

THE SUPREME COURT OF THE STATE OF ALASKA

Order No. 14

It is Ordered:

1. After February 1, 1960, all briefs, and petitions and memoranda under Part VI of the Rules of the Supreme Court, prepared for filing in this court shall be typed on Multilith Duplimat Masters in accordance with the attached Memorandum of Instructions; and when filed, shall be governed by the provisions of Rule 11 (g).

2. Type shall be not less in size than 10 pitch (10 characters per inch) Pica, or similar.

3. This order supersedes conflicting Rules of the Supreme Court to the extent of such conflict.

Dated this 8th day of January, 1960.

/s/ Buell A. Nesbett
Chief Justice

/s/ John H. Dimond
Associate Justice

/s/ Walter H. Hodge
Associate Justice



MEMORANDUM OF INSTRUCTIONS
ON USE OF MULTILITH DUPLIMAT MASTERS

1. Materials and Supplies.

The masters to be used in the preparation of briefs and petitions are designated as "Multilith Duplimat Masters - Series 5-3000-5." They are pre-printed with lines and numbers in non-reproducing ink and may be purchased at a price of \$7.00 for a box of 100, or \$29.74 for a box of 1,000. They may be obtained from the Addressograph-Multigraph Corporation, 1675-1/2 East Fifth Avenue, P. O. Box 1715, Anchorage, Alaska, or at other offices of that company.

There may also be obtained from the Corporation at the above address, for \$9.20, a duplicating kit which will include 100 masters, a Multilith Duplimat typewriter ribbon, an eraser, a reproducing pencil and a non-reproducing pencil.

When ribbons are ordered from the Corporation the typewriter specifications, such as the make of typewriter and whether it is electric or manual, should be given.

2. Typing - Erasing - Correcting.

(a) The master will have a series of numbers in non-reproducing ink at the top of the sheet for typewriter margin settings. The left margin should be set at 17 (1-7/8 inches from the left edge of the master), and the right margin should be set at 98 (1-3/8 inches from the right edge of the master).

The first typed line at the top of the master (e.g., the title of the court) should begin not less than 2-1/8 inches below the top edge of the master.

Typing (including page numbers) must not extend below a point which is 2-3/8 inches from the bottom edge of the master.

(b) If a typewriter is not equipped with a carbon paper ribbon attachment a Multilith Duplimat ribbon must be used. This ribbon can also be used for regular typing.

(c) If an electric typewriter is being used, set the pressure gauge on the lightest setting possible and still obtain a good image on all characters. IBM electric typewriters are usually set on 2 or 3. A typist using a manual typewriter should take care to use a light, even stroke on all keys.

(d) Erasures should be made with a soft rubber eraser, removing only the surface of the image. A light image will remain visible. Care should be taken not to remove the surface of the master when making erasures.

(e) When proofreading, corrections can be marked with the Multilith non-reproducing pencil. These marks need not be erased, because they will disappear when placed on the duplicator.

3. Handling and Mailing.

(a) Care should be taken to handle the master only in the margin areas. The paper guide rolls on the typewriter should be placed and kept at all times in the margin area.

(b) Do not bend or fold the masters. In preparing them for mailing place cardboard on the front and back before inserting the masters in an envelope. This will prevent the masters from being folded or wrinkled when handled by post office personnel. The envelope should be marked "Do Not Bend" or "Do Not Fold."

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Amendment No. 1 - 12/ /60
Amending paragraph 1 of
Supreme Court Order No. 14.

IT IS ORDERED:

Supreme Court Order No. 14 is amended as
follows:

In the fourth line in paragraph 1, the word
"Amended" is inserted immediately before the word
"Memorandum".

DATED:

Chief Justice

Associate Justice

Associate Justice

Distribution:

All Members Alaska Bar Association
All Superior Court Judges
All Members Attorney General's Office
All Clerks of Court
All Supreme Court Justices.

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Revision of June 20, 1966

Revising Supreme Court
Order No. 14 and all
amendments thereto.

IT IS ORDERED:

That Supreme Court Order No. 14, together with all amendments thereto, is revised to read as follows:

1. All briefs, and petitions and memoranda under Part VI of the Rules of the Supreme Court, prepared for filing in this court shall be typed on Multilith Duplimat Masters in accordance with the attached Instructions for Preparation of Briefs. When a brief so prepared has been filed, its duplication and service shall be governed by the provisions of Rule 11(g), Rules of the Supreme Court. As an alternative parties may have their briefs, prepared as specified above, then reproduced by a commercial reproduction plant, in which case the number of copies to be submitted and the manner of binding will be as required by the clerk of this court and the finished briefs will be filed within five days after the times specified in Rule 11(a), (b) and (c), Rules of the Supreme Court.

2. On standard machines, type shall be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch), substantially similar to the type in this order. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in this order. The expand key shall not be

used. If doubt exists as to whether a given type will comply with this order, a sample may be submitted to the clerk.

3. This order supersedes conflicting Rules of the Supreme Court to the extent of such conflict.

DATED: June 20, 1966.

/s/ Buell A. Nesbett
Chief Justice

/s/ John H. Dimond
Associate Justice

/s/ Jay A. Rabinowitz
Associate Justice

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Revised

6-20-66

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Amendment No. 1 - 12/27/60


Amending paragraph 1 of
Supreme Court Order No. 1.


IT IS ORDERED:


Supreme Court Order No. 14 is amended as
follows:

In the fourth line in paragraph 1, the word
"Amended" is inserted immediately before the word
"Memorandum".

