

**Filed**

Supreme Court of Guam, Clerk of Court

IN THE SUPREME COURT OF GUAM

RE:) Supreme Court Case No. PRM26-002
)
)
COURT FORMS FOR SELF-) **PROMULGATION ORDER 26-002-01**
REPRESENTED LITIGANTS)
)
)

In July 2025, the Subcommittee on Self-Represented Litigants convened to discuss the development of user-friendly, plain-language court forms for self-represented litigants. The Subcommittee is co-chaired by Chief Justice Katherine A. Maraman and Judge Dana A. Gutierrez. Subcommittee members include attorneys and staff from the Judiciary of Guam, leaders of local legal aid organizations, and private practitioners.

The Subcommittee proposed plain-language form packets with step-by-step guidance for the following court forms:

For use as initial filings in **either** the Supreme Court or Superior Court:

1. Application to Waive Court Costs and Fees
2. Petition for a Writ of Habeas Corpus

For use as initial filings in **only** the Superior Court:

1. Request to Change a Child Support Order
2. Adult Name Change Request
3. Minor Name Change Request

Each of the above-listed forms is attached and effective as of the date of this order.

1 The forms and instructions were prepared with an emphasis on clarity and ease of use for
2 self-represented litigants, in accordance with the National Center for State Courts' standards and
3 guidelines. The forms were tested for usability and improved based on the feedback received. On
4 June 17, 2026, the above form packets were sent to the Guam Bar Association for public comment
5 and the comment period expired on July 17, 2026. The Supreme Court took the matter under
6 advisement after the comment period expired.

7 Upon the recommendation of the Subcommittee and under the authority to "make and
8 promulgate rules governing the administration of the judiciary and the practice and procedure in
9 the courts of the Judicial branch of Guam," 48 U.S.C. § 1424-1(a)(6), the Supreme Court hereby
10 adopts the form packets for self-represented litigants.

11 These forms are intended for use by self-represented litigants, and attorneys are not
12 required to adopt them as the new filing format; however, attorneys may choose to use any forms
13 that are adopted by the court. The Subcommittee is preparing additional forms for separate
14 comment and promulgation.

15
16 **SO ORDERED** this 17th day of September, 2026.

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18
19
20 /s/
F. PHILIP CARBULLIDO
21 **Associate Justice**

/s/
ROBERT J. TORRES
22 **Associate Justice**

23 /s/
KATHERINE A. MARAMAN
24 **Chief Justice**

**REQUEST TO CHANGE
A CHILD SUPPORT ORDER**



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

What to File for a Request to Change a Child Support Order

This page lists the documents you must complete and file to ask the court to change a child support order. See “How to Fill Out Your Request to Change a Child Support Order” for step-by-step instructions for the numbered parts of the Request. **Read all instructions before completing forms.**

1. Complete and bring the following documents to the court clerk:

- ☐ Notice of Motion – The court requires this form for every new motion in an existing case.
- ☐ Request (Motion) to Change a Child Support Order – This is the main form where you explain what changes you want to the existing child support order.
- ☐ Application to Waive Court Costs and Fees – This form is optional. Bring it if you cannot pay.

2. Deliver the following documents to the other parent:

- ☐ Request (Motion) to Change a Child Support Order – The other parent must receive a copy.
- ☐ Notice of Hearing – If you request a hearing, the court will send this notice to you by email or mail. After you receive it, you must deliver a copy to the other parent.

3. If you deliver the documents listed in #2 on your own:

- ☐ You must also file a Declaration of Service with the court. This is a short statement that tells the court when, where, and how you delivered the documents to the other parent. If you ask the court to notify the other party on Question 6 of the Request to Change a Child Support Order, you do not need to file a Declaration of Service.

Important reminders

- The court cannot process your request until you file each of the required documents.
- Keep copies of everything you file or deliver.



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

How to Fill Out Your Request to Change a Child Support Order

A "Request to Change a Child Support Order" is for people who already have a child support order.

What is a Request to Change a Child Support Order?

- This form asks the court to change or stop child support payments. The court can only change future payments. It cannot change money already owed.
- You might use this form if:
 - Your income went up or down
 - You lost your job or got a new one
 - The other parent's income or situation changed
 - Your child's needs have changed
 - You want to stop child support
 - There is another reason, such as a change in custody or visitation

What you need before you start

1. Your current child support order (for the case number and other information)
2. Proof of changes in your income (for example, pay stubs or a job loss letter)

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include "continued on additional page" next to the question on the form. On the additional page, include the question number and finish your response. Attach the additional pages to your request.

Step 1: Basic information

Look at your current child support order. The case number is in the top right corner. Include the same case number in the top right corner of your form. Fill in your name and check your relationship to the child. Check whether you are the “Plaintiff/Petitioner” (the person who started the case) or the “Defendant/Respondent” (the other person).

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you.

Step 3: Language help

Need an interpreter? Check the box and fill in the language you speak. If you need language assistance to fill out this form, contact the court. Court navigators can help you.

Step 4: Explain why the support should change

Check all the boxes that match your situation. The form lists many reasons. Check every reason that applies to you. Give details where the form asks for dates, amounts, or explanations.

Step 5: Update information

Fill in what is different now about you and the other parent. Look at your current child support order and update any information. If you are not sure whether information has changed, include your current information anyway. You do not need all of the other parent’s information.

Step 6: Notify the other parent

The other parent must be told about your request. This is required by law. The court calls this “service” or “service of process.” Check the box if you want to pay the court to notify the other parent for you. Fill in the other parent’s contact information so the court can notify them.

- If you cannot pay the fee, you may qualify for a fee waiver. Fill out the Application to Waive Court Costs and Fees. The court must approve your application before it tells the other parent about your request. The court will tell you by email or mail if your application is approved.
- If you do not ask the court to notify the other parent or if your application is not approved, you must deliver the papers to the other parent yourself or pay a process server to deliver them.

- If you ask the court to “Hold a hearing within 45 days,” the court will send you a Notice of Hearing by email or mail. You must also give the other parent the Notice of Hearing.

Step 7: Sign your form

Fill in today’s date, sign your name, and print your name clearly. By signing, you are promising the court that everything you wrote is true.

What happens next

1. File your form at the clerk’s office at either:
 - Superior Court of Guam
120 West O’Brien Dr., Hagåtña
671-475-3331
 - Northern Court Satellite
132 West Marine Corps Dr., Dededo
671-635-2501
671-635-2502
2. Pay the filing fee.
 - Ask the clerk how much the filing fee is and if you qualify for a fee waiver. If you cannot pay, fill out the Application to Waive Court Costs and Fees.
3. If you ask the court to tell the other parent, a court officer will deliver your papers to them. If you do not ask the court to notify the other parent and you are unable to deliver the papers yourself, you must pay a process server to do so.
4. You will get a hearing date by email or mail.
5. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest. Lying to the court is against the law.
- The court can only change future payments. It cannot change money already owed.
- Keep copies of everything you file.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or medical bills).

In the Superior Court of Guam

Case No.: _____

Notice of Motion

1. About you

- ✓ My name is: _____
- ✓ I do not have an attorney.

2. I am submitting a Request to Change Child Support Order to the court.

- ☐ I **am not** requesting a hearing.
- ☐ I **am** requesting a hearing.

On what date will you file your Request?: _____

Stop. The court will complete this section. Remember to sign your form.

Response due: _____

Reply (optional) due: _____

3. My promise to the court

- ✓ I swear under penalty of perjury that everything above is true and correct.
- ✓ If I do not request the court to deliver a copy of this Notice of Motion and the Request to Change a Child Support Order to the other parent, I will pay someone to deliver them.

Signature: _____ (self-represented)

Print name: _____

Date: _____

In the Superior Court of Guam

Child Support Case No.: CS / DM _____

Request (Motion) to Change a Child Support Order

1. About you

✓ My name is: _____

✓ I am the (check all that apply):

☐ Mother

☐ Plaintiff/Petitioner

☐ Father

☐ Defendant/Respondent

☐ Guardian

✓ I do not have an attorney.

2. What I am asking the court to do

Check all that apply.

☐ Hold a hearing within 45 days.

☐ Lower the child support going forward.

☐ Raise the child support going forward.

☐ Stop the child support for a specific period from _____ until _____.

☐ End the child support completely going forward.

☐ Other: _____

✓ I also ask for any other fair relief.

3. Request an interpreter

- ☐ I need a court interpreter for all court hearings about this request in this language:

4. There was a major change in circumstances

Any changes will apply only to future payments, not to money already owed. Changes you made (such as taking on new debt) may not qualify for a change in support. Check all that apply.

- ☐ Changes in my work and income:

☐ I lost my job on _____ (date).

☐ I earn less money now, and it is not by my choice.

☐ I now earn \$_____ per _____ and the name and phone number for my current employer(s) are: _____

☐ I became disabled and cannot work. I have a doctor's note.

☐ My income increased significantly. I now earn \$_____ per _____.

- ☐ Changes in my family:

☐ I now support other children living in my home (list their names and birth dates):

☐ I now pay court-ordered support for other children (list their names and case numbers. If a court outside of Guam ordered support, provide the court name, case number, the child's name, and their birth date): _____

- ☐ Changes about the other parent:

☐ Their income increased significantly.

☐ Their income decreased significantly.

☐ They lost their job.

☐ They became disabled.

☐ Other: _____

- ☐ Changes about these children: _____

☐ Their needs changed significantly: _____

☐ They no longer live with the other parent. They now live at this address: _____

with this person: _____

☐ They died on (date) _____

☐ They turned 18. Their birth date is: _____

☐ They are under 18 but now support themselves or have married.

☐ Other significant change(s) about the children: _____

☐ Medical insurance availability or cost changed significantly (explain): _____

☐ Using current child support guidelines would change support by 10% or more.

☐ Other major change: _____

5. Give updated information

Fill in any information that has changed. If you are not sure, fill in your current information anyway.

About you

Name: _____

Physical address: _____

Mailing address (if different): _____

Phone number(s): _____

Email(s): _____

Employer name(s): _____

Employer address(es): _____

Employer phone number(s): _____

☐ I am currently getting Temporary Assistance to Needy Families (TANF) benefits.

About the other parent (if you know it)

Name: _____

Physical address: _____

Mailing address (if different): _____

Phone number(s): _____

Employer name(s): _____

Employer address(es): _____

Employer phone number(s): _____

☐ The other parent is currently getting Temporary Assistance to Needy Families (TANF) benefits.

6. Ask the court to notify the other parent

You must give the other parent a copy of your request. You can do this yourself or pay a fee to have the court do it for you. If you cannot pay, you can ask the court for a fee waiver.

☐ I want the court to tell the other parent about this request. (Recommended)

The other parent can usually be found and contacted at (if different from the address on file):

Physical address: _____

Phone number(s): _____

Best time to find them: _____

7. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented)

Print name: _____

Date: _____



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

This page contains instructions only—do not file.

How to Apply to Waive Court Costs and Fees

Use this form if you want to file or respond to a case in either the Supreme Court or the Superior Court, or have the court serve documents in your case, but you cannot afford to pay the filing fees or costs. You must attach the completed forms that you want the court to waive fees and costs for.

What is an Application to Waive Court Costs and Fees?

If you cannot pay, this form helps you ask the court to waive costs and fees for:

- ✓ The filing fee for this case,
- ✓ Serving (notifying) the other party,
- ✓ Certification fees,
- ✓ Making copies of documents, and
- ✓ Transcripts for appeal.

But the court cannot waive the costs of publication in the newspaper or elsewhere.

What you need

1. Your case number, if you already have one;
2. Information about your income, property, and monthly expenses; and
3. Proof of your income, such as a pay stub, benefits letter, or bank statement.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name and case number on each additional page. Attach the additional pages to your request.

Step 1: About you

If you already have a case number, include it in the top right corner of the request. Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you. If you are asking for something not listed, describe it on the “other” line.

Step 3: Are you held in a facility?

If you are in a jail, prison, or detention facility, check the box next to “Yes,” write the facility name, skip Question 4, and proceed to Question 5. If you are not being held in a facility, check “No” and answer Question 4.

Step 4: Your employment

Only answer this question if you are not being held in a facility. If employed, write your employer’s name, address, and your gross monthly pay. If not employed, write the month your last job ended and your pay at that job per month.

Step 5: Other money in the last 12 months

Check “Yes” or “No” for each type of income listed. If you check “Yes,” write the source, how much you received, and how much you expect in the future.

Step 6: Cash and bank accounts

Write the total amount you have right now, including cash, checking accounts, and savings accounts.

Step 7: Property you own

List any valuable property such as land, a home, a vehicle, stocks, or bonds. Include the approximate value. You do not need to list clothing or normal household items.

Step 8: People who depend on you

List everyone who depends on you for money or support. Use initials for anyone under 18. Include your relationship to them and the monthly amount you give them.

Step 9: My monthly bills and debts

List all your regular monthly expenses and debts, such as rent, utilities, credit card bills, or loans. Include who you pay, the type of expense, and the monthly amount.

Step 10: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are swearing under penalty of perjury that everything on this form is true.

What happens next

1. There is no filing fee for a request to waive court fees and costs. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3180
 - Superior Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3331
2. The court may order a hearing. You will get a hearing date by email/mail.
3. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest. You are making statements under penalty of perjury.
- Keep copies of everything you file.
- You must attach the completed forms that you want the court to waive fees and costs for.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or bills).
- You must update the court if your circumstances change and you become able to pay later.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Application to Waive Court Costs and Fees

1. About you

Full name

Mailing address

Physical address (if different)

Contact number(s)

Email

2. I am asking the court to:

✓ Waive (cancel) all costs and fees associated with this case, including:

- The filing fee for this case,
- Serving (notifying) the other party,
- Certification fees,
- Making copies of documents, and
- Transcripts for appeal.

☐ Waive (cancel) other court costs. Explain: _____

3. Are you held in a facility?

☐ Yes – I am held in a correctional or detention facility. (Skip Question 4).

Name of facility: _____

☐ No – I am not held in a facility.

4. Your employment

Skip this section if you answered Yes to number 3.

☐ I am currently employed.

→ First employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

→ Second employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

☐ I am not currently employed.

My last job ended in (month/year): _____

My pay at that last job was: \$ _____

5. Other money I received in the last 12 months

Check Yes or No for each type of income. If you check Yes, fill in the details on that same line.

Type of Income	Yes	No	If yes, describe the source, how much money you received, and how much you expect in the future.
(a) Money from a business, job, or self-employment	☐	☐	
(b) Rent I collected, interest, or dividends	☐	☐	
(c) Pension, retirement, annuity, or life insurance payments	☐	☐	
(d) Disability or workers' compensation payments	☐	☐	
(e) Gifts or inheritances	☐	☐	
(f) Any other money from any other source	☐	☐	

6. Cash and bank accounts

Include all money you have right now, such as cash, checking accounts, and savings accounts.

Total amount I have in cash or bank accounts: \$ _____

7. Property I own

List any valuable property you own, such as land, a home, a vehicle, stocks, or bonds. You do not need to list normal household items or clothing.

Description of property	Approximate value

8. People who depend on me

List everyone who depends on you for money or support, such as children, a spouse, or a parent.
Use initials only for anyone under 18.

Name (or initials if under 18)	Relationship to you	Monthly support you give

9. My monthly bills and debts

List your regular monthly expenses and debts, such as rent, utilities, and credit card payments.

Who you pay (creditor)	Type of bill or debt	Monthly amount

10. My promise to the court

- ✓ If I get money or property in this case, the court may apply any unpaid fees to that amount and pay them to the Clerk of Court (except for child support). I agree with this.
- ✓ I swear under penalty of perjury that all my answers on this form are true and correct. I also agree to provide the court with any financial records it requests.
- ✓ I must update the court if my circumstances change and I am able to pay later.

Signature: _____ (self-represented)

Print name: _____

Date: _____

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____

Order – Application to Waive Court Costs and Fees

Stop. The court will complete the rest.

1. Application status

The Application to Waive Court Costs and Fees is:

☐ Granted

☐ Denied

It is so ordered.

Judge/Justice, Superior/Supreme Court of Guam

Date signed

In the Superior Court of Guam

Case No.: _____

Declaration of Service

1. About you

- ✓ My name is: _____
- ✓ I do not have an attorney.

2. What I delivered

Check all that apply.

- ☐ Request to Change a Child Support Order
- ☐ Notice of Hearing
- ☐ Other: _____

3. Who I delivered the papers to

I delivered the papers to this person: _____

on this date: _____

at this address: _____

by: ☐ Mail ☐ Email ☐ Other: _____

4. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented)

Print name: _____

Date: _____

ADULT NAME CHANGE REQUEST



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

What to File to Change Your Name (Adults)

This page is a checklist of documents you will need to file to legally change your name. See “How to Fill Out Your Adult Name Change Request” for step-by-step instructions for the numbered parts of the Request. **Read all instructions before you fill out any forms.**

1. Complete and bring the following documents to the Clerk’s Office:

- ☐ Non-Criminal Case Cover Sheet – File one original and at least one copy. Fill out only the top left box under “Petitioner.” The rest of the form is complete.
- ☐ Adult Name Change Request (Petition) – File one original and at least one copy.
- ☐ Order to Show Cause (OSC) – File **four** originals and at least one copy. Fill out sections one and two.
- ☐ Application to Waive Court Costs and Fees (Optional) – Fill this out if you cannot pay the fees for this case. If you choose to file this, file one original and at least one copy.

