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IN THE SUPREME COURT OF GUAM

RE:) Supreme Court of Guam) Administrative Order No. ADM24-003
PAYMENT OF TRANSCRIPTS	\mathbf{s})
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WHEREAS, the Supreme Court of Guam has been made aware by the Superior Court Clerk of Court and the Superior Court's Court Reporters Unit that valuable time and resources of the Court Reporters Unit are wasted due to the practice of parties to appeals and litigation ordering transcripts of court proceedings and not paying for the transcripts once they are completed; and

WHEREAS, with the heavy workload of the Court Reporters Unit, which sometimes requires the outsourcing of transcription work at the Judiciary's expense, the Supreme Court considers it necessary to mitigate this waste of resources; and

WHEREAS, the Organic Act of Guam expressly provides that "the Chief Justice of the Supreme Court of Guam shall be the administrative head of, and have general supervisory power over, all departments, divisions, and other instrumentalities of the judicial branch of Guam" and "may issue such administrative orders on behalf of the Supreme Court of Guam as necessary for the efficient administration of the judicial branch of Guam." 48 U.S.C.A. § 1421-1(b)(2) and (b)(3).

NOW THEREFORE, by the authority vested in me as the administrative head of the judicial branch, and having consulted with the justices of the Supreme Court and management of the Supreme and Superior Court, I **ORDER**:

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- 1. Within two (2) business days of the filing of a request for transcript in relation to a pending appeal under Guam Rules of Appellate Procedure (GRAP) 7(b), the Court Reporters Unit of the Superior Court of Guam shall provide the requesting party an estimated cost for completion of the transcripts; and
- 2. Within ten (10) days of receiving the estimate from the Court Reporters Unit, the requesting party shall pay a non-refundable deposit of 50% of the Court Reporters Unit's estimated total cost; and
- The Court Reporters Unit shall calculate its 45-day deadline for completing the transcript beginning with the date on which the requesting party paid the 50% deposit; and
- 4. After completion of the transcript, the Court Reporters Unit shall notify the requesting party of the completion, and the requesting party shall pay the remaining balance within two (2) business days of the completion, or the Superior Court shall certify the record for appeal without transcripts.

The above shall apply to all transcript requests where the requesting party has not been considered indigent under GRAP 9. In the case of an indigent party, the normal processes as outlined in GRAP 7(b) and 7.1(b) and (c) shall govern.

SO ORDERED this 23rd day of February, 2024.

/s/
ROBERT J. TORRES
Chief Justice