



Supreme Court of the Philippines
Office of the Court Administrator

USER'S GUIDE TO THE VIDEOCONFERENCING FORM

Search

X

VIDEOCONFERENCING FORM FOR TRIAL COURTS

ocacmo.sc@judiciary.gov.ph

DASHBOARD

Number of videoconferencing hearings per stage

Pre-arraignment	1
Arraignment	0
Pre-trial	10
Bail Hearing	0
Trial Proper	6
Promulgation of Judgment	0
Post-judgment	0
Number of hearings conducted	17

Case list

Case Number	Station	Level	Branch	Title
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
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TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela

Result of videoconferencing hearings

Success	9
Failure	5
Interrupted	3
Number of hearings conducted	17

Refresh Dashboard

New Case Entry

Search Case

Exit Form

Objectives

- At the end of this demonstration, you will be able to:
 - **Download** the VC Form file
 - **Complete** the data fields in the VC Form
 - **Submit** a complete VC Form to assigned recipients

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

The screenshot shows the website for the Office of the Court Administrator. The header features the logo of the Office of the Court Administrator, Supreme Court, and the text "OFFICE OF THE COURT ADMINISTRATOR". The navigation menu includes links for HOME, ISSUANCES, OCA OFFICIALS, COURT LOCATOR/JUDICIARY HOTLINES, EMPLOYMENT, DOWNLOADS (highlighted in green), SMALL CLAIMS, and DIRECTORY. A search icon is also present. The main content area is titled "DOWNLOADS" and lists several links: "Videoconferencing Form", "RTC Form Data RA 10951 and GR 23772", "ENHANCED JUSTICE ON WHEELS SCHEDULE", "Nature of Cases (Criminal Action)", "Videoconferencing Form User Guide (PDF File)", "Videoconferencing Form User Guide (Powerpoint File)", and "Videoconferencing Form (Excel File)". A sidebar on the left contains contact information for the Office of the Court Administrator, including the address, phone number, and email addresses. At the bottom of the sidebar, there is a subscription form for updates from the OCA. Social media icons for Facebook, Twitter, and Tumblr are also visible.

Office of the Court Administrator, Third floor, Old Supreme Court Building, Padre Faura Street, Manila 1000
+632 525 7143
efile_oca@sc.judiciary.gov.ph
ocafeedback@sc.judiciary.gov.ph
OCA@sc.judiciary.gov.ph

Enter your name and email to subscribe to Updates from the OCA

HOME ISSUANCES OCA OFFICIALS COURT LOCATOR/JUDICIARY HOTLINES EMPLOYMENT **DOWNLOADS** SMALL CLAIMS DIRECTORY

OFFICE OF THE COURT ADMINISTRATOR
OF THE
COURT ADMINISTRATOR

DOWNLOADS

[Videoconferencing Form](#)

[RTC Form Data RA 10951 and GR 23772](#)

ENHANCED JUSTICE ON WHEELS SCHEDULE

[Nature of Cases \(Criminal Action\)](#)

[Videoconferencing Form User Guide \(PDF File\)](#)

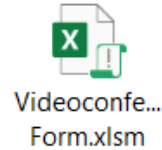
[Videoconferencing Form User Guide \(Powerpoint File\)](#)

[Videoconferencing Form \(Excel File\)](#)

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Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

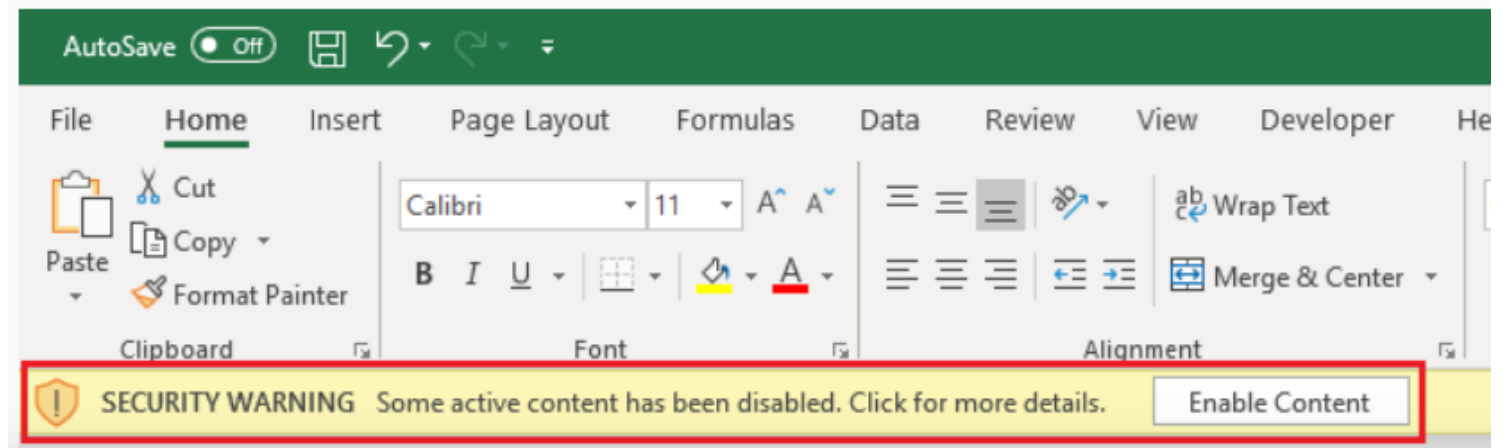


- The file will be in a .xlsm format with macros enabled.



- You will be required to open your MS Excel (2016+) application to use the form.

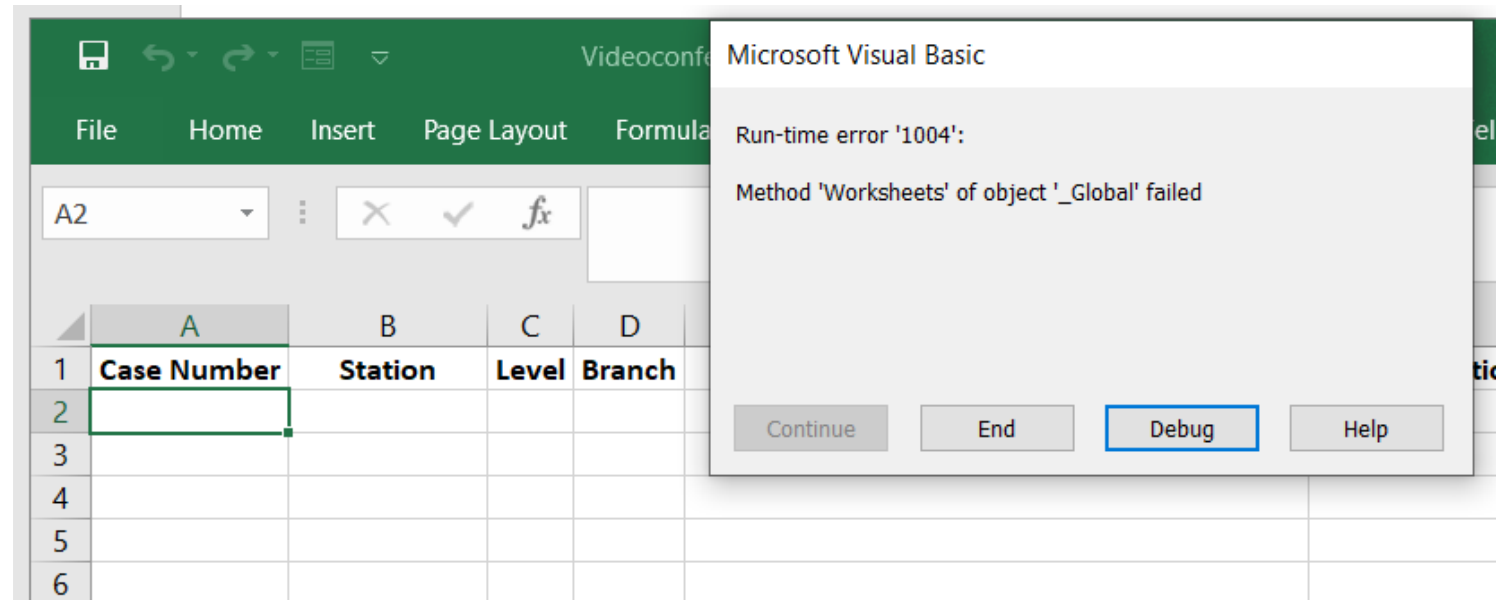
- Click Enable Content/Editing (found below the MS Excel ribbon) to run active content.



Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

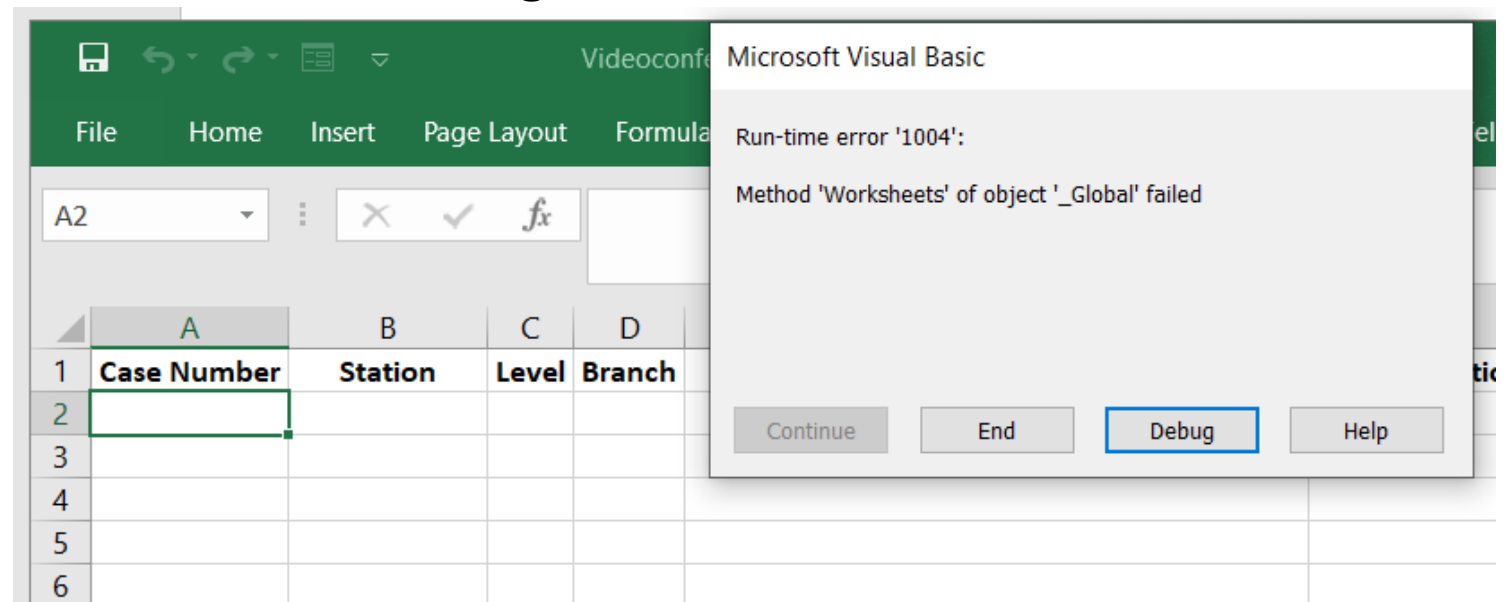
- After clicking Enable Content/Editing you may encounter this error in MS Excel.



Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- This may happen because MS Excel automatically opens two windows in succession after enabling content/editing.