DATED: December 27, 1960


Chief Justice


Associate Justice


Associate Justice

Distribution:

All Members Alaska Bar Association
All Superior Court Judges
All Members Attorney General's Office
All Clerks of Court
All Supreme Court Justices.

Revised
6-20-66

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Amendment No. 2 - 5/7/62

Amending paragraph 2 of
Supreme Court Order No. 14.

IT IS ORDERED:

Supreme Court Order No. 14 is amended as follows:

Paragraph (2) shall be amended to read:

2. On standard machines, type shall be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in this order. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in this order. The expand key shall not be used. If doubt exists as to whether a given type will comply with this order, a sample may be submitted to the clerk.

Dated: May 7, 1962.

/s/ Buell A. Nesbett
Chief Justice

/s/ John H. Dimond
Associate Justice

/s/ Harry O. Arend
Associate Justice

Distribution:

- All Members Alaska Bar Association
- All Superior Court Judges
- All Members Attorney General's Office
- All Clerks of Court
- All Supreme Court Justices

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Revision of June 15, 1971.

Revising Supreme Court
Order No. 14 and all
amendments thereto.

IT IS ORDERED:

Supreme Court Order No. 14, together with all amendments,
is revised to read as follows:

(1) All briefs prepared under Supreme Court Rule 11 and
all petitions for review and memoranda prepared under Supreme Court
Rules 28 and 29 shall be typed on 8 1/2" x 11" 20 lb. plain white
bond paper, in accordance with the attached INSTRUCTIONS FOR
PREPARATION OF BRIEFS, effective June 15, 1971.

(2) Briefs, petitions for review and memoranda so filed
will be placed on masters by an electrostatic process by the Clerk
of the Supreme Court and will be duplicated and served by the Clerk.

(3) As an alternative, parties may have their briefs
duplicated commercially, in accordance with the directions in the
section of the attached INSTRUCTIONS FOR PREPARATION OF BRIEFS
entitled "III. COMMERCIAL PRINTING".

Effective Date: June 15, 1971.

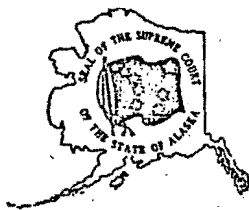
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(Mrs.) JOSEPHINE H. MCPHETRES
Clerk, Supreme Court

By:

Betty H. Bailey
Chief Deputy Clerk



RECEIVED

MAY 11 1962

Supreme Court
State of Alaska

Office of Chief Justice
Supreme Court of Alaska

OFFICE OF THE CLERK
P. O. BOX 2601
JUNEAU

JOSEPHINE M. MCPHETRES, CLERK

May 7, 1962

IMPORTANT NOTICE

Effective June 1, 1962

TO : All Members Alaska Bar Association.
FROM : Clerk, Supreme Court of Alaska.
SUBJECT : Preparation of Briefs.

Kindly note the attached copy of Amendment No. 2 to Supreme Court Order No. 14, which has to do with the kind of type required to be used in the preparation of briefs. The amended order is dated May 7, 1962, but is not effective until June 1, 1962.

On December 27, 1960, this office prepared and distributed an "Amended Memorandum Of Instructions On Use Of Multilith Duplimat Masters". Effective June 1, 1962, paragraph 2(d) on page 2 of that Memorandum is revised to read as follows:

"(d) Supreme Court Order No. 14, as amended May 7, 1962, requires that when using standard machines in preparing briefs, type shall be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in this order. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in this order. The expand key shall not be used. If doubt exists as to whether a given type will comply with this order, a sample may be submitted to the clerk."

Distribution:

All Members Alaska Bar Ass'n
All Superior Court Judges
All Clerks of Court
All Supreme Court Justices
All Members Attorney General's Office

Very truly yours,

Josephine M. McPhetres
(Mrs.) Josephine M. McPhetres
Clerk

SUPREME COURT

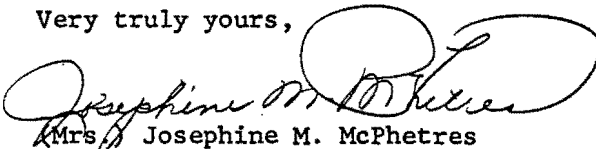
State of Alaska
Office of the Clerk
P.O. Box 2601
Juneau

February 7, 1964

TO: All Members of the Alaska Bar Association.
FROM: Clerk, Supreme Court.
SUBJECT: Preparation of Briefs.

Enclosed are 2 copies of Instructions For Preparation of Briefs, which supersede the "Amended Memorandum On Use of Multilith Duplimat Masters", distributed under date of May 9, 1962.

Very truly yours,


Mrs. Josephine M. McPhetres
Clerk

SUPREME COURT

State of Alaska
Office of the Clerk
P.O. Box 2601
Juneau

February 7, 1964

INSTRUCTIONS FOR PREPARATION OF BRIEFS

1. General Information.

(a) Length of Briefs. Exclusive of appendices, the appellant's and appellee's briefs may not exceed 50 numbered pages each, and the appellant's reply brief, 20 pages. [Supreme Court Rule 11(a)(10)]

(b) Preparation of Briefs. All briefs are to be typed on Multilith Duplimat Masters and sent to the clerk for filing, reproduction, and service, in accordance with these instructions. [Supreme Court Rule 12(a) and 11(g)]

(c) Fees. The fees to be paid for reproducing and serving briefs are as follows:

- (1) For reproducing and serving 3 copies of a brief on each party - \$2.50 a page.

