



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

OCA CIRCULAR NO. 11-2018

TO: ALL JUDGES AND CLERKS OF COURT, BRANCH CLERKS OF COURT, AND OFFICERS-IN-CHARGE OF THE REGIONAL TRIAL COURTS, FAMILY COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, AND MUNICIPAL CIRCUIT TRIAL COURTS

SUBJECT: DROPPING OF THE OLD FORMS IN THE SUBMISSION OF THE MONTHLY REPORTS OF CASES AND THE SUBMISSION OF THE NEW FORMS VIA ELECTRONIC MAIL (EMAIL) STARTING JANUARY 2018

Beginning with the Monthly Report of Cases (MRC) for January 2018, which is due in February 2018, all courts are no longer required to use and submit the old form (*Revised SC Form No. 1-2004*) as required under Administrative Circular No. 4-2004. All are hereby ORDERED to submit MRCs using only the new form, which is herein updated as of January 2018, as required under Administrative Circular No. 81-2012 dated 17 September 2012, in Portable Document Format (PDF) file via electronic mail (email), to the email address corresponding to your judicial region (*please see attached list of email addresses per judicial area*). Hard copies will no longer be accepted.

However, courts which have yet to submit their MRCs for December 2017 and/or earlier are hereby ORDERED to immediately submit said reports, using both the old and the new forms, to the Statistical Reports Division (SRD), Court Management Office (CMO).

Printed copies of the MRCs, including attached lists of filed and decided cases, and copies of dismissal orders and decisions, must be on file with the courts and readily available for examination during audits.

Costs and expenses incurred in connection with the submission of the MRC may be charged to the Extraordinary Miscellaneous Expense (EME) of the judge concerned.

Regional Trial Court – Drugs Court

SC FORM **MRC-RTC (DC)** Page 2

MONTHLY REPORT OF CASES
(For instructions/guidelines on accomplishing this form, please see Administrative Circular No. 81-2012 dated September 17, 2012.)

RTC (DRUGS COURT)		CIVIL CASES				TOTAL CIVIL CASES ¹	GRAND TOTAL ²
BRANCH NUMBER	CITY / MUNICIPALITY (STATION)	Regular Court Cases	Family Court Cases	Commercial Court Cases	Other Civil Cases		
PROVINCE		(10)	(11)	(12)	(13)	(14)	(15)
REGION							
MONTH / YEAR							
ITEM NO. I	NUMBER OF PENDING CASES AT THE BEGINNING OF THE MONTH						
ITEM NO. II	TOTAL NUMBER OF CASES ADDED	Ordinary Civil Action					
CASE FLOW	B-A	Other Civil Cases					
	B-A-1	Original Jurisdiction					
	B-A-2	Appointed from Lower Court					
B-B	NUMBER OF CASES REVIVED						
B-C	NUMBER OF CASES RECEIVED FROM OTHER COURTS/STATIONS						

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Regional Trial Court – Commercial Court

SC FORM **MRC-RTC (CC)** Page 2

MONTHLY REPORT OF CASES
(For instructions/guidelines on accomplishing this form, please see Administrative Circular No. 81-2012 dated September 17, 2012.)

RTC (COMMERCIAL COURT)		CIVIL CASES								TOTAL CIVIL CASES ³	GRAND TOTAL ⁴				
BRANCH NUMBER	CITY / MUNICIPALITY (STATION)	COMMERCIAL CASES				REGULAR COURT CASES									
PROVINCE		9EC	Admiralty and Maritime	Intellectual Property	Other Commercial Civil Cases	TOTAL COMMERCIAL CIVIL CASES ¹	Ordinary Civil Action Cases	Special Proceedings	Special Civil Action	Land Registration Cases	All Other Regular Court Cases	TOTAL REGULAR COURT CASES ¹	OTHER CIVIL CASES	(30)	(31)
REGION		(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)		
MONTH / YEAR															
ITEM NO. I	NUMBER OF PENDING CASES AT THE BEGINNING OF THE MONTH														
ITEM NO. II	TOTAL NUMBER OF CASES ADDED														
CASE FLOW	B-A	Ordinary Civil Action													
	B-A-1	Original Jurisdiction													
	B-A-2	Appointed from Lower Court													
B-B	NUMBER OF CASES REVIVED														
B-C	NUMBER OF CASES RECEIVED FROM OTHER COURTS/STATIONS														

First Level Court

SC FORM **MRC-FLC** Page 2

MONTHLY REPORT OF CASES
(For instructions/guidelines on accomplishing this form, please see Administrative Circular No. 81-2012 dated September 17, 2012.)

FIRST LEVEL COURTS (MeTC/MTCC/MTC/MCTC)		CIVIL AND OTHER CASES						TOTAL CIVIL CASES ¹	GRAND TOTAL ²
BRANCH NUMBER	CITY / MUNICIPALITY (STATION)	Small Claims	Ejectment	Other Cases under Summary Procedure	Cases under Regular Procedure	Electcn	Other Civil Cases		
PROVINCE		(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
REGION									
MONTH / YEAR									
ITEM NO. I	NUMBER OF PENDING CASES AT THE BEGINNING OF THE MONTH								
ITEM NO. II	TOTAL NUMBER OF CASES ADDED								
CASE FLOW	B-A	Ordinary Civil Cases							
	B-B	Special Civil Action							
	B-C	Other Civil Cases							
B-D	NUMBER OF CASES RECEIVED FROM OTHER COURTS/STATIONS								
ITEM NO. III	TOTAL NUMBER OF CASES DEDUCTED								
X/FLOW	B-A	Special Civil Action							
	B-B	Special Civil Action							

For MRC forms with Page 6, you are required to include a list of cases falling under the column, "All Other Criminal Cases/All Other or Other Civil Cases."

