

OCA CIRCULAR NO. 2-2005, January 10, 2005

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TO:

ALL CLERKS OF COURT AND BRANCH CLERKS OF COURT OF ALL LOWER COURTS

SUBJECT:

SUBMISSION OF LISTS OF CASES FILED/RAFFLED, DISPOSED, ARCHIVED, TRANSFERRED/RERAFFLED AND WITH SUSPENDED PROCEEDINGS

Pursuant to Administrative Circular No. 1-2001 dated 2 January 2001, all clerks of court and branch clerks of court of all lower courts are enjoined to attach to the corresponding Monthly Reports of Cases the following:

- "1. List of newly filed or raffled cases, revived or reinstated cases, or cases transferred or reraffled from other salas;
2. List of decided or resolved cases after trial on the merits or by compromise agreement, plea of guilt, and the like; and/or resolved complaints after preliminary investigation (for first level courts);
3. List of archived cases (stating the reason/s for archiving the case);
4. List of cases transferred or reraffled to other salas; and
5. List of cases with suspended proceedings (stating the reason/s for such suspension)."

Further, "the following data shall be indicated in each of the separate listings: case number; title of case; nature of case; date filed, revived or reinstated, or transferred or reraffled from other salas; and date decided or resolved, archived, transferred or reraffled to other salas, or when proceedings were suspended."

Records show, however, that there are courts which submit the lists with incomplete information. Some merely provide the case number and the title without the corresponding date. Others omit the nature of the case and the like. Still others fail to state the reason/s for archiving the case and/or suspending the proceedings of the case.

In line with the Action Program for Judicial Reform in the Judiciary, a study is being conducted on case processing time. This calls for an additional information as regards decided cases, to wit: date filed; date of decision; date of promulgation and date of entry of judgment.

IN VIEW THEREOF, effective March 2005, all clerks of court and branch clerks of court are hereby enjoined to follow the following table format in the preparation of the above lists:

A. Format for newly filed, revived or reinstated, transferred or reraffled to or from other salas, archived cases and cases with suspended proceedings:

List of Newly Filed Cases

CASE NUMBER**TITLE OF CASE****NATURE OF CASE****DATE FILED**

List of Revived/Reopened Cases

CASE NUMBERTITLE
OF CASE**NATURE OF CASE**DATE
REVIVED/
REOPENEDREASON FOR THE
REVIVAL/
REOPENING

List of Cases Received from Other Salas/Courts

CASE NUMBERTITLE
OF CASE**NATURE OF CASE**DATE
RECEIVEDREASON FOR THE
TRANSFER OF THE CASE

List of Cases Transferred to Other Salas

CASE NUMBERTITLE
OF CASE

NATURE OF CASE

DATE
TRANSFERRED

REASON FOR THE TRANSFER OF THE CASE

List of Archived Cases

CASE NUMBER

TITLE
OF CASE

NATURE OF CASE

DATE
ARCHIVED

REASON FOR THE
ARCHIVING THE CASE

List of Cases with Suspended Proceedings

CASE NUMBER

TITLE
OF CASE

NATURE OF CASE**DATE WHEN PROCEEDINGS SUSPENDED**

REASON FOR THE
SUSPENSION

B. A special format for decided/resolved cases:

List of Decided/Resolved Cases
(After Trial on the Merits)

CASE NUMBER

TITLE
OF CASE

NATURE OF CASE

DATE FILED

DATE OF DECISION

DATE OF PROMULGATION

DATE OF ENTRY OF JUDGMENT

List of Decided/Resolved Cases
(All Others)

CASE NUMBER

TITLE
OF CASE

NATURE OF CASE

DATE FILED

DATE OF DECISION

DATE OF PROMULGATION

DATE OF ENTRY OF JUDGMENT

List of Decided/Resolved Cases
(After Preliminary Investigation - when applicable)

CASE NUMBER

TITLE
OF CASE

NATURE OF CASE

DATE FILED

DATE OF RESOLUTION

DATE FORWARDED TO THE OFFICE OF THE PROSECUTOR

In case the promulgation and entry of judgment are not within the same month the case was decided, the same

shall be reported twice or thrice, as the case may be: on the month when the case was decided and on the month/s the decision of the same was promulgated and judgment or final order was entered in the book of entries of judgment, respectively..

Further, as the Supreme Court is now studying the aging of pending cases, you are directed to submit the list of decided/resolved cases from January to December, 2004 and January to February, 2005 using the new format on or before the 10[th] of March 2005. Thereafter, the lists shall be attached to the Monthly Report of Cases.

For strict compliance.

10 January 2005.

PRESBITERO J. VELASCO, JR.

Court Administrator

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