



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

**OCA CIRCULAR NO. 27-2004**

**TO : ALL JUDGES AND CLERKS OF COURT/BRANCH  
CLERKS OF COURT/OFFICERS-IN-CHARGE**

**SUBJECT : MONTHLY REPORT OF CASES**

Pursuant to Administrative Circular No. 4-2004 dated 4 February 2004 (Revised Form, Rules, Guidelines and Instructions in Accomplishing the Monthly Report of Cases), the Monthly Report of Cases starting January 2004 shall be accomplished in accordance with the new form, SC Form No. 1-2004. The said circular further provides that the Monthly Report of Cases for the months of January and February 2004 using the new form shall be submitted within the first ten (10) days of March 2004.

Henceforth, your Monthly Report of Cases for January 2004 shall now be in accordance with SC Form No. 1-2004. Reports for the month of January 2004 using the old form and submitted to this Office, prior to your receipt of this Circular and copy of Administrative Circular No. 4-2004 shall be disregarded. A new Monthly Report shall be submitted to the Statistical Reports Division, Court Management Office.

For strict compliance.

20 February 2004

  
**PRESBITERO J. VELASCO, JR.**  
Court Administrator