Republic of the Philippines
Supreme Court
Office of the Court Administrator

OCA CIRCULAR No. 24-2013

TO : **ALL LOWER COURT JUDGES, CLERKS OF COURT, AND LIBRARIANS**

SUBJECT : **GUIDELINES ON THE USE OF MOBILE BROADBAND STICKS AND OFFICIAL EMAIL**

WHEREAS, there is a need for all lower courts to access the Supreme Court website which contains the latest jurisprudence, Court issuances and latest news about the courts, and which is also a portal for, among others, the Office of the Court Administrator (OCA) website, the Philippine Judicial Academy (PhilJA) website, the Judicial and Bar Council (JBC) website, the Supreme Court e-Library, and the Judiciary Webmail;

WHEREAS, to access the Supreme Court website, all courts must have internet connection;

WHEREAS, the Supreme Court, after the required bidding, purchased PLDT mobile broadband sticks for the use of the lower courts;

WHEREAS, these mobile broadband sticks are designed to meet the needs of lower courts for internet connection to access the Supreme Court website;

WHEREAS, there is a need to maximize the use of said mobile broadband sticks;

THEREFORE, to maximize the use of said PLDT mobile broadband sticks, the following guidelines shall be observed;

1. The mobile broadband stick package is issued by the Supreme Court for the official use only of the Judges, Clerks of Court, personnel, and librarians of lower courts throughout the country;

2. It shall be used for, but not limited to research, accessing the Supreme Court website, the OCA website, the PhilJA website, the JBC website, the Supreme Court e-Library, the Judiciary Webmail, the transmission of monthly reports, and other official correspondence;

3. The mobile broadband stick package must be directly received from the PLDT by the person it is intended for in accordance with the list provided by the Supreme Court. In the event that the recipient is not available to receive the mobile broadband package, it will be delivered to the Clerk of Court and the intended recipient must claim it from said Clerk of Court;

4. The mobile broadband stick package contains the following —

   (a) One (1) mobile broadband stick;

   (b) One (1) USB connector cable;

   (c) One (1) SIM card package;

   (d) One (1) quick-start guide;

5. Also included in the mobile broadband stick package are the following documents —

   (a) Memorandum of Dispatch which must be stored for future reference;

   (b) Memorandum Receipt in four (4) copies: one (1) copy to be retained, while the other three (3) copies to be received, signed, and returned;

   (c) Endorsement of Property Form in two (2) copies: one (1) copy to be retained, while the other copy to be received, signed, and returned;

6. The quick-start guide provided in the mobile broadband stick package contains the necessary steps to begin using the mobile broadband stick;

7. For official email correspondence, Judges, Clerks of Court, and librarians must activate their individual Judiciary Webmail accounts which the Management Information Systems Office of the Supreme Court has created;

8. The Judiciary Webmail may be accessed by typing *https://webmail.judiciary.gov.ph* into the web browser, and by subsequently entering the username and password, and by selecting the server *(see Fig. 1)*;

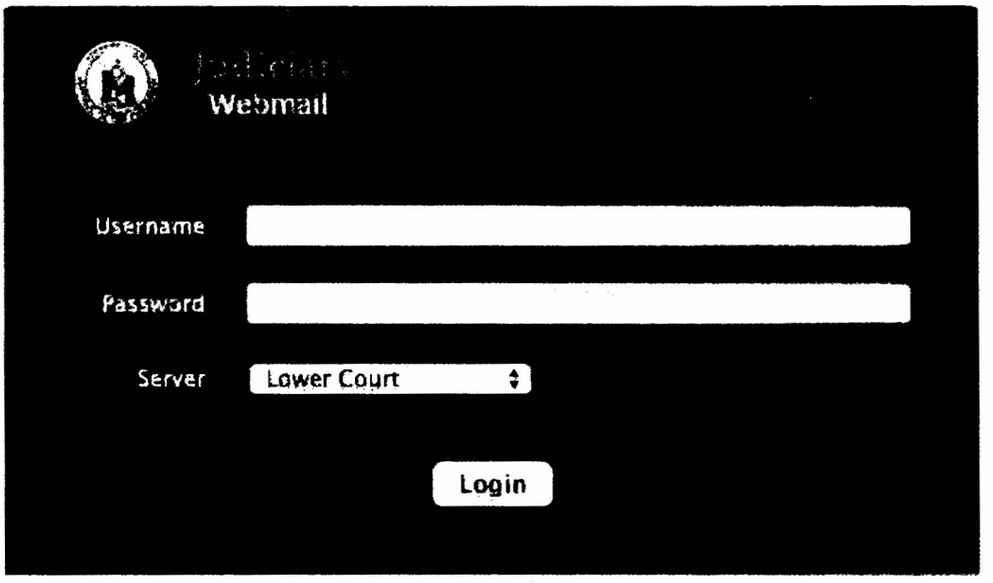

Fig. 1

9. The username shall be comprised of the following: initial of first name, initial of middle name, and surname (e.g., if full name is Jose Protacio Rizal, then the username shall be *jprizal*);

10. The password shall be comprised of the eight-digit employee number, and date of birth. Months shall be in the standard three-letter abbreviation (e.g., if date of birth is 19 June 1861, password shall be *1234567819jun61*);

11. The server selected shall be *lower court*;

12. The complete Judiciary Webmail address shall be comprised of the username followed by the domain, *@lc.judiciary.gov.ph* (e.g., *jprizal@lc.judiciary.gov.ph*);

