

4. Legal Assistance

This service refers to the rendering of legal aid in order to facilitate in the aid of preparation of legal documents for the personal consumption of the clients. It may also involve aid in office-to-office concerns such as, but not limited to, the formulation of documents, executive orders, resolution, ordinance, etc.

Office or Division:	Provincial Legal Office			
Classification:	Simple, Complex, Highly Technical			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	All individuals within the jurisdiction of Davao del Norte			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Government-issued Identification Card		Any governmental office		
Formal Request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the legal request for assistance	1. Render the necessary legal assistance	None	It depends upon the complexity and upon the submission of the necessary documents therein	<i>Provincial Legal Officer, PG Assistant Department Head, Administrative Officer V or Legal Consultant Provincial Legal Office</i>
2. Receive the documents	1.1. Prepare the documents 2. Forward the documents to the client either personally or through registered mail			
TOTAL:		None	Indefinite	