



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

**OCA CIRCULAR NO. 128 - 2021**

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

**RE: COURT OPERATIONS BEGINNING 18 OCTOBER 2021**

Considering that the National Capital Region (NCR) will be placed under Alert Level 3, all first and second level courts within the NCR, beginning 18 October 2021, may conduct in-court proceedings in urgent matters and in other matters as may be determined by the presiding judge, but in-court attendance shall be limited to lawyers, parties, and witnesses required to participate in-court. All others who are not required to be in-court, but wish to observe the proceedings may do so through videoconferencing, subject to existing guidelines.

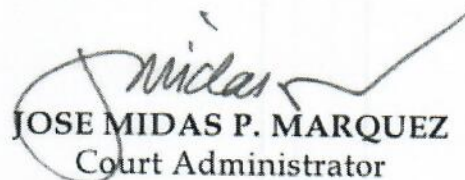
The courts and essential judicial offices within the NCR shall operate with a skeleton workforce of at most fifty percent (50%), to enable them to address matters and concerns, as determined by the presiding judge.

The suspension of the time for filing and service of pleadings and motions in all first and second level courts nationwide, regardless of the alert level or community quarantine classification, is hereby **LIFTED**, considering that electronic submissions and service may be resorted to. The personal filing or service of pleadings and other court submissions shall be allowed for exigent matters and cases. Pleadings, motions, and other court submissions may likewise be filed or served by registered mail, through the services of duly accredited private couriers, or by transmitting them through electronic mail in accordance with the existing electronic filing guidelines.

The relevant provisions of OCA Circular Nos. 119-2021 and 120-2021 on court operations relative to the different community quarantine levels, which are 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.

14 October 2021

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator