



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

OCA CIRCULAR NO. 183-2016

**TO: ALL JUDGES AND COURT PERSONNEL OF THE
FIRST AND SECOND LEVEL COURTS IN THE
eCOURT ROLL OUT SITES**

**SUBJECT: DROPPING OF MANUAL RECORDING IN
DOCKET, RECORD AND RECEIVING LOG BOOKS**

To ease the burden of the trial courts in the eCourt roll out sites of maintaining two (2) record keeping systems for logging newly-filed cases, pleadings, case incidents, incoming and outgoing documents, orders, resolutions and decisions, *i.e.*, the manual recording in the docket, record and receiving log books, and the electronic encoding in the eCourt system, the manual recording in the docket, record and receiving log books may now be dropped by the courts and Offices of the Clerk of Court (OCC) if they can ascertain that all pending cases have been accurately encoded in the eCourt system and ensure the regular and real-time use of the eCourt system.

For your information and guidance.

8 August 2016


JOSE MIDAS P. MARQUEZ
Court Administrator