



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

OCA CIRCULAR NO. 106-2017

**TO : ALL PRESIDING/ACTING PRESIDING JUDGES
AND BRANCH CLERKS OF COURT/OFFICERS-
IN-CHARGE OF THE FIRST AND SECOND
LEVEL COURTS NATIONWIDE**

**SUBJECT : SUBMISSION OF THE PRE-TRIAL ORDER AS
PART OF THE COURTS' MONTHLY
REPORTORIAL REQUIREMENTS**

Pursuant to Administrative Circular No. 4-2004 dated 4 February 2004 (*Revised Forms, Rules, Guidelines and Instructions in Accomplishing the Monthly Report of Cases*) and Administrative Circular No. 81-2012 dated 17 September 2012 (*New Cases*), all the Presiding/Acting Presiding Judges and Branch Clerks of Court/Officers-in-Charge of the first and second level courts are required to submit a uniform report of cases every month, together with the copies of orders and decisions relative to the cases reported as attachments therein.

Considering that the pre-trial proceedings is an important and vital component in the management and prompt disposition of cases in the lower courts, and to determine compliance therewith, you are hereby **DIRECTED** to include and likewise submit the copies of your Pre-Trial Orders per month to the Office of the Court Administrator as part of your monthly reportorial requirements, starting in June 2017 and onwards, which shall be due on or before the tenth (10th) day of the succeeding month.

For your strict compliance.

26 May 2017


JOSE MIDAS P. MARQUEZ
Court Administrator