



Supreme Court of the Philippines

Manila

UPDATED GUIDELINES FOR REQUESTING CERTIFICATIONS FROM THE OFFICE OF THE BAR CONFIDANT

A. OPTION 1: GOOGLE FORMS

Send your request by filling out the Google Form link(s) or QR code(s) applicable to your request:

For Certificate of Bar Membership / Bar Ratings / Good Standing (No Pending Case):

<https://cutt.ly/mem-grades-gs>



For Judicial and Bar Council (JBC) Certification Requirements (Certificate of Membership, Bar Ratings, Good Standing, and Past/No Past Case):

<https://cutt.ly/jbc-pastcase>



For Certificate of Good Standing Abroad:

<https://cutt.ly/gs-abroad>



For Certificate of Verification:

<https://cutt.ly/barverification>



The following documents shall be uploaded at the end of each Request Form:

(1) A scanned copy of the signed letter request addressed to:

ATTY. AMOR P. ENTILA
Officer-In-Charge and Assistant Bar Confidant
Supreme Court of the Philippines
P. Faura St., Ermita, Manila 1000
Contact No. 0998-253-4278

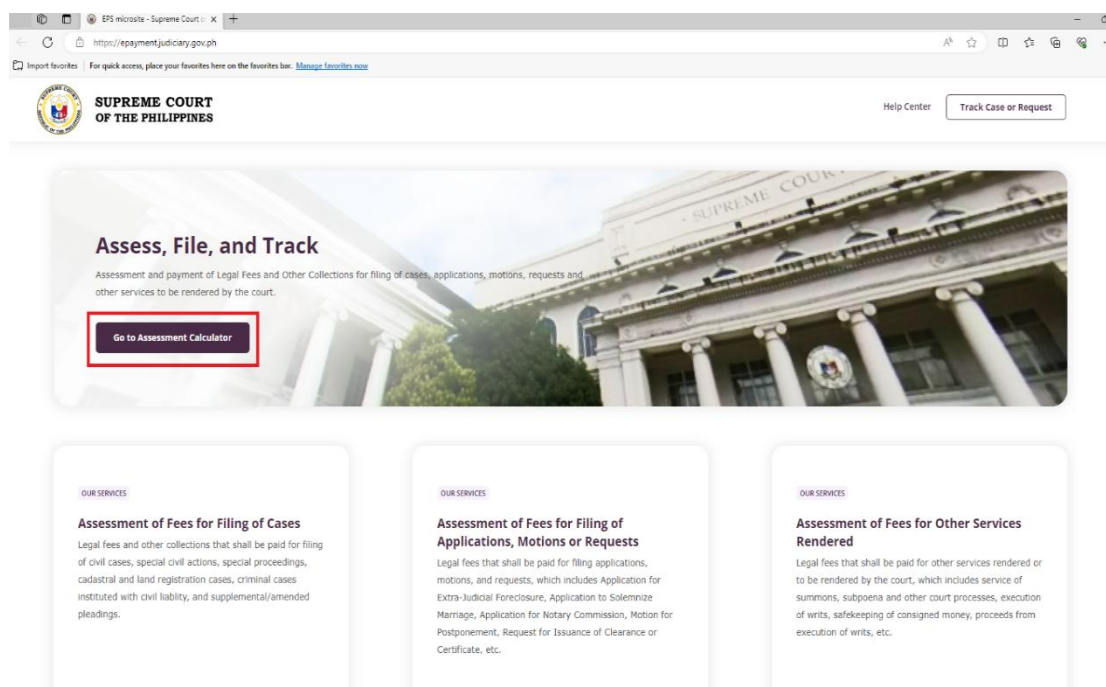
The following must be indicated in your letter request:

- a. Complete name and roll number of the person making the request;
- b. Type of certifications requested and the number of copies; and
- c. Complete the mailing address and cellphone number of the person making the request.

(2) Proof of payment (payment confirmation receipt from Judiciary ePayment System [JePS])

The steps on how to pay the fees via JePS are as follows:

- i. Go to <https://epayment.judiciary.gov.ph/> or scan the QR Code below and click **“Go to Assessment Calculator.”**



ii. For request details, select the following:

- a. **“Filing of Applications, Motions, or Requests”** for Service Type;
- b. **“Individual”** for Payor Type; and
- c. Click **“Next.”**

The screenshot shows a web browser window with the URL <https://epayment.judiciary.gov.ph/filing/request/>. The page header includes the Supreme Court of the Philippines logo and the text "SUPREME COURT OF THE PHILIPPINES". There are links for "Help Center" and "Track Case or Request". The main content area is titled "1/7 Request Details" and contains the instruction "Please fill up the following information to continue". Below this, there are two dropdown menus: "Service Type*" with the selected value "Filing of Applications, Motions, or Requests" and "Payor Type*" with the selected value "Individual". A "Next" button is located below the dropdowns. The footer contains the Supreme Court logo, contact information for queries and comments, and social media icons for Twitter, YouTube, Facebook, and Instagram.

iii. For court details, select the following:

- a. **“Supreme Court”** for Court Level;
- b. **“Supreme Court (FMBO)”** for Court Type;
- c. **“NCR”** for Region;
- d. **“Metro Manila”** for Province;
- e. **“Supreme Court (FMBO)”** for Court Stations/Office; and
- f. Click **“Next.”**

The screenshot shows a web browser window with the URL <https://epayment.judiciary.gov.ph/filing/court>. The page header includes the Supreme Court of the Philippines logo and the text "SUPREME COURT OF THE PHILIPPINES". There are links for "Help Center" and "Track Case or Request". The main content area is titled "2/7 Court Details" and contains the instruction "Please choose a court to continue". Below this, there are five dropdown menus: "Court Level*" with "Supreme Court", "Court Type*" with "Supreme Court (FMBO)", "Region*" with "NCR", "Province*" with "Metro Manila", and "Court Station/Office*" with "Supreme Court (FMBO)". There are "Next" and "Back" buttons below the dropdowns. The footer contains the Supreme Court logo, contact information for queries and comments, and social media icons for Twitter, YouTube, Facebook, and Instagram.

iv. For application details, select or input the following:

a. Document to be requested by lawyer or requesting party for Collection Type:

3/7 Application Details
Please fill up the following information to continue

Collection Type*

Case No./Roll/MCLE/Bar Examinee No.*

Case Title/Particulars*

Next Back

Certificate of Good Standing for Abroad (with Bar Certification) - Sec. 6(c)(1) & (3)
Certificate of Good Standing - Foreign --- Sec. 6(c)(3)
Certificate of Good Standing - Local --- Sec. 6(c)(2)
Certificate of Grades in the Bar Examinations - Sec. 6(c)(5)
Certificate of Membership
Certificate of Took and Completed the Bar
Certificate of Verification of Membership in the Bar
Certification Fee - Sec. 4(d)(2)

3/7 Application Details
Please fill up the following information to continue

Collection Type*

Case No./Roll/MCLE/Bar Examinee No.*

Case Title/Particulars*

Next Back

Certificate of Verification of Membership in the Bar
Certification Fee - Sec. 4(d)(2)
Certification Fee with Certifying of Document Fee - Sec. 4(d)
Duplicate Diploma of Admission to the Philippine Bar - Sec. 4(d)(7)
JBC Certification Requirements
Motion for Postponement - Sec. 4(h)
Other Certification of Records at the Bar Office, per page - Sec. 6(c)(6)
Processing of Travel Permits Fee - Sec. 4(i)

- b. **Lawyer’s Roll Number** for Case No./Roll/MCLE/Bar Examinee No.;
- c. **Lawyer or requesting party’s preferred mode of receipt of requested document** for Case Title/Particulars; and
- d. Click **“Next.”**

3/7 **Application Details**
Please fill up the following information to continue

Collection Type*

Case No./Roll/MCLE/Bar Examinee No.*

Case Title/Particulars*

v. For personal information, select or input the following:

- a. **“Applicant”** for Party Type;
- b. **Lawyer’s given name** for First Name;
- c. **Lawyer’s surname** for Last Name;
- d. **Lawyer or requesting party’s email address** for Email Address;
- e. **Lawyer or requesting party’s mobile number** for Mobile Number; and
- f. Click **“Next.”**

4/7 **Personal Information**
Please fill up the following information to continue

