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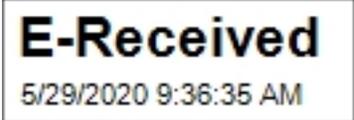
IN THE SUPREME COURT OF GUAM

RE:)	Supreme Court of Guam
RELATIVE TO EXPANDING)	Administrative Order No. ADM20-254
COURT OPERATIONS UNDER)	
EXIGENT CIRCUMSTANCES)	
RELATED TO COVID-19)	
(CORONAVIRUS))	
)	
)	
)	

Because of public health concerns arising from the COVID-19 (coronavirus) pandemic, *I Maga'hågan Guåhan* declared a State of Emergency on March 14, 2020, in Executive Order No. 2020-03. Since then, *I Maga'håga* has issued a series of executive orders to stem the spread of the virus, and the court, in turn, has issued a series of administrative orders limiting and modifying court operations to ensure the protection of the public health. The most recent of such administrative orders, Administrative Order No. ADM20-239 issued on May 4, 2020, included a provision for the reopening of the Northern Court Satellite in Dededo for a limited set of transactions.

In recent weeks, *I Maga'håga* has announced a phased lifting of social restrictions, including the expansion of public operations for certain government of Guam agencies. On May 28, 2020, *I Maga'håga* issued Executive Order No. 2020-16, which, among other things, extends the public health emergency until June 29, 2020, lifts additional social restrictions, and orders the recommencement of public operations for all government of Guam offices, agencies and departments effective June 1, 2020.

In line with the planned reopening of public operations of executive branch agencies of the government of Guam and in recognition of the need to continue to expand the court's services,



1 while keeping at the forefront the need to protect the health and safety of court employees, patrons,
2 and the general public, the court issues this **ORDER**:

3 1. Effective Monday, June 1, 2020, all Judiciary of Guam employees shall return
4 to their physical worksites unless otherwise instructed by their supervisors.

5 2. Beginning Wednesday, June 3, 2020, the Guam Judicial Center in Hagåtña
6 shall open to the public from 10:00 a.m. to 3:00 p.m., Monday to Friday, for a limited set
7 of transactions, namely:

8 a. Payment of traffic citations;

9 b. Payment of case-related obligations, including bail, restitution, and fines
10 and fees; and

11 c. Requests for traffic and court clearances.

12 3. The Northern Court Satellite in Dededo shall continue to be open to the public
13 for the same hours and the same set of transactions listed in paragraph 2 above.

14 4. To the extent this Order conflicts with any other existing administrative order
15 of the court, this Order shall prevail. All other provisions of Administrative Order No.
16 ADM20-239 which are not in conflict with this Order remain in effect.

17 5. This Order will be revised as circumstances warrant.

18
19 **SO ORDERED** this 29th day of May, 2020.

20
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22 _____ /s/
23 **ROBERT J. TORRES**
24 **Associate Justice**

_____ /s/
KATHERINE A. MARAMAN
Associate Justice

25
26 _____ /s/
27 **F. PHILIP CARBULLIDO**
28 **Chief Justice**



HON. F. PHILIP CARBULLIDO
CHIEF JUSTICE

JUDICIARY OF GUAM

Administrative Office of the Courts
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910
Tel: (671) 475-3544 • Fax: (671) 477-3184



HON. ALBERTO C. LAMORENA III
PRESIDING JUDGE
KRISTINA L. BAIRD
ADMINISTRATOR OF THE COURTS

Supreme Court issues Administrative Order No. ADM20-254

In line with the reopening of public operations of executive branch agencies of the Government of Guam and in recognition of the need to expand Judiciary of Guam services while keeping at the forefront the need to protect the health and safety of court employees, patrons, and the general public, the Supreme Court of Guam (Supreme Court) issued Supreme Court Administrative Order No. ADM20-254 on May 29, 2020.

Based on Supreme Court Administrative Order No. ADM20-254, please be aware of the following:

- Beginning Wednesday, June 3, 2020, the Guam Judicial Center in Hagåtña will open to the public from 10:00 a.m. to 3:00 p.m., Monday to Friday, for a limited set of transactions, namely:
 - a. Payment of traffic citations;**
 - b. Payment of case-related obligations, including bail, restitution, and fines and fees; and**
 - c. Requests for traffic and court clearances.**

- The Northern Court Satellite in Dededo will continue to be open to the public from 10:00 a.m. to 3:00 p.m., Monday to Friday, for a limited set of transactions, namely:
 - a. Payment of traffic citations;**
 - b. Payment of case-related obligations, including bail, restitution, and fines and fees; and**
 - c. Requests for traffic and court clearances.**

To the extent Supreme Court Administrative Order No. ADM20-254 conflicts with any other administrative order, this Administrative Order No. ADM20-254 will prevail. All other provisions of Supreme Court Administrative Order No. ADM20-239 issued on May 4, 2020 that are not in conflict with Supreme Court Administrative Order No. ADM20-254, will remain in effect.

