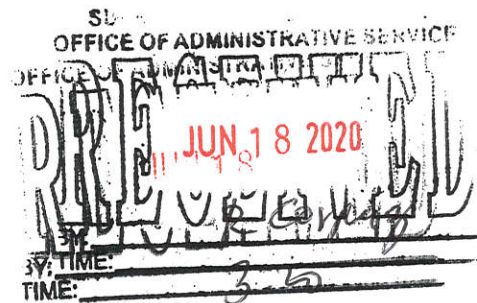




Republic of the Philippines  
Supreme Court  
Manila



Judicial Records Office

OFFICE ORDER No. 1-2020-06-JRO

JRO OPERATING PROCEDURES

I. OBJECTIVE

The JRO Operating Procedures is issued in relation to Administrative Circular No. 41-2020, dated May 29, 2020, and Memorandum Circular No. 04-2020, dated May 22, 2020, both issued by the Office of the Chief Justice, (a) to continue the full operations of the Judicial Records Office (JRO), starting June 1, 2020, with consideration for the safety against the COVID-19 pandemic and the promotion of health of its personnel and all Court personnel doing official business with the JRO; and (b) to provide alternative means to the public and Court personnel having official transactions with the JRO.

II. OPERATING PROCEDURES

A. Official Business Hours

The JRO is open from 8:00 a.m. to 4:30 p.m. (Monday to Friday).

B. Filing of Pleadings and Other Court Submissions

The JRO, through its Docket Receiving Section located near the main gate along Padre Faura Street, shall receive and process the pleadings and other Court submissions, for judicial matters only.

For initiatory pleadings and initiatory response & other documents (*i.e.*, subpoena, protection orders and writs, sealed confidential documents), conventional filing is enjoined:

- (a) Personal; or
- (b) Registered Mail (with payment for legal fees)

### **C. E-mail Addresses for Judicial Matters**

1. For submission of soft copies of pleadings under the Efficient Use of Paper Rule (EUPR) –

[efile\\_jro@sc.judiciary.gov.ph](mailto:efile_jro@sc.judiciary.gov.ph)

(Note: PDF files should not exceed 2MB per file. Follow One PDF File per Document rule)

2. For queries relative to judicial matters filed with JRO

[judicialrecordsoffice@gmail.com](mailto:judicialrecordsoffice@gmail.com)

(Note: e-Mail attachments should not exceed 25MB maximum attachment size sent via JRO gmail account. Use of other links for bigger files will not be accommodated)

### **D. Submission of Soft Copies of Supreme Court-Bound Papers and its Annexes Pursuant to the EUPR**

1. Under the EUPR, parties are required to submit the CD (containing the PDF Files of the pleading and its annexes) simultaneously with the hard copy. However, submission through USB is also accepted. The CD/ USB will be kept in the custody of the E-filing administrator of the JRO.
2. When the CD is not simultaneously filed with the hard copy, the PDF files of the hard copy filed personally or by registered mail must be sent to the JRO by email ([efile\\_jro@sc.judiciary.gov.ph](mailto:efile_jro@sc.judiciary.gov.ph)) within 24 hours from personal filing or posting of the hard copy.
3. Parties are discouraged to use of URL links or other means (other than through the above email address) as a substitute for sending large files.
4. Follow the One PDF File per Document rule and label each PDF File using the exact name/title of the document (e.g., Petition for Certiorari, Annex A, etc.).
5. The maximum size per email attachment is 2MB to facilitate its download. Batches of emails are permitted for large attachments.
6. For purposes of clarity, the PDF files required under the EUPR to be submitted through email, within 24 hours after the

personal filing or posting of the hard copies of the pleadings, shall be known and referred to as EUPR COMPLIANCE FILES (or EUPR Files) for brevity.

7. Parties shall always attach the required Verified Declaration to both the hard copy and the CD/USB or the email sent, as the case may be, that the pleading and annexes submitted electronically are complete and true copies of the printed document and annexes filed with the Supreme Court.
8. The date of posting of the hard copy or the date of personal filing of the hard copy is the date of filing, for purposes of computation of timeliness of the filing thereof under the Revised Rules of Court.
9. The date of electronic transmission of EUPR Compliance Files is not considered as the date of filing as mentioned above. It is referred as the email's date sent, for purposes of computation of the 24-hour rule.

#### **E. Number of Hard Copies/ Paper Copies to be Filed**

##### For En Banc Cases:

- 1 – Original (properly marked) with Annexes
- 1 – Extra Copy with Annexes
- 13 – Extra Copies (no annex)

##### For Division Cases:

- 1 – Original (properly marked) with Annexes
- 1 – Extra Copy with Annexes
- 3 – Extra Copies (no annex)

#### **F. Payment of Legal Fees**

1. For new (initial) judicial cases queries on legal fees and other requirements, parties may contact the Docket Receiving Section at Tel No. 8-524-6607 during office hours.
2. Unless exempted under the Rules, the General Register No. (G.R. No.) shall be assigned to new cases only upon payment of the assessed legal fees.
3. When filing in person, secure the Assessment of Legal Fees Form from the Docket Receiving Section then proceed to the Main Gate at the Centennial Building along Padre Faura Street and follow instructions of the guard on duty thereat.

Return the proof of payment of legal fees to the Docket Receiving Section and proceed with the marking of original documents to be filed. Follow the instructions of the Receiving records officer/clerk.

4. When filing by registered mail, payment must be sent with the papers posted. Please do not send cash.

#### **G. Follow Up of Status of Cases and Other Requests**

1. Walk-in requests are not allowed.
2. Fees will be charged for the requests for photocopies or certified copies of documents.
3. For queries on judicial cases, parties may either email the JRO through the above Gmail account or call the following numbers:
  - (a) 8-524-6607 – Docket Receiving (Pleadings filed)
  - (b) 8-523-6464 – Docket Division (Pending case)
  - (c) 8-521-8026 – Judgment Division (Decided cases or Entry of Judgment)
4. For queries on judicial matters intended for the other divisions of the Court, parties may contact the following numbers:
  - (a) 8-5249560 – Office of the Clerk of Court En Banc
  - (b) 8-5250717 – First Division
  - (c) 8-5246919 – Second Division
  - (d) 8-5230823 – Third Division

Note: Non-parties are not allowed to secure any information about a pending case for confidentiality reasons.

#### **H. Issuance of Entry of Judgment and Requests for Records**

1. Parties are not allowed to enter the premises of the Court to secure copies of Entry of Judgment (EOJ). The EOJs are sent to the counsels of the parties through the Central Post Office.
2. Requests for certified copies of Entry of Judgment or other documents may be made in writing and sent to:



THE SC CHIEF JUDICIAL STAFF OFFICER  
Judicial Records Office - Judgment Division  
Supreme Court of the Philippines  
2/F, SC New Building Annex  
Padre Faura Street  
Ermita, 1000 Manila

For instructions on payment of fees for certified copies or copies of EOJ or other documents, parties may contact the Judgment Division through landline or its email address: [JRO.JudgmentDiv@gmail.com](mailto:JRO.JudgmentDiv@gmail.com)

Fees charged:

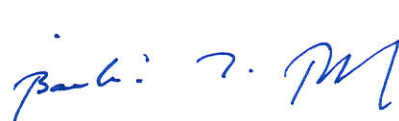
Php100.00 per document certified  
10.00 per page (photocopy fee)  
100.00 Research fee per case

Note: Documentary stamps with total face value amounting to Php30.00 (per document) are required and should be attached to the certified copies of document.

3. Requests by parties to access to *rollos* already forwarded to the Warehouse Service Provider shall be made available upon delivery thereof to the Judgment Division.
4. Delivery of *rollos* by the Warehouse Service Provider shall be coordinated by the provider with the Judgment Division before the scheduled date of delivery.

For the latest updates on the issuances of the Supreme Court on the operations of the courts in view of the COVID-19 pandemic, please refer to the SC website at [www.sc.judiciary.gov.ph](http://www.sc.judiciary.gov.ph)

June 18, 2020, Manila, Philippines.



**BASILIA T. RINGOL**  
Deputy Clerk of Court and  
Chief Judicial Records Officer