Party Type*

First Name*

Middle Initial

Last Name*

Email Address*

Mobile Number*

vi. For basis of fees, select or input the following:

- a. **Number of copies;** and
- b. Click **“Next.”**

vii. For assessment, click **“Proceed to Summary.”**

The screenshot shows the 'Assessment' screen in the Supreme Court of the Philippines e-payment system. The page header includes the court's logo and name, a 'Help Center' link, and a 'Track Case or Request' button. The main content area features a progress indicator (8/7) and the title 'Assessment'. Below this, there is a table with the following data:

Particulars	Filing Fee	Miscellaneous Fee	Sub Total
SAJSCProper		PHP 55.00	PHP 55.00
JDSCProper		PHP 45.00	PHP 45.00
SCFF			PHP 30.00
Total Amount to be Paid			PHP 130.00

At the bottom of the assessment box, there are two buttons: 'Proceed to Summary' (highlighted in dark purple) and 'Back' (light gray).

viii. For summary, click **“Confirm.”**

The screenshot shows the 'Summary' screen in the Supreme Court of the Philippines e-payment system. The page header is identical to the previous screen. The main content area is divided into two sections: 'Basis of Fees' and 'Assessment'. The 'Basis of Fees' section contains the following information:

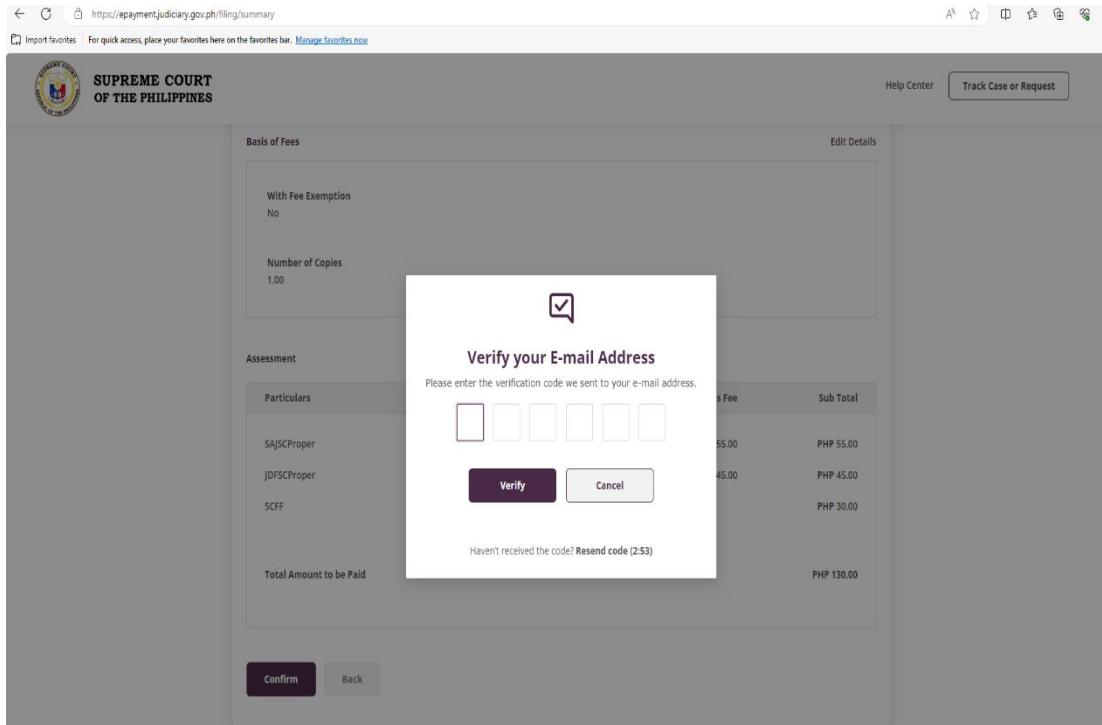
- With Fee Exemption: No
- Number of Copies: 1.00

The 'Assessment' section contains the same table as seen in the previous screen:

