



3.Filing of Outbound Documents

Personnel requests to the DMS for the filing of pleadings and other documents to the Supreme Court, Court of Appeals, Court of Tax Appeals, Sandiganbayan, Regional Trial Courts, Metropolitan and Municipal Trial Courts, and Civil Service Commission.

Office or Division:	Document Management Division, Docket Management Service	
Classification:	Simple	
Type of Transaction:	Government to citizen	
Who may avail:	OSG Employees (Legal Divisions)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Supreme Court (Division)</p> <p>5 copies for court including original</p> <p>1 office copy</p> <p>1 for receiving copy (secretary's copy)</p> <p>Add: number of copy furnished</p> <p>Add: annexes</p> <p>Supreme Court En Banc</p> <p>15 copies for court including original</p> <p>1 office copy</p> <p>1 for receiving copy (secretary's copy)</p>	<p style="text-align: center;">Legal Division</p> <p style="text-align: center;">Legal Division</p>



Add: number of copy furnished

Add: annexes

Court of Appeals

3 copies for court including original

1 office copy

1 copy for receiving copy (secretary's copy)

Add: number of copy furnished

Add: annexes

Legal Division

Regional Trial Courts/Municipal Trial Courts/Civil Service Commission

2 copies including original

1 office copy

1 for receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Court of Tax Appeals (En Banc)

10 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Court of Tax Appeals (Division)

4 copies including original

Legal Division



1 office copy
1 receiving copy (secretary's copy)
Add: number of copy furnished

Sandiganbayan

Division 1 – 5 copies including original

1 office copy
1 receiving copy (secretary's copy)
Add: number of copy furnished

Division 2 – Pleadings

4 copies including original copy
1 office copy
1 receiving copy (secretary's copy)
Add: number of copy furnished

Division 2 – Formal Officer

5 copies including original copy
1 office copy
1 receiving copy (secretary's copy)
Add: number of copy furnished

Division 3 – Pleadings

3 copies including original copy
1 office copy
1 receiving copy (secretary's copy)

Legal Division

Legal Division

Legal Division

Legal Division



Add: number of copy furnished

Division 3 – Judgement Affidavit

6 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Division 4 – 6 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Division 5 – Pleadings

4 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Division 5 – Formal Offer

5 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Division 6 – 6 copies including original



1 office copy
 1 receiving copy (secretary's copy)
 Add: number of copy furnished

Legal Division

Division 7 – Pleadings

5 copies including original
 1 office copy
 1 receiving copy (secretary's copy)
 Add: number of copy furnished

Legal Division

Division 7 – Judgement Affidavit

6 copies including original
 1 office copy
 1 receiving copy (secretary's copy)
 Add: number of copy furnished

