



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

**OCA CIRCULAR NO. 260-2023**

**TO : ALL FIRST AND SECOND LEVEL COURTS**

**SUBJECT : CLARIFICATION ON PAYMENT OF FEES FOR REQUESTS OF PERSONS DEPRIVED OF LIBERTY (PDLs) FOR CERTIFICATIONS FROM THE COURTS**

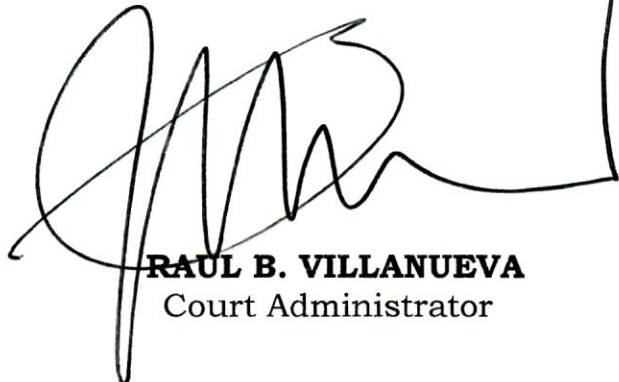
In order to address the inquiry on whether a legal fee is required for requests of PDLs for the issuance of *Certifications of No Pending Cases and/or of No Pending Appeal* or other related certifications being requested by them, all first and second level courts are **DIRECTED** to follow the guidelines outlined below:

1. If the request for certification is filed by a government agency or instrumentality having the custody of the PDLs, like the National Bilibid Prisons, the same shall be exempt from the payment of legal fee pursuant to Section 22 of Administrative Circular No. 35-2004 dated 20 August 2004, as amended (*Guidelines in the Allocation of the Legal Fees Collected Under Rule 141 of the Rules of Court, as Amended, Between the Special Allowance for the Judiciary Fund and the Judiciary Development Fund*); and
2. If the request for certification is filed by a PDL, the same shall also be exempt from the payment of legal fee **provided that the concerned PDL meets the requirements of being an indigent litigant** as specified in Section 19 of Administrative Circular No. 35-2004, as amended; otherwise, said request for certification shall be subjected to a legal fee.

Should the accused be represented by the Public Attorney's Office, him/her being considered an indigent pursuant to the policies of the said Office may qualify him/her also to be entitled to such certificate free of charge.

For strict compliance.

25 July 2023



**RAUL B. VILLANUEVA**  
Court Administrator