



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

OCA CIRCULAR NO. 158-2011

**TO: JUSTICES, JUDGES, COURT OFFICIALS AND PERSONNEL
OF THE SANDIGANBAYAN, COURT OF TAX APPEAL,
REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS,
METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL
COURTS IN CITIES, MUNICIPAL TRIAL COURTS,
MUNICIPAL CIRCUIT TRIAL COURTS AND SHARI'A
CIRCUIT COURT**

ALL PRIVATE PRACTICING LAWYERS

SUBJECT: SUPREME COURT CIRCULAR NO. 35-2004

WHEREAS, in a Resolution dated 26 April 2010 in Administrative Matter No. P-09-2661 [Formerly A.M. OCA IPI No. 09-3174-P] (*Anonymous Complaint vs. Gertrudes F. Felitro, Minerva A. Respicio and Edna A. Externon, all Court Stenographers, Regional Trial Court, Branch 197, Las Pinas City*), the First Division of the Court directed the Office of the Court Administrator to issue a circular reminding all courts on the strict compliance with Supreme Court Administrative Circular No. 35-2004 dated 20 August 2004;

WHEREFORE, the attention of all concerned, particularly court stenographers, is called to Section 11 of the aforementioned circular, viz:

"SEC. 11. Stenographers. -- Stenographers shall give certified transcript of notes taken by them to every person requesting the same upon payment to the Clerk of Court of (a) TEN (P10.00) PESOS for each page of not less than two hundred and fifty words before the appeal is taken and (b) FIVE (P5.00) PESOS for the same page, after the filing of the appeal, provided, however, that one-third (1/3) of the total charges shall accrue to the Judiciary Development Fund (JDF) and the remaining two-thirds (2/3) to the stenographer concerned.

"Before the appeal – P10.00 per page of not less than 250 words

After the appeal – P 5.00 for the same."

For strict compliance.

15 November 2011.


JOSE MIDAS P. MARQUEZ
Court Administrator