Philippine Trial Courts Records Retrieval Request Form

Request Date	Reference No.

Are you a named interested party or counsel of record in this case?

☐ Interested Party *(pls specify):* _____
☐ Counsel of Record
☐ Other *(pls specify):* _____

Are you a pauper litigant?

☐ Yes (*pls attach supporting documents*) ☐ No

Part A: Requestor Identification

Last Name	First Name	M.I.	Signature

Address	Telephone/ Mobile Number

Muncipality/City/Province	Zip Code	Email Address

Part B: Processing Location

Province _____

City/Municipality _____

- ☐ RTC — Branch _____
- ☐ MeTC/MTCC/MTC/MCTC — Branch _____
- ☐ Shari'a District Court
- ☐ Shari'ah Circuit Court
- ☐ Office of the Clerk of Court

Part C: Record Type

- ☐ Case Document
- ☐ Non-Case Document
  - ○ Notarial Document
  - ○ Clearance
  - ○ Certification
  - ○ Foreclosure of Mortgage
  - ○ Other: (*pls. specify*) _____

Part D: Case Identification

Case Type

- ☐ Civil
- ☐ Criminal
- ☐ Special Proceedings
- ☐ Small Claims
- ☐ Other: *(pls. specify)* _____

Nature of Case

Docket Number

Case Title

Part E: Records Requested

Please describe records requested as completely as possible. Include dates of pleadings, orders, exhibits, letters, etc., and names of individuals involved. For notarial documents, please specify the name of the notary public, document type, document number, etc. Attach additional pages if necessary.

For Judiciary Use Only

FEES

- ☐ Record Found
  - ○ Case Document (per case) – ₱500.00
  - ○ Non-Case Document (per document) – ₱500.00
- ☐ Record Not Found – ₱0.00
- ☐ Pauper Litigant – ₱0.00

No. of Documents _____

TOTAL AMOUNT DUE: ₱_____

DISPOSITION

- ☐ Released
- ☐ Denied
- ☐ Unavailable

If denied or unavailable, explain:_____

_____

PAYMENT VERIFICATION	RELEASED BY:	DATE:	RECEIVED BY:
O.R. No. _____			

A.M. No. 07-3-09-SC dated 16 December 2015 (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]

CLAIM RECEIPT	
Reference No:	Released By:
Requestor:	Release Date:
No. of Documents:	Received By: