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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 TO FILE APPEAL MEMORANDUM**

**TO:**

**GREETINGS :**

You are notified that this Court has received the complete record of this case on appeal from the \_\_\_\_ Court (Case No.\_\_\_\_\_\_\_\_\_\_ ).

Appellant is directed to submit within fifteen (15) days from receipt of this notice a Memorandum which shall briefly discuss the errors imputed to the lower court, a copy of which shall be served on the adverse party. Within fifteen (15) days from receipt of appellant’s Memorandum, the appellee may file a Memorandum.

Failure of the appellant to file a Memorandum shall be ground for dismissal of the appeal.

, .

*place date*

Clerk of Court