

2016 REVISED RULES OF PROCEDURE ON SMALL CLAIMS CASES

SAMPLE FORMS

FORM 3-SCC

REPUBLIC OF THE PHILIPPINES

_____, Plaintiff,
vs. Civil Case No. _____
For: _____

_____, Defendant.

X-----X

**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 Naghababla.)
- Defendant owes plaintiff only a portion of the amount claimed.
(Ang utang ng Hinahabla ay bahagi lamang ng halagang sinisingil ng Naghababla.)

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- _____ 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 kailan 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 _____ No
(Oo) (Hindi)

If yes, how?
(Kung oo, paano?)

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In person Others (specify) _____
(Sa kanya mismo) *(Iba pa) [ano ito?]*
 In writing
(Sa sulat)
 By phone
(Sa telepono)

3. Do you have any proof?
(Meron ka bang anumang katibayan?) Yes No
(Oo) *(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 ₱ _____.
(Bayad para sa aktwal na pinsalang idinulot ng pagsampa ng kaso)
- Costs of suit for the money defendant spent in filing a countercharge against plaintiff ₱ _____.
(Kabayaran/Gastos sa kasong isinampa)

DEFENDANT
(Hinahabla)

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VERIFICATION AND CERTIFICATION AGAINST NON-FORUM SHOPPING, SPLITTING A SINGLE CAUSE OF ACTION AND MULTIPLICITY OF SUITS
(if with permissive counterclaim)

(PAGPAPATOTOO O PAGPAPATUNAY NA WALANG IBANG KASONG NAKASAMPA/NAKABINBIN SA IBANG HUKUMAN) (kapag may ganting habol na pinahihintulutan)