



## 9. Issuance of requested records to client agencies in connection with their existing cases

Issuance of requested records to requesting client agencies in connection with existing cases where the client agency is a party to the case.

<b>Office or Division:</b>	Docket Management Service, Legal Division, Secretariat, Human Resources and Administrative Service	
<b>Classification:</b>	Simple	
<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 (one copy): <ol style="list-style-type: none"> <li>1. Case title;</li> <li>2. Court where case is docketed;</li> <li>3. Docket number;</li> <li>4. Client agency's involvement in the case;</li> <li>5. Email address; and</li> <li>6. Contact number</li> </ol>	Availing Party	
Authorization letter from the requesting party (for Representative	Availing Party	



Who Will Pick Up Requested Records) (one copy)				
Photocopy of the office ID of the signatory of the authorization letter (for Representative Who Will Pick Up Requested Records) (one copy)		Availing Party		
Representative's office ID (for Representative Who Will Pick Up Requested Records) (one copy)		Availing Party		
Paper to be used in printing the requested copies (for Representative Who Will Pick Up Requested Records)		Availing Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Client agency will send to OSG a letter-request for record of existing cases.</p>	<p>1.1. The Docket Management Service (DMS), through the receiving officer, will receive and stamp the date of receipt on the letter-request.</p> <p>1.2. The receiving officer will check the eCMT for the division handling the case.</p> <p>1.3. Receiving officer will telephone the Legal Secretary of the Handling Lawyer concerned to give notice of the OSG's receipt of the letter-request.</p> <p>1.4. The receiving officer will follow the OSG procedure for the barcoding and scanning of the letter-request.</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Supervising Administrative Officer or ADAS 1</i></p>
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.	1.5. Legal Secretary will immediately get a copy of the scanned letter-request from the eCMT or DMS and examine the same.	None	1 Hour	<i>Legal Secretary</i>
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	<p>1.6. Legal Secretary will email the requesting party and ask the latter to indicate the following:</p> <ul style="list-style-type: none"><li>a) Authorized representative of the requesting party may proceed to the office of the Legal Secretary on the next working day to secure a copy of the requested documents;</li><li>b) Representative must bring an authorization letter from the requesting party;</li><li>c) Representative must bring a photocopy of the office ID of the signatory of the authorization letter and his own office ID; and</li></ul>	None	1 Hour	<i>Legal Secretary</i>
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d) Requesting party must provide the paper to be used in printing the requested copies.



	<p>1.7. Legal Secretary shall notify the HRMAS-General Services, Reproduction Division, of the request for records through telephone.</p>	None	1 Hour	<i>Legal Secretary</i>
	<p>1.8. Legal Secretary shall prepare the appropriate case folder, verifying that the same is complete.</p>	None	1 Hour	<i>Legal Secretary</i>
<p>2. On the next working day, the requesting party's authorized representative will proceed to the office of the Legal Secretary concerned and present the requirements.</p>	<p>2.1. Legal Secretary shall assess the requirements brought by the representative, and if the same are satisfactory, accompany the agency's representative and bring the case record to the HRMAS-General</p>	None	30 Minutes	<i>Legal Secretary</i>



	Services, Reproduction Division.			
	2.2 Legal Secretary shall endorse the matter and the case record to the Reproduction Officer.	None	20 Minutes	<i>Legal Secretary</i>
3. Under the supervision and assistance of the Reproduction Officer, the representative of the requesting party shall cause copies of the case record to be printed/photocopied.	3. Under the supervision and assistance of the Reproduction officer, the requesting party's representative shall cause copies of the case record to be printed/ photocopied.	None	2 Days	<i>HRMAS-General Services Personnel</i>
Total Processing Time			2 Days, 5 Hours, 10 Minutes	