(2) For furnishing copies of a brief in excess of 3 for each party - \$3.00 a copy. [See Schedule of Fees - Supreme Court - attached to Supreme Court Order No. 59, effective January 1, 1964]

2. Materials and Supplies.

The masters to be used in the preparation of briefs and petitions are designated as "Multilith Duplimat Masters - Series 5-3000". They are pre-printed with lines and numbers in non-reproducing ink, and may be purchased from the Addressograph-Multigraph Corporation, 1675 1/2 East Fifth Avenue, P.O. Box 1715, Anchorage, Alaska, or at other offices of that company.

There may also be obtained from the Corporation multilith duplimat typewriter ribbons, multilith erasers, and reproducing and non-reproducing pencils. When ribbons are ordered the typewriter specifications, such as the make of typewriter and whether it is electric or manual, should be given.

3. Size and Style of Type.

When using standard machines in preparation of briefs the type must be Pica, 11 or 12 points in height, 10 pitch

(10 characters per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in these instructions. The expand key shall not be used. If doubt exists as to whether a given type will comply with these instructions, a sample may be submitted to the clerk. [Supreme Court Order No. 14]

4. Typing Masters.

(a) Typewriter Ribbon. If a typewriter is not equipped with a carbon paper ribbon attachment, a Multilith Duplimat ribbon must be used. This ribbon can also be used for regular typing.

(b) Typing Pressure. If an electric typewriter is being used, set the pressure gauge on the lightest setting possible to still obtain a good image on all characters. IBM electric typewriters are usually set on 1. A typist using a manual typewriter should take care to use a light, even stroke on all keys.

(c) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing on the Multilith master.

(d) Paper Guide Rollers. Earlier instructions required that the paper guide rollers on the typewriter be placed and kept at all times in the margin area. It has been found, however,

that when this is done the center portion of the master is not held firmly against the typewriter platen. This causes the typewriter keys to leave an impression slightly above or below the typed line, and this shows up in duplication.

In order to avoid this, the rollers may be moved in slightly toward the center of the master. But when this is done, it is most important to clean the rollers thoroughly before starting to type and then to clean them again every three or four pages. If they are not kept entirely clean, a vertical smudge will show up on the face of the duplicated copy.

(e) Left and Right Margins. The master will have a series of numbers in non-reproducing ink at the top of the sheet for typewriter margin settings. The left margin should be set at 12, which is one (1) inch from the dotted vertical line on the left, and the right margin should be set at 87, which is one (1) inch from the dotted vertical line on the right.

(f) Top Margin. The master will also have a series of numbers in non-reproducing ink on the right and left hand sides of the sheet. The first typed line at the top of the master (for example, the title of the court) must begin at line 7 (which is approximately 2-1/8 inches below the top edge of the master) and not above that point.

(g) Bottom Margin. Since the briefs will be reproduced on

letter size paper, stop typing at the end of line 57, which is 4-1/2 inches from the bottom edge of the master. Then place the page number in the center of the page four spaces below on line 61.

(h) Double spacing. The lines on each page shall be double spaced and the pages shall be numbered consecutively at the bottom.

(i) Erasures. Erasures should be made with a Multilith eraser only, removing only the surface of the image. A light image will remain visible. Care should be taken not to remove the surface of the master when making erasures.

(j) Use of Non-Reproducing Pencil. When proofreading, the non-reproducing Multilith pencil may be used to make corrections to be made by the typist. These marks need not be erased, because they will disappear when placed on the duplicating machine.

5. Handling and Mailing.

(a) Handling. Care should be taken to handle the master only in the margin areas, in order to avoid finger prints, smearing, etc.

(b) Mailing. Do not bend or fold the masters. In preparing them for mailing, place cardboard on the front and back before inserting the masters in an envelope. This will prevent the masters from being folded or wrinkled when handled by post office personnel. The envelope should be marked "Do Not Bend" or "Do Not Fold".

RECEIVED

SUPREME COURT

JUN 17 1966

State of Alaska
Office of the Clerk
P.O. Box 2601
Juneau

Office of Administrative Director
Alaska Court System

June 20, 1966

INSTRUCTIONS FOR PREPARATION OF BRIEFS

In accordance with Supreme Court Order No. 14, as revised on June 20, 1966, briefs may be reproduced either by the clerk's office or by a commercial reproduction plant. In either case, the instructions for the preparation of briefs shall be followed as set out below.

1. General Information.

(a) Length of Briefs. Exclusive of appendices, the appellant's and appellee's briefs may not exceed 50 numbered pages each, and the appellant's reply brief, 20 pages. [Supreme Court Rule 11(a)(10)]

(b) Preparation of Briefs.

(1) All briefs are to be typed on Multilith Duplimat Masters.

(2) Where briefs are to be reproduced by the clerk, the Multilith Duplimat Masters may be sent directly to that

office, or filed in an office of a Justice and then sent immediately by counsel to the clerk at Juneau for reproduction and service.

(3) Where briefs are to be reproduced commercially, the clerk will advise counsel of the number of copies of the brief that will be required. All copies of the reproduced brief are to be sent to the clerk at Juneau for filing and service.

(c) Fees. The fees to be paid the clerk for reproducing briefs are as follows:

(1) For furnishing three copies of a brief for each party - \$2.50 a page.

(2) For furnishing copies of a brief in excess of three for each party - \$3.00 a copy. [See Schedule of Fees - Supreme Court - attached to Supreme Court Order No. 59, effective January 1, 1964]

(3) No fees will be charged by the clerk where briefs are reproduced commercially, but the actual cost of the commercial reproduction and the cost of mailing the completed briefs to the clerk at Juneau are to be reported by counsel to the clerk as soon as known after mailing.

