



3. Issuance of Certification on the OSG's receipt of court Decisions/Orders (via application through 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		
Actual Postal Money Order (PMO) or Softcopy of Bank Deposit Slip or Softcopy of Proof of Electronic Money Transfer (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	<i>Docket Management Service Personnel</i>
<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 OR</p> <p>2.3 Electronic Transfer of Funds thru Instapay, PESONet or similar modes</p>	None	P100 per Certification	None	<i>None</i>



<p>of electronic transfer of funds to OSG's Account with Landbank of the Philippines, Paseo de Roxas Branch, Office of the Solicitor General Trust Fund 101 with Account Number 001802-1016-23</p>				
<p>3. Furnish the OSG a clear copy of the Deposit slip or proof of electronic transfer of funds through email. Should the requester send his payment via Postal Money Order(PMO), the actual Postal Money Order(PMO) should be sent to OSG either through PHLPost or through reputable private couriers. <i>(the requester may send a pre-paid pouch from reputable private couriers if he/she prefers to use the services of a private courier instead of that of PHLPost).</i> The requested Certification would not be processed until the OSG's actual receipt of the PMO or verification that funds/payment had been transferred to OSG's Landbank Account.</p>	<p>3. Upon receipt of proof of payment, Docket Management Service will process the document. The OSG will release the Certification through PHLPost's registered mail service and inform the requester on the availability and status of the document through any of the contact details provided.</p>	<p>None</p>	<p>3 Working Days</p>	<p><i>Docket Management Service Personnel</i></p>



Total Processing Time	3 Working Days ¹	
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¹ The three (3) working days will cover the period counted from the time that the OSG has actually verified that the payment has been deposited to the OSG 's Landbank Account or from the time of the OSG's actual receipt of the Postal Money Order(PMO) until the time that the requested Certification is mailed or turned over by OSG to PHLPost, provided that the PMO bears the correct details, including the payee's name.