

2. Legal Advice/Opinion to Walk in Public Client/s (without letter)

The Legal Service provides legal advice and opinion concerning corrections on civil registry documents which includes filing of petition to the concerned Local Civil Registry Office and Court, if necessary.

Office or Division:	Legal Service			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents in relation to client's query Specify: <ol style="list-style-type: none"> 1. Civil Registration Documents such as COLB, COM, CoD and other civil registry documents 2. Affidavits or other 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 Issuance of the Visitor Pass	None	5 Minutes	Security Guard
2. The client goes to the receiving personnel	2. Directly refer the client to the available legal assistant/lawyer	None	2 Minutes	Administrative Assistant
	2.1 The legal assistant/lawyer will assist the client by providing legal advice on his/her concern. 2.1.1 LA/Lawyer will analyze the query and	None	40 Minutes	Legal Assistant/Lawyer

	<p>the document/s presented</p> <p>2.2.2 If the concern, query/document does not pertain to the legal, LA/Lawyer will refer the public to the proper PSA Office/Service</p> <p>2.2.3 Advise client to proceed to the concerned office.</p>			
3. Submit accomplished Monitoring Form	4. Request Client to accomplish the Monitoring Form	None	5 Minutes	
Total		None	52 Minutes	