



2. Request for Certification of the Date of Receipt of Court Issuances (Mail)

This service includes the receipt, processing, and issuance 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:	
<p>Letter Request for Certification <i>(Please indicate whether you are a party to the case, counsel, or an authorized representative)</i></p> <p>The letter should include the following information:</p> <ul style="list-style-type: none"> • Case Number • Case Title (Name of Parties) • Date and Type of the Document (e.g. Decision, Order, Judgment, or Resolution) • Contact Details (e-mail address, mobile number, landline, and/or home/office address) <p>Addressed to:</p> <p>Docket Management Service Office of the Solicitor General 134 Amorsolo Street, Legaspi Village, Makati City 1229</p>	Requesting Party
Valid Identification - One (1) photocopy of Philippine Identification or any valid Philippine government-issued identification card	Requesting Party
Proof of Payment - One (1) original copy of proof of payment for any of the following payment channels:	Requesting Party
<ul style="list-style-type: none"> • Postal Money Order <ul style="list-style-type: none"> ○ Payee: Office of the Solicitor General 	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Deposit to: <ul style="list-style-type: none"> ○ Account Name: Office of the Solicitor General ○ Account Number: 1802-1016-23 ○ Bank: Land Bank of the Philippines – Paseo de Roxas Branch • Electronic Transfer (InstaPay, PESONet, or similar) <ul style="list-style-type: none"> ○ Account Name: Office of the Solicitor General ○ Account Number: 1802-1016-23 ○ Bank: Land Bank of the Philippines – Paseo de Roxas Branch 	

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. 	Requesting Party
<ul style="list-style-type: none"> • 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. Send the request letter and proof of payment via PHLPost or a reputable courier to the Docket Management Service, Office of the Solicitor General. Include a prepaid pouch if using a private courier.	<ul style="list-style-type: none"> • Receive and review the request and attached proof of payment. 	None	1 minute	Docket Management Service Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
2. Wait while the Docket Management Service	<ul style="list-style-type: none"> • Processing of the request: 			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
processes the request.	<p>.1. Verify the record in the eCMT.</p> <p>.2. Validate the payment and issue the Official Receipt (O.R.).</p> <p>.3. Evaluation of the Request and Payment:</p> <ul style="list-style-type: none"> ○ If complete: Prepare the requested certification. ○ If incomplete information or payment issue: notify the requester to provide the missing information or correct the payment before processing. 	<p>None</p> <p>₱100.00</p> <p>None</p>	<p>1 minute</p> <p>1 day</p> <p>1 minute</p>	<p>Docket Management Personnel</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>Docket Management Service Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive notification of the status of the request and the requested certification via mail or courier.	3. Notify the requester of the status and release the certification.	None	1 minute	Docket Management Service Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
TOTAL		₱100.00	1 day and 4 minutes	