

# ALASKA EFILING PROJECT TRUEFILING USER GUIDELINES

The Alaska Court System is in the process of deploying TrueFiling, a new system for filing and serving documents electronically. Provisional efilings rules have been adopted as explained in #1 below. This user guide provides additional instructions on how to use TrueFiling for filing documents with the Alaska Trial Courts. These guidelines are expected to change as the court system gains more experience with efilings.

## Table of Contents

Topic	Page
1. Special Interim Efilings Rules.....	2
2. Cases and Court Locations Where Efilings is Available.....	2
3. TraCS Citations.....	2
4. Getting Started.....	2
5. TrueFiling Down Time.....	4
6. Filing in an Existing Case.....	4
7. Documents and Other Items That Must Be Filed Conventionally at the Court.....	4
8. Document Size and Quality.....	4
9. Date of Filing.....	5
10. Name of Document and Filing Type.....	5
11. Motions, Oppositions, and Replies.....	6
12. Proposed Orders.....	6
13. Documentary Exhibits in Support of a Document.....	6
14. Proposed Restitution Judgment and Victim Restitution Information (Form CR-455)	7
15. Confidential and Sealed Documents.....	8
16. Discovery or Other Service Document.....	8
17. TrueFiling Service and Proof of Service.....	9
18. Documents Listing More than One Case Number.....	10
19. Signatures.....	11
20. Request for Entry of Default Judgment or Entry of Judgment by Cities.....	11
21. Case Initiation by Prosecutors and Police.....	12
22. Filing Supplemental Document After Case Submitted But Not Yet Accepted by Court...	12
23. Service of Summonses and Citations.....	13
23. Returns of Service by Law Enforcement.....	13
24. Proposed Restitution Judgment (CR-465) and Victim Restitution Information (CR-455)....	14
Appendix A – An Explanation of TrueFiling Rejection Reasons.....	15
Appendix B – Viewing Documents in the Register of Action (ROA).....	16
Appendix C – TrueFiling Account Questions and Answers.....	20

## **1. SPECIAL INTERIM EFILING RULES**

The Supreme Court has authorized the Administrative Director to adopt provisional rules and procedures to support efilings. See [Supreme Court Order 1943](#). These provisional rules are expected to change often as the court system gains more experience with efilings. Provisional court rules are published in [Administrative Bulletin 92](#). To suggest changes or additions to the provisional rules, please contact the [Court Rules Attorney](#).

## **2. CASES AND COURT LOCATIONS WHERE EFILING IS AVAILABLE**

The court system will deploy TrueFiling by case types and court locations. A list of case types and court locations where TrueFiling is currently available is published on the [Efilings Project](#) page on the Court System's website.

## **3. TRACS CITATIONS**

Minor offense citations authorized to be filed through the TraCS interface will continue to be filed through that interface.

TraCS citations that are printed rather than efiled through the interface may be filed through TrueFiling.

## **4. GETTING STARTED**

### **A. TrueFiling Registration**

Filers must have a TrueFiling account. You may register with the TrueFiling at: [TrueFiling Registration](#).

### **B. TrueFiling Training, Support, and Guides**

TrueFiling training is available by webinar, live in person, or online. The schedules and registration information for TrueFiling webinars are available on the [Efilings Project](#) page on the Court System's website.

Help and support are also available through the TrueFiling application. Select the Help/Support link under Resources in the menu. TrueFiling Help and Support includes:

- TrueFiling Help Topics
- TrueFiling Guides
- TrueFiling Videos,
- Answers to Common Filer Questions
- More Resources (links to additional information)

Technical support is also available Monday through Friday from 4:00 a.m. to 5:00 p.m. Alaska Time through ImageSoft, the TrueFiling vendor, at:

Phone: (855) 959-8868

Email: [support@truefiling.com](mailto:support@truefiling.com)

## C. TrueFiling Roles

Through your TrueFiling account, you can set up a "Role". 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

### Which 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> (e.g. 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 <u>not</u> select a role but <b>do</b> ensure you are connected in TrueFiling with the person you might file on behalf of.

## D. Size of Monitor Adjustment

Some TrueFiling screens (e.g. the case initiation screen) does not display well on monitors less than 24". You may need to reduce the overall view size to 75% on your monitor for it to properly display.