2. Materials and Supplies.

(a) The masters to be used in the preparation of briefs and petitions are designated as "Multilith Duplimat Masters - Series 5-3000". They are pre-printed with lines and numbers in non-reproducing ink, and may be purchased from the Addressograph-Multigraph Corporation, 1675 1/2 East Fifth Avenue, P.O. Box 1715, Anchorage, Alaska, or at other offices of that company.

There may also be obtained from the Corporation multilith duplimat typewriter ribbons, multilith erasers, and reproducing and non-reproducing pencils. When ribbons are ordered the typewriter specifications, such as the make of typewriter and whether it is electric or manual, should be given.

(b) Each commercial reproduction plant shall ascertain from the clerk of the supreme court information as to the color of cover stock and type of paper to be used, and style of reproduction. Sample briefs shall be furnished upon request.

3. Size and Style of Type.

When using standard machines in preparation of briefs the type must be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in

these instructions. The expand key shall not be used. If doubt exists as to whether a given type will comply with these instructions, a sample may be submitted to the clerk. [Supreme Court Order No. 14]

4. Typing Masters.

(a) Typewriter Ribbon. If a typewriter is not equipped with a carbon paper ribbon attachment, a Multilith Duplimat ribbon must be used. This ribbon can also be used for regular typing.

(b) Typing Pressure. If an electric typewriter is being used, set the pressure gauge on the lightest setting possible to still obtain a good image on all characters. IBM electric typewriters are usually set on 1. A typist using a manual typewriter should take care to use a light, even stroke on all keys.

(c) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing on the Multilith master.

(d) Paper Guide Rollers. Earlier instructions required that the paper guide rollers on the typewriter be placed and kept at all times in the margin area. It has been found, however, that when this is done the center portion of the master is not held firmly against the typewriter platen. This causes the typewriter keys to leave an impression slightly above or below the typed line, and this shows up in duplication.

In order to avoid this, the rollers may be moved in slightly toward the center of the master. But when this is done, it is most important to clean the rollers thoroughly before starting to type and then to clean them again every three or four pages. If they are not kept entirely clean, a vertical smudge will show up on the face of the duplicated copy.

(e) Left and Right Margins. The master will have a series of numbers in non-reproducing ink at the top of the sheet for typewriter margin settings. The left margin should be set at 12, which is one (1) inch from the dotted vertical line on the left, and the right margin should be set at 87, which is one (1) inch from the dotted vertical line on the right.

(f) Top Margin. The master will also have a series of numbers in non-reproducing ink on the right and left hand sides of the sheet. The first typed line at the top of the master (for example, the title of the court) must begin at line 7 (which is approximately 2-1/8 inches below the top edge of the master) and not above that point.

(g) Bottom Margin. Since the briefs will be reproduced on letter size paper, stop typing at the end of line 57, which is 4-1/2 inches from the bottom edge of the master. Then place the page number in the center of the page four spaces below on line 61.

(h) Double spacing. The lines on each page shall be double spaced and the pages shall be numbered consecutively at the bottom.

(i) Erasures. Erasures should be made with a Multilith eraser only, removing only the surface of the image. A light image will remain visible. Care should be taken not to remove the surface of the master when making erasures.

(j) Use of Non-Reproducing Pencil. When proofreading, the non-reproducing Multilith pencil may be used to make corrections to be made by the typist. These marks need not be erased, because they will disappear when placed on the duplicating machine.

5. Handling and Mailing.

(a) Handling. Care should be taken to handle the master only in the margin areas, in order to avoid finger prints, smearing, etc.

(b) Mailing. Do not bend or fold the masters. In preparing them for mailing, place cardboard on the front and back before inserting the masters in an envelope. This will prevent the masters from being folded or wrinkled when handled by post office personnel. The envelope should be marked "Do Not Bend" or "Do Not Fold".

Where briefs are reproduced commercially, they should be wrapped and tied securely and mailed to the clerk at Juneau by "Special Fourth Class Rate - Books".

SUPREME COURT

State of Alaska
Office of the Clerk
Pouch U, Capitol Bldg.
Juneau

January 22, 1970

INSTRUCTION FOR PREPARATION OF BRIEFS

In accordance with Supreme Court Order No. 14, as revised on June 20, 1966, briefs may be reproduced either by the clerk's office or by a commercial reproduction plant. In either case, the instructions for the preparation of briefs shall be followed as set out below.

1. General Information.

(a) Length of Briefs. Exclusive of appendices, the appellant's and appellee's briefs may not exceed 50 numbered pages each, and the appellant's reply brief, 20 pages. [Supreme Court Rule 11(a) (10)]

(b) Preparation of Briefs.

(1) All briefs are to be typed on Multilith Duplimat Masters.

(2) Where briefs are to be reproduced by the clerk, the Multilith Duplimat Masters may be sent directly to that

office, or filed in an office of a Justice and then sent immediately by counsel to the clerk at Juneau for reproduction and service.

(3) Where briefs are to be reproduced commercially, the clerk will advise counsel of the number of copies of the brief that will be required. All copies of the reproduced brief are to be sent to the clerk at Juneau for filing and service.

(c) Fees. The fees to be paid the clerk for reproducing briefs are as follows:

(1) For furnishing three copies of a brief for each party - \$2.50 a page.

(2) For furnishing copies of a brief in excess of three for each party - \$3.00 a copy. [See Schedule of Fees - Supreme Court - attached to Supreme Court Order No. 59, effective January 1, 1964]

(3) No fees will be charged by the clerk where briefs are reproduced commercially. For record purposes the duplicating firm is requested to enclose a copy of their billing when mailing the briefs to the clerk's office.

