

OCA CIRCULAR NO. 122-2016, May 25, 2016

OCA CIRCULAR NO. 122-2016, May 25, 2016

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/e96258bcc624/>

TO :

All Presiding Judges and Clerks of Court of the First and Second Level Courts

SUBJECT :

Records Retrieval Request Form for the Retrieval of Residual Records under A.M. No. 07-3-09-SC (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers])

In its 16 December 2015 Resolution in A.M. No. 07-3-09-SC [1], the Court en banc declared that the first and second level court shall observe the whole month of August 2016 as the period for retrieval of residual records by interested parties. [2] Item 1 (c) (i) provides:

Within the month of August 2016, any interested party may file an application to take possession of any residual record, file, or document subject of disposal under the Guidelines, on a "first-come, first-served" basis. This application shall be filed before the branch concerned, or if not known, before the Office of the Clerk of Court of the station. The attached application form shall be used for this purpose x x x

Attached herewith is the Records Retrieval Request Form to be used for this purpose. The following guidelines for the retrieval of residual records shall be observed:

1. The Records Retrieval Request Form shall be made available to the public by the Office of the Clerk of Court (OCC) for multiple-sala courts, or the Clerk of Court for single-sala courts.
2. The application shall be filed before the branch concerned or OCC of the station, as the case may be.
3. The branch concerned or the OCC shall approve the application once the documents are found, except when a compelling reason exists not to approve the same, which shall be indicated in the Form.
4. An application fee of Five Hundred Pesos (P500.00) shall be collected on a per case basis (for case documents), or on a per document basis (for non-case documents, such as notarial documents, clearances, certifications, foreclosure of mortgage, etc.). This fee shall be paid to the OCC or Clerk of Court (for single-sala courts), who shall issue an Official Receipt and deposit the amount in the JDF account.
5. The application fee shall be waived for pauper litigants, as indicated in their respective pleadings, and for any interested party who qualifies as a pauper litigant, as determined by the judge, provided the same is indicated in the Form with the documents supporting the claim attached.
6. No application fee shall be charged where the records requested are unavailable or not found, or where the request is denied by the court or Office of the Clerk of Court.

7. The branch concerned or OCC, as the case may be, shall release the residual records requested after payment of the applicable fee has been made and verified.

8. No application for the retrieval of residual records shall be entertained after 31 August 2016.

For strict compliance.

25 May 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

[1] (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers])

[2] Item 1 (c)

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.