



## 2. Issuance of Certification on the date of OSG's receipt of court Decisions/Orders/Judgement/Resolution (application via 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. The Certification shall be sent through mail to the party/ counsel or authorized representative.

|  |  |   |                        |                           |
|--|--|---|------------------------|---------------------------|
| <b>Office or Division:</b>   | Docket Management Service, Cash Division           |   |                        |                           |
| <b>Classification:</b>   | Simple   |   |                        |                           |
| <b>Type of Transaction:</b>  | Government to Citizens                             |   |                        |                           |
| <b>Who may avail:</b>  | Party/Counsel of Case or Authorized Representative |   |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |  | <b>WHERE TO SECURE</b>                    |                        |                           |
| Valid ID if Requester is One of the Parties / Counsel (one photocopy)  |  | Availing Party                            |                        |                           |
| Authorization Letter (one original copy) and Valid ID, if Requester is authorized by one of the parties/counsel (one photocopy)          |  | Availing Party                            |                        |                           |
| Actual Postal Money Order (one original copy) or Bank Deposit Slip (One photocopy) or Proof of Electronic Money Transfer (one photocopy) |  | Availing Party (from Post Office or Bank) |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>                              | <b>FEES TO BE PAID</b>                    | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |



|  |  |             |             |   |
|--|--|-------------|-------------|---|
| <p>1. Write a letter request for issuance of certification on the receipt of court decisions/ orders indicating the Case Number, the Case Title, as well as the date, or if unavailable, the nature of the decision/order requested, addressed to the:</p> <p>Docket Management Service</p> <p>Office of the Solicitor General</p> <p>134 Amorsolo Street, Legaspi Village, Makati City 1229</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.</p> <p>1.2. Docket Management Service will instruct the requester, through any of the contact details provided, to send his/her payment through Postal Money Order(PMO) or Bank Deposit or Electronic Transfer of Funds thru Instapay, PESONet or similar modes of electronic transfer of funds.</p> | <p>None</p> | <p>None</p> | <p><i>Docket Management Service Personnel</i></p> |
|--|--|-------------|-------------|---|



|  |   |                        |                |   |
|--|---|------------------------|----------------|---|
| <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 of electronic transfer of funds to OSG's Account with Landbank of the Philippines, Paseo de Roxas Branch with Account Number 001802-1016-23</p> | None  | P100 per Certification | None           | None  |
| <p>3. Send either Postal Money Order (PMO) or a clear copy of bank deposit slip or Proof of Electronic Money Transfer to the OSG through PHLPost or through reputable</p>  | <p>3. Upon receipt of proof of payment, Docket Management Service will process the document. The OSG will release the</p> | None                   | 3 Working Days | <p><i>Docket Management Service Personnel</i></p> |



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| <p>private couriers<br/><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></p> | <p>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>Total Processing Time</p>  |   |  | <p>3 Working Days<sup>1</sup></p> |  |

<sup>1</sup> 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 requested Certification is mailed or turned over by OSG to PHLPost, provided that the PMO bears the correct details, including the payee's name.