



4. Issuance of Certified True Copy of Notice of Appearance already filed

Issuance of a Certified True Copy of the OSG's Notice of Appearance it has already filed in court for a particular case.

Office or Division:	Docket Management Service, Legal Division, 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		
Valid ID if Requester is One of the Parties / Counsel (one)		Availing Party		
Authorization Letter and Copy of Valid ID, if Requester is authorized by one of the parties/counsel (one each)		Availing Party		
Copy of Petition/Complaint Filed in Court (one)		Availing Party (from Court where case is filed)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Check with the Officer of the Day (OD) the handling lawyer and division of the case being inquired about.</p>	<p>1. Officer of the Day (OD) will check eCMT for the handling lawyer/ division. Ensure client has proper identification, authorization from the party concerned.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Officer of the Day (OD), OSG Building Lobby</i></p>
<p>2. Upon verification of the information from the eCMT, wait for OD to coordinate with the legal secretary of the handling lawyer to whom the case is assigned.</p>	<p>2. OD will contact the legal division concerned.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Officer of the Day</i></p>
<p>3. Make the necessary payment with the cashier.</p>	<p>3. Cashier will collect payment and issue the Official Receipt for such payment.</p>	<p>P15 per page of the Certified True Copy</p>	<p>15 minutes</p>	<p><i>Cashier, OSG Building Lobby</i></p>



<p>4. Wait for the Legal Secretary to secure a copy of the Notice of Appearance being requested from the case records, or from eCMT (if uploaded and signed), and prepare copies for certification and receipt.</p>	<p>4. Legal Secretary will check records of the case for the pleading/s being requested, and prepare copies</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Legal Secretary</i></p>
	<p>5. Legal Secretary/ authorized personnel of the Legal Division will affix his/her signature on each and every page of the document to be certified.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Legal Secretary, Authorized Personnel of the Legal Division</i></p>



5. The receiving copy will be signed by the concerned party and attached to it would be a photocopy of his/her identification and/or authorization.	6. Legal Secretary will file the receiving copy of the Certification and the corresponding ID/ authorization in the case folder.	None	10 minutes	<i>Legal Secretary</i>
Total Processing Time			1 hour, 5 minutes	