13. For confidentiality and exclusivity, the Judiciary Webmail password must be changed immediately upon the first login. This may be done by clicking on *Settings* on the upper right hand corner *(see fig. 2)*, and then by clicking on *password* on the left pane *(see fig. 3)*. Once a new password is entered twice it is confirmed by clicking on *save*. The new password will take effect on the succeeding login;

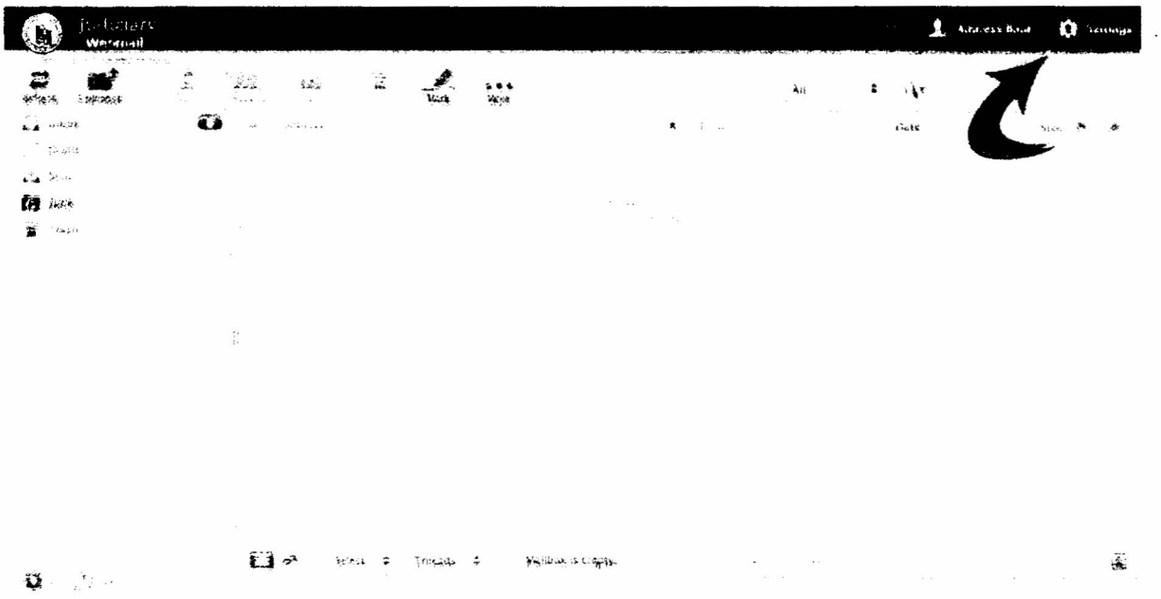

Fig. 2

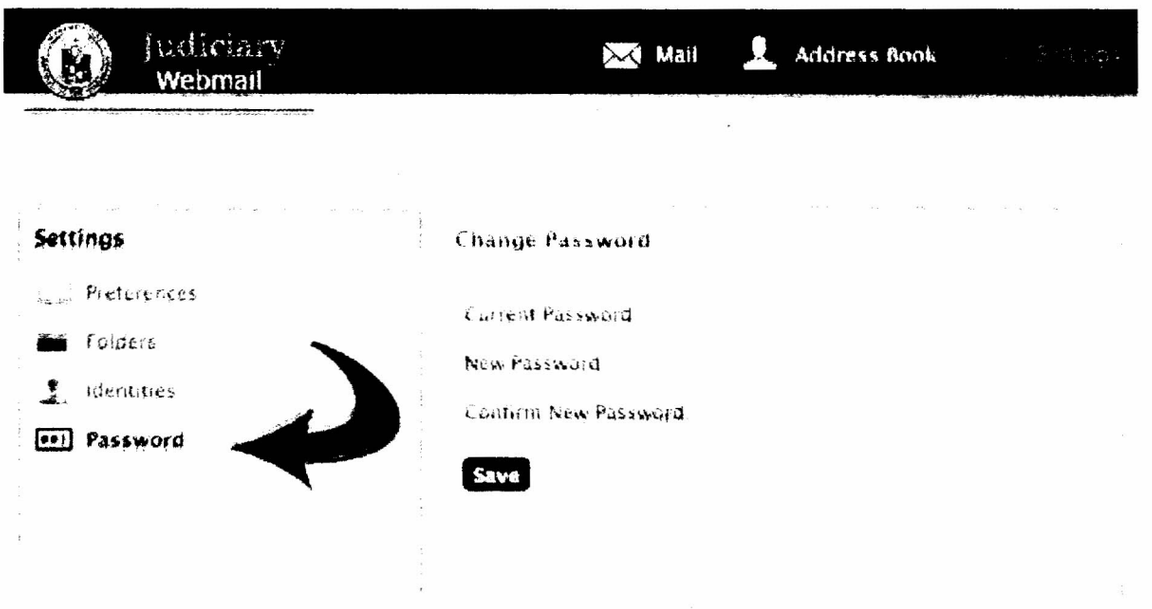

Fig. 3

14. Once the password has been changed, the Judiciary Webmail administrator will no longer be able to recover such password;

15. Upon completion of the above mentioned steps, the mobile broadband stick and Judiciary Webmail are ready for use;

16. The SIM card package must be stored properly for future reference of pertinent account numbers;

17. For any technical concerns regarding the PLDT mobile broadband stick that may not be addressed by the quick-start guide, users may call 177 toll free, and must be ready to provide the unit's MIN# indicated on the SIM package;

18. For any technical concerns regarding Judiciary Webmail, users may contact *miso_feedback@sc.judiciary.gov.ph*;

This circular shall take effect immediately.

13 February 2013

JOSE MIDAS P. MARQUEZ
Court Administrator