



**JUDICIAL COUNCIL OF GUAM
REGULAR MEETING WITH EXECUTIVE SESSION
THURSDAY, JUNE 19, 2025 | 12:00 PM
GUAM JUDICIAL CENTER**

AGENDA

- I. CALL TO ORDER**
- II. PROOF OF DUE NOTICE OF MEETING:** June 12, 2025
June 17, 2025
- III. DETERMINATION OF QUORUM**
- IV. READING AND DISPOSAL OF MINUTES:** May 15, 2025 Regular Meeting
- V. OLD BUSINESS**
 - A. Judiciary FY 2025 Remittances Pursuant to Applicable Law
 - B. eCourt and eSupervision Transition
- VI. NEW BUSINESS**
 - A. JC Resolution JC25- Relative to Amending Special Process Server Regulations
 - B. JC Resolution JC25- Relative to Adopting a Training Program for Special Deputy Marshals
 - C. Notice of the Next Meeting (Thursday, July 17, 2025)
- VII. COMMUNICATIONS**
- VIII. PUBLIC COMMENT**
 - A. Guam Bar Association – President’s Report
 - B. Court Employees Association
- IX. EXECUTIVE SESSION**
 - A. Ongoing Litigation
- X. ADJOURNMENT**

LAW OFFICES OF JACQUES G. BRONZE
A Professional Corporation
173 Aspinall Avenue, Suite 206A
Hagåtña, Guam 96910
Telephone: (671) 649-2392
Facsimile: (671) 649-2394
Attorney for Petitioner

**IN THE SUPERIOR COURT OF GUAM
IN THE MATTER OF THE ESTATE OF
CHUCK CHIA CHI WU and SHIU-FONG LAI WU,
Decedents,
by
JOHN K. WU and FONG SHENG WU,
Petitioners.
PROBATE CASE NO. PR0073-25
NOTICE OF HEARING FOR LETTERS OF
ADMINISTRATION**

THIS NOTICE IS REQUIRED BY LAW. YOU ARE NOT REQUIRED TO APPEAR IN COURT UNLESS YOU DESIRE.

NOTICE IS HEREBY GIVEN that Petitioners JOHN K. WU and FONG SHENG WU, has filed herein a Petition for Letters of Administration upon the Estate of CHUCK CHIA CHI WU and SHIU-FONG LAI WU, and the time and place of said hearing is in the Superior Court of Guam on **June 18, 2025**, at the hour of **9:30 a.m.**, and all persons interested are hereby notified to appear and show cause, if any they have, why the Petition should not be granted. If you would like to participate, you may participate via: **Zoom ID: 839 7874 0380**; **Passcode: 189701** or Telephone **Conference Number: (671) 475-3207**.

Reference is made to said petition for further particulars.

DATED: MAY 12, 2025.

JANICE M. CAMACHO-PEREZ, ESQ.
Clerk, Superior Court of Guam
By: **Is/ Pauline I. Untalan**
Chamber/Courtroom Clerk

**Serve Guam Commission,
Office of the Governor
Special Board of Commission
Meeting**

**Wednesday, June 18, 2025
at 11:30 am**

SGC Conf Room, 2nd Floor Suite 202
GCIC Building, by Video Conf
via SGC Facebook

<https://www.facebook.com/serveguam>

Zoom Link:

<https://us06web.zoom.us/j/88937098005?pwd=KOW3stUWxuxMuOga6zXsDI1eeAVcl5.1>

Meeting ID: 889 3709 8005
Passcode: 358794

AGENDA:

I. Call to Order / Roll Call

II. Approval of Minutes

Wednesday, September 11, 2024

III. Executive Director Report

IV. Committee Reports

- Finance
- Technology
- Program Management
- Marketing & Outreach
- Youth
- Senior Citizens & Veterans

V. Action Item - None

VI. Old Business - None

VII. New Business

VIII. Next Scheduled Meeting
Wednesday, September 10, 2025

IX. Adjournment

Individuals requiring special accommodations may contact Marian Aguon, at (671) 682-4599
marian.aguon@sgc.guam.gov

Paid for by SGC, AmeriCorps Grant
No. 22TAIGU001

Office of the Attorney General
Douglas B. Moylan
Attorney General of Guam
Family Section, General Crimes Division
590 S. Marine Corps Drive, ITC Bldg., Ste. 706
Tamuning, Guam 96913 • USA
(671) 475-2595 • (671) 475-3343 (fax)
familydivision@agguam.org
Attorneys for the People of Guam

IN THE SUPERIOR COURT OF GUAM

IN THE INTEREST OF :

**K.C. (DOB: 03/16/2007),
V.C. (DOB: 09/24/2008),
M.C. (DOB: 08/27/2014),
A.C. (DOB: 12/08/2017),
M.C. (DOB: 12/06/2019), and
J.C. (DOB: 11/28/2020)**

Minors.

JUVENILE CASE NO. JP0043-22

Amended Summons

To: **Mark Duenas Cruz., Natural Father**
118 Chalan Ottot Astumbo, Dededo, Guam
Tel: 671-967-3696 / Alt: 671-685-9675

You are hereby summoned to appear (VIA ZOOM), before the **HONORABLE LINDA L. INGLES**, at the Judiciary of Guam, Superior Court of Guam, 120 West O' Brien Drive, Hagåtña, Guam, for a court hearing on:

THURSDAY, JUNE 19, 2025 at 10:30 A.M.
Zoom meeting ID: 716-711-9213 / Password: 76504

"YOUR PARENTAL AND CUSTODIAL DUTIES AND RIGHTS CONCERNING THE CHILD WHO IS THE SUBJECT OF THE ABOVE MAY BE TERMINATED BY AWARD OF PERMANENT CUSTODY IF YOU FAIL TO APPEAR ON THE DATE THAT IS SET FORTH IN THIS SUMMONS."

YOU MAY BE HELD IN CONTEMPT IF YOU FAIL TO APPEAR ON THE DATE SET FORTH IN THIS SUMMONS.
Dated: APR 07, 2025.

CLERK, SUPERIOR COURT OF GUAM
By: **Is/ Nikole L.B. McDonald**
Deputy Clerk



THE GUAM BOARD OF EXAMINERS FOR PHARMACY
DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES
194 Hernan Cortez Ave. #213, Hagåtña, Guam 96910
Telephone: (671) 735-7412

**Guam Board of Examiners for Pharmacy
Regular Board Meeting**

Thursday, June 19, 2025 at 7:30 AM

Join Zoom Meeting

<https://us06web.zoom.us/j/87324837119?pwd=MFXR4asWpHeAAAI0jHw5rv1aU2Yu3.1>

Meeting ID: 873 2483 7119

Passcode: 394351

Meeting Agenda:

- I. Call to Order:
 - (a) Roll Call
 - (b) Confirmation of Public Notice
- II. Approval of Agenda
- III. Review and Approval of Minutes: May 15, 2025
- IV. HPLO Administrator's Report
- V. Complaint(s):
 - (a) GBEP-CO-16-01
 - (b) GBEP-CO-24-02
- VI. Old Business:
 - (a) Pharmacies/Facilities/Wholesalers:
- VII. New Business:
 - (a) Pharmacist by Endorsement
 - (b) Pharmacy Technicians
 - (c) Pharmacies/Facilities/Wholesalers:
 - (d) Pharmacy Intern Renewal Applications:
 - (e) License Portability Letters
- VIII. Next Board Meeting:
 - (a) The next Guam Board of Examiners for Pharmacy Regular Session Meeting is scheduled for June 17, 2025 at 7:30 a.m.
- VIII. Adjournment

To view the names of the applicants being considered,

go to: <https://guamhplo.org/gbep>

LIVE Streaming link

https://go.opengovguam.com/meetings_list/gbep

This advertisement was paid for by DPHSS/Health Professional Licensing Office-Local Funds

For more information, please contact the Board office at (671) 735-7404/10 thru 12. Persons needing telecommunication device for the Hearing/Speech Impaired (TDD) may contact (671) 475-8339.

**GUAM ENVIRONMENTAL PROTECTION AGENCY
AHENSIAN PRUTEKSION LINA'LA GUAHAN**

BOARD OF DIRECTORS REGULAR BOARD MEETING: Thursday, June 19, 2025 • 4:00PM
Guam EPA Administration Conference Room: 17-3304 Mariner Avenue Tiyan Barrigada, Guam
MEETING LINK: <https://meet.google.com/ooe-nszx-zqe>

AGENDA:

- I. Call to order
 - a. Determination of quorum
 - b. Proof of due notice of meeting
- II. Approval of agenda
- III. Approval of meeting minutes: March 20, 2025 regular meeting
- IV. Board Discussion/Action
 - a. Election for Board Chairperson
 - b. Reimbursement to GSWA from RRF for FY 25 Q1 & Q2 Activities
- V. Administrator's Report
- VI. Status Report
 - a. Notices of Violation
 - b. Enforcement
 - c. OD Permit
 - d. EPA Water Sampling Results
 - e. Air Pollution Control's State Implementation Plan
 - f. RRF Programs
 - g. Guam EPA Permit Fee Schedule
- VII. Public comments
- VIII. Next meeting date and adjournment

Livestreamed on youtube.com/guamepa • This advertisement is paid for with local funds

Individuals requiring special accommodations, auxiliary aids or services may call Guam EPA at 671.588.4751 or email: arlene.acafalle@epa.guam.gov • Connect with Guam EPA today: [f](#) [t](#) [i](#) [v](#) [o](#) [o](#)



LOURDES A. LEON GUERRERO
Governor (Maga Iñaga)
JOSHUA F. TENORIO
Lt. Governor (Siguancho Maga Iñaga)

**GOVERNMENT OF GUAM
DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATAMENTON SALUT PUPBLEKO YAN SETBISION SISIAT**



THERESA C. ARRIOLA, MBA
DIRECTOR
PETER JOHN D. CAMACHO, MPH
DEPUTY DIRECTOR
AMANDA LEE SHELTON, MBA
DEPUTY DIRECTOR

The Department of Public Health and Social Services (DPHSS) will convene for the 2nd Advisory Committee Meeting with a Public Hearing for the FY 2025 Preventive Health and Health Services (PHHS) Block Grant.

