

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 92  
(Revised March 31, 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 & Juneau	

SUBJECT: Provisional Rules for eFiling through TrueFiling

The Court System is implementing TrueFiling, a new system for filing and serving documents electronically. A list of case types and court locations where TrueFiling is currently available is listed on the court system's eFiling website.

The Supreme Court has authorized the Administrative Director to adopt provisional rules and procedures to support eFiling. See Supreme Court Order 1943. These provisional rules are expected to change often as the court system gains more experience with eFiling. To suggest changes or additions to the provisional rules, please contact the Court Rules Attorney at [sssteinberg@akcourts.gov](mailto:sssteinberg@akcourts.gov).

These rules apply to all case types and courts using TrueFiling and supplement the Alaska Rules of Court governing each case type. These rules should be construed to ensure conformity with the Alaska Rules of Court; when provisions of these rules conflict with other court rules, these rules govern cases filed in TrueFiling.

To assist TrueFiling users, additional resources are posted on the [eFiling Project](#) page on the court system's website.

## 1. **Applicable Cases.**

- a. Attorneys and agency filers, including law enforcement, must file all case documents in eFiling courts in [applicable case types](#), for cases filed after the implementation of TrueFiling in that court location. After the implementation of TrueFiling in a court location, attorneys and agency filers may file paper documents with the court only when they report to the affected court that an internet, TrueFiling, or other equipment malfunction exists, or when, for some other reported reason, electronic filing is not possible or practicable and paper filing is necessary in the interest of justice.
- b. Self-represented litigants may file documents through TrueFiling, but are not required to do so.

2. **Registration.** TrueFiling users must first register for an account. Registered users consent to electronic service of all filings by or to the court, and must maintain in TrueFiling a valid email address for service.

3. **System Availability.** TrueFiling is designed to provide service 24 hours a day. If the internet is not available or a filer's computer malfunctions, the filer may submit a paper filing, i.e., a conventional filing, in any manner allowed by court rule.

4. **eFiling Deadline.** Filing a document through TrueFiling does not alter any filing deadlines set by court rule or order. A document submitted in TrueFiling before 11:59 p.m. Alaska Time is deemed filed that day. Because uploaded documents undergo a conversion from their original format, and conversions are not guaranteed to be 100 percent accurate, it is the filer's responsibility to review the returned copy of a filed document to ensure completeness and accuracy. If there is an issue, filers should contact the court immediately. Filers are encouraged to file all documents during regular court hours (8:00 a.m. – 4:30 p.m. Monday through Thursday; 8 a.m. – 12:00 noon Friday) when court system assistance is available. Technical support from ImageSoft, the TrueFiling vendor, is available Monday through Friday from 4:00 a.m. to 5:00 p.m. Alaska Time at:

Phone: (855) 959-8868  
Email: [support@truefiling.com](mailto:support@truefiling.com)

5. **General Format of Documents Filed Electronically.** Electronically filed documents must meet the requirements of the Alaska Rules of Court, as if they had been submitted on paper, unless otherwise indicated in this bulletin.
6. **Document Name.** In the “Filing Name” field, filers must enter the exact name of the document as printed on the document.
7. **Signature.** A document submitted through TrueFiling may be signed electronically as provided in (a) below, or by a conventional signature as provided under Civil Rule 76(e).
  - a. **Electronic Signature.** Affixing a person’s electronic signature to a document in the form shown below is the legally binding equivalent of signing the document by hand. A signature on an electronically filed document may be entered as “s/ printed name” on the signature line. If the person is an attorney, the person’s Alaska Bar Association membership number must be entered following the person’s name. The person’s title must be entered following the person’s name.

Attorney Example:

s/ John Smith - Bar Number 12345678  
Attorney at Law

Non-Attorney Example – Self-Represented Party:

s/ John Doe  
Self-Represented Party

Non-Attorney Example – Non-Party Participant:

s/ John Participant  
Probation Officer

Non-Attorney Example – Law Enforcement Officer:

s/ John Officer – ID# 1234567  
(Title and Agency)

b. **Charging Officer's Electronic Signature.** A charging officer's electronic or digital signature on an electronically produced criminal or minor offense citation is the legally binding equivalent of the officer's handwritten signature.

**8. Commencement of Civil Action.** A party initiating a civil action through the filing of a complaint in TrueFiling is not required to submit the case description form required by Rule 3(a) of the Alaska Rules of Civil Procedure.

**9. Charging Documents.** If all other requirements are satisfied, a warrant or summons may be issued based on the charging document signed by a law enforcement officer or prosecutor under penalty of perjury that the charging document is true. A separate affidavit is not required.

**10. Motions, Oppositions, and Replies.**

a. **Filing.** Parties have two options for filing motions, oppositions, and replies:

i. **Single Document:** A party may submit a single document which includes: definitely

1. A brief statement of the requested relief;

2. A brief discussion of applicable points and authorities; and

3. Supporting documentary evidence in the form of attachments or exhibits.

This document should be titled simply "Motion for . . .", "Opposition to . . .", or "Reply to . . ." and need not refer to the components of the motion, opposition, or reply. For example, the motion should NOT be titled, "Motion for Summary Judgment, Memorandum in Support, and Supporting Affidavits"

ii. **Multiple Documents:** A party who elects to prepare the motion, opposition, or reply, memorandum of points and authorities, and supporting evidence as separate documents must merge these documents into a single file and submit them as a single filing. This filing should have the same title as the motion, opposition, or reply. The other documents should not be listed in the title.