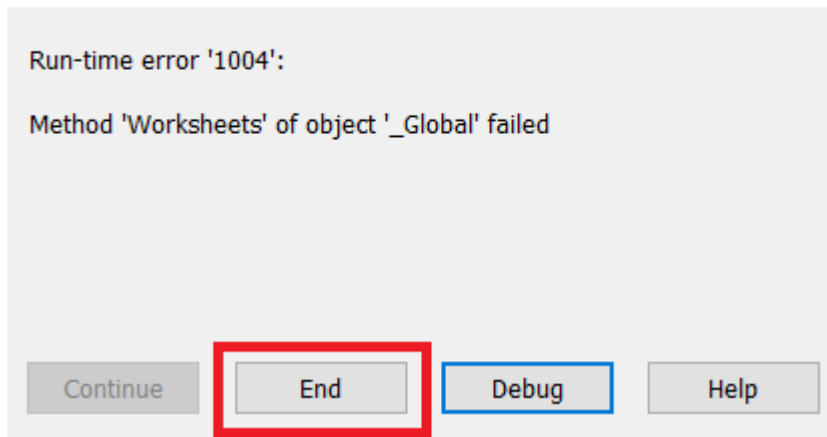


Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- Simply click the End button and close the MS Excel window.
- You may now safely reopen the file from its folder.

Microsoft Visual Basic



Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

Search ✕

VIDEOCONFERENCING FORM FOR TRIAL COURTS ✉ ocaamo.sc@judiciary.gov.ph

DASHBOARD

New Case Entry

Search Case

Exit Form

Number of videoconferencing hearings per stage

Pre-arraignment	1
Arraignment	0
Pre-trial	10
Bail Hearing	0
Trial Proper	6
Promulgation of Judgment	0
Post-judgment	0
Number of hearings conducted	17

Result of videoconferencing hearings

Success	9
Failure	5
Interrupted	3
Number of hearings conducted	17

Refresh Dashboard

Case list

Case Number	Station	Level	Branch	Title
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
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TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela

Topics

- Opening the form
 - Understanding the Dashboard
 - Using the Case Profile
 - Saving and closing
 - Editing the data tables
 - Submission of report
- The dashboard allows the user to monitor the following lists:
 - **Number** of videoconferencing hearings per stage
 - **Result** of videoconferencing hearings
 - **Case list** of videoconferencing instances

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- All the items appearing on the dashboard are user generated and require data input.
- If your dashboard does not automatically populate, you may click the Refresh Dashboard button.

The screenshot shows a web application interface titled "VIDEOCONFERENCING FORM FOR TRIAL COURTS". The dashboard displays several data sections:

- Number of videoconferencing hearings per stage:**

Pre-arraignment	1
Arraignment	0
Pre-trial	10
Bail Hearing	0
Trial Proper	6
Promulgation of Judgment	0
Post-judgment	0
Number of hearings conducted	17
- Result of videoconferencing hearings:**

Success	9
Failure	5
Interrupted	3
Number of hearings conducted	17
- Case list:**

Case Number	Station	Level	Branch	Title
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
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TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela

Navigation buttons on the left include "New Case Entry", "Search Case", and "Exit Form". A "Refresh Dashboard" button is highlighted with a red box in the bottom right of the dashboard area. An external "Refresh Dashboard" button is shown to the left of the screenshot with an arrow pointing to the highlighted button.

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

Search ×

VIDEOCONFERENCING FORM FOR TRIAL COURTS ✉ ocacmo.sc@judiciary.gov.ph

CASE PROFILE

Case no.

Region

Province Station

Level Branch

Title

Category

Nature *Case category is required.*

Status Date closed/decided
(mm/dd/yyyy)

