

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 72
(AMENDED: December 12, 2008)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff & Court Analysts
All Judges	Central Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Office Closures for Staff Meetings

Administrative Rule 18(a)¹ allows courts to close for up to one hour per week for staff meetings and training if prior approval is obtained from both the administrative director and the presiding judge. Advance notice of the closure must also be posted in the places designated in the rule.

The courts listed below have received permission to close their clerk's offices at the listed times each week. In some cases the closure is limited to certain parts of the clerk's office and may not, for example, include the front counter.

Barrow	Wednesdays	8 AM – 9 AM
Bethel	Wednesdays	8 AM – 9 AM

¹ Rule 18(a) states:

Superior and District Courts -- When Open for Business. The superior and district courts shall be open for the transaction of business during business hours from 8:00 a.m. until 4:30 p.m. on all days except judicial holidays and Saturdays; provided, however, that the courts may at any time extend these hours as circumstances may require or as may be ordered by the presiding judge. The presiding judge may authorize the closure of an office for up to one hour per week for staff meetings and training under a plan approved by the administrative director. The clerk of court must give advance notice of the closure by posting notices on the court's bulletin board, on the doors of the courthouse, and in the clerk's office.

Craig	Fridays	8 AM – 9 AM
Dillingham	Fridays	8 AM – 9 AM
Fairbanks	Wednesdays	8 AM – 9 AM
Homer	Thursdays	8 AM – 9 AM
Glennallen	Thursdays	8 AM – 9 AM
Juneau	Fridays	8 AM – 9 AM
Kenai	Thursdays	8 AM – 9 AM
Ketchikan	Fridays	8 AM – 9 AM
Kodiak	Wednesdays	8 AM – 9 AM
Kotzebue	Wednesdays	8 AM – 9 AM
Nome	Wednesdays	8 AM – 9 AM
Palmer	Thursdays	8 AM – 9 AM
Seward	Wednesdays	8 AM – 9 AM
Sitka	Fridays	8 AM – 9 AM
Unalaska	Wednesdays	8 AM – 9 AM
Valdez	Wednesdays	8 AM – 9 AM

Dated: December 12, 2008
Effective: December 12, 2008


Stephanie J. Cole
Administrative Director
