



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

OCA CIRCULAR NO. 81-2008

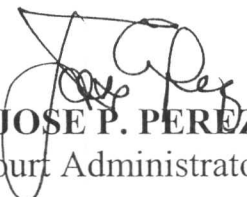
**TO: ALL JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT AND OFFICERS-IN-CHARGE OF THE LOWER COURTS**

**SUBJECT: MAILING OF CORRESPONDENCE**

In line with the directive enunciated in OCA Circular No. 151-2003 dated October 23, 2003, all Judges, Clerks of Court and Branch Clerks of Court are hereby directed to: (a) include only one (1) report and/or matter in each envelope to be submitted to the Office of the Court Administrator; and (b) specify in the mailing envelope the appropriate office of the Office of the Court Administrator for which the communication is intended.

Judges and Clerks of Court/Officers-in-Charge are hereby reminded to strictly comply with this directive in order to expedite action on all communications received by the Office of the Court Administrator.

August 13, 2008.

  
**JOSE P. PEREZ**  
Court Administrator

NOTE: SAMPLE

_____	
_____	
_____	
	Office of the Court Administrator Supreme Court Manila
	Attn: <u>(Office/Division Concerned)</u> Contents: