

SC ADMINISTRATIVE CIRCULAR NO. 8-93, June 21, 1993

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TO

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ALL JUDGES OF THE REGIONAL TRIAL COURTS, COURT OF TAX APPEALS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURTS AND SHARI'A CIRCUIT COURTS, AND CLERKS OF COURT OF THE ABOVE-NAMED TRIAL COURTS.

SUBJECT

:

PREPARATION AND SUBMISSION OF QUARTERLY REPORT OF CASES, IN LIEU OF THE MONTHLY REPORT OF CASES TO THE SUPREME COURT.

Effective January 1993, you are hereby directed to submit to this Court, through the Statistics Division, Office of the Court Administrator (OCA), a Quarterly Report of Cases in accordance with attached SC Form No. 1-A, as amended. The Report shall be prepared by the Clerk of Court/Branch Clerk of Court, under the supervision of the Presiding Judge, signed by both of them, and submitted within the first five (5) days after the end of each quarter.

In the preparation of the report, you are advised to accomplish the form in full giving particular attention to the following:

Item V - No. of Cases Archived during the quarter;

Item VII - No. of Cases Submitted for Decision but not yet decided at the end of the quarter;

Item VIII (A) - No. of Search Warrants/Warrants of Arrest issued;

Item VIII (B) - No. of Temporary Restraining Orders (TROs) issued; and

Item VIII (C) - No. of Preliminary Injunctions issued.

In view of the retroactive character of this Circular, monthly reports, if already made, from January to June 1993 shall be collated by each court and filed as quarterly reports.

FOR STRICT COMPLIANCE.

Manila, June 21, 1993.

(Sgd.) ANDRES R. NARVASA

Chief Justice

(see page 400 for QUARTERLY REPORT OF CASES table)

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