

OCA CIRCULAR NO. 11-2018, January 17, 2018

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TO:

ALL JUDGES AND CLERKS OF COURT, BRANCH CLERKS OF COURT, AND OFFICERS-IN-CHARGE OF THE REGIONAL TRIAL COURTS, FAMILY COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, AND MUNICIPAL CIRCUIT TRIAL COURTS

SUBJECT :

DROPPING OF THE OLD FORMS IN THE SUBMISSION OF THE MONTHLY REPORTS OF CASES AND THE SUBMISSION OF THE NEW FORMS VIA ELECTRONIC MAIL(EMAIL) STARTING JANUARY 2018

Beginning with the Monthly Report of Cases (MRC) for January 2018, which is due in February 2018, all courts are no longer required to use and submit the old form (Revised SC Form No. 1-2004) as required under Administrative Circular No. 4-2004. All are hereby ORDERED to submit MRCs using only the new form, which is herein updated as of January 2018, as required, under Administrative Circular No. 81-2012 dated 17 September 2012, in Portable Document Format (PDF) file via electronic mail (email), to the email address corresponding to your judicial region (please see attached list of email addresses per judicial area). Hard copies will no longer be accepted.

However, courts which have yet to submit their MRCs for December 2017 and/or earlier are hereby ORDERED to immediately submit said reports, using both the old and the new forms, to the Statistical Reports Division (SRD), Court Management Office (CMO).

Printed copies of the MRCs, including attached lists' of filed and decided cases, and copies of dismissal orders and decisions, must be on file with the courts and readily available for examination during audits.

Costs and expenses incurred in connection with the submission of the MRC may be charged to the Extraordinary Miscellaneous Expense (EME) of the judge concerned.

Copies of the updated version (January 2018) of the new form for the MRC are available in the Office of the Court Administrator website at <http://oca.judiciary.gov.ph> under the "Downloads" tab.

Included in the updated version of the new form are bases for classifying cases on Page 2, in accordance with the categories included in the Aging of Pending Cases (Page 4, Item No. XII):

For MRC forms with Page 6, you are required to include a list of cases falling under the column, "All Other Criminal Cases/All Other or Other Civil Cases."

Please be REMINDED that "failure to submit the applicable forms shall warrant the withholding of salaries of the judge/s and clerk/s of court/ branch clerk/s of court/ officer/s-in-charge concerned, without prejudice to whatever

administrative sanction the Supreme Court may further impose or criminal action which may be filed against them. The same sanctions shall apply to those submitting reports with incomplete or inaccurate entries.[*]

For your information, guidance, and strict compliance.

17 January 2018

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

[*]Administrative Circular No. 81-2012

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