



### 13. Registration of Court Order/Decree (Correction of Entry/Cancellation)

Registration of Court Order/Decree is an official proclamation by a judge that defines the legal relationships between the parties to a hearing, a trial, an appeal or other court proceedings which is in relation with civil registration that is need to register to the Local Civil Registry Office of where the court is located.

<b>Office or Division</b>	Office of the Municipal Civil Registrar			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C-Government to Citizen			
<b>Who may avail</b>	All party concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Court Order /Decree - (1) original, (3) certified true copies		Client		
Certificate of Finality - (1) original, (3) certified true copies		Client		
Certificate of Authenticity - (1) original, (3) certified copies		Client		
Court Order fee - (1) original copy		Municipal Treasury Office (Windows 1-6)		
<b>Client Steps</b>	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit all requirements for the registration of Court Order for initial assessment and verification at the receiving area	1. Receive, verify and review the Court Order, Certificate of Finality and Certificate of Authenticity w/ all the attached pages	None	10 Minutes	Sr. Administrative Assistant II Office of the Municipal Civil Registrar
	1.1 Check for the completeness of all attached pages and content and record the Court Order to assign a registry number, book	None	15 Minutes	



	number, page number			
	1.2. Prepare and print the registry number, book number, page number at the upper right side of every pages of the Court Order, Certificate of Finality and Certificate of Authenticity	None	30 Minutes	
	1.3. Issue a Certificate of Registration	None	5 Minutes	
	1.4. Issue a Certificate of Authenticity	None	5 Minutes	
	1.5. Issue order of payment	None	5 Minutes	
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	2. Issuance of Official Receipt	Court Order Fee P 200.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Return to the Registrar's Office for the processing and releasing of registered copy of court order/decree	3. Approval and releasing of registered Court Order to client	None	5 Minutes	<i>Sr. Administrative Assistant II</i> Office of the Municipal Civil Registrar
	<b>TOTAL:</b>	<b>PHP 200.00</b>	<b>1 Hour and 15 Minutes</b>	

*Registration of Court Order/Decree is under Administrative Order No. 1, series of 1993 under IRR of Act No. 3753*



<b>Table of Fees</b>	
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<b>Registration of Court Order</b>	
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Change of Name/Correction	P 200.00
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Legal Separation	P 200.00
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Annulment	P 400.00
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Naturalization	P 100.00
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