



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

OCA CIRCULAR NO. 62- 2004

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

SUBJECT: DUTY ON ELECTION DAY, 10 MAY 2004

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 10 May 2004 to act on all election matters within your jurisdiction and to resolve the same with utmost caution and dispatch.

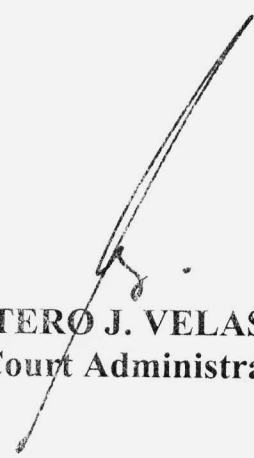
In case the Executive Judge would not be able to report, he may designate the Vice Executive Judge or any of the judges in the station.

In vacant single sala 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 by the clerk of court to the presiding judge of the nearest court with a 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.

For compliance

6 May 2004.


PRESBITERO J. VELASCO, JR.
Court Administrator