

OCA CIRCULAR NO. 125-2010, September 13, 2010

OCA CIRCULAR NO. 125-2010, September 13, 2010

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/d525b5d76e28/>

TO:

ALL JUDGES AND BRANCH CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE FIRST LEVEL COURTS, EXCEPT SHARI'A CIRCUIT COURTS.

SUBJECT:

SUBMISSION OF THE MONTHLY DOCKET INVENTORY REPORT OF SMALL CLAIMS CASES

The Rule of Procedure for Small Claims Cases, as amended was implemented to all first level courts, Shari'a Circuit Courts, except effective on 18 March 2010.

Following the approved guidelines, the first level courts are required to submit a Monthly Docket Inventory Report; of Small Claims Cases[1] showing the date when a case is decided or disposed of, vis-a-vis the date of filing to assess the timeliness of court action, the date when summons was issued, date of hearing, and the execution and satisfaction of judgment to determine the Rule's efficacy.

In view of the increased number of small claims cases filed, it is vital to have a comprehensive reporting system for these cases that will provide a broader scope of information for more effective monitoring of court performance and evaluate effectiveness of the Rule. Thus, an electronic format of the report is imperative in preparation to the on-going computerization program of the Judiciary, particularly in the reportorial requirements of the lower courts. The electronic format of the Monthly Docket Inventory Report of Small Claims Cases will help capture all information on small claims cases necessary in the evaluation of court dockets. The electronic data capture system patterned to the current format of the Monthly Docket Inventory of Small Claims Cases is designed to facilitate easy data migration once a permanent system has been developed. A compact disc (CD) containing the format of the enhanced Monthly Docket Inventory Report of Small Claims Cases aid the User's Guide in accomplishing the same shall be distributed to all concerned first-level courts.

Pursuant thereto, you are hereby DIRECTED to submit a Monthly Docket Inventory of Small Claims Cases using¹ the enhanced format attached as Annex "A", on or before the tenth (10th) day of the succeeding month. An electronic copy of the report may be sent through e-mail at smallclaimsp@yahoo.com. Otherwise, a printed copy of the report shall be sent to:

Atty. Maria Alma Corazon H. Puncia
Judicial Supervision and Monitoring Division
Court Management Office
Office of the Court Administrator
Supreme Court
Padre Faura Street corner Taft Avenue
Ermita, 1000 Manila

For strict compliance.

13 September 2010.

(SGD.)JOSE MIDAS P. MARQUEZ
Court Administrator

[1] As approved by the Honorable Court En Bane in the Resolution dated 16 February 2010 in A.M. No. 08-8-7-SC.

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.