

REPUBLIC OF THE PHILIPPINES

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\_\_\_\_\_,  
Plaintiff,  
Vs.  
\_\_\_\_\_,  
Defendant,

Civil Case No. \_\_\_\_\_  
For: \_\_\_\_\_

**THIS FORM IS NOT FOR SALE  
AND MAY BE PRODUCED  
(Ang FORM na ito ay LIBRE at maaaring kopyahin)**

**STATEMENT OF CLAIM  
(HABLA NG PAGESINGIL)**

1. The personal circumstances of the parties are as follows:  
(Ang bawat panig ay ang mga sumusunod)

NAME OF PLAINTIFF/S (Pangalan ng Naghahabla)	SEX (Kasarian)	AGE (Edad)	CIVIL STATUS (Katayuang sibil)
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(Put a check on any of the following)  
(Pumili sa mga sumusunod at lagyan ng Tsek)

INDIVIDUAL  
(Tao / Indibidwal)

CORPORATION  
(Korporasyon)

PARTNERSHIP  
(Bakasan)

COOPERATIVE  
(Kooperatiba)

SOLE PROPRIETORSHIP  
(Solong Pagmamay-ari)

HOME ADDRESS: (City) \_\_\_\_\_  
(Pahatirang Sulat sa Bahay) [Lungsod] \_\_\_\_\_ ZIP code

(Province, if applicable) \_\_\_\_\_  
(Lalawigan, kung meron) \_\_\_\_\_ ZIP code

Telephone No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_  
(Telepono Blg.) (Selpon Blg.)

PLACE OF WORK \_\_\_\_\_  
(Lugar ng Pinagtatrabahuhan)

NAME OF REPRESENTATIVE, if applicable \_\_\_\_\_  
(Pangalan ng Kinatawan, kung meron)

HOME ADDRESS: (City) \_\_\_\_\_ ZIP code  
(Pahatirang Sulat sa Bahay) [Lungsod]

(Province, if applicable) \_\_\_\_\_ ZIP code  
(Lalawigan, kung meron)

Telephone No. \_\_\_\_\_  
(Telepono Blg.)

Cellphone No. \_\_\_\_\_  
(Selpon Blg.)

NAME OF PLAINTIFF/S  
(Pangalan ng Naghabla)

SEX  
(Kasarian)

AGE  
(Edad)

CIVIL STATUS  
(Katayuang sibil)

INDIVIDUAL  
(Tao / Indibidwal)

CORPORATION  
(Korporasyon)

PARTNERSHIP  
(Bakasan)

COOPERATIVE  
(Kooperatiba)

SOLE PROPRIETORSHIP  
(Solong Pagmamay-ari)

HOME ADDRESS: (City) \_\_\_\_\_ ZIP code  
(Pahatirang Sulat sa Bahay) [Lungsod]

(Province, if applicable) \_\_\_\_\_ ZIP code  
(Lalawigan, kung meron)

Telephone No. \_\_\_\_\_  
(Telepono Blg.)

Cellphone No. \_\_\_\_\_  
(Selpon Blg.)

PLACE OF WORK \_\_\_\_\_  
(Lugar ng Pinagtatrabahuhan)

NAME OF REPRESENTATIVE, if applicable \_\_\_\_\_  
(Pangalan ng Kinatawan, kung meron)

HOME ADDRESS: (City) \_\_\_\_\_ ZIP code  
(Pahatirang Sulat sa Bahay) [Lungsod]

(Province, if applicable) \_\_\_\_\_ ZIP code  
(Lalawigan, kung meron)

Telephone No. \_\_\_\_\_  
(Telepono Blg.)

Cellphone No. \_\_\_\_\_  
(Selpon Blg.)

PLACE OF WORK \_\_\_\_\_  
(Lugar ng Pinagtatrabahuhan)

Telephone No. \_\_\_\_\_  
(Telepono Blg.)

Cellphone No. \_\_\_\_\_  
(Selpon Blg.)

