

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 21
AMENDED JANUARY 1, 2002

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Area Court Administrators
All Judges	Clerk of the Appellate Courts
All Magistrates	Senior Staff
Rural Court Training Assistants	Clerks of Court
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: **Tape and Compact Disk ("CD") Numbering Policy**

The following is the policy for numbering tapes and CDs used to record official court hearings:

I. **TAPE SERIES**

All courts will number their tapes in the following four separate series:

- Public series (non-confidential matters only)
- Confidential series (excluding search warrant hearings and grand jury proceedings)
- Search warrant hearing series and
- Grand jury proceedings series (in each court location where grand juries are held).

Each of these number series is described in more detail in Sections A through D below.

A. **PUBLIC PROCEEDINGS - TAPE NUMBERS**

The tape number for all public (non-confidential) proceedings will consist of four parts:

- the court location code, followed immediately by a
- courtroom designation, if applicable, followed by a
- year designation, followed by a
- dash, followed by
- the number of the tape.

FOR EXAMPLE: 3HOA01-123 shows that the tape is the 123rd public (non-confidential) tape used in Courtroom "A" in Homer in the year 2001.

1. Court Location Code

Each court will use the court location code assigned to that court in Administrative Rule 41.

2. Courtroom Designation

a. Locations with One Courtroom:

In locations with one courtroom, no courtroom designation will be used. The tape number will consist of only the court location code, the year designation, and the number of the tape.

1) If a hearing or trial is held in a temporary hearing room (a room in which an electronic recording system has NOT been permanently installed), in chambers, or in any place other than the courtroom, the tapes used for that hearing must be numbered using the same numbering series as that of the official courtroom. However, the log notes must indicate where the hearing was held. Also, precautions must be taken to make sure tape numbers are not duplicated.

2) If a one-courtroom location acquires a second courtroom or permanent hearing room, the clerk shall designate the original courtroom as either courtroom "A" or courtroom "1." The second and subsequent courtrooms or permanent hearing rooms shall be designated a subsequent letter or number.

b. Locations with Multiple Courtrooms/Hearing Rooms:

In locations with multi-courtroom/hearing rooms, a courtroom designation must immediately follow the court location code in the tape number. Multi-courtroom locations will designate their courtrooms and permanent hearing rooms either "A", "B", "C," etc. or "1", "2", "3," etc.

If a hearing or trial is held in a temporary hearing room (a room in which an electronic recording system has NOT been permanently installed), in chambers or in any place other than the courtroom, the tapes used for that hearing must be numbered using the numbering series usually used by the hearing judge. However, the log notes

must indicate where the hearing was held. Also, precautions must be taken to make sure tape numbers are not duplicated.

3. Number of Tape

Each courtroom and permanent hearing room will have a separate tape number series for public (non-confidential) proceedings which will begin at "1" on the first day of January every year and continue consecutively until the last day of December of that year, i.e., the tape number series will begin with #1 at the beginning of each year.

B. CONFIDENTIAL PROCEEDINGS - TAPE NUMBERS

A separate tape number series will be used in each courtroom and permanent hearing room for all confidential proceedings. The tape number for all confidential proceedings (except search warrants and grand jury) will consist of six parts:

- the court location code, followed immediately by a
- courtroom designation, if applicable, followed by a
- year designation, followed by a
- dash, followed by
- the number of the tape, followed immediately by
- the capital letter "C" for confidential.

FOR EXAMPLE: 3HOA01-84C shows that the tape is the 84th confidential tape used in Courtroom "A" in Homer.

1. Court Location Code

Each court will use the court location code assigned to that court in Administrative Rule 41.

2. Courtroom Designation

Same as outlined in Section 1A(2) of this bulletin.

3. Number of Tape

Each courtroom and permanent hearing room will have a separate tape number series for confidential proceedings which will begin at "1" on the first day of January every year and continue consecutively until the last day of

December of that year, i.e., the tape number series will begin with #1 at the beginning of each year.

4. Confidential Designation

The capital letter "C" will follow the number of the tape on all confidential tapes.

In addition to the tape number, the case number or the type of confidential hearing held may also be noted on cassettes used to record only one confidential hearing.

C. SEARCH WARRANT HEARINGS - TAPE NUMBERS

Each search warrant hearing must be recorded on a separate cassette tape with a label marked "confidential." The tape number will be the same as the search warrant application number. See Administrative Bulletin No. 7, Section J, on search warrant numbering.

FOR EXAMPLE: 3AN-86-1SW will be the first search warrant issued in Anchorage in 1986. If there is a hearing on the request for this search warrant, the tape of the hearing will be given the same number.

D. GRAND JURY PROCEEDINGS - TAPE NUMBERS

Each court location in which grand jury proceedings are held will establish a tape number series for grand jury proceedings. Each grand jury case must be recorded on its own cassette tape(s) with a label marked "confidential."

The tape number for proceedings before the grand jury will consist of five parts:

- the court location code, followed immediately by
- the letters "GJ" for grand jury, followed by a
- year designation, followed by a
- dash, followed by
- the number of the tape.

