



DE LA SALLE UNIVERSITY
TAÑADA-DIOKNO COLLEGE OF LAW
DLSU LAW CLINIC

Primer on The Revised Guidelines on Submission of Electronic Copies of Supreme Court- Bound Papers and Their Annexes

(A.M. No. 10-3-7-SC in
relation to A.M. No.
11-9-4-SC)

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I. INTRODUCTION TO THE CIRCULAR ON ELECTRONIC FILING

The rise in the use of technology over recent years led the Supreme Court to adopt measures to keep up with these digital advancements. One such measure is the publication of A.M. No. 10-3-7-SC, providing the *Revised Guidelines on Submission of Electronic Copies of Supreme Court-Bound Papers Pursuant to the Efficient Use of Paper Rule*.

This primer, prepared by the Clinical Legal Education Program of the De La Salle University - Tañada-Diokno College of Law, will serve as a guide for electronic filing with the Supreme Court. The goal of this primer is to provide its readers with an accessible and understandable set of rules regarding the submission of Electronic Copies of Supreme Court-bound papers and their annexes, as found in the Rule mentioned above.

A copy of the Revised Guidelines on Submission of Electronic Copies of Supreme Court-Bound Papers Pursuant to the Efficient Use of Paper Rule (A.M. No. 10-3-7-SC/A.M. No. 11-9-4-SC) can be accessed through the following link:

<https://sc.judiciary.gov.ph/27462/>

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1. Q: What is the coverage of the Revised Guidelines on the Submission of Electronic Copies of Supreme Court-Bound Papers?

A: The Revised Guidelines will govern the submission of electronic copies of all Supreme Court-bound papers and their annexes pursuant to A.M. No. 11-9-4-SC (Efficient Use of Paper Rule).¹

2. Q: When did the said Revised Guidelines take effect?

A: The Revised Guidelines took effect on 01 June 2022.²

II. PROCEDURE

A. Manner of Transmittal

3. Q: What are the different ways of filing pleadings and other court submissions?

A: The filing of pleadings and other court submissions shall be made by:

- a) Submitting personally the original thereof, plainly indicated as such, to the court;
- b) Sending them by registered mail;
- c) Sending them by accredited courier³; or
- d) Transmitting them by electronic mail or other electronic means as may be authorized by the court in places where the court is electronically equipped.⁴

4. Q: When should electronic copies of all Supreme Court-bound papers and annexes be submitted?

A: Electronic copies of all Supreme Court-bound papers and their annexes must be submitted within twenty-four (24) hours from the filing of the hard copies (filed personally, by registered mail, or by accredited courier) by transmitting them through electronic mail.⁵

¹ Supreme Court, Revised Guidelines on Submission of Electronic Copies of Supreme Court-Bound Papers Pursuant to the Efficient Use of Paper Rule, Administrative Matter Nos. 10-3-7-SC & 11-9-4-SC [SC Admin. Matter. Nos. 10-3-7-SC & 11-9-4-SC], para. 1 (22 February 2022).

² SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 10.

³ Administrative Order No. 242-A-2020,

⁴ 2019 Amendments to the 1997 Rules of Civil Procedure, rule 13, § 3.

⁵ SC Admin. Matter Nos 10-3-7-SC & 11-9-4-SC, para. 2.

B. Date and Time of Filing

5. Q: When is the paper or hard copy deemed filed if it is filed in person, by registered mail, or by courier?

A: The paper or hard copy is deemed filed on the date and time of filing of the hard copy and NOT on the date and time of the transmission of the electronic copy.⁶

6. Q: When is the paper or hard copy deemed filed when the manner of filing of the paper or other court submission is made online via electronic mail or other means pursuant to Section 3(d), Rule 13 of the Revised Rules of Civil Procedure?

A: The date of the electronic transmission shall be considered as the date of filing, provided that express permission is granted by the Court for the online filing of the following documents:

- a) Initiatory pleadings and initial responsive pleadings;
- b) Appendices and exhibits to motions or other documents that are not readily amenable to electronic scanning; and
- c) Sealed and confidential documents or records.⁷

7. Q: What happens when there is no express permission from the Court for the online filing of the said documents that need such permission?

A: In the absence of the express permission from the Court to file, the date of filing shall be the date when the hard copy was filed in person, sent by registered mail, or delivered to the accredited courier.⁸

C. Proof of Filing

8. Q: What should be submitted as proof of filing?

A: The electronic copy submitted should be the EXACT COPY of the paper filed in Court personally, by registered mail, by accredited courier, by e-mail or other means of electronic transmission.⁹

⁶ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 3(a).

⁷ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 3(b).

⁸ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 4.

⁹ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 4.

9. Q: What should the electronic copy contain to be considered as proof of filing when the paper is filed in person?

A: The electronic copy shall contain:

- a) The official receiving stamp of the docketing office, clearly showing the date and time of filing of the hard/paper copy; and
- b) Must be duly signed by the receiving clerk or records officer.¹⁰

10. Q: What should the electronic copy contain to be considered as proof of filing when the paper is sent by registered mail or accredited courier?

A: The electronic copy shall include the scanned copy of the following:

- a) Proof of mailing clearly showing the date and time of mailing or delivery to the post office/accredited courier; and

Example: Affidavit of Service¹¹ of the person who delivered the paper to the post office or the accredited courier, including proof of delivery to the post office and/or accredited courier.

- b) Proof of payment of fees, when applicable.

Example: Postal Money Order, cash deposit, etc.¹²

11. Q: What should the electronic copy contain to be considered as proof of filing when the paper is filed online via electronic mail or other electronic means?

A: The electronic copy shall include the following documents:

- a) PDF copy of the Affidavit of Electronic Filing of the Supreme Court-bound paper and its annexes (if any), with an undertaking that the filer will submit the exact paper/hard copy to the Court in person or by registered mail or by accredited courier, within 24 hours from the date of the electronic transmission;

- b) Express authority from the Court to file the initiatory pleadings and initial responsive pleadings, etc., in compliance with Section 14, Rule 13 of

¹⁰SC Admin. Matter. Nos. 10-3-7-SC & 11-9-4-SC, para. 4(a).

¹¹ CIRCULAR NO. 19-91 August 13, 1991

¹² SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 4(b).

the 2019 Amendments to the 1997 Rules of Civil Procedure.¹³ (Refer to documents that need express permission from the Court in Q#5.)

D. Service Through Electronic Means

12. Q: How should the pleadings, motions, notices, orders, judgments, and other court submissions be served?

A: Pleadings, motions, notices, orders, judgments, and other court submissions shall be served personally or by registered mail, accredited courier, electronic mails, facsimile transmission, other electronic means as may be authorized by the court, or as provided for in international conventions to which the Philippines is a party.¹⁴

13. Q: When should there be service by electronic means?

A: Service by electronic means shall be made if the party consents to such mode of service.¹⁵

14. Q: How should service by electronic means be made?

A: Service by electronic means shall be made by:

- a) sending an e-mail to the party's or counsel's electronic mail address, or
- b) through other electronic means of transmission as the parties may agree on, or
- c) upon direction of the court.¹⁶

III. FORMAT

15. Q: What is the general format for electronic files?

A: The format of the electronic copies must be in PDF format, individually saved, as well as individually attached to the email. Also, it must follow the format and style of the Efficient use of paper rule.¹⁷

¹³ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 4(c).

¹⁴ 2019 Amendments to the 1997 Rules of Civil Procedure, rule 13, § 5.

¹⁵ 2019 Amendments to the 1997 Rules of Civil Procedure, rule 13, § 9.

¹⁶ 2019 Amendments to the 1997 Rules of Civil Procedure rule 13, § 9.

¹⁷ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 5.

16. Q: What is the filename of the electronic copy?

A: The file name of the electronic copy must be the same as the document title.¹⁸

Example:

Petition for review should have a filename “Petition for Review.pdf”

Annex A should have a filename “Annex A.pdf”

17. Q: What is the format if the electronic copies are submitted via electronic mail?

A: The subject of the electronic mail must follow the prescribed format: case number, case title and the pleading, order or document title. The title of each electronically-filed or served pleading or other document, and each submission served by facsimile shall contain sufficient information to enable the court to ascertain from the title:

- a) The party or parties filing or serving the paper;
- b) The nature of the paper;
- c) The party or parties against whom relief, if any, is sought; and
- d) The nature of the relief sought.¹⁹

The prescribed format for the subject of the email is as follows:²⁰

To: [e-mail address of the appropriate docketing office]

From: [filer’s e-mail address]

Subject: [Case Number or Docket Number AND Case Title] – [Pleading or Document Title]

¹⁸ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 5.

¹⁹ 2019 Amendments to the 1997 Rules of Civil Procedure, rule 13, § 12.

