
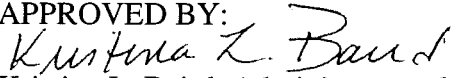


**JUDICIARY OF GUAM  
POLICY AND PROCEDURES  
ADMINISTRATIVE POLICY NO. UJ22-03**

  <b>Judiciary of Guam</b>	Division:  <b>ADMINISTRATIVE OFFICE OF THE COURTS</b>
<b>TITLE: Signature Stamp Policy</b>	<b>EFFECTIVE DATE:</b> February 15, 2022
<b>REVISED DATE:</b>	<b>APPROVED BY:</b>  Kristina L. Baird, Administrator of the Courts

**I. PURPOSE**

This Policy authorizes the use of signature stamps as an acceptable means of providing signatures for certain Judiciary of Guam (“Judiciary”) documents. The Judiciary’s use of signature stamps will improve efficiency and facilitate signatures among parties who are in different locations.

**II. APPLICABILITY**

This Policy applies to Judiciary employees with the responsibility for signing or attaching signatures to documents in support of Judiciary operations.

**III. GENERAL POLICY**

In this Policy, the term “Signing Authority” means the person whose signature is to be applied by stamp or electronic stamp, and the term “Assignee” means a person holding signature authority delegated from the Signing Authority.

In accordance with this Policy, a signature may be affixed by a stamp or other electronic means, so long as:

1. The instrument used remains in the exclusive possession or under the exclusive control of the Signing Authority or the Assignee;

2. The signature is applied either by the Signing Authority or an Assignee;
3. The assignment of signing authority to any Assignee is documented in writing; and
4. The application of the stamp or other electronic signature by an Assignee is approved in advance by the Signing Authority.

It is the further responsibility of the Signing Authority to:

1. Periodically review any assignment of signing authority; and
2. Ensure that any Assignee understands this Policy and the terms and limits of the assignment of signing authority, it being understood that the Signing Authority is ultimately responsible for the Assignee's actions undertaken pursuant to the assignment of signing authority.

It is the further responsibility of the Assignee to:

1. Ensure that the stamp or other instrument for the mechanical or electronic application of a signature is placed in an appropriately secure area, whether physical or electronic, when not in use.

#### **IV. VIOLATIONS**

Any individual or party that makes inappropriate or illegal use of signature stamps is subject to sanctions up to and including dismissal, suspension, and criminal prosecution.

#### **V. REFERENCES**

1. Electronic Signature Policy, UJ22-02