



## 7. Scanning of Case Records from Court of Appeals Cebu and Court of Appeals Cagayan De Oro

Scanning of case records from the Court of Appeals Cebu and Court of Appeals Cagayan De Oro as requested by handling lawyer or legal secretary to prepare the appropriate responsive pleading.

<b>Office or Division:</b>	CA Cebu and CA CDO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Legal Secretaries of the 30 Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Prepare request for copies of pertinent records for a certain case		Docket Management Service – Document Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Lawyers/Secretaries file requests for Records and TSN's to CA Cebu and CA CDO	1. Receives requests for records of CA Cebu/ CDO over the internal counter from various legal Divisions	None	1 day	<i>Administrative Officer V and ADAS I</i>
	2. Requests are emailed to <a href="mailto:docket_cebu@osg.gov.ph">docket_cebu@osg.gov.ph</a> and <a href="mailto:docket_cdo@osg.gov.ph">docket_cdo@osg.gov.ph</a>	None	1 day	<i>Administrative Officer V</i>
	3. CA Cebu/CDO personnel receives requests via email	None	1 day	<i>CA Cebu – Administrative Officer III CA CDO – ADAS I</i>
	4. Sorts requests downloaded from the email; ▪ From submitted requests, processes urgent records of Civil Cases/Special cases, Sheriff Trust Fund (STF) official receipts and rollos, based on date of receipt.	STF (P 1000)	1 day	<i>CA Cebu – Administrative Officer III CA CDO – ADAS I</i>
	5. Submits letter requests to CA Judicial Records Section(JRS) and/or Division Clerk of	None	1 day	<i>CA Cebu – Administrative Officer III CA CDO – ADAS I</i>



	Court(DCC) for processing;			
	6. Waits for the release of records from the JRS and DCC;	None	3 days	CA Cebu – Administrative Officer III CA CDO – ADAS I
	7. Once records are released, scans the records based on date of receipt	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I
	8. Uploads the files to outlook drive;	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I
	9. Transmits the link via email to the handling lawyer and/or secretary, if indicated.	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I