



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

**CIRCULAR NO. 95-2001**

**TO: Deputy Court Administrator Zenaida N. Elepaño  
Deputy Court Administrator Jose P. Perez  
Deputy Court Administrator Christopher O. Lock**

**All judges of the 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 Courts**

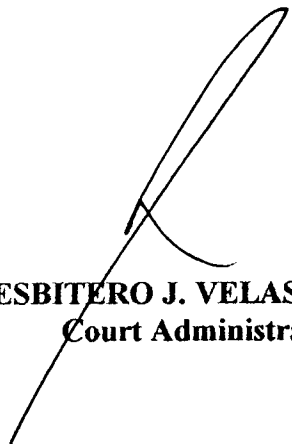
**SUBJECT: QUICK-RESPONSE ON NEWS REPORT  
OF LOWER COURTS**

In the interest of public service and in order for the Office of the Court Administrator to properly assist the courts and judges who have been the subject of news reports, whether in print or broadcast media, to respond in a quick and appropriate manner, the following guidelines shall be observed:

1. All Deputy Court Administrators (DCAs) shall look into news reports whether in print, radio or television, concerning courts and judges falling within their respective areas of responsibility pursuant to Office Order No. 12-2001.
2. The Public Information Office (PIO) may refer news reports gathered by its office to the Deputy Court Administrator concerned.
3. As soon as the news item has been published in print or aired on radio or television, the Deputy Court Administrator concerned shall, within twenty-four hours from knowledge of such publication or broadcast, communicate with the court or judge involved and discreetly inquire into the news report.
4. The Deputy Court Administrator concerned shall submit a written report, within twenty-four hours after communicating with the court or judge concerned, to the Office of the Court Administrator of the findings and recommendations, if any.
5. The Court Administrator may refer the report to the PIO for the appropriate press release whether in print or broadcast media.

Strict compliance is hereby enjoined.

December 11, 2001.

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