

## COURT ORDERS

### . Requirements

1. Original Copy of Decision and Finality
2. Four Certified Machine Copies of Decision, Finality, Certificate of Live Birth/Certificate of Marriage/  
Certificate of Death or Foundling as the case maybe
3. Three (3) copies of Certificate of Live Birth

FOLLOW THESE STEP	PLEASE APPROACH	IT WILL TAKE YOU	FEES
COURT ORDERS.			
. Presentation and review of Documents	Filomena G. Dela Cruz MCR	15 mins	Registration fee P 150.00
- Adoption			2 Certification fee P 100.00
- Correction of Entries	Filomena G. Dela Cruz MCR	15 mins	True/Xerox copy P 100.00
- Annulment of Marriage	Filomena G. Dela Cruz MCR	15 mins	Service fee P 50.00
- Declaration of Presumptive Death of absentee spouse	Filomena G. Dela Cruz MCR	15 mins	
- Others	Filomena G. Dela Cruz MCR	15 mins	
. Preparation/Registration of Documents			
- Typing of amended document	Lorena B. Mendoza	20 mins	
- Posting of Registry Number	Leilani E. Macapagal		
- Recording to Registry Book			
. Payment of fees	MTO - Representative	3 mins	
. Final Review/Signature to the Registered Document	Filomena G. Dela Cruz Municipal Civil Registrar	15 mins	