

**4. ISSUANCE OF CERTIFIED TRUE COPY OF NOTICE OF APPEARANCE
ALREADY FILED**

Office or Division:	Docket Management Service, Legal Division, Cash Division			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Party/Counsel of Case or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID if Requester is One of the Parties				
Authorization Letter and Copy of Valid ID, if Requester is authorized by one of the parties/counsel				
Copy of Petition Filed in Court				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check with the Officer of the Day the handling lawyer and division of the case being inquired about. Ensure client has proper identification, authorization from the party concerned.	Officer of the Day to check eCMT for handling lawyer/ division	None	5 minutes	Officer of the Day (OD)
2. Upon verification of the information from the eCMT, OD to coordinate with the legal secretary of the handling lawyer to which the case is assigned to.	OD to contact division concerned.	None	15 minutes	Legal Secretary
3. Make the necessary payment with the cashier.	Cashier to collect payment.	P 30.00	15 minutes	Cashier
4. Legal secretary to secure a copy of the filed Notice of Appearance from the records, or from eCMT (if uploaded and signed), and prepare copies for certification and receipt.	Legal secretary to check records of case for Notice of Appearance filed and prepare copies.	None	15 minutes	Legal Secretary
5. Legal secretary to proceed to Document Management to have the document stamped "Certified Copy of the Original".	Legal secretary to proceed to Document Management for certification of the document.	None	15 minutes	Legal Secretary, Document Management Service Personnel
6. The receiving copy would be signed by the concerned party, attached to it would be a photocopy of his/her identification and/or authorization.	File the documents in the case folder.	None	10 minutes	Legal Secretary