RULE OF LAW INSTITUTIONAL
STRENGTHENING PROGRAM (ROLISP)

REPORT

OMEGA TRUST
Final activity report
On
Development of a Concept for a New Integrated Case Management System for the Moldovan Courts

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Development of a Concept for a New Integrated Case Management System for the Moldovan Courts

Final activity report

Abstract	This document outlines the activities which were conducted in the project and the results following these activities
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1. Introduction

A. Purpose

Checchi and Company Consulting, Inc. ("Checchi") is currently implementing the USAID Rule of Law Institutional Strengthening Program (USAID ROLISP) in the Republic of Moldova. The purpose of the Program is to provide technical assistance in Moldova to strengthen the institutional capacity, transparency and accountability of key justice sector institutions in order to guaranty the independence and increase the effectiveness and professionalism of the Moldovan judicial system.

One of the objectives of USAID ROLISP is to provide assistance to the Moldovan judiciary system in implementing an Integrated Case Management System (ICMS).

As part of this program, Checchi contracted Omega Trust ("Us") to perform the assessment of the current ICMS and, based on the findings, to develop the concept for a new ICMS resting upon on state-of-the-art ICT solutions, which shall reflect stakeholders' requirements and accommodate new business functionalities.

In this regard, the final activity report presents the activities which were conducted as part of these engagement, the results which were obtained and the deliverables developed accordingly.

B. Scope

This document was developed to present the activities which were conducted according to the initial project plan approved by the ROLISP representatives at the beginning of this project.

On the other hand, this document outlines the deliverables which were provided to Checchi and built based on the results of the activities performed and following multiple internal analyzes for developing the new solution.

This document includes, as well, a list of considerations to be taken into consideration for reading and interpreting the deliverables of this project.

Overall, the scope of the project included the terms of reference as they were presented in the Request for Quotation no. 011/2015 issued by Checchi.

C. Definitions, acronyms and abbreviations

ICMS	Integrated Case Management System
ICT	Information and communications technology
ROLISP	Rule of Law Institutional Strengthening Program

D. References

- Request for Quotation no. 011/2015 issued by Checchi
- Project plan issued by Omega Trust on 20th of August, 2015
- Operational concept of the Integrated Case Management System issued by Omega Trust on 13th of November, 2015
- Specifications regarding the operational flows of the Integrated Case Management System issued by Omega Trust on 13th of November, 2015
- Functional specifications of the Integrated Case Management System issued by Omega Trust on 13th of November, 2015
- Technical specifications for the Integrated Case Management System issued by Omega Trust on 17th of November, 2015
- Approximate estimate of costs and timeframes for the Integrated Case Management System issued by Omega Trust on 19th of November, 2015

E. Overview of the rest of the document

This document has the following chapter structure:

- *Chapter 2 - Activities conducted during the project*
- *Chapter 3 - Deliverables of the project*
- *Chapter 4 - Considerations regarding the documentation*

2. Activities conducted during the project

Our activities, as part of this project, were conducted according to the initial project plan issued by Omega Trust and approved by the ROLISP representatives.

In this regard, our activities were performed as per the following sequence:

#	Activities	Period	Status	Comments
1.	• Phase 1 - ICMS Software assessment	26/08 - 30/09	Finished	N/A
2.	○ Step 1 - Data assessment	26/08 - 8/09	Finished	During this step, we conducted an analysis of the quality and integrity of the information processed and stored, including security aspects. By performing specific performance tests our goal was to identify whether the database design and structure provides the best possible design for the organizational needs and its corresponding web application to ensure effective and efficient processing of information. In this respect specific tests were performed including: • Analyzing the database schema

#	Activities	Period	Status	Comments
				• Analyzing the entity-relationship diagram • Analyzing the database index • Performing the database performance test
3.	○ Step 2 - Software architecture assessment	9/09 - 17/09	Finished	As part of this step, we have performed an analysis of the current logical and physical architecture of the ICMS system, in order to identify any deficiencies which may represent performance issues or limitations that prevent further enhancements of the system with new functionalities or may affect the system's interconnectivity with other IT systems which belong to other relevant institutions. Therefore, the software architecture assessment step included software, hardware and telecommunication infrastructure aspects and was performed taking in consideration the following main aspects: • Analyzing the application framework • Analyzing the object interaction • Analyzing the ICMS components

#	Activities	Period	Status	Comments
				• Analyzing the services orientation assessment • Analyzing the infrastructure and system scalability review
4.	○ Step 3 - Performance assessment	17/09 - 24/09	Finished	During this step, our goal was to assess and determine whether the current ICMS solution is optimized to support current business processes in terms of performance. In this regard, the following activities were conducted: • Bottlenecks identification • Input/output analysis • Query optimization • Assessing the web server performance • Analyzing the hardware description • Analyzing the performance tests outputs
5.	○ Step 4 - Developing and providing the ICMS assessment report	25/09 - 30/09	Finished	We developed the "ICMS assessment report" presenting the results obtained following the tests conducted for each step.

#	Activities	Period	Status	Comments
6.	• Phase 2 - Development of the new concept for the ICMS	21/09 - 17/11	Finished	N/A
7.	○ Step 1 - Development of the Concept of operations document	21/09 - 2/10	Finished	As part of this step, we had multiple discussions with representatives from ROLISP, The Judicial Administration Department ("DAJ") and the Superior Council of Magistracy in order to identify the objectives and the strategies to be considered in the development of the new concept for the ICMS solution. Consequently, we developed the "Operational concept of the Integrated Case Management System" document which presents these objectives and the way how the new concept of ICMS aligns to these objectives.
8.	○ Step 2 - Development of the Business requirements specification document	5/10 - 13/11	Finished	As part of this step, we had multiple discussions with key users from courts involved in the management and the operation of the system in order to identify the operational flows to be considered in the development of the new concept for the ICMS solution. Consequently, we developed the "Specifications regarding the operational flows of the Integrated Case Management System" document which presents the operational flows

#	Activities	Period	Status	Comments
				for the new concept of ICMS solution.
9.	○ Step 3 - Development of the Stakeholder business requirements specification document	5/10 - 13/11	Finished	During this step, we had multiple discussions with key users from courts involved in the management and the operation of the system in order to identify the needs of the users and local regulatory requirements and to develop feasible solutions to implement them as part of the new concept for the ICMS solution. Consequently, we developed the "Functional specifications of the Integrated Case Management System" document which presents the operational flows for the new concept of ICMS solution.
10.	○ Step 4 - Development of IT security requirements	5/10 - 13/11	Finished	Following the discussions with the key users form the courts mentioned above we identified the need of the ICMS in terms of security and we transposed them into requirement for the new concept of ICMS. These requirements were included in the "Functional specifications of the Integrated Case Management System" document.

#	Activities	Period	Status	Comments
11.	○ Step 5 - Development of the technical system requirements	26/10 - 17/11	Finished	During this step, we have performed multiple internal analyzes to draw a reliable and performant technical solution to support the new ICMS solution from both software and hardware perspectives. The identified solution was detailed in the "Technical specifications for the Integrated Case Management System" document
12.	• Phase 3 - Provide the approximate estimate of costs and timeframes for the development of the new ICMS solution	9/11 - 19/11	Finished	As part of this phase, we have performed multiple analyzes in order to be able to estimate the cost of the application software and its underlying infrastructure. The solution was provided in such a manner that allows to select both components together or individually. Also, we have provided the recommended approach and timeframes for the application development. In this regard, we developed the "Approximate estimate of costs and timeframes for the Integrated Case Management System", which is a deliverable of the project.
13.	• Developing and providing the final activity report	18/11 - 19/11	Finished	The final activity report was issued and it is represented by this document.

#	Activities	Period	Status	Comments
14.	• Translating in English the documentation related to the new concept for the ICMS	30/11 - 23/12	Finished	The below documents which were initially delivered in Romanian were translated in English: • 1. The Operational Concept for the Integrated Case Management System • 2. Specifications Regarding the Operational Flows of the Integrated Case Management System (together with the flow description documents) • 3. Functional specifications of the Integrated Case Management System
15.	• Updating the deliverables according to the feedback provided by ROLISP and other relevant representatives on the first draft	17/12 - 31/12	Finished	The updates were included and highlighted using the "Track changes" option both in Romanian and English version of the deliverables.

3. Deliverables of the project

The first deliverable of the project is the "ICMS assessment report" which details both the tests which were performed to assess the performance of the existing ICMS solution and the results meaning the deficiencies which were identified during the analysis together with our recommendations for solving these deficiencies.

The concept defined for the new Integrated Case Management System has been described from logical, functional and technical point of view through the following deliverables:

- The "Concept of Operations for the Integrated Case Management System" - RO. „Conceptul operational al Programului Integrat de Gestionare a Dosarelor" document decribes the mission, the goals and objectives which need to be covered by the new concept of the ICMS

- The "Specifications regarding the operational flows of the Integrated Case Management System" - RO. „Specificatii cu privire la fluxurile operationale ale Programului Integrat de Gestionare a Dosarelor" document details the logical flows in regard to the operational processes from the courts and includes the following annexes:

    - Operational flows for requesting summons
    - Operational flows for civil cases in the first court
    - Operational flows for civil cases in the Court of Appeal
    - Operational flows for criminal cases in the first court
    - Operational flows for criminal cases in the Court of Appeal
    - Operational flows for contraventionale cases in the first court
    - Operational flows for contraventionale cases in the Court of Appeal
    - Operational flows for the Supreme Court of Justice
    - Operational flows for the administration module

- The "Functional specifications for the Integrated Case Management System" RO. „Specificatii functionale ale Programului Integrat de Gestionare a Dosarelor" document details the transposition of the operational processes from the courts in functional requirements for the ICMS solution according to the users'

requirements.

- The "Technical specifications for the Integrated Case Management System" document describes the technical solution from both software and hardware point of view designed to support the new ICMS solution.

- The "Approximate estimate of costs and timeframes for the Integrated Case Management System" document describes the costs and timeframes which were estimated to develop and implement the new ICMS solution considering the specific effort and the list prices for purchasing the hardware equipments and software licenses.

4. Considerations regarding the documentation

This chapter includes a list of considerations which should be taken into consideration for reading and interpreting the deliverables of this project as follows:

- The results presented in the "ICMS assessment report" were obtained following the assessment of a copy version of the existing ICMS solution to avoid any perturbations in the production environment and, further, in the courts' activity. In this regard, any difference between these enviroments could have an impact over the results presented in this report.

- At the request of the ROLISP representatives, the functional solution of the new ICMS was designed in a manner which keeps the same layout and structure of menus and functional features as the existing solution in order to avoid any difficulties from users' perspective to adapt to a brand new design. However, during the analysis performed with the key users involved in the management and the operation of the ICMS system we identified multiple improvements in terms of functionality which were detailed in the documentation and should be taken into consideration for developing the new ICMS solution.

- Some of the documentation was prepared in Romanian language, according to ROLISP's requirement, in order to allow the documentation review and collection of feedback from the representatives of the Judicial System from Moldova.

- The hardware solution with all the environments described in the "Technical specifications for the Integrated Case Management System" document was proposed in line with the best practices in this field in order to ensure a good performance of the system but, also, to ensure the confidentiality, the integrity and the availability of the data. Moreover, some equipments from the proposed solution could be considered as optional, their role being designed to increase the performance of the overall solution, to ease the management or to ensure a reliable redundancy of the solution. However, the proposed solution may involve significant costs for implementation. In this regard, this solution can be further adjusted to the budget, if needed.

- Due to the fact that we were not provided with specific information about the approach desired for the future hardware infrastructure (physical infrastructure or virtualized infrastructure), the "Technical specifications for the Integrated Case Management System" document describes in detail the physical approach based on indivual equipments and states that, in case of a virtualized infrastructure, the allocated resources should be aligned with the requirements designed for the physical infrastructure.

- In terms of software development, we presented in the "Technical specifications

for the Integrated Case Management System" document two main options based on .NET and Java technologies. Even if there are more other technologies which could be used to implement this solution, we considered that these two options are more appropriate to the specific of this system.

- The costs for implementing the described solution for the new ICMS were estimated based on list prices which were valid at the date when our deliverable was issued. Therefore, the estimated costs may change due to any modification occured in the meantime in the list prices.

- The costs for supporting services for the hardware equipments were estimated in two options as follows:

  - costs for supporting services for 1 year;

  - costs for supporting services for 5 years.

- The estimated costs presented in the "Approximate estimate of costs and timeframes for the Integrated Case Management System" document do not include the solution's administration. This type of cost should be separetely budgeted by ROLISP representatives depending on how will they decide to implement the solution (by physical infrastructure, virtualized infrastructure or placing the solution on the eGovernment cloud platform).

- As part of our estimation of costs we presented a list of equipments as a recommendation just for the budgeting purpose and should not be considered as final solution. In this regard, ROLISP representatives must decide on the final solution before launching the request for tendering procedure.

ICMS assessment report

Rule of Law Institutional Strenghtening Program (ROLISP)

September 30, 2015

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1. INTRODUCTION

1.1 General information

This document has been developed following the analysis of the Integrated Case Management System (ICMS) performed by Omega Trust between the 26th of August and 30th of September 2015. This analysis represents the phase 1 of the "Development of a Concept for a New Integrated Case Management System for the Moldovan Courts" project.

This analysis was conducted according to the Contract no. AID-1117-C-12-00002, purchase order #69, established between Omega Trust as provider and Checchi and Company Consulting as beneficiary.

In this report, we described the tests which were conducted and the techniques which were used in order to achieve the objective of this phase together with the results obtained following these tests.

This report details the deficiencies which were identified during our analysis and provides proper recommendations for solving these deficiencies.

This report is addressed to the Checchi and Company Consulting, Inc. Management and contains confidential information.

1.2 Objective

The objective of this phase was to determine the extent to which the current ICMS solution maintains data and system security and provides relevant and reliable information, achieves organizational goals and is able to accommodate new functionalities by performing an independent and objective analysis and to identify areas which needs improvement from the technical point of view to be taken in consideration in implementing the new ICMS system. In this regard, our assessment process was focused on analyzing the current ICMS from technical point of view and gathering information regarding its capacity, performance and limitation to grow and expand.

1.3 Scope

The scope of our analysis included the IT hardware and software infrastructure specific for the ICMS system.

1.4 Disclaimer

The current status of this report is final and should be considered accordingly. The entire assessment has been performed between between 26th of August and 30th of September 2015.

The results presented in this report represent just a "picture" of the IT hardware and software supporting infrastructure for the ICMS system at the date of the report. If the technical aspects analyzed in this project will be modified at a later date, some results may be invalidated.

This report has been developed based on the information obtained from the tests which we have conducted and the information provided by the representatives of Checchi and Company Consulting, Inc, Center of Special Telecommunications (CTS) and Courts. Therefore, if any information which we were provided with was wrong then some of the results reflected in this report may be wrong, as well.

2. EXECUTIVE SUMMARY

Following the technical assessment which we have performed on the existing ICMS system we noted that, generally, this system in some extent is able to meet the current user requirements but the technologies and the principles used to develop it are quite outdated and cannot provide anymore the best performance in line with the actual software development trends. Therefore, the current solution is quite difficult to be maintained and the implementation of further enhancements is even more difficult.

In regard to the application's database, following our tests we noted that the database supports a correct running of the application but, in terms of performance, there are some issues which might affect the speed of the system especially during the high load periods. These issues refers mostly to the database indexes which we noted that they have a high fragmentation degree. Considering that a database index should improve the speed of data retrieval operation, we can say that due to the fragmentation the objective of these indexes is not covered and finally, the performance of the system is affected.

In terms of software architecture assessment, we noted that the system is developed using a reliable technological framework. However, we found lacks of uniformity when it comes to the version of framework used (currently, there are two major versions in production, released at a 3 years' time difference , 3.5 in 2007, and 4.0 in 2010). This fact increases the maintainability efforts, as well as the risks for any compatibility issues. Also we found other issues in terms of development concepts (such as: combination of several design patterns, use of ASP.NET Web Forms, complex structure of layers, high code source complexity degree) which lead to a common conclusion: the ICMS solution needs to be redesigned using modern principles and tehnologies.

Following the tests performed to assess the performance of the system, we identified some bottlenecks which might affect in certain situations the speed of the system such as:

- Bottlenecks at the traction log level
- There is no caching mechanism in place and data is read every time directly from database and this creates a performance bottleneck
- The store procedures are complex and can generate excessive load on the database server
- There are no load balancers in place to receive the HTTP requests and to route them to the webservers with the smallest workload

In terms of infrastructure, we noted that the application and the database are installed on separated virtual machines, one for each court. In this regard, we consider that having a single database and application machine, with state-of-the-art storage options, that will support the whole ICSM application will increase the peformance of the system.

Please find all the results and the details for the issues mentioned above in the chapter 4 of this report (*ICMS analysis*).

3. ICMS ANALYSIS

As part of our work, we have performed a technical analysis of the current IT infrastructure (both software and hardware) of the ICMS system to assess the performance and the capacity of this system to support the activity in the courts and to achieve the specific business objectives and, finally, to identify the areas which need improvement from technical point of view and should be taken in consideration in implementing the new ICMS system.

In this regard, in order to obtain the best results, we have followed an approach based on several steps including specific technical tests, as detailed below:

- *Step 1 - Database assessment*

  During this step, we conducted an analysis of the quality and integrity of the information processed and stored, including security aspects. By performing specific performance tests our goal was to identify whether the database design and structure provides the best possible design for the organizational needs and its corresponding web application to ensure effective and efficient processing of information.

  In this respect specific tests were performed including:

  - Analyzing the database schema
  - Analyzing the entity-relationship diagram
  - Analyzing the database index
  - Performing the database performance test

- *Step 2 - Software architecture assessment*

  As part of this step, we have performed an analysis of the current logical and physical architecture of the ICMS system, in order to identify any deficiencies which may represent performance issues or limitations that prevent further enhancements of the system with new functionalities or may affect the system's interconnectivity with other IT systems which belong to other relevant institutions.

  Therefore, the software architecture assessment step included software, hardware and telecommunication infrastructure aspects and was performed taking in consideration the following main aspects:

  - Analyzing the application framework
  - Analyzing the object interaction
  - Analyzing the ICMS components
  - Analyzing the services orientation assessment
  - Analyzing the infrastructure and system scalability review

- *Step 3 - Performance assessment*

  During this step, our goal was to assess and determine whether the current ICMS solution is optimized to support current business processes in terms of performance. In this regard, the following activities were conducted:

  - Bottlenecks identification
  - Input/output analysis
  - Query optimization
  - Assessing the web server performance
  - Analyzing the hardware description
  - Analyzing the performance tests outputs

We have identified also some deficiencies adjacent to the ICMS system (such as: source code writing issues, related IT management issues, hardcoded parameters) which were described in the Section 4 of this report.

Please find the results obtained during this analysis and our improvement suggestions in the next chapter of this report.

4. ANALYSIS RESULTS

Please find below a detailed description about the tests performed and the obtained results. Please note that, for an easy retrieval of the information, the identified issues and recommendations were highlighted in separate boxes as diagnostics.

4.1 Database assessment

In order to analyze the database component of the current ICMS solution, there were two configurations used, one live instance, accessed in read-only mode (db_botanica and the central database), and one test instance, accessed in full-access mode. But, please do note that any operation done on the live instance left no permanent trace, and it didn't interfere in any way with any operational data. Simply put, only log data was analyzed and accessed on the live system, in order to get a real results when doing benchmarks.

Last but not least, the following tools were used for doing database assessments: Microsoft SQL Server Management Studio, Toad SQL Suite, RedGate SQL Tool belt, RedGate SQL Index Manager, as well as HammerDb. None of these interfere in any way with any live databases of the application.

Diagnostic:

The database server itself runs Microsoft SQL Server 2008 R2 x64 Enterprise Edition, released in 2010. But apart from that there are no patches installed, nor any Service Packs. Microsoft states and recommends the good practice of keeping the system up to date, and apparently this maintenance step was not done properly.

4.1.1 Analyzing the databases schema

The ICMS main database is represented by several objects, of the following types and quantity:

- Tables: 134
- Views: 1
- SQL Stored Procedures: 606
- User-Defined Functions: 68
- Schemas: 14, including NT_AUTHORITY\Network Service and System.

The database itself can be considered a medium-to-large one, having a total size of about 150 GB.

Diagnostic:

This total size, combined with indexes fragmentation (as you can see below) raise performance concerns when using commodity hardware.

This is a short summary of the biggest tables in terms of number of records, or space used either by data or by indexes.

Table Name	# Records	Reserved (KB)	Data (KB)	Indexes (KB)	Unused (KB)
Cases.Files	341,281	118,642,696	118,618,064	20,056	4,576
Cases.ReportComplaints	1,015	13,389,416	13,388,480	184	752
Cases.Rulings	65,169	7,481,768	7,478,376	360	3,032
Cases.Decisions	34,646	5,479,120	5,465,104	11,056	2,960
Cases.Minutes	64,906	5,264,224	5,261,640	280	2,304
Cases.Summons	98,311	3,882,344	3,850,832	21,880	9,632
Schedules.Alerts	2,057,062	1,121,848	1,052,440	62,944	6,464
Schedules.AlertUsers	2,143,949	507,512	141,568	324,800	41,144
Cases.Actions	985,142	289,936	222,240	66,776	920
Cases.Cases	68,079	143,248	73,216	66,424	3,608
Cases.Statuses	337,063	103,024	43,072	54,832	5,120
Cases.Hearings	119,486	97,344	42,240	52,608	2,496
Cases.Persons	153,612	74,768	40,768	32,760	1,240
Cases.Parties	187,581	57,392	20,960	34,768	1,664
Cases.HearingsParties	369,158	53,648	16,776	26,784	10,088
Cases.CaseJudgeAssignments	69,025	41,440	19,632	13,840	7,968
Complaints.SystemLoggings	39,480	19,208	18,648	88	472

Cases.CaseCategories	78,916	17,904	6,280	8,824	2,800
Complaints.Rulings	74	11,216	11,160	16	40
Complaints.ReportComplaintAction	27,796	8,072	6,768	904	400
Classifiers.Templates	235	7,656	7,072	40	544
Complaints.ReportComplaint	5,267	4,200	3,688	408	104
Complaints.ReportComplaintParties	14,308	3,712	2,840	600	272
Cases.SummonParties	26,464	3,584	1,176	2,096	312
Complaints.ReportComplaintStates	32,529	3,544	3,120	88	336
Cases.HearingsResults	3,447	3,136	896	72	2,168
Translations.Texts	21,173	3,040	2,872	56	112
Translations.Translations	10,866	2,088	1,040	928	120
Complaints.Files	4	1,888	1,872	8	8
Cases.Recusals	358	1,480	760	48	672
Securities.UserProfiles	4,059	1,472	648	72	752
Courts.Workers	1,108	1,352	440	424	488
Classifiers.HelpTopics	105	1,264	1,216	16	32
Classifiers.Parameters	1,666	1,256	400	440	416
Cases.Appeals	1,243	1,160	320	320	520
Complaints.ReportComplaintJudgeAssignments	5,333	1,152	832	72	248
Cases.ReportComplaintStates	6,037	848	360	336	152
Cases.AppealsProcess	1,335	848	512	40	296
Classifiers.CaseTypes	1,102	824	496	136	192
Complaints.ReportComplaintCategories	8,924	776	456	72	248
dbo.ActionsAdministrative	1,134	648	392	80	176
Securities.RolePermissions	1,885	568	144	296	128
Complaints.ReportComplaintFiles	8,068	568	392	56	120
dbo.PartyFisas	750	560	336	120	104
Cases.ReportComplaintCaseTypes	1,830	504	128	256	120
Cases.CaseJudges	2,787	456	408	16	32

Diagnostic:

By looking at this information we realize the need for partioning of data, at least for the two biggest tables – Schedules.Alerts and Schedules.AlertsUsers.

Not shown in the previous table are a series of database tables, over 10, that do not have any records, and represent only legacy design, adding to the overall technical debt.

Moving on, when analyzing the database schema, one can easily see the naming conventions. Although they are pretty consistent (English, using Pascal case), but with few exceptions, like Reports.rptCivil_1 for example. Even so, overall, just by looking at its name you have a hint about the data type stored there. But everything changes when noticing the name of the columns. Almost all of them are named by adding the name of the table as a prefix, which burdens their name, and makes it even difficult to write SQL scripts.

Diagnostic:

Digging even deeper, at the data type level, we notice a heavy usage of GUIDs and of LOBs (especially nvarchar of maximum size).

The advantages of using globally unique identifiers are pretty obvious, but overall they seem to be more than normally needed – in some cases, simple integers would suffice, even more considering they are indexed better. But when it comes to nvarchar of maximum size, their choice is purely subjective, and directly influences the overall size and query performance.

None-of-the-less, when looking at the user defined functions we notice that plenty of them use XML entity data. And from the very beginning, one can assure you that it only adds another processing step in between, thus affecting performance. Data is already stored in a normalized relational structure, and by putting them into XML and back gives a false sense of ease of manipulation. On this topic one can notice the interest in XML support in recent developments of SQL Server. If in 2008 it was a hit, now, in the latest version – 2014, even if the features are still there, they are not as popular as before.

4.1.2 Analyzing the entity-relationship diagram

The database schema can be represented by a diagram, but reading it would prove painful, due to the big number of tables. But understanding of the concepts can be gained by following the schema names: Cases, Classifiers, Complaints, Courts, Reports, Schedules, Securities, Surveys and Translations.

Considering database normalization, the database presents characteristics of the third normal form, as well as the second one, in cases where some attributes of certain tables are not determined only by the candidate keys of that table but by other non-prime attributes. And this design flaw spreads shoulder to shoulder with the naming convention, when the name of the table is used as a prefix for the name of the columns. But in the end, this is normalization option is something of lower impact, and it may be considered a developer's preference.

Diagnostic:

As for the relationship between entities, index-based foreign keys are used, with GUID columns. A quick and dirty optimization technique could be to replace GUIDs with integers where possible.

4.1.3 Analyzing the database index

The database indexes analysis was done using RedGate SQL Index Manager that offers comprehensive reports. The analysis was done on a fresh copy of a production database, installed in a testing environment. After analyzing the 217 indexes of the databases, there are the results it found with a high and medium importance level:

Index	Table	Size (pages)	Fragmentation %
PK__SystemLo__E0EFB9F75C668DE9	Complaints.SystemLoggings	529	99.24
ReportComplaintParties_pk	Complaints.ReportComplaintParties	355	98.87
IX_CaseJudgeAssignments_Judge	Cases.CaseJudgeAssignments	514	98.64
IX_AlertUsers_UserID	Schedules.AlertUsers	11234	98.44
IX_HearingsParties_party	Cases.HearingsParties	1853	97.9
ind_Name	Cases.Persons	1810	95.64
UQ_Translations	Translations.Translations	109	95.41
IX_User	Schedules.AlertUsers	11024	93.72
ReportComplaintJudgeAssignments_pk	Complaints.ReportComplaintJudgeAssignments	104	93.27
IX_SummonParties_Party	Cases.SummonParties	135	90.37
IX_CaseJudgeAssignments_Case	Cases.CaseJudgeAssignments	544	87.13
IX_Hearing	Cases.Summons	746	84.85
IX_CaseJudgeAssignments_Dates	Cases.CaseJudgeAssignments	544	84.38
PK_HearingsResults	Cases.HearingsResults	112	83.04
ind_Persons	Cases.Parties	1309	82.43
IX_Decisions_Cases	Cases.Decisions	235	81.7
pkc_CaseJudgeAssignments	Cases.CaseJudgeAssignments	1723	81.31
idx_CaseType	Cases.CaseCategories	430	80
IX_Hearings_Case	Cases.Hearings	776	78.09
Cases_idx3	Cases.Cases	820	76.71
IX_Files_EntityId	Cases.Files	2324	73.75
IX_Dates	Cases.Summons	819	73.14
pkc_Cases	Cases.Cases	9117	72.02
IX_Party	Cases.Summons	687	69.72
Hearings_idx4_dev	Cases.Hearings	1283	63.91
Hearings_idx4	Cases.Hearings	1213	63.64
Decisions_idx	Cases.Decisions	427	63.23
Actions_idx	Cases.Actions	4912	58.39
IX_Deleted	Cases.Summons	305	58.03
IX_Decisions_Hearing	Cases.Decisions	219	57.53

ind_Judge	Cases.Cases	443	57.11
ind_Cases	Cases.Parties	1101	53.41
Persons_idx	Cases.Persons	873	50.74
IX_Hearings_Date	Cases.Hearings	645	49.77
Statuses_idx3	Cases.Statuses	3641	46.28
IX_Hearings_Room	Cases.Hearings	625	44.48
pkc_Hearings	Cases.Hearings	4899	43.56
ind_PartyType	Cases.Parties	933	38.05
ind_CaseIndex	Cases.Cases	365	35.89
ReportComplaint_pk	Complaints.ReportComplaint	457	33.92
pkc_Decisions	Cases.Decisions	1666	32.17
Hearings_idx	Cases.Hearings	455	31.21
IX_HearingsParties_Hearing	Cases.HearingsParties	1358	28.94
ind_TypeOfExamination	Cases.Cases	347	28.24
Hearings_idx3	Cases.Hearings	986	24.85
IX_CaseCreatedOn	Cases.Cases	258	24.81
ind_TypeOfCase	Cases.Cases	315	24.44
pkc_Rulings	Cases.Rulings	3987	23.07
Statuses_idx	Cases.Statuses	1254	21.13
ind_Registered	Cases.Cases	272	20.59
Persons_idx_dev	Cases.Persons	1218	18.64
idx_Case	Cases.CaseCategories	313	17.25
IX_Decisions_Dates	Cases.Decisions	207	16.43
IX_Cases_IsDeleted	Cases.Cases	178	14.04
IX_Hearings_IsDeleted	Cases.Hearings	308	12.01
Statuses_idx2	Cases.Statuses	1738	11.22

Diagnostic:

The results speak for themselves. Traditionally, any index with a fragmentation level over 30% should be rebuilt with top level priority, but when dealing with big databases the recommended threshold is as low as 10%. Even so, one can see that indexes of tables with a considerable amount of data, such as Cases.CaseJudgeAssignments or Cases.Persons have a fragmentation level of over 90%. Basically, for one in ten operations, the index does not count, just like not being there at all.

A quick impression of how bad these results are can be obtained by performing synthetic benchmarks (same input parameters, operation repeated multiple times), before rebuilding indexes as well as after this, a plus as high as 42% of performance can be obtained.

Stored Procedure	No of repetitions	Time before fix (seconds)	Time after fix (seconds)	Performance gain (%)
[Complaints].[Reports_Transfer]	1	3.01	2.64	14.21
[Complaints].[Reports_Transfer]	1000	4.88	4.31	13.23
[Cases].[Case_Create]	1	0.12	0.11	9.49
[Cases].[Case_Create]	1000	0.34	0.31	8.01
[Complaints].[sp_AssignJudgeRandom]	1	1.45	1.2	21.32
[Complaints].[sp_AssignJudgeRandom]	1000	1.43	1.13	26.34
[Complaints].[Reports_MergeReport]	1	37.02	26.06	42.03
[Complaints].[Reports_MergeReport]	1000	41.33	29.12	41.92

By extrapolating this information and taking into consideration the size of several indexes, like the ones on table Schedules.AlertUsers, we understand that the performance of certain queries is heavily affected.

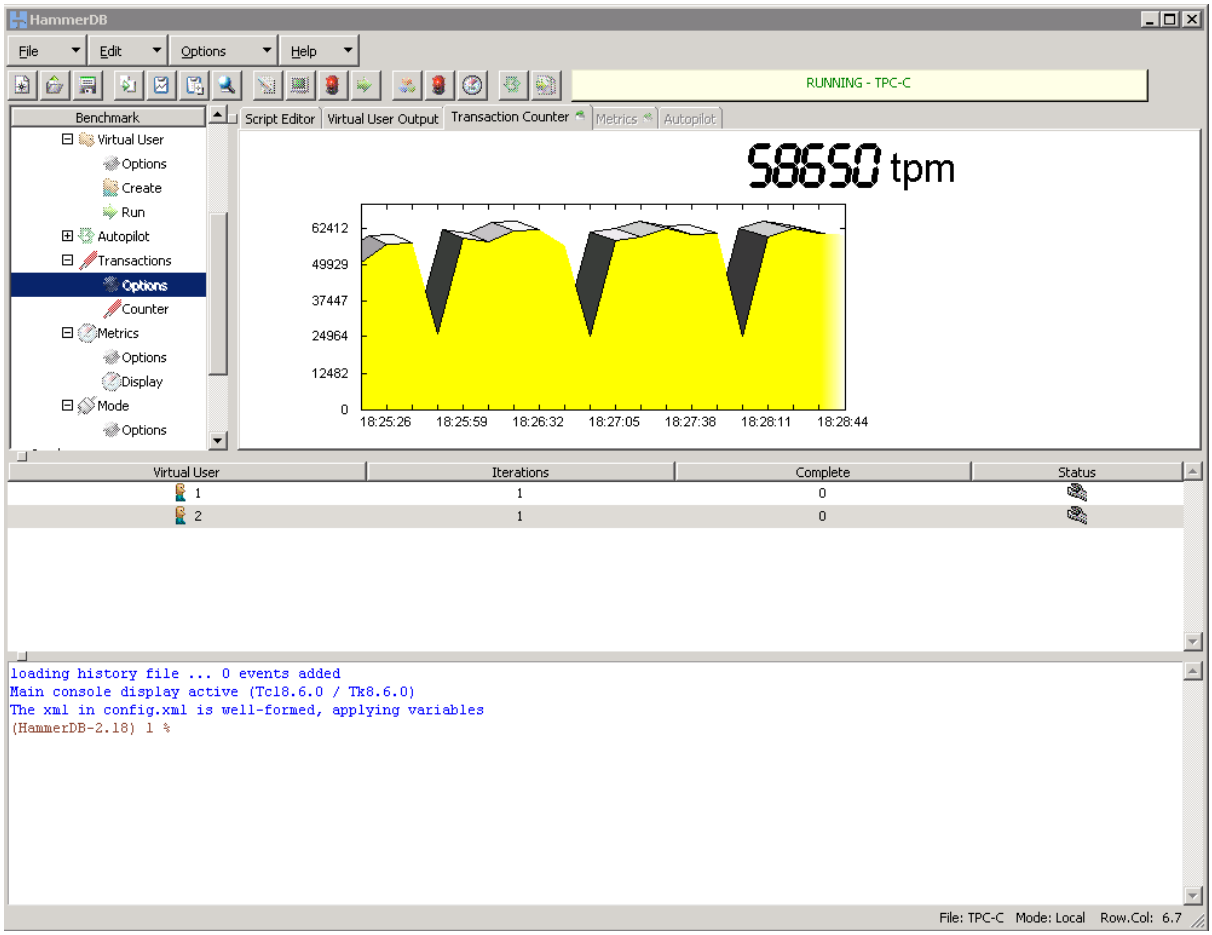
4.1.4 Performing the database performance test

Designing and implementing a database benchmark is a significant challenge. Many performance tests and tools experience difficulties in comparing system performance especially in the area of scalability, the ability of a test conducted on a certain system and schema size to be comparable with a test on a larger scale system. When system vendors wish to publish benchmark information about the database performance they have long had to access to such sophisticated test specifications to do so.

TPC is the industry body most widely recognized for defining benchmarks in the database industry recognized by all of the leading database vendors. TPC-C is the benchmark published by TPC for Online Transaction Processing systems, for both load and stress tests.

The HammerDb workload is based on and intended to be as close as possible to the example published in the TPC-C specifications. As such, the implementation is intentionally non-optimized or biased towards any particular database implementation or system hardware. The crucial element is to reiterate the point made in the previous section that the HammerDb workloads are designed to be reliable, scalable, and tested to produce accurate and repeatable and consistent results. In other words, HammerDb is designed to measure relative as opposed to absolute database performance between systems. What this means is that if one runs a test against one particular configuration of hardware and software and re-run the same test against exactly the same configuration, the same results within the bounds of the random selection transactions will be obtained. This bounds are typically within 1%, therefore the accuracy of results is guaranteed. This fact is of great importance, given the fact that the ICMS system relies on several databases, installed on several servers and running benchmarks on all possible configurations is time-expensive.

This being said a stress tests was configured for HammerDb for two virtual users. A simulated workload was simulated, with the same load factor for database data as the real one. Finally, the transactions-per-minute factor of the database was pretty low, and even most important it varies quite a lot in the range of 25.000 TPM up to 65.000 TPM.



To simplify all this data, if 65.000 TPM is the performance of the overall system, we can see drops of performance every couple of seconds. In a real-world usage scenario, this proves very dangerous, and it could cause even abnormal behavior or data-loss. It is worth noticing that while running this benchmark, the CPU utilization raised up to 75% on each core, but the memory consumption stayed constant at about 3GB.

Moving on to stress tests, a simple runner was used, that was given the exact SQL script on four threads, each thread running four concurrent queries. For giving better insight on the salability capabilities of the system, a simple search query on the people list was used, something that is easily encountered in a real-world scenario:

```
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE
[test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY
[test_botanica].[Cases].[Persons].[PersonFirstName]
```

Diagnostic:

The results showed an average rate of one (1) error at each 200.000 completed queries. Even if it's a small number, such a simple query should have been executed flawlessly.

If we try to push the upper limits to 6 threads, each running up to 10 concurrent queries, thus to a total of 60 threads, the error rate raises to one (1) error at each 100.000 completed queries. One can just imagine that complex queries or stored procedure can prove even more error-prone.

SQL Load Generator

File Query Tools Help

Server localhost | Add Query | Start All Queries | Stop All Queries | Remove All Queries | Reset Counters

Query
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE [test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY [test_botanica].[Cases].[Persons].[PersonFirstName]

Run Statistics: Start / Stop | # of Runs 66,161 | # of Failures | # of Queries 10
Login Information: Username sa | Domain Account | Password •••••••••• | Hide Password | Database test_botanica | Concurrent Queries | Application | 10_

Query
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE [test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY [test_botanica].[Cases].[Persons].[PersonFirstName]

Run Statistics: Start / Stop | # of Runs 64,690 | # of Failures | # of Queries 10
Login Information: Username sa | Domain Account | Password •••••••••• | Hide Password | Database test_botanica | Concurrent Queries | Application | 10_

Query
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE [test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY [test_botanica].[Cases].[Persons].[PersonFirstName]

Run Statistics: Start / Stop | # of Runs 64,048 | # of Failures 2 | # of Queries 10
Login Information: Username sa | Domain Account | Password •••••••••• | Hide Password | Database test_botanica | Concurrent Queries | Application | 10_

Query
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE [test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY [test_botanica].[Cases].[Persons].[PersonFirstName]

Run Statistics: Start / Stop | # of Runs 63,465 | # of Failures | # of Queries 10
Login Information: Username sa | Domain Account | Password •••••••••• | Hide Password | Database test_botanica | Concurrent Queries | Application | 10_

Query
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE [test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY [test_botanica].[Cases].[Persons].[PersonFirstName]

Run Statistics: Start / Stop | # of Runs 63,525 | # of Failures 1 | # of Queries 10
Login Information: Username sa | Domain Account | Password •••••••••• | Hide Password | Database test_botanica | Concurrent Queries | Application | 10_

Query
SELECT * FROM [test_botanica].[Cases].[Persons] WHERE [test_botanica].[Cases].[Persons].[PersonLastName] = 'Buzdugan' ORDER BY [test_botanica].[Cases].[Persons].[PersonFirstName]

Run Statistics: Start / Stop | # of Runs 62,718 | # of Failures | # of Queries 10
Login Information: Username sa | Domain Account | Password •••••••••• | Hide Password | Database test_botanica | Concurrent Queries | Application | 10_

Total Threads: 60 | Completed Queries: 386,440 | Failed Queries: 3 | Application Logging: On

4.1.5 Analyzing security issues

The passwords for the ICMS user accounts are clearly visible in the database.

Therefore, there is a high risk that unauthorized people (such as database administrators from CTS) to access confidential information of ICMS users or to use their accounts to access the system. Also, in case of an attack on the system, without a proper encryption of passwords, the potential attackers can easily get the passwords and gain access to accounts and to confidential information.

We recommend to implement in the SQL Server database a strong encryption algorithm for the users' authentication passwords in the ICMS sytem which must not allow their reconstruction.

Diagnostic:

The passwords for the ICMS user accounts are clearly visible in the database. We recommend to implement in the SQL Server database a strong encryption algorithm for the users' authentication passwords in the ICMS sytem which must not allow their reconstruction.

4.3 Software architecture assessment

4.2.1 Analyzing the application framework

The application framework consists actually of several software frameworks, most of them from Microsoft, as well as other open source products. The choice of having them is heavily influenced by the role of the component they are used in, and this decision affects the overall architectural pattern and system performance.

The first software framework used, which supports all of the others, is Microsoft .NET Framework, versions 3.5 and 4.0 (plus minor upgrades and service-packs). This choice is a particular great one, this framework has a very good reputation into enterprise environments as being robust, secure, and offering rapid application development as well as modern capabilities. Critics may argue that it only runs on Microsoft Windows machines as opposed to other open source frameworks that are platform independent - yet again, this is not a problem if such server environments are accepted. Windows server environments prove more stable and easier to manage than Linux ones. Last but not least, one may argue that this framework is a little "heavy", because it comes with a huge library (the core .NET Framework itself), and not only the software development kit. But, for the purposes of this application, rather than building everything from scratch, using a framework that offers many building blocks proves the right choice.

Diagnostic:

The chosen application framework is appropriate. Still, one major problem is exposed in the current version of the ICMS application – the lack of uniformity when it comes to the version of .NET Framework used. As stated previously, there are two major versions in production, released at a 3 years' time difference (3.5 in 2007, and 4.0 in 2010). Even more, both of them are out of date considering the current version – 4.6, but still supported by Microsoft's official channels. Finally, as well as not using the latest upgrades and patches of the newer versions, the usage of two different versions dramatically increases the maintainability efforts, as well as the risks for any compatibility issues.

4.2.1.1 Web Application

For the web application itself, the main framework used in ICMS and MMP applications is ASP.NET Web Forms from Microsoft, version 3.5 (launched in 2007). While the choice of the base underlying framework is a great one, the adoption of the Web Forms version of ASP.NET is rather poor. Overall, the framework itself works well, but compared to a modern Web Application framework (like the MVC version of ASP.NET), some issues are clear.

For the MRS application ASP.NET MVC was used, but only version 3, that relies for the views on a combination of ASPX and Razor view engines that proves unstable. But the MRS application itself is rather small compared to the rest (ICMS plus MMP), therefore, further-on when specifying the ICMS application, we are talking primarily about ICMS or MMP.

Diagnostic:

The lack of abstractions is a major minus of this architecture.

Web Forms provide an attractive platform for most developers, especially those coming from desktop development. View State, Post back tracking, event routing, and single-page behavior are all based around a forms-based interface that resembles the Windows Forms framework. Criticism with the Web Forms model comes mostly from hard core developers who consider this framework as a leaky abstraction layer that doesn't truly capture the Internet and web paradigm. Web Forms essentially try to emulate a desktop implementation that hides the stateless nature of the HTTP protocol. Web Forms provide a high level of abstraction of the core Web implementation by using a sophisticated control and event-based engine that handles access, routing, and rendering that mostly hides HTML and HTTP semantics from developers.

This is both a blessing and a curse. Web Forms, by leveraging the Rapid Application Development concepts, allow developers to quickly create applications simply by dragging and dropping server-side controls and handling page-level events for both the page and the controls on the page. Even though, this works well, it's a high-level of abstraction and many developers completely forget, and even worse, never learned, how the HTML layout actually works behind the scenes. As a result, it's common to end up with non-validating HTML, or bloated and hard-to-manage HTML layout that is very designer unfriendly. Add to that a huge amount of View State if you don't effectively manage View State properly and you can easily end up with pages that are much bigger than they need to be and slow as molasses.

Behind this abstraction layer, Microsoft built a very complex engine that has many side effects in the Page pipeline. It can sometimes get very difficult to coordinate the event sequence for data binding, rendering, and setup of the various controls at the correct time in the page cycle. Web Forms need to run through a single server-side form so they can't easily be broken up into smaller logical units. In complex forms, event handlers can get very bulky with the tasks they need to handle and often in ways that can't be easily refactored so you end up with code that is difficult to maintain and impossible to test.

Diagnostic:

Maintaining a view state engine proves a poor performance-wise decision.

View State fiercely bloats page content, it has a bit of performance overhead (serialization), and in AJAX applications especially, View State corruption caused by client-side updates to Page data can be a royal pain to deal with. Usually, when diagnosing performance problems within Web applications you will find that the issues are directly related to rampant use of View State and of poor understanding of its impact on page size and performance.

The big problem with View State is that it's non-deterministic and that control developers are encouraged to store all property state inside of View State, which is both inefficient and bloats the page content. All of the stock ASP.NET controls that come in the box actually work with View State off although you may have to set a few additional properties explicitly and you may end up with a few extra code snippets to

track certain settings, but you will generally end up with lighter and snappier pages that are also more AJAX friendly.

Diagnostic:

The event management complexity is another major minus of Web Forms.

This framework is all about events. Post back events, page pipeline events, and change events all are at the core of Web Forms. While events are part of what makes Web Forms easy they can also make things complicated because the IIS engine plus the ASP.NET engine fire a ton of events as part of each and every request. Figuring out exactly when each piece of code in your Page fires as well as when every control or user control fires takes a solid understanding of the full page model and control tree architecture which is not trivial and requires a bit of experience and time.

Moving on, another annoying overly helpful feature is the change event management. Whenever change events are hooked up it's very common to get unexpected behavior with these events firing from seemingly unrelated operations from control initialization and direct access. This comes back to the specific implementation of the page framework and how and when events fire. Developers have to be intricately familiar with the event sequence which is no trivial matter since there are many, many events that fire as part of the page process both on the page and on each control. Granted this is not one of the most frequent pain points, but they do happen and when they do happen they tend to be a huge time sink.

Diagnostic:

AJAX is cumbersome when dealing with Web Forms.

As a no surprise, client-side scripting and Web Forms in general don't go together all that well. As previously mentioned, there are issues surrounding View State consistency if you use client script to update POST data sent back to the server. This makes it often difficult to work with frameworks other than ASP.NET AJAX, which is the only framework that explicitly understands the Web Form model and View State.

Microsoft AJAX framework in general is not a great client-side library solution in the first place. It's big, not very modular and provides only limited functionality for the client-side developer with the client framework being more of a core reference implementation than a useful API library that provides usable functionality for client-side scripting. If you compare it to a highly functional approach of libraries like jQuery Microsoft AJAX feels like it's seriously lacking practical functionality. Add to that the rigidity and complexity of the control creation model and it's hard to justify using Microsoft AJAX for anything but the server-side controls provided in Update Panel and the AJAX Toolkit controls.

Using alternative libraries with Web Forms is possible but there are some issues you need to watch out for. Specifically, View State corruption is a problem when updating client control content that is already stored in View State and then sending it back to the server. Event Validation as well can cause all sorts of problems with pages posting back to the server and you'll want to likely turn this feature off on pages that use AJAX and modify control content.

4.2.1.2 Data Services

The main framework used for data services is Microsoft Windows Communication Foundation, version included in .NET 3.5 (released in 2007). And while it sure is an improvement compared to plain ASP.NET Web Services, on the long run, this choice proves to be a poor one. In the end it does run well, but it has some major issues that again influence the overall system architecture.

Unlike a RESTFUL API using JSON, like the Microsoft ASP.NET WebApi, WCF's drive to unification is so strong it has lost sight of usability. Web Services and .NET Remoting had so much appeal because they promised to finally make remote communication simple. But then they failed. Not because their APIs did not live up to the promise of simplicity, but because they too bet on the wrong horse: synchronicity. Remote communication should always be asynchronous, because that´s how autonomous systems communicate. And if you deny that fact you run in all sorts of performance problems.

4.2.1.3 Data Access Layer

Moving on to the Data Access Layer, things are rather simple. There was no specially designed data access layer library used, nor any object-relational mapping framework, but pure data access using ADO.NET (part of .NET Framework) and a whole bunch of SQL Stored Procedures developed using T-SQL.

Diagnostic:

The only exception here is the usage of Entity Framework, version 4.* in the MRS application – and from the very beginning one must take in consideration the recommended upgrade to the latest Entity Framework version (6.*).

Furthermore, this particular combination is not bad at all when it comes to the speed of the overall system compared to any other alternatives. But, whatever advantage gained in performance terms is lost in maintainability cost, because now, the business logic layer is split in two major areas: the back-end and the database itself. Just imagine how a release cycle looks like, if you have to consider the deployment and rollback capabilities of two interconnected systems and all of the risks involved.

Let's analyze the scenario into a certain developer has to fix a small bug, like show something else in a certain field. After he identifies the base data access object, he will have to search for the name of the SQL stored procedure and then to jump into the database (if he has access to that system as well) with administrative privileges, and modify and compile a SQL Stored Procedure. And hopefully, the changes he adds to the database will always be in sync with the deployed version of the application. Even more, one will always have to consider database related problems (query execution plans, indexes, compiled SQL) every time when doing data access code.

4.2.2 Analyzing the object interaction

The object interaction is represented by choosing a Domain Driven Design approach, combined with several design patterns and an N-Layer back-end organization. The application contains several dedicated projects for keeping the Domain model in place, and in some cases, it even succeeded doing so.

4.2.2.1 Domain Model

Basically the domain model is represented by a list of POCO objects, but with no clear defined boundaries. The only extra thing they've got is plenty of annotations and this is not very helpful when enforcing business rules. As for the latter, there is a special class library designed just for that that basically wraps every domain call and it verifies the security context permission.

Diagnostic:

Too much security is never enough, but in this case, the whole mechanism relies on a custom simulation of a "kernel" instance that verifies on the fly permissions. Almost efficient, but with a considerable performance overhead.

4.2.2.2 Design Patterns

Several design patterns were implemented, in an almost consistent way: Façade pattern, Adapter pattern, Repository pattern and Singleton pattern. By looking at the code base, we can analyze how they are used. By implementing façades, the developer defined a higher-level interface that makes the subsystem easier to use, by increasing the abstraction level, but lowering the modularity capabilities. The Adapter pattern is used for converting the interface of a class into other interface the clients expect. An adapter lets classes work together that could not otherwise because of incompatible interfaces. The singleton pattern was used for ensuring that certain classes have exactly only one instance, thus preserving state overall all instances. And finally, the repository pattern was used for giving the domain model a more transactional approach.

Diagnostic:

While the motivation for using design patterns cannot be debated, their actual implementation is. Even more, the combination of structural patterns usually indicate that you may have did something wrong in the past when doing technical design, and you only increase the overall technical debt. Last but not least, the code complexity itself is pretty high.

Let's look at a particular object, the Kernel, which is instantiated only once, using Singleton. Looking at its code, and considering its usage, we discover a single-point of failure. It is not thread-safe, and cumbersome to work with. One can easily relate the overall performance of the whole data access layer to this particular object, because every adapter uses the Kernel instance. So performance is another thing we lose when mixing creational and structural patterns.

Diagnostic:

To sum up, a more robust approach could be not mixing so many patterns for a thread-not-safe approach. By switching to an actor-event model, or to a producer-consumer one, one could achieve better results, in terms of code quality, maintainability efforts and overall system performance.

4.2.2.3 Layer-based organization

The Back-end is organized following an N-Layer structure, for promoting modularity. At its roots, this is not a bad idea, yet again, only if applied right.

Diagnostic:

The layers are represented by different projects in the same solutions, but often there is business logic spread across several projects (from Core, to Business Entities, and to the front-end). Another wrong doing is their actual number. You may expect 4 or at most 5 layers, clearly defined like front-end layer, business logic layer, services layer, data access layer, and domain model. Instead, there are over 10 projects laying around.

Diagnostic:

A more robust approach would have been a strict organization of code and keeping things as simple as possible.

4.2.3 Analyzing the ICMS components

When analyzing the ICMS components, everything can be tighten to the default web application, the primary entry point of the whole system. Its architecture influences the system so much and in so many ways, that just by changing it (for example, just by switching from Web Forms to MVC), and doing so correctly, we would solve almost all problems discussed right now.

Let's start with the lack of a clear separation of concerns. Indeed, the web project represents the front-end, and the WCF project represents the service layer.

Diagnostic:

But there is business logic spread in each of them, and none of them represents the business logic layer. There is no clear interface segregation and the open close principle is wrongfully applied. The domain model should be closed to modification and open to extensions, and not open to both. As for the inversion of control, there is a Dependency Injection framework in place, but its usage failed to achieve the promised level of modularity. Components are yet again tightly coupled. And this is exactly the Web Forms way of doing things.

Moving on, there are no clear views and view models. Indeed, using Web Forms means that your events would dynamically compile a string representing the html output of server-side controls. Which is even more complicated than it sounds. Just check that there are situations where the content of a page is injected using jQuery in an overlay on top of the actual page, opposing to places where the default rendering approach is used.

Diagnostic:

This brings us to another big flaw, which is represented in any way possible: the lack of uniformity. From architecture, to frameworks, to concepts, to coding standards, there is no such thing as uniformity in this application. For many of the things mentioned above, there are at least two versions, two ways, or two implementations. This proves confusing even in the short run, and not to mention the horrible performance penalties it brings.

Diagnostic:

Another issue, in case of the ICMS application, is the totally absence of automated tests. This application has no unit tests, to performance tests, no load tests, no UI test, and what is worse, no testing capabilities.

It was not developed to be tested by developers, but only by its end users. Which is always a bad tactic. Basically, the only way to test what all of this is to run the whole system, preferably having direct access to the physical machine, and understand all the business logic and know all of the required information in order to have an opinion. This is more than difficult for normal software engineers, even for normal people with a regular level of responsibility. Some may even say that the developers did they work with one eye closed, and only using natural light.

In the case of the MRS application there are several automated tests added to the project that provide a small degree of confirmation of work-done and code quality. One can only wish for a greater emphasis on tests in the rest of the ICMS applications.

4.2.4 Analyzing the services orientation assessment

Talking about a Service Orientated Architecture (SOA) will bring us close to the service layer, developed using Windows Communication Foundation (WCF).

SOA or Service Oriented Architecture is an architecture style for building business applications by means of services. Application comprises collection of services which communicate through messages. Services are logical encapsulation of self-contained business functionality. Services communicate with each other using messages. Messages are standard formats which everyone (every service) can read and understand. So theoretically all of this concepts are well applied, but in practice, one may see the limitations imposed by the usage of the Web Forms version and the Windows Communication Foundation.

To begin with, services should be independent of other services. Altering a service should not affect calling service, and furthermore, services should be self-contained.

Services should be able to define themselves. Services should be able to answer a question like “what is does”. It should be able to tell client what all operations it does, what all data types it uses and what kind of responses it will return.

Finally, services should be able to communicate with each other, or with clients and consumers, asynchronously.

By analyzing the source code, one may see that this concepts are not well applied, or not applied at all, such for the synchronicity quality. On the other hand there are several SOA principles well applied such as reliable messaging (means there should be a guarantee that request will be reached to correct destination and correct response will be obtained) and secure communication.

Diagnostic:

To sum up, on this topic there are improvements that need to be made, and most of them relate to choosing a RESTful architecture using Microsoft’s WebApi framework and the MVC version of ASP.NET. Nevertheless, the case for a puritan SOA architecture should also be discussed, in order to reduce the enterprise technical debt and the overall maintainability of the system.

4.2.5 Analyzing the infrastructure and system scalability review

The scalability of the system is a major painful point. To put it bluntly, the only way this system scales is by multiplying the installed instances – which is not scalability at all. And this is exactly what is in place right now, several different instances running the same software in different places. One may argue that are several reasons for doing so, like security, and separation of concerns, but the truth is that the application couldn't have had faced scalability challenges after all.

The main reason for the lack of scalability is the architecture itself. Scalability means doing things in a specific way from the very beginning, and not adapting on the road. Which was not done. The application was not designed to be scalable when the developers started working. There is no multi-threaded model in place and no middle-layer bus to handle events. An acceptable theory is that the overall architecture was influenced by the Web Forms version of ASP.NET (which is not scalable), and thereafter every component and every layer expanded even more in the same spaghetti architecture.

Diagnostic:

In conclusion, the ICMS infrastructure cannot handle scalability. There are no Web Farms, Load Balancers or any scalable architecture that might help in this regard.

Diagnostic:

If a complete rewrite and redo of things will be considered in the future, these scalability concerns should be handled. First of all, application-external capabilities could be used. A Web Farm composed of several web servers, that run in sync, guarded by a Load Balancer do a pretty good job. Second of all, today's CPUs can handle a lot of threads, so relying on multi-threading is always a good bet. From elastic models to traditional ones like consumer-producer one, these models always prove a very good answer when talking about scalability. The only question that remain to be addressed are the ones about the effort and the cost for developing such architectures.

4.2.5.1 Analyzing the system interconnectivity

Currently, the integration of ICMS system with IT systems from other institution is hardcoded and no API (Application Programming Interface) is available to facilitate this interconnection.

Therefore, these interconnections are more difficult to be implemented and managed.

Also, we found out that by interconnecting the ICMS system with other institutions data can be modified directly in database which means that there is a high risk for the stored data to be altered intentionally or accidentally by people who access them.

We recommend to implement an API interface to be used to establish the interconnection with the other systems. Also, we recommend to set up a proper access right policy for the users who access the ICMS system data from an external interconnected system in order to make sure that they have read only access to data.

Diagnostic:

The integration of ICMS system with IT systems from other institution is hardcoded and no API (Application Programming Interface) is available to facilitate it. We recommend to implement an API interface to be used to establish the interconnection with the other systems.

4.2.5.2 Analyzing the overall versioning of the system

The ICMS system has three different versions depending on the institution which is using it, namely: The Supreme Court of Justice, Courts and the Ministry of Justice.

Through such an approach, the ICMS system is more difficult to be managed and developed during its life cycle. For example, if at some point it would be necessary to develop a change in the system which is applicable for all the three institutions, currently is required to develop the change in each of the three versions of the system. There is also a risk that a particular change to be not implemented in the same manner in all three systems resulting differences that might affect the end users.

We recommend to merge the three versions of the system existing now in one sigle version to serve all three institutions and to be differentiated by applying specific access rights policies. Therefore, the ICMS system's development and administration will be carried out in an uniform mannner increasing the accuracy and efficiency of these processes.

Diagnostic:

The ICMS system has three different versions depending on the institution which is using it. We recommend for the new ICMS system to merge the three versions of the system existing now in one sigle version to serve all three institutions and to be differentiated by applying specific access rights policies.

4.2.5.3 Analyzing the resilience in case of disasters

Currently, there is no alternative site in place to ensure the continuity of the ICMS system in case of a disaster which affects the primary site (earthquake, flood, fire, etc.). Also, there are no redundant equipments in place in case when the primary equipments fail.

Therefore, there is a risk that after such an event, the infrastructure of the ICMS system and the activities which involve the use of ICMS system can not be restored and the activities of courts will be significantly affected.

We recommend to establish an alternative location (disaster recovery site) which should include redundant equipments for the ICMS system to ensure that the system will be completely operational during the outage from the primary location. These redundant equipments should be tested periodically in order to make sure that they support the real workload and the trasfer of operations can be done completely, when needed.

Diagnostic:

There is no alternative site and redundant equipments to ensure the continuity of the ICMS system in case of a disaster. We recommend to establish an alternative location (disaster recovery site) which should include redundant equipments for the ICMS system to ensure that the system will be completely operational during the outage from the primary location

4.4 Performance assessment

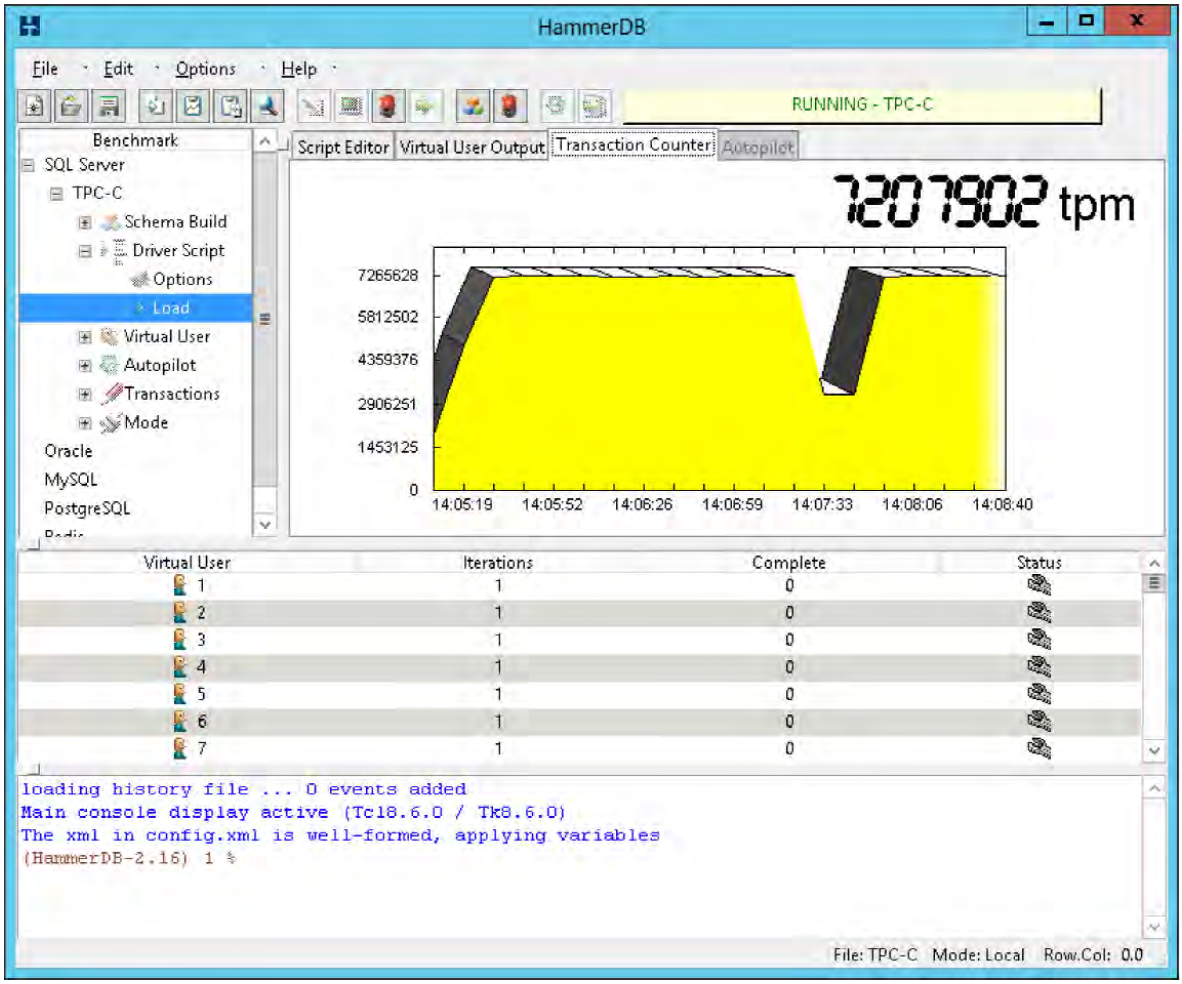
4.3.1 Bottlenecks identification

In the process of analyzing the performance of the ICMS system, we identified the following diagnostics in regard to bottlenecks:

Diagnostic:

Resizing the Transaction Log

If the recovery interval is set to the maximum permitted, as it should be, a checkpoint will occur when the transaction log is 70% full, at high-performance, depending on the I/O write performance to the data files. This checkpoint produces an I/O bottleneck noticeable in the HammerDb transaction counter as follows:

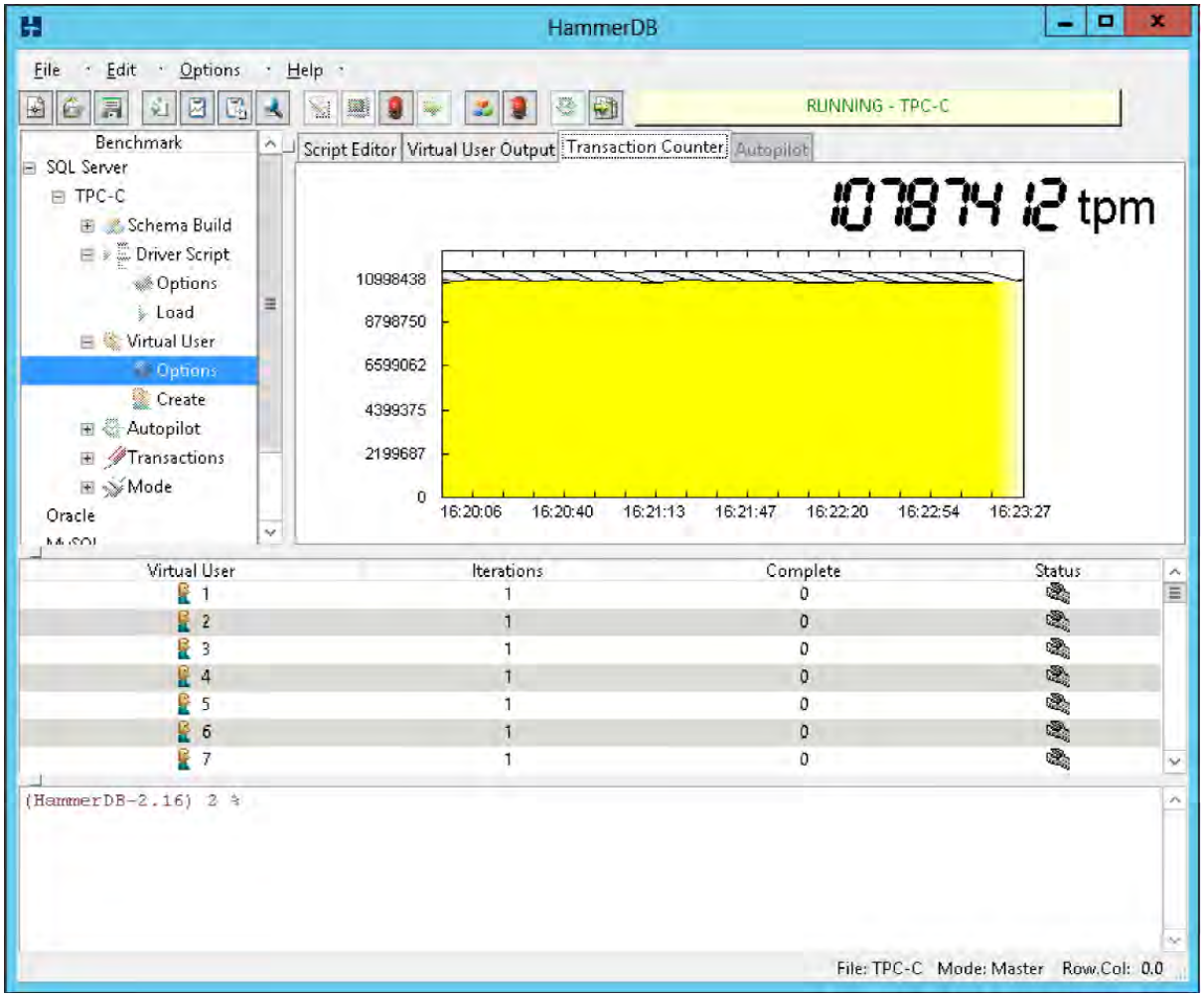


To observe the checkpoint, one has to set the DBCC trace to 3502, 3504, 3605 and open the error log. The following example shows that the checkpoint took 14.7 seconds writing 1GB/s, which coincided with the drop of performance:

```
2015 -09 -09 11:41:11.75 spid20s FlushCache: cleaned up 1932082 bufs with 948934 writes in 14739 ms (avoided 25317 dirty bufs) for db 5:0

2015 -09 -09 11:41:11.75 spid20s average throughput: 1024.11 MB/sec, I/O saturation: 418155, context switches 562834

2015 -09 -09 11:41:11.75 spid20s last target outstanding: 31729. avgWriteLatency 26

2015 -09 -09 11:41:11.75 spid20s About to log Checkpoint end
```

To postpone the checkpoint until after the test, the log file must be resized. Being too small will cause checkpoints before the test is complete. But being too large, this will impact performance again, so one must carefully resize and spend time to monitor the whole situation.

After resizing the log file to 64GB, the transaction counter is showing a consistent performance, without any drops for checkpoints:



Diagnostic:

Use In Memory Data

As debated further-on, there is no efficient way of using in-memory data. Also, there is no caching mechanism in place. Basically, data is read every time directly from databases and this creates a performance bottleneck.

The very first thing that one could do is establish a primitive caching policy. For example, dictionary data could be stored in memory for the whole session, and read only for the first time. Other type of data could be stored in memory for a defined amount of time, until it's declared invalid (too old), and retrieved again.

Also, the web applications could do much use of session data as well, or even application level data. For example, user settings and application settings should be retrived from memory from the second time on.

Diagnostic:

Minimize Database Queries

The number of database queries should be as minimum as possible. A stored procedure can return multiple data sets, and queries can be grouped together in order to make only one round-trip to the database. Not doing so will generate excessive load on the database server, and another performance bottleneck.

Diagnostic:

Use Load Balancers

At a basic level, load balancers are components that receive all HTTP requests and do route them to one of the webserver it is connected to, usually to the one with the smallest workload. By using such a component, one can reduce the performance bottleneck that is achieved when multiple concurrent requests hit the very same web server.

Even more, as one may observe further-on, there are over twenty web applications on the same web server machines. Therefore, the number of concurrent requests is even higher, and the importance of a LoadBalancer is even greater.

4.3.2 Input/Output analysis

For what it's worth, the data input and data output processes are working just fine. Without a closer inspection, one can say that there is no optimization that can be done here. All data that is added in graphical user interfaces is required, and saved for processing. There is no redundant input data, and there is no data left "unsaved".

As for data export capabilities, the application can export in Adobe PDF and Microsoft Word formats. To be more precise, the PDF processing is achieved using a third party library called Winnovative WnvHtmlConvert, and for the Word processing Gembox toolkit is used. Both these components are mature and stable enough, and both offer free versions under specific license agreements. If these license agreements are breached or not when these components are used is still not clear, there is the need for an express confirmation from the original developer team as well as a closer analysis from a team with expertise in such matters.

Nevertheless, for generating documents in OpenXML format (such as Word's .docx, or Excel's .xlsx) there is no need for a third-party component. The OpenXML standard is pretty much well documented and easy to use and offers native integration with the .NET framework. But, for the PDF problem, considering the difficulties in development, one may choose to use an existing commercial framework.

4.3.3 Query optimization

During the process of analyzing the query optimization solutions we identified the following diagnostics:

Diagnostic:

Partitioning the History Table

Before considering any kind of query optimization, one has to check the history table first. For highly scalable systems, partitioning the history table can reduce insert contention. In order to do so, one has only to run a configuration script that creates the partition function.

Diagnostic:

Caching

For an application of this size, a caching strategy is a must. Which, unfortunately, for none of the ICMS applications is not the case. There is no page level output caching in the front-end applications, there is no data access level caching in place, nothing of this kind. Basically data is loaded every time when needed directly from database. The only things cached in this application is non-database related data like settings or code-reflection information. Sadly, no database information is ever cached. The database server is hit every time. Indeed one can guarantee 100% data accuracy, but in some cases, dictionary-level data is modified only once, and it must not be re-read again and again.

Diagnostic:

In-memory data

There are several scenarios where data already loaded from the database, in-memory data, is not re-used across operations and is loaded once again.

Diagnostic:

SQL Optimization

Last but not least, by reducing the amount of LOB columns, getting rid of any XML processing in SQL stored procedures and using rebuilt indexes a certain performance gain for SQL code will be surely obtained.

4.3.4 Assessing the web server performance

The performance of the ICMS application is directly related to the performance of the web server and of the database server. It must be stated from the very beginning that the web server software is a part of the Windows server operating system. There is no way to upgrade it without upgrading the whole operating system itself. And given the fact that the web server machines run Microsoft Windows Server 2008 R2 x64, we know that the web server itself is Microsoft Internet Information Services version 7.5.

Diagnostic:

One first issue is that IIS 7.5 is pretty old. Windows Server 2008 R2 was launched in mid 2009, therefore this technology is about 5 years old, and in Internet terms, this is very old

Diagnostic:

An upgrade of the Windows Server operating system is recommended, and this will push forward the version of the web server used. And even more, newer version have many more interesting features. For example, IIS 8 (included in Windows Server 2012) can bind SSL to hostnames rather IP addresses thus improving the security factor. IIS 8 also has a new core framework for application initialization, offering better ramp-up speed when running something the second time. IIS 8.5 (included in Windows Server 2012 R2) offer dynamic site activation, very useful in a multi-tenant scenario like the ICMS application, and an idle worker-process page-out.

Diagnostic:

Apart of upgrading IIS, one can leverage the power of Microsoft Web Farm Framework. This enables server farm (composed of several IIS instances) that you can add any number of servers into. Servers participating in the server farm will then be automatically updated, provisioned and managed by the Web Farm Framework. This means is that one can install IIS plus required modules and custom SSL certificates once on a primary server, and then the Web Farm Framework will automatically replicate and provision the exact same configuration across all of the other web servers in the farm without any manual or additional steps.

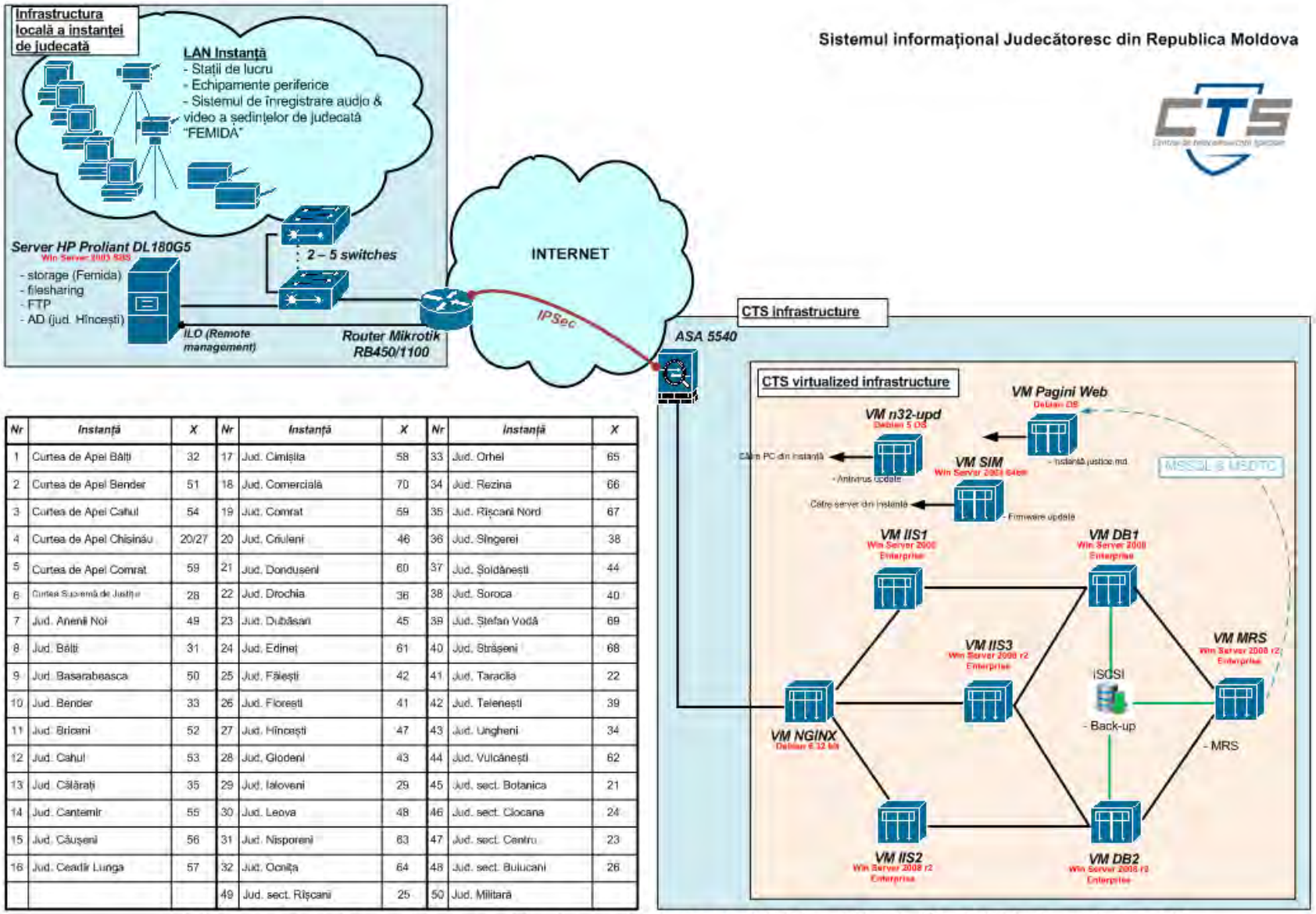
Diagnostic:

In addition to making it easy to provision/deploy servers and applications, the Web Farm Framework should also includes load balancer integration. Specifically, the Web Farm Framework can integrate with an HTTP load balancer so that as web servers in the farm are updated with changes, they can be automatically pulled out of a load balancer rotation, updated, and then added back in.

4.3.5 Analyzing the hardware description

From the hardware perspective, the ICMS application is running on at least 6 virtual machines supported by blade servers. Virtualization is provided by VMWare software, and all intranet connections have Gigabit-level network connectivity.

Much insight can be gained by taking a look at a detailed diagram provided by CTS (Center of Special Telecommunications):



Nr	Instanță	X	Nr	Instanță	X	Nr	Instanță	X
1	Curtea de Apel Bălți	32	17	Jud. Cimișlia	58	33	Jud. Orhei	65
2	Curtea de Apel Bender	51	18	Jud. Comercială	70	34	Jud. Rezina	66
3	Curtea de Apel Cahul	54	19	Jud. Comrat	59	35	Jud. Rîșcani Nord	67
4	Curtea de Apel Chișinău	20/27	20	Jud. Criuleni	46	36	Jud. Sîngerei	38
5	Curtea de Apel Comrat	59	21	Jud. Donduseni	60	37	Jud. Șoldănești	44
6	Curtea Supremă de Justiție	28	22	Jud. Drochia	36	38	Jud. Soroca	40
7	Jud. Anenii Noi	49	23	Jud. Dubăsari	45	39	Jud. Ștefan Vodă	69
8	Jud. Bălți	31	24	Jud. Edineț	61	40	Jud. Strășeni	68
9	Jud. Basarabeasca	50	25	Jud. Fălești	42	41	Jud. Taraclia	22
10	Jud. Bender	33	26	Jud. Florești	41	42	Jud. Telenești	39
11	Jud. Briceni	52	27	Jud. Hîncești	47	43	Jud. Ungheni	34
12	Jud. Cahul	53	28	Jud. Glodeni	43	44	Jud. Vulcănești	62
13	Jud. Călărași	35	29	Jud. Ialoveni	29	45	Jud. sect. Botanica	21
14	Jud. Cantemir	55	30	Jud. Leova	48	46	Jud. sect. Ciocana	24
15	Jud. Căușeni	56	31	Jud. Nisporeni	63	47	Jud. sect. Centru	23
16	Jud. Ceadîr Lunga	57	32	Jud. Ocnița	64	48	Jud. sect. Buiucani	26
			49	Jud. sect. Rîșcani	25	50	Jud. Militară	

Orice fragment al acestui document nu poate fi parțial sau total reprodus, tirajat sau răspîndit fără acordul în scris al Î.S. „Centrul de telecomunicații speciale"

There are three database server machines, each configured with 4 CPUs and 12 GB or RAM, each of them running Microsoft Windows Server 2008 R2 x64. These 3 database server machines all have Microsoft SQL Server 2008 R2 Enterprise x64 installed and a multi-tenant configuration. The whole applications has about 50 distinct databases, and each of these has its own dedicated space on one of the database server machines.

