



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

OCA CIRCULAR NO. 115-2014

**TO: JUSTICES, JUDGES, COURT OFFICIALS
AND PERSONNEL OF THE THIRD,
SECOND AND FIRST LEVEL COURTS**

**SUBJECT: UNIFORM PERIOD AND PROCEDURE IN
THE PAYMENT OF FINES IN
ADMINISTRATIVE MATTERS**

In accordance with the Court's 27 August 2013 Resolution in A.M. No. P-03-1703 (*Edna Fe F. Aquino vs. Jose R. Martin, Sheriff IV, Regional Trial Court, Cauayan City, Isabela*) approving the circular proposed by the Office of the Court Administrator (OCA) relative to the payment of fines in administrative matters, all concerned justices, judges, court officials and personnel are hereby informed of the following procedure:

In order to have a uniform procedure in the payment of fines imposed by the Court in administrative matters, all fines shall be paid within thirty (30) days from the finality of the decision or final resolution imposing the fine. Decisions and resolutions in administrative cases which are immediately executory shall be considered final, for purposes of the payment of fines, upon receipt of the subject decision or resolution and the fine shall be paid within the aforementioned period regardless of the filing of a Motion for Reconsideration.

Payment shall be made with the Office of the Clerk of Court of the station where the respondent is assigned which, within five (5) days, shall furnish the Docket and Clearance Division (DCD), Office of the Court Administrator (OCA) with a certified copy of the receipt indicating therein the case number where the fine was imposed. Payment may also be made with the Cash Division of the Financial Management Office, OCA, which shall immediately furnish the DCD, OCA, with a certified copy of the receipt indicating therein the case number where the fine was imposed.

The DCD shall inform the Court of all payments of fines in administrative matters. It shall likewise report to the Court any failure of respondent(s) to pay fines imposed by the Court.

This Circular supersedes prior circulars/memoranda inconsistent herewith and shall remain in force until further orders from the Court.

Strict compliance is hereby enjoined

27 August 2014

JOSE MIDAS P. MARQUEZ
Court Administrator