

## APPENDIX CC – Courtroom & Jury Supplies

The following is a list of supplies you may need as an in-court clerk and which you can order from the Administrative Office in Anchorage.

Use the ADM-300 Supply Requisition to order supplies which are listed in the Court System Supply Catalog. Send the requisition to the address shown on the form. If you want to order something not listed in the catalog, you will need to use the ADM-301 Special Supply Requisition and send the request to your area court administrator for approval.

Be sure to give all supply requests to the person at your court location (or in your department) designated to order supplies. Only authorized persons are supposed to requisition supplies.

Items Which Can Be Ordered on ADM-300  
(i.e., items listed in the Supply Catalog)

| <u>Stock Number</u>       | <u>Description</u>  | <u>Unit Of Issue</u> |
|---------------------------|---|----------------------|
| <b>COURTROOM SUPPLIES</b> |   |                      |
| 12041                     | Calendar Base, EverReady E17-00, black, for E717-50 double page refill  | Each                 |
| 11410                     | Calendar Refill for W170 or B717 base, Current Year   | Each                 |
|                           | Note: Other calendars (e.g., wall calendars, Monthly Minders, etc.) must be ordered in the annual calendar order which is sent out by the Purchasing Department each August or September. |                      |
| 12160                     | Chalk, white, 12 pieces per box   | Box                  |
| 12350                     | Clock, battery operated, black numbers, 12" diameter  | Each                 |
| 19025                     | Cups, 8 oz. styrofoam , 50/tube, 20 tubes/case  | Tube                 |
|                           | Easel Pad, 60 sheets/pad  |                      |
| 25025                     | 19" x 24", White  | Each                 |
| 25030                     | 27" x 34", White  | Each                 |

## COURTROOM SUPPLIES, continued

| <u>Stock Number</u> | <u>Description</u>  | <u>Unit Of Issue</u> |
|---------------------|---|----------------------|
|                     | Felt Tip Marker, permanent, wedge point<br>(for writing on the above easel pads)  |                      |
| 22000               | Black   | Each                 |
| 22005               | Blue  | Each                 |
| 22010               | Green   | Each                 |
| 22015               | Orange  | Each                 |
| 22020               | Purple  | Each                 |
| 22025               | Red   | Each                 |
|                     | Fingerprinting Supplies   |                      |
| 15300               | Fingerprinting Pad  | Each                 |
| 15305               | Inkling (for removing ink), 48 Pkt/Box<br><i>Hazardous</i>  | Box                  |
|                     | Flags   |                      |
|                     | Indoor Flag   |                      |
| 15400               | State   | Each                 |
| 15405               | USA   | Each                 |
|                     | Indoor Flag Accessories   |                      |
| 15410               | Spear Top   | Each                 |
| 15415               | Eagle Top   | Each                 |
| 15420               | Base/Stand  | Each                 |
| 15425               | Pole  | Each                 |
| 19037               | Pitcher, insulated, 32 oz.  | Each                 |
| 19038               | Poster of General Juror Questions (for courtroom),<br>30" x 38-3/4" [Note: A cardstock backing for this<br>poster is also available (stock no. 19039).] | Each                 |

## EXHIBIT SUPPLIES

|       |  |      |
|-------|--|------|
|       | Exhibit Bags, polyethylene, clear            |      |
| 14500 | Zip-Lock Closure, 5" x 8", 2 mil             | Each |
| 14502 | Zip-Lock Closure, 9" x 12", 2 mil            | Each |
| 14504 | Zip-Lock Closure, 12" x 15", 2 mil           | Each |
| 14506 | Twist Tie Closure, 33" x 39", 1.3 mil        | Each |
| 14520 | Exhibit Security Tape, 1-1/2" wide roll, red | Roll |
|       | Exhibit Stickers                             |      |
| 14525 | Plaintiff, yellow - 500 stickers per roll    | Roll |
| 14526 | Defendant, blue - 500 stickers per roll      | Roll |

|       |   |         |
|-------|---|---------|
| 14527 | Coroner, red - 12/sheet, 41 sheets/package    | Package |
| 14528 | Grand Jury, red - 12/sheet, 41 sheets/package | Package |
| 14529 | Plain Green - 12/sheet, 41 sheets/package     | Package |
| 14530 | Plain White - 12/sheet, 41 sheets/package     | Package |

### **COURTROOM SUPPLIES, continued**

| <u>Stock Number</u> | <u>Description</u>   | <u>Unit Of Issue</u> |
|---------------------|--|----------------------|
| 14540               | Exhibit Tags (to attach exhibit stickers to exhibits)<br>Round Key Tag, metal rim, with string attached, 1-1/2" diameter | Each                 |
| 14545               | Manila Tag, with wire attached, 4-3/4" x 2-3/8"  | Each                 |
| 12558               | Gloves, latex, disposable<br>Medium  | Pair                 |
| 12560               | Large  | Pair                 |

### **EXHIBIT STORAGE**

|       |   |              |
|-------|---|--------------|
| 14035 | Envelopes, manila, end opening, gummed/clasp, 32 lb.<br>10" x 15", 250/box          | Each or Box  |
| 14040 | 12" x 15-1/2", 250/box  | Each or Box  |
| 14045 | 5" x 11-1/2", 250/box   | Each or Box  |
| 14050 | 6-1/2" x 9-1/2", 250/box  | Each or Box  |
| 14055 | 9-1/2" x 12-1/2", 100/box, 500/case   | Each or Box  |
| 14060 | Envelopes, manila, expanding w/seal-strip flap<br>10" x 15" x 2" expansion, 100/box | Each or Box  |
| 14065 | Envelopes, padded, air bubble lining, 70 lb. Kraft<br>5" x 10", size #00, 25/box    | Each or Box  |
| 14070 | 8-1/2" x 12", size #2, 25/box   | Each or Box  |
| 14075 | 10-1/2" x 16", size #5, 25/box  | Each or Box  |
| 14080 | 14-1/4" x 20", size #7, 100/case  | Each or Case |
| 11305 | Storage Boxes, 16-3/4" x 12-1/2" x 12-1/2"  | Each         |

### **JURY SUPPLIES**

|       |   |         |
|-------|---|---------|
| 19000 | Coffee, caffeinated, regular grind, 3 lb. can | Can     |
| 19005 | Coffee, instant decaffeinated, 4 oz. jar      | Jar     |
| 19010 | Coffee Filters, for 8-10 cups, 250/pkg        | Package |
| 19011 | Coffee Maker, percolator, aluminum, 30 cup    | Each    |
| 19015 | Coffee Stirrer, 1,000 per box                 | Box     |
| 19020 | Creamer, powdered, 12 oz. jar                 | Jar     |
| 19025 | Cups, 8 oz, styrofoam, 50/tube, 20 tubes/case | Tube    |
| 19035 | Facial Tissue, 2-ply, 100/box                 | Box     |

|       |  |         |
|-------|--|---------|
| 19037 | Pitcher, insulated, 32 oz.   | Each    |
| 19038 | Poster of General Juror Questions (for courtrooms), ten questions, 30" x 38-3/4" | Each    |
| 19039 | Backing for Poster of General Juror Questions, heavy cardstock, 30" x 38-3/4"    | Each    |
| 19040 | Spoons, plastic  | Each    |
| 19045 | Sugar, cubed, 2 lbs/package  | Package |
| 19046 | Sweetener, artificial, 1250 packets/box  | Box     |

| <u>Stock Number</u> | <u>Description</u>  | <u>Unit Of Issue</u> |
|---------------------|---|----------------------|
| 19050               | Tea Bags - 100/box<br>(Note: After the boxes of tea bags are opened, the tea bags must be kept in a sealed container as airtight as possible or they will quickly lose their flavor.) | Box                  |

## RECORDING SUPPLIES

|       |  |      |
|-------|--|------|
| 11320 | Bin Boxes, cardboard, #7354, 6"W x 4"H x 12"L<br>[These boxes may be used to store a supply of cassette tapes at the clerk's bench in the courtroom. These boxes are not for permanent storage. They are only to be used for keeping cassettes in order during court proceedings and to remove those cassettes which have been recorded upon to a secure area during breaks in court proceedings.] | Each |
|       | Cassettes  |      |
| 12000 | GYR, confidential proceedings, yellow label - 90 minute  | Each |
| 12005 | GYR, public proceedings, green label - 90 minute   | Each |
| 12010 | Standard Recorders, blue label, 45 minutes on each side  | Each |
|       | Cassette labels for Alaska Court System audio cassette tapes, 1-5/8" x 3-1/2"  |      |
| 21111 | Blue (for standard recorders, no plastic leader on tape)   | Each |
| 21112 | Green (for GYR recorders, public proceedings, with plastic leader on tape)   | Each |
| 21113 | Yellow (for GYR recorders, confidential proceedings, with plastic leader on tape)  | Each |

|       |   |              |
|-------|---|--------------|
| 21110 | Cassette Box Labels, self-adhesive, white, 1000/roll<br>9/16" x 2-1/2" (for short end of box) | Each or Roll |
| 12233 | Q-Tips, Cotton Swabs (for cleaning GYYR recorders),<br>54/box                                 | Box          |

## OTHER SUPPLIES

There are a variety of other supplies (pens, pencils, writing pads, staplers, staple pullers, etc.) listed in the Supply Catalog. If you do not have a copy of the catalog, ask your clerk of court or supervisor about it.

Items Which Must Be Ordered on ADM-301  
Special Supply Requisition

Supplies and small items of equipment not listed in the Supply Catalog must be requested from your area court administrator on the ADM-301 Special Supply Requisition. The following are some examples of such items:

Cassette storage cabinets with locks

Easels to hold the big white pads of easel paper

Portable chalkboards

Court Seals (either metal impression seals or rubber stamp seals) [Note: See Administrative Bulletin No. 42 on security of court seals.]

File Stamps

Jury selection box

Items Which Must Be Ordered on ADM-302  
Forms Requisition

Forms (and booklets with form numbers) must be ordered on the ADM-302 Forms Requisition.

Copies of most of the standard statewide forms used by in-court clerks are included behind the Forms tab of this manual. Also included behind the Forms tab are copies of all three requisitions mentioned in this section (ADM-300, ADM-301 and ADM-302).

The following booklets are not included behind the Forms tab, but are available from Court Supply:

|        |   |
|--------|---|
| J-180  | Trial Jury Handbook   |
| J-185  | Grand Jury Handbook   |
| J-250  | Bailiff's Manual (See Appendix B for a copy of this booklet.) |
| TF-230 | Oath Book I   |
| TF-231 | Oath Book II  |