2. Materials and Supplies.

(a) The masters to be used in the preparation of briefs and petitions are designated as "Multilith Duplimat Masters - Series 5-4000". They are pre-printed with lines and numbers in non-reproducing ink, and may be purchased from the Addressograph-Multigraph Corporation, 1675 1/2 East Fifth Avenue, P. O. Box 1715, Anchorage, Alaska, or at other offices of that company.

There may also be obtained from the Corporation multilith duplimat typewriter ribbons, multilith erasers, and reproducing and non-reproducing pencils. When ribbons are ordered the typewriter specifications, such as the make of typewriter and whether it is electric or manual, should be given.

(b) Each commercial reproduction plant shall ascertain from the clerk of the Supreme Court information as to the color of cover stock and type of paper to be used, and style of reproduction. Sample briefs shall be furnished upon request.

3. Size and Style of Type.

When using standard machines in preparation of briefs the type must be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in

these instructions. The expand key shall not be used. If doubt exists as to whether a given type will comply with these instructions, a sample may be submitted to the clerk. [Supreme Court Order No. 14]

4. Typing Masters.

(a) Typewriter Ribbon. If a typewriter is not equipped with a carbon paper ribbon attachment, a Multilith Duplimat ribbon or a I B M General Purpose ribbon must be used. This ribbon can also be used for regular typing.

(b) Typing Pressure. If an electric typewriter is being used, set the pressure gauge on the lightest setting possible to still obtain a good image on all characters. IBM electric typewriters are usually set on 1. A typist using a manual typewriter should take care to use a light, even stroke on all keys.

(c) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing on the Multilith master.

(d) Paper Guide Rollers. Earlier instructions required that the paper guide rollers on the typewriter be placed and kept at all times in the margin area. It has been found, however, that when this is done the center portion of the master is not held firmly against the typewriter platen. This causes the typewriter keys to leave an impression slightly above or below the typed line, and this shows up in duplication.

In order to avoid this, the rollers may be moved in slightly toward the center of the master. But when this is done, it is most important to clean the rollers thoroughly before starting to type and then to clean them again every three or four pages. If they are not kept entirely clean, a vertical smudge will show up on the face of the duplicated copy.

(e) Left and Right Margins. The master will have a series of numbers in non-reproducing ink at the top of the sheet for typewriter margin settings. The left margin should be set at 12, which is one (1) inch from the dotted vertical line on the left, and the right margin should be set at 87, which is one (1) inch from the dotted vertical line on the right.

(f) Top Margin. The master will also have a series of numbers in non-reproducing ink on the right and left hand sides of the sheet. The first typed line at the top of the master (for example, the title of the court) must begin at line 7 (which is approximately 2-1/8 inches below the top edge of the master) and not above that point.

(g) Bottom Margin. Since the briefs will be reproduced on letter size paper, stop typing at the end of line 57, which is 4-1/2 inches from the bottom edge of the master. Then place the page number in the center of the page four spaces below on line 61.

(h) Double Spacing. The lines on each page shall be double spaced and the pages shall be numbered consecutively at the bottom.

(i) Erasures. Erasures should be made with a Multilith eraser only, removing only the surface of the image. A light image will remain visible. Care should be taken not to remove the surface of the master when making erasures.

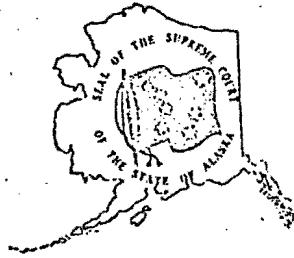
(j) Use of Non-Reproducing Pencil. When proofreading, the non-reproducing Multilith pencil may be used to make corrections to be made by the typist. These marks need not be erased, because they will disappear when placed on the duplicating machine.

5. Handling and Mailing.

(a) Handling. Care should be taken to handle the master only in the margin areas, in order to avoid finger prints, smearing, etc.

(b) Mailing. Do not bend or fold the masters. In preparing them for mailing, place cardboard on the front and back before inserting the masters in an envelope. This will prevent the masters from being folded or wrinkled when handled by post office personnel. The envelope should be marked "Do Not Bend" or "Do Not Fold".

Where briefs are reproduced commercially, they should be wrapped and tied securely and mailed to the clerk at Juneau by "Special Fourth Class Rate - Books".



Supreme Court

State of Alaska

OFFICE OF THE CLERK
STATE CAPITOL BUILDING
POUCH U
JUNEAU, ALASKA
99801

JOSEPHINE M. McPHETRES, CLERK

June 1, 1971

MEMORANDUM

TO: All Members of the Alaska Bar Association
FROM: Clerk, Supreme Court
SUBJECT: Revised Procedure for Duplication of Briefs

Attached is a copy of the Revised INSTRUCTIONS FOR THE PREPARATION OF BRIEFS.

We have revised our procedures for the duplication of briefs prepared under Supreme Court Rule 11 and of petitions for review and memoranda prepared under Supreme Court Rules 28 and 29.

Henceforth these documents will be typed on plain white 8 1/2" x 11" 20 lb. bond paper, and the masters for duplication will be made with new equipment in the Clerk's office.

This will reduce the cost to litigants by eliminating the expense of masters. It will also result in a better finished product, because usually it takes some little time for secretaries to become familiar with typing on Multilith masters.

This new procedure will be effective June 15, 1971, or earlier if counsel wish to take advantage of it. However, if upon receipt of the attached instructions a brief has already been started on masters, it may be submitted in that form even though the filing date may come after June 15.

(Mrs.) JOSEPHINE M. McPHETRES
Clerk

By: *Betty H. Bailey*
Chief Deputy Clerk

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Revision of June 15, 1971.

