



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

OCA CIRCULAR NO. 117-2024

TO : ALL JUDGES, CLERKS OF COURT OF THE OFFICE OF THE CLERK OF COURT, AND BRANCH CLERKS OF COURT/OFFICERS-IN-CHARGE OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT : GUIDELINES ON SUBMISSION OF ELECTRONIC COPIES OF PLEADINGS AND OTHER COURT SUBMISSIONS BEING FILED BEFORE THE LOWER COURTS PURSUANT TO THE EFFICIENT USE OF PAPER RULE

The Honorable Court *en banc*, in its Resolution dated 11 April 2023 in A.M. No. 10-3-7-SC and A.M. No. 11-9-4-SC, promulgated the “*Guidelines on Submission of Electronic Copies of Pleadings and Other Court Submissions Being Filed Before the Lower Courts Pursuant to the Efficient Use of Paper Rule*”. Item 11 of the said Resolution states that:

11. ***Date of Mandatory Applicability.*** – By April 5, 2024, the primary manner of filing of all pleadings, motions, and other court submissions in cases covered by the Guidelines, before any court, shall be through electronic transmittal, in accordance with the Guidelines.

All concerned are hereby advised that the Court, however, upon the recommendation of Senior Associate Justice Marvic M.V.F. Leonen, Chairperson, Committee on Computerization and Library of the Supreme Court (Committee), resolved to **MOVE** the above date of mandatory applicability of the subject Guidelines to **2 September 2024**. Prior to the said date, the Committee, together with the Office of the Court Administrator (OCA), will evaluate compliances with the Guidelines pertaining to civil cases during the previous year up to the present.

The OCA will be issuing a separate Circular on the inventory of civil cases where Portable Document Format (PDF) copies of pleadings, motions, and other court submissions are being electronically transmitted, as well as the difficulties and challenges encountered, if any, with respect to the above Guidelines.

For information and guidance.

25 April 2024

RAUL B. VILLANUEVA
Court Administrator