



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

OCA CIRCULAR NO. 230-2016

TO: ALL JUDGES AND CONCERNED COURT PERSONNEL OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT: GUIDELINES ON THE DISTRIBUTION AND USE OF THE DETAINEES NOTEBOOK

To avoid any confusion over the distribution and proper use of the Detainees Notebook under Sec. 15 (c) of the 18 March 2014 Resolution of the Court in A.M. No. 12-11-2-SC (*Guidelines for Decongesting Holding Jails by Enforcing the Rights of Accused Persons to Bail and to Speedy Trial*), the following guidelines are hereby adopted:

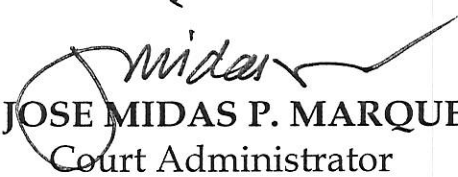
1. The Office of the Court Administrator (OCA) shall supply each court with the required number of Detainees Notebooks. For this purpose, the respective Executive Judges shall submit to the Property Division, Office of Administrative Services, OCA, the number of detainees in their jurisdiction and the number of Detainees Notebook needed, send the same to the Property Division via regular mail or email at detaineesnb@sc.judiciary.gov.ph, and coordinate with the Property Division for the delivery of the Detainees Notebooks.
2. Two (2) copies of the Detainees Notebook shall be allotted to each detainee for every pending case the detainee has, regardless of the imprisonment period of the imposable penalty. One (1) copy shall be filed with and attached to the records of the case in court and shall form part thereof, while the other shall be kept by the jail warden, which copy shall be brought to the court every time the accused has a hearing.

3. BOTH copies of the Detainees Notebook shall be updated by the court personnel assigned by the judge and signed by him or her and the branch clerk of court after every hearing, stating what action the court has taken on the case, the next scheduled hearing, and what action the court will further take thereon. Case incidents that occurred before the distribution of the Detainees Notebook need not be recorded therein.

4. For detainees released on bail or recognizance, their copy of the Detainees Notebook shall be surrendered to the court. Should bail be subsequently cancelled or forfeited, the Detainees Notebook shall be returned to the jail warden for safekeeping.

For your guidance and strict compliance.

7 November 2016


JOSE MIDAS P. MARQUEZ
Court Administrator