



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

OCA CIRCULAR NO. 101-2018

**TO : EXECUTIVE/PRESIDING JUDGES,
CLERKS OF COURT/OFFICERS-IN-
CHARGE/ACCOUNTABLE OFFICERS OF
THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT : Contractual Stenographers' Share on Fees
Paid for Copies of Certified Transcript of
Notes taken by Them**

It has come to the attention of the Office of the Court Administrator that contractual stenographers are not receiving the two-thirds ($\frac{2}{3}$) portion of fees paid for the certified transcript of notes taken by them. Section 11 of Rule 141, Revised Rules of Court, provides that:

*Stenographers shall give certified transcript of notes taken by them to every person requesting the same upon payment to the Clerk of Court of (a) TEN (P10.00) PESOS for each page of not less than two hundred and fifty words before the appeal is taken and (b) FIVE (P5.00) PESOS for the same page, after the filing of the appeal, provided, however, that one-third ($\frac{1}{3}$) of the total charges shall accrue to the Judiciary Development Fund (JDF) and **the remaining two-thirds ($\frac{2}{3}$) to the stenographer concerned.** (Emphasis ours.)*

The rule explicitly provides that the remaining two-thirds ($\frac{2}{3}$) of the total charges/fees collected shall accrue to the stenographers as payment for certified transcript of notes taken by them. The rule makes no distinction between regular and contractual stenographers.

The aforesaid two-thirds ($\frac{2}{3}$) share of the stenographers is considered as compensation for the additional workload that they are required to perform. It is not a benefit.

Accordingly, contractual stenographers are hereby **AUTHORIZED** to receive from the collecting officer of the court the two-thirds ($\frac{2}{3}$) portion of the fees paid by every person requesting copies of certified transcript of notes taken by them.

For your information and proper guidance.

24 May 2018


JOSE MIDAS P. MARQUEZ
Court Administrator