**If more than one (1) defendant, list next defendant here:**  
**(Kung higit sa isa (1) ang hinahabla, ilagay ang susunod na hinahabla rito:)**

NAME OF DEFENDANT/S (Pangalan ng Hinahabla)	SEX (Kasarian)	AGE (Edad)	CIVIL STATUS (Katayuang sibil)
<input type="checkbox"/> INDIVIDUAL (Tao / Indibidwal)	<input type="checkbox"/> CORPORATION (Korporasyon)	<input type="checkbox"/> PARTNERSHIP (Bakasan)	
<input type="checkbox"/> COOPERATIVE (Kooperatiba)	<input type="checkbox"/> SOLE PROPRIETORSHIP (Solong Pagmamay-ari)		
HOME ADDRESS: (City) _____ (Pahatirang Sulat sa Bahay) [Lungsod]			_____ ZIP code
(Province, if applicable) _____ (Lalawigan, kung meron)			_____ ZIP code
Telephone No. _____ (Telepono Blg.)		Cellphone No. _____ (Selpon Blg.)	
PLACE OF WORK _____ (Lugar ng Pinagtatrabahuhan)			
NAME OF REPRESENTATIVE, if applicable _____ (Pangalan ng Kinatawan, kung meron)			
HOME ADDRESS: (City) _____ (Pahatirang Sulat sa Bahay) [Lungsod]			_____ ZIP code
(Province, if applicable) _____ (Lalawigan, kung meron)			_____ ZIP code
Telephone No. _____ (Telepono Blg.)		Cellphone No. _____ (Selpon Blg.)	
PLACE OF WORK _____ (Lugar ng Pinagtatrabahuhan)			
Telephone No. _____ (Telepono Blg.)		Cellphone No. _____ (Selpon Blg.)	

**\*Note:** If you need more space, you can write at the back of this form.  
**(\*Tala:** Kung kailangan mo ng karagdagang patlang, maaari mong isulat sa likod ng Form na ito.)

**FOR OFFICIAL USE ONLY**  
**(Para sa Opisyal na gamit lamang)**  
To be accomplished by the Branch Clerk of Court  
(Sasagutin ng Kawani ng Hukuman)

2. Plaintiff claims the defendant owes  
P \_\_\_\_\_.  
(Ang Hinahabla ay umutang sa  
Naghahabla ng halagang P \_\_\_\_\_. )

(a) Why does the defendant owe plaintiff  
Money?  
(Bakit ang Hinahabla ay nagkautang na  
salapi sa Naghahabla?)

\_\_\_\_\_  
\_\_\_\_\_.

(If you need more space, please use the  
back page.) (Kung kailangan mo ng  
karagdagang patlang, maring gamitin  
ang likod ng pahinang ito.)

(b) When did this happen?  
(Kailan ito nangyari?)

Date: \_\_\_\_\_  
(Petsa)

If no specific date, give the time period:  
(Kung walang tiyak na petsa, ibigay ang tantiyang panahon)

Date Started: \_\_\_\_\_  
(Petsa nagsimula)

Through: \_\_\_\_\_  
(Hanggang)

(c) How did you compute the money owed to you? (Do not include court costs or fees)

\_\_\_\_\_  
(Paano mo kinuwenta ang salaping inutang sa iyo?) [Hindi kasama ang bayad sa  
pagpapatala sa hukuman.]

3. (a) Did you ask the defendant to pay you before you filed this case?  
(Siningil mo ba ang Hinahabla bago ka nagsampa ng kasong ito?)

Yes  
(Oo)

No  
(Hindi)

1. Cause of Action

- Check  
 Promissory Note  
 Contract  
     Oral                       Written  
 Barangay Agreement  
 Injuries  
     Accidental               Intentional  
 Damage to Property  
 Other (Please Specify):

2. \_\_\_\_\_ Barangay conciliation required.  
If yes, \_\_\_\_\_ Certificate to File Action  
                  \_\_\_\_\_ Compromise Agreement  
                  attached.

\_\_\_\_\_ Barangay Conciliation not required  
Please state the reason \_\_\_\_\_  
\_\_\_\_\_

(b) How did you ask the defendant?

(Paano mo siningil ang Hinahabla?)

In Person

(Sa kanya mismo)

By Phone

(Sa telepono)

In Writing

(Sa sulat)

Others (Please specify) \_\_\_\_\_

(Iba pa) [Pakisulat kung paano]

(c) When did you do this? \_\_\_\_\_

(Kailan mo ginawa ito?)

4. What is your proof that defendant owes you money? \_\_\_\_\_

(Ano ang iyong katibayan o pruwera na ang Hinahabla ay may utang na salapi sa iyo?)

5. Did you attach your proof to this form?

(Iyo bang inilakip ang katibayan o pruwera sa Form na ito?)

Yes

(OO)

No

(Hindi)

6. Was this claim referred to the barangay?

(Dumaan ba sa barangay ang paniningil na ito?)

Yes

(Oo)

No

(Hindi)

Not Covered

(Hindi sakop)

State Reason:

(Isulat ang dahilan)

\_\_\_\_\_

If yes, do you have a Certificate to File Action or a Compromise Agreement executed before the barangay? \_\_\_\_\_

(Kung oo, meron ka bang patunay sa Pagsampa ng Kaso o Kasunduan na isinagawa sa barangay?)

