



SUPERIOR COURT OF GUAM - TRAFFIC VIOLATIONS BUREAU / SMALL CLAIMS DIVISION

Guam Judicial Center • 120 West O'Brien Drive • Hagåtña, Guam 96910
Telephone (671) 475-3424 / 475-3274 / 475-3326 / 475-3166 FAX (671) 472-2856

NORTHERN COURT SATELLITE

132 West Marine Corp Drive, Dededo, Guam 96929 (LOCATION: Dededo Mall)
Telephone: 300-7086/7083/7092/7087/7085 FAX: 300-0772

SMALL CLAIMS REQUIREMENTS

(effective as of APRIL 1, 2011)

1. Maximum claim amount is Ten Thousand Dollars (\$10,000.00).

<u>Initial Claim Amount:</u>	<u>Filing Fees:</u>	<u>Initial Claim Amount:</u>	<u>Filing Fees:</u>
\$ 0.00 - \$ 500.00	= \$ 30.00	\$5,001.00 - \$ 6,500.00	= \$ 90.00
\$ 501.00 - \$ 2,000.00	= \$ 45.00	\$6,501.00 - \$ 8,000.00	= \$105.00
\$2,001.00 - \$ 3,500.00	= \$ 60.00	\$8,001.00 - \$ 9,500.00	= \$120.00
\$3,501.00 - \$ 5,000.00	= \$ 75.00	\$9,501.00 - \$10,000.00	= \$135.00

3. **PLEADINGS, MOTIONS, and other HEARINGS:**

	<u>Filing Fees:</u>	<u>MARSHAL SERVICE FEE:</u>
Summons (per Defendant) ; Alias	= \$ 6.00	\$30.00 per document
Judgment Debtor Examination	= \$15.00	\$30.00 per document
Order to Show Cause (Motion)	= \$15.00	\$30.00 per document
Writ of Execution	= \$30.00	\$75.00 per document
Confession of Judgment	= \$25.00	
Abstract of Judgment	= \$ 8.00	
Motion /Joinder for Summary Judgment	= \$30.00	
Counterclaim/Cross-claim of Third Party	= Same as Initial Filing Fee	
Any Motion Requiring a Hearing, Stipulation or Litigant Requesting to Continue Hearing	= \$15.00	
Warrant of Arrest	= \$15.00	\$75.00 per document
Motion to Vacate Warrant of Arrest	= \$15.00	
Certification	= \$ 3.00	
Duplication	= \$ 1.00	
Subpoena (Witness fee \$35.)	= \$ 8.00	\$15.00 per document
Levy on Bank		\$40.00 per bank
Levy - Personal Property Y/N storage		\$40.00
Levy - Real Property (levy/sell)		\$40.00
Garnishment of Wages (Payroll/Employer)		\$40.00 per document

4. **MANDATORY MARSHAL SERVICE ONLY:**

Warrant of Arrest; Writ of Execution; Garnishment of Wages, Notice of Attachment (Personal, Real Property, Bank Accounts)

5. **AMENDED DECLARATION:**

- A. If amended claim amount does not exceed the initial claim amount, no fee is required.
- B. If amended claim amount exceeds the initial claim amount, filing fee will be based on the difference of the claim.
- C. If amendment is to add a defendant(s), fee is assessed as in summons.
- D. Any other amendments, no fee is required.

6. **OTHER INFORMATION:**

All information must be typed or hand printed in **black or blue** ink (documents written in cursive will not be accepted; documents must be readable).

- 7. For claims submitted with one (1) defendant, all documents will include the ORIGINAL (stamped / typed or hand printed 'ORIGINAL' and perforated neatly) and two (2) copies; subsequently, for claims with two (2) defendants, provide three (3) copies and so forth. (You want to make sure that everyone involved with the case will have a copy of all documents).
- 8. The Plaintiff must provide an adequate number of all supporting documents relative to the claim; one (1) for the court file and one (1) for each defendant named.
- 9. All documents submitted in Small Claims must be on an 8.5" x 11" size paper.
- 10. The Plaintiff must fill in all information and sign all appropriate documents (Docketing Statement, Declaration, Summons), and proof read them as well.
- 11. The Plaintiff must provide residential and mailing addresses, phone numbers, and etc., for all defendants mentioned (plaintiff must exhaust all means necessary to obtain this information).
- 12. The Plaintiff should organize all copies of court receipts and court orders. This will help you fill out all other Small Claims documents that require court cost and court order filed dates. Such documents will include: "Motions", "Examinations hearing(JDX)", "Stipulations" and "Judgments".
- 13. Services of documents must be specified as, "SPECIAL PROCESS SERVER or MARSHAL TO SERVE - stamped, type or hand printed on documents. **Marshal Service Fees shall be paid at the time of filing (schedule is available at Intake area).**
- 14. **Additional information** and Small Claims document forms can also be found on the Superior Court of Guam web site: www.guamcourts.com - (select Superior Court; then select Small Claims).
- 15. After receiving a case number, it is your responsibility to know your case numbers and all forms filled out before filing.