2. Post the Order to Show Cause:

- ☐ If the court issues an OSC, the clerk will send it to you via mail/email. After the court signs it, **someone other than you** must put it up somewhere the public can see it. It must be posted in three public places in Hagåtña and one public place in the village where you live. Leave it posted for **four weeks**. Places it can be posted include the post office, court, mayor’s office, and stores or other public businesses.

3. After posting, bring these documents to the Clerk’s Office:

- ☐ Declaration of Posting – File one original and at least one copy.
- ☐ Final Order – File one original and at least one copy. Fill out sections one and two.

There is no fee to file the Declaration of Posting or Final Order.

SUPERIOR COURT OF GUAM
NON-CRIMINAL CASE COVER SHEET

CASE NUMBER (For Clerk Use Only): _____

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

1. Petitioner(s):		<p>Complete only the Petitioner information section in the box to the left. The rest of this form is complete.</p>
Name(s):		
Address:		
Email: Telephone:		
2. Check <u>ONE</u> box below for the case type that is the <u>PRIMARY</u> cause of action:		
CIVIL		DOMESTIC RELATIONS
TORT:	CONTRACT:	<i>Dissolution/Divorce/Annulment</i> ☐ Uncontested Divorce ☐ Divorce ☐ Annulment ☐ Paternity ☐ Custody ☐ Visitation ☐ Adoption ☐ Civil Protection/Restraining Orders (Plaintiff's DOB: _____) (Defendant's DOB: _____) ☐ Other: _____
☐ Automobile Tort ☐ Intentional Tort <i>Malpractice</i> ☐ Medical ☐ Other ☐ Premises Liability ☐ Product Liability ☐ Slander/ Libel / Defamation ☐ Other	☐ Buyer Plaintiff ☐ Fraud <i>Employment</i> ☐ Discrimination ☐ Other <i>Landlord Tenant</i> ☐ Unlawful Detainer ☐ Other ☐ Mortgage Foreclosure ☐ Seller Plaintiff (Debt Collection) ☐ Other	<i>Support</i> ☐ Child Support – IV-D ☐ Child Support – Private (Non-IV-D) ☐ Support – Other
OTHER CIVIL:		<i>PROBATE, MENTAL HEALTH, AND GUARDIANSHIP</i>
☐ Restraining Order ☐ Foreign Judgment ☐ Petition for Judicial Review ☐ Procurement Appeal ☐ Civil Forfeiture ☐ Petition for Writs ☒ <i>Other</i>	REAL PROPERTY:	<i>Probate</i> ☐ Wills/Intestate ☐ Other Probate <i>Mental Health</i> ☐ Involuntary Hospitalization ☐ Other
	☐ Eminent Domain ☐ Quiet Title / Partition ☐ Other	<i>Guardianship</i> ☐ Adult (Ward's DOB: _____) ☐ Juvenile
For <u>CIVIL CASES</u> ONLY:		
3. This case ☐ is / ☒ is not complex. If the case <i>is complex</i>, mark the factors requiring exceptional judicial management:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> ☐ Large number of separately represented parties ☐ Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve ☐ Substantial amount of documentary evidence ☐ Large number of experts </div> <div style="width: 48%;"> ☐ Large number of witnesses ☐ Coordination with related actions pending in one or more courts in other counties, states, or countries, or in federal court ☐ Substantial post-judgment judicial supervision. </div> </div>		
4. Remedies sought (check all that apply):		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> ☐ Monetary ☐ Non-monetary – Declaratory or injunctive relief </div> <div style="width: 48%;"> ☐ Punitive ☒ <i>Other:</i> <u>Order Granting Petition for Change of Name</u> </div> </div>		
5. Cause(s) of Action (specify): <u>Petition for Change of Name</u>		
6. This case ☐ is / ☒ is not a class action suit.		
7. Jury Demanded in Pleading?: ☐ Yes / ☒ No → If yes: ☐ Jury of 6 / ☐ Jury of 12		
8. If there are any known related cases, list the case name(s) and number(s): _____		



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

How to Fill Out Your Adult Name Change Request

What is an Adult Name Change Request?

- This form asks the court to legally change your name. You must be 18 or older to request a name change as an adult. Once approved by the court, your new name becomes your official legal name and can be used on all documents, such as your driver's license, passport, and Social Security card.
- You might use this form if:
 - You got married or divorced
 - You want to change your first, middle, or last name
 - You want to use a name that better reflects your identity
 - Another personal reason.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include "continued on additional page" next to the question on the form. On the additional page, include the question number and finish your response. Include your name on each additional page. Attach the additional pages to your request.

What you should have before filing

1. Birth certificate,
2. One government-issued photo ID (for example, a license or passport), and
3. Proof of residency (for example, mayor's verification, utility bill, or lease).

If you do not have one or more of these documents, you may still file your request to change your name and explain to the court why you do not have them.

Step 1: About you

Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Language help

Need an interpreter? Check the box and fill in the language you speak. If you need language assistance to fill out this form, contact the court. Court navigators can help you.

Step 3: About your mother and father

Fill in information about at least one of your parents. The court uses this to verify your identity. If you don't have this information or don't know it, include a relative's information.

Step 4: Write exactly the name you want

Write the name exactly as you want it to appear on your new documents.

Step 5: Tell the court why you want to change your name

Explain your reason for changing your name. Be honest and specific. If you have changed your name or gone by another name before, list each previous name and explain why you changed it.

Step 6: If applicable, give more information

For each question, answer Yes or No. If your answer to any question is Yes, then explain your situation and give the judge as much information as they need to make a decision.

Step 7: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are promising the court that everything you wrote is true.

Important reminders

- Keep copies of everything you file.
- Changing your name does not erase debts, warrants, criminal records, or other legal obligations.
- After the court approves your name change, you must update your name with government agencies and creditors yourself. The court does not do this for you.

What happens next

1. File your form at the Superior Court of Guam Clerk's Office. Bring the originals of each of your documents and bring four copies of the order to show cause (OSC).
 - Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910
671-475-3331
 - Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929
671-635-2501
2. Pay the filing fee
 - Ask the Clerk how much the fee is and if you qualify for a fee waiver.
 - File an Application to Waive Court Costs and Fees if you cannot pay.
3. If the court issues an OSC, you must have someone put it somewhere the public can see it. This is called "posting." Someone other than you must post the OSC in three public places in Hagåtña and one public place in the village where you live. Leave it posted for **four weeks**. They can post it at the post office, court, mayor's office, and stores or other public businesses.
 - Any adult other than you can post the OSC, even a friend or family member. Process servers are also available for hire. The Clerk's Office can give you the "Special Process Server List," also available at guamcourts.gov/quick-assist/specifically/process-servers.
4. After posting for **four weeks**, return to the Clerk's Office and file the Declaration of Posting and Final Order. There is no filing fee for either of these forms.
5. The Clerk will send you a hearing date by mail/email.
6. Go to your hearing. Bring proof of identification, including your birth certificate, government-issued photo ID, and proof of residency.
7. The judge will ask you questions about why you want to change your name. Answer honestly.
8. If the judge approves your name change request, you will receive a court order with your new legal name. This document is very important—keep it safe! You will need it to update your name with the Social Security Administration, the DMV, voter registration, the passport office, banks, and other agencies. The court does not do this for you.

In the Superior Court of Guam

Case No.: _____
(for court use only)

Adult Name Change Request (Petition)

1. About you

Full current legal name

Mailing address

Physical address (if different)

Contact number(s)

Email

Birth date

Birthplace

2. Language help

☐ I need a court interpreter for all court hearings about this request in this language:

3. About your mother and father

If information about your mother and father is unavailable, include a relative's information.

First parent or relative

Full name

Mailing address

Physical address (if different)

Second parent or relative

Full name

Mailing address

Physical address (if different)

4. Write the exact name you want to have below

5. Tell the court why you want to change your name

If you have ever changed your name or gone by another name before, explain why and include each of your previous names here.

6. More information

→ Have you ever been convicted of any crimes?

☐ No

☐ Yes – Explain: _____

→ Are you a registered sex offender?

☐ No

☐ Yes – Explain: _____

→ Are you on probation, parole, or supervised release (such as release after prison)?

☐ No

☐ Yes – Explain: _____

→ Do you have any criminal or civil cases pending?

☐ No

☐ Yes – Explain: _____

→ Are you required by court order to pay child support?

☐ No

☐ Yes – Explain: _____

→ Have you ever filed for bankruptcy?

☐ No

☐ Yes – Explain: _____

7. My promise to the court

- ✓ I do not intend to trick anyone by changing my name.
- ✓ I have attached a copy of a birth certificate, at least one government-issued photo ID, and proof of residency, or explained why I cannot do so.
- ✓ I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented)

Print name: _____

Date: _____

In the Superior Court of Guam

Case No.: _____
(for court use only)

Order to Show Cause (OSC) – Adult Name Change

Complete sections one and two.

1. The person listed below requests a name change.

Current legal name: _____

Requested legal name: _____

2. Someone other than the person named above must post this document in three public places in Hagåtña and one public place in the village where the person named above lives. It must remain posted for four weeks.

Village: _____

Stop. The court will complete section three.

3. Anyone who objects to this name change must come to the hearing below.

Location: _____

Date: _____

Time: _____

It is so ordered.

Judge, Superior Court of Guam

Date signed



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

This page contains instructions only—do not file.

How to Apply to Waive Court Fees and Costs

Use this form if you want to file or respond to a case in either the Supreme Court or the Superior Court, or have the court serve documents in your case, but you cannot afford to pay the filing fees or costs. You must attach the completed forms that you want the court to waive fees and costs for.

What is an Application to Waive Court Costs and Fees?

If you cannot pay, this form helps you ask the court to waive costs and fees for:

- ✓ The filing fee for this case,
- ✓ Serving (notifying) the other party,
- ✓ Certification fees,
- ✓ Making copies of documents, and
- ✓ Transcripts for appeal.

But the court cannot waive the costs of publication in the newspaper or elsewhere.

What you need

1. Your case number, if you already have one;
2. Information about your income, property, and monthly expenses; and
3. Proof of your income, such as a pay stub, benefits letter, or bank statement.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name and case number on each additional page. Attach the additional pages to your request.

Step 1: About you

If you already have a case number, include it in the top right corner of the request. Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you. If you are asking for something not listed, describe it on the “other” line.

Step 3: Are you held in a facility?

If you are in a jail, prison, or detention facility, check the box next to “Yes,” write the facility name, skip Question 4, and proceed to Question 5. If you are not being held in a facility, check “No” and answer Question 4.

Step 4: Your employment

Only answer this question if you are not being held in a facility. If employed, write your employer’s name, address, and your gross monthly pay. If not employed, write the month your last job ended and your pay at that job per month.

Step 5: Other money in the last 12 months

Check “Yes” or “No” for each type of income listed. If you check “Yes,” write the source, how much you received, and how much you expect in the future.

Step 6: Cash and bank accounts

Write the total amount you have right now, including cash, checking accounts, and savings accounts.

Step 7: Property you own

List any valuable property such as land, a home, a vehicle, stocks, or bonds. Include the approximate value. You do not need to list clothing or normal household items.

Step 8: People who depend on you

List everyone who depends on you for money or support. Use initials for anyone under 18. Include your relationship to them and the monthly amount you give them.

Step 9: My monthly bills and debts

List all your regular monthly expenses and debts, such as rent, utilities, credit card bills, or loans. Include who you pay, the type of expense, and the monthly amount.

Step 10: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are swearing under penalty of perjury that everything on this form is true.

What happens next

1. There is no filing fee for a request to waive court fees and costs. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court of Guam, 120 West O'Brien Dr., Hagåtña — 671-475-3180
 - Superior Court of Guam, 120 West O'Brien Dr., Hagåtña — 671-475-3331
2. The court may order a hearing. You will get a hearing date by email/mail.
3. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest.
- Keep copies of everything you file.
- You must attach the completed forms that you want the court to waive fees and costs for.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or bills).
- You must update the court if your circumstances change and you become able to pay later.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Application to Waive Court Costs and Fees

1. About you

Full name

Mailing address

Physical address (if different)

Contact number(s)

Email

2. I am asking the court to:

✓ Waive (cancel) all costs and fees associated with this case, including:

- The filing fee for this case,
- Serving (notifying) the other party,
- Certification fees,
- Making copies of documents, and
- Transcripts for appeal.

☐ Waive (cancel) other court costs. Explain: _____

3. Are you held in a facility?

☐ Yes – I am held in a correctional or detention facility. (Skip Question 4).

Name of facility: _____

☐ No – I am not held in a facility.

4. Your employment

Skip this section if you answered Yes to number 3.

☐ I am currently employed.

→ First employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

→ Second employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

☐ I am not currently employed.

My last job ended in (month/year): _____

My pay at that last job was: \$ _____

5. Other money I received in the last 12 months

Check Yes or No for each type of income. If you check Yes, fill in the details on that same line.

Type of Income	Yes	No	If yes, describe the source, how much money you received, and how much you expect in the future.
(a) Money from a business, job, or self-employment	☐	☐	
(b) Rent I collected, interest, or dividends	☐	☐	
(c) Pension, retirement, annuity, or life insurance payments	☐	☐	
(d) Disability or workers' compensation payments	☐	☐	
(e) Gifts or inheritances	☐	☐	
(f) Any other money from any other source	☐	☐	

6. Cash and bank accounts

Include all money you have right now, such as cash, checking accounts, and savings accounts.

Total amount I have in cash or bank accounts: \$ _____

7. Property I own

List any valuable property you own, such as land, a home, a vehicle, stocks, or bonds. You do not need to list normal household items or clothing.

Description of property	Approximate value

8. People who depend on me

List everyone who depends on you for money or support, such as children, a spouse, or a parent.
Use initials only for anyone under 18.

Name (or initials if under 18)	Relationship to you	Monthly support you give

9. My monthly bills and debts

List your regular monthly expenses and debts, such as rent, utilities, and credit card payments.

Who you pay (creditor)	Type of bill or debt	Monthly amount

10. My promise to the court

- ✓ If I get money or property in this case, the court may apply any unpaid fees to that amount and pay them to the Clerk of Court (except for child support). I agree with this.
- ✓ I swear under penalty of perjury that all my answers on this form are true and correct. I also agree to provide the court with any financial records it requests.
- ✓ I must update the court if my circumstances change and I am able to pay later.

Signature: _____ (self-represented)

Print name: _____

Date: _____

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____

Order – Application to Waive Court Costs and Fees

Stop. The court will complete the rest.

1. Application status

The Application to Waive Court Costs and Fees is:

☐ Granted

☐ Denied

It is so ordered.

Judge/Justice, Superior/Supreme Court of Guam

Date signed

In the Superior Court of Guam

Case No.: _____

Declaration of Posting – Adult Name Change

1. About you

My name is: _____

✓ I did **not** file the name change request.

2. I posted the Order to Show Cause

In the following three public places in Hagåtña:

- _____
- _____
- _____

And in the following public place in the petitioner's village:

- _____

And each remained posted for **four weeks**.

3. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____

Print name: _____

Date: _____

In the Superior Court of Guam

Case No.: _____

Final Order – Adult Name Change

Complete sections one and two.

1. Hearing information

The court held a hearing about this name change request.

Location: _____

Date: _____

Time: _____

2. The court approves the name change listed below

Current legal name: _____

New legal name: _____

This name change takes effect on the date the judge signs this order.

Stop. The court will complete section three.

3. What the court found

The court reviewed the name change request and the documents filed. No one objected to the name change.

It is so ordered.

Judge, Superior Court of Guam

Date signed

MINOR NAME CHANGE REQUEST



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

What to File to Change a Minor's Name

This page is a checklist of documents you will need to file to legally change a minor's name. See "How to Fill Out a Name Change Request for a Minor" for step-by-step instructions for the numbered parts of the Request. **Read all instructions before you fill out any forms.**

1. Complete and bring the following documents to the Clerk's Office:

- ☐ Non-Criminal Case Cover Sheet – File one original and at least one copy. Fill out only the top left box under "Petitioner." The rest of the form is complete. The Petitioner is the adult filling out the form. After the Petitioner's name, write "on behalf of," then the minor's name.
- ☐ Minor Name Change Request (Petition) – File one original and at least one copy.
- ☐ Order to Show Cause (OSC) – File **four** originals and at least one copy. Fill out sections one and two.
- ☐ Application to Waive Court Costs and Fees (Optional) – Fill this out if you cannot pay the fees for this case. If you choose to file this, file one original and at least one copy.