Please be REMINDED that "failure to submit the applicable forms shall warrant the withholding of salaries of the judge/s and clerk/s of court/ branch clerk/s of court/ officer/s-in-charge concerned, without prejudice to whatever administrative sanction the Supreme Court may further impose or criminal action which may be filed against them. The same sanctions shall apply to those submitting reports with incomplete or inaccurate entries.*

For your information, guidar.ce, and strict compliance.

17 January 2018


JOSE MIDAS P. MARQUEZ
Court Administrator

* Administrative Circular No. 81-2012

Judicial Areas	Email Address
<u>REGIONAL TRIAL COURT</u>	
RTC-NJCR, Las Piñas, Manila, Muntinlupa, Parañaque, Pasay, Taguig	rtc_ncjr1.srdemo@sc.judiciary.gov.ph
RTC-NJCR, Caloocan, Malabon, Mandaluyong, Marikina, Navotas, Quezon City, Valenzuela	rtc_ncjr2.srdemo@sc.judiciary.gov.ph
RTC-NJCR, Makati	rtc_ncjr3.srdemo@sc.judiciary.gov.ph
RTC-NJCR, Pasig	rtc_ncjr4.srdemo@sc.judiciary.gov.ph
RTC-1 st Judicial Region	rtc_jr1.srdemo@sc.judiciary.gov.ph
RTC-2 nd Judicial Region	rtc_jr2.srdemo@sc.judiciary.gov.ph
RTC-3 rd Judicial Region	rtc_jr3.srdemo@sc.judiciary.gov.ph
RTC-4 th Judicial Region	rtc_jr4.srdemo@sc.judiciary.gov.ph
RTC-5 th Judicial Region	rtc_jr5.srdemo@sc.judiciary.gov.ph
RTC-6 th Judicial Region	rtc_jr6.srdemo@sc.judiciary.gov.ph
RTC-7 th Judicial Region	rtc_jr7.srdemo@sc.judiciary.gov.ph
RTC-8 th Judicial Region	rtc_jr8.srdemo@sc.judiciary.gov.ph
RTC-9 th Judicial Region	rtc_jr9.srdemo@sc.judiciary.gov.ph
RTC-10 th Judicial Region	rtc_jr10.srdemo@sc.judiciary.gov.ph
RTC-11 th Judicial Region	rtc_jr11.srdemo@sc.judiciary.gov.ph
RTC-12 th Judicial Region	rtc_jr12.srdemo@sc.judiciary.gov.ph

<u>METROPOLITAN TRIAL COURT</u>	
MeTC	metc.srdemo@sc.judiciary.gov.ph

<u>MUNICIPAL TRIAL COURT IN CITIES</u>	
MTCC-1 st Judicial Region	mtcc_jr1.srdemo@sc.judiciary.gov.ph
MTCC-2 nd Judicial Region	mtcc_jr2.srdemo@sc.judiciary.gov.ph
MTCC-3 rd Judicial Region	mtcc_jr3.srdemo@sc.judiciary.gov.ph
MTCC-4 th Judicial Region	mtcc_jr4.srdemo@sc.judiciary.gov.ph
MTCC-5 th Judicial Region	mtcc_jr5.srdemo@sc.judiciary.gov.ph
MTCC-6 th Judicial Region	mtcc_jr6.srdemo@sc.judiciary.gov.ph
MTCC-7 th Judicial Region	mtcc_jr7.srdemo@sc.judiciary.gov.ph
MTCC-8 th Judicial Region	mtcc_jr8.srdemo@sc.judiciary.gov.ph
MTCC-9 th Judicial Region	mtcc_jr9.srdemo@sc.judiciary.gov.ph
MTCC-10 th Judicial Region	mtcc_jr10.srdemo@sc.judiciary.gov.ph
MTCC-11 th Judicial Region	mtcc_jr11.srdemo@sc.judiciary.gov.ph
MTCC-12 th Judicial Region	mtcc_jr12.srdemo@sc.judiciary.gov.ph

<u>MUNICIPAL TRIAL COURT/ MUNICIPAL CIRCUIT TRIAL COURT</u>	
MTC/MCTC-1 st Judicial Region	mtc.mctc_jr1.srdemo@sc.judiciary.gov.ph
MTC/MCTC-2 nd Judicial Region	mtc.mctc_jr2.srdemo@sc.judiciary.gov.ph
MTC/MCTC-3 rd Judicial Region	mtc.mctc_jr3.srdemo@sc.judiciary.gov.ph
MTC/MCTC-4 th Judicial Region	mtc.mctc_jr4.srdemo@sc.judiciary.gov.ph
MTC/MCTC-5 th Judicial Region	mtc.mctc_jr5.srdemo@sc.judiciary.gov.ph
MTC/MCTC-6 th Judicial Region	mtc.mctc_jr6.srdemo@sc.judiciary.gov.ph
MTC/MCTC-7 th Judicial Region	mtc.mctc_jr7.srdemo@sc.judiciary.gov.ph
MTC/MCTC-8 th Judicial Region	mtc.mctc_jr8.srdemo@sc.judiciary.gov.ph
MTC/MCTC-9 th Judicial Region	mtc.mctc_jr9.srdemo@sc.judiciary.gov.ph
MTC/MCTC-10 th Judicial Region	mtc.mctc_jr10.srdemo@sc.judiciary.gov.ph
MTC/MCTC-11 th Judicial Region	mtc.mctc_jr11.srdemo@sc.judiciary.gov.ph
MTC/MCTC-12 th Judicial Region	mtc.mctc_jr12.srdemo@sc.judiciary.gov.ph