

## 1. Legal Representation

This service is provided to representation any judicial body or any government agency performing quasi-judicial functions. This may include personal appearance or drafting or submission of pleadings.

<b>Office or Division:</b>	Provincial Legal Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Provincial Government of Davao del Norte			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Government-issued Identification Card		Any governmental office		
Photocopy or Certified True Copy of the Attachments necessary		If public document, in any government office concerned If private document, upon which the person has personal knowledge of		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of request to the front desk	1. If there is a need for research, it is submitted to the legal researcher	None	2 minutes	<i>Administrative Aide II</i> Provincial Legal Office
	1.1. The researcher concerned shall render the necessary legal opinion		3 to 15 days, subject to the complexity of the inquiry	<i>Administrative Aide II</i> Provincial Legal Office
	1.2. If there is merit to such concern, the Legal Officer may act upon such concern and aid in the preparation of pleading		Subject to the sound discretion of the Provincial Legal Officer if there is merit	<i>Provincial Legal Officer</i> Provincial Legal Office
<b>TOTAL:</b>		<b>None</b>	<b>Indefinite</b>	