This is scheduled for Thursday, June 19, 2025 starting at 10AM at the DPHSS Headquarters, 155 Hesler Place, Hagåtña, Guam. The purpose of the event is to give the general public the opportunity to review and provide input on the planned use of the FY 2025 PHHS Block Grant fund.

Agenda

1. Welcome, Introductions and Opening Remarks
2. Review of Minutes – January 17, 2025
3. About the PHHS Block Grant
4. FY 2024 Proposed Changes/New Activities
5. FY 2025 Second Draft of Work Plan
6. Discussions and Final Recommendations
7. Closing Remarks
8. Adjournment

The public is welcome to view the meeting and hearing via live stream at <https://www.facebook.com/GuamDPHSS>. Individuals requiring special accommodations or information or wish to submit public testimony may contact Lawrence Jay M. Alcairo at (671) 922-2563 or via email at lawrence.alcairo@dpshs.guam.gov.

The Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (HHS) provided financial support for this publication through the Preventive Health and Health Services (PHHS) Block Grant Award No. 1 N801PW000030-01-00. The award provided 0.0564% of total costs and totaled \$224,000. The contents are those of the author. They may not reflect the policies of the Department of Health and Human Services or the U.S. government.



JUDICIARY OF GUAM

Guam Judicial Center

120 West O'Brien Drive Hagåtña Guam Guam 96910-5174

Tel: (671) 475-3300 Fax: (671) 475-3140

www.guamcourts.org

NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION

The Judicial Council of Guam will conduct its monthly meeting on Thursday, June 19, 2025, at 12:00 p.m. in the Monessa G. Lujan Appellate Courtroom, Guam Judicial Center, 120 West O'Brien Drive, Hagåtña.

The meeting will also be streamed live on the Judiciary of Guam YouTube
<https://youtube.com/@TheJudiciaryofGuam>

The following agenda is available on the Judiciary of Guam website:

<http://www.guamsupremecourt.com/Judicial-Council/Judicial-Council-of-Guam.asp>

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 - B. JC Resolution JC25- Relative to Adopting a Training Program for Special Deputy Marshals
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- VII. COMMUNICATIONS
- VIII. PUBLIC COMMENT
 - A. Guam Bar Association – President's Report
 - B. Court Employees Association
- IX. EXECUTIVE SESSION
 - A. Ongoing Litigation
- X. ADJOURNMENT

Any person(s) needing special accommodations, auxiliary aids, or services, please contact the Administrator of the Courts at 671-475-3544 or Jessica Perez-Jackson at 671-475-3300.

This ad was paid for with Government of Guam funds.
CHIEF JUSTICE ROBERT J. TORRES
Chairman



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Hensel Phelps Construction
@ 671-488-3159.

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GUAM
CCU
Francis E. Santos
CCU Chairman

GUAM POWER AUTHORITY

ATURIDAT ILEKTRESEDAT GUAHAN
P.O. BOX 2977 • HAGATNA, GUAM U.S.A. 96932-2977
Telephone Nos. 671-648-3045/55 or Facsimile 671-648-3165

INVITATION FOR BID

This notice is paid for by the **GUAM POWER AUTHORITY REVENUE FUNDS**
Public Law 26-12



John M. Benavente, P.E.
General Manager

BID NO.:	MANDATORY PRE-BID/SITE VISIT:	TIME:	DUE DATE:	TIME:	DESCRIPTION:
GPA-046-25	06/26/2025	9:00 A.M.	07/17/2025	10:00 A.M.	Replace P-047 Existing Metal Cross Arms From Harmon Substation To Maui Well Project (Design-Build) (CIP) (* \$250.00 Non-Refundable Fee)
GPA-066-25			07/02/2025	9:00 A.M.	Pole Mounted Transformers (Revenue)

Bid packages may be picked up at the GPWA Procurement Office, Room 101, 1st. Floor, Gloria B. Nelson Public Services Building, 688 Route 15, Mangilao, Guam 96913. All interested firms should register with our GPA's Procurement Division to be able to participate in the bid. Please call our office at (671) 648-3054 / 3055 to register. Registration is required to ensure that all "Amendments and Special Reminders" are communicated to all bidders throughout the bid process. Procurement instructions are posted on the Authority's web site at <https://notices.guam.gov>.

/s/ John M. Benavente, P.E.
General Manager



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

BOARD OF DIRECTORS REGULAR MEETING

Thursday, June 19, 2025, at 3:00 pm
Held via Registered Zoom Conference
Registered Zoom Link Available at: <https://www.uog.edu/rcuog/>

AGENDA

- | | |
|-------------|--|
| | 1.0 CALL TO ORDER |
| | 2.0 MEETING MINUTES |
| ACTION | 2.1 Regular Meeting Minutes of March 07, 2025 |
| | 3.0 CHAIRMAN'S REMARKS |
| | 4.0 NEW BUSINESS |
| INFORMATION | 4.1 Acting Executive Director's Report to the Board |
| ACTION | 4.2 Amended Resolution No. 25-04 Relative to Approving an Incentive for RCUOG Employees Who Earn Procurement, Grant or HR Certifications |
| ACTION | 4.3 Resolution No. 25-05 Relative to Amending the RCUOG Employee Handbook |
| ACTION | 4.4 Resolution No. 25-06 Relative to Amending the RCUOG Travel Policy |
| | 5.0 ADJOURNMENT |

For more Information, contact
Michael Conner, RCUOG Executive Director
connerm@triton.uog.edu (671) 735-0250



GOVERNMENT OF GUAM DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



LOURDES A. LEON GUERRERO
Governor (Majal Hoga)
JOSHUA E. TENORIO
Lt. Governor (Sagardo Magallana)

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- Review of Minutes - January 17, 2025
- About the PHHS Block Grant
- FY 2024 Proposed Changes/New Activities
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- Discussions and Final Recommendations
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The public is welcome to view the meeting and hearing via live stream at <https://www.facebook.com/GuamDPHSS>. Individuals requiring special accommodations or information or wish to submit public testimony may contact Lawrence Jay M. Alcairo at (671) 922-2563 or via email at lawrence.alcairo@dphss.guam.gov.

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Guam Solid Waste Authority Board of Directors Meeting

Thursday, June 19, 2025 – 1:00 PM (ChST)

Join Zoom Meeting

Link: <https://zoom.us/j/9140408814?pwd=TjZ3U0dHSVd0ajlKRjBhcWFrc1ZYZz09>

Meeting ID: 914 040 8814 Passcode: 777546

THE GUAM SOLID WASTE AUTHORITY BOARD OF DIRECTORS WILL HAVE A REGULAR BOARD MEETING JUNE 19, 2025 AT 1:00 PM. THE MEETING WILL BE CONDUCTED VIA ZOOM.

I. CALL TO ORDER II. ROLL CALL III. DETERMINATION OF PROOF OF PUBLICATION IV. APPROVAL OF AGENDA ITEMS V. APPROVAL OF MINUTES VI. REPORTS A. RECEIVER REPORTS I. RECEIVERSHIP UPDATE II. TRANSITION PLAN UPDATE B. MANAGEMENT REPORTS I. OPERATIONAL UPDATE II. FINANCIAL REPORT C. LEGAL COUNSEL'S REPORT D. COMMITTEE REPORTS VII. UNFINISHED BUSINESS A. RATE CASE WITH PUBLIC UTILITIES COMMISSION B. ISLAND WIDE TRASH COLLECTION INITIATIVE I. PROPOSED BILL C. LAYON CELLS 1 AND 2 CLOSURE D. SUCCESSION PLANNING VIII. NEW BUSINESS IX. COMMUNICATIONS AND CORRESPONDENCE X. PUBLIC FORUM – MEMBERS OF THE PUBLIC TO CONTACT GSWA TO BE PLACED ON THE AGENDA IF THEY WISH TO ADDRESS THE BOARD. XI. NEXT MEETING XII. ADJOURN

Access live stream of the meeting on GSWA website: <https://www.gswa.guam.gov/>

For more information, please contact GSWA Admin at admin@gswa.guam.gov or 671-646-3215. Persons needing telecommunication device for the Hearing/Speech Impaired (TDD) may contact 671-646-3111. This advertisement was paid for by GSWA.



JUDICIARY OF GUAM

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NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION

The Judicial Council of Guam will conduct its monthly meeting on Thursday, June 19, 2025, at 12:00 p.m. in the Monessa G. Lujan Appellate Courtroom, Guam Judicial Center, 120 West O'Brien Drive, Hagatna.

The meeting will also be streamed live on the Judiciary of Guam YouTube <https://youtube.com/TheJudiciaryofGuam>

The following agenda is available on the Judiciary of Guam website:
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- ADJOURNMENT

Any person(s) needing special accommodations, auxiliary aids, or services, please contact the Administrator of the Courts at 671-475-3544 or Jessica Perez-Jackson at 671-475-3300.

This ad was paid for with Government of Guam funds.

CHIEF JUSTICE ROBERT J. TORRES
Chairman



JUDICIAL COUNCIL OF GUAM

Suite 300 Guam Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910-5174
Tel: (671) 475-3300 Fax: (671) 475-3140

★★★★

Hon. Robert J. Torres
Chairman

Hon. Katherine A. Maraman
Member

Hon. F. Philip Carbullido
Member

Hon. Alberto C. Lamorena, III.
Member

Hon. Maria T. Cenzon
Member

★★★★

Advisory Committee Members:

Hon. Arthur R. Barcinas

Hon. Vernon P. Perez

Hon. Elyze M. Iriarte

Hon. Dana A. Gutierrez

Hon. Alberto E. Tolentino

Hon. John C. Terlaje

Atty. Jacqueline T. Terlaje

Atty. Dean A. Manglona

★★★★

Administrator of the Courts:
Danielle T. Rosete

Judicial Council Secretary:
Jessica J. Perez-Jackson

Judicial Council Asst. Secretary:
Petrina M. Ula

JUDICIAL COUNCIL OF GUAM REGULAR MEETING THURSDAY, May 15, 2025 Justice Monessa G. Lujan Appellate Courtroom Guam Judicial Center

MINUTES

I. CALL TO ORDER

The Regular Meeting of the Judicial Council was called to order by the Chairman, Chief Justice Robert J. Torres, at the hour of 12:00 p.m.

