



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

OCA CIRCULAR NO. 83-2010

TO : ALL JUDGES AND PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : OBSERVANCE OF THE PROPER FORMAT AND PAYMENT OF CERTIFIED TRANSCRIPTS OF STENOGRAPHIC NOTES (TSN) OF CASES FILED IN THE LOWER COURTS

Pursuant to the Resolution of the Court's First Division dated 26 April 2010 in A.M. No. P-09-2661 [Formerly A.M. OCA IPI No. 09-3174-P] (Anonymous Complaint vs. Gertrudes F. Felitro, Minerva A. Respicio and Edna A. Externon, all Court Stenographers, Regional Trial Court, Branch 197, Las Piñas City), all lower courts are hereby reminded to **strictly comply** with the provisions of the Supreme Court Administrative Circular No. 35-2004 (Guidelines in the Allocation of Legal Fees) dated 20 August 2004, particularly the provision on the proper format and payment of certified transcripts of stenographic notes of cases:

"SEC. 11. Stenographers. – Stenographers shall give certified transcript of notes taken by them to every person requesting the same **upon payment to the Clerk of Court** of (a) TEN (P10.00) PESOS for **each page of not less than two hundred and fifty words** before the appeal is taken and (b) FIVE (P5.00) PESOS for the same page, after the filing of the appeal, provided, however, that **one-third (1/3) of the total charges shall accrue to the Judiciary Development Fund (JDF)** and the remaining two-thirds (2/3) to the stenographer concerned." (emphasis supplied)

June 23, 2010 .


JOSE MIDAS P. MARQUEZ
Court Administrator