

OCA CIRCULAR NO. 87-2011, July 06, 2011

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TO:

ALL JUDGES, BRANCH CLERKS OF COURT, AND DOCKET CLERKS OF THE REGIONAL TRIAL COURTS AND METROPOLITAN TRIAL COURTS OF QUEZON CITY

RE:

INVENTORY OF CASES TO ESTABLISH THE BASELINE DATA FOR THE QUEZON CITY PRACTICE GUIDELINES PILOT LAUNCH

WHEREAS, the Regional Trial Courts and Metropolitan Trial Courts of Quezon City were selected to pilot test the Proposed Practice Guidelines aimed to speed up case processing and aid in the decongestion of court dockets;

WHEREAS, to determine the efficacy of the proposed guidelines, monitoring and review mechanisms have been developed where an inventory of cases is required to establish baseline data that will measure the success of the pilot program;

WHEREAS, all trial courts are mandated to conduct semestral docket inventory this July 2011 and to maximize their time and efforts, the gathering of baseline data for the pilot program shall be undertaken simultaneous with the conduct of inventory of cases;

NOW, THEREFORE, pursuant to the power vested in the Office of the Court Administrator to administratively supervise all courts nationwide, all docket clerks for civil and criminal cases of the Regional Trial Courts and Metropolitan Trial Courts of Quezon City, under the direct responsibility and supervision of the concerned Branch Clerks of Court, shall conduct simultaneously the inventory of cases and the establishment of baseline data for the Proposed Practice Guidelines for Quezon City Trial Courts this July 2011, utilizing the prepared forms for criminal and civil cases (OCA-JMPM Form 1 and OCA-JMPM Form 2).

For this purpose, all Docket Clerks and Branch Clerks of Court are hereby required to attend the briefing on July 11, 2011, 9:00 a.m., at the Judges' Lounge, Basement, Hall of Justice, Quezon City. Those who will not be able to attend said briefing shall submit a written explanation, direct to the Office of the Court Administrator, within twenty-four (24) hours from July 11, 2011.

All completed inventory forms shall be jointly certified by the Branch Clerks of Court and Docket Clerks of each court, and submitted to their respective Executive Judges not later than August 5, 2011. In turn, the Executive Judges shall turn-over the subject completed forms to the Ad Hoc Committee on the Proposed Practice Guidelines for Quezon City Courts on August 06, 2011. Non-compliance thereof shall be dealt with accordingly.

This Circular shall take effect immediately upon its issuance.

6 July 2011.

(SGD.)JOSE MIDAS P. MARQUEZ

Court Administrator

(Please see image)

Quezon City Practice Guidelines Pending Inventory Report

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