



PROVISION OF LEGAL ASSISTANCE

An assistance given by the Department of Justice, through an interview, to determine the exact nature of the complaint and/or issues and extend general counseling and appropriate advice/action to the client.

Office or Division:	DOJ Action Center
Classification:	Simple
Type of Transaction:	Government to Citizen (G2C)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Request Form	1	Frontline Office/ Window
2. Letter Request for SOJ, if necessary	1	Client/Requesting Party

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as

PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits duly accomplished form	Receives duly accomplished request form	None	5 minutes	Receiving Staff
	Forwards the request to officer-in-charge	None	10 minutes	Releasing Staff
	Refers to proper authority for legal counseling <ul style="list-style-type: none"> • Legal Counseling • Indorsement/ Referral 	None	60 minutes 60 minutes	<ul style="list-style-type: none"> • Officer-in-Charge • Drafter/ Reviewer/ Chief of Office
2. Receives Indorsement/ Referral	Release to requesting party	None	5 minutes	Releasing Staff
TOTAL:			120 minutes/ 2 hours	

availability of signatory(ies) and submission of additional documents.