



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

OCA CIRCULAR NO. 302-2023

TO : ALL JUDGES, CLERKS OF COURT AND BRANCH CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT: INDIVIDUALS POSING AS JUDGES AND OTHER COURT PERSONNEL TO EXTORT MONEY FROM PARTIES TO CIVIL OR CRIMINAL CASES

In light of the reports received by this Office that there are individuals posing as Judges and court personnel, solicit favors or extort money from parties to civil or criminal cases in exchange for any benefit, such as the dismissal or termination of cases pending in any court or branch, all concerned must be vigilant and should take the appropriate action to prevent such illegal activities. The following guidelines are provided in addressing this matter:

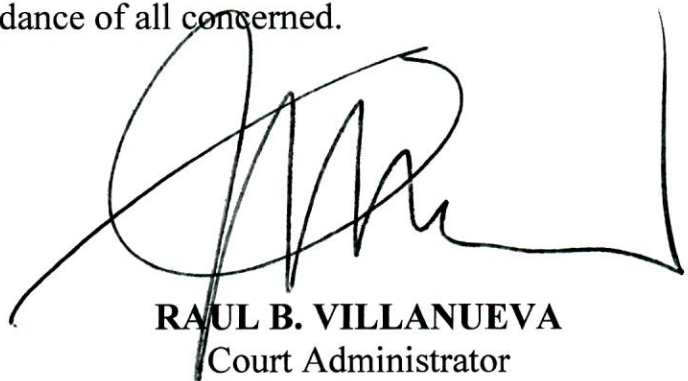
1. Clearly disseminate to the parties or lawyers that regular communications shall only be coursed through the court's official hotlines and e-mail addresses, documented court correspondence, authorized representatives, or official notices. Emphasize that judges and court personnel do not engage in personal interactions for case resolution.
2. Develop and implement verification protocols that allow parties to confirm the authenticity of any communication purportedly coming from the court, such as providing a unique reference number that individuals can cross-verify through official channels. Only parties or their authorized representatives shall be allowed to inquire about a case.
3. Personal information of parties whose cases are pending before the courts should be kept confidential, subject to the provisions of the Data Privacy Act. Do not share with the public the personal details of the parties that unscrupulous individuals could exploit.
4. Encourage parties and their authorized representatives to promptly report any suspicious communication or acts of irregular

solicitation. Establish a dedicated reporting mechanism, such as through the court's hotline number or official email address, for such incidents to be reported confidentially.

5. Work in collaboration with the proper law enforcement agencies, such as the Philippine National Police (PNP), to conduct public awareness campaigns that would educate the public about potential scams and fraudulent activities involving individuals posing as judges or court personnel.
6. Establish a coordinated effort with law enforcement agencies, such as the PNP or the National Bureau of Investigation, to investigate and apprehend individuals involved in posing as judges or court personnel.
7. In case an incident involving the impersonation of a judge or court personnel occurs, release a notice to the public about the incident, the actions being taken, and a reminder of the precautionary measures that should be adopted to avoid becoming victims of such scams.

For the information and guidance of all concerned.

30 August 2023



RAUL B. VILLANUEVA
Court Administrator