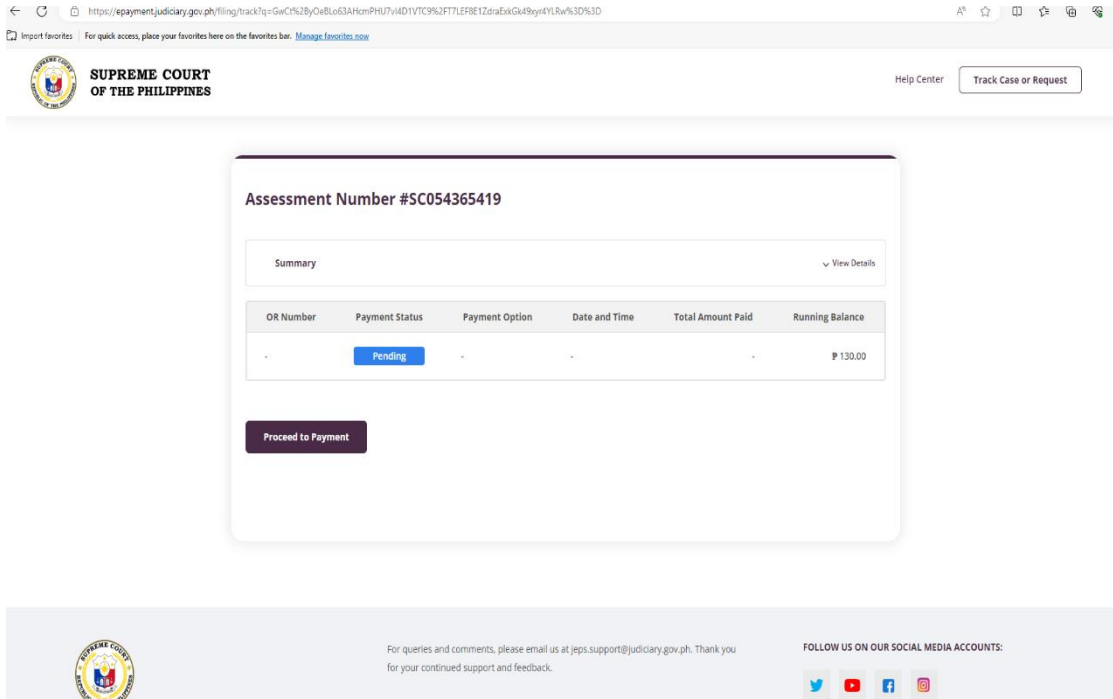
Particulars	Filing Fee	Miscellaneous Fee	Sub Total
SAJSCProper		PHP 55.00	PHP 55.00
JDSCProper		PHP 45.00	PHP 45.00
SCFF			PHP 30.00
Total Amount to be Paid			PHP 130.00

At the bottom of the summary box, there are two buttons: 'Confirm' (highlighted in dark purple) and 'Back' (light gray).

ix. Enter the **verification code** sent to your email address.

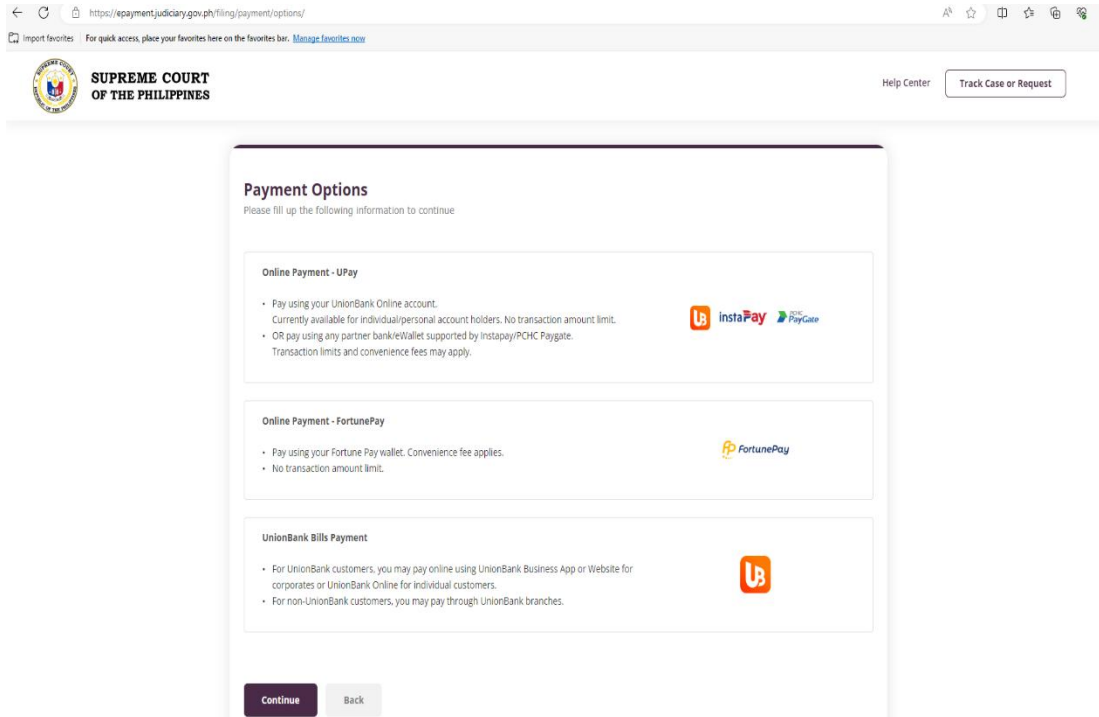


x. Once verified, click **“Proceed to Payment.”**



xi. For payment options, select the following:

- a. Choose your **preferred online payment service**; and
- b. Click **“Continue.”**

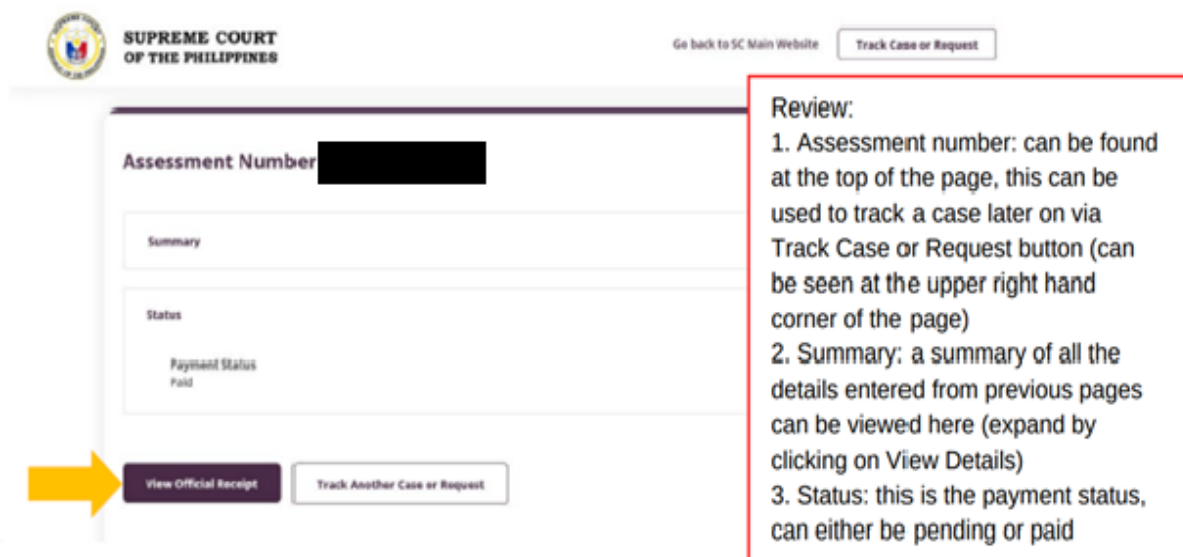


xii. After a successful payment processing, a confirmation message will be sent to your email.

xiii. Download the **Supreme Court (SC) electronic official receipt** from JePS.

To check your payment status and download the official receipt, after you have inputted your assessment number and verified your mobile number, you will be redirected to the Assessment page.

On the Assessment page, review the following information then click **“View Official Receipt.”**



The electronic Official Receipt will be displayed in the browser and can be scrolled to view all the details.



**SUPREME COURT
OF THE PHILIPPINES**

[Go back to SC Main Website](#)

[Track Case or Request](#)



Supreme Court of the Philippines
Manila
Official Receipt

NCR-Supreme Court (FMBO)

JEP-24 [REDACTED]

Supreme Court (FMBO), Metro Manila

Date and Time Paid:	[REDACTED]	Transaction No.:	[REDACTED]
Date and Time Posted:	[REDACTED]	Confirmation No.:	[REDACTED]
Mode of Payment:	Online Payment - UPay	Assessment No.:	[REDACTED]
Name of Payor:	[REDACTED]	Reference No.:	[REDACTED]
Nature of Collection:	Filing of Applications, Motions, or Requests	Payment Status:	PAID
Collection Type:	JBC Certification Requirements		
Case No./Roll/MCLE/Bar Examinee No.:	[REDACTED]		
Case Title/Particulars:	Certificate for the Judicial and Bar Council (JBC 3-in-1 Certificate)		

After reviewing all the details, click **“Save Official Receipt.”**



**SUPREME COURT
OF THE PHILIPPINES**

[Go back to SC Main Website](#)

[Track Case or Request](#)

Assessment details:

Type of Fund/Nature of Payment	Filing Fee	Miscellaneous Fee	Total Amount
SAJSCProper	280.00		280.00
JDFSCProper	120.00		120.00
SCFF			30.00
TOTAL AMOUNT:			₱ 430.00

Payment details:

OR No.	Date and Time	Amount Paid	Running Balance
[REDACTED]	[REDACTED]	₱ 430.00	₱ 0.00

LATEST AMOUNT PAID IN WORDS: FOUR HUNDRED THIRTY AND 00/100**

***** NOTHING FOLLOWS *****

NOTE 1: This serves as the Legal Fees Form. Convenience fee or bank charges are not part of the collection of the court.

Payment Confirmed & Verified by:

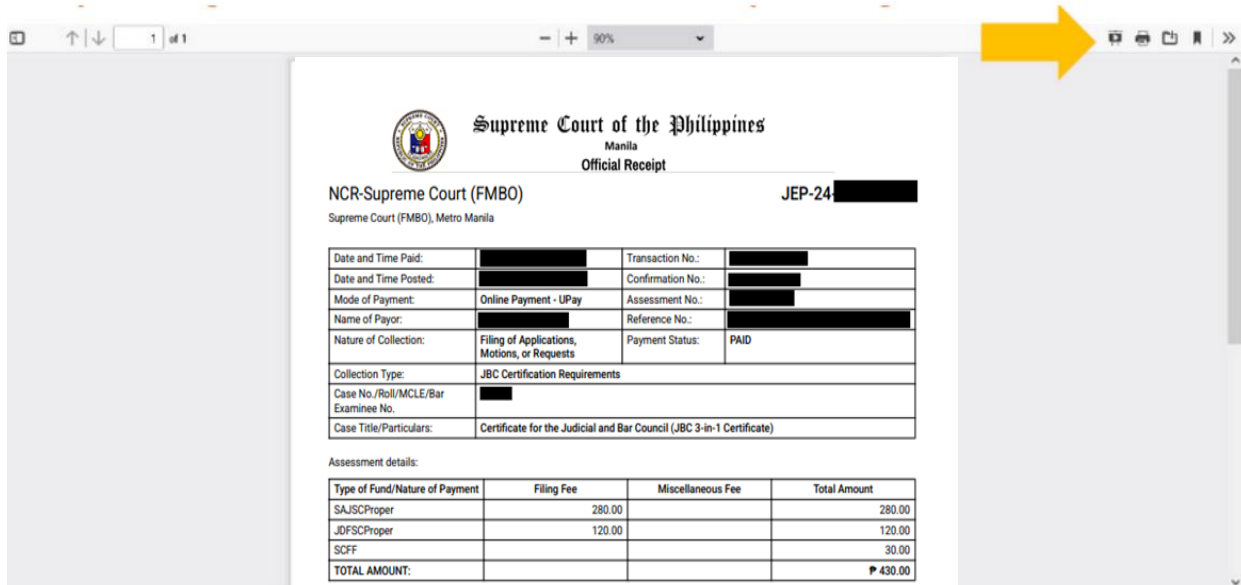
Joy Jemima DC. Reyes

SC Chief Judicial Staff Officer



Save Official Receipt

The Official Receipt will be displayed in PDF format and you have the option to save by clicking on the “Save Disk” icon or print by clicking on the “Printer” icon.