**7. BY THE FILING OF THIS ACTION, PLAINTIFF HEREBY WAIVES ANY AMOUNT IN EXCESS OF P100,000.00, EXCLUDING INTEREST AND COSTS.**

(Sa pagsampa ng kasong ito, ang Naghahabla ay isinusuko ang anumang halaga na higit sa P100,000.00, hindi kasama ang tubo at gastos sa pagsampa ng kasong ito.)

**P R A Y E R**  
**(PAGSAMO)**

**WHEREFORE**, plaintiff respectfully prays for judgment ordering defendant to pay the amount of P\_\_\_\_\_, with interest at the rate of \_\_\_\_\_% per annum / per month from \_\_\_\_\_ until fully paid.  
(DAHIL DITO, ang Naghahabla ay magalang na sumasamo na igawad ang kapasayahang utusan ang Hinahabla na magbayad sa Naghahabla ng halagang \_\_\_\_\_, pati ang tubo na \_\_\_\_\_% bawat taon / buwan simula \_\_\_\_\_ hanggang ganap o tubos na mabayaran ito.)

\_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.

PLACE WHERE FILED  
(Lugar kung saan inihain)

\_\_\_\_\_  
PLAINTIFF  
(Naghahabla)

**VERIFICATION AND CERTIFICATION OF NON-FORUM SHOPPING**

I. \_\_\_\_\_, of legal age, \_\_\_\_\_  
(name) (citizenship)  
\_\_\_\_\_, and resident of \_\_\_\_\_  
(civil status)

on oath, state:

1. That I is the \_\_\_\_\_ in the above-entitled case have caused this \_\_\_\_\_ to be prepared; that personal knowledge and / or based on true records ;

2. That I have not commenced any action or proceeding involving the same issue and **SPECIFICALLY THE SAME CHECK/S** in the Supreme Court, the Court of Appeals or any other tribunal or agency, **PARTICULARLY BEFORE THE OFFICE OF THE CITY PROSECUTOR** of \_\_\_\_\_; that to the best of my knowledge, no such action or proceeding is pending in the Supreme Court, the Court of Appeals or any other tribunal or agency, I undertake to reprot that fact to the Court within five (5) days therefrom.

**3. THAT I KNOWLEDGE AND VOLUNTARILY WAIVE AND FOREGO THE INSTITUTION OF ANY CRIMINAL COMPLAINT FOR VIOLATION OF BATAS PAMBANSA BLG. 22 AGAINST THE DEFENDANT HEREIN BASED ON THE SAME CHECK/S SUBJECT MATTER OF THIS SMALL CLAIMS COMPLAINT.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

NOTARY PUBLIC

**REPUBLIC OF THE PHILIPPINES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_,  
Plaintiff,

*Vs.*

Civil Case No. \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_,  
Defendant,

**SUMMONS**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GREETINGS:**

You are hereby required, within ten (10) days from receipt of this summons, to file with this Court and serve on Plaintiff, your verified Response to the attached Statement of claim. The form of the required Response is attached hereto.

You are required to submit with your Response certified copies of documents as well as affidavits of any witness to stand as your evidence in this case. You must present the original document/s on the day of hearing.

A motion to dismiss is prohibited and shall not be entertained. Any ground for dismissal should be included in your Response.

Your failure to respond within the 10-day period **AND TO APPEAR AT THE HEARING OF THIS CASE** will authorize the Court to render judgment.

Witness my hand the seal of this Court, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_, Philippines.

COURT

**NOTE: FOR INQUIRIES, CALL TEL. # \_\_\_\_\_**

BRANCH CLERK OF



**REPUBLIC OF THE PHILIPPINES**

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\_\_\_\_\_,  
Plaintiff,

*Vs.*

Civil Case No. \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_,  
Defendant,

**THIS FORM IS NOT FOR SALE  
AND MAY BE REPRODUCED**  
*Ang FORM na ito ay LIBRE at maaring kopyahin.*

**RESPONSE**  
**(SAGOT)**

Defendant/s state/s;  
(*Ang Hinahabla ay nagsasaad:*)

1. Defendant denies the Statement of Claim for any of the following reasons:  
(Put a check in any of the following)  
(*Tinatanggihan ng Hinahabla ang Habla ng Pagsingil sa alinmang sumusunod na dahilan*): [Pumili sa mga sumusunod at lagyan ng tsek]

- (a) \_\_\_\_\_ Defendant does not owe plaintiff any money.  
(*Ang Hinahabla ay walang pagkakautang na salapi sa Naghahabla.*)  
\_\_\_\_\_ Defendant owes plaintiff only a portion of the amount claimed.  
(*Ang utang ng Hinahabla ay bahagi lamang ng halagang sinisingil ng Naghahabla.*)  
\_\_\_\_\_ It is the plaintiff who owes defendant money.  
(*Ang Naghahabla ang siyang may utang na salapi sa Hinahabla.*)

- (b) If defendant owes plaintiff only a portion of the amount claimed, how much is this? \_\_\_\_\_  
(*Kung ang utang ng Hinahabla ay bahagi lamang ng halagang sinisingil ng Naghahabla, magkano ito?*)

(c) If it is the plaintiff who owes defendant money, how much and when did this happen?

(Kung ang Naghahabla ang siyang may utang na salapi sa Hinahabla, magkano at kalian ito nangyari?)

\_\_\_\_\_

If no specific date, estimate the time period:

(Kung walang tiyak na petsa, ibigay ang tantiyang panahon)

Date started \_\_\_\_\_

(Petsa nagsimula)

Through \_\_\_\_\_

(Hanggang)

(d) How did you compute the money owed you? (Do not include court costs or fees for service.)

(Paano mo kinuwenta ang salaping pagkakautang sa iyo?)(Huwag isama ang filing fees at bayad sa serbisyo.) \_\_\_\_\_

\_\_\_\_\_

2. If plaintiff owes you money, did you ask plaintiff to pay you?

(Kung ang naghahabla ay siyang may pagkakautang sa iyo, siningil mo ba siya?)

\_\_\_\_\_ Yes  
(Oo)

\_\_\_\_\_ No  
(Hindi)

If yes, how?

(Kung oo, paano?)

\_\_\_\_\_ In person  
(Sa kanya mismo)

\_\_\_\_\_ Others (specify) \_\_\_\_\_  
(Iba pa) [Ano ito?]

\_\_\_\_\_ In writing  
(Sa sulat)

\_\_\_\_\_ By phone  
(Sa telepono)

3. Do you have proof?

(Meron ka bang anumang katibayan?)

\_\_\_\_\_ Yes  
(Oo)

\_\_\_\_\_ No  
(Hindi)

What is this proof?  
(Anong katibayan ito?)

\_\_\_\_\_ Receipt  
(Resibo)

\_\_\_\_\_ Other document  
(Iba pang dokumento)

\_\_\_\_\_ Witness  
(Saksi / testigo)

4. As the Statement of claim is baseless, defendant is entitled to the following counterclaims:

*(Sa dahilang walang basehan ang Habla ng Pagsingil, ang Hinahabla ay may karapatan sa mga ganting-habol na sumusunod.)*

\_\_\_\_\_ Actual Damages for the value of the loss suffered by the filing of the case P\_\_\_\_\_.  
*(Bayad para sa akwal na pinsalang idinulot ng pagsampa ng kaso)*

\_\_\_\_\_ Moral Damages for wounded feelings, mental anguish, serious anxiety, besmirched reputation and other inconveniences the plaintiff caused you by the filing of this case P\_\_\_\_\_.  
*(Bayad pinsalang Moral para sa nasaktang damdamin / sama ng loob, lubhang pag-iisip, nabahirang reputasyon at iba pang pinsala na idinulot ng pagsampa ng kaso.)*

\_\_\_\_\_ Exemplary Damages to teach plaintiff a lesson P\_\_\_\_\_.  
*(Bayad Pinsalang panghalimbawa para maturuan ng aral ang Naghahabla.)*

\_\_\_\_\_ Costs of suit for the money defendant spent in filing a countercharge against plaintiff P\_\_\_\_\_.  
*(Kabayaran / Gastos sa kasong isinampa.)*

DEFENDANT  
(Hinahabla)

(VERIFICATION AND CERTIFICATION OF NON-FORUM SHOPPING, if with permissive counterclaim)  
(PAGPAPATOTOO O PAGPAPATUNAY NA WALANG IBANG KASONG NAKASAMPA / NAKABINBIN SA IBANG HUKUMAN, kapag may ganting habol na pinahihintulutan.)

\_\_\_\_\_ Costs of suit for the money defendant spent in filing a countercharge  
against plaintiff P\_\_\_\_\_.  
(*Kabayaran / Gastos sa kasong isinampa*)

DEFENDANT  
(Hinahabla)

(VERIFICATION AND CERTIFICATION OF NON-FORUM SHOPPING, if with  
permissive counterclaim)  
(PAGPAPATOTOO O PAGPAPATUNAY NA WALANG IBANG KASONG  
NAKASAMPA / NAKABINBIN SA IBANG HUKUMAN, kapag may  
ganting habol na pinahihintulutan.)

