



## 5. Follow-up on status of filing of Notice of Appearance

Follow-up on the status of the OSG's Notice of Appearance, whether it as already filed a Notice of Appearance in a case needing action/ appearance of an OSG lawyer.

<b>Office or Division:</b>	Docket Management Service, Legal Division, 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 (one photocopy), if Requester is authorized by one of the parties/counsel		Availing Party		
Petition/Complaint Filed in Court, Orders from the Court or any issuance indicating the Case Number, Case Title (one photocopy)		Availing Party (from Court where case is filed)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Check with the Officer of the Day (OD) the handling lawyer and division of the case being inquired about.</p>	<p>1. OD will check the eCMT for handling lawyer/ division and ensure that requester has proper identification, authorization from the party/ lawyer concerned.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Officer of the Day (OD) in OSG Lobby</i></p>
<p>2. Upon OD's 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 and coordinate with the legal division concerned.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Officer of the Day and Legal Secretary</i></p>
	<p>3. Legal secretary will check records of case on the status of the Notice of Appearance.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Legal Secretary</i></p>



<p>3. Legal secretary will talk to the applicant via phone and update the latter on the status of the filing of the Notice of Appearance.</p> <p>(In the event the applicant decides to ask for a certified copy of the Notice of Appearance instead, the appropriate procedure in securing a certified copy of a Notice of Appearance shall be followed, such as the payment of fees, preparation of copies, certification and receipt of documents.)</p>	<p>4. Legal secretary will provide update on the status of the Notice of Appearance based on the available record.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Legal Secretary, Docket Management Service Personnel</i></p>
<p>Total Processing Time</p>			<p>50 minutes</p>	