

## TrueFiling Questions and Answers

Provisional court rules and a TrueFiling User Guidelines may also be found on the [Efiling Project](#) page on the court system's website.

### 1. Will this be a pilot project for a particular court or will TrueFiling be available for use statewide?

**ANSWER:** The pilot courts include Kenai, Homer, Seward, Sand Point, and St. Paul. Efiling is limited to the following case types.

- Criminal (Felony and Misdemeanor)
- Traffic and Other Minor Offenses
- Minor Consuming under AS 04.16.049(h), AS 04.16.050(a), or similar municipal ordinance
- Underage Consuming under AS 28.35.280, AS 28.35.285(d)(1-2), AS 28.290(b)(1-3), or similar municipal ordinance.

**IMPORTANT:** Minor offense citations filed through TraCS should continue to be filed through the current TraCS interface (status quo).

Search Warrant cases are not part of the pilot project. We will notify prosecutors and law enforcement when search warrant applications and other search warrant related documents can be filed through TrueFiling.

### 2. On the 'Search Case' screen, does the "Date Filed" field search by the date a document was submitted in TrueFiling or the date it was accepted?

**ANSWER:** The date field is deactivated. You can only search by the full case number, including leading zeroes. (For example: 3KN-19-00001CR)

### 3. Are e-signatures accepted?

**ANSWER:** Yes. The court's provisional rules authorize the use of the following format for e-signatures:

Example: s/ John Smith  
John Smith - Bar Number 12345678

Additionally, a charging officer's electronic or digital signature on an electronically produced criminal or minor offense citation is the legally binding equivalent of the officer's handwritten signature and satisfies the requirement of Criminal Rule 3(a) that a citation must be signed with a certification under penalty of perjury that the citation is true.

**4. What functionality does each TrueFiling Role have?**

**ANSWER:**

The role(s) a user’s account is associated with will impact the functionality that is available within the TrueFiling system. The table below summarizes the differences between the various roles:

Role	System Functionality Available			
	Can File to a Case	Can Serve Filings	Can Be Added as a Case Contact	Can Be Served
Attorney	Yes	Yes	Yes	Yes
Pro Se	Yes	Yes	Yes	Yes
Court Reporter	Yes	Yes	No	No
Nothing Checked (Other)	○ <sup>1</sup>	Yes	Yes	Yes

1. Those with the Other role can file to a case on behalf of an attorney ONLY if they are a Connection within TrueFiling

**5. What TrueFiling “Role” should I select?**

If You Are:	TrueFiling Role to Select
Attorney	Attorney
Self-Represented Litigant	Pro Se
Agency staff person who will be filing documents <u>on your own behalf</u> (for example, law enforcement officer, probation officer, etc.)	Pro Se
You are a staff person for an attorney or agency and will only be filing on behalf of someone else. You will <u>not</u> file a document on your own behalf.	Do <b>not</b> select a role but <b>do</b> ensure you are connected in TrueFiling with the person you might file on behalf of.

**6. Would it be possible to include the submitter’s associated agency, i.e. Officer John Smith, Anchorage PD? What about including the submitting agency’s case number?**

**ANSWER:** The filer can add their agency in their account settings, but currently it does not display elsewhere in the application. Attorneys, officers, and others can add their internal report or other case number in the “Client Matter Number” field. That number is then saved to the history file. That number is not forwarded to the court.

**7. Are we required to keep original signed affidavits?**

**ANSWER:** No. Once an affidavit has been accepted and filed with the court, the original affidavit does not need to be retained.

**8. If I'm filing a document that applies to more than one case, do I have to enter it multiple times, once for each case number?**

**ANSWER:** Yes, the document must be submitted for each case number.

**9. Can I upload pictures?**

**ANSWER:** Yes. Non-confidential and non-sensitive photos can be uploaded if an exhibit to another document (color or black/white). If a photo is in a support of a motion, opposition, reply or other principal document, the photo must be merged with the principal document and filed as a single document. Please see the provisional court rules for details on how to submit motions, oppositions, replies, and supporting documents. Also, the provisional rules set out how to submit confidential and sensitive documents.

**10. When I'm efilng, is the "Filed" date the date I submitted it or the date the court processes the document?**

**ANSWER:** The file date is the date the document was submitted in TrueFiling, not the date when it was received or processed by the court. This policy is set out in the provisional court rules.

**11. If a party is served by email through TrueFiling, is the response time calculated the same as "hand-delivered", i.e., no additional 3 days are added to the response time?**

**ANSWER:** Yes. Three additional days are not added to the response time. The additional response time applies when service is by mail.

**12. How does proof of service work through TrueFiling?**

**ANSWER:** In TrueFiling, Case Contacts (e.g. opposing counsel) are automatically listed. If not, you can search and add opposing counsel as a Case Contact. You can also list other recipients (e.g. agencies and clients) who are not regular Case Contacts. When adding recipients who do not have a TrueFiling account, indicate how the recipient was served (mail, fax, or hand-delivery) and the date of that service. TrueFiling will then create and file a Proof of Service with the court. You no longer need to file a certificate or proof of service of a document when filed through TrueFiling.

