

IN THE TRIAL COURTS FOR THE STATE OF ALASKA
FIRST JUDICIAL DISTRICT

<p>In the Matter of:</p> <p>THE FILING OF EXHIBITS IN ALL TELECONFERENCE AND VIDEOCONFERENCE HEARINGS IN SUPERIOR AND DISTRICT COURT CIVIL CASES</p> <p>In the First Judicial District.</p>		
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Presiding Judge Administrative Order No. 20-05

This order applies to submitting exhibits for use in telephonic and videoconference hearings in all District and Superior Court civil cases in the First Judicial District.

1. Exhibits may be submitted to the Court Clerk’s office in person, by mail, fax-filing,¹ or emailed to the court.²
2. Exhibits should be properly marked in accordance with Civil Rule 43.1 and Administrative Bulletin 9.³ Parties may: (1) electronically mark exhibits with the

¹ Fax filings must also comply with the First Judicial District’s Presiding Judge’s Administrative Order 12-02, which provides for a 35-page limit. This Administrative Order is available on-line at (<https://public.courts.alaska.gov/web/jord/docs/fax1st.pdf>) and can be accessed at the Court Clerk’s office.

² Each court has its own email address. The addresses are:

Angoon	1agmailbox@akcourts.us	Petersburg	1pemailbox@akcourts.us
Haines	1hamailbox@akcourts.us	POW	1pwmailbox@akcourts.us
Hoonah	1hnmailbox@akcourts.us	Sitka	1simailbox@akcourts.us
Juneau	1jumailbox@akcourts.us	Wrangell	1wrmailbox@akcourts.us
Ketchikan	1kemailbox@akcourts.us	Yakutat	1yamailbox@akcourts.us

³ The Civil Rules and the Administrative Bulletin can be accessed at the Court Clerk’s Office and, in Juneau, at the law library in Juneau. Bulletin No. 9 is available on-line at (<https://public.courts.alaska.gov/web/adbulls/docs/ab09.pdf>). And the Civil Rules can be found at: <https://public.courts.alaska.gov/web/rules/docs/civ.pdf>. Guidance about how to prepare your exhibits can be found at the court system’s Self-Help Center at <http://www.courts.alaska.gov/shc/family/shc-1084.htm> (Form SHC-1084).

information required by the rule and bulletin,⁴ (2) handwrite the information required by the rule and bulletin before scanning the exhibit, or (3) may obtain exhibit stickers from the Court Clerk's office.

There are "plaintiff" and "defendant" exhibit stickers and the party will need to use the correct stickers. The stickers shall be completed by writing in the exhibit number and the case number, and the exhibit sticker shall be affixed to the bottom right page of each exhibit, the first page of the exhibit if the exhibit has more than one page, except that exhibit stickers may be affixed to the back of photographs.

If you are not using a sticker obtained from the court, the following information must be placed on the bottom-right side of the first page of each exhibit (either typed or handwritten): (1) Whether you are Plaintiff or Defendant; (2) the exhibit number; and (3) the case number. For example, exhibit 1 filed by a plaintiff in a civil case in Juneau would have the following information on the bottom-right side of the first page:

Plaintiff – Ex. 1
1JU-20-00000 CI

3. Exhibits shall be submitted to the Court Clerk's office and served on the other party or parties according to the deadline set in a pre-trial scheduling order, or other applicable order in the case.⁵ If there is no such order the exhibits shall be submitted and served at least three business days prior to the scheduled telephonic or

⁴ Text can be added to a PDF document in Adobe Reader by using the "Fill & Sign" tool: https://helpx.adobe.com/acrobat/using/fill-and-sign.html#fill_your_PDF_form

⁵ Exhibits must be properly served on the other party or parties, even if the exhibits were previously provided to an opposing party as discovery. A properly marked set of exhibits must be provided again in advance of the hearing as it is imperative that all parties, the court, and any witnesses are working off the same set of exhibits during the evidentiary hearing or trial.

videoconference hearing if the hearing was scheduled more than three business day before the hearing and if not, as soon as reasonably possible prior to the hearing.

