

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 98

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Central Services
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Assistants	
All Clerks of Court	
All Magistrate Judges	
Law Libraries at Anchorage, Fairbanks & Juneau	

SUBJECT: Provisional Rules for Eviction Diversion Program

The Court System is implementing an Eviction Diversion Program. The program's goal is to create a sustainable program to help landlords and tenants resolve housing disputes. To support this goal, the court will offer free mediation services and provide information about available court and community resources. Landlords and tenants may choose to use the program's resources before they file a court case, allowing them to avoid the cost and time involved with traditional litigation. Services will also be available after starting an eviction case.

The Supreme Court has authorized the Administrative Director to adopt provisional rules and procedures to support the Eviction Diversion Program. See Supreme Court Order 1988. These provisional rules are expected to change as the court system gains more experience with the Eviction Diversion Program. To suggest changes or additions to the provisional rules, please contact the Eviction Diversion Grant Facilitator, Will Walker, at [wwalker@akcourts.gov](mailto:wwalker@akcourts.gov).

This bulletin supplements the Alaska Rules of Court. These provisions should be construed to conform with the Alaska Rules of Court; when provisions conflict with other court rules, these provisions govern. To assist litigants and Eviction Diversion Program participants, additional resources are posted on the court system's website.

## 1. Costs

There is no cost to participate in the Eviction Diversion Program.

## 2. Filing Fee Eviction Diversion Program (Pre-filing)

Participants who do not have an open court case may participate in the Eviction Diversion Program (Pre-filing) without opening a case. The parties may reach an agreement through mediation or negotiation that requires no additional court involvement. If the parties do not reach an agreement, or if the agreement is not followed and the landlord later wants to evict the tenant, the landlord will need to follow the regular eviction case process.

## 3. Notice of Eviction Diversion Program

### Pre-filing, with Notice to Quit

A landlord who seeks to evict a tenant must give the tenant the *Alaska Court System Eviction Diversion Program Pre-Filing Information Sheet*, MED-600, with the Notice to Quit. If the landlord later starts a Forcible Entry and Detainer (Eviction) case, they must confirm in the complaint or at the possession hearing that they provided the MED-600 with the Notice to Quit. A landlord who does not provide the MED-600 must explain at the possession hearing why they did not do so and the judge may use their discretion to grant any just and proper remedy authorized by law or court rule, including a continuance up to two days under AS 09.45.120 to allow the parties time to resolve the matter through the Eviction Diversion Program or for the tenant to seek legal information or advice.

### Post-filing, with Complaint and Summons

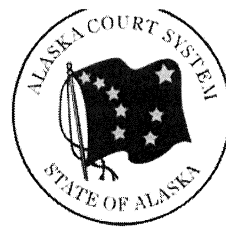
A landlord who starts a Forcible Entry and Detainer (Eviction) case must give the tenant the *Alaska Court System Eviction Diversion Program Post-Filing Information Sheet*, MED-601, which is page 2 of the Summons – Forcible Entry and Detainer, CIV-105. A landlord who does not provide the MED-601 must explain at the possession hearing why they did not do so and the judge may use their discretion to grant any just and proper remedy authorized by law or court rule, including a continuance up to two days under AS 09.45.120 to allow the parties time to resolve the matter through the Eviction Diversion Program or for the tenant to seek legal information or advice.

4. **Tenant Contact Information.** A landlord who starts a Forcible Entry and Detainer (Eviction) case must provide a phone number and email address for all adult tenants, to the extent known to the landlord. This information should be listed on F.E.D. Information Sheet, CIV-732, which must be filed with the complaint. The F.E.D. Information Sheet is confidential and shall not be considered part of the public record.
5. **Confidentiality.** The confidentiality provisions in Alaska Rule of Civil Procedure 100(g) apply to all mediations conducted as part of the Court's Eviction Diversion Program, except the mediator may help explain the agreement in court if both parties are participating in-person or by a remote method such as video or telephone, and consent.
6. **Exclusion from Public Access Courtview.** Under Alaska Rule of Administration 40(a), the court system shall exclude from the public version of the index on the court system's website all Forcible Entry and Detainer (Eviction) cases closed after January 1, 2023 in which no Judgment for Possession was issued.

Dated: February 21, 2023  
Effective Date: March 6, 2023

/s/  
Stacey Marz  
Administrative Director

Original Bulletin: Issued March 6, 2023



# Eviction Diversion Program

## Pre-Filing Information Sheet

Your landlord has given you a **Notice to Quit**. This is the first step in the eviction process. If you and your landlord do not work things out, your landlord may start a court case to evict you.

A **Notice to Quit** tells you:

- The reason the landlord wants to evict you,
- A way to fix the problem, if it can be fixed, and
- The day you need to move out by to stop the landlord from starting an eviction case.

### Act



#### Do not ignore the Notice to Quit.

If you ignore the notice to quit, your landlord may start a court case to evict you. You have options:

- Try to fix the problem,
- Talk to your landlord and try to work out an agreement, or
- You move out.

### Learn



#### It is always a good idea to get legal information and advice.

Get **free** legal information from the court's webpage: visit [ak-courts.info/housing](http://ak-courts.info/housing) or scan the QR code.



Get **free** legal advice from volunteer lawyers with Alaska Legal Services Corporation's (ALSC) **Landlord-Tenant Helpline**:

855-743-1001

Monday – Thursday  
6:00 p.m. – 8:00 p.m.

If you think you may qualify for ALSC services, apply at [888-478-2572](http://888-478-2572) or [alsc-law.org/apply-for-services](http://alsc-law.org/apply-for-services)

### Get Help



#### Contact the court's Eviction Diversion Program for free help.

The court has **free**, neutral mediators who can help landlords and tenants work out their issues.

Get more information:

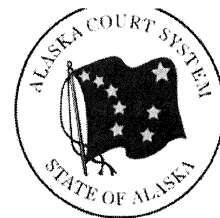
- Go to [ak-courts.info/edp](http://ak-courts.info/edp) or
- Scan the QR Code



Sign-up:

- Go to [ak-courts.info/edpsignup](http://ak-courts.info/edpsignup) or
- Scan the QR Code or
- Call 907-264-0883





# Eviction Diversion Program

## Post-Filing Information Sheet

Your landlord has started a court case to evict you. The court has scheduled a hearing for your court case. At this hearing, the judge will decide if you need to move out. The landlord has sent you a **Complaint** and **Summons**.

- The **Complaint** tells you the reason the landlord wants to evict you and if the landlord claims you owe money (such as for back rent or damage to the property).
- The **Summons** tells you when and where your eviction hearing will be and the time you have to file a written Answer to the landlord's claims.

### Act



#### Do not ignore your eviction case.

If you do not do anything, you will probably lose your case.

But you have options:

- Talk to your landlord and try to work out an agreement,
- Move out and tell your landlord that you moved out, or
- Go to court for all your hearings and tell the judge your side.

### Learn



#### It is always a good idea to get legal information and advice.

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### Get Help



#### Contact the court's Eviction Diversion Program for free help.

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