Revising Supreme Court
Order No. 14 and all
amendments thereto.

IT IS ORDERED:

Supreme Court Order No. 14, together with all amendments,
is revised to read as follows:

(1) All briefs prepared under Supreme Court Rule 11 and
all petitions for review and memoranda prepared under Supreme Court
Rules 28 and 29 shall be typed on 8 1/2" x 11" 20 lb. plain white
bond paper, in accordance with the attached INSTRUCTIONS FOR
PREPARATION OF BRIEFS, effective June 15, 1971.

(2) Briefs, petitions for review and memoranda so filed
will be placed on masters by an electrostatic process by the Clerk
of the Supreme Court and will be duplicated and served by the Clerk.

(3) As an alternative, parties may have their briefs
duplicated commercially, in accordance with the directions in the
section of the attached INSTRUCTIONS FOR PREPARATION OF BRIEFS
entitled "III. COMMERCIAL PRINTING".

Effective Date: June 15, 1971.

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(Mrs.) JOSEPHINE M. McPHETRES
Clerk, Supreme Court

By:

Betty H. Bailey
Chief Deputy Clerk

SUPREME COURT

State of Alaska
Office of the Clerk
Pouch U - Capitol Bldg.
Juneau, Alaska 99801

INSTRUCTIONS FOR PREPARATION OF BRIEFS

(Effective June 15, 1971)

INDEX

- I. General Information
- II. Preparation of Briefs for Duplication in the Clerk's Office
- III. Commercial Printing

INSTRUCTIONS FOR PREPARATION OF BRIEFS

In accordance with Supreme Court Order No. 14, as revised effective June 15, 1971, briefs prepared under Supreme Court Rule 11 and petitions for review and memoranda prepared under Supreme Court Rules 28 and 29 may be reproduced either by the Clerk's office or by a commercial reproduction plant. In either case, the instructions set out below shall be followed.

I. GENERAL INFORMATION.

(a) Length of Briefs. Exclusive of appendices, the appellant's and appellee's briefs may not exceed 50 numbered pages each, and the appellant's reply brief, 20 pages. (Supreme Court Rule 11(a)(10).)

(b) Size and Style of Type. When using standard machines in preparation of briefs the type must be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in these instructions. The expand key shall not be used. If doubt exists as to whether a given type will comply with these instructions, a sample may be submitted to the Clerk.

II. PREPARATION OF BRIEFS FOR DUPLICATION IN CLERK'S OFFICE.

(a) All briefs are to be typed on 20 lb. plain white 8 1/2" x 11" bond paper. An erasable bond paper of good quality will be suitable.

(b) Typewriter Ribbon. If a typewriter is not equipped with a carbon ribbon attachment, use a well inked black ribbon.

(c) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing the brief.

(d) Paper Guide Rollers. The paper guide rollers should be set in the margin areas. This avoids streaking of the type. Rollers should be kept thoroughly clean throughout the typing of the brief.

(e) Left and Right Margins. The left and right margins should be one inch each.

(f) Top and Bottom Margins. The top and bottom margins should be one inch each.

(g) Line Spacing - Page Numbers. The lines on each page shall be double spaced. The pages shall be numbered consecutively and centered at the bottom.

(h) Erasures. If erasable bond is not used, it is better to use a correction fluid or KO-REC-TYPE, or something similar. If erasures are not perfectly clean, they will appear on the photographed masters.

(i) Filing. When briefs are to be reproduced by the Clerk's office, the typewritten briefs may be sent directly to that office, or filed in an office of a Justice and then sent immediately by counsel to the Clerk at Juneau for preparation of masters, reproduction and service.

(j) Mailing to Clerk's Office. Do not bend or fold the original typewritten brief. The envelopes should be marked "DO

NOT BEND OR FOLD". Folds or creases in the paper will reproduce on the masters photographed by the Clerk's office.

(k) Fees. The fees to be paid the Clerk's office for reproducing briefs are as follows:

- (1) For furnishing three copies of a brief for each party - \$2.50 a page.
- (2) For furnishing copies of a brief in excess of three for each party - \$3.00 a copy. (See Schedule of Fees - Supreme Court - attached to Supreme Court Order No. 59, effective January 1, 1964.)

III. COMMERCIAL PRINTING.

(a) If your commercial printer does use an electrostatic process for preparation of masters, follow procedures under II - "Preparation of Briefs for Duplication in Clerk's Office".

(b) If your commercial printer does not use the electrostatic process, follow these instructions to prepare masters for duplication:

(1) Typewriter Ribbon. If a typewriter is not equipped with a carbon ribbon attachment, a Multilith Duplimat ribbon or a IBM General Purpose ribbon must be used. This ribbon can also be used for regular typing.

(2) Typing Pressure. If an electric typewriter is being used, set the pressure gauge on the lightest setting possible to still obtain a good image on all characters. IBM electric typewriters are usually set on 1. A typist using a manual typewriter should take care to use a light, even stroke on all keys.

(3) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing on the Multilith master.

(4) Left and Right Margins. The master will have a series of numbers in nonreproducing ink at the top of the sheet for margin settings. The left margin should be set at 12, which is one inch from the dotted vertical line on the left, and the right margin should be set at 87, which is one inch from the dotted vertical line on the right.

(5) Top Margin. Begin typing on line 7 as indicated in the vertical numbering on the master.

(6) Bottom Margin. End text of typing on line 57, then center page number on line 61.

(7) Double Spacing. The lines on each page shall be double spaced, and all pages numbered consecutively at center bottom.

