

**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
COMMISSIONER'S ORDER NO. 001**

I, Heidi Drygas, Commissioner of the Department of Labor and Workforce Development, in the public's interest, hereby issue this Order to authorize electronic filing of certain information under AS 23.05.055 and AS 23.05.060.

This Commissioner's Order permits electronic filing of documents with the Alaska Division of Workers' Compensation (Division) and the Alaska Workers' Compensation Board (Board). The Division and the Board will accept documents filed in compliance with this order, the Workers' Compensation Act or regulation.

**Filing and Service by Facsimile or Electronic Mail**

1. A party may file any document by electronic mail with the Division or the Board by emailing the document, as an attachment, to the Division's electronic mail address, [workerscomp@alaska.gov](mailto:workerscomp@alaska.gov), or by facsimile transmission, provided that the party adheres to the following requirements and limitations:

- (a) a document sent by a facsimile transmission to the Division or the Board may not exceed 50 pages;
- (b) the size of a document electronically mailed to the Division or the Board in any one email submission may not exceed 10 MB; and
- (c) all documents electronically mailed to the Division or the Board for filing must be sent as attachments in .pdf format.

2. Filing or service of a document by

- (a) facsimile transmission is considered complete upon receipt of the entire document by the Division's facsimile machine; or
- (b) electronic mail is considered complete upon receipt of the entire document at the Division's electronic mail address.

3. A document is considered filed or served upon receipt unless received on a Saturday, Sunday, a day the board is closed due to a state-recognized holiday, or after 5:00 p.m. Alaska standard time. If the document is filed on a Saturday, Sunday, a state-recognized holiday, or after 5:00 p.m. Alaska standard time, the filing date shall be the next working day.

4. The Division and the Board will not be responsible for verifying that documents filed electronically are received correctly, i.e., that all pages were transmitted, that the document is legible, etc. The Division and the Board are not responsible for any technological problems that may occur as a party attempts to transmit documents electronically. Any electronic mail that is identified as having a virus will be deleted immediately and the filing party will be promptly informed by the Division.

5. Original documents of all electronically filed pleadings must be kept by the party to resolve any questions pertaining to authenticity. No follow up originals may be filed, electronically or otherwise, unless specifically ordered by the Board or Division.


6. A party filing documents by electronic mail must include in the subject line of the transmitting email (a) the Board's case number for the attached documents and; (b) a brief description of the documents to be filed. A party filing documents via fax must include a cover sheet with the Board's case number and identify the documents to be filed. The party shall not provide any extraneous narrative or explanation in the body of the transmitting email or on the fax cover sheet. Information in the email or on the cover sheet is limited to the case name, case number, title of the document or documents that are attached for filing, and the number of pages to be filed.

7. Deviations from this Order shall only be granted for good cause by order of the Board's designee assigned to the case.

8. Failure to abide by this Order may result in rejection of the submitted documents.

This Order takes effect immediately.

DATED at Juneau, Alaska, this 23<sup>rd</sup> day of April, 2015.

  
Heidi Drygas  
Commissioner  
Department of Labor & Workforce  
Development