



**Supreme Court of the Philippines  
Judicial and Bar Council  
Manila**



**GUIDELINES ON THE TRANSMITTAL OF ELECTRONIC COPIES OF DOCUMENTS SUBMITTED TO THE JUDICIAL AND BAR COUNCIL**

1. Electronic documents filed with the original set of documents submitted by applicants must be accompanied by a verified declaration that the application and the PDS submitted electronically are complete and true copies of the printed documents filed with the JBC. The declaration shall be incorporated and inserted as the third paragraph in the Agreement in the Personal Data Sheet (PDS). Thus, the Agreement in the PDS shall read as follows:

**AGREEMENT**

I declare that the answers given above are true and correct to the best of my knowledge and belief. I bind myself to inform the Judicial and Bar Council (JBC) of any development that may affect any of the information contained herein.

I authorize the JBC and its agents or representatives to verify the truth of any of the above information or to conduct investigation on my background and qualifications from any and all available sources. In this regard, I authorize any government or law enforcement agency and its representatives or agents, as well as private individuals or entities, to release any document, record or information they may have about me that the JBC may request. I agree that the information contained herein and public documents submitted by me or gathered by the JBC, except personal information such as those under numbers 11 to 16, the addresses and telephone numbers of other persons, shall be open to the public.

***Further, I declare that the application and other supporting documents hereto submitted electronically in accordance with the Efficient Use of Paper Rule are complete and true copies of the documents filed with the JBC. (Proposed to be inserted)***

In the event that I decide to withdraw my application, I shall immediately notify the JBC in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JURAT**

**SUBSCRIBED AND SWORN** to before me in the City/Municipality of \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, affiant exhibiting to me his/her current identification document issued by an official agency at \_\_\_\_\_ on \_\_\_\_\_ and bearing his/her photograph and signature.

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20 \_\_\_\_\_.

2. Soft copies of the application, PDS, and the above-mentioned supporting documents must be placed in one (1) CD or USB and submitted simultaneously with the hard copies and clearly labeled. In case the total size of the documents exceeds the maximum size of the CD or USB the electronic documents may be saved in separate CDs or USBs which shall likewise be clearly labeled.

The soft copies shall also be accompanied by a verified declaration as provided in no. 1.

3. The CD or USB shall contain only electronic documents pertaining to one applicant.
4. The soft copies must be in PDF format with searchable contents, and individually saved. The scanner used must have an Optic Character Recognition so that the contents of the file will be searchable.
5. The file name of the soft copy must be the same as the document title.

Example:

<b><i>Document</i></b>	<b><i>File Name</i></b>
Application	Application.pdf
Transcript of Records	Transcript of Records.pdf

6. The JBC Office of Policy and Development Research (OPDR) shall collate all soft copies submitted to the JBC and copy the data into the JBC Electronic Records Management System (ERMS).