



Republic of the Philippines
Supreme Court
Manila

ADMINISTRATIVE CIRCULAR NO. 83 - 2021

**TO: ALL JUSTICES, COURT PERSONNEL, AND COURT USERS OF
THE APPELLATE COLLEGIATE COURTS**

**RE: COURT OPERATIONS BEGINNING OCTOBER 20, 2021 UNTIL
OCTOBER 29, 2021**

Considering that the National Capital Region (NCR) has been placed under Alert Level 3 of the IATF's COVID-19 Alert Levels System, **all appellate collegiate courts within the NCR**, beginning October 20, 2021 until October 29, 2021 may conduct in-court proceedings on urgent matters and on other matters as may be determined by the presiding justice or the chairpersons of the different divisions, but in-court attendance shall be limited to lawyers, parties, and witnesses required to participate in-court. All others who are not required to be in-court but wish to observe the proceedings may do so through videoconferencing, subject to existing guidelines.

The suspension of the time for filing and service of pleadings and motions, regardless of the alert level or community quarantine, is **LIFTED**. Pursuant to Administrative Circular No. 72-2021, the period for filing and service shall resume seven (7) calendar days from October 20, 2021. Electronic submissions and service may be resorted to. The personal filing or service of pleadings and other court submissions shall be allowed for exigent matters and cases. Pleadings, motions, and other court submissions may likewise be filed or served by registered mail, through the services of duly accredited private couriers, or by transmitting them through electronic mail in accordance with the existing electronic filing guidelines.

The courts and the other offices shall maintain a skeleton workforce of at most **thirty percent (30%)** to enable them to address all urgent matters and concerns.

All prior issuances not inconsistent herewith shall remain valid and in effect.

For the guidance and compliance of all concerned.

Manila, Philippines, October 18, 2021.


ESTELA M. PERLAS-BERNABE
Acting Chief Justice

Special Order No. 2852 dated October 13, 2021