

**COVID-19 RELATED ISSUANCES  
COURT ISSUANCES**

Issuance	Salient Points	Extension of Deadlines, if any		
		Action	Original Due Date	Extended Due Date
<b>Supreme Court</b>				
<b>OCA Circular No. 90-20, dated April 20, 2020</b>	<p>All judges of the first and second level courts are directed to immediately conduct an inventory of their pending criminal cases which may fall under those (1) may be released after service of minimum imposable penalty or (2) provisional dismissal.</p> <p>They shall immediately act motu proprio on cases on Persons Deprives of Liberty (PDLs) who have been detained for a period at least equal to the minimum penalty of the offense charges and of release such detained on their own recognizance; provided that the court is assured of where the accused may be located while their cases are on-going trial.</p> <p>Motions for recognizance and provisional dismissal of cases resulting to the release of PDLs from detention may be considered urgent and must be immediately set for hearing.</p>			
<b>Admin. Circular No. 34-2020, dated April 8, 2020</b>	<p>All courts nationwide</p> <ul style="list-style-type: none"> <li>• shall remain physically closed until April 30, 2020;</li> <li>• may be reached through their respective hotlines, email addresses and/or Facebook accounts; and</li> <li>• shall continue to operate (despite physical closure) from 9:00am to 3:00pm, Monday to Friday, until April 30, 2020. However, all electronic communications must be</li> </ul>	<p>Filing of petitions and appeals, complaints, motions, pleadings and other court submissions*</p> <p>*Pleadings and other court submissions may still be filed by parties within the reglementary period on or before 30</p>	15 March 2020 – 30 April 2020	30 calendar days counted from 1 May 2020

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	<p>transmitted by court users from 8:30am to 2:00pm.</p> <p>The following shall continue to be in effect until April 30, 2020:</p> <ul style="list-style-type: none"> <li>• online filing of criminal complaints and informations, posting of bail, and submission of other urgent pleadings;</li> <li>• scheduling of justices- and judges-on-duty, together with the skeleton-staff, so that urgent matters may be addressed;</li> <li>• suspension of night courts and Saturday courts; and</li> </ul> <p>suspension of all court actions on non-urgent matters.</p>	<p>April 2020 through electronic means, if available.</p> <p>Court actions with prescribed periods</p>		<p>30 calendar days counted from 1 May 2020</p>
<p><b>OCA Circular No. 90-20, dated April 5, 2020</b></p>	<p>In stations, cities, and provinces where there are Commercial and Family Court Judges, all urgent matters concerning commercial and family cases shall be referred to the Commercial and Family Court Judges-on-Duty, respectively.</p> <ul style="list-style-type: none"> <li>• Pleadings filed shall first be sent electronically to the Judges-on-Duty who may determine their urgency in their respective residences and thereafter act accordingly (citing A.C. No. 33-2020).</li> </ul>			

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<b>Admin. Circular No. 33-2020, dated March 31, 2020</b>	<p>Criminal Complaints and Informations, with other supporting documents, may be filed through email before the proper first or second level court.</p> <ul style="list-style-type: none"> <li>• Within 3 days from e-filing of the complaint or information, the Judge on duty shall personally evaluate the resolution of the prosecutor and its supporting evidence.</li> <li>• In case of doubt on the existence of probable cause, the Judge on duty may order the prosecutor to submit, through electronic transmission, additional evidence within 3 days from notice.</li> <li>• The issue must be resolved by the court within 10 days from the filing of the complaint or information.</li> </ul> <p>In case the Judge on duty determines the accused to be admitted to bail as a matter of right pursuant to Sec. 4, Rule 114 of the Revised Rules of Criminal Procedure,</p> <ul style="list-style-type: none"> <li>• the accused may initially submit all requirements for bail through electronic transmission.</li> <li>• Upon examination of the submissions and a finding of completeness and compliance, the Judge on duty shall sign the approval of the bail and the consequent release order, which shall then be electronically transmitted to the Executive Judge who in turn shall electronically transmit the same within the same day to the proper law enforcement authority/detention facility to enable the release of the accused.</li> <li>• The Judge on duty may reduce the amount of bail initially fixed, upon motion of the accused and after giving the prosecutor the opportunity to comment within a non-extendible 24-hour</li> </ul>			

