



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

OCA CIRCULAR NO. 118-2024

**TO: ALL JUDGES AND CLERKS OF COURT OF
FIRST AND SECOND LEVEL COURTS**

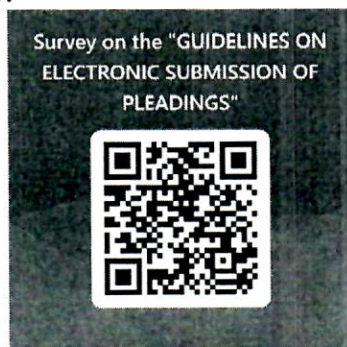
**SUBJECT: SURVEY ON THE GUIDELINES ON ELECTRONIC
SUBMISSION OF PLEADINGS**

In relation to A.M. Nos. 10-3-7-SC and 11-9-4-SC or *Guidelines on Submission of Electronic Copies of Pleadings and Other court Submissions Being Filed Before the Lower Courts Pursuant to the Efficient Use of Paper Rule (Guidelines)*, the Office of the Court Administrator (OCA) is conducting a survey on the current inventory of civil cases **as of 30 April 2024** wherein pleadings, motions, and other court submissions in Portable Document Format (PDF) copies are being electronically transmitted, in the 1st Level and 2nd Level Courts. This will enable the OCA to track the frequency of compliances with the above Guidelines, as well as the challenges and difficulties encountered, if any, by the courts with respect thereto.

In this regard, all concerned courts are **DIRECTED** to accomplish this survey, **on or before 15 May 2024**. Courts may access the survey form (MS Forms) through the link below:

<https://forms.office.com/r/gNDBkWDtg>

or through this QR code:



In accessing the MS Forms, courts are **REMINDED** to use their **official PJ365 Account**.

Meanwhile, and until 2 September 2024, the current procedure in the submission of both hard copies and PDF copies of pleadings, motions, and other court documents shall continue.

25 April 2024


RAUL B. VILLANUEVA
Court Administrator