



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

OCA CIRCULAR NO. 89 -2021

TO : ALL CONCERNED JUDGES, CLERKS OF COURT
AND BRANCH CLERKS OF COURT OF THE FIRST
AND SECOND LEVEL COURTS

SUBJECT : Collection of Appropriate Legal Fees on
Pleadings Filed, Requests, Motions and
Judgments Rendered

Pursuant to the audit observations of the Fiscal Monitoring Division, Court Management Office, Office of the Court Administrator, and in view of the request of the Clerks of Court (COC) of the Offices of the Clerk of Court (OCC) relative to the collection of appropriate legal fees, all Branch Clerks of Court are **DIRECTED** to issue the attached prescribed *Order of Payment* to the concerned party for payment of the appropriate legal fees to the OCC on the following matters:

1. Permissive counterclaims, crossclaims, money claims against an estate not based on judgment, third-party, fourth-party, etc. complaints, complaints-in-intervention, and supplemental pleadings with monetary claims filed before your branch;
2. Money collected from execution of writs held in trust by the court. The said amount shall be forwarded to the OCC for deposit to the Fiduciary Fund account;
3. Judgment or Order of monetary award to a party in an amount more than what was paid when the case was filed;
4. Judgment or Order of monetary award to indigent litigant;
5. Judgment or Order of monetary award in criminal cases, excluding actual damages;
6. Motion for postponement/resetting after pre-trial stage, whether oral or written;
7. Motion for issuance of provisional remedies under Rules 57, 58, 59, 60 and 61, e.g., Temporary Restraining Order (TRO), Writ of Preliminary Injunction or Attachment, and others; and
8. Judgment or Order directing the payment of fines.

Clerks of Court of the single sala courts are likewise **directed** to collect the appropriate legal fees for the above-enumerated matters.

For strict compliance.

30 June 2021


JOSE MIDAS P. MARQUEZ
Court Administrator



OCC/COC Copy

Court Station
Province

Sequence No. 2021 - _____

ORDER OF PAYMENT

Name of Requestor/Payor: _____ Date : _____

You are hereby directed to pay the appropriate fees for the following:

Certified Transcript of Notes _____ Number of Pages _____ Before or _____ After Appeal Name of Stenographer: _____	Motions _____ (N th) Times – Postponement _____ Notice of Appeal _____ Provisional Remedies _____ _____ Others _____
Assessment of Legal Fees _____ Permissive Counterclaim _____ Supplemental Pleading _____ Additional Monetary Claims _____ Award More Than The Prayer _____ Award to Indigent Litigant	Payment of Fines Imposed _____ Drugs Cases _____ Other Criminal Cases _____ Contempt of Court _____ Violation of Ordinance (Pay to LGU)
Miscellaneous Fees Specify: _____	Others Specify: _____

Name & Signature of BCC/OIC



BCC/Issuing Court Copy

Court Station
Province

Sequence No. 2021 - _____

RETURN STUB

Name of Requestor/Payor: _____ Date : _____

Certified Transcript of Notes Assessment of Legal Fees Miscellaneous Fees:	Motion for Postponement Payment of Fines Imposed Others
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I have collected the appropriate fees for the above, as evidenced by the Official Receipt/s issued by this court.

Name & Signature of Collecting
Personnel/Officer

OR No. : _____
OR Date: _____
Amount Paid : _____