- b. Proposed Order. The proposed order must be submitted as a separate document in the same bundle as the motion, opposition, or reply. (A bundle is a collection of filings submitted at the same time.)
- c. Supporting Evidence Unsuitable for Electronic Filing.
  - i. Recordings and Other Nondocumentary Evidence must be filed at the court or by mail and must be submitted in an envelope, if possible, marked with the case name, case number, the name of the underlying motion, opposition, or reply, and the attachment or exhibit number(s) associated with the evidence. “Nondocumentary Evidence” is evidence that is not in the form of a document, such as videos, audio recordings, large photographs, maps, or other objects.
  - ii. Confidential and Sensitive Information. Graphic photographs and other sensitive or confidential documents, including documents that contain information protected under the Victim’s Rights Act, must be filed and labeled in the same manner as nondocumentary evidence.
  - iii. Notice of Filing. A party filing nondocumentary evidence or confidential or sensitive information must submit court system form TF-202, Notice of Conventionally-Filed Exhibit or Attachment, with the filing. Court staff will attach this form to the underlying motion or opposition in the electronic case file.
- d. Related Motions (i.e., motion for expedited consideration, motion to submit late-filed document). File related motions as two separate documents in the same bundle. (A bundle is a collection of filings submitted at the same time.)

## **11. Service and Distribution of Electronically Filed Documents.**

- a. Consent to Service. A party who has a TrueFiling account consents to electronic service of all documents from the court or opposing party(s).
- b. Service on Parties. A party filing through TrueFiling must use TrueFiling to serve other parties who have a TrueFiling account. If another party does not have a TrueFiling account, the filer must

indicate in TrueFiling, when proof of service is required, how they served the other party. If another party does not have a TrueFiling account but has consented to service via email, then TrueFiling can be used for service of the filing. For each filing, TrueFiling will automatically generate a Certificate of Service that describes when and how all other parties were served. No other certificate of service is required.

- c. Service through TrueFiling is deemed to occur at the time of filing, including service that occurs anytime on a Friday, Saturday, Sunday, or on a judicial holiday.
- d. Computation. For cases or documents filed in TrueFiling, Civil Rule 6(a) is provisionally amended to read:

In computing any period of time prescribed or allowed by these rules, by order of court, or by any applicable statute, the day of the act, event, or default from which the designated period of time begins to run is not to be included. *For documents filed or served electronically through TrueFiling, the designated period of time begins to run on the first business day after the day the document was filed or served.* The last day of the period is to be included, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or legal holiday. When the period of time prescribed or allowed is less than seven days, intermediate Saturdays, Sundays, and legal holidays will be excluded in the computation.

- e. Distribution Date. The date of notice of a written order or judgment is the date reflected in the Certificate of Distribution appended to documents electronically distributed by the court through TrueFiling.

## **12. Alaska Office of Victims' Rights.**

If the Alaska Office of Victims' Rights (OVR) has filed an Entry of Appearance in a case through TrueFiling, anyone filing and serving documents through TrueFiling in that case must also serve those documents on OVR through TrueFiling. (If OVR has filed an entry an appearance in a case, OVR will be listed as a service recipient in TrueFiling for that case.)

**13. Notwithstanding Section I of Administrative Bulletin 7:**

- a. If venue of an electronically filed case is changed from a court using OnBase for that case type to another court using OnBase for the same case type, the case number will not be changed.
- b. If venue of an electronic case is changed from a court using OnBase for that case type to a court not using OnBase for that case type, or vice versa, the case number will change as in Administrative Bulletin 7, Section 2(l).

For purposes of this rule, an “electronically filed case” is a case in which the official court record is the electronic file in OnBase, the document management system used in court locations that do not maintain paper files. A court may use OnBase for some case types and may maintain paper files for other case types. A list of courts that utilize the OnBase system is maintained on the Alaska Court System [eFiling page](#).

- 14. Bonds.** Original bonds and supporting documents filed through TrueFiling or submitted at the court or by mail and scanned into TrueFiling are deemed the originals and are fully enforceable as the original.
- 15. Copy Requests.** To protect against computer viruses, copies of case documents will not be provided on thumb drives.
- 16. Official Court Record.** In courts that do not maintain paper files and have adopted OnBase, the official court record is the electronic case file maintained on the court system’s servers.
- 17. Records Retention.** Administrative Bulletin 25, Records Retention Schedule, does not apply to electronic case documents maintained in OnBase (the records management system where electronic case documents are stored). Excluding documents filed under 9(c), all paper documents filed in a case shall be imported into OnBase by the end of the next business day. The original document will be destroyed by shredding, except as provided in paragraph 10.

Dated: March 31, 2021

/s/  
Stacey Marz  
Administrative Director

Bulletin History: Originally Issued November 22, 2019 (nunc pro tunc May 1, 2019); revised effective July 15, 2020 (Amended No. 1a. to require attorneys to use TrueFiling); revised March 31, 2021.

Distribute Bulletin to:

cc: Court Rules Attorney  
Fairbanks Clerk of Court  
Kenai Judicial Officers  
Homer Judicial Officers  
Seward Judicial Officers  
Fairbanks Clerk of Court  
Kenai Clerk of Court  
Homer Chief Deputy Clerk  
Seward Chief Deputy Clerk  
Criminal Division, Alaska Department of Law, Anchorage  
Fairbanks District Attorney  
Kenai District Attorney  
Public Defender Agency, Anchorage  
Fairbanks Public Defender Agency  
Kenai Public Defender Agency  
Office of Public Advocacy, Anchorage  
All Fairbanks, Kenai, and Homer Attorneys  
CMS Team  
eFile Team