



SUPREME COURT
THE JUDICIARY
REPUBLIC OF PALAU

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PALAU UNIFIED JUDICIARY

Guidelines Governing Requests for Administration of the Oath of Office

Pursuant to 1 PNC § 801, national officers are required to take and subscribe to the following oath of office before assuming the duties of their office:

I do solemnly swear that I shall support and defend the Constitution of the Republic of Palau, and the laws of these islands, and that I shall faithfully discharge my duties and responsibilities as _____ to the best of my ability, so help me God.

(Palauan version: Ngak a kongei el mo oldubech e mesebechakl er a uchetemel a llach er a beluu er a Belau, me a llechul aikal beluu, e mo kerekikl el kudmokl a ngerchelek el mor sel kot el tkul rebab el sebechek, me a Dios le ngesukak.)

Most requests to administer the foregoing oath of office come to the Judiciary through the Office of the Chief Justice. When the Office of the Chief Justice receives such a request it assigns one of the justices or judges to administer the oath. If the request identifies a particular justice or judge to administer the oath, the request will be forwarded to that justice or judge unless s/he is unavailable. In order for the Judiciary to entertain, facilitate and respond to your request in a timely fashion, the request must comply with the following guidelines:

1 **Request to be in Writing.** The request shall be in writing, addressed to the Office of the Chief Justice, and must be received by the Office of the Chief Justice reasonably in advance of the anticipated oath administration date, and in no event less than five (5) business days prior to that date. If you prefer a particular justice or judge your request must identify the justice or judge.

2 **Minimum Information.** The written request shall contain, at a minimum, the following information:

(a) **Legal name and correct spelling** of the person(s) to whom the oath is being administered. This will appear on the certificate that is issued so please verify the correct spelling. For elected officials make sure the spelling matches the spelling appearing in the official certificate of election results;

(b) **Date and Time** for the administration of the oath. The Judiciary will strive to accommodate the requested date, but all Justices and Judges are active members on the bench, so providing a window of dates or alternative dates will help us best accommodate your needs. In any event, the preferred date should be at least five business days after the request is received by the Office of the Chief Justice;

(c) **Location** where the oath will be administered, i.e., courtroom, State Office, etc. The Judiciary prefers to administer the oath in one of the courtrooms either in Koror or Ngerulmud, but will make every effort to accommodate your request for a location of your choosing unless it is one of the outlying States – Kayangel, Peleliu, Angaur, and the Southwest islands. If the location is one of the outlying states, the justice or judge who will administer the oath will decide whether to grant or deny your specific location request. If the request is granted, travel and accommodation expenses incurred by the Judiciary in administering the oath shall be paid for by the requesting state or individual.

(d) **Language** preference in which the Oath should be administered. The Judiciary offers the administration of the Oath in either Palauan or English;

(e) **Name and details of a contact person** to coordinate the event, including e-mail address, work telephone number, or cell number; and

(f) **Remote or Virtual Administration of the Oath** is permitted where circumstances warrant and at the discretion of the justice or judge assigned to administer the oath.

3 **Elected Officials.** For elected officials, the written request shall be submitted with the following documents:

(g) **Official Certified Results** of the election from the Palau Election Commission;

(h) **Program** for the event if available; and

(i) **Names of the Presiding Officers** if available (i.e., Senate President, Speaker, Floor Leader, etc...)

The written request, together with the requested documents, should be sent to the following address, with a courtesy copy by email to lkotaro@palausupremecourt.net.


**Office of the Chief Justice
C/O Lue Dee Kotaro
Supreme Court of Palau
PO Box 248
Koror, Republic of Palau 96940**

Once your request is received and processed, you will receive a confirmation letter or call from either your preferred or assigned justice/judge.

For any further questions, please address them to our Acting Deputy Administrative Director, Lue Dee Kotaro at lkotaro@palausupremecourt.net.

The foregoing Guidelines are promulgated by the Chief Justice as the administrative head of the unified judicial system pursuant to Article X, § 12 of the Palau Constitution. They take immediate effect and supersede any past practice, written or oral, on the subject and shall remain in effect unless amended or revoked in writing.

Adopted and approved this 13th day of May, 2022.



Oldiaj Ngirajkelau
Chief Justice
Palau Supreme Court