



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

OCA CIRCULAR NO. 118 - 2021

- TO:** ALL JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT, AND OFFICERS-IN-CHARGE OF THE SECOND AND FIRST LEVEL COURTS
- RE:** SUSPENSION OF OCA CIRCULAR 115-2021, DATED 20 AUGUST 2021, WITH RESPECT TO THE REMAND OF CASES TO THE FIRST LEVEL COURTS

Considering that the Rules on Summary Procedure and Small Claims Cases are in the process of revision pursuant to Supreme Court Memorandum Order No. 70-2021, in view of the need to "recalibrate, reconcile, and harmonize the coverage of the Revised Rule on Summary Procedure and Small Claims Cases" following the enactment of Republic Act No. 11576, the remand to the first level courts of cases now falling within their jurisdiction pursuant to the said law, though already filed with the second level courts prior to its effectivity, but where no Pre-Trial Order has yet been issued as provided in OCA Circular No. 115-2021, is hereby **SUSPENDED** pending the approval of the revisions to the Rules on Summary Procedure and Small Claims Cases by the Court.

In the meantime, all Regional Trial Courts which have cases that may be remanded to the first level courts shall conduct an inventory of the said cases and submit the said inventory, following the attached template in Excel file, **on or before 15 September 2021** to the link or QR code provided below:


<https://forms.office.com/r/vTYTt4vLtb>



It is understood that the non-submission of an inventory by a second level court on or before 15 September 2021 means that the court has no pending case to be remanded.

For the guidance and compliance of all concerned.

1 September 2021


JOSE MIDAS P. MARQUEZ
Court Administrator

Republic of the Philippines
Regional Trial Court
Judicial Region
Province/City
Branch No.

	CASE NO.	TITLE	NATURE	DATE FILED (MM/DD/YR)	LAST INCIDENT
1.					
2.					
3.					
4.					
5.					

<i>Prepared By:</i>	
<i>Contact No.:</i>	

<i>Presiding Judge:</i>	
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