

PROCEDURAL STEPS ON ASSESSMENT AND VERIFICATION IN FILING COURT PROCESSES

1. All processes to be filled in court are taken to the Open Registry for vetting and initialization.
2. The signed processes are then duly assessed for payment
3. Payment is then made at the designated Bank/Cash collection point in the Court where deposit slip and receipts are obtained.
4. The processes are then taken to the commissioner for oaths for attestation of the deposition which must be done in the presence of the deponent
5. The case file is then taken back to the open Registry for transmission to the Hon. Chief judge/Presiding Judge for assignment to Court.