

GNLR 5.1 Format and Filing.

(a) Form; Copy. All papers presented for filing shall be on white opaque paper of good quality, eight and one-half inches by eleven inches (8 ½ x 11) in size, and shall be flat, unfolded (except where necessary for the presentation of exhibits), without back or cover and shall comply with all other applicable provisions of these Rules. All pages shall be numbered consecutively at the bottom. In addition to the original, a legible conformed copy of all documents, except certificates of service, summons, subpoenas and notices of depositions, shall be filed for the judge's use. Matter shall be presented by typewriting, printing, or other clearly legible reproduction process, and shall appear on one side of each sheet only. Facsimile reproductions are not acceptable. All papers shall be double-spaced except for the identification of counsel, title of the case, footnotes, quotations, and exhibits. No facsimile filings shall be accepted as the original for filing unless the party seeking to file by facsimile has secured the permission of the Court to file by facsimile by motion to the Court.

(b) Format. The title of the Court shall be centered and commence not less than three inches from the top of the page.

(c) Title Page. The first page of every document shall contain the following information which may be single spaced:

(1) The name, address and telephone number of the attorney appearing for a party in an action or individual appearing pro se and for whom the attorney appears shall be printed or typewritten in the upper left-hand corner. The space to the right of the page's center shall be reserved for the clerk's filing stamp.

(2) Below and to the left of the title of the Court, the title of the action or proceeding shall be inserted. In a complaint, the title of the proceeding shall contain the names of all parties and ~~in~~ ~~the event that~~ if the parties are too numerous for all to be named on the first page, the names of the parties may be carried onto successive page(s). In all papers other than a complaint, the title of the proceeding may be appropriately abbreviated.

(3) In the space to the right of the title of the action, the following shall appear:

(A) the file number of the action or proceeding;

(B) a designation of the action or proceeding as civil, criminal, bankruptcy, or adversary;

(C) a brief description of the nature of the document; and

(D) mention of any notice of motion or affidavits or memorandum in support.

(4) Cover Sheets. All documents initiating civil, criminal and adversary proceedings shall be accompanied by the appropriate cover sheet, which shall be fully completed and executed. Cover sheets are available upon request at the Clerk's Office. Persons in the custody of state or federal institutions and pro se litigants are exempt from the requirements of this subdivision.

(d) Typed Names Below Signature Lines. Names shall be typed below signatures on all pleadings and documents filed.

(e) Court Automation Requirements. The Court may issue guidelines on requirements for papers and pleadings as may be necessary to comply with court automation systems.

(f) Electronic Filing.

~~(1) The Court will accept for filing documents submitted, signed, verified or served by electronic means that comply with administrative procedures established by the Court.~~ Except as expressly provided in these rules or as ordered by the Court, and in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal Rules of Bankruptcy Procedure, in the absence of exceptional circumstances preventing a person from filing electronically, all pleadings and documents required to be filed with the Court in civil, criminal, and bankruptcy cases must be electronically filed using the practices and procedures outlined in the Court's published Administrative Procedures for Filing, Signing, Verification and Service of Documents by Electronic Means in Civil, Criminal, and Bankruptcy Cases.

(2) Failure to use electronic filing will be brought to the attention of the presiding judge for appropriate action, which may include issuance of a show cause order and sanctions against the filer, and a requirement by the Clerk of Court of the District Court of Guam (hereinafter "the Clerk") that the pleadings or documents be returned to the filer for electronic filing.

(3) Notwithstanding the foregoing, an attorney may, for good cause shown, request by written motion an exemption from mandatory electronic case filing. If the exemption pertains to a specific case, the motion should be filed in that case. If the exemption pertains to all cases before the Court, current and future, a motion must be filed with the Clerk and will be submitted to the Chief Judge and shall state the reason for the attorney's inability to comply with mandatory electronic case filing.

GNLR 7.1 Clerk of Court.

(a) Location and Hours. ~~(1)~~ The Office of the Clerk of this Court shall be located at 520 West Soledad Avenue, Fourth Floor of the U.S. Courthouse, Room 460, in Hagåtña, Guam. The mailing address is 4th Floor, U.S. Courthouse, 520 West Soledad Avenue, Hagåtña, Guam 96910. The regular hours shall be from 8:00 a.m. to 3:00 p.m. each day except Saturdays, Sundays, legal holidays and other days or at times so ordered by the Court. Nothing in this Rule precludes the filing of papers as provided in Rule 77, Federal Rules of Civil Procedure.

~~(2) Pleadings to be filed after December 31, 2009 and outside of the regular hours set forth in GNLR 7.1(a)(1) shall be filed electronically using the court's Case Management/Electronic Case Filing ("CM/ECF") System, pursuant to the court's published "Administrative Procedures for Filing, Signing, Verification and Service of Documents by Electronic Means in Civil and Criminal Cases" and "Administrative Procedures for Filing, Signing, Verification and Service of Documents by Electronic Means in Bankruptcy Cases."~~

(b) Court Calendar. The Clerk shall publish the court's calendar on the court's public website and shall, no later than Friday of each week, publish the court's calendar for the following week on the public bulletin board of the District Court.

GNL 17.1 Attorneys - Admission to the Bar of this Court - Duties.

(b) Procedure for Admission. Each applicant for admission shall present to the clerk a written petition for admission stating the applicant's full name, residence address, office address, the names of the courts before which the applicant is admitted to practice, and the respective dates of admission to those courts.

(1) The petition shall be accompanied by:

- (A)** a certificate from the Supreme Court of Guam evidencing the fact that the applicant is an active member in good standing of the Territorial Bar,
- (B)** a certificate of a member of the bar of this Court, stating that he knows the applicant and can affirm that he is of good moral character, and
- (C)** an order for admission to be signed by the judge. (Copies of the petition for admission and order of admission shall be supplied by the clerk upon request.)

(2) Upon qualification, the Clerk or his authorized deputy shall administer the following oath of admission to the applicant:

*"I solemnly swear that I will support the Constitution of the United States, the Organic Act of Guam, the applicable statutes of the United States and the laws of the territory of Guam; That I will maintain the respect due to the Courts of Justice and Judicial Officers and that I will demean myself uprightly as an attorney at law; And to abide by ~~the Code of Professional Responsibility of~~ the American Bar Association *Model Rules of Professional Conduct.*"*