

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 95

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: Debit and Credit Card Payments; Convenience Fees

The court system accepts certain debit and credit cards for payment of some costs.

**Accepted Cards:** Visa and Mastercard.

**Convenience Fee:** 3 percent of the transaction amount. The court system will assess a convenience fee of 3 percent of the transaction amount for payments made by debit or credit card. The convenience fee covers a portion of the cost incurred by the court system for processing the transaction. The convenience fee is non-refundable.

**Payable Costs:** The following costs may be paid by debit or credit card:

- Bail
- Bail Forfeiture Judgments
- Certified Mail Fees
- Copies
- Cost of Appointed Counsel
- Cost of Imprisonment
- Filing Fees
- Fines in Criminal, Delinquency, and Minor Offense Cases
- Marriage Ceremonies and Licenses
- Notary Fees
- Registration of Trust Document

- Restitution in Criminal, Delinquency, and Minor Offense Cases
- Surcharges: Jail and Police Training
- Transcript Fees
- Will Deposits
- Writ Fees

The court does not accept debit or credit card payments for all costs. For example, the following costs cannot be paid by debit or credit card: appeal bonds; civil deposits; monetary judgments entered in civil and small claims cases; supersedes bonds in civil or appellate cases; and trust deposits in probate cases.

**Place of Payment:** Debit and credit card payments may be made in person during regular business hours at courthouse locations equipped with a device that accepts a debit or credit card. Debit and credit card payments may be made online through CourtView if the cost is available online for payment. The court system does not accept debit or credit card payments by phone, fax, or email.

Dated: October 12, 2020  
Effective Date: October 13, 2020

/s/  
Stacey Marz  
Administrative Director

Authority: Administrative Rule 9(f)(7) and 9.1(c)

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