



Internal/External

6. SERVICENAME: PAYMENT OF COURT ORDERS FEE

Description of the Service: A direction issued by a court or a judge requiring a person to do or not do something.

Office or Division:	CITY TREASURER'S OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Documents required by the City Civil Registrar Office.		1. City Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to window 2 and 4 and pay the corresponding fee.	1. Receive the payment. 1.1 Issue the Official Receipt.	Court Orders Fee: 1. Adoption P 1,000.00 2. Annulment of Marriage P 2,000.00 3. Presumptive Death P 2,000.00 4. Legal Separation P 2,000.00	2 minutes	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



		5. Change of Name Correction of Entry P 1,000.00 6. Naturalization P 1,000.00 7. Change of First Name P 1,000.00 8. Declaration of Nullity P 2,000.00 9. Correction of Clerical error P 1,000.00 10. Other Registrable Court Decrees/Orders P 200.00 Note: All certification issued shall pay an additional Php 30.00 as documentary stamps due the BIR.		
2. Return to the Office of the City Civil Registrar and claim the requested Court Orders.	2. Assist and instruct the client to return to the City Civil Registrar Office.	None	1 minute	Lyka A. Dupo Admin. Aide I Ruben S. Calimag RCC III



TOTAL		3 minutes	
-------	--	-----------	--