



3. Filing of Outbound Documents

Personnel requests to the DMS for the filing of pleadings and other documents to the Supreme Court, Court of Appeals, Court of Tax Appeals, Sandiganbayan, Regional Trial Courts, Metropolitan and Municipal Trial Courts, and Civil Service Commission.

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| Office or Division: | Document Management Division, Docket Management Service | |
| Classification: | Simple | |
| Type of Transaction: | Government to citizen | |
| Who may avail: | OSG Employees (Legal Divisions) | |
| | CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| | Supreme Court (Division) 5 copies for court including original 1 office copy 1 for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes Supreme Court En Banc 15 copies for court including original 1 office copy | Legal Division |



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| <p>1 for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes</p> | <p>Legal Division</p> |
| <p>Court of Appeals</p> <p>3 copies for court including original 1 office copy 1 copy for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes</p> | <p>Legal Division</p> |
| <p>Regional Trial Courts/Municipal Trial Courts/Civil Service Commission</p> <p>2 copies including original 1 office copy 1 for receiving copy (secretary's copy) Add: number of copy furnished</p> | <p>Legal Division</p> |
| <p>Court of Tax Appeals (En Banc)</p> <p>10 copies including original 1 office copy 1 receiving copy (secretary's copy)</p> | <p>Legal Division</p> |



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| <p>Add: number of copy furnished</p> | |
| <p>Court of Tax Appeals (Division) 4 copies including original 1 office copy 1 receiving copy (secretary's copy)</p> | <p>Legal Division</p> |
| <p>Add: number of copy furnished</p> | |
| <p>Sandiganbayan Division 1 – 5 copies including original 1 office copy 1 receiving copy (secretary's copy)</p> | <p>Legal Division</p> |
| <p>Add: number of copy furnished</p> | |
| <p>Division 2 – Pleadings 4 copies including original copy 1 office copy 1 receiving copy (secretary's copy)</p> | <p>Legal Division</p> |
| <p>Add: number of copy furnished</p> | |
| <p>Division 2 – Formal Officer 5 copies including original copy 1 office copy</p> | <p>Legal Division</p> |



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| 1 receiving copy (secretary's copy) Add: number of copy furnished | |
| Division 3 – Pleadings | Legal Division |
| 3 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | |
| Division 3 – Judgement Affidavit | Legal Division |
| 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | |
| Division 4 – 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | Legal Division |
| Division 5 – Pleadings 4 copies including original | |



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| 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | Legal Division |
| Division 5 – Formal Offer 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | Legal Division |
| Division 6 – 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | Legal Division |
| Division 7 – Pleadings 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished | Legal Division |
| Division 7 – Judgement Affidavit | |



| 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished **Add annexes | | | | |
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| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| FOR COURTS (PERSONAL) 1. Submission of pleadings due to Supreme Court and Court of Appeals | 1.1 Scans affidavits of service; 1.2 Attaches affidavit of service into the pleadings, before annexes; 1.3 Submits pleadings over-the-counter; 1.4 Receives pleadings; 1.5 Forwards received | SC payments Petition : Docket Fee P3,000.00 Mediation Fee P1,000.00 Legal Research Fund P30.00 Sheriff's Fee P1,000.00 | 1.1 5 seconds 1.2 5 seconds 1.3 30 seconds | 1.1 Legal Secretary 1.2 Legal Secretary 1.3 Legal Secretary 1.4 Admin. Asst. I 1.5 Admin. Officer V |



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| | pleadings to the collator; | Deposit for Cost P500.00 | 1.4 5 seconds | 1.6 Admin. Officer I |
| | 1.6 Collates pleadings according to court and copy furnished; | ----- Total Legal Fees P5,530.00 | 1.5 5 seconds | 1.7 Admin. Officer I |
| | 1.7 Forwards Supreme Court and Court of Appeals copies to the encoder; | Petition with TRO | 1.6 1 minute | 1.8 Admin. Officer I |
| | 1.8 Forwards copy furnished to encoders; | Docket Fee P3,000.00 TRO P1,000.00 | 1.7 10 seconds | 1.9 Admin. Officer III |
| | 1.9 Encodes copies for SC and CA; | Sheriff's Fee P300.00 | 1.8 10 seconds | 1.10 Admin. Officer III |
| | 1.10 Encodes copy furnished; | Legal Research Fund P30.00 | 1.9 10 seconds | 1.11 Process Server |
| | 1.11 Copies for CA are collated according to: Heinous Crime, Civil, Criminal, Specpro; | Sheriff's Expenses P1,000.00 | 1.10 10 seconds | |
| | 1.12 Copy furnished are attached with Registry Return Card and mailbill | Deposit for cost P500.00 | 1.11 1 minute | 1.12 Admin. Asst. I |
| | 1.13 Copy furnished forwarded to the collator for envelope insertion and | ----- Total Legal Fees P5,830.00 | | 1.13 Admin. Asst. I |



