



Republic of the Philippines  
Supreme Court  
Manila

**OCA CIRCULAR NO. 94 - 2020**

**TO : ALL CONCERNED LITIGANTS, JUDGES AND COURT PERSONNEL  
OF THE FIRST AND SECOND LEVEL COURTS, AND MEMBERS OF  
THE BAR**

**RE : RESUMPTION OF RAFFLE OF CASES THROUGH  
VIDEOCONFERENCING**

Pursuant to par. 9, OCA Circular 89-2020, "the raffle of newly-filed cases during this public health emergency (has been) SUSPENDED." While the suspension of the raffle of newly-filed cases has been lifted in areas under General Community Quarantine (GCQ), the raffle of cases remains suspended in areas under Enhanced Community Quarantine (ECQ). This has resulted in the accumulation of "unraffled" cases, which, if raffled and acted upon in due course, may result in the expeditious termination of cases and consequent release of Persons Deprived of Liberty (PDLs).

Accordingly, upon consultation with Chief Justice Diosdado M. Peralta, considering that all court stations nationwide have been provided with the platform Philippine Judiciary 365 which includes the Teams application, all courts in areas under ECQ shall henceforth resume the raffle of newly-filed cases, including "unraffled" cases, through VIDEOCONFERENCING, as follows:

1. The procedure for the raffle of cases laid down in A.M. No. 03-8-02-SC, approved by the Court *en banc* on 27 January 2004, shall be complied with as far as practicable.
2. Pursuant to Sec. 2, A.M. No. 03-8-02-SC, "[r]affling of cases shall be regularly conducted at two o'clock in the afternoon every Monday and/or Thursday as warranted by the number of the cases to be raffled."
3. The Clerk of Court (CoC) of the Office of the Clerk of Court (OCC), to whom the platform Philippine Judiciary 365 was provided, shall inform the members of the Raffle Committee of the schedule of the raffle, and thereafter "host" the Raffle Committee meeting through the Teams application.
4. Considering that the members of the Raffle Committee may be in multiple locations, and pursuant to Sec. 4 (d), A.M. No. 03-8-02-SC,

"[t]he raffle shall be conducted... by the Executive Judge personally" after the title of each case is read by the CoC of the OCC. Thereupon, "[t]he members of the Raffle Committee shall each confirm... the branch to which a case is raffled before the next draw is made."

5. The two (2) stenographers shall each independently record accurately the raffle proceedings, and shall take the minutes thereof. Within twenty-four (24) hours, they shall transcribe and sign the minutes of the raffle proceedings.
6. Within three (3) days from the actual raffle, the minutes of the raffle shall be circulated to the members of the Raffle Committee, for their review, counter check with their own notes, thorough verification of the accuracy of the entries therein, and signature.
7. After the raffle, the records of the case shall immediately be distributed to the branches where the cases were specifically raffled. Within twenty-four (24) hours from receipt of the records of the case, the Branch Clerk of Court of the court to which the case was raffled shall submit a report on the receipt of the records of the case to the Office of the Executive Judge, indicating therein the time and date of receipt.
8. Consistent with par. 7, A.C. 36-2020, "[t]he private lawyers and the general public shall be excluded (in the raffle of cases) during this period of public health emergency."
9. Considering that the regular raffle of cases has resumed, the judge-on-duty arrangement provided in Administrative Circular No. 31-2020 is hereby discontinued. All urgent matters that have to be acted upon on any given day shall be referred to the Executive Judge for appropriate action, or in the absence of the Executive Judge, to the Vice Executive Judge.
10. This procedure of raffle of cases through videoconferencing shall only be observed while the area where the court station is situated is under ECQ.

The usual electronic raffle of cases in eCourt stations shall likewise regularly proceed, whether the subject eCourt station is in an area under ECQ or GCQ. If, for any reason, the electronic raffle of cases in the eCourt station which is in an area under ECQ does not function, the manual raffle of cases through videoconferencing provided in this Circular shall be observed.

FOR IMMEDIATE COMPLIANCE.

Makati City, 8 May 2020

(original signed)  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator