



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

OCA CIRCULAR NO. 185-2016

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

SUBJECT: GUIDELINES FOR CHANGES, REVISIONS OR MODIFICATIONS TO THE DATA ENCODED IN THE ECOURT SYSTEM

For uniformity and an efficient administration of the eCourt system in the eCourt roll out sites, the following guidelines shall be observed for any changes, revisions or modifications to the data encoded in the eCourt system:

A. The following items may be changed, modified or deleted by the eCourt User through the User's Account:

1. Party entries
2. Counsel entries
3. Court of Origin
4. Evidence entries
5. Case Referencing entries
6. Court Decisions entries
7. Entries in the Execution of Judgment Section
8. Case Incidents entries

B. The following items can only be changed, modified or deleted by the System Administrator of the Management Information Systems Office (MISO), which shall be done by filling out the herein attached **eCourt System Request Form** approved by the Executive Judge and submitting the same to the respective MISO IT Support Staff:

1. Erroneous docketing of newly-filed cases
2. Double entry of back-encoded cases
3. Document entries

For your guidance and strict compliance.

10 August 2016


JOSE MIDAS P. MARQUEZ
Court Administrator



eCourt Case Management System



REQUEST FORM

Date:		Time:	
Court Station:			
Request Details:			
Requested by: (Signature over Printed Name)			
Approved by: (Signature over Printed Name)			
Date Approved:			
<i>For MISO Personnel use only</i>			
Date Attended:			
Attended by: (Signature over Printed Name)			
Remarks, if any			