

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

SECOND JUDICIAL DISTRICT

In the Matter of: )  
)  
**Documents Filed by Electronic Mail** )  
)  
In the Second Judicial District )  
\_\_\_\_\_ )

**Presiding Judge Administrative Order No. 17-01**

This administrative order applies to courts in the Second Judicial District: Barrow, Kotzebue, Nome, and Unalakleet. It supersedes all other policies, orders, or existing practices pertaining to pleadings that are filed by electronic mail in these courts. It is made under the authority of Civil Rule 5.1, Filing and Service by Facsimile and Electronic Mail.

1. A party is permitted to file any documents in cases pending in the Second District courts by electronic mail by emailing the document, as an attachment, to the appropriate court's email address as set forth in Attachment A, provided the party adheres to the following requirements and limitations:

- a. the size of any document emailed to the court in any one email submission may not exceed 25 pages in length and 10 MB in size;
- b. all documents emailed to the court for filing must be sent as attachments in .pdf format, except that photographic exhibits to any emailed pleading may be in JPEG format (with file extensions of ".jpeg" or ".jpg");
- c. the party emailing a document to the court for filing must submit proof that the opposing party or parties were served by email or by fax, if the parties have consented to service by email or fax (proof of service for fax or email service must comply with Civil Rule 5.1(c)(6)), by hand delivery, court box/tray, or by process server;
- d. the party complies with all other requirements of Civil Rule 77 or Criminal Rule 42, as applicable.

2. Documents filed by email that are received by the court before 12:00 p.m. on Fridays, or 4:30 p.m. on a day that the court is open for business, are deemed to have been filed on that business day. Documents filed by email that are received by the court after 4:30 p.m., or 12:00 p.m. on Friday's, are deemed to have been filed on the next business day that is not a Saturday, Sunday, or any other day that the court may be closed as ordered by the Alaska Supreme Court,

or a judicial holiday listed in Administrative Rule 16. Documents are deemed received at the time of receipt displayed on the court's email inbox clock.

3. Documents filed by email will be printed by the court staff and the printed paper copy will be placed in the case file and will serve as the official record of the court case. The court will not be responsible for retaining any document in electronic format; on the contrary, court staff will normally delete the transmittal email and attachments after printing the documents for the case file. The paper copy will be file stamped with the date of receipt in accordance with section 2 above. The clerk's office will not be responsible for verifying that documents filed by email are received correctly, i.e., that all pages were transmitted, that the document is legible, etc. The clerk's office is also not responsible for any technological problems that may occur as a party attempts to transmit documents by email. The originals of all emailed pleadings must be kept by the party to resolve any question pertaining to authenticity. No follow up originals may be filed, unless specifically ordered, except for signed affidavits when unsigned affidavits had previously been filed by email. An unsigned affidavit must be emailed with the party's Civil Rule 11 certification that it has been verified by the affiant, and the signed original affidavit must be filed within 10 days.

4. A party filing documents by email must include the case number or numbers for the attached documents in the subject line of the transmitting email. The email shall identify the case name, case number, title of the document or documents that are attached for filing and state the number of pages being filed. The party may not provide any extraneous narrative or explanation in the body of the transmitting email. The clerk's office will not be responsible for verifying that a party in fact included any or all attachments described in the transmitting email.

5. No original civil complaints or petitions, or other documents that require a filing fee, or anything else that must be served under Civil Rule 4, may be filed by email.

6. Deviations from this order may only be allowed by the judge assigned to the case for good cause.

7. Failure to abide by this order will result in rejection of the pleading.

DATED at Kotzebue, Alaska, this 12<sup>th</sup> day of June, 2017.

/s/  
\_\_\_\_\_  
Paul A. Roetman  
Presiding Judge  
Second Judicial District

Distribution:

2<sup>nd</sup> Judicial District Clerks of Court

2<sup>nd</sup> Judicial District Magistrate Judges

2<sup>nd</sup> Judicial District Superior Court Judges

DA/PD/OPA/DJJ/OCS/AG

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Sherry Trigg, RCTA

**ATTACHMENT A**

Barrow - [2BAMailbox@akcourts.us](mailto:2BAMailbox@akcourts.us)

Kotzebue - [2KBMailbox@akcourts.us](mailto:2KBMailbox@akcourts.us)

Nome - [2NOMailbox@akcourts.us](mailto:2NOMailbox@akcourts.us)

Unalakleet - [2UTMailbox@akcourts.us](mailto:2UTMailbox@akcourts.us)