

**8. ISSUANCE OF LATEST CASE STATUS TO CLIENT AGENCIES IN CONNECTION WITH THEIR EXISTING CASES**

<b>Office or Division:</b>	Docket Management Service, Legal Division, Secretariat			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	National Government Agencies and their Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request with the following information: 1. Case title; 2. Court where case is docketed; 3. Docket number; 4. Client agency's involvement in the case; 5. Mailing address; 6. Email address; and 7. Contact number				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
a. Client agency to send the OSG a letter-request for latest status case report.	The Docket Management Service (DMS), through the receiving officer, to receive and stamp the OSG's date of receipt on the letter-request.  The receiving officer to check the eCMT for the division handling the case.  Receiving officer to then telephone the secretary of the Assistant Solicitor General (ASG) concerned to give notice of the OSG's receipt of the letter-request.  Receiving officer to then follow the OSG procedure for the barcoding and scanning of the letter-request.	None	20 minutes	Aurelia Bertodes V. Padrinao (Supervising Administrative Officer) or Xylan Uje S. Sycayco (ADAS 1)
b. Upon receipt of the notification, the ASG Secretary shall secure a copy of the scanned letter-request.	ASG secretary to immediately secure a copy of the scanned letter-request from the eCMT or DMS.	None	1 hour	ASG Secretary
c. ASG Secretary to endorse the letter-request to the ASG.	ASG Secretary to inform the ASG of the OSG's receipt of the letter-request.	None	1 hour	ASG Secretary

d. ASG to assess the appropriate action for the letter-request.	ASG to examine the letter-request.	None	2 Days	ASG
e. ASG to instruct Handling Lawyer to draft a response to the letter-request.	ASG to communicate to the Handling Lawyer the action required for the document either in person or through a notation on the document.  If the instruction is made through a notation, the ASG shall transmit the same to the ASG Secretary who shall then ensure its prompt receipt by the Handling Lawyer.	None	1 Hour	ASG ASG Secretary (if instruction is in the form of a notation)
f. Handling lawyer to draft a response to the letter-request and transmit the same to the ASG, through the ASG Secretary, for review and signature.	Handling lawyer to draft a report of the latest status of the case concerned or a denial letter when appropriate.	None	2 Days	Handling lawyer ASG Secretary
g. ASG to review and sign the letter-request.	ASG, if necessary, to cause the correction of the draft-response by the Handling Lawyer, and/or sign the approved draft.	None	2 Days	ASG Handling Lawyer
h. ASG to endorse the signed letter-response to the Legal Secretary.	ASG to forward the signed letter-response to the Legal Secretary.	None	1 hour	ASG
i. ASG Secretary to endorse the signed letter-response to the Legal Secretary of the Handling Lawyer.	ASG Secretary to forward the signed letter-response to the Legal Secretary.	None	1 Hour	ASG Secretary
j. Legal Secretary to cause a copy of the signed letter-response to be sent to the requesting party through the provided email and by registered mail to the provided mailing address.	Legal Secretary to send a scanned copy of the letter-response to the provided email and cause the registered mailing of the same through the DMS.	None	2 Hours	Legal Secretary of Handling Lawyer