

SC ADMINISTRATIVE CIRCULAR No. 2-2001, January 15, 2001

SC ADMINISTRATIVE CIRCULAR No. 2-2001, January 15, 2001

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/435587b5876f/>

TO

: TRIAL COURT JUDGES CLERKS OF COURT/BRANCH CLERKS OF COURT ALL COURT PERSONNEL

SUBJECT : AMENDMENT TO ITEM NO. A.2 OF ADMINISTRATIVE CIRCULAR NO. 10-94 DATED 29 JUNE 1994

For a more complete and reliable information on the caseflow in the Lower Courts, Item No. A.2 of Administrative Circular No. 10-94 dated 29 June 1994, providing for the semestral docket inventory procedure, is hereby amended to read as follows:

A. Docket Inventory

xxx

- In order to amplify and make more effective the circular, all trial judges and their clerks of court or branch clerks of court shall observe the following docket inventory procedure:

a. Every trial judge and his/her clerk of court/branch clerk of court shall submit not later than the last week of February and the last week of August of each year a tabulation of all pending cases, which shall indicate on a horizontal column the following data:

- 1) Case Number
- 2) Case Title
- 3) Nature of Case
- 4) Date Filed/Raffled
- 5) Date of Pre-trial (in civil cases) or Arraignment (in criminal cases)
- 6) Date of Initial Hearing
- 7) Last Trial or Court Action Taken and Date Thereof
- 8) Date Submitted for Decision

b. The docket inventory shall end with a joint certification by the trial judge and his/her clerk of court or branch clerk of court that they have personally undertaken an inventory of cases pending in their court, and that they have examined each case record and initialled the last page thereof. The actual inclusive dates when the inventory was conducted shall be indicated in the said certification.

c. The Tabulation and Joint Certification shall be in the following form:

Docket Inventory for the Period

1 January to 30 June 200__ 1 July to 31 December 200__

Court and Station : _____

Presiding Judge : _____

Case No.

Title

Nature

Date Filed/

Raffled

Date of

Pre-Trial/

Arraignment

Date of

Initial

Trial

Last Trial/Court

Action Taken and

Date Thereof

Date

Submitted

for

Decision

JOINT CERTIFICATION:

We hereby certify that on/from _____ 200__, we personally conducted a physical inventory of pending cases in this court and that we personally examined the records of each case and initialled the last page thereof. We certify further that the results of the inventory are correctly reflected in the above tabulation.

Presiding Judge

Clerk of Court or Branch Clerk of Court

Date

Subsequent docket inventory shall be prepared and accomplished to conform with the revised tabulated form, effective the semestral period of 1 July 2000 to 31 December 2000.

Strict compliance with this Administrative Circular, which shall take effect on 15 January 2001, is enjoined. Issued this 2nd day of January 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.