



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

OCA CIRCULAR NO. 122-2016

TO: ALL PRESIDING JUDGES AND CLERKS OF COURT OF THE  
FIRST AND SECOND LEVEL COURTS

SUBJECT: RECORDS RETRIEVAL REQUEST FORM FOR THE RETRIEVAL  
OF RESIDUAL RECORDS UNDER A.M. No. 07-3-09-SC (RE:  
PROPOSED GUIDELINES IN THE DISPOSITION AND/OR  
DESTRUCTION OF COURT RECORDS, PAPERS AND EXHIBITS  
[RE: SIMPLIFIED GUIDELINES FOR DISPOSING OF RECORDS  
OF LONG-DECIDED CASES AND UNNEEDED DOCUMENTS  
AND PAPERS])

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In its 16 December 2015 Resolution in A.M. No. 07-3-09-SC<sup>1</sup>, the Court *en banc* declared that the first and second level court shall observe the whole month of August 2016 as the period for retrieval of residual records by interested parties.<sup>2</sup> Item 1 (c) (i) provides:

Within the month of August 2016, any interested party may file an application to take possession of any residual record, file, or document subject of disposal under the Guidelines, on a "first-come, first-served" basis. This application shall be filed before the branch concerned, or if not known, before the Office of the Clerk of Court of the station. The attached application form shall be used for this purpose x x x

Attached herewith is the Records Retrieval Request Form to be used for this purpose. The following guidelines for the retrieval of residual records shall be observed:

1. The Records Retrieval Request Form shall be made available to the public by the Office of the Clerk of Court (OCC) for multiple-sala courts, or the Clerk of Court for single-sala courts.

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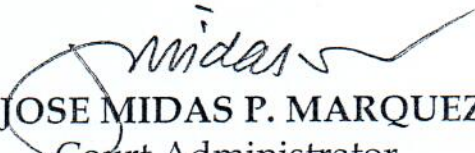
<sup>1</sup> (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers])

<sup>2</sup> Item 1 (c)

2. The application shall be filed before the branch concerned or OCC of the station, as the case may be.
3. The branch concerned or the OCC shall approve the application once the documents are found, except when a compelling reason exists not to approve the same, which shall be indicated in the Form.
4. An application fee of Five Hundred Pesos (P500.00) shall be collected on a per case basis (for case documents), or on a per document basis (for non-case documents, such as notarial documents, clearances, certifications, foreclosure of mortgage, etc.). This fee shall be paid to the OCC or Clerk of Court (for single-sala courts), who shall issue an Official Receipt and deposit the amount in the JDF account.
5. The application fee shall be waived for pauper litigants, as indicated in their respective pleadings, and for any interested party who qualifies as a pauper litigant, as determined by the judge, provided the same is indicated in the Form with the documents supporting the claim attached.
6. No application fee shall be charged where the records requested are unavailable or not found, or where the request is denied by the court or Office of the Clerk of Court.
7. The branch concerned or OCC, as the case may be, shall release the residual records requested after payment of the applicable fee has been made and verified.
8. No application for the retrieval of residual records shall be entertained after 31 August 2016.

For strict compliance.

25 May 2016

  
JOSE MIDAS P. MARQUEZ  
Court Administrator





## Philippine Trial Courts Records Retrieval Request Form

Request Date

Reference No.

Are you a named interested party or counsel of record in this case?

 Interested Party (*pls specify*): \_\_\_\_\_

 Counsel of Record

 Other (*pls specify*): \_\_\_\_\_

Are you a pauper litigant?

 Yes (*pls attach supporting documents*)  No

### Part A: Requestor Identification

Last Name	First Name	M.I.	Signature
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Address	Telephone/ Mobile Number
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Municipality/City/Province	Zip Code	Email Address
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<b>Part B: Processing Location</b>	<b>Part C: Record Type</b>
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**Province** \_\_\_\_\_

**City/Municipality** \_\_\_\_\_

RTC Branch \_\_\_\_\_  
 MeTC/MTCC/MTC/MCTC Branch \_\_\_\_\_  
 Shari'a District Court  
 Shari'ah Circuit Court  
 Office of the Clerk of Court

Case Document  
 Non-Case Document

- Notarial Document
- Clearance
- Certification
- Foreclosure of Mortgage
- Other: (*pls. specify*) \_\_\_\_\_

### Part D: Case Identification

<b>Case Type</b> <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Special Proceedings <input type="checkbox"/> Small Claims <input type="checkbox"/> Other: ( <i>pls. specify</i> ) _____	<b>Nature of Case</b>  <hr/> <b>Docket Number</b>	<b>Case Title</b>   
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### Part E: Records Requested

Please describe records requested as completely as possible. Include dates of pleadings, orders, exhibits, letters, etc., and names of individuals involved. For notarial documents, please specify the name of the notary public, document type, document number, etc. Attach additional pages if necessary.

### For Judiciary Use Only

<b>FEES</b> <input type="checkbox"/> Record Found <ul style="list-style-type: none"> <li><input type="radio"/> Case Document (per case) – ₱500.00</li> <li><input type="radio"/> Non-Case Document (per document) – ₱500.00</li> </ul> No. of Documents _____ <b>TOTAL AMOUNT DUE: ₱</b> _____	<input type="checkbox"/> Record Not Found – ₱0.00 <input type="checkbox"/> Pauper Litigant – ₱0.00  <b>DISPOSITION</b> <input type="checkbox"/> Released <input type="checkbox"/> Denied <input type="checkbox"/> Unavailable If denied or unavailable, explain: _____
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<b>PAYMENT VERIFICATION</b> O.R. No. _____	<b>RELEASED BY:</b> _____	<b>DATE:</b> _____	<b>RECEIVED BY:</b> _____
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A.M. No. 07-3-09-SC dated 16 December 2015 (Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers])

CLAIM RECEIPT	
Reference No: _____	Released By: _____
Requestor: _____	Release Date: _____
No. of Documents: _____	Received By: _____