



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

OCA CIRCULAR NO. 42-2023

**TO: ALL JUSTICES OF THE COURT OF APPEALS, SANDIGANBAYAN, AND THE COURT OF TAX APPEALS, AND JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS**

**SUBJECT: Accreditation of Courier Service Providers per Administrative Order No. 242-A-2020 (Guidelines on the Accreditation of Courier Service Providers)**

After a thorough evaluation of their application and supporting documents pursuant to A.O. No. 242-A-2020, otherwise known as the “Guidelines on the Accreditation of Courier Service Providers”, this Office hereby approves the first application for nationwide accreditation of the following courier service providers for a period of one (1) year:

- 1) **Entrego Express Corporation (Entrego Express)**  
(Valid from November 21, 2022 to November 20, 2023)
- 2) **JRS Business Corporation**  
(Valid from January 10, 2023 to January 9, 2024)

The said accreditation allows the aforesaid courier service providers to exclusively **serve and file** pleadings, motions, notices, orders, judgments and other court submissions nationwide under the same bond posted by them in the meantime and subject to the posting of additional bond, if need be, as set forth in the aforementioned administrative order.

For your information and guidance.

31 January 2023

  
**RAUL B. VILLANUEVA**  
Court Administrator