



2. Issuance of Certification on the OSG's receipt of court Decisions/Orders (By Mail)

Issuance of a Certification that the OSG has received a Decision or Order from the court handling a particular case where the availing party is a party or counsel to the case. The Certification shall be sent through mail to the party/ counsel or authorized representative.

Office or Division:	Docket Management Service, 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		
Photocopy of Valid ID if Requester is One of the Parties / Counsel (one)		Availing Party		
Authorization Letter and Photocopy of Valid ID, if Requester is authorized by one of the parties/counsel (one each)		Availing Party		
Copy of Postal Money Order or Copy of Bank Deposit Slip (one copy)		Availing Party (from Post Office or Bank)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Write a letter request for issuance of certification on the receipt of court decisions/ orders indicating the Case Number and Case Title addressed to the:</p> <p>Docket Management Service</p> <p>Office of the Solicitor General</p> <p>134 Amorsolo Street, Legaspi Village, Makati City 1229</p> <p>Include the contact information to facilitate the transaction.</p>	<p>1.1. Verify record with the Docket Management Service.</p> <p>1.2. Docket Management Service will inform the requester to send his/her payment through Postal Money Order or Bank Deposit</p>	<p>None</p>	<p>None</p>	<p><i>Availing Party</i></p>
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<p>2. Send payment to the Office of the Solicitor General either through:</p> <p>1. Postal Money Order; OR</p> <p>2. Deposit to OSG's account with Landbank of the Philippines, Paseo de Roxas Branch with Account Number 001802-1016-23</p>	None	P100 per Certification	None	<i>Docket Management Service Personnel</i>
<p>3. Furnish the OSG a clear copy of the Postal Money Order or Deposit slip through email or mail.</p>	<p>3. Docket Management Service will process the document after receiving copy of the Proof of Payment. The OSG will release the Certification through mail and inform the requester on the availability and status of the document.</p>	None	3 Working Days	
Total Processing Time			3 Working Days	