



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

OCA CIRCULAR NO. 105-2016

**TO: ALL JUDGES AND CLERKS OF COURT OF THE
FIRST AND SECOND LEVEL COURTS**


**SUBJECT: POSTING OF NOTICES ANNOUNCING THE
OBSERVATION OF THE RECORDS DISPOSAL
PERIOD FOR THE WHOLE MONTH OF JULY 2016**

Pursuant to the Supreme Court *en banc* Resolution dated 16 December 2015 in A.M. No. 07-3-09-SC (*Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]*), all first and second level courts are **REQUIRED** to post **NOTICES** informing the general public that the first and second level courts shall observe the whole month of July 2016 as the period for records disposal. For this purpose, the attached draft of **NOTICE TO THE GENERAL PUBLIC**, to be signed by the concerned Executive Judge, Presiding Judge or Clerk of Court/Officer-In-Charge, shall be used in compliance therewith.

Likewise, and as further required in the subject Resolution, all courts shall post, together with above Notice, the entire text or copy of the Guidelines as provided in A.M. No. 07-3-09-SC. The posting of the **Notice** and **Guidelines** shall be done in three (3) conspicuous places in the court and other public places for wider dissemination.

For strict compliance.

27 April 2016


JOSE MIDAS P. MARQUEZ
Court Administrator

NOTICE TO THE GENERAL PUBLIC

NOTICE IS HEREBY GIVEN that, pursuant to the Supreme Court *en banc* Resolution dated 16 December 2015 in **A.M. No. 07-3-09-SC** (*Re: Proposed Guidelines in the Disposition and/or Destruction of Court Records, Papers and Exhibits [Re: Simplified Guidelines for Disposing of Records of Long-Decided Cases and Unneeded Documents and Papers]*), all first and second level courts shall observe the **WHOLE MONTH of JULY 2016** as the official **RECORDS DISPOSAL PERIOD** for **TERMINATED CASES** (5 years in age and above) and for old **NOTARIZED DOCUMENTS/FORECLOSURE OF MORTGAGE PETITIONS** with the concerned Office of the Clerk of Court or single-sala Regional Trial Court branch clerk. During this period, the judges and court personnel shall segregate the disposable or residual records and physically extract the records that shall be retained and kept in the court's custody and safekeeping.

FURTHER, an **ADVISORY IS HEREBY GIVEN** to litigants, lawyers and other interested persons who may want to obtain the disposable residual records of all terminated cases 5 years and above in age or the old notarized documents/foreclosure petitions, that they may **APPLY** for such records before the branch that decided the cases or the concerned Office of the Clerk of Court/branch clerk who is in possession thereof. For this purpose, the applicant shall fill out the form provided and submit the same within the **WHOLE MONTH of August 2016**. In the absence of said application, the pertinent records shall be subject to disposal during the **WHOLE MONTH of September 2016**.

During the **RECORDS DISPOSAL PERIOD**, the court shall **hold hearings as far as practicable, more so for urgent matters and incidents**, including, but not limited to, applications for writs of *habeas corpus*, *amparo* or *habeas data*, temporary restraining orders, permanent protection orders, bails, and lifting of warrants of arrest, as well as arraignment of detained accused.

PLEASE BE GUIDED ACCORDINGLY.

EJ/JUDGE/CLERK OF COURT/OIC