

OCA CIRCULAR NO. 37-2016, January 29, 2016

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TO : ALL EXECUTIVE JUDGES, PRESIDING JUDGES, CLERKS OF COURT, AND BRANCH CLERKS OF COURT OF THE FIRST LEVEL COURTS EXCEPT SHARFA CIRCUIT COURTS

SUBJECT : THE REVISED RULES OF PROCEDURE FOR SMALL CLAIMS CASES

In view of the effectivity of the Revised Rules of Procedure for Small Claims Cases on 1 February 2016 pursuant to the Resolution dated 8 December 2015 of the Court en banc in A.M. No. 08-8-7-SC, and the irregular and erratic submission of reports on small claims cases, the reporting of small claims cases using the Small Claims Cases Monitoring System (SC2MS) is temporarily suspended. Pending update of the SC2MS, all concerned judges and clerks of court are directed to send soft copies of their quarterly reports on small claims cases using the attached template/form (downloadable from the Supreme Court website: sc.judiciary.gov.ph), through either:

- electronic mail: smallclaims@scjudiciary.gov.ph, or

- by post or courier (using a CD or USB) to:

RE: SC2MS - SMALL CLAIMS CASES
Judicial Supervision and Monitoring Division
Office of the Court Administrator
Supreme Court Padre Faura Street
Ermita, 1000 Manila

The quarterly reports are to be filled up following the attached guidelines and are due on or before the tenth (10th) of the month following every quarter:

Quarterly Periods Due date (on or before)

January to March 10th of April

April to June 10th of July

July to September 10th of October

October to December 10th of January

All pending and decided cases starting from January 2016 shall be included in the first quarterly report.

For your information and strict compliance.

January 29, 2016

(SGD.) JOSE MIDAS P. MARQUEZ

Court Administrator

[*] See Guidelines in Filling-Out the New Quarterly Docket Inventory of Small Claim Cases attached in the Hard Copy of OCA CIRCULAR NO. 37-2016

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