



Process Title: Release of Case Documents

Document Number

DOJ-PM-NPS02-004

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Objective: To establish a process in releasing and filing copies of the signed resolution and case documents to parties concerned either dismissal or for filing in court

Revision

0

Effective Date

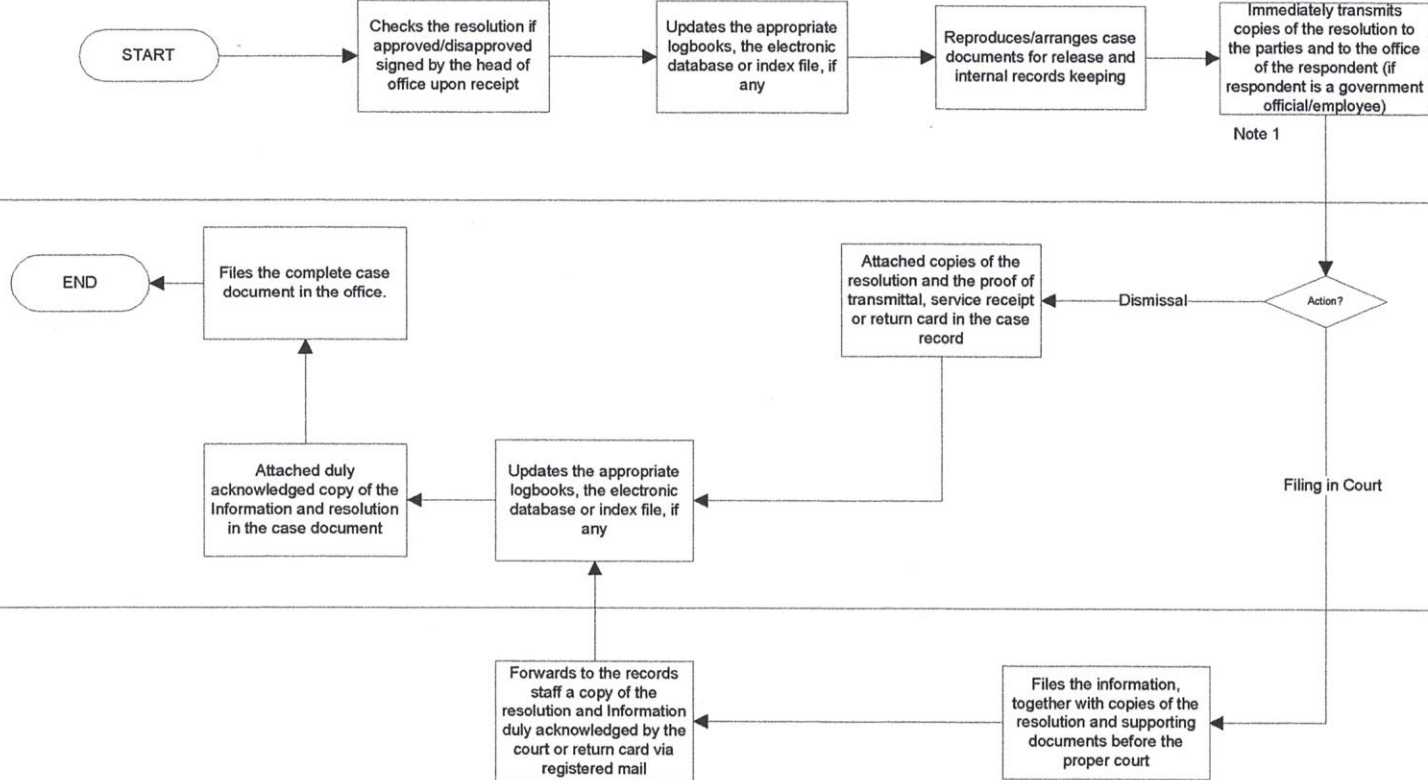
01 August 2018

Forms

- 1. DOJ-PM-NPS02-004.F01 - Request Slip

Records Staff / Docket Staff

Process Server / Docket Staff



WORK INSTRUCTIONS

Note 1
Transmitting copies of the resolution to the parties, to the office of the respondent or filing information in the proper court may either be via personal service by process server or via registered mail with return card mail.

Only parties and counsel on record will be given copy of documents/ resolutions after filling-up the request slip.
Authorization letter will only be honored if the said letter was made by the parties or counsel concerned. The name of the representative must be cited in the said authorization letter.

References

- 1. Handbook on Case Management System

Prepared by:

Irene H. Fuertes
IRENE H. FUERTES
Administrative Officer V

Verified by/Reviewed by:

Jorge G. Catalan, Jr.
JORGE G. CATALAN, JR.
City Prosecutor, OCP Makati City

Approved by:

Adrian Ferdinand S. Sugay
ADRIAN FERDINAND S. SUGAY
Undersecretary