



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

**OCA CIRCULAR NO. 156-2016**

**TO: ALL THE JUDGES, CLERKS OF COURT AND CONCERNED PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS IN THE FOLLOWING eCOURT ROLL OUT SITES: QUEZON CITY, ANGELES CITY, LAPU-LAPU CITY, CEBU CITY, TACLOBAN CITY AND DAVAO CITY**

**SUBJECT: REMINDER ON THE STRICT AND REGULAR USE OF THE eCOURT SYSTEM**

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Upon review, it was found that some of the courts in the eCourt roll out sites have not been entering all of their pending cases into the eCourt system; that their case entries are not complete or updated; that their eCourt-generated reports are not reconciled with manual monthly reports; and that they are neither using the eCourt Calendar nor conducting Automated Hearings.

In view thereof, you are **DIRECTED** to **STRICTLY COMPLY** with **Memorandum OCA-eCourt-Rep-1** dated 6 January 2016 (*Re: Monthly eCourt Usage Assessment Forms*), and ensure that:

1. All pending cases are entered into the eCourt system;
2. All case entries are completed and updated;
3. The eCourt-generated reports are reconciled with manual monthly reports;
4. All branches are using the eCourt Calendar; and
5. All branches are conducting Automated Hearings.

Accordingly, all first and second level courts in Quezon City, Angeles City, Lapu-Lapu City, Cebu City, Tacloban City and Davao City, except those newly-organized courts that have yet to use the eCourt system, are hereby **ENJOINED** to make certain that their pending cases are fully encoded into the eCourt system by **30 September 2016**, and that all case entries are consistently, regularly and accurately updated. In addition, the following shall be strictly observed:

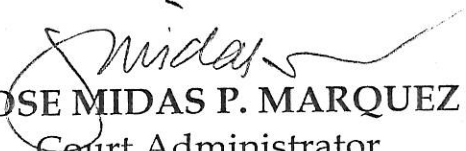
1. Incoming documents shall be logged in the eCourt system as soon as these are filed;

2. Outgoing documents shall be logged in the eCourt system as soon as these are released; and
3. Case incidents shall be created and entered as soon as they arise.

A compliance team from the Office of the Court Administrator will conduct spot audits, beginning 1 October 2016, to monitor adherence hereto.

For strict compliance.

18 July 2016

  
JOSE MIDAS P. MARQUEZ  
Court Administrator