

## **Frequently Asked Questions (FAQs) About Judiciary of Guam Services**

May 26, 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**

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](mailto:scog.records@guamcourts.org).
- Traffic clearances can be requested by sending an email to [traffic@guamcourts.org](mailto: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](http://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](http://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.

## **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](mailto: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](mailto: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](http://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.

## **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](mailto: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](mailto:juryunit@guamcourts.org).

**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](mailto: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](mailto: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.

**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](mailto:kblaz@guamcourts.org).

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