



RENDERING LEGAL OPINIONS AND LEGAL REPRESENTATION IN COURT AND QUASI-JUDICIAL BODIES

The City Legal Department (Office of the City Attorney) shall represent the Quezon City Government in all civil actions and special proceedings wherein the local government unit or any official or department head thereof, in his official capacity, is a party; and render opinion in writing on any question of law when requested to do so by the City Mayor, the *Sangguniang Panlungsod* and other City Officials. (Art. 11, Section 481(b)(3)(i) and (iii) of the *Local Government Code*; *Quezon City Ordinance SP-244, S-94 (November 29, 1994)*; *Quezon City Council Resolution No. SP-1717, S-2002 (amending Resolution No. SP-1148, S-99)*)

Office or Division:	City Legal Department			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Quezon City Government Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal request for Legal Opinion or Representation		Quezon City Government Department/Office seeking Legal Opinion/Representation		
Supporting Documents/Records		Quezon City Government Department/Office seeking Legal Opinion/Representation		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Health Declaration Form	1. Record in the visitor's log book	None	5 Minutes	<i>Security Guard</i> City Legal Department
2. Submit the required	2. Receive and evaluate the			<i>Receiving Clerk</i> City Legal Department



documents to the Receiving Section <i>OR</i> Email the required documents to <i>citylegal@quezoncity.gov.ph</i>	completeness of the documents			<i>OR</i> <i>Designated Email Administrator</i> City Legal Department
	3. Acknowledge receipt either by stamping "RECEIPT" on the documents or through email reply		5 Minutes	<i>Receiving Clerk</i> City Legal Department <i>OR</i> <i>Designated Email Administrator</i> City Legal Department
TOTAL:		None	10 Minutes	