



## 8. Issuance of latest case status to client agencies in connection with their existing cases

Issuance of Case Status updates to requesting client agencies in connection with existing cases where the client agency is a party to the case.

<b>Office or Division:</b>	Docket Management Service, Legal Division, Secretariat			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	National Government Agencies and their Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request with the following information (one copy): 1. Case title; 2. Court where case is docketed; 3. Docket number; 4. Client agency's involvement in the case; 5. Mailing address; 6. Email address; and 7. Contact number		Availing party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Client agency will send the OSG a letter-request for latest case status report.</p>	<p>1.1. The Docket Management Service (DMS), through the receiving officer, will receive and stamp the OSG's date of receipt on the letter-request.</p> <p>1.2. The receiving officer will check the eCMT for the division handling the case.</p> <p>1.3. Receiving officer will call by phone the secretary of the Assistant Solicitor General (ASG) concerned to give notice of the OSG's receipt of the letter-request.</p> <p>1.4. Receiving officer will follow the OSG procedure for the barcoding and scanning of the letter-request.</p>	<p>None</p>	<p>20 minutes</p>	<p><i>Supervising Administrative Officer or ADAS 1</i></p>
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	1.5. ASG secretary will immediately get a copy of the scanned letter-request from the eCMT or DMS.	None	1 hour	ASG Secretary
	1.6. ASG Secretary will inform the ASG of the OSG's receipt of the letter-request.	None	1 hour	ASG Secretary
	1.7. ASG will examine the letter-request.	None	2 Days	ASG
	<p>1.8. ASG will instruct the Handling Lawyer on the action required for the agency request either in person or through a written notation on the document.</p> <p>If the instruction is made through a written notation, the ASG shall transmit the same to the ASG Secretary who shall ensure its</p>	None	1 Hour	<p>ASG</p> <p>ASG Secretary (if instruction is in the form of a notation)</p>



	prompt receipt by the Handling Lawyer.			
	1.9. Handling lawyer will draft a report on the latest status of the case concerned or a denial letter when appropriate.	None	2 Days	<i>Handling lawyer</i> <i>ASG Secretary</i>
	1.10 ASG, if necessary, will cause the correction of the draft-response by the Handling Lawyer, and/or sign the approved draft.	None	2 Days	<i>ASG</i> <i>Handling Lawyer</i>
	1.11. ASG will forward the signed letter-response to the ASG Secretary.	None	1 hour	<i>ASG</i>
	1.12. ASG Secretary will forward the signed letter-response to the Legal Secretary of handling lawyer.	None	1 Hour	<i>ASG Secretary</i>



2. Agency receives the letter response on the latest case status report.	2. Legal Secretary will send a scanned copy of the letter-response to the provided email and cause its sending by registered mail.	None	2 Hours	<i>Legal Secretary of Handling Lawyer</i>
Total Processing Time			6 Days, 7 Hours, 20 minutes	