



THE JUDICIARY - COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Guma' Hustisia, Iimwal Aweewe, House of Justice • Susupe • P.O. Box 502165 • Saipan, MP 96950
Telephone: (670) 236-9700/9800 • Facsimile: (670) 236-9702 • Website: www.nmijudiciary.com

PUBLIC NOTICE

(No. 20-007)

Due to the continuing health and safety concerns associated with COVID-19 and pursuant to Supreme Court Order No. 2020-ADM-0010-MSJ (“COVID Order No. 3”), Judiciary courthouses and facilities will be open on a limited basis from Monday, May 11, 2020 to Wednesday, July 1, 2020. The Judiciary will be closed on Memorial Day, **Monday, May 25, 2020**, designated austerity day on **Thursday, July 2, 2020**, and **Friday, July 3, 2020**, which is observed as a holiday for Independence Day, July 4, 2020.

Judiciary personnel continue to work within the facilities, with some teleworking at designated sites consistent with COVID Order No. 3. Please visit the Judiciary’s website at www.nmijudiciary.com for court information and www.cnmilaw.org to review the Order.

To prevent the spread of COVID-19 and based on the Judiciary’s workforce reductions imposed by the government’s budget cuts and COVID Order No. 3, business hours will conform to limited in person contact. Scheduled in person appearances must follow all public health measures as stated in COVID Order No. 3. Entry will be monitored and prohibited, as necessary, by the Marshals Service Division and other designated personnel. Except for holidays and austerity days, Judiciary business hours are as follows for the respective departments and divisions:

CASHIER’S STATION

Exterior Service Window #1

Guma’ Hustisia, Iimwal Aweewe, House of Justice, Susupe
Saipan, MP 96950

Telephone Numbers: (670) 236-9770 or (670) 236-9812

Facsimile Number: (670) 236-9797

Contact Person: John T. Villagomez, Budget and Finance Director

E-Mail: john.villagomez@nmijudiciary.com

Business Hours: Open 8:00 a.m. to 11:00 a.m.

Drop Box: Available 12 noon to 4:00 p.m.

A number assignment system for the service line is being used during business hours at this site. Customers are welcome to stay in their vehicles, remain in shaded areas, or bring and use other personal comfort items during their wait. For drop box materials, please secure all documents in a sealed and marked envelope enclosing your specific written request, any required original and copy(ies) of documents, personal identification copy(ies), name and contact information, and as applicable, pre-paid postage packaging, credit card authorization, or a check or money order for the appropriate fees or pre-arranged payment. Cash shall not be included in any instance. Please note that drop box processing may take up to 3 business days.

CALL/HELP CENTER

c/o Law Revision Commission

Unit 6, J. C. Tenorio Enterprise, Inc. Building, Susupe

P.O. Box 502179

Saipan, MP 96950

Telephone Number: (670) 236-9820

Facsimile Number: (670) 236-9897

Contact Person: Kelsey O. George, Administrative Assistant/Clerk

E-Mail: kelsey.george@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

OFFICE OF THE CLERK OF COURT

CNMI Supreme Court

Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe

P.O. Box 502165

Saipan, MP 96950

Telephone Number: (670) 236-9715

Cellular Number: (670) 788-4363

Facsimile Number: (670) 236-9702

E-Mail: supreme.court@nmijudiciary.com

Contact Person: Gretchen (Gin) Smith, Esq., Clerk of Court

E-Mail: gretchen.smith@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

OFFICE OF THE CLERK OF COURT

CNMI Superior Court

2nd Floor, Marianas Business Plaza, Susupe

P.O. Box 500307

Saipan, MP 96950

Telephone Numbers: (670) 236-9703, (670) 235-4258 or (670) 235-4259 (MBP)

Cellular Number: (670) 783-8417

Facsimile Number: (670) 236-9797

E-Mail: superior.court@nmijudiciary.com

Contact Person: Patrick V. Diaz, Clerk of Court

E-mail: patrick.diaz@nmijudiciary.com

CNMI Superior Court

Centron Hustisia, Rota

P.O. Box 511631

Rota, MP 96951

Telephone Number: (670) 532-9422

Facsimile Number: (670) 532-9423

E-Mail: superior.court@nmijudiciary.com

Contact Person: Patrick V. Diaz, Clerk of Court E-mail: patrick.diaz@nmijudiciary.com
or Delia Barcinas, Deputy Clerk I E-mail: delia.barcinas@nmijudiciary.com

CNMI Superior Court
Kotten Tinian, San Jose
P.O. Box 80
Tinian, MP 96952

Telephone Number: (670) 433-3410

Facsimile Number: (670) 433-0284

E-Mail: superior.court@nmijudiciary.com

Contact Person: Patrick V. Diaz, Clerk of Court E-mail: patrick.diaz@nmijudiciary.com
or Joann Pangelinan, Deputy Clerk I E-mail: joann.pangelinan@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from
7:30 a.m. to 4:30 p.m. and closed for all other in person appearances.

COMMONWEALTH RECORDER'S OFFICE

Exterior Service Window #3

CNMI Superior Court

Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe

P.O. Box 500307

Saipan, MP 96950

Telephone Numbers: (670) 236-9703 or (670) 236-9805

Facsimile Number: (670) 236-9797

E-Mail: superior.court@nmijudiciary.com

Contact Person: Rebecca (Becky) Santos, Acting Commonwealth Recorder

E-Mail: rebecca.santos@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from
8:00 a.m. to 12:00 noon and closed for all other in person appearances.

