

OCA CIRCULAR NO. 109-2013, September 05, 2013

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TO : ALL JUDGES AND CLERKS OF COURT OF FIRST AND SECOND LEVEL COURTS

SUBJECT :

COVER LETTER FOR COPIES OF ORDERS, DECISIONS AND OTHER DOCUMENTS SUBMITTED BY LOWER COURTS TO THE OFFICE OF THE COURT ADMINISTRATOR

To ensure immediate and appropriate action on copies of orders, decisions and other documents submitted by lower courts to the Office of the Court Administrator, all concerned are DIRECTED to attach a COVER LETTER as a supplemental document to indicate the reason/s why the same are being furnished the Office.

Strict compliance is hereby enjoined.

September 5, 2013

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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