

LOCAL RULES OF THE
SUPERIOR COURT OF GUAM

In the Superior Court of Guam

--

Plaintiff(s)

v.

--

Defendant(s)

Case No.

CVR 7.1 FORM 1

And any related claims and parties.

NOTICE OF MOTION and MOTION

Please take notice that

--

Movant(s)

hereby move(s) the court for an Order granting the following relief:

--

--

Relief Sought

Oral Argument is requested: Yes ___ No ___ Unknown at this time ___

BRIEFING SCHEDULE

Pursuant to CVR 7.1(b) and (d)(1)-(3), or order of this court, or stipulation filed with the court, the respective briefs of the parties on the motion must be filed and served as follows:

Opening brief due:

--

Normally the date of filing of this Notice

Opposition brief due:

--

Normally 28 days after above date

Reply brief (if any) due:

--

Normally 42 days from the filing of the motion

CERTIFICATE OF SERVICE

The undersigned hereby certifies that he or she has caused, or within one business day of filing, shall cause this notice, together with any and all accompanying documents and supporting memoranda relative to the subject motion, to be served upon all parties who have appeared herein, through counsel of record, pursuant to Guam Rule Civil Procedure Rule 5.

RESPECTFULLY SUBMITTED this ___ day of _____, 20__.

Movant(s)	
	Attorney's Signature
Attorney	

LOCAL RULES OF THE
SUPERIOR COURT OF GUAM

In the Superior Court of Guam

--

Plaintiff(s)

Case No.

v.

--

Defendant(s)

CVR 7.1 FORM 2

And any related claims and parties.

STATEMENT RE: ORAL ARGUMENT ON PENDING MOTION

[To be filed no later than seven (7) days after filing of the last brief on the subject motion or after the time for such filing has elapsed.]

On

,

 Movant(s)

filed a motion for an order granting the following relief:

Relief Sought

With respect to said motion, the undersigned hereby:

Requests oral argument on the motion.

The parties have agreed that the motion should be heard on or about:

Parties' proposed hearing date

The parties either have not agreed on a hearing date or have not discussed the matter.

Represents that oral argument on the motion is unnecessary.

RESPECTFULLY SUBMITTED this ____ day of _____, 20__.

Party	
	Attorney's Signature
Attorney	

LOCAL RULES OF THE
SUPERIOR COURT OF GUAM

In the Superior Court of Guam

--

Plaintiff(s)

v.

--

Defendant(s)

Case No.

CVR 7.1 FORM 3

And any related claims and parties.

NOTICE OF HEARING OR SUBMISSION ON BRIEFS

On

,

 Movant(s)
filed a motion for an order granting the following relief:

Relief Sought

PLEASE TAKE NOTICE that with respect to said motion:

Oral argument is set before the court at the following date and time:

The court has determined that oral argument is unnecessary.

DATED this ____ day of _____, 20__.

Clerk/Deputy Clerk	
	Signature
Judge	

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

IN THE SUPERIOR COURT OF GUAM

)	Superior Court Case No. _____
)	
Plaintiff,)	
)	CVR 16.1 FORM 1
vs.)	
)	
)	
Defendant.)	
<hr style="border-top: 1px solid black;"/>		

SCHEDULING NOTICE

The Civil Rules (“CVR”) establish procedures for complying with Rules 16(b) and 26(f) of the Guam Rules of Civil Procedure (“GRCP”). Counsel should study the Civil Rules before attempting to process cases in this court.

PURSUANT TO CVR 16.1 AND 16.2, IT IS HEREBY ORDERED THAT:

(1) Counsel of record and all pro se litigants that have appeared in the case must meet and confer, within fifteen (15) days after receipt of this Notice, but no later than sixty (60) days after the filing of the complaint, prior to commencing discovery.

(2) A proposed Scheduling Order and a proposed Discovery Plan shall be filed on or before the ____ day of _____, 20___. Careful and immediate attention should be given to the directions in CVR 16.1 and 16.2 to ensure complete and timely compliance with GRCP Rules 16(b) and 26(f), and the Local Rules.

(3) Plaintiff’s counsel, or if the plaintiff is pro se, then the pro se plaintiff, must take the lead in the preparation of the Scheduling Order. If a defendant is not contacted by a pro se plaintiff within the required time frame, the defendant shall contact the pro se plaintiff and arrange a meeting to comply with this Rule in the appropriate time frame. The failure of a party

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

or its counsel to participate in good faith in the framing of a Scheduling Order may result in the imposition of sanctions.

(4) Counsel of record and all pro se litigants that have appeared in the case are jointly responsible for submitting a Proposed Discovery Plan to the Court.

(5) A Scheduling Conference shall be held on the ____ day of _____, 20____,
at __: __.m.

(6) Counsel are reminded that the filing of motions does not postpone discovery.

Dated this _____ day of _____, 20____.

DANIELLE T. ROSETE
Clerk of Court

By: _____
Deputy Clerk

LOCAL RULES OF THE
SUPERIOR COURT OF GUAM

IN THE SUPERIOR COURT OF GUAM

)	Superior Court Case No. _____
)	
)	
Plaintiff,)	
)	CVR 16.1 FORM 2
vs.)	
)	
)	
Defendant.)	
_____)	

PROPOSED SCHEDULING ORDER

TRIAL

The court shall set trial no later than _____. See CVR 16.1(c)(4)(D)(viii) (unless otherwise ordered by the court, “in no event shall the trial date be later than fifteen (15) months after the complaint is filed.”).

Bench trial/Trial by jury shall be scheduled for _____ at _____.m.

Estimated duration of trial: _____.

The nature of the case: _____

The names of counsel in this case are: _____

SCHEDULING CONFERENCE

Scheduling Conference is scheduled for _____ at _____.m.

MOTIONS

(1) Motions to join other parties shall be filed no later than _____ and motions to otherwise amend pleadings shall be filed no later than _____. Thereafter, parties may be joined and/or pleadings amended only upon leave of court and for good cause shown.

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

(2) All motions under the discovery rules shall be filed no later than _____.

(3) Dispositive motions shall be filed no later than _____.

MEDIATION/ADR

(1) ___ Counsel have informed their clients of the availability of mediation as required under Miscellaneous Rule MR 4.1.6 of the Local Rules of the Superior Court of Guam and counsel have filed the required MR Form 4.1 B1 “Mediation Certification.”

(2) ___ The parties have agreed to mediation, either voluntarily under 7 GCA Chapter 43A or as ordered to do so by the court under Miscellaneous Rule MR 4.1.6 of the Local Rules of the Superior Court of Guam.

(3) ___ The parties have attempted Alternative Dispute Resolution under 7 GCA Chapters 42A or 42B.

___ The parties have not attempted Alternative Dispute Resolution and do not intend to.

___ The parties have not attempted Alternative Dispute Resolution but may do so in the future.

FURTHER PRE-TRIAL PROCEEDINGS

(1) The Pretrial Conference shall be held on the ___ day of _____, at _____.m.

(2) Trial brief:

(a) ___ The court orders each party to file a trial brief no later than _____.

(b)___ The court does not require the parties to file a trial brief.

(3) The following documents shall be filed or lodged by _____ (usually no later than fourteen (14) days prior to trial:

(a) Witness lists

(b) Exhibit lists

(c) Discovery Material Designations

(d) Proposed Jury Instructions

(e) Proposed Voir Dire Questions

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

(f) Proposed Forms of Verdicts

(4) Discuss prospects for settlement: _____

(5) Discuss any suggestions for shortening trial: _____

Dated: _____.

Plaintiff

Defendant

SO ORDERED: _____.

Judge, Superior Court of Guam

LOCAL RULES OF THE
SUPERIOR COURT OF GUAM

IN THE SUPERIOR COURT OF GUAM

)	Superior Court Case No. _____
)	
)	
Plaintiff,)	
)	CVR 16.1 FORM 3
vs.)	
)	
)	
Defendant.)	
_____)	

DISCOVERY PLAN AND PROPOSED ORDER

(1) Unless required in support of a motion or by order of the court, discovery documents are not to be filed with the court.

(2) The following matters will affect the status or management of the case: _____

(3) In accordance with Guam Rules of Civil Procedure (“GRCP”) Rule 26(f) and CVR 16.2, the parties:

(a) ___ Have met and conferred on ___ day of _____, at _____ .m., attended by: _____

(b) ___ Parties have not conferred because: _____

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

but plan to meet and confer on ____ day of _____, at _____m.

(4) Initial disclosures, as required by GRCP 26(a)(1), will be exchanged by: _____
_____. (GRCP 26(a)(1) generally requires exchange within 14 days of the
GRCP 26(f) conference.)

(5) Expert witness disclosures in accordance with GRCP 26(a)(2) must be made on or
before _____ (in the absence of a court order or stipulation by the parties, GRCP
26(a)(2)(C) requires disclosure at least 90 days before trial, or 30 days after initial disclosure if
offered for rebuttal).

(6) Pursuant to GRCP 26(a)(3), each party shall serve and file, on or before
_____, pretrial disclosures which, unless otherwise specifically stated, must include
expert as well as lay witnesses. Unless solely for impeachment, only those witnesses so
disclosed will be permitted to testify at trial. (GRCP 26(a)(3) generally requires disclosure at
least 30 days before trial).

(7) Limits on discovery

The limitations on discovery in accordance with GRCP 26(b) shall apply, except:

(8) The following is a description and schedule of all pretrial discovery each party intends
to initiate prior to the close of discovery:

//

//

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

Plaintiff:

Defendant:

Plaintiff

Defendant

SO ORDERED: _____.

Judge, Superior Court of Guam

**LOCAL RULES OF THE
SUPERIOR COURT OF GUAM**

ATTORNEY'S APPEARANCE FEE: \$ _____
OTHER COSTS (Please itemize): \$ _____
TOTAL COSTS TO BE TAXED: \$ _____

DECLARATION

I declare under penalty of perjury that the foregoing costs are correct and were necessarily incurred in this action and that the services for which have been charged were actually and necessarily performed. A copy of this Bill of Costs was served on _____ on _____, at _____ .m.

Executed this _____ day of _____, 200____.

CLAIMING PARTY
(Print name and Sign)