OCA CIRCULAR NO. 153-2011

TO   :   **ALL JUDGES AND BRANCH CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE METROPOLITAN TRIAL COURTS (MeTC's), MUNICIPAL TRIAL COURTS IN CITIES (MTCC's), MUNICIPAL TRIAL COURTS (MTC's), AND MUNICIPAL CIRCUIT TRIAL COURTS (MCTC's).**

SUBJECT: **SOFTWARE UPDATES AND ENHANCEMENTS ON THE SMALL CLAIMS CASE MONITORING SYSTEM (SC2MS)**

The Small Claims Case Monitoring System (SC2MS) has been implemented in the first level courts as an efficient monitoring and reporting tool for all small claims cases.

To further improve the system, the Office of the Court Administrator shall release quarterly updates and enhancements on the SC2MS software, as may be necessary. Compact discs (CD's) containing an enhanced SC2MS shall be distributed to all first level courts. Upon receipt thereof, the Branch Clerks of Court or Officers-in-Charge are hereby directed to install the updated version by following the instructions found in the CD. The installation procedure will automatically update the SC2MS software pre-installed in your computer. All small claims cases which you had previously encoded shall remain in the database.

After installing said updates and enhancements, you are also directed to send, thru e-mail, the monthly inventory on small claims cases by clicking the "generate all" button to ensure that all pending and newly-filed cases are included in the report.

For your queries and concerns, please contact the **SC2MS Help Desk** at telephone numbers: (02) 404-2731 (OCA-Court Management Office) or (02) 552-9640 (SC-Management Information System Office); or email us at smallclaims@sc.judiciary.gov.ph; or access the website sc.judiciary.gov.ph.

For immediate and strict compliance.

09 November 2011.

JOSE MIDAS P. MARQUEZ
Court Administrator

CMO/MBC/machp