2. Post the Order to Show Cause:

- ☐ Once the court has reviewed your filings, the Clerk will send you signed copies of the OSC. These must be posted in public places by **someone other than you. The minor's parents cannot post the OSC.** The OSC must be posted in three public places in Hagåtña and one public place in the village where the minor lives for **four weeks**. Places to post the OSC include the post office, court, mayor's office, and stores or other public businesses.

3. After posting, return to the Clerk's Office with these documents:

- ☐ Declaration of Posting – File one original and at least one copy.
- ☐ Final Order – File one original and at least one copy. Fill out sections one and two.

There is no fee to file the Declaration of Posting or Final Order.

SUPERIOR COURT OF GUAM
NON-CRIMINAL CASE COVER SHEET

CASE NUMBER (For Clerk Use Only): _____

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

1. Petitioner(s):		<div style="display: flex; align-items: center; justify-content: center;"><div style="text-align: left; padding-left: 10px;">Complete only the Petitioner information section in the box to the left. The rest of this form is complete. The Petitioner is the parent or guardian filling out the Name Change Request. Write the parent/guardian's name. Then write the minor's name after "on behalf of."</div></div>
Name(s): On behalf of: Address: Email: Telephone:		
2. Check <u>ONE</u> box below for the case type that is the <u>PRIMARY</u> cause of action:		
CIVIL		DOMESTIC RELATIONS
TORT: ☐ Automobile Tort ☐ Intentional Tort Malpractice ☐ Medical ☐ Other ☐ Premises Liability ☐ Product Liability ☐ Slander/ Libel / Defamation ☐ Other	CONTRACT: ☐ Buyer Plaintiff ☐ Fraud Employment ☐ Discrimination ☐ Other Landlord Tenant ☐ Unlawful Detainer ☐ Other ☐ Mortgage Foreclosure ☐ Seller Plaintiff (Debt Collection) ☐ Other	Dissolution/Divorce/Annulment ☐ Uncontested Divorce ☐ Divorce ☐ Annulment ☐ Paternity ☐ Custody ☐ Visitation ☐ Adoption ☐ Civil Protection/Restraining Orders (Plaintiff's DOB: _____) (Defendant's DOB: _____) ☐ Other: _____
OTHER CIVIL: ☐ Restraining Order ☐ Foreign Judgment ☐ Petition for Judicial Review ☐ Procurement Appeal ☐ Civil Forfeiture ☐ Petition for Writs ☒ Other		Support ☐ Child Support – IV-D ☐ Child Support – Private (Non-IV-D) ☐ Support – Other
REAL PROPERTY: ☐ Eminent Domain ☐ Quiet Title / Partition ☐ Other		PROBATE, MENTAL HEALTH, AND GUARDIANSHIP
		Probate ☐ Wills/Intestate ☐ Other Probate Mental Health ☐ Involuntary Hospitalization ☐ Other
		Guardianship ☐ Adult (Ward's DOB: _____) ☐ Juvenile
For CIVIL CASES ONLY:		
3. This case ☐ is / ☒ is not complex. If the case <i>is complex</i>, mark the factors requiring exceptional judicial management:		
<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;">☐ Large number of separately represented parties ☐ Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve ☐ Substantial amount of documentary evidence ☐ Large number of experts</div><div style="width: 50%;">☐ Large number of witnesses ☐ Coordination with related actions pending in one or more courts in other counties, states, or countries, or in federal court ☐ Substantial post-judgment judicial supervision.</div></div>		
4. Remedies sought (check all that apply):		
<div style="display: flex; flex-wrap: wrap;"><div style="width: 50%;">☐ Monetary ☐ Non-monetary – Declaratory or injunctive relief</div><div style="width: 50%;">☐ Punitive ☒ Other: <u>Order Granting Petition for Change of Name</u></div></div>		
5. Cause(s) of Action (specify): <u>Petition for Change of Name (Minor)</u>		
6. This case ☐ is / ☒ is not a class action suit.		
7. Jury Demanded in Pleading?: ☐ Yes / ☒ No → If yes: ☐ Jury of 6 / ☐ Jury of 12		
8. If there are any known related cases, list the case name(s) and number(s): _____		



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

How to Fill Out a Name Change Request for a Minor

What is a Name Change Request for a Minor?

- This form asks the court to legally change the name of a minor under 18 years old. Once approved by the court, the minor's new name becomes their official legal name and can be used on all documents, including their driver's license, passport, and Social Security card.
- You might use this form if:
- You want to change the first, middle, or last name of a minor
 - You are the parent or guardian of a minor who wants to use a name that better reflects their identity
 - You adopted a child and want to change their last name
 - Another reason

Can you use this form?

YES, if:

1. You are 18 years or older AND
 2. You are the parent of the minor whose name you want to change
- OR: if both the minor's parents are deceased, you may file if you are the minor's legal guardian

NO, if:

- You are neither the minor's parent nor guardian OR
- You are the minor's legal guardian, but one or both of the minor's parents are still living.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name on each additional page. Attach the additional pages to your request.

What you should have before filing

1. **The minor’s** birth certificate.
2. If the minor’s current name is different than what is recorded on the birth certificate, then you will need a government-issued photo ID (driver’s license, passport, etc.) with the minor’s current name OR a court order with the minor’s current name.
3. Proof of **your** residency (for example, mayor’s verification or Guam ID).
4. A copy of **your** government-issued photo ID to prove your identity and relationship to the minor.
5. If you are the minor’s legal guardian, be prepared to show the court the death certificates of both of the minor’s parents. A legal guardian can only file a name change petition on behalf of a minor if both of the minor’s parents have died. The court may also ask you to file, under seal, your proof of guardianship. The Clerk’s Office can help you with this process if the court requests a sealed (confidential) filing.

If you do not have one or more of these documents, you may still file a request to change the minor’s name and explain to the court why you do not have them. Use the space provided or attach an additional page with your explanation and file it with your Request.

Step 1: Tell the court how to reach you

Fill in your name, mailing and physical address (if different), and contact information.

Step 2: Language help

Need an interpreter? Check the box and write the language you speak. If you need language assistance to fill out this form, contact the court. Court navigators can help you.

Step 3: About the minor

Fill in the minor's current legal name, birth date, and birthplace.

Step 4: Write exactly the name the minor wants

Write the name exactly as you want it to appear on the minor's new documents.

Step 5: Tell the court why you want to change the minor's name

Explain your reason for changing the minor's name. Be honest and specific. Include the reasons the minor asked you to make this request. If the minor has changed their name before, list each previous name and explain why it was changed.

Step 6: About the minor's other parent or parents

Tell the court who the minor's other parent is. If you don't know, you can write "unknown." If the other parent is deceased, write the parent's name followed by "deceased."

Step 7: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are promising the court that everything you wrote is true.

Important reminders

- Be honest. Lying to the court is against the law.
- Keep copies of everything you file.
- After the court approves the minor's name change, you must update their name with government agencies yourself. The court does not do this for you.

What happens next

1. File your form at the Superior Court of Guam Clerk's Office. Bring the originals of each of your documents, and bring four copies of the Order to Show Cause (OSC).
 - Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910
671-475-3331
 - Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929
671-635-2501
2. Pay the filing fee
 - Ask the Clerk how much the fee is and if you qualify for a fee waiver.
 - File a Request to Waive Court Fees and Costs if you want to ask the court to waive fees.
3. If the court issues an OSC, you must have someone put it somewhere the public can see it. This is called "posting." Someone other than you must post the OSC in three public places in Hagåtña and one public place in the village where the minor lives. **Neither of the minor's parents can post the OSC.** Leave it posted for **four weeks**. They can post it at the post office, court, mayor's office, and stores or other public businesses.
 - The court will want the consent of both the minor's parents before approving a name change. If you haven't already, tell the other parent about the Request. Both parents should attend the hearing. Tell the other parent once you know when the hearing will be held.
 - Any adult other than the minor's parents can post the OSC, even a friend or family member. Process servers are also available for hire. The Clerk's Office can give you the "Special Process Server List," available at guamcourts.gov/quick-assist/specifically/process-servers.
4. After posting for **four weeks**, return to the court and file the Declaration of Posting and Final Order. There is no filing fee for either of these forms.
5. The Clerk will send you a hearing date by mail/email.
6. Go to your hearing. Bring proof of the minor's identification, including their birth certificate.
7. The judge will ask you questions about why you want to change the minor's name. Answer honestly. Depending on the minor's age, the minor may also be asked about the name change.
8. If the judge approves the name change request, you will receive a court order with the minor's new legal name. This document is very important—keep it safe! You will need it to update the minor's name with the Social Security Administration, DMV, passport office, banks, and other agencies. The court does not do this for you.

In the Superior Court of Guam

Case No.: _____
(for court use only)

Minor Name Change Request (Petition)

1. About you

→ I am the (check one):

☐ Mother ☐ Father ☐ Guardian

→ I do not have an attorney.

Name

Physical address

Mailing address (if different)

Contact number(s)

Email

2. Request an interpreter

☐ I need a court interpreter for all court hearings about this request in this language:

3. About the minor

Full current legal name: _____

Birth date: _____

Birthplace: _____

4. Write the minor's proposed name below.

5. Tell us why you want to change the minor's name.

If the minor's name has changed before, explain why and include each previous name.

6. About the minor's other parent or parents

Include the name of the other parent, or if you are filing as the guardian, include the names of both parents: _____

Provide any additional information you would like the Court to know below:

7. My promise to the court

- ✓ I do not intend to trick anyone by changing the minor's name.
- ✓ I have attached a copy of the minor's birth certificate or explained why I cannot do so.
- ✓ I have attached a copy of my government-issued photo ID and proof of residency or explained why I cannot do so.
- ✓ I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented).

Print Name: _____

Date: _____

In the Superior Court of Guam

Case No.: _____
(for court use only)

Order to Show Cause (OSC) – Minor Name Change

Complete sections one and two.

1. A name change has been requested for the minor named below.

Current legal name: _____

Requested legal name: _____

2. Someone other than a parent/guardian of the minor named above must post this OSC in three public places in Hagåtña and one public place in the village where the minor lives. It must be posted for four weeks.

Village: _____

Stop. The court will complete section three.

3. Anyone who objects to this name change must come to the hearing below.

Location: _____

Date: _____

Time: _____

It is so ordered.

Judge, Superior Court of Guam

Date signed



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

This page contains instructions only—do not file.

How to Apply to Waive Court Fees and Costs

Use this form if you want to file or respond to a case in either the Supreme Court or the Superior Court, or have the court serve documents in your case, but you cannot afford to pay the filing fees or costs. You must attach the completed forms that you want the court to waive fees and costs for.

What is an Application to Waive Court Costs and Fees?

If you cannot pay, this form helps you ask the court to waive costs and fees for:

- ✓ The filing fee for this case,
- ✓ Serving (notifying) the other party,
- ✓ Certification fees,
- ✓ Making copies of documents, and
- ✓ Transcripts for appeal.

But the court cannot waive the costs of publication in the newspaper or elsewhere.

What you need

1. Your case number, if you already have one;
2. Information about your income, property, and monthly expenses; and
3. Proof of your income, such as a pay stub, benefits letter, or bank statement.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name and case number on each additional page. Attach the additional pages to your request.

Step 1: About you

If you already have a case number, include it in the top right corner of the request. Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you. If you are asking for something not listed, describe it on the “other” line.

Step 3: Are you held in a facility?

If you are in a jail, prison, or detention facility, check the box next to “Yes,” write the facility name, skip Question 4, and proceed to Question 5. If you are not being held in a facility, check “No” and answer Question 4.

Step 4: Your employment

Only answer this question if you are not being held in a facility. If employed, write your employer’s name, address, and your gross monthly pay. If not employed, write the month your last job ended and your pay at that job per month.

Step 5: Other money in the last 12 months

Check “Yes” or “No” for each type of income listed. If you check “Yes,” write the source, how much you received, and how much you expect in the future.

Step 6: Cash and bank accounts

Write the total amount you have right now, including cash, checking accounts, and savings accounts.

Step 7: Property you own

List any valuable property such as land, a home, a vehicle, stocks, or bonds. Include the approximate value. You do not need to list clothing or normal household items.

Step 8: People who depend on you

List everyone who depends on you for money or support. Use initials for anyone under 18. Include your relationship to them and the monthly amount you give them.

Step 9: My monthly bills and debts

List all your regular monthly expenses and debts, such as rent, utilities, credit card bills, or loans. Include who you pay, the type of expense, and the monthly amount.

Step 10: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are swearing under penalty of perjury that everything on this form is true.

What happens next

1. There is no filing fee for a request to waive court fees and costs. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court of Guam, 120 West O'Brien Dr., Hagåtña — 671-475-3180
 - Superior Court of Guam, 120 West O'Brien Dr., Hagåtña — 671-475-3331
2. The court may order a hearing. You will get a hearing date by email/mail.
3. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest.
- Keep copies of everything you file.
- You must attach the completed forms that you want the court to waive fees and costs for.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or bills).
- You must update the court if your circumstances change and you become able to pay later.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Application to Waive Court Costs and Fees

1. About you

Full name

Mailing address

Physical address (if different)

Contact number(s)

Email

2. I am asking the court to:

✓ Waive (cancel) all costs and fees associated with this case, including:

- The filing fee for this case,
- Serving (notifying) the other party,
- Certification fees,
- Making copies of documents, and
- Transcripts for appeal.

☐ Waive (cancel) other court costs. Explain: _____

3. Are you held in a facility?

☐ Yes – I am held in a correctional or detention facility. (Skip Question 4).

Name of facility: _____

☐ No – I am not held in a facility.

4. Your employment

Skip this section if you answered Yes to number 3.

☐ I am currently employed.

→ First employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

→ Second employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

☐ I am not currently employed.

My last job ended in (month/year): _____

My pay at that last job was: \$ _____

5. Other money I received in the last 12 months

Check Yes or No for each type of income. If you check Yes, fill in the details on that same line.

Type of Income	Yes	No	If yes, describe the source, how much money you received, and how much you expect in the future.
(a) Money from a business, job, or self-employment	☐	☐	
(b) Rent I collected, interest, or dividends	☐	☐	
(c) Pension, retirement, annuity, or life insurance payments	☐	☐	
(d) Disability or workers' compensation payments	☐	☐	
(e) Gifts or inheritances	☐	☐	
(f) Any other money from any other source	☐	☐	

6. Cash and bank accounts

Include all money you have right now, such as cash, checking accounts, and savings accounts.

Total amount I have in cash or bank accounts: \$ _____

7. Property I own

List any valuable property you own, such as land, a home, a vehicle, stocks, or bonds. You do not need to list normal household items or clothing.

Description of property	Approximate value

8. People who depend on me

List everyone who depends on you for money or support, such as children, a spouse, or a parent.
Use initials only for anyone under 18.

Name (or initials if under 18)	Relationship to you	Monthly support you give

9. My monthly bills and debts

List your regular monthly expenses and debts, such as rent, utilities, and credit card payments.

Who you pay (creditor)	Type of bill or debt	Monthly amount

10. My promise to the court

- ✓ If I get money or property in this case, the court may apply any unpaid fees to that amount and pay them to the Clerk of Court (except for child support). I agree with this.
- ✓ I swear under penalty of perjury that all my answers on this form are true and correct. I also agree to provide the court with any financial records it requests.
- ✓ I must update the court if my circumstances change and I am able to pay later.

Signature: _____ (self-represented)

Print name: _____

Date: _____

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____

Order – Application to Waive Court Costs and Fees

Stop. The court will complete the rest.

1. Application status

The Application to Waive Court Costs and Fees is:

☐ Granted

☐ Denied

It is so ordered.

Judge/Justice, Superior/Supreme Court of Guam

Date signed

In the Superior Court of Guam

Case No.: _____

Declaration of Posting – Minor Name Change

1. About you

My name is: _____

✓ I did **not** file the request to change the minor's name.

✓ I am **not** the minor's parent or guardian.

2. I posted Order to Show Cause

In the following three public places in Hagåtña:

- _____
- _____
- _____

And in the following public place in the village where the minor lives:

- _____

And each copy of the OSC remained posted for **four weeks**.

3. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____

Print name: _____

Date: _____

In the Superior Court of Guam

Case No.: _____

Final Order – Minor Name Change

Complete sections one and two.

1. Hearing information

The court held a hearing about this name change request.

Location: _____

Date: _____

Time: _____

2. The court approves the name change listed below

Current legal name: _____

New legal name: _____

This name change takes effect on the date the judge signs this order.

Stop. The court will complete section three.

3. What the court found

The court reviewed the name change request and the documents filed. No one objected to the name change.

It is so ordered.

Judge, Superior Court of Guam

Date signed

APPLICATION TO WAIVE COURT COSTS AND FEES



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

This page contains instructions only—do not file.

How to Apply to Waive Court Costs and Fees

Use this form if you want to file or respond to a case in either the Supreme Court or the Superior Court, or have the court serve documents in your case, but you cannot afford to pay the filing costs or fees. You must attach the completed forms that you want the court to waive costs and fees for.

What is an Application to Waive Court Costs and Fees?