Legal Division

**Add annexes

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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<p>FOR COURTS (PERSONAL)</p> <p>1. Submission of pleadings due to Supreme Court and Court of Appeals</p>	<p>1.1 Scans affidavits of service;</p> <p>1.2 Attaches affidavit of service into the pleadings, before annexes;</p> <p>1.3 Submits pleadings over-the-counter;</p> <p>1.4 Receives pleadings;</p> <p>1.5 Forwards received pleadings to the collator;</p> <p>1.6 Collates pleadings according to court and copy furnished;</p> <p>1.7 Forwards Supreme Court and Court of Appeals copies to the encoder;</p> <p>1.8 Forwards copy furnished to encoders;</p> <p>1.9 Encodes copies for SC and CA;</p> <p>1.10 Encodes copy furnished;</p> <p>1.11 Copies for CA are collated</p>	<p>SC payments Petition :</p> <p>Docket Fee P3,000.00</p> <p>Mediation Fee P1,000.00</p> <p>Legal Research Fund P30.00</p> <p>Sheriff's Fee P1,000.00</p> <p>Deposit for Cost P500.00</p> <p>-----</p> <p>Total Legal Fees P5,530.00</p> <p>Petition with TRO</p> <p>Docket Fee P3,000.00</p> <p>TRO P1,000.00</p>	<p>1.1 5 seconds</p> <p>1.2 5 seconds</p> <p>1.3 30 seconds</p> <p>1.4 5 seconds</p> <p>1.5 5 seconds</p> <p>1.6 1 minute</p> <p>1.7 10 seconds</p> <p>1.8 10 seconds</p> <p>1.9 10 seconds</p> <p>1.10 10 seconds</p>	<p>1.1 Legal Secretary</p> <p>1.2 Legal Secretary</p> <p>1.3 Legal Secretary</p> <p>1.4 Admin. Asst. I</p> <p>1.5 Admin. Officer V</p> <p>1.6 Admin. Officer I</p> <p>1.7 Admin. Officer I</p> <p>1.8 Admin. Officer I</p> <p>1.9 Admin. Officer III</p>
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	<p>according to: Heinous Crime, Civil, Criminal, Specpro;</p> <p>1.12 Copy furnished are attached with Registry Return Card and mailbill</p> <p>1.13 Copy furnished forwarded to the collator for envelope insertion and stapling of Registry Return Card</p> <p>1.14 After stapling and enveloping, copy furnished are forwarded to another collator for counterchecking</p> <p>1.15 Copy furnished are bundled together with the mailbill</p> <p>1.16 Supreme Court and Court of Appeals copies are then personally delivered at SC/CA, 3:00pm.</p> <p>1.17 Copy furnished are picked up by PHLPOST</p>	<p>Sheriff's Fee P300.00</p> <p>Legal Research Fund P30.00</p> <p>Sheriff's Expenses P1,000.00</p> <p>Deposit for cost P500.00</p> <p>-----</p> <p>Total Legal Fees P5,830.00</p> <p>TRO payment only</p> <p>TRO Php1,000.00</p> <p>Sheriff's Fee 300.00</p> <p>-----</p> <p>Total Php1,300.00</p>	<p>1.11 1 minute</p> <p>1.12 20 seconds</p> <p>1.13 1 minute</p> <p>1.14 30 seconds</p> <p>1.15 30 seconds</p> <p>1.16 45 mins. to</p>	<p>1.10 Admin. Officer III</p> <p>1.11 Process Server</p> <p>1.12 Admin. Asst. I</p> <p>1.13 Admin. Asst. I</p> <p>1.14 Admin. Asst. I</p>
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	personnel, 4:00pm	CA payments	1 hour	1.15 Admi n. Asst, IV
		Docket Fees (Special Cases)	1.17 30 mins to	
		1. Petition for Review under RA 6031 and Quasi- Judicial Bodies	1 hour	1.16 Proc ess Server
		Docket Fee (SAJ Fund) P2,548.00		
		Docket Fee (JDF) P452.00		1.17 PHLPOST personnel
		Deposit for Cost (Fiduciary Fund) P500.00		
		Legal Research Fund (UPLC) P30.00		
		----- Total P3,530.00		
		Prayer for Issuance of TRO, Writ of Preliminary Injunction or any of the		



		<p>Provisional Remedies under Rule 57 to Rule 61 (SAJ Fund) P1,000.00 Deposit for Sheriff's Fee P150.00</p> <p>-----</p> <p>P1,150.00</p> <p>Original Special Civil Actions (Petition for Certiorari, Prohibition, Mandamus, NLRC, Original action for Annulment of Judgement, etc. Including a Petition or Motion for Intervention)</p> <p>Docket Fee (SAJ Fund) P2,548.00 Docket Fee</p>		
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		(JDF) P452.00 Deposit for Costs (Fiduciary Fund) P500.00 Legal Research Fund (UPLC) P30.00 ----- P3,530.00 Additional Payments: Prayer for Issuance of TRO, Writ of Preliminary Injunction, or any Provisional Remedy under Rule 57 to 61 (SAJ Fund) P1,000.00		
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2. PERSONAL DELIVERIES	<p>2.1 Fills out Personal Deliveries Logbook over the counter</p> <p>2.2 Receives documents</p> <p>2.3 Forwards received documents to the CAO</p> <p>2.4 Segregates documents according to areas:</p> <ol style="list-style-type: none"> 1. Makati 2. Mandaluyong/Pasig 3. Quezon City 4. Pasay, Paranaque, Taguig, Muntinlupa 		<p>2.1 1 minute</p> <p>2.2 30 seconds</p> <p>2.3 1 minute</p> <p>2.4 5 minutes</p> <p>2.5 2 minutes</p>	<p>2.1 Legal Secretaries</p> <p>2.2 Admin. Asst. I</p> <p>2.3 Admin. Asst. I</p> <p>2.4 Chief Administrative Officer</p>



	<p>2.5 Assigns documents to process servers</p> <p>2.6 Receives documents from the CAO</p> <p>2.7 Delivers documents to assigned areas.</p>		<p>2.6 2 minutes</p> <p>2.7 30 minutes onwards</p>	<p>2.5 Chief Administrative Officer</p> <p>2.6 Process Servers</p> <p>2.7 Process Servers</p>
<p>3. COURIER (LBC) DELIVERY</p>	<p>3.1 Submits documents for LBC delivery; logs-in documents.</p> <p>3.2 Counter-checks against the logbook.</p> <p>3.3 Pick-ups documents for courier delivery</p>	<p>Php 66,666.66/month</p> <p>Per LBC Courier Service Contract</p>	<p>3.1 10 seconds</p> <p>3.2 1 minute</p> <p>3.3 30 minutes onwards</p>	<p>3.1 Legal Secretary</p> <p>3.2 Admin. Asst. I</p> <p>3.3 Admin. Asst. I</p>



	Total Processing Time	1 hour, 13 minutes, and 10 seconds
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