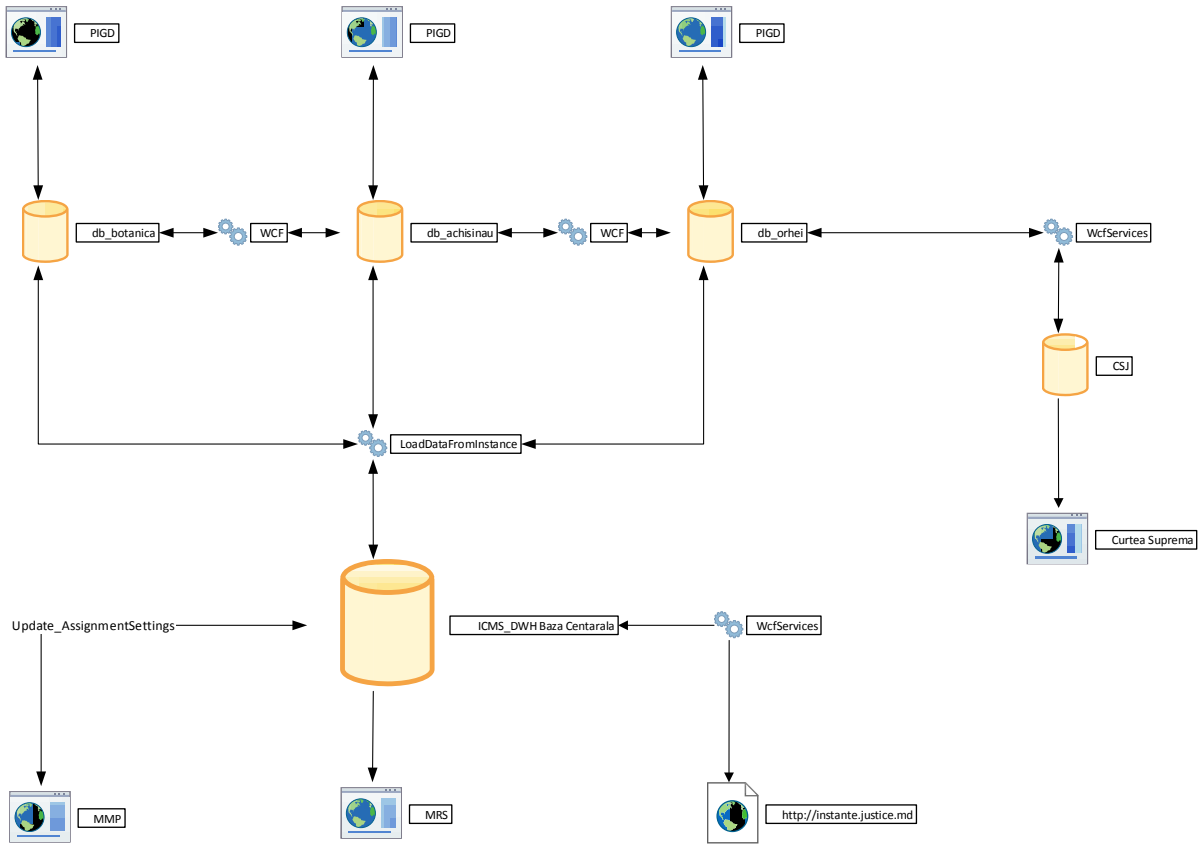
Moving on to the web server machines, there are three of these as well, each configured with 4 CPUs and 5 GB RAM, each of them running Microsoft Windows Server 2008 R2 x64. These three database server machines all have the Web Role activated and properly configured, therefore they rely on Microsoft Internet Information Services 7.5.

After a close inspection, all hardware specifications follow the guidelines. But still, improvements can be made for the storage problem. Because of the virtualization, there is no clear information about the storage hardware used, apart of the reserved sized. All virtual machines have more than 100 GB, and this should suffice. But the performance of Microsoft SQL Server is tightly coupled with the I/O performance of the machine it runs. Simple and intuitive information can be gathered by running performance monitors for average read bytes/second, average write bytes/second, disk read bytes/second, disk write bytes/second and the average disk queue length.

Diagnostic:

But whatever the results, having a RAID matrix in place, or SSD drives will always give a boost of performance. The only question that remains is if this justifies the cost difference.

When it comes to the topology of the ICMS application, one can see that there are several logical instances, all of them supported by three physical database server machines, and three web server machines. Each logical instance of ICMS can communicate with another using WCF services, and all ICMS's databases communicate with a central store that supports the MMP and MRS applications.


PIGD
PIGD
PIGD
db_botanica
WCF
db_achisinau
WCF
db_orhei
WcfServices
CSJ
LoadDataFromInstance
Curtea Suprema
Update_AssignmentSettings
ICMS_DWH Baza Centarala
WcfServices
MMP
MRS
http://instante.justice.md

4.3.6 Analyzing the performance tests outputs

All performance tests, all benchmarks, all code exploring point to the same conclusion. A full re-write of the entire application is required for it in order to run properly. But this is not something that has to be taken lightly, the whole ICMS application is huge, with lots of specification and requirements.

First of all, there is the clear need for a hardware level organization. Blade servers are pretty great, and if they aren't any older than a few years, they will pretty do the job in the near future. But rather than having multiple database server machines plus multiple web server machines, one should shift towards a web farm architecture. Just as an example, having a load balancer machine that routes HTTTP requests to three available application servers running IIS will greatly improve scalability and performance. These three machines if provided with enough RAM will also support caching scenarios, again, improving performance. At the very end, there will be a single database server machine, with state-of-the-art storage options, that will support the whole ICSM application. Of course, such an architecture will have to support redundancy, so just multiply everything by two.

But, just to rephrase, there is no point in having 25 clones of the same database or 20 clones of the same web application on the same machine. This can be rephrase like "if you can't really afford 25 different machines, then it is better just to have only one supporting everything".

Moving on towards the application level, the key words must be simplicity, uniformity and testability. In order to achieve simplicity, one has to keep things as simple as possible. For a start, one can just try to minimize the time between requests and responses. In order to achieve uniformity, one should try to stick to the same way of doing things, and preferably, without mixing multiple competing frameworks, or too many design patterns. Last but not least, one must rely on automated, UI and integration tests rather more than on real-world usage tests. And to be more specifically, for any services and over-the-Internet communication, Microsoft WebApi with a RESTful architecture is the way to go. As for the back-end of the web applications, Microsoft ASP.NET MVC is the right choice, definitely much a better one than Web Forms. Finally, the latest stable Microsoft .NET Framework version (4.6) is the best available option for the Microsoft web stack.

Another point worth mentioning is that the software development process should be flexible, and guided towards updates. Applications must not remain stuck with the versions used at their beginnings.

4.3.7 Other performance issues

4.3.7.1 Hardcoded parameters

There are some parameters in the ICMS system which cannot be modified through the administrative interface being hardcoded (their value is defined through the source code).

In this case, the modification of these parameters is very difficult being necessary to request this change every time to the system developer. Therefore, this issue can result in a decrease of the efficiency in using the system.

We recommend to conduct an analysis of the parameters that are currently hardcoded to identify those which are required to be adjusted periodically and to implement the possibility for these parameters to be modified directly from the application interface by users with appropriate permissions (e.g. administrators.).

Diagnostic:

There are some parameters in the ICMS system which cannot be modified through the administrative interface being hardcoded (their value is defined through the source code). We recommend to conduct an analysis of the parameters that are currently hardcoded to identify those which are required to be adjusted periodically and to implement the possibility for these parameters to be modified directly from the application interface by users with appropriate permissions (e.g. administrators.).

4.3.7.2 Application source code

We identified some deficiencies at the source code level which may affect further developments of the system or even the current system in terms of performance. These deficiencies include the following:

- Around 20% of the existing source code is not used. This deficiency can lead to a decrease of the system's performance by executing unnecessary source code sequences which require additional resources. Also, the existence of unnecessary source code sequences within the system makes more difficult the code debugging and troubleshooting and the development of changes or improvements in the future;

- Some sections from the source code are not optimized being implemented complex instructions (e.g. queries like: "select in select in select...etc") which may need additional computing resources;

- Some source code sequences are not commented enough. This fact could make more difficult the source code debugging process or the development of changes or improvements in the systems because the system developers can not get a fast understanding of the logic behind the source code;

- Some functions / procedures from the source code do not have an intuitive name (e.g. function "aacb"). This fact could make more difficult the source code debugging process or the development of changes or improvements in the systems because the system developers can not get a fast understanding of the logic behind the source code;

In this regard we identified specific recommendations to be implemented either for correcting the existing system ar to be taken in consideration during the re-writing of the system as follows:

- Sanitizing the source code by removing the unnecessary code;

- Analyzing the complex instructions and optimizing the executed code by developing more simple instructions;

- Inserting comments detailing the functions which are implemented in the system by certain sequences of source code;

- Renaming the functions/ procedures in the source code so as to be more intuitive about the role which they have.

Also we found out that due to an inadequate management of application and source code versions, there were cases when the source code version used to perform developments/ changes in the ICMS system was not the one used in the production environment. In this respect, the risk is that the changes which are performed by developing/modifying the source code could be implemented in other versions which may be different from the functional point of view and not in the current production version of the system. Therefore, these situations can have a significant impact on the ICMS system's users and the specific operational processes.

We recommend the use of a rigorous software version management system (SVM) in order have a better control on the application versions developed so far. In order to prevent the situation described above, we recommend to implement a control which should not allow to perform further developments on the previous versions of the ICMS system (other than the version which is currently in production).

Diagnostic:

The application source code has deficiencies which may affect further developments of the system or even the current system in terms of performance. We recommend to perform an analysis of the existing source code to correct the abovementioned deficiencies and to take them into consideration during the re-writing of the ICMS system.

4.5 ICMS IT environment analysis

As part of our analysis, we have identified some deficiencies which are directly related to the ICMS application or they are adjacent to it as detailed below. By solving these deficiencies, it will be improved the overall performance and qualitz of the system.

4.4.1 Change management

Currently, there is no procedure in place for managing the updates/changes in the ICMS system and to regulate the flow by which the changes in the ICMS system are initiated, approved, developed, tested and deployed to the production environment.

The deployment of changes in the system was done in some cases in the past without a prior testing for assessing whether these changes are working correctly or they affect the functionality of the other modules in the system. Moreover, when such tests were performed, the time allocated for testing is insufficient to cover all the relevant operational scenarios.

Also, there is no person with technical skills in charge to analyze and approve/reject the system's change requests initiated by users. Beside that, there is no system "owner" function in place to coordinate the decisions which are taken in regard to the system and to ensure that the system is working properly.

Therefore, without a proper procedure for the ICMS system change management and specific responsible for monitoring this process, there is a risk that the changes deployed in the production environment are not compliant with the users' requirements and to contain unauthorized functionalities. Also, without a proper testing process there is a risk that changes implemented system may not work properly or may significantly affect the overall system.

A formalized procedure for the ICMS system change management should be developed and implemented to minimize the risks mentioned above.

This procedure shall include at least the following:

- Implementing a change initiation flow based on a formal application request analyzed and approved by the management;
- Defining a formalized process for testing the changes in which the ICMS system users who have requested such chanages should be involved;
- Conducting the tests using detailed testing plans which should cover all the system's areas which are impacted by a change;
- Test data should be similar to the production environment, but should not contain confidential information;
- The testers must sign on the testing plans in order to certify that they performed the tests;
- The deployment of the changes in the production evironment must be performed only after the issuance of a formal acceptance by the beneficiary of the system (which could be Checchi and Company Consulting, Ministry of Justice, The Supreme Court of Justice or the Courts);

- A responsible should be appointed for deploying the changes in the production environment. This responsible should not be from the development team (it could be allocated, for example, to a person from CTS). We recommend also to the restrict the access for external developers to the system or its database;
- Documenting changes and inform users about the changes.

Also, we suggest to appoint a responsible to be in charge for the change management process to analyze and approve/reject the system's change requests initiated by users and to interface the relationship between the development company and the beneficiaries. The role of this person is to ensure that the developers implement the changes in the application in accordance with the user requirements and comply with the timescales and the quality requirements. This responsible should be the "owner" of the system being responsible as well for coordinating the teams involved in developing and maintaining the system properly. The system "owner" should make sure that the decisions for changing/improving the system fullfils the user's requirements. This person should be nominated amongst the beneficiaries (which could be Ministry of Justice, The Supreme Court of Justice or the Courts).

Diagnostic:

Currently, there is no procedure in place for managing the updates/changes in the ICMS system and to regulate the flow by which the changes in the ICMS system are initiated, approved, developed, tested and deployed to the production environment. A formalized procedure for the ICMS system change management should be developed and implemented as mentioned above.

4.4.6 Deployment procedure

There is no procedure in place to ensure that deployment of updates/changes is performed in a uniform manner on all the 50 instances of the ICMS system at the same time.

In this regard, there is a risk that certain changes/updates performed in production system to be not deployed in all system's instances or to be deployed with delays affecting the usability of the system.

We recommend to adopt a deployment procedure to make sure when a new change/update is developed to be deployed in all 50 instances of the ICMS system at the same time. (for example, by using a central server to place on it each new change developed for the system and further to deploy it automatically on all the 50 instance of the ICMS system).

Diagnostic:

There is no procedure in place to ensure that deployment of updates/changes is performed in a uniform manner on all the 50 instances of the ICMS system at the same time. We recommend to adopt a deployment procedure to make sure when a new change/update is developed to be deployed in all 50 instances of the ICMS system at the same time.

4.4.8 Redundancy of work

Due to the fact that the personnel from the courts does not consider the ICMS system reliable enough (there were situations in the past when data was lost and could not be recovered or the system could not be used), they use both the manual work with papers and the ICMS system to create and manage the cases and other specific processes.

By doubling the work, the workload of the personnel from the courts gets bigger. Through such an approach there is a risk that the information handled by the ICMS system to be not complete considering that the people are still more confident on the papers and they use the ICMS system as a second option. Therefore, there is a risk that the results processed by the ICMS system (reports, statistics etc.) to be not accurate.

We recommend to quit the classical management of the cases by paper and to switch together with other manual processes exclusively to the ICMS system.

Diagnostic:

Personnel from the courts use both the manual work with papers and the ICMS system to create and manage the cases and other specific processes. We recommend to quit the classical management of the cases by paper and to switch together with other manual processes exclusively to the ICMS system.

The Operational Concept for the Integrated Case Management System

in the judicial system of the Republic of Moldova

13th of November 2015

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1. Introduction

In the context in which the computerization of public institutions in the Republic of Moldova has grown exponentially over the past few years, the judicial system, as a key element in the functioning of the state, aims to align these trends and to streamline its function through a more effective computerization of the operational activities undertaken.

Improving the level of computerization of the judicial system is a priority for the development of the state. Currently, information technology is an indispensable element in the operation and administration of justice given that the number of case files is growing. The automation of court judgment is a factor that is to support magistrates and citizens, thereby contributing to strengthening the judicial independence, insuring transparency in the work of courts and enhancing the quality of justice.

The Integrated Case Management System - ICMS *[Programul Integrat de Gestionare a Dosarelor – PIGD]* represents a part of the effort to strengthen the Republic of Moldova judicial system and preventing and combating corruption.

The Integrated Case Management System was developed within the USA Program „Millennium Challenges" (MGTCP) based on the Action Program for the implementation of the Threshold Country Plan, approved by the Republic of Moldova Government Decision no. 32 of 11 January 2007, as well as based on the Concept of the judicial information system for years 2007-2008, approved by the approved by the Republic of Moldova Government Decision no. 776 of 03.07.2007.

In this regard, through the Rule of Law Institutional Strengthening Program (ROLISP Program), financed by the USAID in the Republic of Moldova, the judicial system aims at adapting and improving the Integrated Case Management System and bring it to the level of the new technological advances, to increase the performance of automated operational activities through the program, but also the public confidence in the judiciary act.

2. The Mission of the Integrated Case Management System

The mission of the Integrated Case Management System is to increase efficiency in the courts and the judiciary system in general, and improving transparency and citizens' access to specific activities of courts.

The information system aims at efficient organization of collection, organization and distribution of information related to the specific activities of the judiciary system.

3. The objectives of the Integrated Case Management System

The necessity of a change at the level of the Integrated Case Management System came amid significant technological changes that have occurred in the field of IT from the date of commissioning of this system until now. As a result, it was found that the Integrated Case Management System, in its current form, although satisfying in terms of functional requirements of users experiencing performance issues and adaptability to new changes in the field, which could affect future work with large volumes of data and adaptability to trends interconnection with other institutions of the state.

Therefore, for the development of a new concept for the Integrated Case Management System, there were established as targets the following directions:

- Defining and implementing a reliable technological framework to ensure proper system operation in all working conditions
- Increasing the functional and technical performance of the system
- Increasing modularity and ability to change and adapt the system to new changes
- Improving system security and data managed through it
- Increasing activities' automation in courts
- Improving administrative efficiency in courts
- Improving the reporting process on the functioning of the courts
- Interconnecting the system with other public institutions and integration with services such as "eGuvernare"

4. The Concept of the Integrated Case Management System

The aforementioned objectives are the base of defining the concept underlying the new Integrated Case Management System that aims to improve the judicial system's staff support in conducting and managing justice activities.

The concept of the new Integrated Case Management System is built based on the current structure of the program, which correctly answer users' needs in terms of functionality. In addition, there have been identified functional aspects that will be implemented in the new Integrated Case Management System, which come to complete its functional capacity. Moreover, in defining the new program, significant emphasis was put on the capacity of the modular system and its ability to be easily adapted, modified and configured according to subsequent changes arising from legislative considerations or upon the request of users.

From a technical standpoint, the concepts proposed for the hardware and software of the new Integrated Case Management System is based on reference solutions in the field adapted to the number of users and the workload expected to be managed in future years by this system. In this regard, we identified multiple deployment solutions that have been presented with adequate specificity.

The concept defined for the new Integrated Case Management System is detailed logically, functionally and technically by three specific documents that are part of the new concept, as follows:

- **"Specifications on Operational Flows of the Integrated Case Management System "** – this document presents in detail the logical flows of the operational processes of the courts and the communication mechanisms between entities in the court and includes the following annexes:
    - Operational flows for civil claims
    - Operational flows for civil case files before courts of first instance
    - Operational flows for civil case files before the Court of Appeals

- Operational flows for criminal case files before courts of first instance
- Operational flows for criminal case files before the Court of Appeals
- Operational flows for misdemeanour case files before courts of first instance
- Operational flows for misdemeanour case files before the Court of Appeals
- Operational flows for case files before the Supreme Court of Justice
- Operational flows for the administration module

- **"Functional Specifications of the Integrated Case Management System "** - this document presents the detailed implementation of the operational processes within courts in the functional requests of the Integrated Case Management System according to users' requirements.

- **"Technical Specifications of the Integrated Case Management System "** - this document presents the detailed technological solutions identified for the implementation of the new Integrated Case Management System.

Specifications Regarding the Operational Flows of the Integrated Case Management System

in the judicial system of the Republic of Moldova

13th of November 2015

Cuprins

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1. Introduction

This document presents the specifications of specific operational flows of courts to be taken into account within the development of the Integrated Case Management System.

The specifications included in this document were created using Unified Modeling Language (UML) and the detailed narrative description of business flows (activities).

The document is divided into chapters following a logical and functional classification, which takes into account the type of cases (civil, criminal, administrative) and the stages that they undergo through the judicial process (Court of first instance, Court of Appeal and Supreme Court).

The graphic description of business flows is performed using *cross-functional flowchart,* this type of representation allows the best graphical transposition of user actions within a phased process. Within this graphical representation, the process was meant to highlight the beginning, the progress and the ending of all flows together with their triggers and that occur in streams, actors and roles involved in running these. The designs most often used were "Action" – an activity that is performed by an actor in flux, "Decision points" – elements denoting a choice made by the actor, "Unions", "Bifurcations", "Comments" of flow steps, etc.

Following each graphic element (diagram), the document contains a table that describes in detail all the elements presented and the conditions and changes they are experiencing, and by whom these changes are triggered or carried out.

2. Description of the Operational Flows

The operational flows specific to courts to be taken into account in the development of the Integrated Case Management System can be found within the next chapters.

2.1 Operational flows for civil claims

2.2 Operational flows for civil case files before courts of first instance

2.3 Operational flows for civil case files before the Court of Appeals

2.4 Operational flows for criminal case files before courts of first instance

2.5 Operational flows for criminal case files before the Court of Appeals

2.6 Operational flows for misdemeanour case files before courts of first instance

2.7 Operational flows for misdemeanour case files before the Court of Appeals

2.8 Operational flows for case files before the Supreme Court of Justice

2.9 Operational flows for the administration module

2.1 Operational flows for civil case files

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1. Flux Inregistrare cerere ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
2. Flux Admission for proceedings a cererii ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
3. Flux Suspendarea cererii ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
4. Flux Conclusions ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
5. Flux Recuzare / Abtineri ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
6. Flux Transfer cerere ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
7. Flux Conexare cereri ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
8. Flux Separarea pretentiilor ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
9. Flux Repartizare repetata ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
10. Flux Repartizare recuzare ..... **Error! Bookmark not defined.**
   Activity and Participant Chart ..... **Error! Bookmark not defined.**
   Description of flow chart steps ..... **Error! Bookmark not defined.**
11. Flux Cerere apel/recurs ..... **Error! Bookmark not defined.**
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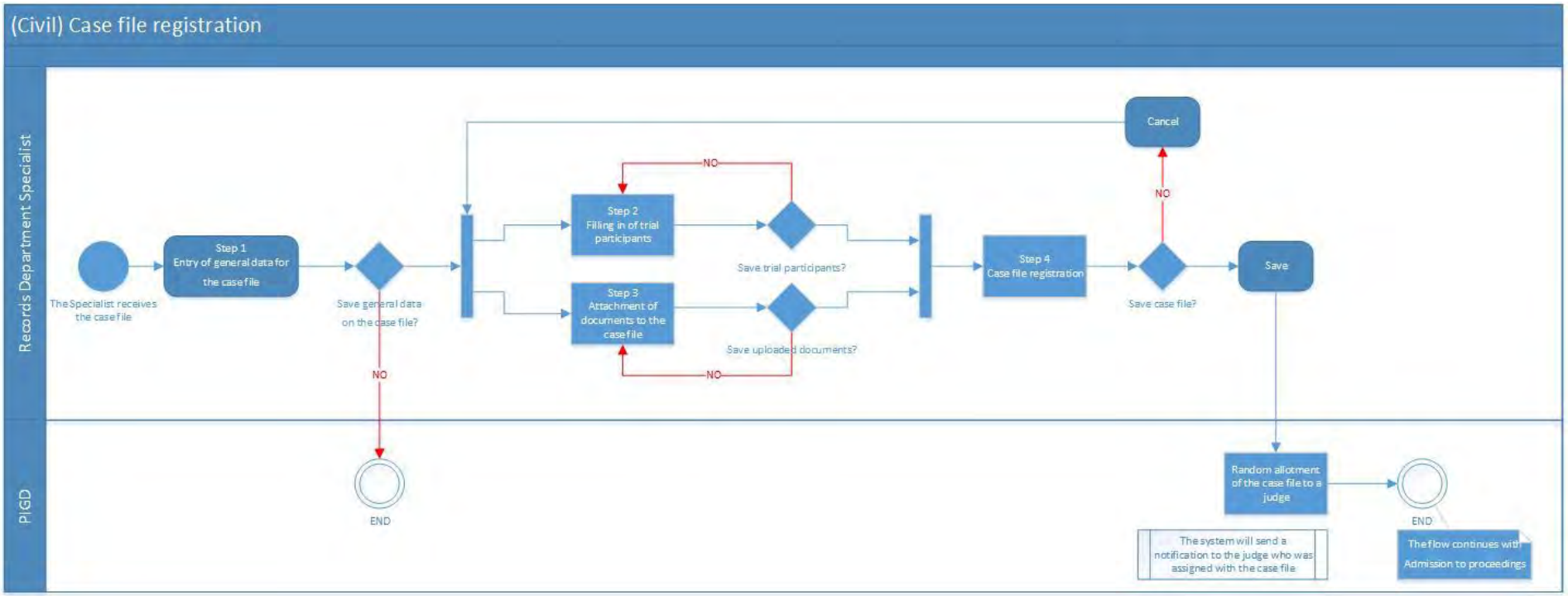
12. Flux Asigurarea actiunii ..... **Error! Bookmark not defined.**

Activity and Participant Chart ..... **Error! Bookmark not defined.**
Description of flow chart steps ..... **Error! Bookmark not defined.**
13. Flux Retragere cerere ..... **Error! Bookmark not defined.**
Activity and Participant Chart ..... **Error! Bookmark not defined.**
Description of flow chart steps ..... **Error! Bookmark not defined.**
14. Flux Registrare cerere ..... **Error! Bookmark not defined.**
Activity and Participant Chart ..... **Error! Bookmark not defined.**
Description of flow chart steps ..... **Error! Bookmark not defined.**

1. Case file Registration Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a civil case file</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ISMS</td><td>The Office Specialist will access the menu Case Files – Civil Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Application type</td><td>GA</td><td>Field pre-populated with “Civil” value</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in the Examination procedure.</td></tr>
<tr><td>General data</td><td>Confidential data</td><td>OP</td><td>Check mark. Such a selection will indicate whether there are confidential data on file.</td></tr>
<tr><td>General</td><td>Received case</td><td>OB</td><td>Selection from a pre-set list</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor

data	file		
General data	Main group	OB	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose a case. This will have the highest level of complexity for the processed file.
General data	Secondary groups	OP	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose one or several cases that are complementary to the first selected case. These will have a lower level of complexity than the main group.
General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file
General data	Volumes	OP	Last numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application
General data	State tax to pay	GA	A value automatically computed by the system which will show the state tax amount to be paid
General data	A value automatically computed by the system which will show the state tax amount to be paid	CO	Last numerical field in which SC will manually enter the state tax amount paid by the person initiating a case file. The mandatory nature of filling in the field depends on the tax amount pursuant to State tax to pay and the Exemptions field
General data	Exemptions	OB	List with pre-set values, the first value "unknown" is set as default.
General data	Comments	OP	Blank text field in which comments on the initiated case file can be entered.

3	Decision point	Save data?	SC will be able to select either • Save or • Cancel	Office Specialist (SC)

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td></td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial participants</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will choose a participant’s capacity (e.g. plaintiff, defendant etc.) in the case file</td></tr>
<tr><td>Trial participants</td><td>Search button</td><td>OP</td><td>Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

No	Step, activity, process	Name	Description				Actor
						selection.	
			Trial participants	TIN	CO	Last numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the application	
			Trial participants	Last name	OB	Text field, to be filled in with the person's last name	
			Trial participants	First name	OB	Text field, to be filled in with the person's first name	
			Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual	
			Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth	
			Trial participants	Gender	OB	Pre-set M and F list; selection from list	
			Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
			Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen	
			Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	
			Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled	
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in	
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in	
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in	

No	Step, activity, process	Name	Description	Actor

Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in
Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in
Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in
Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in
Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

- Legal entity

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Trial	Participant	OB	List of pre-set values from which SC will

No	Step, activity, process	Name	Description				Actor
			participants			choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file	
			Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.	
			Trial participants	TIN	CO	Last numerical field, unique identifier of a legal entity – tax identification number, if exists in the application.	
			Trial participants	Last name	OB	Text field; to enter the name of a legal entity	
			Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity	
			Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
			Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad	
			Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field is not mandatory	
			Trial	Town/village	OB	Text field; to enter the town/village where a	

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>participants</td><td></td><td></td><td>participant whose data are being filled in is domiciled</td></tr>
<tr><td>Trial participants</td><td>Street</td><td>OB</td><td>Text field; to enter the domicile street of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>House, block</td><td>OB</td><td>Text field; to enter the domicile house/block of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Apartment</td><td>OB</td><td>Text field; to enter the domicile apartment of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Phone</td><td>OP</td><td>Text field; to enter the phone number of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Mobile phone</td><td>OP</td><td>Text field; to enter the mobile phone number of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>E-mail</td><td>CO</td><td>Text field; to enter the e-mail address of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Additional address</td><td>OP</td><td>Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Comments</td><td>OP</td><td>Text field; comments can be entered</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data? YES</td><td>After having saved entered data, a list of all participants already entered in the system for the case file is viewed in the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
</table>

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data is not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fill in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded document. Furthermore, there will be a possibility to view the registered participants as parties to this application and to select them as authors.</td></tr>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Protocol no.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>8Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data? YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data? NO</td><td>If data is not saved, the flow will be resumed from step 3.</td><td>Office Specialist (SC)</td></tr>
<tr><td>10</td><td>Step 4</td><td>Application registration</td><td>SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the case file. Editable elements are:
• Date of application entry in the court – calendar feature, SC will mandatory select the date of application entry in the court as per the Application Input Register, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the applications to be recorded in ICMS, and that the Office Specialists are performing their duties adecquately and record the applications in 24 hours from</td><td>Office Specialist (SC)</td></tr>
</table>

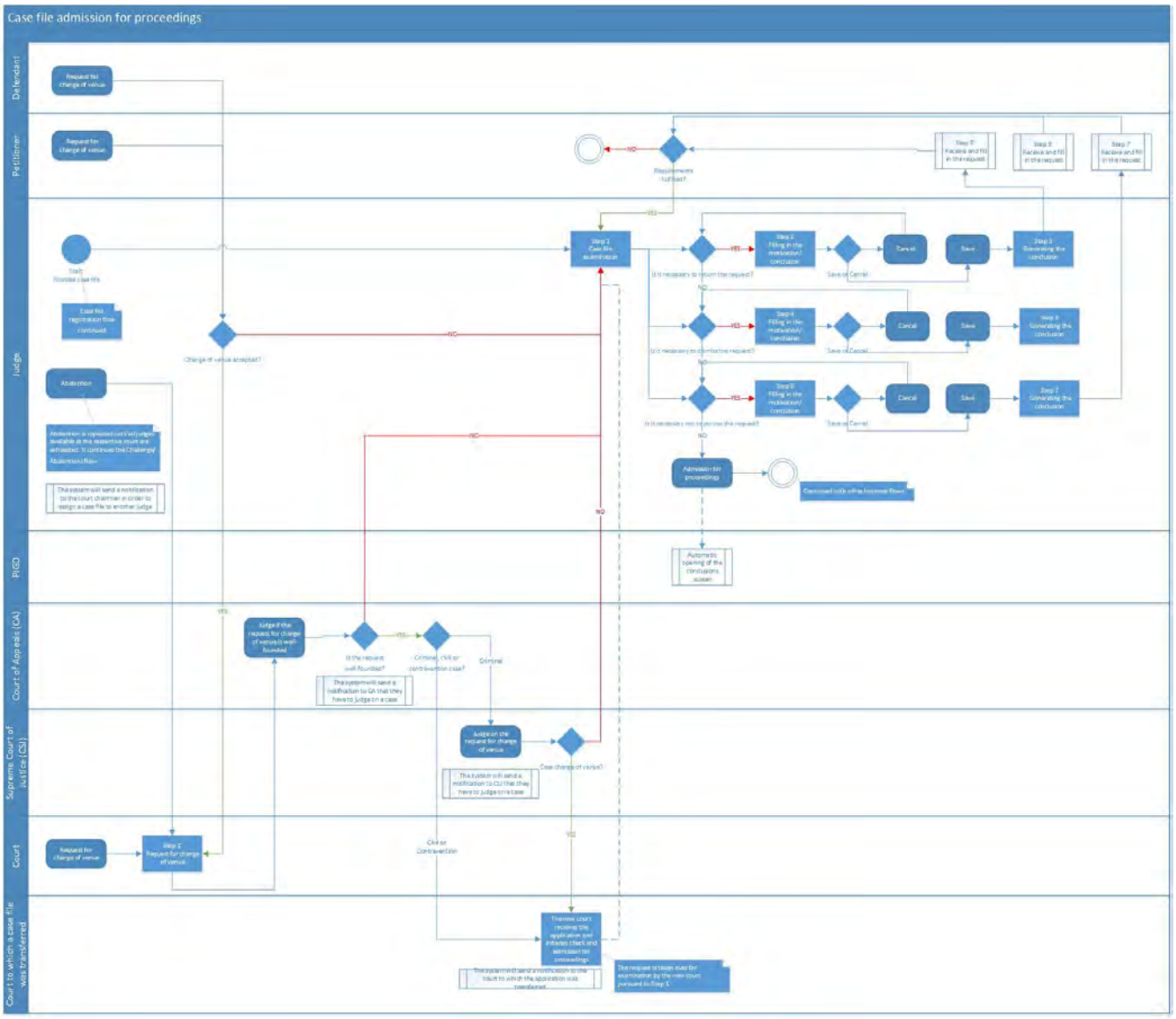
No	Step, activity, process	Name	Description	Actor

			their submission.
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name – text field pre-populated by an aggregation of names of the first plaintiff and of the first defendant. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Case file type
			• Case file index
			• Received case file – "Application registered by" field in General data
			• Reference number
			• Name
			• Group
			• Merits of the case
			• State tax
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Merits
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above
			
			Moreover, the software application will make available the performance of the following operations by	

No	Step, activity, process	Name	Description	Actor
			selecting the allotted button: • Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system • Cover letter – automatic generation of a standard PDF file that contains general data, documents, attached to the file, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Misdemeanour case file statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data is not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist (SC)
13	Process	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ISMS
			The flow will continue with the Admission for proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file allotment</td><td>Case file registration flow continued. The judge who was allotted the file has been notified in My notices</td><td>ISMS</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case File Examination</td><td>The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>3</td><td>Decision point</td><td>Is it necessary to return the case file?
NO</td><td>The file will continue in flow</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Is it necessary to return the case file?
YES</td><td>The user will check in the Admission for proceedings screen the option Returned and a number of fields will be activated for filling in</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>5</td><td>Step 2</td><td>Filling in the return motivation</td><td>The user will check in the Admission for proceedings the option Returned and a number of fields will be activated for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for proceedings</td><td>Returned</td><td>CO</td><td>Returned represents the user's choice to return the applicant's case according to the law.</td></tr>
<tr><td>Admit for proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if it was activated. The user selects the date on which the return was decided.</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
			<table><tr><td>Admission for proceedings</td><td>Article</td><td>CO</td><td>List of predefined values, mandatory field if it was activated. The user will select the article under which the case file is returned.</td></tr><tr><td>Admission for proceedings</td><td>Grounds</td><td>CO</td><td>Text field, mandatory field if it was activated. The user will write in this field the basis of the selected article based on which the case file is returned.</td></tr></table>	
6	Decision point	Save data? NO	If the user selects the Cancel button, the flow will be reset immediately to the prior step (step 1)	Judge (JUD) Legal Assistant
7	Decision point	Save data? YES	If the user will save the data by clicking the Save button, then: • the application will change the state of the case file as Returned • in the screen Admit for proceedings, a Cancel button will be activated and will allow the authorised user to change the case file's status by returning to the prior state	Judge (JUD) Legal Assistant
8	Step 3	Generating conclusion	If the user will save the data by clicking the Save button, then: • the application will automatically open the Conclusion window for adding the conclusion/return motivation; from this point, the Conclusion flow will continue	Judge (JUD) Legal Assistant
9	Step 3'	Conclusion receipt	The claimant will receive the conclusion and will have the option to appeal in accordance to the legal provisions	Claimant
10	Decision point	Is it necessary to refuse the file? NO	The case file will continue on flow	
11	Decision point	Is it necessary to refuse the file? YES	The user will check in the screen Admission for proceedings the option Refuse and a number of fields will be activated for completion	Judge (JUD) Legal Assistant
12	Step 4	Completion of the refusal	The user will check in the screen Admission for proceedings the option Refuse and a number of fields will be activated for completion:	Judge (JUD)

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td>motivation</td><td>
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for proceedings</td><td>Refused</td><td>CO</td><td>The check mark Refused represents the user's choice to refuse the applicant's case according to the law (e.g. the case file does not address a civil cause, there is another irrevocable decision regarding the case file.</td></tr>
<tr><td>Admission for proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if it was activated. The user selects the date on which the refusal was decided.</td></tr>
<tr><td>Admission for proceedings</td><td>Article</td><td>CO</td><td>List of predefined values, mandatory field if it was activated. The user will select the article under which the case file is refused</td></tr>
<tr><td>Admission for proceedings</td><td>Grounds</td><td>CO</td><td>Text field, mandatory field if it was activated. The user will write in this field the basis of the selected article based on which the case file is refused.</td></tr>
</table>
</td><td>Legal Assistant</td></tr>
<tr><td>13</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects the Cancel button, the flow will be reset immediately to the prior step (Step 1)</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>14</td><td>Decision point</td><td>Save data?
YES</td><td>If the user will save the data by clicking the Save button, then:
• the application will change the case file to Refused
• in the screen Admit for proceedings a Cancel button will be activated and will allow the authorised user to change the case file’s status by returning to the prior state</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>15</td><td>Step 5</td><td>Generating</td><td>If the user will save the data by clicking the Save button, then:</td><td>Judge</td></tr>
</table>

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td>conclusion</td><td>• the application will automatically open the Conclusion window for adding the conclusion/return motivation; from this point, the Conclusion flow will continue</td><td>(JUD) Legal Assistant</td></tr>
<tr><td>16</td><td>Step 5’</td><td>Conclusion receipt</td><td>The claimant will receive the conclusion and will have the option to appeal in accordance to the legal provisions</td><td>Claimant</td></tr>
<tr><td>17</td><td>Decision point</td><td>Is it necessary not to admit for proceedings? NO</td><td>The case file will continue on flow</td><td></td></tr>
<tr><td>18</td><td>Decision point</td><td>Is it necessary not to admit for proceedings? YES</td><td>The used will check in the screen Admission for proceedings the option Not admitted for proceedings and a number of fields will be activated for filling in</td><td>Judge (JUD) Legal Assistant</td></tr>
<tr><td>19</td><td>Step 6</td><td>Filling in the motivation for Not admitted for proceedings choice</td><td>The user will check in the screen Admission for proceedings the option Not admitted for proceedings and the following fields will be activated for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for proceedings</td><td>Not admitted for proceeding</td><td>CO</td><td>The check mark Not admitted for proceedings represents the user's choice not to admit for proceedings the case file. The claimant, according to the law (e.g. does not meet the form / content / state fees).</td></tr>
<tr><td>Admission for proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if it was activated. The user selects the date on which the case file was not admitted for proceedings.</td></tr>
<tr><td>Admission for proceedings</td><td>Article</td><td>CO</td><td>List of predefined values, mandatory field if it was activated. The user will select the article</td></tr>
</table></td><td>Judge (JUD) Legal Assistant</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
			<table><tr><td></td><td></td><td></td><td>under which the case file was not admitted for proceedings.</td></tr><tr><td>Admission for proceedings</td><td>Grounds</td><td>CO</td><td>Text field, mandatory field if it was activated. The user will write in this field the basis of the selected article based on which the case file was not admitted for proceedings.</td></tr></table>	
20	Decision point	Save data? NO	If the user selects the Cancel button, the flow will be reset immediately to the prior step (Step 1)	Judge (JUD) Legal Assistant
21	Decision point	Save data? YES	If user will save the data by clicking the Save button, then: • the application will change the case file to Not admitted for proceedings • in the screen Admit for proceedings a Cancel button will be activated and will allow the authorised user to change the case file's status by returning to the prior state	Judge (JUD) Legal Assistant
22	Step 7	Generating conclusion	If the user will save the data by clicking the Save button, then: • the application will automatically open the Conclusion window for adding the conclusion/motivation for not taking action; from this point, the Conclusion flow will continue	Judge (JUD) Legal Assistant
23	Step 7'	Conclusion receipt	The claimant will receive the conclusion and will have the option to appeal in accordance to the legal provisions. If the claimant does not have the necessary documents / does not meet the requirements stated in the Conclusion, the application is returned.	Claimant
24	Activity	Request for change of venue	Submits applications for change of venue	Claimant, Defendant
25	Activity	Request for change of venue / Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
26	Decision point	Accept the application for	If an application for change of venue is not accepted by the Judge, then the flow resumes from step 1 Application examination.	JUD

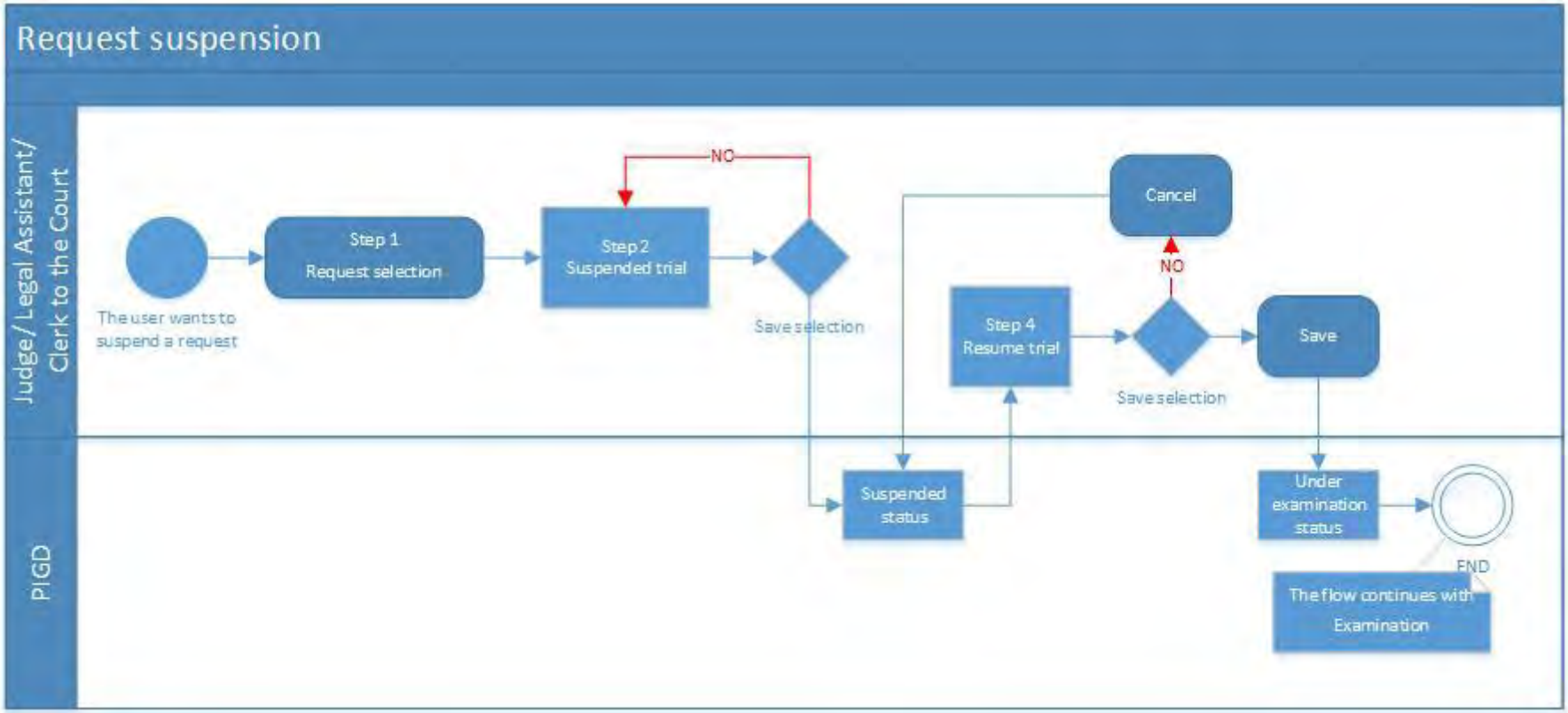
No	Step, activity, process	Name	Description	Actor
		change of venue? NO		
27	Decision point	Accept the application for change of venue? YES	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD
28	Step 1'	Application for change of venue	The court where an application for change of venue was submitted will forward it to a higher court for settlement.	Court
29	Activity	Decides on a change of venue	CA receives the application for settlement and judges on the application for change of venue.	Court of Appeals (CA)
30	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
31	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
32	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
33	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
34	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
35	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
36	Decision	Is the application	CJS will decide which court will judge the application and will send it to the new court for settlement.	CSJ

No	Step, activity, process	Name	Description	Actor
	point	well-founded? YES	The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	

Upon developing the graphic interface for the screen Admission for Proceedings, the insertion of a history with actions related to this screen will be taken to account - i.e. the time frame when a case file was in a certain state, article, grounds etc.

3. Case file Suspension Flow

Activity and Participant Chart



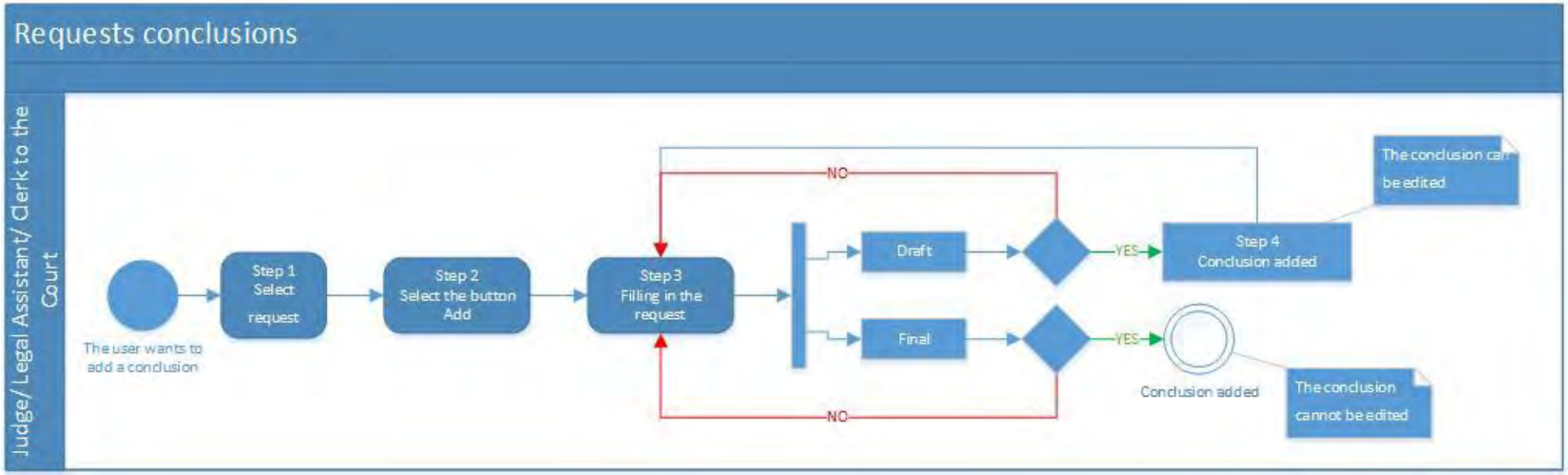
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>Case file Suspension</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>Check mark Suspended trial represents the user’s choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
			have to enter in this field the grounds taken from the article selected as the basis for suspending a case file	
4	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 2)	Judge (JUD) Legal Assistant Clerk to the Court
5	Decision point	Save data? YES	If the user will save the data by clicking the Save button, then: • the application will change the case file to Suspended The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
6	Activity	Status change	The system will change the case file status to suspended	ISMS
7	Step 4	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.	Judge (JUD) Legal Assistant Clerk to the Court
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)	Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user will save the data by clicking the Save button, then: • the application will change the case file to Examination the application will change the case file to Examination.	Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to Examination	ISMS

4. Conclusions Flow

Activity and Participant Chart



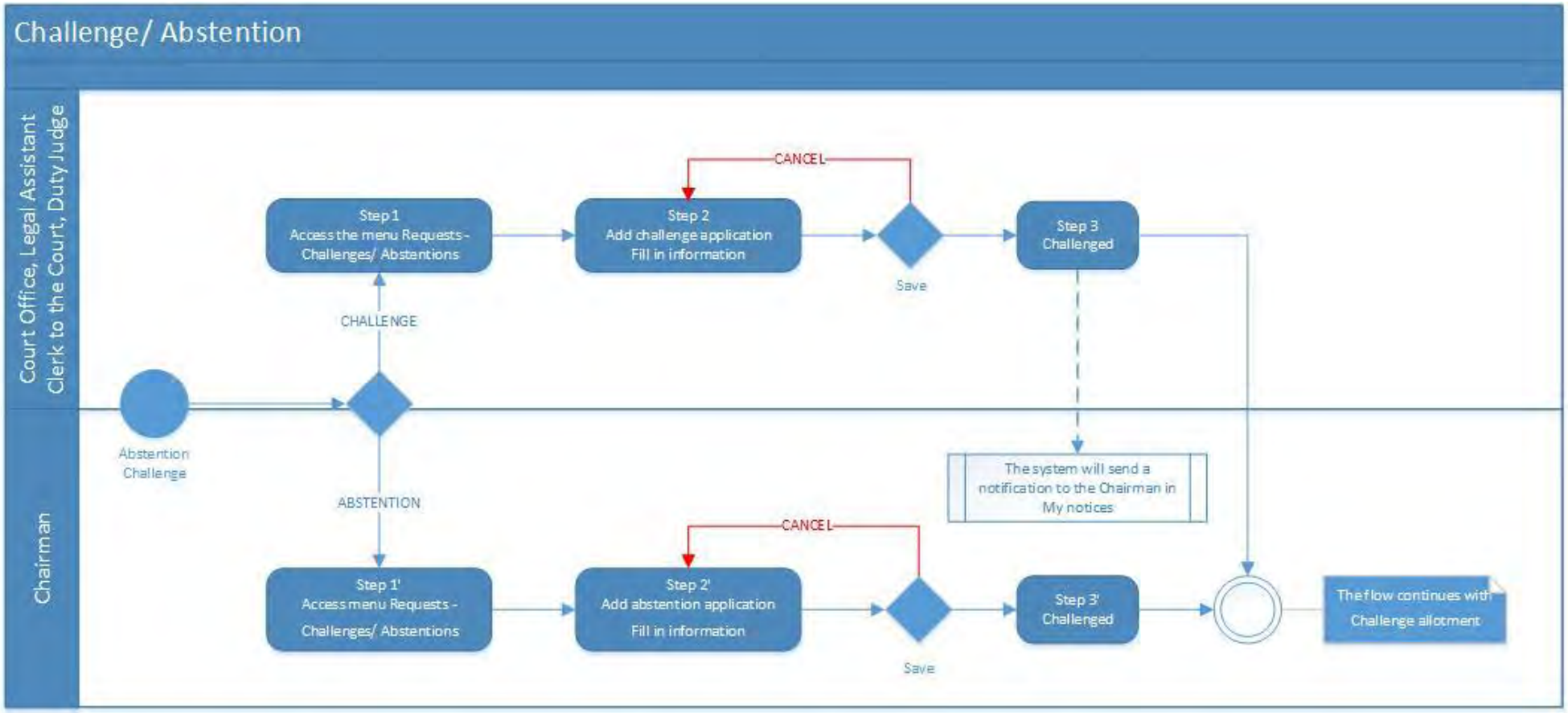
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add conclusion</td><td>The user wants to add a conclusion</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
		conclusion		
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Clerk to the Court
6	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.	Clerk to the Court
	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.	Clerk to the Court
7	Step 4	Conclusion added	The conclusion is saved in the system. After having saved entered data, a list of conclusions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

5. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

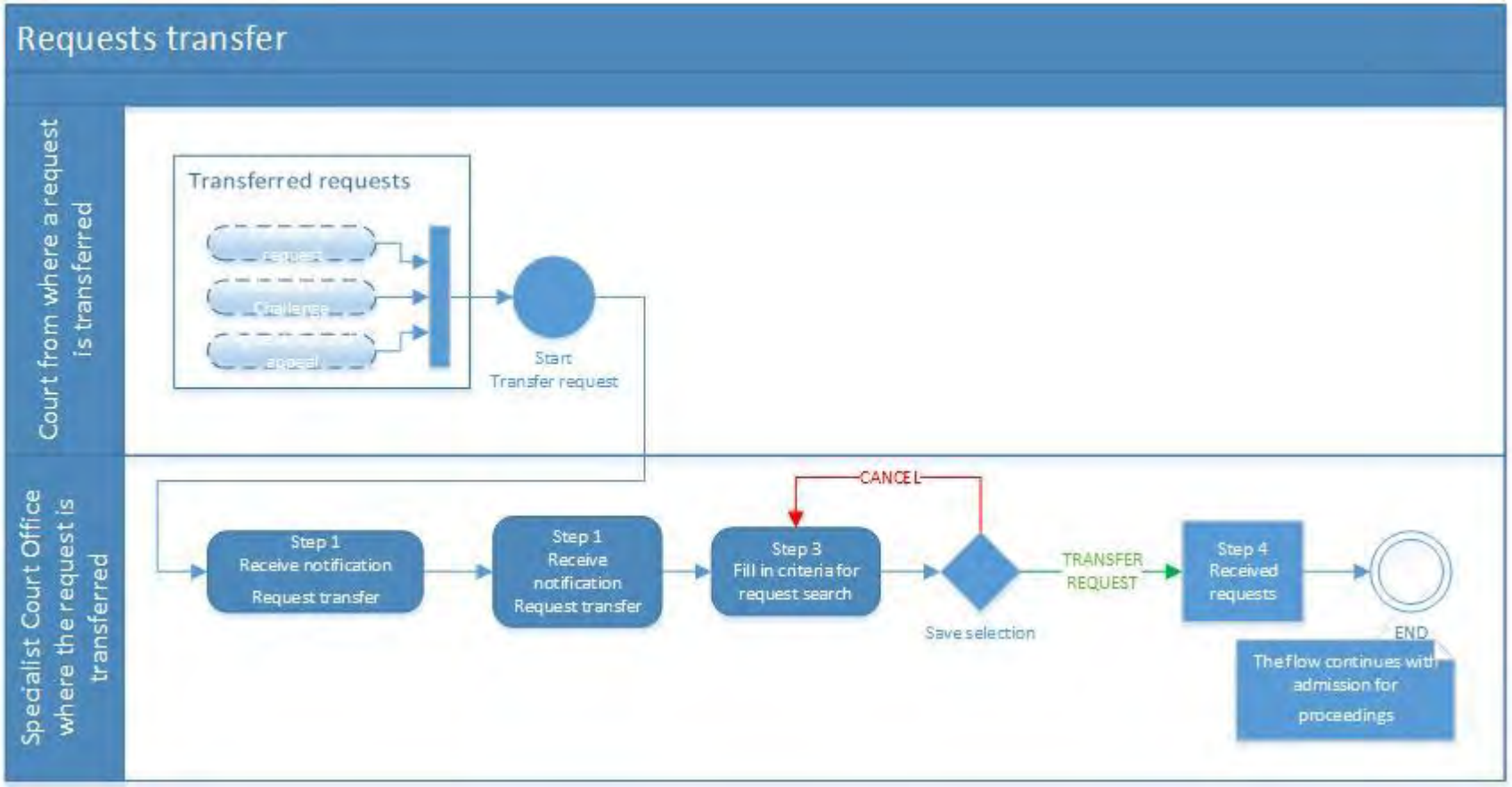
<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, Court, Claimant, Defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1’</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges / Abstentions</td><td>Application type</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges / Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges / Abstentions</td><td>Applicant</td><td>OB</td><td>Text field; to fill in with applicant data</td></tr>
<tr><td>Challenges /</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Abstentions</td><td></td><td></td><td>application</td></tr>
<tr><td>Challenges / Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse</td></tr>
<tr><td>Challenges / Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who filed the application.</td></tr>
</table>
</td><td></td></tr>
<tr><td></td><td>Step 2’</td><td>Select Add button ABSTENTION</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges / Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges / Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges / Abstentions</td><td>Applicant</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges / Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges / Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse</td></tr>
<tr><td>Challenges / Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td>Chairman</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1 / 1'	Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge
6	Decision point	Save data? DA – Draft	If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted The system will issue a notification to flow actors.	Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge

6. Case File Transfer Flow

Activity and Participant Chart

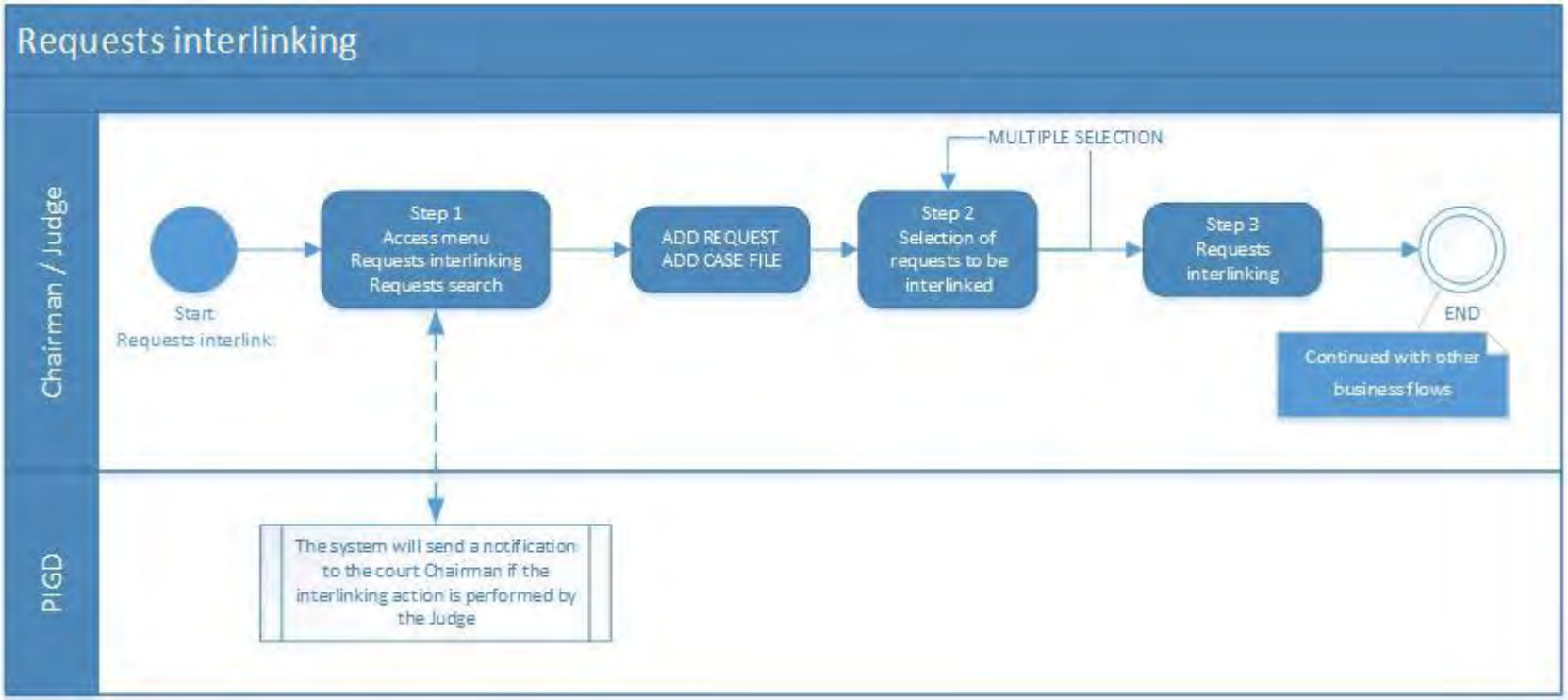


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	Identification criteria fill-in: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the General data page	Office Specialist

7. Case files Interlink Flow

Activity and Participant Chart

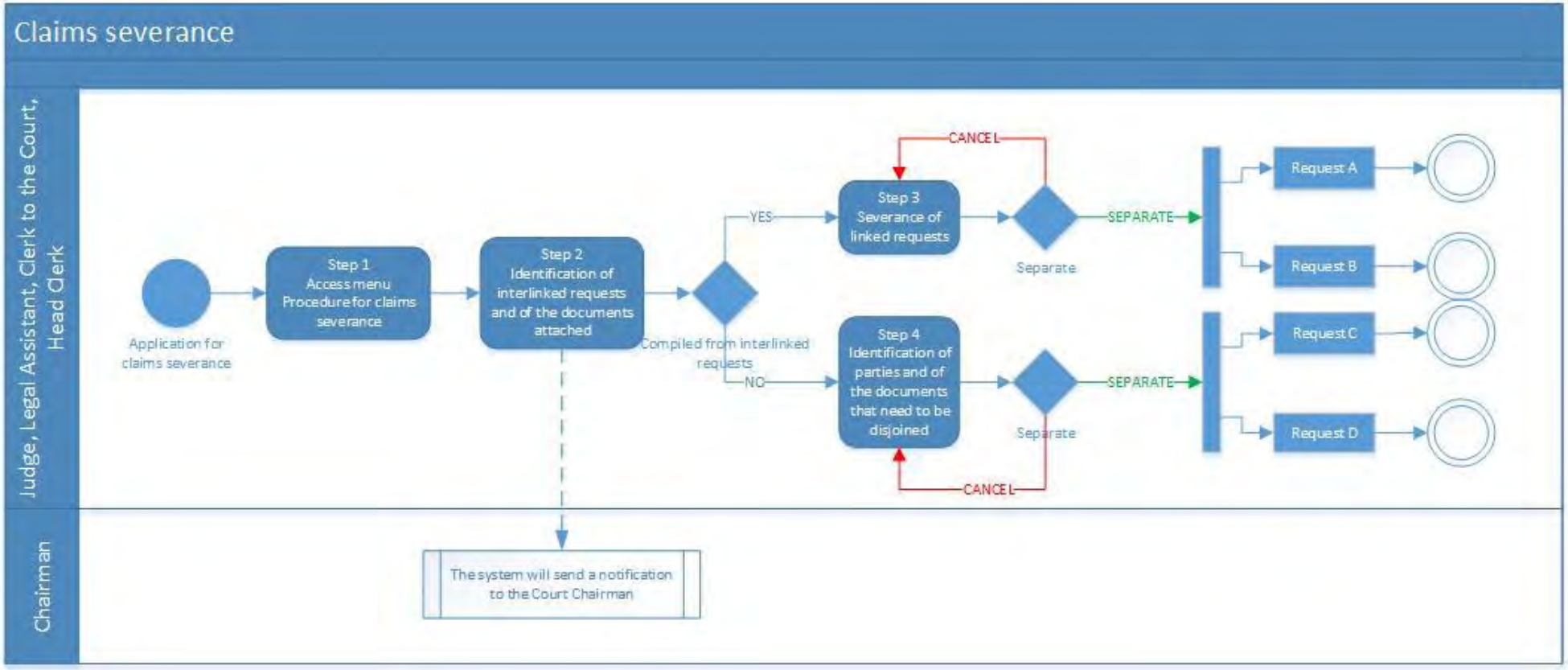


Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case files Interlink Flow</td><td>The user wants to link two or several civil case files</td><td>Chairman, Head clerk</td></tr>
<tr><td>2</td><td>Step 1</td><td>Feature access</td><td>The user will access the Case File Interlink menu</td><td>Chairman, Head clerk</td></tr>
<tr><td>3</td><td>Step 2</td><td>Case Files Identification</td><td>The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to
<table>
<tr><th>Case Files</th><th>Applications</th></tr>
<tr><td>• Last name</td><td>• Last name</td></tr>
<tr><td>• First name</td><td>• First name</td></tr>
<tr><td>• Case file number</td><td>• Application number</td></tr>
<tr><td>• Case file number</td><td>• Application type (civil)</td></tr>
</table></td><td>Chairman, Head clerk</td></tr>
<tr><td>4</td><td>Step 3</td><td>Case file number</td><td>The user will select case files to be interlinked until bringing all required files (case files and applications) in the interlinking screen</td><td>Chairman, Head clerk</td></tr>
<tr><td>5</td><td>Step 4</td><td>Interlinking</td><td>The user will click the Link button and the system will link selected files.
The resulted case file/application will be identified based on the number of a linked case file that is the oldest in the system.</td><td>Chairman, Head clerk</td></tr>
</table>

8. Severance Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Severance	The user wants to disjoin an application	Judge, Legal Assistant, Clerk to the Court, Head clerk
2	Step 1	Feature access	The user will access the Severance menu	Judge, Legal Assistant, Clerk to the Court, Head clerk
3	Step 2	Application Identification	The user will click the Add application button. This action will open a list with all application files within the court, together with a filter/search feature according to • Last name • First name • Application number The system will make available for the user information related to a selected application - if the file was previously compiled by interlinking several applications or it is a non-linked file in which parties wish to disjoin the application. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head clerk
4	Decision point	Case file type	The user will identify the type of case file for which case severance will be performed • Interlinked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head clerk
5	Step 3	Severance of interlinked file	The user will click the Severance button and the system will unlink case files that form the application submitted for claims severance, resulting the applications that were initially linked.	Judge, Legal Assistant,

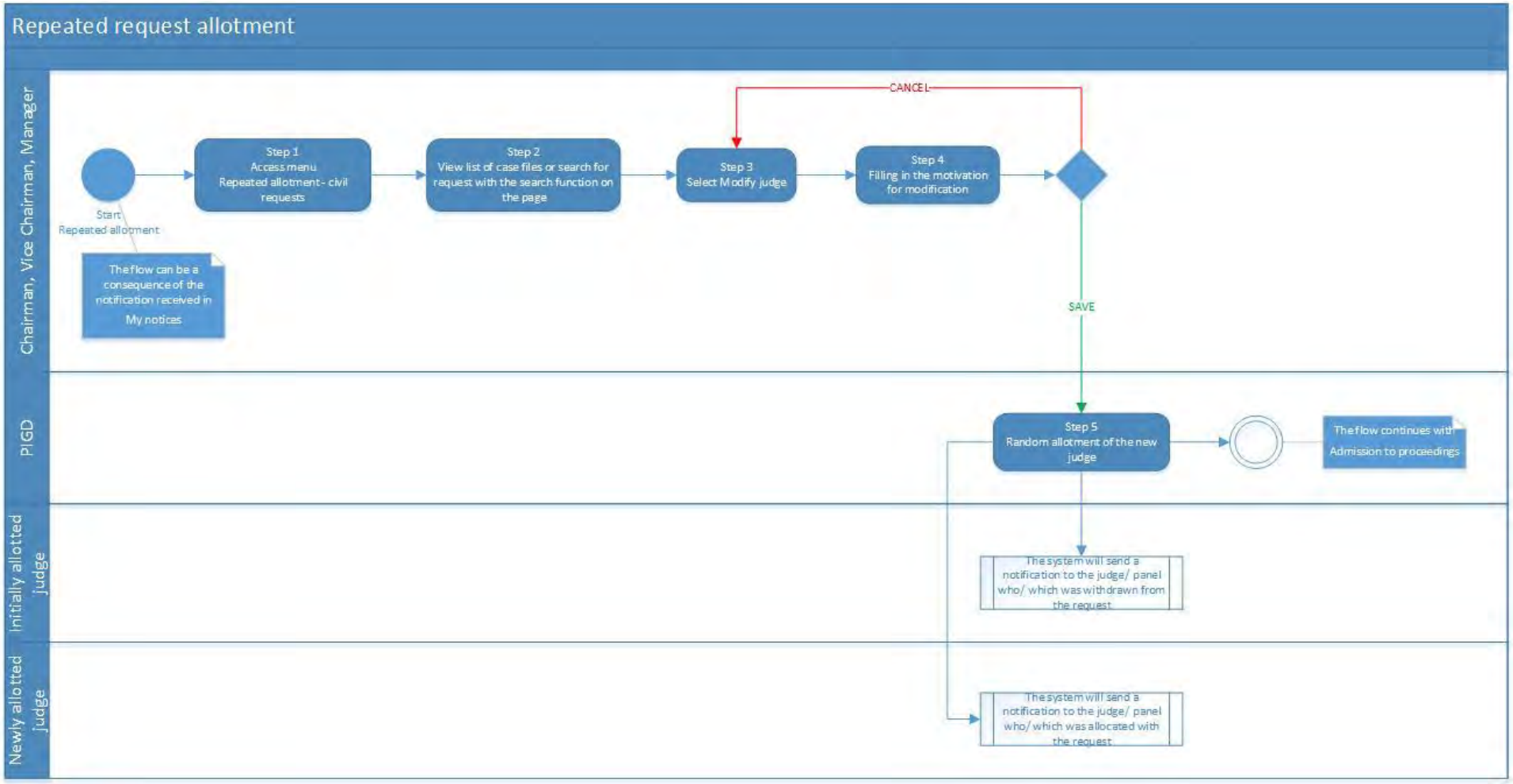
No	Step, activity, process	Name	Description	Actor
			Each of the resulted applications will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single application. The user will then have a possibility to delete irrelevant documents from each application.	Clerk to the Court, Head clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for severance:
			• Participants
			• Group
			  ○ Main
			  ○ Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform an application severance to two or several applications according to the choices made.
			The user will be able to assign one of the resulted applications as "Main application" - it will keep its initial number.
			The remaining resulted applications will take on new numbers assigned by the system, but they can always be referred back to the initial application.
			Each of the resulted applications will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each application
				Judge, Legal Assistant, Clerk to the Court, Head clerk

7		Case files resulted from severance	A number of applications will result from a case severance.	

9. Repeated Allotment Flow

Activity and Participant Chart



Description of flow chart steps

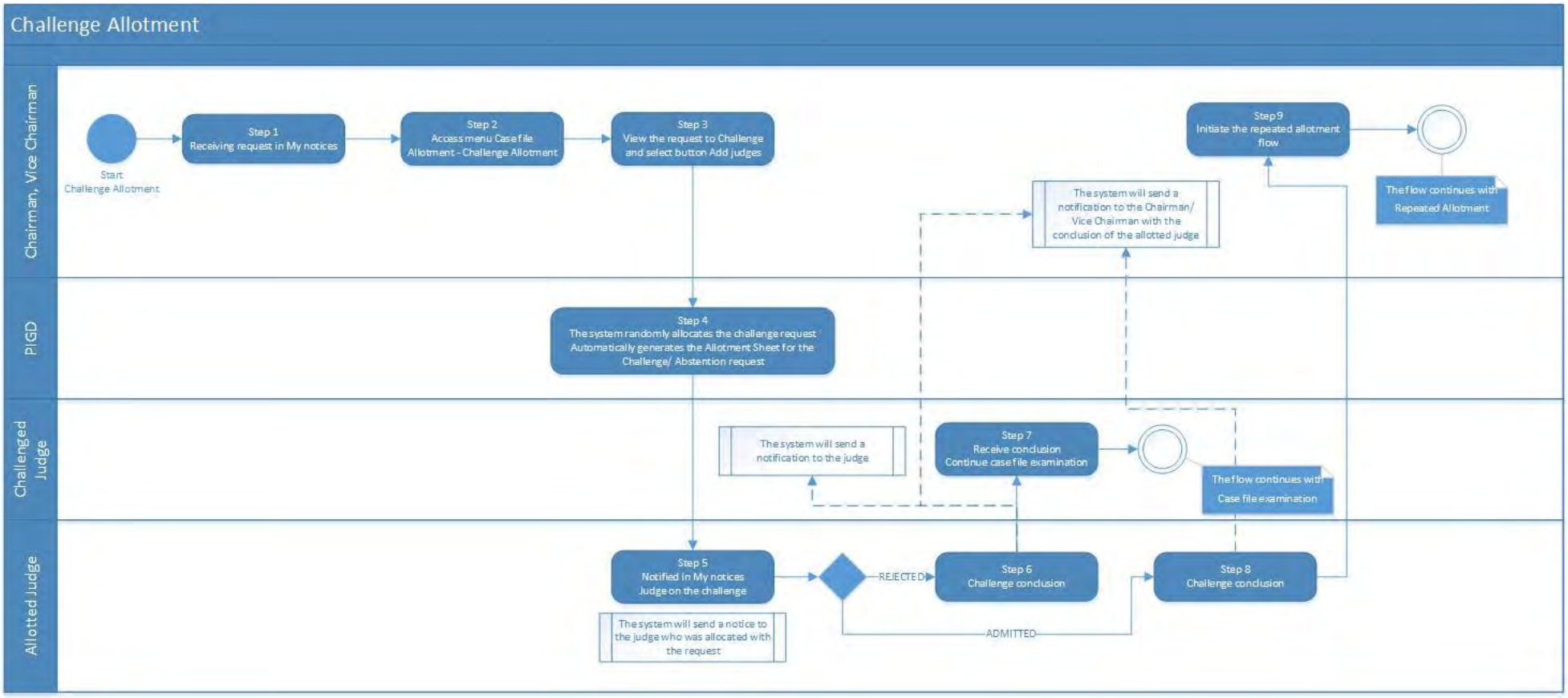
No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - civil case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows. According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case file: • Select "Type of case file". • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Refused; Concluded; Interlinked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year); • State a period for the time when a file was registered ("Registration date" - (select day, month and	Chairman, Vice-Chairman, Manager

No	Step, activity, process	Name	Description	Actor
			year);; • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge	The user will click the "Change judge" button in the files list.	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, , upload the conclusion for the reassignment to another judge, click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	Save judge change YES	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge. The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has	ISMS

No	Step, activity, process	Name	Description	Actor
			previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	

10. Challenge Allotment Flow

Activity and Participant Chart



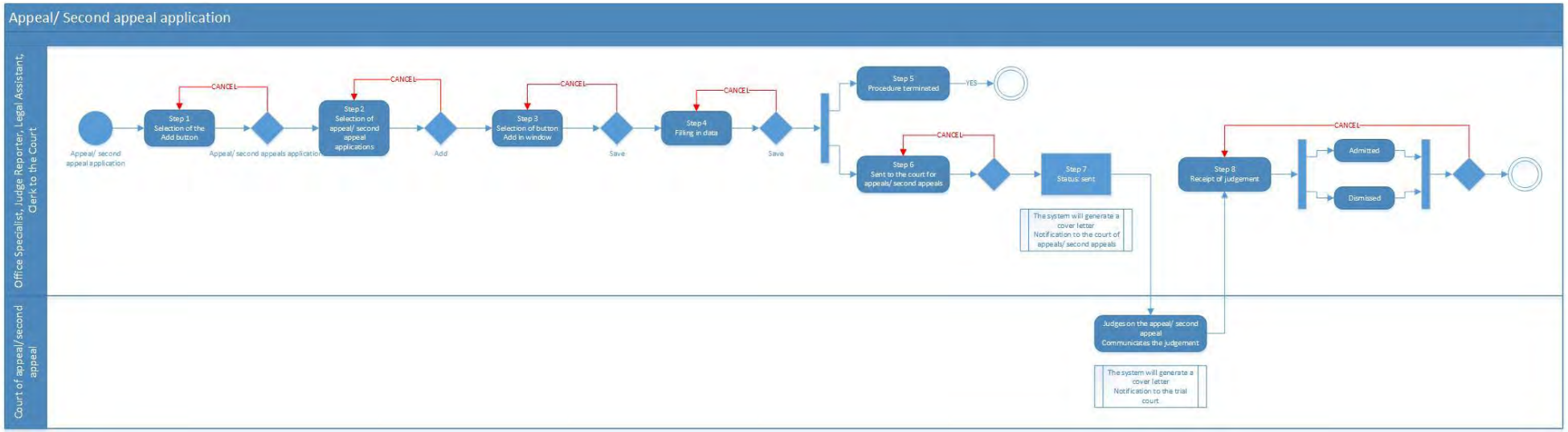
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ISMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge

No	Step, activity, process	Name	Description	Actor
6	Decision point	Dismiss application	Dismiss challenge application - to be continued with step 6	Allotted judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Receipt of conclusion	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

11. Appeal/Second Appeal Application Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Submission of appeal/second appeal applications</td><td>The user receives an appeal/second appeal application</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Means of appeal menu
In the Means of appeal screen, the user will click the Add button. This will enable the Appeal/Second appeal application option (step 2). After having saved the information entered in the 2nd step, fields in this screen will become editable.
They are:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Means of appeal</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application is created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

No	Step, activity, process	Name	Description				Actor
						created	
			Means of appeal	Registered by	GA	Text field, automatically generated, non-editable, the user	
			Means of appeal	Sent to a court of appeals/second appeals	CO	Radio button; selected when an application was sent to a higher court	
			Means of appeal	Ceased procedure	CO	Radio button; selected when a procedure is ceased	
			Means of appeal	Court of appeals/second appeals	CO	Pre-populated list with courts of appeals, mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent to	CO	Calendar field, date when an application was sent; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent by	CO	Text field, how an application was sent (e.g. by courier etc.); mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Cover letter	OP	Generates a cover letter	
			Means of appeal	Comments on the judgement	OP	Text field; type a text for commenting on a judgement from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Judgement received on	CO	Calendar field; date when an application was received back from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Examination results	CO	Radio button - Admitted / Dismissed The result for an appeal/second appeal application; mandatory after having selected as sent to a	

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>court of appeals/second appeals</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 2</td><td>Add application</td><td>The user will access the feature Appeal/Second appeal applications and a new screen will open and the following data will be entered:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Application type</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Appellant/Plaintiff in appeal</td><td>OB</td><td>Pre-populated list field with parties to a case file. To select a value.</td></tr>
<tr><td>Means of appeal</td><td>Respondent in appeal</td><td>OB</td><td>Text field</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

