



5. Request for Certified True Copy of Filed Notice of Appearance (Walk-in)

This covers the receipt of the request, processing, and release of a certified true copy of the Office of the Solicitor General's Notice of Appearance that has already been filed in court for a specific case.

Office or Division:	Docket Management Service, Legal Service and 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. Case Documents - One (1) photocopy of the petition or complaint filed in court, court orders, or any issuance indicating the case number and case title. 	Requesting Party
For Authorized Representatives	
<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. Case Documents - One (1) photocopy of the petition or complaint filed in court, court orders, or any issuance indicating the case number and case title. 	Requesting Party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Window 3, Lobby, OSG Main Building, and submit the above-mentioned requirements to	1. Ensure the client presents proper identification and written authorization, receive the documents, and	None	5 minutes	Public Assistance Officer (PAO) / Office of the Day (OD)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Officer of the Day (OD).	verify their completeness.			Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
<p>2. Processing of the request and payment.</p> <p>2.1. Wait while the OD verifies the handling division and lawyer.</p> <p>2.2. Wait while the request is being coordinated with the handling legal division.</p> <p>2.3. Receive information on the number of pages and the amount of certification fee.</p> <p>2.4. Pay the certification fee at Window 2.</p>	<p>2. Processing of the request and payment.</p> <p>2.1. Check the assigned handling division and lawyer in the eCMT.</p> <p>2.2. Coordinate with the concerned legal division regarding the request and obtain the number of pages of the Notice of Appearance.</p> <p>2.3. Advise the client of the page count and CTC fee, and direct them to Window 2 for payment.</p> <p>2.4. Process the payment and issue the Official</p>	<p>None</p> <p>None</p> <p>None</p> <p>₱15.00 per page</p>	<p>5 minutes</p> <p>15 minutes</p> <p>5 minutes</p> <p>10 minutes</p>	<p>Public Assistance Officer (PAO) / Office of the Day (OD)</p> <p>Public Assistance Officer (PAO) / Office of the Day (OD)</p> <p>Public Assistance Officer (PAO) / Office of the Day (OD)</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p> <p>Collecting Officer, Cash Division, Financial</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>2.5. Present the OR to the OD (Window 3).</p> <p>2.6. Wait while the requested document is being prepared and certified.</p>	<p>Receipt (O.R.).</p> <p>2.5. Receive and check the OR and inform the Legal Secretary that payment has been made.</p> <p>2.6. Review the case records for the requested document, prepare the necessary copies and sign each page of the document to be certified.</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>15 minutes</p>	<p>Management Service</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p> <p>Public Assistance Officer (PAO) / Office of the Day (OD)</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p> <p>Legal Secretary</p> <p>Immediate Supervisor Responsible for Personnel Designation in the Legal Division – Assistant Solicitor General</p>
<p>3. Receive the certified true copy of the Filed Notice of Appearance and sign the receiving copy.</p>	<p>3.1. Release the certified true copy of the Filed Notice of Appearance to the client.</p> <p>3.2. Have the client sign the receiving copy and attach the</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>Public Assistance Officer (PAO) / Office of the Day (OD)</p> <p>Public Assistance Officer (PAO) / Office of the Day</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>photocopy of identification and/or authorization.</p> <p>3.3. File the receiving copy of the Certification, together with the ID/authorization, in the case folder.</p>	None	5 minutes	<p>(OD) Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p> <p>Legal Secretary</p> <p>Immediate Supervisor Responsible for Personnel Designation in the Legal Division – Assistant Solicitor General</p>
TOTAL		₱15.00 per page	1 hour and 15 minutes	