## 32. Filing of Outbound Documents

Personal delivery 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. <sup>1</sup>

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		Legal Division			
Supreme Court En Banc 15 copies for court including original 1 office copy 1 for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes		Legal Division			
Court of Appeals 3 copies for court inc	court of Appeals 3 copies for court including original Legal Division				

<sup>&</sup>lt;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.

office copy     copy for receiving copy (secretary's copy)     Add: number of copy furnished     Add: annexes	
Regional Trial Courts/Municipal Trial Courts/Civil Service Commission 2 copies including original 1 office copy 1 for receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
Court of Tax Appeals (En Banc) 10 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnisned	Legal Division
Court of Tax Appeals (Division) 4 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
Sandiganbayan Division 1 – 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
Division 2 – Pleadings 4 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
Division 2 – Formal Offer 5 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
Division 3 – Pleadings 3 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
Division 3 – Judgement Affidavit	

6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished	Legal Division
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 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	Legal Division
**Add annexes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE
FOR COURTS (PERSONAL/REGISTERE D MAIL)  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 overthe-counter with attached envelopes indicating addresses of courts and personnel that are copy furnished;  1.4 Receives pleadings;  1.5 Forwards received pleadings to the collator;  1.6 Collates pleadings according to court and copy furnished; segregating copy furnished; segregating copy furnished into Brief, NCR, LuzViMin and ordinary and delegation  1.7 Forwards Supreme Court and Court of Appeals copies to	SC payments Petition: Docket Fee P3,000.00 Mediation Fee P1,000.00 Legal Research Fund P30.00 Sheriff's Fee P1,000.00 Deposit for Cost P500.00  Total Legal Fees P5,530.00  Petition with TRO Docket Fee P3,000.00 TRO P1,000.00 Sheriff's Fee P300.00 Sheriff's Fee P300.00 Sheriff's	<ul> <li>1.1 5 seconds</li> <li>1.2 5 seconds</li> <li>1.3 30 seconds</li> <li>1.4 5 seconds</li> <li>1.5 5 seconds</li> <li>1.6 1 minute</li> <li>1.7 10 seconds</li> <li>1.8 10 seconds</li> <li>1.9 10 seconds</li> <li>1.10 10 seconds</li> <li>1.11 1 minute</li> <li>1.12 20 second s</li> <li>1.13 1 minute</li> </ul>	1.1 Legal Secretary  1.2 Legal Secretary  1.3 Legal Secretary  1.4 Admin. Asst. I  1.5 Admin. Officer V  1.6 Admin. Officer I  1.7 Admin. Officer I  1.8 Admin. Officer II  1.9 Admin. Officer III  1.10 Admin . Officer III  1.11 Proce ss Server

the encoder; for				1.12 Admin
purpose of those whose pleadings with required registry return receipt	Expenses P1,000.00 Deposit for cost P500.00	1.14	30 second s	1.12 Admin . Asst. I 1.13 Admin . Asst. I
1.8 Forwards copy furnished to encoders;	Total Legal Fees P5,830.00	1.15	30	. 71001. 7
<ul><li>1.9 Encodes copies for SC and CA;</li><li>1.10 Encodes</li></ul>	7 3,330.00		second s	1.14 Admin . Asst. I
copy furnished;  1.11 Copies for CA are collated	TRO payment only TRO	1.16	45 mins	
according to: Heinous Crime, Civil, Criminal, Specpro;	Php1,000.00 Sheriff's Fee 300.00		to 1 hour	1.15 Admin . Asst, IV
1.12 Copy furnished are attached with Registry Return Card and mailbill	Total Php1,300.00 CA payments	1.17	30 mins to 1	1.16 Proce ss Server
furnished forwarded to the collator for envelope insertion and stapling of Registry Return Card	Docket Fees (Special Cases)  1. Petition for Review under RA 6031 and		hour	1.17 PHLPOST personnel
ı andın <del>c</del> ı conator	Quasi- Judicial Bodies Docket Fee (SAJ Fund) P2,548.00 Docket Fee (JDF)			
1.15 Copy furnished are bundled together with the mailbill				

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Court and Court of Appeals copies are then personally delivered at SC/CA, 2:00pm.	(Fiduciary Fund) P500.00 Legal Research Fund (UPLC) P30.00		
furnished are picked up by PHLPOST personnel between 2:20 to 3:30 PM	P30.00  Total P3,530.00  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 Deposit for Sheriff's Fee P150.00		
	Certiorari, Prohibition, Mandamus, NLRC, Original action for Annulment of Judgement, etc.		

Including a Petition or Motion for Intervention)  Docket Fee (SAJ Fund) P2,548.00 Docket Fee (JDF) P452.00 Deposit for Costs (Fiduciary	1		T
(SAJ Fund) P2,548.00 Docket Fee (JDF) P452.00 Deposit for Costs (Fiduciary		Petition or Motion for	
Fund) P500.00 Legal Research Fund (UPLC)		(SAJ Fund) P2,548.00 Docket Fee (JDF) P452.00 Deposit for Costs (Fiduciary Fund) P500.00 Legal Research Fund	
P30.00			
P3,530.00		P3,530.00	
Additional Payments:			
Prayer for Issuance of TRO, Writ of Preliminary Injunction, or any Provisional Remedy under Rule 57 to 61 (SAJ Fund) P1,000.00		Issuance of TRO, Writ of Preliminary Injunction, or any Provisional Remedy under Rule 57 to 61 (SAJ Fund)	

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2. PERSONAL DELIVERIES	2.1 Submits documents over the counter; inform CAO if the area for	2.1	1 minute	2.1 Legal Secretaries
	delivery is within jurisdiction	2.2	30 seconds	2.2 Admin.
	2.2 Receives documents	2.3	1 minute	Asst. I
	2.3 Forwards received documents to the CAO	2.5	Tillilate	2.3 Admin.
	2.4 Segregates documents according to	2.4	5 minutes	Asst. I
	areas: 1. Makati 2. Manila, Mandaluyong/Pasig, San Juan 3. Quezon City			2.4 Chief Administrativ e Officer
	4. Pasay, Paranaque, Las Piňas, Taguig,	2.5	2 minutes	
		2.6	2 minutes	2.5 Chief
	2.5 Assigns documents to process servers per area	2.7 onwa	30 minutes ards	Administrativ e Officer
	aroa			2.6 Process Servers
	2.6 Receives documents from the CAO			2.7 Process Servers
	2.7 Delivers documents to assigned areas.			

3. COURIER DELIVERY	3.1 Submits documents for LBC delivery; logs-in documents. Insert copies in the LBC pouches for tracking purposes  3.2 Counter-checks against the logbook.  3.3 Pick-ups documents for courier delivery	Php 66,666.66/mo nth Per LBC Courier Service Contract	3.1 10 seconds  3.2 1 minute  3.3 30 minutes onwards	3.1 Legal Secretary  3.2 Admin. Asst. I  3.3 Admin. Asst. I
	Total P	rocessing Time	1 hour, 13 minutes, and 10 seconds	