OCA CIRCULAR NO. 105-2016, April 27, 2016

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TO :

ALL JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

POSTING OF NOTICES ANNOUNCING THE OBSERVATION OF THE RECORDS DISPOSAL PERIOD FOR THE WHOLE MONTH OF JULY 2016

Pursuant to the Supreme Court en banc Resolution dated 16 December 2015 in AM. No. 07-3-09-SC(Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]), all first and second level courts are REQUIRED to post NOTICES informing the general public that the first and second level courts shall observe the whole month of July 2016 as the period for records disposal. For this purpose, the attached draft of NOTICE TO THE GENERAL PUBLIC, to be signed by the concerned Executive Judge, Presiding Judge or Clerk of Court/Officer-In-Charge, .shall be used in compliance therewith.

Likewise, and as further required in the subject Resolution, all courts shall post, together with above Notice, the entire text or copy of the Guidelines as provided in A.M. No. 07-3-09-SC. The posting of the Notice and Guidelines shall be done in three (3) conspicuous places in the court and other public places for wider dissemination.

For strict compliance.

27 April 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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[*] See NOTICE attached in the Hard Copy of OCA CIRCULAR NO. 105-2016

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