



12. Scanning of Case Records from Court of Appeals Cebu and Court of Appeals Cagayan De Oro

Scanning of case records from the Court of Appeals Cebu and Court of Appeals Cagayan De Oro as requested by handling lawyer or legal secretary to prepare the appropriate responsive pleading.¹

Office or Division:	CA Cebu and CA CDO			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Legal Secretaries of the 30 Divisions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Prepare request for copies of pertinent records for a certain case		Docket Management Service – Document Management Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Lawyers/Secretaries file requests for Records and TSN's to CA Cebu and CA CDO	1. Receives requests for records of CA Cebu/ CDO over the internal counter from various legal Divisions	None	1 day	<i>Administrative Officer V and ADAS I</i>
	2. Requests are emailed to docket_cebu@osg.gov.ph and docket_cdo@osg.gov.ph	None	1 day	<i>Administrative Officer V</i>
	3. CA Cebu/CDO personnel receives requests via email	None	1 day	<i>CA Cebu – Administrative Officer III CA CDO – ADAS I</i>
	4. Sorts requests downloaded from the email; ▪ From submitted requests, processes urgent records of Civil Cases/Special cases, Sheriff Trust Fund (STF) official receipts and rollos, based on date of receipt.	STF (P 1000)	1 day	<i>CA Cebu – Administrative Officer III CA CDO – ADAS I</i>

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.



	5. Submits letter requests to CA Judicial Records Section(JRS) and/or Division Clerk of Court(DCC) for processing;	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I
	6. Waits for the release of records from the JRS and DCC;	None	3 days	CA Cebu – Administrative Officer III CA CDO – ADAS I
	7. Once records are released, scans the records based on date of receipt	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I
	8. Uploads the files to outlook drive;	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I
	9. Transmits the link via email to the handling lawyer and/or secretary, if indicated.	None	1 day	CA Cebu – Administrative Officer III CA CDO – ADAS I