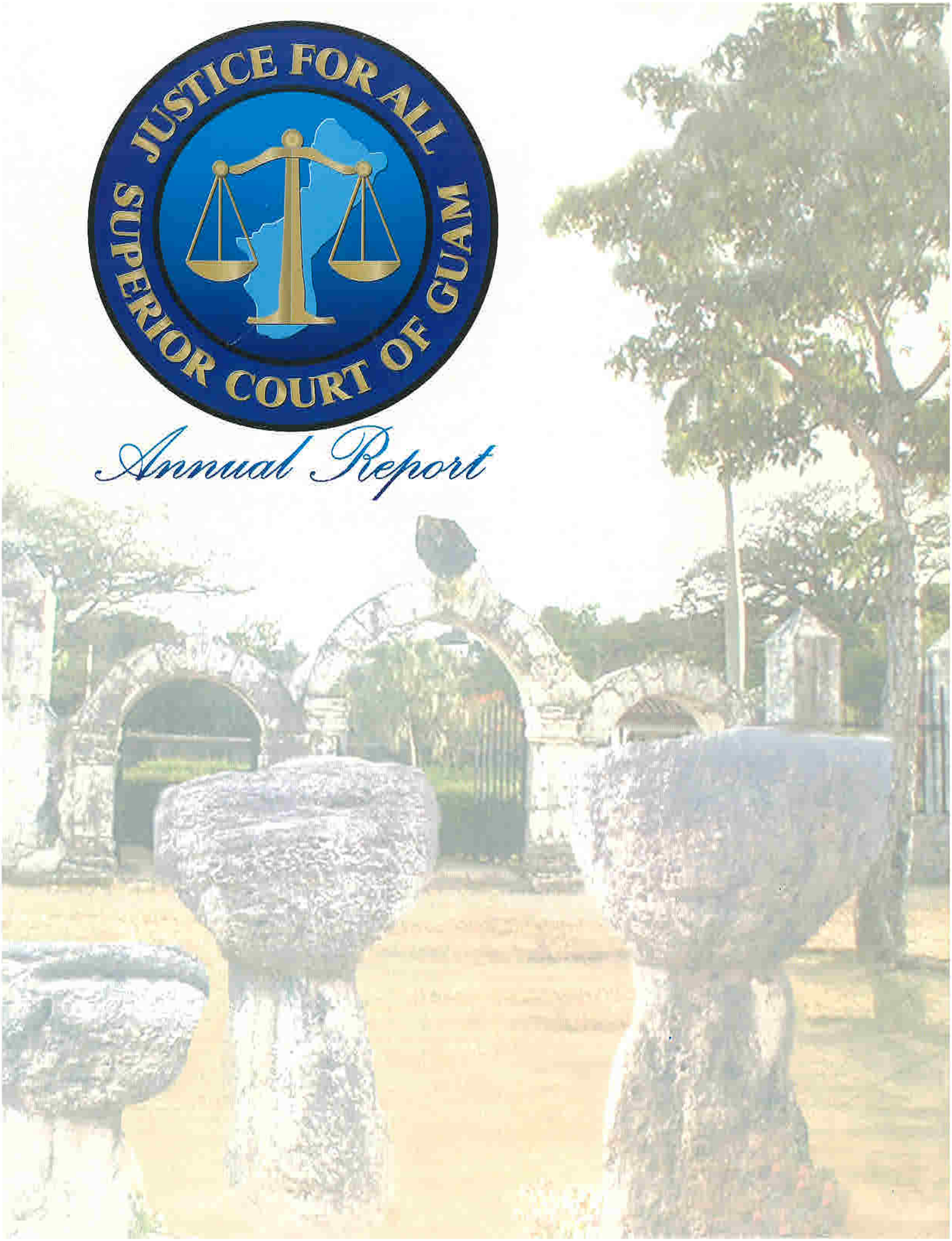
Annual Report



Teamwork

Teamwork is the ability to work together toward a common vision...

It is the ability to direct individual accomplishment toward organizational objectives - by not saying it was 'My' work but rather, 'OUR' work...

It is the ability to continue working together even after progress has been achieved and planning in unison for the future ... Guam's future ...

This defines the ultimate success of our TEAM ... The Superior Court Team ...

Like the ancient Chamorros who paddled their Galaidi against the tide and high winds - we dedicate this book to the employees of the Superior Court of Guam - For they represent the meaning of teamwork as we strive to better serve the People of Guam.

... the Presiding Judge prescribes the order of the Court. With the exception of matters that require the Judicial Council's approval, he is ultimately reponsible for both the implementation of court reform and the efficient administration of judicial and non-judicial activities carried out by the Courts.

Message from the Presiding Judge

We have compiled this booklet as a comprehensive review describing some of the accomplishments, anticipated projects and goals of the **Superior Court of Guam**.

It continues to be the goal of each Judge to provide every resident of this community with a fair and expedient decision in all legal matters brought before this court, and our dedicated employees continue to work diligently, upholding the highest standards expected from our Courts.

The **Family Violence Court** that we implemented, drug testing of clientele, the development of a drug education program and assignment of all drug cases to one Judge has created the framework for a **Drug Court on Guam**. In addition, we have a pilot program for electronic monitoring of pre-trial clients. The court now has it's own web page and the public can view the daily court calendar on the Internet. We have also standardized forms for **Temporary Restraining Orders** which assist us to efficiently and effectively protect the residents of our community.

We established the first ever **Criminal Justice Information System** to serve as a central electronic repository of records. Today, this allows local law enforcement agencies to assist each other in the vast criminal justice arena from the initial stages of apprehension and arrest, pre-trial and confinement, to monitoring while on probation or parole utilizing the most up-to-date computer equipment available.

I am happy to report that not only have we developed and implemented this project, but, that this automated program has been so successful that federal law enforcement agencies have requested to actively participate and gain on-line access to the **Justice Wide Area Network** (JWAN).

In the pages that follow you will see how this very system affects the work activity not just within the courts, but also provides positive integration with other agencies who must work hand in hand with the court on a daily basis.

In the spirit of our ancestors we will share the burden of the concerns expressed by this community. We pledge to work together to reach new goals, and truly be proud of this island that we call home.

Alberto C. Lamorena III
Presiding Judge
Superior Court of Guam

Superior Court of Guam
J U D G E S

Back Row : Frances Marie Tydingco-Gatewood, Presiding Judge Alberto C. Lamorena III & Judge Katherine A. Maraman
Front Row : Judge Michael Bordallo, Judge Elizabeth Barrett-Anderson, Judge Steven S. Unpingco & Judge Joaquin V.E. Manibusan, Jr.

Organizational Chart

Guam Judicial Council

- Presiding Judge
- Judge
- Judge
- Judge
- Chambers
- Chambers
- Chambers
- Chambers
- Child Support Hearing Officer
- Administrative Director
- Deputy Administrative Director
- Marshals
  - Criminal
  - Civil / Small Claims
  - Traffic Services
  - Security Services
  - Child Support Marshals
  - Automation
  - WOA Task Force
- Procurement and Facility Management
- Probation
  - Pre-Trial Services
  - Adult Probation
  - Alternative Sentencing
  - Juvenile Probation
  - Prevention
- M.I.S.
- Courts and Ministerial
  - Clerk's Office
  - Traffic Violations
  - Archives
  - Court Reporters
  - Calendar
  - Jury Unit

Superior Court of Guam

- Judge
- Judge
- Judge
- Chambers
- Chambers
- Chambers
- Small Claims Hearing Officer
- Human Resources
- Financial Management
- General Admin
  - Communications
  - Planning & Research
  - EEO Officer
  - Grants and Federal Program
- Client Services

Superior Court Organization

The **Court's Management Team** is comprised of a talented group of individuals with credentials in professional career settings who augment court employees with years of judicial work experience. This composition provides a blend of diverse backgrounds of employees with one common goal; to provide optimum service to all residents of this community who seek resolution in the courts of Guam.

Each division provides support to the court by "...facilitating the implementation of administrative policy, including calendar management of cases scheduled for trial, selection and management of auxiliary services, monitoring of court operations through records and statistics, and planning for the system as a whole".

This is mandated by local and federal laws and protected by the U.S. Constitution, as set forth by the founding fathers of our nation.

In the pages that follow you will be introduced to the various divisions which carry out the duties of the trial courts of Guam.

... protecting

the

Rights

and

Freedom

of our

People ...

Superior Court of Guam
Guam Judicial Building
Hagåtña • Guam

Message from the Administrative Director

Hafa Adai!

It is my pleasure to present the **Annual Report for the Superior Court of Guam** highlighting the activity within the Courts of Guam. Our goal is to become a community based judiciary providing our best service for the citizens we serve.

Our goal is simple. We endeavor to serve the courts and our community first and foremost, and our performance is reflected in the **professionalism** of our people. The backbone of our Courts is our dedicated employees who take great pride in their work.

As you read on you will see that we have developed into a full service courthouse, through state-of-the-art automated technology, innovative programs and a proactive approach to overcoming problems facing our community. We are cognizant of the island's economic condition, and we have vigorously pursued and been awarded millions of dollars in federal funding to accomplish our mission to effectively carry forth optimum judicial administration.

We look forward to meeting the challenges that test us to do our very best. As a place of final resolution, the Court resolves problems that cannot be resolved anywhere else. We encounter victims, handle disputes, render decisions, and seek solutions to some of life's human tragedies.

Our Courts seek peace through resolution on a daily basis. More of our efforts and accomplishments would not be possible without the support of the Guam Legislature, especially from our Chairman, Senator John Salas.

Together we must continue to protect the rights and freedoms of our people.

Sinceru yan Magahet

Anthony P. Sanchez
Administrative Director
Superior Court of Guam

Robert S. Cruz
Deputy Director

Deputy Administrative Director

The Office of the Deputy Administrative Director oversees and manages the Guam Judicial Center operations, facilities and properties, federal grants, court automation, capital improvement projects, renovations, acquisition of equipment and supplies, contracts, proposals, and the Judicial Building Fund with the assistance of the Management Information System Division, the Special Projects Coordinator's Office, and the Procurement and Facilities Management Division.

Prior to accepting the position of Deputy Director of the Courts, Mr. Cruz was responsible for implementing the Superior Court's **Criminal Justice Information System** (CJIS) and establishing the **Justice Wide Area Network** (JWAN), in which more than $3.5 million federal dollars (FY92-FY98) were awarded to the Court for this major undertaking by the U.S. Department of Justice.

The CJIS and JWAN provides comprehensive Criminal History Records Information (CHRI) on a twenty-four (24) hour basis to all local and federal law enforcement agencies accessing the Court's Central Database Repository. These integrated systems paved the way for the Guam Police Department to arrest 1,400 individuals from November 1997 through November 1999 based on Warrants of Arrest information posted in the CJIS.

In light of the federal program's success, the Deputy Director's Office was able to expand Court Automation efforts to all Courtrooms, Judges Chambers and Divisions, thus enabling the Court to meet industry standards by acquiring a Windows 95® NT-based system environment. The expansion project included implementation of enhanced software ("knowledge-based") customized by Superior Court managers and personnel to improve the efficiency and effectiveness of court processes and services to the public.

'The CJIS enables a Police Officer, a Marshal, or other law enforcement officers to electronically review a person's 'criminal rap sheet', e.g., prior history, current charges and any outstanding warrants of arrest in felony, misdemeanor, traffic and child support cases. This ensures that Judges and Prosecutors have complete, timely and accurate information on a real-time basis of persons with a criminal history background. Public safety has been taken to the higher level through automation thereby increasing the protection of people on our highways and in the communities that we serve.'
• **Robert S. Cruz**, Deputy Director

Sgt. Eric Fisher from the Guam Police Department's Tamuning Precinct is shown accessing information via the Criminal Justice Information System. The Guam Police attribute an increase in arrests to the on-line automated system linked directly to the database server housed at the Superior Court of Guam.

Superior Court of Guam

... www.justice.gov.gu enables all persons to print the court calendar and standardized court forms for civil and domestic protective and/or restraining orders ... allowing attorneys, both public and private to print these forms from their offices for expedient filing ...

In addition, the Deputy Director's Office is currently involved in three major capital improvement projects funded by the Judicial Building Fund: construction of the 8th Courtroom to be tentatively completed by April 1999, paving of Esperanza Street for additional public parking, and the replacement of the air-conditioning system with "state of the art" **Direct Digital Control** (DDC) system software for the Guam Judicial Center. The Guam Judicial Center will acquire this advanced air-conditioning software (DDC) in order to substantially decrease power consumption and ultimately costs.

The Deputy Director's Office has established "**Public Access**" pursuant to P.L. 24-301, introduced by Senator John C. Salas, Chairman, Committee on Judiciary, Public Safety, Consumer Protection, and Human Resources Development, 24th Guam Legislature. This statute aided in the improvement of court services for the People of Guam by implementing an **Automated Court Calendar** available on the **Justice Web Page** via the Internet (www.justice.gov.gu), enabling all persons to print the court calendar and standardized court forms for civil and domestic protective and/or restraining orders. This allows attorneys, both public and private, to print these forms from their offices for expedient filing. This was the impetus to create a **Domestic Registry**.

Deputy Director Robert Cruz addresses the Council of Womens' Clubs of Guam. For the first time the community was introduced to CJIS, & the Womens' Council was chosen since it is the umbrella organization of all womens' groups on Guam, & statistics reflect that more women are reported as victims in all reported crimes associated with Family Violence.

Future automation projects include the establishment of a **digital photo imaging system** (criminal mugshots), Department of Motor Vehicle photo interface for CJIS, Global Information System for criminal land mapping, Guam's **Sex Offender Registry** (Internet-based for public access), and connectivity to the FBI's **National Crime Information Center** (NCIC).

Mr. Cruz explained how CJIS allows peace officers responding to a domestic disturbance to verify if a restraining order or stay away order is mandated by the Courts. Future plans include implementation of a digital mapping system with the capability to locate & identify where any offender convicted of criminal sexual conduct is residing upon release from incarceration. By law, convicted offenders must now register upon release from incarceration. The Superior Court will be maintain registration files and updating of digital mapping and tracking system.

'The Domestic Registry is an accessible, on-line sub-database containing information of all persons with civil or domestic court-ordered conditions. The Registry is for law enforcement purposes and is available on a twenty-four (24)hour basis through CJIS. "This common-user interface allows officers to not only concentrate on criminal backgrounds but also to enforce civil and domestic restraining orders that wouldn't ordinarily be available through CJIS ... which increases investigative and case continuity.'

Courts and Ministerial Division

Alfredo M. Borlas

Child Support Enforcement Unit

Linda Ingles

Small Claims Division

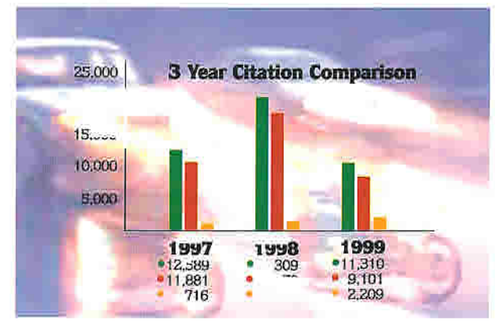
Art Barcinas

Traffic Violations Bureau

Benny Blas

Court Appointed Counsel Fund

...You have the right to an attorney. If you cannot afford one - an attorney will be appointed for you...



Interpreters :

Court Reporters Unit

The Court Reporters Unit is the sole transcription and tape archival unit for the Superior Court of Guam. It is staffed by seven (7) transcribers.

In addition to providing verbatim transcription records of court proceedings, six (6) court transcribers also record grand jury sessions. The Grand Jury convenes four times per week and on the average hear six (6) cases per day when scheduled by the Prosecutor's Office.

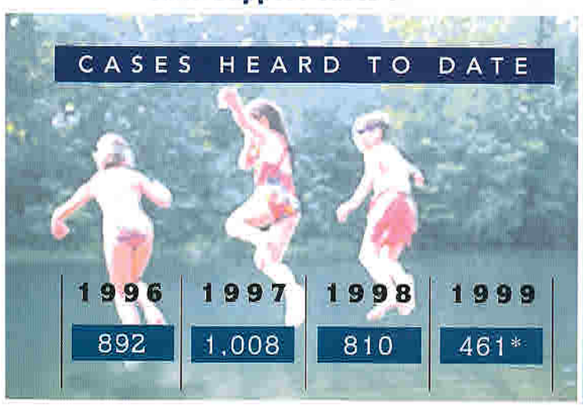
In instances where either attorneys or court patrons request for immediate transcription of captioned proceedings and the request cannot be filled within 24 hours, then a tape is duplicated ("dubbed") at a cost of $10.00 per tape. The Unit is income generating, a fee of $2.00 is assessed for each transcribed page.

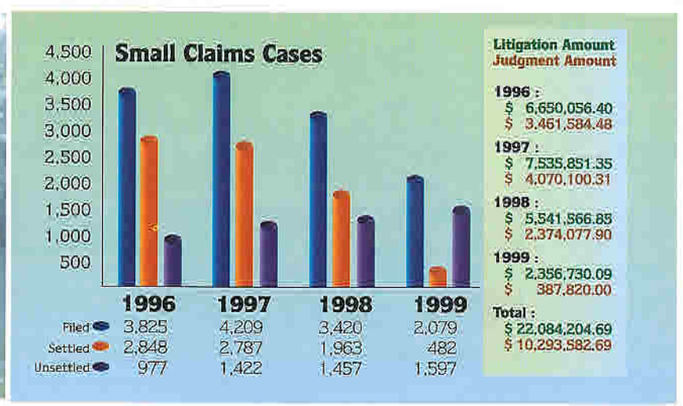
Workload for this unit is measured by the number or volumes of pages transcribed. The chart below reflects the overwhelming number of pages officially certified as verbatim transcripts. In survey taken by the Guam Bar Association, 75% of practicing attorneys who completed the survey indicated that had not experienced any problems with the services being provided by the Court Reporters Unit.

