



3. Issuance of Certification on the date of OSG's receipt of court Decisions/Orders/Judgement/Resolution (application via Electronic Mail)

Issuance of a Certification that the OSG has received a Decision or Order from the court handling a particular case where the availing party is a party or counsel to the case.¹

Office or Division:	Docket Management Service, Cash Division	
Classification:	Simple	
Type of Transaction:	Government to Citizens	
Who may avail:	Party/Counsel of Case or Authorized Representative	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Philippine Identification or any valid ID if Requester is One of the Parties/Counsel (one softcopy)	Availing Party
	Authorization Letter and Philippine Identification or any valid ID, if Requester is authorized by one of the parties/counsel (one softcopy of each)	Availing Party
	Actual Postal Money Order (PMO) or Softcopy of Bank Deposit Slip or Softcopy of Proof of Electronic Money Transfer (one copy)	Availing Party (from Post Office or Bank)

¹ 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.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Send an email to certifications@osg.gov.ph requesting for a Certification on the receipt of court decisions/orders indicating the Case Number and Case Title, as well as the date, or if unavailable, the nature of the decision/order requested.</p> <p>Include contact information such as e-mail address, mobile number, phone number, and/or home/office address to facilitate the transaction.</p>	<p>1.1. Verify record with the Docket Management Service on the OSG's receipt of the Decision/ Order.</p> <p>1.2. Docket Management Service will inform the applicant to send his/her payment through Postal Money Order or Bank Deposit</p>	None	None	<p><i>Docket Management Service Personnel</i></p>



<p>2. Send payment to the Office of the Solicitor General either through:</p> <p>2.1. Postal Money Order; OR</p> <p>2.2. Deposit to OSG's account with Landbank of the Philippines Paseo de Roxas Branch with Account Number 001802-1016-23 OR</p> <p>2.3 Electronic Transfer of Funds thru Instapay, PESONet or similar modes of electronic transfer of funds to OSG's Account with Landbank of the Philippines, Paseo de Roxas Branch, Office of the Solicitor General Trust Fund 101 with Account Number 001802-1016-23</p>	None	P100 per Certification	None	None
<p>3. Furnish the OSG a clear copy of the Deposit slip or proof of electronic transfer of funds through email. Should the requester send his payment via Postal Money Order(PMO), the actual Postal Money Order(PMO) should be sent to OSG either through PHLPPost or through reputable private couriers. <i>(the requester may send a pre-paid pouch from reputable private couriers if he/she prefers to use the services of a private courier</i></p>	<p>3. Upon receipt of proof of payment, Docket Management Service will process the document. The OSG will release the Certification through PHLPPost's registered mail service and inform the</p>	None	3 Working Days	<p><i>Docket Management Service Personnel</i></p>



<p><i>instead of that of PHLPost).</i> The requested Certification would not be processed until the OSG's actual receipt of the PMO or verification that funds/payment had been transferred to OSG's Landbank Account.</p>	<p>requester on the availability and status of the document through any of the contact details provided.</p>			
<p>Total Processing Time</p>			<p>3 Working Days²</p>	

² The three (3) working days will cover the period counted from the time that the OSG has actually verified that the payment has been deposited to the OSG's Landbank Account or from the time of the OSG's actual receipt of the Postal Money Order(PMO) until the time that the requested Certification is mailed or turned over by OSG to PHLPost, provided that the PMO bears the correct details, including the payee's name.