

Authority of Clerks, Continued - Orders

Court rules authorize clerks to enter the following types of orders:

- Orders under [Alaska Rules of Civil Procedure 73\(b\)](#):
 - Substitutions of attorneys (when the withdrawing and entering attorneys consent to the substitution in writing)
 - Satisfactions of judgment (when both parties consent to the entry of a satisfaction of judgment – a document that the party owed the money signs stating that the full amount due has been paid)
 - Orders withdrawing stipulations (agreements made between opposing parties)
 - Orders on motions to issue [process](#) and final process (writ of execution) to enforce and execute judgments. See also, [Civil Rule 4](#) (summons), [Civil Rule 87](#) (civil arrests) [Criminal Rule 4\(b\)\(1\)](#) (warrants and summons), [Civil Rule 45](#) (subpoenas), and [Criminal Rule 17](#) (subpoenas). (Note: Orders typically are not issued by clerks in conjunction with the issuance of process.)
 - [Orders annulling bonds](#) and [exonerating](#) sureties.
 - Any other orders which do not require allowance or order of the court.

A clerk who enters any of the above orders is required to notify the judge before whom the action is pending of the clerk's action in entering any such order. The court may suspend, alter, or rescind any order entered by a clerk for cause shown. Note: In some courts, judicial officers routinely perform some of these tasks, not the clerk.

- Orders for money judgments to be payable in installments and a stay of execution upon stipulation of the parties. [District Court Civil Rule 17\(k\)](#)
- Orders of dismissal under Civil Rules [4\(j\)](#), [41\(e\)](#), [85\(a\)\(6\)](#) and [District Court Civil Rule 17\(f\)](#).
- Orders to quash or recall warrants, summonses, and orders to show cause, as authorized in [Criminal Rule 43.1](#).

