

Instructions to Clerk: Save the audio or video files on the O: Drive and document their location.

NOTICE (OB)

Use this form if you want the judge to consider audio or video to support something you are filing, like a motion or opposition. Submit audio or video files electronically to the court through ZendTo (<https://drop.state.ak.us/drop/>).

Exhibits and attachments are public unless deemed confidential by statute, court rule, or court order.

Do not use this form for trial exhibits. Submit trial exhibits in open court, with an exhibit list.

Filing Instructions

- 1) Fill out this form.
- 2) In TrueFiling, upload the document you are filing (motion, opposition, reply, etc.) and this form as separate documents in the same bundle. If you want the court to order an exhibit or attachment to be confidential, upload the appropriate motion in the same bundle.
- 3) Upload your files to ZendTo **on the same business day** that you file the associated pleading. In the Description box next to the Filename, add the case number the file is being submitted for. Submit electronically to the appropriate court location and send copies to any other parties in the case.

Court email information: [ak-courts.info/edir](mailto:ak-courts.info@edir)

NOTICE OF FILING AUDIO OR VIDEO ATTACHMENT ELECTRONICALLY

Case Number: _____

Case Name: _____

Name of Party Filing this Form: _____

☐ Plaintiff/Petitioner ☐ Defendant/Respondent ☐ Other: _____

Name of Party's Attorney: _____ ☐ Self-Represented

The exhibits and attachments listed below are in support of my motion, opposition, or reply named _____

filed on _____ [date].

[List all audio or video exhibits or attachments in the chart below. If you are submitting multiple files, use one line for each file.]

Exhibit or Attachment Number	Description of Exhibit or Attachment	Is It Confidential?*

* You must first get approval from the judge to file a confidential exhibit or attachment to a motion. Administrative Rule 37.6.

I certify that I have transferred or will transfer my ZendTo attachment on the same business day that I file the pleading they are in support of.

Date

Signature

Print or Type Name

Read instructions for service on the next page.

You must give a copy of this form (and everything attached to it) to every party in the case. This is called "service."

Use TrueFiling to serve the other party if:

- Both you and the other party are using TrueFiling.
- You are using TrueFiling and the other party gave their email address to the court.

Use the Certificate of Service below if:

- The other party is not using TrueFiling and did not give their email address to the court.
- TrueFiling is not available - check TrueFiling availability at <https://ak-courts.info/tfcourts>.
- You are exempt from using TrueFiling.

Certificate of Service

I certify on _____ at _____ *[date/time]* I gave a copy of this document **and** any attachments by ☐ mail. ☐ hand-delivery. ☐ TrueFiling and ZendTo. ☐ email. *[You can only use email if the other party provided an email address to the court].*

I served these people: _____

Signature: _____