



GOVERNMENT OF GUAM

**CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT**



**RE: FILING OF DOCUMENTS VIA ELECTRONIC FORMAT
CSC RESOLUTION NO. 2013-01**

WHEREAS, Public Law 31-187 mandates that government of Guam entities provide for the acceptance of applications, filings, and forms for services through their official websites; and

WHEREAS, the Civil Service Commission, through its staff, has begun the process of reducing all of its documents to electronic storage and archive; and

WHEREAS, the Civil Service Commission intends to revise its procedural rules to incorporate rules with regard to electronic filing; and

WHEREAS, in the interim, the Civil Service Commission finds it necessary to provide the public with guidelines for electronic filing so as to comply with Public Law 31-187 and begin to accept filings via electronic format.

NOW THEREFORE BE IT RESOLVED, that the Commission hereby adopts the following guidelines with regard to filing documents via electronic format:

1. Documents may be filed with the Civil Service Commission by attachment to email sent to the following address: documents.filing@csc.guam.gov.
2. Any documents filed must be attached in portable document format (PDF) and should conform, as far as practicable, to formatting requirements outlined in the Civil Service Commission's Rules of Procedure.
3. Documents filed on their due date shall be treated as timely filed as long as sent and time-stamped no later than 11:59 pm.
4. Filing via electronic format does not alleviate the requirement for service of the same on required parties.

Duly and regularly adopted this 17th day of January, 2013.

LUIS R. BAZA
Chairman

Not Present
MANUEL R. PINAUI
Vice-Chairman

PRISCILLA T. TUNCAP
Commissioner

JOHN SMITH
Commissioner

LOURDES HONGYEE
Commissioner

DANIEL D. LEON CUERRERO
Commissioner

EDITH C. PANGELINAN
Commissioner

ORIGINAL