

Republic of the Philippines  
Supreme Court  
Manila

ADMINISTRATIVE CIRCULAR NO. 75 - 2021

**TO: ALL JUSTICES, COURT PERSONNEL, AND COURT USERS OF THE APPELLATE COLLEGIATE COURTS**

**RE: COURT OPERATIONS BEGINNING 4 OCTOBER 2021**

Notwithstanding any modification of the alert level guidelines in the National Capital Region (NCR), all appellate collegiate courts within the NCR, except the Supreme Court, shall, beginning 4 October 2021 until further notice, remain **PHYSICALLY CLOSED** to court users **EXCEPT** for urgent matters where in-court hearings may be deemed necessary, at the sound discretion of the Presiding Justice or the Chairpersons of the different divisions.

The Sandiganbayan and the Court of Tax Appeals shall continue to operate online and conduct videoconferencing hearings on pending cases and all other matters, whether urgent or not, as far as practicable, so as not to delay the trial of cases and court processes. The said courts may be reached through their respective hotlines and email addresses as posted in the Supreme Court website.

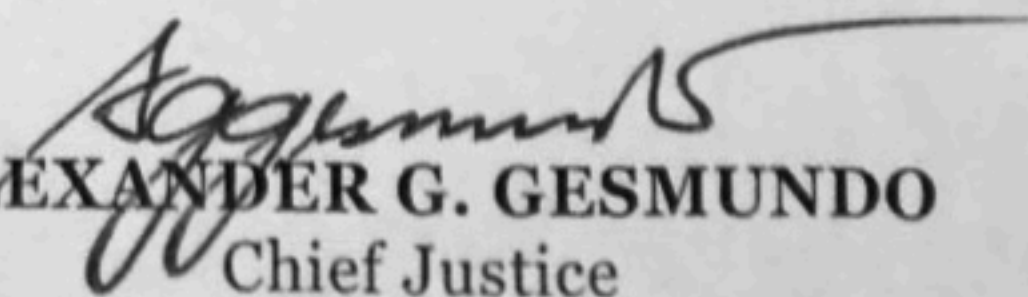
The time for filing and service of pleadings and motions during this period shall **REMAIN SUSPENDED** until further notice.

The courts and essential judicial offices shall maintain a skeleton workforce of at most twenty percent (20%), to enable them to address all urgent matters and concerns.

The relevant provisions of Administrative Circular No. 72-2021, dated 15 September 2021, not inconsistent herewith, shall continue to remain in force for all appellate collegiate courts and judicial offices outside the NCR.

For the guidance and compliance of all concerned.

1 October 2021

  
ALEXANDER G. GESMUNDO  
Chief Justice