



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.⁸⁵

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 Supreme Court En Banc 15 copies for court including original 1 office copy 1 for receiving copy (secretary's copy)		Legal Division Legal Division

⁸⁵ 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>Add: number of copy furnished Add: annexes</p>	
<p>Court of Appeals 3 copies for court including original 1 office copy 1 copy for receiving copy (secretary's copy) Add: number of copy furnished Add: annexes</p>	Legal Division
<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>	Legal Division
<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>	Legal Division
<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>	Legal Division
<p>Sandiganbayan Division 1 – 5 copies including original 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	Legal Division
<p>Division 2 – Pleadings 4 copies including original copy 1 office copy 1 receiving copy (secretary's copy) Add: number of copy furnished</p>	Legal Division
<p>Division 2 – Formal Offer 5 copies including original copy</p>	



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 **Add annexes		Legal Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR COURTS (PERSONAL/REGISTERED 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 over-the-counter with attached envelopes indicating addresses of courts and personnel that are furnished; copy 1.4 Receives pleadings; 1.5 Forwards received	None	1.1 5 seconds 1.2 5 seconds 1.3 30 seconds 1.4 5 seconds 1.5 5 seconds	1.1 Legal Secretary 1.2 Legal Secretary 1.3 Legal Secretary 1.4 Admin. Asst. I 1.5 Admin. Officer V



	<p>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 the encoder; for purpose of those whose pleadings with required registry return receipt</p> <p>1.8 Forwards copy furnished to encoders;</p> <p>1.9 Encodes copies for SC and CA;</p> <p>1.10 Encodes copy furnished;</p> <p>1.11 Copies for CA are collated according to: Heinous Crime, Civil, Criminal, Specpro;</p> <p>1.12 Copy furnished are</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>1.6 Admin. Officer I</p> <p>1.7 Admin Officer I</p> <p>1.8 Admin. Officer I</p> <p>1.9 Admin. Officer I</p> <p>1.10 Admin. Officer III</p> <p>1.11 Admin. Officer III</p> <p>1.12 Process Server</p>
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<p>1.2 Client gets the Receiving Copies of the pleadings.</p>	<p>attached with Registry Return Card and mailbill</p> <p>1.13 Copy furnished forwarded to the collator for envelope insertion and stapling of Registry Return Card</p> <p>1.14 After stapling and enveloping, copy furnished are forwarded to another collator for counterchecking</p> <p>1.15 Copy furnished are bundled together with the mailbill</p> <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>1.18 Announces through the public address system that</p>		<p>1.13 1 minute</p> <p>1.14 30 seconds</p> <p>1.15 30 seconds</p> <p>1.16 1 hour</p> <p>1.17 1 hour</p>	<p>1.13 Adm n. Asst. I</p> <p>1.14 Adm n. Asst. I</p> <p>1.15 Adm n. Asst, IV</p> <p>1.16 Proce ss Server</p> <p>1.17 PHLPOST personnel</p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV,DMS</p>
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	<p>pleadings received were delivered to intended recipients and Clients can get the Receiving Copies of the pleadings.</p>			
<p>2. 1 PERSONAL DELIVERIES</p> <p>Submits documents over the counter; inform CAO if the area for delivery is within jurisdiction</p>	<p>2.1 Receives documents</p> <p>2.2 Forwards received documents to the CAO</p> <p>2.3 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>2.4 Assigns documents to process servers per area</p> <p>2.5 Receives documents from the CAO</p>	<p>None</p>	<p>2.1 30 seconds</p> <p>2.2 1 minute</p> <p>2.3 5 minutes</p> <p>2.4 2 minutes</p> <p>2.5 2 minutes</p>	<p>2.1 Admin. Asst. I</p> <p>2.2 Admin. Asst. I</p> <p>2.3 Chief Administrative Officer</p> <p>2.4 Chief Administrative Officer</p> <p>2.5 Process Servers</p>



<p>2.1 Client gets the Receiving Copies of the documents.</p>	<p>2.6 Delivers documents to assigned areas.</p> <p>2.7 Announces through the public address system that documents received were delivered to intended recipients and Clients can get the receiving copies of the documents.</p>		<p>2.6 30 minutes</p>	<p>2.6 Process Servers</p>
<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 Client gets the Receiving Copies of the documents.</p>	<p>3.1 Counter-checks against the logbook.</p> <p>3.3 Pick-ups documents for courier delivery</p> <p>3.4 Announces through the public address system that documents were delivered to intended recipients.</p>	<p>None</p>	<p>3.1 1 minute</p> <p>3.2 30 minutes onwards</p>	<p>3.1 Admin. Asst. I</p> <p>3.2 Admin. Asst. I</p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>
<p>TOTAL:</p>		<p>None</p>	<p>1 hour, 13 minutes, and 10 seconds</p>	