

SC ADMINISTRATIVE CIRCULAR NO. 10-94, June 29, 1994

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TO

:

ALL TRIAL COURT JUDGES AND CLERKS OF COURT/BRANCH CLERKS OF COURT

SUBJECT

:

DOCKET INVENTORY AND MONTHLY POSTING OF LIST OF SUBMITTED CASES.

A. Docket Inventory

- The Court reiterates the directive to all trial judges for the physical inventory of their dockets, as required by Administrative Circular No. 1 dated January 28, 1988. The administrative circular requires all trial judges to conduct a physical inventory at the time of assumption, and every semester thereafter on June 30th and December 31st.

- In order to amplify and make more effective the circular, all trial judges shall observe the following docket inventory procedure.

a. Every trial judge 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

- Title of the Case

- Date of Filing

- Date of Pre-trial in civil cases and arraignment in criminal cases

- Date of initial, trial

- Date of last hearing

- Date submitted for Decision

b. The tabulation shall end with a certification by the trial judge that he/she has personally undertaken an inventory of the pending cases in his/her court; that he/she has examined each-case record and initialled the last page thereof. The judge shall indicate in his/her certification the date when inventory was conducted.

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

Docket Inventory for the Period

Jan___ to June ,___/ July to December ,___

(Indicate Period)

Court and Station

Presiding Judge _____

Title of Cases

Date Filed

Pretrial/ Arraignment

Initial Hearing

Date Last Hearing

Date submitted for Decision

CERTIFICATION:

I hereby certify that on (Date/Dates_____), I personally conducted a physical inventory of pending cases in the docket of this court, that I personally examined the records of each case and initialled the last page thereof, and I certify, that the results of the inventory are correctly reflected in the above, tabulation.

_____,199____.

Presiding Judge

B. Posting of Cases submitted for Decision

All Clerks of Court/Branch Clerks of Court shall cause to be posted at the end of each month the list of cases submitted for decision, at a conspicuous place on the door of the session hall to be available for inspection by representatives of the Supreme Court and interested parties. The list shall carry the case number only, together with the date of submission for decision. The list for the following month shall be updated by the deletion of the cases decided by the judge, and inclusion of cases submitted for decision since the last posting.

A copy of the list shall be furnished the local chapter of the Integrated Bar of the Philippines of the City or Province where the Court is located. The Branch Clerk of Court shall certify compliance with the posting requirement.

C. Penalties

Wilful non-compliance with the circular shall constitute serious misconduct and shall warrant imposition of the appropriate penalties. The Office of the Court Administrator shall report to the court non-compliance with the circular within 30 days from the expiration of the period for compliance.

D. Effectivity

This Circular shall take effect immediately. The first inventory shall be submitted by all trial courts within the first week of August 1994. The first monthly posting shall be the last week of August 1994.

E. Publication

The Clerk of Court is directed to publish this circular in two newspapers of general circulation in the Philippines.

June 29, 1994

(Sgd.) ANDRES R. NARVASA

Chief Justice

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