Disposal status *Case category is required.*

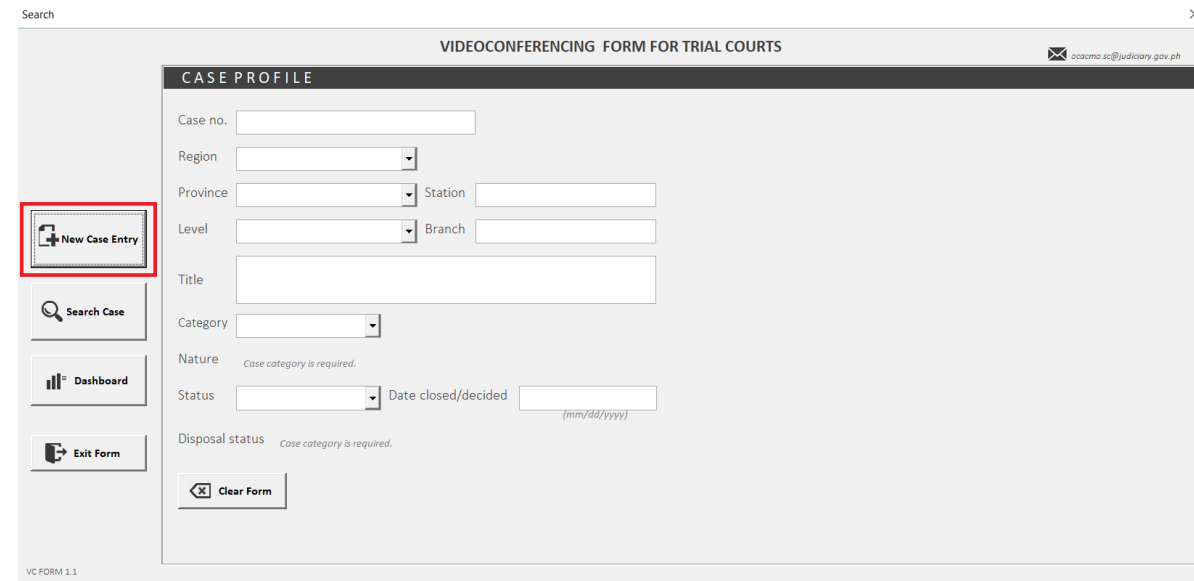
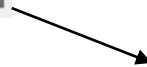
VC FORM 1.1
05/22/2020

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

New Case Entry

- To enter new videoconferencing data, you must click the New Case Entry button on your form.



Search

VIDEOCONFERENCING FORM FOR TRIAL COURTS

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CASE PROFILE

Case no.

Region

Province Station

Level Branch

Title

Category

Nature Case category is required.

Status Date closed/decided
(mm/dd/yyyy)

Disposal status Case category is required.

VC FORM 1.1

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

CASE PROFILE

Case no. ← Type the docket number in this mandatory field.

Region ▼ ← Choose your Region from this dropdown list.

Province ▼ Station ← Type your station in this mandatory field.
↑ Choose your province from this dropdown list.

Level ▼ Branch ← Type your branch in this mandatory field.
↑ Choose your level from this dropdown list.

Title Type the case title in this mandatory field.

Category ▼ ← Choose the case category from this dropdown list.

Nature *Case category is required.* ← Choose the nature of case from this dropdown list.

Status ▼ Date closed/decided ← Type the date of closure in this field.
(mm/dd/yyyy)


Disposal status *Case category is required.* ← Choose the disposal status from this dropdown list.


Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- To clear the items you have entered in the case profile, you may click the Clear Form button inside the case profile window and click Yes.

Form Reset ×

 Do you want to clear the case profile items?

 **Clear Form**

CASE PROFILE

Case no.

Region

Province Station

Level Branch


Title

Category

Nature Case category is required.

Status Date closed/decided
(mm/dd/yyyy)

Disposal status Case category is required.

 **Clear Form**

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- To enter videoconferencing details, you must click the Add Videoconferencing Hearing button inside the case profile window.

The screenshot shows a 'CASE PROFILE' form with the following fields:

- Case no.: CASE-001
- Region: NCJR
- Province: Metro Manila, Station: Manila
- Level: RTC, Branch: 100
- Title: JUAN CRUZ VS. PEDRO SANTOS
- Category: Criminal Action
- Nature: Abduction / Forcible
- Status: Open, Date closed/decided: (mm/dd/yyyy)
- Disposal status: (empty)

At the bottom of the form, there are two buttons: 'Clear Form' and 'Add Videoconferencing Hearing'. The 'Add Videoconferencing Hearing' button is highlighted with a red box, and an arrow points to it from a larger, semi-transparent version of the same button on the right side of the image.

