

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA

In the Matter of: )  
 )  
Statewide Policy on Calendaring )  
of Particular Post-Conviction Cases )  
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First Judicial District Administrative Order No. 17-01  
Second Judicial District Presiding Judge Administrative Order No. 17-01  
Third Judicial District Administrative Order No. 17-01  
Fourth Judicial District Presiding Judge Administrative Order No. 17-01

**Uniform Administrative Order Establishing a  
Statewide Central Calendaring Judge for Criminal Rule 35.1 Cases  
Assigned to Certain Public Defender Agency/Office of Public Advocacy Counsel**

1. Central calendaring will apply to every Superior Court Post-Conviction Relief (PCR) case in the state that is handled by PD/OPA staff or contract attorneys who are assigned to (or will be expected to be assigned) over 5 PCR cases at any one time.
2. PCR's are to be filed in the normal manner in the court location where the judgment originated.
3. The initially assigned local judge will address the appointment of public counsel.
4. Once a qualifying PD/OPA/contract attorney enters an appearance, that attorney may request central calendaring using Form CIV-775. If the request is granted, the local judge must submit the request and order on point to the central calendaring judge. The currently assigned central calendaring judge is Kevin Saxby, at 825 West Fourth Avenue, Anchorage, AK 99501-2004. Electronic filings may be made at [PCREmail@akcourts.us](mailto:PCREmail@akcourts.us).
5. The central calendaring judge must send a notice to counsel and back to the local court of acceptance of the PCR onto the central calendar.
6. The local judge must promptly transfer the physical file to the calendaring judge. The file will be stamped 'Central Calendaring' upon receipt.
7. All subsequent filings must be made with the central calendaring judge until the case is returned to the local judge and must include 'Central Calendaring' in the title of the motion or other filing.

8. The central calendaring judge will address all issues, including calendaring and discovery issues, until the PCR is ripe for decision or a hearing or, in an extraordinary case, the calendaring judge determines that the unripe PCR should be returned to the local judge. At that time the PCR will be returned, with the physical file, to the local judge.

9. The central calendaring judge will maintain two lists of cases for each counsel subject to central calendaring. The "active" list will contain up to ten cases for which specific deadlines will be established. All other cases will be on a "pending" list, with no deadlines listed, in the order of the date of the filing of the petition.

10. There will be a monthly calendar call for cases on the active list. Ten days in advance of the calendar call counsel for each Petitioner must provide the central calendaring judge and opposing counsel with a single status report, using Form CIV-778, for all cases on their active list. The report must specify the assigned prosecutor and existing deadlines for each case and any request for changes to any and all deadlines. The assigned prosecutors (or a single prosecutor if the Department of Law desires) must respond to the status report by 3 days before the calendar call, also using Form CIV-778.

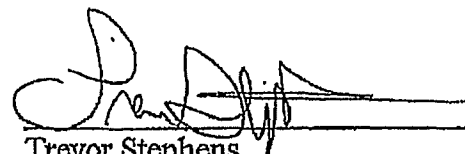
11. As active cases become ripe for decision or a hearing, they must be returned to the local judge (or court location, if the judge is no longer available), removed from the active list, and replaced with the oldest case on the pending list. The central calendaring judge should try to have the local court participate in the calendaring call when a case is about to be removed from the active list so that a hearing date can be set at that time.

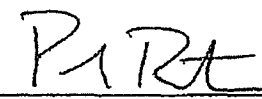
12. The central calendaring judge must issue a single calendaring report/order for the active and pending lists after each calendar call. The report/order will specify the deadlines in each active case, the cases to be removed from and added to the active list, and the cases, in order, on the pending list.

This order is adopted pursuant to Administrative Rule 46 and goes into effect in all judicial districts on February 15, 2017.

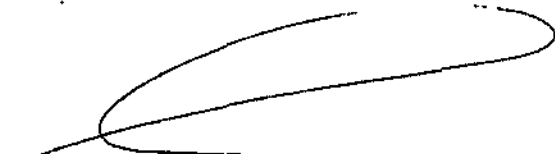
JANUARY 31, 2017  
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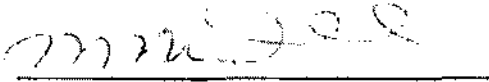
  
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Trevor Stephens  
Presiding Judge, First Judicial District

  
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Paul Roetman  
Presiding Judge, Second Judicial District

31 Jan. 2017  
Dated

  
\_\_\_\_\_  
William F. Morse  
Presiding Judge, Third Judicial District

31 Jan 2017  
Dated

  
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Michael McDonald  
Presiding Judge, Fourth Judicial District

Distribution

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\*All Clerks of Court have been advised to forward this AO to their districts' Judges, Judicial Assistants, Criminal, and Civil Supervisors, District Attorney, Public Defender, and Office of Public Advocacy