



1. Provision of Legal Advice

This service is given verbally to all constituents of General Santos City on all legal matters.

| | | | | |
|---|---|------------------------|------------------------|---------------------------|
| Office or Division: | City Legal Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | All constituents in General Santos City | | | |
| CHECKLIST OF REQUIREMENT/S | | | WHERE TO SECURE | |
| 1. Tracer slip | | | 1. Front desk | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Asking for availability of a lawyer for legal advice and wait for turn | 1.1 Take customer's data and document overview of customer's problem; check documents at hand, if there is any and have the customer sign in the logbook. | none | 1 Day | Receiving clerk |
| | 1.2 Usher customer to available | none | | Receiving clerk |



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|-------------------------------------|--|------|-------|----------------|
| | lawyer for legal advice and hand over customer's documents, if there is any. | | | |
| 2. Give Legal advice to the client. | <p>2.1. The legal staff accommodates the client and evaluates documents / evidence presented by client as basis of legal advice to be provided.</p> <p>2.2 Analyze for applicable laws or policies that may apply to the problem.</p> <p>2.3 Give complete legal advice based on facts and evidence as narrated by the client.</p> | None | | Legal Division |
| | Total | None | 1 day | |
| End of Transaction | | | | |