ROLL CALL:

Chief Justice Robert J. Torres
Justice F. Philip Carbullido
Justice Katherine A. Maraman
Presiding Judge Alberto C. Lamorena III
Judge Maria T. Cenzon

Also present in the Monessa G. Lujan Appellate Courtroom:

Ms. Danielle T. Rosete, Administrator of the Courts
Attorney Dean Manglona, Guam Bar Association
Ms. Janice Camacho-Perez, Clerk of Court, Superior Court
Ms. Dianne Gudmalin, Finance Administrator
Ms. Barbara Jean Perez, Human Resources Administrator
Ms. Sarah Elmore-Hernandez, Director of Policy, Planning, and Community Relations
Mr. Leo S. Diaz, Marshal of the Court
Ms. Grace Lapid Rosadino, Court Programs Administrator
Ms. Rosanna Villagomez-Aguon, Chief Probation Officer
Ms. Trish Suzuki, Deputy Chief Probation Officer
Mr. Robert Rabago, Management Information Systems Administrator
Alicia A.G. Limtiaco, Regulation Counsel
Ms. Suzane Santiago-Hinkle, Staff Attorney
Mr. Nathan Tennyson, Staff Attorney
Ms. Geraldine Cepeda, Complier of Laws
Ms. Melissa Casil, CSFC Administrator
Mr. Carl Dominguez, Procurement and Facilities Management Administrator
Mr. Jesse Franquez, IFIK President

Ms. Shelterihna Alokoa, Judicial Assistant & Supreme Court Technical Bailiff
Mr. Andrew Jay Gimenez, Special Projects Coordinator
Ms. Jessica Perez-Jackson, Judicial Council Executive Secretary

II. PROOF OF DUE NOTICE OF MEETING

Due publication of the five-day Notices of Meeting of the Judicial Council, as required under the Open Government Law, was published in the Guam Daily Post. Acknowledgments are on file.

III. DETERMINATION OF QUORUM

Chief Justice Torres began the roll call. Chief Justice Robert J. Torres, Associate Justice F. Philip Carbullido, and Judge Maria T. Cenzone identified themselves. Presiding Judge Alberto C. Lamorena, III, joined the meeting a few minutes later at 12:03 p.m. This meeting determined a quorum with three (3) of the five Judicial Council members present during roll call.

IV. READING AND DISPOSAL OF MINUTES: March 18, 2025 and April 17, 2025 Regular Meeting minutes.

Chief Justice Torres asked for a motion to approve the March 18, 2025 and April 17, 2025 Regular Meeting minutes. Judge Cenzone made a motion to approve the minutes, Justice Carbullido seconded the motion. Chief Justice Torres called an oral vote. With no discussion, the four Judicial Council members voted to approve the minutes, subject to correction.

V. OLD BUSINESS

A. Judiciary FY25 Remittances Pursuant to Applicable Law

Ms. Dianne Gudmalin, Finance Administrator, reported that the Judiciary continues to receive its scheduled biweekly allotment of \$1,652,000 for general operations under the FY2025 appropriation. According to Ms. Gudmalin, to date, approximately 65% of the total appropriated amount has been received with the most recent allotment deposited on May 12, and the next allotment expected on May 27.

B. eCourt and eSupervision Transition

Administrator of the Courts, Danielle Rosete, provided an update regarding the eCourt. Ms. Rosete reported that the Judiciary continues to make progress on both the eSupervision and eCourt components, including system testing and support for employees involved in the migration process. According to Ms. Rosete, weekly meetings are held with representatives from both components, and work has also begun on planning for future phases, including public access and e-filing.

C. Resolution, JC – Relative to Updating law Enforcement Physical Fitness Qualifications Test

Administrator of the Courts Danielle Rosete provided an update on the proposed revisions to the Judiciary's law enforcement Physical Fitness Qualification Test (PFQT) standards:

- In response to requests to revisit the current post-certification fitness requirements, the Marshal of the Court and the Chief Probation Officer, in consultation with their teams, proposed updating the PFQT to better reflect job-specific duties. They conducted a mock obstacle course and will present an overview of the 13 test stages to the Council.
- The proposed resolution seeks Council's approval to authorize the Administrator of the Courts to finalize and implement an administrative policy incorporating the new PFQT standards, subject to submission to the POST Commission.
- The new standards are intended to more accurately assess the operational readiness of deputy marshals and probation officers, aligning with similar practices used by other law enforcement agencies on Guam.

Marshal of the Court Leo Diaz presented a proposal to update the Judiciary's PFQT, currently based on general fitness (1-mile run, push-ups, and sit-ups), which does not adequately reflect the day-to-day physical demands of law enforcement officers.

Chief Diaz provided details on the proposed PFQT test:

- Incorporates a 13-station obstacle course tailored to actual job duties, such as stair climbing, pursuing and restraining individuals, navigating obstacles, and performing rescue carries.
- Modeled after local and national law enforcement training programs, is designed to be completed in 7 minutes and 20 seconds.
- Has already undergone successful mock trials with participation from both the Marshals and Probation Divisions, who expressed strong support.
- Officers will have four attempts annually to meet the standard, with accommodations for medical exemptions.

The Administrator of the Courts confirmed that this updated PFQT was developed with broad input from all law enforcement divisions and that, upon Council approval, it would be implemented via administrative policy beginning in June, with a completion deadline by December. According to Ms. Rosete, once adopted, the new standard will replace the age-based distinctions of the current PFQT and the updated PFQT standards will be shared with the POST Commission for informational purposes.

Presiding Judge Lamorena moved to adopt the new PFQT standards for the Judiciary; Judge Cenzone seconded the motion; the Judicial Council unanimously approved the resolution.

VI. NEW BUSINESS

A. Resolution, JC 25- Relative to Selecting the Honorable Anita A. Sukola as the 2025 Law Month Hostisia Award Recipient

Moved by Presiding Judge Lamorena and seconded by Judge Cenzon. Chief Justice Torres asked to amend the resolution to include the signatures of all judicial officers. The Judicial Council unanimously approved the resolution as amended.

B. Notice of the Next Meeting (Thursday, June 19, 2025)

Chief Justice Torres noted that the Council's next meeting will be held on Thursday, June 19, 2025.

VII. COMMUNICATIONS

No Communications.

VIII. PUBLIC COMMENT

A. Guam Bar Association Board (GBA) – President's Report

Nothing to report.

B. Court Employees Association

IFIK President Jesse Franquez provided updates:

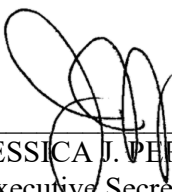
- The 17th Annual *Race Judicata* is scheduled for Sunday, May 18, with showtime at 5:00 AM and start time at 6:00 AM.
- As of the meeting, 104 runners are registered. \$6,800 has been collected in donations from major sponsors, including TakeCare, SelectCare, Civile & Tang, Security Title, Glimpses of Guam, and Coast 360.
- Managers are encouraged to promote participation among staff—whether as runners, walkers, or volunteers.
- Raffle prizes include gift cards, gas cards, gift bags, golf umbrellas, and a grand prize 43-inch TV.
- Bib pickup is scheduled at Micronesia Mall on Saturday, May 17, from 11 AM to 4 PM. Race day pickup is also available.
- Volunteer count: 16 Judiciary staff, and 30+ volunteers from Tohge. Volunteers are assigned to drink stations, fruit stations, registration, raffle, etc.
- Traffic control will be handled by MOC staff, led by AJ Meno.
- T-shirts will be given to the first 300 finishers; extras can be ordered for \$20.
- The next EFAC meeting is scheduled for June 10, open to all employees in the 2nd floor lounge.

- The Christmas party is tentatively scheduled for January 11. Feedback on date or venue (currently Hyatt) should be emailed to the Board. Hyatt has provided excellent service in the past.
- Appreciation was extended to Dean for assisting with 5K planning and to former employee Frank Picasso Paris, who continues to contribute artwork for the Association's events.

XI. ADJOURNMENT

Presiding Judge Lamorena moved to adjourn until Thursday, June 19, 2025 with no objections, adjourning the meeting at 12:26 p.m.

Respectfully submitted this 19th day of June 2025.



JESSICA J. PEREZ-JACKSON
Executive Secretary
Judicial Council of Guam

As set out above, the Minutes of the May 15, 2025 Regular Meeting were approved by the Judicial Council at the June 19, 2025 Regular Meeting.



ROBERT J. TORRES
Chair



BEFORE THE 2025 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC25-011

RELATIVE TO AMENDING THE SPECIAL PROCESS SERVER REGULATIONS

WHEREAS, under 7 GCA § 5102(i), the Judicial Council is authorized to adopt filing fees and other Court fees; and

WHEREAS, Rule 4 of the Guam Rules of Civil Procedure allows individuals to be specially appointed to serve process and other documents; and

WHEREAS, the Judicial Council, through JC 08-004, recommended the adoption of a Special Process Server Program to establish standards for training and licensing of specially appointed process servers; and

WHEREAS, the Supreme Court of Guam adopted the Process Server Regulations (“Regulations”) pursuant to ADM 10-002 on February 11, 2010; and

WHEREAS, the Supreme Court of Guam amended the Regulations pursuant to ADM 10-002-01 on September 1, 2010 following a request by the Program Coordinator and other court staff involved in the implementation of the Special Process Server Program, specifically regarding the rules on fingerprint cards and fees; and

WHEREAS, to ensure efficient administration of the program, the Program Coordinator and other court staff involved in the implementation of the Special Process Server Program request that the Judicial Council recommend that the Supreme Court of Guam, under its rule-making authority, approve the amended Regulations and that the Judicial Council adopt the fees outlined therein.

