

- c. Accredited courier service. — Proof shall be made by an affidavit of service executed by the person who brought the pleading or paper to the service provider, together with the courier's official receipt or document tracking number.
- d. Electronic mail, facsimile, or Other Authorized electronic means of transmission. — Proof shall be made by an affidavit of service executed by the person who sent the e-mail, facsimile, or other electronic transmission, together with a printed proof of transmittal. (2017 Bar)

SECTION 18. Court-issued Orders and Other Documents. — The court may electronically serve orders and other documents to all the parties in the case which shall have the same effect and validity as provided herein. A paper copy of the order or other document electronically served shall be retained and attached to the record of the case.

SECTION 19. Notice of Lis Pendens . — In an action affecting the title or the right of possession of real property, the plaintiff and the defendant, when affirmative relief is claimed in his or her answer, may record in the office of the registry of deeds of the province in which the property is situated a notice of the pendency of the action. Said notice shall contain the names of the parties and the object of the action or defense, and a description of the property in that province affected thereby. Only from the time of filing such notice for record shall a purchaser, or encumbrancer of the property affected thereby, be deemed to have constructive notice of the pendency of the action, and only of its pendency against the parties designated by their real names.

The notice of lis pendens hereinabove mentioned may be cancelled only upon order of the court, after proper showing that the notice is for the purpose of molesting the adverse party, or that it is not necessary to

protect the rights of the party who caused it to be recorded.

a. Efficient Use of Paper Rule – A.M. No. 11-9-4-SC

Sec. 1. *Title of the Rule*– This rule shall be known and cited as the Efficient Use of Paper Rule.

Sec. 2. *Applicability.* – This rule shall apply to all courts and quasi-judicial bodies under the administrative supervision of the Supreme Court.

Sec. 3. *Format and Style.* –

- a. All pleadings, motions and similar papers intended for the court and quasi-judicial body's consideration and action (court-bound papers) shall written in single space with one-and-a-half 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; and
- b. All decisions, resolutions and orders issued by courts and quasi-judicial bodies under the administrative supervision of the Supreme Court shall comply with these requirements. Similarly covered are the reports submitted to the courts and transcripts of stenographic notes.

Sec. 4. *Margins and Prints.* – The parties shall 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.

Sec. 5. *Copies to be filed.* – Unless otherwise directed by the court, the number of court-bound papers that a party is required or desires to file shall be as follows:

- 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 additional copies. For the En Banc, the parties need to submit only two sets of annexes, one attached to the original and an extra copy. For the Division, the parties need to submit also two 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 economy of paper.

Parties to cases before the Supreme Court are further required, on voluntary basis for the first six months following the effectivity of this Rule and compulsorily afterwards unless the period is extended, to submit, simultaneously with their court-bound papers, soft copies of the same and their annexes (the latter in PDF format) either by email to the Court's e-mail address or by compact disc (CD). This requirement is in preparation for the eventual establishment of an e-filing paperless system in the judiciary.

- b. In the Court of Appeals and the Sandiganbayan, one original (properly marked) and two copies with their annexes;
- c. In the Court of Tax Appeals, one original (properly marked) and two copies with annexes. On appeal to the En Banc, one Original (properly marked) and eight copies with annexes; and
- d. In other courts, one original (properly marked) with the stated annexes attached to it.

Sec. 6. Annexes Served on Adverse Party. – 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 has in his possession. In the event a party requests a set of the annexes actually filed with the court, the part who filed the

paper shall comply with the request within five days from receipt.

b. Electronic Filing and Service –A.M. No. 10-3-7-SC; A.M.No.11-9-4-SC

SECTION 1. Mandatory Submission of Electronic Copies of Filings in Civil Cases. — Starting September 1, 2024, no first- or second-level court shall act upon any pleading, motion, or other court document (herein referred to as "pleading or other court submission") filed, served, or offered in evidence in any civil case governed by the rules of civil procedure, unless the filing, service and offer in evidence is accompanied by an electronic transmittal through e-mail of the same pleading or court submission. The additional accompanying documents of the pleading or other court submission, such as annexes, appendices, or exhibits, shall also be electronically submitted.

However, upon motion of the filing party or counsel, a court may waive the requirement of electronic transmittal of the following submissions: (i) annexes, appendices, exhibits, or other accompanying documents to pleadings or other court submissions not readily amenable to digitization to portable document format (PDF); and (ii) sealed and confidential documents or records. The court shall ensure that all orders waiving the electronic transmittal requirement for particular filings are included in the electronic case record or *rollo*.

Electronic submission through e-mail must be completed within 24 hours from the completion of the primary manner of the document's filing, service, or offer, in accordance with Rule 13 of the 2019 Amendments to the 1997 Rules of Civil Procedure.

SECTION 2. Electronic Copies of Outbound Court Documents. — Starting September 1, 2024, all orders and other documents issued by any trial court, served upon the parties in accordance with the modes provided in Rule 13 of the 2019 Amendments to the 1997 Rules of Civil Procedure, shall likewise be transmitted to the