



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 125-2010

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, except Shari'a Circuit Courts, 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 Cases¹ 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 and the User's Guide in

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

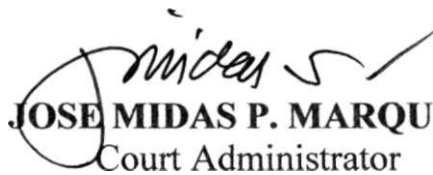
accomplishing the same shall be distributed to all concerned first-level courts.

Pursuant thereto, you are hereby **DIRECTED** to submit a Monthly Docket Inventory of Small Claims Cases using the enhanced format attached as Annex "A", on or before the tenth (10) 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.


JOSE MIDAS P. MARQUEZ
Court Administrator

