

OFFICE OF THE NATIONAL STATISTICIAN

LEGAL SERVICE

1. Request for Legal Opinion / Written Legal Query

The Legal Service provides legal advice and opinion on matters related, but not limited to, Civil Registration, Family Laws.

Office or Division:	Legal Service				
Classification:	Highly Technical				
Type of Transaction:	G2C-Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> Original Written Request for Legal Opinion Supporting Documents 		Provided by the Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Secure visitors pass from the Security Guard and register in the Visitor's Logbook	1.1 Provides Security pass	None	5 Minutes	Security Guard	
	2. The client goes to the receiving personnel.	2.1 Receives the letter request. Then controls and logs the same in the database.	None	10 Minutes	Administrative Assistant
		2.2 Informs the requester when he/she will receive the reply	None	15 Minutes	Administrative Assistant
		2.3 Assigns and endorses the request to a Lawyer for the drafting of a letter response/legal opinion.	None	30 Minutes	Director of LS
	2.4 Drafts the letter response/legal opinion	None	9 days	Attorney III	

2.5 Conducts initial review of the draft letter response/legal opinion.	None	7 days	Attorney IV
2.6 Conducts final review of the letter response/legal opinion then signs the same.	None	3 days	Director of LS
2.7 Control, logs, and transmits the Letter Response/legal opinion	None	30 Minutes	Administrative Assistant
2.8 Forward the Letter Response to the Client Sender and request acknowledgement or accomplishment of Feedback form		30 Minutes	
Total	None	19 Days and 2 Hours	