



**GUAM BAR ASSOCIATION**

Guam Judicial Center, Second Floor

120 West O'Brien Drive

Hagåtña, Guam 96910-5174

Tel: (671) 475-3396 • Secure Fax: (671) 475-3400

Email: [info@guambar.org](mailto:info@guambar.org) • Website: [www.guambar.org](http://www.guambar.org)

**TO:** ALL ACTIVE MEMBERS OF THE GUAM BAR  
**FR:** Office of the GBA Executive Director  
**DT:** August 24, 2010  
**RE:** NOTICE OF CHANGE TO THE "ATTORNEY COURT BOX" SYSTEM

On September 1, 2010, the GBA and Judiciary will begin maintaining two sets of attorney court boxes at the Guam Judicial Center, one set of "service boxes" and one set of "courtesy boxes." **It will be important for all attorneys and their staff to be aware of this change so they are sure to check both sets of boxes when they visit the Judicial Center. Please note that attorneys will no longer be able to distribute documents through the service boxes as those boxes will be exclusively for formal service of documents on attorneys by the courts.** Attorneys will, of course, be free to distribute courtesy documents to other attorneys through the courtesy boxes which will be located in the public hallway as described herein.

Many of you will remember when courtesy boxes were maintained for members of the bar in the hallway of the first floor of the Judicial Center, in the small area around-the-corner-to-the-right immediately after entering the courthouse from the parking lot side. Beginning September 1, 2010 we will once again maintain courtesy boxes for active bar members in that location.

Several years ago our Supreme Court adopted a procedural rule allowing our courts to formally serve attorneys through their court boxes. At that time the courtesy boxes were moved behind the secure counter near the Small Claims area on the first floor of the Judicial Center. Since that time they have been used as formal "service boxes" for the service of documents on attorneys by the courts. However, the boxes have continued to double as courtesy boxes. It has become clear that combining service documents with courtesy documents can be problematic. It has also become a significant burden for judiciary staff to distribute 100+ courtesy documents for runners/attorneys and to retrieve stacks of documents, both courtesy and formal service documents, from the boxes when runners/attorneys appear at the counter. We hope to address both of these issues by re-instituting the courtesy boxes in the public hallway. The labeling of the courtesy boxes will mirror the labeling of the service boxes for everyone's convenience.

**Please note that the service boxes will remain behind the Small Claims counter. The courts will continue to serve attorneys through those boxes – thus attorneys must be sure to regularly check both their service boxes and their courtesy boxes. Again, please note that attorneys will no longer be able to distribute documents through the service boxes as those boxes will be exclusively for formal service of documents on attorneys by the courts.**

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