



Superior Court of Guam

Guam Judicial Center • 120 West O'Brien Dr • Hagåtña, Gu. 96910
Tel: (671) 300-7993 • Fax: (671) 475-0078



HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

JANICE M. CAMACHO-PEREZ, ESQ.
CLERK OF COURT

VALERIE D. TENORIO
CHIEF DEPUTY CLERK

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: _____ Place a mark if court appointed. ☐

Party Name(s): Plaintiff/Petitioner: _____

Defendant/Respondent: _____ 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.

Document Description	Number of Copies	Plain, Certification or Exemplification

Delivery Options

Fees: <https://www.guamcourts.org/Fees/Superior-Court-Fee-Schedule.html>

Delivery Options: Mail ☐ Pick-Up ☐ Email (Electronic copy only-no certification.) ☐

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