

6. REGISTRATION OF JUDICIAL ORDERS

Annotation of judicial orders on civil documents.

Office or Division:	City Civil Registry Department			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public (must be personal or his duly authorized representative)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • 3 sets of Certified True Copies of Court Decision and Certificate of Finality, • Certificate of Registration from the Civil Registry Office where the hearing took place. • Certificate of Authenticity from the court. • Copy of civil document to be annotated 		Trial Court Civil Registry Office of place where the case was filed		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of requirements	1.1 Evaluates and reviews presented documents 1.2. Order of payment is issued		5 mins.	Registration Officer III
	2. Preparation of No Record and/or Transcription to be signed by CCRD officers.		2 mins.	RO III LTO III
3. Payment of Fees	3. Receive Payment and issue Receipt	P2000.00 (P500.00 certification fee; P500.00; registration fee and P1000.00 annotation on civil document)	2 min	Cashier (City Treasury)
4. Presents Official Receipt	4. Client is brief that Authenticity of decision shall be verified, and annotation of Civil registry Document shall be made after verification. (Mailing is charged to the client)		1 min	Reg. Officer III
	5. Actual verification of Decision through registered mail or another courier		5 days or more depending on the court where	Reg. Officer III

			Decision originated	
	6. Receipt of Certificate of Authenticity. Process registration of judicial order on civil document of 6.2 Certify the True copy of the Court decision. 6.3 Payment order for certification		20 mins.	Reg. Officer III
7. Payment of certification fees	7. Receive of payment and issuance of receipt	P50.00 per page of Decision and certification	2 mins.	Cashier (City Treasury)
8. Present OR	8. Preparation of the Civil Registry Certification. Release to client the certified true copy of Trial Court certified copy of Decision and cancelled civil registry marriage certificate and the Informs client to proceed with the Philippine Statistics Authority - Legal Office for the PSA processing of the civil document. Civil registrar certification, authentication of		2 minutes	
8. Presents OR and accepts annotated document with registration certificate.	8. The OR number, amount paid and name of requesting party is entered in the logbook for the day's transaction		2 mins.	RO III

END OF TRANSACTION (Total Processing Time: 36 minutes aside from the days of receipt of reply from court as to the authenticity of the Decision and Finality submitted for annotation)