

Republic of the Philippines
Supreme Court


BARISTA

Bar Applicant Registration Information
System and Tech Assistance

STEP-BY-STEP USER GUIDE

1: REGISTRATION AND LOG-IN

To begin your application process, access the BARISTA website by typing <https://barista.judiciary.gov.ph> in your web browser.




BARISTA
Bar Applicant Registration Information
System and Tech Assistance

Email Address
|


Password
|

[Forgot password?](#)

☐ I'm not a robot 

[Login](#)

[No account?](#) [Register Here](#)




Create an account on BARISTA by clicking the 'Register Here' button. Fill out the necessary fields in the registration form and click 'Register.' You will be asked to click the button sent to your registered email.


After successful verification of your account, you may now log-in to BARISTA using your registered email address and password.

2: DASHBOARD


Upon logging in, you will be redirected to BARISTA’s dashboard wherein the applicant may view/access the following: **1) Application Status, 2) Announcements/News, and 3) Downloadable Forms.**



SUPREME COURT
OF THE PHILIPPINES



Dashboard



SANTOS , Angel Cruz
B.E. #: N/A
Last login: 07/Jan/23 09:41:24 PM

Log out

Welcome, Angel Cruz Santos !

Application Status

1 Bar Applicant Profile

Please complete your profile.

2 Application Details

Please complete your application details.

3 Document Upload

Please upload the required documents.

4 Payment

Pay conveniently using one of our payment gateways.

Note:

Please ensure payment of the complete Bar Application Fee (Php 12,800.00, exclusive of convenience fees). The application will only be processed by the OBC after the Bar Application Fee is FULLY paid

5 Document Verification

Pending

6 Application Processing

Pending

Announcements/News

BARISTA User Guide for the 2023 Bar Applicants

BARISTA Video Tutorial for the 2023 Bar Applicants

Online Payment Instructions

Frequently-Asked Questions

BARISTA User Guide for Venue Selection

BARISTA Video Tutorial for Venue Selection

Viber Community Channel


Downloadable Forms

Templates for Certificate of Enrollment and Joint Testimonial of Good Moral Character


Application Form

Notice of Admission

Please note that the applicant profile shall be the user's main profile and may be edited at any time prior to the verification and processing of your application by the Office of the Bar Confidant.



Dashboard



SANTOS , Angel Cruz
B.E. #: N/A
Last login: 07/Jan/23 05:59:54 PM


Log out


You may access the BARISTA dashboard by clicking the dashboard icon on the navigation bar at the upper right of the page next to your profile name.


barista.judiciary.gov.ph | sc.judiciary.gov.ph/bar-2023/


3: BAR APPLICANT PROFILE

The first step in your Bar application journey is the accomplishment of your **Bar Applicant Profile**.

 SUPREME COURT
OF THE PHILIPPINES

 Dashboard

 SANTOS , Angel Cruz
B.E. #: N/A
Last login: 07/Jan/23 06:21:36 PM

 Log out

Bar Applicant Profile

1

2

3

4

Profile InformationEducational BackgroundContact InformationReview

Notes:

- Details provided in the Bar Applicant Profile (except for the email address) may be edited until the Office of the Bar Confidant (OBC) starts processing your application. After that, you can submit your change request via the [helpdesk](#).
- All fields or information marked with * are required and must be filled.

Surname *

Santos

Given Name *

Angel

Middle Name

Cruz

Middle Initial

C

Suffix

--Choose Suffix--

Sex Assigned at Birth *

Female

Preferred Gender Pronoun, if any

She/Her

Date of Birth *

03/Sep/1996

Age

26

Place of Birth *

Manila

In this section, you are required to fill in information such as your profile information, educational background, and contact information. After entering the required information and before clicking the "Submit" button in the Review page, *please ensure that all added information are true and correct.*

1

2

3

4


Profile InformationEducational BackgroundContact InformationReview

Please note that the applicant profile shall be the user’s main profile and may be edited at any time prior to the processing of your application by the Office of the Bar Confidant (OBC).