(8) Erasures. Erasures should be made with a Multilith eraser only, removing only the surface of the image. A light image will remain visible. Care should be taken not to remove the surface of the master when making erasures.

(9) Use of Nonreproducing Pencil. When proofreading masters, a nonreproducing pencil may be used to mark corrections to be made on the master. These need not be erased as they will disappear in the duplicating process.

(10) Signatures or Drawings. These should be done with either a reproducing pen or pencil.

(11) Handling. Care should be taken to handle the master only in the margin areas to avoid fingerprints, smearing, etc.

(c) Filing of Masters. Masters must be filed in an office of a Justice prior to duplication.

(d) Mailing. All briefs, petitions for review and memoranda duplicated commercially shall be mailed to the Clerk's office in Juneau for distribution and service.

(e) Fees. No fees will be charged by the Clerk's office where briefs are reproduced commercially.

IV. EFFECTIVE DATE.

This new procedure for preparation of briefs is effective June 15, 1971. However, counsel may choose, if he wishes, to start the new procedure prior to that date. If upon receipt of these instructions a brief has already been started on masters according to past practice, it may be submitted in that form even though it is not completed and filed until after June 15.

THE SUPREME COURT OF THE STATE OF ALASKA
ORDER NO. 14

Revision of November 15, 1976

Concerning the preparation
of briefs for duplication
and repealing and re-enacting
Supreme Court Order No. 14
as revised December 27, 1960;
May 2, 1962; June 20, 1966;
June 15, 1971; and November 15,
1975.

IT IS ORDERED:

Supreme Court Order No. 14 as revised December 27, 1960;
May 2, 1962; June 20, 1966; June 15, 1971; and November 15, 1975, is
repealed and re-enacted to read as follows:

All briefs prepared under Appellate Rule 11 shall be
prepared in accordance with the INSTRUCTIONS FOR PREPARATION OF
BRIEFS, effective November 15, 1975.

The briefs may be reproduced in the office of the
Supreme Court Clerk or by a commercial reproduction plant.

DATED: November 15, 1976.

EFFECTIVE DATE: November 15, 1976.

CLERK OF SUPREME COURT


Donna Spragg Peques

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SUPREME COURT

State of Alaska
Office of the Clerk
Pouch U - Court Bldg.
Juneau, Alaska 99811

INSTRUCTIONS FOR PREPARATION OF BRIEFS

Effective November 15, 1975

INDEX

- I. General Information
- II. Preparation of Briefs for Duplication in
the Clerk's Office or Commercial Printer

INSTRUCTIONS FOR PREPARATION OF BRIEFS

In accordance with Supreme Court Order No. 14, briefs prepared under Appellate Rule 11 may be reproduced by the Clerk's Office or by a commercial reproduction plant. In either case, the instructions set out below shall be followed.

I. GENERAL INFORMATION.

(a) Length of Briefs. Exclusive of appendices, the appellant's and appellee's briefs may not exceed 50 numbered pages each, and the appellant's reply brief may not exceed 20 numbered pages. [Appellate Rule 11(b)(4)] Appendices to briefs must be separately numbered in sequence.

(b) Size and Style of Type. When using standard machines in preparation of briefs the type must be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in these instructions. The expand key shall not be used. If doubt exists as to whether a given type will comply with these instructions, a sample may be submitted to the Clerk.

II. PREPARATION OF BRIEFS FOR DUPLICATION IN
CLERK'S OFFICE OR BY COMMERCIAL PRINTER.

(a) All briefs are to be typed on 20 lb. plain white 8 1/2" x 11" paper. Xerox, duplicating or any similar type paper is preferable. Do not use an erasable bond paper.

(b) Typewriter Ribbon. If a typewriter is not equipped with a carbon ribbon attachment, use a well-inked black ribbon.

(c) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing the brief.

(d) Paper Guide Rollers. The paper guide rollers should be set in the margin areas. This avoids streaking of the type. Rollers should be kept thoroughly clean throughout the typing of the brief.

(e) Left and Right Margins. The left and right margins should be one inch each.

(f) Top and Bottom Margins. The top and bottom margins should be one inch each.

(g) Line Spacing - Page Numbers. The lines on each page shall be double spaced. The pages shall be numbered consecutively and centered at the bottom.

(h) Erasures. If corrections are made, use a correction fluid or KO-REC-TYPE, or something similar. If erasures are not perfectly clean, they will appear on the photographed masters.

(i) Filing. When briefs are to be reproduced by the Clerk's Office, the typewritten briefs may be sent directly to that office, or filed in an office of a Justice for mailing to the Clerk's Office.

(j) Mailing to Clerk's Office. Do not bend or fold the original typewritten brief. The envelopes should be marked "DO NOT BEND OR FOLD". Folds or creases in the paper will reproduce on the masters photographed by the Clerk's Office.

(k) Fees. The fees to be paid the Clerk's Office for reproducing briefs are as follows:

- (1) \$5.00 a page. This fee covers the cost of three copies for each party plus a regular distribution of 27 copies to justices, judges, libraries and files.
- (2) \$3.00 for each extra copy in excess of three furnished to parties in the case. (See Schedule of Fees - Supreme Court - Annex to Supreme Court Order No. 59, Revised 7/1/74)

THE SUPREME COURT OF THE STATE OF ALASKA

ORDER NO. 14

Revision of September 30, 1977

Concerning the preparation of briefs for duplication and repealing and re-enacting Supreme Court Order No. 14 as revised December 27, 1960; May 2, 1962; June 20, 1966; June 15, 1971 and October 20, 1975.