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

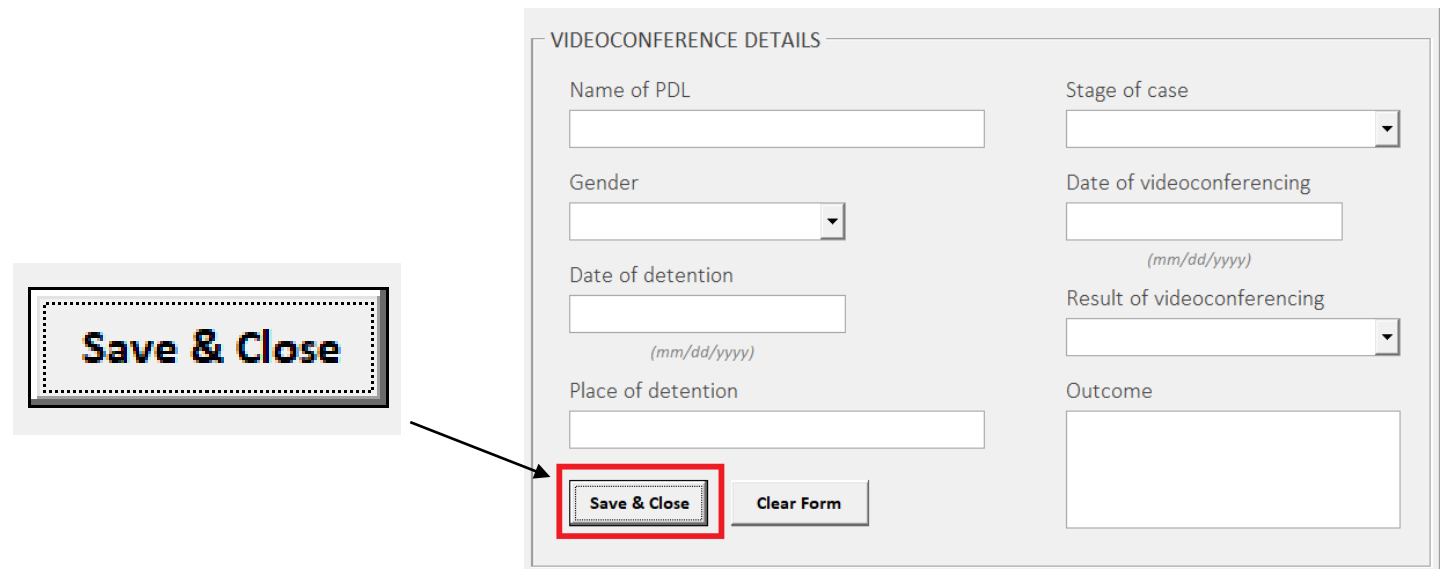
VIDEOCONFERENCE DETAILS

<p>Name of person</p> <input type="text" value="Type the name of the PDL in this field."/>	<p>Gender</p> <input type="text" value="Choose the gender from this dropdown list."/>
<p>Personal status <input type="checkbox"/> CICL <small>Click if Accused is a CICL</small></p> <input type="text" value="Choose the status from this dropdown list."/>	<p>Date of detention <input type="checkbox"/> Released <small>Click if PDL is released</small></p> <input type="text" value="Type the date of detention in this field."/>
<p>Place of detention</p> <input type="text" value="Type the place of detention in this field."/>	<p>Stage of case <input type="checkbox"/> Add more stage <small>Click for an additional stage</small></p> <input type="text" value="Choose the stage from this dropdown list."/>
<p>Date of videoconferencing</p> <input type="text" value="Type the date of videoconferencing in this field."/>	
<p>Result of videoconferencing</p> <input type="text" value="Choose the result from this dropdown list."/>	<p>Outcome</p> <input type="text" value="Type any additional remarks in this field."/>

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- To save and close the entries in the videoconferencing details, you may click the Save & Close button inside the window.



The image shows a screenshot of a web form titled "VIDEOCONFERENCE DETAILS". The form contains several input fields and dropdown menus. A red box highlights the "Save & Close" button at the bottom left of the form. An arrow points from a separate "Save & Close" button on the left to the highlighted button in the form.

