

OCA CIRCULAR NO. 81-2008, August 13, 2008

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TO:

ALL JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT AND OFFICERS-IN-CHARGE OF THE LOWER COURTS

SUBJECT:

MAILING OF CORRESPONDENCE

In line with the directive enunciated in OCA Circular Mo. 151-2003 dated October 23, 2003, all Judges, Clerks of Court and Branch Clerks of Court are hereby directed to: (a) include only one (1) report and/or matter in each envelope to be submitted to the Office of the Court Administrator; and (b) specify in the mailing envelope the appropriate office of the Office of the Court Administrator for which the communication is intended.

Judges and Clerks of Court/Officers-in-Charge are hereby reminded to strictly comply with this directive in order to expedite action on all communications received by the Office of the Court Administrator.

August __13__, 2008.

JOSE P. PEREZ

Court Administrator

NOTE: SAMPLE

Office of Court Administrator

Supreme Court

Maninla

Attn: (Office/Division Concerned)

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