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**IN THE SUPREME COURT OF GUAM**

**RE:** ) Supreme Court of Guam  
**RELATIVE TO THE FILING OF** ) Administrative Order No. ADM22-007  
**DOCUMENTS VIA EMAIL IN THE** )  
**SUPREME COURT OF GUAM** )  
**AND THE SUPERIOR COURT OF** )  
**GUAM.** )  
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Since March 2020, because of public health concerns arising from the COVID-19 (coronavirus) global pandemic, *I Maga'hågan Guåhan* has issued a series of executive orders to stem the spread of the virus. In turn, the Supreme Court of Guam, 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. These administrative orders have included such measures as expanding the use of remote technologies to limit in-person proceedings and services.

The court's Seventeenth Updated Order of July 30, 2021, allows for the filing of most documents via email if e-filing is unavailable. *See* Admin. Order No. ADM21-657 at 3-4 (July 30, 2021). The Order also requires the Clerks of Court and parties to serve documents through electronic means or by mail, except in those limited instances in which personal service is required. *Id.* at 4.

Since the authorization of email filings, the Superior Court of Guam has received in excess of 100,000 transmittals for email filing. While the popularity of this method of filing has placed a corresponding strain on the resources of the Clerk's office, the court recognizes the continued benefit of email filing to the parties and practitioners we serve. However, in the interest of

1 improving the efficiency of processing such a high volume of documents, the court finds it prudent  
2 to issue the following guidelines and procedures for email filing, which shall become effective on  
3 **October 24, 2022:**

4 1. If e-filing is unavailable, documents may be filed by email to the respective  
5 Clerk’s office. Email filing submissions are generally considered an electronic drop-off  
6 of court documents for filing with the Clerk’s office without a face-to-face interaction.

7 2. **Court Email Addresses.** The email address for Supreme Court email filing  
8 submissions is [efile@guamsupremecourt.com](mailto:efile@guamsupremecourt.com). The email addresses for Superior Court  
9 email filing submissions are:

- 10 • Criminal cases – [efilecriminal@guamcourts.org](mailto:efilecriminal@guamcourts.org)
- 11 • Juvenile cases – [efilejuvenile@guamcourts.org](mailto:efilejuvenile@guamcourts.org)
- 12 • Small Claims cases – [efilesmallclaims@guamcourts.org](mailto:efilesmallclaims@guamcourts.org)
- 13 • Child Support cases – [efilechildsupport@guamcourts.org](mailto:efilechildsupport@guamcourts.org)
- 14 • Civil, Probate, Domestic, Special Proceedings, and all other cases –  
15 [efilecivil@guamcourts.org](mailto:efilecivil@guamcourts.org)

16 3. **Format.**

- 17 • All documents transmitted by email for filing must conform to the  
18 requirements of the applicable court rules (e.g., Guam Rules of Civil  
19 Procedure, Guam Rules of Appellate Procedure, Judiciary of Guam  
20 Electronic Filing Rules), except as otherwise provided in this Order.
- 21 • All documents transmitted by email must be legible. It is the filer’s  
22 responsibility to confirm any document attached to an email for filing  
23 conforms to this policy.
- 24 • Documents shall be submitted in PDF format only; no JPEG or any  
25 other electronic document type; no links (e.g., Dropbox).
- 26 • When filing multiple pleadings and documents, attach each filing as a  
27 separate PDF attachment.

- Subject to the page-length limitations of paragraph 12 below, if attached documents exceed the file size limits of the filer’s or court’s email provider, it may be necessary for the filer to transmit the documents in multiple emails or to file the documents in person.

4. **Subject Line and Body of Email.** Please include the following standard information in the subject line and body of the email.

In the subject line:

- For new cases, type in “New Case Filing(s).”
- For existing cases, type in the case number and the name of the attached document.

In the body of the email, indicate:

- The filer’s name and contact information (email and phone number)
- The number of documents attached
- The name of each attached document
- The total number of pages attached

5. **Filing Multiple Documents.** Each document for the same case must be attached to the transmittal email as a separate attachment. Documents shall not be transmitted by link (e.g., Dropbox) or bulk file (e.g., zip file). Do not file documents for more than one case in a single email; instead, send a separate email for each case.

6. **Missing Attachments.** It is the responsibility of the filer to ensure all emailed documents are attached. The court will not contact the filer regarding missing attachments.

7. **Delays or Non-Delivery.** The court is not responsible for any delays or non-delivery of documents due to technical issues, user error, or any other cause.

8. **Paper Copy Retained.** The court prints all email-filed documents and places them in the case file. Printed copies serve as the official filed document in the case record.

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1                   **9. Processing and Verification.**

- 2                   • An auto-generated response will be sent to the filer confirming receipt  
3                   of the transmittal email.
- 4                   • After reviewing the document(s) transmitted for filing, the Clerk’s  
5                   office will send an email reminding the filer to pay the associated filing  
6                   fee(s). Filing fees shall be paid online or in person within one business  
7                   day of the email filing. A document is not “filed” until the filing fee is  
8                   paid.
- 9                   • A document is not considered “filed” until the filer receives a response  
10                  from the Clerk’s office stating the document has been filed. Please  
11                  allow a reasonable time (at least two business days) for processing  
12                  before contacting the court to check on the status of a filing, unless you  
13                  did not receive the auto-response.
- 14                 • The court will delete the email and attachments after filing. The “date  
15                 filed” stamped copy shall be deemed the original pleading for the case  
16                 file.
- 17                 • The court will send only the filer a copy of the “date filed” stamped  
18                 document. To reduce the possibility of transmitting confidential,  
19                 sealed, or other restricted material to an inappropriate recipient, the  
20                 filing clerk shall NOT be required to “reply to all” when returning the  
21                 “filed” document to the filer. Rather, the filer shall be responsible for  
22                 any further distribution of the filed copy to other parties.

23                 10. **Service.** Documents may be served through electronic means or by mail,  
24                 except in those limited instances in which personal service is required. The filer—not the  
25                 court—is responsible for serving the other parties with a copy of the “filed” document.  
26                 The court may serve documents such as orders, judgments, and notices through electronic  
27                 means. Attorneys and law firms shall provide the Clerks of Court a single dedicated  
28                 email address for the service of court-issued documents.

