



1. Issuance of Certification on the OSG's receipt of court Decisions/Orders (Walk-in)

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.

Office or Division:	Docket Management Service, 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 Valid ID of the Representative, if Requester is authorized by one of the parties/counsel (one each)	Availing Party
	Properly accomplished request slip (one copy)	OSG-Public Assistance Desk



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a verification slip from the Public Assistance and Complaints Desk and fill out the required details.	1. Check if all fields required in the request slip are properly filled out.	None	5 minutes	<i>Public Assistance Officer (PAO) /Officer of the Day (OD) (Window 2)</i>
2. Proceed to the Docket Receiving Window for verification of the case and to Window No. 2 for the processing of the requested Certification.	2. Verify record of the case with the Docket Management Service.	None	5 minutes	<i>Docket Management Service (DMS) Receiving Officer and Officer of the Day (OD) (Window 2)</i>
3. Pay the required fee for the issuance of Certification at the Cash Window (Window 3).	3. Process payment and issue Official Receipt (O.R.).	P100 per Certification	5 minutes	<i>Financial Management Service (FMS) Collecting Officer (Window 3)</i>



4. Present the Official Receipt of Payment at Window 2 for the release of requested Certification.	4. Release the requested certification.	None	5 minutes	<i>Officer of the Day (OD) (Window 2)</i>
Total Processing Time			20 minutes	