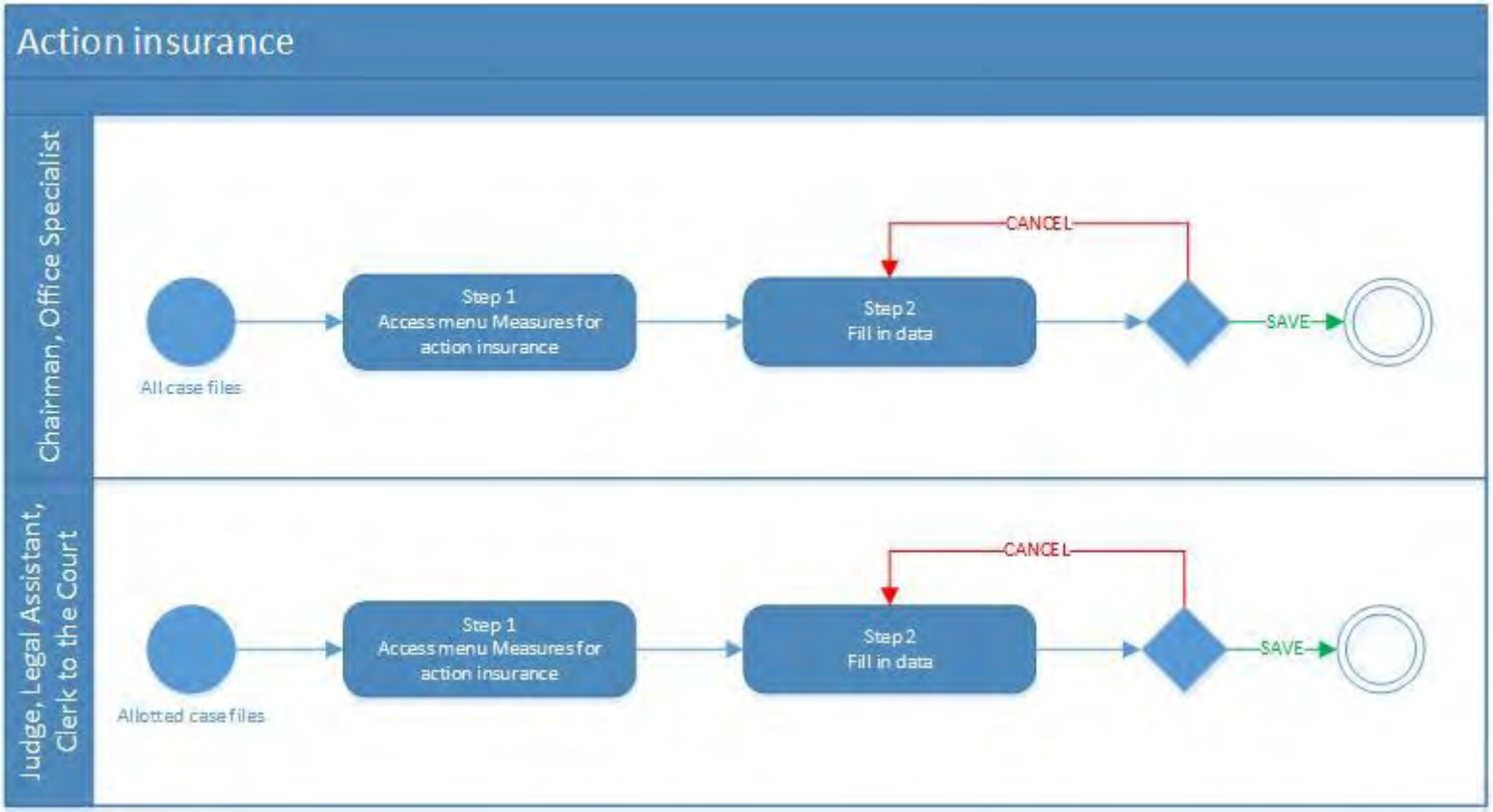
<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered by</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Reason</td><td>OB</td><td>Text field; type a text for reasons of an appeal/second appeal application;</td></tr>
<tr><td>Means of appeal</td><td>Evidence</td><td>OB</td><td>Text field; form the list of evidence attached to an appeal/second appeal application (Name, Description of evidence);</td></tr>
<tr><td>Means of appeal</td><td>Request</td><td>OB</td><td>Text field; type a text for the request stated in an appeal/second appeal application;</td></tr>
</table>
</td><td></td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>7</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the application is saved</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
				Court
		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
8	Step 3	Ceased procedure	The button for ceased procedure is selected (see step 1) and the flow is terminated	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
9	Step 4	Sent to a higher court	Some of the fields described under step 1 are filled in. Sent to a court of appeals/second appeals is selected.	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
10	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the

No	Step, activity, process	Name	Description	Actor
				Court
11	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is sent	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
12		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
13	Step 5		The system will change the status to Sent.	ISMS
14	Activity	Judgement on appeal	A higher court judges the appeal/second appeal	Court of appeals/second appeals
15	Step 6	Judgement reception	The user receives a judgement from a higher court related to the action of appeal/second appeal and some of the fields described under step 1 are filled in. • Comments on the judgement • Judgement received on • Examination results	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court

12. Action Insurance Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered;</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance; The conclusion will be uploaded.</td></tr>
<tr><td>Action</td><td>Examination</td><td>OB</td><td>Pre-populated list; to select the result of the</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

No	Step, activity, process	Name	Description	Actor
			<table><tr><td>insurance measures</td><td>results</td><td></td><td>examination on the action insurance measure</td></tr><tr><td>Action insurance measures</td><td>Applied bail</td><td>OP</td><td>Check mark; to select if bail applies;</td></tr><tr><td>Action insurance measures</td><td>Challenged</td><td>OP</td><td>Radio buttons; to select "Admitted" or "Dismissed";</td></tr></table>	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.	Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Chairman, Office Specialist

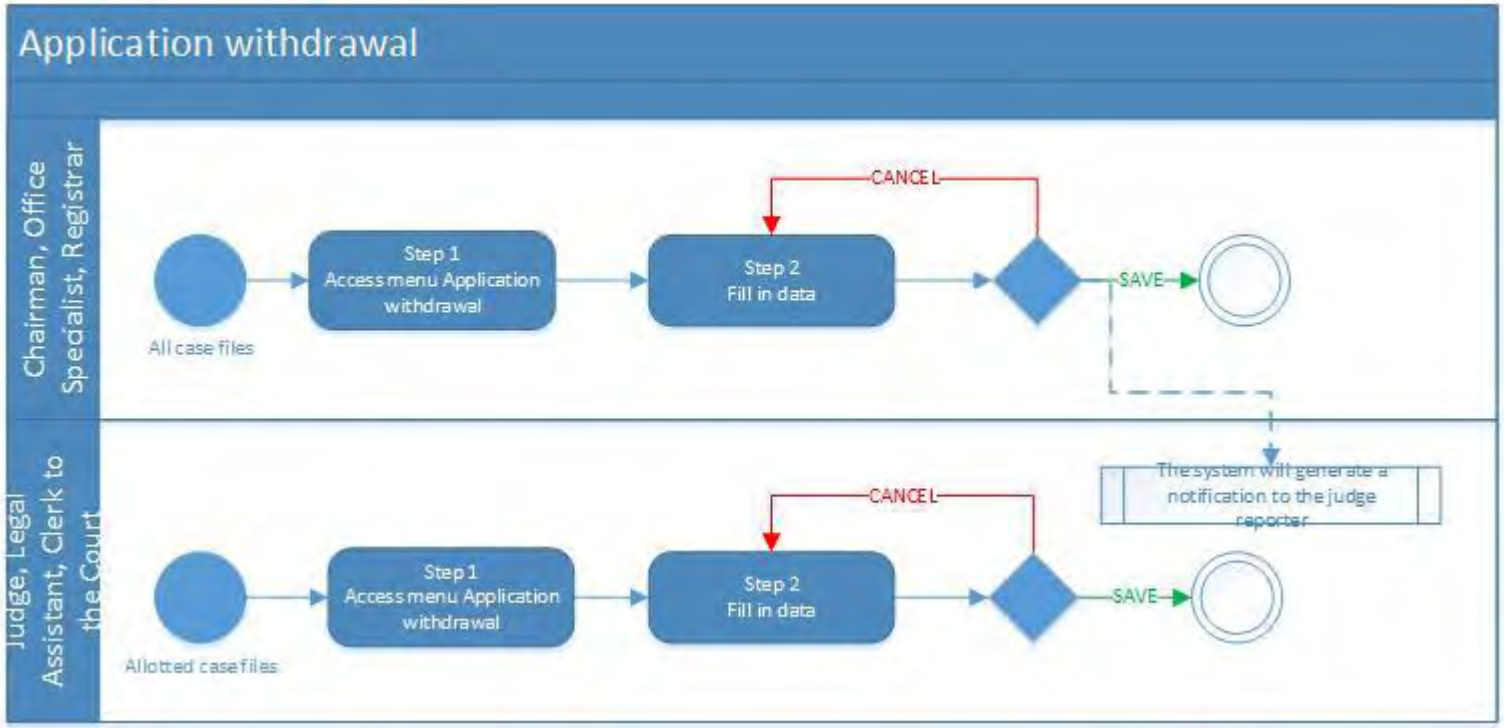
No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered;</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options;</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance; The conclusion will be uploaded.</td></tr>
<tr><td>Action insurance measures</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
<tr><td>Action insurance measures</td><td>Applied bail</td><td>OP</td><td>Applied bail</td></tr>
<tr><td>Action insurance</td><td>Challenged</td><td>OP</td><td>Radio buttons; to select "Admitted" or "Dismissed";</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			measures	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

13. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

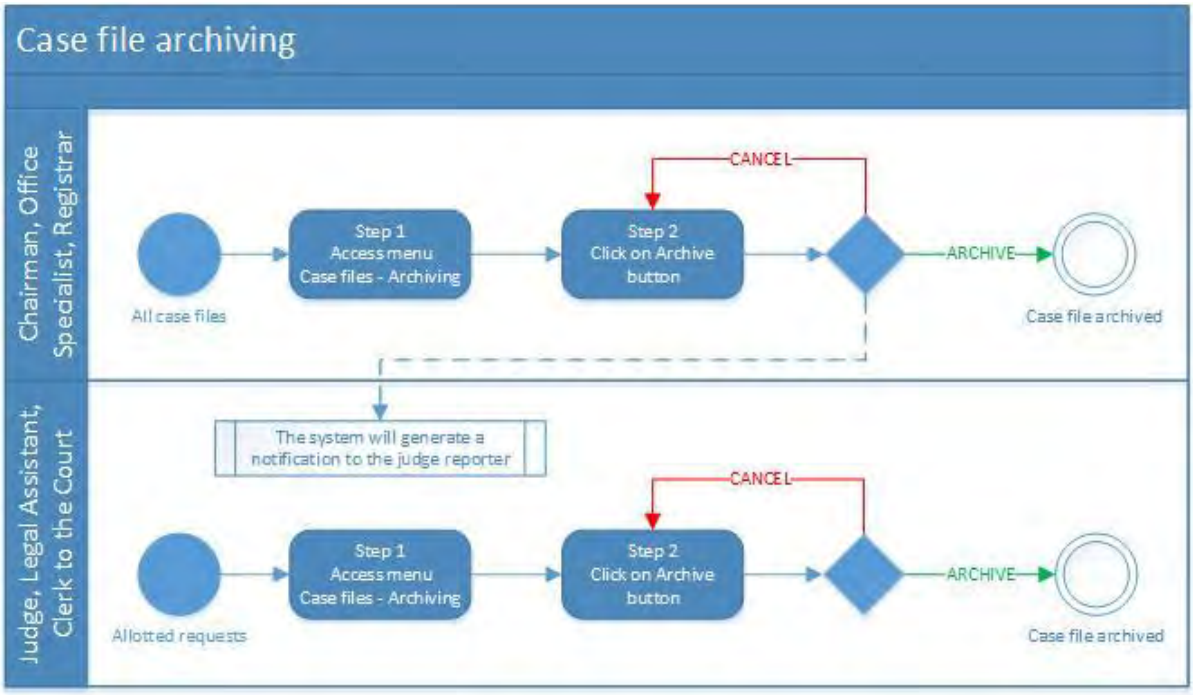
No	Step, activity, process	Name	Description	Actor
			<table><tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr></table>	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

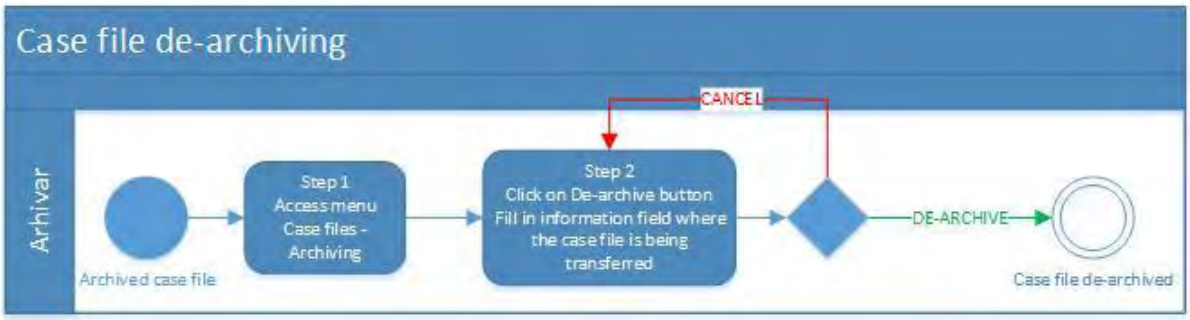
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all applications	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Author</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Salveaza?
NO</td><td>If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Salveaza?
YES</td><td>If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

14. Application archiving flow

Activity and Participant Chart





Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Applications archiving	The user wants to archive an application For all applications	Chairman, Office Specialist, Registrar
2	Step 1	Application Selection	The user will access the Applications - Commit to archive menu, will use the search feature or will select directly the application wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case application wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The application is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For allotted applications	Judge, Legal Assistant, Clerk to the

No	Step, activity, process	Name	Description	Actor
				Court
2	Step 1	Selection of Commit to archives button	The user will access the Applications - Commit to archive menu, will use the search feature or will select directly the application wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the application wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The application is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	Step, activity, process	Name	Description	Actor
1		Extract case file from archives	The user wants to extract an application from archives For all application	Registrar
2	Step 1	Application selection	The user will access the Applications - Extraction from archives menu, will use the search feature or will select directly the application wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the application wanted to be extracted. A series of fields will be enabled and they must be filled in:	Registrar

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td>The extraction from archives operation is discontinued</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td>The application is extracted from archives. Its status is set to the one right before being committed to archives</td><td>Registrar</td></tr>
</table>

2.2 Operational flows for civil case files before courts of first instance

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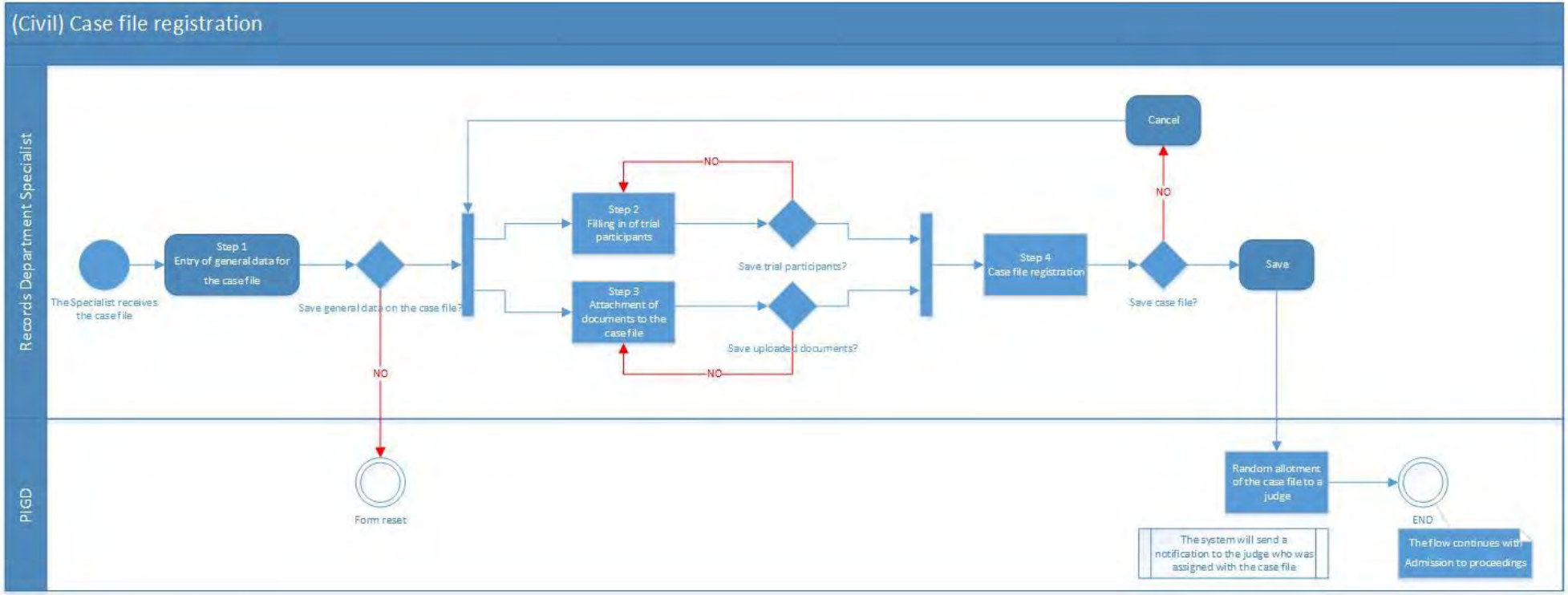
1. Case file Registration Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a civil case</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in PIGD</td><td>The Office Specialist will access the menu Case Files – New Civil Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date, can be edited. To enter the date when a case file is created.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in the Examination procedure.</td></tr>
<tr><td>General data</td><td>Confidential data</td><td>OP</td><td>Check mark. Such a selection will indicate whether there are confidential data on file.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

							It can be selected as default depending on the choice for the main group.		
				General data	Received case file	OB	Selection from a pre-set list; to select the action type (e.g. first instance, according to jurisdiction etc.)		
				General data	Application submitted by	OB	Selection from a pre-set list.		
				General data	Main group	OB	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose a case. This will have the highest level of complexity for the processed file.		
				General data	Secondary groups	OP	SC will access an exhaustive pre-set list of civil cases from which to choose one or several cases that are complementary to the first selected case. These will have a lower level of complexity than the main group.		
				General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file		
				General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application		
				General data	Annexes		Blank text field in which SC will list documents attached to the case file.		
				General data	Case file status	GA	Non-editable field, it shows case file status		
				General data	Case file reinception	OP	Button, the feature allows the user to change a case file status to the one right before accessing the feature.		
				General data	State tax to pay	GA	A value automatically computed by the system which will show the state tax amount to be paid		
				General data	State tax (MDL)	CO	Numerical field in which SC will manually enter the state tax amount paid by the person initiating a case file. The mandatory nature of filling in the field depends on the tax amount pursuant to State tax to		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>pay and the Exemptions field</td></tr>
<tr><td>General data</td><td>Exemptions</td><td>OB</td><td>List with pre-set values, the first value "unknown" is set as default.</td></tr>
<tr><td>General data</td><td>Comments</td><td>OP</td><td>Blank text field in which comments on the initiated case file can be entered.</td></tr>
<tr><td>General data</td><td>Incompatible judges</td><td>CO</td><td>A list will appear with all the judges of the court where a case file is opened and judges incompatible with the case file can be selected, depending on the situation whether there are or not judges which have previously examined the same case file. The reason for choosing the judges as incompatible will be indicated.</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save fie
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td>Office Specialist (SC)</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><td>Submenu</td><td>Field name</td><td>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</td><td>Description</td></tr>
</table>
</td><td>Office Specialist (SC)</td></tr>
</table>

				Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file		
				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.		
				Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, will be inserted if exists in the case file		
				Trial participants	Last name	OB	Text field, to be filled in with the person's last name		
				Trial participants	First name	OB	Text field, to be filled in with the person's first name		
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual		
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth		
				Trial participants	Gender	OB	Pre-set M and F list; selection from list		
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid		
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen		
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field		

			will not be mandatory
Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in
Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in
Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in
Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in
Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

- Legal entity

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, will be inserted if exists in the case file
Trial participants	Last name	OB	Text field; to enter the name of a legal entity
Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity
Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid

Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad
Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory
Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in
Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

The system will provide a possibility of integration with other external information systems – e.g. Population Records – for a maximum utility.

<table>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of all participants already entered in the system for the case file is viewed in the same screen. The system will provide a possibility for each of these records to be:
Viewed
Edited
Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data is not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Document type</td><td>OB</td><td>Field with list of pre-populated values, which also allows addition of free text. This list will give the most common types of documents loaded in the system.</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fill in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded document. Furthermore, there will be a</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

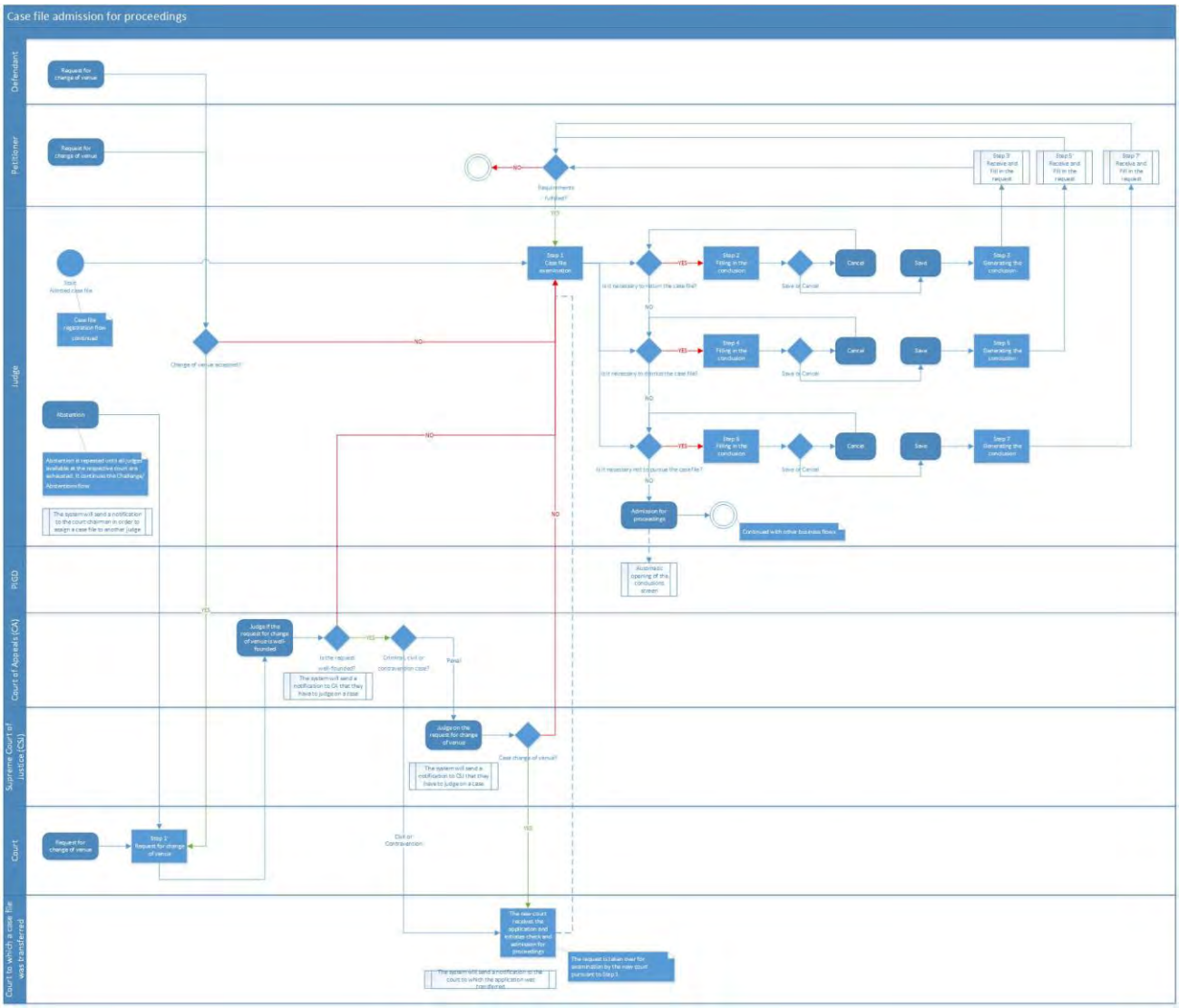
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>possibility to view the registered participants as parties to this application and to select them as authors.</td></tr>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Alphanumerical field, to register the document protocol number</td></tr>
<tr><td>Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this case file is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data?
NO</td><td>If data is not saved, the flow is resumed from step 3.</td><td>Office Specialist (SC)</td></tr>
<tr><td>10</td><td>Step 4</td><td>Application</td><td>SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining</td><td>Office</td></tr>
</table>

		registration	to the case file. Editable elements are:
			• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court as per the Case Files Input Register, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the applications to be recorded in ICMS
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name – text field pre-populated by an aggregation of names of the first plaintiff and of the first. Defendant. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Case file type
			• Case file index
			• Received case file
			• Review
			• Reference number
			• Name
			• Group
			• Merits of the case
			• State tax
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Merits
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above
				Specialist (SC)

			Moreover, the software application will make available the performance of the following operations by selecting the allotted button: • Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system • Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the file, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Civil case file statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data is not saved, the flow is resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist (SC)
13	Trial	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take to consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	PIGD
			The flow will continue with the Admission for proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file allotment</td><td>Case file registration flow continued. The judge who was allotted the file has been notified in My notices</td><td>PIGD</td></tr>
<tr><td>2</td><td>Step 1</td><td>Application Examination</td><td>The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>3</td><td>Decision point</td><td>Is it necessary to return the case file?
NO</td><td>The file will continue in flow</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>4</td><td>Decision point</td><td>Is it necessary to return the case file?
YES</td><td>The user will check in the Admission for proceedings screen the option Returned and a number of fields will be activated for filling in</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>5</td><td>Step 2</td><td>Filling in the return motivation</td><td>The user will check in the Admission for proceedings the option Returned and a number of fields will be activated for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for proceedings</td><td>Returned</td><td>CO</td><td>Returned represents the user's choice to return the applicant's case according to the law.</td></tr>
<tr><td>Admit for proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if it was activated. The user selects the date on which the return was decided.</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant</td></tr>
</table>

			Admission for proceedings	Article	CO	List of predefined values, mandatory field if it was activated. The user will select the article under which the case file is returned.	
			Admission for proceedings	Grounds	CO	Text field, mandatory field if it was activated. The user will write in this field the basis of the selected article based on which the case file is returned.	
6	Decision point	Save data? NO	If the user selects the Cancel button, the flow will be reset immediately to the prior step (step 1)				Judge (JUD) Legal Assistant
7	Decision point	Save data? YES	If the user will save the data by clicking the Save button, then: • the application will change the state of the case file as Returned • in the screen Admit for proceedings, a Cancel button will be activated and will allow the authorised user to change the case file's status by returning to the prior state.				Judge (JUD) Legal Assistant
8	Step 3	Generating conclusion	If the user will save the data by clicking the Save button, then: • the application will automatically open the Conclusion window for adding the conclusion/return motivation; from this point, the Conclusion flow will continue				Judge (JUD) Legal Assistant
9	Step 3'	Conclusion receipt	The claimant will receive the conclusion and will have the option to appeal in accordance to the legal provisions				The claimant
10	Decision point	Is it necessary to refuse the file? NO	The case file will continue on flow				Judge (JUD) Legal Assistant
11	Decision point	Is it necessary to refuse the file? YES	The user will check in the screen Admission for proceedings the option Refuse and a number of fields will be activated for completion				Judge (JUD) Legal Assistant
12	Step 4	Completion of the refusal motivation	The user will check in the screen Admission for proceedings the option Refuse and a number of fields will be activated for completion:				Judge (JUD) Legal Assistant
			Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO)**	**Description**	

					Generated / automatic (GA)		
			Admission for proceedings	Refused	CO	The check mark Refused represents the user's choice to refuse the applicant's case according to the law (e.g. the case file does not address a civil cause, there is another irrevocable decision regarding the case file).	
			Admission for proceedings	Calendar	CO	Calendar field, mandatory if it was activated. The user selects the date on which the refusal was decided.	
			Admission for proceedings	Article	CO	List of predefined values, mandatory field if it was activated. The user will select the article under which the case file is refused.	
			Admission for proceedings	Grounds	CO	Text field, mandatory field if it was activated. The user will write in this field the basis of the selected article based on which the case file is refused.	
13	Decision point	Save data? NO	If the user selects the Cancel button, the flow will be reset immediately to the prior step (Step 1)				Judge (JUD) Legal Assistant
14	Decision point	Save data? YES	If user will save the data by clicking the Save button, then: • the application will change the case file to Refused • in the screen Admit for proceedings a Cancel button will be activated and will allow the authorised user to change the case file's status by returning to the prior state				Judge (JUD) Legal Assistant
15	Step 5	Generating conclusion	If user will save the data by clicking the Save button, then: • the application will automatically open the Conclusion window for adding the conclusion/return motivation; from this point, the Conclusion flow will continue				Judge (JUD) Legal Assistant
16	Step 5'	Conclusion receipt	The claimant will receive the conclusion and will have the option to appeal in accordance to the legal provisions				The claimant
17	Decision point	Is it necessary not to admit for proceedings?	The case file will continue on flow				Judge (JUD) Legal Assistant

<table>
<tr><td></td><td></td><td>NO</td><td></td><td></td></tr>
<tr><td>18</td><td>Decision point</td><td>Is it necessary not to admit for proceedings?
YES</td><td>The used will check in the screen Admission for proceedings the option Not admitted for proceedings and a number of fields will be activated for filling in</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>19</td><td>Step 6</td><td>Filling in the motivation for Not admitted for proceedings choice</td><td>The user will check in the screen Admission for proceedings the option Not admitted for proceedings and the following fields will be activated for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for proceedings</td><td>Not admitted</td><td>CO</td><td>The check mark Not admitted for proceedings represents the user's choice not to admit for proceedings the case file. The claimant, according to the law (e.g. does not meet the form / content / state fees)</td></tr>
<tr><td>Admission for proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if it was activated. The user selects the date on which the case file was not admitted for proceedings.</td></tr>
<tr><td>Admission for proceedings</td><td>Article</td><td>CO</td><td>List of predefined values, mandatory field if it was activated. The user will select the article under which the case file was not admitted for proceedings.</td></tr>
<tr><td>Admission for proceedings</td><td>Grounds</td><td>CO</td><td>Text field, mandatory field if it was activated. The user will write in this field the basis of the selected article based on which the case file was not admitted for proceedings.</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>20</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects the Cancel button, the flow will be reset immediately to the prior step (Step 1)</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>21</td><td>Decision point</td><td>Save data?
YES</td><td>If user will save the data by clicking the Save button, then:
• the application will change the case file to Not admitted for proceedings</td><td>Judge (JUD)
Legal</td></tr>
</table>

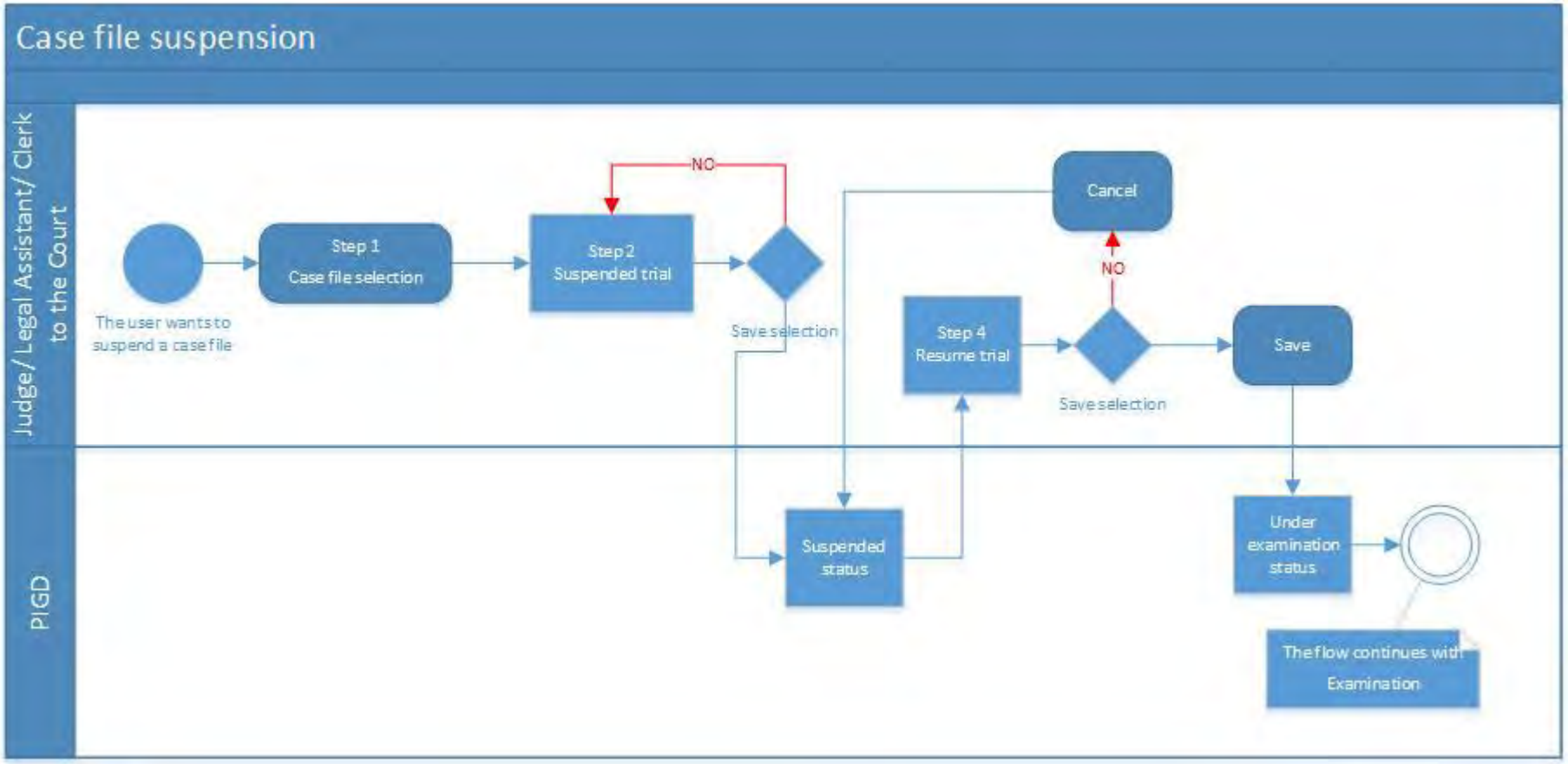
			• in the screen Admit for proceedings a Cancel button will be activated and will allow the authorised user to change the case file's status by returning to the prior state	Assistant
22	Step 7	Generating conclusion	If user will save the data by clicking the Save button, then: • the application will automatically open the Conclusion window for adding the conclusion/return motivation; from this point, the Conclusion flow will continue	Judge (JUD) Legal Assistant
23	Step 7'	Conclusion receipt	The claimant will receive the conclusion and will have the option to appeal in accordance to the legal provisions. If the claimant does not have the necessary documents / does not meet the requirements stated in the Conclusion, the application is withdrawn.	The claimant
24	Decision point	Admit for proceedings? YES	The user will admit for proceedings	Judge (JUD) Legal Assistant
25	Activity	Admission for proceedings	The user will receive the case file for proceedings and will fill in the date of admission.	Judge (JUD) Legal Assistant
26	Activity	Request for change of venue	Submits applications for change of venue	The claimant, Defendant
27	Activity	Request for change of venue / Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
28	Decision point	Accept the application for change of venue? NO	If an application for change of venue is not accepted by the Judge, then the flow resumes from step 1 Application examination	JUD
29	Decision point	Accept the application for change of venue? YES	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD
30	Step 1'	Application for	The court where an application for change of venue was submitted will forward it to a higher court for	Court

		change of venue	settlement.	
31	Activity	Decides on a change of venue	CA receives the application for settlement and judges on the application for change of venue.	Court of Appeals (CA)
32	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
33	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
34	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
35	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
36	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
37	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
38	Decision point	Is the application well-founded? YES	CJS will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CSJ

Upon developing the graphic interface for the screen Admission for Proceedings, the insertion of a history with actions related to this screen will be taken to account - i.e. the time frame when a case file was in a certain state, article, grounds etc.

3. Case file Suspension Flow

Activity and Participant Chart



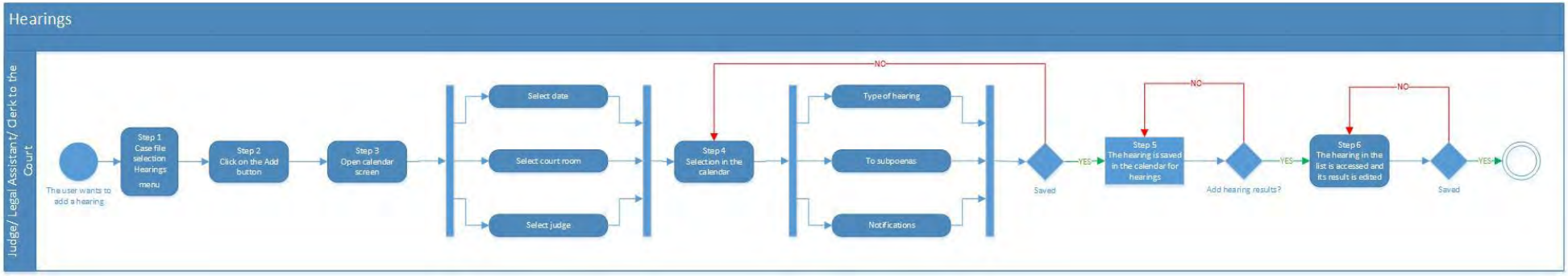
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>Case file Suspension</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>Check mark Suspended trial represents the user’s choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			have to enter in this field the grounds taken from the article selected as the basis for suspending a case file	
4	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 2)	Judge (JUD) Legal Assistant Clerk to the Court
5	Decision point	Save data? YES	If user will save the data by clicking the Save button, then: • the application will change the case file to Suspended The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
6	Activity	Status change	The system will change the case file status to suspended	PIGD
7	Step 3	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.	Judge (JUD) Legal Assistant Clerk to the Court
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)	Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file to Examination The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to Examination	PIGD

4. Hearings Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal Assistant Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file Selects the Hearings menu	Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new hearing</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all courtrooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view courtroom availability; he/she will be able to initiate a new hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

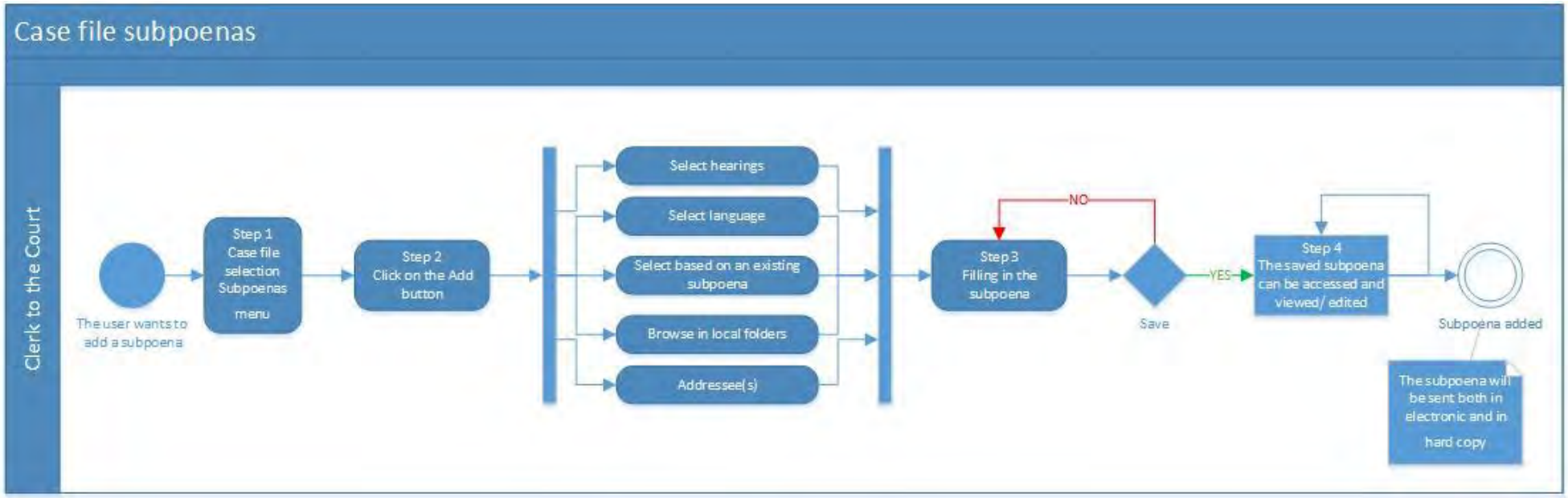
						hearing start	
			Hearings	Duration	OB	Hours and time field; to enter a hearing duration	
			Hearings	Court room	OB	Pre-populated list field; default with the value selected in the filter; can be changed	
			Hearings	Type of hearing	OB	Radio buttons • to examine a case • to prepare a case • without parties present	
			Hearings	Open hearing	OP	Check mark; if selected, it means open hearing	
			Hearings	Participants	OB	A field to add parties to be summoned; additions are made in the list of participants	
			Hearings	Employees to be notified	OB	A field that states the judge's team and the panel (if applicable) to be notified about the hearing	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 3				Judge (JUD) Legal Assistant Clerk to the Court
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar Participants will be notified.				Judge (JUD) Legal Assistant Clerk to the Court
8	Step 5	Scheduled hearing	The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted • Filled in - addition of hearing results				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Has the hearing a result? NO	The user will not add hearing results.				Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>10</td><td>Decision point</td><td>Has the hearing a result?
YES</td><td>A new screen will open to enter results.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>11</td><td>Step 6</td><td>Add result</td><td>A new screen will open and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Browse</td><td>CO</td><td>Browse – allows for a selection and loading of audio files or documents from a hearing</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Text field</td></tr>
<tr><td>Hearings</td><td>Material damages</td><td>CO</td><td>Check mark activated according to the choice from the list Hearing results. If it is checked, a field for filling in the sum will be activated</td></tr>
<tr><td>Hearings</td><td>Moral damages</td><td>CO</td><td>Check mark activated according to the choice from the list Hearing results. If it is checked, a field for filling in the sum will be activated</td></tr>
<tr><td>Hearings</td><td>Reason</td><td>CO</td><td>Field type pre-populated list, to indicate, for example, the reason for hearing postponement. It is activated according to the choice from the list Hearing results</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>12</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 5</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

13	Decision point	Save data? YES	Hearing result will be saved	Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



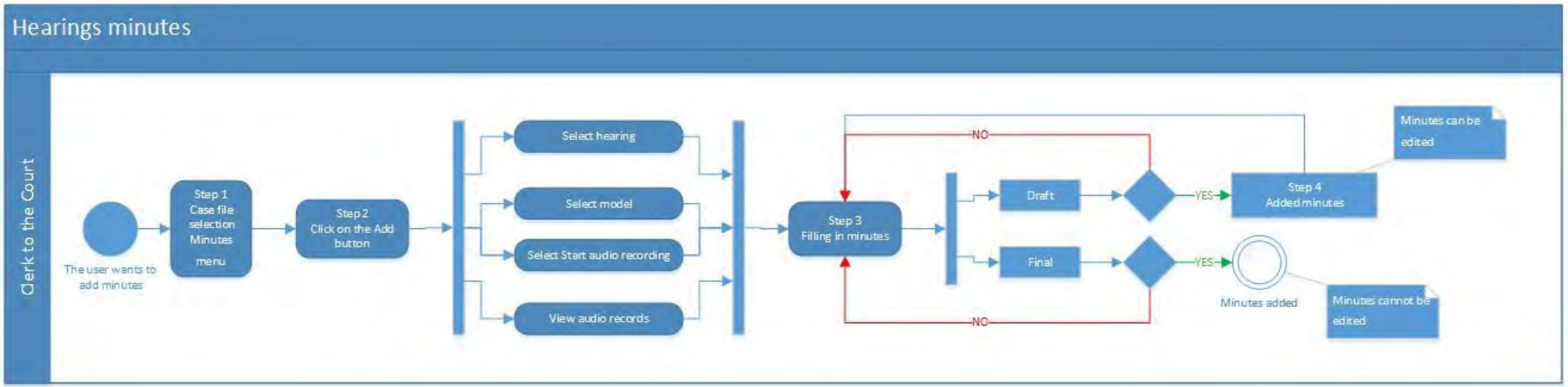
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add subpoena</td><td>The user wants to create/add a subpoena</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Subpoena menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Subpoenas</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a subpoena</td></tr>
<tr><td>Subpoenas</td><td>Language</td><td>OB</td><td>Pre-populated list field; the user will select a language to draft the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Subpoena based on an existing subpoena</td><td>OP</td><td>Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse</td></tr>
<tr><td>Subpoenas</td><td>Browse</td><td>OP</td><td>Browse button - the user will be able to choose a document from local folders to be used as a subpoena template</td></tr>
<tr><td>Subpoenas</td><td>Addressee</td><td>OB</td><td>Pre-populated list field, the user will select an addressee for the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Addressees</td><td>OP</td><td>Addressees (multiple) - area where to view all</td></tr>
</table></td><td>Clerk to the Court</td></tr>
</table>

						addressees included in the subpoena	
			Subpoenas	Select a participant	OP	Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field	
4	Step 3	Subpoena fill-in	The user will edit the subpoena in the text editing area on screen.				Clerk to the Court
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Clerk to the Court
6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.				Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted				Clerk to the Court

6. Minutes Flow

Activity and Participant Chart



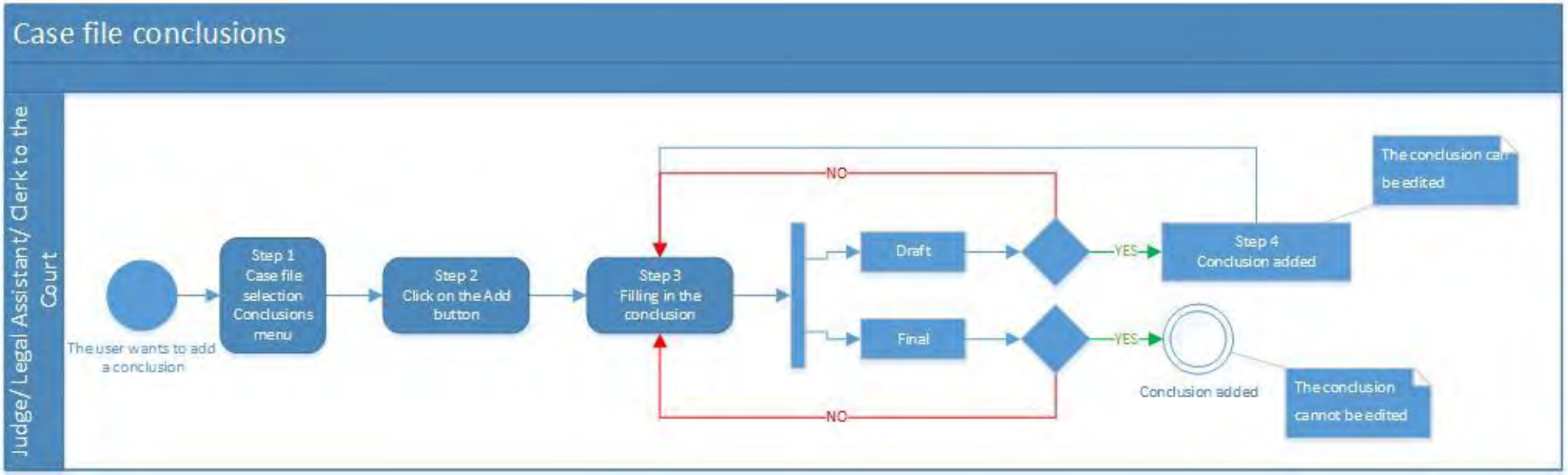
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add minute	The user wants to add a minute	Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu	Clerk to the Court
3	Step 2	Select the Add button	The user will click the Add button on page to record new minutes The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Clerk to the Court

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which the minutes are being drafted</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Step 3</td><td>Fill in the minute</td><td>The user will edit the minutes in the text editing area on screen</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minute</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES – Draft</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data?
YES – Final</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Saved minutes</td><td>The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Clerk to the Court</td></tr>
</table>

7. Conclusions Flow

Activity and Participant Chart



Description of flow chart steps

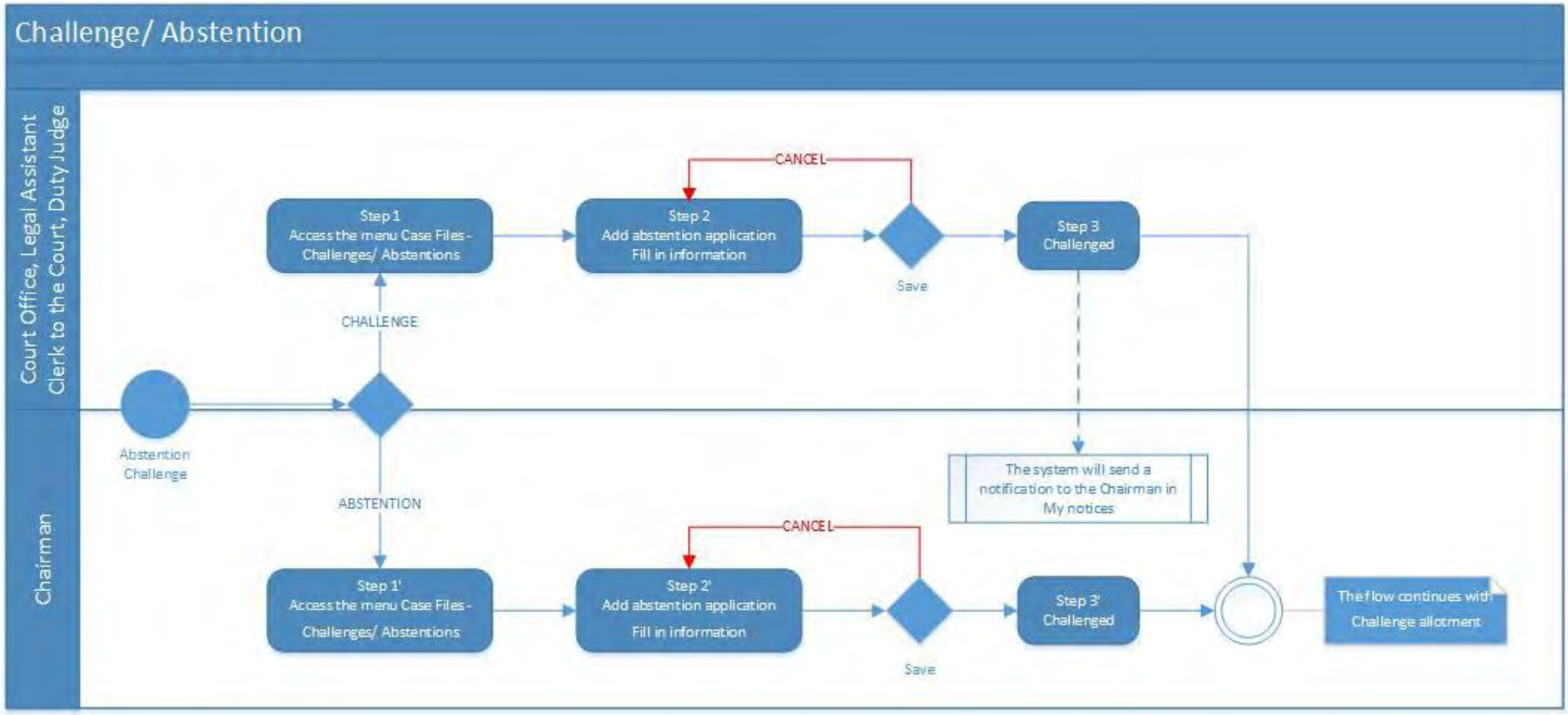
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court

<table>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data? NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data? YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data? YES – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already</td><td>Clerk to the</td></tr>
</table>

		added	entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Court

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

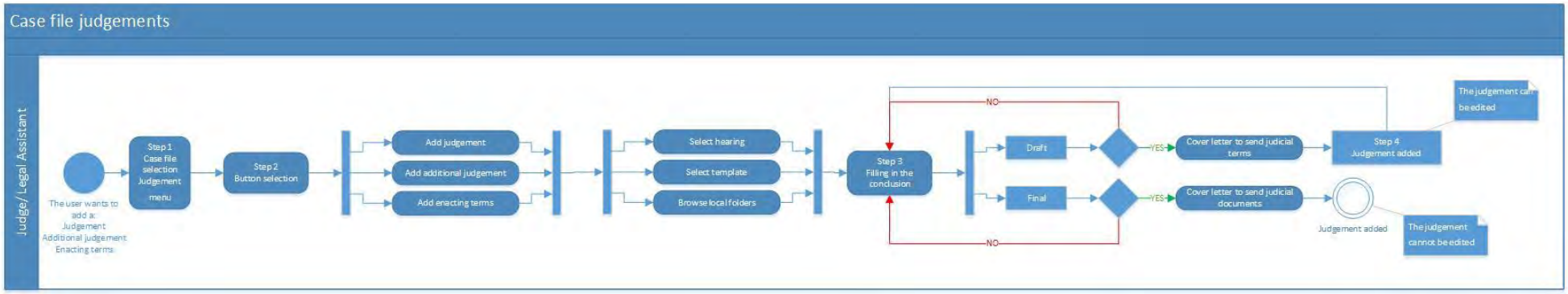
<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, court, petitioner, defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1’</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>Author</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>application.</td></tr>
</table>
</td><td></td></tr>
<tr><td></td><td>Step 2’</td><td>Select Add button ABSTENTION</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse</td></tr>
</table>
</td><td>Chairman</td></tr>
</table>

						the challenge	
			Challenges/Abstentions	Author	GA	Generated text field; user name of the person who entered the application.	
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1 / 1'				Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge
6	Decision point	Save data? YES – Draft	If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted The system will issue a notification to flow actors.				Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge

9. Judgements Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement or enacting terms	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Select the desired button	The user will click one of the buttons • Add judgement • Add judgement	Judge, Legal Assistant, Clerk to the

<table>
<tr>
<td></td>
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<td>

- Add enacting terms

on pages to register a new judgement/additional judgement/enacting term. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr>
<tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr>
<tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr>
</table>

</td>
<td>Court</td>
</tr>
<tr>
<td>4</td>
<td>Step 3</td>
<td>Judgement/enacting terms fill-in</td>
<td>

The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

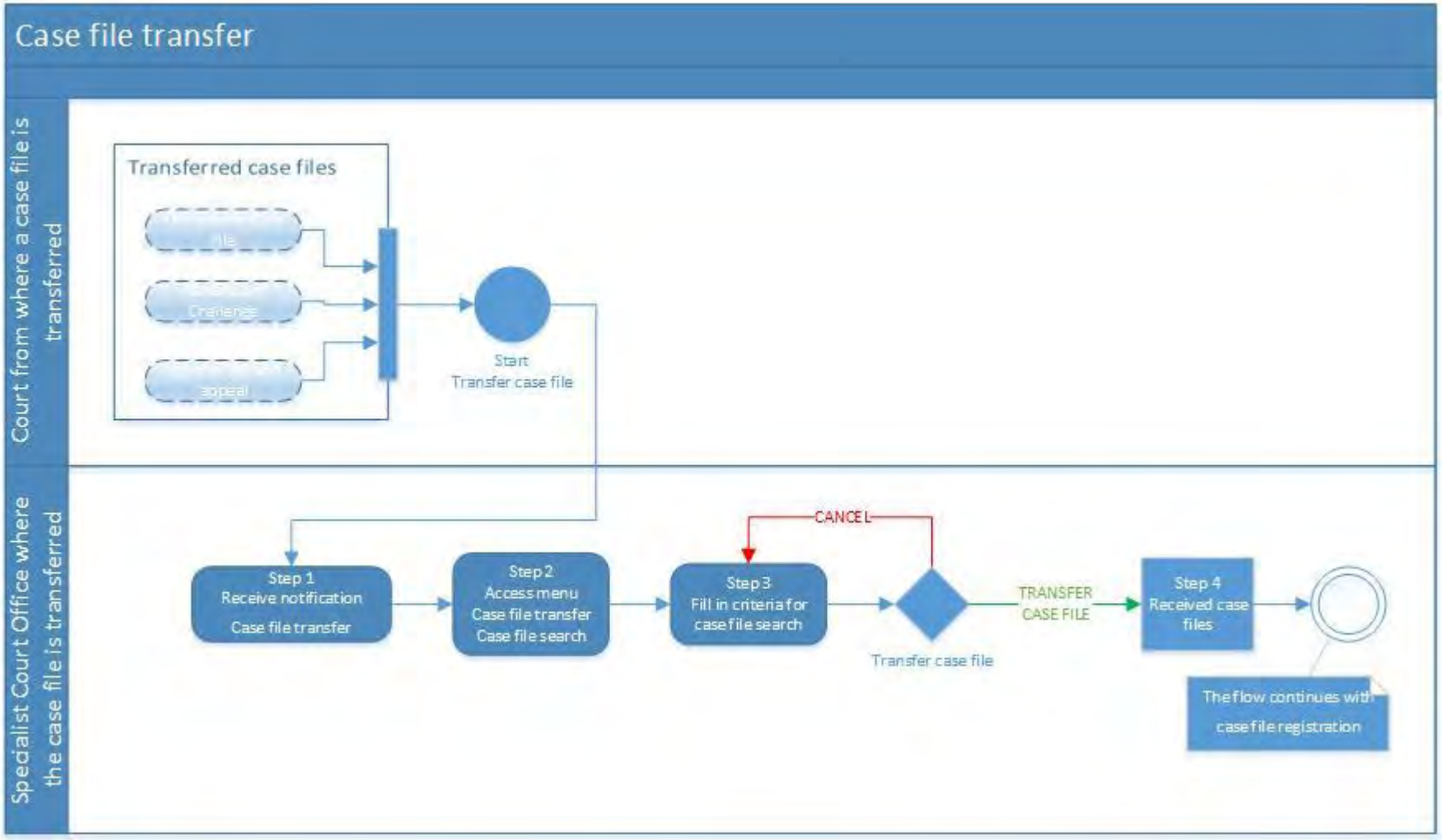
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judgements</td><td>The action value</td><td>OB</td><td>Numeric field to fill in the value of the state tax specific for rhe action</td></tr>
<tr><td>Judgements</td><td>State tax applied after a judgement rendering</td><td>CO</td><td>Check mark field, selected if state tax will be applied after a judgement rendering.</td></tr>
<tr><td>Judgements</td><td>State tax applied after a</td><td>CO</td><td>Numerical field to fill in the state tax collected after a judgement was rendered if the check</td></tr>
</table>

</td>
<td>Judge, Legal Assistant, Clerk to the Court</td>
</tr>
</table>

				judgement rendering		mark was selected	
			Judgements	Additional state tax collected	CO	Numerical field to enter the collected additional state tax	
			Judgements	Judgement issue date	OB	Calendar field, to select a judgement/enacting terms issue date	
5	Activity	Type of judgement/enacting terms	The user will select one of the 2 radio buttons - Draft or Final - to set the minutes' state after saving Selecting final will show a check mark box - Available for publishing. this is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.				Judge, Legal Assistant, Clerk to the Court
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Judge, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.				Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.				Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter for sending judicial papers	The user will click this button and the system will automatically generate the document called Cover letter for sending civil action papers that can be saved in electronic or printed form for a physical sending of a judgement.				Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted				Judge, Legal Assistant, Clerk to the Court

10. Case File Transfer Flow

Activity and Participant Chart

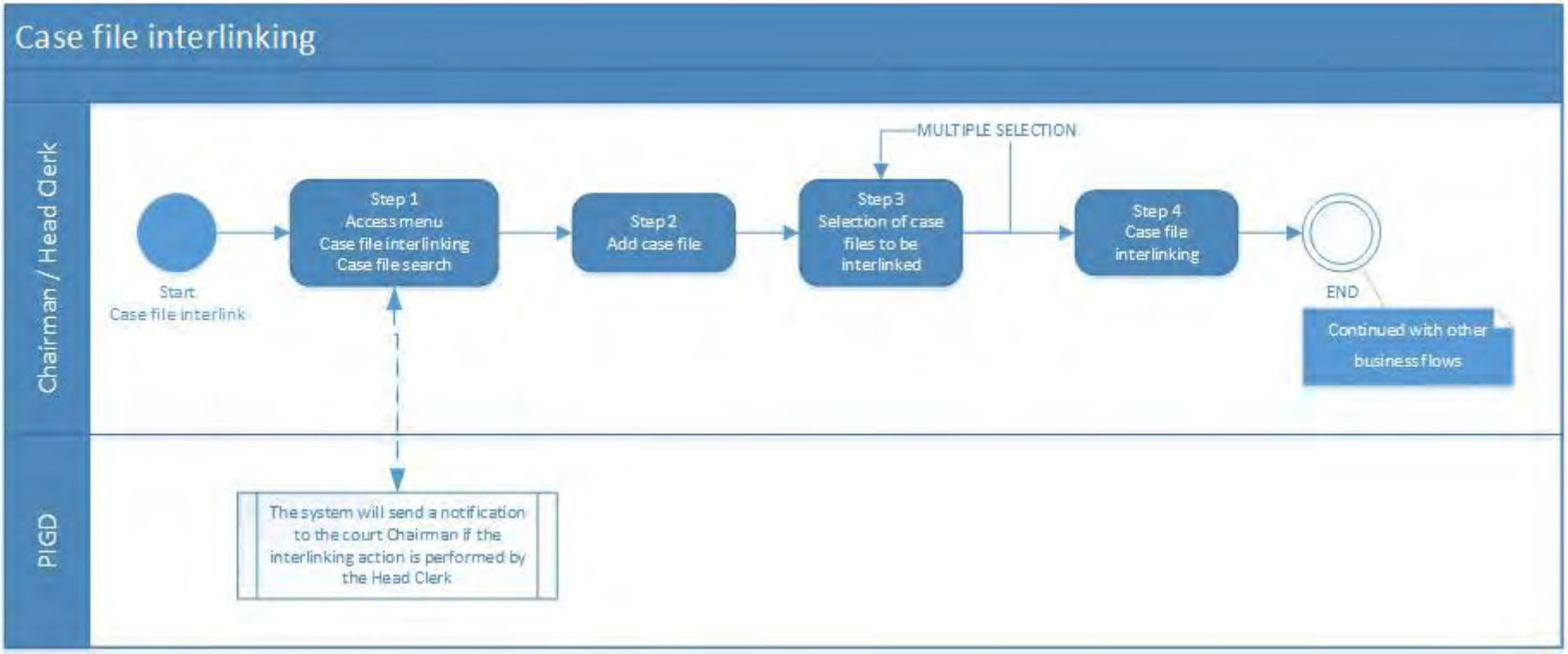


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the General data page	Office Specialist

11. Case files Interlink Flow

Activity and Participant Chart



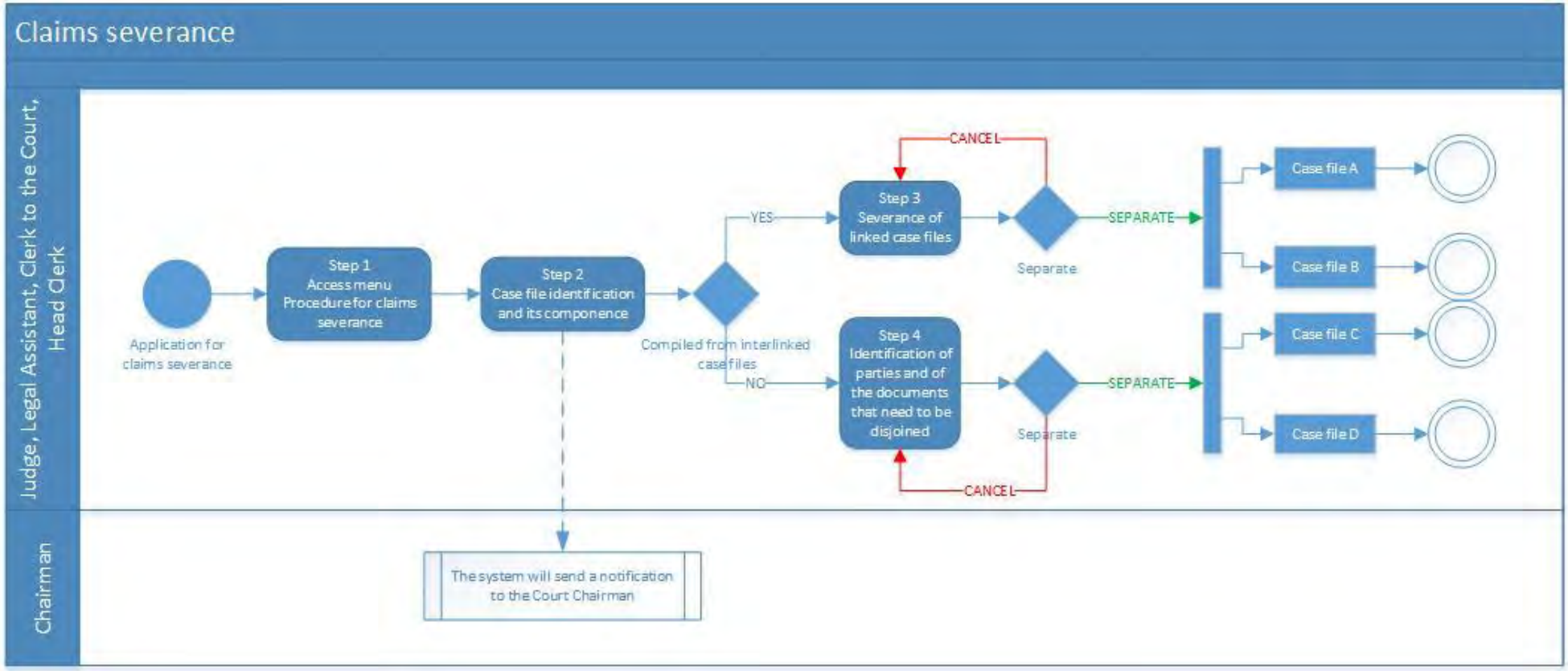
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several civil case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case Files Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system.	Chairman, Head clerk

12. Severance Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Severance	The user wants to disjoin a case file	Judge, Legal Assistant, Clerk to the Court, Head clerk
2	Step 1	Feature access	The user will access the Severance menu	Judge, Legal Assistant, Clerk to the Court, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type The system will make available for the user information related to a selected case file - if the file was previously compiled by interlinking several case files or it is a non-linked file in which parties wish to disjoin the case. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head clerk
4	Decision point	Case file type	The user will identify the type of case file for which case severance will be performed • Interlinked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head clerk
5	Step 3	Severance of	The user will click the Severance button and the system will unlink case files that form the case file	Judge, Legal

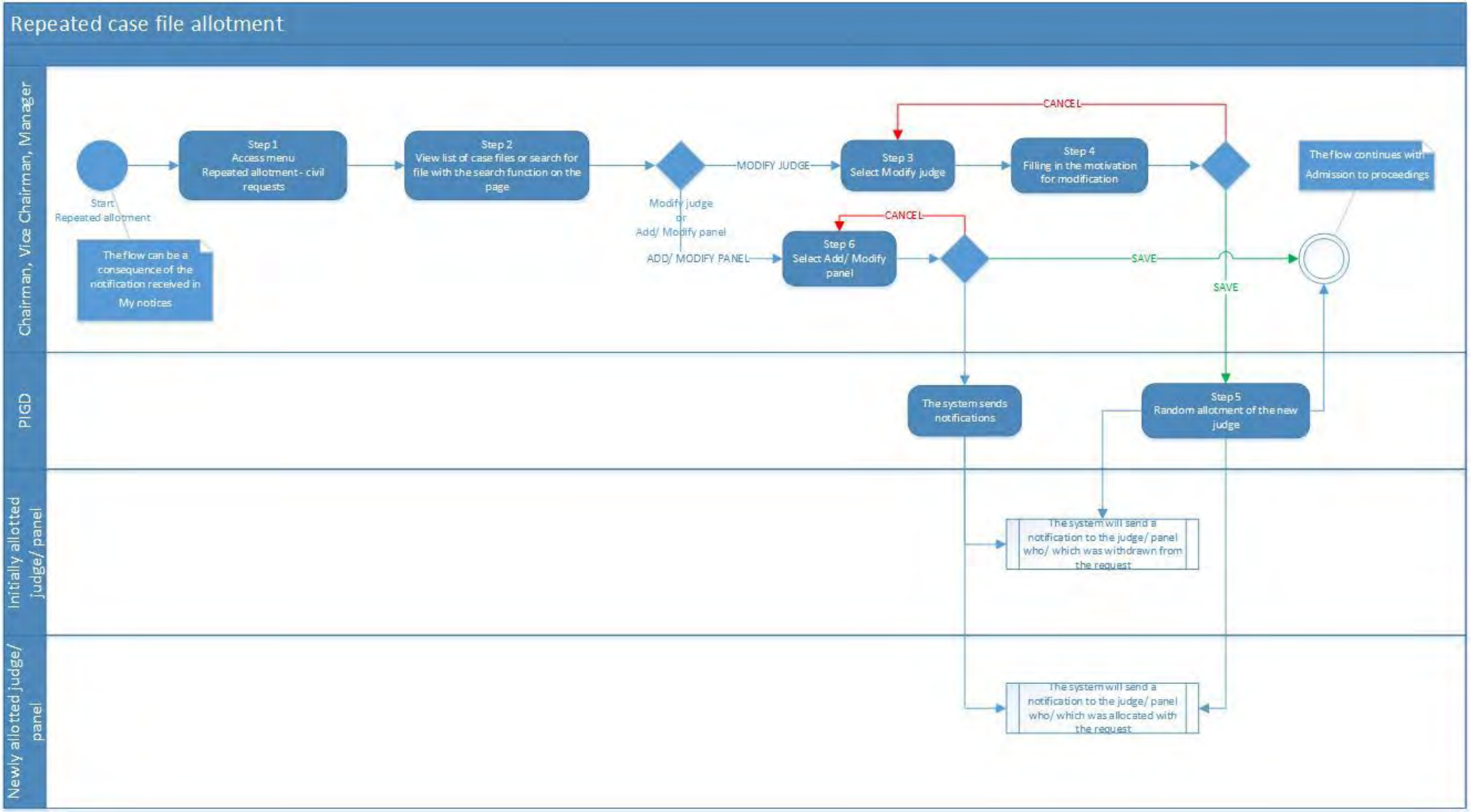
		interlinked file	submitted for claims severance, resulting the case files that were initially linked. Each of the resulted case files will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single file. The user will then have a possibility to delete irrelevant documents from each case file.	Assistant, Clerk to the Court, Head clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for severance:
			• Participants
			• Group
			  ○ Main
			  ○ Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform a case file severance to two or several case files according to the choices made.
			The user will be able to assign one of the resulted case files as "Main case file" - it will keep its initial number.
			The remaining resulted case files will take on new numbers assigned by the system, but they can always be referred back to the initial case file.
			Each of the resulted case files will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each case file.
				Judge, Legal Assistant, Clerk to the Court, Head clerk

7		Case files resulted from severance	A number of case files will result from a case severance.	

13. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted judge/ panel
Newly allotted judge/ panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu
Repeated allotment - civil requests
Step 2
View list of case files or search for file with the search function on the page
Modify judge
or
Add/ Modify panel
MODIFY JUDGE
ADD/ MODIFY PANEL
Step 3
Select Modify judge
Step 4
Filling in the motivation for modification
CANCEL
Step 6
Select Add/ Modify panel
CANCEL
SAVE
SAVE
The flow continues with Admission to proceedings
The system sends notifications
Step 5
Random allotment of the new judge
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - civil case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files”; “Repeated allotment – contravention case files”; • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Refused; Concluded; Interlinked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

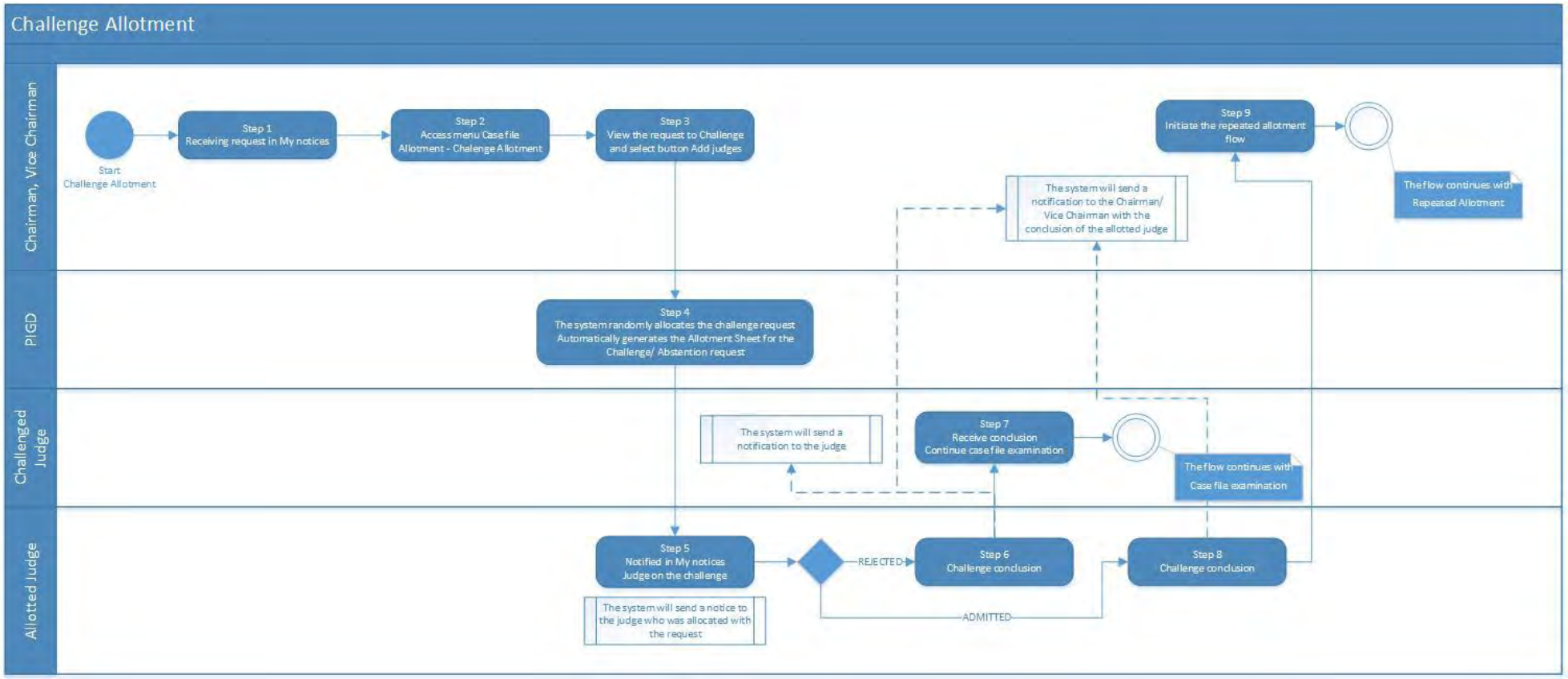
			• State a period for archiving the document ("archiving date" - (select day, month and year); • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge or Add/Change panel	The user will select the operation he/she wants to perform from a case file list • Change judge • Add panel • Change panel	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, upload the conclusion for the reassignment to another judge click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	The user will save the repeated allotment	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge. The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	PIGD
10	Step 6	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel	Chairman, Vice-Chairman,

			• Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "Repeated allotment - Appointed panel" - when changing panel members: In the new opened screen, view the list of judges who form the panel that examines a given case file. To change the list of judges, use buttons: • "Add" – button to change a judge; • "Remove" – button to delete a judge; • "Change" – button to change a judge; • "All" – button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, upload the confirmatory document which motivates the change/add/remove action, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the Case file – Case allotment.	Manager
11	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
12	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
13	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices")	PIGD

			Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	

14. Challenge Allotment Flow

Activity and Participant Chart



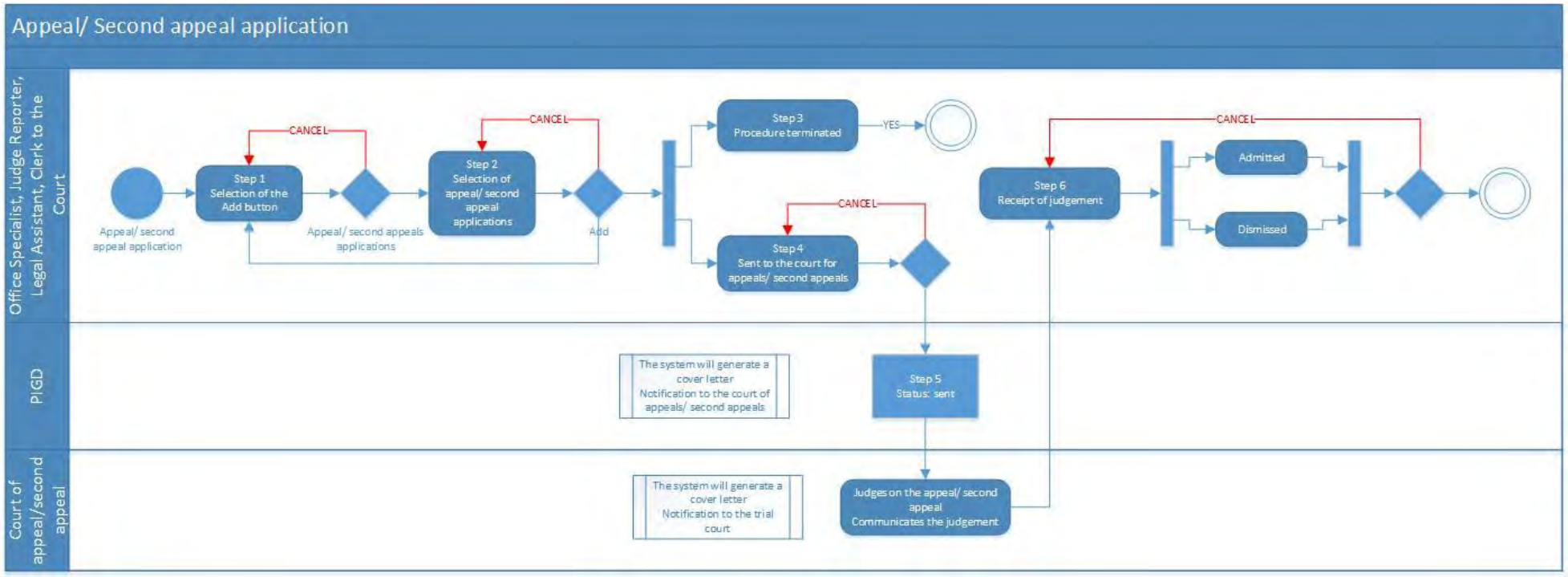
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	PIGD
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Receipt of conclusion	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

15. Appeal/Second Appeal Application Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor

<table>
<tr><td>1</td><td></td><td>Submission of appeal/second appeal applications</td><td>The user receives an appeal/second appeal application</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Means of appeal menu
In the Means of appeal screen, the user will click the Add button. This will enable the Appeal/Second appeal application option (step 2). After having saved the information entered in the 2nd step, fields in this screen will become editable.
They are:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Submitted Appeal/Second Appeal Application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application is created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered by</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Sent to a court of appeals/second</td><td>CO</td><td>Radio button; selected when an application was sent to a higher court</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

				appeals			
			Means of appeal	Ceased procedure	CO	Radio button; selected when a procedure is ceased	
			Means of appeal	Court of appeals/second appeals	CO	Pre-populated list with courts of appeals, mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent to	CO	Calendar field, date when an application was sent; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent by	CO	Text field, how an application was sent (e.g. by courier etc.); mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Cover letter	OP	Generates a cover letter	
			Means of appeal	Comments on the judgement	OP	Text field; type a text for commenting on a judgement from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Judgement received on	CO	Calendar field; date when an application was received back from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Examination results	CO	Radio button - Admitted / Dismissed The result for an appeal/second appeal application; mandatory after having selected as sent to a court of appeals/second appeals	
3	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 2</td><td>Add application</td><td>The user will access the feature Appeal/Second appeal applications and a new screen will open and the following data will be entered:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Type of application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Appellant/Plaintiff in appeal</td><td>OB</td><td>Pre-populated list field with parties to a case file. To select a value.</td></tr>
<tr><td>Means of appeal</td><td>Respondent in appeal</td><td>OB</td><td>Text field</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered by</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Reason</td><td>OB</td><td>Text field; type a text for reasons of an appeal/second appeal application;</td></tr>
<tr><td>Means of appeal</td><td>Evidence</td><td>OB</td><td>Text field; form the list of evidence attached to an appeal/second appeal application</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

						(Name, Description of evidence);	
			Means of appeal	Request	OB	Text field; type a text for the request stated in an appeal/second appeal application;	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is saved				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
8	Step 3	Ceased procedure	The button for ceased procedure is selected (see step 1) and the flow is terminated				Office Specialist, Judge Reporter, Legal Assistant,

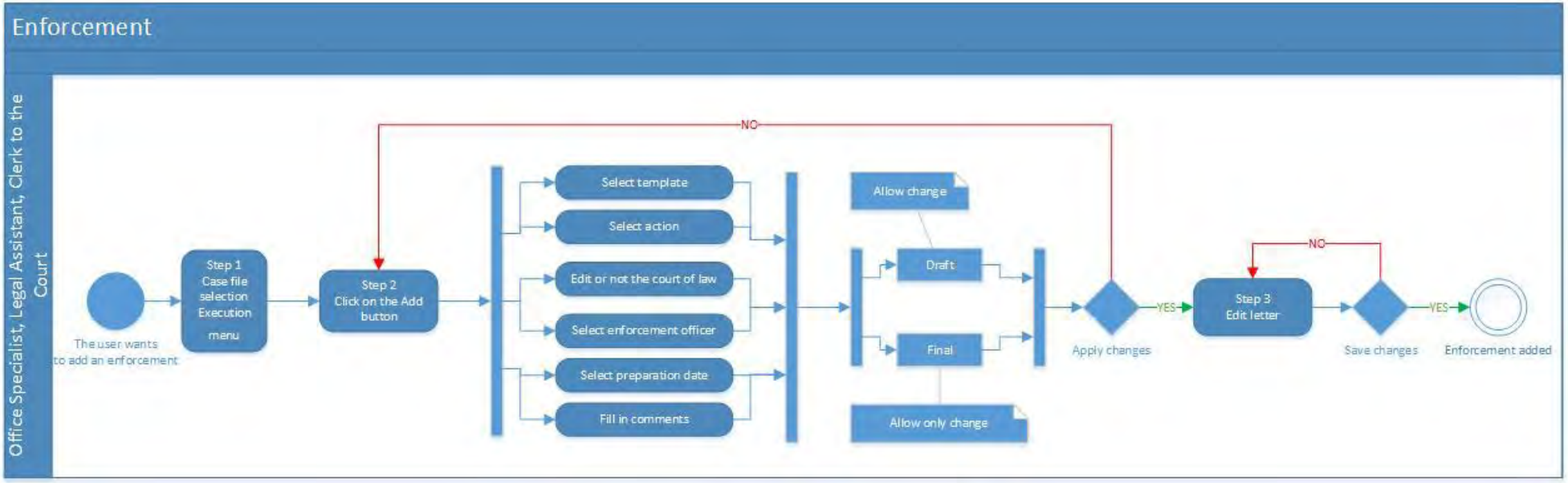
				Clerk to the Court
9	Step 4	Sent to a higher court	Some of the fields described under step 1 are filled in. Sent to a court of appeals/second appeals is selected.	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
10	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
11	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is sent	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
12		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
13	Step 5		The system will change the status to Sent.	PIGD

14	Activity	Judgement on appeal	A higher court judges the appeal/second appeal	Court of appeals/second appeals
15	Step 6	Judgement reception	The user receives a judgement from a higher court related to the action of appeal/second appeal and some of the fields described under step 1 are filled in. • Comments on the judgement • Judgement received on • Examination results	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court

The new application will consider a streamlining of steps in the appeal/second appeal flow and a redesign of the graphical interface and of the data items to be comprised - i.e. as many as possible information elements in a single display.

