Limited NMI Judiciary hours

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 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 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, Iimwaal Aweewe, House of Justice, Susupe

Saipan, MP 96950

Tel: (670) 236-9770 or (670) 236-9812

Fax: (670) 236-9797

Contact: John T. Villagomez, Budget and Finance director

E-Mail: john.villagomez@nmijudiciary.com

Business Hours: Open 8am to 11am

Drop Box: Available 12 noon to 4pm

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, 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 three 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

Tel: (670) 236-9820

Fax: (670) 236-9897

Contact Person: Kelsey O. George, Administrative assistant/clerk

Email: kelsey.george@nmijudiciary.com

Business Hours: Open only for appointments, telephone and mail contact from

8am to 5pm 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

Tel: (670) 236-9715

Cell: (670) 788-4363

Fax: (670) 236-9702

Email: supreme.court@nmijudiciary.com

Contact: Gretchen (Gin) Smith, Esq., clerk of court

Email: 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.

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**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

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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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**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.

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**GRANTS MANAGEMENT OFFICE**

CNMI Supreme Court

P.O. Box 502165

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

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.

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**HUMAN RESOURCE OFFICE**

CNMI Supreme Court

P.O. Box 502165

Guma’ Hustisia, Iimwaal Aweewe, House of Justice

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.

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**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.

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**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.

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**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.

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**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.