

OCA CIRCULAR NO. 24-2014, January 30, 2014

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TO : ALL JUDGES AND CLERKS OF COURT OF COURTS AFFECTED BY SUPERTYPHOON YOLANDA

SUBJECT : COMPLETE INVENTORY OF COURT RECORDS FOR PURPOSES OF RECONSTITUTION

Due to the damage brought about by super typhoon Yolanda to the records of the trial courts, the reconstitution of lost or destroyed records of pending cases is imminent. Section 2, Act No. 3110 [1]

provides that the court shall issue a general notice to all parties concerned, "advising them of the destruction of the records, with a brief list of the proceedings not affected in case the destruction was partial, and of the time fixed by this Act for the reconstitution of the destroyed records," which notice shall be published.

In preparation for the said notice and publication, all judges and clerks of court of courts affected by super typhoon Yolanda are hereby ordered to make an inventory of court records, and classify the same as follows: totally lost or destroyed, partially lost or destroyed, or intact.

For your immediate and strict compliance.

30 January 2014

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

[1] An Act To Provide An Adequate Procedure For The Reconstitution Of The Records Of Pending Judicial Proceedings And Books, Documents, And Files Of The Office Of The Register Of Deeds, Destroyed By Fire Or Other Public Calamities

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