

Attachment 6: Miscellaneous Judiciary Matters

The Judiciary needs CMS-like functionality that allows users in units of the Judiciary to manage a variety of case-like matters. A Judiciary matter has the following elements:

- Participants
- Matter initiation/update event/update event – primarily via online access
- Status
- Recordation of financial information, if applicable
- Event log (equivalent of a docket or register of actions in court cases)
- Attachment of scanned or e-filed documents to events in the log
- Scheduled events and a means to schedule them
- Private notes
- Document generation
- Reporting

A list follows of units of the Judiciary and miscellaneous Judiciary matters:

Supreme Court Clerk/Board of Law Examiners	2
Applications for Bar Admission	2
Guam Bar Association	2
Annual Bar Registration	2
Continuing Legal Education (CLE) Event Attendance.....	3
Special Projects Coordinator	3
Cases Missing from Statistical Reports Relating to Superior Court Time Standards..	3
Ethics Prosecutor	4
Complaints against Attorneys or Judges	4
Courts & Ministerial	4
Special Process Server Applications/Renewals.....	4
Complaints against Special Process Server	5
Judiciary Legal Staff	6
Freedom of Information Act (FOIA) Requests	6
Public Access to Electronic Court Records, Data and Meta Data	6

Supreme Court Clerk/Board of Law Examiners

Applications for Bar Admission

Element of Judiciary Matter	Application for Bar Admission
Participants	Applicant for bar admission
Matter initiation/update event	Online application and payment of fee
Status	Applied, Pending, Passed/Failed
Recordation of financial information	Fee paid
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	Documents verifying qualifications to be admitted
Scheduled events	Eligible bar examination, admission date
Private notes	Administrative notes
Document generation	Notices, notifications
Reporting	List of applicants sitting for bar exam, list of successful applicants, and other reports identified at time of analysis

Guam Bar Association

Annual Bar Registration

Element of Judiciary Matter	Annual Bar Registration
Participants	Active/Inactive admitted bar members
Matter initiation/update event	Online renewal registration/ certification and payment of fee; change of name; change of status; change of mailing address
Status	Active, Lapsed, Inactive, Resigned
Recordation of financial information	Annual fee paid
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	Registration/ Certification
Scheduled events	Expiration/Renewal date
Private notes	Administrative notes
Document generation	Invoice, Notices
Reporting	List of bar members by one or more categories of information (e.g., status, years as member, gender, employment status, standing committees), and other reports identified at time of analysis

Continuing Legal Education (CLE) Event Attendance

Element of Judiciary Matter	Continuing Legal Education (CLE) Event Attendance
Participants	Active admitted bar members
Matter initiation/update event	Online certification of attendance – ethics or non-ethics event
Status	Attended
Recordation of financial information	N/A
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	Documents verifying qualifications to be admitted
Scheduled events	Eligible bar examination, admission date
Private notes	Administrative notes
Document generation	Notices
Reporting	List of members attending a CLE event, events attended by a bar member, and other reports identified at time of analysis

Special Projects Coordinator

Cases Missing from Statistical Reports Relating to Superior Court Time Standards

Element of Judiciary Matter	Cases Missing from Statistical Reports Relating to Superior Court Time Standards
Participants	Active admitted bar members
Matter initiation/update event	Online notice of case(s) omitted from statistical report
Status	Received, Responded
Recordation of financial information	N/A
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	N/A
Scheduled events	N/A
Private notes	Administrative notes
Document generation	Notification to bar member about resolution of case missing
Reporting	List of cases or attorneys by one or more categories of case information, identified at time of analysis

Ethics Prosecutor

Complaints against Attorneys or Judges

Element of Judiciary Matter	Complaints Against Attorneys or Judges
Participants	Person filing a complaint against an attorney or judge
Matter initiation/update event	Online complaint
Status	Filed, Pending, Resolved
Recordation of financial information	N/A
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	Documents submitted supporting the complaint
Scheduled events	Appointments, meetings
Private notes	Administrative notes
Document generation	Notices, notifications
Reporting	List of attorneys or judges by one or more categories of case information, identified at time of analysis

Courts & Ministerial

See Administrative Rule No. 10-002 - Special Process Server Regulations for the Judiciary of Guam

www.justice.gov.gu/AdmRules/images/ADM10-002%20Sp.%20Process%20Officer%2002112010.pdf

Special Process Server Applications/Renewals

Element of Judiciary Matter	Special Process Server (SPS) Applications/Renewals
Participants	Individuals applying for status as Special Process Servers for renewal and/or new applicant
Matter initiation/update event	Online application/renewal and payment of fees
Status	Applied, Pending Background Check, Provisional Certification, Standard Certification, Denied, Complaint Review, Lapsed
Recordation of financial information	Fees for filing and certification after approval (\$150 filing fee; \$50 training and examination fee)
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	Documents verifying qualification (certification)
Scheduled events	Expiration/Renewal date (annually), review hearing
Private notes	Administrative notes

Attachment 6: Miscellaneous Judiciary Matters

Document generation	Request for approval by Presiding Judge, notification to applicant
Reporting	List of applicants pending certification and list of certified successful applicants

Complaints against Special Process Server

Element of Judiciary Matter	Complaints Against Special Process Server
Participants	Person filing a complaint against a Special Process Server
Matter initiation/update event	Online complaint
Status of case	Filed, Pending, Resolved, Formal Disciplinary Proceedings, Closed
Status of certification	Valid, Denied, Suspended, Revoked (An indicator on any of the above statuses (other than Valid) will be set upon filing of affidavits from Special Process Servers. Flag expiration of Special Process Servers on the 10 th day prior to expiration of their certification)
Recordation of financial information	N/A
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	Documents submitted supporting the complaint
Scheduled events	Formal disciplinary proceedings
Private notes	Administrative notes
Document generation	Letters to complainant, notifications, notices, orders
Reporting	List of Special Process Servers by one or more categories of case information, and other reports identified at time of analysis

Judiciary Legal Staff

Freedom of Information Act (FOIA) Requests

Element of Judiciary Matter	FOIA Request
Participants	Requester of information
Matter initiation/update event	Online application, notice of fee due
Status	Requested, Pending, Completed
Recordation of financial information	Copy fee paid
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	N/A
Scheduled events	Expected completion date
Private notes	Administrative notes
Document generation	Invoice, notifications
Reporting	Compliance with time standards for responding to requests, and other reports identified at time of analysis

Public Access to Electronic Court Records, Data and Meta Data

Element of Judiciary Matter	FOIA Request
Participants	Requester of information
Matter initiation/update event	Online application, notice of fee due
Status	Requested, Pending, Completed
Recordation of financial information	Copy fee paid
Event log	Events associated with case status
Attachment of scanned or e-filed documents to events in the log	N/A
Scheduled events	Expected completion date
Private notes	Administrative notes
Document generation	Invoice, notifications
Reporting	Compliance with time standards for responding to requests, and other reports identified at time of analysis