²⁰ SC Admin. Circ. Nos. 10-3-7-SC & 11-9-4-SC, para. 7.

Example:

G.R. No. 123456 or UDK No. 11111 (John Doe vs. Juan dela Cruz) – Petition for Review

A.M. No. xxxxxx (Title)

A.C. No. xxxxxx (X vs. Y)

Attachments: [Petition for Review – G.R. No. 123456.pdf], [Annex A – Petition for Review – G.R. No. 123456.pdf], [Annex B – Petition for Review – G.R. No. 123456.pdf]

18. Q: What is the format of the body of the email?

A: The body of the e-mail shall follow the prescribed format:²¹

- a. Manner of Filing: (choose one – personal filing, registered mail, accredited courier, or online filing)
- b. Date of Filing or Date of Electronic Transmission: (indicate the date of filing if filed personally, by registered mail, or by accredited courier or indicate the date of electronic transmission if filed online)
- c. Case Data

Example:

Case Number: G.R. No. 123456

Case Title: John Doe vs. Juan dela Cruz

Name of Filing Party: John Doe

Contact Numbers: (02) 888-9900 (landline), 0900-1112233 (mobile)

Other e-mail address/es, if any: [filer's other e-mail address/es]

Title of Attached Documents:

1. Petition for Review on Certiorari
2. Annex A – [Court of Appeals Decision in CA-G.R. SP No. xxxxxx]

²¹ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 7.

3. Annex B – [NLRC Decision in NLRC LAC No. xxxxxx]
4. Annex C – [Labor Arbiter’s Decision in NLR-RAB No. xxxxxx]

19. Q: Can an e-mail contain electronic documents pertaining to multiple cases?

A: No, an e-mail shall contain only electronic documents pertaining to one case.²²

20. Q: Can the electronic documents and their annexes pertaining to one case be submitted in multiple e-mails?

A: As a general rule, all electronic copies of Supreme Court-bound papers and their annexes pertaining to the same case shall be attached to one e-mail. However, there is an exception.²³

21. Q: What is the exception?

A: In case the total file size of the electronic documents exceeds the maximum size allowed for uploading by the e-mail service provider being used by the filer, the filer shall send the electronic documents in several batches, but each e-mail must be clearly marked by indicating in the subject of the e-mail the batch number of the e-mail and the total batches of e-mails sent (e.g., batch 1 of 3) and following the format prescribed above.²⁴

22. Q: What other documents should be attached to the e-mail?

A: The filer shall also attach to the e-mail a Verified Declaration that the pleading and annexes submitted electronically are complete and true copies of the printed document and annexes filed with the Supreme Court.²⁵

²² SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 7.

²³ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 7.

²⁴ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 7.

²⁵ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 8.

23. Q: What is the format for a verified declaration?

A: The declaration attached to the e-mail must be the PDF copy of the Verified Declaration attached to the hard copy filed in court and must contain the following:²⁶

I, _____, hereby declare that the document/s (annexes thereof) hereto submitted electronically in accordance with the Efficient Use of Paper Rule is/are complete and true copy/ies of the document/s (and annexes) filed (please specify the manner of filing: online, personal, by registered mail, or by accredited courier) with the Supreme Court.

Signature

Printed Name

Position

Date

SUBSCRIBED AND SWORN TO before me on this ___ day of _____ 2022, affiant exhibiting his/her competent evidence of identity: _____.

Person Administering Oath

Doc No.: ____;
Page No.: ____;
Book No.: ____;
Series of 20____.

²⁶ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 8.

IV. CHART OF RECEIVING / DOCKET OFFICES

24. Q: *Where should you submit the electronic copies?*

A: Electronic copies submitted by e-mail must be addressed to the appropriate docketing office.²⁷

Case Type	Docketing Office	E-Mail Address
Judicial cases	Judicial Records Office (JRO)	For personal filing, registered mail, or accredited courier: efile_jro.sc@judiciary.gov.ph For online filing: judicialrecordsoffice.sc@judiciary.gov.ph
Administrative complaints against personnel of the SC and its decentralized units (e.g., OCA, PHILJA, JBC, MCLEO) Administrative complaints and matters involving the Court of Appeals, Sandiganbayan, Court of Tax Appeals and	Judicial Integrity Board (JIB)	cds_jib.sc@judiciary.gov.ph

²⁷ SC Admin. Matter Nos. 10-3-7-SC & 11-9-4-SC, para. 6.

