# ADOPTING PERTINENT PROVISIONS OF THE SUPREME COURT RULE ON THE EFFICIENT USE OF PAPER WITH MODIFICATIONS

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WHEREAS, the Supreme Court issued Administrative Matter No. 119-4-SC entitled – "Efficient Use of Paper Rule" which took effect on 1 January 2013;

WHEREAS, the Commission recognizes the significant impact of the measure on environmental protection and conservation of natural resources; and

WHEREAS, although the rule only applies to courts and quasi-judicial bodies under the administrative supervision of the Supreme Court, the Commission is one with the judiciary in this worthy cause and believes that the CIAC should, likewise, be a part of this advocacy;

NOW, THEREFORE, THE COMMISSION, after due deliberation in its 150[th] Regular Meeting held on 1 February 2013, RESOLVED, as it is hereby RESOLVED, to adopt the following pertinent provisions of A.M. No. 11-9-4-SC (Efficient Use of Paper Rule), with modifications to conform to CIAC standard forms, usages and practices:

> "Section 3. Format and Style –
>
> a. All pleadings, motions, and similar papers intended for the Commission and/or its Arbitral Tribunals/Sole Arbitrators/Mediators' consideration and action shall be written in single space and with one-end-a-half space between paragraphs, using an easily readable font style of the party's choice, of 14-size font, and on size A4 whit bond paper; and
> b. All decisions/awards, resolutions and orders issued by the Commission's Arbitral Tribunals/Sole Arbitratrators/Mediators shall comply with these requirements. Similarly covered are the reports submitted to the CIAC and its Arbitral Tribunals/Sole Arbitrators/Mediators and transcripts of stenographic notes.
>
> "Section 4. Margins and Prints – The following margins on all papers referred to in Sections 3a and 3b above shall be observed: a left hand margin of 1.5 inches from the edge; an upper margin of 1.2 inches from the edge; a right hand margin of 1.0 inch from the edge; and a lower margin of 1.0 inch from the edge. Every page must be consecutively numbered.
>
> "Section 5. Copies to be Filed – Unless otherwise directed by the Commission or its Arbitral Tribunals/Sole Arbitrators/Mediators, the number of papers referred to in Sections 3a and 3b above required to be filled in the CIAC shall be as follows:
>
> a. For 3a papers intended for:
>
> a.1 an Arbitral Tribunal – one original (properly marked) and three copies (with one copy to the other party)
> a.2 a Sole Arbitrator or Mediator – one original (properly marked) and one copy (with one copy to the other party)
> a.3 the Commission - one original (properly marked) and three copies

b. For 3b papers except reports and transcripts of stenographic notes which shall fall under par. a above – one original (properly marked) with sufficient copies for each of the parties.

Parties to the cases before the CIAC are further required to submit, simultaneously with their pleadings, motions, and similar papers intended for the Commission and/or its Arbitral Tribunals/Sole Arbitrators/Mediators, soft copies of the same and their annexes (the latter in PDF format) either by email to the CIAC's e-mail address or by compact disc (CD).xxx"

This Resolution shall take effect fifteen (15) days from receipt of certified true copies thereof by the Office of the National Administrative Register, University of the Philippines Law Center.

**UNANIMOUSLY APPROVED.**

**THE COMMISSION:**

(SGD.) MANUEL M. COSICO
Chairman

(SGD.) ANTONIO A. ABOLA
Member

(SGD.) EMILIO LOLITO J. TUMBOCON
Member


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