## 5. TrueFiling Down Time

ImageSoft, Inc. (the TrueFiling vendor) does not anticipate any downtime for regular maintenance or updates. Should the site experience unexpected down-time/issues, ImageSoft will place a message on the site notifying filers that the site is experiencing issues. If necessary, the site will be taken down until the issues are resolved. The message may also be accompanied with an email to all filers.

## 6. FILING IN AN EXISTING CASE

To file a document in an existing case, you **must** enter the full and complete court case number, including the leading zeroes. (Example: 3KN-19-00743CR)

If you do not know the case number, you may obtain it by searching on a party's name through [CourtView Public Access](#).

**Note:** The "Search by Date" option listed in TrueFiling is **not** available for Alaska.

## 7. DOCUMENTS AND OTHER ITEMS THAT MUST BE FILED CONVENTIONALLY AT THE COURT

Until further notice, the following documents must be filed as paper at the Clerk's Office. They may not be filed through TrueFiling:

- TF-820 Electronic Delivery of Case Documents
- TF-956 Victim Notice of Change of Contact Information
- TF-945 Application for Media Coverage
- TF-957 Election to Opt Out of Court Restitution Collections
- Superior Court Indictments (Returned in Open Court)
- Supporting Evidence Unsuitable for Electronic Filing (See Administrative Bulletin 92 for details.)
- Recordings, other non-documentary, confidential and sensitive exhibits or attachments must be submitted conventionally with the Clerk's Office. See #11 below for detailed instructions.

## 8. DOCUMENT SIZE AND QUALITY

A single document submitted in TrueFiling may not exceed 10.0 megabytes. Documents exceeding that size must be submitted as separate documents labeled Part 1, Part 2, etc.

Avoid submitting scanned documents when possible. If the document is generated electronically, apply an electronic signature (/s/ (name)), and upload it directly into TrueFiling.

If the document must be scanned, then scan it in at a high quality resolution (minimum 300 DPI).

## 9. DATE OF FILING

The date a document is submitted in TrueFiling is the "File" date (not the date the court receives it). Documents may be filed 24/7.

## 10. NAME OF DOCUMENT AND FILING TYPE

When submitting a document through TrueFiling, you must enter the title of the document and select a "Filing Type".

### A. TrueFiling "Filing Type"

Selecting the correct filing type will make it faster for the clerk to accept and docket your document. If you do not see a specific filing type for your document, select "Other Filing".

**The Dept. of Corrections should use one of the following TrueFiling types:**

- DOC Early Termination of Probation
- DOC Presentence Report (Confidential) **IMPORTANT:** Please be sure to serve both the DA and defense attorney
- DOC Probation Supervision or Jurisdiction Transfer (Form CR-559 or CR-560)
- DOC or Jail Filing

**State and city jails filing through TrueFiling need only use the following TrueFiling type:**

- DOC or Jail Filing

### B. Name of Document

(1) When you upload your document in TrueFiling, the name of your document is auto-populated from your saved document. **IMPORTANT:** you **must** replace this name with the title listed on the document. The name you enter in TrueFiling is used to populate the CourtView docket. The document name field allows for up to 200 characters See example in box below.

Filing Name	File Size	Filing Type	Upload Status	Fee	
Motion to Suppress	13.28 KB	Motion or Motion Related	✓	\$0.00	<a href="#">Remove</a> <a href="#">Edit</a> <a href="#">View</a>

**Note:** The clerk will return your document to you for correction if you do not insert the correct title of the document in the "Filing Name" field.

- (2) You **must** submit motions, oppositions, and replies with their supporting documents as a single document. See Administrative Bulletin 92.

The document should be titled simply "Motion for...", Opposition to..." or "Reply to..." Do **not** list the supporting documents in your title. For example, do **not** name your document Motion to Suppress with Memorandum, Affidavit, and Exhibits.

- (3) Do not use the term "Notice of Filing" in the title of a document. For example: Do not use "Notice of Filing Motion to Dismiss". Instead, name the document "Motion to Dismiss".
- (4) When filing a plea, do not use "Notice of Entry of...." in the name of the document. For example, do not use the title "Notice of Entry of Plea of Not Guilty". Instead, name the document "Plea of Not Guilty" or "Not Guilty Plea".

## 11. Motions, Oppositions, and Replies

Please review the provisional rule requirements for these documents in [Administrative Bulletin 92](#).

## 12. PROPOSED ORDERS

Proposed orders must be submitted as a separate document. See [Administrative Bulletin 92](#). When submitted with a motion, opposition, reply or other document, the proposed order must be submitted in the same TrueFiling bundle as the principal document. (A bundle is a collection of filings submitted at the same time.)

**Note:** Proposed Orders will not be docketed until the judge signs them. Because they are not being docketed until signed, proposed orders will not display in the TrueFiling Register of Actions (ROA).

## 13. DOCUMENTARY EXHIBITS IN SUPPORT OF A DOCUMENT

- A. Documentary exhibits (including color and black & white photographs) must be attached to the principal document and filed as a single document.<sup>1</sup>
- B. Recordings, other non-documentary, confidential and sensitive exhibits or attachments must be submitted conventionally with the Clerk's Office.<sup>1</sup>

- (1) The exhibits must be submitted in an envelope marked with the case name, case number, the name of the underlying motion or opposition, and the attachment or exhibit number(s) associated with the evidence.

---

<sup>1</sup> Excerpts of grand jury transcripts attached to a motion or pleading are not confidential and may be attached to the motion or other document and filed through TrueFiling, "...so long as victim and witness information is protected as provided in AS 12.61.100-.150. See Criminal Rule 6(n)(4).

(2) The court system form TF-202, Notice of Conventionally Filed Exhibit or Attachment must be submitted with the exhibits. Court staff will attach this form to the underlying document in the electronic case file.

**Important:**

- If the exhibit is not confidential by statute or rule and you wish the document to be made confidential or sealed, you **must** also file a motion to make the document confidential or sealed. The motion may be filed through TrueFiling or filed conventionally with the Clerk’s Office with the document and form TF-202.
- If the exhibit is confidential by statute or rule, you do **not** need to file a motion to make it confidential. See **#14.A** for a list of documents designated as confidential by statute or court rule that may be filed through TrueFiling.

**Note:** Exhibits used at trial or hearing should be submitted at the trial or hearing or as otherwise directed by the court.

**14. Proposed Restitution Judgment and Victim Restitution Information (Form CR-455)**

**IMPORTANT:** Because the Victim Restitution Information form is confidential, it must be submitted in a separate bundle from the proposed Restitution Judgment (form CR-465).

- 1<sup>st</sup> Upload the proposed restitution judgment, select the Filing Type and service recipients, and click Next to submit.
- 2<sup>nd</sup> Upload the Victim Restitution Information form, select the Filing Type and click **“Next”** to submit the document. **Note:** Do **not** serve this document on opposing counsel.

Use the following “Filing Types” for these documents.

Document	TrueFiling “Filing Type”
Restitution Judgment	Restitution: Proposed Judgment
Victim Restitution Information	Restitution: Victim Restitution Information (Form CR-455) (Confidential) <b>Note:</b> Do <b>not</b> serve this document on opposing counsel.

## 15. CONFIDENTIAL AND SEALED DOCUMENTS

A. Documents designated as confidential by statute or court rule are listed and marked as “Confidential” in the TrueFiling Type list. The following document types may be filed through TrueFiling and will automatically be treated as confidential by the court

- Financial Statement (CR-206) (Confidential)
- Objection To Pre-Sentence Report (Confidential)
- Report – Competency Evaluation or Treatment (Confidential)
- Restitution: Victim Restitution Information (CR-45) (Confidential)

**IMPORTANT NOTE:** Confidential documents must be submitted in a separate bundle from other filings. TrueFiling will not allow a confidential document to be submitted in the same bundle as a non-confidential document.

B. If you want any other document or exhibit to be made confidential or sealed, you must also file a motion to make the document confidential or sealed.

1. File the document you want to make confidential or sealed with the Clerk’s Office together with a completed court form TF-202. Follow the instructions on the envelope.
2. You may file the motion to make a document or exhibit confidential or sealed through TrueFiling or with the Clerk’s Office with the document and form TF-202.
3. You may also file the principal document (e.g. motion, opposition) through TrueFiling or with the Clerk’s Office with the document/exhibit and form TF-202.

## 16. DISCOVERY OR OTHER SERVICE ONLY DOCUMENT

You may serve discovery or other “serve only” documents using the TrueFiling filing type of “**Discovery or Other Service Only Document**”. The document will not be filed with the court.



## 17. TRUEFILING SERVICE AND PROOF OF SERVICE

The provisional efilg rule 9.b in [Administrative Bulletin 92](#) states:

b. Service on Parties. A party filing through TrueFiling must use TrueFiling to serve other parties who have a TrueFiling account. If another party does not have a TrueFiling account, the filer must indicate in TrueFiling how that party was served. For each filing, TrueFiling will automatically generate a Certificate of Service that describes when and how all other parties were served. No other certificate of service is required.

Service of documents is done in the “Select Service Recipients” section of the upload screen.

**Important:** The court will return a filing if the TrueFiling Proof of Service does not reflect service on the required parties, whether or not a party has a TrueFiling account. You must list all required service in the TrueFiling

### A. Opposing Counsel or Party

Attorneys and self-represented litigants will not display until one of the following occurs.

- (1) They file a document in the case, or
- (2) They are added in the Select Service Recipients section as “Opposing Counsel” or “Myself/Connected User”, or
- (3) They or someone else adds them as a Case Contact.

### B. Other Recipients

You can also list other recipients who do not have a TrueFiling account (e.g. client, victim, etc.). Other recipients will not automatically display when you file future documents.

### C. Documenting Service for Recipients without a TrueFiling Account

- (1) Be sure that all recipients are listed in the Select Service Recipients section. If the recipient has a TrueFiling account, the service type will default to “e-Serve”. Do not change. You must serve TrueFiling recipients electronically.
- (2) When adding recipients who do not have a TrueFiling account, indicate how the recipient was served and the date of that service. Type of service include:
  - e-Serve (You must enter an email address)
  - Mail Service (Fields will display to enter address.)
  - Personal Service (Fields will display to enter address.)

Example:

The screenshot shows a form for adding a recipient. It includes a name field with "Mary Little Lamb", a dropdown menu for "Ad Hoc" (with "Ad" selected), a street address field with "123 Baa Baa Black Sheep Lane", a dropdown menu for "Personal Ser" (with "Personal Ser" selected), and a "Remove" button. Below these are fields for "Kenai", "AK", and "99611", with a checked checkbox to the right of the "AK" field.

## **D. Proof of Service**

TrueFiling will 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. The Proof of Service will be docketed and will display in the Register of Actions (ROA).

## **E. When Date of Service Is Deemed to Occur**

The provisional e-filing rules are being updated to clarify when the date of service will be deemed to occur when a document is filed and served through TrueFiling after 4:30 PM or on Fridays, Weekends, or Holidays. Use the following rules when calculating dates for response.

- (1) Service through TrueFiling after 4:30 p.m. is deemed to occur at the opening of business on the next day that is not a Saturday, Sunday, or judicial holiday.
- (2) Service any time Friday, Saturday, Sunday, or on a judicial holiday is deemed to occur at the opening of business on the next day that is not a Saturday, Sunday, or judicial holiday.

## **18. DOCUMENTS LISTING MORE THAN ONE CASE NUMBER**

**A. General Rule.** Except as provided in B below, if a document applies to more than one case, you must submit the document for each case.

### **B. Applications for Bail Hearing and Applications for Change of Plea**

Effective May 16, 2019, the following procedure will apply in criminal or underage consuming cases with a **3KN, 3HO, 3SW, 3SP, or 3ST** case number.

- (1) When requesting a bail hearing or change of plea for multiple cases involving one defendant, list **all** cases on the application. **Note:** These forms are being revised to better accommodate the listing of multiple case numbers.
- (2) File the application in the lead case only. If there is a superior court case, please file it that case.
- (3) The application will be docketed in all cases, but the image of the document will only be available in the ROA for the lead case. The docket in the secondary cases will cross-reference the lead case.
- (4) Court staff will note the hearing date (or denied) on the first page of the application and distribute it to parties in the lead case only. This means you will no longer get multiple notices of the hearing or denial).
- (5) The application listing the hearing date will be docketed in all cases and the image of the document will then be available in the ROA for all cases.

## 19. SIGNATURES

The provisional court rules authorize the following:

**Signature Block.** Under Civil Rule 76(e), the registered TrueFiler’s identification name and password constitute the user’s signature on documents filed through TrueFiling. The signature block on the electronically filed document should be entered as “s/ printed name” on the signature line with the name of the person typed under the signature line. If the person is an attorney, the person’s Alaska Bar Association membership number must be enter following the person’s name.

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

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.

## 20. Request for Entry of Default Judgment or Entry of Judgment by Cities

When requesting entry of default judgment (form TR-102M) or entry of judgment (form TR-425) in a minor offense case, select and complete the case initiation screens. Then file the following documents as separate documents (do not merge into single document).

When Requesting Default Judgment under Minor Offense Rule 9:

Document	TrueFiling Type to Select
Citation	Charging Document – Initial Charging Document
Request and Affidavit for Default Judgment (Form TR-102M)	Request and Affidavit for Entry of Default Judgment (Form TR-102M)

When Requesting a Judgment under Minor Offense Rule 5(c) & 7:

Document	TrueFiling Type to Select
Citation	Charging Document – Initial Charging Document
Request and Affidavit for Judgment (Form TR-425)	Request and Affidavit for Entry of Judgment (Form TR-425)

## 21. CASE INITIATION BY PROSECUTORS AND POLICE

- A. There must always be an "Initial Charging Document" when initiating a case in TrueFiling.
- B. When there are multiple charges (CTN's), file the "CTN" charges as one document using the TrueFiling type of "**Charging Document**". **Important:** Do **not** file each CTN as a separate document.
- C. Affidavits must continue to be notarized as required by AS 09.63.030.
- D. Affidavits or other probable cause statements should be attached to the charging document and submitted as a **single document** using the TrueFiling type of "**Charging Document**".
- E. If a citation listing a court date is being filed with a complaint or information, file the citation as a separate document but in the same bundle as the charging document. (A bundle is a collection of filings submitted at the same time.) Use the TrueFiling type of "**Charging Document – Supporting Document**". Submit them in the same bundle.
- F. To request an arrest warrant or summons when initiating a case, complete the appropriate tab on the case initiation form. If required by your local court, also submit a request for warrant or summons and attach it to the charging document and submit as a **single document** using the TrueFiling type of "**Charging Document**".
- G. When entering a party name, capitalize the first letter of each name unless the name is officially spelled without capitalization (e.g. de la Cruz). The name will display in CourtView exactly the way you have entered the name in TrueFiling.
- H. **Important:** Do **not** file the Criminal Case Intake and Disposition (CCID) form with the court. The CCID form is "Confidential for Prosecutor and Law Enforcement Only."

## 22. FILING SUPPLEMENTAL DOCUMENT AFTER CASE SUBMITTED BUT NOT YET ACCEPTED BY COURT

On occasion, you may need to file a supplemental document (e.g. amended charging document, affidavit, etc.) for a case that has been submitted but has not yet been accepted by the court. Because the case has not yet been assigned a court case number, you cannot file the supplemental document through TrueFiling. When this occurs, **FAX** the document to the court at one of the following fax numbers:

Court Location	FAX Number
Kenai	907-283-8535
Homer	907-235-4257*
Seward	907-224-7192*

**Important:** If the original case and supplemental document are filed on a weekend or holiday, fax the supplemental document to the **Kenai Court.**

## 23. SERVICE OF SUMMONSES AND CITATIONS

Service of summonses, citations, orders to show cause, etc. may not be served on the defendant through TrueFiling.

Continue to serve defendants with these documents 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).

The **Return of Service** for these documents may be filed through TrueFiling using the filing type of "Return of Service".

## 24. RETURNS OF SERVICE BY LAW ENFORCEMENT

Returns of Service for warrants, summonses, orders to show cause, etc. in criminal and minor offenses cases may be filed through TrueFiling.

