MUNICIPAL LEGAL OFFICE

EXTERNAL SERVICES

1. LEGAL COUNSELLING

Advice clients for any consultation with regards to legal purposes and services they may need.

Office or Division:	**MUNICIPAL LEGAL OFFICE**
Classification:	**Simple**
Type of Transaction:	**G2C – Government to Citizen**
Who may avail:	**All**

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
If employee: 1.Employee's I.D 2.Subject document Not Employee: 1.Barangay Certificate 2.Certificate of Indigency 3 Subject document Crime victim: 1.Police Report 2.Proof of Crime.	Barangay PNP

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. The client submit the cause of complaint and other documents.	1.The legal officer will assess the client's statement. 1.1The legal officer will advise for mediation or file a case.	None	30 minutes to 1 hour	Arvene Barber/ Atty. Grace Nudalo
TOTAL:		None	30minutesto1 hour	