16. Enforcement Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add enforcement	The user wants to add an enforcement	Office Specialist, Legal Assistant,

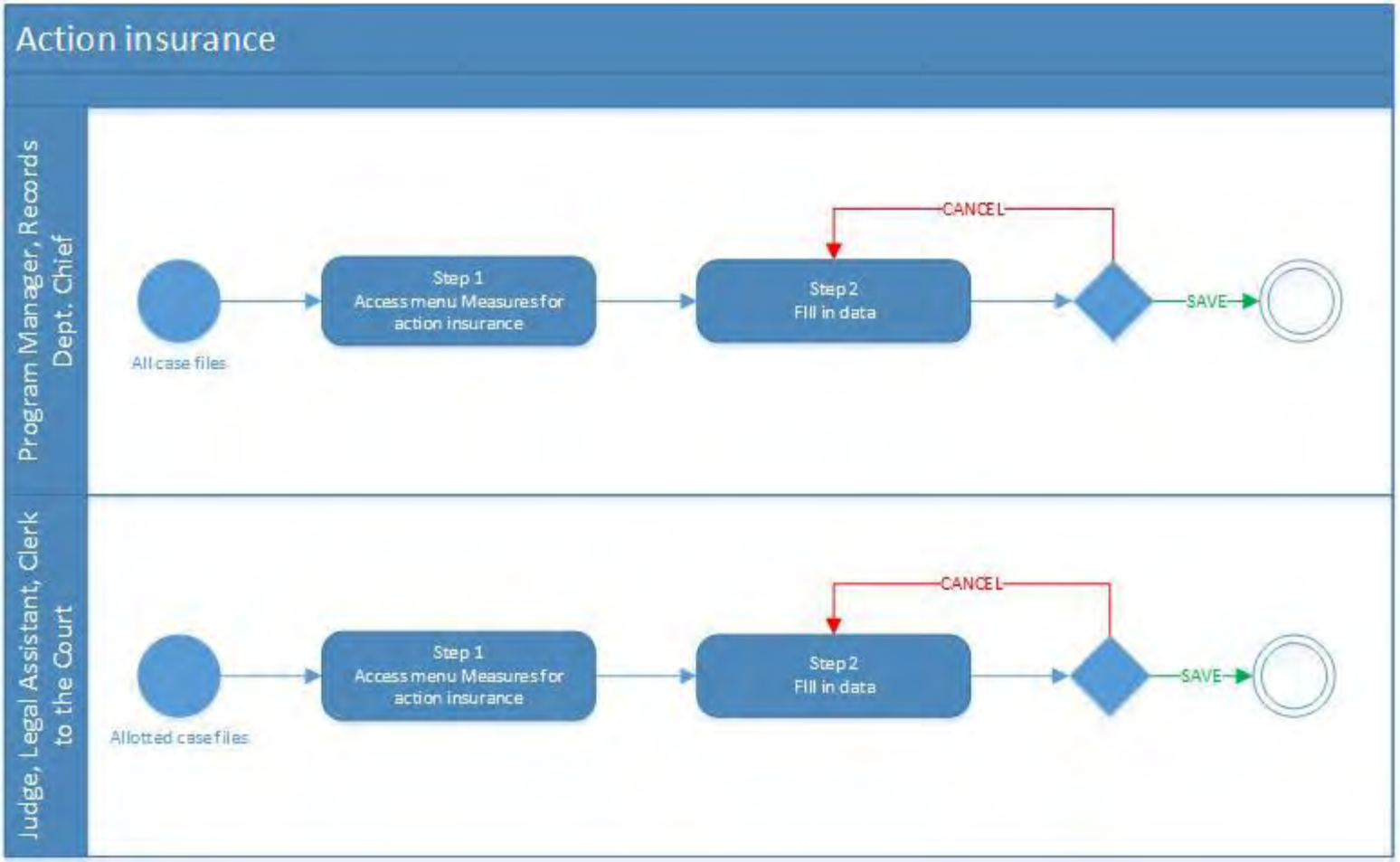
<table>
<tr><td></td><td></td><td></td><td></td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Enforcement menu</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to record a new enforcement. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Enforcement</td><td>Select template</td><td>OB</td><td>Pre-populated list field; select from the "Choose template" drop-down list (Civil, Criminal or Contravention, depending on case file type) - Cover letter for sending judicial papers;</td></tr>
<tr><td>Enforcement</td><td>Action</td><td>OB</td><td>Pre-populated list field; select from the "Action" drop-down list (Unknown; Sent; Suspended; Amended; Enforced; Returned)</td></tr>
<tr><td>Enforcement</td><td>Court</td><td>OB</td><td>Pre-populated list field; type on the line of "Court" option the name of the court that issued the judgement;</td></tr>
<tr><td>Enforcement</td><td>Enforcement officer</td><td>OB</td><td>Pre-populated list field; select for the "Enforcement officer" option the name of the enforcement officer to whom a judgement is sent for enforcement [Enforcement officer, Probation office, Prison, Civil Status Office];</td></tr>
<tr><td>Enforcement</td><td>Prepared on</td><td>OB</td><td>Calendar field; select/type under the "Preparation date" option the date when the enforcement order/enacting terms of a</td></tr>
</table></td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>judgement was/were prepared;</td></tr>
<tr><td>Enforcement</td><td>Prepared by</td><td>GA</td><td>Text field, pre-populated; in the line of option "Prepared by", the program will indicate by default the first and last name of the program user who recorded the information related to an enforcement of the judgement;</td></tr>
<tr><td>Enforcement</td><td>Comments</td><td>OP</td><td>Text field; the "Comments" box will be filled in with the text of additional comments on the enforcement action;</td></tr>
<tr><td>Enforcement</td><td>Status</td><td>OB</td><td>Radio buttons; Check radio options for the document "Draft" or "Final";
The Final option will not allow a future edit of the document</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Apply changes?
NO</td><td>If the user does not click the Apply changes button, then none of the checked options will be effective</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Decision point</td><td>Apply changes?
YES</td><td>If the user clicks the Apply changes button, then changes will be applied to the edit area</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>6</td><td>Step 3</td><td>Edit enforcement</td><td>The user will edit in the special area the contents of the enforcement document</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>7</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1</td><td>Office Specialist,</td></tr>
</table>

				Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the enforcement will be saved and it will show on the list.	Office Specialist, Legal Assistant, Clerk to the Court
9	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the enforcement will be saved and it will show on the list without a possibility for further editing.	Office Specialist, Legal Assistant, Clerk to the Court
10		Saved enforcement	The enforcement is saved in the system. After having saved entered data, a list of enforcements already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Legal Assistant, Clerk to the Court

17. Action Insurance Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered;</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance, the conclusion will be uploaded</td></tr>
<tr><td>Action</td><td>Examination</td><td>OB</td><td>Pre-populated list; to select the result of the</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

			insurance measures	results		examination on the action insurance measure	
			Action insurance measures	Applied bail	OP	Check mark; to select if bail applies;	
			Action insurance measures	Challenged	OP	Radio buttons; to select "Admitted" or "Dismissed";	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.				Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.				Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted				Chairman, Office Specialist

No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu	Judge, Legal Assistant,

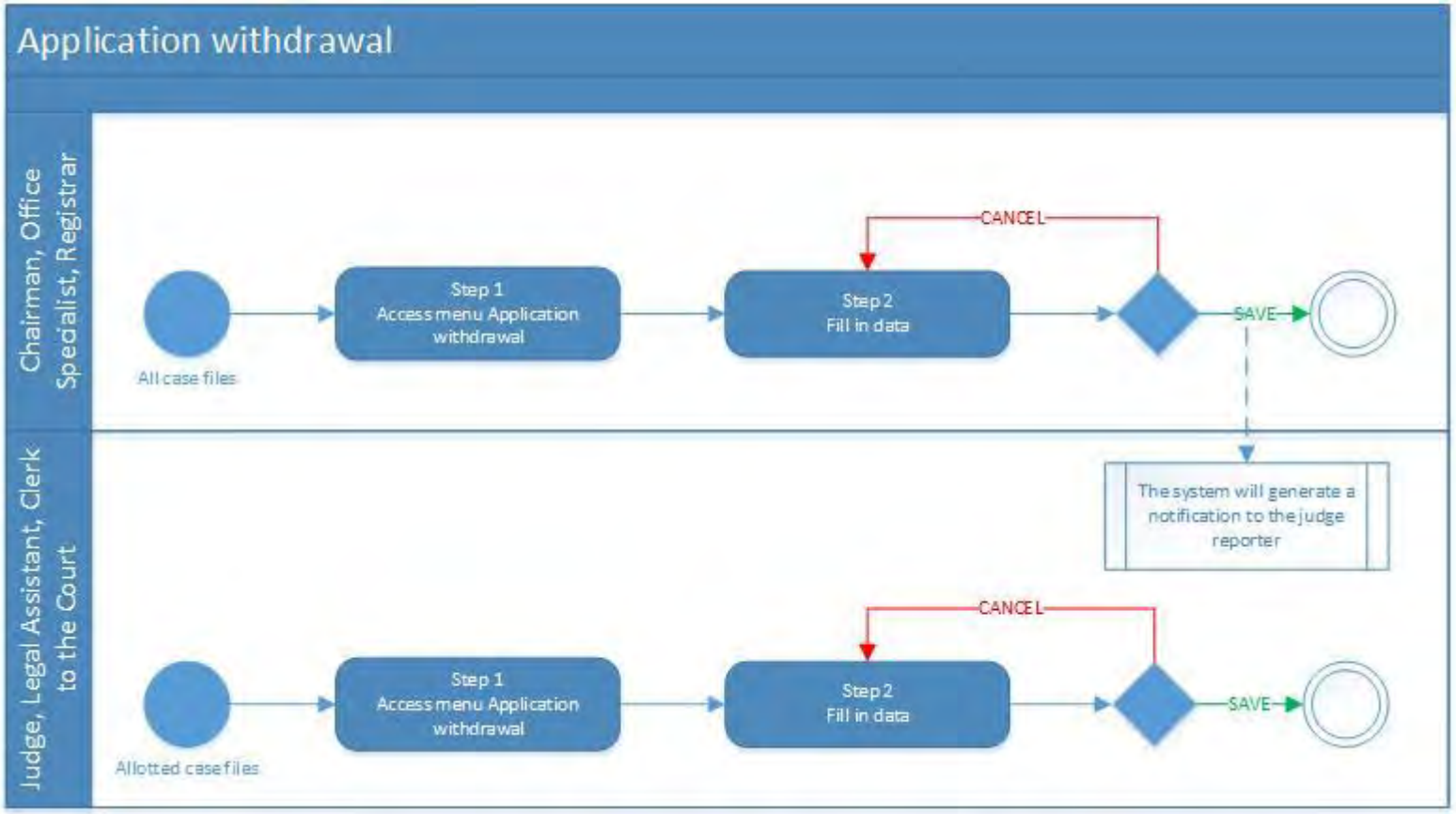
				Clerk to the Court
3	Step 2	Select the Add button	The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Judge, Legal Assistant, Clerk to the Court

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Action insurance measures	Registration date	OB	Calendar field; to enter the date when the information on action insurance measures was registered;
Action insurance measures	Participant	OB	Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;
Action insurance measures	Type of measure	OB	Pre-populated list field; to select the type of action insurance measure from given options;
Action insurance measures	Conclusion date	OB	Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance, the conclusion will be uploaded
Action insurance measures	Examination results	OB	Pre-populated list; to select the result of the examination on the action insurance measure
Action insurance measures	Applied bail	OP	Check mark; to select if bail applies;
Action insurance measures	Challenged	OP	Radio buttons; to select "Admitted" or "Dismissed";

4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

18. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			submitted the withdrawal application	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

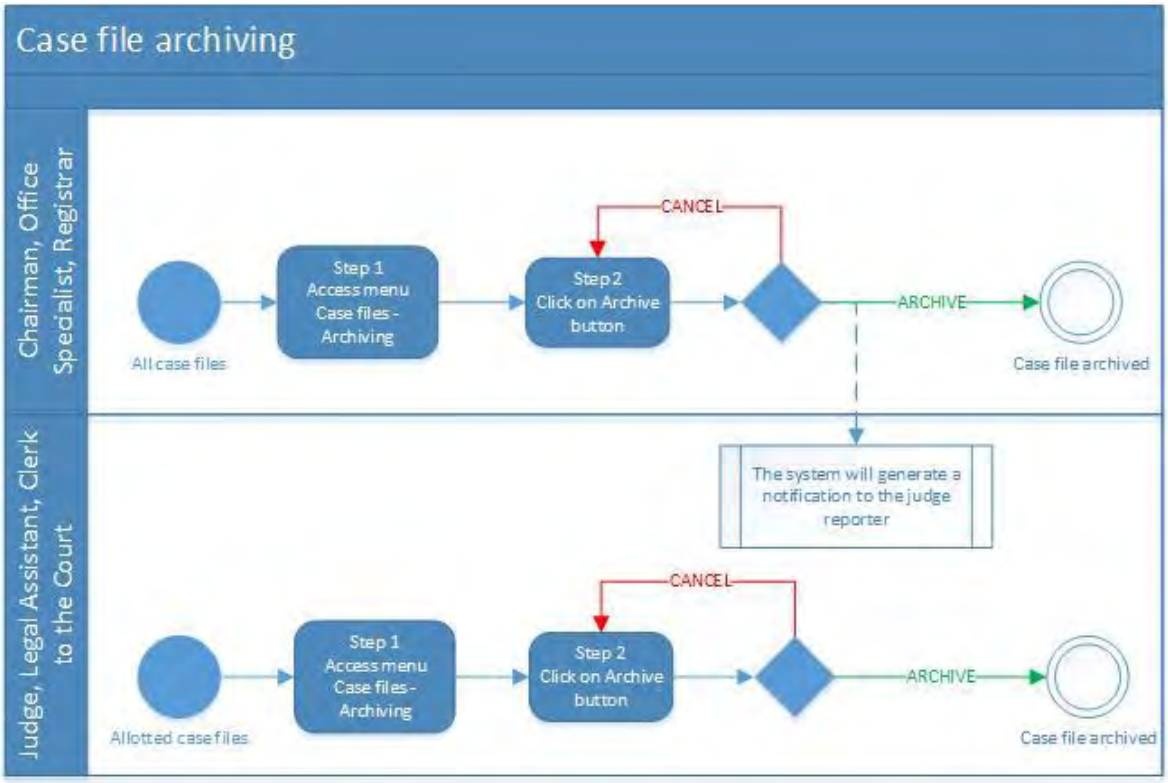
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

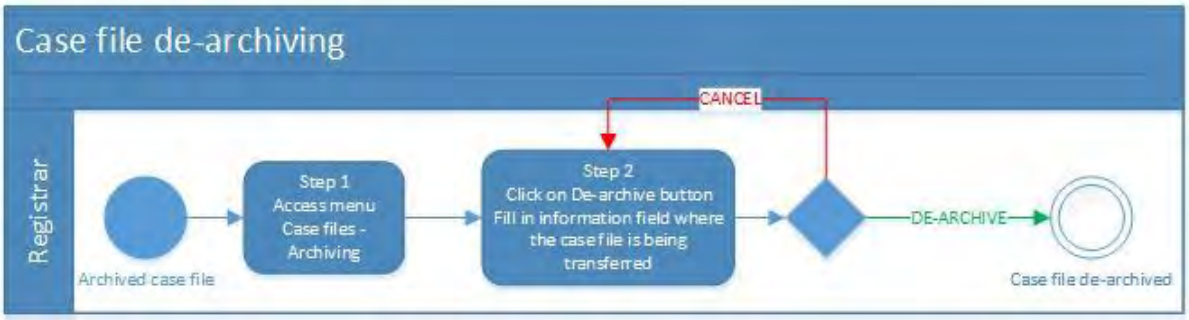
Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

19. Case file archiving flow

Activity and Participant Chart





Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For allotted case files	Judge, Legal Assistant, Clerk to the

				Court
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	**Step, activity, process**	**Name**	**Description**	**Actor**
1		Extract case file from archives	The user wants to extract a case file from archives For all case files	Registrar
2	Step 1	Case file Selection	The user will access the Case files - Extraction from archives menu, will use the search feature or will select directly the case file wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the case file wanted to be extracted. A series of fields will be enabled and they must be filled in: **Submenu** | **Field name** | **Mandatory (OB) Optional (OP) Conditional** | **Description**	Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td>(CO)
Generated /
automatic (GA)</td><td></td></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td colspan="2">The extraction from archives operation is discontinued.</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td colspan="2">The case file is extracted from archives. Its status is set to the one right before being committed to archives.</td><td>Registrar</td></tr>
</table>

2.3 Operational flows for civil case files before the Court of Appeals

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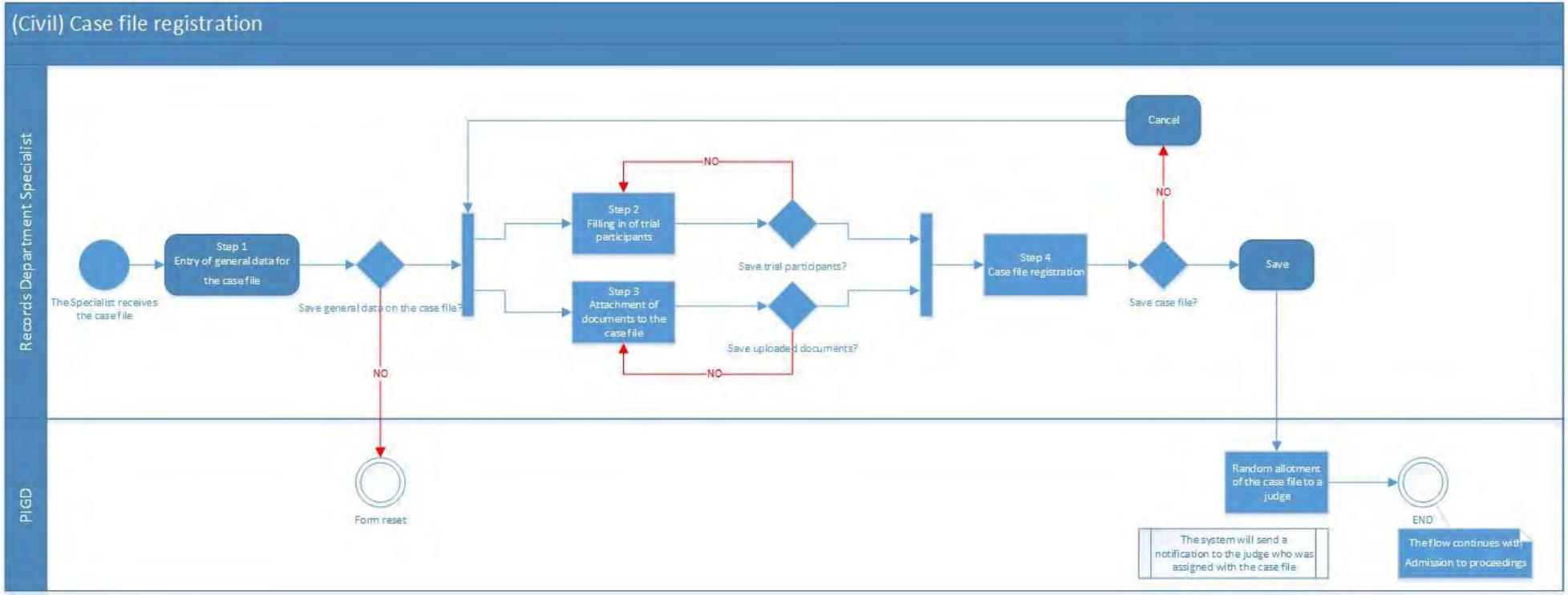
1. Case file Registration Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a civil case</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ICMS</td><td>The Office Specialist will access the menu Case Files – New Civil Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date, can be edited. To enter the date when a case file is created.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in the Examination procedure.
Selecting value 2i (if available) will lead to an ability to view and the enabling of check mark</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

							Examined by the same judge		
				General data	Confidential data	OP	Check mark. Such a selection will indicate whether there are confidential data on file. Can be selected as default depending on the choice made for the main group.		
				General data	Received case file	OB	Selection from a pre-set list. Selection of certain values will lead to an ability to view and the enabling of check mark Examined by the same judge.		
				General data	Examined by the same judge / panel	OP	Check mark; viewed depending on selections made in previous data fields. It is specific to insolvency case files. A check mark on this will allow an ability to view and the enabling of the field: Case file in ICMS		
				General data	Case file in ICMS	CO	Text field, editable, allows to fill in the number and the name of a previous case file. Can be viewed and it is enabled when the option Examined by the same judge is checked. VA present and a choice feature (browse). The selection will open a new screen with All case files and a filter/search feature. After identifying a case file, the user will click choose and its data will be populated in the field Case file in ICMS. The software application will also import the data • Trial participants • Documents		
				General data	Application submitted by	OB	Selection from a pre-set list.		
				General data	Main group	OB	SC will access an exhaustive pre-set list of civil cases from which to choose a case. This will have the highest level of complexity for the processed file.		
				General data	Secondary groups	OP	SC will access an exhaustive pre-set list of civil cases from which to choose one or several cases that are complementary to the first selected case.		

						These will have a lower level of complexity than the main group.	
			General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file	
			General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application	
			General data	Annexes		Blank text field in which SC will list documents attached to the case file.	
			General data	Case file status	GA	Non-editable field, it shows case file status	
			General data	Case file reinception	OP	Button, the feature allows the user to change a case file status to the one right before accessing the feature.	
			General data	State tax to pay	GA	A value automatically computed by the system which will show the state tax amount to be paid	
			General data	State tax (MDL)	CO	Numerical field in which SC will manually enter the state tax amount paid by the person initiating a case file. The mandatory nature of filling in the field depends on the tax amount pursuant to State tax to pay and the Exemptions field	
			General data	Exemptions	OB	List with pre-set values, the first value "unknown" is set as default.	
			General data	Comments	OP	Blank text field in which comments on the initiated case file can be entered.	
			General data	Incompatible judges	OP	A list will appear with all the judges of the court where a case file is opened and judges incompatible with the case file can be selected.	
3	Decision point	Save data?	SC will be able to select either • Save or • Cancel in the page footer				Office Specialist (SC)

<table>
<tr><td></td><td></td><td></td><td>If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td></td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial participants</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will choose a participant’s capacity (e.g. plaintiff, defendant etc.) in the case file</td></tr>
<tr><td>Trial participants</td><td>Search button</td><td>OP</td><td>Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.</td></tr>
<tr><td>Trial participants</td><td>TIN</td><td>CO</td><td>Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the case file</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

				Trial participants	Last name	OB	Text field, to be filled in with the person's last name	
				Trial participants	First name	OB	Text field, to be filled in with the person's first name	
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual	
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth	
				Trial participants	Gender	OB	Pre-set M and F list; selection from list	
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen	
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	
				Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled	
				Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in	
				Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in	
				Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in	
				Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in	
				Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in	

Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in
Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in
Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in
Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

- Legal entity

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are

							already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.	
				Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the case file	
				Trial participants	Last name	OB	Text field; to enter the name of a legal entity	
				Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity	
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad	
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	
				Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled	
				Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in	
				Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in	
				Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in	

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Trial participants</td><td>Phone</td><td>OP</td><td>Text field; to enter the phone number of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Mobile phone</td><td>OP</td><td>Text field; to enter the mobile phone number of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>E-mail</td><td>CO</td><td>Text field; to enter the e-mail address of a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Additional address</td><td>OP</td><td>Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in</td></tr>
<tr><td>Trial participants</td><td>Comments</td><td>OP</td><td>Text field; comments can be entered</td></tr>
</table>

If the option Examined by the same judge was selected in previous steps and a case file existent in ICMS was nominated, this information (Trial participants) will be pre-populated, but editable.

The system will provide the possibility of integration with other external information systems – e.g. Population Records – for a maximum utility.
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list is viewed in the same screen with participants already entered in the system for the case. The system will provide the possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:</td><td>Office Specialist (SC)</td></tr>
</table>

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Documents	Name	CO	Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.
Documents	Name	OB	Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.
Documents	Merits	OB	Text field, short description of document
Documents	Author	OB	Text field, to indicate the author of a loaded document. There will also be a possibility to view registered participants as parties to this application and to select them as authors.
Documents	Registered on	OB	Calendar feature, to select the date when the document was recorded
Documents	Prepared on	OP	Calendar feature, to select the date when the document was created
Documents	Protocol no.	OB	Alphanumerical field, to register the document protocol number
Documents	Issuing body	OP	Text field, to fill in the name of a body or institution that issued the document
Documents	Document number	OB	Alphanumerical field, to register the document entry number, as per the incoming registry
Documents	Language	OB	List of pre-set values, SC will choose one of the possible values
Documents	Incoming internal reference	GA	Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.

If the option Examined by the same judge was selected in previous steps and a case file existent in ICMS was nominated, this information (Documents) will be pre-populated, but editable.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide the possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow will be resumed from step 3.</td><td>Office Specialist (SC)</td></tr>
<tr><td>10</td><td>Step 4</td><td>Application registration</td><td>SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the case file. Editable elements are:
• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court as per the Case Files Input Register, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the applications to be recorded in ICMS
• Registration date – calendar feature, SC will select the date when an application is registered
• Name – text field pre-populated by an aggregation of names of the first plaintiff and of the first defendant. This field can be edited and thus the name of the application can be changed
Information elements (view):
• Case file type
• Case file index
• Received case file
• Review
• Reference number
• Name</td><td>Office Specialist (SC)</td></tr>
</table>

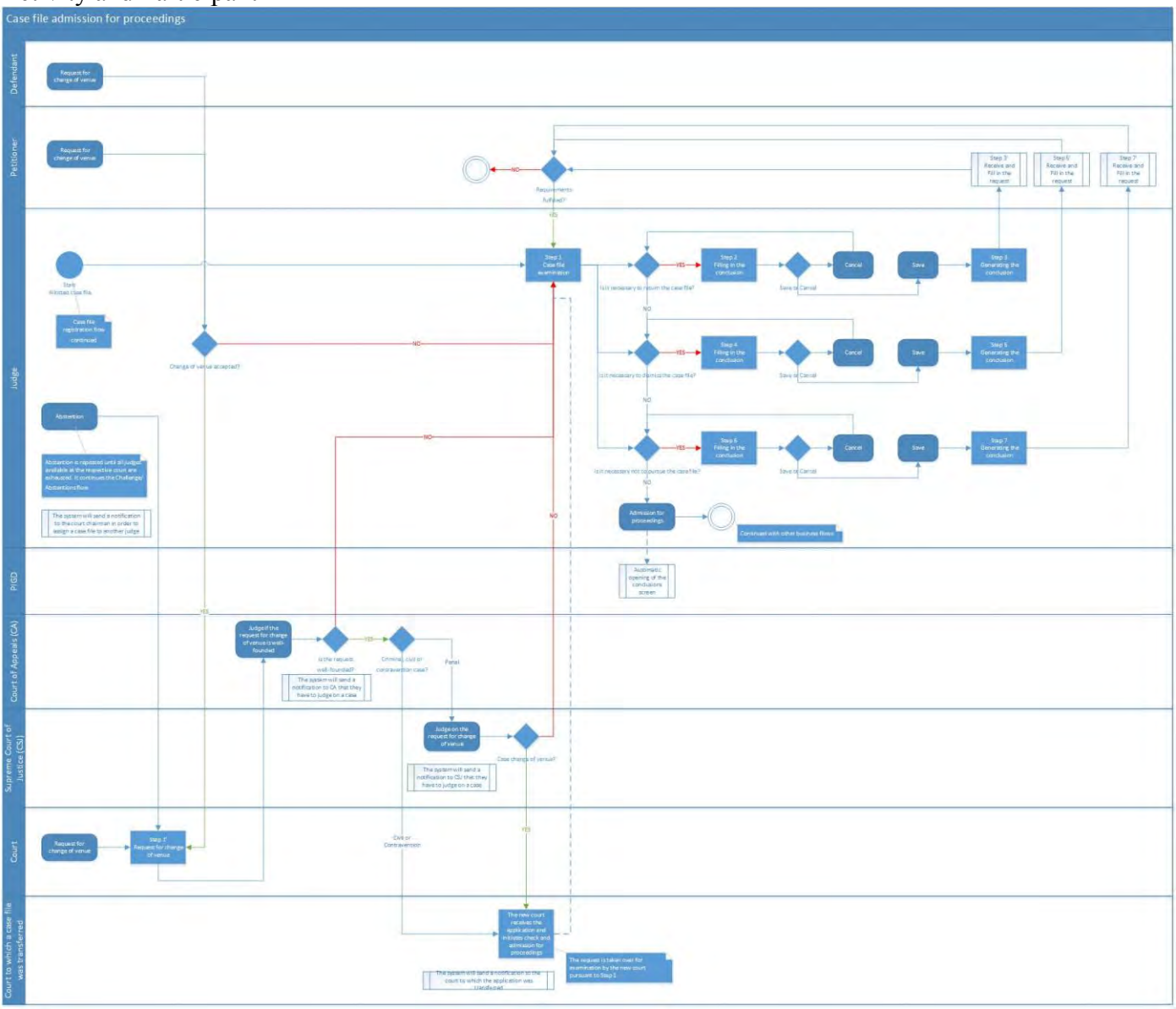
			• Group
			• Merits of the case
			• State tax (MDL)
			• Participants
			  ○ Type
			  ○ Last name
			  ○ Date of birth
			  ○ Address
			• Attached documents
			  ○ Document
			  ○ Name
			  ○ Merits
			  ○ Author
			  ○ Registered on
			  ○ Issuing body
			  ○ Document number
			  ○ Content type – original name of the loaded file
			  ○ Size – size in MB of the loaded document
			  ○ View – feature to view the file described above
			
			Moreover, the software application will make available the following operations by selecting the allotted button:
			• Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system
			• Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the file, trial participants. The template of this document will be loaded in the system
			• Record card – automatic generation of a standard PDF document called Civil case file statistical record card. The template of this document will be loaded in the system.	

11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist

				(SC)
13	Process	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ICMS
			The flow will continue with the Admission for proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant



Chart

Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file allotment</td><td>Case file registration flow continued. The judge who was allotted the file has been notified in My notices</td><td>ICMS</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case File Examination</td><td>The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>3</td><td>Decision point</td><td>Is it necessary to return the case file?
NO</td><td>The file will continue in flow</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>4</td><td>Decision point</td><td>Is it necessary to return the case file?
YES</td><td>In the screen Admitted for proceedings, the user will check the option Returned and a series of fields will be enabled for filling-in.</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>5</td><td>Step 2</td><td>Filling in the reason for return</td><td>In the screen Admitted for proceedings, the user will check the option Returned and the following fields will be enabled for filling-in.
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for Proceedings</td><td>Returned</td><td>CO</td><td>A check mark on Returned represents the user's choice to return a case file to the applicant pursuant to legal provisions</td></tr>
<tr><td>Admission for Proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a case file return was</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant</td></tr>
</table>

						decided.	
			Admission for Proceedings	Article	CO	List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is returned	
			Admission for Proceedings	Grounds	CO	Text field, mandatory if enabled. The user will have to enter in this field the grounds taken from the article selected as fundament for returning a case file	
6	Decision point	Save data? NO	If the user selects Cancel, then the flow will be resumed from the immediately previous step (step 1)				Judge (JUD) Legal Assistant
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to Returned • In the screen Admission for proceedings, a button for Cancel will be enabled, which allows an authorized user to change a case file status by going back to the immediately previous status				Judge (JUD) Legal Assistant
8	Step 3	Generation of conclusions	If the user saves the data by clicking the Save button, then: • the software application will automatically open the screen Conclusions to add a conclusion / reasons for return; here the software application will continue with the conclusions flow.				Judge (JUD) Legal Assistant
9	Step 3'	Conclusions receipt	The applicant will receive the conclusion and will have an option for appeal pursuant to legal provisions				Applicant
10	Decision point	Is it necessary to dismiss the case file? NO	The file will continue in flow				Judge (JUD) Legal Assistant
11	Decision point	Is it necessary to dismiss the case file? YES	In the screen Admitted for proceedings, the user will check the option Dismissed and a series of fields will be enabled for filling-in.				Judge (JUD) Legal Assistant
12	Step 4	Filling in the reason for	In the screen Admitted for proceedings, the user will check the option Dismissed and the following fields will be enabled for filling-in:				Judge (JUD) Legal

<table>
<tr><td></td><td></td><td>dismissal</td><td>
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Admission for Proceedings</td><td>Dismissed</td><td>CO</td><td>A check mark on Dismissed represents the user's choice to dismiss a case file to the applicant pursuant to legal provisions (e.g. the case file does not approach a civil case, there is another irrevocable judgement on the case).</td></tr>
<tr><td>Admission for Proceedings</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when the dismissal was decided.</td></tr>
<tr><td>Admission for Proceedings</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is dismissed</td></tr>
<tr><td>Admission for Proceedings</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will have to enter in this field the grounds taken from the article selected as fundament for dismissing a case file</td></tr>
</table>
</td><td>Assistant</td></tr>
<tr><td>13</td><td>Decision point</td><td>Save data?
NO</td><td colspan="2">If the user selects Cancel, then the flow will be resumed from the immediately previous step (step 1)</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>14</td><td>Decision point</td><td>Save data?
YES</td><td colspan="2">If the user saves the data by clicking the Save button, then:
• the application will change the case file status to Dismissed
• In the screen Admission for proceedings, a button for Cancel will be enabled, which allows an authorized user to change a case file status by going back to the immediately previous status</td><td>Judge (JUD)
Legal Assistant</td></tr>
<tr><td>15</td><td>Step 5</td><td>Generation of conclusions</td><td colspan="2">If the user saves the data by clicking the Save button, then:
• the software application will automatically open the screen Conclusions to add a conclusion / reasons for return; here the software application will continue with the conclusions flow.</td><td>Judge (JUD)
Legal Assistant</td></tr>
</table>

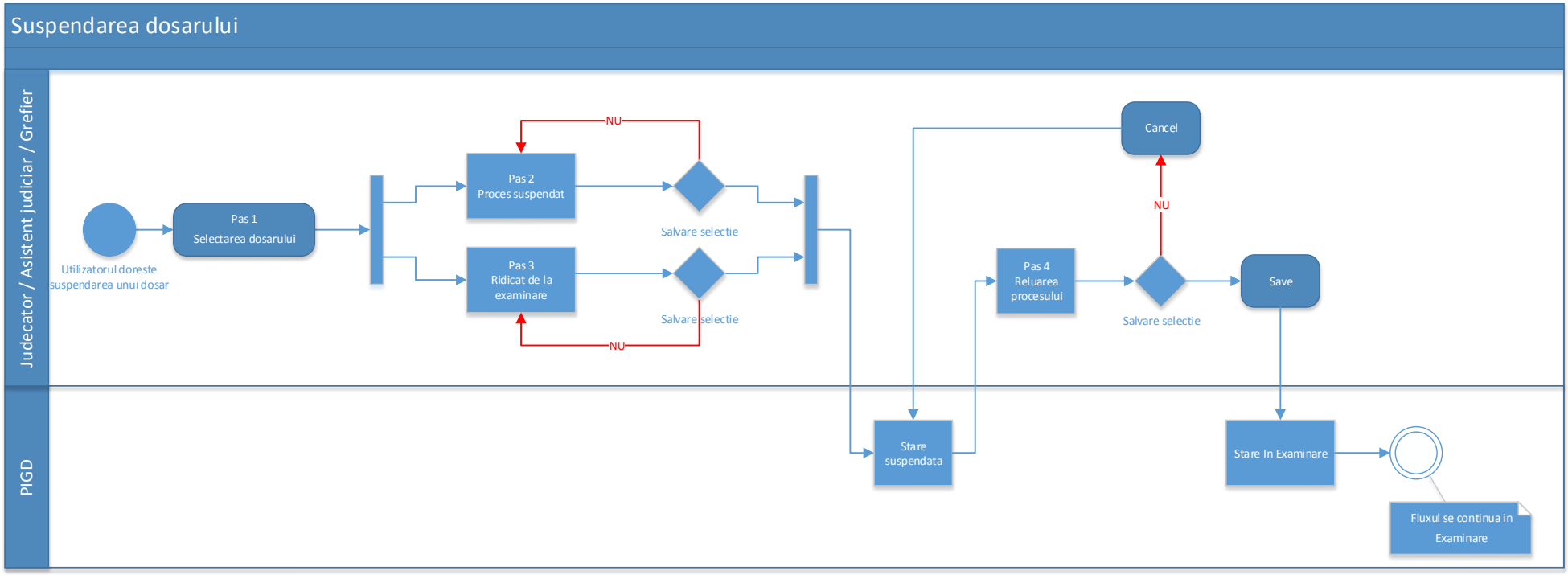
16	Step 5’	Conclusions receipt	The applicant will receive the conclusion and will have an option for appeal pursuant to legal provisions	Applicant
17	Decision point	Is it necessary not to prosecute the case? NO	The file will continue in flow	Judge (JUD) Legal Assistant
18	Decision point	Is it necessary not to prosecute the case? YES	In the screen Admitted for proceedings, the user will check the option Not prosecuted and a series of fields will be enabled for filling-in.	Judge (JUD) Legal Assistant
19	Step 6	Filling-in of a reason for non-prosecution	In the screen Admitted for proceedings, the user will check the option Not prosecuted and a series of fields will be enabled for filling-in: **Submenu** / **Field name** / **Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)** / **Description** Admission for Proceedings / Not prosecuted / CO / A check mark on Not prosecuted represents the user's choice to not prosecute a case file from an applicant pursuant to legal provisions (e.g. does not meet the requirements for form/content/state tax) Admission for Proceedings / Calendar / CO / Calendar field, mandatory if enabled. The user will select a date for when a case file was decided upon for non-prosecution. Admission for Proceedings / Article / CO / List of pre-set values, mandatory field if enabled. The user will select an article as fundament for not prosecuting a case file. Admission for Proceedings / Grounds / CO / Text field, mandatory if enabled. The user will have to enter in this field the grounds taken from the article selected as fundament for not prosecuting a case file.	Judge (JUD) Legal Assistant

20	Decision point	Save data? NO	If the user selects Cancel, then the flow will be resumed from the immediately previous step (step 1)	Judge (JUD) Legal Assistant
21	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change a case file status into Not prosecuted • In the screen Admission for proceedings, a button for Cancel will be enabled, which allows an authorized user to change a case file status by going back to the immediately previous status	Judge (JUD) Legal Assistant
22	Step 7	Generation of conclusions	If the user saves the data by clicking the Save button, then: • the software application will automatically open the screen Conclusions to add a conclusion / reasons for not taking action; here the software application will continue with the conclusions flow.	Judge (JUD) Legal Assistant
23	Step 7'	Conclusions receipt	The applicant will receive the conclusion and will have an option for appeal pursuant to legal provisions. If the applicant does not submit required documents / does not meet requirements set forth in a Conclusion, then the application is returned.	Applicant
24	Decision point	Admit for proceedings? YES	The user will admit for proceedings	Judge (JUD) Legal Assistant
25	Activity	Admission for Proceedings	The user will receive the case file for proceedings and will fill in the date of admission.	Judge (JUD) Legal Assistant
26	Activity	Request for change of venue	Submits applications for change of venue	Applicant, Respondent
27	Activity	Request for change of venue / Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
28	Decision point	Accept the application for change of venue? NO	If an application for change of venue is not accepted by the Judge, then the flow resumes from step 1 Application examination	JUD

29	Decision point	Accept the application for change of venue? YES	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD
30	Step 1'	Application for change of venue	The court where an application for change of venue was submitted will forward it to a higher court for settlement.	Court
31	Activity	Decides on a change of venue	CA receives the application for settlement and judges on the application for change of venue.	Court of Appeals (CA)
32	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
33	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
34	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
35	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
36	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
37	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
38	Decision point	Is the application well-founded? YES	CJS will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CSJ

3. Case file Suspension Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>The user wishes to suspend a case file following an intervention</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>A check mark on Suspended trial represents the user's choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

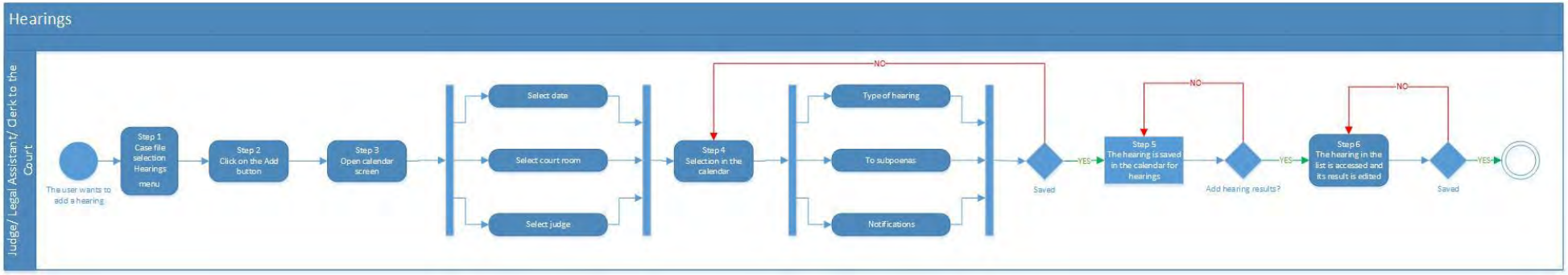
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>have to enter in this field the grounds taken from the article selected as the basis for suspending a case file</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from the same step (step 2)</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>If the user saves the data by clicking the Save button, then:
• the application will change the case file status to suspended

The user will draw up a conclusion.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>6</td><td>Activity</td><td>Status change</td><td>The system will change the case file status to suspended</td><td>ICMS</td></tr>
<tr><td>7</td><td>Step 3</td><td>Withdrawn from examination</td><td>The user will check the option Withdrawn from examination in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Withdrawn from examination</td><td>CO</td><td>A check mark on Withdrawn from examination represents a user's choice to withdraw a case file from examination pursuant to legal provisions.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a withdrawn from examination was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is withdrawn from examination</td></tr>
</table>
</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			Suspensions	Grounds	CO	Text field, mandatory if enabled. The user will have to enter in this field the grounds taken from the article selected as the fundament for withdrawing a case file from examination	
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 3)				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to suspended The user will draw up a conclusion.				Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to suspended				ICMS
11	Step 4	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.				Judge (JUD) Legal Assistant Clerk to the Court
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to examination The user will draw up a conclusion.				Judge (JUD) Legal Assistant Clerk to the Court
14	Activity	Status change	The system will change the case file status to examination				ICMS

4. Hearings Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal Assistant Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file Selects the Hearings menu	Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new hearing</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all court rooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view court room availability; he/she will be able to initiate a new hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the hearing start</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

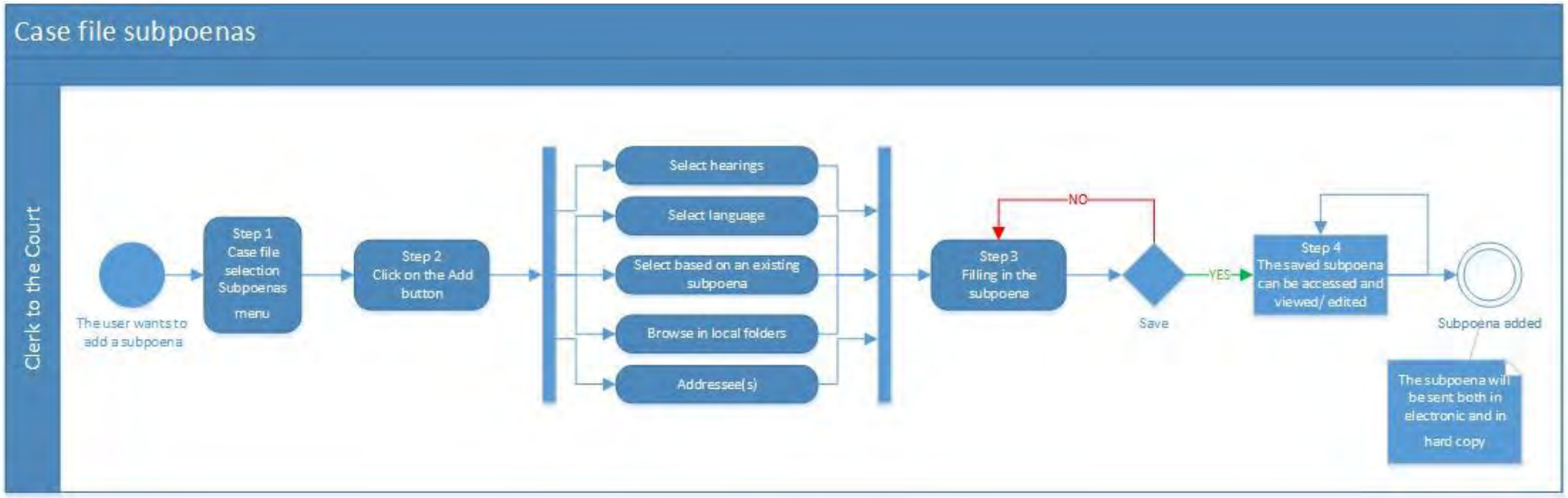
			Hearings	Duration	OB	Hours and time field; to enter a hearing duration	
			Hearings	Court room	OB	Pre-populated list field; default with the value selected in the filter; can be changed	
			Hearings	Type of hearing	OB	Radio buttons • to examine a case • to prepare a case • without parties present	
			Hearings	Open hearing	OP	Check mark; if selected, it means open hearing	
			Hearings	Participants	OB	A field to add parties to be summoned; additions are made in the list of participants	
			Hearings	Employees to be notified	OB	A field that states the judge's team and the panel (if applicable) to be notified about the hearing	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 3				Judge (JUD) Legal Assistant Clerk to the Court
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar Participants will be notified.				Judge (JUD) Legal Assistant Clerk to the Court
8	Step 5	Scheduled hearing	The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted • Filled in - addition of a hearing results				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Has the hearing a result? NO	The user will not add the hearing results.				Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>10</td><td>Decision point</td><td>Has the hearing a result?
YES</td><td>A new screen will open to enter results.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>11</td><td>Step 6</td><td>Add result</td><td>A new screen will open and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Browse</td><td>CO</td><td>Browse – allows for a selection and loading of audio files or documents from a hearing</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Text field</td></tr>
<tr><td>Hearings</td><td>Material damage</td><td>CO</td><td>Check mark is enabled depending on the choice made in the Hearings Result list. If checked, a field is enabled to fill in the amount of money</td></tr>
<tr><td>Hearings</td><td>Moral damage</td><td>CO</td><td>Check mark is enabled depending on the choice made in the Hearings Result list. If checked, a field is enabled to fill in the amount of money</td></tr>
<tr><td>Hearings</td><td>Reason</td><td>CO</td><td>Pre-populated list field, to state a reason for postponement of a hearing, for e.g. It is enabled depending on the choice made in the Hearings Result list.</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>12</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 5</td><td>Judge (JUD)
Legal Assistant
Clerk to the</td></tr>
</table>

				Court
13	Decision point	Save data? YES	Hearing result will be saved	Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



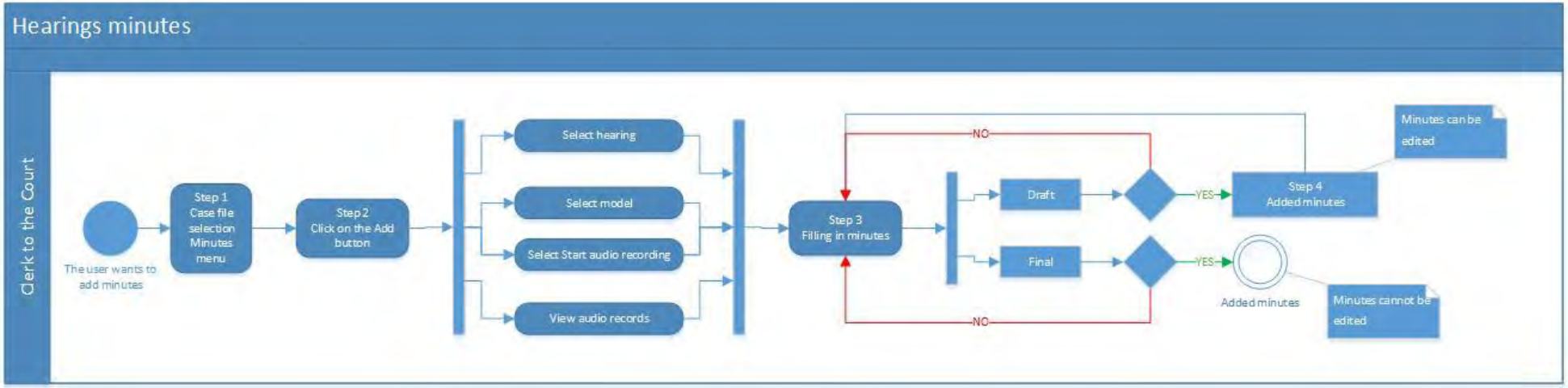
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add subpoena</td><td>The user wants to create/add a subpoena</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Subpoena menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Subpoenas</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a subpoena</td></tr>
<tr><td>Subpoenas</td><td>Language</td><td>OB</td><td>Pre-populated list field; the user will select a language to draft the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Subpoena based on an existing subpoena</td><td>OP</td><td>Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse</td></tr>
<tr><td>Subpoenas</td><td>Browse</td><td>OP</td><td>Browse button - the user will be able to choose a document from local folders to be used as a subpoena template</td></tr>
<tr><td>Subpoenas</td><td>Addressee</td><td>OB</td><td>Pre-populated list field; the user will select an addressee for the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Addressees</td><td>OP</td><td>Addressees (multiple) - area where to view all</td></tr>
</table></td><td>Clerk to the Court</td></tr>
</table>

						addressees included in the subpoena	
			Subpoenas	Select a participant	OP	Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field	
4	Step 3	Subpoena fill-in	The user will edit the subpoena in the text editing area on screen.				Clerk to the Court
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Clerk to the Court
6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.				Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted				Clerk to the Court

6. Minutes Flow

Activity and Participant Chart



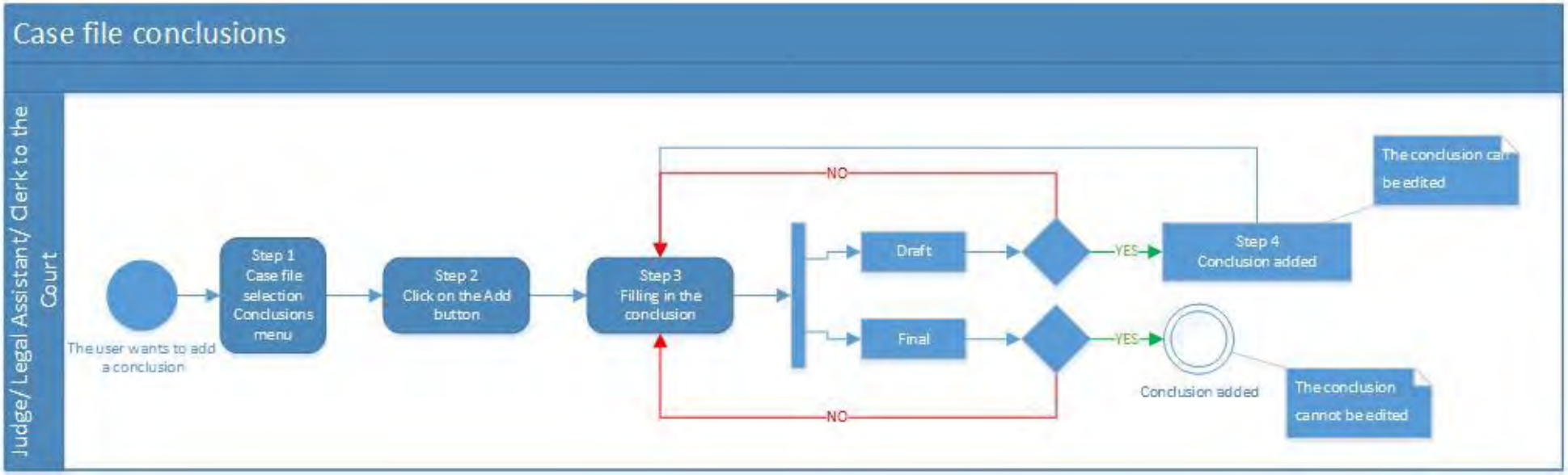
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add minutes	The user wants to add minutes	Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu	Clerk to the Court
3	Step 2	Select the Add button	The user will click the Add button on page to record new minutes The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Clerk to the Court

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which the minutes are being drafted</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Step 3</td><td>Fill in minutes</td><td>The user will edit the minutes in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minutes</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data?
DA – Final</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Saved minutes</td><td>The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Clerk to the Court</td></tr>
</table>

7. Conclusions Flow

Activity and Participant Chart



Description of flow chart steps

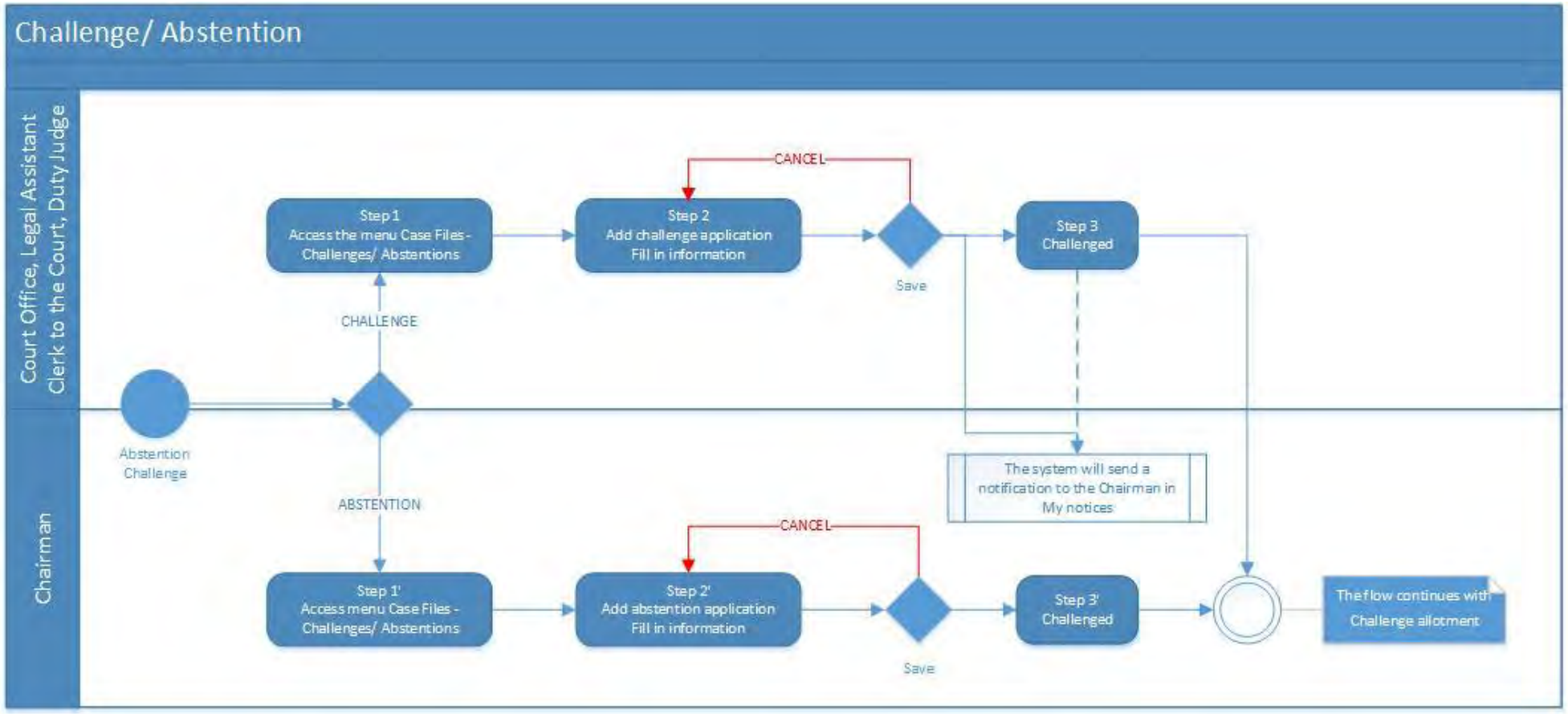
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court

<table>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data? NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data? YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data? DA – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already</td><td>Clerk to the</td></tr>
</table>

		added	entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Court

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, court, petitioner, defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1'</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

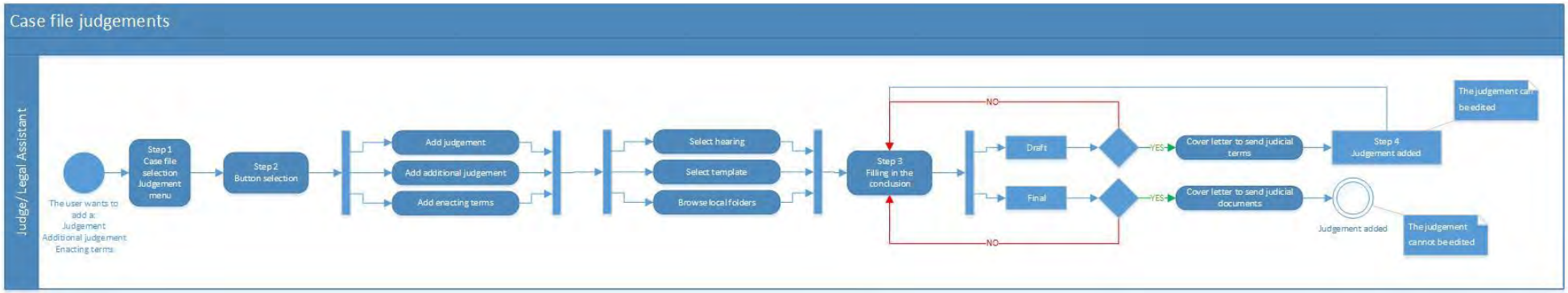
<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step 2'</td>
<td>Select Add button ABSTENTION</td>
<td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an</td></tr>
</table>
</td>
<td>Chairman</td>
</tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1 / 1'</td><td>Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be:
• Viewed
• Edited
• Deleted

The system will issue a notification to flow actors.</td><td>9. Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

9. Judgements Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement or enacting terms	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the wanted button</td><td>The user will click one of the buttons
• Add judgement
• Add additional judgement
• Add enacting terms
on pages to register a new judgement/additional judgement/enacting term. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a judgement</td></tr><tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr><tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Judgement/enacting terms fill-in</td><td>The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

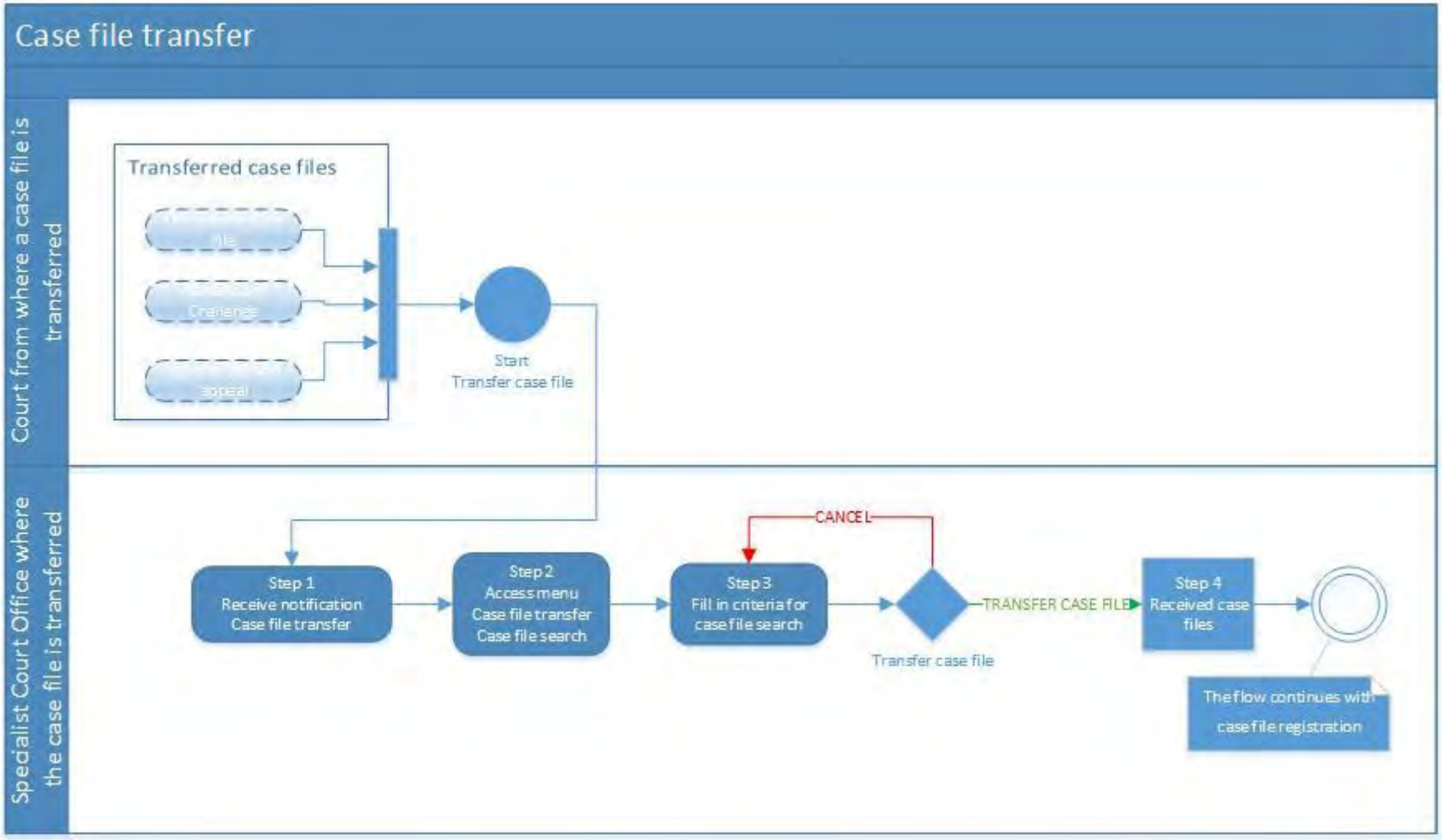
<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>The action value</td><td>OB</td><td>Numeric field to fill in the value of the state tax specific for rhe action</td></tr><tr><td>Judgements</td><td>State tax</td><td>CO</td><td>Check mark field, selected if state tax will be</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

				applied after a judgement rendering		applied after a judgement rendering	
			Judgements	State tax applied after a judgement rendering	CO	Numerical field to fill in the state tax collected after a judgement was rendered if the check mark was selected	
			Judgements	Additional state tax collected	CO	Numerical field to enter the collected additional state tax	
			Judgements	Judgement issue date	OB	Calendar field, to select a judgement/enacting terms issue date	
5	Activity	Type of judgement/enacting terms	The user will select one of the 2 radio buttons - Draft or Final - to set the minutes' state after saving Selecting final will show a check mark box - Available for publishing. this is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.				Judge, Legal Assistant, Clerk to the Court
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Judge, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.				Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? DA – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.				Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter to send judicial papers	The user will click this button and the system will automatically generate the document called Cover letter to send civil action papers that can be saved in electronic or printed form for a physical sending of a judgement.				Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be:				Judge, Legal Assistant, Clerk to the

			• Viewed • Edited • Deleted	Court

10. Case File Transfer Flow

Activity and Participant Chart

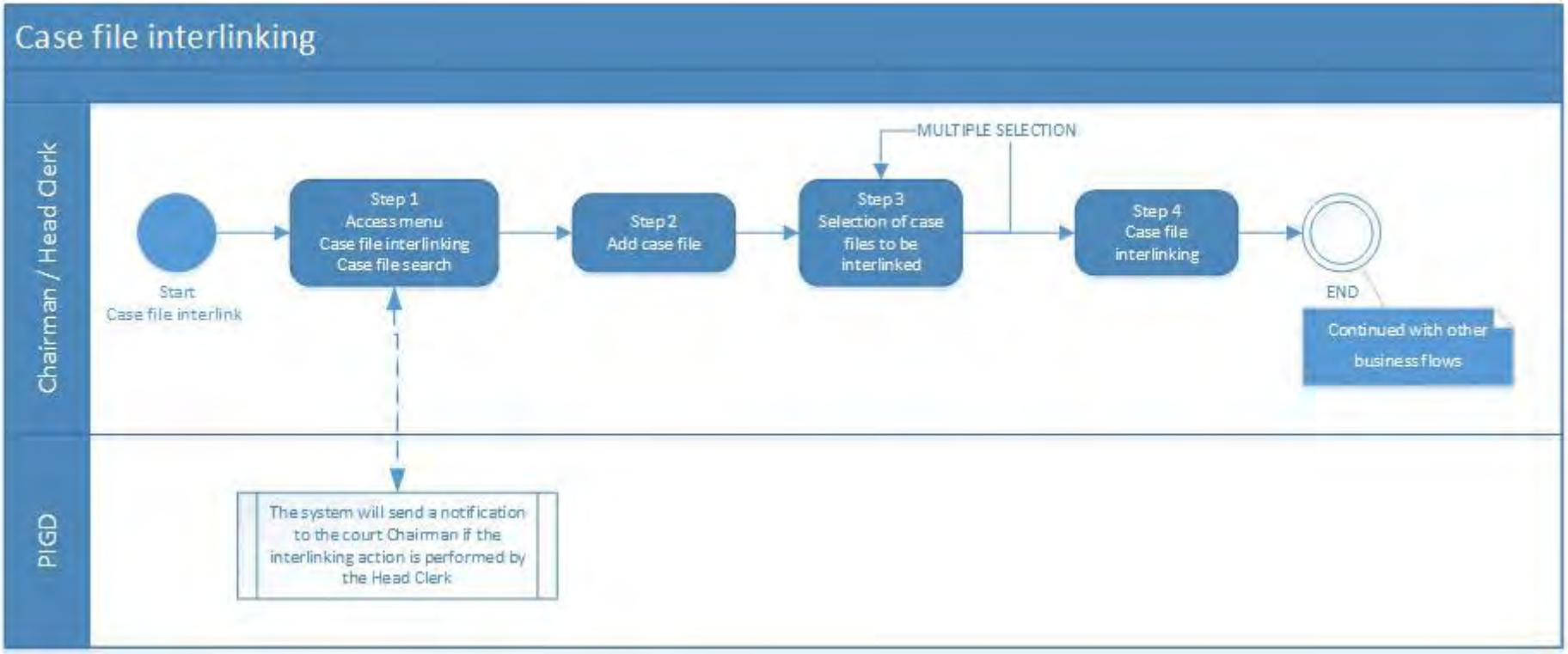


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the general data page	Office Specialist

11. Case files Interlink Flow

Activity and Participant Chart



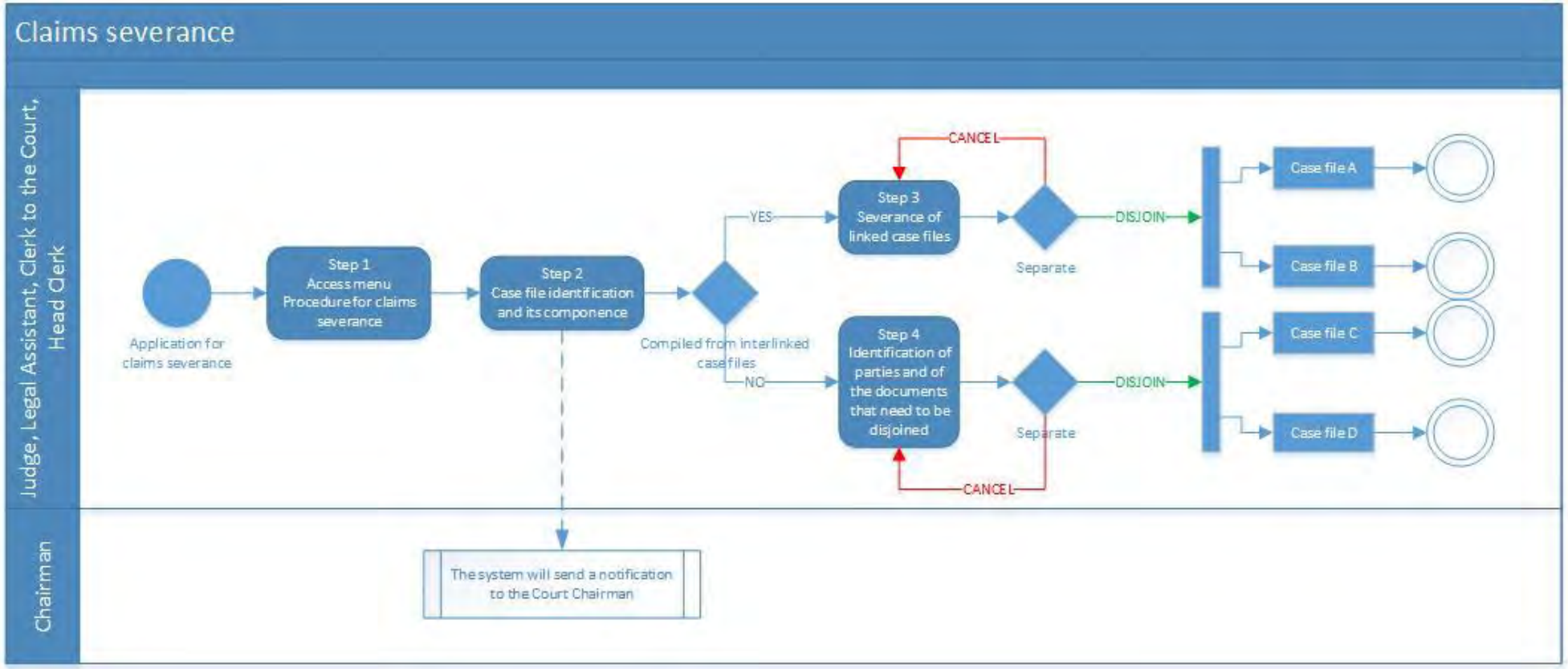
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several civil case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system. An additional option will be considered for files interlinking: according to the law which governs the insolvency procedure, at the introductory application submitted by the debtor has to be interlinked the older files in the system pertaining to it. In those cases, the interlinking logic in ICMS needs to be revised at the implementation of the new system.	Chairman, Head clerk

12. Claims Severance Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Severance of claims	The user wants to disjoin claims in a case file	Judge, Legal Assistant, Clerk to the Court, Head Clerk
2	Step 1	Feature access	The user will access the Claims Severance menu	Judge, Legal Assistant, Clerk to the Court, Head Clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type The system will make available for the user information related to a selected case file - if the file was previously compiled by interlinking several case files or it is a non-linked file in which parties wish to disjoin their claims. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head Clerk
4	Decision point	Case file type	The user will identify the type of case file for which claims severance will be performed • Linked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head Clerk
5	Step 3	Severance of	The user will click the Disjoin button and the system will unlink case files that form the case file submitted	Judge, Legal

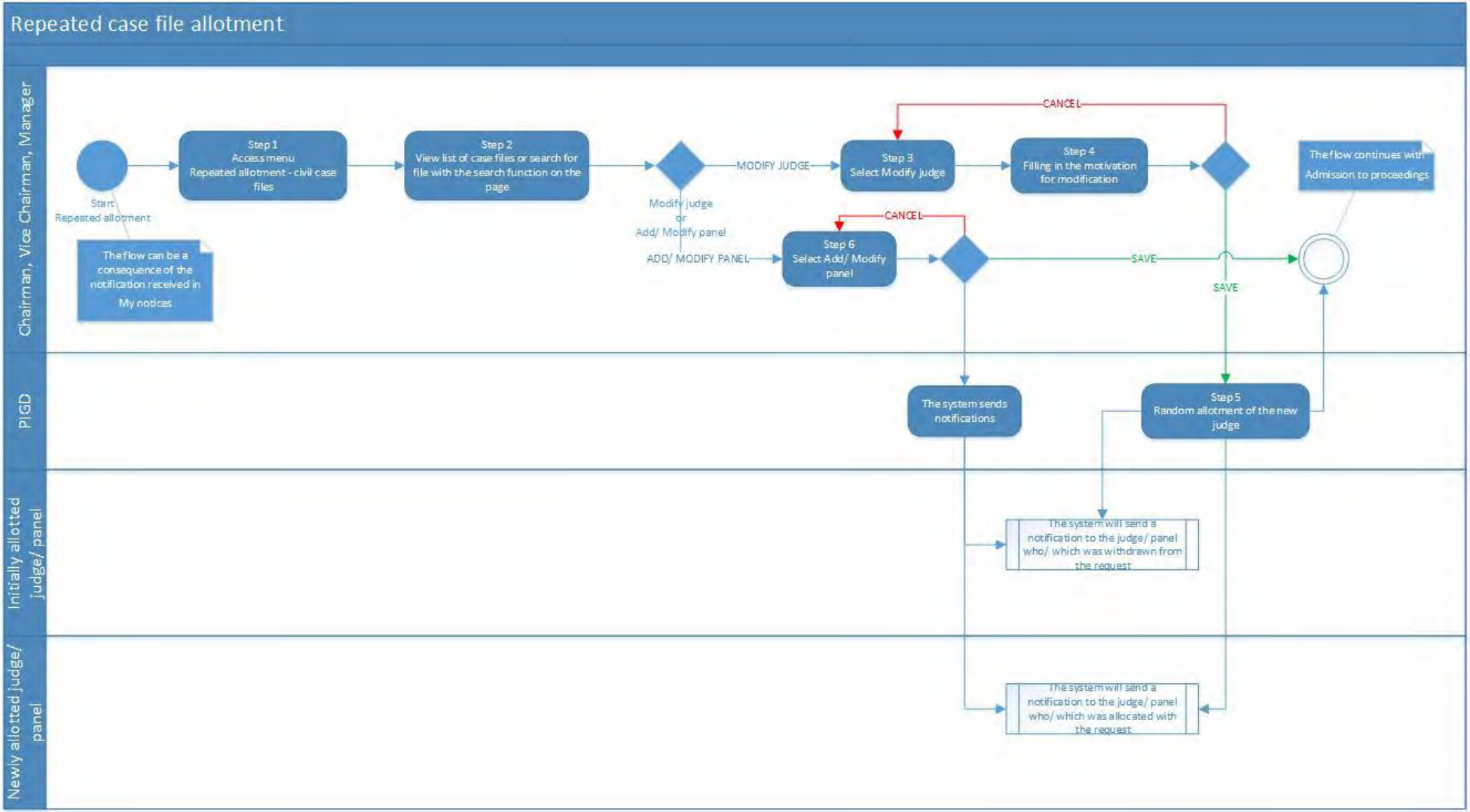
		linked case files	for claims severance, resulting the case files that were initially linked. Each of the resulted case files will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single file. The user will then have a possibility to delete irrelevant documents from each case file.	Assistant, Clerk to the Court, Head Clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for claims severance:
			• Participants
			• Group
			  ○ Main
			  ○ Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform a case file severance into two or several case files according to choices made.
			The user will be able to assign one of the resulted case files as "Main case file" - it will keep its initial number.
			The remaining resulted case files will take on new numbers assigned by the system, but they can always be referred back to the initial case file.
			Each of the resulted case files will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each case file.
				Judge, Legal Assistant, Clerk to the Court, Head Clerk

7		Case files resulted from severance	A number of case files will result from a claims severance.	

13. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted judge/ panel
Newly allotted judge/ panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu
Repeated allotment - civil case files
Step 2
View list of case files or search for file with the search function on the page
Modify judge
or
Add/ Modify panel
MODIFY JUDGE
ADD/ MODIFY PANEL
Step 3
Select Modify judge
Step 4
Filling in the motivation for modification
CANCEL
Step 6
Select Add/ Modify panel
CANCEL
SAVE
SAVE
The flow continues with Admission to proceedings
The system sends notifications
Step 5
Random allotment of the new judge
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - civil case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files”; “Repeated allotment – misdemeanour case files”; • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Dismissed; Concluded; Linked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

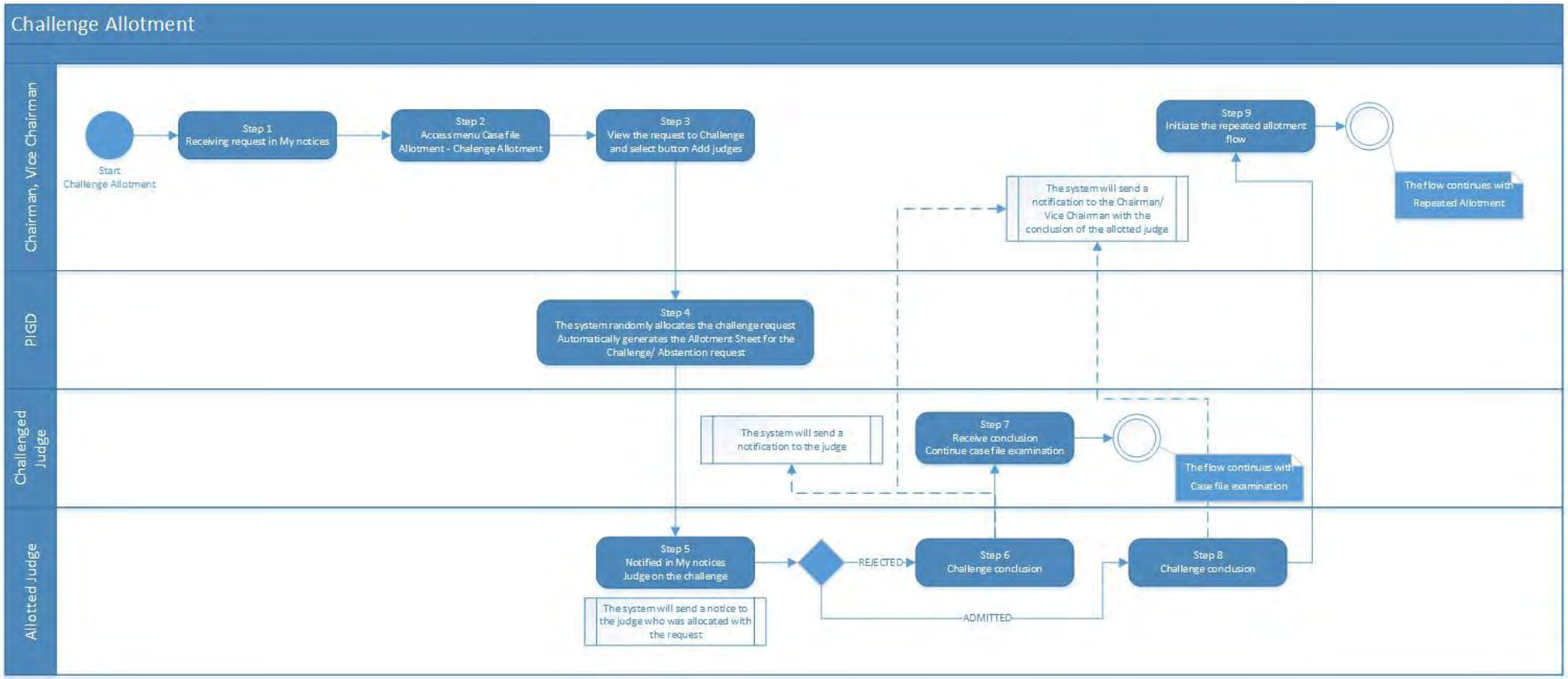
			• State a period for archiving the document ("archiving date" - (select day, month and year); • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge or Add/Change panel	The user will select the operation he/she wants to perform from a case file list • Change judge • Add panel • Change panel	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, upload the conclusion for the reassignment to another judge, click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	The user will save the repeated allotment	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	ICMS
10	Step 6	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel	Chairman, Vice-Chairman,

			• Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "Repeated allotment - appointed panel" - when changing panel members: In the new opened screen, view the list of judges who form the panel which examines a given case file. To change the list of judges, use buttons: • "Add” – button to change a judge; • "Remove”– button to delete a judge; • "Change”– button to change a judge; • "All” - button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, upload the confirmatory document which motivates the change/add/remove action, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the case file status - Case allotment.	Manager
11	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
12	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
13	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices")	ICMS

			Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	

14. Challenge Allotment Flow

Activity and Participant Chart



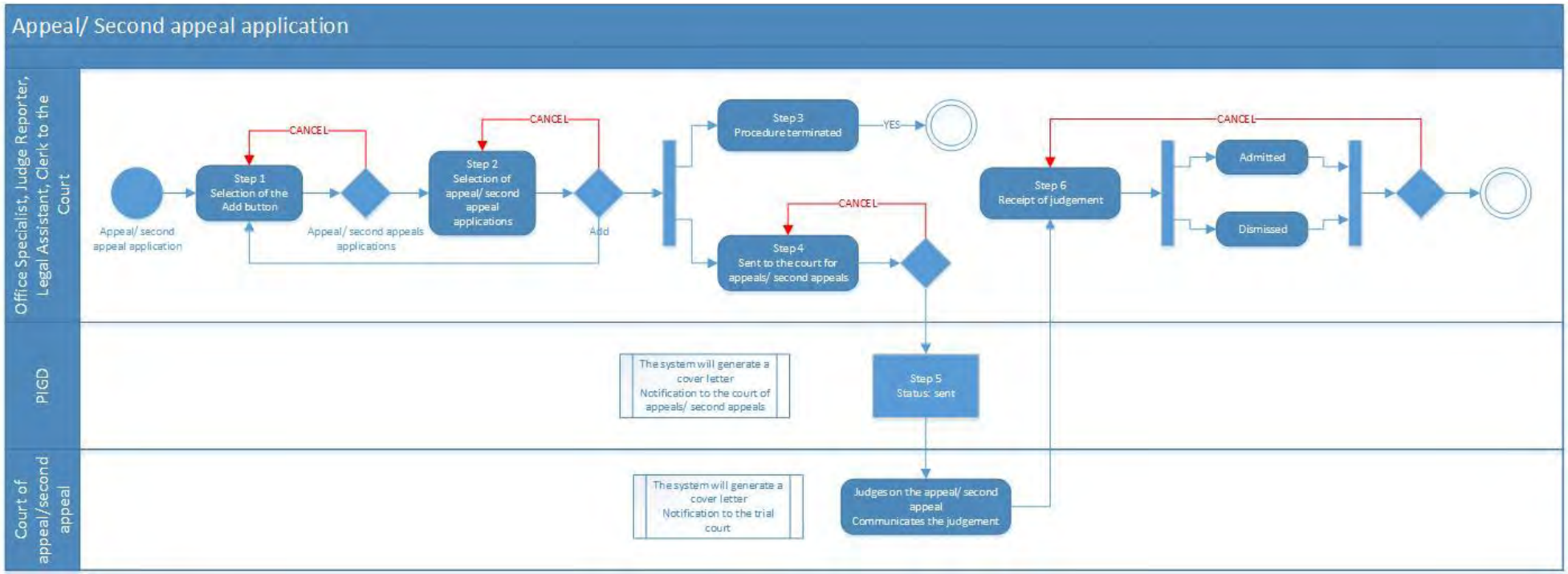
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ICMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Conclusions receipt	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission.	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

15. Appeal/Second Appeal Application Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor

<table>
<tr><td>1</td><td></td><td>Submission of appeal/second appeal applications</td><td>The user receives an appeal/second appeal application</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Means of appeal menu
In the Means of appeal screen, the user will click the Add button. This will enable the Appeal/Second appeal application option (step 2). After having saved the information entered in the 2nd step, fields in this screen will become editable.
They are:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Submitted Appeal/Second Appeal Application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application is created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Sent to a court of appeals/second</td><td>CO</td><td>Radio button; selected when an application was sent to a higher court</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

				appeals			
			Means of appeal	Ceased procedure	CO	Radio button; selected when a procedure is ceased	
			Means of appeal	Court of appeals/second appeals	CO	Pre-populated list with courts of appeals, mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent to	CO	Calendar field, date when an application was sent; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent by	CO	Text field, how an application was sent (e.g. by courier etc.); mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Cover letter	OP	Generates a cover letter	
			Means of appeal	Comments on the judgement	OP	Text field; type a text for commenting on a judgement from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Judgement received on	CO	Calendar field; date when an application was received back from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Examination results	CO	Radio button - Admitted / Dismissed The result for an appeal/second appeal application; mandatory after having selected as sent to a court of appeals/second appeals	
3	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 2</td><td>Add application</td><td>The user will access the feature Appeal/Second appeal applications and a new screen will open and the following data will be entered:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Type of application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Appellant/Plaintiff in appeal</td><td>OB</td><td>Pre-populated list field with parties to a case file. To select a value</td></tr>
<tr><td>Means of appeal</td><td>Respondent in appeal</td><td>OB</td><td>Text field</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Reason</td><td>OB</td><td>Text field; type a text for reasons of an appeal/second appeal application;</td></tr>
<tr><td>Means of appeal</td><td>Evidence</td><td>OB</td><td>Text field; form the list of evidence attached to an appeal/second appeal application</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

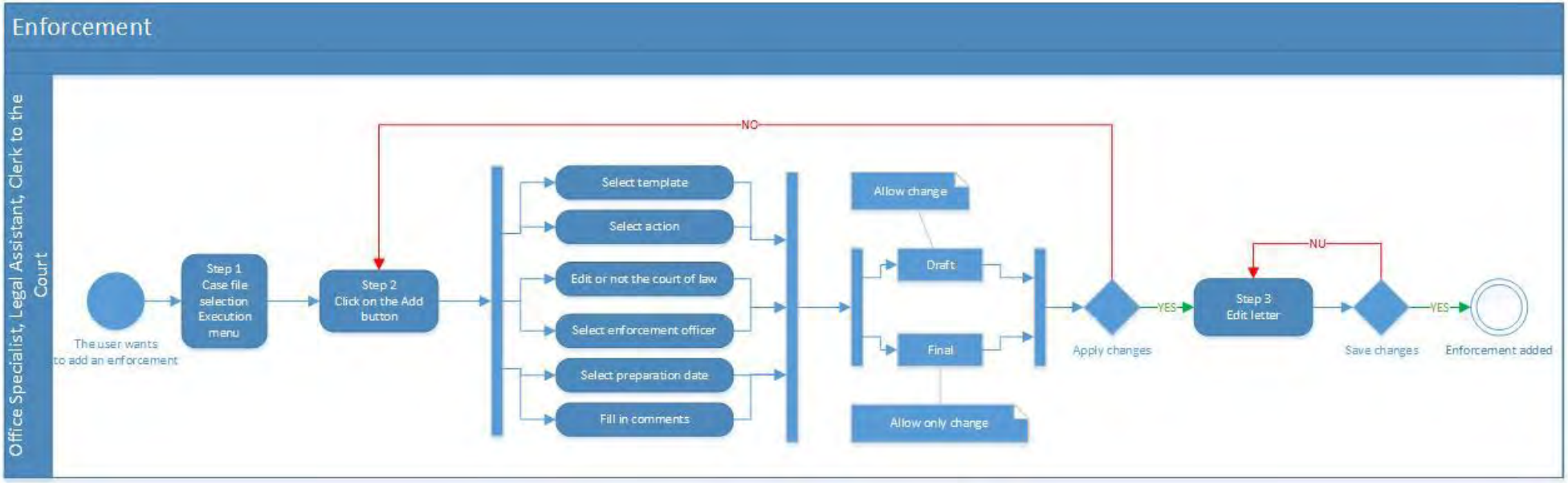
						(name, description of evidence);	
			Means of appeal	Request	OB	Text field; type a text for the request stated in an appeal/second appeal application;	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is saved				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
8	Step 3	Ceased procedure	The button for ceased procedure is selected (see step 1) and the flow is terminated.				Office Specialist, Judge Reporter, Legal Assistant,

				Clerk to the Court
9	Step 4	Sent to a higher court	A part of the fields described under step 1 are filled in. Sent to a court of appeals/second appeals is selected.	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
10	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
11	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is sent	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
12		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
13	Step 5		The system will change the status to sent.	ICMS

14	Activity	Judgement on appeal	A higher court judges the appeal/second appeal	Court of appeals/second appeals
15	Step 6	Judgement reception	The user receives a judgement from a higher court related to the action of appeal/second appeal and some of the fields described under step 1 are filled in. • Comments on the judgement • Judgement received on • Examination results	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court

16. Enforcement Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add enforcement	The user wants to add an enforcement	Office Specialist, Legal Assistant,

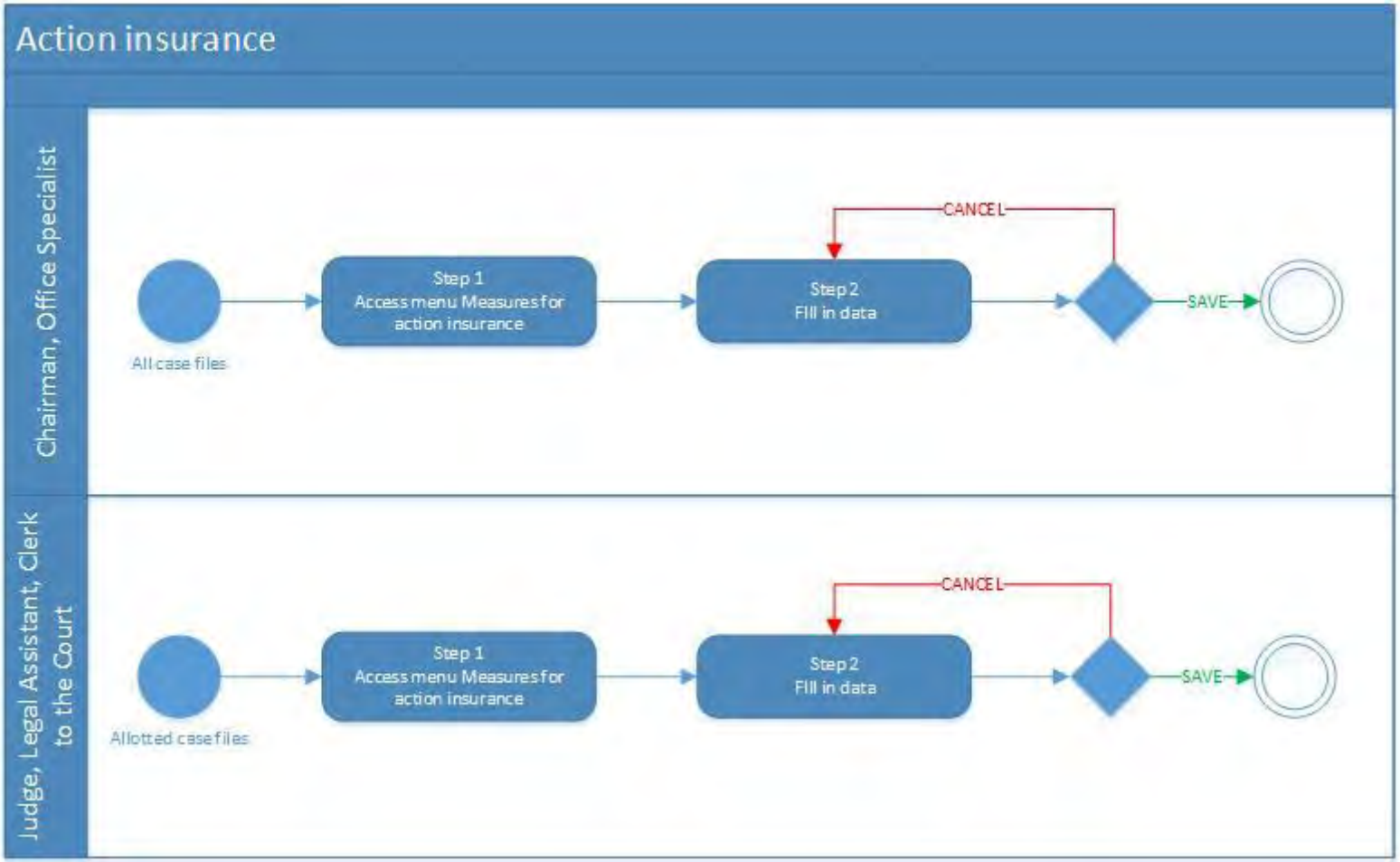
<table>
<tr><td></td><td></td><td></td><td></td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Enforcement menu</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to record a new enforcement. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Enforcement</td><td>Select template</td><td>OB</td><td>Pre-populated list field; select from the "Choose template" drop-down list (civil, criminal or contravention depending on case file type) - Cover letter to send judicial papers</td></tr>
<tr><td>Enforcement</td><td>Action</td><td>OB</td><td>Pre-populated list field; select from the "Action" drop-down list (unknown; sent; suspended; amended; enforced; returned)</td></tr>
<tr><td>Enforcement</td><td>Court</td><td>OB</td><td>Pre-populated list field; type on the line of "Court" option the name of the court that issued a judgement;</td></tr>
<tr><td>Enforcement</td><td>Enforcement officer</td><td>OB</td><td>Pre-populated list field; select for the "Enforcement officer" option the name of the enforcement officer to whom a judgement is sent for enforcement (Enforcement officer, Probation office, Prison, Civil Status Office;</td></tr>
<tr><td>Enforcement</td><td>Prepared on</td><td>OB</td><td>Calendar field; select/type under the "Preparation date" option the date when the enforcement order/enacting terms of a</td></tr>
</table></td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
</table>

						judgement was/were prepared;	
			Enforcement	Prepared by	GA	Text field, pre-populated; in the line of option "Prepared by", the program will indicate by default the first and last name of the program user who recorded the information related to an enforcement of the judgement;	
			Enforcement	Comments	OP	Text field; the "Comments" box will be filled in with the text of additional comments on the enforcement action;	
			Enforcement	Status	OB	Radio buttons; Check radio options for the document "Draft" or "Final"; The Final option will not allow a future edit of the document	
4	Decision point	Apply changes? NO	If the user does not click the Apply changes button, then none of the checked options will be effective				Office Specialist, Legal Assistant, Clerk to the Court
5	Decision point	Apply changes? YES	If the user clicks the Apply changes button, then changes will be applied to the edit area				Office Specialist, Legal Assistant, Clerk to the Court
6	Step 3	Edit enforcement	The user will edit in the special area the contents of the enforcement document				Office Specialist, Legal Assistant, Clerk to the Court
7	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist,

				Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the enforcement will be saved and it will show on the list.	Office Specialist, Legal Assistant, Clerk to the Court
9	Decision point	Save data? DA – Final	If the user saves data by clicking the Save button, then the enforcement will be saved and it will show on the list without a possibility for further editing.	Office Specialist, Legal Assistant, Clerk to the Court
10		Saved enforcement	The enforcement is saved in the system. After having saved entered data, a list of enforcements already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Legal Assistant, Clerk to the Court

17. Action Insurance Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance, the conclusion will be uploaded</td></tr>
<tr><td>Action</td><td>Examination</td><td>OB</td><td>Pre-populated list; to select the result of the</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

			insurance measures	results		examination on the action insurance measure	
			Action insurance measures	Applied bail	OP	Check mark; to select if bail applies;	
			Action insurance measures	Challenged	OP	Radio buttons; to select "Admitted" or "Dismissed";	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.				Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.				Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Edited • Deleted				Chairman, Office Specialist

No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu	Judge, Legal Assistant,

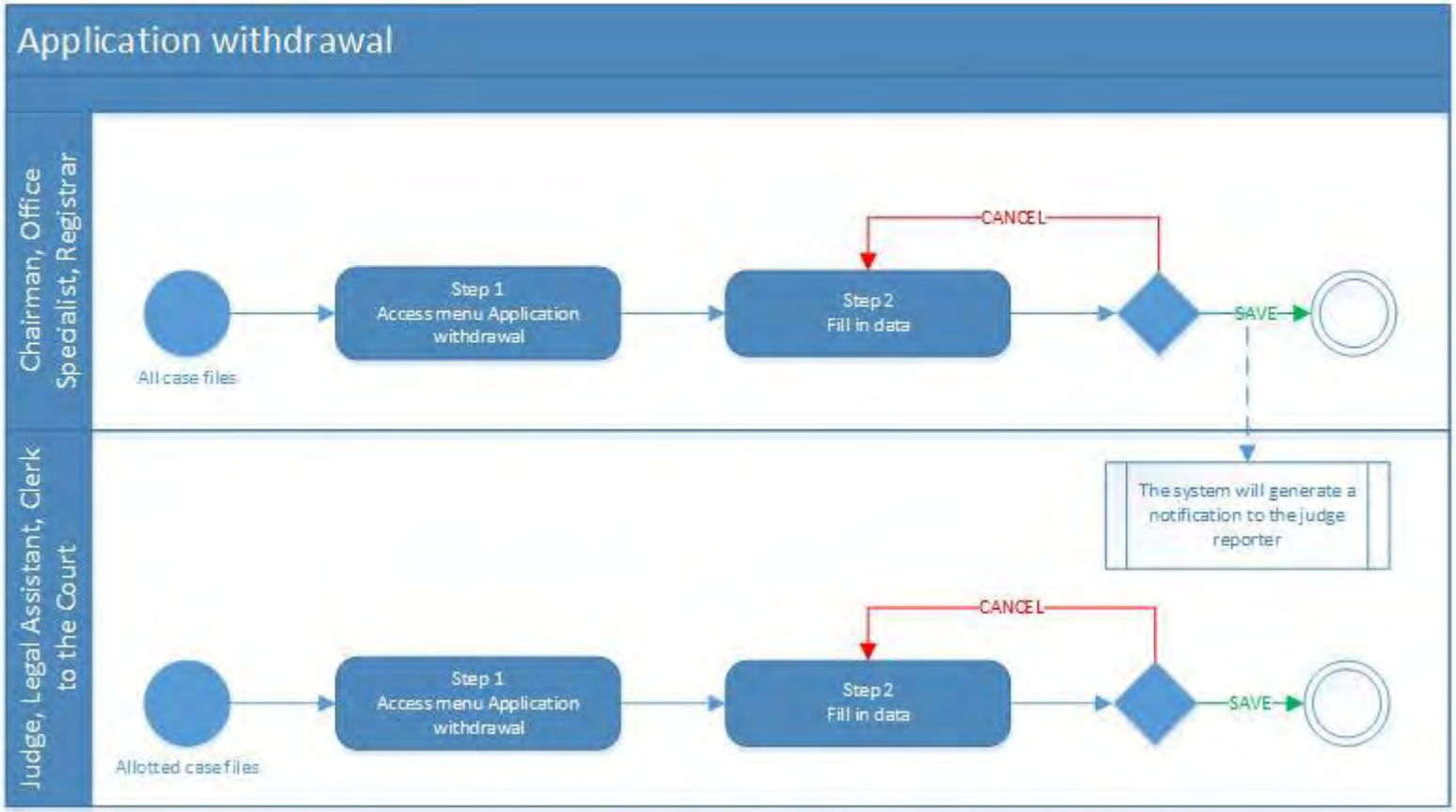
				Clerk to the Court
3	Step 2	Select the Add button	The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Judge, Legal Assistant, Clerk to the Court

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Action insurance measures	Registration date	OB	Calendar field; to enter the date when the information on action insurance measures was registered
Action insurance measures	Participant	OB	Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;
Action insurance measures	Type of measure	OB	Pre-populated list field; to select the type of action insurance measure from given options
Action insurance measures	Conclusion date	OB	Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance, the conclusion will updated
Action insurance measures	Examination results	OB	Pre-populated list; to select the result of the examination on the action insurance measure
Action insurance measures	Applied bail	OP	Check mark; to select if bail applies;
Action insurance measures	Challenged	OP	Radio buttons; to select "Admitted" or "Dismissed";

4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

18. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			submitted the withdrawal application	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

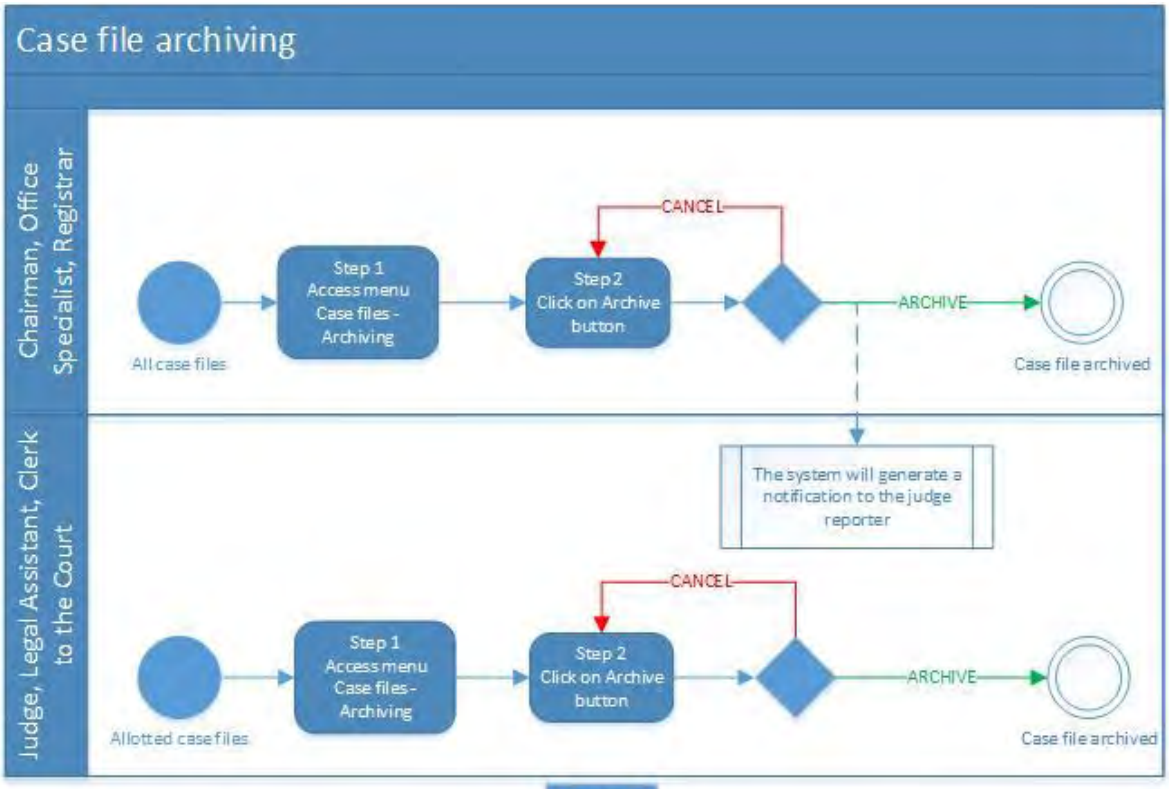
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description

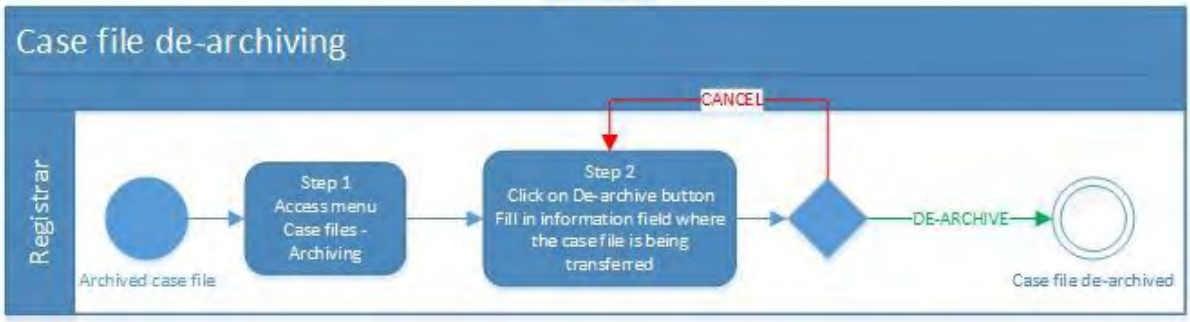
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

19. Case file archiving flow

Activity and Participant Chart



Registrar



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For allotted case files	Judge, Legal Assistant, Clerk to the

				Court
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	**Step, activity, process**	**Name**	**Description**	**Actor**
1		Extract case file from archives	The user wants to archive a case file For all case files	Registrar
2	Step 1	Case file Selection	The user will access the Case files - Extraction from archives menu, will use the search feature or will select directly the case file wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the case file wanted to be extracted. A series of fields will be enabled and they must be filled in: **Submenu** | **Field name** | **Mandatory (OB) Optional (OP) Conditional** | **Description**	Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td>(CO)
Generated /
automatic (GA)</td><td></td></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td colspan="2">The extraction from archives is discontinued</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td colspan="2">The case file is extracted from archives Its status is set to the one right before being committed to archives</td><td>Registrar</td></tr>
</table>

2.4 Operational flows for criminal case files before courts of first instance

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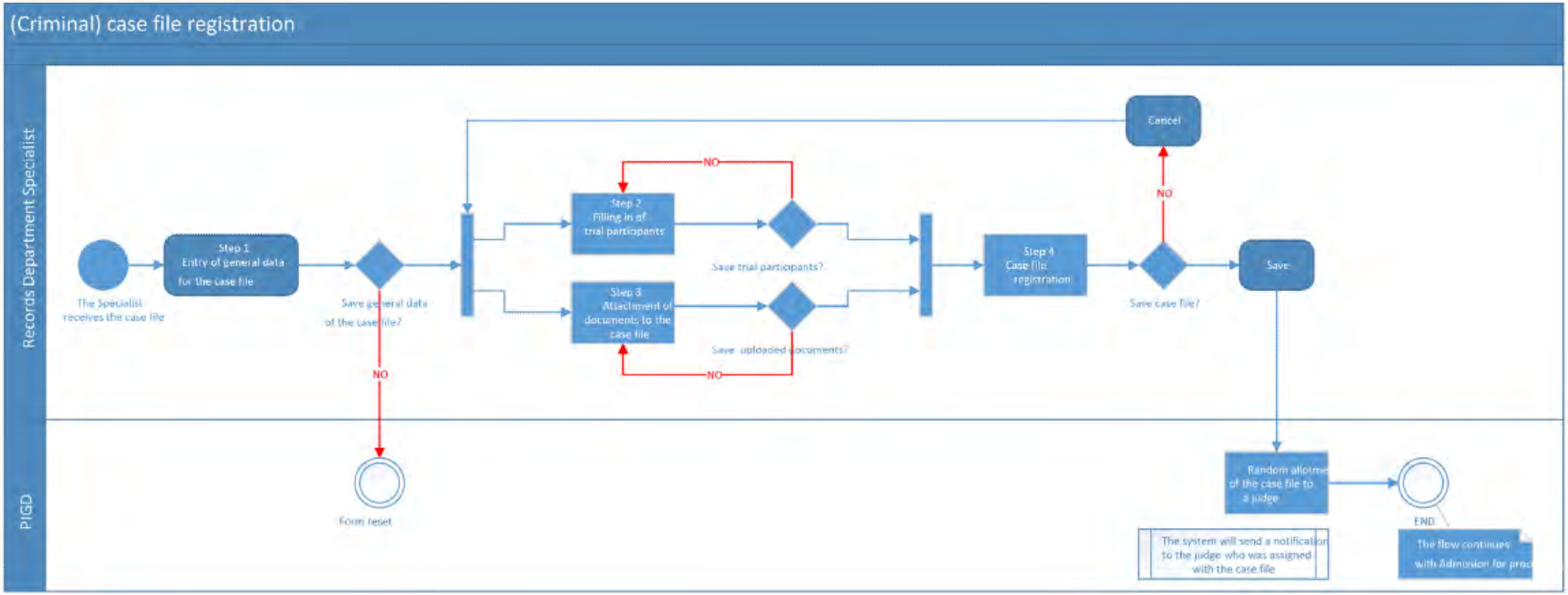
1. Case file Registration Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a criminal case</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ICMS</td><td>The Office Specialist will access the menu Case Files – New Criminal Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date, can be edited. To enter the date when a case file is created.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in the Examination procedure.</td></tr>
<tr><td>General data</td><td>Confidential data</td><td>CO</td><td>Check mark. Such a selection will indicate whether there are confidential data on file.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

							It can be selected as default depending on the choice for the main group.	
				General data	Received case file	OB	Selection from a pre-set list; to select the action type (e.g. first instance, according to jurisdiction etc.)	
				General data	Application submitted by	OB	Selection from a pre-set list.	
				General data	Main group	OB	SC will access an exhaustive pre-set list of criminal cases from which to choose a case. This will have the highest level of complexity for the processed file.	
				General data	Secondary groups	OP	SC will access an exhaustive pre-set list of criminal cases from which to choose one or several cases that are complementary to the first selected case. These will have a lower level of complexity than the main group.	
				General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file	
				General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application	
				General data	Annexes		Blank text field in which SC will list documents attached to the case file.	
				General data	Repeated action	OP	Check mark; it pertains to actions during a criminal investigation that can be recurring - e.g. extension of an arrest warrant	
				General data	Case file status	GA	Non-editable field, it shows case file status	
				General data	Case file reinception	OP	Button, the feature allows the user to change a case file status to the one right before accessing the feature.	
				General data	The number assigned by a criminal prosecution	OB	Alphanumeric field, editable; to enter a number assigned within the criminal prosecution body (Public Prosecutor's Office etc.) The system will foresee an integration with	

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td>body</td><td></td><td>systems from other institutions for an automated import of data/case files.</td></tr>
<tr><td>General data</td><td>Offence media</td><td>OB</td><td>List with pre-populated values, choice from list.</td></tr>
<tr><td>General data</td><td>Comments</td><td>OP</td><td>Blank text field in which comments on the initiated case file can be entered.</td></tr>
<tr><td>General data</td><td>Incompatible judges</td><td>CO</td><td>A list will appear with all judges of the court where a case file is opened and judges incompatible with the case file will be selected.
The reason for choosing the judges as incompatible will be indicated.</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td>Office Specialist (SC)</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will</td></tr>
</table>
</td><td>Office Specialist (SC)</td></tr>
</table>

				participants			choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file	
				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.	
				Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the bill of indictment	
				Trial participants	Last name	OB	Text field, to be filled in with the person's last name	
				Trial participants	First name	OB	Text field, to be filled in with the person's first name	
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual	
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth	
				Trial participants	Gender	OB	Pre-set M and F list; selection from list	
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen	
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	

			Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled		
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in		
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in		
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in		
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in		
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in		
			Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in		
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in		
			Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in		
			Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in		
			Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in		
			Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in		
			Trial participants	Comments	OP	Text field; comments can be entered		

- Legal entity

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the bill of indictment
Trial participants	Last name	OB	Text field; to enter the name of a legal entity
Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity
Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid

Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad			
Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory			
Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled			
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in			
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in			
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in			
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in			
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in			
Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in			
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in			
Trial participants	Comments	OP	Text field; comments can be entered			

Moreover, the following information can also be filled in at this stage:

- A defendant's statistical record card (both for natural persons and legal entities)

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Defendant's statistical record card	Gender	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	Age	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	Occupation	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	Position	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	The minor has been educated	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	Previous minor	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	Criminal history	OB	List with pre-populated values; choice form list.
Defendant's statistical record card	Criminal history unannulled and non-extinct	OB	A button which will open an exhaustive list from which to select
Defendant's statistical record card	Defendant with unanulled and non-extinct	OB	List with pre-populated values; choice form list.

					criminal history				
				Defendant's statistical record card	Last offence was committed after	OB	List with pre-populated values; choice form list.		
				Information about the offence	Fable of accusation	OB	Text field		
				Information about the offence	The offence was committed	OB	List with pre-populated values; choice form list.		
				Information about the offence	The offence is committed	OB	List with pre-populated values; choice form list.		
				Information about the offence	The offence is consumed	OB	List with pre-populated values; choice form list.		
				Information about the offence	The place where the offence happened	OB	List with pre-populated values; choice form list.		
				Information about the sentence	The date when a sentence was rendered	OB	Calendar field; to select a date		
				Information about the sentence	In the pronounced sentence the person is	OB	List with pre-populated values; choice form list.		
				Information about the sentence	CP art under which is: a) submitted the charge b) pronounced the court	OB	Text fields for each point		

					sentence c) the article under which the person is registered for which the sentence became irrevocable				
				Information about the sentence	Main punishment	OB	List with pre-populated values; choice form list.		
				Information about the sentence	Particulars of an enforcement for deprivation of liberty	OB	List with pre-populated values; choice form list.		
				Information about the sentence	Complementary punishments	OB	List with pre-populated values; choice form list.		
				Information about the sentence	Special seizure	OB	List with pre-populated values; choice form list.		
				Information about the sentence	Forced medical treatment applied against	OB	List with pre-populated values; choice form list.		
				Judgement on the case in a court of appeals	Sentence	OB	List with pre-populated values; choice form list.		
				Judgement on the case in a court of appeal	The results of the trial in the court of appeal	OB	List with pre-populated values; choice form list.		
				Judgement on the case in a court of	Judgement	OB	List with pre-populated values; choice form list.		

second appeals			
Judgement on the case in a court of second appeals	The results of the judgement in the court of second appeal	OB	List with pre-populated values; choice form list.
The card will be saved and printed via the Save and Print buttons.			

- Aggrieved party statistical record card

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Aggrieved party statistical record card	Position	OB	List with pre-populated values; choice form list.
Aggrieved party statistical record card	Educated minor	OB	List with pre-populated values; choice form list.
Aggrieved party statistical record card	Offences committed before against the aggrieved party	OB	List with pre-populated values; choice form list.
Aggrieved party statistical record card	Criminal Code Article	OB	A button which will open an exhaustive list from which to select
Aggrieved party statistical	The aggrieved party was	OB	List with pre-populated values; choice form list.

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>record card</td><td></td><td></td><td></td></tr>
<tr><td colspan="4">The card will be saved and printed via the Save and Print buttons.</td></tr>
</table>

The system will provide the possibility of integration with other external information systems – e.g. Population Records – for a maximum utility.</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list is viewed in the same screen with participants already entered in the system for the case. The system will provide the possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Document type</td><td>OB</td><td>Field with list of pre-populated values, which also allows addition of free text. This list will</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

						give the most common types of documents loaded in the system..
			Documents	Name	OB	Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.
			Documents	Merits	OB	Text field, short description of document
			Documents	Author	OB	Text field, to indicate the author of a loaded document. There will also be a possibility to view registered participants as parties to this application and to select them as authors.
			Documents	Registered on	OB	Calendar feature, to select the date when the document was recorded
			Documents	Prepared on	OP	Calendar feature, to select the date when the document was created
			Documents	Protocol no.	OB	Alphanumerical field, to register the document protocol number
			Documents	Issuing body	OP	Text field, to fill in the name of a body or institution that issued the document
			Documents	Document number	OB	Alphanumerical field, to register the document entry number, as per the incoming registry
			Documents	Language	OB	List of pre-set values, SC will choose one of the possible values
			Documents	Incoming internal reference	GA	Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.
			Documents	Document generated by the system	GA	Check mark, non-editable field, it will be automatically selected if a document is generated by the system
			The system will impose no limits for volume and/or format as regards uploaded documents.			

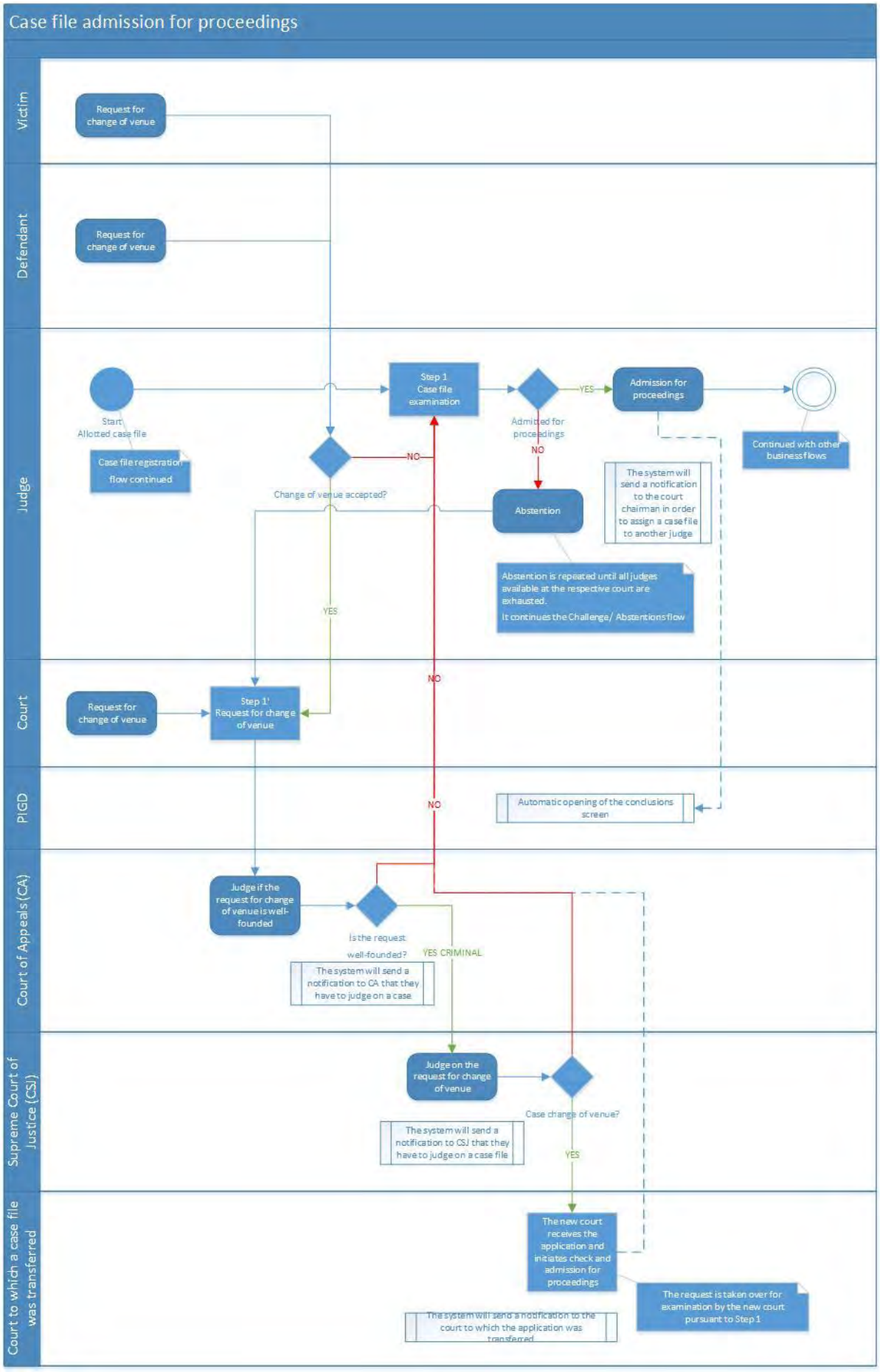
8	Decision point	Save data? YES	After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist (SC)
9	Decision point	Save data? NO	If data are not saved, the flow will be resumed from step 3.	Office Specialist (SC)

10	Step 4	Case file registration	SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the case file. Editable elements are:
			• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the applications to be recorded in ICMS
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name – text field pre-populated by an aggregation of names of the first plaintiff and of the first defendant. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Case file type
			• Case file index
			• Received case file
			• Review
			• Reference number
			• Name
			• Group
			• Merits of the case
			• State tax (MDL)
			• Participants
			  ○ Type
			  ○ Last name
			  ○ Date of birth
			  ○ Address
			• Attached documents
				Office Specialist (SC)

			○ Document ○ Name ○ Merits ○ Author ○ Registered on ○ Issuing body ○ Document number ○ Content type – original name of the loaded file ○ Size – size in MB of the loaded document ○ View – feature to view the file described above Moreover, the software application will make available the following operations by selecting the allotted button: • Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system • Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the file, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Criminal case file statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist (SC)
13	Process	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ICMS
			The flow will continue with the Admission for proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant Chart


Case file admission for proceedings
Victim
Defendant
Judge
Court
PIGD
Court of Appeals (CA)
Supreme Court of Justice (CSJ)
Court to which a case file was transferred
Request for change of venue
Request for change of venue
Start
Allotted case file
Case file registration flow continued
Step 1
Case file examination
Admitted for proceedings
YES
NO
Admission for proceedings
Continued with other business flows
Change of venue accepted?
NO
Abstention
The system will send a notification to the court chairman in order to assign a case file to another judge
Abstention is repeated until all judges available at the respective court are exhausted.
It continues the Challenge/ Abstentions flow
YES
NO
Request for change of venue
Step 1'
Request for change of venue
NO
Automatic opening of the conclusions screen
Judge if the request for change of venue is well-founded
Is the request well-founded?
YES CRIMINAL
The system will send a notification to CA that they have to judge on a case
Judge on the request for change of venue
Case change of venue?
The system will send a notification to CSJ that they have to judge on a case file
YES
The new court receives the application and initiates check and admission for proceedings
The request is taken over for examination by the new court pursuant to Step 1
The system will send a notification to the court to which the application was transferred

Description of flow chart steps

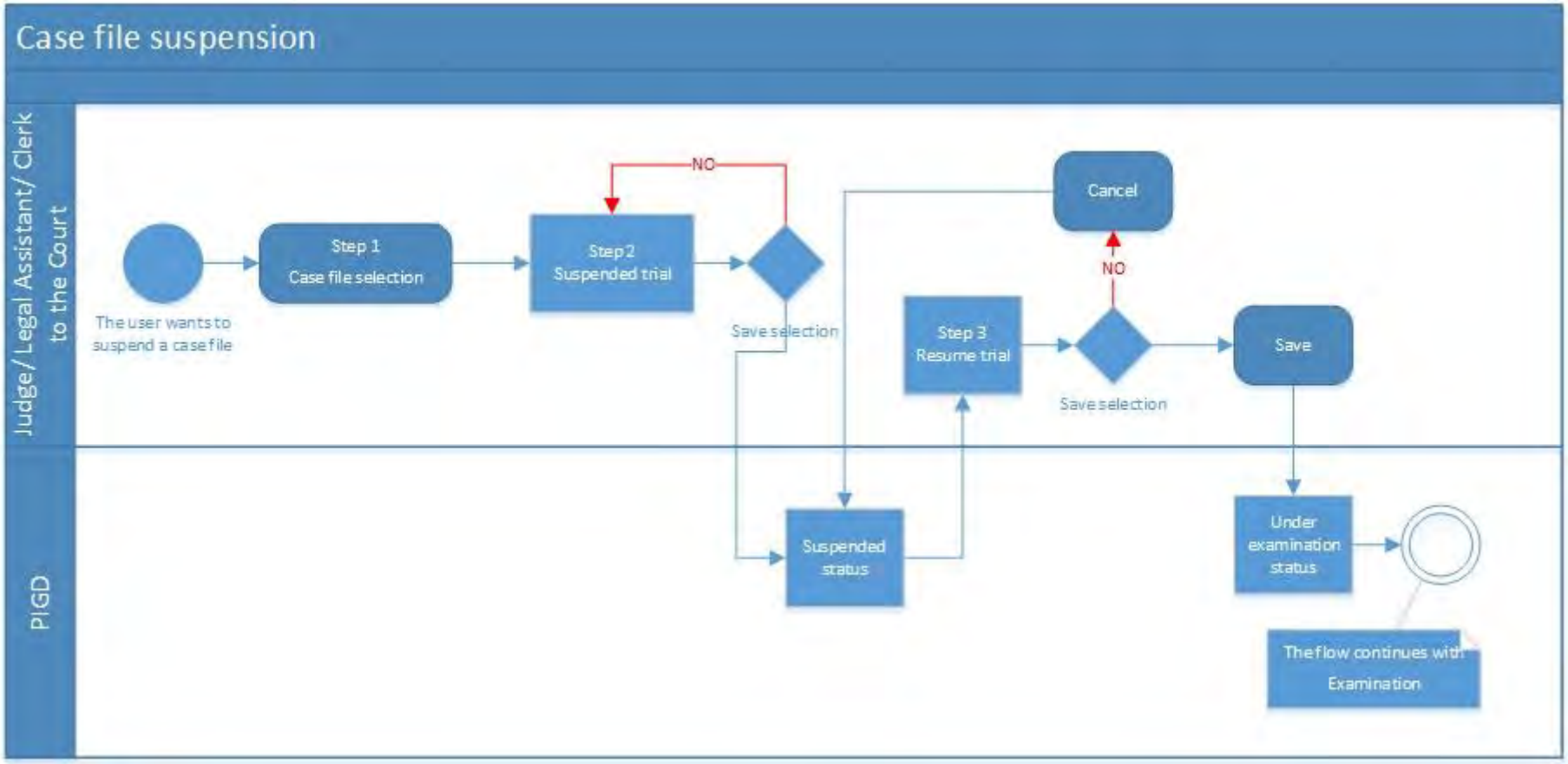
No	Step, activity, process	Name	Description	Actor
1		Case file allotment	Case file registration flow continued. The judge who was allotted the file has been notified in My notices	ICMS
2	Step 1	Case File Examination	The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"	Judge (JUD) Legal Assistant
3	Decision point	Admit for proceedings? YES	The user will admit for proceedings	Judge (JUD) Legal Assistant
4	Activity	Admission for Proceedings	The user will receive the case file for proceedings and will fill in the date of admission.	Judge (JUD) Legal Assistant
5	Activity	Request for change of venue	Submits applications for change of venue	Accused, victim
6	Activity	Request for change of venue / Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
7	Decision point	Accept the application for change of venue? NO	If an application for change of venue is not accepted by the Judge, then the flow resumes from step 1 Application examination	JUD
8	Decision point	Accept the application for change of venue? YES	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD
9	Step 1'	Application for	The court where an application for change of venue was submitted will forward it to a higher court for	Court

		change of venue	settlement.	
10	Activity	Decides on a change of venue	CA receives the application for settlement and judges on the application for change of venue.	Court of Appeals (CA)
11	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
12	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
13	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
14	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
15	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
16	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
17	Decision point	Is the application well-founded? YES	CJS will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CSJ

Upon developing the graphic interface for the screen Admission for Proceedings, the insertion of a history with actions related to this screen will be taken into account - i.e. the time frame when a case file was in a certain state, article, grounds etc.

3. Case file Suspension Flow

Activity and Participant Chart



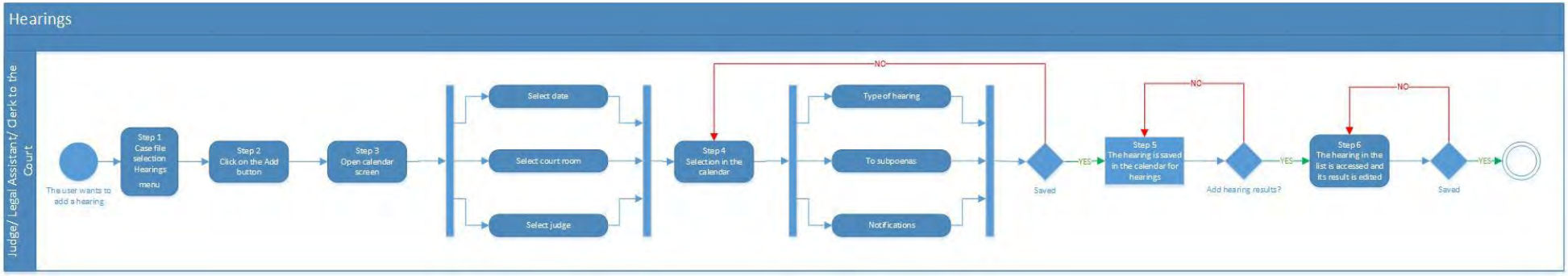
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>The user wishes to suspend a case file following an intervention</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>A check mark on Suspended trial represents the user's choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			have to enter in this field the grounds taken from the article selected as the basis for suspending a case file	
4	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 2)	Judge (JUD) Legal Assistant Clerk to the Court
5	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to suspended The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
6	Activity	Status change	The system will change the case file status to suspended	ICMS
7	Step 3	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.	Judge (JUD) Legal Assistant Clerk to the Court
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)	Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to examination The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to examination	ICMS

4. Hearings Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal Assistant Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file Selects the Hearings menu	Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new hearing</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all court rooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view court room availability; he/she will be able to initiate a new hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the hearing start</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			Hearings	Duration	OB	Hours and time field; to enter a hearing duration	
			Hearings	Court room	OB	Pre-populated list field; default with the value selected in the filter; can be changed	
			Hearings	Type of hearing	OB	Radio buttons • to examine a case • to prepare a case • without parties present	
			Hearings	Open hearing	OP	Check mark; if selected, it means open hearing	
			Hearings	Participants	OB	A field to add parties to be summoned; additions are made in the list of participants	
			Hearings	Employees to be notified	OB	A field that states the judge's team and the panel (if applicable) to be notified about the hearing	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 3				Judge (JUD) Legal Assistant Clerk to the Court
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar Participants will be notified.				Judge (JUD) Legal Assistant Clerk to the Court
8	Step 5	Scheduled hearing	The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted • Filled in - addition of a hearing results				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Has the hearing a result? NO	The user will not add the hearing results.				Judge (JUD) Legal Assistant Clerk to the

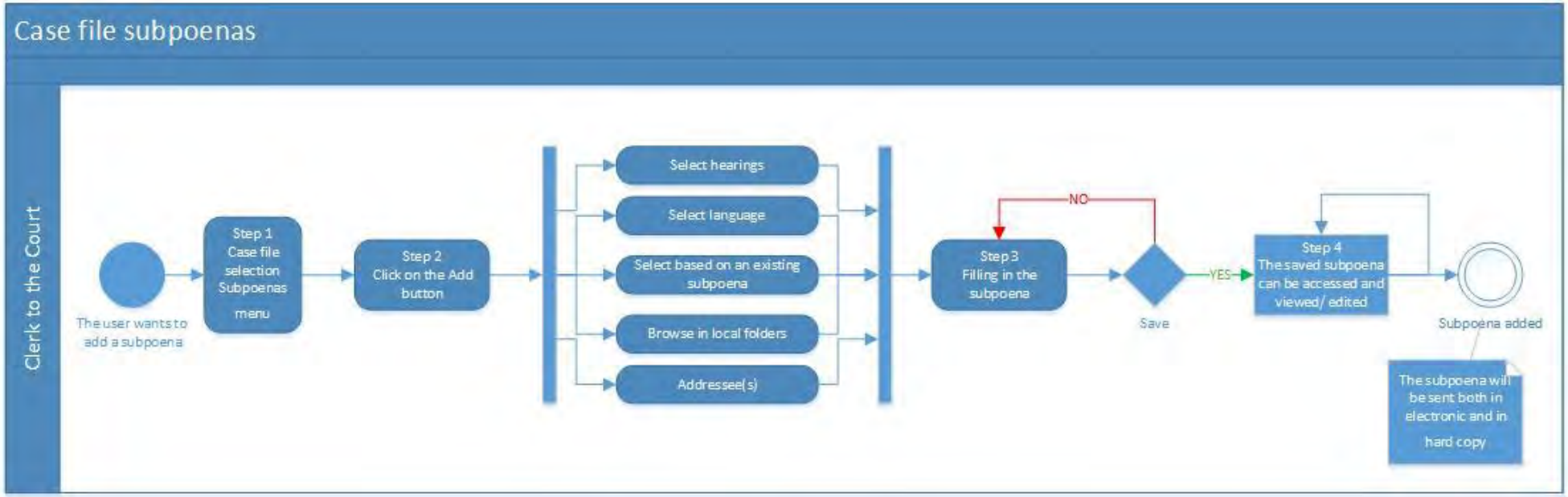
				Court
10	Decision point	Has the hearing a result? YES	A new screen will open to enter results.	Judge (JUD) Legal Assistant Clerk to the Court
11	Step 6	Add result	A new screen will open and the following fields will be enabled for filling in:	Judge (JUD) Legal Assistant Clerk to the Court

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Hearings	Browse	CO	Browse – allows for a selection and loading of audio files or documents from a hearing
Hearings	Hearing results	OB	Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Hearing results	OB	Text field
Hearings	Participant	OB	List field; to select a participant
Hearings	Result	OB	List field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Conviction	OB	List field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Complementary	OP	Check mark. Selection will activate other form fields
Hearings	Complementary sentence	CO	List field; to select from list
Hearings	Description of complementary sentence	CO	Text field
Hearings	Term: years	CO	Numerical field; to enter the years of a

						sentence with deprivation of liberty	
			Hearings	Term: months	CO	Numerical field; to enter the months of a sentence with deprivation of liberty	
			Hearings	Term: days	CO	Numerical field; to enter the days of a sentence with deprivation of liberty	
			Hearings	Term: hours	CO	Numerical field; to enter the hours of a sentence with deprivation of liberty	
			Hearings	Life detention	OP	Check mark	
			Hearings	Amount	CO	Numerical field; to enter the conviction amount	
			Hearings	Currency	CO	Pre-populated list field; to select a currency	
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 5				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	Hearing result will be saved				Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add subpoena	The user wants to create/add a subpoena	Clerk to the Court
2	Step 1	Case file	The user will employ the search feature or he/she will access My files or All files to identify a case file and	Clerk to the

		Selection	to access the Subpoena menu	Court
3	Step 2	Select the Add button	The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Clerk to the Court

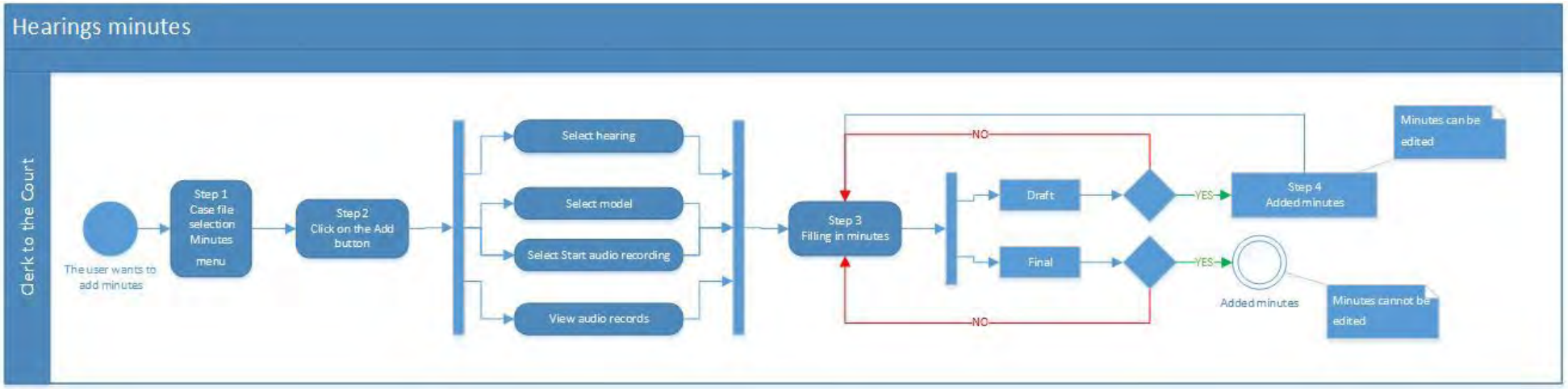
Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Subpoenas	Hearing	OB	Pre-populated list field; the user will select a hearing date for which to issue a subpoena
Subpoenas	Language	OB	Pre-populated list field; the user will select a language to draft the subpoena
Subpoenas	Subpoena based on an existing subpoena	OP	Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse
Subpoenas	Browse	OP	Browse button - the user will be able to choose a document from local folders to be used as a subpoena template
Subpoenas	Addressee	OB	Pre-populated list field; the user will select an addressee for the subpoena
Subpoenas	Addressees	OP	Addressees (multiple) - area where to view all addressees included in the subpoena
Subpoenas	Select a participant	OP	Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field

4	Step 3	Subpoena fill-in	The user will edit the subpoena in the text editing area on screen.	Clerk to the Court
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Clerk to the Court
6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.	Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered	Clerk to the

			in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Court

6. Minutes Flow

Activity and Participant Chart



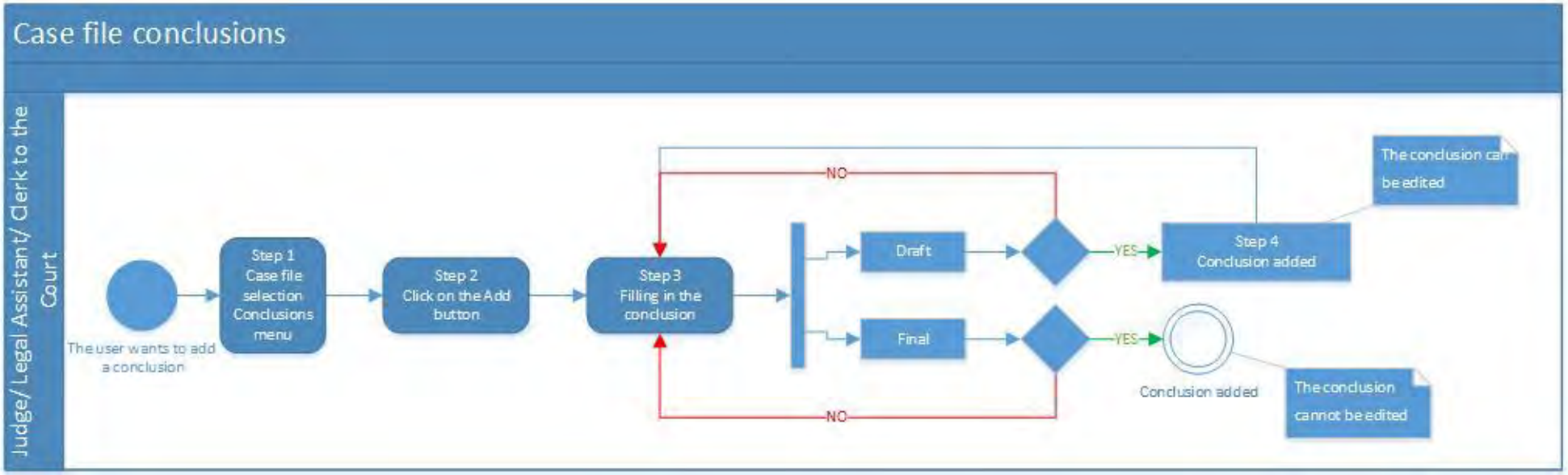
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add minutes</td><td>The user wants to add minutes</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record new minutes The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which the minutes are being drafted</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Fill in minutes</td><td>The user will edit the minutes in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minutes</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
</table>

	Decision point	Save data? DA – Final	If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list without a possibility for further editing.	
7	Step 4	Saved minutes	The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

7. Conclusions Flow

Activity and Participant Chart



Description of flow chart steps

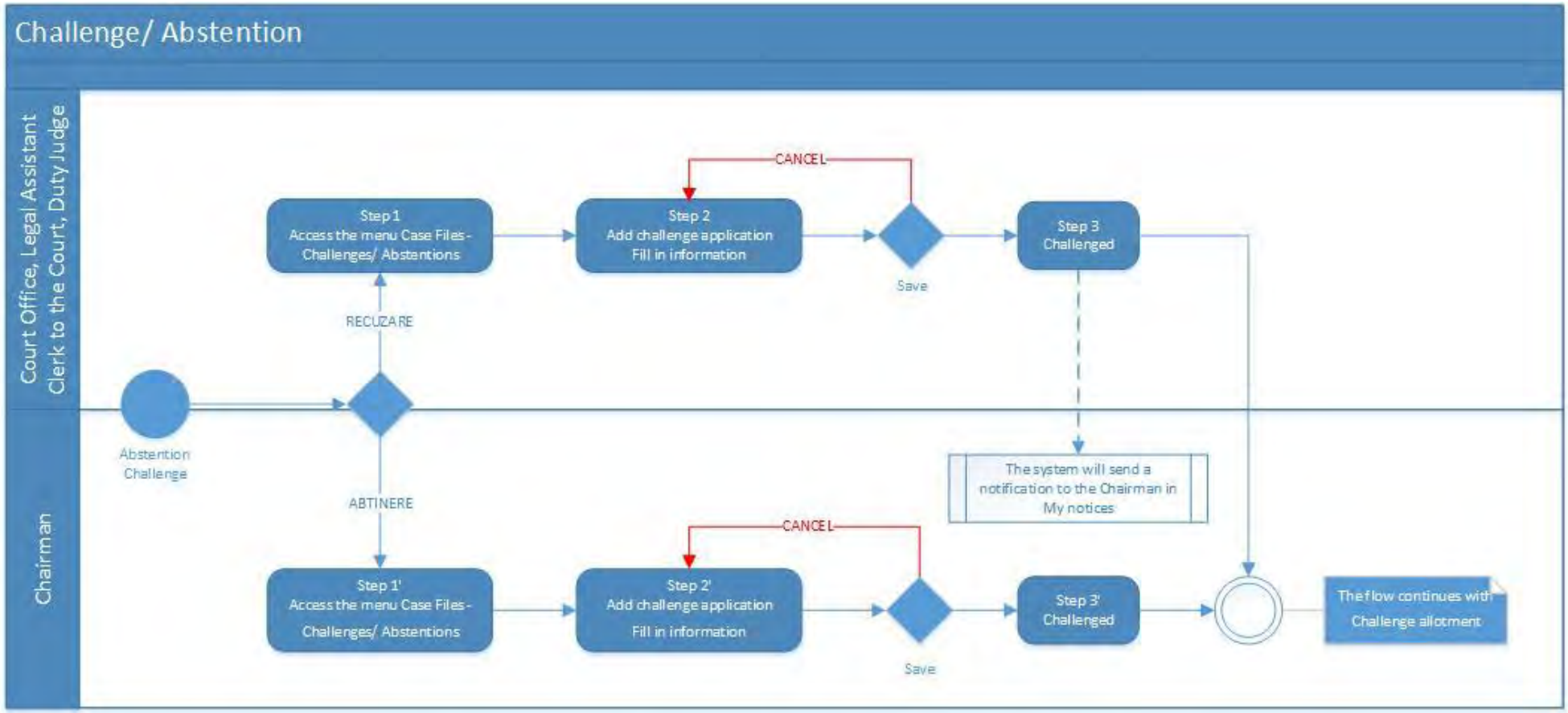
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu	Clerk to the Court

<table>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data?
DA – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion added</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be:</td><td>Clerk to the Court</td></tr>
</table>

			• Viewed • Edited • Deleted	

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, court, petitioner, defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1'</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

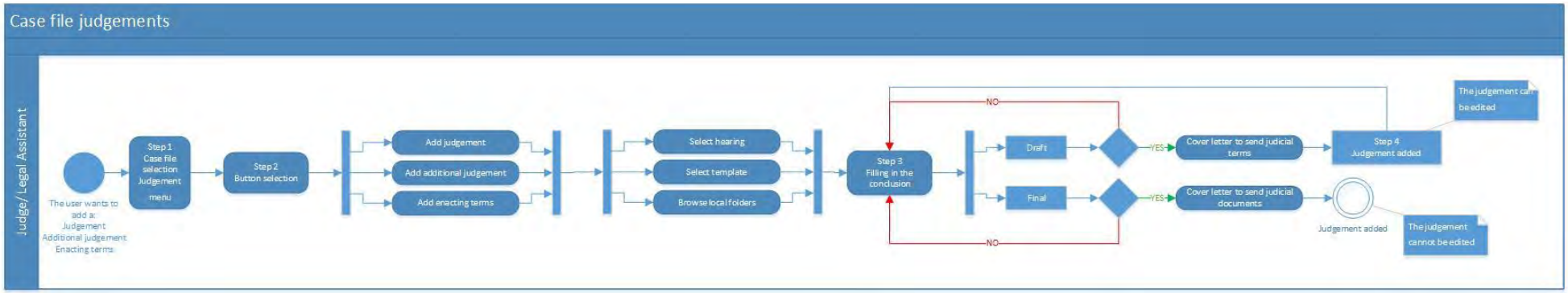
<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step 2'</td>
<td>Select Add button ABSTENTION</td>
<td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an</td></tr>
</table>
</td>
<td>Chairman</td>
</tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1 / 1'</td><td>Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be:
• Viewed
• Edited
• Deleted

The system will issue a notification to flow actors.</td><td>9. Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

9. Judgements Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement or enacting terms	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the wanted button</td><td>The user will click one of the buttons
• Add judgement
• Add additional judgement
• Add enacting terms
on pages to register a new judgement/additional judgement/enacting term. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

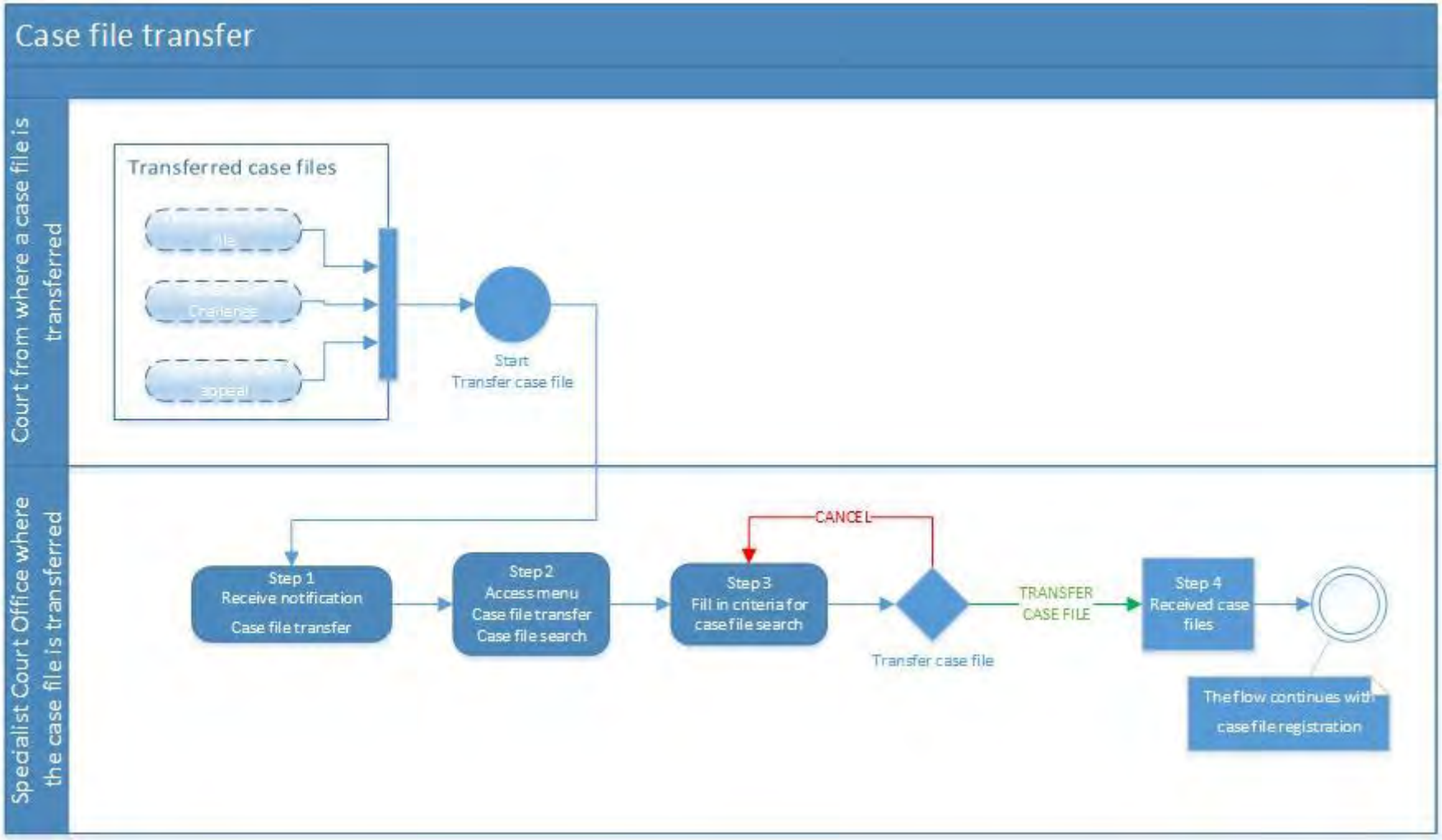
<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a judgement</td></tr><tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr><tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Judgement/enacting terms fill-in</td><td>The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Judgement issue date</td><td>OB</td><td>Calendar field, to select a judgement/enacting terms issue date</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Activity</td><td>Type of</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes’ state after saving</td><td>Judge, Legal</td></tr>
</table>

		judgement/enacting terms	Selecting final will show a check mark box - Available for publishing. this is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.	Assistant, Clerk to the Court
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Judge, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.	Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? DA – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.	Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter to send judicial papers???	The user will click this button and the system will automatically generate the document called Cover letter to send criminal action papers that can be saved in electronic or printed form for a physical sending of a judgement.???	Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

10. Case File Transfer Flow

Activity and Participant Chart

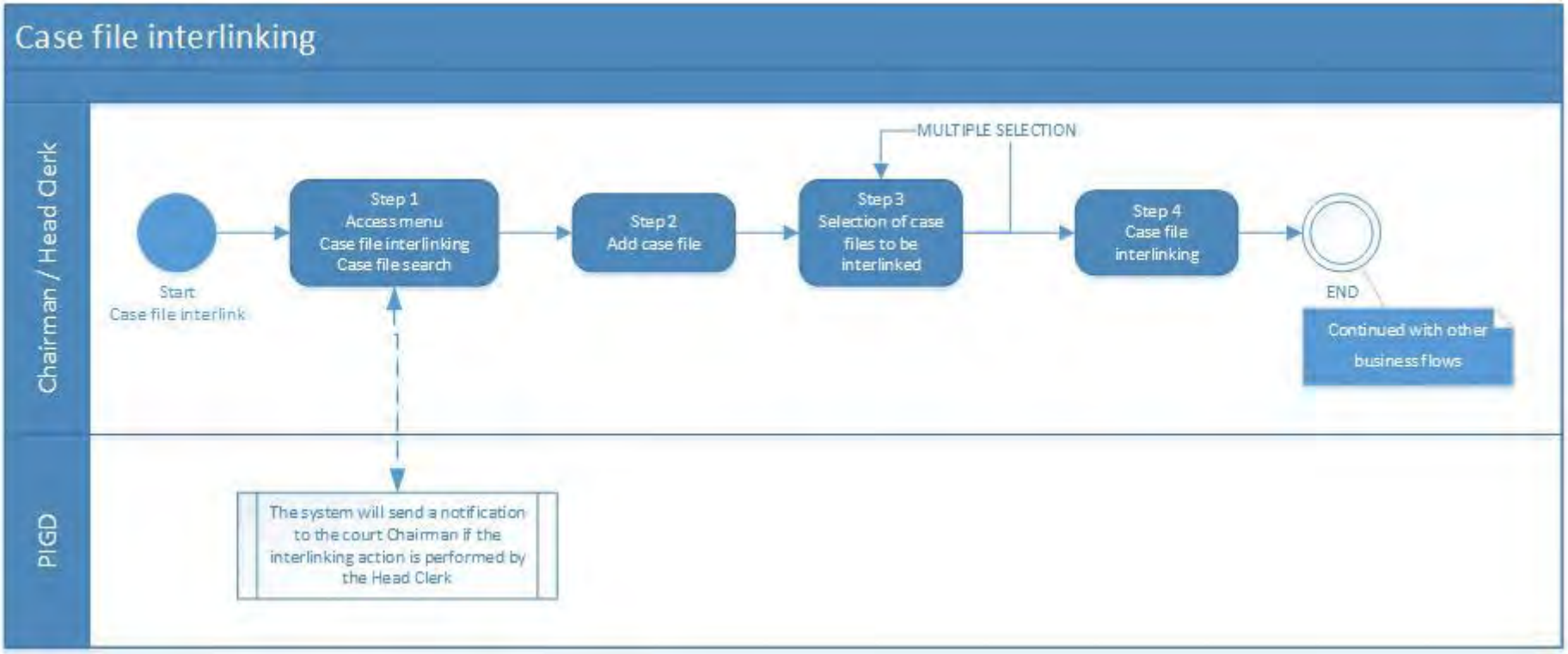


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the general data page	Office Specialist

11. Case files Interlink Flow

Activity and Participant Chart



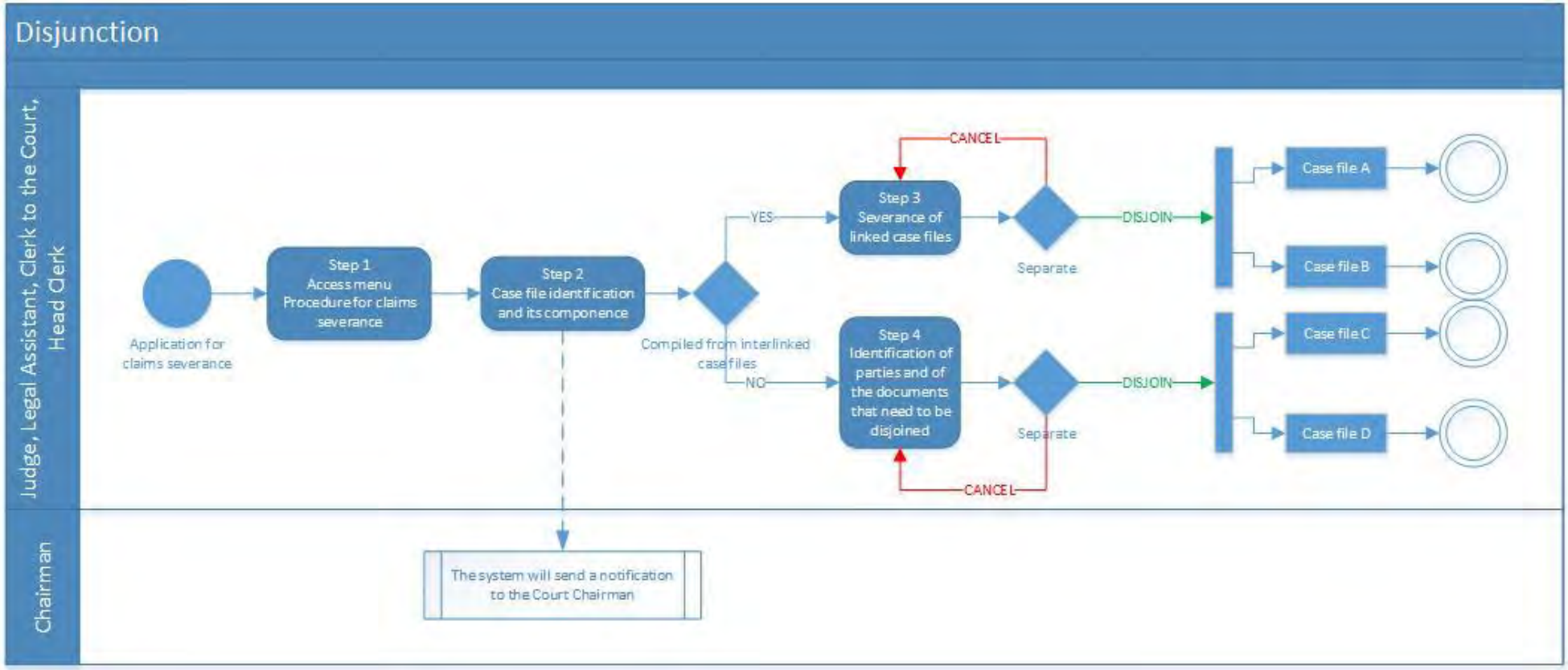
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several criminal case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system.	Chairman, Head clerk

12. Severance Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Severance	The user wants to disjoin a case file	Judge, Legal Assistant, Clerk to the Court, Head Clerk
2	Step 1	Feature access	The user will access the Severance menu	Judge, Legal Assistant, Clerk to the Court, Head Clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type The system will make available for the user information related to a selected case file - if the file was previously compiled by interlinking several case files or it is a non-linked file in which parties wish to disjoin the case. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head Clerk
4	Decision point	Case file type	The user will identify the type of case file for which case severance will be performed • Linked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head Clerk
5	Step 3	Severance of	The user will click the Severance button and the system will unlink case files that form the case file	Judge, Legal

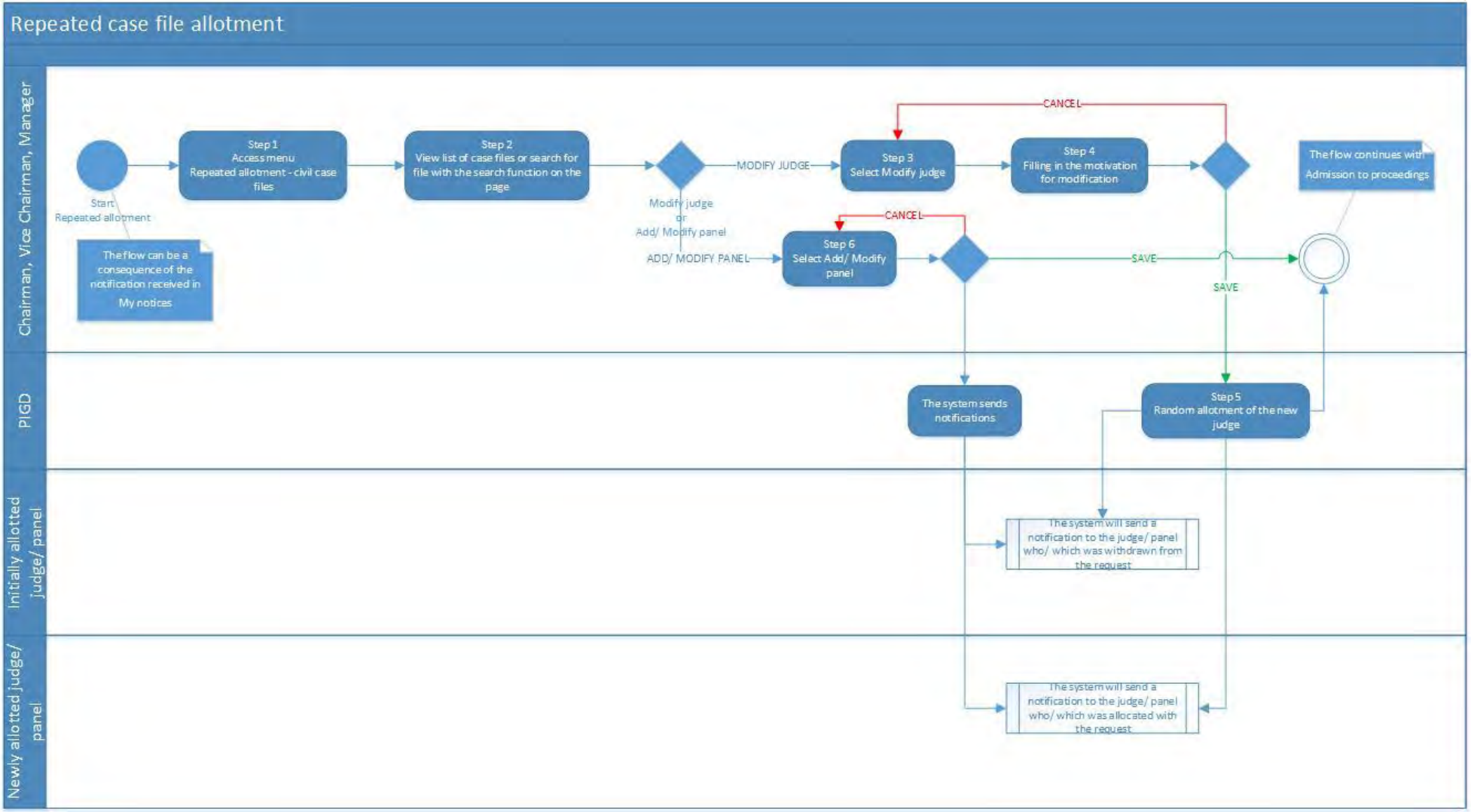
		linked files	submitted for claims severance, resulting the case files that were initially linked. Each of the resulted case files will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single file. The user will then have a possibility to delete irrelevant documents from each case file.	Assistant, Clerk to the Court, Head Clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for severance:
			• Participants
			• Group
			  o Main
			  o Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform a case file severance into two or several case files according to choices made.
			The user will be able to assign one of the resulted case files as "Main case file" - it will keep its initial number.
			The remaining resulted case files will take on new numbers assigned by the system, but they can always be referred back to the initial case file.
			Each of the resulted case files will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each case file.
				Judge, Legal Assistant, Clerk to the Court, Head Clerk

7		Case files resulted from severance	A number of case files will result from a case severance.	

13. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted judge/ panel
Newly allotted judge/ panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu
Repeated allotment - civil case files
Step 2
View list of case files or search for file with the search function on the page
Modify judge
or
Add/ Modify panel
MODIFY JUDGE
ADD/ MODIFY PANEL
Step 3
Select Modify judge
Step 4
Filling in the motivation for modification
CANCEL
Step 6
Select Add/ Modify panel
CANCEL
SAVE
SAVE
The flow continues with Admission to proceedings
The system sends notifications
Step 5
Random allotment of the new judge
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - criminal case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files”; “Repeated allotment – misdemeanour case files”; • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Dismissed; Concluded; Linked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

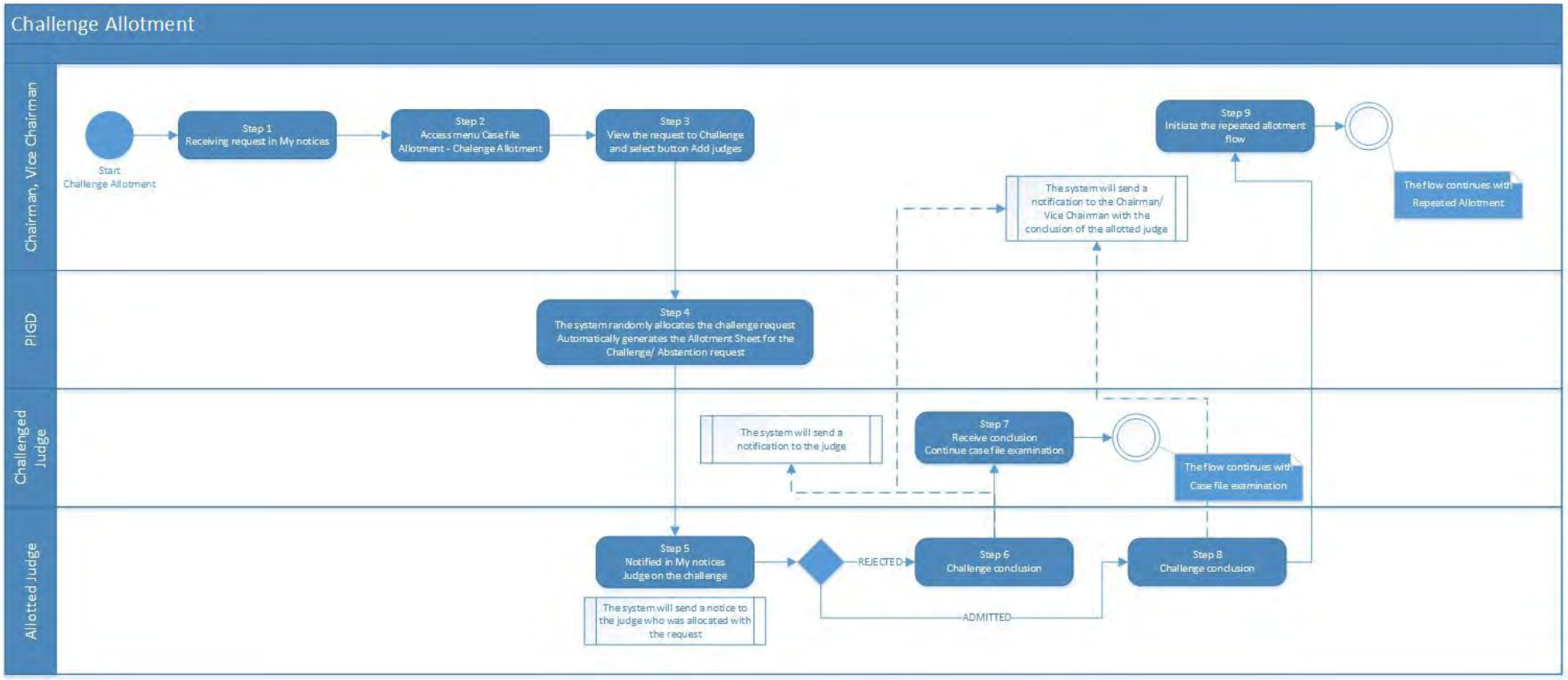
			• State a period for archiving the document ("archiving date" - (select day, month and year); • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge or Add/Change panel	The user will select the operation he/she wants to perform from a case file list • Change judge • Add panel • Change panel	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, upload the conclusion for the reassignment to another judge, click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	The user will save the repeated allotment	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	ICMS
10	Step 6	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel	Chairman, Vice-Chairman,

			• Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "Repeated allotment - appointed panel" - when changing panel members: In the new opened screen, view the list of judges who form the panel which examines a given case file. To change the list of judges, use buttons: • "Add” – button to change a judge; • "Remove”– button to delete a judge; • "Change”– button to change a judge; • "All” - button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, upload the confirmatory document which motivates the change/add/remove action, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the case file status - Case allotment.	Manager
11	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
12	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
13	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices")	ICMS

			Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	

14. Challenge Allotment Flow

Activity and Participant Chart



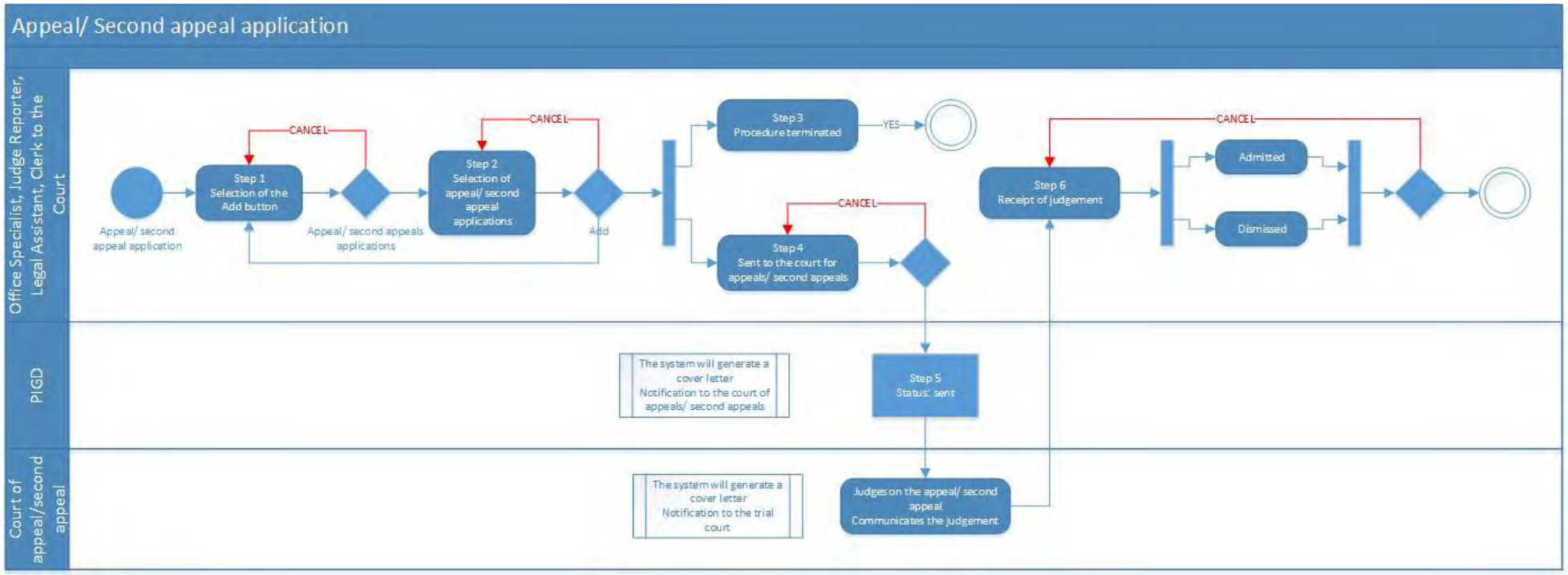
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ICMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Conclusions receipt	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission.	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

15. Appeal/Second Appeal Application Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor

<table>
<tr><td>1</td><td></td><td>Submission of appeal/second appeal applications</td><td>The user receives an appeal/second appeal application</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Means of appeal menu
In the Means of appeal screen, the user will click the Add button. This will enable the Appeal/Second appeal application option (step 2). After having saved the information entered in the 2nd step, fields in this screen will become editable.
They are:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Submitted Appeal/Second Appeal Application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application is created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Sent to a court of appeals/second</td><td>CO</td><td>Radio button; selected when an application was sent to a higher court</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

				appeals			
			Means of appeal	Ceased procedure	CO	Radio button; selected when a procedure is ceased	
			Means of appeal	Court of appeals/second appeals	CO	Pre-populated list with courts of appeals, mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent to	CO	Calendar field, date when an application was sent; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent by	CO	Text field, how an application was sent (e.g. by courier etc.); mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Cover letter	OP	Generates a cover letter	
			Means of appeal	Comments on the judgement	OP	Text field; type a text for commenting on a judgement from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Judgement received on	CO	Calendar field; date when an application was received back from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Examination results	CO	Radio button - Admitted / Dismissed The result for an appeal/second appeal application; mandatory after having selected as sent to a court of appeals/second appeals	
3	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 2</td><td>Add application</td><td>The user will access the feature Appeal/Second appeal applications and a new screen will open and the following data will be entered:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Type of application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Appellant/Plaintiff in appeal</td><td>OB</td><td>Pre-populated list field with parties to a case file. To select a value</td></tr>
<tr><td>Means of appeal</td><td>Respondent in appeal</td><td>OB</td><td>Text field</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Reason</td><td>OB</td><td>Text field; type a text for reasons of an appeal/second appeal application;</td></tr>
<tr><td>Means of appeal</td><td>Evidence</td><td>OB</td><td>Text field; form the list of evidence attached to an appeal/second appeal application</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

						(name, description of evidence);	
			Means of appeal	Request	OB	Text field; type a text for the request stated in an appeal/second appeal application;	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is saved				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
8	Step 3	Ceased procedure	The button for ceased procedure is selected (see step 1) and the flow is terminated.				Office Specialist, Judge Reporter, Legal Assistant,

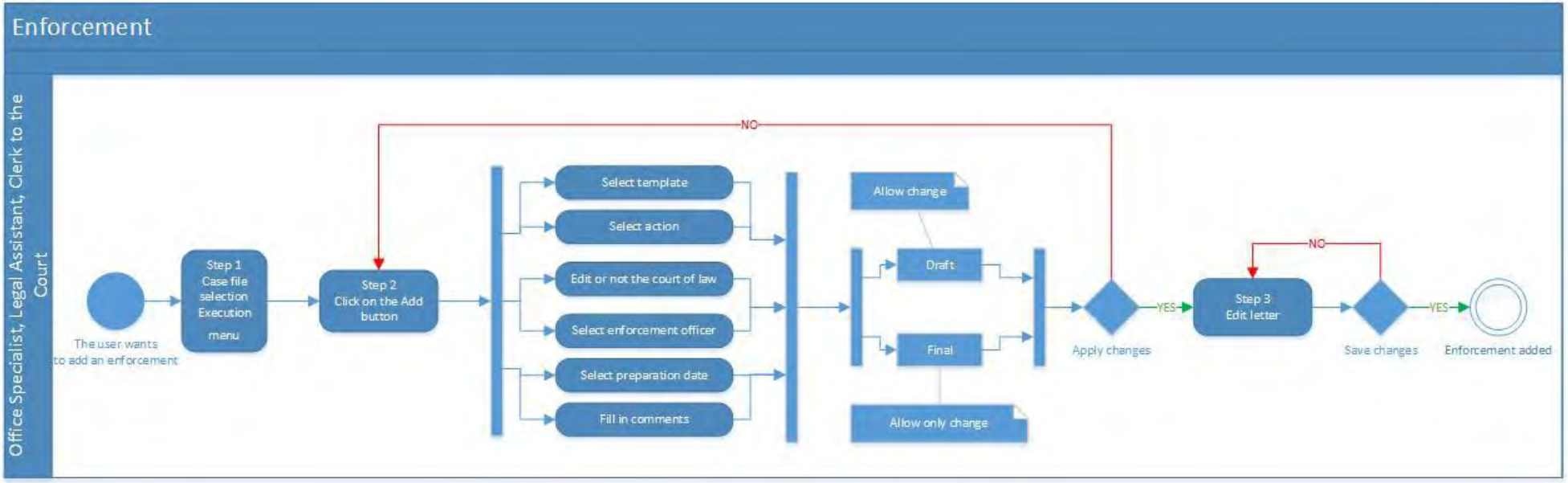
				Clerk to the Court
9	Step 4	Sent to a higher court	A part of the fields described under step 1 are filled in. Sent to a court of appeals/second appeals is selected.	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
10	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
11	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is sent	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
12		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
13	Step 5		The system will change the status to sent.	ICMS

14	Activity	Judgement on appeal	A higher court judges the appeal/second appeal	Court of appeals/second appeals
15	Step 6	Judgement reception	The user receives a judgement from a higher court related to the action of appeal/second appeal and some of the fields described under step 1 are filled in. • Comments on the judgement • Judgement received on • Examination results	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court

The new application will consider a streamlining of steps in the appeal/second appeal flow and a redesign of the graphical interface and of the data items to be comprised - i.e. as many as possible information elements in a single display.

16. Enforcement Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add enforcement	The user wants to add an enforcement	Office Specialist, Legal Assistant,

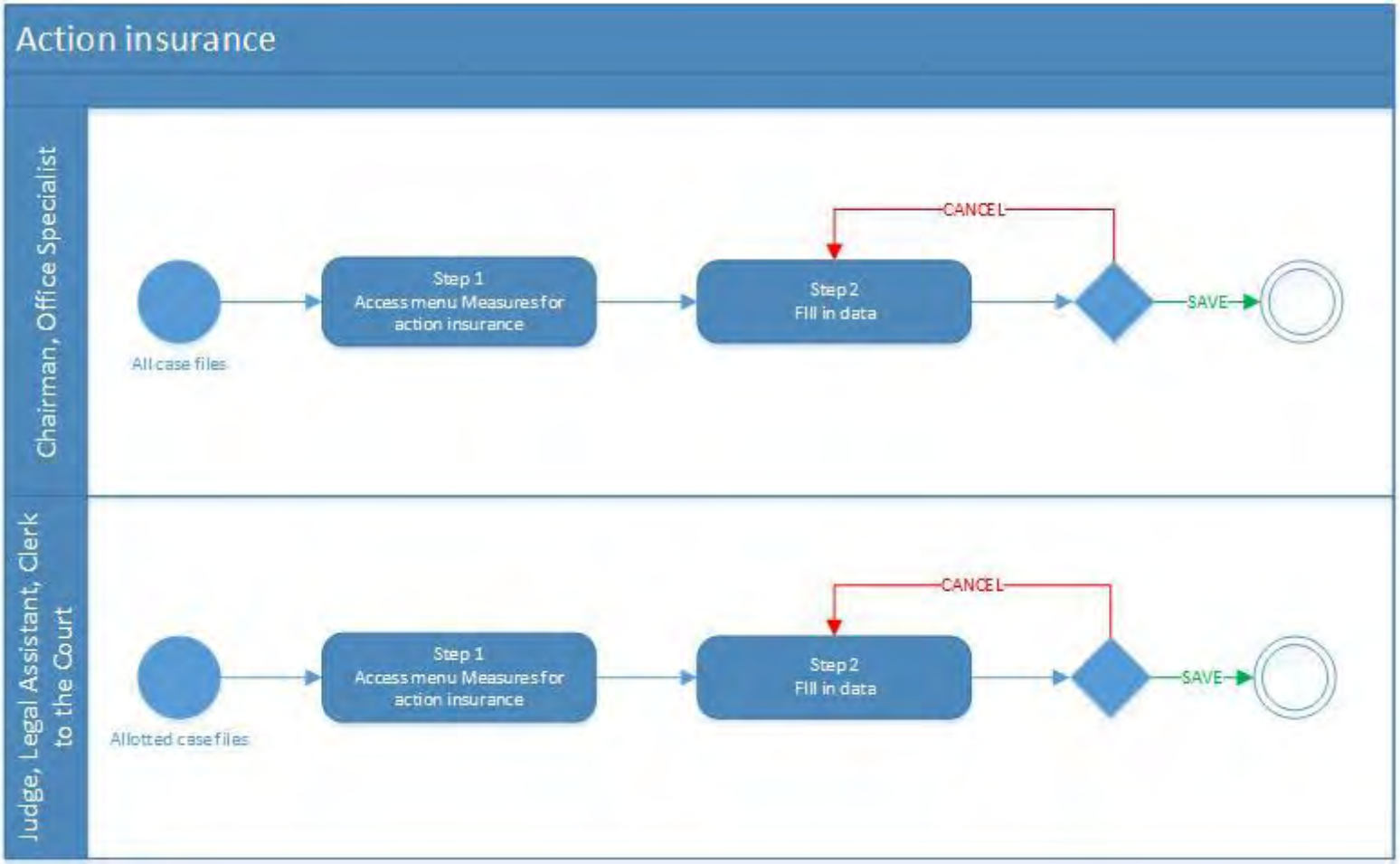
<table>
<tr><td></td><td></td><td></td><td></td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Enforcement menu</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to record a new enforcement. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Enforcement</td><td>Select template</td><td>OB</td><td>Pre-populated list field; select from the "Choose template" drop-down list (civil, criminal or contravention depending on case file type) - Cover letter to send judicial papers???</td></tr>
<tr><td>Enforcement</td><td>Action</td><td>OB</td><td>Pre-populated list field; select from the "Action" drop-down list (unknown; sent; suspended; amended; enforced; returned)</td></tr>
<tr><td>Enforcement</td><td>Court</td><td>OB</td><td>Pre-populated list field; type on the line of "Court" option the name of the court that issued a judgement;</td></tr>
<tr><td>Enforcement</td><td>Enforcement officer</td><td>OB</td><td>Pre-populated list field; select for the "Enforcement officer" option the name of the enforcement officer to whom a judgement is sent for enforcement (Enforcement officer, Probation office, Prison, Civil Status Office;</td></tr>
<tr><td>Enforcement</td><td>Prepared on</td><td>OB</td><td>Calendar field; select/type under the "Preparation date" option the date when the enforcement order/enacting terms of a</td></tr>
</table></td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
</table>

						judgement was/were prepared;	
			Enforcement	Prepared by	GA	Text field, pre-populated; in the line of option "Prepared by", the program will indicate by default the first and last name of the program user who recorded the information related to an enforcement of the judgement;	
			Enforcement	Comments	OP	Text field; the "Comments" box will be filled in with the text of additional comments on the enforcement action;	
			Enforcement	Status	OB	Radio buttons; Check radio options for the document "Draft" or "Final"; The Final option will not allow a future edit of the document	
4	Decision point	Apply changes? NO	If the user does not click the Apply changes button, then none of the checked options will be effective				Office Specialist, Legal Assistant, Clerk to the Court
5	Decision point	Apply changes? YES	If the user clicks the Apply changes button, then changes will be applied to the edit area				Office Specialist, Legal Assistant, Clerk to the Court
6	Step 3	Edit enforcement	The user will edit in the special area the contents of the enforcement document				Office Specialist, Legal Assistant, Clerk to the Court
7	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist,

				Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the enforcement will be saved and it will show on the list.	Office Specialist, Legal Assistant, Clerk to the Court
9	Decision point	Save data? DA – Final	If the user saves data by clicking the Save button, then the enforcement will be saved and it will show on the list without a possibility for further editing.	Office Specialist, Legal Assistant, Clerk to the Court
10		Saved enforcement	The enforcement is saved in the system. After having saved entered data, a list of enforcements already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Legal Assistant, Clerk to the Court

17. Action Insurance Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

			measures				
			Action insurance measures	Applied bail	OP	Check mark; to select if bail applies;	
			Action insurance measures	Challenged	OP	Radio buttons; to select "Admitted" or "Dismissed";	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.				Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.				Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Edited • Deleted				Chairman, Office Specialist

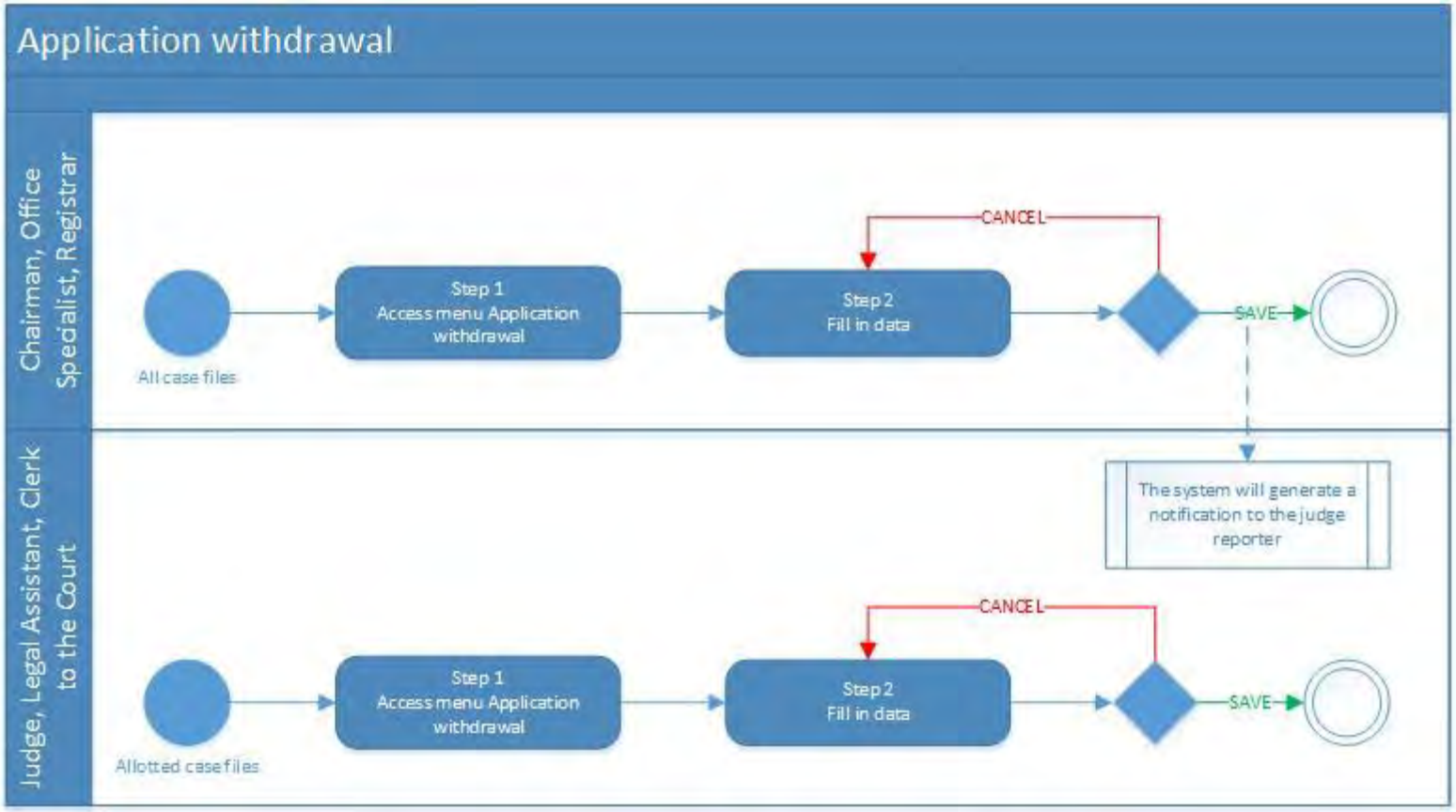
No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance measures</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
<tr><td>Action insurance measures</td><td>Applied bail</td><td>OP</td><td>Check mark; to select if bail applies;</td></tr>
<tr><td>Action insurance measures</td><td>Challenged</td><td>OP</td><td>Radio buttons; to select "Admitted" or "Dismissed";</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td>If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.</td><td>Judge, Legal Assistant,</td></tr>
</table>

				Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide the possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

18. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			submitted the withdrawal application	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

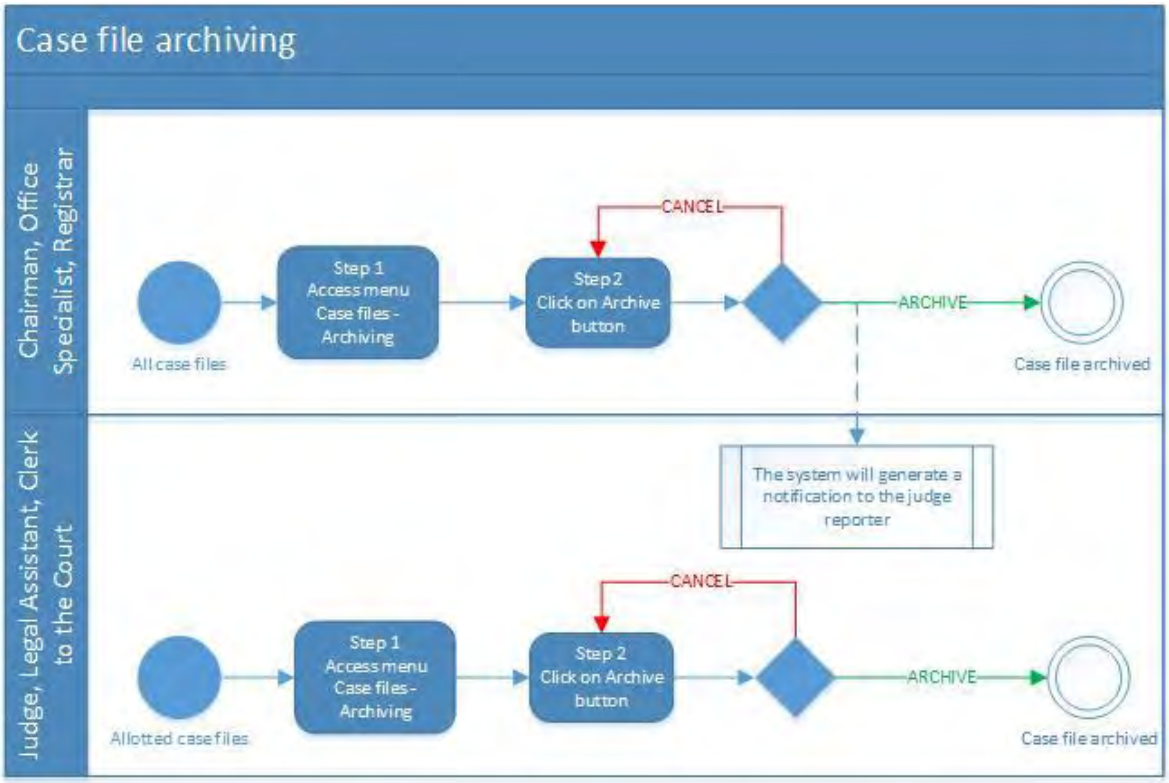
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

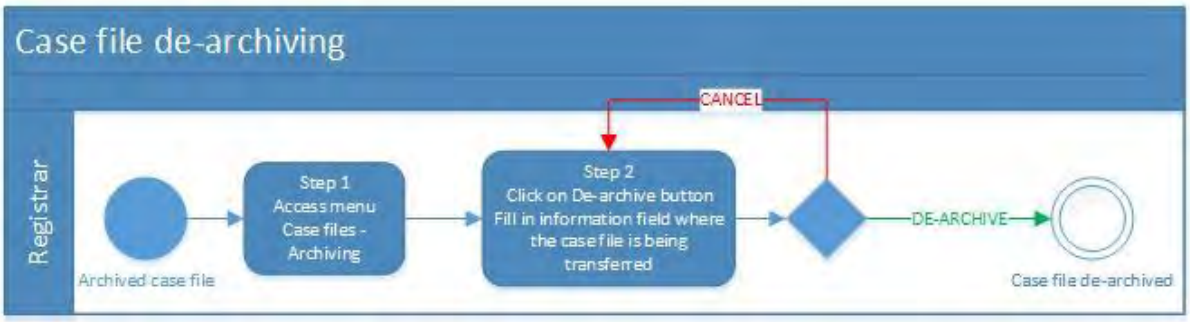
Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

19. Case file archiving flow

Activity and Participant Chart





Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For allotted case files	Judge, Legal Assistant, Clerk to the

				Court
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	**Step, activity, process**	**Name**	**Description**	**Actor**
1		Extract case file from archives	The user wants to extract a case file from archives For all case files	Registrar
2	Step 1	Case file Selection	The user will access the Case files - Extraction from archives menu, will use the search feature or will select directly the case file wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the case file wanted to be extracted. A series of fields will be enabled and they must be filled in: **Submenu** | **Field name** | **Mandatory (OB) Optional (OP) Conditional** | **Description**	Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td>(CO)
Generated /
automatic (GA)</td><td></td></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td colspan="2">The extraction from archives is discontinued</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td colspan="2">The case file is extracted from archives Its status is set to the one right before being committed to archives</td><td>Registrar</td></tr>
</table>

2.5 Operational flows for criminal case files before the Court of Appeals

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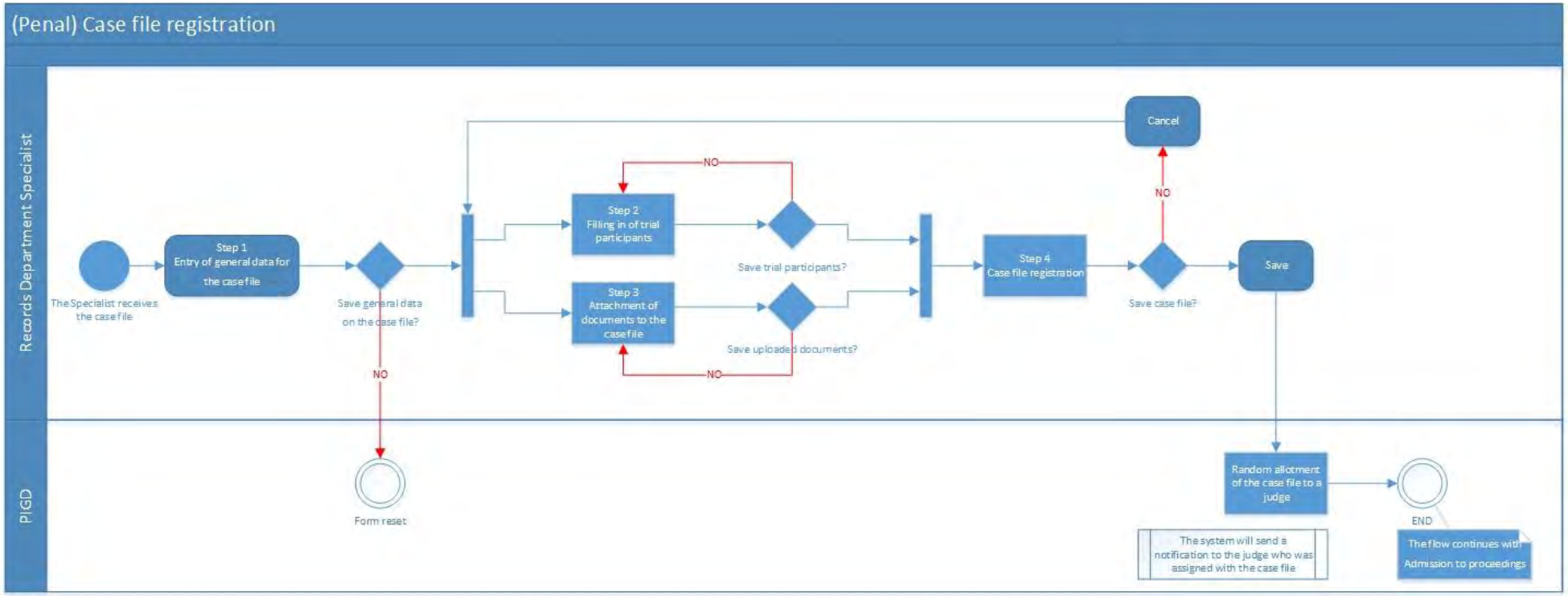
1. Case File Registration Flow

Activity and Participant Chart



Description of Flow Chart Steps

<table>
<tr><th>No</th><th>Step, activity, case file</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a criminal case file</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ICMS</td><td>The Office Specialist will access the menu Case Files – New Criminal Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date; can be edited. To be filled in with the date of case file creation.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is the unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be the unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>An automatic incremental compound number. It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice are imposed by the value chosen in the Examination procedure.</td></tr>
<tr><td>General data</td><td>Confidential data</td><td>CO</td><td>Check mark. Such a selection will indicate whether there are confidential data on file.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

							It can be selected as default depending on the choice for the main group.		
				General data	Received file	OB	Selection from a pre-set list; to select the action type (e.g. first instance, according to jurisdiction etc.)		
				General data	Application submitted by	OB	Selection from a pre-set list.		
				General data	Main group	OB	SC will access an exhaustive pre-set list of criminal cases from which to choose a case. This will have the highest level of complexity for a processed file.		
				General data	Secondary groups	OP	SC will access an exhaustive pre-set list of criminal cases from which to choose one or several cases that are complementary to the first selected case. These will have a lower level of complexity than the main group.		
				General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file		
				General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application		
				General data	Annexes		Blank text field in which SC will list documents attached to the case file.		
				General data	Repeated action	OP	Check mark; related to actions during a criminal investigation that can be recurring – e.g. extension of an arrest warrant		
				General data	Case file status	GA	Non-editable field, it shows a case file status		
				General data	Case file reinception	OP	Button, the feature allows the user to change a case file status to the one right before accessing the feature.		
				General data	Number assigned by the criminal prosecution body	OB	Alphanumeric field, editable; to enter a number assigned within the criminal prosecution body (Public Prosecutor's Office etc.) The system will foresee an integration with systems from other institutions for an automated		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>import of data/case files.</td></tr>
<tr><td>General data</td><td>Offence media</td><td>OB</td><td>List with pre-populated values, choice from list.</td></tr>
<tr><td>General data</td><td>Comments</td><td>OP</td><td>Blank text field in which comments on the initiated case file can be entered.</td></tr>
<tr><td>General data</td><td>Incompatible judges</td><td>CO</td><td>A list will appear with all judges of a court where a case file is opened and judges incompatible with the case file will be selected.
The reason for choosing the judges as incompatible will be indicated.</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
In the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td>Office Specialist (SC)</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, the Add feature and will fill in the following information:
• Natural person / Legal entity
• Radio buttons; SC must choose one of two options given by the system. Depending on the choice made, the following fields will become visible and editable:
  ○ Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial participants</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will choose a participant’s capacity (e.g. plaintiff, defendant etc.) in the case file</td></tr>
</table>
</td><td>Office Specialist (SC)</td></tr>
</table>

				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.		
				Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the bill of indictment		
				Trial participants	Last name	OB	Text field, to be filled in with the person's last name		
				Trial participants	First name	OB	Text field, to be filled in with the person's first name		
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual		
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth		
				Trial participants	Gender	OB	Pre-set M and F list; selection from list		
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid		
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen		
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory		
				Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is		

			domiciled
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in
Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in
Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in
Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in
Trial participants	Position	OP	Text field; to enter the position held at the workplace by a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

- Legal entity

Submenu	**Field name**	**Mandatory (OB) Optional (OP)**	**Description**

						Conditional (CO) Generated / automatic (GA)			
				Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in a case file		
				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.		
				Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the bill of indictment		
				Trial participants	Name	OB	Text field; to enter the name of the legal entity		
				Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of a legal entity		
				Trial participants	Free-of-charge legal aid	OP	Check mark; to select if a participant whose data are being filled in benefits from free-of-charge legal aid		
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad		

Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory
Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in
Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Comments	OP	Text field, comments can be entered

At this stage, the following information can be further entered:

- Statistical register card of a defendant (for both natural persons and legal entities)

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO)**	**Description**

						Generated / automatic (GA)			
				Defendant's statistical register card	Gender	OB	List with pre-populated values; choice form list.		
				Defendant's statistical register card	Age	OB	List with pre-populated values; choice form list.		
				Defendant's statistical register card	Occupation	OB	List with pre-populated values; choice form list.		
				Defendant's statistical register card	Position	OB	List of pre-populated values; to be selected		
				Defendant's statistical register card	The minor has been educated	OB	List of pre-populated values; to be selected		
				Defendant's statistical register card	Previous minor	OB	List of pre-populated values; to be selected		
				Defendant's statistical register card	Criminal history	OB	List of pre-populated values; to be selected		
				Defendant's statistical register card	Criminal history unannulled and non-extinct	OB	A button which will open an exhaustive list from which to select		
				Defendant's statistical register card	Defendant with unanulled and non-extinct criminal history	OB	List of pre-populated values; to be selected		
				Defendant's statistical register card	Last offence is committed after	OB	List of pre-populated values; to be selected		

				Information on the offence	Fable of accusation	OB	A button that will open an exhaustive list from which to select		
				Information on the offence	The offence was committed	OB	List of pre-populated values; to be selected		
				Information on the offence	Last offence was committed after	OB	List of pre-populated values; to be selected		
				Information on the offence	The offence is consummated	OB	List of pre-populated values; to be selected		
				Information on the offence	The place where the offence happened	OB	List with pre-populated values; choice form list.		
				Information on the sentence	Date when the sentence was rendered	OB	Calendar field; date to be selected		
				Information on the sentence	In the pronounced sentence the person is	OB	List with pre-populated values; choice form list.		
				Information on the sentence	CP art under which is: a) submitted the charge b) pronounced the court sentence c) the article under which the person is registered for which the sentence became irrevocable	OB	Text fields for each point		
				Information on the sentence	Capital punishment	OB	List of pre-populated values; to be selected		

Information on the sentence	Peculiarities of enforcing confinement	OB	List of pre-populated values; to be selected
Information on the sentence	Complementary punishments	OB	List of pre-populated values; to be selected
Information on the sentence	Special forfeiture	OB	List of pre-populated values; to be selected
Information on the sentence	Forced medical treatment applied against	OB	List with pre-populated values; choice form list.
Proceedings before a court of appeals	Sentence	OB	List of pre-populated values; to be selected
Proceedings before a court of appeals	The results of the trial in the court of appeal	OB	List of pre-populated values; to be selected
Proceedings before a court of second appeals	Judgement	OB	List of pre-populated values; to be selected
Proceedings before a court of second appeals	The results of the judgement in the court of second appeal	OB	List of pre-populated values; to be selected
The card will be saved and printed via the Save and Print buttons.			

- Statistical register card of an aggrieved party

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Aggrieved party statistical register card</td><td>Position</td><td>OB</td><td>List of pre-populated values; to be selected</td></tr>
<tr><td>Aggrieved party statistical register card</td><td>Educated minor</td><td>OB</td><td>List of pre-populated values; to be selected</td></tr>
<tr><td>Aggrieved party statistical register card</td><td>Prior offences against the aggrieved party</td><td>OB</td><td>List of pre-populated values; to be selected</td></tr>
<tr><td>Aggrieved party statistical register card</td><td>Article in the Penal Code</td><td>OB</td><td>A button that will open an exhaustive list from which to select</td></tr>
<tr><td>Aggrieved party statistical register card</td><td>The aggrieved party was</td><td>OB</td><td>List of pre-populated values; to be selected</td></tr>
<tr><td colspan="4">The card will be saved and printed via the Save and Print buttons.</td></tr>
</table>
The system will provide a possibility of integration with other external information systems – e.g. Population Records – for a maximum utility.
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data? YES</td><td>After having saved entered data, a list is viewed in the same screen with participants already entered in the system for the case. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data? NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:</td><td>Office Specialist (SC)</td></tr>
</table>

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Documents	Name	CO	Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.
Documents	Document type	OB	Field with list of pre-populated values, which also allows the addition of free text. This list will give the most common types of documents loaded in the system.
Documents	Name	OB	Text field, SC will fill in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.
Documents	Merits	OB	Text field, short description of document
Documents	Author	OB	Text field, to indicate the author of a loaded document. Furthermore, there will be a possibility to view the registered participants as parties to this application and to select them as authors.
Documents	Registered on	OB	Calendar feature, to select the date when the document is recorded
Documents	Prepared on	OP	Calendar feature, to select the date when the document was created
Documents	Protocol no.	OB	Alphanumerical field, to register the document protocol number
Documents	Issuing body	OP	Text field, to fill in the name of a body or institution that issued the document
Documents	Document number	OB	Alphanumerical field, to register the document entry number, as per the incoming registry

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data? YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data? NO</td><td>If data are not saved, the flow will be resumed from step 3.</td><td>Office Specialist (SC)</td></tr>
<tr><td>10</td><td>Step 4</td><td>Case file registration</td><td>SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the case file. Editable elements are:
• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the case files to be recorded in ICMS
• Registration date – calendar feature, SC will select the date when the application is registered
• Name – text field pre-duraapopulated by an aggregation of names of the first plaintiff and of the first defendant. This field can be edited and thus the name of the application
Information elements (view):
• Case file type
• Case file index
• Received case file
• Review</td><td>Office Specialist (SC)</td></tr>
</table>

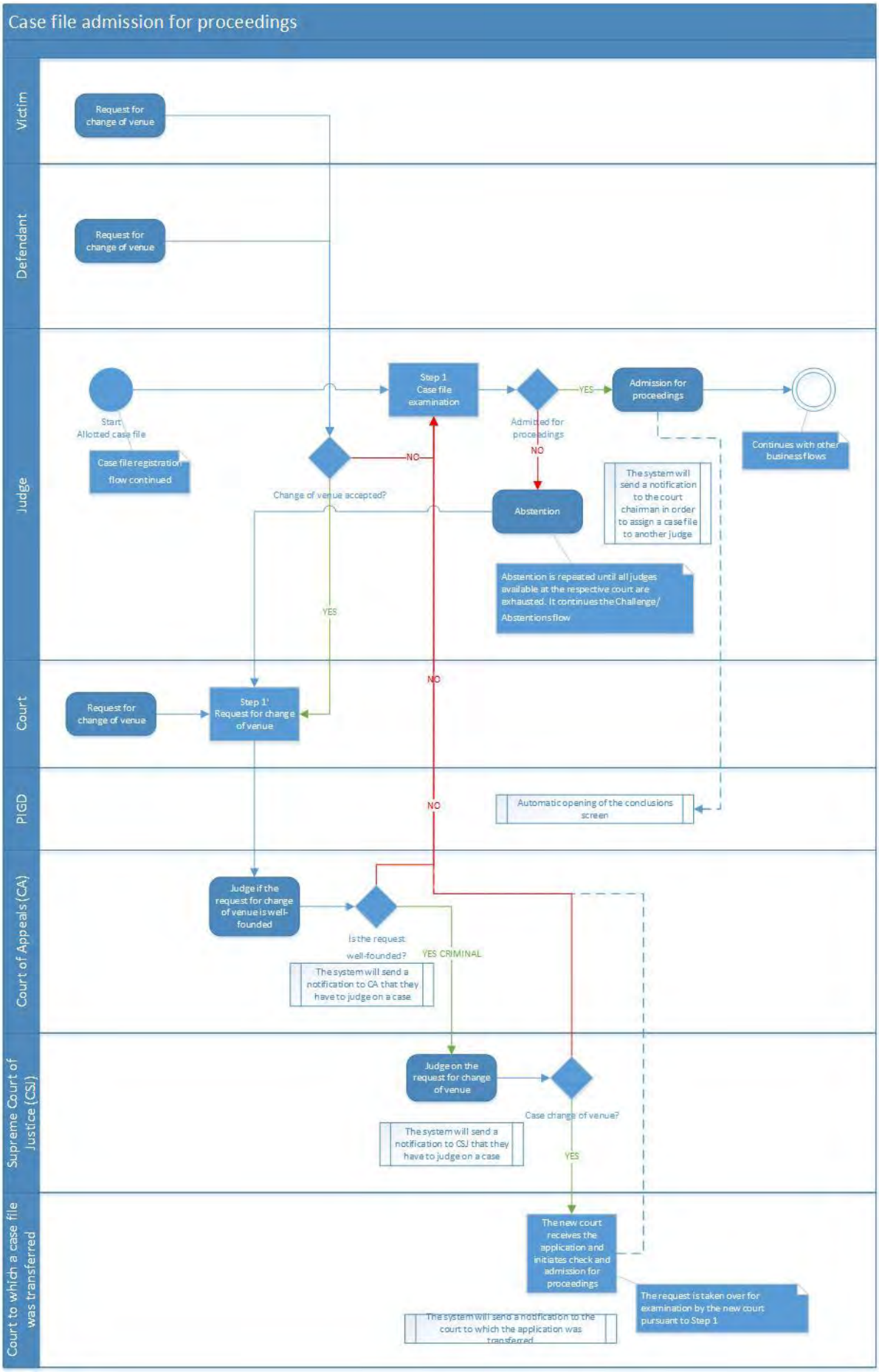
			• Reference number
			• Name
			• Group
			• Merits of the case
			• State tax
			• Participants
			  ○ Type
			  ○ Name
			  ○ Date of birth
			  ○ Address
			• Documents attached
			  ○ Document
			  ○ Name
			  ○ Merits
			  ○ Author
			  ○ Registered on
			  ○ Issuing body
			  ○ Document number
			  ○ Content type – original name of the loaded file
			  ○ Size – size in MB of the loaded document
			  ○ View – feature to view the file described above
			
			Moreover, the application will make available the performance of the following operations by selecting the allotted button:
			• Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system
			• Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the file, trial participants. The template of this document will be loaded in the system
			• Record card – automatic generation of a standard PDF document called Criminal case file statistical register card. A template of this document will be loaded in the system.	

11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)

12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist (SC)
13	Trial	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ICMS
			The flow continues with the Admission for Proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant Chart


Case file admission for proceedings
Victim
Defendant
Judge
Court
PIGD
Court of Appeals (CA)
Supreme Court of Justice (CSJ)
Court to which a case file was transferred
Request for change of venue
Request for change of venue
Start
Allotted case file
Case file registration flow continued
Step 1
Case file examination
Admitted for proceedings
YES
NO
Admission for proceedings
Continues with other business flows
Change of venue accepted?
NO
Abstention
The system will send a notification to the court chairman in order to assign a case file to another judge
Abstention is repeated until all judges available at the respective court are exhausted. It continues the Challenge/ Abstentions flow
YES
NO
Request for change of venue
Step 1'
Request for change of venue
NO
Automatic opening of the conclusions screen
Judge if the request for change of venue is well-founded
Is the request well-founded?
YES CRIMINAL
The system will send a notification to CA that they have to judge on a case
Judge on the request for change of venue
Case change of venue?
The system will send a notification to CSJ that they have to judge on a case
YES
The new court receives the application and initiates check and admission for proceedings
The request is taken over for examination by the new court pursuant to Step 1
The system will send a notification to the court to which the application was transferred

Description of Flow Chart Steps

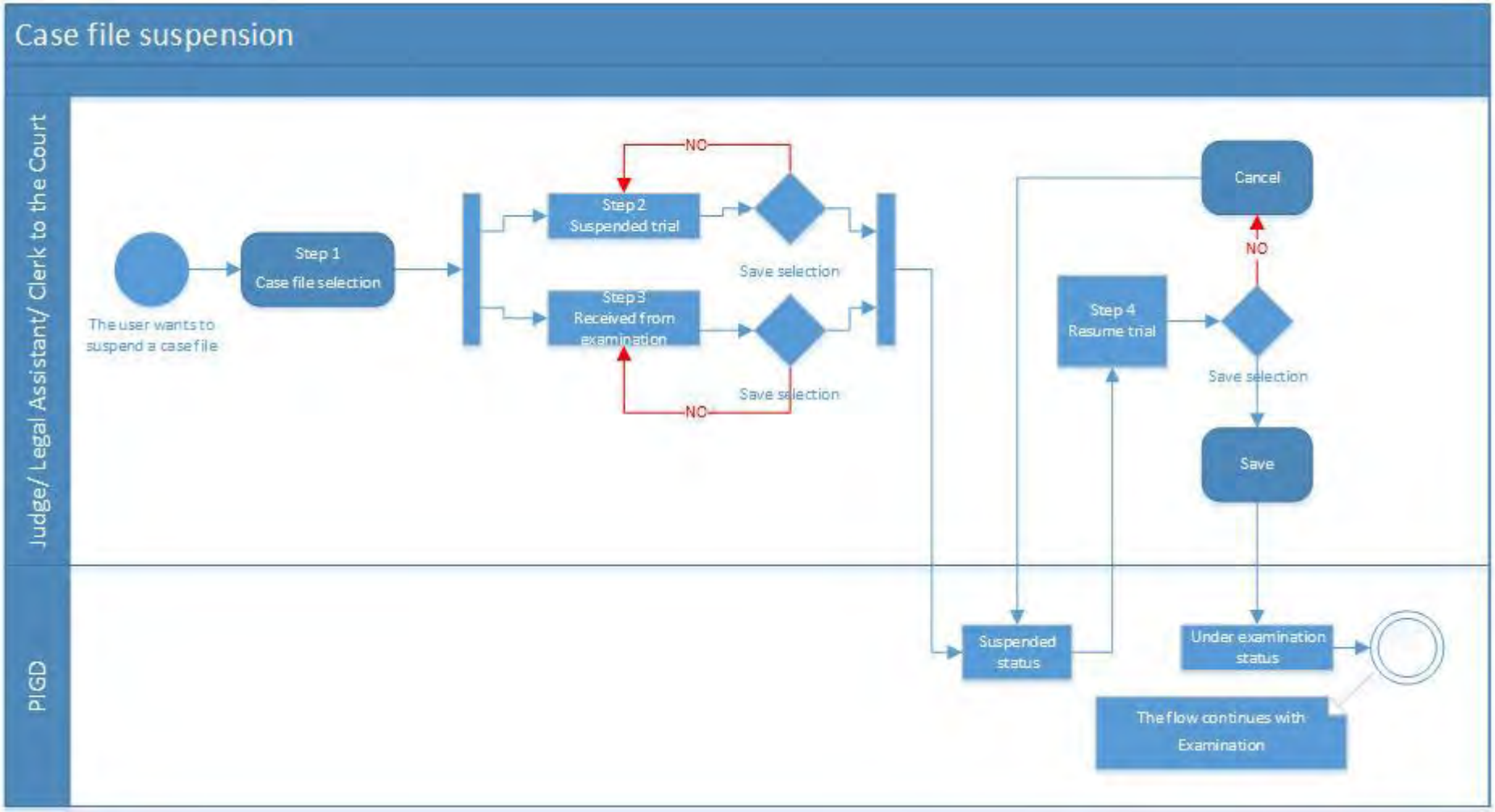
No	Step, activity, process	Name	Description	Actor
1		Case file allotment	Case file registration flow continued. The judge who was allotted the file has been notified in my notices	ICMS
2	Step 1	Case file examination	The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"	Judge (JUD) Legal Assistant
3	Decision point	Admit for proceedings? YES	The user will admit for proceedings	Judge (JUD) Legal Assistant
4	Activity	Admission for Proceedings	The user will receive the case file for proceedings and will fill in the date of admission.	Judge (JUD) Legal Assistant
5	Activity	Request for change of venue	Submits applications for change of venue	Defendant, Victim
6	Activity	Request for change of venue/Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
7	Decision point	Accept the application for change of venue? NO	If an application for change of venue is not accepted by the judge, then the flow resumes from step 1 Case file examination	JUD
8	Decision point	Accept the application for change of venue? YES	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD
9	Step 1'	Application for change of venue	The court where an application for change of venue was submitted will forward it to a higher court for settlement.	Court
10	Activity	Decides on a	CA receives the application for settlement and judges on the application for change of venue.	Court of

		change of venue		Appeals (CA)
11	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
12	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
13	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
14	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
15	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
16	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
17	Decision point	Is the application well-founded? YES	CJS decides which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CSJ

Upon developing the graphic interface for the screen Admission for Proceedings, the insertion of a history with actions related to this screen will be taken into account - i.e. the time frame when a case file was in a certain state, article, grounds etc.

3. Case file Suspension Flow

Activity and Participant Chart



Description of Flow Chart Steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>The user wishes to suspend a case file following an intervention</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>Check mark Suspended trial represents the user's choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

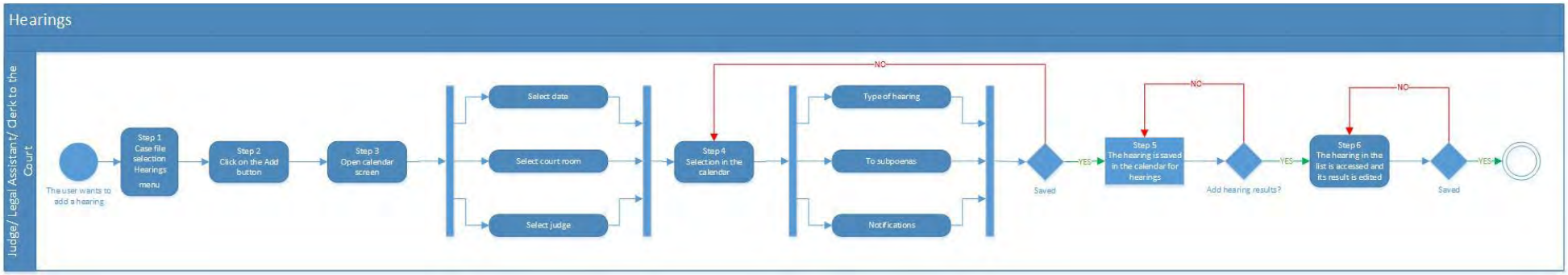
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>have to enter in this field the grounds taken from the article selected as the fundament for suspending a case file</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from the same step (step 2)</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>If the user saves the data by clicking the Save button, then:
• the application will change the case file status to suspended

The user will draw up a conclusion.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>6</td><td>Activity</td><td>Status change</td><td>The system will change the case file status to suspended</td><td>ICMS</td></tr>
<tr><td>7</td><td>Step 3</td><td>Withdrawn from examination</td><td>The user will check the option Withdrawn from examination in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Withdrawn from examination</td><td>CO</td><td>Check mark Withdrawn from examination represents the user's choice to withdraw a case file from examination pursuant to legal regulations.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a withdrawn from examination was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is withdrawn from</td></tr>
</table>
</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

						examination	
			Suspensions	Grounds	CO	Text field, mandatory if enabled. The user will have to enter in this field the grounds taken from the article selected as the fundament for withdrawing a case file from examination	
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 3)				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to suspended				Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to suspended				ICMS
11	Step 4	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.				Judge (JUD) Legal Assistant Clerk to the Court
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to examination The user will draw up a conclusion.				Judge (JUD) Legal Assistant Clerk to the Court
14	Activity	Status change	The system will change the case file status to examination				ICMS

4. Hearings Flow

Activity and Participant Chart



Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal Assistant Clerk to the Court
2	Step 1	Case file selection	The user will employ the search feature or he/she will access My files or All files to identify a case file. Selects the Hearings menu	Judge (JUD) Legal Assistant Clerk to the Court
3	Step 2	Select the Add	The user will click the Add button on page to record a new hearing	Judge (JUD)

<table>
<tr><td></td><td></td><td>button</td><td></td><td>Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all court rooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view court room availability; he/she will be able to initiate a new hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the hearing start</td></tr>
<tr><td>Hearings</td><td>Duration</td><td>OB</td><td>Hours and time field; to enter a hearing duration</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OB</td><td>Pre-populated list field; default with the value</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

						selected in the filter; can be changed	
			Hearings	Type of hearing	OB	Radio buttons • to examine a case • to prepare a case • without parties present	
			Hearings	Open hearing	OP	Check mark; if selected, it means open hearing	
			Hearings	Participants	OB	A field to add parties to be summoned; additions are made in the list of participants	
			Hearings	Employees to be notified	OB	A field that states the judge's team and the panel (if applicable) to be notified about the hearing	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 3				Judge (JUD) Legal Assistant Clerk to the Court
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar Participants will be notified.				Judge (JUD) Legal Assistant Clerk to the Court
8	Step 5	Scheduled hearing	The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted • Filled in - addition of hearing results				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Has the hearing a result? NO	The user will not add hearing results.				Judge (JUD) Legal Assistant Clerk to the Court
10	Decision	Has the hearing	A new screen will open to enter results.				Judge (JUD)

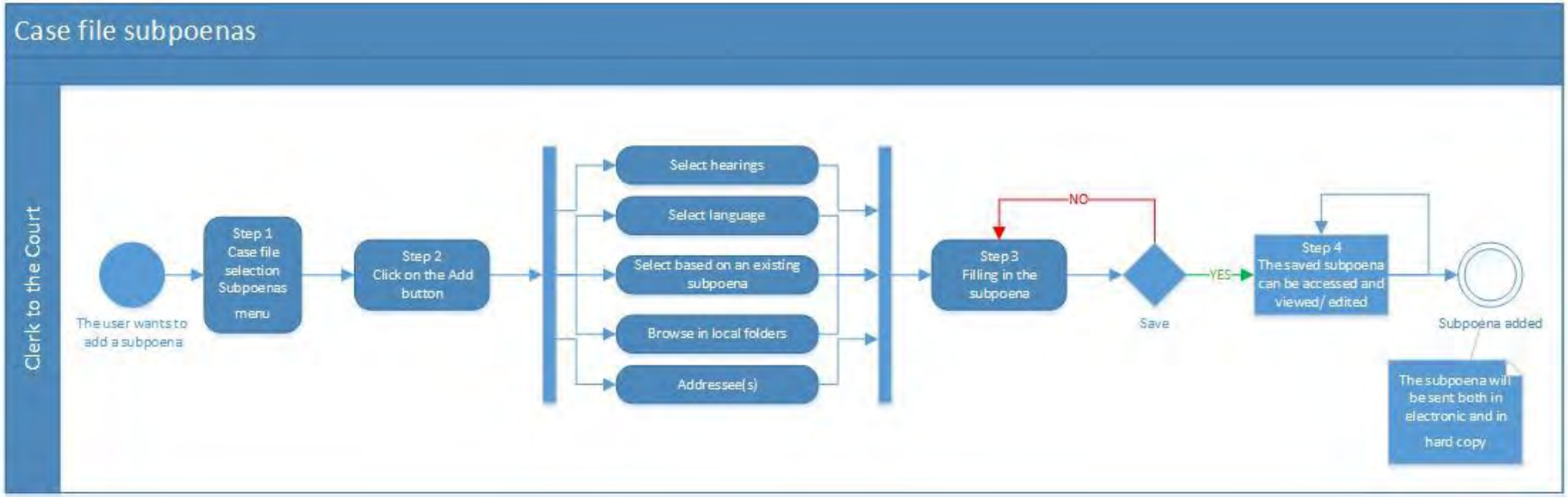
	point	a result? YES		Legal Assistant Clerk to the Court
11	Step 6	Add result	A new screen will open and the following fields will be enabled for filling in:	Judge (JUD) Legal Assistant Clerk to the Court

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Hearings	Browse	CO	Browse – allows for a selection and loading of audio files or documents from a hearing
Hearings	Hearing results	OB	Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Hearing results	OB	Text field
Hearings	Participant	OB	List field; to select a participant
Hearings	Result	OB	List field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Conviction	OB	List field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Complementary	OP	Check mark. Selection will activate other form fields
Hearings	Complementary sentence	CO	List field; to select from list
Hearings	Description of complementary sentence	CO	Text field
Hearings	Term: years	CO	Numerical field; to enter the years of a sentence with deprivation of liberty
Hearings	Term: months	CO	Numerical field; to enter the months of a

						sentence with deprivation of liberty	
			Hearings	Term: days	CO	Numerical field; to enter the days of a sentence with deprivation of liberty	
			Hearings	Term: hours	CO	Numerical field; to enter the hours of a sentence with deprivation of liberty	
			Hearings	Life detention	OP	Check mark	
			Hearings	Amount	CO	Numerical field; to enter the conviction amount	
			Hearings	Currency	CO	Pre-populated list field; to select a currency	
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 5				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	Hearing results will be saved				Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Add subpoena	The user wants to create/add a subpoena	Clerk to the Court
2	Step 1	Case file	The user will employ the search feature or he/she will access My files or All files to identify a case file and	Clerk to the

		selection	to access the Subpoena menu	Court
3	Step 2	Select the Add button	The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Clerk to the Court

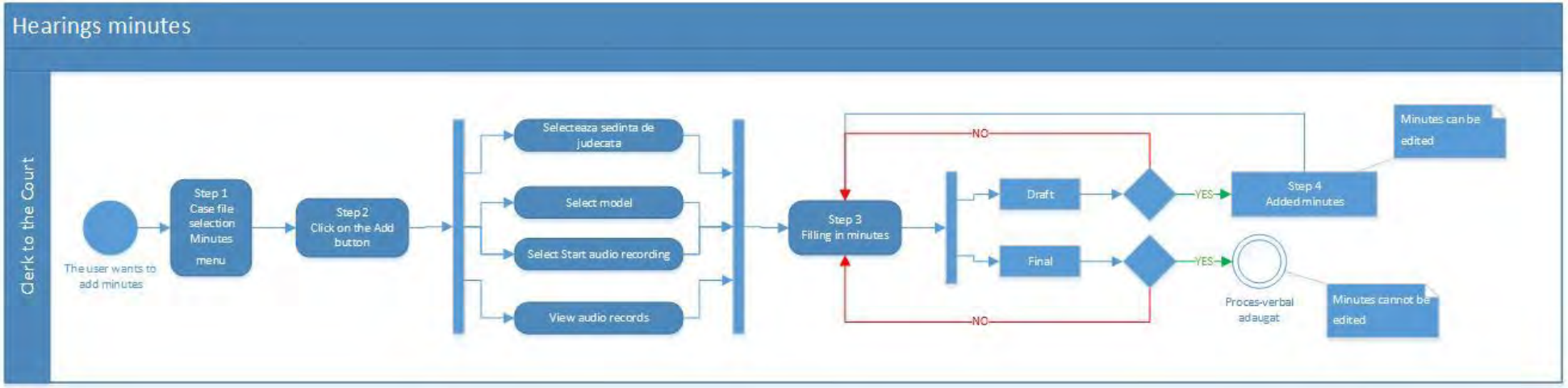
Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Subpoenas	Hearing	OB	Pre-populated list field; the user will select a hearing date for which to issue a subpoena
Subpoenas	Language	OB	Pre-populated list field; the user will select a language to draft the subpoena
Subpoenas	Subpoena based on an existing subpoena	OP	Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse
Subpoenas	Browse	OP	Browse button - the user will be able to choose a document from local folders to be used as a subpoena template
Subpoenas	Addressee	OB	Pre-populated list field; the user will select an addressee for the subpoena
Subpoenas	Addressees	OP	Addressees (multiple) - area where to view all addressees included in the subpoena
Subpoenas	Select a participant	OP	Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field

4	Step 3	Subpoena fill-in	The user will edit the subpoena in the text editing area on screen.	Clerk to the Court
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Clerk to the Court
6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.	Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered	Clerk to the

			in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Court

6. Minutes Flow

Activity and Participant Chart



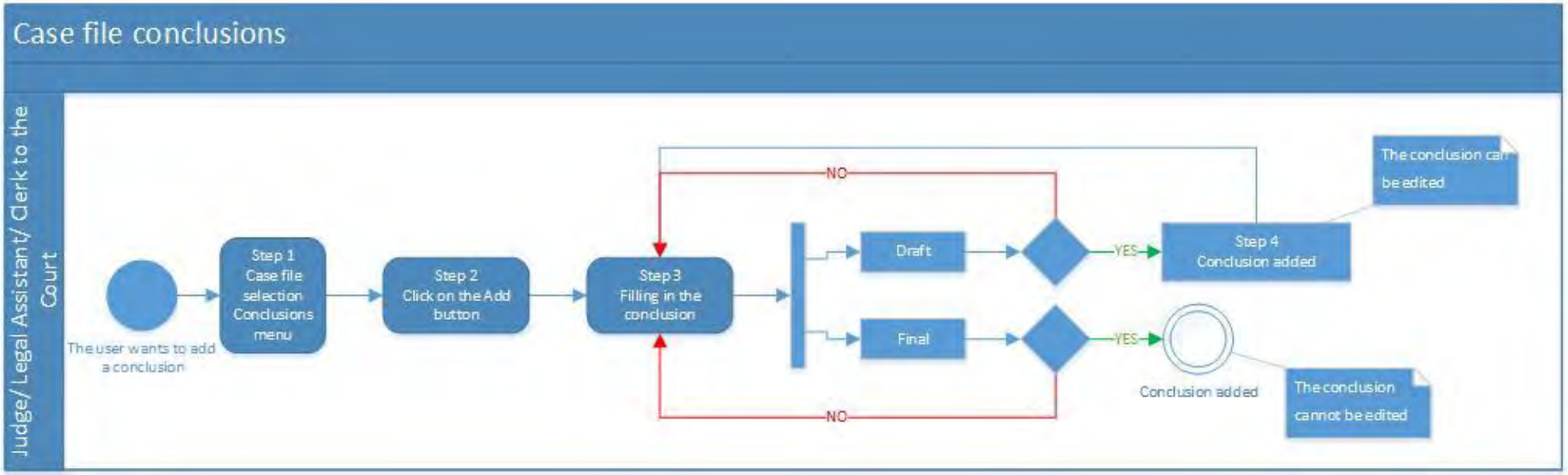
Description of Flow Chart Steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add minutes</td><td>The user wants to add minutes</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record new minutes. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which minutes are being drafted</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Fill in minutes</td><td>The user will edit the minutes in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minutes</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES – Draft</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and they will show on the list.</td><td>Clerk to the Court</td></tr>
</table>

	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the minutes will be saved and they will show on the list without a possibility for further editing.	
7	Step 4	Saved minutes	The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

7. Conclusions Flow

Activity and Participant Chart



Description of Flow Chart Steps

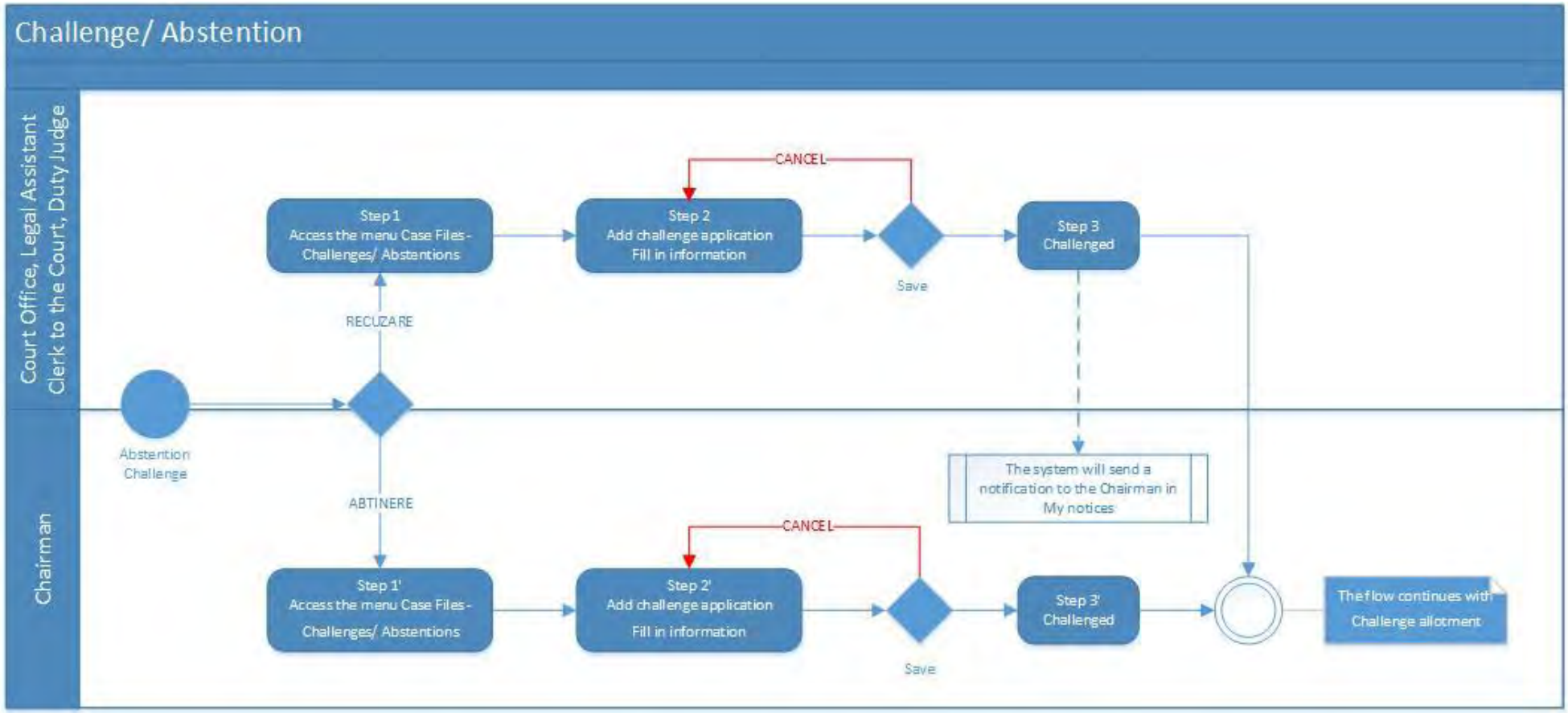
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court
2	Step 1	Case file selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu	Clerk to the Court

<table>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data? NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data? YES – Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data? YES – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion added</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:</td><td>Clerk to the Court</td></tr>
</table>

			• Viewed • Edited • Deleted	

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Application for abstention/challenge	An application for abstention/challenge is submitted during a case file	Judge, Court, Petitioner, Accused
2	Step 1	Case file selection CHALLENGE	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu	Court Office, Legal Assistant, Clerk to the Court, Duty Judge
3	Step 1'	Case file selection ABSTENTION	The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu	Chairman
4	Step 2	Select Add button CHALLENGE	The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:	Court Office, Legal Assistant, Clerk to the Court, Duty Judge

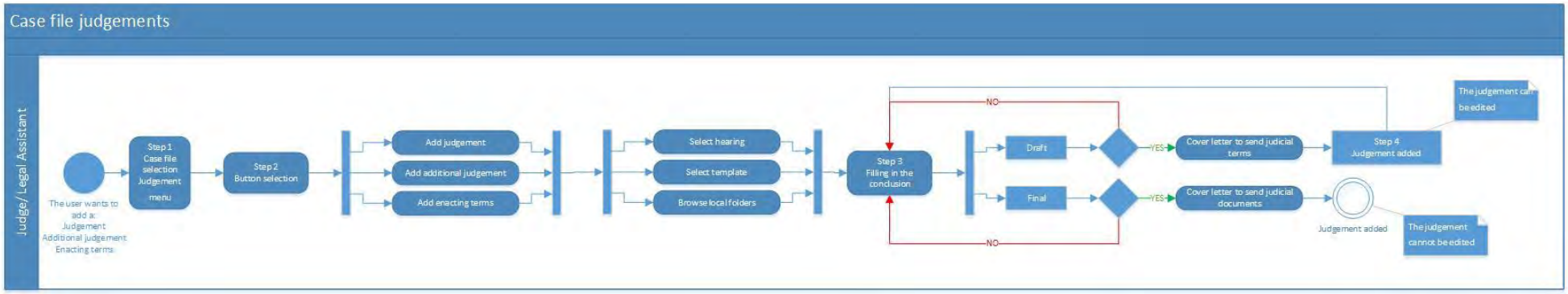
Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Challenges/Abstentions	Type of application	OB	Pre-populated list field; to select application type
Challenges/Abstentions	Date	OB	Date field; to select the date of an application
Challenges/Abstentions	Applicant	OB	Text field, to enter who submitted the challenge application
Challenges/Abstentions	Reason	OB	Text field, to enter the reason of a challenge application
Challenges/Abstentions	Judge	GA	After having saved and allotted an application, the

						system will fill in the name of the judge appointed to analyse the challenge	
			Challenges/Abstentions	Author	GA	Generated text field; user name of the person who entered the application.	
	Step 2’	Select Add button ABSTENTION	The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:				Chairman
			Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**	
			Challenges/Abstentions	Type of application	OB	Pre-populated list field; to select application type	
			Challenges/Abstentions	Date	OB	Date field; to select the date of an application	
			Challenges/Abstentions	Applicant	OB	Text field, to enter who submitted the challenge application	
			Challenges/Abstentions	Reason	OB	Text field, to enter the reason of a challenge application	
			Challenges/Abstentions	Judge	GA	After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge	
			Challenges/Abstentions	Author	GA	Generated text field; user name of the person who	

			entered the application.	
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1 / 1'	Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge
6	Decision point	Save data? YES – Draft	If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted The system will issue a notification to flow actors.	Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge

9. Judgements Flow

Activity and Participant Chart



Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement or enacting terms	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Select the wanted	The user will click one of the buttons	Judge,

<table>
<tr>
<td></td>
<td></td>
<td>button</td>
<td>

- Add judgement
- Add additional judgement
- Add enacting terms

on pages to register a new judgement/additional judgement/enacting terms. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a judgement</td></tr>
<tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr>
<tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr>
</table>

</td>
<td>Legal Assistant, Clerk to the Court</td>
</tr>
<tr>
<td>4</td>
<td>Step 3</td>
<td>Judgement/enacting terms fill-in</td>
<td>

The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

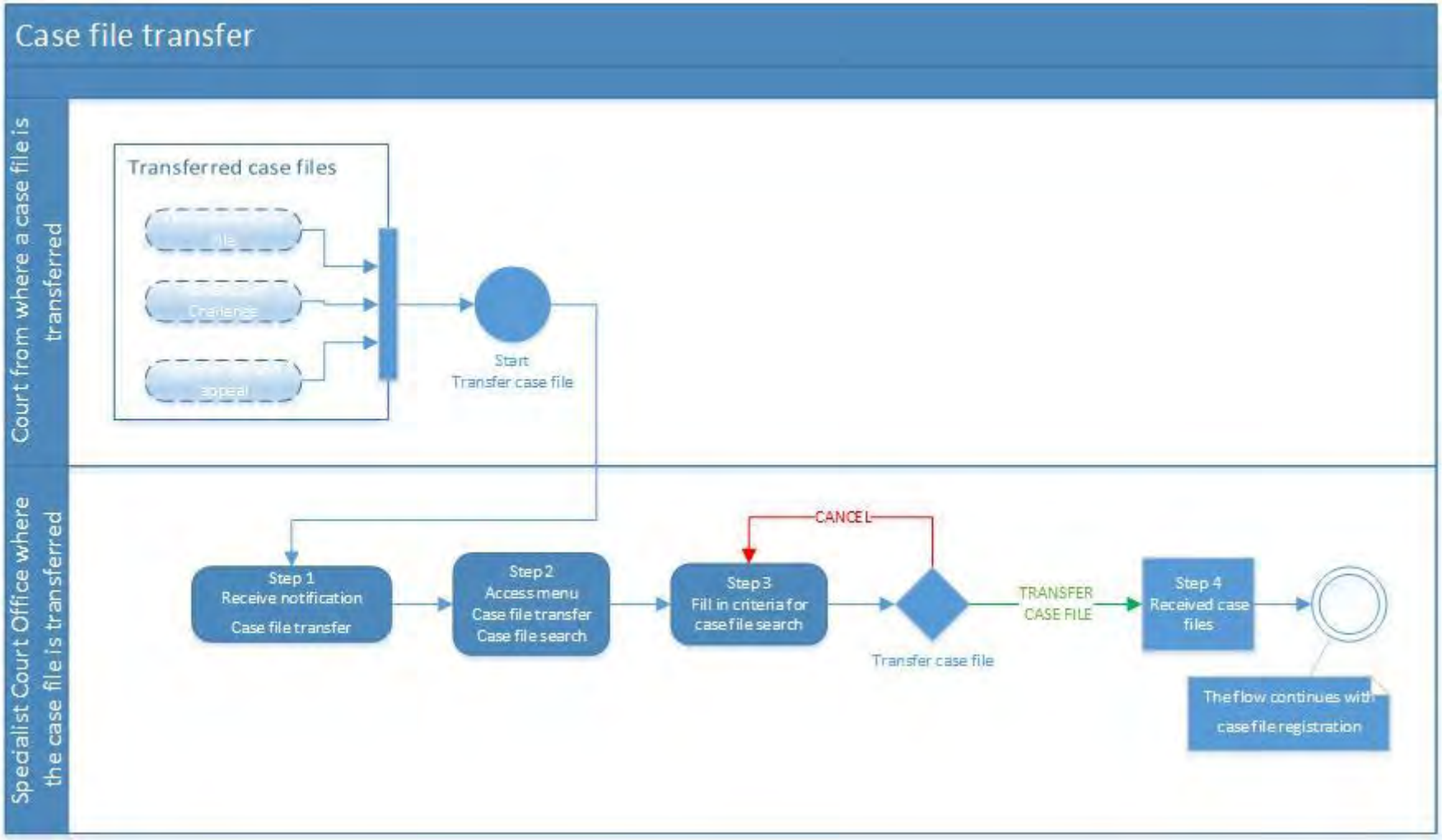
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judgements</td><td>Judgement issue date</td><td>OB</td><td>Calendar field, to select a judgement/enacting terms issue date</td></tr>
</table>

