

Litigation of Cases

The Office of the City Legal Officer shall represent the interest of the city and its officials in the performance of their official functions on cases in courts and agencies where they are filed.

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| Office or Division: | Office of the City Legal Officer | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C – Government to Citizen, G2G – Government to Government | | | |
| Who may avail: | Primarily the LGU-Gingoog City and/or its official sued in their official capacity | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. If defendant: Summon and copy of the complaint 2 If Plaintiff: Endorsement from particular office with appropriate documents to support claim | | | Requesting Party or Endorsing Office | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Summon and copy of the Complaint or Endorsement from particular office with appropriate documents to support claim | 1. Receive the summon and copy of complaint or Endorsement from particular office with appropriate documents to support claim. | In accordance with the Court computation | 10 Minutes | Queenie Vicefe A. Pajo <i>Admin. Aide II</i> Office of the City Legal Officer |
| | 1.1 Check the completeness of documents submitted | | | |
| 2. Wait for the release of the legal documents and/or notification from handling lawyer | 2. Evaluate and review the documents whether the interest of the city is involved. | None | 2 Days | Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer |
| | 1.1 If NOT, return the documents to the client/sender | None | 10 Minutes | Queenie Vicefe A. Pajo <i>Admin. Aide I/</i> Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer |
| | 1.2 Evaluate the documents and study the propriety and legal basis | None | 5 Days | Atty. Adam B. Kee <i>Assistant City Legal Officer/</i> Atty. Alpi Andro B. Cabatingan <i>City Legal Officer/</i> Atty. Philip S. Galagar <i>Assistant City Civil Registrar</i> Office of the City Legal Officer |
| | 1.3 Secure and draft answer/ summon/ subpoena/ pleadings, or draft the affidavit of persons involved in the complaint | None | 10 Day | Raymund N. Suico <i>Admin. Assistant I/</i> Atty. Adam B. Kee <i>Assistant/ City Legal Officer</i> Atty. Philip S. Galagar <i>Assistant City Civil Registrar</i> Office of the City Legal Officer |
| | 1.4 Draft the complaint/answer of the said case | None | 1 Day | Assigned Handling Lawyer Office of the City Legal Officer |
| | 2.5 Review and note down comments and recommendations | None | 1 Day | Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer |
| | 2.6 Finalize the summon/ subpoena/pleadings including the correction and recommendations made by the City Legal Officer | None | 1 Hour | Atty. Adam B. Kee <i>Assistant City Legal Officer/</i> Atty. Philip S. Galagar <i>Assistant City Civil Registrar</i> Office of the City Legal Officer |
| | 2.7 Approve the Final Summon/Subpoena/ Pleadings/answer | None | 1 Hour | Atty. Alpi Andro B. Cabatingan <i>City Legal Officer</i> Office of the City Legal Officer |
| | 2.8 File the complaint/answer to the proper court | None | | Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer |
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| TOTAL: | | In accordance with the court computation | 19 Days, 2 Hours, 20 Minutes | |

*Processing Time is only up to the filing of the complaint/answers to the proper court, because this service is governed by the Rules of Court and other applicable laws, rules and regulations. The steps and cost vary depending on the nature and complexity of the case.