



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

OCA Circular No. 170-2003

**To:** All Clerks of Courts, Officers-in-Charge in the Office of the Clerks of Courts of the Supreme Court, Court of Appeals, Sandiganbayan, Court of Tax Appeals, Regional Trial Courts, Sharia District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Circuit Trial Courts, Municipal Trial Court and the Sharia Circuit Courts.

**Subject:** Remittance of Collections of Original Legal Fees under Rule 141 of the Rules of Court, As Amended.

The amount necessary to implement the Special Allowance, as provided for in Section 3 of Republic Act No. 9227, "shall be sourced from, and charged against, the legal fees originally prescribed, imposed and collected under Rule 141 of the Rules of Court prior to the promulgation of the Amendments under Presidential Decree No. 1949, dated July 18, 1984".

For that purpose, the following guidelines are hereby prescribed:

1. All Clerks of Courts or Officers-in-Charge in the Office of the Clerk of Court, shall stop remitting to the National Treasury all collections of original legal fees previously deposited to the account of the General Fund;
2. Henceforth, Clerks of Courts or Officers-in-Charge in the Office of the Clerk of Court shall remit their collections of original legal fees to a separate account under the name of:

***"Special Allowance for Justices and Judges Fund or SAJJ Fund"***

with the Land Bank of the Philippines, under Savings Account No. 0591-1744-28;


3. The income or interest earned from said fund shall form part of the SAJJ Fund;
4. In localities where there are no branches of the Land Bank of the Philippines, the collections for the original legal fees shall be remitted by way of Postal Money Order (PMO) payable to the Chief, Fiscal Management and Budget Office, Supreme Court;
5. A separate set of booklets of official receipts and cash books shall be exclusively used for SAJJ Fund for record and control purposes;

6. A separate Monthly Report shall likewise be submitted to the Chief Accountant, Office of the Court Administrator, every 10<sup>th</sup> day of the month, together with the duplicate copy of the official receipts issued and the validated copy of the deposit slips.

Strict compliance is hereby enjoined.

This Circular shall take effect immediately.

December 2, 2003.



PRESBITERO J. VELASCO, Jr.  
Court Administrator