



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

OCA CIRCULAR NO. 58 -2015

**TO : ALL EXECUTIVE JUDGES AND CLERKS OF COURT
OF MULTI-SALA COURTS**

**SUBJECT : REITERATION OF THE RATIO FOR THE RAFFLING
OF CASES (A.M. No. 03-8-02-SC)**

Acting on the numerous queries on the raffle and the ratio of distribution of cases in multi-sala courts, the pertinent directives in Administrative Order No. 6, dated 30 June 1975, and the Resolution dated 27 January 2004, of the Court En Banc in A.M. No. 03-8-02-SC¹ are reiterated. Paragraph 1, Chapter V, Administrative Order No. 6, provides:

1. The caseload of the Executive Judge shall be as follows:
 - a. In case of multiple branches (salas) of not more than two (2), the distribution of cases shall be in the proportion of three (3) cases for the Executive Judge and four (4) for the other judges.
 - b. In case of multiple branches (salas) of not less than three or more than five (5), the distribution of cases shall be in the proportion of two (2) cases for the Executive Judge and three (3) for each of the other judges.
 - c. In case of multiple branches (salas) of more than five (5), the distribution of cases shall be in the proportion of one (1) case for the Executive Judge and two (2) for each of the other judges.

Where there are vacancies in the multi-sala courts, and the vacancies are filled, Section 5, Chapter V, A.M. No. 03-8-02-SC, provides:

SEC. 5. Exclusion of vacant branches from raffle.— All vacant branches without regular judges shall be excluded from the raffle. However, once the vacancies are filled, the Executive Judge shall ensure that newly-filed cases shall be raffled to all the branches on a 6:2:1 ratio as follows: six (6) newly-filed cases to each of the newly-filled branches; two (2) newly-filed cases to the existing branch or branches; and one (1) newly-filed case to the branch of the Executive Judge, until such time when the newly-filled branches in the station shall have been assigned

¹ Guidelines on the Selection and Designation of Executive Judges and Defining their Powers, Prerogatives and Duties.

such number of cases as will be equivalent to the number of cases raffled to the other branches during the period of vacancy.

Accordingly, where there are no vacancies in multi-sala courts, Paragraph 1, Chapter V of Administrative Order No. 6, shall apply. However, in case of vacancies and once the vacancies are filled, Section 5, Chapter V, A.M. No. 03-8-02-SC shall apply.

Please be guided accordingly.

March 23, 2015


JOSE MIDAS P. MARQUEZ
Court Administrator