



HON. ALBERTO C. LAMORENA, III
PRESIDING JUDGE

Superior Court of Guam

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RECORDS AND FILE RETRIEVAL REQUEST FORM

A. REQUESTOR INFORMATION:

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

B. CASE INFORMATION: *Criminal Case Requests Only: Defendant's date of birth or other identifying information is required to assist with record identification and retrieval.

Case No: _____ ☐ Civil ☐ *Criminal ☐ Probate ☐ Domestic ☐ Juvenile

☐ Court-Appointed ☐ Other: _____ ☐ This request is related to employment on Guam pursuant to 22 GCA Chapter 6.

Plaintiff / Petitioner(s): _____

Defendant / Respondent: _____ *DOB: _____

C. DOCUMENT REQUESTS: Enter the document name, quantity, and select copy type (check all that apply):

Plain (uncertified copy), **Certified** (Clerk-certified copy), or **Exemplified** (triple-certified copy for use in another jurisdiction). If you do not know the document name or title, please describe the document as completely as possible to assist with identification and retrieval; attach additional pages if needed.

DOCUMENT NAME / DESCRIPTION	QTY	TYPE
		☐ Plain ☐ Certified ☐ Exemplified
		☐ Plain ☐ Certified ☐ Exemplified
		☐ Plain ☐ Certified ☐ Exemplified
		☐ Plain ☐ Certified ☐ Exemplified

D. DELIVERY METHOD: ☐ Mail ☐ Pick-Up ☐ Email

Requestor Initials: _____

Please provide delivery information if different from above:

Attn: _____ Email: _____

Mailing Address: _____

****NOTICE OF FEES:** Payment is required before your request is processed. Onsite retrieval fees do not apply to Criminal Felony and Misdemeanor cases or Juvenile Special Proceedings cases. Additional fees may apply for Docket Sheet requests and postage for records delivered by mail. A detailed list of court fees can be accessed online at <https://guamcourts.gov/courts-council/superior-court/fees>. For additional information or questions please call (671) 475-3449/3370.

- \$4.00/case Record Search
- \$4.00/case Onsite Retrieval
- \$20.00/case Offsite Retrieval
- \$1.00/page Plain Copy
- \$4.00/page Certified Copy
- \$30.00/page Exemplified Copy

Records email address:
scog.records@guamcourts.org