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 REQUIRING SUBMISSION OF**

**COUNTER- AND REPLY-AFFIDAVITS**

On      , the Court received an Information for      , which is covered by the Revised Rule on Summary Procedure.

The accused       is given 10 days from receipt of this Order to file his/her Judicial Affidavit and the Judicial Affidavits of his/her witnesses as well as any evidence in his/her behalf, serving copies thereof on the prosecution. The prosecution may file reply affidavits ten (10) days from receipt of the accused’s affidavits and/or evidence, also serving copies of the same on the accused.

SO ORDERED.

Judge Date

COPY FURNISHED

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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

*Time of Issuance*

This Order to submit Affidavits must be issued within twenty-four (24) hours from receipt of the case. If applicable, ensure that the necessary Certificate to File Action issued by the corresponding Barangay Authority is attached to the records.

The accused may opt to adopt the counter affidavits and that of his/her witness submitted during preliminary investigation.

*Judicial Affidavit*

All affidavits must comply with the format prescribed in the Judicial Affidavit Rule.