

CITY LEGAL OFFICE

2/F MARIKINA CITY HALL, Shoe Ave., Sta Elena , Marikina City
DEPARTMENT HEAD.OIC: ATTY. FLORELLA B. ALMAREZ
Tel No.: 646-6517



FREE LEGAL ADVICE

	Client step	Office/Person Responsible	Location of Office	Processing Time
1.	Proceed to the legal Office's desk and ask for an "Application for Legal Assistance form"	Augusto Grafia Cleofe Tolentino Ronald Cabalquinto	2/F Marikina City Hall	2-3 mins.
2.	Fill out the form and wait to be called	Atty. Florella Almarez Atty. Princess Feliciano Mr. Servando Salvado Mr. Michealou Lambay	2/F Marikina City Hall	5-20 mins

Requirements :

1. Filled out (name, address, contact information, concise statement of applicant's problem/complaint) application form

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.