



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

OCA CIRCULAR NO. 10-2015-A

**TO: THE CONCERNED METROPOLITAN TRIAL COURTS IN
MANILA, MAKATI AND QUEZON CITY**

**SUBJECT: IMPLEMENTING GUIDELINES FOR THE PILOT TESTING OF
ASSISTING COURTS IN MANILA CITY TO HELP THE
OVERBURDENED COURTS MAKATI CITY AND QUEZON
CITY**

Pursuant to the Resolution of the Court *en banc* dated 10 December 2014 in A.M. No. 14-11-393-RTC (*Authorizing the Piloting of Assisting Courts to Help Nearby Overburdened Courts Deal With Their Case Loads*) directing, among others, the Court Administrator to “[e]stablish the mechanics for the designation of the Assisting Courts xxx and [p]erform such other tasks as are essential to the accomplishment of the purpose for which this piloting project has been authorized,” the following implementing guidelines shall be observed:

- I. All the branches of the Metropolitan Trial Court (MeTC) of Makati City and Quezon City (otherwise known as the “Assisted Court”) shall have a counterpart branch in the MeTC of Manila City (otherwise known as the “Assisting Court”), as follows:

ASSISTED COURT		ASSISTING COURT	
Makati City		Manila City	
Br. 61	Hon. Barbara Aleli Hernandez Briones	Br. 27	Hon. Joel A. Lucasan
Br. 62	Hon. Ma. Concepcion Araño Billones	Br. 15	Hon. Fricia C. Gomez-Guillen
Br. 63	Hon. Alberto N. Azarcon III	Br. 14	Hon. Carolina De Jesus Esguerra
Br. 64	Hon. Ma. Lourdes V. Barrios-Sapalo	Br. 17	Hon. Phoeve C. Meer
Br. 65	Hon. Henry E. Laron	Br. 18	Hon. Juliet M. Manalo-San Gaspar
Br. 66	Hon. Marcos C. Diasen, Jr.	Br. 19	Hon. Karen Matti Sy
Br. 67	Hon. Jackie B. Crisologo-Saguisag	Br. 21	Hon. Ana Teresa T. Cornejo-Tomacruz

Quezon City		Manila City	
Br. 31	Hon. Maria Gilda Loja-Pangilinan	Br. 22	Hon. Nerina Casandra N. Anastacio-Mendinueto
Br. 32	Hon. Janet Abergos Samar	Br. 16	Hon. Amalia S. Gumapos-Ricablanca
Br. 33	Hon. Joel Socrates S. Lopena	Br. 9	Hon. Yolanda M. Leonardo
Br. 34	Hon. Ludmila De Pio Lim	Br. 28	Hon. Andy S. De Vera
Br. 35	Hon. Evelyn M. Pascua-Lee	Br. 11	Hon. J. Ermin Ernest Louie R. Miguel
Br. 36	Hon. Snooky Maria Ana Bareno Sagayo	Br. 4	Hon. Eriza P. Pagaling-Zapanta
Br. 37	Hon. Augustus C. Diaz	Br. 5	Hon. Ihmie Michiko C. Gacad-Presto
Br. 38	Hon. Lyn E. Cacha	Br. 6	Hon. Jerome U. Jimenez
Br. 39	Hon. Juvenal N. Bella	Br. 7	Hon. Carissa Anne O. Manook - Frondoza
Br. 40	Hon. Josephus Joannes H. Asis	Br. 23	Hon. Maria Zoraida S. Zabat Tuazon
Br. 41	Hon. Analie B. Oga-Brual	Br. 10	Hon. Manuel Gerard C. Tomacruz
Br. 42	Hon. Juris S. Dilinila Callanta	Br. 30	Hon. Glenda R. Mendoza-Ramos
Br. 43	Hon. Ana Marie T. Mas	Br. 12	Hon. Anne Perpetual S. Rivera-Sia

II. Beginning 16 February 2015, upon filing of all civil cases, including small claims cases, and violations of B.P. 22 cases before the Assisted Courts, the Offices of the Clerk of Court (OCCs) of the Assisted Courts shall require the parties to provide their landline or mobile phone numbers and email addresses, which shall form part of the official records of these cases. Said cases shall then be raffled in their respective stations in accordance with existing rules. The Clerks of Court of the OCCs of the Assisted Courts shall immediately distribute the case records to the branches to which the cases have been raffled for recording. Thereafter, the case records shall be transmitted back to the OCCs of the Assisted Courts, and then forwarded to the OCC of the Assisting Courts, for distribution to their counterpart Assisting Court. The case records shall have two (2) covering Transmittal Forms, one (1) for civil and small claims cases (Annex "A"), and one (1) for violations of B.P. 22 cases (Annex "B"), which shall be accomplished in duplicate. A copy of the transmittal form for violations of B.P. 22 cases shall be sent by the OCC of the Assisting Courts to the Office of the Prosecutor in their station.