- When a warrant, summons, or other process has been served or terminated, the officer should complete the Return of Service on the document and file it with the court.
- If the Return of Service is on a separate document, the officer must write "Served" or "Cancelled" across the face of the warrant, summons, or other process and attach it to the Return of Service filed with the court.

**Note:** The court is not accepting documents in search warrant cases at this time.

**24. PROPOSED RESTITUTION JUDGMENT (CR-465) AND VICTIM RESTITUTION INFORMATION (CR-455)**

The CR-465 Proposed Restitution Judgment must be served on opposing counsel or the defendant if not represented

However, The CR-455 Victim Restitution Information form is confidential and must **not** be served on opposing counsel. Therefore, these documents must be submitted **separately** in TrueFiling. Do **not** submit them in the same bundle.

**A. CR-465 Proposed Restitution Judgment:**

TrueFiling Field	Requirement
File Document	Validate that checkbox is flagged.
Serve Document	Validate that checkbox is flagged.
Filing Name	Enter: Proposed Restitution Judgment
Filing Type	Select: Restitution: Proposed Judgment
Select Service Recipients Section	Select or Add: Defense Counsel or Defendant (if not represented).  <b>Note:</b> If PD represents defendant, select or add <b>both</b> the "Public Defender Agency Kenai" <u>and</u> the individual public defender assigned to the case (if applicable)

**B. CR-455 Victim Restitution Information (Confidential)**

TrueFiling Field	Requirement
File Document	Validate that checkbox is flagged.
Serve Document	<b>Very Important:</b> Uncheck is box.
Filing Name	Enter: Victim Information Statement
Filing Type	Select: Restitution: Victim Restitution Information (Confidential)
Select Service Recipients Section	If the "Serve Document" checkbox is not flagged, this section will <b>not</b> display.

## APPENDIX A

### An Explanation of TrueFiling Rejection Reasons

When a document is rejected by the court for filing, you will be notified of the reason. Some of the rejection reasons refer you to this Appendix for a detailed explanation of the rejection.

<b>Rejection Reason</b>	<b>CHARGES: An underage consuming case cannot include a criminal or charge.</b>
<b>Explanation</b>	Pursuant to <a href="#">Administrative Bulletin 7</a> , Section II.N.2, criminal charges may <u>not</u> be filed in an underage consuming case.
<b>How to Correct</b>	You may re-file this Information as a new criminal case. If you choose to join an underage consuming in the criminal case, the underage consuming case, if any, should be dismissed.

<b>Rejection Reason</b>	<b>FILING TYPE: This document must be submitted at the clerk's office.</b>
<b>Explanation</b>	The following documents cannot be filed through TrueFiling. <ul style="list-style-type: none"> <li>• TF307BE Request for Copy of Text File</li> <li>• TF-820 Electronic Delivery of Case Documents</li> <li>• TF-846 Victim Notice of change of Contact Information</li> <li>• TF-945 Application for Media Coverage</li> <li>• TF-947 Election to Opt Out of Court restitution Collections</li> <li>• Superior Court Indictments (Returned in Open Court)</li> </ul>
<b>How to Correct</b>	Please file the document in paper at the Clerk's Office.

<b>Rejection Reason</b>	<b>FILING NAME: The "Filing Name" of the document you entered in TrueFiling does not match the title listed on the document.</b>
<b>Explanation</b>	When you upload your document in TrueFiling, the name of your document is auto-populated from your saved document. However, you <b>must</b> replace this name with the title listed on the document because the name is used to populate the CourtView docket. The document name field allows for up to 200 characters.
<b>How to Correct</b>	Re-submit your document through TrueFiling. In the " <b>Filing Name</b> " field, enter the title of your document as it displays on the document. See User Guideline 8.B above for additional information for naming documents.

<b>Rejection Reason</b>	<b>FILING TYPE: Motion for Expedited Consideration and underlying motion must be submitted as separate filings.</b>
<b>Explanation</b>	Civil Rule 77(g) states:  (g) <b>Expedited Consideration.</b> A party may move for expedited consideration of its principal motion by filing a second motion requesting relief in less time than would normally be required for the court to issue a decision.
<b>How to Correct</b>	File your principal motion and motion for expedited consideration as two separate motions in the same bundle. (A bundle is a collection of filings submitted at the same time.) You must also submit a separate proposed order for <u>each</u> motion. Both motions and proposed orders should be submitted in the same bundle in TrueFiling.

## Appendix B Viewing Documents in the Register of Action (ROA)

**Question:** What is the TrueFiling Register of Action (ROA)?

**Answer:** The ROA is a listing of CourtView dockets. If there is an image associated with the docket and the image is a public document (non-confidential), you can click **Download** to view the image.

**Question:** How do I find the ROA in TrueFiling?

**Answer:** Do the following:

1. Click Case Search. Select AK Trial Courts. Enter case number and click Search.
2. When the case information displays in "Search Results", click on the case. You will be taken to the **Case Details** screen.
3. On the Case Details page, you should see a section titled "Register of Actions". Click on the arrow icon. The Register of Actions may take a minute or so to load because TrueFiling is making a call to CourtView to retrieve the dockets and images.

**Question:** How do I view the documents in the ROA?

**Answer:** The word **Download** or **Pending** is listed next to each ROA.

- Click **Download** to view the image associated with the ROA.
- When an ROA reflects **Pending**, it means that there is **no** image associated with the docket. There are two reasons why an ROA (docket) will not have an image associated with it.
  1. Many CourtView dockets are system-generated based on a process in CourtView. This applies to 1) cases filed prior to May 8<sup>th</sup> (pre-existing cases), and 2) cases filed after May 8<sup>th</sup>. See example #1 below.
  2. Dockets reflecting the filing of a document filed prior to May 8th will not have documents associated to them because the documents were not scanned at that time. See example #2 below.



**Question: Who has access to view the documents in the ROA?**

**Case Contacts** may view documents in the ROA. A Case Contact is someone who:

1. Files a document in the case, or
2. Is added as either an "Attorney" or "Pro Se" in the Select Service Section when a document is filed, or
3. Is added by someone else to the case as a **Case Contact**, or
4. Adds him/herself to the case as a **Case Contact**. To add yourself as a Case Contact:
  - a. Click Case Search. Select AK Trial Courts. Enter case number and click Search.
  - b. When the case information displays in "Search Results", click on the case. You will be taken to the Case Details screen.
  - c. In the Case Contacts section, click the "Add Myself/Connected User" and select yourself.
  - d. The Register of Actions may take a minute or so to load because TrueFiling is making a call to CourtView to retrieve the dockets and images. You may also need to refresh the page after a minute.

**Question: Are documents filed in criminal and minor offense cases prior to May 8<sup>th</sup> available in the TrueFiling ROA?**

**Answer:** Generally, the answer is no. You may see an occasional pre-May 8<sup>th</sup> document that has been scanned, but as a general rule you will not see them.

**Example #1:** CourtView system-generated dockets do not have a document associated with them.

In the following case, the clerk added the Public Defender Agency to the defendant's party record in CourtView. CourtView auto-generated a docket. No document is associated with that docket (ROA).

Action Date	Comments	Author	Document Link
05/29/2019	ACS-Court Notice APPLICATION WITH HEARING NOTICE-		Download
05/29/2019	Application for First Bail Review Hearing APPLICATION FOR FIRST BAIL REVIEW HEARING-		Download
05/22/2019	ACS-Bail Order / Conditions of Release CONDITIONS OF RELEASE-		Download
05/22/2019	LOG NOTE-		Download
05/22/2019	TEMPORARY ORDER- / TEMPORARY ORDER		Download
05/22/2019	PRETRIAL ORDER- / PRETRIAL ORDER		Download
05/22/2019	Attorney Information Attorney Public Defender Agency (3KN) representing Defendant OLANNA-BLOOMSTRAND, PETER as of 05/23/2019-		Pending

The following case reflects other dockets (ROAs) auto-generated by CourtView for which there is no associated document:

