Registration of Court Orders / Decrees and Request of Annotated Records

ABOUT THE SERVICE

Reglementary Period and Place of Registration. – In case of a court decree/order concerning the status of a person, it shall be the duty of the Clerk of Court to advise the successful petitioner to have the decree/order registered in the civil registrar's office where the court is functioning, within ten (10) days after the decree/order has become final, for Adoption, within thirty (30) days after the issuance of the Certificate of Finality.(Rule 50 & 51, Adm. Order No. 1, S .1993, IRR of Act No. 3753 & Other Laws on Civil Registration).

The following shall be recorded in the registry of court decree/order:

- Adoption/Rescission of Adoption;
- Annulment of marriage/Declaration of absolute nullity of marriage/Legal Separation/Court order setting aside the decree of legal separation;
- Judicial Recognition of Foreign Judgment
- Change of name or correction of entry;
- Declaration of presumptive death;
- Compulsory recognition of illegitimate child/voluntary recognition of Minor illegitimate child;
- Appointment of guardian/Termination of guardianship;
- Naturalization certificate/Cancellation of naturalization certificate;
- Other registrable court decrees/orders

Fees:

Annulment of marriage/Declaration of absolute nullity of marriage/Legal Separation/ Court order setting aside the decree of legal separation	P3,000.00
Adoption/Rescission of Adoption	1,000.00
Registration of foreign decree or adoption	1,000.00
Appointment of guardian/Termination of guardianship	500.00
Change of name or correction of entry	500.00
Civil interdiction -	500.00
Compulsory recognition of illegitimate child/voluntary recognition of Minor illegitimate child	500.00
Declaration of presumptive death of the absent spouse/Judicial Declaration of absence	500.00
Emancipation of orphaned minor	500.00
Judicial determination of filiation	500.00
Judicial determination of the fact of reappearance of absent spouse, if disputed	500.00
Naturalization certificate/Cancellation of naturalization certificate	500.00
Endorsement Fee	300.00
Late Registration Fee (More than 1 Year)	500.00
Late Registration Fee (Less than 1 Year)	300.00
Certified True Copy of Annotated Birth/Marriage/Death Certificate	150.00
Certified True Copy of Un-Annotated Birth/Marriage/Death Certificate	100.00
Certified True Copy of Court Order/Decision (P50.00/page)	50.00

Department / Office:	**CITY CIVIL REGISTRY OFFICE**
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens

Who may avail	Successful Petitioner/s who filed for Adoption, Annulment of Marriage, Declaration of Absolute Nullity of Marriage, Judicial Recognition of Foreign Judgment, Correction of Entry, and other registrable decrees/orders
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
A. **For Locally Originated Court Decree/Order**	
● Certified Copy of the Decision/Order (3 copies)	● Regional Trial Court where the decision/order was rendered/issued
● Original Copy of the Certificate of Finality	● Regional Trial Court where the decision/order was rendered /issued
● Affidavit for Late Registration (if not registered within the prescribed period)	● Notary Public
● Original PSA copy of the document needing annotation/correction	● Philippine Statistics Authority (PSA)
● Valid ID of Petitioner	
● SPA/Authorization Letter and Valid ID, if registrant is not the Petitioner.	● Petitioner
B. **For Court Decrees/Order Originated from Outside the City** (2 copies each)	
● Certificate of Registration	● City/Municipal Civil Registry Office where the Court Decree was registered.
● Certificate of Authenticity	
● Certified copy of the Court Decree	
● Certified copy of the Finality	
● Original PSA copy of the Document needing annotation/correction	● Philippine Statistics Authority (PSA)
● Valid ID of Petitioner	
● SPA/Authorization Letter and Valid ID, if registrant is not the Petitioner.	● Petitioner
C. **For Recognition of Foreign Judgment**	
● Judgments/orders rendered by foreign courts must be judicially confirmed/enforced by a civil action at the Regional Trial Courts in the Philippines (RTC-Phil.)	● Regional Trial Court where the court decision was rendered
● The RTC-Phil decisions must be registered in the Local Civil Registry Office of the city/municipality where the court is functioning.	● Regional Trial Court where the court decision was rendered
● Original or Certified True copy of the foreign judgment or order duly registered at the City Civil Registry Office of Manila (where all foreign court orders are to be registered)	● City/Municipal Civil Registry Office
● Certificate of Registration	● City Civil Registry Office of Manila

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Presentation of Documents Present the required documents.	2. Receives the documents.		2 minutes	
	3. Evaluation of Documents Examines the presented documents as to authenticity. Issues order of payment.		5 minutes	MA. MIA B. ORDOÑEZ Assistant Civil Registrar
4. Payment of fees Pay the required fees.	5. Receives the payment and issue the O.R.	see Fees above	5 – 10 minutes	Local Revenue Collection Officer CITY TREASURER'S OFFICE
6. Registration of Court decree/ order. Present the O.R.	7. Record the Court Decree and assign Registry No. For late registration there is a 10-day posting period.		2 minutes	
	5. Processing For Court Decrees promulgated outside Naga City – Prepares verification as to the authenticity of the document and send to the concern Civil Registrar and Court. Prepares the necessary documents (Certificate of Registration, Authenticity, Annotated Document and Endorsement)		10 - 15 minutes	MA. MIA B. ORDOÑEZ Assistant Civil Registrar
	7. Approval of the documents. CCR review, approves and signs the documents		2 – 3 minutes	MARIA DOLORES P. DE LOS REYES CGDH I (City Civil Registrar)

8. Release of Document Signs the logbook.	9. Release the registered documents.			MA. MIA B. ORDOÑEZ Assistant Civil Registrar
	TOTAL	P	37 minutes	

CITY CIVIL REGISTRY OFFICE
Rm. 109, G/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City, Camarines Sur
For more information, please contact:
Maria Dolores P. De los Reyes, City Government Department Head I / City Civil Registrar
Tel. No. (054) 2052980 loc. 1090
E-mail: ccro@naga.gov.ph