



## 5. 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<sup>1</sup>.

<b>Office or Division:</b>	Docket Management Service, Legal Division, Cash Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizens	
<b>Who may avail:</b>	Party/Counsel of Case or Authorized Representative	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Philippine Identification or any valid ID if Requester is One of the Parties / Counsel (one photocopy)	Availing Party
	Authorization Letter (one original copy) and Philippine Identification or any valid ID, if Requester is authorized by one of the parties/counsel (one photocopy)	Availing Party
	Petition/Complaint Filed in Court, Orders from the Court or any issuance indicating the Case Number, Case Title (one photocopy)	Availing Party (from Court where case is filed)

<sup>1</sup> The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.



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>
3. Make the necessary payment with the cashier.	3. Cashier will collect payment and issue the Official Receipt for such payment.	P15 per page of the Certified True Copy	15 minutes	<i>Cashier, OSG Building Lobby</i>



<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 document to be certified.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Legal Secretary, Authorized Personnel of the Legal Division</i></p>
<p>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.</p>	<p>6. Legal Secretary will file the receiving copy of the Certification and the corresponding ID/ authorization</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Legal Secretary</i></p>



	in the case folder.			
Total Processing Time			1 hour, 5 minutes	