Case Type	Docketing Office	E-Mail Address
lower courts, its justices, judges and personnel		
Administrative matters involving the SC and its decentralized units	Office of the Clerk of Court En Banc	enbanc.sc@judiciary.gov.ph
Complaints against lawyers and other bar matters	Office of the Bar Confidant (OBC)	efile_bar.sc@judiciary.gov.ph

Hotlines and contact details of the Supreme Court²⁸

Hotline Numbers:

(02) 8552-9644

0908-8500919

E-mail Addresses:

pio.sc@judiciary.gov.ph

chiefjusticehelpdesk@judiciary.gov.ph

Management Information Systems Office:

miso.sc@judiciary.gov.ph.

²⁸ <https://sc.judiciary.gov.ph/contact-us/>

V. EFFICIENT USE OF PAPER RULE (A.M. No. 11-9-4-SC, 13 November 2012)

25. Q: What is the format and style for all pleadings, motions, and similar papers?

A: All pleadings, motions, and similar papers intended for the court and quasi-judicial body's consideration and action (court-bound papers) shall be written in single space with one-and-a-half (1 ½) space between paragraphs, using an easily readable font style of the party's choice, of 14-size font, and on a 13-inch by 8.5-inch white bond paper.²⁹

The parties shall also maintain the following margins on all court-bound papers: a left-hand margin of 1.5 inches from the edge; an upper margin of 1.2 inches from the edge; a right-hand margin of 1.0 inch from the edge; and a lower margin of 1.0 inch from the edge. Every page must be consecutively numbered.³⁰

26. Q: How many copies should be filed?

A: In the Supreme Court, one original (properly marked) and four copies, unless the case is referred to the Court En Banc, in which event, the parties shall file ten (10) additional copies. For the En Banc, the parties need to submit only two (2) sets of annexes, one attached to the original and an extra copy. For the Division, the parties need to submit also two (2) sets of annexes, one attached to the original and an extra copy. All members of the Court shall share the extra copies of annexes in the interest of the economy of paper.

In the Court of Appeals and the Sandiganbayan, one (1) original (properly marked) and two (2) copies with their annexes should be filed.

In the Court of Tax Appeals, one (1) original (properly marked) and two (2) copies with annexes. On appeal to the En Banc, one (1) original (properly marked) and eight (8) copies with annexes should be filed.

In other courts, one (1) original (properly marked) with the stated annexes attached to it.³¹

²⁹ Supreme Court, *Efficient Use of Paper Rule*, Administrative Matter No. 11-9-4-SC, § 3 (November 13, 2012).

³⁰ Supreme Court, *Efficient Use of Paper Rule*, Administrative Matter No. 11-9-4-SC, § 4 (November 13, 2012)

³¹ SC Admin. Matter No. 11-9-4-SC, § 5.

27. Q: Are annexes required to be served on the adverse party?

A: It depends. A party required by the rules to serve a copy of his court-bound on the adverse party need not enclose copies of those annexes that based on the record of the court, such party already had in his possession. In the event a party requests a set of annexes actually filed with the court, the party who filed the paper shall comply with the request within five (5) days from receipt.³²

³² SC Admin. Matter No. 11-9-4-SC, § 6.

VI. APPENDIX

A. Sample of Submission of a Court-Bound Papers

Commercial Case [redacted] Amb. [redacted] vs. [redacted] | Comment/Opposition dated 17 June 2022

To: [redacted]
Cc: [redacted]

Dear Honorable RTC Taguig City Br. 271 and defendants:

Please find attached an advance copy of the Comment/Opposition (To: Motion for Clarification dated 08 June 2022) dated 17 June 2022 ("Comment/Opposition"), filed by plaintiff [redacted]. Copies of the Comment/Opposition were served by registered mail to the counsel for defendants [redacted] on 17 June 2022. Further, a copy of the Comment/Opposition was filed by registered mail with the Honorable Court on 17 June 2022.

Case Number : Commercial Case No. 023

Case Title : [redacted] vs. [redacted]

Name of Filing Party : Amb. [redacted]

Contact Numbers : +63 [redacted]
+63 [redacted]
+63 [redacted]

Other email address/es, if any : [redacted]
[redacted]

Title of Attached Documents : Comment/Opposition (To: Motion for Clarification dated 08 June 2022) dated 17 June 2022

Sincerely yours,