

OCA CIRCULAR NO. 183-2016, August 08, 2016

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TO:

ALL JUDGES AND COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS IN THE eCOURT ROLL OUT SITES

SUBJECT :

DROPPING OF MANUAL RECORDING IN DOCKET, RECORD AND RECEIVING LOG BOOKS

To ease the burden of the trial courts in the eCourt roll out sites of maintaining two (2) record keeping systems for logging newly-filed cases, pleadings, case incidents, incoming and outgoing documents, orders, resolutions and decisions, i.e., the manual recording in the docket, record and receiving log books, and the electronic encoding in the eCourt system, the manual recording in the docket, record and receiving log books may now be dropped by the courts and Offices of the Clerk of Court (OCC) if they can ascertain that all pending cases have been accurately encoded in the eCourt system and ensure the regular and real-time use of the eCourt system.

For your information and guidance.

8 August 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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