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* ­­­  *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* |

**ORDER OF ARRAIGNMENT**

At today’s setting, accused       was absent despite notice the Court cannot ascertain whether the accused was notified because no notice was sent.

Due to his absence despite notice, issue a warrant of arrest against accused       and

the cash bond posted by the accused under O.R. No.       dated       in the amount of PhP       is ordered forfeited in favor of the government.

the bondsman under surety bond       No.       dated       in the amount of PhP       is ordered to show cause why the accused was not brought to court today and to produce the accused before this court within thirty (30) days from notice, failing in which judgment will be rendered against said surety bond.

Compliance by the bondsman is set on       at      .

The registered owner of the property covered by the bond is ordered to show cause why the accused was not brought to court today and to produce the accused before this court within thirty (30) days from notice, failing in which judgment will be rendered against said property bond. The sheriff is directed to proceed with execution against the property covered by OCT/TCT No.       of the Register of Deeds of       in the name of      .

The custodian of the accused released on recognizance is ordered to show cause why the accused was not brought to court today and to produce the accused before this court within thirty (30) days from notice.

Compliance by the custodian is set on       at      .

For lack of notice, the arraignment is reset to       at      .

SO ORDERED.

     

Judge 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 |  |  |
|  | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |

SPECIAL INSTRUCTIONS

*Forfeiture of Bond*

When the presence of the accused is required by the court or these Rules, his bondsmen shall be notified to produce him before the court on a given date and time. If the accused fails to appear in person as required, his bail shall be declared forfeited and the bondsmen given thirty (30) days within which to produce their principal and to show cause why no judgment should be rendered against them for the amount of their bail. Within the said period, the bondsmen must:

1. produce the body of their principal or give the reason for his non-production; and
2. explain why the accused did not appear before the court when first required to do so.

Failing in these two requisites, a judgment shall be rendered against the bondsmen, jointly and severally, for the amount of the bail. The court shall not reduce or otherwise mitigate the liability of the bondsmen, unless the accused has been surrendered or is acquitted. (Section 21, Rule 114, ROC)

*Cancellation of bail*

Upon application of the bondsmen, with due notice to the prosecutor, the bail may be cancelled upon surrender of the accused or proof of his death.

The bail shall be deemed automatically cancelled upon acquittal of the accused, dismissal of the case, or execution of the judgment of conviction.

In all instances, the cancellation shall be without prejudice to any liability on the bond. (Section 22, Rule 114, ROC)