new probate case must be initiated. All probate cases must be numbered in a separate probate numbering sequence. Probate cases include:

<ul style="list-style-type: none"><li>• Adoptions</li><li>• Commitment Proceedings (Alcohol &amp; Sanity)</li><li>• Emancipation</li><li>• Estates</li><li>• Judicial Bypass (Probate Rule 20)</li></ul>	<ul style="list-style-type: none"><li>• Medical Emergencies (Probate Rule 18)</li><li>• Minor Settlements</li><li>• Protective Proceedings (Guardianship, Conservatorship, Financial Abuse, etc.)</li><li>• Approval of Marriage Of Minor</li><li>• Temporary Property Custodian Appointments</li><li>• Trust or Will Actions</li></ul>
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## H. TEMPORARY TRANSFERS OF CASE FILES

If a case file is temporarily transferred from one court location to another but venue in the case is not changed, the receiving court must not assign its own case number to the case. Instead, the case must keep the case number assigned by the original court. The case file must be returned to the original court after the actions for which the file was transferred are completed.

Note: If a criminal case or delinquency case is transferred to another court for a post-judgment (or post-disposition) proceeding, this action is treated as a temporary transfer, not a change of venue. The case keeps the case number assigned by the original court.

## I. CHANGES OF VENUE

If the venue of a case is changed, the court to which the case is being sent must assign a new case number to the case and must notify the original court and all parties in the case of the new case number. Form TF-910, Notice of Change of Case Number, is available for this purpose. When the venue is changed, the case file must remain at the new court and must not be returned to the original court after the case is closed.

Note: Felony cases transferred from a district court to a superior court location retain the original district court case number. This is not treated as a change of venue.

J. SEARCH WARRANTS

Search warrants must be numbered consecutively in a separate search warrant number sequence.

Search warrant records must be stored in a Search Warrant Envelope (CR-707), separate from the case files. When a search warrant becomes a public document under Criminal Rule 37(e)(1) or (2), the search warrant records must remain in the search warrant envelope. They are not to be moved to the corresponding criminal case files. See Administrative Bulletin 86.

K. APPEALS AND PETITIONS FOR REVIEW

Appeals and petitions for review from district court cases and from administrative agencies must be assigned civil case numbers.<sup>7</sup>

L. GRAND JURY REPORTS

Grand jury reports issued under Criminal Rule 6.1 must be given a General Criminal Non-Case Filing number (using the suffix GC).

Each court must maintain a grand jury report file (or files). Grand jury reports must remain in the grand jury report file even if an indictment is issued related to the report.

M. RETURN OF SEIZED PROPERTY (AS 12.36.070)

If a request for return of seized property under AS 12.36.070 is filed and there is an underlying criminal or search warrant case, the request must be given the case number of the underlying case.

If a request for return of seized property under AS 12.36.070 is filed and there is no underlying criminal or search warrant case, the request must be given a General Criminal Non-Case type case number (using the suffix GC).

Note: Requests for return of seized property under AS 12.36.070 must be filed by a law enforcement agency. Form CR-715 Request for Hearing for Return of Property may be used.

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<sup>7</sup> Appeals from administrative agencies have always been assigned a civil case number. The policy for assigning civil case numbers to appeals from the district court and to petitions for review went into effect January 1, 2001.

N. Underage Consuming Cases

1. This section applies to the following offenses.<sup>8</sup> These cases must be numbered in a separate underage consuming case number sequence. Criminal rules rather than minor offense procedures apply to these offenses. Criminal offenses may not be filed in an underage consuming case. Minor Offense Rule 18.

AS 28.35.280 Minor Operating Vehicle after Consuming	These three offenses must be assigned underage alcohol case numbers, even though they are classified as infractions in the statutes. Criminal procedures rather than minor offense procedures apply to these offenses because the mandatory community work service penalty triggers the rights to court-appointed counsel and a jury trial. See <i>State v. Auliye</i> , 57 P.3d 711, 715-16 (Alaska App. 2002) and <i>Booth v. State</i> , 903 P.2d 1079, 1087-88 (Alaska App. 1995.)
AS 28.35.285 Minor Refusing To Submit to Chemical Test	
AS 28.35.290 Minor Operating Vehicle Within 24 Hours of Being Cited for Offenses Under AS 28.35.280 or 285.	
Any municipal offense similar to the above involving alcohol or marijuana that is not classified as a misdemeanor and with potential penalties that do not include incarceration but otherwise entitle the defendant to a jury trial and to counsel at public expense.	