</td>
<td>Judge, Legal Assistant, Clerk to the Court</td>
</tr>
<tr>
<td>5</td>
<td>Activity</td>
<td>Type of judgement/enacting terms</td>
<td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes' state after saving. Selecting final will show a check mark box - Available for publishing. This is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.</td>
<td>Judge, Legal Assistant, Clerk to</td>
</tr>
</table>

				the Court
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Judge, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES – Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.	Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.	Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter to send judicial papers	The user will click this button and the system will automatically generate a document called Cover letter to send criminal action papers that can be saved in electronic or printed form for a physical sending of a judgement.	Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

10. Case File Transfer Flow

Activity and Participant Chart

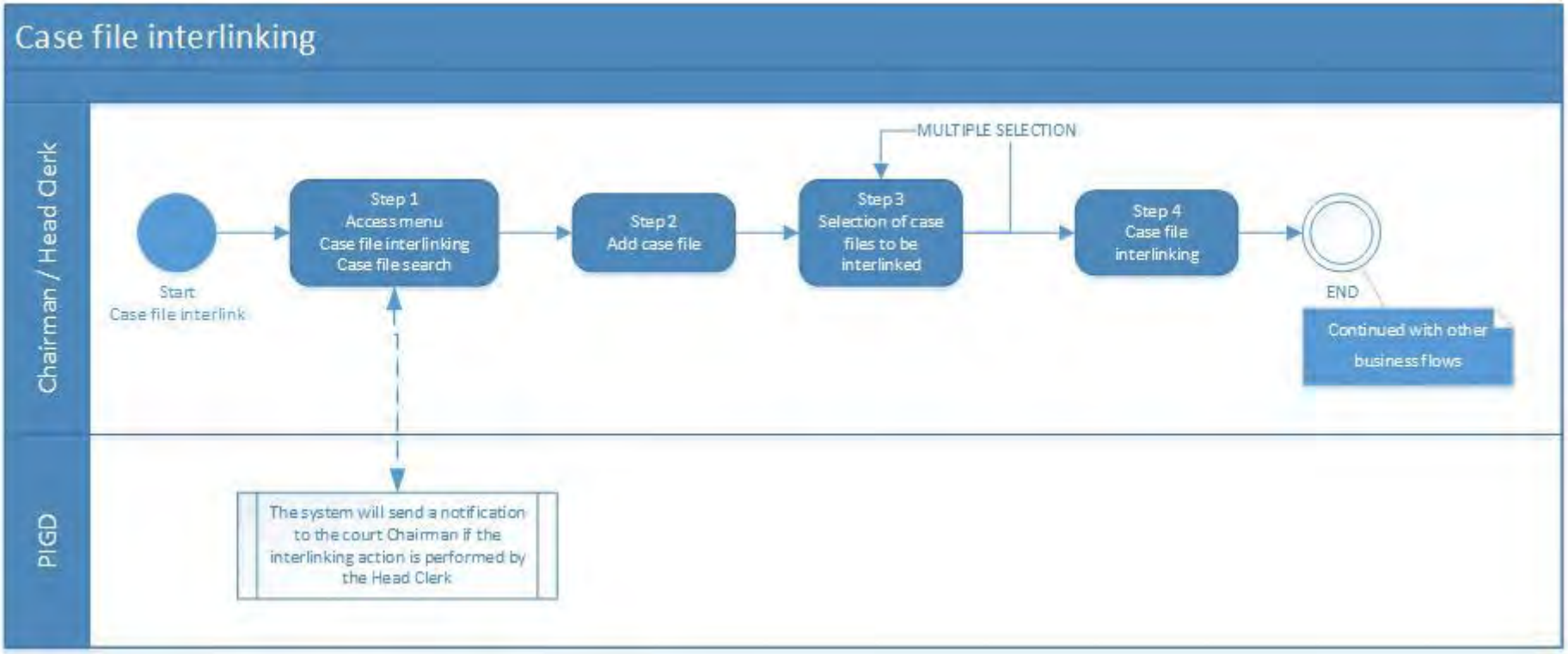


Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court. A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the general data page	Office Specialist

9. Case files Interlink Flow

Activity and Participant Chart



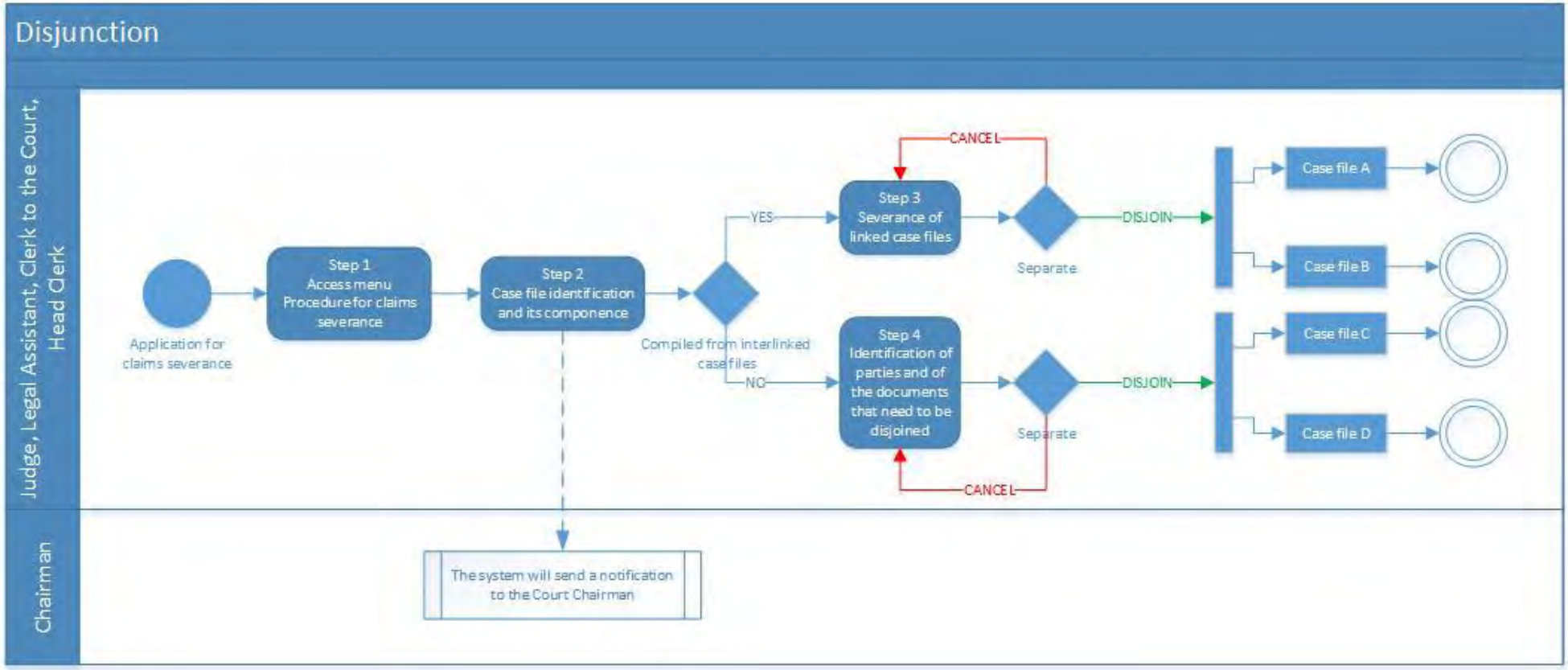
Description of Flow Chart Steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several criminal case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system.	Chairman, Head clerk

10. Severance Flow

Activity and Participant Chart



Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Severance	The user wants to disjoin a case file	Judge, Legal Assistant, Clerk to the Court, Head clerk
2	Step 1	Feature access	The user will access the Severance menu	Judge, Legal Assistant, Clerk to the Court, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type The system will make available for the user information related to a selected case file - if the file was previously compiled by interlinking several case files or it is a non-linked file in which parties wish to disjoin the case. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head clerk
4	Decision point	Case file type	The user will identify the type of case file for which case severance will be performed • Linked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head clerk
5	Step 3	Severance of	The user will click the Severance button and the system will unlink case files that form the case file	Judge, Legal

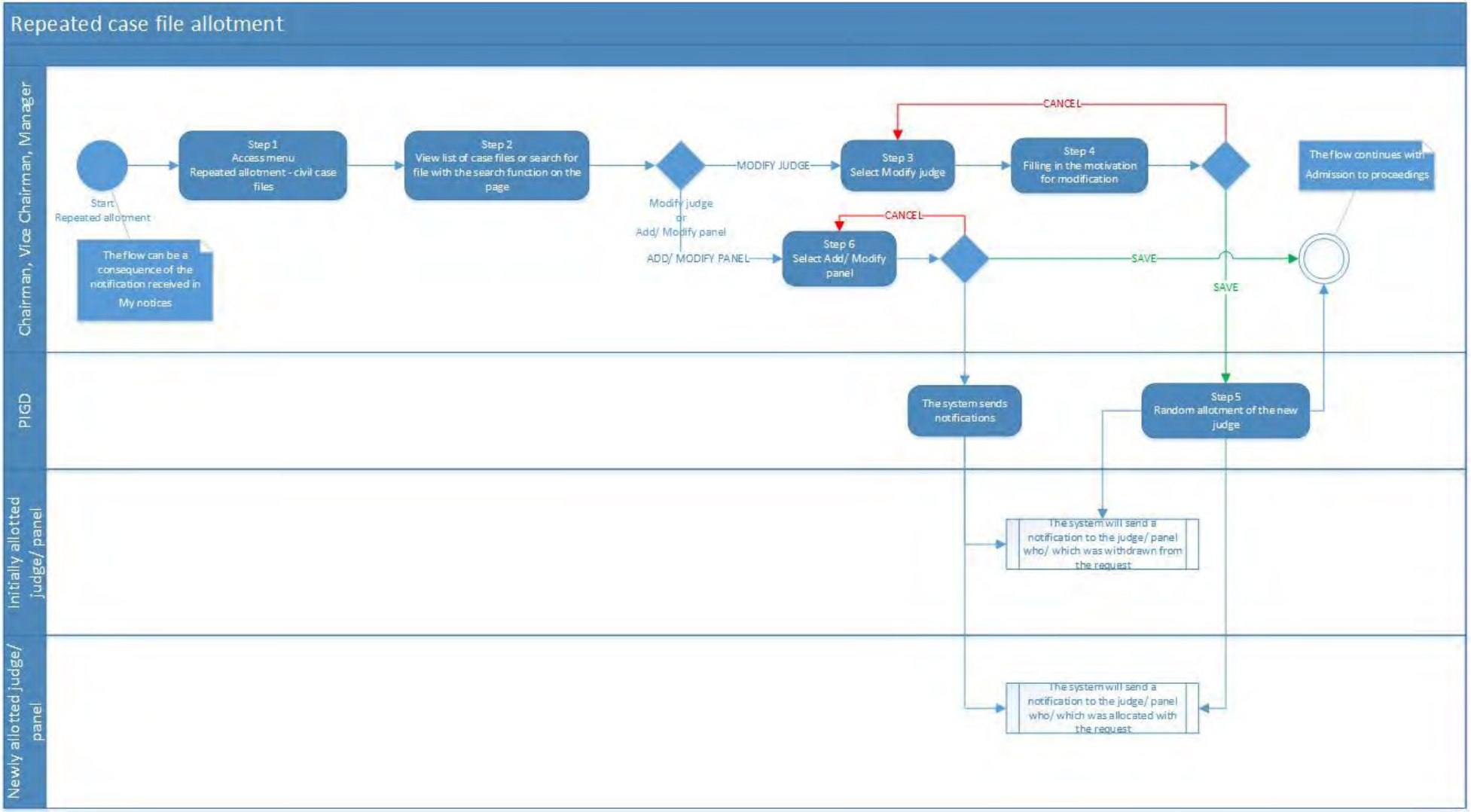
		linked files	submitted for claims severance, resulting the case files that were initially linked. Each of the resulted case files will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single file. The user will then have a possibility to delete irrelevant documents from each case file.	Assistant, Clerk to the Court, Head clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for severance:
			• Participants
			• Group
			  ○ Main
			  ○ Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform a case file severance into two or several case files according to choices made.
			The user will be able to assign one of the resulted case files as "Main case file" - it will keep its initial number.
			The remaining resulted case files will take on new numbers assigned by the system, but they can always be referred back to the initial case file.
			Each of the resulted case files will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each case file.
				Judge, Legal Assistant, Clerk to the Court, Head clerk

7		Case files resulted from severance	A number of case files will result from a case severance.	

11. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted judge/ panel
Newly allotted judge/ panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu
Repeated allotment - civil case files
Step 2
View list of case files or search for file with the search function on the page
Modify judge
or
Add/ Modify panel
MODIFY JUDGE
ADD/ MODIFY PANEL
Step 3
Select Modify judge
Step 4
Filling in the motivation for modification
CANCEL
Step 6
Select Add/ Modify panel
CANCEL
SAVE
SAVE
The flow continues with Admission to proceedings
The system sends notifications
Step 5
Random allotment of the new judge
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - criminal case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files”; “Repeated allotment – misdemeanour case files”; • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Refused; Concluded; Linked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

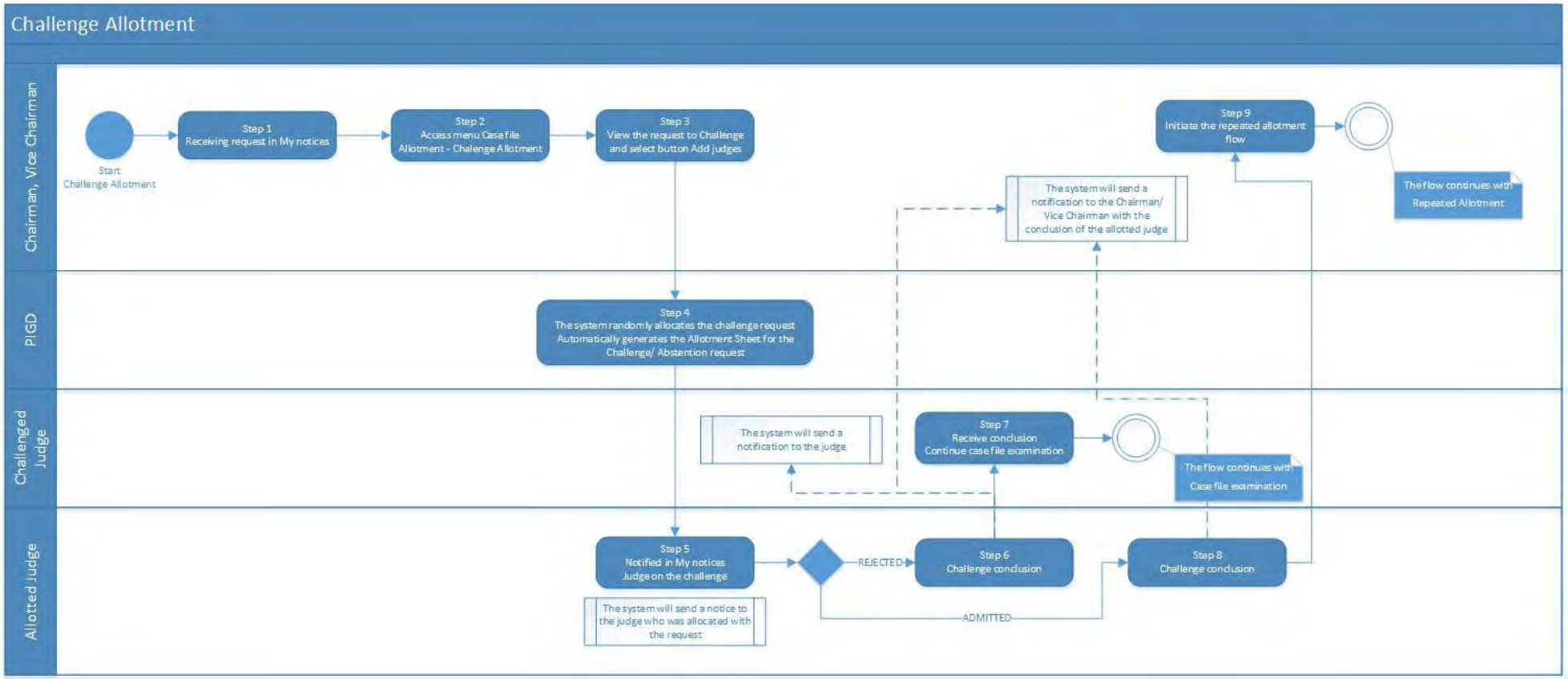
			• State a period for archiving the document ("archiving date" - (select day, month and year); • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge or Add/Change panel	The user will select the operation he/she wants to perform from a case file list • Change judge • Add panel • Change panel	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, upload the conclusion for the reassignment to another judge, click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	The user will save the repeated allotment	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	ICMS
10	Step 6	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel	Chairman, Vice-Chairman,

			• Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "repeated allotment - appointed panel" when changing panel members; In the new opened screen, view the list of judges who form the panel which examines a given case file. To change the list of judges, use buttons: • "Add” – button to change a judge; • "Remove”– button to delete a judge; • "Change”– button to change a judge; • "All” - button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, , upload the confirmatory document which motivates the change/add/remove action, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the case file status - Case allotment.	Manager
11	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
12	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
13	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices")	ICMS

			Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	

12. Challenge Allotment Flow

Activity and Participant Chart



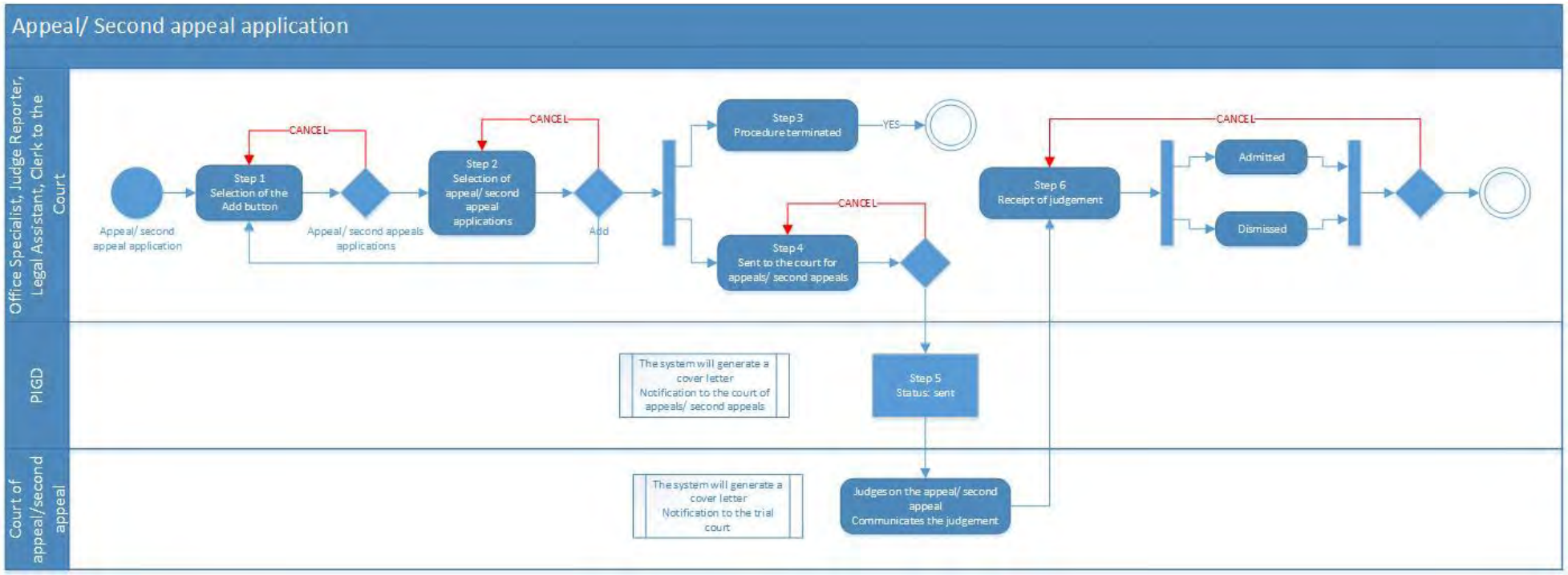
Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ICMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Receipt of conclusion	Receives the challenge conclusion for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission.	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

13. Appeal/Second Appeal Application Flow

Activity and Participant Chart



Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor

<table>
<tr><td>1</td><td></td><td>Submission of appeal/second appeal applications</td><td>The user receives an appeal/second appeal application</td><td>Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Means of appeal menu
In the Means of appeal screen, the user will click the Add button. This will enable the Appeal/Second appeal application option (step 2). After having saved the information entered in the 2nd step, fields in this screen will become editable.
They are:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Submitted Appeal/Second Appeal Application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application is created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, user</td></tr>
<tr><td>Means of appeal</td><td>Sent to a court of appeals/second appeals</td><td>CO</td><td>Radio button; selected when an application was sent to a higher court</td></tr>
</table></td><td>Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

			Means of appeal	Ceased procedure	CO	Radio button; selected when a procedure is ceased	
			Means of appeal	Court of appeals/second appeals	CO	Pre-populated list with courts of appeals, mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent to	CO	Calendar field, date when an application was sent; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent by	CO	Text field, how an application was sent (e.g. by courier etc.); mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Cover letter	OP	Generates a cover letter	
			Means of appeal	Comments on the judgement	OP	Text field; type a text for commenting on a judgement from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Judgement received on	CO	Calendar field; date when an application was received back from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Examination results	CO	Radio button - Admitted / Dismissed. The result for an appeal/second appeal application; mandatory after having selected as sent to a court of appeals/second appeals	
3	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
4	Decision	Save data?	If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on				Office

<table>
<tr><td></td><td>point</td><td>YES – Draft</td><td>the list.</td><td>Specialist, Judge reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 2</td><td>Add application</td><td>The user will access the feature Appeal/Second appeal applications and a new screen will open and the following data will be entered:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Type of application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Appellant/Plaintiff in appeal</td><td>OB</td><td>Pre-populated list field with parties to a case file. To select a value</td></tr>
<tr><td>Means of appeal</td><td>Respondent in appeal</td><td>OB</td><td>Text field</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, user</td></tr>
<tr><td>Means of appeal</td><td>Reason</td><td>OB</td><td>Text field; type a text for reasons of an appeal/second appeal application;</td></tr>
<tr><td>Means of appeal</td><td>Evidence</td><td>OB</td><td>Text field; form the list of evidence attached to an appeal/second appeal application (name, description of evidence);</td></tr>
<tr><td>Means of appeal</td><td>Request</td><td>OB</td><td>Text field; type a text for the request stated in an appeal/second appeal application;</td></tr>
</table></td><td>Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

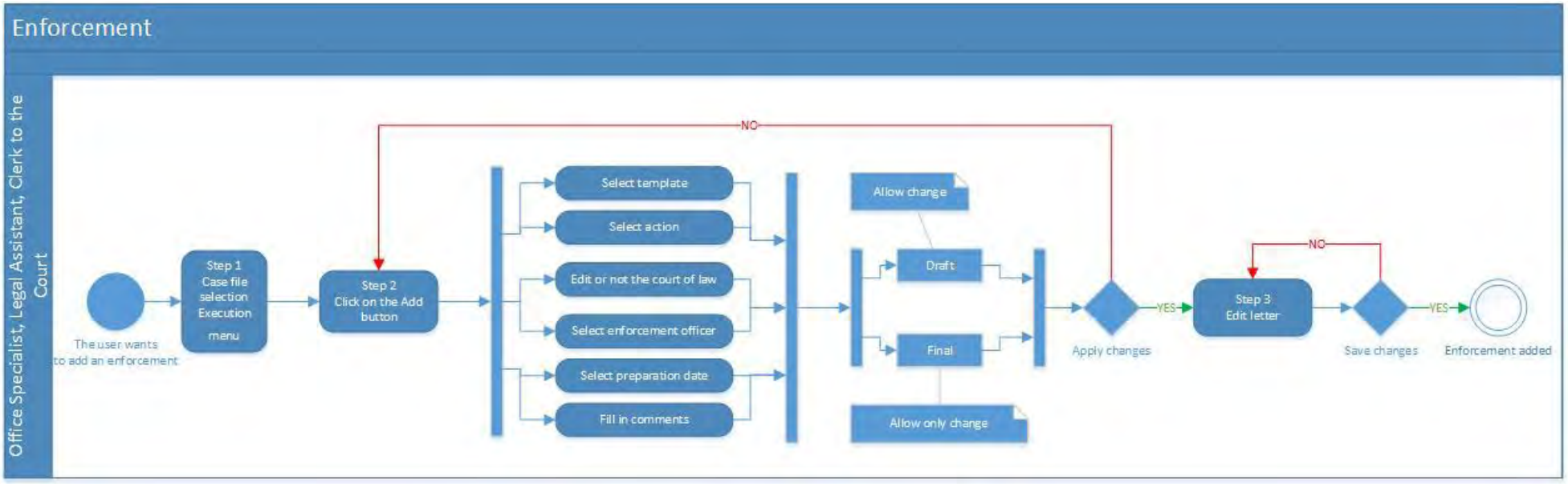
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES – Draft	If the user saves the data by clicking the Save button, then the application is saved	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
8	Step 3	Ceased procedure	The button for ceased procedure is selected (see step 1) and the flow is terminated.	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
9	Step 4	Sent to a higher court	A part of the fields described under step 1 are filled in. Sent to a court of appeals/second appeals is selected.	Office Specialist, Judge reporter, Legal Assistant,

				Clerk to the Court
10	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
11	Decision point	Save data? YES – Draft	If the user saves the data by clicking the Save button, then the application is sent	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
12		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court
13	Step 5		The system will change the status to sent.	ICMS
14	Activity	Judgement on appeal	A higher court judges on the appeal/second appeal	Court of appeals/second appeals
15	Step 6	Judgement reception	The user receives a judgement from a higher court related to the action of appeal/second appeal and some of the fields described under step 1 are filled in. • Comments on the judgement • Judgement received on • Examination results	Office Specialist, Judge reporter, Legal Assistant, Clerk to the Court

The new application will consider a streamlining of steps in the appeal/second appeal flow and a redesign of the graphical interface and of the data items to be comprised - i.e. as many as possible information elements in a single display.

14. Enforcement Flow

Activity and Participant Chart



Description of Flow Chart Steps

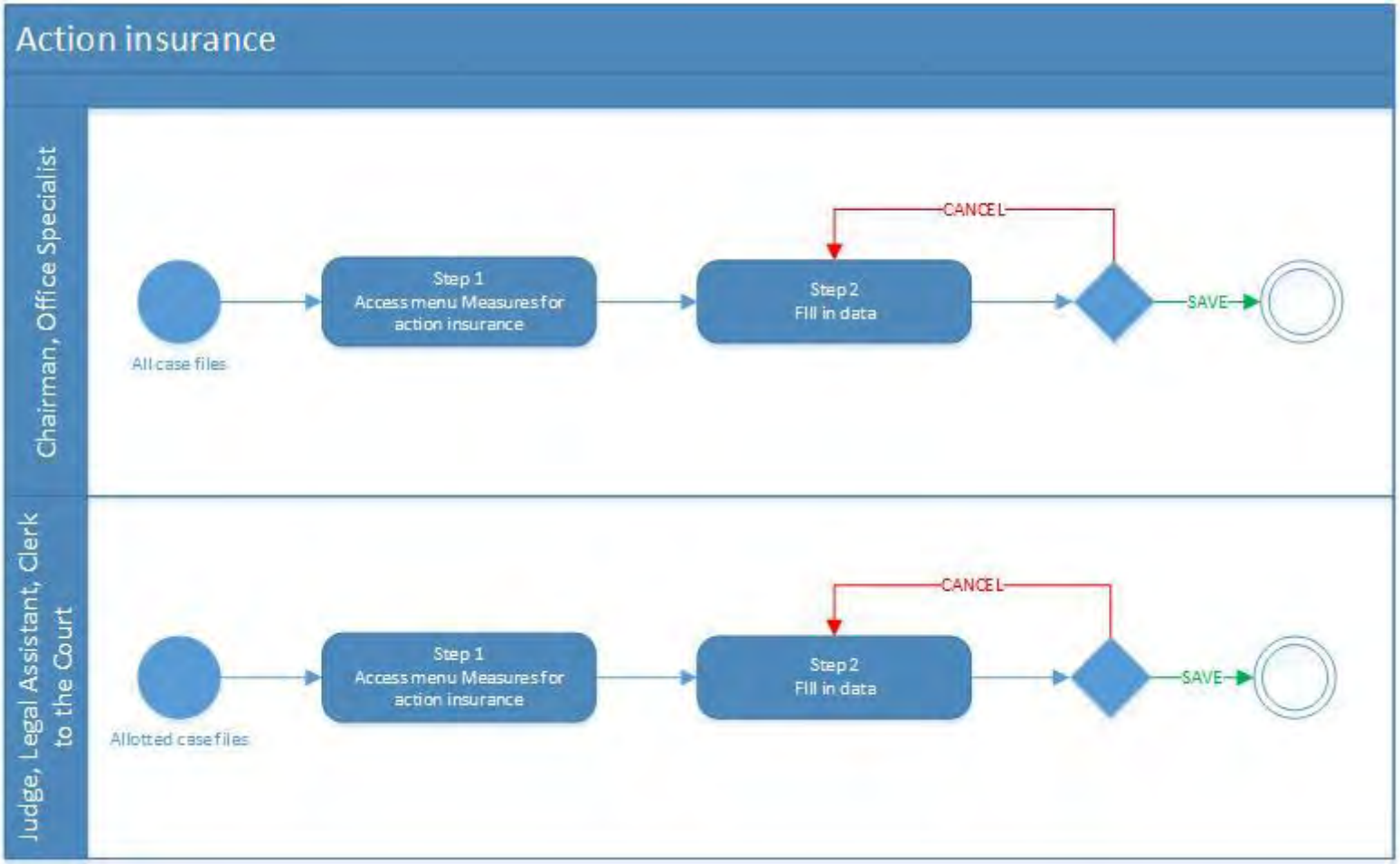
<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add enforcement</td><td>The user wants to add an enforcement</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Enforcement menu</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to record a new enforcement. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Enforcement</td><td>Select template</td><td>OB</td><td>Pre-populated list field; select from the "Choose template" drop-down list (civil, criminal or contravention depending on case file type) - Cover letter to send judicial papers</td></tr>
<tr><td>Enforcement</td><td>Action</td><td>OB</td><td>Pre-populated list field; select from the "Action" drop-down list (unknown; sent; suspended; amended; enforced; returned)</td></tr>
<tr><td>Enforcement</td><td>Court</td><td>OB</td><td>Pre-populated list field; type on the line of</td></tr>
</table></td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
</table>

						"Court" option the name of the court that issued a judgement;	
			Enforcement	Enforcement officer	OB	Pre-populated list field; select for the "Enforcement officer" option the name of the enforcement officer to whom a judgement is sent for enforcement (Enforcement officer, Probation office, Prison, Civil Status Office;	
			Enforcement	Prepared on	OB	Calendar field; select/type under the "Preparation date" option the date when the enforcement order/enacting terms of a judgement was/were prepared;	
			Enforcement	Prepared by	GA	Text field, pre-populated; in the line of option "Prepared by", the program will indicate by default the first and last name of the program user who recorded the information related to an enforcement of the judgement;	
			Enforcement	Comments	OP	Text field; the "Comments" box will be filled in with the text of additional comments on the enforcement action;	
			Enforcement	Status	OB	Radio buttons; Check the radio options for the document "Draft" or "Final"; The Final option will not allow a future edit of the document	
4	Decision point	Apply changes? NO	If the user does not click the Apply changes button, then none of the checked options will be effective				Office Specialist, Legal Assistant, Clerk to the Court
5	Decision point	Apply changes? YES	If the user clicks the Apply changes button, then changes will be applied to the edit area				Office Specialist, Legal Assistant,

				Clerk to the Court
6	Step 3	Edit enforcement	The user will edit in the special area the contents of the enforcement document	Office Specialist, Legal Assistant, Clerk to the Court
7	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Office Specialist, Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES – Draft	If the user saves the data by clicking the Save button, then the enforcement will be saved and it will show on the list.	Office Specialist, Legal Assistant, Clerk to the Court
9	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the enforcement will be saved and it will show on the list without a possibility for further editing.	Office Specialist, Legal Assistant, Clerk to the Court
10		Saved enforcement	The enforcement is saved in the system. After having saved entered data, a list of enforcements already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Legal Assistant, Clerk to the Court

15. Action Insurance Flow

Activity and Participant Chart



Description of Flow Chart Steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

			measures				
			Action insurance measures	Applied bail	OP	Check mark; to select if bail applies;	
			Action insurance measures	Challenged	OP	Radio buttons; to select "Admitted" or "Dismissed";	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.				Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.				Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted				Chairman, Office Specialist

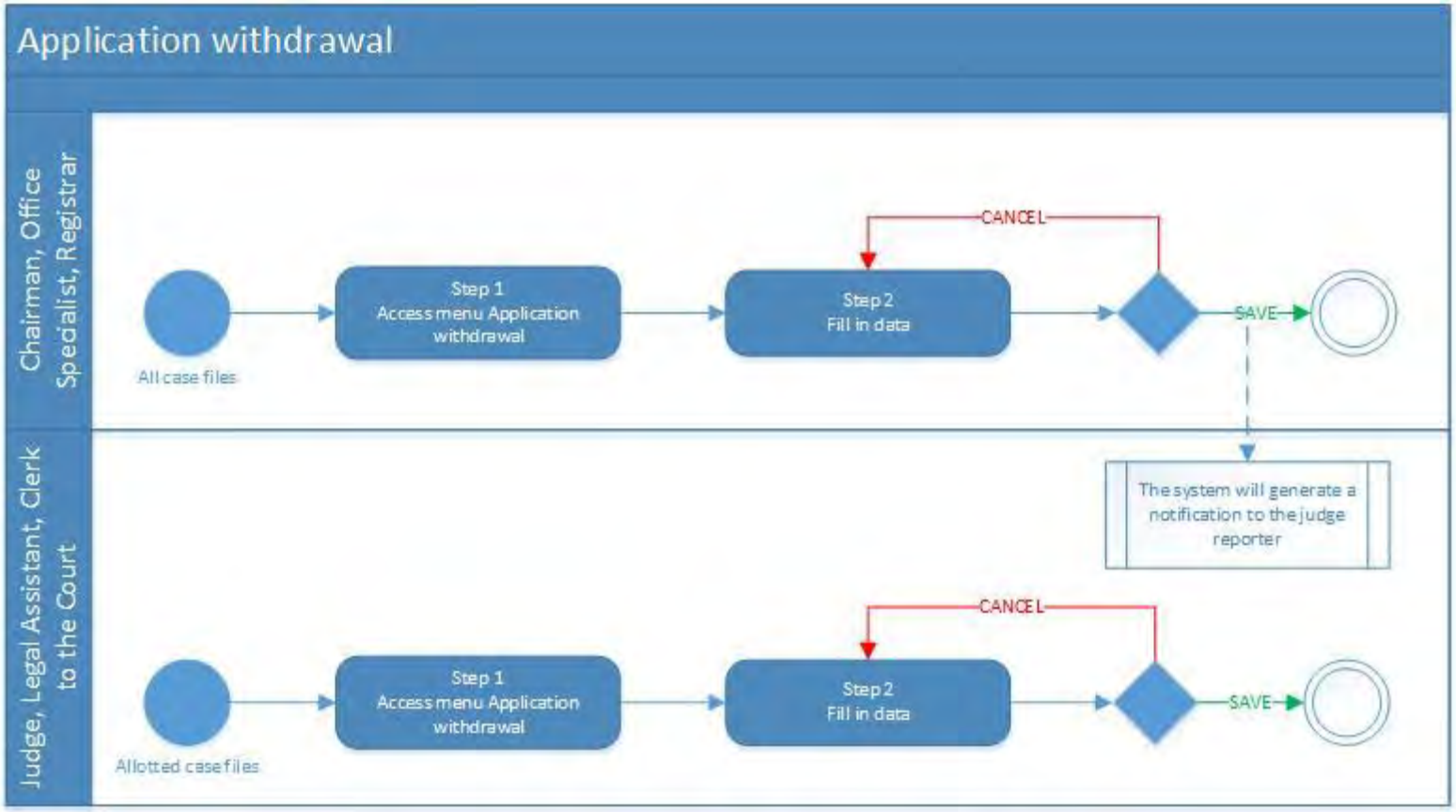
No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance measures</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
<tr><td>Action insurance measures</td><td>Applied bail</td><td>OP</td><td>Check mark; to select if bail applies;</td></tr>
<tr><td>Action insurance measures</td><td>Challenged</td><td>OP</td><td>Radio buttons; to select "Admitted" or "Dismissed";</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td>If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.</td><td>Judge, Legal Assistant,</td></tr>
</table>

				Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

16. Application Withdrawal Flow

Activity and Participant Chart



Description of Flow Chart Steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			submitted the withdrawal application	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

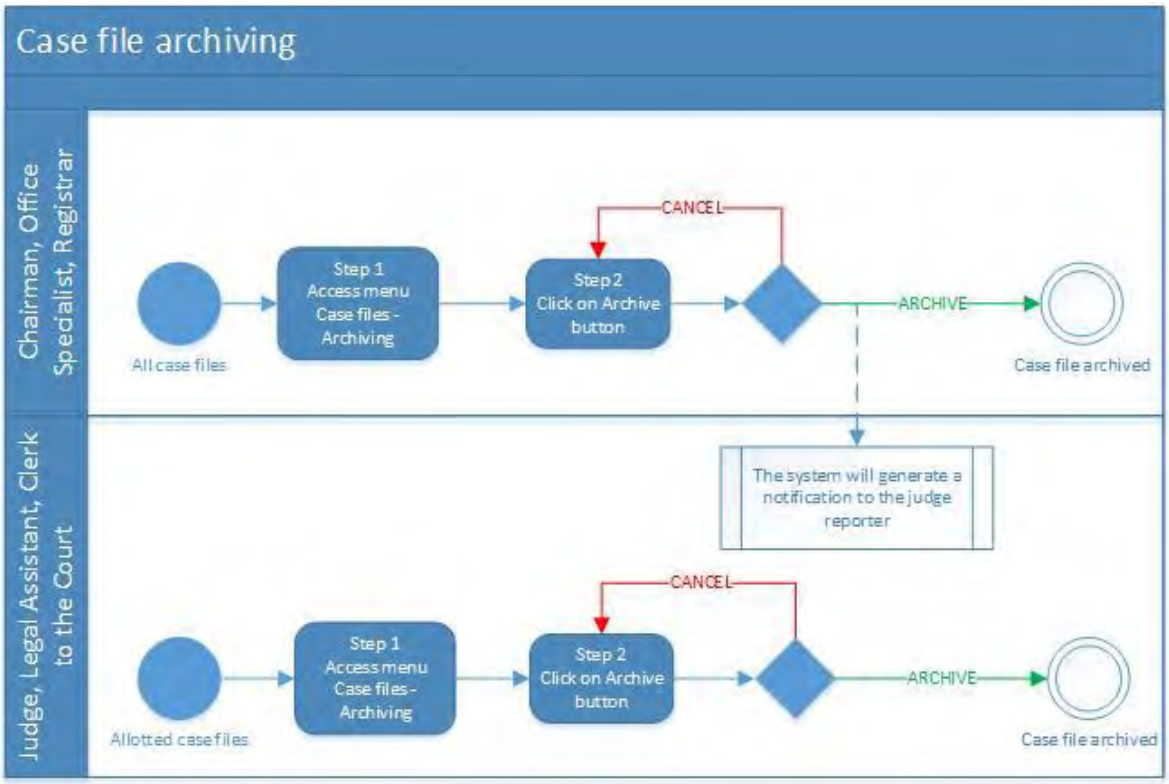
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

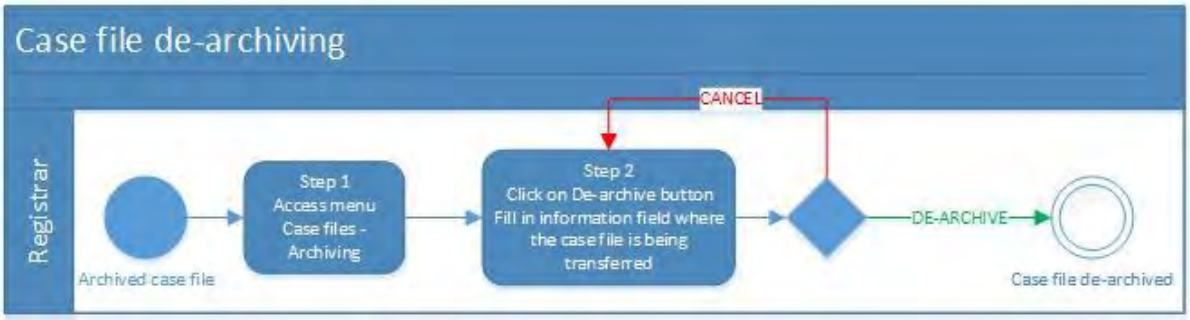
Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

17. Case file archiving flow

Activity and Participant Chart





Description of Flow Chart Steps

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file	Judge, Legal Assistant,

			For allotted case files	Clerk to the Court
2	Step 1	Case file selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	Step, activity, process	Name	Description	Actor
1		Extract case file from archives	The user wants to extract a case file from archives For all case files	Registrar
2	Step 1	Case file selection	The user will access the Case files - Extraction from archives menu, will use the search feature or will select directly the case file wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the case file wanted to be extracted. A series of fields will be enabled and they must be filled in: **Submenu** | **Field name** | **Mandatory (OB) Optional (OP)** | **Description**	Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td>Conditional (CO) Generated / automatic (GA)</td><td></td></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td colspan="2">The extraction from archives is discontinued</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td colspan="2">The case file is extracted from archives Its status is set to the one right before being committed to archives</td><td>Registrar</td></tr>
</table>

2.6 Operational flows for misdemeanour case files before courts of first instance

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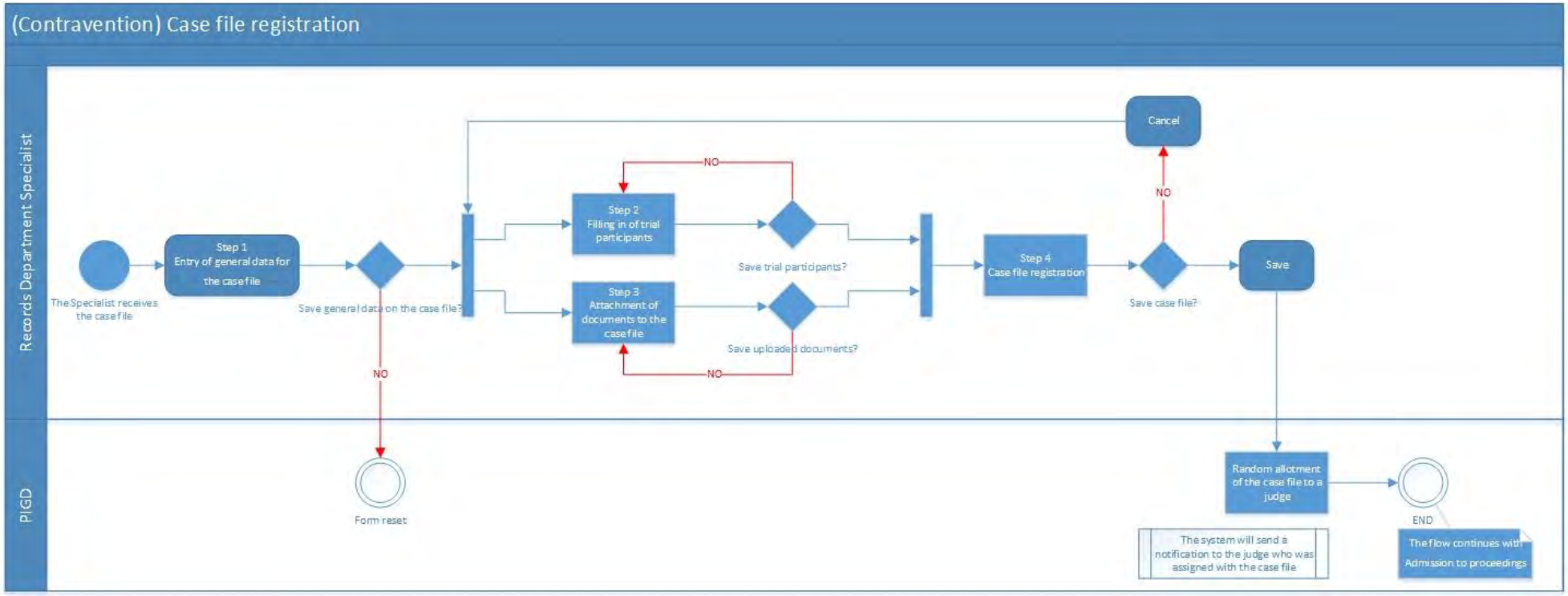
1. Case file Registration Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a misdemeanour case</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ICMS</td><td>The Office Specialist will access the menu Case Files – New Misdemeanour Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date, can be edited. To enter the date when a case file is created.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in the Examination procedure.</td></tr>
<tr><td>General data</td><td>Confidential data</td><td>CO</td><td>Check mark. Such a selection will indicate whether there are confidential data on file.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

							It can be selected as default depending on the choice for the main group.		
				General data	Received case file	OB	Selection from a pre-set list; to select the action type (e.g. first instance, according to jurisdiction etc.)		
				General data	Application submitted by	OB	Selection from a pre-set list.		
				General data	Main group	OB	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose a case. This will have the highest level of complexity for the processed file.		
				General data	Secondary groups	OP	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose one or several cases that are complementary to the first selected case. These will have a lower level of complexity than the main group.		
				General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file		
				General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application		
				General data	Annexes		Blank text field in which SC will list documents attached to the case file.		
				General data	Case file status	GA	Non-editable field, it shows case file status		
				General data	Case file reinception	OP	Button, the feature allows the user to change a case file status to the one right before accessing the feature.		
				General data	State tax to pay	GA	A value automatically computed by the system which will show the state tax amount to be paid		
				General data	State tax (MDL)	CO	Numerical field in which SC will manually enter the state tax amount paid by the person initiating a case file. The mandatory nature of filling in the field depends on the tax amount pursuant to State tax to		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>pay and the Exemptions field</td></tr>
<tr><td>General data</td><td>Exemptions</td><td>OB</td><td>List with pre-set values, the first value "unknown" is set as default.</td></tr>
<tr><td>General data</td><td>Comments</td><td>OP</td><td>Blank text field in which comments on the initiated case file can be entered.</td></tr>
<tr><td>General data</td><td>Incompatible judges</td><td>CO</td><td>A list will appear with all the judges of the court where a case file is opened and judges incompatible with the case file will be selected. The reason for choosing the judges as incompatible will be indicated.</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td>Office Specialist (SC)</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial participants</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will choose a participant’s capacity (e.g. plaintiff,</td></tr>
</table>
</td><td>Office Specialist (SC)</td></tr>
</table>

							defendant etc.) in the case file	
				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.	
				Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the case file	
				Trial participants	Last name	OB	Text field, to be filled in with the person's last name	
				Trial participants	First name	OB	Text field, to be filled in with the person's first name	
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual	
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth	
				Trial participants	Gender	OB	Pre-set M and F list; selection from list	
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen	
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	
				Trial	Town/village	OB	Text field; to enter the town/village where a	

			participants			participant whose data are being filled in is domiciled	
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in	
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in	
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in	
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in	
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in	
			Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in	
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in	
			Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in	
			Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in	
			Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in	
			Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in	
			Trial participants	Comments	OP	Text field; comments can be entered	

- Legal entity

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the case file
Trial participants	Last name	OB	Text field; to enter the name of a legal entity
Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity
Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid

Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad			
Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory			
Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled			
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in			
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in			
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in			
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in			
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in			
Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in			
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in			
Trial participants	Comments	OP	Text field; comments can be entered			

The system will provide a possibility of integration with other external information systems – e.g. Population Records – for a maximum utility.

<table>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of all participants already entered in the system for the case file is viewed in the same screen. The system will provide a possibility for each of these records to be:
Viewed
Edited
Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Document type</td><td>OB</td><td>Field with list of pre-populated values, which also allows addition of free text. This list will give the most common types of documents loaded in the system..</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded document. Furthermore, there will be a</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

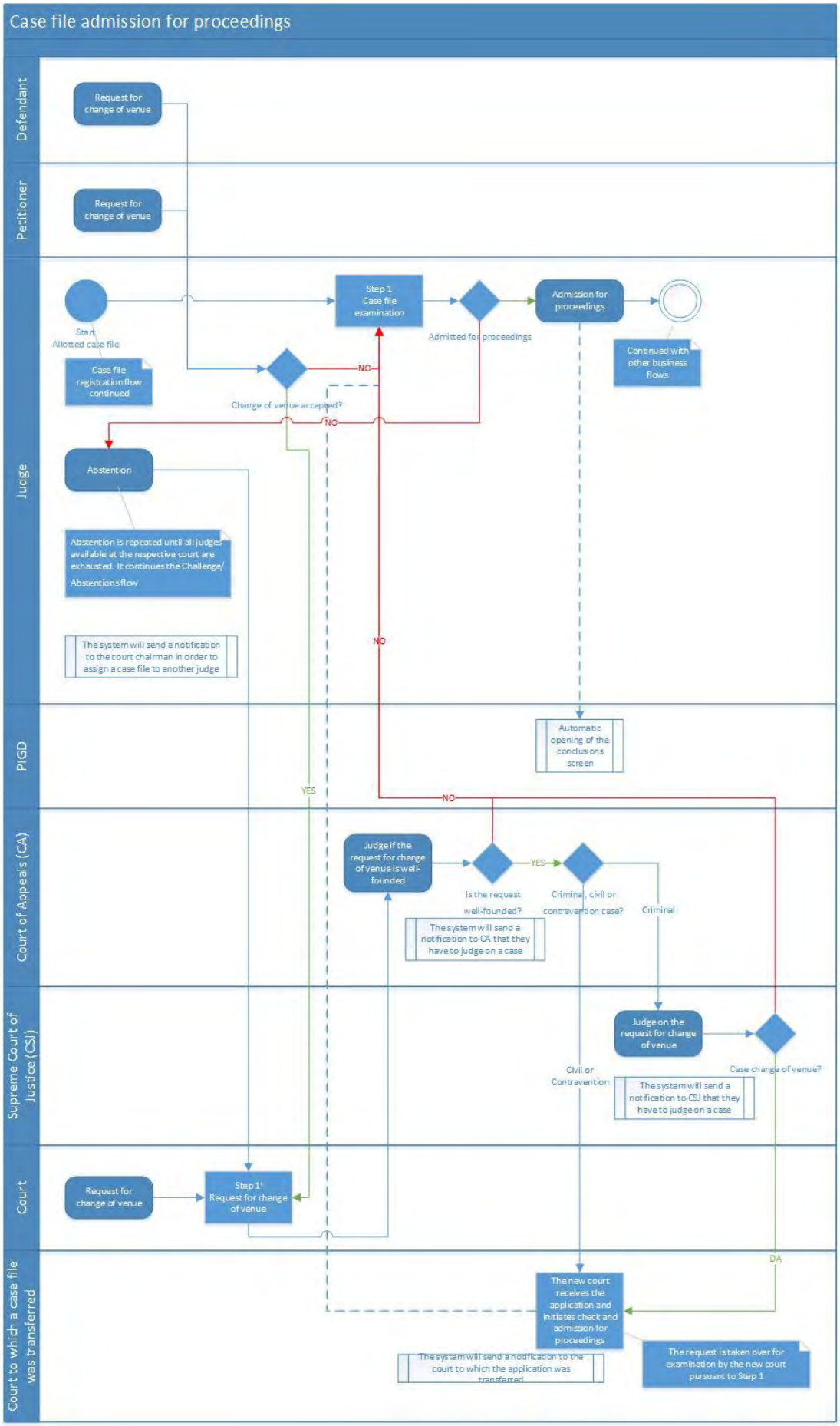
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>possibility to view the registered participants as parties to this application and to select them as authors.</td></tr>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Alphanumerical field, to register the document protocol number</td></tr>
<tr><td>Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data? YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data? NO</td><td>If data are not saved, the flow will be resumed from step 3.</td><td>Office Specialist (SC)</td></tr>
<tr><td>10</td><td>Step 4</td><td>Case file</td><td>SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining</td><td>Office</td></tr>
</table>

		registration	to the case file. Editable elements are:
			• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the case files to be recorded in ICMS
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name – text field pre-populated by an aggregation of names of the first plaintiff and of the first defendant. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Case file type
			• Case file index
			• Received case file
			• Review
			• Reference number
			• Name
			• Group
			• Merits of the case
			• State tax (MDL)
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Merits
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above
				Specialist (SC)

			Moreover, the software application will make available the performance of the following operations by selecting the allotted button: • Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system • Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the file, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Misdemeanour case file statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist (SC)
13	Process	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ICMS
			The flow will continue with the Admission for proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant Chart


Case file admission for proceedings
Defendant
Petitioner
Judge
PIGD
Court of Appeals (CA)
Supreme Court of Justice (CSJ)
Court
Court to which a case file was transferred
Request for change of venue
Request for change of venue
Start
Allotted case file
Case file registration flow continued
Step 1
Case file examination
Admitted for proceedings
Admission for proceedings
Continued with other business flows
NO
Change of venue accepted?
NO
Abstention
Abstention is repeated until all judges available at the respective court are exhausted. It continues the Challenge/ Abstentions flow
The system will send a notification to the court chairman in order to assign a case file to another judge
NO
Automatic opening of the conclusions screen
YES
NO
Judge if the request for change of venue is well-founded
YES
Is the request well-founded?
Criminal, civil or contravention case?
Criminal
The system will send a notification to CA that they have to judge on a case
Judge on the request for change of venue
Civil or Contravention
Case change of venue?
The system will send a notification to CSJ that they have to judge on a case
Request for change of venue
Step 1' Request for change of venue
DA
The new court receives the application and initiates check and admission for proceedings
The system will send a notification to the court to which the application was transferred
The request is taken over for examination by the new court pursuant to Step 1

Description of flow chart steps

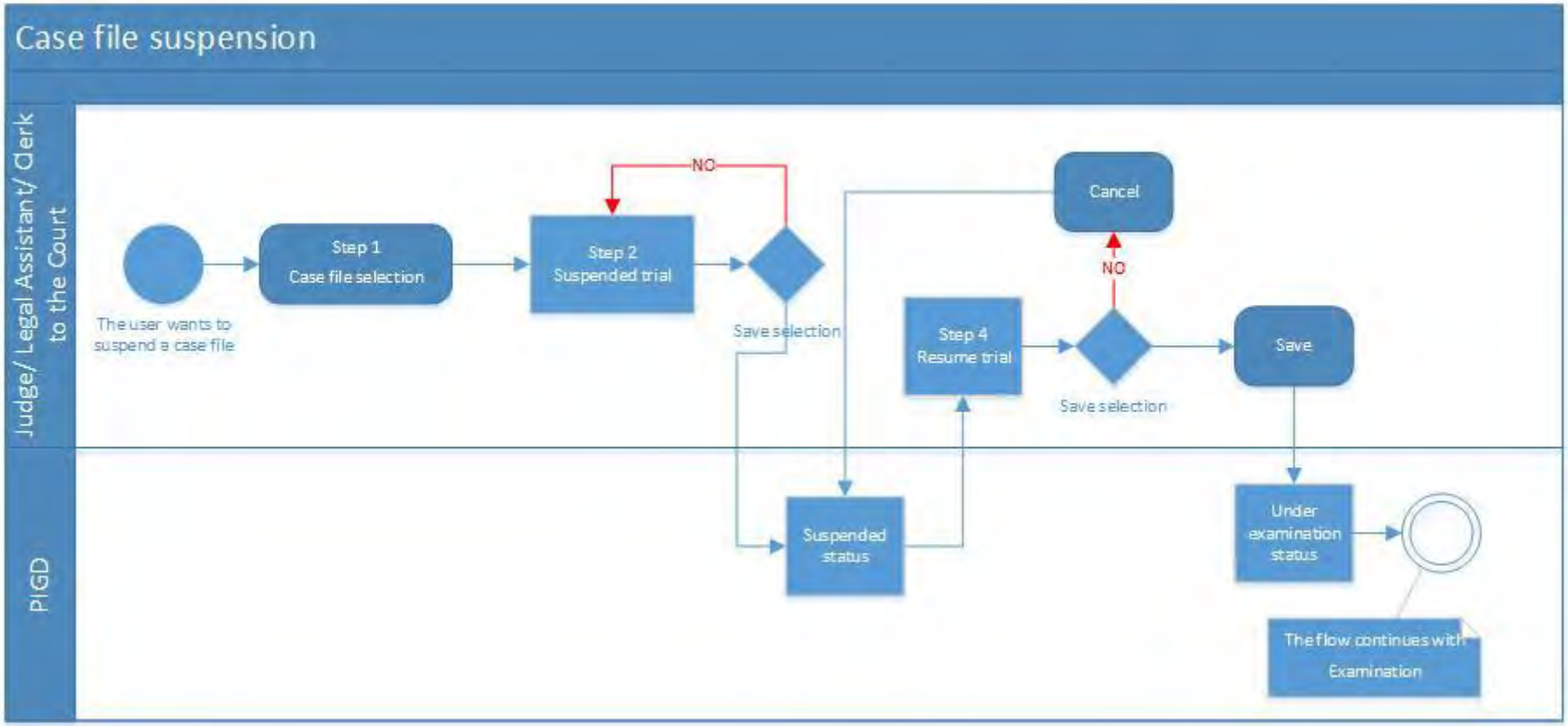
No	Step, activity, process	Name	Description	Actor
1		Case file allotment	Case file registration flow continued. The judge who was allotted the file has been notified in My notices	ICMS
2	Step 1	Case File Examination	The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"	Judge (JUD) Legal Assistant
3	Decision point	Is it necessary to return the case file? NO	The file will continue in flow	Judge (JUD) Legal Assistant
4	Decision point	Admit for proceedings? YES	The user will admit for proceedings	Judge (JUD) Legal Assistant
5	Activity	Admission for Proceedings	The user will receive the case file for proceedings and will fill in the date of admission.	Judge (JUD) Legal Assistant
6	Activity	Request for change of venue	Submits applications for change of venue	Offender, aggrieved party
7	Activity	Request for change of venue / Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
8	Decision point	Accept the application for change of venue? NO	If an application for change of venue is not accepted by the Judge, then the flow resumes from step 1 Application examination	JUD
9	Decision	Accept the	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD

	point	application for change of venue? YES		
10	Step 1'	Application for change of venue	The court where an application for change of venue was submitted will forward it to a higher court for settlement.	Court
11	Activity	Decides on a change of venue	CA receives the application for settlement and judges on the application for change of venue.	Court of Appeals (CA)
12	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
13	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
14	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
15	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
16	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
17	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
18	Decision point	Is the application well-founded? YES	CJS will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CSJ

Upon developing the graphic interface for the screen Admission for Proceedings, the insertion of a history with actions related to this screen will be taken into account - i.e. the time frame when a case file was in a certain state, article, grounds etc.

3. Case file Suspension Flow

Activity and Participant Chart



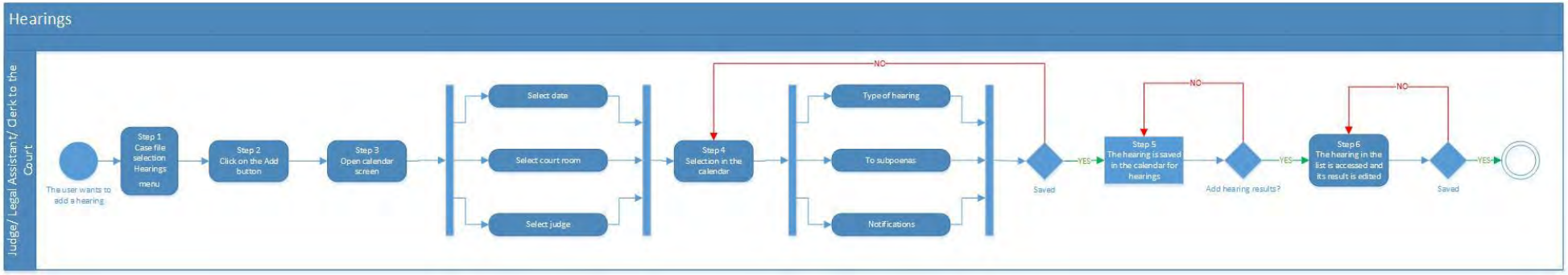
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>The user wishes to suspend a case file following an intervention</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>Check mark Suspended trial represents the user's choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			have to enter in this field the grounds taken from the article selected as the basis for suspending a case file	
4	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 2)	Judge (JUD) Legal Assistant Clerk to the Court
5	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to suspended The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
6	Activity	Status change	The system will change the case file status to suspended	ICMS
7	Step 3	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.	Judge (JUD) Legal Assistant Clerk to the Court
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)	Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to examination The user will draw up a conclusion.	Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to examination	ICMS

4. Hearings Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal Assistant Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file Selects the Hearings menu	Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new hearing</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all court rooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view court room availability; he/she will be able to initiate a new hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the hearing start</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			Hearings	Duration	OB	Hours and time field; to enter a hearing duration	
			Hearings	Court room	OB	Pre-populated list field; default with the value selected in the filter; can be changed	
			Hearings	Type of hearing	OB	Radio buttons • to examine a case • to prepare a case • without parties present	
			Hearings	Open hearing	OP	Check mark; if selected, it means open hearing	
			Hearings	Participants	OB	A field to add parties to be summoned; additions are made in the list of participants	
			Hearings	Employees to be notified	OB	A field that states the judge's team and the panel (if applicable) to be notified about the hearing	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 3				Judge (JUD) Legal Assistant Clerk to the Court
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar Participants will be notified.				Judge (JUD) Legal Assistant Clerk to the Court
8	Step 5	Scheduled hearing	The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted • Filled in - addition of hearing results				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Has the hearing a result? NO	The user will not add hearing results.				Judge (JUD) Legal Assistant Clerk to the

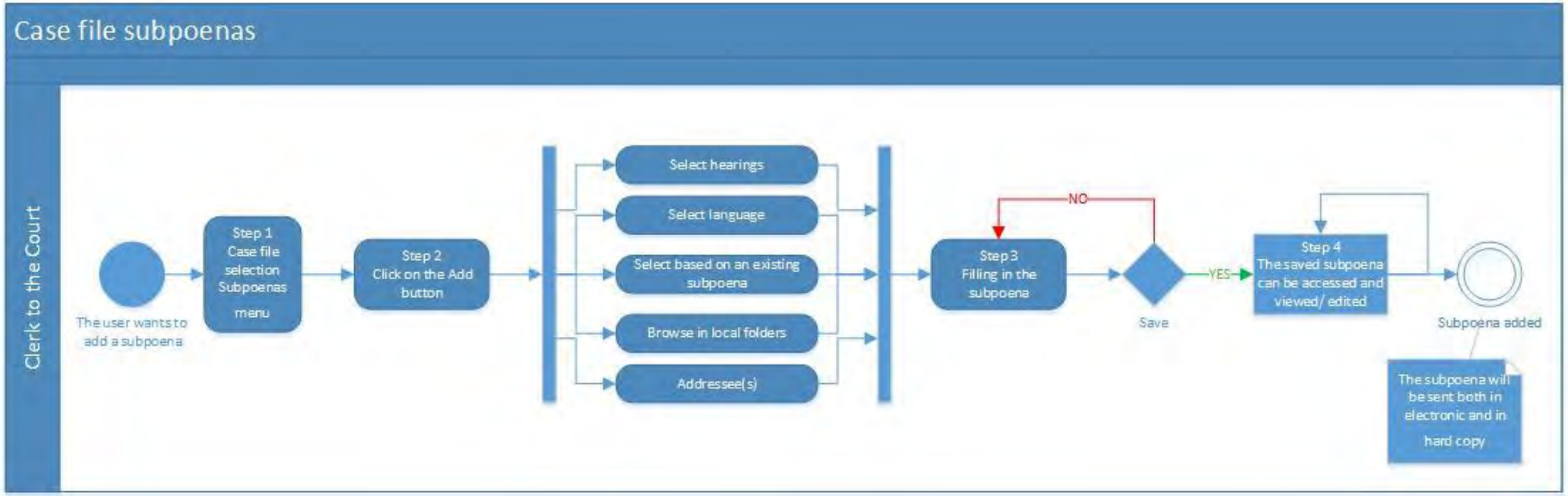
				Court
10	Decision point	Has the hearing a result? YES	A new screen will open to enter results.	Judge (JUD) Legal Assistant Clerk to the Court
11	Step 6	Add result	A new screen will open and the following fields will be enabled for filling in:	Judge (JUD) Legal Assistant Clerk to the Court

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Hearings	Browse	CO	Browse – allows for a selection and loading of audio files or documents from a hearing
Hearings	Hearing results	OB	Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Hearing results	OB	Text field
Hearings	Participant	OB	List field; to select a participant
Hearings	Result	OB	List field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Sanctions	OB	List field. Varied selections from the list will enable (make visible) or not other fields in the form
Hearings	Complementary	OP	Check mark. Selection will activate other form fields
Hearings	Complementary sentence	CO	List field; to select from list
Hearings	Description of complementary sentence	CO	Text field
Hearings	Term: years	CO	Numerical field; to enter the years of a

						sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Term: months	CO	Numerical field; to enter the years of a sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Term: days	CO	Numerical field; to enter the years of a sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Term: hours	CO	Numerical field; to enter the years of a sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Amount	CO	Numerical field; to enter the conviction amount	
			Hearings	Currency	CO	Pre-populated list field; to select a currency	
			Hearings	Collected amount	CO	Numerical field; to enter the conviction amount	
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 5				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	Hearing result will be saved				Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add subpoena	The user wants to create/add a subpoena	Clerk to the Court
2	Step 1	Case file	The user will employ the search feature or he/she will access My files or All files to identify a case file and	Clerk to the

		Selection	to access the Subpoena menu	Court
3	Step 2	Select the Add button	The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Clerk to the Court

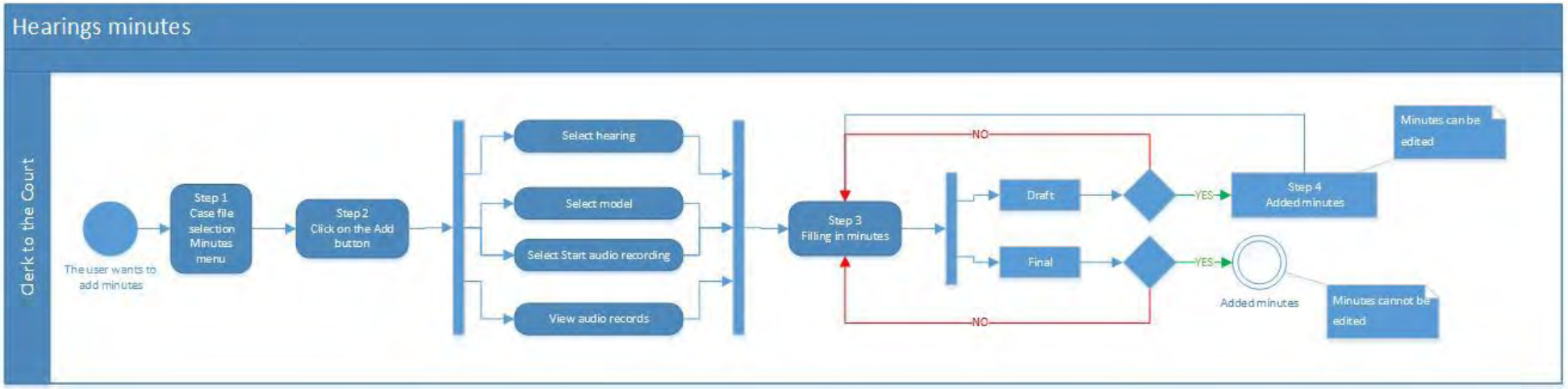
Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Subpoenas	Hearing	OB	Pre-populated list field; the user will select a hearing date for which to issue a subpoena
Subpoenas	Language	OB	Pre-populated list field; the user will select a language to draft the subpoena
Subpoenas	Subpoena based on an existing subpoena	OP	Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse
Subpoenas	Browse	OP	Browse button - the user will be able to choose a document from local folders to be used as a subpoena template
Subpoenas	Addressee	OB	Pre-populated list field; the user will select an addressee for the subpoena
Subpoenas	Addressees	OP	Addressees (multiple) - area where to view all addressees included in the subpoena
Subpoenas	Select a participant	OP	Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field

4	Step 3	Subpoena fill-in	The user will edit the subpoena in the text editing area on screen.	Clerk to the Court
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Clerk to the Court
6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.	Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered	Clerk to the

			in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Court

6. Minutes Flow

Activity and Participant Chart



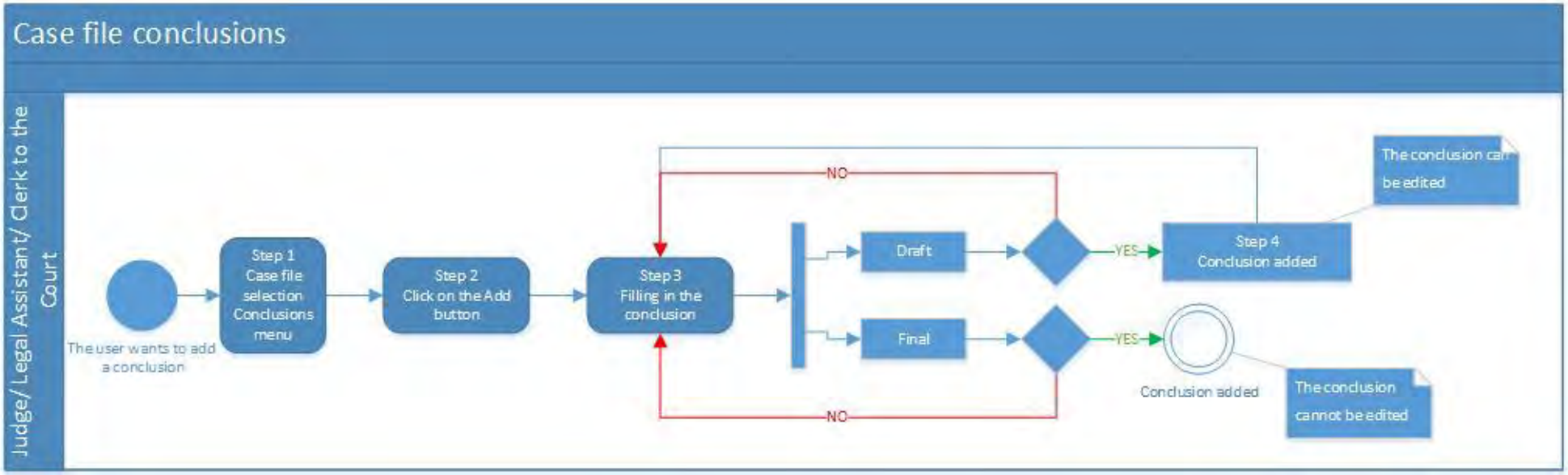
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add minutes</td><td>The user wants to add minutes</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record new minutes The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which the minutes are being drafted</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Fill in minutes</td><td>The user will edit the minutes in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minutes</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES- Draft</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
</table>

	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list without a possibility for further editing.	
7	Step 4	Saved minutes	The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

7. Conclusions Flow

Activity and Participant Chart



Description of flow chart steps

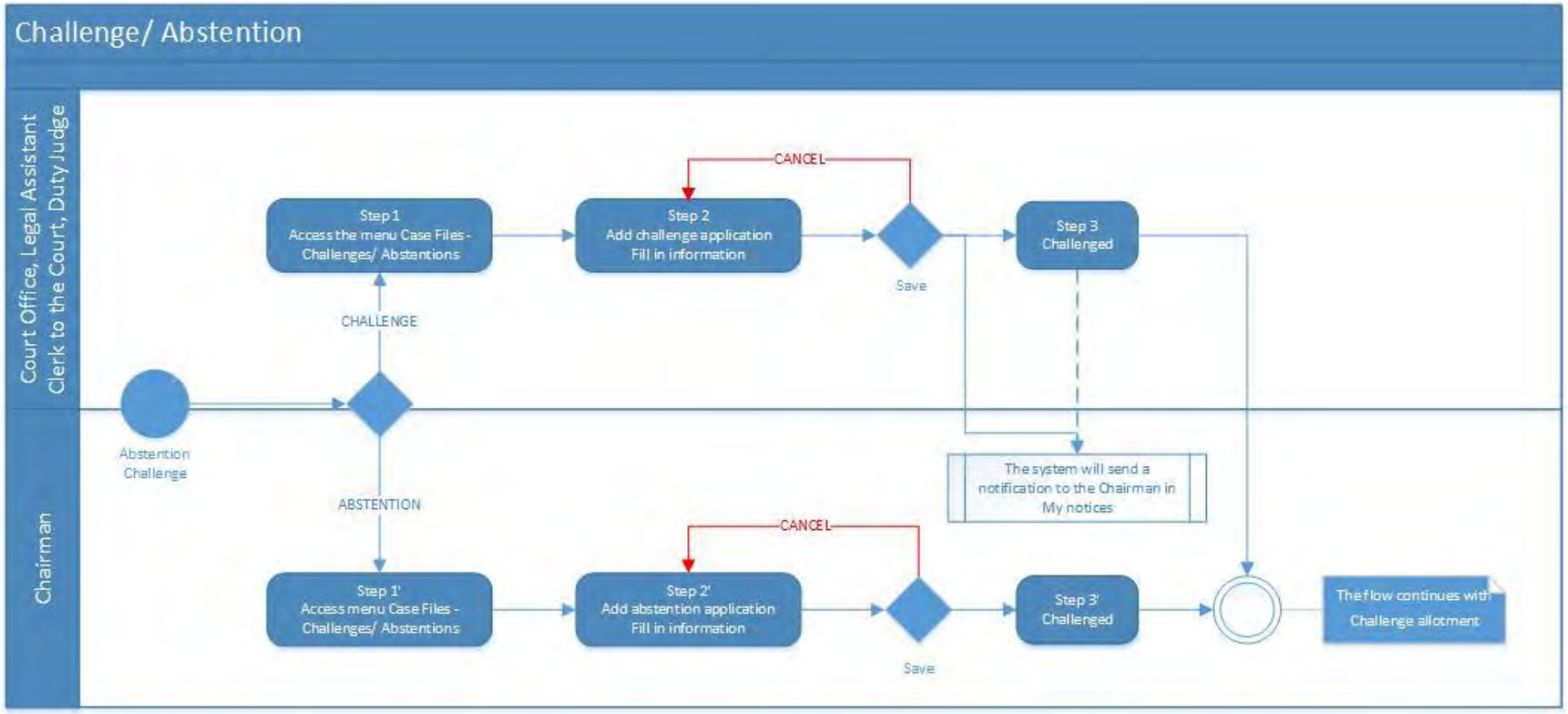
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu	Clerk to the Court

<table>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data?
YES – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion added</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:</td><td>Clerk to the Court</td></tr>
</table>

			• Viewed • Edited • Deleted	

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

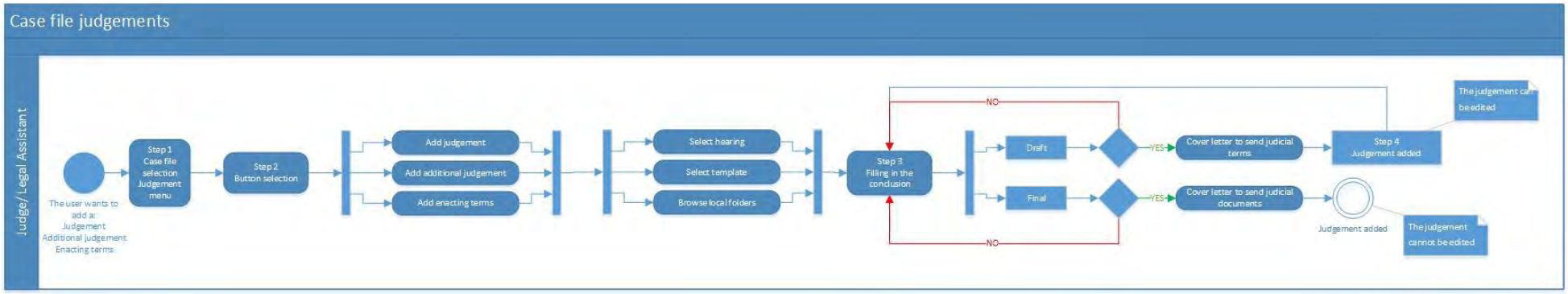
<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, court, petitioner, defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1'</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td></td></tr>
<tr><td></td><td>Step 2'</td><td>Select Add button ABSTENTION</td><td>
The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td>Chairman</td></tr>
</table>

5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1 / 1'	Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge
6	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted The system will issue a notification to flow actors.	Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge

9. Judgements Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement or enacting terms	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Select the wanted button	The user will click one of the buttons • Add judgement • Add additional judgement	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td>

- Add enacting terms

on pages to register a new judgement/additional judgement/enacting term. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a judgement</td></tr>
<tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr>
<tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr>
</table>

</td><td>Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Judgement/enacting terms fill-in</td><td>

