

98. REQUEST FOR LEGAL ASSISTANCE***DESCRIPTION of the SERVICE :***

Assistance is mainly through the explanation of the legal implications of issues presented, the options for their best course of action, and in the preparation of legal documents, like sworn statements, pleadings and other legal instruments.

REQUIREMENT:

- * Letter request

FEE:

- * No fee

PROCEDURE:

STEPS	PROCESSING/ RESPONSE TIME	PERSON- IN- CHARGE
1. Conducts interview with the client	20 minutes	CRIS VILLARRUZ <i>City Legal Officer</i> AGNES P. NORBERTE BEN GERALD MAGTIBAY <i>Legal Assistants</i>
2. Drafts the legal action/ recommendation	30 minutes	AGNES P. NORBERTE BEN GERALD MAGTIBAY <i>Legal Assistants</i>
3. Reviews the draft and signs the final copy	15 minutes	CRIS VILLARRUZ <i>City Legal Officer</i>
4. Gives the final copy to the requesting party	2 minutes	RAMIL DIMATATAC <i>Adm. Aide IV</i>