



1 (e) Pleadings and affidavits shall be signed in person, and not by electronic signature.  
2 Documents filed by email shall be scanned to the Court and not attached as an  
3 unsigned document to an email; and

4 (f) The party complies with all applicable Court Rules and statutes.

5 2. Documents filed by email that are received by the Court before 4:30 p.m. on a day  
6 that the court is open for business are deemed to have been filed on that business day.  
7 Documents filed by email that are received by the Court after 4:30 p.m. on a business day or on a  
8 holiday or weekend shall be deemed to have been filed on the next day that is not a weekend, a  
9 day the Court may be closed as ordered by the Alaska Supreme Court, or a judicial holiday listed  
10 in Administrative Rule 16. Documents are deemed to have been received at the time the receipt  
11 displayed on the Court's email inbox clock.

12 3. Documents filed by email will be printed by the Court staff and the printed  
13 document will be placed in the case file and will serve as the original document in the case. The  
14 Court will delete the transmittal email and attachments after printing for the case file. The paper  
15 document will be file stamped with the date of receipt in accordance with Section 2 above. The  
16 Clerk's Office is not responsible for verifying that documents filed by email have been fully or  
17 correctly received - for example, the Clerk's Office will not assure that pages are legible or that  
18 all pages the filer intended to be emailed were in fact emailed. The Clerk's Office is not  
19 responsible for any technological problems that may occur as a party attempts to transmit  
20 documents by email. Any emails that are identified as having or potentially having a virus will  
21 be immediately deleted and the Clerk's Office will promptly inform the filing party of the same.  
22 The originals of all emailed pleadings shall be maintained by the filing party in order to resolve  
23 any authenticity issues that may arise. The party need not file the original of a document filed by  
24 email unless requested to do so by the judicial officer assigned to the case.

25 4. A party filing documents by email must include in the subject line of the  
transmitting email: the case number or numbers for the attached document(s); identify the  
document(s) being filed; and, state the number of pages being filed. The party shall not provide  
additional narrative or explanations in the body of the transmitting email. Any information  
provided in the body of the email is limited to the case name, the case number, the title of the  
document(s) being filed, and the number of pages being filed.



1 5. Court Clerk's Offices will send all notices, orders, judgments, and other  
2 documents by email to associated email addresses if the attorney requesting the same complies  
3 with the requirements of Civil Rule 5.3(b)(1).

4 6. Changes to email addresses must be reported immediately to the Court Clerk's  
5 office in the Court in which the agency, attorney, party, or appointed professional is participating  
6 in cases, and also reported in accordance with Civil Rule 5.3(b)(5).

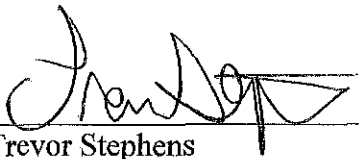
7 7. Email distribution by the Court is complete upon receipt at the provided email  
8 address.

9 8. In If the Court receives a notice that an email was undeliverable the Court Clerk's  
10 Office will print the confirmation/rejection page and place it in the Court file for the case. The  
11 document will then be served by court tray/box, fax, or regular mail.

12 9. Note Civil Rule 5.3(c) concerning response time.

13 **IT IS SO ORDERED.**

14 Dated at Ketchikan, Alaska this 20<sup>th</sup> day of March 2020.

15 

16 Trevor Stephens  
17 Presiding Judge – First Judicial District

18 Distribution:

19 Chief Justice Joel Bolger  
20 Administrative Director Stacey Marz  
21 Court Rules Attorney Stacy Steinberg  
22 ACA Neil Nesheim  
23 Incoming ACA James Kwon  
24 RCA Clayton Jones  
25 First District Judges  
First District Magistrate Judges  
First District Clerks of Court  
First District District Attorney's Offices  
First District Public Defender Offices  
First District OPA Office  
First District AG's Offices  
KBA  
JBA

**PRESIDING JUDGE ADMINISTRATIVE ORDER 20-02**

ATTACHMENT A

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- Angoon – [1AGMailbox@akcourts.us](mailto:1AGMailbox@akcourts.us)
- Haines - [1HAMailbox@akcourts.us](mailto:1HAMailbox@akcourts.us)
- Hoonah – [1HNMailbox@akcourts.us](mailto:1HNMailbox@akcourts.us)
- Juneau - [1JUMailbox@akcourts.us](mailto:1JUMailbox@akcourts.us)
- Take - [1PEMailbox@akcourts.us](mailto:1PEMailbox@akcourts.us)
- Klawock - [1CRMmailbox@akcourts.us](mailto:1CRMmailbox@akcourts.us)
- Ketchikan- [1KEMailbox@akcourts.us](mailto:1KEMailbox@akcourts.us)
- Petersburg - [1PEMailbox@akcourts.us](mailto:1PEMailbox@akcourts.us)
- Sitka - [1SIMailbox@akcourts.us](mailto:1SIMailbox@akcourts.us)
- Skagway - [1SKMailbox@akcourts.us](mailto:1SKMailbox@akcourts.us)
- Wrangell - [1WRMailbox@akcourts.us](mailto:1WRMailbox@akcourts.us)
- Yakutat - [1YAMailbox@akcourts.us](mailto:1YAMailbox@akcourts.us)

The teleconference number for all courts is 1-800-768-2983, individual access codes for each court and judge are listed below. Access codes are subject to change, please call clerk's office to verify.

**Juneau**

Judge Swanson

Access Code: 463 4730#

Judge Pallenberg

Access Code: 463 1442#

Judge Mead

Access Code: 463 1441#

Judge Schally

Access Code: 463 4801#

MJ Curtain

Access Code: 463 4734#

**Sitka**

Judge Pate

Access Code: 747 3291#

Sitka MJ Backup Conference line

Access Code 747 3292#

**Ketchikan**

Judge Miller

Access Code 225 3132#

Judge Stephens

Access Code 225 9876#

Judge Carey

Access Code 559 5853#

MJ Schulz (Protective Orders, Dissolutions and Minor Offenses)

Access Code 228 8716#

Ketchikan Delq/CINA hearings

Access Code 225 3195#

Ketchikan Probate

Access Code 225 3141#

**Haines**

Access Code 766 2801#

**Hoonah**

Access Code 945 3668#

**Yakutat**

Access Code 784 3274#

**Prince of Wales**

Access Code 826 3306#

**Wrangell**

Access Code 874 2311#

**Petersburg/Kake**

Access Code 772 3824#

**Angoon**

Access Code 788 3229#

**Skagway**

Access Code 317 4699#