



## RENDERING LEGAL ADVICE

The City Legal Department (Office of the City Attorney) shall give free legal advice to Quezon City constituents. The client will register and be interviewed by the receiving clerk. A PALAO Assessment Form will be given to be properly accomplished by the client and thereafter, be assigned to the appropriate lawyer. (*Quezon City Ordinance No. NC-83, S-89; Ordinance No. SP-2024, S-2010 (amending NC-80, S-89)*)

<b>Office or Division:</b>	City Legal Department			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Quezon City Constituents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		Not Applicable		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out Health Declaration Form	1. Record in the log book	None	1 Minute	<i>Security Guard</i> City Legal Department
2. Register in the PALAO log book	2. Interview the client	None	4 Minutes	<i>Receiving Clerk</i> City Legal Department
3. Fill out the PALAO form				
	3. Refer to the designated officer for assignment	None	2.5 Minutes	<i>Receiving Clerk</i> City Legal Department



	4. Evaluate the request for assignment	None	2.5 Minutes	<i>Assistant City Attorney/ Designated Officer City Legal Department</i>
	5. Review of facts of the request	None	5 Minutes	<i>Attorney City Legal Department</i>
	6. Rendering of legal advice	None	30 Minutes	<i>Assigned Lawyer City Legal Department</i>
<b>TOTAL:</b>		<b>None</b>	<b>45 Minutes</b>	