WHEREAS, pursuant to 7 GCA § 9502(b), the Administrator of the Courts recommends that fees collected for training, examination, and materials under the Special Process Server Program be used by the Program Coordinator and court staff to fulfill statutory duties and roles outlined in the amended Regulations.

NOW THEREFORE, BE IT RESOLVED that the Judicial Council hereby transmits the Amended Process Server Regulations to the Supreme Court of Guam, attached hereto as Exhibit A, and recommends their approval by the Supreme Court; and

BE IT FURTHER RESOLVED that the fees attached hereto as Exhibit B shall become effective upon the Supreme Court of Guam’s adoption of the Amended Process Server Regulations.

BE IT FURTHER RESOLVED that the Administrator of the Courts is authorized to establish a revolving account with a local banking institution. The fees collected for training, examination, and materials under the Special Process Server Program will be deposited into such account to support the Program Coordinator and court staff in fulfilling their statutory duties and roles as outlined in the amended Regulations.

DULY ADOPTED this 19th day of June 2025 at a duly noticed meeting of the Judicial Council of Guam.



ROBERT J. TORRES, Chairman

Dated: 06/20/25

ATTEST:



Jessica Perez Jackson, Executive Secretary

Dated: 06/20/25

EXHIBIT A

Private Process Server Program of the Judiciary of Guam

Section I: Private Process Server, Appendix A, Code of Conduct.

PREAMBLE

The purpose of this Code of Conduct is to establish minimum standards for performance by private process servers and to ensure they conduct the service of process in a professional manner.

Standard 1. Rules and Applicable Laws. Private process servers shall perform all services and discharge all obligations in accordance with current Guam and applicable federal law, Guam Rules of Civil Procedure, administrative orders, and this Code as adopted by the Supreme Court of Guam governing the certification of private process servers.

~~Private process server shall promptly file an affidavit of service or certificate of service or return the un-served documents.~~

Standard 2. Skills and Knowledge. Private process servers shall demonstrate adequate skills and knowledge to perform the work of a private process server and shall seek training opportunities to maintain professional competency and growth.

- a. Private process servers have an obligation to have knowledge and keep informed of all current and applicable laws regarding the service of process.
- b. Private process servers have a responsibility to maintain a working knowledge of proper methods of service.
- c. Private process servers shall possess the necessary verbal and written communication skills sufficient to perform the private process server role.
- d. Private process servers shall manage service proficiently. Skills required include those necessary to perform service, maintain records, and communicate with the client in a timely fashion.
- e. Private process servers shall keep the client reasonably informed about the status of the service and promptly comply with reasonable requests.
- f. Upon service or non-service, private process servers shall timely file any affidavits and certificates prepared by the private process servers through any filing method approved by the court. Upon failure of service, private process servers shall return the un-served documents to their client.

- g. Private process servers shall ensure all affidavits and certificates prepared by the private process servers are complete, accurate, and understandable. Private process servers are not to delegate the filing of affidavits and certificates to their clients.

Standard 3. Ethics. Private process servers shall perform services in a manner consistent with legal and ethical standards.

- a. Private process servers, having located the sought-after party or persons receiving process ~~for those persons intended for service~~, shall perform the service of process in a professional manner, utilizing sound judgment and avoiding rudeness and unprofessional conduct.
- b. Private process servers shall present service in a nonjudgmental manner.
- c. Private process servers shall not misrepresent their qualifications, fees, or any other information relating to the role of the private process server.
- d. Private process servers shall not utilize certification in any manner to gain access to information or services for purposes other than those of the Private Process Server Program.
- e. Private process servers shall maintain the best interests of the client by maintaining a high standard of work and reporting to the client the full facts determined as a result of the work and effort expended, whether they are advantageous or detrimental to the client.

Certification and Licensing Programs: Private Process Server

A. Definitions. In this Code, the following definitions apply:

~~“Administrative Director” means the Administrator of the Courts, Judiciary of Guam, or the Administrator’s designee.~~

~~“Administrative Office” means the Administrative Office of the Courts, Judiciary of Guam.~~

~~“Code Section” means the referenced provision of the Guam Code Annotated.~~

“Code” means the Private Process Server Code of Conduct, as set forth in this document.

“Complainant” means a person or organization that initially files a complaint regarding the conduct of a private process server. ~~The complainant is not a party to the proceeding.~~

“Days” are counted as in the Guam Rules of Civil Procedure.

“Formal Charges” means a document setting forth specific acts of misconduct by a ~~certified~~ private process server upon a determination of probable cause.

“Formal Disciplinary Proceedings” means filing of formal charges specifying misconduct by a ~~certified~~ private process server. Formal disciplinary proceedings commence after a finding that there is probable cause to believe a private process server has committed a violation of ~~the administrative code~~ this Code, statutes, or court rules pertaining to service of process that if true, would warrant a public sanction. The public sanction could include restrictions on the certificate, or suspension or revocation of the certificate.

“Government Employee Process Server” means an individual who, in the normal scope of the individual’s responsibilities as a government employee, serves process for the government agency that employs the individual.

~~“Informational”~~ “Informal Disciplinary Proceedings” means resolution of a complaint prior to the filing of formal charges. An informal disciplinary proceeding may result in imposition of sanctions, but the sanction may not include restrictions on a certificate, or suspension or revocation of a certificate.

“Presiding Judge” means the Presiding Judge of the ~~Judiciary~~ Superior Court of Guam or the Presiding Judge’s designee.

“Private Process Server” means a person, duly appointed or registered pursuant to ~~the requirements in 7 GCA § 14104, the Rules of Procedure for the Juvenile Court and these rules~~ Guam Rule of Civil Procedure 4.1 and this Code as promulgated by the Supreme Court of Guam.

“Program Coordinator” means the staff member appointed by the Administrator of the Courts to administer the ~~program~~ Private Process Server Program.

“Provisional Certification” means a temporary certificate issued by the Superior Court of Guam which expires one hundred twenty (120) days after it is granted.

“Recurring fee” means an annual fee, approved by Judicial Council, which is applicable to process servers who have been previously approved for their initial application.. This fee is designed to cover the cost associated with the necessary background checks, certification training, and/or cost for materials and examinations conducted by the Marshal of the Courts.

“Renewal fee” means an annual fee that is approved by the Judicial Council. This fee applies to process servers who have successfully completed the initial application process and have been granted approval. The renewal fee is intended to maintain their certification.

“Revoked” means the permanent invalidation or cancellation of a private process server’s certificate.

“Standard Certification” means a certificate issued by the Superior Court once an applicant meets all the requirements for certification of a private process server.

“Suspended” means the private process server’s certificate is not revoked, but the certificate holder is not permitted to exercise the privileges of the certificate for a set period of time as the result of a disciplinary action.

“Valid” means a certificate issued by the Superior Court that is currently in effect and not suspended or revoked.

B. Applicability. This Code applies to the certification of private process servers pursuant to ~~7 GCA § 14104, the Rules of Procedure for the Juvenile Court, and the Guam Rules of Civil Procedure.~~ This Code governs private process server certification and discipline of all private process servers ~~certification~~ separately and without reference to the criminal laws of Guam. For uniformity, consistency, and ease of reading the term, “certification” refers to either certification or registration.

~~C. Purpose. For eligibility to act as a private process server in Guam, all persons shall obtain certification and comply with the requirements of 7 GCA § 14104⁺, the Rules of Procedure for the Juvenile Court, the Guam Rules of Civil Procedure, and these Rules Governing the Certification of Private Process Servers as adopted by the Supreme Court.~~

C. Administration.

1. Roles and Responsibility of the Administrator of the Courts. The Administrator of the Courts shall have the authority to approve or disapprove any matter of administration of the Private Process Server Program that involves the expenditure

⁺ ~~The summons may be served by any peace officer where the defendant is found, or by any other person over the age of eighteen (18) not a party to the action. A copy of the complaint must be served, with the summons, upon each of the defendants. When the summons is served by a peace officer, it must be returned, with his certificate of its service, and of the service of a copy of the complaint, to the office of the clerk from which it issued. When it is served by any other person, it must be returned to the same place, with an affidavit of such person of its service, and of the service of a copy of the complaint, where such copy is served.~~

of program funds. The Administrator of the Courts may vest in any other person, acting in ~~the director's~~ his/her name and by delegated authority, the authority to exercise or discharge any power, duty, or function, normally belonging to the Administrator of the Courts under these regulations, whether ministerial or discretionary.

2. Roles and Responsibilities of Program Coordinator. The Administrator of the Courts shall designate a Program Coordinator. The Program Coordinator is responsible for the administration of the Private Process Server Program in compliance with the law, Guam Rules of Civil Procedure, ~~and Judiciary of Court~~ administrative orders, and this Code. The Program Coordinator shall provide updates to the Administrator of the Courts; make recommendations regarding matters pertaining to certification, complaints, and investigations; and supervise all other matters relevant to certified private process servers.
 - a. The Program Coordinator shall perform tasks to assist in the administration of the Private Process Server Program. ~~The Program Coordinator shall provide updates to the Administrator of the Courts.~~
 - b. The Program Coordinator shall maintain a list of certified private process servers and shall post this list on the Judiciary's website. The Judiciary website shall include each certificate holder's name and certificate number. The Program Coordinator may charge for the costs of providing copies of the certification list or any other public records of the program.
 - c. The Program Coordinator shall provide a quarterly report listing ~~of~~ all complaints, investigations pending completion, and informal and formal disciplinary proceedings to the Clerk of the Superior Court, who will maintain the information.
 - d. The Program Coordinator shall notify the Administrator of the Courts and Clerk of the Superior Court if it appears a private process server has violated ~~any of these rules~~ this Code or any applicable law or Court rule.
 - e. The Program Coordinator is responsible for distributing and accepting applications and maintaining records (including the register of certified process servers under this rule). and accepting Special Proceedings Case fees. The Program Coordinator shall maintain a current certification list of all private process servers with certificate holder status on a form approved by the Administrator of the Courts.

