

RE : Supreme Court (“SC”) *Administrative Circular No. 33-2020*
Online Filing of Complaint or Information and Posting of Bail
due to the Rising Case of COVID-19 Infection

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WHAT DOES THIS MEAN ?



- This means that **criminal** *Complaints* and *Informations*, together with other supporting documents, may be filed through electronic transmission or e-mail before the proper first or second level court.
- Applications for **bail** and **Motions to Reduce Bail Bonds** may also be transmitted through electronic means. The online submission of the bail application may also be availed of by an accused who has been charged before the court **prior** to the start of the public health emergency period.
- This SC Administrative Circular shall be in effect only the during the duration of the public health emergency declared by the President in accordance with existing laws.



PROCESS FLOW:

FILING OF COMPLAINT



Step 1: File the **criminal** *Complaints* and *Information* through electronic transmission to the proper first and second level courts.

Step 2: Clerk of Court shall refer the *Complaint* or *Information* to the Judge on duty So he can personally evaluate the same.


Step 3: Within **three (3) days** from the electronic filing the evaluating Judge may either:

- a) **Dismiss** the complaint due to lack of probable cause;
- b) **Issue** a *Warrant of Arrest* or a *Commitment Order*; or
- in case of doubt, the Judge may **order** the prosecutor on duty to submit, through electronic means, **additional evidence** within (3) days from notice.

- Under this Circular, the evaluating Judge has a **total of ten (10) days** from the filing of the **criminal** Complaint or Information to resolve any issue regarding **probable cause**.

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