Verbatim Log : Productivity Report

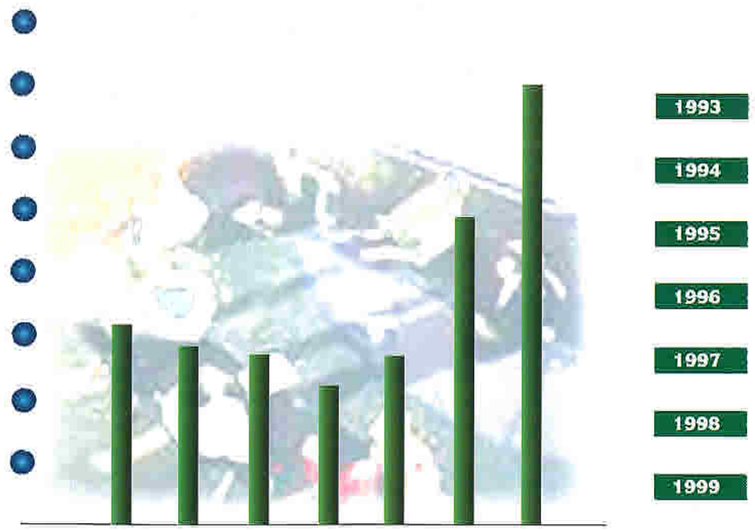
YEAR	PAGES	INCOME GENERATED
1997	27,962	$ 55,924
1998	32,767	$ 65,434
1999 Jan-Nov 3	14,060	$ 28,120

Child Support Cases :





Civil Cases



Criminal Cases

Staff Attorney

Samuel J. Taylor

Nora S. Pangelinan

Financial Management Division

Anthony Meno

FMD - STATS AT A GLANCE

Traffic fines increased 36% in FY97 for a total of 22% within the past five years.

Civil Fees and Litter fines have also reached new levels. Civil fees increased 125% from FY97. Litter fines increased 231% from FY97. Revenue levels for disabled parking violators have decreased by 81% over the past five years.

elortteTouch Tohmats

Supe rior (
Balance Shee
September)

ASSETS :	Superior Court Operations	Judicial Building
	$ 4,118,172	$ 6,155,166
		$ 721,248
ei	$ 2,270,926	$ 348,186
rl	$ 1,349,570	$ 111,610
D(ɪs	$ 76,438	
TOTAL ASSETS	$ 7,815,106	$ 7,336,210
LIABILITIES AND FUND EQUITY :		
Accounts payable	$ 301,796	$ 111,610
Accrued payroll and other	$ 2,067,639	$
Interfund payables	$ 116,417	$ 616,954
Deferred revenue	$ 1,566,493	$ 348,186
Deposits and other liabilities		
TOTAL LIABILITIES	$ 4,052,345	$ 1,076,750
FUND EQUITY :		
Fund balances		
Reserved for :		
Related Asset	$ 750	$
Encumbran	$ 720,664	$ 718,894
Continuin p	$	$ 2,950,565
Unreserved (le i	$ 3,041,387	$ 2,590,001
Total Fund Equity	$ 3,762,761	$ 6,259,460
Total liabilities & fund balance	$ 7,525,562	$ 12,518,920

Superior (o f Guam
Statement of ı ues, Expen ; and ch ges in Fund Balanc
Year End Septen , 1997