- a. ~~On the second day of January of each year, the Program Coordinator shall file a letter with the Clerk of the Superior Court, naming the staff assigned responsible for administering the Private Process Server Program along with a current address, phone number and e-mail address of each staff member.~~
 - b. ~~The Clerk of the Superior Court shall report quarterly to the Program Coordinator all additions, deletions and revisions in the certification list. The Clerk of the Superior Court shall maintain a current certification list of all private process servers of certificate holder status on a form approved by the Program Coordinator.~~
 - c. ~~The Clerk of the Superior Court shall provide a quarterly report listing all complaints, investigations pending completion and informal and formal disciplinary proceedings to the Program Coordinator who will maintain the information for use as needed.~~
 - d. ~~The Clerk of the Superior Court shall notify the Administrator of Courts if it appears a private process server has violated this code section.~~
 - f. The Program Coordinator is responsible for reviewing all application materials including criminal history information. The Program Coordinator is also responsible for recommending whether to grant or deny certification to private process servers and recommending whether to grant or deny reexamination on a previously failed examination. The Program Coordinator receives complaints pursuant to these rules, and investigates, initiates, and adjudicates disciplinary proceedings.
3. ~~Role and Responsibilities of the Clerk of Court of the Superior Court. The Clerk of the Superior Court is responsible for distributing and accepting applications, maintaining records, (including the register of certified process servers under this rule), accepting Special Proceedings Case fees, coordinating the receipt of application materials for the Program Coordinator, and notifying the Program Coordinator of certificates issued, changes of addresses, and renewals. The Clerk of the Superior Court shall maintain a current certification list of all private process servers of certificate holder status on a form approved by the director Administrator of the Courts.~~
- a. ~~The Clerk of the Superior Court may assign any duties and responsibilities to staff for the duties assigned under these rules. On the second day of January of each year, t The clerk Clerk of the Superior Court shall file a~~

~~letter with the Program Coordinator, naming the staff assigned responsible for administering the Private Process Server Program along with a current address, phone number and e-mail address of each staff member.~~

~~b. The Clerk of the Superior Court shall report quarterly to the Program Coordinator all additions, deletions and revisions in the certification list. The Clerk of the Superior Court shall maintain a current certification list of all private process servers of certificate holder status on a form approved by the Program Coordinator.~~

~~c. The Clerk of the Superior Court shall provide a quarterly report listing all complaints, investigations pending completion and informal and formal disciplinary proceedings to the Program Coordinator who will maintain the information for use as needed.~~

~~d. The Clerk of the Superior Court shall notify the Administrator of Courts if it appears a private process server has violated this Code or any applicable law or Court rule.~~

~~4. Roles and Responsibilities of Program Coordinator. The Program Coordinator is responsible for reviewing all application materials including criminal history information. The Program Coordinator is also responsible for recommending granting or denying certification to private process servers and recommending granting or denying reexamination on a previously failed examination. The Program Coordinator receives complaints pursuant to these rules, and investigates, initiates and adjudicates disciplinary proceedings~~

D-E. Initial Certification:

1. Exemptions from Certification. The following persons are exempt from the certification requirements:
 - a. Any person who is a non-party to the action who is qualified to serve process under Rule 4(c) of the Guam Rules of Civil Procedure.
 - b. Any person serving a subpoena pursuant to Rule 45 of the Guam Rules of Civil Procedure.
2. Qualifications for application. ~~Any person eighteen (18) years or older and having been a resident of Guam for one (1) year and who has not been convicted of a crime~~

~~of dishonesty or moral turpitude or for which the punishment exceeds one (1) year may apply for certification.~~

- a. Qualifications for Individual Certification. To become certified or eligible for certification, an applicant shall meet the eligibility requirements and fulfill all the requirements of ~~7 GCA § 14104, the Guam Rules of Procedure for the Juvenile Court, Guam Rule of Civil Procedure Rule 4(e)(2) and these rules~~ this Code, and ~~provide~~ attest to the following information:
 1. Applicant has been a bona fide resident of the Territory of Guam for at least one (1) year immediately preceding the application for certification; and
 2. Applicant shall be not less than eighteen (18) years of age; and
 3. Applicant has not been convicted of any felony, or of a misdemeanor involving fraud or dishonesty, unless such felony or misdemeanor conviction occurred over ten (10) years before the date the application is submitted.
- b. Government Employee Process Servers.
 1. An individual who serves process entirely within the scope of the individual's responsibility as a government employee shall apply for certification and ~~demonstrate the ability to~~ pass the examination and meet certification criteria. Government employee process servers are not subject to ~~application~~ filing fees other than the costs for background check, training, examination, and materials costs.
 2. A government employee process server may carry any employer-issued identification that accurately identifies the employee as a government employee process server in addition to the identification card issued by the Judiciary of Guam.
 3. Government employee process servers who serve process in any capacity outside the scope of employment as a government employee process server or process server officer shall obtain full private certification pursuant to these rules and shall follow all policies that apply to private process servers when serving process outside the scope of employment as a government employee process server or process officer.

c. Procedures for Application. To apply for certification, an applicant shall:

1. Provide a completed application for certification on an approved form obtained from the Program Coordinator and submitted to filed with the Clerk of the Superior Court Program Coordinator. The applicant shall sign the application and have it duly verified under penalty of perjury.
2. Execute a Declaration stating that the applicant is and was a legal resident of the Territory of Guam for at least one (1) year prior to application and has continually resided in Guam during this time period. The affidavit may include relevant language stating the applicant understands the need to be available to testify and that providing testimony regarding the service of process is a common and inherent duty to this profession.
3. Execute a declaration stating that the applicant will well and faithfully serve process in accordance with the law, and otherwise comply with all laws of Guam and regulations of the Judiciary of Guam.
4. Pass an examination administered by the Judiciary of Guam, as prescribed in these rules.
5. Be subject to a criminal background check ~~fingerprinted, and territorial and national fingerprint files shall may be searched~~ to determine if the applicant has a criminal record.
 - a. The Marshal's Division ~~shall~~ may perform the criminal background check. ~~fingerprinting~~.
 - b. If ~~fingerprints are not obtainable, the Marshal of the Court shall require the applicant to make a written statement, under oath, that the~~ Execute a declaration stating that the applicant has no prior arrest, charges, indictments, or felony or misdemeanor convictions other than as disclosed on the application. If the applicant is unable to provide this statement, the ~~Clerk of the Superior Court of Guam~~ Program Coordinator shall refuse to accept the application.

6. Upon the request of the Presiding Judge or designee, provide additional background information.
 7. Pay all the fees ~~authorized~~ approved by the Judicial Council. ~~pursuant to JC Resolution 06-016 to re: Schedule of Fees, in the amount of 150.00 for a Special Proceedings case; \$50.00 (certification) materials and cost fee.~~
 8. Provide two color photographs (2" x 2") to accompany the application.
- d. Examination.
1. Initial Examination. Each applicant for certification ~~or renewal~~ shall ~~personally~~ take and pass the examination provided by the Marshal of the Court.
 2. Reexamination. If the applicant fails the initial examination, the applicant may sit for one reexamination. The examination provided to the applicant for reexamination shall be different from the one the applicant used for initial examination. ~~The applicant shall take the reexamination within 90 days of the date of filing the application.~~ If the applicant fails the reexamination, the applicant shall wait ninety (90) days from the date of the reexamination to submit a request for an additional reexamination.
 3. Refresher Training. Renewing applicants may be required to undergo a refresher training, as required by the Presiding Judge.
3. Decision and Granting Provisional and Standard Certification.
- a. Provisional Certification. The Presiding Judge may grant provisional certification pending receipt of the information requested in the criminal history record check if the applicant provides a completed application and successfully passes the examination, pursuant to this Code. Before granting the provisional certification, the Presiding Judge may require additional background information reasonably necessary to determine if the applicant meets the qualifications specified in this Code. A provisional certification shall expire one hundred twenty (120) days after it is granted unless the Presiding Judge extends at his or her discretion.

- b. Standard Certification. Upon receipt of the ~~Guam and national~~ criminal background history records checks, and successful completion of the training and examination given pursuant to ~~E(e)(4)~~ this Code, the Presiding Judge shall consider the information and grant or deny the standard certification. Before granting standard certification, the Presiding Judge may require additional background information reasonably necessary to determine if the applicant meets the qualifications specified in this Code.
4. Denial of Certification.
- a. The Presiding Judge ~~may~~ shall refuse to certify an applicant if one or more of the following is found:
 - 1. Material misrepresentation or fraud in the application for or attempt to obtain certification;
 - 2. A record of any act constituting dishonesty or fraud on the part of the applicant in business or financial matters;
 - 3. A record of conduct showing the applicant is incompetent or a source of injury and loss to the public;
 - 4. A record of repeated complaints by the public or the court;
 - 5. A record of conviction of a felony or a crime of dishonesty or moral turpitude, if such conviction occurred within ten (10) years of the date the application is submitted;
 - 6. A record of denial, revocation, suspension, or any censure of any occupational license of the applicant by any federal, state, or local government;
 - 7. The applicant has been found civilly liable by final judgment in an action involving fraud, misrepresentation, material omission, misappropriation, theft or conversion, if such judgment was entered within ten (10) years of the date the application is submitted;
 - 8. The applicant is currently on probation or parole or named in an outstanding arrest warrant;

9. The Presiding Judge has not received and reviewed the criminal background analysis; or
 10. The applicant has violated any Guam laws, Guam Rules of Court, this Code, or court order governing private process servers.
- b. An applicant's failure to disclose information on the application that is subsequently revealed through the background check may constitute good cause for the Presiding Judge to automatically deny certification.
 - c. Notification of denial. The Presiding Judge shall promptly notify all applicants denied certification of the reasons for the denial, and of the applicant's right to a hearing.
 - d. An applicant is entitled to a hearing pursuant to these rules on the decision to deny certification upon written request received within fifteen (15) days after receipt of notice of the denial. The applicant is the moving party at the hearing and has the burden of proof.

E.F. Role and Responsibilities of Certificate Holders.