4. Exhibits submitted to the Court Clerk's office and served on the other party or parties shall be accompanied by an exhibit list on form TF-200 which properly lists all of the party's exhibits.⁶
5. If exhibits are submitted to the Court Clerk's office by email:
 - a) The exhibits, properly marked and accompanied by the completed exhibit list, must be submitted in in an approved electronic format⁷ and must be served on the other party or parties in the same electronic format.
 - b) A courtesy copy must also be sent to the assigned judge's judicial assistant.⁸
 - c) A party must provide the court with a hard copy of their emailed exhibits prior to the hearing if:
 - i. Your exhibits exceed a total of 150 pages⁹ (Parties may not circumvent this requirement by sending exhibits in multiple emails); or
 - ii. Your exhibits include color photographs. (The court does not have the

⁶ This form can be obtained from the Court Clerk's office or on-line at <https://www.courts.alaska.gov/forms/index.htm#tf>.

⁷ Exhibits submitted by email must be in PDF or JPEG format; links to download exhibits are not permitted. Video or audio exhibits are allowed. (See paragraph 6).

Judge Carey	apoutt@akcourts.us	MJ Clark	1pwmailbox@akcourts.us
Judge Mead	mljungberg@akcourts.us	MJ Germain	1yamailbox@akcourts.us
Judge Miller	apoutt@akcourts.us	MJ – in Haines	1hamailbox@akcourts.us
Judge Pallenberg	kkolvig@akcourts.us	MJ – in Juneau	1jumailbox@akcourts.us
Judge Pate	sdegner@akcourts.us	MJ Newport	1pemailbox@akcourts.us
Judge Schally	smarvin@akcourts.us	MJ Schulz	1kemailbox@akcourts.us
Judge Stephens	apoutt@akcourts.us	MJ Stahla-Kernin	1simailbox@akcourts.us
Judge Swanson	1jumailbox@akcourts.us		

⁹ The judicial officer presiding over the case may increase the page limit upon timely request and for good cause shown.

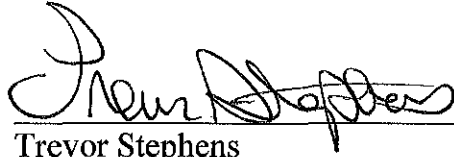
ability to print color copies.)

- d) Emailed exhibits must be provided to the court in a manner that allows the court to easily locate a particular exhibit during the hearing. For example, groups of exhibits can be provided in a searchable PDF (allowing the court to search for a particular exhibit number), or a PDF where each exhibit has been bookmarked, or each exhibit may be its own separate PDF.
- 6) Video and audio exhibits are permitted but must be submitted to the Court Clerk's Office and served on the other party or parties on a computer disk or by other means approved by the judicial officer presiding over the case. Such exhibits should not be submitted on a thumb drive or similar device.
- 7) At all times during the hearing, the parties must be able to access their own exhibits, as well as any exhibits served on them by other parties, either by viewing the exhibits on an electronic device or by printing them out in advance of the hearing.
- 8) It is each party's responsibility to ensure that each of your witnesses have access to whichever exhibits you intend to use with that witness. For a Zoom hearing, any party wishing to show an exhibit to a witness must be familiar with the "File Sharing" feature of Zoom,¹⁰ and must have the exhibit ready on their device in electronic form to share with the witness.
- 9) Unanticipated rebuttal evidence may be submitted during the hearing through Zoom's chat-files feature¹¹ or emailed, with permission from the court.

¹⁰ For directions on how to use this feature: <https://support.zoom.us/hc/en-us/articles/202920879-Sending-a-screen-capture-file-reaction-or-recording>

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DATED October 15, 2020 at Ketchikan, Alaska.



Trevor Stephens
Presiding Judge – First Judicial District

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