



**Republic of the Philippines
Supreme Court
Manila**

OPERATING PROCEDURE – OFFICE OF THE CLERK OF COURT *EN BANC*

The Office of the Clerk of Court (OCC) *En Banc* is the core of the administrative machinery of the Court. Its function is to assist the Court in its delicate task of adjudicating with finality all justiciable disputes. Its primary task is the preparation of the agenda for the Court *En Banc* weekly sessions. This office is headed by the Clerk of Court whose main responsibilities include the implementation of policies formulated and the work programs set by the Court through the Chief Justice; the general supervision over personnel and administrative matters; and the recommendation of courses of action on various matters ranging from personnel to non-judicial concerns. Besides these, the Clerk of Court also acts as the custodian of the Court's funds, revenues, properties, and premises and is usually the liaison officer in all official matters in relation to other government agencies.¹

The following operating procedures are being performed by the OCC *En Banc* :

I. Raffle of Cases

- A. Receive *rollos*, pleadings, motions or documents from various offices of the Court and prepare the *En Banc* and Division Raffle Agenda.
- B. After the conduct of the raffle, distribute raffle results to the various offices concerned and enter raffle results in the Case Administration System (CAS).

II. Preparation of the Agenda

- A. Receive *rollos* and soft copies of pleadings, motions or documents and prepare the Agenda consisting of all judicial matters, administrative/bar matters and administrative cases for deliberation of the Court and assignment sheets.
- B. Transmit *rollos*, assignment sheets, and copy of the Agenda to the Office of the Chief Justice (OCJ) Rollo Room, and circulate through email copies of the Agenda to the Chief Justice and Associate Justices for the *En Banc* session.
- C. Input the Agenda details in the CAS and case indices.

¹ 2009 Supreme Court Annual Report.

III. Preparation of Minutes and Resolutions

- A. Receive the Agenda with Action from the OCJ or Office of the Acting Chief Justice (OACJ).
- B. Prepare the draft of the immediate and advance minute resolutions and submit the same to the OCJ or OACJ for approval.
- C. Prepare the draft of the whole minutes and submit the same to the OCJ or OACJ for approval. Furnish all Members of the Court with copies of the draft Minutes.
- D. Once approved, prepare Resolutions for signature of the Clerk of Court.
- E. Receive Unsigned Resolutions through email from the OCJ or OACJ for signature of the Clerk of Court
- F. Input the Minutes details in the CAS and case indices.

IV. Issuance and Release of Minute/Unsigned Resolutions

- A. Print the approved Resolutions and encode parties in the database for each of the Resolutions.
- B. Print parties on each of the Resolutions and submit the same to the Clerk of Court for signature.
- C. Determine the manner of service: electronic mail, personal service, or registered mail; and attach pertinent records to the Resolutions, as indicated.
- D. Distribute copies of the Resolutions to the concerned process servers for service to the parties, and attach the proof of receipt to respective *rollos* if by personal service, or transmit to the mailing section of the Judicial Records Office, this Court, if service is by registered mail.

V. Promulgation, Release and Service of Decisions/Signed Resolutions

- A. Receive and record original decision/signed resolution from the OCJ or OACJ.
- B. Proofread the original decision/signed resolution by the concerned lawyer. Make verifications from the *ponente*, if necessary, through the OCJ or OACJ.
- C. Submit the decision/signed resolution to the Clerk of Court for promulgation and authentication of copies for release to the parties.
- D. Forward original copy of the decision/signed resolution to the Office of the Reporter.

- E. Distribute copies for the Public Information Office, Office of the Court Administrator, Office of the Chief Attorney, Philippine Judicial Academy, Library, Judicial Records Office for judicial cases and Bar Confidant for administrative and bar matters.
- F. Cause the publication of signed resolutions in newspapers of general circulation or in the Official Gazette, as directed by the Court.
- G. Attach to the *rollo* a certified true copy of the decision/signed resolution with the original Notice of Judgment together with the proof of receipts of the parties.

In addition, the following operating procedures are performed by this Office:

- A. Receive through email, unless a hard copy is required, various documents/communications from internal offices of the Supreme Court, which the Clerk of Court may approve or sign, recommend to the Chief Justice for consideration/approval, refer to the concerned office, or include in the Court's Agenda, as the case may be. In case a reply is required, the same is sent through email.
- B. Receive through email, unless a hard copy is required, documents/communications pertaining to the Presidential Electoral Tribunal (PET) which the Clerk of Court, as Clerk of the Tribunal of the PET, may approve or sign, recommend for consideration/approval of the Chief Justice, refer to concerned office, or include in the Court's Agenda, as the case may be; and as directed, prepare Notices, memoranda, and reports.
- C. Receive through email, unless a hard copy is required, documents/communications from the Judicial and Bar Council (JBC), which the Clerk of Court, as *Ex Officio* Secretary of the JBC, may approve or sign, recommend for consideration/approval of the Chief Justice, refer to concerned office, or include in the Court's Agenda, as the case may be; provide information, as requested, on the status of cases assigned to the *En Banc* filed against certain applicants and on other concerns of various offices of the JBC; and prepare the minutes of the Council *En Banc* meetings and communications, as directed by the Council.
- D. Prepare travel documents of Justices upon approval of the official travel or travel on official business by the Court. Travel authority for all employees and selected officials of the Supreme Court with complete supporting documents from the OAS is prepared and signed by the Clerk of Court.
- E. Prepare memoranda/communications relative to the administrative functions of the Clerk of Court, as directed by the Chief Justice or the Acting Chief Justice, and transmit the same through email to the concerned offices of the Supreme Court.

- F. Receive through email or registered mail various letters (i) inquiring on the status of a case; (ii) requesting the Member in-charge of a case, if allowed by the Rules; and (iii) requesting copies of the records of a case. The reply to these letters are prepared and signed by the Clerk of Court for email or registered mail, as the case may be. For cases not assigned to the *En Banc*, the letter is referred to the Division where the case is assigned.
- G. Receive from the OCJ or OACJ appointment papers issued by the Office of the President and release to appointees of the Judiciary, Offices of the Ombudsman, Deputy Ombudsman, Special Prosecutor, and the Offices of the Chairperson and Regular Members of the Legal Education Board. The appointees are notified through their mobile numbers or email addresses. In case the said contact details are not available, the notice to the appointee is sent through registered mail. The oaths of office received from the Office of the President for the above positions are sent to the concerned offices, e.g., oaths of office of judges are sent to the Personnel Division of the OCA.

The OCC *En Banc* has the following contact details:

- a. Hotline Numbers: (02) 8523-6558
(02) 8524-9560
(02) 8525-4058

(02) 8247-2724; and (02) 8247-2726 (PET)
- b. Email address: occenbanc@gmail.com
- c. Mail address: Office of the Clerk of Court *En Banc*
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Padre Faura St., Ermita, Manila, 1000