



Superior Court of Guam

Guam Judicial Center • 120 West O'Brien Drive • Hagåtña, Guam 96910
Telephone: (671) 475-3331 • Facsimile: (671) 472-2856



HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

DANIELLE T. ROSETE, ESQ.
CLERK OF COURT

MEMORANDUM

To: Guam Bar Association Members

From: Danielle T. Rosete *D Rosete*
Clerk of Court

Date: October 22, 2018

Subject: General Rule 5.1(c)(4) - Cover Sheets

Hafa Adai!

As Chief Justice Katherine A. Maraman stated in her recent letter to the Guam Bar Association members, the Judiciary of Guam continues to work on improving case management in civil matters.

General Rule 5.1(c)(4) of the Local Rules of the Superior Court of Guam requires a cover sheet also known as a Docket Sheet for the first paper filing of all cases except in criminal and juvenile delinquency cases. Effective **November 1, 2018**, the attached fillable Case Cover Sheet must be filed when filing the first pleading in the action or proceeding (except criminal and juvenile delinquency cases). You must complete all information on the cover sheet. For civil cases, please complete items 1 – 7. This new Case Cover Sheet is required to assure full statistical representation of the types of cases filed in the Superior Court and will replace the existing Civil Docketing Statement. You are welcomed to use the attached cover sheet for new filings prior to November 1, 2018.

I invite you to visit our website at www.guamcourts.org/Civil-Justice-Reform/Civil-Justice-Reform.html for more information on our Civil Justice Reform Initiative.

Thank you.

SUPERIOR COURT OF GUAM
CASE COVER SHEET

CASE NUMBER (For Clerk Use Only): _____

NOTICE: Plaintiff/Petitioner must submit this cover sheet with the first paper filed in the action or proceeding as required by local court rule. See General Rule 5.1(c)(4) of the Local Rules of the Superior Court of Guam. Failure to file may result in sanctions. If this case is a *civil case* and *complex*, you must serve a copy of this cover sheet on all other parties to the action or proceeding.

| 1. Plaintiff(s)/Petitioner(s): | Defendant(s)/Respondent(s)/Party-in-Interest: |
|--|--|
| <p>Name(s):</p> <p>Address:</p> <p>Email:</p> <p>Telephone:</p> <p>Attorney for Plaintiff(s)/Petitioner(s):</p> | <p>Name(s):</p> <p>Address:</p> <p style="text-align: right;">[Attach additional page as necessary to list all parties.]</p> |

2. Check ONE box below for the case type that is the PRIMARY cause of action:

| <i>Civil</i> | | | <i>Domestic Relations</i> | |
|---|---|--|---|--|
| Tort: | Contract: | Real Property: | <input type="checkbox"/> Dissolution/Divorce/Annulment | <i>Support</i> |
| <input type="checkbox"/> Automobile Tort <input type="checkbox"/> Intentional Tort <i>Malpractice</i> <input type="checkbox"/> Medical <input type="checkbox"/> Other <input type="checkbox"/> Premises Liability <input type="checkbox"/> Product Liability <input type="checkbox"/> Slander/Libel/ Defamation <input type="checkbox"/> Other | <input type="checkbox"/> Buyer Plaintiff <input type="checkbox"/> Fraud <i>Employment</i> <input type="checkbox"/> Discrimination <input type="checkbox"/> Other <i>Landlord/Tenant</i> <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> Other <input type="checkbox"/> Mortgage Foreclosure <input type="checkbox"/> Seller Plaintiff (Debt Collection) <input type="checkbox"/> Other | <input type="checkbox"/> Eminent Domain – Eviction <input type="checkbox"/> Quiet Title / Partition <input type="checkbox"/> Other Other Civil: <input type="checkbox"/> Restraining Order <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Petition for Judicial Review <input type="checkbox"/> Procurement Appeal <input type="checkbox"/> Civil Forfeiture <input type="checkbox"/> Petition for Writs <input type="checkbox"/> Other | <input type="checkbox"/> Paternity <input type="checkbox"/> Custody <input type="checkbox"/> Visitation <input type="checkbox"/> Adoption <input type="checkbox"/> Civil Protection/ Restraining Orders <input type="checkbox"/> Legitimacy <input type="checkbox"/> Other | <input type="checkbox"/> Child Support – IV-D <input type="checkbox"/> Child Support – Private (Non-IV-D) <input type="checkbox"/> Support – Other |
| | | | <i>Probate, Mental Health, and Guardianship</i> | |
| | | | <i>Probate</i> | |
| | | | <input type="checkbox"/> Wills/Intestate <input type="checkbox"/> Other Probate | |
| | | | <i>Mental Health</i> | |
| | | | <input type="checkbox"/> Involuntary Hospitalization <input type="checkbox"/> Other | |
| | | | <i>Guardianship</i> | |
| | | | <input type="checkbox"/> Adult (Ward's DOB: _____) <input type="checkbox"/> Juvenile | |

For CIVIL CASES ONLY:

2. This case is / is not complex. If the case is complex, mark the factors requiring exceptional judicial management:

- | | |
|---|---|
| <input type="checkbox"/> Large number of separately represented parties | <input type="checkbox"/> Large number of witnesses |
| <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in federal court |
| <input type="checkbox"/> Substantial amount of documentary evidence | <input type="checkbox"/> Substantial post-judgment judicial supervision. |
| <input type="checkbox"/> Large number of experts | |

3. Remedies sought (check all that apply):

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Monetary | <input type="checkbox"/> Punitive |
| <input type="checkbox"/> Non-monetary – Declaratory or injunctive relief | <input type="checkbox"/> Other: _____ |

4. Causes of Action (specify): _____

5. This case is / is not a class action suit.

6. Jury Demanded in Pleading?: Yes / No → If yes: Jury of 6 / Jury of 12

7. If there are any known related cases, list the case name(s) and number(s): _____