

CITY LEGAL OFFICE

Iligan City Hall, Buhanginan Hill, Pala-o, 9200 Iligan City
Tel.: (063) 221-3818; email: clo_iligan@yahoo.com

Frontline Service	:	PROVISION OF FREE LEGAL CONSULTATION/SERVICE
Schedule of Availability of Service	:	8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays. On Mondays provision of services starts after flag raising
Who May Avail of the Service	:	Pauper litigants/residents of the community Officials and employees of Iligan City Government
What are the requirements	:	None

Duration : 7 minutes (*Exclusive of duration for Steps 4 & 5)

How To Avail The Service :

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES	FORM
1	Register in the logbook	Ask the client to register in the logbook	1 minute	Clerk/Researcher		
2	Give brief background of the concern	Conduct the initial interview	5 minutes	Clerk/Researcher		
3		Endorse the client to the lawyer	1 minute	Clerk/Researcher		
4	State the concern to the lawyer	Discuss with the client on the legal implications of his/her concern	Undetermined	Lawyer		
5	Consider the option or advice	Give the client his/her option/s and advice	Undetermined	Lawyer		
END OF TRANSACTION						

Note: *Duration of activity is dependent on the case presented by the client.

