

OCA CIRCULAR NO. 17-2016, January 20, 2016

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TO : ALL THE EXECUTIVE JUDGES AND THE CLERKS OF COURT IN THE OFFICE OF THE CLERK OF COURT OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES; AND THE JUDGES AND THE CLERKS OF COURT OF THE SINGLE SALA REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND MUNICIPAL CIRCUIT TRIAL COURTS.

SUBJECT : DUTY ON ELECTION DAY, 9 MAY 2016

In the interest of the efficient administration of justice and to ensure the speedy disposition of election-related cases, you are hereby DIRECTED to report to your respective courts on 9 May 2016 to act on all election matters within your jurisdiction and to resolve the same with utmost caution and dispatch.

In case the executive judge would not be able to report for duty, he or she may designate the vice-executive judge or any of the judges in the station.

In vacant single sala Regional Trial Courts where the court of the acting presiding judge is very far from the court concerned, any urgent election matter shall be referred for appropriate action by the clerk of court to the executive judge of the nearest court or station. In the case of vacant Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts and Municipal Circuit Trial Courts, the election matter shall be referred to the presiding judge of the nearest court or to the executive judge, whichever is nearer.

The Clerk of Court in the Office of the Clerk of Court shall maintain a skeletal force in the office to attend to the collection of court fees and to receive cash bonds or any other bonds that may be posted for election offenses.

For strict compliance.

20 January 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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