



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.

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 / Application 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. OD will check the eCMT for handling lawyer/ division and ensure that requester has proper identification, authorization from the party/ lawyer concerned.	None	5 minutes	<i>Officer of the Day (OD) in OSG Lobby</i>
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.	2. OD will contact and coordinate with the legal division concerned.	None	15 minutes	<i>Officer of the Day and Legal Secretary</i>



	3. Legal secretary will check records of case on the status of the Notice of Appearance.	None	15 minutes	<i>Legal Secretary</i>
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. (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	4. Legal secretary will provide update on the status of the Notice of Appearance based on the available record.	None	15 minutes	<i>Legal Secretary, Docket Management Service Personnel</i>



copies, certification and receipt of documents.)				
Total Processing Time			50 minutes	