

OCA CIRCULAR NO. 4-2002, May 08, 2002

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TO:

ALL TRIAL COURT JUDGES AND CLERKS OF COURT/BRANCH CLERKS OF COURT

SUBJECT:

INVENTORY OF CONFISCATED CASH, SURETY AND PROPERTY BONDS

It has come to our attention that a majority of the branches of the lower courts have not been submitting to the Office of the Court Administrator their reports on confiscated cash, surety and property bonds in both civil and criminal cases where such bonds were posted. As such, all branches of the lower courts are directed to submit an inventory of all cash, surety and property bonds that have been confiscated for the period November 1, 1999 up to the present and to inform the manner how such bonds have been disposed.

The inventory shall be reported using the following format, to wit:

Case Title

Case Number

Type of
Bond

Date of
Confiscation

Order and Reason for the Confiscation

Amount of
Cash bond/
Assessed
value of
property
bond

Status/Manner of
Disposition/Action
Taken

Example

1.

PP vs. Mr. X

Criminal

Case No.

123-99

Cash Bond

Jan. 10, 2000

-accused jumped bail

P20,000

Deposited in JDF

account

----or----

No action taken on the
order of confiscation

----or----

Other actions taken

2.

PP vs. Mr. Y

Criminal

Case No.

456-01

Property

Bond

Feb. 1, 2001

-accused
jumped bail

P200,000

Confiscated property
bond register with
the Register of Deeds
on (date)

----or----

No action taken on the
order of confiscation

----or----

Other actions taken

3.

PP vs. Mr. Z

Criminal Case No.
789-02

Surety Bond

March 2, 2002

-accused
jumped bail

P100,000

Writ of execution
issued on
confiscated/forfeited
bonds

----or----

No action taken on
order of confiscation

-----or-----

Full amount of bond
collected and
deposited in JDF
account

The aforesaid inventory report shall be submitted to the Office of the Court Administrator not later than 45 days from receipt hereof.

Hereof, all branches of the lower courts are enjoined to submit a monthly report on the inventory of confiscated cash, surety and property bond, in both civil and criminal cases where such bonds were posted.

For strict compliance.

May 8, 2002.

PRESBITERO J. VELASCO, JR.

Court Administrator

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