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| | <p>stapling of Registry Return Card</p> <p>1.14 After stapling and enveloping, copy furnished are forwarded to another collator for counterchecking</p> <p>1.15 Copy furnished are bundled together with the mailbill</p> <p>1.16 Supreme Court and Court of Appeals copies are then personally delivered at SC/CA, 3:00pm.</p> <p>1.17 Copy furnished are picked up by PHLPOST personnel, 4:00pm</p> | <p>TRO payment only</p> <p>TRO Php1,000.00</p> <p>Sheriff's Fee 300.00</p> <p>-----</p> <p>Total Php1,300.00</p> <p>CA payments</p> <p>Docket Fees (Special Cases)</p> <p>1. Petition for Review under RA 6031 and Quasi-Judicial Bodies</p> <p>Docket Fee (SAJ Fund) P2,548.00</p> <p>Docket Fee (JDF) P452.00</p> <p>Deposit for Cost</p> | <p>1.12 20 seconds</p> <p>1.13 1 minute</p> <p>1.14 30 seconds</p> <p>1.15 30 seconds</p> <p>1.16 45 minutes</p> | <p>1.14 Admin. Asst. I</p> <p>1.15 Admin. Asst, IV</p> <p>1.16 Process Server</p> <p>1.17 PHLPOST personnel</p> |
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| | | (Fiduciary Fund) P500.00 | | <i>s. to</i> | |
| | | Legal Research Fund (UPLC) P30.00 | | <i>1 ho ur</i> | |
| | | ----- Total P3,530.00 | <i>1.17</i> | <i>30 min s to</i> | |
| | | Prayer for Issuance of TRO, Writ of Preliminary Injunction or any of the Provisional Remedies under Rule 57 to Rule 61 (SAJ Fund) P1,000.00 | | <i>1 ho ur</i> | |
| | | Deposit for Sheriff's Fee P150.00 | | | |
| | | ----- P1,150.00 | | | |
| | | Original Special Civil Actions (Petition for Certiorari, | | | |



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| | | <p>Prohibition, Mandamus, NLRC, Original action for Annulment of Judgement, etc.</p> <p>Including a Petition or Motion for Intervention)</p> <p>Docket Fee (SAJ Fund) P2,548.00</p> <p>Docket Fee (JDF) P452.00</p> <p>Deposit for Costs (Fiduciary Fund) P500.00</p> <p>Legal Research Fund (UPLC) P30.00</p> <p>-----</p> <p>P3,530.00</p> | | |
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| | | <p>Additional Payments:</p> <p>Prayer for Issuance of TRO,</p> <p>Writ of Preliminary Injunction, or any Provisional Remedy under Rule 57 to 61 (SAJ Fund) P1,000.00</p> | | |
| <p>2. PERSONAL DELIVERIES</p> | <p>2.1 Fills out Personal Deliveries Logbook over the counter</p> <p>2.2 Receives documents</p> <p>2.3 Forwards received documents to the CAO</p> | | <p>2.1 1 minute</p> <p>2.2 30 seconds</p> | <p>2.1 Legal Secretaries</p> <p>2.2 Admin. Asst. I</p> |



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| | <p>2.4 Segregates documents according to areas:</p> <ol style="list-style-type: none"> 1. Makati 2. Mandaluyong/Pasig 3. Quezon City 4. Pasay, Paranaque, Taguig, Muntinlupa <p>2.5 Assigns documents to process servers</p> <p>2.6 Receives documents from the CAO</p> <p>2.7 Delivers documents to assigned areas.</p> | | <p>2.3 1 minute</p> <p>2.4 5 minutes</p> <p>2.5 2 minutes</p> <p>2.6 2 minutes</p> <p>2.7 30 minutes onwards</p> | <p>2.3 Admin. Asst. I</p> <p>2.4 Chief Administrative Officer</p> <p>2.5 Chief Administrative Officer</p> <p>2.6 Process Servers</p> <p>2.7 Process Servers</p> |
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| 3. COURIER (LBC) DELIVERY | <p>3.1 Submits documents for LBC delivery; logs-in documents.</p> <p>3.2 Counter-checks against the logbook.</p> <p>3.3 Pick-ups documents for courier delivery</p> | <p>Php 66,666.66/month</p> <p>Per LBC Courier Service Contract</p> | <p>3.1 10 seconds</p> <p>3.2 1 minute</p> <p>3.3 30 minutes onwards</p> | <p>3.1 Legal Secretary</p> <p>3.2 Admin. Asst. I</p> <p>3.3 Admin. Asst. I</p> |
| Total Processing Time | | | 1 hour, 13 minutes, and 10 seconds | |