

HOW TO FILE PLEADINGS/ DOCUMENTS RE: EXISTING CASE



PARTY OR AUTHORIZED REPRESENTATIVE OR COUNSEL ON RECORD shall proceed to the **OMB-MOLEO RECORDS SECTION** and submit the following:



**PLEADINGS and attachment x 3 copies, and
Proof of Service (Original Registry Receipt/
Affidavit of Personal Service)**



OMB - MOLEO RECORDS Officer must:



Examines the completeness of the documents.

Stamps  **on original and receiving copy**

Gives receiving copy to the Party.



WITHOUT PROOF OF SERVICE
Party will be required to furnish the other party with a copy



PARTY or AUTHORIZED REPRESENTATIVE or COUNSEL on Record leaves after:

- a. Receiving copy of filed pleading
- b. Presenting Visitor's Slip signed by the OMB-MOLEO Records Section Officer to the 1st Floor Lobby Guard
- c. Dropping his Feedback Form on the appropriate box at the 1st Floor Lobby.