

OCA CIRCULAR NO. 123-2011, September 07, 2011

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TO:

ALL JUDGES AND BRANCH CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE FIRST LEVEL COURTS, EXCEPT SHARIA CIRCUIT COURTSz

SUBJECT:

SMALL CLAIMS CASE MONITORING SYSTEM (SC2MS) AND USB WIRELESS BROADBAND MODEMS

The Supreme Court has distributed to first level courts computers and printers with the pre-installed software Small Claims Case Monitoring System (SC2MS) which was designed and developed to capture relevant data on small claims cases, while those courts which were not allotted with said computers and printers were provided with compact discs (CDs) containing the SC2MS software for installation in their existing computers.

To further enhance the capacity of these courts towards an efficient monitoring and automated monthly reporting of cases, USB wireless broadband modems shall also be distributed for the use of the courts. The modem, which shall be turned over and endorsed to the Branch Clerks of Court (BCC), or the Officer-in-Charge (OIC) for the exclusive use of the court, will provide internet connections to aid' the prompt transmittal of monthly reports to the Court Management Office, Office of the Court Administrator (CMO-OCA). These modems will be provided with P50.00 load monthly to facilitate the transmission of reports.

The concerned BCC/OIC shall receive and sign the attached Memorandum of Receipt (MR) and return the same using the self-addressed stamped return envelope within five (5) days from receipt to the Property Division, OCA, for record purposes.

Notwithstanding the Judiciary-wide implementation of the SC2MS to the first level courts, there are reports that some courts still submit their Monthly Docket Inventory of Small Claims Cases using the old format. To reiterate, quoted hereunder is OCA Circular No. 78-2011 dated 16 June 2011 for compliance of all courts concerned, to wit:

Pursuant to the En Bane Resolution dated 16August2011 in A.M.No. 11-8-3-SC

All pending and decided SMALL CLAIMS CASES starting from the month of MAY 2011 onwards shall be encoded/entered using the approved SC2MS Software. You can also include all small claims cases already decided and disposed of starting from January to April 2011 for your own case monitoring and efficient record management.

"Pursuant thereto, you are hereby DIRECTED to submit the Monthly Docket Inventory of Small Claims Cases using the approved SC2MS Software on or before the tenth (10th) day of the succeeding month either through:

(1) electronic mail to [smallclaims\(q\).sc.judiciary.gov.ph](mailto:smallclaims(q).sc.judiciary.gov.ph); or

(2) soft copy of the report using a diskette or CD, which shall be sent by post or courier to:

RE: SC2MS - SMALL CLAIMS CASES
Judicial Supervision and Monitoring Division
Court Management Office
Office of the Court Administrator
Supreme Court
Padre Faura Street
Ermita, 1000 Manila

as the case maybe." (Emphasis supplied)

To further assist the users, step-by-step procedures on report preparation, saving of files as well as submission and transmission thereof to the CMO through email or CD burning are attached for your reference. Likewise, there will be training activities for all BCC's or OICs, or their substitutes, on the SC2MS Software for technical support and capacity building.

The SC2MS Help Desk is already operational to address queries and concerns. You may [a] call: (02) 404-2731 (CMO) or (02) 552-9640 (MISO2); or [b] email: smallclaims@sc.judiciary.gov.ph; or [c] access the website: sc.judiciary.gov.ph, for other information and announcements.

For maintenance or reloading concerns on the USB wireless broadband modem, you may also contact the 24/7 Hotline Number: (02) 730-1288, or email:

customersupport@globebusiness.com.ph. If the unit is defective, please bring it to the service center nearest to your court. Attached is the Warranty and List of Service Centers for your reference.

For immediate and strict compliance.

07 September 2011.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

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