



RECEIVING OF APPLICATION FOR PETITIONS FOR REVIEW

A petition for review is an appeal from judgments, resolutions, and orders of the Provincial and City Prosecutors in cases subject of preliminary investigation/reinvestigation.

Office or Division:	Office of the Secretary – Appeals Management Section (SAMO)
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C), Government to Government (G2G)
Who may avail:	Party to the case, Counsel of the Party/ies, other authorized person

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Duly subscribed petition for review, in accordance with DOJ Department Circular No. 70, s.2000, stating/ containing the following: <ul style="list-style-type: none"> Names and complete address of the parties involved NPS Docket Number and Criminal Case Number, if any; and title of the case, including the offense charged in the complaint; Venue of the preliminary investigation; Specific material dates showing that the petition was filed on time; Clear and concise statement of the facts, the assignment of errors, and the reasons or arguments relied upon for the allowance of the appeal; Proof of service of a copy of the petition to the adverse party and the Prosecution Office concerned. 	2 (1 original and 1 receiving copy)	Office of the Secretary – Appeals Management Section (SAMO)
2. Supporting documents in accordance with DOJ Department Circular No. 70, s.2000 (1 original, 1 photocopy) <ul style="list-style-type: none"> Resolution appealed from 	2 (1 duplicate original or certified true copy, and 1 receiving copy)	Office of the Secretary – Appeals Management Section (SAMO)
<ul style="list-style-type: none"> Complaint affidavits/sworn-statements 		Office of the Secretary – Appeals Management Section (SAMO)
<ul style="list-style-type: none"> Other evidence submitted by the parties during the preliminary investigation 		Office of the Secretary – Appeals Management Section (SAMO)



<ul style="list-style-type: none"> • Motion to defer proceedings as received by the court, if the case has been filed in court. 		Office of the Secretary – Appeals Management Section (SAMO)
3. Compact disc with PDF file of the Petition and all attachments, in accordance with DOJ Department Circular No. 018, s.2017	1	

Note: Petitions for review of resolutions in cases that are cognizable by the Regional Trial Courts or Special Courts, or whose venues are within the National Capital Region, are directly filed with the SAMO.

PROCEDURES					
Client Steps	Agency Actions	Fees to be Paid	Processing Time		Person Responsible
1. Submit the petition for review and supporting documents, which should be properly arranged, labeled, bound and paginated.	Check the client's compliance with the documentary requirements		None	10 minutes	Office of the Secretary – Appeals Management Section (SAMO)
	Stamp "Received" on the document with the date, and time of receipt, name of office, and name and signature of the receiving staff.		None	5 minutes	Office of the Secretary – Appeals Management Section (SAMO)



2. Submit the petition for review and supporting documents, which should be properly arranged, labeled, bound and paginated.	Check the client's compliance with the documentary requirements	None	10 minutes	Office of the Secretary – Appeals Management Section (SAMO)
	Stamp "Received" on the document with the date, and time of receipt, name of office, and name and signature of the receiving staff.	None	5 minutes	Office of the Secretary – Appeals Management Section (SAMO)
3. Receive duly stamped/received copy of petition for review, and sign in the logbook.	Docket and record the petition for review in the logbook and electronic database.	None	5 minutes	Office of the Secretary – Appeals Management Section (SAMO)
TOTAL:			20 minutes	