

ANCHORAGE DOMESTIC VIOLENCE OFFICE PROTOCOLS

Ex Parte Petitions

- 1) Petitioners may take petitions from the domestic violence office or outside of the office and, unless necessary, fill-out the petitions outside of the courthouse. Petitioners are urged to use the domestic violence petitions found on the Alaska Court System web page, <http://www.courts.alaska.gov/shc/shcdv.htm>
- 2) Completed petitions must be signed and can be filed at the Boney Courthouse, 303 K St.
- 3) Petitions shall include the Petitioner's phone number and email address when possible. Petitioners may be called for telephonic hearings at the discretion of the magistrate judge. A magistrate judge may request that a petitioner appear for an in-court hearing regarding their petition.
- 4) No-one will be allowed to wait in the DV lobby, unless necessary. Only the petitioner and one support person will be allowed to wait in the DV lobby or come to a court hearing. Other parties, lawyers, witnesses, family members for example, may be allowed into the DV lobby and/or the courtroom at the discretion of the judge.
- 5) At the discretion of the court clerks, petitioners may receive their orders by email, U.S. mail or pick-up their orders at the courthouse.

Long-Term Hearings

- 1) All long-term hearings shall be telephonic to the extent possible.
- 2) Petitioners and respondents shall provide the clerks with their telephone number, email and residence address. Petitioners and respondents will be called by telephone at the start of a hearing.
- 3) The court will call a party only if the party (a) filed a Motion to Appear Telephonically in advance, (b) called the Domestic Violence Office in advance and orally requested to appear

telephonically, (c) arrived in person at the scheduled time and provided contact information. Attorneys and witnesses are also subject to this rule.

- 4) Those parties who appear in person and are not able to participate by telephone may remain in the waiting area outside of Courtroom 15 at the direction of the clerks. No more than 10 people shall be allowed to remain in the waiting area; this includes attorneys and witnesses.
- 5) Orders to continue or set a future court date must include telephonic contact information for each party.
- 6) Note, attorneys are responsible for conferencing their clients and witnesses into a telephonic court hearing.