Original – Court, 1st Copy – Prosecutor, 2nd Copy – Accused, Other copies as needed

Enter information in block letters in all parts of the Form except when reserved for Court use, which shall be completed by the Clerk.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Judicial Region)   * METC/MTCC/MTC/MCTC Case No. * RTC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Municipality/City/Province)  BRANCH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | For Court Use Only |
| People of the Philippines , v.  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*,  *Accused.* |
| ATTORNEY OR PARTY WITHOUT ATTORNEY  *Name* ­­­\_(First Name, Middle Name, Surname)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Firm Name* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Address* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Email Address* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Tel./Cel./Fax Nos.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *PTR No.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date/Place of Issuance* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Roll No.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date/Place of Issuance* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *IBP No.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_☐ *Lifetime*☐ *Date/Chapter* \_\_\_\_\_\_\_\_\_\_\_\_\_\_  *MCLE* ☐ *Compliance* ☐ *Exemption No.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Other Compliances* ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Attorney for*   * *Prosecution* ☐ *Public Prosecutor* ☐ *Private Prosecutor* * *Defense* ☐ *Public Attorney* ☐ *Private Counsel* * *Other* |

**NOTICE OF PRE-TRIAL CONFERENCE**

Pursuant to the Order dated \_\_\_\_\_\_\_\_\_, this case is set for pre-trial conference on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*date time*

The parties and their counsel are required to be present at the pre-trial and to file with the Court and serve on the adverse party at least three (3) days before the date of the pre-trial conference proper their respective pre-trial briefs which shall contain, among others:

1. A statement of their willingness to enter into amicable settlement or alternative modes of dispute resolution, indicating the desired terms thereof;
2. A summary of admitted facts and proposed stipulation of facts
3. The issues to be tried or resolved;
4. The number and names of the witnesses to be presented, an abstract of their testimonies and the approximate number of hours that will be required by the parties for the presentation of their respective evidence;
5. A list of all documents intended to be presented with a statement of the purposes of their offer;
6. A manifestation of their having availed or intention to avail themselves of discovery procedures or referral to commissioners;
7. Applicable laws and jurisprudence;
8. Copies of documents evidencing authority e.g. Special Power of Attorney (SPA), Secretary’s Certificate, or Board Resolution; and
9. The available trial dates of counsel for complete evidence presentation, which must be within a period of three (3) months from the first day of trial.

Failure to file the pre-trial brief shall have the same effect as failure to appear at the pre-trial.

Parties are required to file with the Court and serve on the adverse party at least five (5) days before the date of the pre-trial conference proper their judicial affidavits and those of their witnesses. All documentary and/or object evidence, if any, shall be attached to the judicial affidavits, appropriately marked.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch Clerk of Court Date

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| Person’s Name | Method | Place Served | Date Served |
| Trial Prosecutor | * Personal Service * Courier Service * Facsimile, Email, SMS |  |  |
| Counsel for Accused | * Personal Service * Courier Service * Facsimile, Email, SMS |  |  |
| Private Complainant | * Personal Service * Courier Service * Facsimile, Email, SMS |  |  |
| Accused | * Personal Service * Courier Service * Facsimile, Email, SMS |  |  |
|  | * Personal Service * Courier Service * Facsimile, Email, SMS |  |  |
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**SPECIAL INSTRUCTIONS**

AM No. 12-8-8-SC