FOR EXAMPLE: 3ANGJ01-100 shows the 100th tape used for grand jury proceedings in Anchorage in the year 2001.

If grand jury proceedings are held outside the usual grand jury hearing room, the log notes must indicate where the proceedings were held.

II. COMPACT DISK ("CD") SERIES

NOTE: *CD numbering is identical to tape numbering except that both confidential and public hearings can recorded on the same CD. Therefore, there is only one CD numbering series (as opposed to the two series required for numbering public and confidential cassettes tapes).*

All courts will number their CDs in the following three separate series:

- Public and Confidential series (excluding search warrant hearings and grand jury proceedings)
- Search warrant hearing series and
- Grand jury proceedings series (in each court location where grand juries are held).

Each of these number series is described in more detail in Sections A through C below.

A. PUBLIC and CONFIDENTIAL PROCEEDINGS (excluding search warrants and grand jury)

The CD number for all public and confidential proceedings will be marked on the outside of the CD with a permanent marker. The number will consist of three parts and will contain no more than 11 characters:

- 3-digit court location code (example: 4BE), followed by a
- 1-digit or 2-digit courtroom designation, if applicable (example: B for courtroom B), followed by a
- 2-digit year designation for the current year (example: 01 for 2001), followed by a
- dash, followed by
- the number of the next available number in the CD sequence for the current year (example: 137 for the 137th CD used in 2001)

FOR EXAMPLE: 3HOA02-123 shows that the CD is the 123rd public/confidential CD used in Courtroom "A" in Homer in 2002.

1. Court Location Code

Each court will use the court location code assigned to that court in Administrative Rule 41. For example: 3AN for Anchorage.

2. Courtroom Designation

a. Locations with One Courtroom:

In one-courtroom locations, no courtroom designation will be used.

1) If a hearing or trial is held in a temporary hearing room (a room in which an electronic recording system has NOT been permanently installed), in chambers or in any place other than the court, the CDs used for that hearing will be numbered using the same numbering series as that of the official courtroom. However, the log notes must indicate where the hearing was held. Also, precautions must be taken to make sure CD numbers are not duplicated.

2) If a one-courtroom location acquires a second courtroom or permanent hearing room, the clerk shall designate the original courtroom as either courtroom "A" or courtroom "1." The second and subsequent courtrooms or permanent hearing rooms shall be designated a subsequent letter or number.

b. Locations with Multi-Courtrooms/Hearing Rooms:

In multi-courtroom/hearing room locations, a courtroom designation must immediately follow the court location code in the CD number. Multi-courtroom locations will designate their courtrooms and permanent hearing rooms either "A", "B", "C," etc. or "1", "2", "3," etc.

If a hearing or trial is held in a temporary hearing room (a room in which an electronic recording system has NOT been permanently installed), in chambers or in any place other than the court, the CDs used for that hearing will be numbered using the numbering series usually used by the hearing judge. However, the log notes must indicate where the hearing was held. Also, precautions must be taken to make sure CD numbers are not duplicated.

3. Number of CD

Each courtroom and permanent hearing room will have a separate CD number series to record public and confidential proceedings. The series will begin with the number "1" on the first day of January every year and continue consecutively until the last day of December of that year, i.e., the CD number series will begin with #1 at the beginning of each year.

NOTE: If the CD contains confidential proceedings, the beginning and ending time of the confidential proceedings MUST be indicated on the face of the CD in permanent marker.

B. SEARCH WARRANT HEARINGS - CD NUMBERS

Each search warrant hearing will be recorded on a separate CD. Each CD must be marked "confidential" on its face. The CD number will be the same as the search warrant application number. See Administrative Bulletin No. 7, Section J, on search warrant numbering.

FOR EXAMPLE: 3AN-01-1SW will be the first search warrant issued in Anchorage in 2001. If there is a hearing on the request for this search warrant, the CD of the hearing will be given the same number.

C. GRAND JURY PROCEEDINGS - CD NUMBERS

Each court location in which grand jury proceedings are held will establish a CD number series for grand jury proceedings. Each grand jury case must be recorded on its own CD with a label marked "confidential."

The CD number for proceedings before the grand jury will consist of three parts:

- a 3-digit court location code (example: 4BE)
- the letters "GJ" for grand jury, followed by a
- 2-digit year designation for the current year (example: 01 for 2001), followed by a
- dash, followed by
- the number of the next available number in the CD sequence for the current year (example: 137 for the 137th CD used in 2001)

Example: 4BEGJ02-137

If the grand jury proceedings are held in a place other than a court's normal grand jury hearing room, the log notes must indicate where the proceedings are held.

Date

Stephanie Cole
Administrative Director

In effect since November 15, 1985. Originally issued as No. 85-15 and contained, in addition to a new tape numbering policy, a deadline and procedures for courts to follow during the conversion from reel-to-reel tape equipment to Gyr cassette recorders. The transition was completed January 1, 1986; reissued as Bulletin No. 21 on April 6, 1987; and amended February 23, 1990.