



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

OCA CIRCULAR NO. 37-2016

**TO : ALL EXECUTIVE JUDGES, PRESIDING JUDGES,
CLERKS OF COURT, AND BRANCH CLERKS OF
COURT OF THE FIRST LEVEL COURTS EXCEPT
SHARI'A CIRCUIT COURTS**

**SUBJECT : THE REVISED RULES OF PROCEDURE FOR SMALL
CLAIMS CASES**

In view of the effectivity of the Revised Rules of Procedure for Small Claims Cases on 1 February 2016 pursuant to the Resolution dated 8 December 2015 of the Court *en banc* in A.M. No. 08-8-7-SC, and the irregular and erratic submission of reports on small claims cases, the reporting of small claims cases using the Small Claims Cases Monitoring System (SC2MS) is temporarily suspended. Pending update of the SC2MS, all concerned judges and clerks of court are directed to send soft copies of their quarterly reports on small claims cases using the attached template (downloadable from the Supreme Court website), through either:

1. electronic mail: smallclaims@sc.judiciary.gov.ph, or
2. by post or courier (using a CD or USB) to:

RE: SC2MS – SMALL CLAIMS CASES
Judicial Supervision and Monitoring Division
Office of the Court Administrator
Supreme Court
Padre Faura Street
Ermita, 1000 Manila


These quarterly reports are due on or before the tenth (10th) of the month following every quarter:

<u>Quarterly Periods</u>	<u>Due date (on or before)</u>
January to March	10 th of April
April to June	10 th of July
July to September	10 th of October
October to December	10 th of January

All pending and decided cases starting from January 2016 shall be included in the first quarterly report.

For your information and strict compliance.

January 29, 2016


JOSE MIDAS P. MARQUEZ
Court Administrator