

**2. ISSUANCE OF CERTIFICATION ON THE RECEIPT OF COURT DECISIONS/ORDERS (BY MAIL)**

<b>Office or Division:</b>	Docket Management Service, Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Party/Counsel of Case or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Photocopy of Valid ID if Requester is One of the Parties				
Authorization Letter and Photocopy of Valid ID, if Requester is authorized by one of the parties/counsel				
Copy of Postal Money Order or Copy of Bank Deposit Slip				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. Write a letter stating the request for certification on the receipt of court decisions/ orders containing the Case Number and Case Title addressed to:</p> <p>Docket Management Service Office of the Solicitor General 134 Amorsolo Street, Legaspi Village, Makati City 1229</p> <p>Include the contact information to facilitate the transaction.</p>	<p>Verify record with the Docket Management Service.</p> <p>Docket Management Service will inform the requester to send his/her payment through Postal Money Order or Bank Deposit</p>	None		
<p>2. Send payment to the Office of the Solicitor General through either of the following:</p> <p>1. Postal Money Order OR 2. Deposit to OSG's account with Landbank of the Philippines, Paseo de Roxas Branch with Account Number 001802-1016-23</p>		P100 for certification		Docket Management Service Personnel
<p>3. Furnish the OSG a clear copy of the Postal Money Order or Deposit slip through email or mail.</p>	<p>Docket Management Service will process the document after receiving the copy of the Proof of Payment. The OSG releases the certification through mail and inform the requester about the availability and status of the document.</p>	None	3 Working Days	