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.

|  |  |
| --- | --- |
| (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**

During today’s promulgation of judgment, the accused      ,  public prosecutor  private prosecutor  private complainant  defense counsel appeared.

The judgment was promulgated in open court by  the judge  the Branch Clerk of Court, by reading the decision  the dispositive portion upon agreement of the accused, in the presence of  accused  defense counsel.

For light offenses:

in the absence of the accused, but with due notice

in the absence of the defense counsel, but with due notice

in their absence, but with due notice.

Considering the conviction of the accused,

issue a warrant of arrest against the accused.

issue a mittimus for the commitment of the accused to serve sentence.

upon motion,

the accused is released on provisional liberty pending appeal under the same bond.

the accused is released on provisional liberty pending approval of the application for probation under the same bond  recognizance.

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The Branch Clerk of Court is directed to record the Judgment dated       in the criminal docket and to serve a copy thereof to the accused and counsel.

SO ORDERED.

     

Judge Date

COPY FURNISHED

|  |  |  |  |
| --- | --- | --- | --- |
| 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

*Promulgation of judgment in Case of Conviction*

The judgment is promulgated by reading it in the presence of the accused and any judge of the court in which it was rendered. However, if the conviction is for a light offense, the judgment may be pronounced in the presence of his counsel or representative. When the judge is absent or outside of the province or city, the judgment may be promulgated by the clerk of court.

If the accused is confined or detained in another province or city, the judgment may be promulgated by the executive judge of the Regional Trial Court having jurisdiction over the place of confinement or detention upon request of the court which rendered the judgment. The court promulgating the judgment shall have authority to accept the notice of appeal and to approve the bail bond pending appeal;*provided*, that if the decision of the trial court convicting the accused changed the nature of the offense from non-bailable to bailable, the application for bail can only be filed and resolved by the appellate court.

The proper clerk of court shall give notice to the accused personally or through his bondsman or warden and counsel, requiring him to be present at the promulgation of the decision. If the accused tried *in absentia* because he jumped bail or escaped from prison, the notice to him shall be served at his last known address.

In case the accused fails to appear at the scheduled date of promulgation of judgment despite notice, the promulgation shall be made by recording the judgment in the criminal docket and serving him a copy thereof at his last known address or thru his counsel.

If the judgment is for conviction and the failure of the accused to appear was without justifiable cause, he shall lose the remedies available in these rules against the judgment and the court shall order his arrest. Within fifteen (15) days from promulgation of judgment, however, the accused may surrender and file a motion for leave of court to avail of these remedies. He shall state the reasons for his absence at the scheduled promulgation and if he proves that his absence was for a justifiable cause, he shall be allowed to avail of said remedies within fifteen (15) days from notice. (Section 6, Rule 120, ROC)

**MITTIMUS**

To the Warden

New Bilibid Prison

Muntinlupa City

Correctional Institution for Women

Mandaluyong City

The court hereby commits to you       (*name)*, the accused, convicted for       in Criminal Case No.      , sentenced to suffer the penalty of      , by the Decision dated      .

Manila, Philippines,      .

(Judge)

**BUREAU OF PRISONS**

Crim. Cases No.

Crime:

I certify that       *(name)* who was sentenced to suffer       *(penalty)* convicted for       *(crime)* in Criminal Case No.      , by the Decision dated       was committed to the custody of       on      .

Manila, Philippines,      .

DIRECTOR OF PRISONS

By:

*(This slip is to be signed by the Director of Prisons and immediately returned to the Clerk of Court)*