REVENUES		
Taxes	$	$
Licenses, l e & p rmits	$	$
Use of money & property	$	$ 2,070,579
Federal cc tribution	$ 818,268	$
Other	$ 18,045	$
TOTAL REVENUES	$ 836,313	$ 2,070,579
General Government	$	$
Protection of Life & I	$	$
Public Health	$	$
Community Se	$	$
Recreation	$	$
Individual and Col ti	$ 17,889,224	$
Transportation	$	$
Public Education	$	$
Envorinmental Protectio	$	$
Economic Development	$	$
Transfers to Persons	$	$
Capital Projects	$	$ 2,079,469
Debt service	$	$
Principal Retirement	$	$
Interest & Fiscal Charg .	$	$
TOTAL EXPENDITURES	$ 17,889,224	$ 2,079,469
Excess (deficiency) of revenues over (under) expenditures	$ (17,052,911)	$ (8,890)
Other financing sources (uses) :		
Additions to long-term debt	$	$
Transfers In	$ 18,409,416	$
Transfers Out	$ (1,240,000)	$
Other Sources	$	$
Other Uses	$	$
Unrealized loss due to decline in market value	$	$
Total other financing sources (uses), net	$ 17,169,416	$
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	$ 116,505	$ (8,890)
Fund Balances at beginning of year	$ 3,646,256	$ 6,268,350
Fund Balances at end of year	$ 3,762,761	$ 6,259,460

Probation Division

Patrick Cepeda

Goals of the Probation Division :

Work That Has Been Accomplished :

Adult Section :

Juvenile Section :

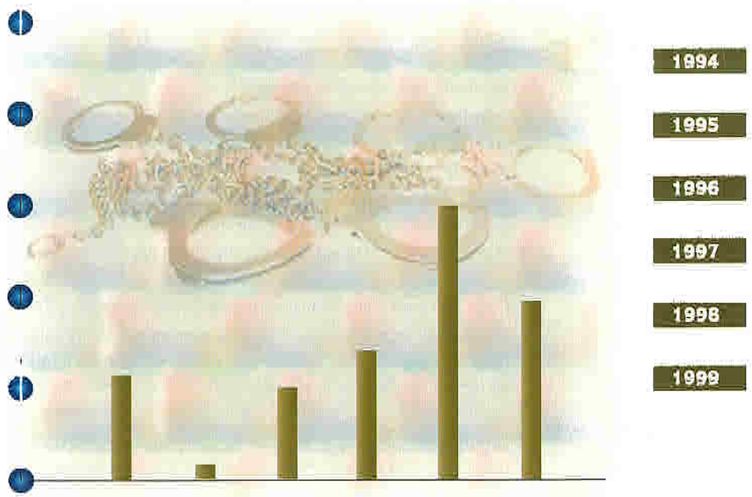
Alternative Sentencing :

Prevention Section :

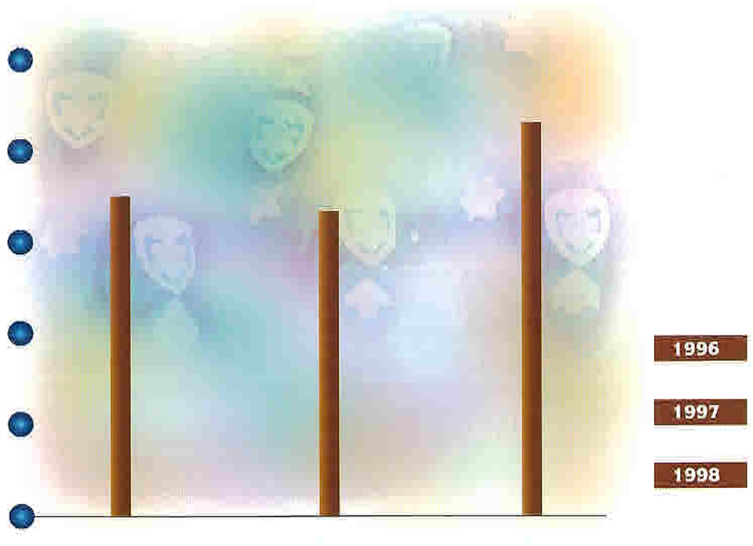
Pre-Trial Section

Joseph Cruz

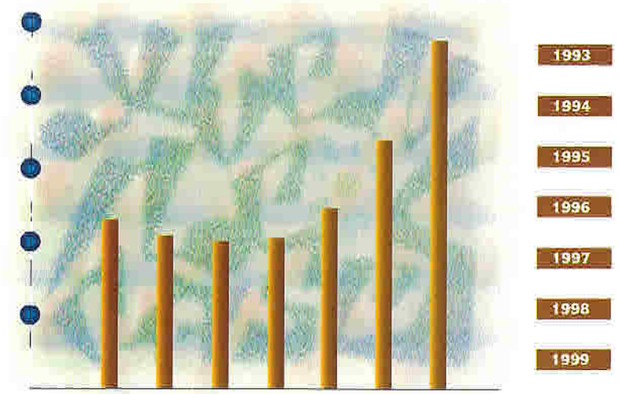
Superior Court Caseload



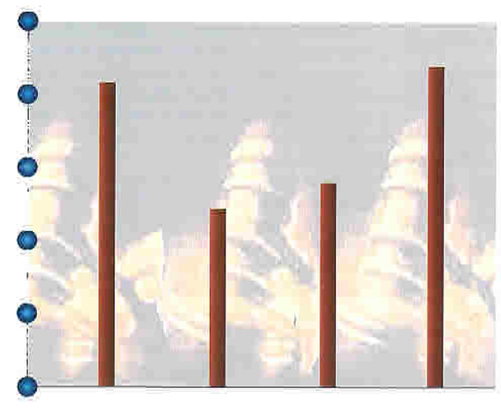
Documents Requiring Marshal Service



Juvenile Cases



Community Service Program



DRUG CASES

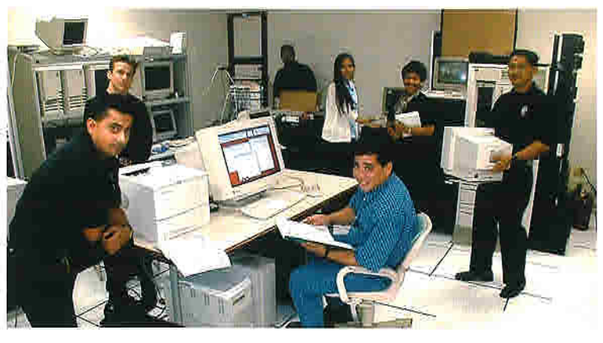
	MAY 99		NOVEMBER 99				
	[illegible]	TOTAL	PRETRIAL	CHANGE %	ADULT		
	413	520	132	-36%	469	50%	601
		498	271	32%	350	19%	612
		018	[illegible]	2%	319	35%	.222
				25%	696	20%	.088
					31		
					438	55%	

Management Information Systems Division

Vincent Munoz

Mission Statement

Accomplishments



Goals and Objectives

Long-Term Goals

Special Projects Coordinator

Jackie Zahnen

National Sex Offender Registry Program

Drug Court Planning

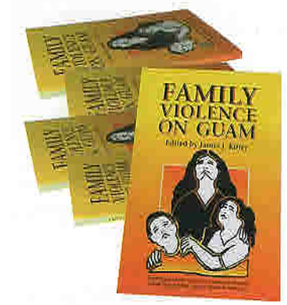
S.T.O.P. Violence Against Women Grant

Safe & Drug Free Schools

Alcohol Treatment/Referral Program

Client Services & Family Counseling Services

Marie McElligott



Office of Mediation

Sister Mary John Cristobal

The following represents the statistics for the Office of Mediation :

Equal Employment Opportunity/ Affirmative Action Program

Linette L. Muna

Procurement & Facilities Management

Elaine P. Naputi

Accomplishments:

Automation and Procurement Process

Property Inventory

Communications and Community Relations

Merci Hernandez

C O M M U N I T Y & C O U R T A C T I V I T I E S

Right : Retired Superior Court Judge Ramon Diaz poses for a photo with his colleagues.

Below : Students are treated to a pizza lunch by Judge Tydingco-Gatewood in her jury room.

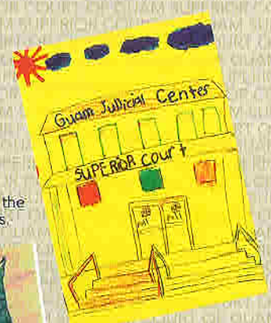
Left : Presiding Judge Lamorena gives a speech at the War On Ice conference.

Left : Students listen to Deputy Clerk Terry Perez about how to file a Small Claims Case

Right : Ist Judicial Address by Judge Steven Unpingco at his swearing in ceremony.

The Administrative Director poses with students from 'Project Soar', a job shadowing career-program for Island Youth.

Below : Students on tour pose for a photo in the Presiding Judge's Courtroom.



A gift of artwork to the Court from students.

Below Left : First Lady Geri Gutierrez during the Court's Silent Witness Ceremony.

