



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

OCA CIRCULAR NO. 155-2021

**TO : ALL JUDGES, CLERKS OF COURT,
BRANCH CLERKS OF COURT AND
OFFICERS-IN-CHARGE/ACTING CLERKS
OF COURT OF THE LOWER COURTS**

**SUBJECT : Clarifications on the Assessment of Fees
on Motions, Summons Issued to
Spouses, Compulsory Counterclaims
and Performance of Marriage Ceremony**

In view of the effectivity of A.M. No. 19-10-20-SC on 1 May 2020 (Amendments to the 1997 Rules of Civil Procedure), **motions for postponement**, whether written or oral, shall, at all times, be accompanied by the original copy of the Official Receipt issued by the Office of the Clerk of Court evidencing payment of the postponement fee prescribed under Section 21 (b), Rule 141 of the Rules of Court, in the amount of **Two Hundred Pesos (Php 200.00)** pursuant to Section 12 of Rule 15 of the Rules of Court.

Moreover, when spouses are sued jointly, service of summons should be made to each spouse individually, and the fees shall be collected **for each of the summons issued** in line with Section 11 of Rule 14 of the Rules of Court.

Fees on other motions and compulsory counterclaims, as well as the new rate for the performance of marriage ceremony under Sections 7(h) and 8(g) of Administrative Circular No. 35-2004 dated 20 August 2004, are still suspended pursuant to the Resolution of the Court *en banc* dated 21 September 2004 in A.M. No.04-2-04-SC. Hence, the old rate for the performance of marriage ceremony under Sections 7(h) and 8(g) of Administrative Circular No. 3-2000 is still in effect, provided that the **Three Hundred Pesos (Php 300.00)** filing fee shall be remitted to the Judiciary Development Fund only pursuant to Administrative Order No. 125-2007 dated 9 August 2007.

For strict compliance.

20 December 2021

RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator and
Officer-In-Charge

(Per Memorandum Order No. 108-2021
dated 17 November 2021)

MMA/ACJ/DSI