



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

OCA CIRCULAR NO. 120-2003

TO: ALL STENOGRAPHERS OF THE REGIONAL TRIAL COURTS, SHARI'A DISTRICT COURTS, METROPOLITAN TRIAL COURT, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS AND SHARI'A COURTS

The Office of the Court Administrator has been receiving certifications in compliance with Administrative Circular No. 24-90 and Rule 136, Section 17 of the Rules of Court which is quoted hereunder:

"Section 17. Stenographers - It shall be the duty of the stenographer who has attended a session of Court either in the morning or in the afternoon, to deliver to the Clerk of Court, immediately at the close of such morning or afternoon session, all notes he has taken, to be attached to the record of the case, and it shall likewise be the duty of the clerk to demand that the stenographer comply with said duty. The Clerk of Court shall stamp the date on which notes are received by him. When such notes are transcribed, the transcript shall be delivered to the Clerk, duly initialed on each page thereof, to be attached to the records of the case."

In connection with the above quoted provision of the Rules of Court and Administrative Circular No. 24-90, please be reminded that your compliance should be addressed to the Clerk of Court being the Administrative Officer and not to the Office of the Court Administrator. There is no need for you to submit your certification to the OCA.

The Clerks of Courts and Branch Clerks of Courts should see to it that stenographers' in their courts strictly comply with the above provision. A report of non-compliance shall be submitted to the Office of the Court Administrator whenever warranted.

For strict compliance.

September 2, 2003.


PRESBITERO J. VELASCO, JR.
Court Administrator