



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID

**GUIDELINES ON THE CONDUCT OF COURT HEARINGS
AT THE PHILIPPINE EMBASSY IN MADRID VIA VIDEOCONFERENCING**

Pursuant to applicable rules and regulations issued by the Department of Foreign Affairs and the Supreme Court of the Philippines, the Philippine Embassy in Madrid is now accepting requests for the conduct of hearings at its premises for persons ordered by a Philippine trial court to appear via videoconferencing.

The following procedures shall be adopted for the conduct of such hearings at the Embassy:

1. The requesting party's lawyer must send a letter of request to the Embassy (email: madrid.pe@dfa.gov.ph copy furnished info@philembassymadrid.com and the Office of Treaties and Legal Affairs, Department of Foreign Affairs (OTLA-DFA, email: otla@dfa.gov.ph) indicating the following:
 - The name, nationality, address, and contact details of the requesting party;
 - The nature of the case;
 - The proposed date and time for the hearing (*Note: Due to the time difference between the Philippines and Spain, the Embassy can only conduct hearings at 3:00PM or 4:00PM, Philippine time.*); and
 - The contact details of the requesting party's counsel.
2. The requesting party may only file the Motion on the hearing to the relevant court **after** the Embassy's acceptance of the request. After receiving the Court Order on the hearing, the requesting party must transmit a copy thereof to the Embassy copy furnished OTLA-DFA.
3. During the schedule of the hearing, the requesting party must bring his/her own equipment including mobile internet connection for use during the hearing.
4. Fees shall apply based on the DFA Department Order No. 2021-008 dated 26 November 2021, as follows:

Venue and administrative fee	=	US\$48.00 or 43.20 euros
Certification fee, if applicable	=	US\$40.00 or 36.00 euros

IMPORTANT:

- The role of the Embassy is **limited only to the provision of venue** for the hearing.
- The Embassy personnel present during the hearing proper may **only verify** the identity of the participant/s if requested by the Presiding Judge. S/he may not perform other acts unless with express instruction/s from the Department of Foreign Affairs.
- The Embassy will not provide any device or internet connection to be used during the hearing or any personnel for the set-up of said device and connection.

For inquiries, please contact the Embassy at madrid.pe@dfa.gov.ph or call (34) 910-551-417.

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