

SC ADMINISTRATIVE CIRCULAR NO. 1-2001, January 02, 2001

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TO

:CLERKS OF COURT AND BRANCH CLERKS OF COURT OF ALL LOWER COURTS

SUBJECT

:SUBMISSION OF LISTS OF CASES FILED/RAFFLED, DISPOSED, ARCHIVED, TRANSFERRED/RERAFFLED, AND WITH SUSPENDED PROCEEDINGS

To achieve a more accurate and dependable court reporting system and effective monitoring of caseflow in the lower courts, all clerks of court and branch clerks of court are hereby enjoined to submit the following monthly reports effective December 2000:

- List of newly filed or raffled cases, revived or reinstated cases, or cases transferred or reraffled from other salas.
- List of decided or resolved cases after trial on the merits or by compromise agreement, plea of guilt, and the like; and/or resolved complaints after preliminary investigation (for first level courts);
- List of archived cases (stating the reason/s for archiving the case),
- List of cases transferred or reraffled to other salas; and
- List of cases with suspended proceedings (stating the reason/s for such suspension).

The following data shall be indicated in each of the separate listings: case number; title of case; nature of case; date filed, revived or reinstated, or transferred or reraffled from other salas; and date decided or resolved, archived, transferred or re raffled to other salas, or when proceedings were suspended.

To facilitate the processing and analysis thereof, the aforesaid lists shall be attached to the corresponding Monthly Reports of Cases (SC Form No. I, Revised January 1995) submitted monthly by each court.

This Court hereby reiterates the directive to all clerks of courts in courts with multiple salas to send copies of the Minutes of Raffle to (he Office of the Court Administrator as required by Administrative Circular No. 1 dated 28 January 1998, particularly Item No. 8 (Raffle of Cases) thereof.

Strict compliance is hereby enjoined. The Court Administrator and the Deputy Court Administrators in respect to their assigned Judicial Regions, shall monitor such compliance.

This Administrative Circular shall take effect on the fifteenth day of January 2001.

Issued this 2nd day of January 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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