



**Supreme Court
Manila**

Office of the Clerk of Court

MEMORANDUM FOR:

ALL COURT USERS AND MEMBERS OF THE BAR

RE: INTERIM GUIDELINES FOR ONLINE FILING OF
INITIATORY PETITIONS OR SUBMISSION OF
SUBSEQUENT PLEADINGS FOR PENDING CASES
BEFORE THE SUPREME COURT PURSUANT TO
ADMINISTRATIVE CIRCULAR NO. 43-2020 DATED
AUGUST 02, 2020

In order to afford court users and members of the Bar access to the Supreme Court which is "PHYSICALLY CLOSED" pursuant to Administrative Circular No. (43)-2020, the following shall be observed in the filing of initiatory Petitions or in the submission of subsequent pleadings for pending cases before the Supreme Court from August 04-18, 2020:

A. Initiatory Petition

1. A party/litigant may file an initiatory Petition (for Judicial cases) before the Judicial Records Office (JRO), this Court, through its official email address:

judicialrecordsoffice@gmail.com

2. Together with the said Petition, there should be a cover letter or affidavit disclosing the intention of the party/litigant to resort to the online filing of the said initiatory Petition.

3. The JRO will then reply via email as follows:

a. Urgent Petitions:

i. If the initiatory Petition is filed and received online not later than 10:00 a.m., then the JRO will reply to the party/litigant on or before 12:00 noon of the same day, disclosing the schedule of or details for the payment of the legal fees; or

ii. If the initiatory Petition is filed and received online after 10:00 a.m. but before 2:00 p.m., then the JRO will reply on or before 3:00 p.m. of the same day, disclosing the schedule of or details for the payment of the legal fees.

b. Non-Urgent Petitions:

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All non-urgent initiatory petitions may be filed online following the same interim guidelines. The JRO has five (5) working days within which to reply to the email of the concerned party/litigant with respect thereto.

4. The party/litigant may then pay the legal fees in accordance with the procedure disclosed by the JRO.

5. Proof of payment, together with the title page of the pleading (for reference), shall then be transmitted or emailed by the party/litigant to the JRO, coursed through its aforesaid email account.

Two (2) duplicate copies of the validated deposit slips evidencing payment of the required legal fees shall then be transmitted immediately by the party/litigant to the JRO via registered mail or courier.

6. Once the payment has been verified and confirmed by the Accounting Division, Fiscal Management and Budget Office (FMBO), this Court, the JRO shall then assign a G.R. (General Registry) number for the said Petition, with the original date and time of the online filing and/or receipt of proof of payment of the legal fees as the time and date of the actual receipt and/or payment thereof.

7. The JRO shall assign a UDK (undocketed) number in the event that the party/litigant failed to submit proof of payment within three (3) working days from notification.

B. Subsequent Pleading in a Pending Case

1. A party/litigant may file a subsequent pleading in pending cases before the JRO through its aforementioned official email address.

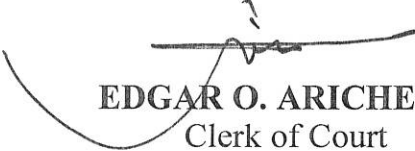
2. Together with the said subsequent pleading should be a cover letter or affidavit disclosing the intention of the party/litigant to resort to the online filing thereof.

3. The JRO will then reply to such email disclosing that the subsequent pleading will be referred within five (5) working days to the Office of the Clerk of Court *En Banc*, if filed for a pending *En Banc* case, or to the corresponding Office of the Division Clerk of Court, if filed for a pending case before any of the three (3) Divisions, for appropriate action.

In line with the period for which the National Capital Region, among other areas, was placed under Modified Enhanced Community Quarantine, the herein Circular shall take effect immediately until August 18, 2020.

FOR THE GUIDANCE OF ALL CONCERNED.

Manila, August 4, 2020.


EDGAR O. ARICHETA
Clerk of Court