If you cannot pay, this form helps you ask the court to waive costs and fees for:

- ✓ The filing fee for this case,
- ✓ Serving (notifying) the other party,
- ✓ Certification fees,
- ✓ Making copies of documents, and
- ✓ Transcripts for appeal.

But the court cannot waive the costs of publication in the newspaper or elsewhere.

What you need

1. Your case number, if you already have one;
2. Information about your income, property, and monthly expenses; and
3. Proof of your income, such as a pay stub, benefits letter, or bank statement.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name and case number on each additional page. Attach the additional pages to your request.

Step 1: About you

If you already have a case number, include it in the top right corner of the request. Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you. If you are asking for something not listed, describe it on the “other” line.

Step 3: Are you held in a facility?

If you are in a jail, prison, or detention facility, check the box next to “Yes,” write the facility name, skip Question 4, and proceed to Question 5. If you are not being held in a facility, check “No” and answer Question 4.

Step 4: Your employment

Only answer this question if you are not being held in a facility. If employed, write your employer’s name, address, and your gross monthly pay. If not employed, write the month your last job ended and your pay at that job per month.

Step 5: Other money in the last 12 months

Check “Yes” or “No” for each type of income listed. If you check “Yes,” write the source, how much you received, and how much you expect in the future.

Step 6: Cash and bank accounts

Write the total amount you have right now, including cash, checking accounts, and savings accounts.

Step 7: Property you own

List any valuable property such as land, a home, a vehicle, stocks, or bonds. Include the approximate value. You do not need to list clothing or normal household items.

Step 8: People who depend on you

List everyone who depends on you for money or support. Use initials for anyone under 18. Include your relationship to them and the monthly amount you give them.

Step 9: My monthly bills and debts

List all your regular monthly expenses and debts, such as rent, utilities, credit card bills, or loans. Include who you pay, the type of expense, and the monthly amount.

Step 10: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are swearing under penalty of perjury that everything on this form is true.

What happens next

1. There is no filing fee for a request to waive court fees and costs. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3180
 - Superior Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3331
2. The court may order a hearing. You will get a hearing date by email/mail.
3. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest. You are making statements under penalty of perjury.
- Keep copies of everything you file.
- You must attach the completed forms that you want the court to waive fees and costs for.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or bills).
- You must update the court if your circumstances change and you become able to pay later.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Application to Waive Court Costs and Fees

1. About you

Full name

Mailing address

Physical address (if different)

Contact number(s)

Email

2. I am asking the court to:

✓ Waive (cancel) all costs and fees associated with this case, including:

- The filing fee for this case,
- Serving (notifying) the other party,
- Certification fees,
- Making copies of documents, and
- Transcripts for appeal.

☐ Waive (cancel) other court costs. Explain: _____

3. Are you held in a facility?

☐ Yes – I am held in a correctional or detention facility. (Skip Question 4).

Name of facility: _____

☐ No – I am not held in a facility.

4. Your employment

Skip this section if you answered Yes to number 3.

☐ I am currently employed.

→ First employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

→ Second employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

☐ I am not currently employed.

My last job ended in (month/year): _____

My pay at that last job was: \$ _____

5. Other money I received in the last 12 months

Check Yes or No for each type of income. If you check Yes, fill in the details on that same line.

Type of Income	Yes	No	If yes, describe the source, how much money you received, and how much you expect in the future.
(a) Money from a business, job, or self-employment	☐	☐	
(b) Rent I collected, interest, or dividends	☐	☐	
(c) Pension, retirement, annuity, or life insurance payments	☐	☐	
(d) Disability or workers' compensation payments	☐	☐	
(e) Gifts or inheritances	☐	☐	
(f) Any other money from any other source	☐	☐	

6. Cash and bank accounts

Include all money you have right now, such as cash, checking accounts, and savings accounts.

Total amount I have in cash or bank accounts: \$ _____

7. Property I own

List any valuable property you own, such as land, a home, a vehicle, stocks, or bonds. You do not need to list normal household items or clothing.

Description of property	Approximate value

8. People who depend on me

List everyone who depends on you for money or support, such as children, a spouse, or a parent.
Use initials only for anyone under 18.

Name (or initials if under 18)	Relationship to you	Monthly support you give

9. My monthly bills and debts

List your regular monthly expenses and debts, such as rent, utilities, and credit card payments.

Who you pay (creditor)	Type of bill or debt	Monthly amount

10. My promise to the court

- ✓ If I get money or property in this case, the court may apply any unpaid fees to that amount and pay them to the Clerk of Court (except for child support). I agree with this.
- ✓ I swear under penalty of perjury that all my answers on this form are true and correct. I also agree to provide the court with any financial records it requests.
- ✓ I must update the court if my circumstances change and I am able to pay later.

Signature: _____ (self-represented)

Print name: _____

Date: _____

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____

Order – Application to Waive Court Costs and Fees

Stop. The court will complete the rest.

1. Application status

The Application to Waive Court Costs and Fees is:

☐ Granted

☐ Denied

It is so ordered.

Judge/Justice, Superior/Supreme Court of Guam

Date signed

PETITION FOR A WRIT OF HABEAS CORPUS



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

This page contains instructions only—do not file.

How to Petition for a Writ of Habeas Corpus

What is a Petition for a Writ of Habeas Corpus?

- This petition is a legal request asking a court to review whether detention or custody is lawful.
- You can use this petition if you believe you are being held without proper legal authority or that your constitutional rights have been or are currently being violated.

Before you start

- Read these instructions and the entire petition before responding to any questions.
- You are the petitioner (the person filing). The respondent is usually the person or agency holding you in custody (such as the warden or Director of Corrections).
 - If you are in the custody of the Government of Guam, the Attorney General must receive a copy of your petition. You can mail it to the Attorney General at the address below.

See 8 GCA § 135.14.

Attorney General of Guam
Office of the Attorney General
134 W. Soledad Ave., Ste. 412
Hagåtña, GU 96910

- This petition must be clearly handwritten or typed. All answers must be true and correct. Making a false statement is against the law.
- Fill in every question that applies to you. If you do not know the answer to a question, it is okay to leave it blank. If you need more space, include “continued on additional page” next to the question. On the additional page, include the question number and finish your response. Include your name on each page. Attach any additional pages to your petition.

Cover page: Initial information

- Choose a court. You must almost always file first in the Superior Court before filing in the Supreme Court. If you have an appeal pending before the Supreme Court, it may be appropriate to file your petition there first. Otherwise, the Supreme Court will likely dismiss your petition and instruct you to file first in the Superior Court. If the Superior Court has already denied your petition, that is normally when you would file your petition in the Supreme Court.
 - If you are in the custody of the federal government—for example, serving a sentence for a conviction in federal court or being held in immigration detention—neither the Superior Court nor Supreme Court can order your release. The District Court of Guam has its own forms and requirements.
- Fill in the information about the petitioner (you) and the respondent (usually the person or agency holding you in custody).

Step 1: Language help

Need an interpreter? Check the box and fill in the language you speak. If you need language assistance to fill out this form, contact the court. Court navigators can help you.

Step 2: The reason for your petition

Check the boxes that apply to your situation. If the reason is not listed, check the box next to “Other” and explain what the reason is.

Step 3: Location and status

Check the box for your current location or supervision status. If you check “Other” or “something else,” include the name and address of your location. If you check “something else,” you should also explain how you are being held in custody.

Step 4: Reason for custody or supervised release

Fill in all items that apply to your situation. For item A, write the specific crime(s) or reason for commitment. For item B, write the statute (for example: “9 GCA § 25.15”). Try to fill in as much information as you can. It’s okay to leave an item blank if you do not know the answer.

Step 5: Last plea (if applicable)

If this question applies to you, check the box next to the last plea you entered. If you pleaded not guilty, check the box next to the kind of trial you had or explain more in the “Other” section.

Step 6: Claim(s) for relief

This is the most important section. List and attach any documents that support your claim. If you have more than one claim, make copies of pages 4 and 5 of the petition and number your claims in order. For example, “Claim #2.” Include your name on each page. Attach any additional pages to your petition.

- a. Your claim: Write a brief statement of your legal claim.
 - Example 1: “The trial court imposed an illegal sentence.”
 - Example 2: “My attorney did not represent me effectively.”
- b. Supporting facts: Tell your story briefly without citing cases or law. If you are challenging the legality of your conviction, describe the facts on which your conviction is based.
 - You must state specific facts, not conclusions. A fact says who did what, when, and where. A conclusion gives an opinion without details. Failure to allege sufficient facts will result in the denial of your petition. *See In re Swain*, 34 Cal.2d 300, 304 (1949).
- c. Supporting documents: Attach declarations, relevant records, transcripts, or other documents supporting your claim. *See People v. Duvall*, 9 Cal.4th 464, 474 (1995).
- d. Supporting cases, rules, or other authority. This is optional. Briefly discuss, or list by name and citation, the cases or other authorities that you think are relevant to your claim.

