



Judiciary of Guam

HUSTISIAN GUAHAN

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RECORDS AND FILE RETRIEVAL REQUEST FORM

Date: _____

Part A: Requesting Party

Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Part B: Case Information

Select Case Type: Civil Criminal Probate Domestic Juvenile Other: _____

Court Case Number: _____

Party Name(s):

Plaintiff/Petitioner: _____

Defendant/Respondent: _____

Defendant's Date of Birth*: _____

*(Criminal cases, must include the Defendant's date of birth or other identifier.)

Part C: Document(s) & Type of Copy

Identify the document(s) you want in the list below or docket sheet provided. (Additional fees for docket sheet)
If you do not know the document title, please describe it. Attach more pages as needed.

<u>Document Description</u>	Number of Copies	Plain, Certification or Exemplification

Part D: Fees & Delivery Options

Fees**: \$1.00 per page (plain), \$4.00 per certification, \$4.00 research fee, retrieval: \$4.00 on-site \$20.00 off-site

**Payment is required before your request will be processed.

Delivery Options: Mail Pick-Up Email (Email is only available for plain, non-confidential copies.)

Pursuant to 22 GCA Chapter 6, if you are requesting for criminal case research, or criminal case file retrieval and review, is your request related to employment on Guam? Yes No

Questions? Call: (671)475-3449 or (671)475-3370