IN THE SUPREME COURT OF THE STATE OF ALASKA

SPECIAL ORDER OF THE CHIEF JUSTICE

ORDER NO. 8135

AMENDED

Authorizing filings by email and fax and payment of filing fees online during COVID-19 pandemic.

In response to the COVID-19 pandemic, and under the authority of Supreme Court Order No. 1957,

IT IS SO ORDERED:

1. Clerk's offices statewide will accept pleadings, motions, and other papers filed by email or fax in all case types except complaints in small claims cases and will deposits. *Effective April 15, 2021, complaints in small claims cases may also be filed by email or fax.[1]

2. The filing party may sign documents with an electronic signature or type "s/[name]/" on the signature line. If a document requires signing before a notary public and a notary public is not available, the person can complete and file the Self-Certification form (TF-835) with the document.

3. The clerk may not issue a summons or otherwise proceed with the civil action or proceeding until the filing fee is paid or waived.

4. A person may pay the filing fee online by credit card. If the person is indigent and cannot afford the filing fee, the person may request a fee waiver under Administrative Rule 10.

5. If the filing fee is not paid or a fee waiver is not requested within 30 days after the civil action or proceeding is emailed or faxed to the court, the case will be dismissed.

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[1] Special Order No.8136 was originally issued April 20, 2020. Effective April 15, 2021, this amended order allows complaints in small claims cases to be filed by email or fax. Also, this amended order eliminates the relaxation of Administrative Rule 9(f)(4) because it is no longer necessary; that rule was subsequently amended by Supreme Court Order 1959 to allow a clerk to accept a case for filing prior to payment of the filing fee.

6. A person who files by email or fax is deemed to have consented to electronic distribution by the court under Civil Rule 5.3.

7. The filing party must retain the original documents emailed or faxed to the court. The filing party may not mail or file the original documents with the court unless otherwise ordered.

8. The clerk's office must accept a notarized document filed by email or fax unless otherwise ordered. The filing party must retain the original. The party may not mail or file the original notarized document with the court unless otherwise ordered.

9. The administrative director may establish standards for accepting filings by email or fax such as file formats and size, and other particular requirements and limitations.

10. This order authorizes filing by email and fax, including commencement of a new case and paying the filing fee online. It supplements and does not override the other email filing provisions in the statewide presiding judges' order dated April 3, 2020, and titled "First Updated Presiding Judge's Statewide Administrative Order Governing Relaxation and Suspension of Various Court Rules Based on the COVID-19 Pandemic."

DATED: February 23, 2021

Joel H. Bolger
Chief Justice

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