1. Code of Conduct. Each certified process server shall adhere to the Code of Conduct incorporated in these rules and adopted by the Supreme Court of Guam as recommended by the Judicial Council of Guam.
2. Identification Cards.
 - a. The identification card is the only official process server identification issued by the Court. A certified process server shall carry the identification card at all times when serving process and promptly display it when requested by an interested party. This is the only form of identification a certified process server may use, except that government employee process servers may use government-issued identification in conjunction with the private process server identification.
 - b. Certified private process servers shall report lost or stolen cards to the Marshal of the Court within three days of discovery of the loss. Upon filing an affidavit of loss with the Marshal of the Court and payment of a twenty-five dollar (\$25.00) fee, the Marshal of the Court shall issue a replacement card.

- c. Upon suspension or revocation of certification, the certificate holder shall surrender the issued identification card to the Marshal of the Court within three (3) days.
3. Change of Name or Address. All certificate holders shall notify the ~~clerk of the Superior Court Program Coordinator in the county of certification~~ of any change in the legal name, business address, mailing address, home address, or phone number of the certificate holder within thirty (30) days of any change.
4. Assumed Name. A certificate holder shall not transact business in Guam under an assumed name or under any designation, name, or style, corporate or otherwise, other than the legal name of the individual.
5. Initial Fees. The applicant shall pay the amount approved by Judicial Council ~~an annual sum of fifty dollars (\$50.00)~~ for background check, certification training, and costs for materials and examinations conducted by the Marshal of the Court, in addition to the ~~annual \$150.00 filing~~ fee for opening a Special Proceedings case.
 - b. ~~A private process server may charge such fees for services as may be agreed upon between the process server and the party engaging the process server, but in no event shall such fees exceed the fees set forth for "Officers and Others Service Process" as set forth in Judicial Council Resolution No. 06-016 13-024 as amended by Judicial Council Resolution No. 07-013 Nos. 11-015 and 12-015.~~
6. Renewal and Recurring Fees. Private process servers shall pay a renewal fee as approved by Judicial Council and a recurring fee for background checks, certification training, and/or cost for materials and examinations conducted by the Marshal of the Courts.
7. Fees Charged by Private Process Servers. ~~A private process server may charge such fees for services as may be agreed upon between the process server and the party engaging the process server.~~
8. Employment Status of Private Process Servers.
 - a. Private process servers are not employees of the Court and may not in any way represent themselves as such.

- b. Private process servers may not, in any way, represent themselves as “peace officers” unless they are peace officers. Approval as a certified private process server does not, in itself, confer peace officer status on the holder.

F.G. Renewal of Certification.

1. Expiration of Certification.
 - a. All certificates expire at midnight one (1) year from the date of issuance. All certifications shall continue in force until expired, suspended, revoked, or terminated. A certificate shall expire as of the expiration date unless the certificate holder submits a renewal application and pays the renewal and recurring fees approved by Judicial Council ~~the annual \$150 Special Proceedings fee~~ by the expiration date. When a private process server has filed a completed application for renewal prior to the expiration of the existing certification, the existing certification does not expire until the Presiding Judge has approved or denied the renewal application.
 - b. If the Presiding Judge denies the renewal application, the existing certification does not expire until the last day for seeking a hearing on the decision.
 - c. The expiration provisions described in this subsection do not affect the authority of the Presiding Judge to take disciplinary action, including suspension or revocation of the certification of a certificate holder, if a complaint or investigation is pending prior to the expiration date.
2. Voluntary Surrender. A certificate holder may voluntarily surrender a certificate; however, this surrender is not valid until accepted by the Presiding Judge. The Presiding Judge may require additional information reasonably necessary to determine if the certificate holder has violated this Code. The Presiding Judge shall, within one hundred twenty (120) days of the voluntary surrender of the certification, either file a notice of hearing regarding a complaint and disciplinary action, or accept the surrender.
3. Application. A certified private process server whose certificate is in good standing may renew by submitting a completed certification application for renewal, paying all fees, submitting a current business license, and providing two color photographs (2” x 2”).

4. Additional Information. Before granting renewal of certification, the Presiding Judge may require additional information reasonably necessary to determine if the applicant continues to meet the qualifications specified in this Code. This may include fingerprinting, reexamination, and background information.
5. Decision Regarding Renewal.
 - a. If the Presiding Judge is satisfied that the applicant continues to meet all qualifications for certification, as specified in subsection ~~DE~~(2) of this Code, the Presiding Judge shall renew the certification of the applicant. The Presiding Judge may refuse to renew the certification of an applicant for any of the reasons specified in subsection ~~DE~~(4) of this Code. The Presiding Judge shall promptly notify all applicants granted renewal of certification.
 - b. The Presiding Judge shall promptly notify an applicant denied renewal of certification of the reasons for the denial, and the applicant's right to a hearing.
 - c. An applicant is entitled to a hearing before a hearing officer designated by the Presiding Judge on the decision to deny renewal of certification upon written request received within fifteen (15) days after receipt of notice of the denial. The applicant is the moving party at the hearing and has the burden of proof. The hearing shall be conducted according to the provisions of (~~GH~~) below.

G.H. Complaints, Investigation, Hearings, and Disciplinary Action.

1. Complaint. The Presiding Judge may initiate or accept complaints concerning private process servers and initiate disciplinary action. All judicial officers and their designees shall, and any person may, notify the Presiding Judge if it appears a certificate holder has violated the law or this Code. A complainant shall make the complaint in writing with sufficient specificity to ~~warrant~~ allow for further investigation. The written complaint must be received within one hundred eighty (180) days from the alleged incident and shall include the name and telephone number of the complainant.
2. A certificate holder is subject to disciplinary action if the ~~Program Coordinator~~ Presiding Judge finds one or more of the following applies to the certificate holder:
 - a. Willful violation of or willful noncompliance with a court order, any court rule, ~~or Guam law,~~ or this Code;

- b. The existence of any cause for which original certification or any renewal of the certification could have warranted denial as described in ~~subsection E(5) or G(5) E(4) of these rules~~ this Code;
- c. Failure to perform any duty to discharge any obligation required by Guam law or ~~these rules~~ this Code;
- d. Violation of any federal or state statute, administrative order, rule, Code provision, or policy regarding service of process or regulating the profession;
- e. Falsification or misrepresentation of any document potentially filed with the Court;
- f. Engaging in the unauthorized practice of law or otherwise providing legal advice while serving process;
- g. Advertising or otherwise representing services in a false, fraudulent, or misleading manner;
- h. Display of a uniform, title, insignia, badge, business card, identification card or other means of identification, or making a statement that would lead a person to believe the certificate holder is an employee of the any government or any branch of the government or any political subdivision of government unless authorized by proper authorities to do so;
- i. Use of letterhead, business cards, or advertising on any media in any manner to represent the certificate holder is an employee of the any government or any branch of the government or any political subdivision of government unless authorized by proper authorities to do so;
- j. Failure to display the identification card issued to persons who may have reasonable cause to verify the validity of the certification;
- k. Failure to cooperate in an inquiry, investigation, or disciplinary action by:
 - 1. Not furnishing papers or documents;
 - 2. Not furnishing in writing a full and complete explanation of a matter contained in a complaint when requested;

3. Not responding to subpoenas issued, regardless of whether the recipient of the subpoena is accused in the proceeding;
 - l. Commission of any act involving moral turpitude, dishonesty, or corruption whether or not the act constitutes a crime. If the act constitutes a crime, conviction in a criminal proceeding is not a condition precedent to disciplinary action;
 - m. Unprofessional conduct, including the failure to exercise appropriate judgment regarding service of process; ~~and~~ or
 - n. Willful violation of or willful noncompliance with any other provision of ~~the Code of Conduct adopted herein in Appendix A.~~ this Code.
3. Initial Screening. The Presiding Judge or his/her ~~delegee~~ designee shall determine if a complaint warrants further investigation and evaluation. The Presiding Judge may delegate this responsibility to the Program Coordinator.
4. Preliminary Investigation. If warranted, the Presiding Judge or his/her ~~delegee~~ designee will conduct a prompt and confidential investigation of the complaint made.
5. Request for Response from Certificate Holder. The Presiding Judge or his/her ~~delegee~~ designee shall have the complaint sent to the certificate holder within thirty (30) days after receipt of the written communication commencing of the investigation and shall allow the certificate holder to provide a written response within ten (10) days of notification of the complaint. The Presiding Judge or his/her ~~delegee~~ designee shall not proceed with disciplinary action under this Code without providing this notice and the opportunity to respond.
6. Review of Complaint and Investigation. Upon completion of an investigation, the Presiding Judge or his/her ~~delegee~~ designee may:
 - a. Determine no violation exists and dismiss the complaint;
 - b. Order further investigation;
 - c. Determine the complaint is appropriate for resolution without proceeding to formal disciplinary proceedings; or

- d. Determine there is probable cause for belief in the existence of facts warranting formal disciplinary proceedings.
- 7. Notification to the Complainant and Process Server. When a complaint is appropriate for resolution by informal discipline without formal disciplinary proceedings, the Program Coordinator shall provide written notification to the Complainant and the private process server regarding the Presiding Judge's written decision and resolution.
- 8. Emergency Suspension. If the Presiding Judge or ~~delegee~~ designee finds the public health, safety or welfare requires emergency action and incorporates a finding to that effect in the order, the Presiding Judge may order a summary suspension of the certification of a certificate holder pending proceedings for revocation or other action. The Presiding Judge shall institute these proceedings within thirty (30) days of the issuance of the emergency suspension order. Upon order of the Presiding Judge, the Clerk of the Superior Court shall immediately notify all judges of the Superior Court, other deputy clerks of the Superior Court, and the Program Coordinator of any summary suspension of a certificate holder.
- 9. Confidentiality. Information or documents obtained or generated by the Presiding Judge, Clerk of the Superior Court, Program Coordinator, or court employees during an open investigation or received in an initial report of misconduct are confidential. Upon determination that a complaint requires formal disciplinary action or upon resolution of any complaint or investigation, records obtained during the investigation become open and are available for public inspection.
- 10. Formal Disciplinary Proceedings.
 - a. Commencement. The Presiding Judge may commence formal proceedings ~~if the judge finds~~ upon a finding of reasonable cause to believe the certificate holder has committed misconduct under this Code and the complaint is not appropriate for resolution by informal discipline. The Presiding Judge may, upon commencement of formal proceedings, select a hearing officer or other appropriate designee, pursuant to subsection GH(12) of this Code. For uniformity, consistency, and ease of reading, the term "hearing officer" refers to the hearing officer designated by the Presiding Judge.
 - b. Notice to Certificate Holder. The Presiding Judge shall have the formal statement of charges served on the certificate holder with a notice advising the certificate holder of the certificate holder's rights pursuant to this Code.

This notice shall comply with the provisions of subsection GH(14) of this Code.

11. Request for Hearing. All demands for hearing shall specify:
 - a. The rule that entitles the person to a hearing;
 - b. The factual basis supporting the request for hearing; and
 - c. The relief demanded.
12. Appointment of Hearing Officer. The Presiding Judge may appoint an employee of the Judiciary of Guam as the hearing officer to hold a hearing when required pursuant to these rules, or upon written demand by a person entitled to a hearing pursuant to these rules.
13. Timeline for Hearing. The hearing officer shall ensure the hearing is held within forty-five (45) days of receipt of the request, if the request is made by a certificate holder, unless postponed by mutual consent for good cause. If the request is from the Presiding Judge, the hearing officer shall hold the hearing as soon as practical at the discretion of the hearing officer.
14. Notice of Hearing. The hearing officer shall prepare for and give the parties notice of the hearing at least fifteen (15) days prior to the date set for the hearing. The notice shall include the following information:
 - a. A statement of the time, place, and nature of the hearing.
 - b. A statement of the legal authority for conduct of the hearing.
 - c. A reference to the particular sections of the statutes, this Code, and policies involved.
 - d. A short and plain statement of the allegations or factual basis supporting the relief requested. Amendments to the statement are permissible.
 - e. If the hearing date has not previously been set, a statement indicating the certificate holder will be afforded a hearing upon request if the certificate holder makes the request in writing within ten (10) days of receipt of the notice.

- f. Personal service or service by certified mail, return receipt requested to the last business address of record will accomplish service of the notice. For proof of service, a verified statement that service was completed shall be filed with the hearing officer. Service by mail is complete upon deposit in the United States mail.
 - g. If a party is represented by an attorney, the attorney shall receive service.
- 15. Filings, Answers, and Pleadings. A party shall file answers to notices within ten (10) days after the date the notice is served, unless otherwise ordered by the hearing officer. If a party fails to file an answer within the time provided, the ~~person~~ party is in default and the hearing officer may determine the proceeding against the party and admit one or more of the assertions contained in the notice. The hearing officer shall determine any defenses not raised in the answer are waived.
 - a. Parties shall file all motions at least five (5) days prior to the scheduled hearing date, unless otherwise ordered by the hearing officer.
 - b. Parties shall file responses to motions within five (5) days of the filing of the motion.
 - c. The hearing officer and all parties to the proceeding shall receive copies of all filings.
- 16. Discovery.
 - a. No discovery is permitted, except as provided in these rules, unless mutually agreed to by the parties or permitted by the hearing officer.
 - b. The hearing officer, upon written request, shall order a party to allow the requesting party to have a reasonable opportunity to inspect and copy, at the requesting party's expense, admissible documentary evidence or documents reasonably calculated to lead to admissible evidence prior to a hearing, provided the evidence is not privileged or confidential.
 - c. The hearing officer, on the hearing officer's motion or upon request, may require, prior to hearing, the disclosure of documentary evidence intended for use at the hearing, and provided the evidence is not privileged or confidential.

- d. Parties may take depositions for use as evidence of witnesses who cannot be subpoenaed or are otherwise unable to attend the hearing. To take a deposition, a party shall file with the hearing officer a written motion, with copies to all parties, setting forth the name and address of the witness, subject matter of the deposition, documents, if any, the parties are seeking for production, time and place proposed for the deposition, and justification for the deposition.
 - e. Parties shall file responses to requests for depositions, including motions to quash, within five (5) days after the filing of the request for deposition.
 - f. If a deposition is permitted, a subpoena and written order shall be issued. The subpoena and order shall identify the person to be deposed, scope of testimony to be taken, documents, if any, to be produced, and time and place of the deposition. The party requesting the deposition shall arrange for service of the subpoena and order, with service on all parties five (5) days before the time fixed for taking the deposition, unless, for good cause shown, the time is shortened by the hearing officer.
17. Subpoenas. For the purposes of investigations, hearings, or other proceedings under this Code, the hearing officer may subpoena witnesses or documentary evidence, administer oaths, and examine under oath any individual concerning the subject of any hearing or investigation. Subpoenas shall be issued, served, and enforced in compliance with the Administrative Adjudication Law, 5 GCA § 9100 et seq.
18. Prehearing Conference. The hearing officer may order a prehearing conference at the request of any party or on the hearing officer's own initiative. The purpose of the conference is to consider any or all of the following actions:
- a. To reduce or simplify the issues for adjudication;
 - b. To dispose of preliminary legal issues, including ruling on pre-hearing motions;
 - c. To stipulate to the admission of uncontested evidence, facts, and legal conclusions;
 - d. To identify witnesses; and
 - e. To consider any other matters that will aid in the expeditious conduct of the hearing.

19. Procedure at Hearings.

- a. The hearing officer shall preside over the hearing. The hearing officer shall have the authority to decide all motions, conduct prehearing conferences, determine the order of proof and manner of presentation of other evidence, issue subpoenas, place witnesses under oath, recess or adjourn the hearing, and prescribe and enforce general rules of conduct and decorum. Informal disposition may be made of any case by stipulation, agreed settlement, consent order, or default.
- b. Rights of Parties. At a hearing:
 - 1. A party is entitled to enter an appearance, introduce evidence, examine and cross-examine witnesses, make arguments, and generally participate in the conduct of the proceeding; and
 - 2. Any person may represent him/herself or appear through counsel. An attorney who intends to appear on behalf of a party shall promptly notify the hearing officer providing the name, address, and telephone number of the party represented and the name, address, and telephone number of the attorney.
- c. Conduct of Hearing.
 - 1. The hearing officer may conduct the hearing in an informal manner and without adherence to the rules of pleading or evidence. The hearing officer shall require that evidence supporting a decision be substantial, reliable, and probative, and shall exclude irrelevant, immaterial, or unduly repetitious evidence. There is no right to a jury. All hearings are open to the public.
 - 2. The hearing officer shall require that all testimony considered is under oath or affirmation, except matters of which judicial notice is taken or entered by stipulation. The hearing officer may administer oaths and affirmations.
- d. Record of Hearing. The hearing officer shall ensure the oral proceedings or any part of the oral proceedings are electronically recorded and transcribed on request of any party. The party making the request shall pay the cost of the transcript.

20. Rehearing. The hearing officer may grant a rehearing or re-argument of the matters involved in the hearing upon written request of a party to a hearing, upon the filing the request with the hearing officer. The party shall make the request within fifteen (15) days after any order made pursuant to a hearing was mailed or delivered to the person entitled to receive the order. The hearing officer shall decide to grant or deny the request within thirty (30) days of the date of filing of the request. The hearing officer shall permit any party served with a request for rehearing to file a response within fifteen (15) days of service of the request.
21. Decisions and Orders. The hearing officer shall render the final decision within thirty (30) days of the closing of the record of a hearing. The hearing officer shall render the final decision in writing and shall include findings of fact and conclusions of law, separately stated. If set forth in statutory language, a concise and explicit statement of the underlying facts shall accompany findings of fact. Parties shall receive notice of any decision or order either personally or by certified mail, return receipt requested, to the last known address.
22. Possible Actions.
 - a. Upon completion of an investigation concerning alleged misconduct by a certificate holder, which may or may not include a hearing, the hearing officer shall do one or more of the following:
 1. Determine no violation exists and dismiss the complaint;
 2. Mandate additional training;
 3. Issue a letter of concern or warning;
 4. Place restrictions on a certificate;
 5. Suspend a certificate for a period not to exceed three (3) years;
 6. Revoke a certificate; or
 7. Any other action the hearing officer determines appropriate, including return or refund of service fees to a harmed person or entity. This shall not include imposition of a fine.

- b. The hearing officer may resolve a violation by consent order or other negotiated settlement between the parties. This order or settlement may include any of the actions listed in subsection GH(22)(a) of this Code.
 - c. The hearing officer shall issue an order specifying in what manner and to what extent any failure or violation is found and any sanctions pursuant to this Code. The hearing officer shall, within ten (10) days of any such action, notify in writing the Presiding Judge and the Program Coordinator of the action taken and of any subsequent changes in the status of the individual's approval to serve process.
23. Procedure after Suspension or Revocation.
- a. Upon suspension or revocation of any certification, the Presiding Judge shall have notice promptly served on the certificate holder either in person or by certified mail, return receipt requested, ~~addressed to the last address of record with the program coordinator.~~ Notice by mail is complete upon deposit with the United States Postal Service.
 - b. The Presiding Judge shall only issue certification to any person whose certification had previously been revoked under this Code after the expiration of one (1) year from the date of revocation, and after the person again qualifies in accordance with the applicable provisions of this Code.
24. Judicial Review. Decisions of the Presiding Judge, hearing officer, or other designee regarding certification, renewal of certification, or disciplinary action pursuant to this Code are final. Parties may seek judicial review ~~through the Guam Administrative Adjudication Law~~ in the Superior Court of Guam.

Adopted by Administrative Order _____, Effective _____

Appendix B: BEST PRACTICES from the National Association of Professional Process Servers

Preamble

Standards and Best Practices are a recitation of some of the essential elements and best methods the association has determined to advance professionalism in the process serving industry and to fulfill our obligations as process servers while at the same time protecting the due process rights of persons affected by our service. Promulgation of these Standards and Best Practices can and should assist others in the establishment of programs beneficial to the process serving industry. These Standards and Best Practices can and should also assist others in a review and meaningful revision of official policies, statutes and rules. These Standards and Best Practices are promulgated for public awareness and use.

