



Administrative Office of the Courts Request for Security Video

[A valid subpoena or court order is required to receive Alaska Court System security footage.]

Name of Requester: _____ Date of Request: _____

Contact Phone Number: _____ Alternate Phone Number: _____

Mailing Address: _____

Email Address: _____

Reason for Request: *[Arrest, Offense, Human Resources, etc.]*

Details Regarding Incident on Video:

Date of Incident: _____

Time of Incident: ____:____:____ a.m. p.m. to ____:____:____ a.m. p.m.

Courthouse: _____ Camera Location: _____

Is there an Alaska Court System court case associated with this request?

No Yes, court case number: _____

Is there a valid subpoena or court order attached to this request?

Yes.

No. Do you want the requested footage preserved until such document is produced? Yes No

Is there an HR investigation regarding a personnel matter associated with this request? Yes No

Is this request from the Alaska Bar Association for an investigation of attorney misconduct? Yes No

**NOTE: Video Recording System maintains video for 30 days.
Video requested 30 days after desired time is not available.**

Method of Delivery: Internal Employee Desktop State Zendto Mail Pick-Up

Third Party: _____

Employee PC Name (for delivery): _____

Email requests to the Director of Court Security at djubitz@akcourts.gov.

**FOR INTERNAL USE ONLY
Security Video Footage Captured**

Camera Location: _____ Camera # _____ Start Time ____:____:____ Finish Time ____:____:____

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