



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

**OCA CIRCULAR NO. 83-2013**

**TO : ALL JUDGES AND CLERKS OF COURT/BRANCH CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS AND MUNICIPAL CIRCUIT TRIAL COURTS**

**SUBJECT : SUBMISSION OF MONTHLY REPORT OF CASES USING THE APPROVED NEW FORMS UNDER ADMINISTRATIVE CIRCULAR NO. 81-2012 DATED SEPTEMBER 17, 2012, IN ADDITION TO THE MONTHLY REPORT OF CASES UNDER ADMINISTRATIVE CIRCULAR NO. 4-2004 DATED FEBRUARY 4, 2004**

Administrative Circular No. 81-2012 dated September 17, 2012 (*Re: New Forms, Guidelines, Instructions and Rules in Accomplishing the Monthly Report of Cases*) (a) provides for the new forms to be used by the concerned first and second level courts and the guidelines, instructions and rules in accomplishing the Monthly Report of Cases; and (b) repeals and supersedes Administrative Circular No. 4-2004 dated February 4, 2004 (*Re: Revised Forms, Guidelines and Instructions in Accomplishing the Monthly Report of Cases*).

With respect thereto, on December 28, 2012, the Honorable Chief Justice Maria Lourdes P. A. Sereno approved the recommendations of the OCA Reportorial Committee in its Memorandum dated November 27, 2012 (a copy is hereto attached) that (a) the Office of the Court Administrator, through the Court Management Office (CMO), be authorized to require the concerned lower courts to submit the revised monthly report of cases, in addition to the Monthly Report of Cases under Administrative Circular No. 4-2004; (b) the Repealing Clause under Administrative Circular No. 81-2012 be relaxed to accommodate the transition period until such time the enhancement and migration of the system has taken place; and (c) the

Management Information Systems Office (MISO) be authorized to immediately implement the enhancement of Court Administration Management Information System (CAMIS) duly incorporating the revised forms. The Committee explained that it is practical to require the simultaneous submission of both forms while the MISO is undertaking the completion of the enhanced CAMIS in order that the users of the new forms will be thoroughly acquainted with using it and in order to have room for feedbacks from the lower courts.

In view thereof, all the concerned lower courts are hereby **DIRECTED** to submit their monthly report of cases, using the approved new forms under Administrative Circular No. 81-2012, in addition to the Monthly Report of Cases under Administrative Circular No. 4-2004 beginning the month of June 2013.

For your guidance and strict compliance.

June 27, 2013

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator