



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

15 June 2020

MARIA CARINA M. CUNANAN
Deputy Clerk of Court and
Chief Administrative Officer
Office of Administrative Services

Dear Atty. Cunanan,

Submitted herewith are the Operating Procedures of the Legal Office,
OCA.

We sincerely apologize for the delay.

Very truly yours

Wilhelmina D. Geronga

WILHELMINA D. GERONGA

OCA Chief of Office

Legal Office

Filing of initiatory pleadings (Complaints)

1. No personal filing of complaints is allowed in the Office of the Court Administrator.
2. Hard copies of complaints is to be deposited at the drop box provided by the Legal Office located at the Padre Faura gate or mailed to the Office of the Court Administrator.
3. Copies of the soft copies of the complaint shall be e-mailed at efile_oca@sc.judiciary.gov.ph.
4. Initial evaluation shall be made as to the form of the complaint.
5. If the complaint is in compliance with Rule 140 of the Rules of Court, Rules on Administrative Cases in the Civil Service and the E-filing rule, the complaint shall be given a docket number and referred to the Administrative Matters and Research Division for processing.
6. If the complaint is not in compliance with the rules, the complainant shall be informed of its deficiencies and asked to comply with the requirements.

Filing of subsequent pleadings (Amended complaint, supplemental complaint, comment, reply, manifestation and motions)

1. Hard copies of subsequent pleadings is to be deposited at the drop box provided by the Legal Office located at the Padre Faura gate or mailed to the Office of the Court Administrator.
2. Copies of the soft copies of the said pleadings shall be e-mailed at efile_oca@sc.judiciary.gov.ph.

Filing of transfer of venues

1. Hard copies of petitions for transfer of venues is to be deposited at the drop box provided by the Legal Office located at the Padre Faura gate or mailed to the Office of the Court Administrator.
2. Copies of the soft copies of the said petition shall be e-mailed at amrd_legal.oca@sc.judiciary.gov.ph.

Requests in connection with JBC Applications

1. All requests on administrative cases relative to JBC Applications shall be e-mailed to amrd_legal.oca@sc.judiciary.gov.ph
2. Inform the sender to submit the following documents in PDF (Portable Document Format) to the aforementioned e-mail address:
 - Request letter of the applicant (with specific purposes)
 - Updated service record of the applicant
 - Photocopy of the applicant's ID

3. Upon receipt of the above-mentioned, the same shall be verified and the requested certification shall be e-mailed to the sender.

Queries pertaining to complaints filed

1. Hard copies of queries is to be deposited at the drop box provided by the Legal Office located at the Padre Faura gate or mailed to the Office of the Court Administrator.
2. Queries may also be made through e-mail at efile_oca@sc.judiciary.gov.ph.

Request for certified true copy of certificate of accreditation and authority

1. All orders of surety companies for certified true copy of certificate of accreditation and authority shall be made through phonecall at (02) 8525-7158
2. Payment shall be made with a personnel from the Cash Division, Office of the Court Administrator, at a designated area located at the Padre Faura gate.
3. The requesting party shall pick-up the certified true copy of certificate of accreditation and authority at the drop box provided by the Legal Office located at the Padre Faura gate.