

OCA CIRCULAR NO. 156-2016, July 18, 2016

OCA CIRCULAR NO. 156-2016, July 18, 2016

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/808b748f9f2b/>

TO :

All the Judges, Clerks of Court and Concerned Personnel of the First and Second Level Courts in The Following eCourt Roll Out Sites: Quezon City, Angeles City, Lapu-Lapu City, Cebu City, Tacloban City and Davao City

SUBJECT :

Reminder on the Strict and Regular Use of the eCourt System

Upon review, it was found that some of the courts in the eCourt roll out sites have not been entering all of their pending cases into the eCourt system; that their case entries are not complete or updated; that their eCourt-generated -reports are not reconciled with manual monthly reports; and that they are neither using the eCourt Calendar nor conducting Automated Hearings.

In view thereof, you are DIRECTED to STRICTLY COMPLY with Memorandum OCA-eCourt-Rep-1 dated 6 January 2016 (Re: Monthly eCourt Usage Assessment Forms), and ensure that:

- All pending cases are entered into the eCourt system;
- All case entries are completed and updated;
- The eCourt-generated reports are reconciled with manual monthly reports;
- All branches are using the eCourt Calendar; and
- All branches are conducting Automated Hearings.

Accordingly, all first and second level courts in Quezon City, Angeles City, Lapu-Lapu City, Cebu City, Tacloban City and Davao City, except those newly-organized courts that have yet to use the eCourt system, are hereby ENJOINED to make certain that their pending cases are fully encoded into the eCourt system by 30 September 2016, and that all case entries are consistently, regularly and accurately updated. In addition, the following shall be strictly observed:

1. Incoming documents shall be logged in the eCourt system as soon as these are filed;
2. Outgoing documents shall be logged in the eCourt system as soon as these are released; and
3. Case incidents shall be created and entered as soon as they arise.

A compliance team from the Office of the Court Administrator will conduct spot audits, beginning 1 October 2016, to monitor adherence hereto.

For strict compliance.

18 July 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.