To edit your information, click the "Bar Applicant Profile" tab in the Dashboard. If the applicant wishes to edit the information provided in the application form after the start of the processing of the application, kindly file a request with the OBC via the [Helpdesk Form](#).

4: APPLICATION DETAILS

After completing your profile, you may now accomplish your online Application Details to Take the Bar Examinations. In this portion, you may indicate your applicant type, as well as provide or check your information details (such as personal information, educational background, and contact information). Kindly ensure that your information is accurate and complete before clicking the "Submit Application" button.

 SUPREME COURT
OF THE PHILIPPINES

Dashboard

 DOE, John Dean
J.E. de NA
Last login: 27/Dec/23 10:12:08 PM

Log out

Application to Take the Bar Exam

12345

Application
Details

Personal
Information

Educational
Background

Contact
Information

Review

Select Applicant Type

NEW APPLICANTS: Those who will take the Bar Examinations for the first time.

PREVIOUS TAKERS: Formerly referred to as "Repeaters"; Those who will take the Bar Examinations for the second or third time.

REFRESHERS: Those who will take the Bar Examinations for the fourth time or more.

Applicant Type *

New Applicant

I was admitted as a candidate in the previous Bar examinations but was unable to take/complete the examinations

☐ Yes

☒ No

Save and Next

Should you wish to edit your submitted application details, the same may still be edited prior to verification by the OBC. You may contact the OBC via the [Helpdesk Form](#) for any changes.

5: DOCUMENT UPLOAD

Once you have submitted your application details, you may now proceed to upload all the documents through the 'Document Upload' tab.

Upload Documents

123

Instructions

Application
Requirements

Upload Documents

For Immediate Submission

The hard copies of the documents uploaded are to be submitted physically within a non-extendible period of ten (10) calendar days from receipt of the email notice of approval of the online application. See [Bar Bulletin No. 2 Series of 2023](#) for further instructions.

Important Note: The required documents for immediate submission are required before proceeding to payment.

PSA Birth Certificate *

Please upload a legible original copy of the Birth Certificate, issued by the PSA. See Annex A of Bar Bulletin No. 2 Series of 2023 for related documents that may be accepted by the OBC, subject to further review.

Birth Certificate_Santos.pdf

24.11 KB

Remove File

Note: These are the identification details you provided within the application details. If you wish to change your selected ID, kindly return to the application form to update your identification details.

ID Type

LawSchool

ID Number

Valid Until

School Name

L-123456

04/Jan/23

University of the Philippines

Government ID or Latest Law School-issued ID (Front) *

Note: GSIS, SSS, UMID ID with sensitive information such as account number and CVV/CVC may be redacted

Government ID

The required documents to be submitted have all been filtered based on the applicant type you selected in the previous step. Please read [Bar Bulletin No. 2, Series of 2023](#) and check the ["Frequently-Asked Questions"](#) regarding the instructions on the uploading of the required documents.

Before submitting your application, make sure you have read the undertakings and ticked the provided checkboxes.

STEP-BY-STEP USER GUIDE

6: PAYMENT

Upon submission of all the required documents, you may now pay the Bar Application Fee through the Payment section.

Payment Details

Applicant Name	Angel Cruz Santos
Application Number	202320231410531017
Payment Reference Number	364f1f1077804a91b7bbe5844a3046bf
Payment Status	Pending Confirmation

In this section, you can view the Applicant Details, Breakdown of Payment (which does not include Convenience Fee), and the Preferred Online Payment Facility.

Applicants must pay their fees through the Judiciary ePayment System or JePS. The JePS has different payment channels that applicants may choose from for them to easily pay their fees online.

After successful completion of payment, you will receive an electronic Acknowledgement Receipt (e-AR) containing the payment reference number.



Supreme Court of the Philippines
Manila

Acknowledgment Receipt

Date Paid	2023-01-07 16:30:00
Applicant Name	Angel Cruz Santos
Application Number	202320231716224085
Payment Reference Number	57b72fae4e3144acb00f1dd6077ad3da
Payment for	Bar Examination Fee
Payment Status	Pending
Payment Made Using	Judiciary ePayment System

Note:

- This is to acknowledge receipt of your payment for the 2023 Bar Examination Fee.
- A separate email and text message from your chosen Bank will be sent to your registered BARISTA email account and mobile number confirming your payment.

4 Payment

Pay conveniently using one of our payment gateways.

Note: Please ensure payment of the complete Bar Application Fee (Php 12,800.00, exclusive of convenience fees). The application will only be processed by the OBC after the Bar Application Fee is FULLY paid

Please note that your applicant number and your payment reference number are distinct from each other and are not interchangeable.

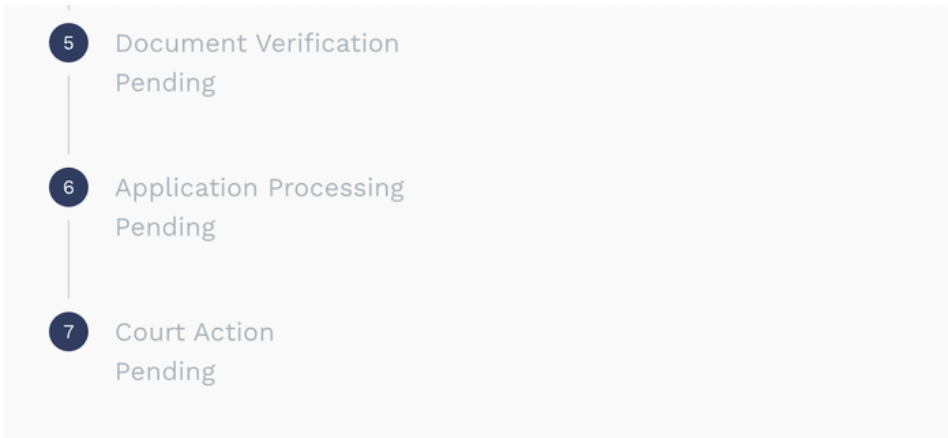
Your payment may not be reflected immediately in your BARISTA account. Please expect payment to be confirmed within ten (10) working days. If your payment is still not reflected thereafter, please request assistance by filling up the **Helpdesk Form** accessible at <https://bit.ly/2023BarExamsHelpDesk>

Kindly wait for an email from BARISTA for the verification and confirmation of your payment. Upon successful payment, you will receive a copy of the Official Receipt in your email inbox.

STEP-BY-STEP USER GUIDE

7: APPLICATION PROCESSING

After submission of the application and payment of the Bar Application Fee, the OBC will verify and process your application for approval or disapproval of the Court.



You will receive an email notification once your application has been processed, informing you if there are any deficiencies in your application, or if the same has been approved. Upon receipt of the email notification regarding the approval of your application, you may download the Application Form under ‘Downloadable Forms’ in BARISTA.

In view of the expected influx of applicants and the volume of documents that must be processed, we implore applicants to continuously monitor any news and announcements on BARISTA and patiently await the full processing of your application.

FOR MORE INFORMATION

Kindly visit the 2023 Bar microsite at <https://sc.judiciary.gov.ph/bar-2023/>.

You may raise any Bar Examinations-related concerns to the 2023 Bar Examinations Helpdesk Form at <https://bit.ly/2023BarExamsHelpdesk>.

You may also call the OBC at (02) 8552 9690 or (02) 8552 9642 during office hours (8:00 AM – 4:30 PM).

To receive updates relating to BARISTA, you may also join the Viber Channel at <https://tinyurl.com/2023BarViberChannel>.



@SCPh_PIO



fb.com/SupremeCourtPhilippines



@supremecourtph