



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

OCA CIRCULAR NO. 296-2023

TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT : REPORTS OF FALSIFIED OR FORGED COURT ISSUANCES AND OTHER DOCUMENTS

Reports have reached the Office of the Court Administrator that courts have been receiving and furnished with falsified or forged copies of court issuances or documents which were subject of requests for authentication by the recipients of these documents. From the very nature of these fake court issuances and documents, it can be inferred that their intended use is for fraudulent activities of unscrupulous individuals or groups.

To protect both the integrity of the Judiciary and the interest of the public, all first and second level courts are **ENJOINED** to observe the following suggested measures to prevent the proliferation of falsified and forged court issuances and documents:

1. The public should be warned of the existence of these fake court issuances and documents by posting in all courts a Notice on such incidents with a directive that any knowledge and/or receipt of these issuances and documents should be reported immediately to the concerned courts.

The public should be made aware that official communications from the courts will be mainly coursed through the court's official hotlines and e-mail addresses, documented court correspondence, authorized representatives, or official notices.

2. The concerned court, in turn, should, upon receipt of the report and copy of the spurious issuance or document, inquire as to the circumstances surrounding the receipt of the document such as the manner in which the same was sent, the address used by the sender, etc.

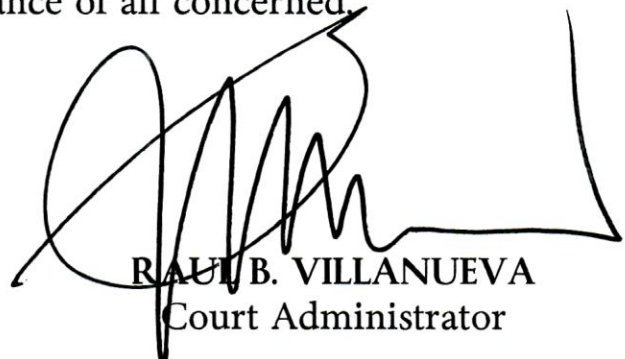
3. After the court's preliminary inquiry on the matter, the same should be referred to the concerned local unit of the Philippine National Police (PNP) or National Bureau of Investigation (NBI) for investigation.

As for the fake court issuances and documents posted on any social media platform, such incident should be reported to the Office of Cybercrime, Department of Justice, for investigation and the taking down of the said spurious documents from the concerned social media platform.

4. Concerned courts which were the subject of these fake court documents should monitor the investigation and ensure that a criminal case will be filed against the perpetrators of these falsified or forged court documents, if duly identified or exposed.
5. Non-parties to court cases receiving copies of court issuances or documents should be advised to verify first the authenticity of the said documents before using the same for any purpose and/or complying therewith.
6. As for parties to cases before the courts, they should be reminded to closely monitor the stages of their cases and to guard against fake court orders and documents by regularly verifying the authenticity of the documents they receive from the courts.
7. Courts are once again reminded of the confidential nature of court records and proceedings, and to release only to the proper parties information and court documents that are allowed by existing laws, rules of procedure, guidelines, and other administrative issuances to prevent these unscrupulous individuals or groups from getting hold of official court documents which they can falsify or forge for fraudulent use.

For the guidance and observance of all concerned,

18 August 2023



**RAUL B. VILLANUEVA**  
Court Administrator