VIDEOCONFERENCE DETAILS

Name of PDL

Gender

Date of detention
(mm/dd/yyyy)

Place of detention

Stage of case

Date of videoconferencing
(mm/dd/yyyy)

Result of videoconferencing

Outcome

Save & Close Clear Form

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

Search Case

The screenshot shows a web application interface titled "VIDEOCONFERENCING FORM FOR TRIAL COURTS". The interface includes a sidebar with navigation buttons: "New Case Entry", "Search Case" (highlighted with a red box), and "Exit Form". The main content area is a "DASHBOARD" with the following sections:

- Number of videoconferencing hearings per stage**

Pre-arraignment	1
Arraignment	0
Pre-trial	10
Bail Hearing	0
Trial Proper	6
Promulgation of Judgment	0
Post-judgment	0
Number of hearings conducted	17
- Result of videoconferencing hearings**

Success	9
Failure	5
Interrupted	3
Number of hearings conducted	17
- Case list**

Case Number	Station	Level	Branch	Title
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
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TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela

A "Refresh Dashboard" button is located at the bottom of the dashboard area. An external window titled "Search Case" is shown on the left, with a red box around its "Search Case" button and an arrow pointing to the "Search Case" button in the main dashboard sidebar.

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- To save and close the form, click Exit Form.

The screenshot shows a web application interface titled "VIDEOCONFERENCING FORM FOR TRIAL COURTS". The dashboard contains several sections:

- Number of videoconferencing hearings per stage:**

Pre-arraignment	1
Arraignment	0
Pre-trial	10
Bail Hearing	0
Trial Proper	6
Promulgation of Judgment	0
Post-judgment	0
Number of hearings conducted	17
- Result of videoconferencing hearings:**

Success	9
Failure	5
Interrupted	3
Number of hearings conducted	17
- Case list:**

Case Number	Station	Level	Branch	Title
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
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TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela

Navigation buttons on the left include "New Case Entry", "Search Case", and "Exit Form". A red box highlights the "Exit Form" button in the bottom right of the dashboard, with an arrow pointing to it from a larger "Exit Form" button on the left side of the slide.

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

Case Number	Station	Level	Branch	Title	Criminal Action	Nature	Status	Date closed/decided	Disposal status	Name of PDL	Gender	Date of detention	Place of detention	Stage of case	Date of videoconference	Result of videoconference	Outcome
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Male	Male	1/1/2020	Manila City Jail	Pre-trial	2/2/2020	Success	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Female	Female	1/1/2020	Manila City Jail	Trial Proper	2/2/2020	Failure	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Female	Female	1/1/2020	Manila City Jail	Trial Proper	2/2/2020	Failure	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Female	Female	1/1/2020	Manila City Jail	Trial Proper	2/2/2020	Failure	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Female	Female	1/1/2020	Manila City Jail	Trial Proper	2/2/2020	Failure	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Female	Female	1/1/2020	Manila City Jail	Trial Proper	2/2/2020	Interrupted	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	Juan dela Cru; Female	Female	1/1/2020	Manila City Jail	Trial Proper	2/2/2020	Interrupted	Great!
TEST-001	Manila	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	RUDY SANTOS	Male	5/5/2020	Provincial Jail	Pre-arraignm	5/6/2020	Interrupted	Power fai
TEST-001	Pasig	RTC	100	People of the Philippines vs. Juan dela Cr	Criminal Action	Terrorism	Open	1/1/2021	Decided - Convicted	JOE	Male	1/1/2020	CITY JAIL	Pre-trial	2/2/2020	Failure	

Topics

- Opening the form
- Understanding the Dashboard
- Using the Case Profile
- Saving and closing
- Editing the data tables
- Submission of report

- Send your weekly reports through email with the attached .xlsm file to the official email addresses of your respective Deputy Court Administrators (DCAs), Assistant Court Administrators (ACAs), and the Court Management Office.

Office of DCA for Luzon	odcalzn.sc@judiciary.gov.ph
Office of DCA for Visayas	odcavsy.sc@judiciary.gov.ph
Office of DCA for Mindanao	odcamnd.sc@judiciary.gov.ph
Office of ACA Co	oaca1.sc@judiciary.gov.ph
Office of ACA Ignacio	oaca2.sc@judiciary.gov.ph
Court Management Office	ocacmo.sc@judiciary.gov.ph

Topics

- Opening the form
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- The subject of the email should follow this format:

Court Level + Station + Branch Number + VC Report + Date of the Friday for the week (day, month, year)

Example: RTC Quezon City 100 VC Report 8 May 2020

END

USER'S GUIDE TO THE
VIDEOCONFERENCING FORM