REPUBLIC OF THE PHILIPPINES

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Plaintiff,  
(Naghahabla) Civil Case No. \_\_\_\_\_  
(Kaso Sibil Blg.)  
Vs. For \_\_\_\_\_  
(Para)

\_\_\_\_\_  
Defendant,  
(Hinahabla)

NOTICE OF HEARING  
(ABISO NG PAGDINIG)

YOUR CASE IS SET for hearing before the Presiding Judge of this Court on  
at \_\_\_\_\_.

(Ang iyong kaso ay diringgin ng Pinunong hukuman ng Hukumang ito sa  
\_\_\_\_\_, ganap na \_\_\_\_\_.)

**YOU MUST ATTEND THE HEARING, IF YOU CANNOT ATTEND  
BECAUSE IT IS PHYSICALLY IMPOSSIBLE FOR YOU TO DO SO, YOU MAY  
AUTHORIZE A REPRESENTATIVE WHO IS NOT A LAWYER TO APPEAR FOR  
YOU. FOR THIS PURPOSE YOU SHOULD FILL UP FORM 5-SCC (SPECIAL POWER  
OF ATTORNEY).**

(KINAKAILANGAN NINYONG DUMALO SA PAGDINIG. Kung hindi kaya ng  
katawan ninyo ang pagdalo nang personal sa pagdinig ng iyong kaso, maaari kang magpadala  
ng iyong kinatawan na hindi abogado sa pagdinig. Sa ganitong layunin, punuan ninyo ang Form  
5-SCC [Natatanging Gawad-Kapangyarihan – Special power of attorney.]

WITNESS the HON. \_\_\_\_\_, Presiding  
Judge of this court, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at  
\_\_\_\_\_, Philippines.

(Saksi si Kgg. \_\_\_\_\_, Pinunong Hukuman ng Hukumang  
ito, ngayong \_\_\_\_\_, 20\_\_ ditto sa \_\_\_\_\_,  
Pilipinas.)

\_\_\_\_\_  
Branch Clerk of Court  
(Sangay na Kawani ng Hukuman)

NOTE: FOR INQUIRIES, CALL TEL. # \_\_\_\_\_  
(Tala: Para sa katanungan tumawag sa Korte sa Tel. Blg. \_\_\_\_\_.)

**SPECIAL POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS:

I, \_\_\_\_\_, of legal age, single/married, with residence at \_\_\_\_\_ do hereby appoint, name and constitute \_\_\_\_\_, likewise of legal age, single/married, with residence at \_\_\_\_\_, **WHO IS RELATED TO ME AND/OR IS MY NEXT-ON-KIN, AND IS NOT A LAWYER**, as my true and legal representative to act for and in my name and stead and to represent me during the hearing of Civil Case No. \_\_\_\_\_, to enter into amicable settlement, to submit to alternative modes of dispute resolution and to make admissions or stipulations of facts and documents without further consultation from me.

I hereby grant my representative full power and authority to execute and perform every act necessary to render effective the power to compromise as though. I myself have so performed it and hereby approving all that he may do by virtue of these presents.

In witness whereof, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Agent

Witness: \_\_\_\_\_  
\_\_\_\_\_

(ACKNOWLEDGMENT)

**REPUBLIC OF THE PHILIPPINES**

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\_\_\_\_\_,  
Plaintiff,

*Vs.*

Civil Case No. \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_,  
Defendant,

**MOTION**

I HEREBY MOVE THAT THE CASE BE HEARD BY ANOTHER JUDGE,  
PURSUANT TO SECTION 22 OF THE RULE OF PROCEDURE FOR SMALL  
CLAIMS CASES.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Plaintiff)

\_\_\_\_\_  
(Defendant)

**REPUBLIC OF THE PHILIPPINES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Plaintiff,

*Vs.*

Civil Case No. \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_  
Defendant,

**ORDER**

In view of the failure of **EFFORTS AT AMICABLE SETTLEMENT AND THERE BEING A MOTION HAVE ANOTHER JUDGE HEAR AND DECIDE THE CASE**, the record of this case is transmitted to the Office of the Clerk of Court/Executive Judge for immediate **RE-RAFFLE WHEN APPLICABLE, PURSUANT TO SECTION 22** of the Rule of Procedure for Small Claims Cases.

SO ORDERED.

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge