



Republic of the Philippines
Supreme Court
Manila

SALN/PDS/CV
Request Form
(As revised on March 20, 2018)

Use this form to request authority to inspect, copy or reproduce statement of assets, liabilities and net worth (SALN) and personal data sheet (PDS) or curriculum vitae (CV) of Members of the Supreme Court, Court of Appeals, Sandiganbayan and Court of Tax Appeals. The request must be filed with the appropriate Office of the Clerk of Court.

Signed requests may be filed by facsimile (+6325253208) or email (edgararicheta@yahoo.com) transmissions. However, the requested document/s must be personally obtained due to internal processing requirements, such as payment of fees.

I. Requester Identification Data

Name: _____
 Position Title: _____
 Name of Organization: _____
 Address: _____
 Phone No.: _____ Mobile Phone No.: _____
 Email Address: _____ Fax No.: _____

II. Document/s Requested

Please state, as clearly as possible, the name or type of the document/s, date of or date range of the document/s, name of Justice, and any other specifics you may have that will identify the document/s you seek.

Pursuant to the Resolution of the Court in A.M. Nos. 09-8-6-SC/09-8-07-CA dated June 13, 2012, the Court shall only grant requests made for the latest copies of the SALN, PDS and/or CV. Requests for copies of previous records shall only be granted if specifically requested and considered as justified. In any event, requests for specific SALNs, PDSs or CVs filed more than ten (10) years from the date of the request shall not be entertained.

As the SALN, PDS or CV contains confidential information, such as the contact details of the Justice as well as the names and contact details of his/her family members, such portions of the document shall be excluded.

1. _____
2. _____
3. _____
4. _____
5. _____

Purpose of Request and Interest Sought to Be Served

Please state, as clearly as possible, the purpose of the request and the interest sought to be served for each requested document. If public interest or public concern is cited, please justify how the grant of the request will serve public interest or public concern.

Please note that the Resolution dated June 13, 2012 in A.M. Nos. 09-8-6-SC and 09-8-07-CA requires that individual interests should go beyond pure or mere curiosity.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Justification for Requests for Previous SALN, PDS or CV

III. Supporting Documents

___ Photocopy of a government-issued ID

For Members of the Media

- ___ Proof under oath of Media Affiliation
- ___ Certification of Accreditation of Media Organization as Legitimate Media Practitioner

For Students

- ___ Photocopy of school ID
- ___ Certification from educational institution that the student-requester is currently enrolled at the said educational institution
- ___ Certification by school or teacher that the request is for purpose of an academic paper or thesis that the school or teacher requires*

IV. Fees

Pursuant to Rule 141 (Legal Fees) of the Rules of Court, the following legal fees shall be charged and collected in connection with all requests for copies of SALN, PDS or CV, to wit:

Certified Photocopy	-	P10.00 per page
Certification Fee	-	P100.00 for each document
Plain Photocopy	-	P4.00 per page

Proof of payment of the appropriate legal fees must be submitted before the requested document/s can be released to the requester.

V. Undertaking and Declaration

[The Resolution dated June 13, 2012 in A.M. Nos. 09-8-6-SC and 09-8-07-CA requires that requests must not be covered by the limitations and prohibitions provided in R.A. No. 6713 and its implementing rules and regulations and must be in accordance with the guidelines set forth in the said Resolution.]

I hereby certify that the undersigned is the person whose name and signature appears hereunder and that

* Added.

- the requested document/s and the information contained therein shall be used only for the purpose/s above-stated and no other;
- the requested document/s shall not be used or disclosed for any purpose contrary to morals or public policy;
- the requested document/s shall not be used or disclosed for any commercial purpose other than by news and communications media for dissemination to the general public;
- the requested document/s shall not be used or disclosed to put anyone's life and safety in imminent danger;
- the requested document/s shall not be used or disclosed to compromise decisions, orders, rulings, policy, etc. of the Justice or the Court concerned;

[Please state if you are a litigant, lawyer, or interested party in a case filed before any of the courts or any other tribunal or agency, regardless whether the case is still pending or not, the court, tribunal or agency where it was filed, the case number and title, the status of the same, and the ruling of the court, tribunal or agency, if any:

 _____]

- the request does not constitute an unwarranted invasion of personal privacy;
- the requested document/s shall not be used or disclosed to (i) interfere with enforcement proceedings; (ii) deprive a person of a right to a fair trial or an impartial adjudication; (iii) disclose the identity of a confidential source; and/or (iv) unjustifiably disclose investigative techniques and procedures; and
- the name of the owner of the requested document/s shall not be disclosed but referred to in general terms in cases where the request is made for academic purposes so as to protect the Justice concerned from unnecessary disclosures.

I hereby declare that I have no derogatory record of having misused any requested information previously furnished the undersigned.

I hereby declare that I have read and agreed to all the terms and conditions of this undertaking and declaration, and that any violation thereof would subject me to the liability imposed under Section 11, R.A. No. 6713, in addition to any criminal, civil or administrative liability.

 Requester's Name and Signature Date

SUBSCRIBED AND SWORN TO before me on this _____ day of _____, 20____, affiant exhibiting his/her competent evidence of identity, to wit:

 Person Administering Oath

Doc. No. _____;
 Page No. _____;
 Book No. _____;
 Series of 20_____.

----- To be filled up by the Clerk of Court -----

REMARKS: _____

Clerk of Court