



## 11. 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. <sup>1</sup>

<b>Office or Division:</b>	Document Management Division, Docket Management Service	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to citizen	
<b>Who may avail:</b>	OSG Employees (Legal Divisions)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
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		Legal Division

<sup>1</sup> 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.



Supreme Court En Banc

15 copies for court including original

1 office copy

1 for receiving copy (secretary's copy)

Add: number of copy furnished

Add: annexes

Legal Division

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

Legal Division

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

Legal Division

Court of Tax Appeals (En Banc)

10 copies including original

1 office copy

1 receiving copy (secretary's copy)

Add: number of copy furnished

Legal Division

Court of Tax Appeals (Division)

Legal Division



4 copies including original  
1 office copy  
1 receiving copy (secretary's copy)  
Add: number of copy furnished

Sandiganbayan

Division 1 – 5 copies including original  
1 office copy  
1 receiving copy (secretary's copy)  
Add: number of copy furnished

Division 2 – Pleadings  
4 copies including original copy  
1 office copy  
1 receiving copy (secretary's copy)  
Add: number of copy furnished

Division 2 – Formal Officer  
5 copies including original copy  
1 office copy  
1 receiving copy (secretary's copy)  
Add: number of copy furnished

Division 3 – Pleadings  
3 copies including original copy  
1 office copy  
1 receiving copy (secretary's copy)  
Add: number of copy furnished

Legal Division

Legal Division

Legal Division

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





	attached envelopes indicating addresses of courts and personnel that are furnished;	Legal Research Fund P30.00	1.3	30 seconds	1.4 Admin. Asst. I
		Sheriff's Fee P1,000.00	1.4	5 seconds	1.5 Admin. Officer V
		Deposit for Cost P500.00	1.5	5 seconds	1.6 Admin. Officer I
1.4	Receives pleadings;		1.6	1 minute	
1.5	Forwards received pleadings to the collator;	-----			1.7 Admin. Officer I
1.6	Collates pleadings according to court and copy furnished; segregating copy furnished into Brief, NCR, LuzViMin and ordinary and delegation	Total Legal Fees P5,530.00	1.7	10 seconds	1.8 Admin. Officer I
		Petition with TRO	1.8	10 seconds	
		Docket Fee P3,000.00	1.9	10 seconds	1.9 Admin. Officer III
		TRO P1,000.00	1.10	10 seconds	1.10 Admin. Officer III
1.7	Forwards Supreme Court and Court of Appeals copies to the encoder; for purpose of those whose pleadings with required registry return receipt	Sheriff's Fee P300.00			1.11 Process Server
		Legal Research Fund P30.00	1.11	1 minute	
1.8	Forwards copy furnished to encoders;	Sheriff's Expenses P1,000.00			1.12 Admin. Asst. I
1.9	Encodes copies for SC and CA;	Deposit for cost P500.00	1.12	20 seconds	
1.10	Encodes copy furnished;				



	<p>1.11 Copies for CA are collated according to: Heinous Crime, Civil, Criminal, Specpro;</p> <p>1.12 Copy furnished are 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</p>	<p>-----</p> <p>Total Legal Fees P5,830.00</p> <p>TRO payment only</p> <p>TRO Php1,000.00</p> <p>Sheriff's Fee 300.00</p> <p>-----</p> <p>Total Php1,300.00</p> <p>CA payments</p> <p>Docket Fees (Special Cases)</p> <p>1. Petition for Review under RA 6031 and Quasi- Judicial Bodies</p> <p>Docket Fee (SAJ Fund) P2,548.00</p>	<p>1.13 1 minute</p> <p>1.14 30 seconds</p> <p>1.15 30 seconds</p> <p>1.16 45 mins to 1 hour</p> <p>1.17 30 mins to 1 hour</p>	<p>1.13 Admin . Asst. I</p> <p>1.14 Admin . Asst. I</p> <p>1.15 Admin . Asst, IV</p> <p>1.16 Proce ss Server</p> <p>1.17 PHLPOST personnel</p>
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	<p>between 2:20 to 3:30 PM</p>	<p>Docket Fee (JDF) P452.00 Deposit for Cost (Fiduciary Fund) P500.00 Legal Research Fund (UPLC) P30.00  ----- Total P3,530.00  Prayer for Issuance of TRO, Writ of Preliminary Injunction or any of the Provisional Remedies under Rule 57 to Rule 61 (SAJ Fund) P1,000.00 Deposit for Sheriff's Fee P150.00  ----- P1,150.00  Original Special Civil Actions</p>		
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		<p>(Petition for Certiorari, Prohibition, Mandamus, NLRC, Original action for Annulment of Judgement, etc.</p> <p>Including a Petition or Motion for Intervention)</p> <p>Docket Fee (SAJ Fund) P2,548.00</p> <p>Docket Fee (JDF) P452.00</p> <p>Deposit for Costs (Fiduciary Fund) P500.00</p> <p>Legal Research Fund (UPLC) P30.00</p> <p>-----</p> <p>P3,530.00</p>		
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		<p>Additional Payments:</p> <p>Prayer for Issuance of TRO,</p> <p>Writ of Preliminary Injunction, or any Provisional Remedy under Rule 57 to 61 (SAJ Fund) P1,000.00</p>		
<p>2. PERSONAL DELIVERIES</p>	<p>2.1 Submits documents over the counter; inform CAO if the area for delivery is within jurisdiction</p> <p>2.2 Receives documents</p> <p>2.3 Forwards received documents to the CAO</p>		<p>2.1 1 minute</p> <p>2.2 30 seconds</p> <p>2.3 1 minute</p>	<p>2.1 Legal Secretaries</p> <p>2.2 Admin. Asst. I</p> <p>2.3 Admin. Asst. I</p>



	<p>2.4 Segregates documents according to areas:</p> <ol style="list-style-type: none"> <li>1. Makati</li> <li>2. Manila, Mandaluyong/Pasig, San Juan</li> <li>3. Quezon City</li> <li>4. Pasay, Paranaque, Las Piñas, Taguig,</li> </ol> <p>2.5 Assigns documents to process servers per area</p> <p>2.6 Receives documents from the CAO</p> <p>2.7 Delivers documents to assigned areas.</p>		<p>2.4 5 minutes</p> <p>2.5 2 minutes</p> <p>2.6 2 minutes</p> <p>2.7 30 minutes onwards</p>	<p>2.4 Chief Administrative Officer</p> <p>2.5 Chief Administrative Officer</p> <p>2.6 Process Servers</p> <p>2.7 Process Servers</p>
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<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 Counter-checks against the logbook.</p> <p>3.3 Pick-ups documents for courier delivery</p>	<p>Php 66,666.66/month</p> <p>Per LBC Courier Service Contract</p>	<p>3.1 10 seconds</p> <p>3.2 1 minute</p> <p>3.3 30 minutes onwards</p>	<p>3.1 Legal Secretary</p> <p>3.2 Admin. Asst. I</p> <p>3.3 Admin. Asst. I</p>
<p>Total Processing Time</p>			<p>1 hour, 13 minutes, and 10 seconds</p>	