



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		
Actual 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, the Case Title, as well as the date, or if unavailable, the nature of the decision/order requested, addressed to the:</p> <p>Docket Management Service Office of the Solicitor General 134 Amorsolo Street, Legaspi Village, Makati City 1229</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.</p> <p>1.2. Docket Management Service will instruct the applicant, through any of the contact details provided, to send his/her payment through Postal Money Order or Bank Deposit.</p>	<p>None</p>	<p>None</p>	<p><i>Docket Management Service Personnel</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</p> <p>Account Number 001802-1016-23</p>	None	P100 per Certification	None	None
<p>3. Send either Postal Money Order or a clear copy of bank deposit slip through reputable private couriers</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 requester on the availability and status of the document through any of the contact details provided.</p>	None	3 Working Days	<i>Docket Management Service Personnel</i>
Total Processing Time			3 Working Days	