For acknowledgment of the receipt of your request via Google Forms, please call our Office at (02) 8526-8122.

B. OPTION 2: WALK-IN

Fill out the available Request Form at the Office of the Bar Confidant (OBC) and pay the certification(s) at the SC Cashier.

The accomplished Request Form and the SC official receipt must be submitted to the OBC for purposes of processing the requested documents.

C. OPTION 3: MAIL

Request via Registered Mail, LBC, JRS, or Ninja Van Philippines with the following attachments:

1. Signed letter request addressed to:

ATTY. AMOR P. ENTILA
 Officer-In-Charge and Assistant Bar Confidant
 Supreme Court of the Philippines
 P. Faura St., Ermita, Manila 1000

Indicating the following:

- a. Complete the name and roll number of the person making the request;
 - b. Type of certifications requested and the number of copies; and
 - c. Complete the mailing address and contact number of the person making the request.
2. Original copy of Postal Money Order (PMO) mailed to the Office of the Bar Confidant.

Payee: Supreme Court of the Philippines

Note: Request with payment through PMO will be processed only upon receipt of the correct and original copy of the PMO. **Please avoid erasure.**

D. RELEASE OF CERTIFICATIONS

The certifications will be sent via **NINJA VAN PHILIPPINES** to the mailing address indicated in the letter request/application form. The delivery fee shall be shouldered by applicant and it shall be paid directly to **NINJA VAN PHILIPPINES**.

The rates of **NINJA VAN** will be published separately.

E. CERTIFICATION FEES


Bar Certification Type	Amount
Certificate of Membership (1 copy)	₱ 100.00
Certificate of Membership (3 copies)	₱300.00
Certificate of Membership (5 copies)	₱500.00
Certificate of Membership (7 copies)	₱700.00
Certificate of Membership (10 copies)	₱1,000.00
Certificate of Grades (1 copy)	₱ 100.00
Certificate of Grades (3 copies)	₱300.00
Certificate of Grades (5 copies)	₱ 500.00
Certificate of Grades (7 copies)	₱700.00
Certificate of Grades (10 copies)	₱ 1,000.00
Certificate of Good Standing – Legal Purpose/Notarial Commission (1 copy)	₱100.00
Certificate of Good Standing – Legal Purpose/Notarial Commission (3 copies)	₱ 300.00
Certificate of Good Standing – Legal Purpose/Notarial Commission (5 copies)	₱500.00
Certificate of Good Standing – Legal Purpose/Notarial Commission (7 copies)	₱700.00
Certificate of Good Standing – Legal Purpose/Notarial Commission (10 copies)	₱1,000.00
JBC Certification Requirements (1 copy)	₱400.00
JBC Certification Requirements (3 copies)	₱1,200.00
JBC Certification Requirements (5 copies)	₱2,000.00
JBC Certification Requirements (7 copies)	₱2,800.00
JBC Certification Requirements (10 copies)	₱4,000.00
Certificate of Verification (1 copy)	₱100.00
Certificate of Verification (2 copies)	₱200.00

<p>Certificate of Good Standing for Abroad (1 copy) <i>(must be attached to the letter request) Certification from the IBP National Office indicating:</i></p> <ul style="list-style-type: none"> ▪ Updated Payment of Association Dues; and ▪ Good Standing as a Lawyer 	<p>₱600.00</p>
<p>Certificate of Good Standing for Abroad (2 copies) <i>(must be attached to the letter request) Certification from the IBP National Office indicating:</i></p> <ul style="list-style-type: none"> ▪ Updated Payment of Association Dues; and ▪ Good Standing as a Lawyer 	<p>₱1,200.00</p>
<p>Certificate of Took and Completed the Bar (1 copy)</p>	<p>₱100.00</p>

Any concerns and/or queries in relation to requesting certifications may be addressed to:

barrecords.sc@judiciary.gov.ph

7 June 2024


AMOR P. ENTILA
*Officer-In-Charge and
Assistant Bar Confidant*