

FILING OF PLEADINGS AND SUBMISSION OF OTHER DOCUMENTS RELATED TO EXISTING CASE

A. WHO MAY AVAIL OF THE SERVICE?

- Any party of the case
- Counsel on record or representative of the party

B. WHAT ARE THE REQUIREMENTS?

- Pleadings to be filed including attachments (at least 3 copies)
- Proof of Service (original registry receipt/affidavit of personal service)

DURATION:

8 Minutes

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	RESPONSE TIME	PERSON IN CHARGE	FEES	FORMS
1	a. Presents Visitor’s Slip b. Submits pleadings and attachments c. Accepts receiving copy d. Fills-out Feedback Form e. Gets Visitor’s Slip for release of ID at the Lobby Guard	a. Greets complainant b. Receives pleadings and attachments c. Examines documents as to completeness d. Stamps “RECEIVED” on original and receiving copy e. Gives receiving copy to client f. Reminds client to drop Feedback Form in the designated box located at the Ground Floor Lobby g. Signs Visitor’s Slip WITHOUT PROOF OF SERVICE: INSTRUCTS CLIENT TO COPY FURNISH THE OTHER PARTY	8 minutes	Receiving Officer (Records Section)	None	Visitor’s Slip Feedback Form
END OF TRANSACTION						