Supreme Court Administrative Order No. ADM20-254 will be revised as circumstances warrant.



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Frequently Asked Questions (FAQs) About Judiciary of Guam Services

May 29, 2020

The Judiciary of Guam provides the following information:

JUDICIARY OF GUAM LOCATIONS

The Judiciary of Guam is located at the:

Guam Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910
Phone no.: (671) 475-3250

Northern Court Satellite
132 West Marine Corp Drive
Dededo, Guam, 96929
Phone no.: (671) 635-2511/635-2513

GUAM JUDICIAL CENTER

Based on Supreme Court Administrative Order No. ADM20-254, please be aware of the following:

What are the business hours at the Hagatna Guam Judicial Center?

Beginning on Wednesday, June 3, 2020, business hours are Monday through Friday from 10:00 a.m. to 3:00 p.m.

What services are available in-person at the Hagatna Guam Judicial Center?

Business-related transactions can be made including:

- Payment of traffic citations
- Payment of case-related obligations, including bail, restitution, fines and fees
- Requests for traffic and court clearances



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The Guam Judicial Center continues to provide online services to the public, including:

Court and Traffic Clearances:

Court and traffic clearances can be requested online:

- Court clearances can be requested by sending an email to scog.records@guamcourts.org.
- Traffic clearances can be requested by sending an email to traffic@guamcourts.org.

Payments:

Traffic Citations

- If paying by credit card, payments can be made online by going to the Judiciary of Guam website at www.guamcourts.org. Under the “eCourt” tab, you may click on the “Pay a Traffic Citation” tab and follow the prompts.

Filing Fees

- If paying by credit card, payments can be made online by going to the Judiciary of Guam website at www.guamcourts.org. Click on the “Make a Case Payment” tab and then click “Pay a Civil Case” tab and follow the prompts.
- If paying by check, you can mail your payment to the Judiciary of Guam 120 West O'Brien Drive Hagåtña, Guam 96910, or drop the check at the designated drop boxes located at the Guam Judicial Center.
- If you wish to make a payment in-person, please visit the Northern Court Satellite in Dededo between the hours of 10:00 am to 3:00 pm, Monday through Friday.



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Filings:

Superior Court

Superior Court filings can be submitted by any of the following methods:

- E-filing
- If e-filing is unavailable, you can submit your filing by email to efile@guamcourts.org
- Fax your filing to (671) 475-0078
- Designated drop boxes at the Guam Judicial Center
- Postal mail to the following address:
Superior Court Clerk's Office
120 West O'Brien Drive
Hagåtña, Guam 96910

Supreme Court

Supreme Court filings can be submitted by any of the following methods:

- E-filing
- If e-filing is unavailable, you can submit your filing by email to efile@guamsupremecourt.com
- Fax your filing to (671) 475-3140
- Designated drop boxes at the Guam Judicial Center
- Postal mail to the following address:
Supreme Court Clerk's Office
120 West O'Brien Drive Suite 300
Hagåtña, Guam 96910

Information and instructions regarding electronic filings can be found on the Judiciary of Guam website at www.guamcourts.org. Under the "eCourt" tab, you may click on the "Supreme Court eFile" tab for Supreme Court of Guam filings, and on the "Superior Court eFile" tab for Superior Court of Guam filings.



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NORTHERN COURT SATELLITE

The Northern Court Satellite continues to provide online and limited in-person services to the public.

What are the business hours at the Northern Court Satellite?

Business hours are Monday through Friday from 10:00 a.m. to 3:00 p.m.

What services are available in-person at the Northern Court Satellite?

Business-related transactions can be made including:

- Payment of traffic citations
- Payment of case-related obligations, including bail, restitution, fines and fees
- Requests for traffic and court clearances

ADDITIONAL INFORMATION ABOUT SERVICES

What information is available if I am a Probation Services client?

