

Department of Justice  
**OFFICE OF THE SECRETARY DOCKET SECTION**

Frontline Service: **Filing of Petition for Review**

Procedure	Employee	Time	Fee
1. Submit all documentary requirements in two (2) copies – [original (with CD) and duplicate] chronologically paginated from bottom page upwards, properly arranged in a folder and bound.	Receiving Staff (Window # 10)	5 to 10 minutes	None
2. Secure and submit the accomplished Petition for Review Form (PRF).	Receiving Staff (Window # 10)	1 to 5 minutes	None
3. Receive the duplicate copy of the petition duly stamped “RECEIVED”.	Receiving Staff (Window # 10)	1 to 5 minutes	None
End of Transaction			
Feedback Procedure: Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.			

**Processing time: 60 calendar days** (may be more or less depending on the nature of the case and necessary procedures)

**Follow-up:** After **60 calendar days** at telephone numbers (02)5247433 or (02) 523-84-81 local 233.

**Procedure for complaints:**

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction;
2. Contact the Office of the Secretary (OSEC) Docket Section at telephone number (02) 523-8481 local 233; or
3. Contact government complaint hotline “8888”

**Documentary Requirements as per DOJ Circular No. 70 and 70-A s. 2000**

A. Verified Petition for Review containing:

1. Names and addresses of parties involved;
2. NPS Docket Number and criminal case number, if any, and the title of the case including offense charged in the complaint or information;
3. Proof of service of a copy of the petition for review to the adverse parties or counsel and the Prosecution Office concerned;

- B. Legible duplicate original or certified true copy of the resolution appealed from
- C. Legible certified true copies of the complaint, affidavits/sworn statements
- D. Other evidences submitted by the parties during the preliminary investigation
- E. Copy of Motion to Defer Proceedings as received by the court, if the case has been filed in court

**Additional Requirements as per DOJ Circular No. 18 s. 2017**

- A. Verified Petition for Review in addition to its attachments:
  - 1. Compact Disc (CD) containing scanned copy of all documents submitted
  - 2. Long Folder containing all the documents submitted secured with fasteners, chronologically paginated from bottom page upwards
  - 3. Declaration of Completeness

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Frontline Service: **Request for the Issuance of Certified Photocopy of Resolution  
 (Resolved Cases on Appeal/ Petition for Review)**

Procedure	Employee	Time	Fee
1. Submit a letter request together with valid ID card.	Receiving Staff (Window # 10)	1 to 5 minutes	None
2. Receive, accomplish, and submit the Request Form (RF) provided, and secure Order of Payment (OP).	Receiving Staff (Window # 10)	5 to 15 minutes	None
3. Present the OP, pay the amount due, and receive the original Official Receipt (OR).	Cashier (Window # 13)	1 to 5 minutes	P75 plus P2 each for the 4 <sup>th</sup> and succeeding pages
4. Present the OR, acknowledge the receipt of the request in the "Received by" portion of the RF, and received the Certified Photocopy of Resolution together with the OR.	Receiving Staff (Window # 10)	1 to 5 minutes	None
Feedback Procedure: Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.			

Processing time: within the day or **3 to 5 calendar days** (may be more or less depending on the nature of the case and necessary procedures)

Follow-up: After **5 calendar days** at telephone numbers (02)5247433 or (02) 523-84-81 local 233.

Procedure for complaints:

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction;
2. Contact the Office of the Secretary (OSEC) Docket Section at telephone number (02)523-84-81 local 233; or
3. Contact government complaint hotline "8888"

**List of Requirements:**

1. For complainant/ respondent:
  - a. Valid Identification Card (ID)
  - b. Letter request for the issuance of certified photocopy of resolution
2. For authorized representative:
  - a. Valid ID card
  - b. Authorization letter/ Special Power of Attorney (SPA)
  - c. Letter request for the issuance of certified photocopy of resolution

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Frontline Service: **Walk-in Query on the Status of the Case on Appeal/ Petition for Review**

Procedure	Employee	Time	Fee
1. Request for a Case Status Slip (CSS) Form and log in the details in the Visitor's Logbook.	Receiving Staff (Window # 10)	1 to 5 minutes	None
2. Submit the accomplished CSS Form.	Receiving Staff (Window # 10)	5 to 10 minutes	None
3. Receive the CSS Form with the recent status of the case and sign in the Visitor's Logbook.	Receiving Staff (Window # 10)	1 to 5 minutes	None
End of Transaction			
<b>Feedback Procedure:</b> Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.			

**Follow-up:** Call telephone numbers (02) 5247433 or (02) 523-84-81 local 233.

**Procedure for complaints:**

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction;
2. Contact the Office of the Secretary (OSEC) Docket Section at telephone number (02)523-84-81 local 233; or
3. Contact government complaint hotline "8888"

**List of Requirements:**

1. For complainant/ respondent:
  - a. Valid Identification Card (ID)
2. For authorized representative:
  - a. Valid ID card
  - b. Authorization letter from the concerned party/ Special Power of Attorney (SPA)

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Frontline Service: **Request for Certification on the Status of Case on Appeal/ Petition for Review**

Procedure	Employee	Time	Fee
1. Fill out and submit the accomplished Request for Certification Form together with a valid ID card. Receive Order of Payment (OP).	Receiving Staff (Window # 10)	5 to 15 minutes	None
2. Present the OP, pay the amount due, and receive the original copy of Official Receipt (OR).	Cashier (Window # 13)	1 to 5 minutes	P75.00
3. Present the original OR.	Receiving Staff (Window # 10)	1 to 5 minutes	None
4. Acknowledge the receipt of the request in the duplicate copy and receive the original certification along with the OR.	Receiving Staff (Window # 10)	1 to 5 minutes	None
End of Transaction			
<b>Feedback Procedure:</b> Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.			

**Procedure for complaints:**

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction;
2. Contact the Office of the Secretary (OSEC) Docket Section at telephone number (02) 5238481 local 233; or
3. Contact government complaint hotline “8888”

**List of Requirements:**

1. For complainant/ respondent:
  - a. Valid Identification Card (ID)
2. For authorized representative:
  - a. Valid ID card
  - b. Letter request for certification
  - c. Authorization letter from the concerned party/ Special Power of Attorney (SPA)