Standards, Best Practices and the Policy Manual

The significant policies and procedures of the association are published in the NAPPS Policy Manual. The Standards and Best Practices, together with the Code of Ethics, form the basis of the policies and procedures recited in the Policy Manual. Although applicable only to members of this association, the Policy Manual is also published for public awareness and use.

Best Practices for Service of Process

1. For purposes of these Best Practices, “Primary service” of process refers to the service of initial or other process intended to acquire jurisdiction over a person or property. “Secondary service” of process refers to the service of subsequent papers exchanged between the parties following service of initial process. These Best Practices refer to both Primary and Secondary service of process.

The word or phrase “effected” refers to the date that legal process is delivered, sent or transmitted to a party.

2. The word or phrase “completed” refers to the date that legal process is legally binding upon a party. This date may be the same as when legal process is personally delivered to a party, or when presumed by law to have been received by a party.
3. Service of process or other papers for the purpose of acquiring jurisdiction over a person or property should be performed by a disinterested third party.
4. The preferred and most effective method of service of process upon a party is **in-person** delivery of process to the named party.

5. When in-person service upon a named party cannot be effected, the next best method of service should be in-person delivery of process to a person authorized by court rule or statute to deliver process to on behalf of the named party. For example, this includes such person as “member of household,” “person apparently in charge at a usual place of business,” “person of suitable age and discretion,” “parent,” “guardian,” “registered agent” and “statutory agent.”
6. When service cannot be effected as described in 3 and 4 above, the next best methods of service is alternate methods authorized by court rule or statute upon a demonstration of the fact that service cannot be effected by the methods in 3 and 4 above. This would include service by mail, posting, publication and electronic means. If service is authorized in a manner other than by in-person delivery, service should not be deemed completed until at least three (3) days after service is effected, unless acknowledged by the recipient.
7. When service cannot be effected by any of the methods described above, the Court, upon a showing that service cannot be effected by any of these methods, may order service to be done in a manner reasonably calculated to provide actual notice to the party.

EXHIBIT B

MISCELLANEOUS AND OTHER FEES	
Fee Disbursement	Fee (Aug 1, 2019)
Special Process Server Renewal Application	\$150.00
Special Process Server Training/Examination/Material Cost	\$75.00
Returned Checks	\$50.00
Witness Fee \$30.00 for each day's necessary attendance for such witness at the trial plus lawful traveling fees	\$30.00



BEFORE THE 2025 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC25-

**RELATIVE TO ADOPTING A TRAINING PROGRAM
FOR SPECIAL DEPUTY MARSHALS**

WHEREAS, pursuant to 7 GCA § 8107, the Chief Justice, at the request of the Marshal of the Courts may appoint employees of certain agencies, including Department of Revenue and Taxation and Department of Education, as Special Deputy Marshals of the Judiciary of Guam (“Judiciary”); and

WHEREAS, pursuant to 7 GCA § 8107(b), such Special Deputy Marshals shall complete a training program developed and adopted by the Judicial Council that is pertinent to the Special Deputy Marshal’s appointment; and

WHEREAS, in collaboration with the Guam Peace Officer Standards and Training Commission, the Judiciary created a training program that includes classroom instruction, practical exercises, and scenario-based training that are pertinent to the responsibilities of the Special Deputy Marshal’s appointment.

NOW THEREFORE, BE IT RESOLVED that the Training Program for Special Deputy Marshals, which is attached as an Exhibit hereto, is adopted by the Judicial Council.

DULY ADOPTED this 19th day of June 2025 at a duly noticed meeting of the Judicial Council of Guam.

ROBERT J. TORRES, Chairman

Dated: _____

ATTEST:

Jessica Perez-Jackson, Executive Secretary

Dated: _____



JUDICIARY OF GUAM MARSHALS DIVISION

MANDATORY TRAINING PROGRAM
(TITLE 27 GCA, CH 3, 3106(2))

RELATIVE TO PEACE OFFICER, CATEGORY II LAW
ENFORCEMENT
FOR SPECIAL DEPUTIZED MARSHALS

I. Introduction:

The Judiciary of Guam is committed to the continued growth and professional development of Special Deputy Marshals, as authorized under Title 7, Chapter 8 of the Guam Code Annotated (GCA). Under this provision, and at the request of the Marshal of the Courts, the Chief Justice may appoint as Special Deputy Marshals certain employees of:

- A. Department of Revenue and Taxation; and
- B. Department of Education, specifically, School Attendance Officers (SAOs).

In accordance with 7 GCA §8107(b) SAOs must complete a training program developed and adopted by the Judicial Council.

The Judiciary of Guam is further guided by 27 GAR §3103(b)(2), which identifies Special Deputy Marshals as Category II Peace Officers. These rules outline the minimum training standards for Category II Peace Officers, including:

- A. Certificate of In-Service Training approved and certified by the P.O.S.T. Commission
- B. Completion of any other required training directed by the P.O.S.T. Commission.

In coordination with the Guam Peace Officer Standards and Training Commission (P.O.S.T. Commission), the Judiciary developed the following training program to support the preparation and certification of Special Deputy Marshals pursuant to Title 7, Chapter 8 of the GCA. The P.O.S.T. Commission has recognized the Judiciary's Marshal's Training & Staff Development Section (T&SDS) as possessing the expertise necessary to conduct certified in-house training. To supplement this program, the P.O.S.T. Commission has also recommended that the Guam Behavioral Health and Wellness Center (GBHWC) and the Department of Integrated Services for Individuals with Disabilities (DISID) provide specialized in-service training in areas where the Judiciary does not currently hold certifications.

II. Roles and Responsibilities of Employers:

By offering this training program, the Judiciary of Guam does not assume any responsibilities or obligations that rest with the participating agencies. Each employer remains solely responsible for determining the eligibility and continued employment of their personnel in accordance with applicable local and federal laws, as well as relevant regulations, including those established by the Guam P.O.S.T. Commission.

All participating agencies and individuals, including SAOs from the Department of Education and Compliance Officers and Collection Officers from the Department of Revenue and Taxation, shall indemnify and hold the Judiciary of Guam harmless from any and all claims, liabilities, or causes of action for damages, including but not limited to personal injury or death, incurred by the employer, individual, their agents, or any third party during the course of the training provided under this program.

III. Category II Peace Officer Training Requirements:

The following is a proposed list of in-service training and if required, other training directed by the P.O.S.T. Commission:

Training	Training Agency	Training Hours
Juvenile Justice Process (<i>For SAO's</i>)	Judiciary Probation	4
First Aid, CPR, AED (<i>Certificate in First Responder satisfies this requirement</i>)	Judiciary Marshals	16
Dynamics of Substance Abuse (NARCAN)	GBHWC	4
Officer Survival and Use of Force (Handcuffing, Mechanical Expandable Baton, OCAT/Pepper Spray)	Judiciary T&SDS	16
Office Survival and Use of Force Lab	Judiciary T&SDS	24
Defensive Tactics	Judiciary T&SDS	16
Active Shooter (Civilian Response)	Judiciary T&SDS	8
Cultural Awareness and Sensitivity (<i>Completion of Interpersonal Relations satisfies this requirement</i>)	GBHWC	8
Disability & Sensitivity Awareness Training (<i>Dealing with People with Disabilities and Dealing with Physically Challenged Individuals satisfies this requirement</i>)	DSID	4
Adult Mental Health First Aid – DRT Juvenile Mental Health First Aid – SAO's	GBHWC	8 (<i>per class</i>)
Process Server Training	Judiciary T&SDS	4
	Total Hours	
	SAO	112
	DRT	108

Refresher training in these courses may be offered by the Judiciary, every three years, in coordination with the Guam P.O.S.T. Commission.

IV. Category 2 Peace Officer Training – In person and Virtual:

Where feasible, the Marshals TS&DS will collaborate with the Judiciary's Judicial Educator to coordinate with other government trainers to provide virtual certified training for participants in courses that may not require in-person attendance.

V. Termination of Appointment:

The Chief Justice may revoke a Special Deputy Marshal appointment if the appointee fails to complete the required training and does not maintain certification as mandated.

VI. Administrative Authority:

The Administrator of the Courts shall have the discretion and authority to resolve issues not expressly covered herein.



HON. ROBERT J. TORRES
CHIEF JUSTICE

HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

Judiciary of Guam

Administrative Office of the Courts
Management Information Systems
Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910
Tel: (671) 475-3126/3122



DANIELLE T. ROSETE, ESQ.
ADMINISTRATOR OF THE COURTS

May 27, 2025

To: Judicial Council Members

From: Nathan M. Tennyson, Staff Attorney

Subject: Recommendation for Executive Session to Discuss Pending Litigation at the Judicial Council Regular Meeting of June 19, 2025

Pursuant to 5 GCA § 8111(c)(1), I recommend that the Judicial Council hold an executive session at its regular meeting scheduled for June 19, 2025, for the limited purpose of discussing the following litigation brought against the Guam Superior Court:

• ***Sherif A. Philips, MD vs. Guam Superior Court, Superior Court of Guam, CV0329-25***

On May 5, 2025, Dr. Sherif Philips filed a complaint against the Superior Court of Guam. Dr. Philips also provided a copy of the complaint to the Judiciary on the same day; however, he did not obtain a summons, nor has he effected service of the complaint and summons as required by law. The complaint seeks non-monetary relief in the form of an order vacating all prior court orders entered against him by the courts of Guam. It is also noted that Dr. Philips has previously been declared a vexatious litigant by the Superior Court of Guam, the Supreme Court of Guam, and the District Court of Guam.

Pursuant to Section 8111(c)(1), an affirmative vote of the Judicial Council will be necessary to hold this executive session.

Submitted for your consideration.

Nathan M. Tennyson
Staff Attorney

CC: Danielle T. Rosete, Administrator of the Courts