

**: ISSUANCE OF REQUESTED REGISTERED COURT ORDERS/DECREES
AND RECORD WITH ANNOTATION**

<p>ABOUT THE SERVICE: As a general rule, all legal instruments shall be registered in the civil registry of place where they were executed except the following:</p>	<p>REQUIREMENTS: Original Copy of the document to be annotated Original copy of the Court Order Certificate of Finality Certificate of Court Registration issued by the concerned Municipality/Civil Registrar where the Court Order was Issued.</p>
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STEP	APPLICANT/CLIENT	SERVICE PROVIDER	PROCESSING TIME	PERSONS RESPONSIBLE	FEES	FORM
1	Present requirements including the decision from court at Window G Note: If no copy of the Court Decision, Certificate of finality, Certificate of Registration from MCR concerned was received yet at the office, a letter verification is to be sent first to the concerned court or LCRO before proceeding the next step	Evaluate/Review the documents and interview the client and Issue a Payment Order	15 minutes	Officer-In- Charge	None	None
2	Pay at Window E	Accept payment and sue official Receipt	3minutes	Revenue Collection Clerk III	PHP200	None

3	Return to Window G to present the O.R. and wait for instructions from the Officer-In-Charge	Record document in Legal Instrument book and give instructions to the client Forward the document for final approval/signature of the City civil Registrar	30 minutes	Employee In-Charge	None	None
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4	Client will return on the specific day that the Officer –In-charge advised him/her.	Issue/release the requested document	10minutes	Officer-In-Charge	None	None
<i>*End of Transaction*</i>						