



LEGAL ASSISTANCE

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

PROCEDURES				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
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	None		
	<ul style="list-style-type: none"> • Legal Counseling • Indorsement/ Referral 		60 minutes 60 minutes	<ul style="list-style-type: none"> • Officer-in-Charge • Drafter/ Reviewer/



				Chief of Office
Receives Indorsement/ Referral	Release to requesting party	None	5 minutes	Releasing Staff
TOTAL:			120 minutes	