



6. Filing of Outbound Documents

Personal delivery 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
	Supreme Court (Division) 5 copies for court including original 1 office copy 1 for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes Supreme Court En Banc 15 copies for court including original 1 office copy	Legal Division



1 for receiving copy (secretary's copy)

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

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

Court of Tax Appeals (En Banc)

10 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Court of Tax Appeals (Division)

Legal Division

Legal Division

Legal Division

Legal Division



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

Legal Division

Sandiganbayan

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

Legal Division

Division 2 – Pleadings

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

Legal Division

Division 2 – Formal Officer

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

Legal Division

Division 3 – Pleadings

3 copies including original copy



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

Legal Division

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)

Legal Division



Add: number of copy furnished

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
FOR COURTS (PERSONAL/REGISTERED MAIL) 1. Submission of pleadings due to Supreme Court and Court of Appeals	1.1 Scans affidavits of service;	SC payments	1.1 5 seconds	1.1 Legal Secretary
	1.2 Attaches affidavit of service into the pleadings, before annexes;	Petition : Docket Fee P3,000.00	1.2 5 seconds	1.2 Legal Secretary
	1.3 Submits pleadings over-the-counter with attached envelopes indicating addresses of courts and personnel that are furnished;	Mediation Fee P1,000.00	1.3 30 seconds	1.3 Legal Secretary
	1.4 Receives pleadings;	Legal Research Fund P30.00	1.4 5 seconds	1.4 Admin. Asst. I
	1.5 Forwards received pleadings to the collator;	Sheriff's Fee P1,000.00	1.5 5 seconds	1.5 Admin. Officer V
	1.6 Collates pleadings according to court and copy furnished; segregating copy furnished into Brief, NCR,	Deposit for Cost P500.00	1.6 1 minute	1.6 Admin. Officer I
		-----	1.7 10 seconds	1.7 Admin. Officer I
		Total Legal Fees P5,530.00	1.8 10 seconds	1.8 Admin. Officer I
		Petition with TRO		1.9 Admin. Officer III



	LuzViMin and ordinary and delegation	Docket Fee P3,000.00	1.9 10 seconds	
1.7	Forwards Supreme Court and Court of Appeals copies to the encoder; for purpose of those whose pleadings with required registry return receipt	TRO P1,000.00 Sheriff's Fee P300.00 Legal Research Fund P30.00	1.10 10 seconds	1.10 Admin . Officer III
1.8	Forwards copy furnished to encoders;	Sheriff's Expenses P1,000.00	1.11 1 minute	1.11 Proce ss Server
1.9	Encodes copies for SC and CA;	Deposit for cost P500.00	1.12 20 seconds	1.12 Admin . Asst. I
1.10	Encodes copy furnished;	----- Total Legal Fees P5,830.00	1.13 1 minute	1.13 Admin . Asst. I
1.11	Copies for CA are collated according to: Heinous Crime, Civil, Criminal, Specpro;			
1.12	Copy furnished are attached with Registry Return Card and mailbill	TRO payment only	1.14 30 seconds	1.14 Admin . Asst. I
1.13	Copy furnished forwarded to the collator envelope insertion and stapling	TRO Php1,000.00 Sheriff's Fee 300.00		1.15 Admin . Asst, IV



	<p>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, 2:00pm.</p> <p>1.17 Copy furnished are picked up by PHLPOST personnel between 2:20 to 3:30 PM</p>	<p>-----</p> <p>Total Php1,300.00</p> <p>CA payments</p> <p>Docket Fees (Special Cases)</p> <p>1. Petition for Review under RA 6031 and Quasi-Judicial Bodies</p> <p>Docket Fee (SAJ Fund) P2,548.00</p> <p>Docket Fee (JDF) P452.00</p> <p>Deposit for Cost (Fiduciary Fund) P500.00</p> <p>Legal Research Fund (UPLC) P30.00</p> <p>-----</p> <p>Total P3,530.00</p>	<p>1.15 30 seconds</p> <p>1.16 45 mins to 1 hour</p> <p>1.17 30 mins to 1 hour</p>	<p>1.16 Process Server</p> <p>1.17 PHLPOST personnel</p>
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		<p>Prayer for Issuance of TRO, Writ of Preliminary Injunction or any of the Provisional Remedies under Rule 57 to Rule 61 (SAJ Fund) P1,000.00 Deposit for Sheriff's Fee P150.00</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</p>		
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		<p>Motion for Intervention)</p> <p>Docket Fee (SAJ Fund) P2,548.00</p> <p>Docket Fee (JDF) P452.00</p> <p>Deposit for Costs (Fiduciary Fund) P500.00</p> <p>Legal Research Fund (UPLC) P30.00</p> <p>-----</p> <p>P3,530.00</p> <p>Additional Payments:</p> <p>Prayer for Issuance of TRO, Writ of Preliminary Injunction, or</p>		
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		any Provisional Remedy under Rule 57 to 61 (SAJ Fund) P1,000.00		
2. PERSONAL DELIVERIES	<p>2.1 Submits documents over the counter; inform CAO if the area for delivery is within jurisdiction</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. Manila, Mandaluyong/Pasig, San Juan 		<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>2.1 Legal Secretaries</p> <p>2.2 Admin. Asst. I</p> <p>2.3 Admin. Asst. I</p>



	<p>3. Quezon City 4. Pasay, Paranaque, Las Piñas, Taguig,</p> <p>2.5 Assigns documents to process servers per area</p> <p>2.6 Receives documents from the CAO</p> <p>2.7 Delivers documents to assigned areas.</p>		<p>2.5 2 minutes</p> <p>2.6 2 minutes</p> <p>2.7 30 minutes onwards</p>	<p>2.4 Chief Administrative Officer</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. Insert copies</p>		<p>3.1 10 seconds</p>	<p>3.1 Legal Secretary</p>



	<p>in the LBC pouches for tracking purposes</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>3.2 1 minute</p> <p>3.3 30 minutes onwards</p>	<p>3.2 Admin. Asst. I</p> <p>3.3 Admin. Asst. I</p>
<p>Total Processing Time</p>			<p>1 hour, 13 minutes, and 10 seconds</p>	