



# Superior Court of Guam

Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910  
Tel: (671) 475-3128 • Fax: (671) 475-0078



HON. ALBERTO C. LAMORENA, III  
PRESIDING JUDGE


SOPHIA SANTOS DIAZ, ESQ.  
CLERK OF COURT

VALERIE D. TENORIO  
CHIEF DEPUTY CLERK

## Memorandum No. 23-02

April 4, 2023

To: **Honorable** Robert J. Torres, *Chief Justice*  
**Honorable** Alberto C. Lamorena, III, *Presiding Judge*  
All Judges  
Administrator of the Courts  
Marshal of the Court  
Chief Probation Officer  
**Honorable** Douglas M.K. Moylan, *Attorney General of Guam*  
All Attorneys via *Guam Bar Association*  
Guam Bar Association  
Government of Guam via *Office of the Governor of Guam*

From: Sophia Santos Diaz, Esq.   
*Clerk of Court*

Subject: Superior Court of Guam Clerk's Office – Closure of Counters

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Due to renovations within the Clerk's Office of the Superior Court of Guam, the Intake, Records, Traffic Violations Bureau and Small Claims at the Guam Judicial Center in Hagåtña will close its counters on **Friday, April 7, 2023 and Monday, April 10, 2023**. Therefore, services normally handled by these divisions will be available at the Northern Court Satellite in Dededo.

For records retrieval requests, you may email [scog.records@guamcourts.org](mailto:scog.records@guamcourts.org). All other services handled by the Records division will be available at the Northern Court Satellite *including requests for Court and Traffic Clearances*.

Pursuant to Supreme Court of Guam Administrative Order No. ADM22-007, electronic filing for Superior Court of Guam cases will be accepted at the following email addresses for Superior Court email filing submissions:

- Criminal cases – [efilecriminal@guamcourts.org](mailto:efilecriminal@guamcourts.org)
- Juvenile cases – [efilejuvenile@guamcourts.org](mailto:efilejuvenile@guamcourts.org)
- Small Claims cases – [efilesmallclaims@guamcourts.org](mailto:efilesmallclaims@guamcourts.org)
- Child Support cases – [efilechildsupport@guamcourts.org](mailto:efilechildsupport@guamcourts.org)

From: Sophia Santos Diaz, Esq., *Clerk of Court*

Date: April 4, 2023

Re: Superior Court of Guam Clerk's Office – Closure of Counters

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- Civil, Probate, Domestic, Special Proceedings, and all other cases – [efilecivil@guamcourts.org](mailto:efilecivil@guamcourts.org)

Please refer to Administrative Order No. ADM22-007 for further guidance before efileing your submission. For filing of confidential or sealed documents, please call Chief Deputy Clerk Valerie D. Tenorio at # (671) 475-3340 to coordinate receipt at the Guam Judicial Center in Hagåtña. **Otherwise, over the counter filing will be available at the Northern Court Satellite.**

If you have any questions or concerns, please contact the Superior Court of Guam Clerk of Court's office at # (671) 475-3128.

Thank you for your patience and understanding.