IT IS ORDERED:

Supreme Court Order No. 14 as revised December 27, 1960; May 2, 1962; June 20, 1966; June 15, 1971 and October 20, 1975 is repealed and re-enacted to read as follows:

Briefs prepared under Appellate Rule 11(a)(3) shall be prepared in accordance with the attached INSTRUCTIONS FOR PREPARATION OF BRIEFS, effective September 30, 1977.

DATED August 31, 1977.

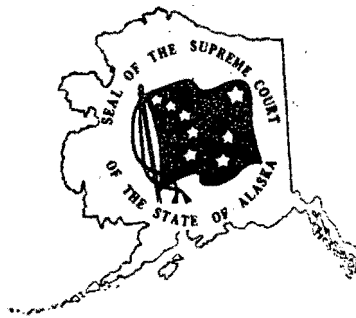
EFFECTIVE DATE: September 30, 1977

CLERK OF SUPREME COURT


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Supreme Court

State of Alaska

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JUNEAU, ALASKA

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99811

OFFICE OF THE CLERK

NOTICE TO COUNSEL CONCERNING THE DUPLICATION AND SERVICE OF BRIEFS

Effective September 30, 1977, the Supreme Court Clerk's Office will be responsible for the duplication of the following briefs on appeal:

1. Briefs filed by the Department of Law (civil and criminal).
2. Briefs filed by the Public Defender Agency or by court-appointed attorneys in criminal cases.
3. Briefs filed in appeals at public expense under Appellate Rule 35.

The duplication of other briefs will be discontinued as to all briefs due after September 30, 1977. Those briefs are to be duplicated by commercial printer or other suitable process which meets the requirements of Appellate Rules 11 and 12 as amended effective September 30, 1977 (Supreme Court Order No. 14).

The Supreme Court is discontinuing the printing of private briefs for the following reasons:

1. The increase in the number of filings of briefs has encumbered our public printing facilities to such a degree that the flow of cases through the Court is being substantially delayed.

2. Private printing establishments are now capable of handling the printing of briefs for this Court at a lower cost than currently established by Court rule.

3. Xerox and other duplicating methods are widely available and have been vastly improved in the years since the Clerk's Office first undertook brief duplication for parties to appeals.

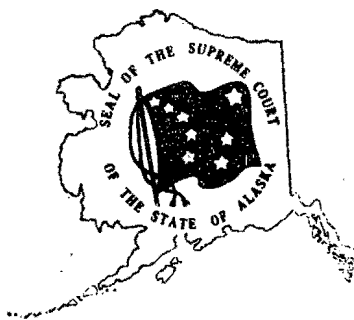
Under the revised system, a single copy of a brief shall be filed with the Clerk's Office on or before the date due. It will be formally filed in and reviewed for compliance with the Rules and returned to counsel for duplication and binding as prescribed in Appellate Rule 12, as amended. At the time the single copy is originally filed, the brief will also be served on the other parties so that briefing may go forward. Subsequently, the parties will also serve printed or duplicated copies.

The revised methods of brief duplication should lead to substantial savings of time and money to both Court and counsel.

The amendment to Appellate Rule 11(a) also eliminates the provision requiring service by the Clerk when more than four parties are involved in an appeal.

CLERK OF SUPREME COURT


Donna Spragg Pegues



Supreme Court

State of Alaska

POUCH U. ~~XXXXXXXXXXXXXXX~~

JUNEAU, ALASKA

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99811

June 30, 1977

OFFICE OF THE CLERK

TO: All Recipients of Supreme Court Orders
FROM: Clerk, Supreme Court
SUBJECT: Supreme Court Order No. 281

Order No. 281 is not being mailed to recipients of Supreme Court Orders, since it does not amend the rules. This order establishes the Alaska Judicial Planning Committee and Appointing Members of the Committee.

CLERK OF SUPREME COURT

Donna Spragg Pegues
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SUPREME COURT

State of Alaska
Office of the Clerk
Pouch U - Court Bldg.
Juneau, Alaska 99811

INSTRUCTIONS FOR PREPARATION OF BRIEFS
OF STATE AND AT PUBLIC EXPENSE

Effective September 30, 1977

INSTRUCTIONS FOR PREPARATION OF BRIEFS

(1) Size and Style of Type. When using standard machines in preparation of briefs the type must be Pica, 11 or 12 points in height, 10 pitch (10 characters per inch) substantially similar to the type in these instructions. If proportional type is used, it shall be from 10 to 12 points in height, and similar in style to the type in these instructions. The expand key shall not be used.

(2) All briefs are to be typed on 20 lb. plain white 8 1/2" x 11" paper. Xerox, duplicating or any similar type paper is preferable. Do not use an erasable bond paper.

(3) Typewriter Ribbon. If a typewriter is not equipped with a carbon ribbon attachment, use a well-inked black ribbon.

(4) Cleaning Typewriter Keys. The typewriter keys must be thoroughly cleaned before typing the brief.

(5) Paper Guide Rollers. The paper guide rollers should be set in the margin areas. This avoids streaking of the type. Rollers should be kept thoroughly clean throughout the typing of the brief.

(6) Margins. The left and right margins as well as the top and bottom margins shall be one inch each.

(7) Line Spacing - Page Numbers. The lines of text on each page shall be double spaced. The pages shall be numbered consecutively and centered at the bottom. Appendices shall be separately numbered.

(8) Erasures. If corrections are made, use a correction fluid or KO-REC-TYPE, or something similar. If erasures are not perfectly clean, they will appear on the photographed masters.

(9) Mailing to Clerk's Office. Do not bend or fold the original typewritten brief. The envelopes should be marked "DO NOT BEND OR FOLD". Folds or creases in the paper will reproduce.