



3. Issuance of Certification on the OSG's receipt of court Decisions/Orders (By Electronic 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.

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		
Soft copy of Valid ID if Requester is One of the Parties/Counsel (one)		Availing Party		
Authorization Letter and Softcopy of Valid ID, if Requester is authorized by one of the parties/counsel (one each)		Availing Party		
Postal Money Order (PMO) or Softcopy 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. Send an email to certifications@osg.gov.ph requesting for a Certification on the receipt of court decisions/orders indicating the Case Number and Case Title, as well as the date, or if unavailable, the nature of the decision/order requested.</p> <p>Include contact information such as e-mail address, mobile number, phone number, and/or home/office address to facilitate the transaction.</p>	<p>1.1. Verify record with the Docket Management Service on the OSG's receipt of the Decision/ Order.</p> <p>1.2. Docket Management Service will inform the applicant to send his/her payment through Postal Money Order or Bank Deposit</p>	None	None	<p><i>Docket Management Service Personnel</i></p>
<p>2. Send payment to the Office of the Solicitor General either through:</p> <p>2.1. Postal Money Order; OR</p> <p>2.2. 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	None



<p>3. Furnish the OSG a clear copy of the Deposit slip through email. Should the requester send his payment via Postal Money Order, the actual PMO should be sent to OSG either through Philpost or through reputable private couriers. The requested certification would not be processed until the OSG receives the PMO or deposit slip.</p>	<p>3. Upon receipt of proof of payment, Docket Management Service will process the document. The OSG will release the Certification through mail and inform the applicant on the availability and status of the document.</p>	<p>None</p>	<p>3 Working Days</p>	<p><i>Docket Management Service Personnel</i></p>
<p>Total Processing Time</p>			<p>3 Working Days</p>	