

Department of Justice
Manila

National Prosecution Service
OFFICE OF THE PROSECUTOR GENERAL
NPS Docket Section

Frontline Service: Walk-In Query on the Status of the Cases on Preliminary Investigation, Inquest, Automatic Review* or Appeal/Petition for Review (includes Motion for Reconsideration)*

	Procedure	Employee	Time	Fees
1	Go to Window 5, ask the NPS Docket Staff for a NPS Case Verification Slip (NPS CVS) and fill up the same	NPS Docket Staff <i>(Window No. 5)</i>	2 to 10 minutes	None
2	Submit the NPS Request form to the counter	NPS Docket Staff <i>(Window No. 5)</i>		None
3	Receive the NPS CVS with status of the case. Indicate the rate of service offered by the staff and sign in the logbook.	NPS Docket Staff <i>(Window No. 5)</i>		None
End of transaction				
Feedback procedure: Accomplish the Feedback Form and drop into the designated box before leaving the premises.				

*Note: *Automatic Review filed on June 2016 & Down & Petition for Review filed on May 31, 2015 & Down*

Processing time: **2 to 10 minutes** depending on how long the inquiry was

Procedure for complaints:

1. Go to DOJ Action Center and directly report any complaint relative to the service/transaction; OR
2. Contact the Prosecution Staff office at:
 - a. Telephone: (02) 523-8481local 281;
 - b. Email Address: nps_opg@doj.gov.ph; OR
3. Contact government complaint hotline "8888".