

OCA CIRCULAR NO. 151-2003, October 23, 2003

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TO:

ALL JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT AND ALL OFFICERS-IN-CHARGE OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI'A DISTRICT COURT, SHARI'A CIRCUIT COURTS, COURT LIBRARIES AND MAINTENANCE OFFICE OF THE HALLS OF JUSTICE

SUBJECT:

MAILING OF CORRESPONDENCE

If we noticed that letters coming from your end addressed to the Office of the Court Administrator are usually delayed as far the delivery of the same to the offices/division concerned.

As per our evaluation/observation, your practice is to mail your communications in one (1) envelope which is intended to different offices/divisions. The personnel, in-charge of receiving your correspondence spends time sorting your letter prior to delivery to the respective offices/divisions concerned, hence the delay.

In this regard, please submit one (1) report in one (1) envelope and specify in the mailing envelope the appropriate offices/divisions which it should be directed.

For strict compliance

October 23, 2003.

Note: Sample

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