Step 7: Appeal history

If you appealed from your conviction, sentence, or commitment, answer Question 7 for each appeal. If you appealed more than once, make a copy of Page 6 for each appeal. Do not include other habeas petitions here—only direct appeals. Number your appeals in order. For example, “Appeal #2.” Include your name on each page. Attach any additional pages to your petition.

Step 8: Claims not raised on appeal

If your petition makes a new claim, explain why you did not raise this claim on appeal. Be specific.

- Example 1: “I discovered new evidence after my appeal.”
- Example 2: “My attorney did not raise this issue.”

Step 9: Administrative review (if applicable)

For claims about conditions, discipline, or credits, you usually must complete all available internal complaint or grievance steps before filing in court. Explain the steps you took or why you could

not. Check whether you sought the highest level of review available. Attach copies of grievances and any responses if you have them. If this question does not apply to you, leave it blank.

Step 10: Other petitions or motions filed

If you filed more than one petition, make copies of Page 8 and number the petitions or motions in order. Do not count your direct appeal.

Step 11: Delay in filing

Explain why you did not make your claims sooner, such as new information or evidence.

Step 12: Current attorney or lawyer

If you have an attorney or lawyer, write their name and address.

Step 13: Other pending matters

If you have other cases currently in court, explain what they are and which court they are in.

Step 14: If you are filing in the Supreme Court, explain why

If you did not file a petition in the Superior Court first and you are filing your petition in the Supreme Court, explain why the Supreme Court should review your petition.

Step 15: Verification

Write today's date and sign. If you are completing the petition for someone else, you must explain your relationship to the petitioner and why they cannot sign.

What happens next

1. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3180
 - Superior Court, 120 West O'Brien Dr., Hagåtña, GU 96910 — 671-475-3331
2. There is a filing fee for a Petition for Writ of Habeas Corpus. If you cannot pay, file the Application to Waive Court Costs and Fees with your petition.

Important reminders

- Be honest. You are making allegations and statements under penalty of perjury.
- Keep copies of everything you file.
- Attach supporting documents to your petition.
- Notify the Clerk of Court in writing if your address changes after you file your petition.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Petition for Writ of Habeas Corpus

v.

Petitioner (Your name)

Respondent

Address

Address

DOC or ID Number (if applicable)

1. Request an interpreter

☐ I need a court interpreter for all court hearings about this request in this language:

2. This petition concerns:

Check all that apply.

- ☐ Conviction
- ☐ Sentence
- ☐ Parole
- ☐ Credits
- ☐ Jail or prison conditions
- ☐ Prison discipline
- ☐ Bail determination (8 GCA § 135.44)
- ☐ Other (specify): _____

3. Tell us about your location and status

If you are incarcerated, where are you incarcerated?

- ☐ Guam Adult Correctional Facility
Physical address: 1 Mashburn Ln., Mangilao, GU 96913
Mailing address: P.O. Box 3236, Hagåtña, GU 96932
 - ☐ Hagåtña Detention Facility, 203 Aspinall Ave., Hagåtña, GU 96910
 - ☐ Department of Youth Affairs, 169 San Isidro Dr., Mangilao, GU 96913
 - ☐ Other (name and address): _____
-
-

If you are **not** incarcerated, are you on:

- ☐ Probation
- ☐ Parole
- ☐ Mandatory supervision
- ☐ Post-release community supervision
- ☐ Something else (explain): _____

4. Why are you in custody or on supervised release?

- ☐ Criminal conviction
- ☐ Civil commitment (being held in a facility for mental health or other noncriminal reasons).

Answer items A through H as best as you can.

A. State the reason for civil commitment or, if a criminal conviction, state the nature of the offense and enhancements (extra penalties added to your sentence, for example, “with the use of a deadly weapon”).

B. Guam Code sections: _____

C. Case number: _____

D. Date convicted or committed: _____

E. Date sentenced or date of judgment: _____

F. Length of sentence: _____

G. When do you expect to be released? _____

H. Were you represented by counsel?

☐ Yes, Attorney’s name: _____

Attorney’s address: _____

☐ No

5. If applicable, what was the last plea you entered?

☐ Not guilty

→ What kind of trial did you have?

☐ Jury

☐ Judge without a jury

☐ Awaiting trial

☐ Other: _____

☐ Guilty

☐ No contest (nolo contendere)

☐ Other: _____

6. Claim #_____

If you have more than one claim, make a copy of pages 4 and 5, and number each claim in order.

a. Your claim: _____

[illegible]

b. Supporting facts: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

c. Supporting documents: _____

[illegible]

d. Supporting cases, rules, or other authority (optional): _____

[illegible]

7. Did you appeal from the conviction, sentence, or commitment?

Do not include any other petitions for habeas corpus.

- ☐ No (continue to Question 8)
- ☐ Yes (for each instance, make a copy of this page and number the appeals in order)

Appeal # _____

→ Date of decision: _____

→ Result: _____

→ Case number and citation of opinion (if known): _____

→ Issues raised:

1. _____

2. _____

3. _____

4. _____

5. _____

→ Were you represented by counsel on appeal?

☐ No

☐ Yes, Attorney's name: _____

Attorney's address: _____

8. Does your petition make a claim that you did not make on appeal?

☐ No (continue to Question 9)

☐ Yes

→ Explain why you did not make this claim on appeal. See *In re Dixon*, 41 Cal.2d 756, 759 (1953): _____

9. Administrative review (if applicable)

- a. You usually must go through all available internal complaint or grievance steps before filing in court. If your petition concerns conditions of confinement or other claims that have administrative remedies, failure to exhaust administrative remedies may result in the denial of your petition, even if your other reasons are valid. See *In re Dexter*, 25 Cal.3d 921, 925 (1979). Explain what administrative review you sought or why you did not seek such review:

- b. Did you seek the highest level of administrative review available?

☐ Yes

☐ No

- c. If applicable, attach documents that show you have exhausted your administrative remedies. See *People v. Duvall*, 9 Cal.4th 464, 474 (1995).

10. Have you filed any other petitions or motions about your claim in any court?

Do not include a direct appeal. See *In re Clark*, 5 Cal.4th 750, 767–769 (1993) and *In re Miller*, 17 Cal.2d 734, 735 (1941).

☐ No (continue to Question 11)

☐ Yes (if more than one, make copies of this page and number the petitions/motions in order)

#_____ (number, e.g., “First”) other petition, application, or motion

a. Type of proceeding (for example, “habeas corpus petition”): _____

b. Court:

☐ Supreme Court of Guam ☐ Superior Court of Guam ☐ District Court of Guam

☐ Other: _____

c. Result (attach order or explain why it is unavailable): _____

d. Date of decision: _____

e. Case number or citation of opinion, if known: _____

f. All issues raised:

(1) _____

(2) _____

(3) _____

g. If the court held a hearing, state the **date, nature, and result** of the hearing.

11. Explain any delay in filing the claims you make now.

Explain any delay in discovering or presenting the claims for relief that you raise now in this petition. See *In re Robbins*, 18 Cal.4th 770, 780 (1998).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

12. Are you represented by an attorney or lawyer on this petition?

- ☐ No (continue to Question 13)
- ☐ Yes

Attorney's name: _____

Attorney's address: _____

13. Do you have any pending petition, appeal, or other matter in any court?

- ☐ No (continue to Question 14)
- ☐ Yes (explain): _____

Yes (explain): _____

14. Are you filing this petition in the Supreme Court of Guam?

☐ No (continue to Question 15)

☐ Yes

If this petition could have been made first in the Superior Court, you must explain why you are filing in the Supreme Court without first filing in the Superior Court.

15. Sign your petition

I am the petitioner in this action. I declare under penalty of perjury under the laws of Guam that the foregoing allegations and statements are true and correct, except as to matters that are stated on my information and belief, and as to those matters, I believe them to be true.

Date: _____ Signature: _____

(Signature of the Petitioner)

If you are signing on behalf of the petitioner under 8 GCA § 135.12:

- What is your relation to the petitioner? _____
 - Why does the petitioner need you to sign this form for them? _____
-

I, _____, (your name) declare under penalty of perjury under the laws of Guam that the foregoing allegations and statements are true and correct regarding _____'s (petitioner's name) petition, except as to matters that are stated on information and belief, and as to those matters, I believe them to be true.

Date: _____ Signature: _____

(Signature of person signing on behalf of the Petitioner)