The Probation Services Division is open to its clients on Monday through Friday from 10:00 a.m. to 3:00 p.m. for clients who are ordered to report to the Probation Office, who have not been able to call in, or who have an appointment with his or her Probation Officer.

For all other inquiries, please call the assigned Probation Officer, or 475-3448 / 475-3457 for adults, or 475-3453 / 475-3459 for juveniles.

What do I do if I am scheduled to appear in court?

If you have an attorney, please contact your attorney. If you do not have an attorney, you can contact the Superior Court Clerk's Office at 475-3449 or by email at scog.records@guamcourts.org.

If I have a question about jury duty, who do I contact?

If you are currently an active Juror, please call 475-3131 for instructions.

If I received a Jury Summons, what do I do?

If you received a Jury Summons during the time that the Guam Judicial Center building was closed to the public, you are not expected to come into the Guam Judicial Center building. You will receive a new Jury Summons to report at a later date from the Jury Commissioner. For more information, please call 475-3440 or email the Jury Unit at juryunit@guamcourts.org.



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If I am a member of a grand jury, what do I do?

Based on Supreme Court of Guam Administrative Order ADM20-239, all grand jury proceedings are suspended until no earlier than June 5, 2020. The Jury Commissioner will contact you to provide you with further instructions on when you will be required to report. For more information, please call 475-3440 or email the Jury Unit at juryunit@guamcourts.org.

What information is available about the Client Services and Family Counseling Division?

The Client Services and Family Counseling (CSFC) Division provides evaluation and counseling services to individuals and families ordered by the Court. During the lockdown and shelter-in-place time period, CSFC Division continued to provide telehealth services on a case by case basis, based on urgency and need.

As part of the Court's re-opening, the CSFC Division will prioritize in-person sessions in those cases where a forensic evaluation has been ordered. In addition, consideration will be given to those clients who would benefit from resuming in-person sessions, specifically, those who do not have the resources to participate in telehealth services, those in acute crisis, and those who need a more intense level of care which cannot be provided by telehealth services.

How can I schedule my appointment with the Client Services and Family Counseling Division?

All in-person and telehealth services will be by appointment only. Appointments may be scheduled by calling 475-3383 / 475-3101 or by emailing csfc@guamcourts.org.

If I am a client or visitor of the Office of the Public Guardian, what do I do?

Any and all visitors of the Office of the Public Guardian (OPG) must be screened by the Marshal Services at the front of the Historic Courthouse in Hagatna. There will be a separate line for OPG visitors. Once screened by the Marshal Services, the OPG visitor will be given an OPG sticker with the date as proof of screening. The OPG will entertain only those visitors with current stickers and once the matter or transaction for their visit is completed, the OPG will take the stickers and provide services for the clients. If you have any questions, you may contact the OPG at 475-3173.



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What security and screening measures has the Judiciary of Guam taken should any person be required to report in person to the Judiciary of Guam?

In addition to the Judiciary of Guam's security searches and screening procedures for entry, the following will now apply:

- You will be subject to a non-contact temperature test.
- You must be wearing an appropriate face mask.
- You must sanitize your hands.
- You must adhere to all social distancing guidelines at all times, and you will be subject to further questioning related to COVID-19.

Failure to comply with these requirements will result in denied entry to or removal from the Judiciary.

Has the Judiciary of Guam undertaken sanitization efforts to ensure the health and safety of patrons and employees?

Yes. These efforts include:

- Having the HVAC system thoroughly cleaned in the Guam Judicial Center.
- Carpets professionally cleaned in the Guam Judicial Center and Northern Court Satellite.
- Scrubbing of all common areas to include the scrubbing of furniture and counters.
- Construction of plexi glass sneeze barriers in all open areas that service clients and/or patrons.
- Installation of hand sanitizers throughout the Judiciary of Guam's facilities.
- Installation of COVID-19 and health and safety educational signs throughout the Judiciary of Guam's facilities.
- Removal of excess furniture, signs and other items in common areas to limit contact points.

Who can I contact at the Judiciary of Guam for general information or inquiries?

For general information or inquiries, you may contact the Public Information Officer Kristina (Tina) Blaz at 475-3250 or by sending an email to kblaz@guamcourts.org.

Information is also available on the Judiciary of Guam website at www.guamcourts.org, on Facebook at <https://www.facebook.com/guamcourts/>, and on Twitter at <https://twitter.com/guamcourts>.