OCA CIRCULAR NO. 83-2004, July 26, 2004

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TO:

ALL JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

The Bureau of Corrections had brought to the attention of this Office their concern arising from documents received pertaining to detainees/prisoners, i.e. Court orders/decisions/court processes/resolutions directing the release of inmates with the order stamped marked "Original Signed" above the typewritten name of the judge, and do not bear the dry seal of the court. The determination as to their veracity has caused undue delay to the would be action taken on the matter.

In order to forestall future delay/inconveniences/action relating to the detainees/prisoners, the following shall be observed:

- copies of decisions/resolutions directing the release of prisoners and subpoenas/summons requiring their appearance in court shall be in original or duplicate copy bearing the signature of the judge and the dry seal of the court. In the absence of the original or duplicate copy, a photocopy shall be duly certified by the Clerk of Court with the dry seal of the court;

- decisions/resolutions granting probation shall be accompanied by a release order duly signed by the judge bearing the dry seal of the court.

For strict compliance.

__26__ June 2004.

PRESBITERO J. VELASCO, JR.

Court Administrator

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