

OCA CIRCULAR NO. 57-2013, April 29, 2013

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TO : All Concerned Officials of the Regional Trial Courts and the Metropolitan Trial Courts of Quezon City

SUBJECT:

Trial Run for QC eCourts 2-31 May 2013

WHEREAS, the encoding of case information for active cases of the Quezon City trial courts will end on 30 April 2013;

WHEREAS, statistics from the courts show that the majority have encoded more than 80% of the required information;

WHEREAS, before the Quezon City eCourts Project is formally launched, a trial of the complete system should be undertaken involving all the courts to evaluate system viability and effectiveness, and to assess readiness for a full roll-out;

NOW THEREFORE, for and in consideration of the foregoing premises, it is hereby provided:

1. The eCourts Project in Quezon City Trial Courts will be on a trial run for the entire month of May 2013.
2. During the trial run, all the trial courts and the Offices of the Clerks of Court of both the Regional Trial Court (RTC) and the Metropolitan Trial Court (MeTC) of Quezon City shall use the eCourt system to record, docket, process, monitor and report case information in all active cases of the affected courts.
3. The assessment and payment of fees, and the docketing of new cases, as well as the assignment of cases by raffle, shall also be done through the eCourt system. For this purpose, the Quezon City trial courts are exempted from the Rules for the Assignment of Cases by Raffle provided under the Guidelines on the Selection and Appointment of Executive Judges and Defining their Powers, Prerogatives and Duties, (A.M. No. 03-08-02-SC), in so far as the raffle shall henceforth be done electronically and not by roulette or bingo tamboliolo, subject to manual adjustments that may be declared necessary by the respective Raffle Committees of the said trial courts.
4. During the trial run, the courts shall nevertheless maintain the parallel paper-based recording system for all incoming and outgoing case information. This shall only be discontinued subject to trial run results, with the objective of ensuring the accuracy, security and integrity of all case information.
5. The confidentiality of case information, as decreed in special laws and applicable rules, shall be maintained at all times.
6. To assist the courts in the course of the trial run, there shall be Special Response Teams assigned to address both content and technical questions and problems encountered by the courts, as follows:

Basement: Executive Judge Fernando T. Sagun, Jr.

Branch Clerk of Court, Br. 78, RTC
An SC-MISO Technician
An Ideyatech Personnel

Ground Floor: Vice Executive Judge Maria Filomena D. Singh
Branch Clerk of Court, Br. 85, RTC
An SC-MISO Technician
An Ideyatech Personnel

Second Floor: Vice Executive Judge Bernelito Fernandez
Branch Clerk of Court, Br. 87, RTC
An SC-MISO Technician
An ideyatech Personnel

Third Floor: for the RTC: Vice Executive Judge Jose Paneda
Branch Clerk of Court, Br. 220, RTC
An SC-MISO Technician
An Ideyatech Personnel
for the MeTC: Executive Judge Edgardo B. Bellosillo
Branch Clerk of Court, Br. 36, MeTC
An SC-MISO Technician
An Ideyatech Personnel

Annex: Judge Elvira Panganiban
Branch Clerk of Court, Br. 227, RTC
An SC-MISO Technician
An Ideyatech Personnel

Offices of the Clerks

of Court of the RTC the and MeTC: Atty. Gregorio Tallud
Gemma S. Besinio
An SC-MISO Technician
An Ideyatech Personnel

All courts are encouraged to raise pertinent questions and concerns with the respective response teams to help in the evaluation and refinement of the system.

7. All the trial courts shall continue the encoding of case information during the trial run until all the required information for all cases in the active docket of each court have been entered in the database of the system.

8. The Technical Working Group for the Quezon City eCourts Project shall submit a report to the Supreme Court, through the OCA, on the results of the trial run no later than 3 June 2013.

29 April 2013

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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