

**IN THE SUPREME COURT OF THE STATE OF ALASKA**  
**ORDER NO. 1786**

Amending Civil Rule 5(b) and 5(e)  
to add reference to service and  
filing by electronic mail, as  
provided in Civil Rule 5.1.

**IT IS ORDERED:**

Civil Rule 5 is amended to read as follows:

**Rule 5. Service and Filing of Pleadings and Other Papers.**

\* \* \* \*

(b) **Service—How Made.** Whenever under these rules service is required or permitted to be made upon a party represented by an attorney the service shall be made upon the attorney unless service upon the party is ordered by the court. Service upon the attorney or upon a party shall be made by delivering a copy to the attorney or party, by mailing it to the attorney's or party's last known address, by transmitting it to the attorney's or party's facsimile machine telephone number or electronic mail address as provided in Civil Rule 5.1(c), or, if no address is known, by leaving it with the clerk of the court. Delivery of a copy within this rule means: handing it to the attorney or to the party; or leaving it at the attorney's or party's office with a clerk or other person in charge thereof; or, if there is no one in charge, leaving it in a conspicuous place therein; or, if the office is closed or the person to be served has no office, leaving it at the attorney's or party's dwelling house or usual place of abode with some person of suitable age and discretion

then residing therein. Mailing of a copy means mailing it by first class United States mail. Service by mail is complete upon mailing. Service by a commercial delivery company constitutes service by delivery and is complete upon delivery.

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(e) **Filing With the Court Defined.** The filing of pleadings and other papers with the court as required by these rules shall be made by filing them with the clerk of the court at the court location where the case is filed unless otherwise directed by the court, except that the judge may permit the papers to be filed with the judge, in which event the judge shall note thereon the filing date and forthwith transmit them to the office of the clerk. Papers may be filed by facsimile transmission or electronic mail only as permitted by Civil Rule 5.1(a).

DATED: July 12, 2012

EFFECTIVE DATE: October 15, 2012

/s/  
Chief Justice Fabe

/s/  
Justice Carpeneti

/s/  
Justice Winfree

/s/  
Justice Stowers