



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

OCA CIRCULAR NO. 26-2013

**TO: All Concerned Officials of the Regional Trial Courts
and the Metropolitan Trial Courts of Quezon City**

SUBJECT: Users' Training for the Quezon City eCourt Program

To enable the judges and court personnel to be familiar with the eCourt Program of the Regional Trial Courts and the Metropolitan Trial Courts of Quezon City, the following are required to attend the scheduled trainings as follows:

**20 February 2013, Wednesday
Judges' Lounge - Quezon City HOJ**

8:00am to 4:00pm Receiving Clerks, Assessors, Verifiers,
Cashiers, Docket Clerks and Raffle Staff of
the Office of the Clerk of Court, RTC

**21 February 2013, Thursday
Judges' Lounge - Quezon City HOJ**

8:00am to 4:00pm Receiving Clerks, Assessors, Verifiers,
Cashiers, Docket Clerks and Raffle Staff of
the Office of the Clerk of Court, MeTC

**26 February 2013, Tuesday
Seminar Room, 14th Flr, New QC Hall Bldg.**

8:00am to 12:00pm Judges and Branch Clerks of Court of all
branches of the MeTC

1:00pm to 4:00pm Judges and Branch Clerks of Court of the
RTC, Branches 76, 77, 80, 81, 83, 84, 85,
87, and 88

**27 February 2013, Wednesday
Seminar Room, 14th Flr, New QC Hall Bldg.**

8:00am to 12:00pm	Judges and Branch Clerks of Court of the RTC, Branches 90, 91, 92, 93, 95, 96, 97, 98, 99, and 100
1:00pm to 4:00pm	Judges and Branch Clerks of Court of the RTC, Branches 101, 104, 105, 215, 216, 217, 218, 219, and 220

**28 February 2012, Thursday
Seminar Room, 14th Flr, New QC Hall Bldg.**

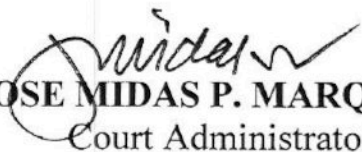
8:00am to 12:00pm	Judges and Branch Clerks of Court of the RTC, Branches 78, 86, 89, 94, 102, 106, and 107
1:00pm to 4:00pm	Judges and Branch Clerks of Court of the RTC, Branches 221, 222, 223, 224, 225, 226, 227, 79, 82, and 103

Each participant must bring records of decided cases (one civil case and one criminal case, or a total of two *rollos*) to the training.

In addition, judges must bring a soft copy of a decision of a closed case so they can simulate the uploading of a draft into the eCourt System.

Attendance is mandatory.

18 February 2013


JOSE MIDAS P. MARQUEZ
Court Administrator