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	<p>period from the filing of the motion, which motion and order to file comment thereon may be sent electronically.</p> <p>The initial online submission of the requirements for bail may also be availed of by an accused who has been charged before the court prior to the start of this public health emergency period.</p> <p>The Office of the Court of Administrator shall issue Guidelines, including templates as well as the list of documents which can be practically produced within this period of emergency, within 3 days to ensure proper implementation.</p>			
<b>Admin. Circular No. 32-2020, dated March 20, 2020</b>	<p>All courts nationwide:</p> <ul style="list-style-type: none"> <li>• shall be physically closed; and</li> <li>• may be reached only through their respective hotlines, email addresses, and Facebook accounts, if available, effective 23 March 2020.</li> </ul> <p>Only when the matter being raised is urgent will the justice or judge on-duty, together with the skeleton-staff, go to court to receive and act on said urgent matter. Otherwise, they must stay at their respective residences.</p> <ul style="list-style-type: none"> <li>• All calls and messages shall be entertained from 8:30 am to 2:00 pm, Monday to Friday.</li> </ul>			

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<b>Admin. Circular No. 31-2020 dated March 16, 2020</b>	<p>All courts nationwide:</p> <ul style="list-style-type: none"> <li>shall reduce operations beginning 16 March 2020 until 15 April 2020;</li> <li>during said period shall maintain the necessary skeletal staff to act on urgent matters;</li> <li>shall operate from 9:00 am to 3:00 pm during the period;</li> </ul> <p>The following are suspended from 16 March 2020 until 15 April 2020:</p> <ul style="list-style-type: none"> <li>operations of night courts;</li> <li>work in all courts, court offices, divisions, sections, and units, including those in the SC, except in courts and court offices concerned in the resolution of urgent matters and cases;</li> <li>hearings nationwide, except on urgent matters, such as but not limited to petitions, motions and pleadings in relation to bail and <i>habeas corpus</i>, promulgation of judgments of acquittals, reliefs for those who may be arrested and detained during this period, and other related actions that may be filed in relation to measures imposed at the local or national levels to address the declared health emergency; and</li> <li>scheduled court actions which are not considered urgent during said period (and shall be rescheduled).</li> </ul>	<p>Filing petitions and appeals, complaints, motions, pleadings, and other court submissions (Those who prefer to file said pleadings within the reglementary period without the need of the extension granted may do so by facsimile or by transmitting them through electric means, if available.)</p>	<p>15 March 2020 – 15 April 2020</p>	<p>30 calendar days from 16 April 2020 or 16 May 2020</p>
		<p>Court actions with prescribed periods</p>		<p>Extended for 30 calendar days counted from 16 April 2020</p>

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<b>Court of Tax Appeals</b>				
<b>Administrative Order No. 04-2020, dated March 17, 2020</b>	<p>CTA Justices shall adopt a skeleton-force for the period of 18 March 2020 until 15 April 2020 during modified operating hours from 9:00 am to 3:00 pm, as follows:</p> <ul style="list-style-type: none"> <li>• All Justices are on stand-by to act on urgent matters;</li> <li>• All Executive Clerks of Court, CTA Chiefs of Office, CTA Assistant Chiefs of Office, and other officials are on-call basis to assist Justices on urgent matters;</li> <li>• The following divisions shall have 1 personnel in their workstations:               <ol style="list-style-type: none"> <li>a. Receiving Section of Judicial Records Division;</li> <li>b. Records Officer for verification and docketing;</li> <li>c. Cash Division;</li> <li>d. General Services Division; and</li> <li>e. Medical Unit.</li> </ol> </li> </ul> <p>Should there be litigants with urgent matters, the following guidelines shall be observed:</p> <ul style="list-style-type: none"> <li>• Only those with urgent official business with the Court may be allowed entry to the CTA premises; and</li> </ul> <p>All those entering the Court premises must fill up a declaration form and subjected to a no-contact thermal scanning, and those found to be suffering from fever, flu, and colds, and cough shall be prevented from entering.</p>			