

80. REGISTRATION OF COURT ORDERS

- a. ANNULMENT
- b. CORRECTION OF ENTRIES
- c. ADOPTION
- d. PRESUMPTIVE DEATH
- e. OTHER MISCELLANEOUS DOCUMENTS
- f. REQUIRING AMENDMENTS

DESCRIPTION OF THE SERVICE :

All amendments in the civil registry entries requiring court orders should be registered within 30 days after finality of the court decision has been received

REQUIREMENTS:

- * Certified true copy of court decision
- * Certified true copy of Certificate of Finality
- * Certified true copy of civil registry document to be amended
- * Certificate of Registration from the Civil Registry Office where the court is located.

FEE:

- * Annulment - P 400.00
- * Correction of Entries - P 202.00
- * Adoption - P 300.00
- * Presumptive Death - P 202.00
- * Endorsement to NSO - P 100.00

PROCEDURE :

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN-CHARGE
1. Receives, reviews and evaluates documents from the court submitted by the client	10 minutes	* Birth CLARISSA MAGTIBAY <i>Registry Officer II</i> * Death & Marriage VIVIAN LAQUIAN <i>Admin. Assistant IV</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN-CHARGE
2. Reviews and approves the registration of the decree	10 minutes	MICHAEL COCHRAN <i>City Civil Registrar</i>
3. The client pays the corresponding amount in the CTO		
4. Retrieves original file and registers the court decree	10 minutes	* Birth CLARISSA MAGTIBAY <i>Registry Officer II</i> * Death & Marriage VIVIAN LAQUIAN <i>Admin. Assistant IV</i>
5. Causes annotation (for adoption, an amended birth certificate is prepared after annotation of the old copy is done)	10 minutes	* Birth ROLANDO SARMIENTO JR. <i>Registration Off. IV</i> * Death & Marriage AMALIA GARCIA <i>Registration Officer IV</i>
6. Endorses the documents to NSO Regional Office	30 minutes	* Birth CLARISSA MAGTIBAY <i>Registry Officer II</i> * Death & Marriage VIVIAN LAQUIAN <i>Admin. Assistant IV</i>