

6. Follow-up on status of filing of Notice of Appearance

Follow-up on the status of the OSG's Notice of Appearance, whether it as already filed a Notice of Appearance in a case needing action/ appearance of an OSG lawyer¹.

Office or Division:	Docket Management Service, Legal Division, Cash Division			
Classification:	Simple			
Type of Transaction:	Government to Citizens			
Who may avail:	Party/Counsel of Case or Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 (one photocopy), if Requester is authorized by one of the parties/counsel		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)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

¹ 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.

<p>1. Check with the Officer of the Day (OD) the handling lawyer and division of the case being inquired about.</p>	<p>1. OD will check the eCMT for handling lawyer/ division and ensure that requester has proper identification, authorization from the party/ lawyer concerned.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Officer of the Day (OD) in OSG Lobby</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>
<p>2. Upon OD's 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.</p>	<p>2. OD will contact and coordinate with the legal division concerned.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Officer of the Day and Legal Secretary</i></p> <p>Immediate Supervisor in Charge of Designating Personnel for DMS- Director IV, DMS</p> <p>Immediate Supervisor in Charge of Designating Personnel for Legal Division - Assistant Solicitor General</p>
	<p>3. Legal secretary will check records of case on the status of the Notice of Appearance.</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Legal Secretary</i></p> <p>Immediate Supervisor in Charge of Designating Personnel for Legal Division -</p>

				Assistant Solicitor General
<p>3. Legal secretary will talk to the applicant via phone and update the latter on the status of the filing of the Notice of Appearance.</p> <p>(In the event the applicant decides to ask for a certified copy of the Notice of Appearance instead, the appropriate procedure in securing a certified copy of a Notice of Appearance shall be followed, such as the payment of fees, preparation of copies, certification and receipt of documents.)</p>	<p>4. Legal secretary will provide update on the status of the Notice of Appearance based on the available record.</p>	None	15 minutes	<p><i>Legal Secretary, Docket Management Service Personnel</i></p> <p>Immediate Supervisor in Charge of Designating Personnel for DMS-Director IV, DMS</p> <p>Immediate Supervisor in Charge of Designating Personnel for Legal Division - Assistant Solicitor General</p>
TOTAL:		None	50 minutes	