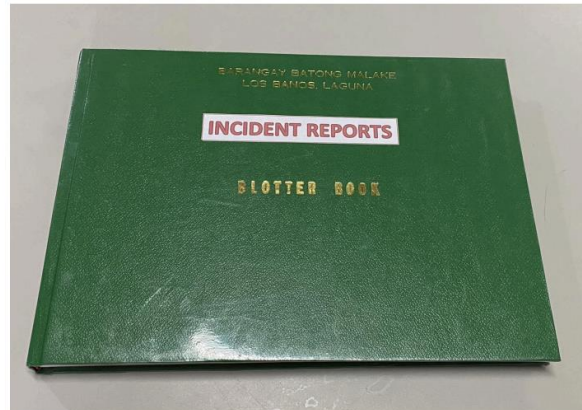
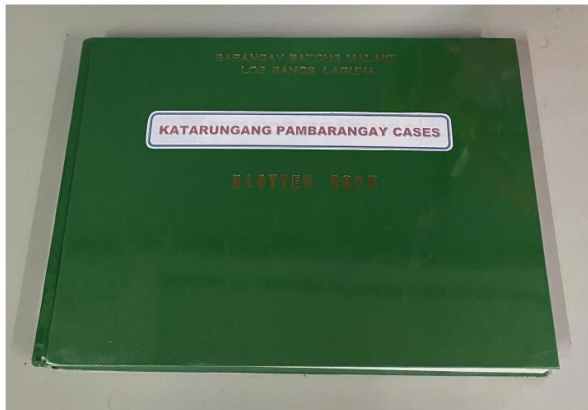


ANNEX A

Observance of Settlement Procedure and Deadlines

ANNEX A – 1



The Katarungang Pambarangay (KP) Blotter Book is used to record all cases that fall under the jurisdiction of the KP Law. If a complaint does not fall under the jurisdiction of the KP Law, it will be recorded in the Incident Report Blotter Book instead by the Lupon Secretary.

ANNEX A – 2

[illegible]

Sample entries in the Katarungang Pambarangay Cases Blotter Book contains Blotter Case Number, the date and time of filing, the names and addresses of the involved parties, and the disposition whether it was settled or not.

ANNEX A – 3

KP Form No. 7 (Complainant's Form)

ANNEX A – 4

KP Form No. 8 (Notice of Hearing)