



SUPREME COURT

THE JUDICIARY REPUBLIC OF PALAU

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MEMORANDUM

CJ MEMO: 22-004

Intra-Office Memo

Date: September 23, 2022

To: Acting Deputy Administrative Director, Department Heads and All Judiciary Employees

From: Chief Justice Oldiais Ngiraikelau 

Re: **Revised Internal Procedure on Reviewing or Copying Closed Court Files in Ngerulmud**

Except for the justices' and judges' requests, closed court case files stored in the Ngerulmud court complex archive shall not be removed from the archive and transported outside of the Ngerulmud court premises. Further, To reduce and prevent instances of missing files or the file's contents, only the Archivist is authorized to remove and release files from the archive.

Any person who requests to review or make copies of any closed court case file, except those that involve juveniles or has remained under seal, that is not available in JIS or the Koror courthouse should be informed that the file is likely available at the court complex archive in Ngerulmud. If the person's need to review or make copies of the file is urgent, they should be instructed to go to Ngerulmud. If their need is not urgent, the person should be told that a soft or duplicate copy of the file will be made available in three (3) business days from the receipt of the request. Soft copies will be emailed to the requestor provided they provide an email address.

The clerk who receives the request from the requestor must immediately apprise the Archivist of the request so that the Archivist can have sufficient time to scan and upload the file to JIS. That way a soft copy (via email) or duplicate copy of the file is made available to the requestor by any of the clerks at the Clerk of Court's Office in Koror. Applicable fees, if any, must be collected.

This revised internal procedure supersedes the earlier procedure issued per CJ Memo No. 22-003, dated September 15, 2022, takes immediate effect, and shall remain in effect until amended or revoked by the Chief Justice.