



1. Request for Filing and Delivery of Court and Other Outbound Documents

This service covers the receipt, processing, and dispatch of pleadings and other court-related documents for filing with the Supreme Court (SC), the Court of Appeals (CA), the Court of Tax Appeals (CTA), the Sandiganbayan, the Regional Trial Courts (RTC), the Metropolitan Trial Courts (MeTC), and the Municipal Trial Courts (MTC), as well as the delivery of other outbound documents to the Civil Service Commission and other public or private entities.

A. SERVICE AND FILING OF COURT DOCUMENTS (PERSONAL SERVICE OR REGISTERED MAIL)

Office or Division:	Document Management Division (DMD), Docket Management Service (DMS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	OSG Legal Service Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>The pleading, motion, and other court submissions must be complete and accompanied by the necessary supporting documents and filing requirements as prescribed by the court, including the affidavits of service and filing, annexes, and verified declaration, as the case may be. Moreover, the envelopes must have the complete and correct address of the recipients. The pleading must be submitted with the required number of copies as indicated below.</p>	
SUPREME COURT¹	
<p>Supreme Court (<i>En Banc</i>)</p> <ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and fourteen (14) photocopies, with complete annexes • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division
<p>Supreme Court (Division)</p> <ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and four (4) photocopies, with complete annexes • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division

¹ Requirement for Filing of Initiatory Cases. <https://sc.judiciary.gov.ph/requirement-for-filing-of-initiatory-cases/>.



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COURT OF APPEALS	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and two (2) photocopies, with complete annexes • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division
COURT OF TAX APPEALS²	
Court of Tax Appeals (<i>En Banc</i>)	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and nine (9) photocopies, with complete annexes • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division
Court of Tax Appeals (Division)	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and five (5) photocopies, with complete annexes for initiatory pleadings • Pleadings/Submission (with Annexes) - One (1) original copy and three (3) photocopies, with complete annexes for subsequent pleadings • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division
SANDIGANBAYAN	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and (4) photocopies, with complete annexes • Pleadings/Submission (with Annexes) - One (1) copy for the Sandiganbayan docket 	Concerned Legal Division

² Guidelines on Submission of Electronic Copies of Pleadings and Other Court Submissions Before the Court of Tax Appeals Pursuant to A.M. No. 10-3-7-SC and A.M. 11-9-4-SC, CTA En Banc Resolution No. 8-2024, [September 1, 2024].



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	
REGIONAL TRIAL COURTS AND MUNICIPAL TRIAL COURTS	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and one (1) photocopy with complete annexes • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division
CONSTRUCTION INDUSTRY ARBITRATION COMMISSION³	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) copy for each party • Pleadings/Submission (with Annexes) - One (1) copy for each Arbitrator • Pleadings/Submission (with Annexes)- One (1) copy for the Secretariat • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division
CIVIL SERVICE COMMISSION AND OTHER ADMINISTRATIVE AGENCIES	
<ul style="list-style-type: none"> • Pleadings/Submission (with Annexes) - One (1) original copy and (2) photocopies, with complete annexes • File Copy - One (1) office file copy • Receiving Copy - One (1) receiving copy for the legal division • Copy Furnished – Additional copies for the concerned parties 	Concerned Legal Division

³ Revised Rules of Procedure Governing Construction Arbitration (As amended by CIAC Resolution Nos. 15-2006, 16-2006, 18-2006, 19-2006, 02-2007, 07-2007, 13-2007, 02-2008, 03-2008, 11-2008, 01-2010, 04-2010, 07-2010, 08-2014, 07-2016, 06-2017, 01-2019, 04-2019, and 05-2019), [January 1, 2023].