Note: This does not apply to process (warrants, summonses, orders to show cause, etc.) served by Law Enforcement because process cannot be served through TrueFiling.

**13. What is the client/matter number?**

**ANSWER:** The client/matter number is for your tracking purposes only. This number is not sent to the court or to those you serve.

**14. Can I serve a client a document through TrueFiling when they are not listed as a Case Contact?**

**ANSWER:** If you need to serve a client who does not show on the Service List, you can use the Add Recipient button and add Name, Email Address and service type.

**15. How does TrueFiling work with CourtView? Will it interface at all with it?**

**ANSWER:** Yes, the data entered by the filer in TrueFiling is passed to CourtView and a case is automatically created. When a filer searches for data and dockets (ROA) in TrueFiling, the data and dockets are coming from CourtView. The images of documents are coming from the court system's internal document management system (OnBase).

**16. Will there be civil court cases in the future?**

**ANSWER:** The Court System is in the process of state wide implementation. Criminal and Minor Offense cases are first. Dates for other case types will be announced after those case types are implemented.

**17. Does the TrueFiling password expire?**

**ANSWER:** No. However, you can change it when needed.

**18. Is there a training website?**

**ANSWER:** You can access training videos directly from the TrueFiling application under the Resources link on the left panel in the Help/Support section or contact the TrueFiling Support team for assistance.

**19. Will we have to add ourselves to each of our current cases through TrueFiling on May 6th, or will we automatically be added if we are a current party to the case?**

**ANSWER:** Yes, you will need to add yourself to your current cases. If you haven't added yourself, opposing council could search for you and add you as well.

## Case Initiation Related Q&A

### 20. What documents must be filed at case initiation?

**ANSWER:** There must always be an **Initial Charging Document** to initiate a case. Filers should check the TrueFiling User Guidelines for details on which documents must be merged and filed as a single document. The draft Guidelines are posted on the **Efiling Project** page on the court system's website

### 21. Do I have to select warrant or summons?

**ANSWER: No,** do not select these if you are not requesting a warrant or summons. Just click the "Finish" button at the bottom of the page.

### 22. On the defendant information screen, it looked like just a name field was required. We thought all charging documents had to contain an APSIN ID—if that's the case, shouldn't that field also be required?

**ANSWER:** There is an APSIN field on the case initiation screen, and it is required for criminal and underage consuming cases.

## Law Enforcement Related Questions:

### 23. Are Law Enforcement Officers supposed to serve the "subject of the crime" through TrueFiling when submitting a charging document?

**ANSWER:** NO. The defendant should be served in the same manner as is done today. See the following authority for required methods of service:

- Service of criminal summonses: See Criminal Rule 4(c)(3).
- Service of criminal citations must be personally served by the officer issuing the citation. AS 12.25.180 and AS 12.25.175(a)(2).
- Service of minor offense citations: See Minor Offense Rule 3(g).

### 24. Do Law Enforcement Officers have to get people's emails?

**ANSWER:** Eservice only applies to serving documents once a defendant has been arrested or served with a summons or citations. Eservice through TrueFiling does NOT apply to LEOs. LEOs do not need to get people's emails, though it is helpful to the court if you are able to provide an email address.

### 25. If I arrest someone and charge them with four charges, is count one the initial charging document and counts 2-4 supporting? Or is each charge an "initial charging document?"

**ANSWER FOR CRIMINAL CASES:**

- a. If all four **criminal** charges are listed on one complaint, then file the charging document as one **Initial Charging Document**. Only one court case will be created.
- b. If you issue four **criminal** citations, you can either:
  - 1) file each criminal citation as a separate case (you would need to enter the information four times), or
  - 2) merge the citations into one document and submit it as a “single” document. The four citations will be treated as a single charging document and only one case will be created.

### **ANSWER FOR MINOR OFFENSE CASES:**

- c. You must submit each minor offense **citation** as a separate initial charging document (single case). A citation may name only one defendant and only one offense. See Minor Offense Rule 3(a).
- d. Minor offenses charged on a complaint or information may include more than one offense.

**Note:** If a complaint includes both a minor offense and a criminal offense, the complaint must be filed as a criminal case.

### **26. Are search warrant, arrest warrant, any other Returns of Service efiled, and, if so, what does the LEO do with the original?**

**ANSWER:** Returns of service of warrants and summons in Criminal or Minor Offense cases may be filed through TrueFiling. The originals may be destroyed once filed. The court is not accepting any search warrant filings through TrueFiling at this time.

### **27. Will TrueFiling accept data from TraCS?**

**ANSWER:** No. TraCS data will continue to be filed automatically through the existing TraCS interface. However, once a case is initiated, the data, dockets and documents will be available to Case Contacts in TrueFiling.

### **28. The officer’s information screen included a place for the ID (except for APD which uses their DSN, this would be the PERM ID). Will there be any validations on this identifier or the officer’s name?**

**ANSWER:** No, not at this time.