



1. Request for Certification of the Date of Receipt of Court Issuances (Walk-In)

This walk-in service covers the receipt of the request, processing, and release of a certification confirming the date on which the Office of the Solicitor General received a **Decision, Order, Judgment, or Resolution** from the court for a specific case.

Office or Division:	Docket Management Service Cash Division, Financial Management Service
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	The parties to the case, their duly authorized counsel, or an authorized representative acting on their behalf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Parties or Their Counsel	
<ul style="list-style-type: none"> Valid Identification - One (1) photocopy of the Philippine Identification or any valid Philippine government-issued identification card. Verification Slip - One (1) original copy of the duly accomplished verification slip. 	Requesting Party OSG Public Assistance and Complaints Desk OSG Website
For Authorized Representatives: In addition to the above, the representative must submit:	
<ul style="list-style-type: none"> Authorization Letter - One (1) original copy of the authorization letter from the party or counsel. Valid Identification - One (1) photocopy of Philippine Identification or any valid Philippine government-issued identification card. 	Requesting Party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit verification slip 1.1. Secure verification slip from the Officer of the Day (Window 3) and fill out the required information.	1. Receive and review verification slip 1.1. Provide the verification slip to the client.	None	1 minute	Public Assistance Officer (PAO) / Office of the Day (OD) Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2. Submit the accomplished verification slip to the Officer of the Day (Window 3).	1.2. Receive the accomplished verification slip and check if all required fields are filled out.			
<p>2. Processing of the request and payment.</p> <p>2.1. Wait while the Officer of the Day verifies the request.</p> <p>2.2. Pay the required certification fee at Cash Window (Window 2).</p> <p>2.3. Present the Official Receipt to the Officer of the Day (Window 3).</p>	<p>2. Process verification request and payment.</p> <p>2.1. Verify the information in the eCMT. Once verified, inform the client to proceed to Window 2 to pay the certification fee.</p> <p>2.2. Process the payment and issue the Official Receipt (O.R.).</p> <p>2.3. Receive the Official Receipt.</p>	<p>None</p> <p>₱100.00</p> <p>None</p>	<p>3 minutes</p> <p>5 minutes</p> <p>2 minutes</p>	<p>Officer of the Day (Window 3)</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p> <p>Collecting Officer, Cash Division, Financial Management Service</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p> <p>Officer of the Day (Window 3)</p> <p>Immediate Supervisor</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.4. Wait while the Officer of the Day processes the request.	2.4. Prepare the certification.	None	8 minutes	Responsible for Personnel Designation – Director IV, DMS Officer of the Day (Window 3)
3. Receive the requested certification.	3. Release the requested certification.	None	1 minute	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
TOTAL		₱100.00	20 minutes	