



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

**OCA CIRCULAR NO. 56 -2013**

**TO : ALL EXECUTIVE JUDGES OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, AND MUNICIPAL TRIAL COURTS IN CITIES; AND JUDGES AND CLERKS OF COURT OF THE SINGLE SALA REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND MUNICIPAL CIRCUIT TRIAL COURTS**

**SUBJECT : DUTY ON ELECTION DAY, 13 May 2013**

In the interest of an efficient administration of justice and to ensure speedy disposition of election related cases, you are hereby **DIRECTED** to report to your respective courts on 13 May 2013 to act on all election matters within your jurisdiction and to resolve the same with utmost caution and dispatch.

In case the Executive Judge would not be able to report, he may designate the Vice Executive Judge or any of the judges in the station.

In vacant single sala of Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts and Municipal Circuit Trial Courts where the station of the acting presiding judge is very far from the court concerned, any urgent election matter shall be referred for appropriate action by the clerk of court to the nearest court with the presiding judge or to the Executive Judge whichever is nearer, for appropriate action.

The Clerk of Court in the Office of the Clerk of Court shall maintain a skeletal force in the office to attend to the collection of court fees.

Strict compliance is hereby enjoined.

April 25, 2013

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator