

Notice of Deadlines and Procedures to Appeal

The Director of Institution’s decision in this disciplinary matter is a final order. If you wish to file an administrative appeal to superior court, you must file a notice of appeal (and any other documents required by the Alaska Rules of Appellate Procedure) with the superior court within 30 days from the date the Director’s decision was mailed to you. See Rule 602(a)(2) and 502(a) of the Alaska Rules of Appellate Procedure.

The court will not consider your notice of appeal “filed” until it actually receives the notice. See Appellate Rule 502(d). For example, if you must file your appeal with the court on October 1, 2009, you must take steps to mail it early enough so that the court will receive it by October 1, 2009. Mailing it on October 1, 2009 is not sufficient.

Finally, you must serve a copy of the notice of appeal and related documents on the opposing party, which in the case of a disciplinary appeal, is the State of Alaska, Department of Corrections. See Appellate Rules 514 and 602(a)(2). You must serve these documents on the Department of Corrections in care of the Commissioner’s office at: 550 W 7th Ave Suite 601, Anchorage, Alaska 99501.

Disciplinary Number: _____

Prisoner’s Signature: _____ Date of Receipt: _____

(If prisoner is unable or unwilling to sign, the staff member delivering the Notice should initial and date for receipt by the prisoner.)

Distribution: Superintendent
Records
DOI

Attachment: Notice of Deadlines and Procedures to Appeal