

OCA CIRCULAR NO. 75-2005, July 26, 2005

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TO:

ALL CLERKS OF COURTS OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT:

REENGINEERING OF THE COURTS JURISDICTIONAL STRUCTURE PROJECT

The University of the Philippines Engineering Research and Development Foundation, Inc. (UPERDFI), was awarded the Reengineering of the Courts' Jurisdictional Structure Project by the Supreme Court. This project is one of the subcomponents of the Judicial Reform Support Project.

The said organization is now gathering data or information in connection with the project study.

In this connection, you are hereby directed to provide the UPERDFI with the attached list of the data requirements from your court, thru the following:

Ms. Jennifer R. Baradas at 0917-822-2166; and

Ms. Michelle Rae B. Salvatierra at 0920-660-3619.

U.P. Engineering Research & Development Foundation, Inc.

Room 201-202 NEC Bldg., U.P. Campus, Diliman, Quezon City

Philippines

Tel. Nos. 434-3632 & 926-5487

For strict compliance.

__26__ July 2005.

PRESBITERO J. VELASCO, JR.

Court Administrator

U.P. ENGINEERING RESEARCH & DEVELOPMENT FOUNDATION, INC.

Room 201-202 NEC Building , U.P. Campus, Diliman, Quezon City , Philippines 1101 'Tel.: 434-3632 - Telefax: 926-5487

Regional Trial Courts**- Caseload history and Caseflow (for the past 5 years)**

a. Inflow of cases per month (categorized per type of case - criminal/civil/others)

->Newly filed

->Revived/Reopened

->Received from other sala

- For appealed cases, please indicate from what branch of the Metropolitan Circuit Trial Courts, Municipal Trial Courts, Municipal Circuit Trial Courts or Municipal Trial Courts in Cities the appeal originated.

- For Family Courts, please categorize filed cases according to family and juvenile cases.

b. Status of cases per month categorized per type - criminal/civil/others

->Decided on the Merits

->Dismissed

->Archived

->Transferred

->Pending

d. 100 Random Sampling of Concluded Cases per type - criminal /civil / others

->Indicate duration per stage of caseflow

->Indicate whether appealed and to which court

->Indicate offense/charge/violation

- Resources (per year for the past 5 years)

a. Manpower complement per division or function

b. Number, type and condition of facilities and equipment provided for each division or function

c. Budget allocation

- Raffling scheme and frequency

Metropolitan Trial Courts, Municipal Trial Courts, Municipal Trial Courts in Cities

- Caseload history and Caseflow (for the past 5 years)**a. Inflow of cases per month (categorized per type of case - criminal/civil/others)**

->Newly filed

->Revived/Reopened

->Received from other sala

b. Status of cases per month categorized per type - criminal/civil/others

->Decided on the Merits

->Dismissed

->Archived

->Transferred

->Pending

c. 100 Random Sampling of Concluded Cases per type - criminal /civil / others

->Indicate duration per stage of caseflow

->Indicate whether appealed and to which court

->Indicate offense/charge/violation

-

Resources (for the past 5 years)

a. Manpower complement per division or function

b. Number, type and condition of facilities and equipment provided for each division or function

c. Budget allocation

- Raffling scheme and frequency

Municipal Circuit Trial Courts (MCTC)

- Caseload history and Caseflow (for the past 5 years)

a. Inflow of cases per month (categorized per type of case - criminal/civil/others)

->Newly filed

->Revived/Reopened

->Received from other sala

b. Status of cases per month categorized per type - criminal/civil/others

->Decided on the Merits

->Dismissed

->Archived

->Transferred

->Pending

c. 100 Random Sampling of Concluded Cases per type - criminal /civil / others

->Indicate duration per stage of caseflow

->Indicate whether appealed and to which court

->Indicate offense/charge/violation

-

Resources (for the past 5 years)

a. Manpower complement per division or function

b. Number, type and condition of facilities and equipment provided for each division or function

c. Budget allocation

- Raffling scheme and frequency

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