



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

OCA CIRCULAR NO. 61-2020

**TO: ALL CONCERNED CLERKS OF COURTS
(EXECUTIVE CLERKS OF COURT, OFFICE OF
THE CLERKS OF COURT AND BRANCH
CLERKS OF COURT)**

**SUBJECT: ISSUANCE OF CLEARANCE CERTIFICATES
PURSUANT TO A.M. NO. 04-7-02-SC (Guidelines on
Corporate Surety Bonds)**

Under A.M. No. 04-7-02-SC (*Guidelines on Corporate Surety Bonds*), surety companies shall attach to their application for accreditation, among others, clearance certificates from *all* offices of the Clerks of Court (Executive Clerks of Court, Office of the Clerks of Court and Branch Clerks of Court) where the surety company intends to transact business or where it had transacted business before the approval of this guideline showing that the applicant has no outstanding obligation pertaining to forfeited bonds.

To ensure the proper issuance of the subject clearance certificates, all concerned clerks of court are directed to observe the following procedure:

- A. In *multiple-sala* courts, each clearance certificate shall be prepared by *every* Branch Clerk of Court and duly attested by the concerned Clerk of Court, Office of the Clerk of Court.
- B. In *single-sala* courts, clearance certificates shall be directly issued by the concerned Clerk of Court.

Any application that fails to comply with the foregoing procedure shall not be processed by the Docket and Clearance Division, Legal Office, OCA, and the surety company shall be duly notified.

For strict compliance.

14 February 2020


JOSE MIDAS P. MARQUEZ
Court Administrator