



District Court of Guam

4TH FLOOR, U.S. COURTHOUSE
520 WEST SOLEDAD AVENUE
HAGÁTÑA, GUAM 96910

Telephone: (671) 473-9100; Facsimile: (671) 473-9152
www.gud.uscourts.gov



FRANCES M. TYDINGCO-GATEWOOD
Chief Judge

JEANNE G. QUINATA
Clerk of Court

NOTICE

To: General Public
All Practicing Attorneys
United States Probation Office
United States Attorney's Office
Federal Public Defender's Office

From:  Jeanne G. Quinata, Clerk of Court

Subject: Exact amount policy for payments

Date: April 7, 2009

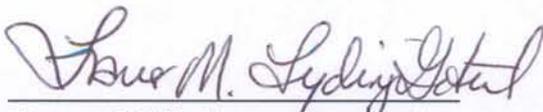
The Administrative Office of the United States Courts ("AO") recently performed a Management Review of our clerk's office functions and practices. The purpose of such review was to provide recommendations that will assist our court in streamlining its operations and improving the effectiveness and efficiency of the services we provide to the public.

The AO's management review team has strongly recommended that we discontinue the practice of providing change to customers conducting financial transactions with the Court. Accordingly, effective Friday, May 1, 2009, the Court will require the EXACT AMOUNT for all financial transactions.

To assist in ensuring adherence to this new policy, or if you are uncertain of the fee required per transaction, we encourage you to contact the Clerk's Office at 473-9100, or review the Court's fee schedule online at www.gud.uscourts.gov for more information

We appreciate your cooperation and understanding in this matter.

Approved by:



Frances M. Tydingco-Gatewood
Chief Judge