- III. In urgent cases that require immediate action, the Executive Judge of the Assisted Court station where the case was filed may act on urgent temporary reliefs prayed for, as provided under the Rules of Court, before the case is forwarded to the Assisting Court to which it has been assigned.
- IV. The caption of these newly-filed cases must include the identities of both the Assisted and Assisting Courts, to wit:

<p>REPUBLIC OF THE PHILIPPINES METROPOLITAN TRIAL COURT NATIONAL CAPITAL JUDICIAL REGION BRANCH _____ CITY OF MANILA</p> <p>For</p> <p>BRANCH _____ CITY OF MAKATI/QUEZON CITY</p>
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- V. Where an Assisting Court judge is disqualified or voluntarily inhibits from the case, or when Judicial Dispute Resolution (JDR) fails, the records shall be transmitted to the Executive Judge of the Assisting Court station, who shall then conduct a special raffle among the other Assisting Courts handling cases from the same Assisted Court station. The OCC of the Assisted Court shall be furnished a copy of the Order of Inhibition or the Order terminating the JDR for failure to arrive at an amicable settlement, and the calendar of re-raffled cases.
- VI. The branch clerks of court of the Assisting Courts shall issue the corresponding summons and notices to the parties, which shall include a notice that all proceedings of the case until its termination are to be conducted in the Assisting Courts.
- VII. The Sheriff's Trust Fund (STF) for the transmitted civil cases shall be taken from the filing fees paid to the Assisted Courts. The judges of the Assisting Courts shall approve the estimated travel expense and cost of service submitted by the sheriffs of the

Assisting Courts and issue the order to release the STF to these sheriffs. The STF shall be released and liquidated in accordance with existing rules and procedure.

- VIII. Any motion for reconsideration shall be filed with the Assisting Court within the time allowed by the Rules of Court.
- IX. Appeals from the judgment or final order of the First Level Assisting Court shall be taken to the Second Level Court of the Assisted Court station.
- X. If no appeal or motion for reconsideration is filed within the time prescribed by the Rules of Court, the case records shall be forwarded from the Assisting Court to the OCC of the Assisting Court, and thereafter transmitted to the Assisted Court for execution. The judgment or final order shall be entered by the branch clerk of court of the Assisted Court in its book of entries of judgment.
- XI. However, where the civil action in violations of BP 22 cases has been decided by the Assisting Court, the judgment shall likewise be executed by the Assisting Court. The criminal action, which may be provisionally dismissed or archived, shall also be heard by the same Assisting Court upon revival within the period of this Project.
- XII. Records of provisionally dismissed or archived cases by the Assisting Courts shall remain with them until the termination of this Project, whereupon the records of the cases shall be transmitted back to the Assisted Courts.
- XIII. For reporting purposes, the Assisted Courts shall indicate in their monthly report forms the cases forwarded to the Assisting Courts. The Assisting Courts, on the other hand, shall maintain a separate monthly report form for cases forwarded to them by the Assisted Courts.
- XIV. The transmittal of case records, pleadings, decisions, and other court documents from the Assisted Court to the Assisting Courts and vice versa, shall generally be done every Friday.

XV. The Guidelines for Litigation in Quezon City Trial Courts (A.M. No. 11-6-10-SC), Rules 22 and 24 of the proposed Revised Rules of Civil Procedure (A.M. No. 14-03-02-SC), and OCA Circular No. 01-2015 (*Implementation Of Sections 11 and 12 Of The Guidelines For Decongesting Holding Jails By Enforcing The Rights of Accused Persons To Bail And To Speedy Trial* [A.M. No. 12-11-12-SC] in Relation With The Full Roll Out Of Hustisyeh! In Hustisyeh! Courts [A.M. No. 13-04-11-SC]) shall be observed by the Assisting Courts, where applicable.

This circular amends OCA Circular No. 10-2015 dated 22 January 2015.

For strict compliance.

11 February 2015


JOSE MIDAS P. MARQUEZ
Court Administrator

REPUBLIC OF THE PHILIPPINES
 METROPOLITAN TRIAL COURT
 NATIONAL CAPITAL JUDICIAL REGION
 BRANCH _____
 CITY OF MAKATI/QUEZON CITY

TRANSMITTAL FORM
 CIVIL AND SMALL CLAIMS CASES

Case No.	Title	Date Filed	Contact Details of Parties (Address/Tel. No.)		Remarks
			Plaintiff	Defendant	

(Sgd)
 Branch Clerk of Court

(Sgd)
 Office of the Clerk of Court
 Metropolitan Trial Court, (Makati/Quezon City)

REPUBLIC OF THE PHILIPPINES
 METROPOLITAN TRIAL COURT
 NATIONAL CAPITAL JUDICIAL REGION
 BRANCH _____
 CITY OF MAKATI/QUEZON CITY

TRANSMITTAL FORM
VIOLATION OF B.P. 22 CASES

Case No.	Title	Date Filed	Contact Details of Parties (Address/Tel. No.)		Remarks
			Plaintiff	Defendant	

(Sgd)
 Branch Clerk of Court

(Sgd)
 Office of the Clerk of Court
 Metropolitan Trial Court, (Makati/Quezon City)