

REQUEST FOR STATUS OF CASE

DURATION:

A. WHO MAY AVAIL OF THE SERVICE?

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

B. WHAT ARE THE REQUIREMENTS?

- Letter Request or Accomplished Verification Slip
- Authorization Letter or Special Power of Attorney for representative



STEP	APPLICANT/CLIENT	SERVICE PROVIDER	RESPONSE TIME	PERSON IN CHARGE	FEES	FORMS
1	a. Presents Visitor's Slip b. Submits Letter of Authorization (for representative) c. Fills out Verification Slip	a. Greets requester b. Interviews requester c. Receives and checks Verification Slip d. Refers Verification Slip to Records Officer	5 minutes	Receiving Officer (Records Section)	None	Visitor's Slip Verification Slip
2.	a. Receives original Verification Slip b. Fills-out Feedback Form c. Gets Visitor's Slip for release of ID at the Lobby Guard	a. Verifies status of case b. Writes status of case c. Photocopies Verification Slip d. Gives original Verification Slip to requester e. Reminds requester to drop Feedback Form in the designated box located at the Ground Floor Lobby f. Signs Visitor's Slip	20 minutes	Records Officer (Records Section)	None	Verification Slip Feedback Form Visitor's Slip
END OF TRANSACTION						