



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

OCA CIRCULAR NO. 123 - 2021

TO: ALL JUDGES, COURT PERSONNEL, AND COURT USERS OF THE FIRST AND SECOND LEVEL COURTS

RE: COURT OPERATIONS STARTING 4 OCTOBER 2021

Notwithstanding any modification of the alert levels guidelines in the National Capital Region (NCR), beginning 4 October 2021 until further notice, all first and second level courts within the NCR shall remain **PHYSICALLY CLOSED** to court users **EXCEPT** on urgent matters where in-court proceedings may be deemed necessary, at the sound discretion of the Presiding Judge.

The first and second level courts in the NCR shall continue to operate online and conduct videoconferencing hearings on pending cases and all other matters, whether urgent or not, as far as practicable, so as not to delay the trial of cases and court processes. The said courts may be reached through their respective hotlines and email addresses as posted in the Supreme Court website.

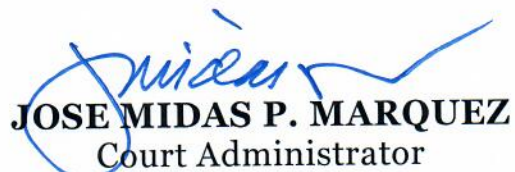
The time for filing and service of pleadings and motions during this period shall **REMAIN SUSPENDED** until further notice.

The courts and essential judicial offices shall maintain a skeleton workforce of at most twenty percent (20%), to enable them to address all urgent matters and concerns.

The relevant provisions of Administrative Circular No. 72-2021, dated 15 September 2021, not inconsistent herewith shall continue to remain in force for all first and second level courts and judicial offices outside the NCR.

For the guidance and compliance of all concerned.

1 October 2021


JOSE MIDAS P. MARQUEZ
Court Administrator