



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

**OCA CIRCULAR NO. 244-2017**

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

**SUBJECT : IMPLEMENTATION OF THE e-SUBPOENA SYSTEM**

Pursuant to the Resolution dated 1 April 2014 of the Court *en banc* in A.M. No. 13-08-03-SC, approving "the proposed Memorandum of Agreement for the eSubpoena System between the Supreme Court (SC) and the Philippine National Police (PNP)" and the Memorandum of Agreement dated 30 April 2014 between the SC and the PNP whereby both parties agreed to implement the Electronic Subpoena (eSubpoena) System in the first and second level courts nationwide, all first and second level courts which have undergone the eSubpoena System training seminar are directed to strictly implement the eSubpoena System.

Pending the full connectivity of all the courts nationwide, those courts which have no signal or are experiencing intermittent internet signals in their stations are directed to use available internet facilities in their respective areas and utilize the monthly Extraordinary and Miscellaneous Expense Allowance provided the judges in sending the eSubpoena.

Considering the high number of eSubpoena subject for feedback which has reached 52,000, all concerned are advised to strictly accomplish the feedback section in the system to enable the PNP to strictly monitor the attendance of the police officers in court hearings.

For queries or concerns on the eSubpoena system, you may e-mail or call the Management Information Systems Office (MISO):

Landline Numbers: (02) 552-9622 or (02) 552-9624

E-mail Address: [esubpoena@sc.judiciary.gov.ph](mailto:esubpoena@sc.judiciary.gov.ph)

Ask for Ms. Janeth Acia or Ms. Haidee Yacat

For courts which still do not have eSubpoena accounts or need to restart the password, please send a letter-request, signed by judge, to the official eSubpoena e-mail address.

In view of the foregoing, all first and second level courts which have undergone the eSubpoena training seminar are hereby **ENJOINED** to implement the eSubpoena System, effective immediately.

For strict compliance.

21 December 2017

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator