

# United States District Court - District of Alaska

## Media Guide

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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. The Court will make reasonable efforts to accommodate media needs.

### **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 the James M. Fitzgerald U.S. Courthouse, 222 W. 7<sup>th</sup> Avenue, Room 229. Regular business hours are 8:00 a.m. and 5:00 p.m., Monday - Friday, excluding holidays.

### **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. 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.

### **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, court procedures and logistics. All questions should be addressed to the Clerk of Court or the Chief Deputy. 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 to obtain a copy of an order.

## **Sketch Artists**

Courtroom artists and others must notify the courtroom deputy 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**

For information regarding scheduled hearings, consult the master calendar on the court's website or the electronic calendar information on the kiosks in the courthouse.

## **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>.