

### 33.Request for Case Records from Court of Appeals-Cebu

Request for case records from the Court of Appeals Cebu by handling lawyer or legal secretary to prepare the appropriate responsive pleading.<sup>1</sup>

<b>Office or Division:</b>	CA Cebu			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Legal Secretaries of the 30 Divisions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Prepare request for copies of pertinent records for a certain case		Docket Management Service – Document Management Division		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Lawyers/Secretaries file requests for Records and TSN's to CA Cebu	1. Receives requests for records of CA Cebu over the internal counter from various legal Divisions	None	3 Working Days	<i>Administrative Officer V and ADAS I</i>
	2. Requests are emailed to <a href="mailto:docket_cebu@osg.gov.ph">docket_cebu@osg.gov.ph</a> .	None		<i>Administrative Officer V</i>
	3. CA Cebu personnel receives requests via email	None		<i>CA Cebu – Administrative Officer III</i>
	4. Sorts requests downloaded from the email; ▪ From submitted requests, processes urgent records of Civil Cases/Special cases, Sheriff Trust Fund (STF) official receipts and rollos, based on date of receipt.	STF (P 1000)		<i>CA Cebu – Administrative Officer III</i>

<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.

	5. Submits letter requests to CA Judicial Records Section(JRS) and/or Division Clerk of Court(DCC) for processing;	None		CA Cebu – Administrative Officer III CA CDO – ADAS I
	6. Waits for the release of records from the JRS and DCC;	None		CA Cebu – Administrative Officer III CA CDO – ADAS I
	7. Once records are released, scans the records based on date of receipt	None		CA Cebu – Administrative Officer III CA CDO – ADAS I
	8. Uploads the files to outlook drive;	None		CA Cebu – Administrative Officer III CA CDO – ADAS I
	9. Transmits the link via email to the handling lawyer and/or secretary, if indicated.	None		CA Cebu – Administrative Officer III CA CDO – ADAS I
Total Processing Time			3 Working Days <sup>2</sup>	

---

<sup>2</sup> Each requested document will be processed within three (3) working days. Request(s) for multiple documents may take more than three (3) working days to process.