



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

**OCA CIRCULAR NO. 4-2002**

**TO : ALL TRIAL COURT JUDGES AND CLERKS OF COURT/BRANCH CLERKS OF COURT**

**SUBJECT : INVENTORY OF CONFISCATED CASH, SURETY AND PROPERTY BONDS**

It has come to our attention that a majority of the branches of the lower courts have not been submitting to the Office of the Court Administrator their reports on confiscated cash, surety and property bonds in both civil and criminal cases where such bonds were posted. As such, all branches of the lower courts are directed to submit an inventory of all cash, surety and property bonds that have been confiscated for the period November 1, 1999 up to the present and to inform the manner how such bonds have been disposed.

The inventory shall be reported using the following format, to wit:

	Case Title	Case Number	Type of Bond Confiscated	Date of Confiscation Order and Reason for the Confiscation	Amount of Cash bond/ Assessed value of property bond	Status/Manner of Disposition/Action Taken
<b>Example</b>						
1.	PP vs. Mr. X	Criminal Case No. 123-99	Cash Bond	Jan. 10, 2000 - accused jumped bail	₱20,000	Deposited in JDF account -----or----- No action taken on the order of confiscation -----or----- Other actions taken
2.	PP vs. Mr. Y	Criminal Case No. 456-01	Property Bond	Feb. 1, 2001 - accused jumped bail	P200,000	Confiscated property bond registered with the Register of Deeds on (date) -----or----- No action taken on the order of confiscation -----or----- Other actions taken
3.	PP vs. Mr. Z	Criminal Case No. 789-02	Surety Bond	March 2, 2002 - accused jumped bail	P100,000	Writ of execution issued on confiscated/forfeited bonds -----or----- No action taken on order of confiscation -----or----- Full amount of bond collected and deposited in JDF account

The aforesaid inventory report shall be submitted to the Office of the Court Administrator not later than 45 days from receipt hereof.

Henceforth, all branches of the lower courts are enjoined to submit a monthly report on the inventory of confiscated cash, surety and property bond, in both civil and criminal cases where such bonds were posted.

For strict compliance.

**May 8, 2002.**



**PRESBITERO J. VELASCO, JR.**  
Court Administrator

	Case Title	Case Number	Type of Bond Confiscated	Date of Confiscation Order and Reason for the Confiscation	Amount of Cash bond/ Assessed value of property bond	Status/Manner of Disposition/Action Taken