

IN THE TRIAL COURT FOR THE STATE OF ALASKA
FOURTH JUDICIAL DISTRICT AT BETHEL

IN THE MATTER OF:

Simplified Email Filing procedures in
Child in Need of Aid Matters

**Presiding Judge's Administrative Order
23 – 04**

The majority of filings in Child in Need of Aid (“CINA”) matters in the Fourth Judicial District are filed by email. Additionally, a large percentage of CINA matters are part of sibling groups with primarily consolidated hearing dates, motions, and orders. Moreover, the majority of filings in CINA matters relate to an entire sibling group of linked and consolidated cases.

In order to alleviate the need for multiple filings by email and to simplify procedures related to email filing in CINA cases in the Fourth Judicial District, the following procedures shall apply:

- A. Pleadings shall be filed as consolidated pleadings in any sibling group of CINA matters that are consolidated for purpose of court hearings.
- B. Consolidated pleadings in CINA matters may be filed as a single attachment to a single email. This provision modifies Presiding Judge Administrative Order 19-02(2)(d) for CINA pleadings consolidated per this order only.¹
- C. “Consolidated pleadings” include any pleadings which relate to two or more children in a case consolidated for purposes of court hearings.
- D. Consolidated pleadings shall be captioned with the names of all children who are the subject of the pleading.
- E. Consolidated pleadings shall not be captioned with the name of any child who is not the subject of the pleading.

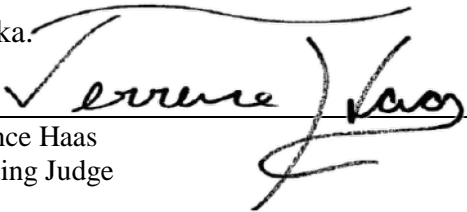
¹ Available at <https://courts.alaska.gov/jord/docs/4th-pj-19-02.pdf>.

F. The subject line of the email filing shall be in the form: 4FA-23-00001/00002/00003CN with each case number for the consolidated pleading listed.

G. Electronic distribution of consolidated orders in CINA cases may likewise be effected by distribution of a single consolidated order to all parties of record.

Effective: **June 1, 2023**

Dated this 27th Day of April, 2023 at Bethel, Alaska.



Terrence Haas
Presiding Judge

Distributed via email:

4th District Everyone (Court)
Administrative Director
PDA
OPA (Defense and GAL)
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