



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

**OCA CIRCULAR NO. 90-2021**

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

**SUBJECT : Procedure in the Assessment and Collection of Fees Relative to Requests for Certified Copies of Transcripts of Stenographic Notes (TSNs)**

Due to numerous reports on the inconsistent and irregular collection of fees relative to requests for certified copies of TSNs, all Clerks of Court (COCs) of single-sala courts, Branch Clerks of Court (BCCs), and Officers-in-Charge (OICs) are **DIRECTED** to adopt the following procedure in the assessment and collection of TSN fees:

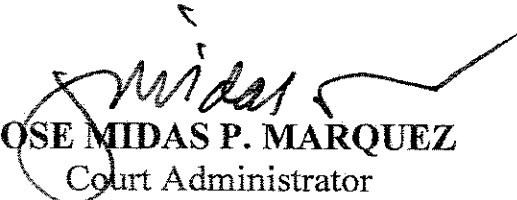
1. All requests for certified copies of TSNs shall be coursed through the COCs, BCCs, or OICs, and **NOT** through the Court Stenographer;
2. Thereupon, the COCs, BCCs, or OICs shall issue to the requesting party the prescribed Order of Payment attached herewith, indicating the number of pages of the TSN to be released, the name of the Court Stenographer who transcribed the notes, and whether it is requested before or after the appeal of the case. The Order of Payment shall then be transmitted to Office of the Clerk of Court (OCC) in the case of multiple-sala courts;
3. The COCs, OCC, in case of multiple-sala courts, or COCs, in case of single-sala courts, or their OICs, shall determine the amount to be paid by the requesting party/ counsel/ representative based on the prevailing rate per page;
4. After receiving the payment from the requesting party, the COCs, OCC, or COCs, as the case may be, or their OICs, shall issue the corresponding official receipt (OR) for the Judiciary Development Fund (JDF) equivalent to  $\frac{1}{3}$  of the total amount of the TSN fees. The OR shall likewise indicate the name of the said Court Stenographer and the  $\frac{2}{3}$  of the total amount in the "Nature of Collection" portion of the OR, which shall be received by the Court Stenographer concerned;
5. The COCs, OCC, or COCs, as the case may be, or their OICs, shall maintain a logbook which shall record the acknowledgments of the Court Stenographers on their receipt of the  $\frac{2}{3}$  of the total

amount of the TSN fees. The said logbook shall likewise be subjected to financial audit;

6. The COCs, OCC, or COCs, as the case may be, or their OICs, shall retain the portion of the Order of Payment intended for them, which shall be filed for audit purposes. The other half of the Order of Payment, that is, the *Return Stub*, shall be signed by the collecting personnel and be given to the requesting party for submission to the BCCs, or their OICs, for the release of the requested certified copies of the TSN; and,
7. The requesting party shall indicate the OR number, date, total amount paid, and shall surrender the stub to the BCCs concerned, or their OICs, for the release of the requested certified copies of the TSNs. Accordingly, the BCCs, or their OICs, shall file and keep a record of the stubs for audit purposes.

For strict compliance.

07 July 2021

  
JOSE MIDAS P. MARQUEZ  
Court Administrator

  
MMA/ACJ/DSI



OCC/COC Copy

COC/Branch Court Station  
Province

OCC/COC Seq. No. 2021 - \_\_\_\_\_

**ORDER OF PAYMENT**

Name of Requestor/Payor: \_\_\_\_\_ Date : \_\_\_\_\_

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

<b>Certified Transcript of Notes</b> ____ Number of Pages ____ Before or ____ After Appeal Name of Stenographer: _____
<b>Assessment of Legal Fees</b> ____ Permissive Counterclaim ____ Supplemental Pleading ____ Additional Monetary Claims ____ Award More Than The Prayer ____ Award to Indigent Litigant
<b>Miscellaneous Fees</b> Specify: _____

<b>Motions</b> ____ (N <sup>th</sup> ) Times – Postponement ____ Notice of Appeal ____ Provisional Remedies _____ ____ Others _____
<b>Payment of Fines Imposed</b> ____ Drugs Cases ____ Other Criminal Cases ____ Contempt of Court ____ Violation of Ordinance (Pay to LGU)
<b>Others</b> Specify: _____

\_\_\_\_\_  
Name & Signature of BCC/OIC



BCC/Issuing Court Copy

COC/Branch Court Station  
Province

Branch Control. No. \_\_\_\_\_

OCC/COC Seq. No. 2021 - \_\_\_\_\_

**RETURN STUB**

Name of Requestor/Payor: \_\_\_\_\_ Date : \_\_\_\_\_

<b>Certified Transcript of Notes</b>
<b>Assessment of Legal Fees</b>
<b>Miscellaneous Fees:</b>

<b>Motion for Postponement</b>
<b>Payment of Fines Imposed</b>
<b>Others</b>

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 : _____