Action Date	Comments	Author	Document Link
05/30/2019	CONDITIONS OF RELEASE-		Download
05/30/2019	TEMPORARY ORDER-		Download
05/28/2019	LOG NOTE-		Download
05/27/2019	Return of Service Date of Service: Warrant Issued by Kenal Court served on: 05/27/2019 For: Guilliam, Desiree Jolene-		Pending
04/23/2019	Process Issued Bail Amount (Warrants Only): Third Party Custodian, Concurrent w/ 3KN-18-902CR, 3KN-18-440CR, and 3KN-17-1550CR Agency Issued to: AST Agency Location: Kenal Warrant Issued by Kenal Court Issued on: 04/24/2019 For: Guilliam, Desiree Jo-		Pending
03/17/2019	Bail Info: \$500 Cash Performance Bond concurrent with 3KN-17-00121CR, 3KN-17-01550CR, 3KN-18-00440CR, 3KN-18-00902CR Arrest Bond Added to Case with: Action Code: AS11.71.050(a)(4): MICS4 Possess Any Amount IA-VIA Arrest Date: Bond Status: Posted/Conc-		Pending
03/17/2019	Bail Info: \$5,000 Unsecured Appearance Bond concurrent with 3KN-17-00121CR, 3KN-17-01550CR, 3KN-18-00440CR, 3KN-18-00902CR Arrest Bond Added to Case with: Action Code: AS11.71.050(a)(4): MICS4 Possess Any Amount IA-VIA Arrest Date: Bond Status: Poste-		Pending
03/10/2019	Temporary Order-		Pending
02/26/2019	Application for Second or Subsequent Bail Review Hearing Attorney: Neal, Gwen M (0805031)-		Pending

**Example #2:** In pre-existing cases, dockets (ROAs) for documents filed prior to May 8th will not have images associated to them because the documents were not scanned at that time the docket was created.

The screenshot shows a web interface for a 'Register Of Actions (37)'. At the top, there is a search bar and a 'Show 25 entries' dropdown. The table has columns for 'Action Date', 'Comments', 'Author', and 'Document Link'. A red circle highlights a group of entries from 02/19/2019 to 02/28/2019. The entries in this group are:

Action Date	Comments	Author	Document Link
02/28/2019	Order and Conditions of Release-		Pending
02/28/2019	Temporary Order-		Pending
02/25/2019	Request for Change of Plea Hearing Attorney: Iannaccone, F Jon (1612115)-		Pending
02/24/2019	Order Granting Motion Whitaker, Sarah Case Motion #1 Non-Opposed Motion for Continuance-		Pending
02/21/2019	Non-Opposed Motion for Continuance Attorney: Iannaccone, F Jon (1612115) Filing Party: Whitaker, Sarah Case Motion #1-		Pending
02/19/2019	Application for Second or Subsequent Bail Review Hearing Attorney: Iannaccone, F Jon (1612115)-		Pending

## **APPENDIX C**

### **TrueFiling Account Questions and Answers**

The following are questions and answers regarding TrueFiling Accounts when a filer leaves a firm or agency:

#### **Questions re Deactivated Emails**

**Question 1:** If a person's email is no longer active but their account has not been deactivated, does TrueFiling notify the sender that the email was not delivered. For example, opposing counsel files and serves a document on an attorney whose email has been deactivated.

**Answer:** No. TrueFiling does not notify senders that an email was not delivered.

**Question 2:** If a connected user's email is deactivated, does he/she remain listed as a connected user in the accounts of others?

**Answer:** Yes. See Question 3 below.

**Question 3:** If a connected user's TrueFiling account is deactivated, does he/she remain as a connected user in the account of others?

**Answer:** No. A person is automatically removed as a Connection to others when his/her account is deactivated.

#### **Questions re Case Contact**

**Question:** If a person is a Case Contact in a particular case and deactivates his/her TrueFiling account, does the filer remain listed as a Case Contact for the case?

**Answer:** Yes, the person would remain a Case Contact.

**Important:** Before leaving a firm or agency, the person should remove themselves as a Case Contact on **all** cases they are no longer associated with.

**Question:** Who can remove a Case Contact from a case. For example, if an attorney leaves a law firm or agency, can a connected user remove the attorney as a Case Contact?

**Answer:** Either the Case Contact (e.g. attorney on case) or a connected user can remove the person as a Case Contact on a case. For example, an administrative assistant who is connected to an attorney can remove the attorney as a Case Contact from a case.