



Superior Court of Guam

Guam Judicial Center • 120 West O'Brien Drive • Hagåtña, Guam 96910
Telephone: (671) 475-3331 • Facsimile: (671) 472-2856



HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.
CLERK OF COURT

MEMORANDUM

To: Guam Bar Association Members

From: Danielle T. Rosete *D Rosete*
Clerk of Court

Date: May 4, 2020

Subject: Updated Administrative Order ADM20-239 relative to Court Operations under Exigent Circumstances related to COVID -19 (CORONAVIRUS)

Hafa Adai!

I hope this message finds you and your family safe and healthy. Today, the Supreme Court issued an Updated Administrative Order regarding the extension of court operations through at least June 5, 2020. Pursuant to Administrative Order ADM20-239, until at least June 5, 2020, the main courthouse in Hagåtña, the offices of the Probation Services Division, and the Judicial Education Center will remain closed to the general public, except where entry is required to address essential matters that cannot be resolved remotely. Below is some information from the order that involve matters before the Superior Court. Please also read the Updated Administrative Order in its entirety.

Remote Hearings

The Updated Order also provides for remote hearings to be conducted in non-essential matters. The Superior Court Judicial Officers will begin conducting remote hearings in non-essential matters utilizing various platforms including teleconference, videoconference, or Zoom. We are working to finalize the procedures and scheduling of remote hearings and will provide more information to the Bar members via the GBA list serve, and the public sometime this week.

Northern Court Satellite Limited Services

In addition, beginning Monday, May 11, 2020, the Northern Court Satellite will be open for limited services. Court patrons will be able to pay traffic citations, request for traffic and court clearances, and make any payments for case-related obligations such as bail, restitution, and fines and fees. Please note that these services are also available remotely and we are encouraging everyone to utilize the remote options first. For information on obtaining a court

clearance or paying a case-related obligation please email scog.records@guamcourts.org. For information on obtaining a traffic clearance or to pay a traffic citation please email traffic@guamcourts.org.

Superior Court Filings

The Superior Court Clerk's office will continue to accept filings by email to efile@guamcourts.org, fax, or drop box. When submitting filings by email here are a couple of reminders.

1. Filings should be submitted in pdf format.
2. Service of filed documents will be sent to the email addresses included in the initial filing.
3. The judge or chamber clerk should not be included in the email when submitting your documents.
4. Because of the limited number of clerks reporting daily, priority is given to documents filed for essential hearings. Filings are reviewed and filed once the clerk reviews the email and submission of documents. The date and time of filing will not be the date and time the e-mail was transmitted. This is because the date and time on the time stamp machines are automated. Except for filings in Magistrate Proceedings, all filings submitted by email from Monday to Friday between 8:00 am and 5:00 pm will be filed on the date it was submitted. Any filing submitted after 5 pm or on the weekend (whether submitted by email, drop box, or facsimile) will be reviewed and filed the following business day.
5. When submitting filings by email please do not use the email transmission to communicate with staff or other attorneys in the email thread. The email is set up primarily for attorneys and court patrons to submit and receive submitted documents.

Court Boxes

Any attorney who would like to retrieve filed documents in your respective court boxes can contact Chief Deputy Clerk Valerie Tenorio by email at vtenorio@guamcourts.org. She will arrange for your office to receive the documents from a court marshal at the front entrance of the building.

The Judiciary, like many courts across the country, is currently operating under uniquely challenging circumstances. Despite these challenging times, the Superior Court Clerk's Office, along with our Judicial Officers will continue to provide the services given the circumstances we are in.

The Judiciary of Guam is an equal opportunity provider and employer.

Memorandum re Updated Administrative Order

May 4, 2020

Page 3 of 3

Court Vouchers

Private Attorney Panel members may submit court vouchers by email to vtenorio@guamcourts.org and, also through the drop box at the Guam Judicial Center.

Thank you for your cooperation and continued patience as we streamline our new processes and work toward continuing to provide access to justice. If you have any questions, please email me at drosete@guamcourts.org.

Stay safe and be well!

The Judiciary of Guam is an equal opportunity provider and employer.