



Republic of the Philippines
Supreme Court
Manila

ADMINISTRATIVE ORDER NO. 83-2023

In the interest of the service and pursuant to the provisions of existing laws, as well as in line with the implementation of the Judiciary Electronic Payment Solution, the following are hereby authorized:

1) For transactions involving the Supreme Court, Court of Appeals, Sandiganbayan, and Court of Tax Appeals

- a. The **Chief of the Fiscal Management and Budget Office (FMBO), Supreme Court** is hereby authorized to approve bank adjustments, corrections, and/or refunds pertaining to the transactions of the Supreme Court, Court of Appeals, Sandiganbayan, and Court of Tax Appeals for the Judiciary Development Fund (JDF), the Special Allowance for the Judiciary Fund (SAJF), and other accounts being maintained by the Supreme Court with the Land Bank of the Philippines and the Union Bank of the Philippines that may be due to erroneous posting and/or validation of amounts, erroneous payments, and/or requests for refund not more than ONE MILLION PESOS (Php1,000,000.00);
- b. For erroneous posting and/or validation of amounts, erroneous payment, and/or request for refund attributed to bank errors from accounts being maintained by the Supreme Court, the bank shall request correction/refund of payment from the FMBO together with the necessary supporting documents.
- c. If an erroneous or double payment is attributed to Payor error and no corresponding official receipt was issued, the Payor shall request for refund from the Cash Collecting Officer (CCO) of the Court where the payment was made. The concerned CCO shall then verify if the erroneous/double payment was included in their remittance report and shall thereafter issue certification that such erroneous/double payment was part of their remittance report and indorse the same to the FMBO for refund.

- d. Claims for refund of payment of legal fees, where the payment has already been acknowledged by the court and the case has already been filed and docketed, shall be coursed through the Clerk of Court (COC) of the court where the case has been filed.
- e. Claims for refund of payment of bar related fees, where the payment has already been issued an official receipt, shall be coursed through the Office of the Bar Confidant.

2) For transactions involving the first and second level courts

- a. The **Court Administrator** is hereby authorized to approve or deny all requests to rectify erroneous payments from the JDF, SAJF, Mediation Fund (MF), Notarial Register Fund (NRF) and Service Convention Fund (SCF) for amounts not exceeding One Million Pesos (Php1,000,000.00).
- b. All requests for refund of payments of legal fees where the payment has already been acknowledged by the court, except SCF, and the case has already been filed and docketed, shall be coursed through by the claimant to the Clerk of Court (COC)/Officer-in-charge (OIC) of the court where the case has been filed. The request for refund for the SCF payments shall be coursed through the Service Convention Unit of the Court Management Office (CMO).
- c. The COC/OIC shall verify and evaluate the validity of the request for refund, and the Presiding Judge/Acting Presiding Judge of the said court shall issue an Order granting the same. For the JDF, SAJF, MF, and NRF, the COC/OIC shall transmit the request for refund together with the supporting documents – certified copy of the proof of payment/deposit, monthly financial report of the affected fund (*if refund is requested after the end of the particular month*), and court order – to the Chief of the Financial Management Office (FMO) – Office of the Court Administrator (OCA). For the Legal Research Fund (LRF), Victims Compensation Fund (VCF), Cadastral Fund, General Fund, and Dangerous Drugs Board Fund (DDBF), the COC/OIC shall transmit the request for refund directly to the agency concerned handling the fund account.

The court shall not issue an order in an instance when the user incorrectly chooses the wrong venue or jurisdiction in the JEPS website for as long as the corresponding case has not yet been filed or docketed with the court/station. The concerned COC/ACOC of the court erroneously chosen shall attest in the indorsement of the Request for Refund that the user has mistakenly chosen the wrong

venue or jurisdiction in the JEPS microsite and that the court/station has neither docketed the case nor rendered any action on the matter.

- d. The FMO, OCA, shall verify the completeness of the required supporting documents, for appropriate action.
- e. For erroneous remittance, the request to rectify the same shall be made by the COC/OIC and it shall be transmitted to the Chief of FMO-OCA. The request must be supported by a certified copy of the proof of deposit and the monthly financial report of the affected fund/s (*if refund is requested after the end of a particular month*).
- f. For purely bank errors that will be brought to the attention of the COC/OIC involving JDF, SAJF, MF, and NRF, the COC/OIC shall indorse the same to the JEPS Helpdesk through jeps.support@judiciary.gov.ph for appropriate action. Purely bank errors involving other funds, such as Legal Research Fund (LRF), Victims Compensation Fund (VCF), Land Registration Authority Fund (LRAF), General Fund (GF), and Dangerous Drugs Board Fund (DDBF) shall be referred to the concerned agency.
- g. For erroneous posting and/or validation of amounts, erroneous payment, and/or request for refund attributed to bank errors for accounts being maintained by the OCA (Service Convention Fund; OCA Notarial Fund; OCA Fiduciary Fund; MF), the bank shall request for the correction or refund of payment from the FMO-OCA, together with the necessary supporting documents.

All related transactions involving more than **One Million Pesos (Php1,000,000.00)** pertaining to the accounts of the JDF, the SAJF, and other accounts being maintained by the Supreme Court with the Land Bank of the Philippines and the Union Bank of the Philippines shall be **APPROVED** by the Chief Justice of the Philippines.

This Order amends Administrative Order No. 05-2023 dated 16 January 2023. All other orders, memoranda, and issuances inconsistent herewith are deemed superseded and/or revoked.

15 June 2023.


ALEXANDER G. GESMUNDO
Chief Justice


FMBO/FMO/MBO/Legal Office/CMO