2. If an underage consuming offense is joined with related criminal offenses, the underage consuming offense will be assigned the same criminal case number as the related criminal offenses.
3. Effective January 1, 2015, the **case number suffix** for existing cases charging only these offenses (not joined with other criminal charges) was converted from “CR” to “AU”. The rest of the case number did not change. For example, 3AN-11-02171CR was converted to 3AN-11-02171AU.

<sup>8</sup> If committed prior to October 4, 2016, the following offenses must be must be numbered in a separate underage consuming case number sequence as provided in the January 15, 2016, version of this bulletin: AS 04.16.050(b) Minor Consuming/Possessing and AS 04.16.050(c) Repeat Minor Consuming/Possessing.

III. Change of Case Type When Case Removed from Public Index Under Administrative Rule 40(a) or AS 22.35.030

Effective August 1, 2014, Administrative Rule 40(a) was amended to require that certain dismissed cases be removed from the public index. Effective October 1, 2016, AS 22.35.030 requires criminal cases (including alcohol underage) that end in acquittal or dismissal of all charges to be removed from public access 60 days after closure of the case. Effective April 15, 2021, Administrative Rule 40(a) was further amended to add two more case types to be removed from the public index: (1) certain criminal cases in which the conviction was set aside after the defendant successfully completed a suspended imposition of sentence; and (2) certain underage alcohol cases.

To remove these cases from the public index, the CourtView case type for these cases will be changed as shown in the chart below, except as otherwise provided in Section IV. The case number does not change. These six “Not Published” case types do not appear on the CourtView public access website.

Cases filed prior to August 1, 2014, that met the requirements of Administrative Rule 40(a) have been converted to the new case type. Cases closed prior to October 1, 2016, that met the requirements of AS 22.35.030 have also been converted to the new case type. Cases filed prior to April 15, 2021, that met the requirements of Administrative Rule 40(a)(13) and (14) have been converted to the new case type.

Old Case Type	New Case Type
Alcohol Underage/Underage Consuming	Not Published – Underage Consuming
Criminal District Court Misdemeanor	Not Published – Crim Dist Crt Misdo
Criminal District Court Felony	Not Published – Crim Dist Crt
Criminal Superior Court	Not Published – Crim Sup Crt Felony
Civil Protective Orders Domestic Violence Stalking or Other Protective Order Dom Viol Pre Conversion	Not Published – Civil
Minor Offense	Not Published – Minor Offense (AdmR 40)

IV. Confidential Criminal, Underage Consuming, Minor Offense, and Minor Consuming Case Types

The case type for cases closed for one of the following reasons will be changed as shown in the chart below. The case number does not change. Cases closed prior to October 4, 2016, that met this requirement have also been converted to the new case type.

- (1) identity error (Administrative Rule 40(a)(5), or
- (2) the named defendant was a minor wrongly charged in adult court with an offense within the jurisdiction for delinquency proceedings under AS 47.12.020 (Administrative Rule 40(a)(6),

Old Case Type	New Case Type
Alcohol Underage	Confidential – Underage Consuming
Criminal District Court Misdemeanor	Confidential – Crim Dist Crt Misdo
Criminal District Court Felony	Confidential – Crim Dist Crt Felony
Criminal Superior Court	Confidential – Crim Sup Crt Felony
Minor Offense	Confidential Minor Offense

Date: April 19, 2021  
NUNC PRO TUNC: April 15, 2021

/s/  
Stacey Marz  
Administrative Director

The following is a history of the case numbering bulletins prior to implementation of CourtView: Originally issued as Bulletin No. 81-4, effective January 1, 1982; reissued as Bulletin No. 7 on April 6, 1987; amended May 1, 1989, effective May 1, 1989; amended January 1, 1995; amended December 29, 1998; effective July 1, 2008 Bulletin 7 (non-CourtView courts) and 7.1 (CourtView courts) were issued; effective September 27, 2010, Bulletin 7 was rescinded and Bulletin 7.1 was revised and renumbered as Bulletin 7; amended effective April 1, 2013; amended effective July 1, 2014; amended effective January 1, 2015; amended effective January 15, 2016; amended effective October 4, 2016; amended effective November 15, 2018; revised effective April 15, 2021.

Prior administrative bulletins on case numbering are:

- No. 77-2, effective January 1, 1978
- No. 78-4, effective January 1, 1979

This bulletin was changed by revising Section D on Minor Offenses to clarify that

- each citation must be assigned a separate case number,
- multiple charges and defendants may be joined in an information or complaint,
- each defendant joined in an information or complaint must be assigned a separate case number, and
- paragraph (5) was revised to include “similar municipal offense” to offenses that must be charged and filed with the court as a separate case type and may not be combined or joined with any other minor offense criminal charge.