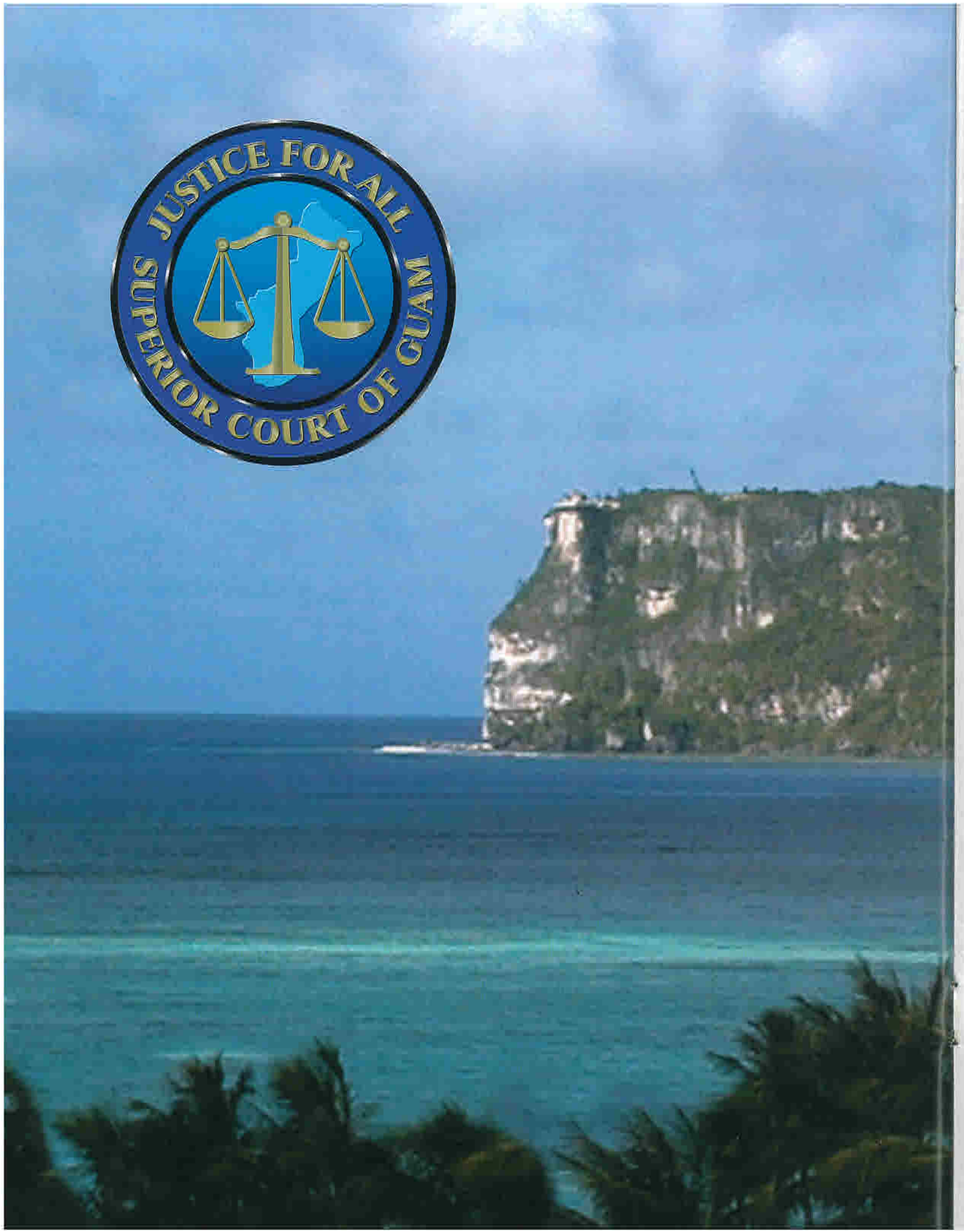
Right : Swearing In Ceremony for Elizabeth Barrett-Anderson.

Far Below Left : Deputy Marshal Tom Masga demonstrates the Court Security Camera Systems.

Presiding Judge Lamorena presents Certificates of Appreciation to participants of the Court's Ist Drug Abuse Prevention Cycle.

Guam Variety
Friday • February 19, 1999
50¢
School Children visit the Court
Superior Court Judges & staff welcome kids

GINEN I' KOTTE
Superior Court Launches new Official Newsletter
GINEN I' KOTTE
Bien I'matto Para I Kotten Supirat
GINEN I' KOTTE
PJ retains second



Acknowledgement

Judges of the Superior Court of Guam

Superior Court Employees

Senator John C. Salas
CHAIRMAN
COMMITTEE ON JUDICIARY, PUBLIC SAFETY
AND CONSUMER PROTECTION

EDITING / PROOFREADING
Tony Sanchez
Merci Hernandez

LAYOUT & DESIGN
Pyng Urbano

PHOTOGRAPHY
PhotoWorks
Duke Urbano

Superior Court of Guam