

United States District Court - District of Alaska

Media Guide

The United States District Court for the District of Alaska has prepared this guide to provide information about the court and to foster cooperation between the court and the media. Reasonable efforts to accommodate media needs will be made.

Building Security

All visitors must pass through a metal detector upon entering the Courthouse. Cellular telephones are permitted in federal courthouses in the District of Alaska. Personal electronic devices, such as laptop computers and tablets are also permitted. However, under no circumstances may cellular telephones, laptop computers, tablets or any other electronic device be used to take photographs, videos or in any way record court proceedings.

Anchorage Clerk's Office

The Office of the Clerk of Court is located in Anchorage in Room 229. Regular business hours are 9:00 a.m. to 4:30 p.m., Monday - Friday, excluding holidays.

Courthouse Entry and Exit

At the Anchorage Courthouse, members of the media are encouraged to enter and exit the Federal Courthouse at the 7th Ave. and C St. corner of the Building. During high profile trials and hearings, the United States Marshal may establish special entry and exit procedures.

Courtroom Decorum

The court does not have a formal dress code; however, business attire is strongly suggested. Food or drink is not allowed in the courtroom.

Entry Pass - Limited Media Seating During Certain Proceedings

In rare instances, due to limited space, Entry Passes may be required for media seating in the courtroom. The number of seats will be determined on a case-by-case basis by the judge presiding over the case and may vary, depending upon the number of parties, lawyers, victims, family members, law enforcement personnel, and witnesses in attendance. A Deputy Marshal will ensure that individuals are seated in designated areas of the courtroom. If an Entry Pass is required, no one will be allowed in the courtroom without one.

Equipment

In accordance with the policy adopted by the Judicial Conference of the United States, cameras and other audio and video equipment are not permitted in the area occupied by the District Court except for ceremonial proceedings and with prior Court approval. There is no provision for storage of equipment at the Courthouse.

Exhibits

When an exhibit such as a video or audio tape is sought by the media, the request is to be made to the Clerk of Court or a designated liaison who will consult with the judge to determine whether such exhibits may be made available to the media and, if necessary, the manner in which the exhibits will be made available. The media is not to contact the judge's chambers or the courtroom deputy clerk to obtain copies of any exhibits.

File Information

All pending civil and criminal cases may be viewed on the Public Access to Court Electronic Records (PACER) at <https://www.pacer.gov> PACER provides on-line access to U.S. District court records nationwide.

Information for a Future Trial or Hearing

All court proceedings scheduled are available on the Court's website at <http://www.akd.uscourts.gov>

Local Rules

Members of the media should familiarize themselves with Alaska Local Rule 83.3 pertaining to restrictions on broadcasting, televising, and photographing court proceedings. This rule reflects policy set by the Judicial Conference of the United States. The Local Rules are available on the Court's website <http://www.akd.uscourts.gov>

Communications with the Court

The Court has designated the Clerk of Court to serve as Press Liaison for disseminating information on scheduling, seating, court procedures, and logistics in a particular case. Should there be a need to contact the court on any issues pertaining to or affecting the media as a whole, please contact the Clerk of Court. No one should telephone a judge's chambers or the courtroom deputy clerk, but should address all questions to the Clerk of Court. The Clerk of Court may designate a specific individual to answer questions regarding a particular case or proceeding.

Copies of Decisions and Orders

Decisions or orders entered by judges will be posted online and can be accessed through PACER. Members of the media should not contact the judge's chambers or the courtroom deputy clerk to obtain a copy of an order.

Sketch Artists

Courtroom artists and others must notify the courtroom deputy clerk in order to obtain judicial approval before sketching is permitted in the courtroom. Sketch artists are prohibited from drawing detailed sketches of jurors.

Transcripts

Transcripts of court proceedings may be ordered at the Intake counter or on the court website at <http://www.akd.uscourts.gov>. Intake personnel will provide you with a Transcript or CD Request form if requested.

Trial Date and Time

Each judge's calendar may vary; however, trial is generally held Monday through Friday, from 8:30 a.m. to noon and from 1:30 p.m. to 4:30 p.m. with a 15-minute break during each session. For further information, consult the master calendar on the court's website or the electronic calendar information on the kiosks in the courthouses.

Website

For general information about the District of Alaska, including daily court calendars, directions, and maps to court locations, visit the court's website at <http://www.akd.uscourts.gov>.