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the pleading together with the complete documentary requirements at the DMD, Ground Floor, OSG Main Building, Adelantado Wing or 7 th Floor, Convergys One Building.	1. Receive and review the pleading and accompanying documents for completeness.	None	10 seconds	Docket Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
2. None	2. Sort, record, and prepare the pleadings for dispatch. a. Sort and Collate Collate and segregate the pleadings according to the court concerned (e.g. Supreme Court or Court of Appeals, etc.) and the type of service (personal service or registered mail). b. Encode and Record Encode all the pleadings for filing according to	None None None	4 minutes 1 minutes	Docket Management Division Personnel Docket Management Division Personnel



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>the type of service: Personal service (SC and CA) or registered mail (copy furnished and lower court pleadings with mail bill and Registry Return Cards as needed).</p> <p>c. Prepare for Dispatch</p> <p>Countercheck and prepare pleadings for dispatch, including envelope insertion, stapling of Registry Return Cards (if applicable, and bundling with mail bill.)</p>	None	10 minutes	<p>Docket Management Division Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>
<p>3. Await confirmation of filing or receipt of the receiving copy, if requested,</p>	<p>3. Dispatch of pleadings.</p> <p>a. Deliver copies to the SC and CA at 2:30 PM.</p> <p>b. Turn over furnished copies to PHLPost for pickup (3:30-4:00 PM).</p>	<p>None</p> <p>None</p>	<p>1 hour</p> <p>1 hour</p>	<p>Document Management Division Personnel</p> <p>Document Management Division Personnel</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request or pick up the receiving copies from the DMD drop box	c. Announce via PA that the receiving copies are available at the DMS or deliver them to the concerned Legal Division.	None	30 minutes	Document Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
TOTAL			1 hour, 46 minutes and 10 seconds	



B. PERSONAL DELIVERY OF NON-COURT DOCUMENTS

Office or Division:	Document Management Division (DMD), Docket Management Service (DMS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	OSG Legal Service Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • File Copy - One (1) office file copy • Receiving Copy – One (1) receiving copy for the Legal Division 	Concerned Legal Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents along with all supporting annexes at the DMD Ground Floor, OSG Man Building, Adelantado Wing or 7 th Floor, Convergys One Building.	1. Receive and check the submitted documents and annexes, if any, for completeness.	None	10 seconds	Docket Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
2. None	2. Sort, record, and assign the documents for dispatch. a. Segregate the documents by area: <ul style="list-style-type: none"> • Makati • Manila • Mandaluyong / Pasig • San Juan • Quezon City • Pasay • Parañaque (DFA only) • Las Piñas • Taguig 	None	20 minutes	Docket Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>b. Record the person and their assigned area in the logbook.</p> <p>c. Assign the documents to the designated process servers for each area.</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p>Docket Management Division Personnel</p> <p>Docket Management Division Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>
<p>3. Await confirmation of filing or receipt of the receiving copy, if requested.</p>	<p>3. Dispatch of documents.</p> <p>a. Deliver the documents to the assigned areas.</p> <p>b. Deliver the receiving copies to the concerned Legal Division.</p>	<p>None</p>	<p>1 hours</p> <p>30 minutes</p>	<p>Docket Management Division Personnel</p> <p>Docket Management Division Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>
TOTAL			2 hours and 10 seconds	



C. COURIER DELIVERY OF DOCUMENTS

Office or Division:	Document Management Division (DMD), Docket Management Service (DMS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	OSG Legal Service Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Receiving Copy – One (1) receiving copy for the Legal Division	Concerned Legal Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents at the DMD, Ground Floor, OSG Main Building, Adelantado Wing or 7 th Floor, Convergys One Building and log the following information for LBC delivery: <ul style="list-style-type: none"> Envelope details Recipient Document type Originating Solicitor and Division 	1. Cross-check the logged entries against the enclosed documents.	None	1 minute	Docket Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
2. None	2. Ensure the courier service picks up the documents between 3:00 PM and 3:30 PM.	None	5 minutes	Docket Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Await confirmation of delivery and request the LBC manifest.	3. Provide the LBC manifest to the requesting legal division.	None	30 minutes	Docket Management Division Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
TOTAL			36 minutes	