OFFICE OF ADULT PROBATION AND SUPERVISION

CNMI Superior Court

Probation Services Satellite Office, Susupe

(behind Bureau of Motor Vehicles)

P.O. Box 500307

Saipan, MP 96950

Telephone Numbers: (670) 236-9870 or (670) 236-9871

Cellular Number: (670) 287-1051

Facsimile Number: (670) 236-9797

Contact Person: Simram Simram, Chief Probation Officer

E-Mail: simram.simram@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from
8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

FAMILY COURT DIVISION

CNMI Superior Court
2nd Floor, Marianas Business Plaza, Susupe
P.O. Box 500307
Saipan, MP 96950
Cellular Number: (670) 783-7825
Facsimile Number: (670) 236-9797
Contact Person: Joseph (Joe) P. Villagomez, Family Court Manager
E-Mail: joseph.villagomez@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

DRUG COURT DIVISION

CNMI Superior Court
Karidat Building, Chalan Kanoa
P.O. Box 500307
Saipan, MP 96950
Telephone Number: (670) 235-3784
Cellular Number: (670) 788-1480
Facsimile Number: (670) 236-9797
Contact Person: Edward P. Diaz, Drug Court Manager
E-Mail: edward.diaz@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

MARSHALS SERVICE DIVISION

CNMI Supreme Court
Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe
P.O. Box 502165
Saipan, MP 96950
Telephone Number: (670) 236-9851
Cellular Number: (670) 783-4530
Facsimile Number: (670) 236-9702
Contact Person: Jason T. Tarkong, Chief Marshal
E-Mail: jason.tarkong@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

BUDGET AND FINANCE OFFICE

CNMI Supreme Court

Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe

P.O. Box 502165

Saipan, MP 96950

Telephone Numbers: (670) 236-9770 or (670) 236-9812

Cellular Number: (670) 783-4595

Facsimile: (670) 236-9797

Contact Person: John T. Villagomez, Budget and Finance Director

E-Mail: john.villagomez@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

GRANTS MANAGEMENT OFFICE

CNMI Supreme Court

Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe

P.O. Box 502165

Saipan, MP 96950

Telephone Number: (670) 236-9805

Cellular Number: (670) 783-7802

Facsimile Number: (670) 236-9702

Contact Person: James (Jim) Stowell, Grants Administrator

E-Mail: jim.stowell@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

HUMAN RESOURCE OFFICE

CNMI Supreme Court

Guma' Hustisia, Iimwaal Aweewe, House of Justice

P.O. Box 502165

Susupe, Saipan, MP 96950

Telephone Number: (670) 236-9818

Facsimile Number: (670) 236-9702

E-Mail: hr.judiciary@nmijudiciary.com

Contact Person: Michelle V. Guerrero, Human Resources/Administrative Officer

E-Mail: michelle.guerrero@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

INFORMATION SYSTEMS OFFICE

CNMI Supreme Court
Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe
P.O. Box 502165
Saipan, MP 96950
Telephone Number: (670) 236-9806
Cellular Number: (670) 783-4773
Facsimile Number: (670) 236-9702
Contact Person: Michael (Mike) Villacrusis, Systems Administrator
E-Mail: michael.villacrusis@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

FACILITIES MANAGEMENT OFFICE

CNMI Supreme Court
Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe
P.O. Box 502165
Saipan, MP 96950
Telephone Number: (670) 236-9816
Facsimile Number: (670) 236-9702
Contact Person: Gerald (Gene) C. Weaver, Building Superintendent
E-Mail: gerald.weaver@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 7:30 a.m. to 4:30 p.m. and closed for all other in person appearances.

LAW REVISION COMMISSION

Unit 6, J. C. Tenorio Enterprise, Inc. Building, Susupe
P.O. Box 502179
Susupe, Saipan, MP 96950
Telephone Number: (670) 236-9820
Facsimile Number: (670) 236-9897
Cellular Number: (670) 783-6540
Contact Person: Hyun Jae Lee, Esq., Executive Director and Judiciary General Counsel
E-Mail: hyunjae.lee@nmijudiciary.com

Business Hours: Open 9:00 a.m. to 2:00 p.m.
Available for telephone and mail contact from 8:00 a.m. to 5:00 p.m.

COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

CNMI Supreme Court

Guma' Hustisia, Iimwaal Aweewe, House of Justice, Susupe

P.O. Box 502165

Susupe, Saipan, MP 96950

Telephone Number: (670) 236-9807

Cellular Number: (670) 287-7334

Facsimile: (670) 236-9702

Contact Person: Sonia A. Camacho, Director of Courts

E-Mail: soniac@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from 8:00 a.m. to 5:00 p.m. and closed for all other in person appearances.

For information on case management matters, please contact the Clerk of Court for the respective court listed above.

Issued this 22nd day of May, 2020.

/s/
ALEXANDRO C. CASTRO
Chief Justice
CNMI Supreme Court

/s/
ROBERTO C. NARAJA
Presiding Judge
CNMI Superior Court