



4. Issuance of Certified True Copy of Notice of Appearance already filed

Issuance of a Certified True Copy of the OSG's Notice of Appearance it has already filed in court for a particular case.

Office or Division:	Docket Management Service, Legal Division, 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 Copy of Valid ID, if Requester is authorized by one of the parties/counsel (one each)		Availing Party
Copy of Petition/Complaint Filed in Court (one)		Availing Party (from Court where case is filed)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check with the Officer of the Day (OD) the handling lawyer and division of the case being inquired about.	1. Officer of the Day (OD) will check eCMT for the handling lawyer/ division. Ensure client has proper identification, authorization from the party concerned .	None	5 minutes	<i>Officer of the Day (OD), OSG Building Lobby</i>
2. Upon 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.	2. OD will contact the legal division concerned .	None	15 minutes	<i>Officer of the Day</i>



<p>3. Make the necessary payment with the cashier.</p>	<p>3. Cashier will collect payment and issue the Official Receipt for such payment.</p>	<p>P15 per page of the Certified True Copy</p>	<p>15 minutes</p>	<p><i>Cashier, OSG Building Lobby</i></p>
<p>4. Wait for the Legal Secretary to secure a copy of the Notice of Appearance being requested from the case records, or from eCMT (if uploaded and signed), and prepare copies for certification and receipt.</p>	<p>4. Legal Secretary will check records of the case for the pleading/s being requested, and prepare copies</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Legal Secretary</i></p>
	<p>5. Legal Secretary/ authorized personnel of the Legal Division will affix his/her signature on each and every page of the</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Legal Secretary, Authorized Personnel of the Legal Division</i></p>



	document to be certified.			
5. The receiving copy will be signed by the concerned party and attached to it would be a photocopy of his/her identification and/or authorization.	6. Legal Secretary will file the receiving copy of the Certification and the corresponding ID/ authorization in the case folder.	None	10 minutes	<i>Legal Secretary</i>
Total Processing Time			1 hour, 15 minutes	