

**5. FOLLOW UP ON STATUS OF FILING OF NOTICE OF APPEARANCE**

<b>Office or Division:</b>	Docket Management Service, Legal Division, 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>		
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				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Check with the Officer of the Day (OD) the handling lawyer and division of the case being inquired about. Ensure client has proper identification, authorization from the party concerned.	OD to check eCMT for handling lawyer/division.	None	5 minutes	Officer of the Day
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. Legal secretary to verify the status of the Notice of Appearance based on the available record.	Legal secretary to check records of case on the status of the Notice of Appearance.	None	15 minutes	Legal Secretary
4. Legal secretary to confer with the applicant via phone and update the latter as to the status of the filing of the Notice of Appearance.  (In the event the applicant decides to secure a copy of the latest pertinent document instead, the appropriate procedure in securing a certified copy of a Notice of Appearance shall be followed, such as the payment of fees, preparation of copies, certification and receipt of documents.)	Legal secretary to provide update on the Notice of Appearance based on available record.	None	15 minutes	Legal Secretary, Document Management Service Personnel