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IN THE SUPREME COURT OF GUAM

RE:)	Supreme Court of Guam
FIFTEENTH UPDATED ORDER)	Administrative Order No. ADM21-232
RELATIVE TO COURT)	
OPERATIONS UNDER EXIGENT)	
CIRCUMSTANCES RELATED TO)	
COVID-19 (CORONAVIRUS))	ORDER
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Because of the continued public health concerns arising from the COVID-19 (coronavirus) pandemic, *I Maga'hågan Guåhan* has issued a series of executive orders to stem the spread of the virus. The most recent of these orders, Executive Order No. 2021-07, extended the Public Health Emergency to May 1, 2021, while keeping the island in Pandemic Condition of Readiness (PCOR) 3, under which most activities are permitted to operate under moderate restrictions.

In line with the various executive orders, the court, under its jurisdiction to issue orders in aid of its supervisory jurisdiction over the Superior Court of Guam and all other courts of the judicial branch of Guam, has issued several administrative orders to protect the public health.

The court recognizes both the strides Guam has made in containing the spread of COVID-19 and the need to remain vigilant to continue the downward trend in the island's positivity rate. With these considerations in mind, the court issues this **FIFTEENTH UPDATED ORDER** regarding court operations to protect the public health by reducing the risk of exposure to COVID-19 and slowing the spread of the disease:

1. Effective April 7, 2021, this Fifteenth Updated Order shall repeal and replace Administrative Order Nos. ADM21-001 and ADM21-002. To the extent this Fifteenth



1 Updated Order conflicts with any other existing administrative order of the court, this
2 Fifteenth Updated Order shall prevail.

3 2. Judiciary of Guam facilities shall remain open to the general public for all
4 court business between the hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, subject
5 to certain limitations as indicated below.

6 3. The counters of the Supreme Court Clerk’s Office and the Superior Court
7 Clerk’s Office—including the counters at the Northern Court Satellite—shall remain
8 open between the hours of 9:00 a.m. to 4:00 p.m., Monday to Friday. Documents shall
9 continue to be filed using one of the methods listed in paragraph 10 below.

10 4. The Probation Services Division shall continue to provide in-person services
11 by appointment only, but services without an appointment may be approved by the
12 Chief Probation Officer.

13 5. The Client Services and Family Counseling (CSFC) Division shall continue
14 to provide in-person services by appointment only, but services without an appointment
15 may be approved by the CSFC Administrator.

16 6. Courts should continue to limit in-person contact as much as possible and
17 resolve matters by using available technologies, including alternative means of filing,
18 teleconferencing, video conferencing (e.g., Zoom), and use of email, except when it is
19 not practicable to do so or it would contravene the protection of constitutional rights.
20 In-person proceedings shall adhere to Department of Public Health and Social Services
21 (DPHSS) social distancing guidelines.

22 7. Any scheduling of jury trials shall be subject to the approval of the Presiding
23 Judge of the Superior Court and shall adhere to DPHSS social distancing requirements.

24 8. Where a jury trial is postponed because of this Fifteenth Updated Order or
25 any prior administrative order, the parties may seek a conference with the court to
26 address matters arising from the postponement. In criminal cases, where appropriate, a
27 defendant may ask the court for reconsideration of bail or conditions of release.
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1 Nothing in this Fifteenth Updated Order addresses the disposition of such requests for
2 reconsideration.

3 9. All active petit jurors and grand jurors shall serve to the full extent of the
4 law. To prevent the spread of the virus, ensure the safety of jurors and court staff, and
5 determine the availability of jurors, all active petit jurors and grand jurors must
6 complete a screening questionnaire issued by the Jury Commissioner.

7 10. Under Guam law and court rules, the court is deemed always open for filing
8 any proper paper, issuing and returning process, making a motion, and entering an
9 order. *See* 8 GCA § 1.31; Guam R. Civ. P. 77(a); Guam R. App. P. 31(a)(2). Instead of
10 in-person contact, filings will be accepted by the following methods:

- 11 a. E-filing
- 12 b. If e-filing is unavailable, pleadings may be filed by email to the
13 respective Clerk's Office. The email address for Supreme Court filings is
14 efile@guamsupremecourt.com. The email addresses for Superior Court
15 filings are:
 - 16 i. Criminal cases – efilecriminal@guamcourts.org
 - 17 ii. Juvenile cases – efilejuvenile@guamcourts.org
 - 18 iii. Small Claims cases – efilesmallclaims@guamcourts.org
 - 19 iv. Child Support cases – efilechildsupport@guamcourts.org
 - 20 v. Civil, Probate, Domestic, Special Proceedings, and all other
21 cases – efilecivil@guamcourts.org
- 22 c. Facsimile
- 23 d. Postal mail
- 24 e. Designated drop boxes at the Judiciary

25 11. Any filing that requires payment of a filing fee should be paid online if
26 available. Please contact the relevant Clerk's Office for questions regarding filing
27 methods and fees.

1 12. The Clerks of Court and parties shall continue to serve documents through
2 electronic means or by mail, except for those limited instances in which personal
3 service is required. Attorneys are encouraged to provide a dedicated email address for
4 the service of documents.

5 13. Any court rule that impedes the court's ability to use technologies to
6 eliminate or limit in-person contact in the conduct of court business is suspended until
7 June 30, 2021, except such suspension is subject to constitutional requirements.

8 14. Members of the public or media who would like to access court proceedings
9 should contact the court's Public Information Officer, Kristina Blaz, by email at
10 kblaz@guamcourts.org. To the extent logistically possible, the court shall provide
11 public access by video or audio to court proceedings typically open to the public to
12 maximize the public's ability to observe these proceedings.

13 15. Individuals entering a Judiciary of Guam facility for any purpose shall wear
14 face masks or other appropriate face coverings and adhere to social distancing
15 guidelines, including maintaining a distance of at least six (6) feet from other
16 individuals in the courthouse except for those residing in the same household. Persons
17 seeking entry shall also be subject to a non-contact temperature test and questioning
18 related to COVID-19. Judiciary personnel will enforce these restrictions to protect the
19 health and safety of court patrons and employees.

20 16. The following persons shall not enter the Guam Judicial Center in Hagåtña,
21 Northern Court Satellite in Dededo, or any Judiciary of Guam facility, including, but
22 not limited to, the San Ramon and Route 4 Temporary Courtrooms, probation offices,
23 and the Judicial Education Center:

- 24 a. Persons diagnosed with or have had contact with anyone who has been
25 diagnosed with COVID-19 and have yet to be released from quarantine or
26 isolation by a medical provider or the Department of Public Health and
27 Social Services;

- b. Persons with any acute respiratory illness symptoms (i.e., cough, shortness of breath, headaches), flu-like symptoms, fever, or sneezing;
- c. Persons asked to self-quarantine or self-isolate by any doctor, hospital, board of health, or other medical provider or health agency, or who reside with anyone who has been asked to self-quarantine or self-isolate; and
- d. Persons who have been in a country with confirmed COVID-19 cases within the last fourteen (14) days, unless such person has been approved by the Department of Public Health and Social Services as a Critical Services Worker (CSW), does not show any signs or symptoms of COVID-19, and shows proof of COVID-19 vaccination.

17. Anyone trying to enter in violation of this Fifteenth Updated Order will be denied entry by Judiciary marshals, probation officers, or other security personnel.

18. If you are scheduled to appear in person and fall into any of the categories listed in paragraph 16, you should proceed as follows:

- a. If you are represented by an attorney, please contact your attorney.
- b. If you have no attorney and are seeking emergency relief, please contact the Clerk’s Office of the court in which you are seeking relief.
- c. If you are an attorney scheduled to appear before a judge, please contact that section or team directly by telephone.
- d. If you are scheduled to meet with a probation officer, please contact the probation officer or applicable probation section directly by telephone.
- e. If in doubt as to whom you should contact, please call the Clerk’s Office of the court in which you are scheduled to appear.

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