

<p>1 office copy 1 copy for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes</p>	
<p>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</p>	<p>Legal Division</p>
<p>Court of Tax Appeals (En Banc) 10 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Court of Tax Appeals (Division) 4 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Sandiganbayan Division 1 – 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 2 – Pleadings 4 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 2 – Formal Offer 5 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 3 – Pleadings 3 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 3 – Judgement Affidavit</p>	

<p>6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 4 – 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 5 – Pleadings 4 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 5 – Formal Offer 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 6 – 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 7 – Pleadings 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>Division 7 – Judgement Affidavit 6 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	<p>Legal Division</p>
<p>**Add annexes</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>FOR COURTS (PERSONAL/REGISTERED MAIL)</p> <p>1. Submission of pleadings due to Supreme Court and Court of Appeals</p>	<p>1.1 Scans affidavits of service;</p> <p>1.2 Attaches affidavit of service into the pleadings, before annexes;</p> <p>1.3 Submits pleadings over-the-counter with attached envelopes indicating addresses of courts and personnel that are furnished;</p> <p>1.4 Receives pleadings;</p> <p>1.5 Forwards received pleadings to the collator;</p> <p>1.6 Collates pleadings according to court and copy furnished; segregating copy furnished into Brief, NCR, LuzViMin and ordinary and delegation</p> <p>1.7 Forwards Supreme Court and Court of Appeals copies to</p>	<p>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</p> <p>----- Total Legal Fees P5,530.00</p> <p>Petition with TRO Docket Fee P3,000.00 TRO P1,000.00 Sheriff's Fee P300.00 Legal Research Fund P30.00 Sheriff's</p>	<p>1.1 5 seconds</p> <p>1.2 5 seconds</p> <p>1.3 30 seconds</p> <p>1.4 5 seconds</p> <p>1.5 5 seconds</p> <p>1.6 1 minute</p> <p>1.7 10 seconds</p> <p>1.8 10 seconds</p> <p>1.9 10 seconds</p> <p>1.10 10 seconds</p> <p>1.11 1 minute</p> <p>1.12 20 seconds</p> <p>1.13 1 minute</p>	<p>1.1 Legal Secretary</p> <p>1.2 Legal Secretary</p> <p>1.3 Legal Secretary</p> <p>1.4 Admin. Asst. I</p> <p>1.5 Admin. Officer V</p> <p>1.6 Admin. Officer I</p> <p>1.7 Admin. Officer I</p> <p>1.8 Admin. Officer I</p> <p>1.9 Admin. Officer III</p> <p>1.10 Admin. Officer III</p> <p>1.11 Process Server</p>

	the encoder; for purpose of those whose pleadings with required registry return receipt	Expenses P1,000.00 Deposit for cost P500.00	1.14 30 seconds	1.12 Admin . Asst. I
	1.8 Forwards copy furnished to encoders;	----- Total Legal Fees P5,830.00	1.15 30 seconds	1.13 Admin . Asst. I
	1.9 Encodes copies for SC and CA;			1.14 Admin . Asst. I
	1.10 Encodes copy furnished;	TRO payment only	1.16 45 mins to 1 hour	1.15 Admin . Asst, IV
	1.11 Copies for CA are collated according to: Heinous Crime, Civil, Criminal, Specpro;	TRO Php1,000.00 Sheriff's Fee 300.00		
	1.12 Copy furnished are attached with Registry Return Card and mailbill	----- Total Php1,300.00 CA payments	1.17 30 mins to 1 hour	1.16 Proce ss Server
	1.13 Copy 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 Quasi-Judicial Bodies Docket Fee (SAJ Fund) P2,548.00 Docket Fee (JDF) P452.00 Deposit for Cost		1.17 PHLPOST personnel
	1.14 After stapling and enveloping, copy furnished are forwarded to another collator for counterchecking			
	1.15 Copy furnished are bundled together with the mailbill			

	<p>1.16 Supreme Court and Court of Appeals copies are then personally delivered at SC/CA, 2:00pm.</p> <p>1.17 Copy furnished are picked up by PHLPOST personnel between 2:20 to 3:30 PM</p>	<p>(Fiduciary Fund) P500.00 Legal Research Fund (UPLC) P30.00</p> <p>----- Total P3,530.00</p> <p>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</p> <p>----- P1,150.00</p> <p>Original Special Civil Actions (Petition for Certiorari, Prohibition, Mandamus, NLRC, Original action for Annulment of Judgement, etc.</p>		
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		<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> <p>Additional Payments:</p> <p>Prayer for Issuance of TRO, Writ of Preliminary Injunction, or any Provisional Remedy under Rule 57 to 61 (SAJ Fund) P1,000.00</p>		
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<p>2. PERSONAL DELIVERIES</p>	<p>2.1 Submits documents over the counter; inform CAO if the area for delivery is within jurisdiction</p> <p>2.2 Receives documents</p> <p>2.3 Forwards received documents to the CAO</p> <p>2.4 Segregates documents according to areas:</p> <ol style="list-style-type: none"> 1. Makati 2. Manila, Mandaluyong/Pasig, San Juan 3. Quezon City 4. Pasay, Paranaque, Las Piñas, Taguig, <p>2.5 Assigns documents to process servers per area</p> <p>2.6 Receives documents from the CAO</p> <p>2.7 Delivers documents to assigned areas.</p>		<p>2.1 1 minute</p> <p>2.2 30 seconds</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>2.1 Legal Secretaries</p> <p>2.2 Admin. Asst. I</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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<p>3. COURIER DELIVERY</p>	<p>3.1 Submits documents for LBC delivery; logs-in documents. Insert copies in the LBC pouches for tracking purposes</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 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>
<p>Total Processing Time</p>			<p>1 hour, 13 minutes, and 10 seconds</p>	