

7. Registration of Court Orders/Decrees and Request For Annotated Record

Court decrees concerning the status of a person shall be registered in the Civil Registrar's Office where the court is functioning, within ten (10) days after the decree/order has become final.

Office or Division:	Office of Local Civil Registry			
Classification:	Simple			
Type of Transaction:	Government to community			
Who may avail:	All residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original/Certified photocopy of the Court Order			Regional Trial Court	
Certificate of Finality			Regional Trial Court	
Certificate of Court Registration issued by the concerned Municipal/City Registrar where the Court Order was issued.			Municipal Civil Registrar/City Civil Registrar where Regional Trial Court is located	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants show documents	1.1 Examines the presented documents for registration and annotation	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
2. Client pays fees at the Treasurer's Office	2.1 Issue Order of Payment.	Adoption – 500.00 Annulment of marriage – 500.00	5 minutes	<i>Municipal Civil Registrar</i>

		Legal separation – 500.00 Certification – 50.00		Office of the Local Civil Registrar
	2.2 Prepares Certificate of Court Registration, annotated Civil Registry Record and Certified Photocopy of Court Order and endorsement letter to PSA, Manila.	None	20 minutes	Data Controller III Office of the Local Civil Registrar <i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	2.3 MCR reviews and approves the registration.	None	15 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	2.4 Release of document to client.	None	5 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	2.5 Request client to answer Client Satisfaction Survey and drop it in the feedback box.	None	10 minutes	<i>Municipal Civil Registrar</i> Office of the Local Civil Registrar
	TOTAL	550.00	60 minutes	