The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

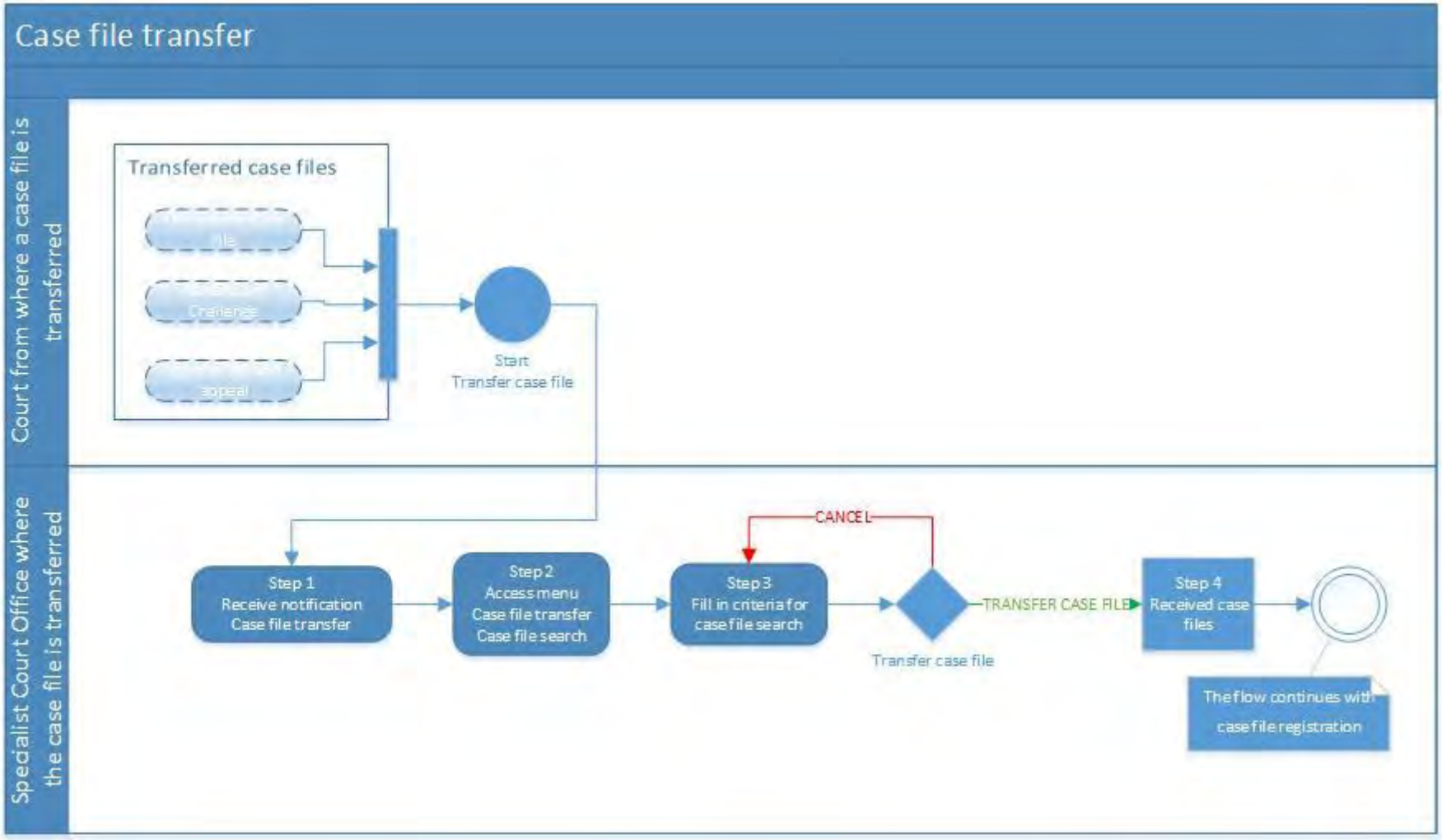
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judgements</td><td>Judgement issue date</td><td>OB</td><td>Calendar field, to select a judgement/enacting terms issue date</td></tr>
</table>

</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Activity</td><td>Type of judgement/enacting terms</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes' state after saving Selecting final will show a check mark box - Available for publishing. this is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1</td><td>Judge, Legal Assistant,</td></tr>
</table>

				Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.	Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.	Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter to send judicial papers???	The user will click this button and the system will automatically generate the document called Cover letter to send misdemeanour action papers that can be saved in electronic or printed form for a physical sending of a judgement.	Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

10. Case File Transfer Flow

Activity and Participant Chart

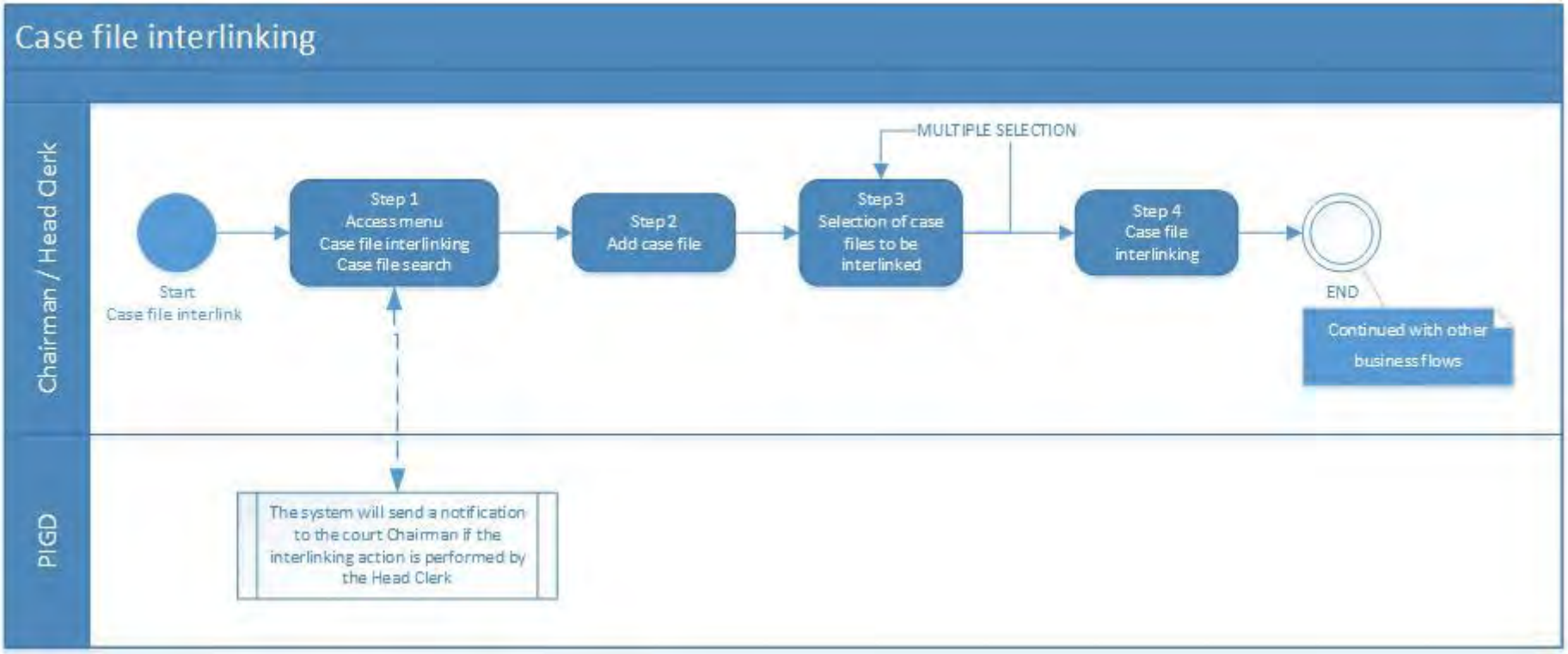


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the general data page	Office Specialist

11. Case files Interlink Flow

Activity and Participant Chart



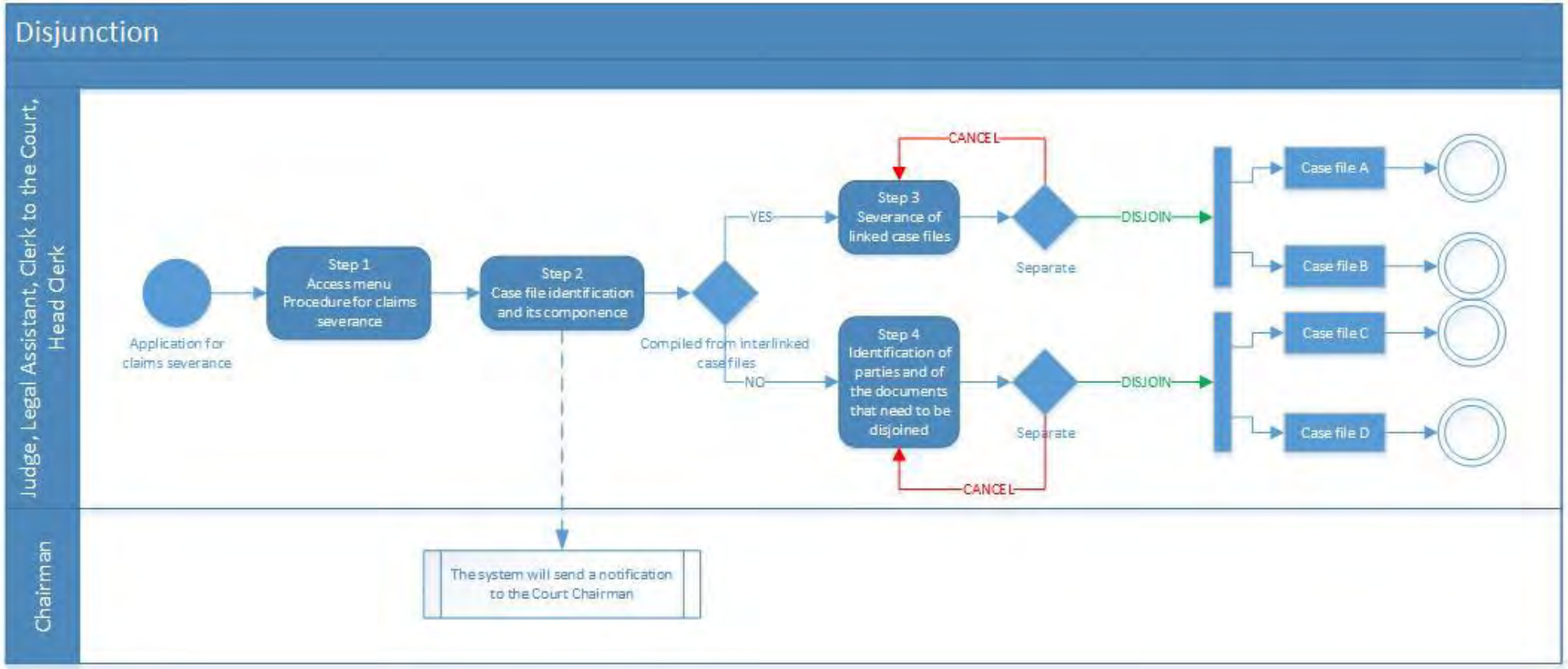
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several misdemeanour case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system.	Chairman, Head clerk

12. Severance Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Severance	The user wants to disjoin a case file	Judge, Legal Assistant, Clerk to the Court, Head Clerk
2	Step 1	Feature access	The user will access the Severance menu	Judge, Legal Assistant, Clerk to the Court, Head Clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type The system will make available for the user information related to a selected case file - if the file was previously compiled by interlinking several case files or it is a non-linked file in which parties wish to disjoin the case. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head Clerk
4	Decision point	Case file type	The user will identify the type of case file for which case severance will be performed • Linked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head Clerk
5	Step 3	Severance of	The user will click the Severance button and the system will unlink case files that form the case file	Judge, Legal

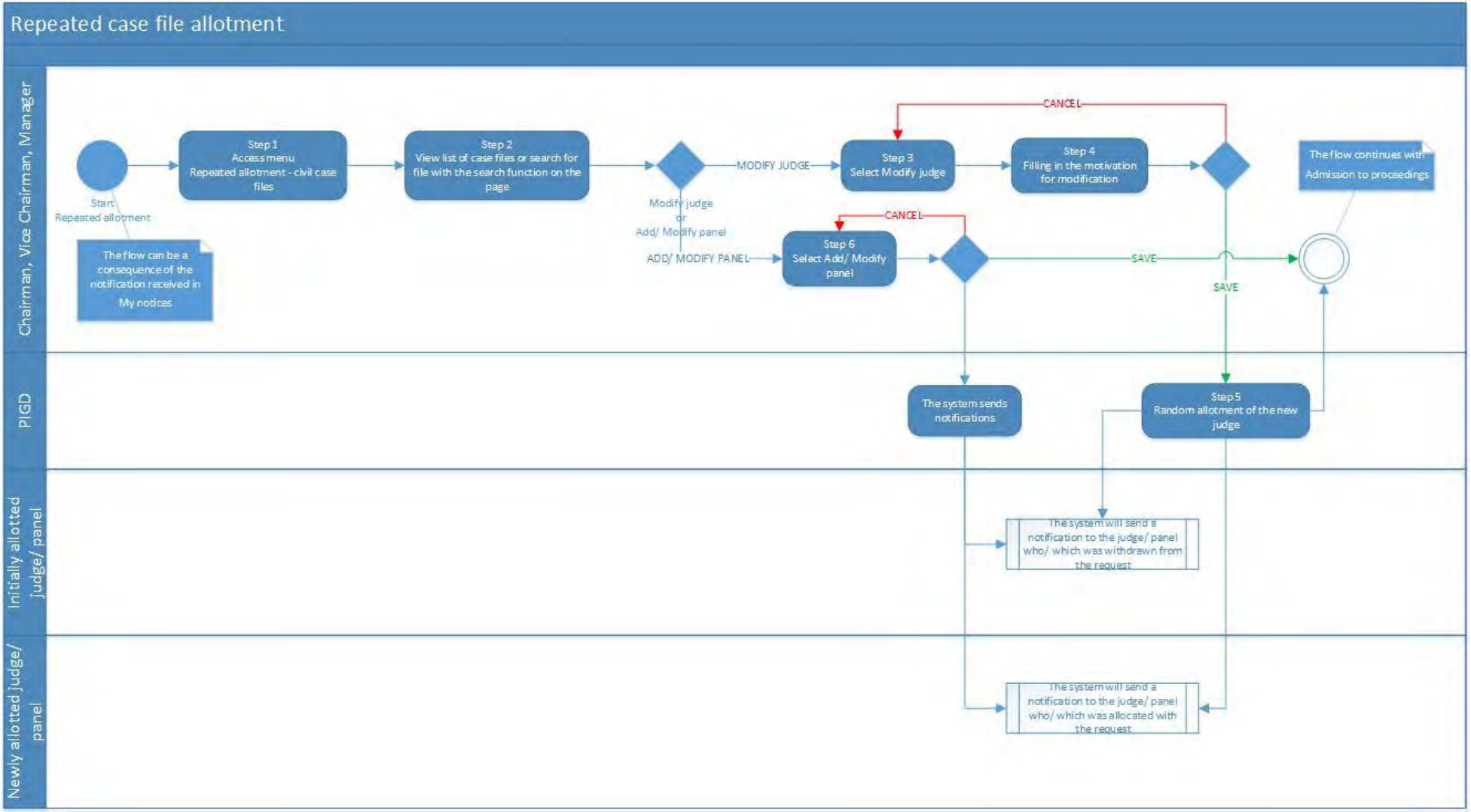
		linked files	submitted for claims severance, resulting the case files that were initially linked. Each of the resulted case files will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single file. The user will then have a possibility to delete irrelevant documents from each case file.	Assistant, Clerk to the Court, Head Clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for severance:
			• Participants
			• Group
			  ○ Main
			  ○ Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform a case file severance into two or several case files according to choices made.
			The user will be able to assign one of the resulted case files as "Main case file" - it will keep its initial number.
			The remaining resulted case files will take on new numbers assigned by the system, but they can always be referred back to the initial case file.
			Each of the resulted case files will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each case file.
				Judge, Legal Assistant, Clerk to the Court, Head Clerk

7		Case files resulted from severance	A number of case files will result from a case severance.	

13. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted judge/ panel
Newly allotted judge/ panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu
Repeated allotment - civil case files
Step 2
View list of case files or search for file with the search function on the page
Modify judge
or
Add/ Modify panel
MODIFY JUDGE
ADD/ MODIFY PANEL
Step 3
Select Modify judge
Step 4
Filling in the motivation for modification
CANCEL
Step 6
Select Add/ Modify panel
CANCEL
SAVE
SAVE
The flow continues with Admission to proceedings
The system sends notifications
Step 5
Random allotment of the new judge
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - misdemeanour case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files”; “Repeated allotment – misdemeanour case files”; • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Refused; Concluded; Linked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

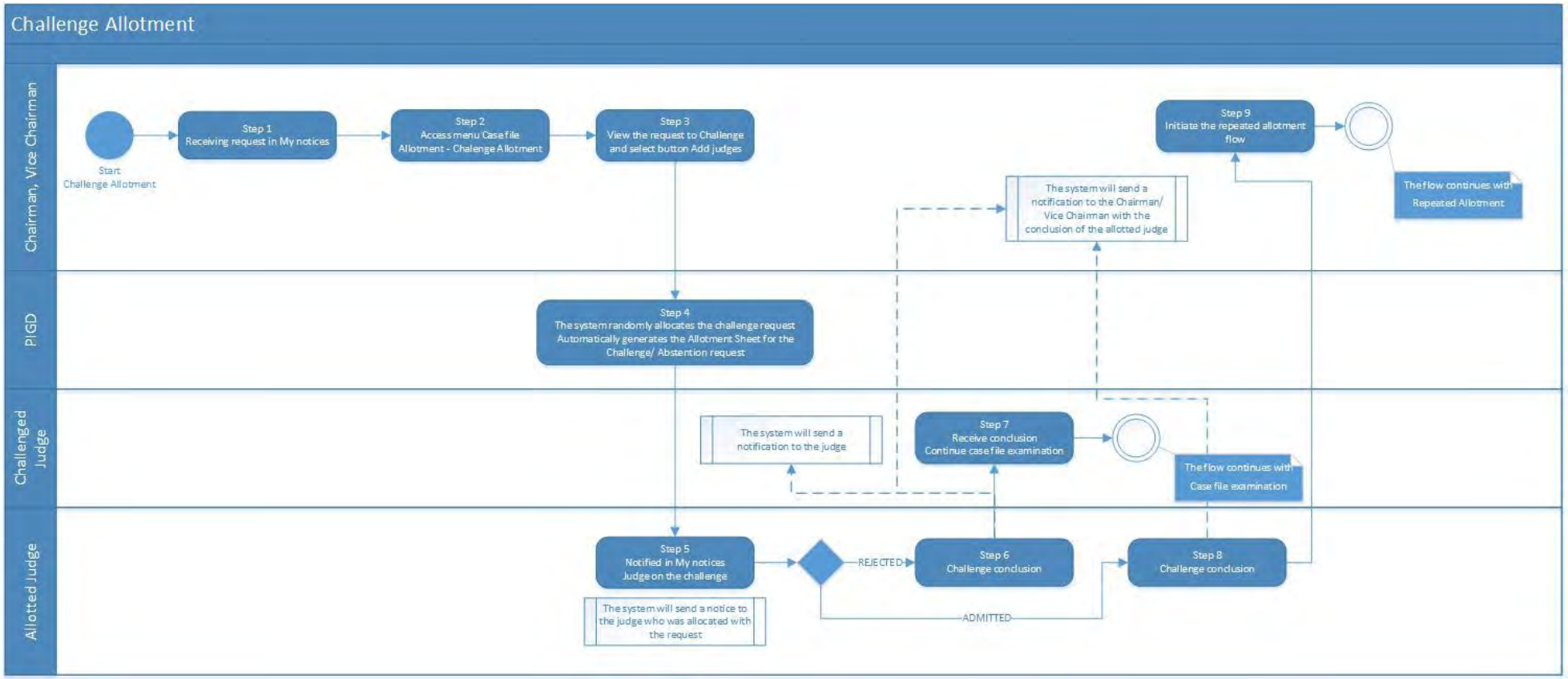
			• State a period for archiving the document ("archiving date" - (select day, month and year); • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge or Add/Change panel	The user will select the operation he/she wants to perform from a case file list • Change judge • Add panel • Change panel	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, upload the conclusion for the reassignment to another judge, click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	The user will save the repeated allotment	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	ICMS
10	Step 6	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel	Chairman, Vice-Chairman,

			• Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "Repeated allotment - appointed panel" - when changing panel members: In the new opened screen, view the list of judges who form the panel which examines a given case file. To change the list of judges, use buttons: • "Add” – button to change a judge; • "Remove”– button to delete a judge; • "Change”– button to change a judge; • "All” - button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, upload the confirmatory document which motivates the change/add/remove action, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the case file status - Case allotment.	Manager
11	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
12	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
13	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices")	ICMS

			Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	

14. Challenge Allotment Flow

Activity and Participant Chart



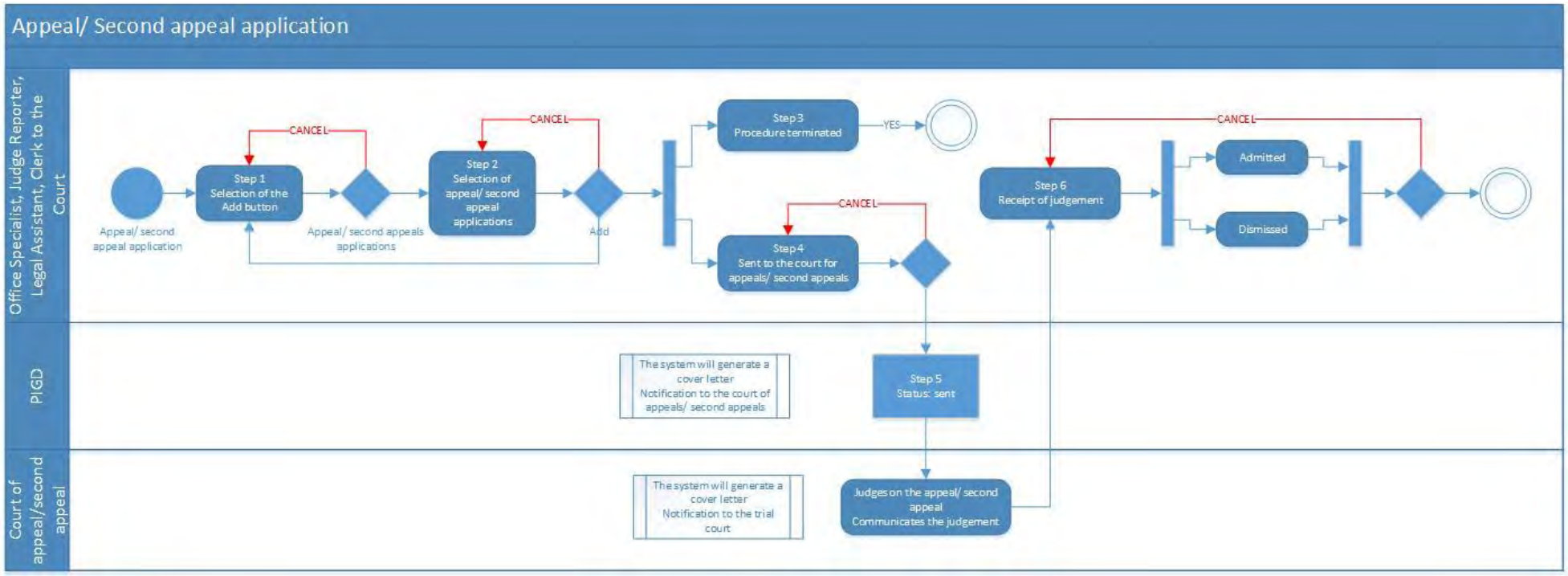
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ICMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Receipt of conclusion	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission.	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

15. Appeal/Second Appeal Application Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor

<table>
<tr><td>1</td><td></td><td>Submission of appeal/second appeal applications</td><td>The user receives an appeal/second appeal application</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Means of appeal menu
In the Means of appeal screen, the user will click the Add button. This will enable the Appeal/Second appeal application option (step 2). After having saved the information entered in the 2nd step, fields in this screen will become editable.
They are:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Submitted Appeal/Second Appeal Application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application is created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Sent to a court of appeals/second</td><td>CO</td><td>Radio button; selected when an application was sent to a higher court</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

				appeals			
			Means of appeal	Ceased procedure	CO	Radio button; selected when a procedure is ceased	
			Means of appeal	Court of appeals/second appeals	CO	Pre-populated list with courts of appeals, mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent to	CO	Calendar field, date when an application was sent; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Sent by	CO	Text field, how an application was sent (e.g. by courier etc.); mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Cover letter	OP	Generates a cover letter	
			Means of appeal	Comments on the judgement	OP	Text field; type a text for commenting on a judgement from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Judgement received on	CO	Calendar field; date when an application was received back from a higher court; mandatory after having selected as sent to a court of appeals/second appeals	
			Means of appeal	Examination results	CO	Radio button - Admitted / Dismissed The result for an appeal/second appeal application; mandatory after having selected as sent to a court of appeals/second appeals	
3	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 2</td><td>Add application</td><td>The user will access the feature Appeal/Second appeal applications and a new screen will open and the following data will be entered:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Means of appeal</td><td>Type of application</td><td>OB</td><td>Pre-populated list field, to select the desired value</td></tr>
<tr><td>Means of appeal</td><td>Appellant/Plaintiff in appeal</td><td>OB</td><td>Pre-populated list field with parties to a case file. To select a value</td></tr>
<tr><td>Means of appeal</td><td>Respondent in appeal</td><td>OB</td><td>Text field</td></tr>
<tr><td>Means of appeal</td><td>Created on</td><td>OB</td><td>Calendar field, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Calendar field, non-editable, automatically generated, the date when an application was created</td></tr>
<tr><td>Means of appeal</td><td>Registered on</td><td>GA</td><td>Text field, automatically generated, non-editable, the user</td></tr>
<tr><td>Means of appeal</td><td>Reason</td><td>OB</td><td>Text field; type a text for reasons of an appeal/second appeal application;</td></tr>
<tr><td>Means of appeal</td><td>Evidence</td><td>OB</td><td>Text field; form the list of evidence attached to an appeal/second appeal application</td></tr>
</table></td><td>Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court</td></tr>
</table>

						(name, description of evidence);	
			Means of appeal	Request	OB	Text field; type a text for the request stated in an appeal/second appeal application;	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is saved				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted				Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
8	Step 3	Ceased procedure	The button for ceased procedure is selected (see step 1) and the flow is terminated.				Office Specialist, Judge Reporter, Legal Assistant,

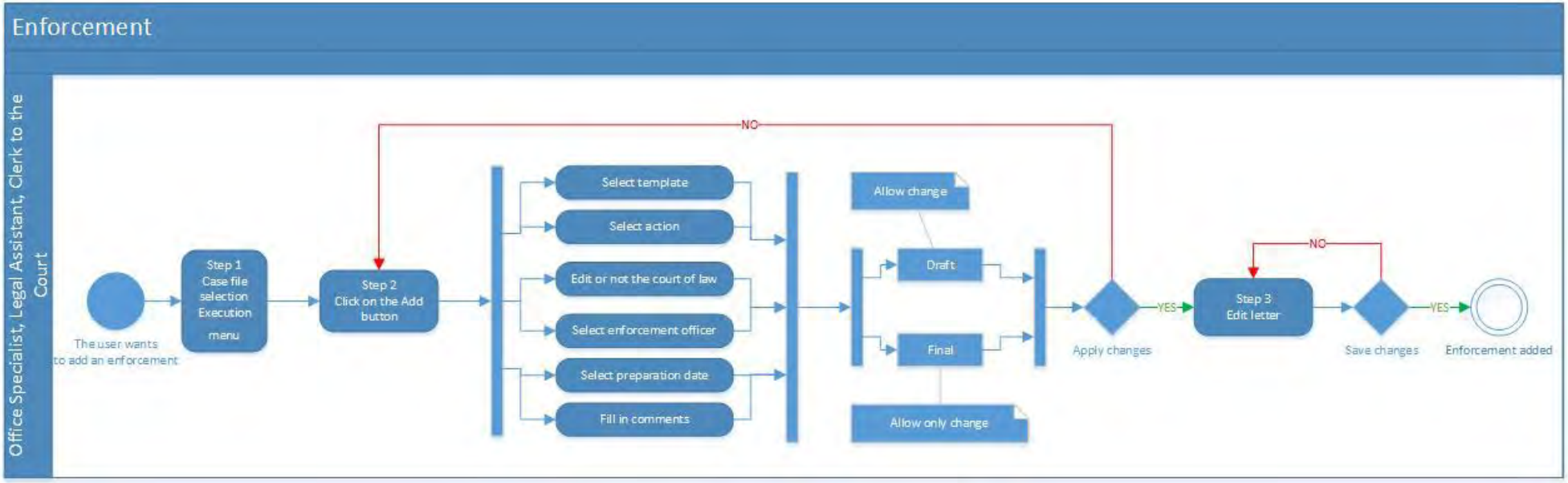
				Clerk to the Court
9	Step 4	Sent to a higher court	A part of the fields described under step 1 are filled in. Sent to a court of appeals/second appeals is selected.	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
10	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 2	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
11	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the application is sent	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
12		View	The application is saved in the system. After having saved entered data, a list of applications already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court
13	Step 5		The system will change the status to sent.	ICMS

14	Activity	Judgement on appeal	A higher court judges the appeal/second appeal	Court of appeals/second appeals
15	Step 6	Judgement reception	The user receives a judgement from a higher court related to the action of appeal/second appeal and some of the fields described under step 1 are filled in. • Comments on the judgement • Judgement received on • Examination results	Office Specialist, Judge Reporter, Legal Assistant, Clerk to the Court

The new application will consider a streamlining of steps in the appeal/second appeal flow and a redesign of the graphical interface and of the data items to be comprised - i.e. as many as possible information elements in a single display.

16. Enforcement Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add enforcement	The user wants to add an enforcement	Office Specialist, Legal Assistant,

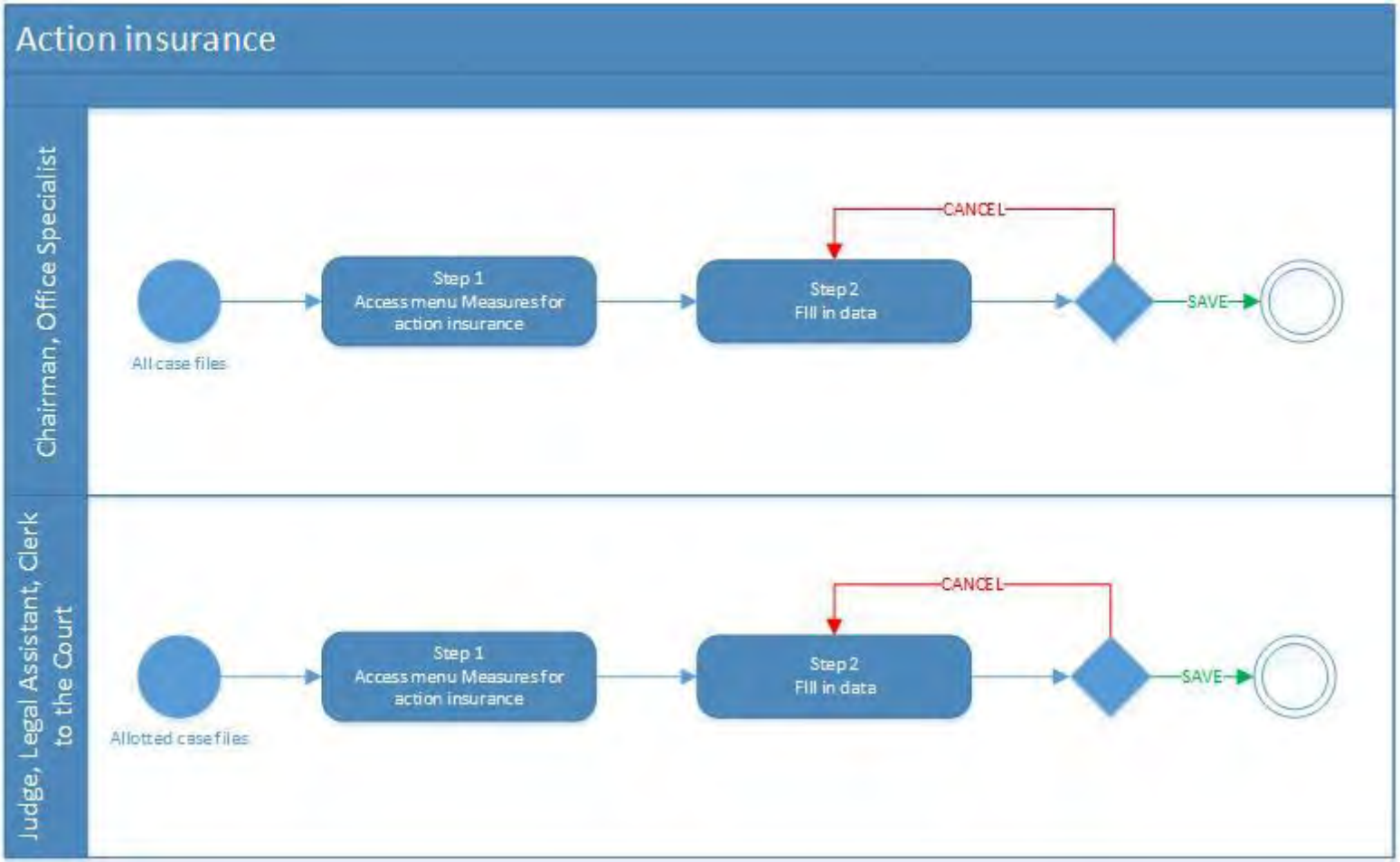
<table>
<tr><td></td><td></td><td></td><td></td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Enforcement menu</td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to record a new enforcement. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Enforcement</td><td>Select template</td><td>OB</td><td>Pre-populated list field; select from the "Choose template" drop-down list (civil, criminal or contravention depending on case file type) - Cover letter to send judicial papers???</td></tr>
<tr><td>Enforcement</td><td>Action</td><td>OB</td><td>Pre-populated list field; select from the "Action" drop-down list (unknown; sent; suspended; amended; enforced; returned)</td></tr>
<tr><td>Enforcement</td><td>Court</td><td>OB</td><td>Pre-populated list field; type on the line of "Court" option the name of the court that issued a judgement;</td></tr>
<tr><td>Enforcement</td><td>Enforcement officer</td><td>OB</td><td>Pre-populated list field; select for the "Enforcement officer" option the name of the enforcement officer to whom a judgement is sent for enforcement (Enforcement officer, Probation office, Prison, Civil Status Office;</td></tr>
<tr><td>Enforcement</td><td>Prepared on</td><td>OB</td><td>Calendar field; select/type under the "Preparation date" option the date when the enforcement order/enacting terms of a</td></tr>
</table></td><td>Office Specialist, Legal Assistant, Clerk to the Court</td></tr>
</table>

						judgement was/were prepared;	
			Enforcement	Prepared by	GA	Text field, pre-populated; in the line of option "Prepared by", the program will indicate by default the first and last name of the program user who recorded the information related to an enforcement of the judgement;	
			Enforcement	Comments	OP	Text field; the "Comments" box will be filled in with the text of additional comments on the enforcement action;	
			Enforcement	Status	OB	Radio buttons; Check radio options for the document "Draft" or "Final"; The Final option will not allow a future edit of the document	
4	Decision point	Apply changes? NO	If the user does not click the Apply changes button, then none of the checked options will be effective				Office Specialist, Legal Assistant, Clerk to the Court
5	Decision point	Apply changes? YES	If the user clicks the Apply changes button, then changes will be applied to the edit area				Office Specialist, Legal Assistant, Clerk to the Court
6	Step 3	Edit enforcement	The user will edit in the special area the contents of the enforcement document				Office Specialist, Legal Assistant, Clerk to the Court
7	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist,

				Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the enforcement will be saved and it will show on the list.	Office Specialist, Legal Assistant, Clerk to the Court
9	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the enforcement will be saved and it will show on the list without a possibility for further editing.	Office Specialist, Legal Assistant, Clerk to the Court
10		Saved enforcement	The enforcement is saved in the system. After having saved entered data, a list of enforcements already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Legal Assistant, Clerk to the Court

17. Action Insurance Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

			measures Action insurance measures: Applied bail — OP — Check mark; to select if bail applies; Action insurance measures: Challenged — OP — Radio buttons; to select "Admitted" or "Dismissed";	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.	Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Chairman, Office Specialist

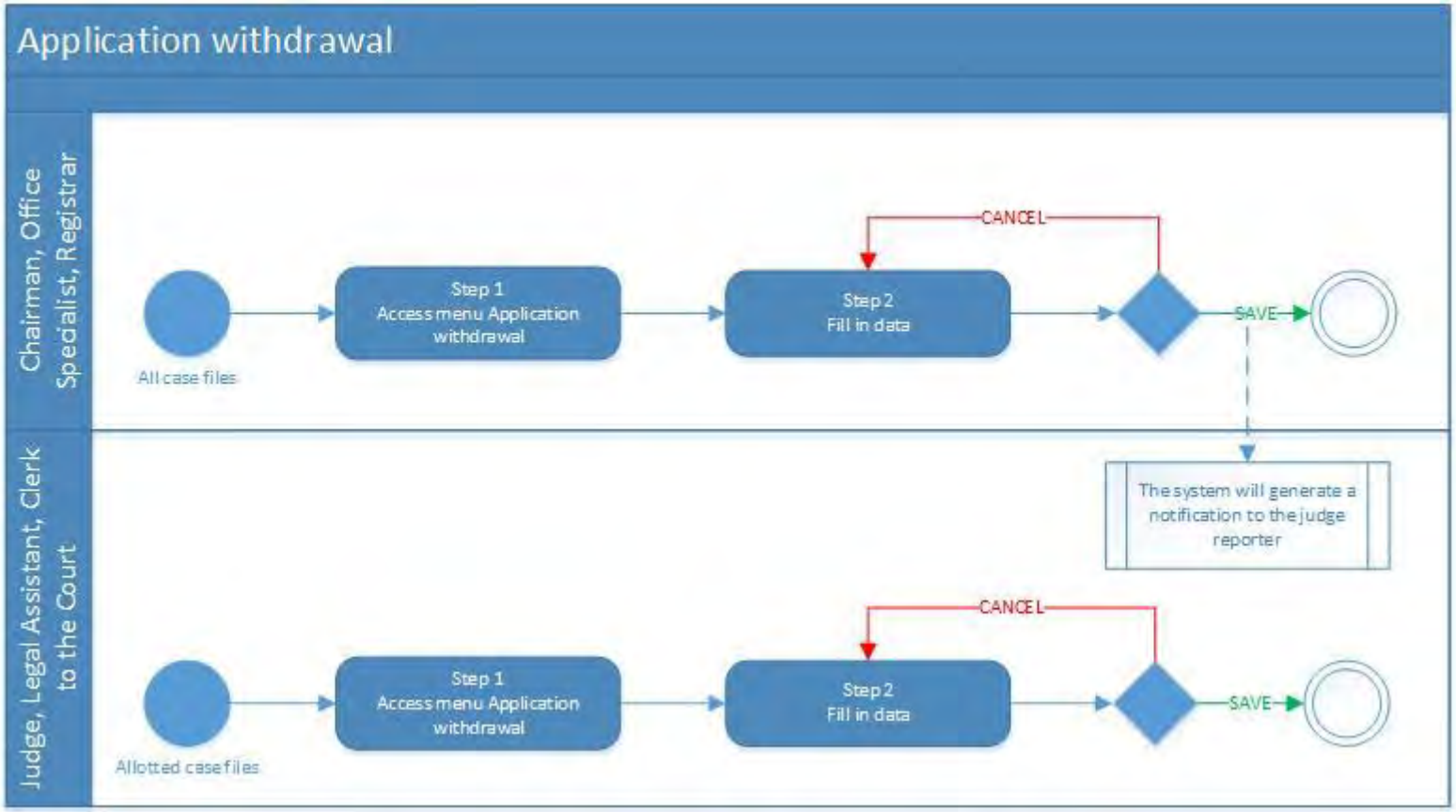
No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance measures</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
<tr><td>Action insurance measures</td><td>Applied bail</td><td>OP</td><td>Check mark; to select if bail applies;</td></tr>
<tr><td>Action insurance measures</td><td>Challenged</td><td>OP</td><td>Radio buttons; to select "Admitted" or "Dismissed";</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td>If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.</td><td>Judge, Legal Assistant,</td></tr>
</table>

				Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

18. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			submitted the withdrawal application	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

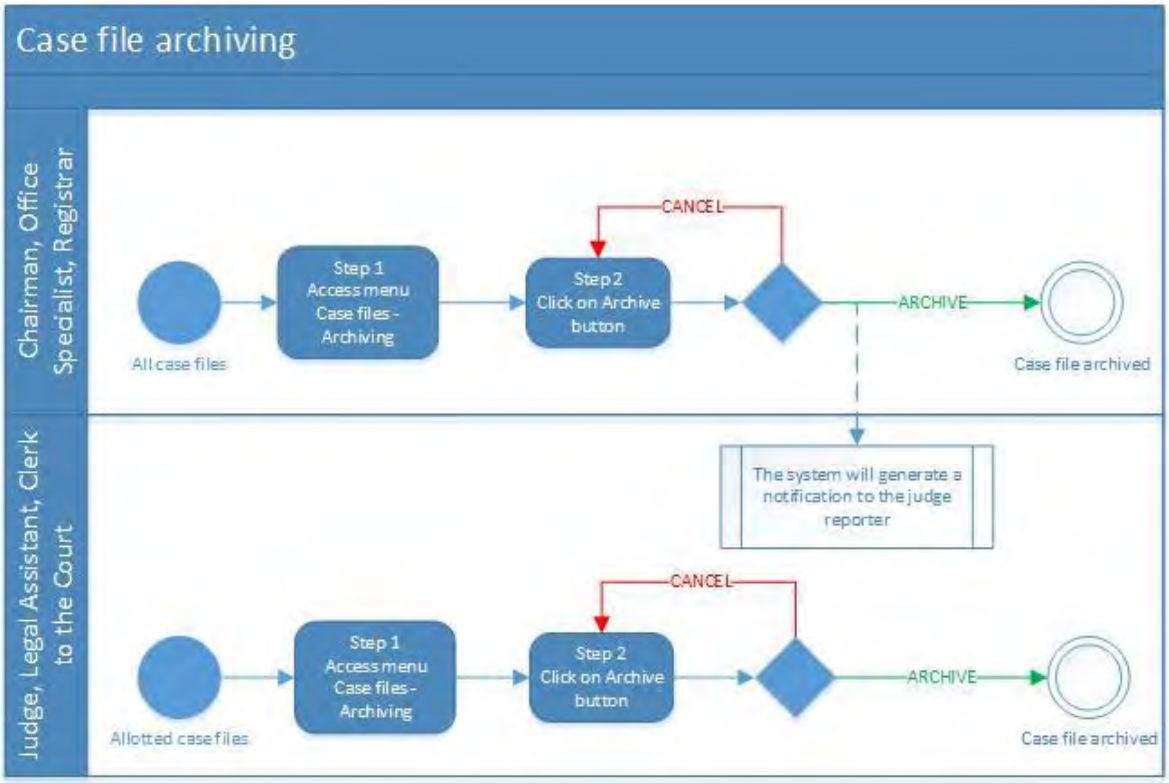
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

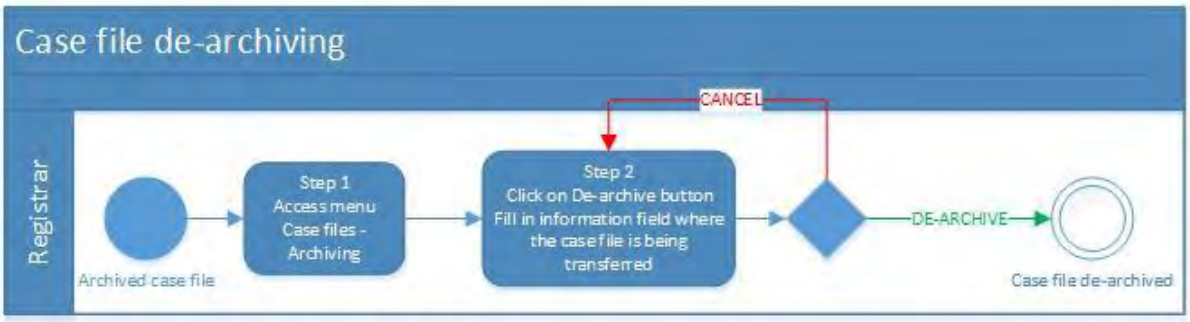
Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

19. Case file archiving flow

Activity and Participant Chart





Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For allotted case files	Judge, Legal Assistant, Clerk to the

				Court
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	**Step, activity, process**	**Name**	**Description**	**Actor**
1		Extract case file from archives	The user wants to extract a case file from archives For all case files	Registrar
2	Step 1	Case file Selection	The user will access the Case files - Extraction from archives menu, will use the search feature or will select directly the case file wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the case file wanted to be extracted. A series of fields will be enabled and they must be filled in: **Submenu** | **Field name** | **Mandatory (OB) Optional (OP) Conditional** | **Description**	Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td>(CO)
Generated /
automatic (GA)</td><td></td></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td colspan="2">The extraction from archives is discontinued</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td colspan="2">The case file is extracted from archives. Its status is set to the one right before being committed to archives</td><td>Registrar</td></tr>
</table>

2.8 Operational flows for case files before the Supreme Court of Justice

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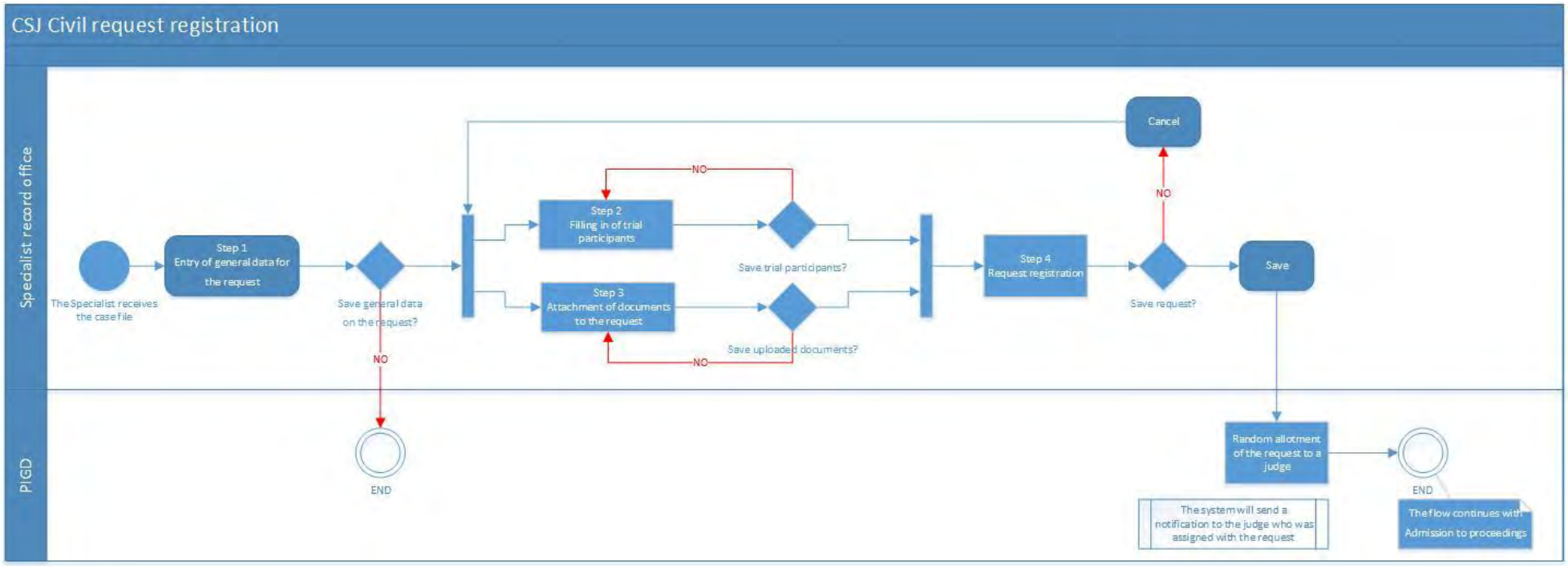
1. Civil action application Registration Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor

1		Application receipt	Receipt of an application in appeal	Court Registration Office Specialist
2	Step 1	General data entry in ICMS	The Court Registration Office Specialist will access the menu: Applications - Application Registration - civil case file and he/she will fill in the following:	Court Registration Office Specialist

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
General data	Type of examination	OB	Pre-populated list
General data	Case file type	OB	Pre-populated list
General data	Case file index	OB	Pre-populated list
General data	Application number	OB	Text field, to be filled-in
General data	Registration number	GA	Automatically generated after saving an application
General data	Case matter	OB	Text field, to be filled-in
General data	Registration date	OB	Calendar field, the date when an application was registered
General data	The date when a case file was received in hard copy	OB	Calendar field; the date when a case file was received in hard copy
General data	Form of receipt	OB	Text field, how the case file came in

			General data	The recording worker	GA	Generated, user takeover		
			First instance	Trial court	OB	Pre-populated list, to be selected		
			First instance	Case file number	OB	Text field, to be filled-in		
			First instance	Judgement issue date	OB	Calendar field, to be selected		
			First instance	Challenged judgement	OP	Check mark		
			First instance	Comments	OP	Text field		
			Court of Appeals	Trial court	OB	Pre-populated list, to be selected		
			Court of Appeals	Case file number	OB	Text field, to be filled-in		
			Court of Appeals	Judgement issue date	OB	Calendar field, to be selected		
			Court of Appeals	Challenged judgement	OP	Check mark		
			Court of Appeals	Comments	OP	Text field		
			Supreme Court of Justice	Trial court	OB	Pre-populated list, to be selected		
			Supreme Court of Justice	Case file number	OB	Text field, to be filled-in		
			Supreme Court of Justice	Judgement issue date	OB	Calendar field, to be selected		
			Supreme Court of Justice	Challenged judgement	OP	Check mark		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Supreme Court of Justice</td><td>Comments</td><td>OP</td><td>Text field</td></tr>
<tr><td>CSJ panel</td><td>Case file number</td><td>OB</td><td>Text field, to be filled-in</td></tr>
<tr><td>CSJ panel</td><td>Judgement issue date</td><td>OB</td><td>Calendar field, to be selected</td></tr>
<tr><td>CSJ panel</td><td>Challenged judgement</td><td>OP</td><td>Check mark</td></tr>
<tr><td>CSJ panel</td><td>Comments</td><td>OP</td><td>Text field</td></tr>
<tr><td>General data</td><td>Case file transfer data</td><td>OP</td><td>Text field</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the application created and registered in the system.</td><td>Court Registration Office Specialist</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of an application in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
</table>
</td><td>Court Registration Office Specialist</td></tr>
</table>

			Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff in appeal, prosecutor etc.) in this application The Court Registration Office Specialist will fill in only plaintiffs in appeal. The Court Registration Office Specialist will fill in the rest of participants.		
			Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.		
				Secondary capacity to pursue proceedings	OB	Pre-populated list		
			Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the case file		
			Trial participants	Last name	OB	Text field, to be filled in with the person's last name		
			Trial participants	First name	OB	Text field, to be filled in with the person's first name		
			Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual		
			Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth		

			Trial participants	Gender	OB	Pre-set M and F list; selection from list		
			Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen		
			Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory		
			Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled		
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in		
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in		
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in		
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in		
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in		
			Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in		
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in		
			Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in		
			Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in		

Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in
Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

- Legal entity

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in this application
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the case file

			Trial participants	Last name	OB	Text field; to enter the name of a legal entity		
			Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity		
			Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad		
			Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory		
			Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled		
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in		
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in		
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in		
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in		
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in		
			Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in		
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Trial participants</td><td>Comments</td><td>OP</td><td>Text field; comments can be entered</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of all participants already entered in the system for the case file is viewed in the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Court Registration Office Specialist</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Court Registration Office Specialist</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to an application</td><td>After the successful saving of an application in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded</td></tr>
</table>
</td><td>Court Registration Office Specialist</td></tr>
</table>

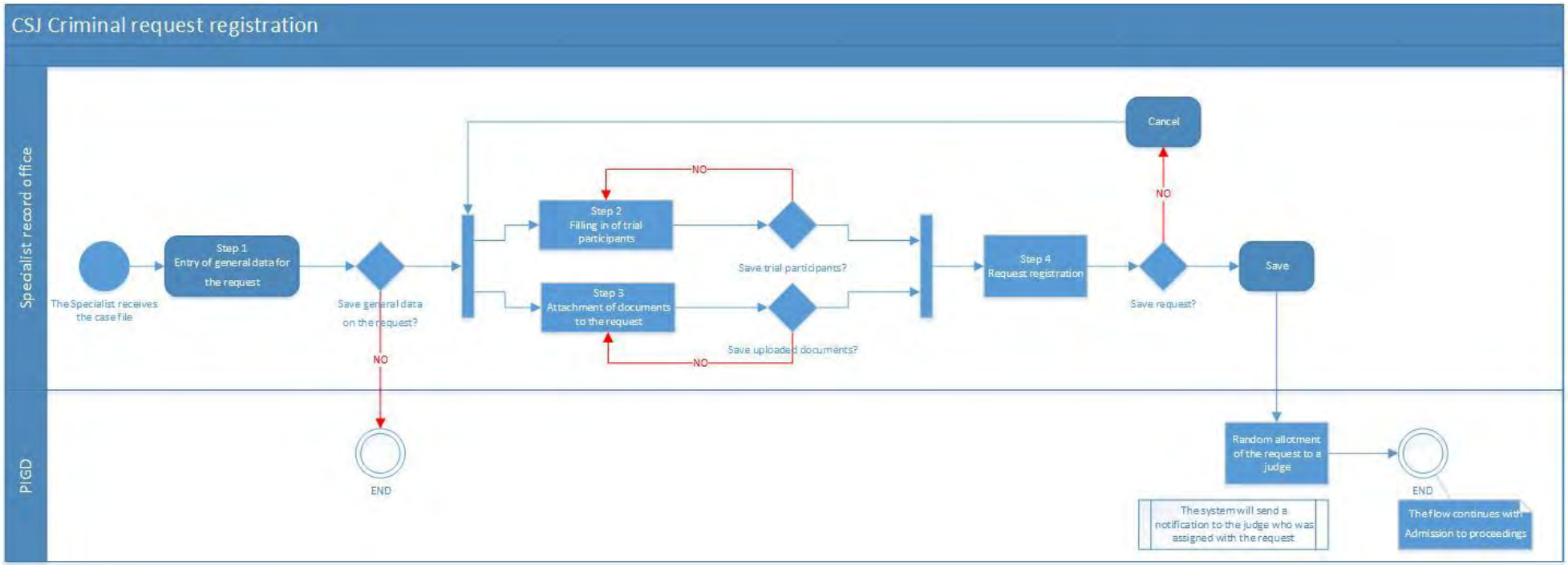
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>document. There will also be a possibility to view registered participants as parties to this application and to select them as authors.</td></tr>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Alphanumerical field, to register the document protocol number</td></tr>
<tr><td>Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this case is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Court Registration Office Specialist</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow will be resumed from step 3.</td><td>Court Registration Office Specialist</td></tr>
</table>

10	Step 4	Application registration	The user will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the application. Editable elements are:
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name - pre-populated text field derived only from the accused. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Type of application
			• Application index
			• Received application - the field "Application submitted by" under General Data
			• Application number
			• Name
			• Group
			• Merits of the case
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Subject
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above
			
			Moreover, the software application will make available the performance of the following operations by selecting the allotted button:
			• Confirmation of record – automatic generation of a standard PDF file to confirm the application submission for summons. The template of this document will be loaded in the system
				Court Registration Office Specialist

			• Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the application, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Civil action application statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Court Registration Office Specialist
12	Decision point	Save data? YES	If the user saves entered data, the system will initiate the next flow step, i.e. a random allotment of the application to a judge	Court Registration Office Specialist
13	Process	Random allotment	The programme will allot the application to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges etc.,) when making the allotment.	ICMS
			The flow will continue with the case file registration flow.	

2. Criminal action application Registration Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Application	Receipt of an application in appeal	Court

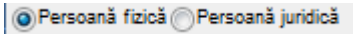
		receipt		Registration Office Specialist
2	Step 1	General data entry in ICMS	The Court Registration Office Specialist will access the menu: Applications - Application Registration - civil case file and he/she will fill in the following:	Court Registration Office Specialist

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
General data	Type of examination	OB	Pre-populated list
General data	Case file type	OB	Pre-populated list
General data	Case file index	OB	Pre-populated list
General data	Application number	OB	Text field, to be filled-in
General data	Registration number	GA	Automatically generated after saving an application
General data	Case matter	OB	Text field, to be filled-in
General data	Registration date	OB	Calendar field, the date when an application was registered
General data	The date when a case file was received in hard copy	OB	Calendar field; the date when a case file was received in hard copy
General data	Form of receipt	OB	Text field, how the case file came in
General	The recording	GA	Generated, user takeover

			data	worker				
			First instance	Trial court	OB	Pre-populated list, to be selected		
			First instance	Case file number	OB	Text field, to be filled-in		
			First instance	Judgement issue date	OB	Calendar field, to be selected		
			First instance	Challenged judgement	OP	Check mark		
			First instance	Comments	OP	Text field		
			Court of Appeals	Trial court	OB	Pre-populated list, to be selected		
			Court of Appeals	Case file number	OB	Text field, to be filled-in		
			Court of Appeals	Judgement issue date	OB	Calendar field, to be selected		
			Court of Appeals	Challenged judgement	OP	Check mark		
			Court of Appeals	Comments	OP	Text field		
			Supreme Court of Justice	Trial court	OB	Pre-populated list, to be selected		
			Supreme Court of Justice	Case file number	OB	Text field, to be filled-in		
			Supreme Court of Justice	Judgement issue date	OB	Calendar field, to be selected		
			Supreme Court of Justice	Challenged judgement	OP	Check mark		
			Supreme	Comments	OP	Text field		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Court of Justice</td><td></td><td></td><td></td></tr>
<tr><td>CSJ panel</td><td>Case file number</td><td>OB</td><td>Text field, to be filled-in</td></tr>
<tr><td>CSJ panel</td><td>Judgement issue date</td><td>OB</td><td>Calendar field, to be selected</td></tr>
<tr><td>CSJ panel</td><td>Challenged judgement</td><td>OP</td><td>Check mark</td></tr>
<tr><td>CSJ panel</td><td>Comments</td><td>OP</td><td>Text field</td></tr>
<tr><td>General data</td><td>Case file transfer data</td><td>OP</td><td>Text field</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the application created and registered in the system.</td><td>Court Registration Office Specialist</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of an application in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity 
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will</td></tr>
</table>
</td><td>Court Registration Office Specialist</td></tr>
</table>

			participants			choose a participant's capacity (e.g. plaintiff in appeal, prosecutor etc.) in this application The Court Registration Office Specialist will fill in only plaintiffs in appeal. The Court Registration Office Specialist will fill in the rest of participants.		
			Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.		
				Secondary capacity to pursue proceedings	OB	Pre-populated list		
			Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the case file		
			Trial participants	Last name	OB	Text field, to be filled in with the person's last name		
			Trial participants	First name	OB	Text field, to be filled in with the person's first name		
			Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual		
			Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth		

				Trial participants	Gender	OB	Pre-set M and F list; selection from list		
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen		
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory		
				Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled		
				Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in		
				Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in		
				Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in		
				Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in		
				Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in		
				Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in		
				Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in		
				Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in		
				Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in		

Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in
Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

- Legal entity

Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in this application
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the case file

			Trial participants	Last name	OB	Text field; to enter the name of a legal entity		
			Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity		
			Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad		
			Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory		
			Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled		
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in		
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in		
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in		
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in		
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in		
			Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in		
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Trial participants</td><td>Comments</td><td>OP</td><td>Text field; comments can be entered</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of all participants already entered in the system for the case file is viewed in the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Court Registration Office Specialist</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Court Registration Office Specialist</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to an application</td><td>After the successful saving of an application in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded</td></tr>
</table>
</td><td>Court Registration Office Specialist</td></tr>
</table>

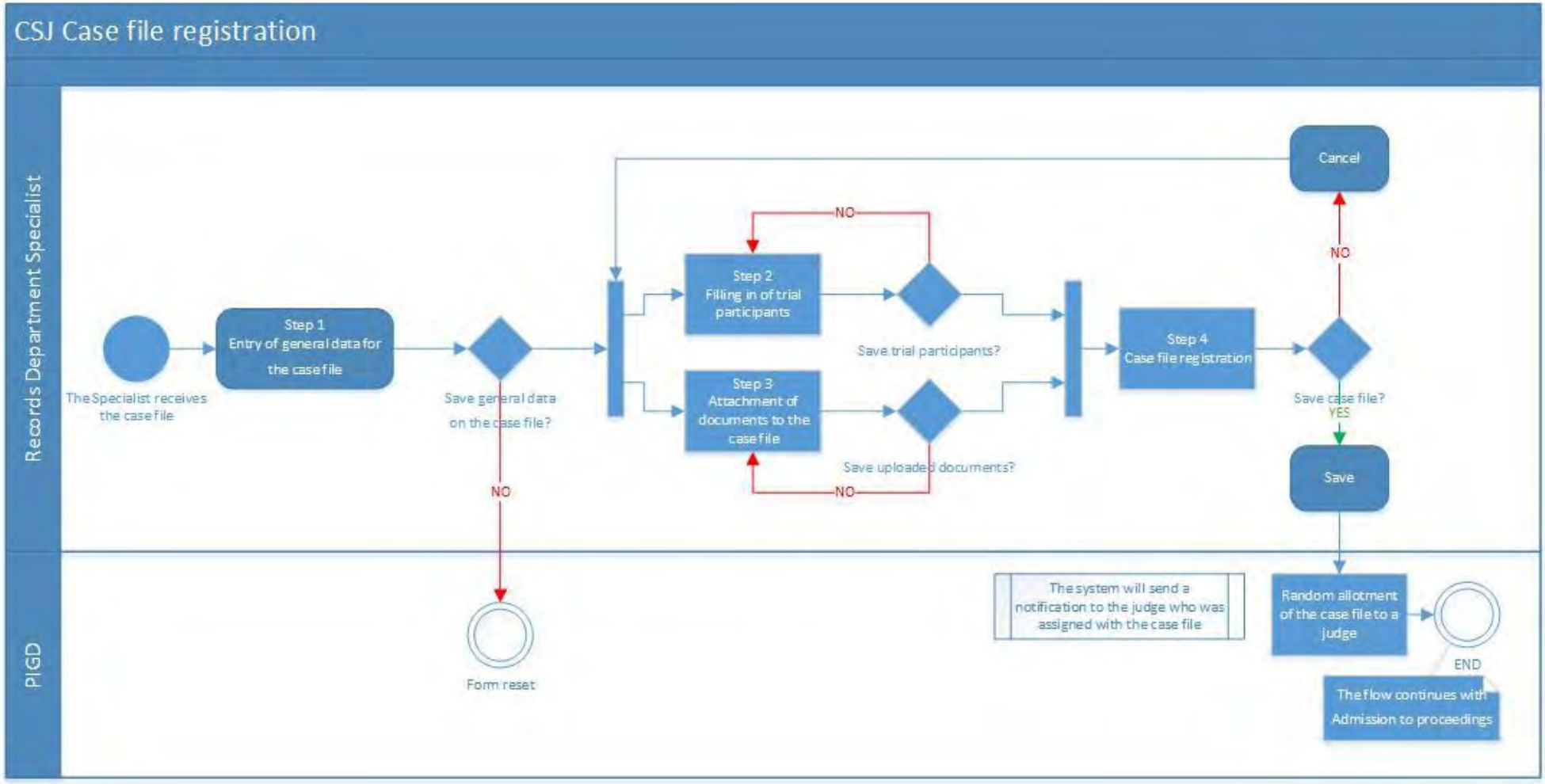
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>document. There will also be a possibility to view registered participants as parties to this application and to select them as authors.</td></tr>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Alphanumerical field, to register the document protocol number</td></tr>
<tr><td>Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this case is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Court Registration Office Specialist</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow will be resumed from step 3.</td><td>Court Registration Office Specialist</td></tr>
</table>

10	Step 4	Application registration	The user will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the application. Editable elements are:
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name - pre-populated text field derived only from the accused. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Type of application
			• Application index
			• Received application - the field "Application submitted by" under General Data
			• Application number
			• Name
			• Group
			• Merits of the case
			• State tax (MDL)
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Subject
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above
			
			Moreover, the software application will make available the following operations by selecting the allotted button:
			• Confirmation of record – automatic generation of a standard PDF file to confirm the application
				Court Registration Office Specialist

			submission for summons. The template of this document will be loaded in the system • Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the application, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Civil action application statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Court Registration Office Specialist
12	Decision point	Save data? YES	If the user saves entered data, the system will initiate the next flow step, i.e. a random allotment of the application to a judge	Court Registration Office Specialist
13	Process	Random allotment	The programme will allot the application to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges etc.,) when making the allotment.	ICMS
			The flow will continue with the case file registration flow.	

3. Case file Registration Flow

Activity and Participant Chart



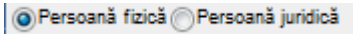
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a civil case</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ICMS</td><td>The Office Specialist will access the menu Case Files – New Civil Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date, can be edited. To enter the date when a case file is created.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Reference number</td><td>OB</td><td>Manual number</td></tr>
<tr><td>General data</td><td>Case file type</td><td>CO</td><td>Pre-populated list; takes on the application value, can be changed.</td></tr>
<tr><td>General</td><td>Case file number</td><td>GA</td><td>Numerical; will be taken over automatically from</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

			data	in the first instance		the system but can be manually edited		
			General data	Case file number in appeal	GA	Numerical; will be taken over automatically from the system but can be manually edited		
			General data	Type of examination	OB	Selection from a pre-set list.		
			General data	Case file index	OB	Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in Type of examination. There will be a possibility to change this value, by clicking a "Change index" button.		
			General data	Reviewed case file	OP	Alphanumerical and text fields. Case file number and name. There is a possibility to access a search feature for this		
			General data	Main group	OB	SC will access an exhaustive pre-set list of civil cases from which to choose a case. This will have the highest level of complexity for the processed file.		
			General data	Secondary groups	OP	SC will access an exhaustive pre-set list of civil cases from which to choose one or several cases that are complementary to the first selected case. These will have a lower level of complexity than the main group.		
			General data	Art. Form CP and CPP	OP	Text field, to state the article(s) from CP and CPP		
			General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file		
			General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application		
			General data	Annexes		Blank text field in which SC will list documents attached to the case file.		
			General data	Case file status	GA	Non-editable field, it shows case file status		
			General	Comments	OP	Blank text field in which comments on the initiated		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>data</td><td></td><td></td><td>case file can be entered.</td></tr>
<tr><td>General data</td><td>Incompatible judges</td><td>CO</td><td>A list will appear with all the judges of the court where a case file is opened and judges incompatible with the case file will be selected.
The reason for choosing the judges as incompatible will be indicated.</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td>Office Specialist (SC)</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity 
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial participants</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will choose a participant’s capacity (e.g. plaintiff in appeal, prosecutor etc.) in this application

The Court Registration Office Specialist will fill in only plaintiffs in appeal.</td></tr>
</table>
</td><td>Office Specialist (SC)</td></tr>
</table>

							The Court Registration Office Specialist will fill in the rest of participants.	
				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.	
					Secondary capacity to pursue proceedings	OB	Pre-populated list	
				Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the case file	
				Trial participants	Last name	OB	Text field, to be filled in with the person's last name	
				Trial participants	First name	OB	Text field, to be filled in with the person's first name	
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual	
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth	
				Trial participants	Gender	OB	Pre-set M and F list; selection from list	
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen	
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field	

							will not be mandatory		
				Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled		
				Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in		
				Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in		
				Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in		
				Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in		
				Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in		
				Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in		
				Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in		
				Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in		
				Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in		
				Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in		
				Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in		
				Trial	Comments	OP	Text field; comments can be entered		

participants			

- Legal entity

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in this application
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the case file.
Trial participants	Last name	OB	Text field; to enter the name of a legal entity
Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity

			Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad	
			Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	
			Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled	
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in	
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in	
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in	
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in	
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in	
			Trial participants	E-mail	CO	Text field; to enter the e-mail address of a participant whose data are being filled in	
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in	
			Trial participants	Comments	OP	Text field; comments can be entered	
5	Decision	Save data?	After having saved entered data, a list of all participants already entered in the system for the case file is				Office

<table>
<tr><td></td><td>point</td><td>YES</td><td>viewed in the same screen. The system will provide a possibility for each of these records to be:
Viewed
Edited
Deleted</td><td>Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Document type</td><td>OB</td><td>Field with list of pre-populated values, which also allows addition of free text. This list will give the most common types of documents loaded in the system..</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded document. There will also be a possibility to view registered participants as parties to this application and to select them as authors.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Alphanumerical field, to register the document protocol number</td></tr>
<tr><td>Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Decision point</td>
<td>Save data? YES</td>
<td>After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td>
<td>Office Specialist (SC)</td>
</tr>
<tr>
<td>9</td>
<td>Decision point</td>
<td>Save data? NO</td>
<td>If data are not saved, the flow will be resumed from step 3.</td>
<td>Office Specialist (SC)</td>
</tr>
<tr>
<td>10</td>
<td>Step 4</td>
<td>Case file registration</td>
<td>The user will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the case file. Editable elements are:
• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court, in order to provide the Judicial Administration Department (DAJ) and the</td>
<td>Office Specialist (SC)</td>
</tr>
</table>

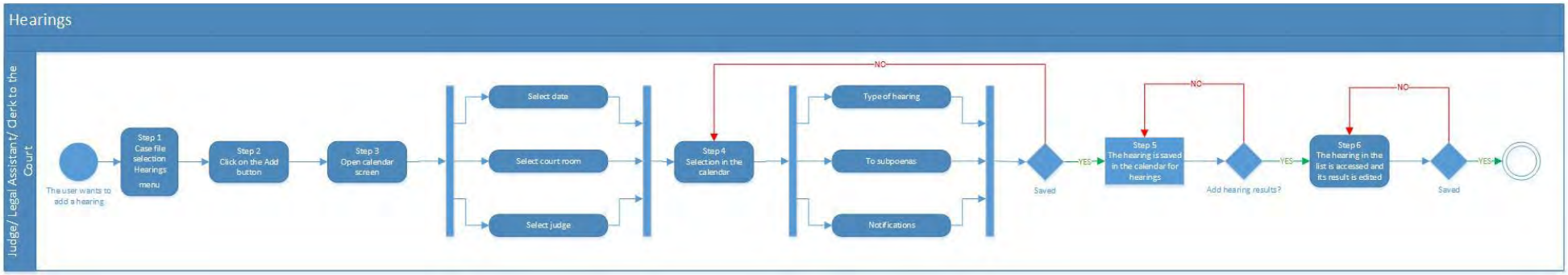
			Superior Council of Magistracy with the possibility to monitor the waiting periods of the case files to be recorded in ICMS
			• Registration date – calendar feature, SC will select the date when a case file is registered
			• Name - pre-populated text field derived only from the accused. This field can be edited and thus the name of the case file can be changed
			Information elements (view):
			• Case file type
			• Case file index
			• Case file number
			• Name
			• Group
			• Merits of the case
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Subject
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above	

11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist

				(SC)
13	Process	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ICMS
			The flow will continue with the Admission for proceedings flow.	

4. Hearings Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal

<table>
<tr><td></td><td></td><td></td><td></td><td>Assistant Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will use the search feature to identify the case file
Selects the Hearings menu</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new hearing</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all court rooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
<tr><td>Hearings</td><td>Case Panel</td><td>OB</td><td>Selection of the panel for which a hearing is being created; pre-populated list field with all panels of the court. The user will select a panel</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view court room availability; he/she will be able to initiate a new</td><td>Judge (JUD)</td></tr>
</table>

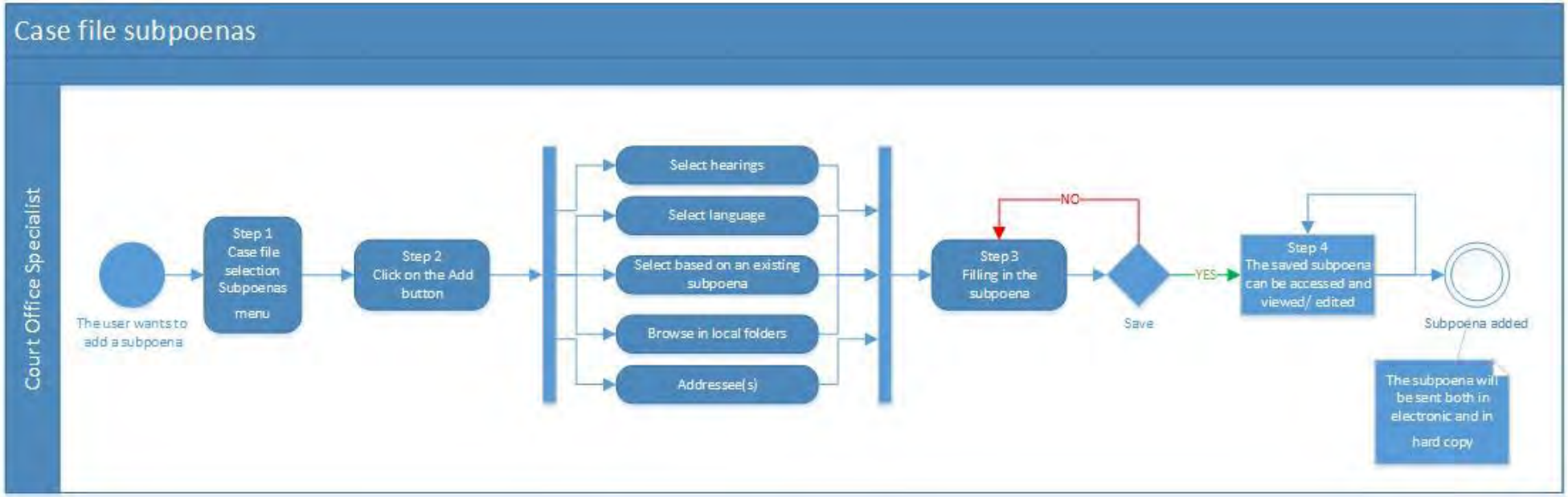
<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the hearing start</td></tr>
<tr><td>Hearings</td><td>Duration</td><td>OB</td><td>Hours and time field; to enter a hearing duration</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OB</td><td>Pre-populated list field; default with the value selected in the filter; can be changed</td></tr>
<tr><td>Hearings</td><td>Type of hearing</td><td>OB</td><td>Radio buttons
• Appeal admissibility
• Appeal examination
• Other hearing</td></tr>
<tr><td>Hearings</td><td>Open hearing</td><td>OP</td><td>Check mark; if selected, it means open hearing</td></tr>
<tr><td>Hearings</td><td>Participants</td><td>OB</td><td>A field to add parties to be summoned; additions are made in the list of participants</td></tr>
<tr><td>Hearings</td><td>Panel</td><td>OB</td><td>Field to state the panel who will be notified about the hearing</td></tr>
</table>
</td>
<td>Legal Assistant
Clerk to the Court</td>
</tr>
<tr>
<td>6</td>
<td>Decision point</td>
<td>Save data?
NO</td>
<td>If the user selects Cancel, then the page will be refreshed from step 3</td>
<td>Judge (JUD)
Legal Assistant
Clerk to the Court</td>
</tr>
<tr>
<td>7</td>
<td>Decision point</td>
<td>Save data?
YES</td>
<td>If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar</td>
<td>Judge (JUD)
Legal</td>
</tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>Participants will be notified.</td><td>Assistant Clerk to the Court</td></tr>
<tr><td>8</td><td>Step 5</td><td>Scheduled hearing</td><td>The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:
Viewed
Edited
Deleted
Filled in - addition of a hearing results</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>9</td><td>Decision point</td><td>Has the hearing a result?
NO</td><td>The user will not add the hearing results.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>10</td><td>Decision point</td><td>Has the hearing a result?
YES</td><td>A new screen will open to enter results.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>11</td><td>Step 6</td><td>Add result</td><td>A new screen will open and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Browse</td><td>CO</td><td>Browse – allows for a selection and loading of audio files or documents from a hearing</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

			Hearings	Hearing results	OB	Text field	
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 5				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	Hearing result will be saved				Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



Description of flow chart steps

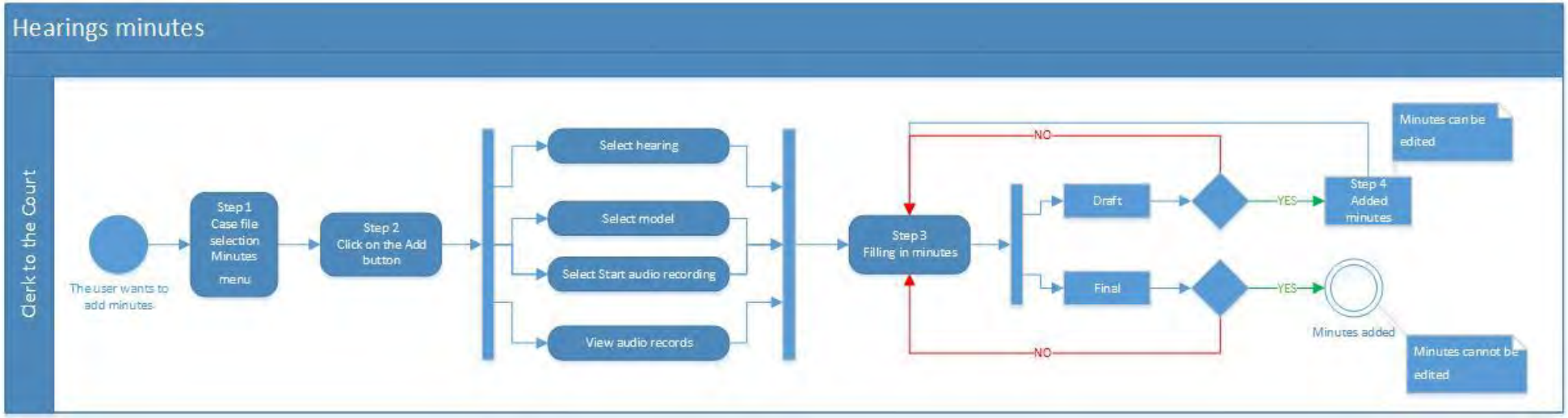
No	Step, activity, process	Name	Description	Actor
1		Add subpoena	The user wants to create/add a subpoena	Office Specialist
2	Step 1	Case file	The user will use the search feature to identify the case file and will access the Subpoenas menu	Clerk to the

<table>
<tr><td></td><td></td><td>Selection</td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Subpoenas</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a subpoena</td></tr>
<tr><td>Subpoenas</td><td>Language</td><td>OB</td><td>Pre-populated list field; the user will select a language to draft the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Subpoena based on an existing subpoena</td><td>OP</td><td>Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse</td></tr>
<tr><td>Subpoenas</td><td>Browse</td><td>OP</td><td>Browse button - the user will be able to choose a document from local folders to be used as a subpoena template</td></tr>
<tr><td>Subpoenas</td><td>Addressee</td><td>OB</td><td>Pre-populated list field; the user will select an addressee for the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Addressees</td><td>OP</td><td>Addressees (multiple) - area where to view all addressees included in the subpoena</td></tr>
<tr><td>Subpoenas</td><td>Select a participant</td><td>OP</td><td>Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field</td></tr>
</table>
The Supreme Court of Justice will summon only if it is a First Instance.</td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Subpoena fill-in</td><td>The user will edit the subpoena in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1</td><td>Clerk to the Court</td></tr>
</table>

6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.	Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

6. Minutes Flow

Activity and Participant Chart



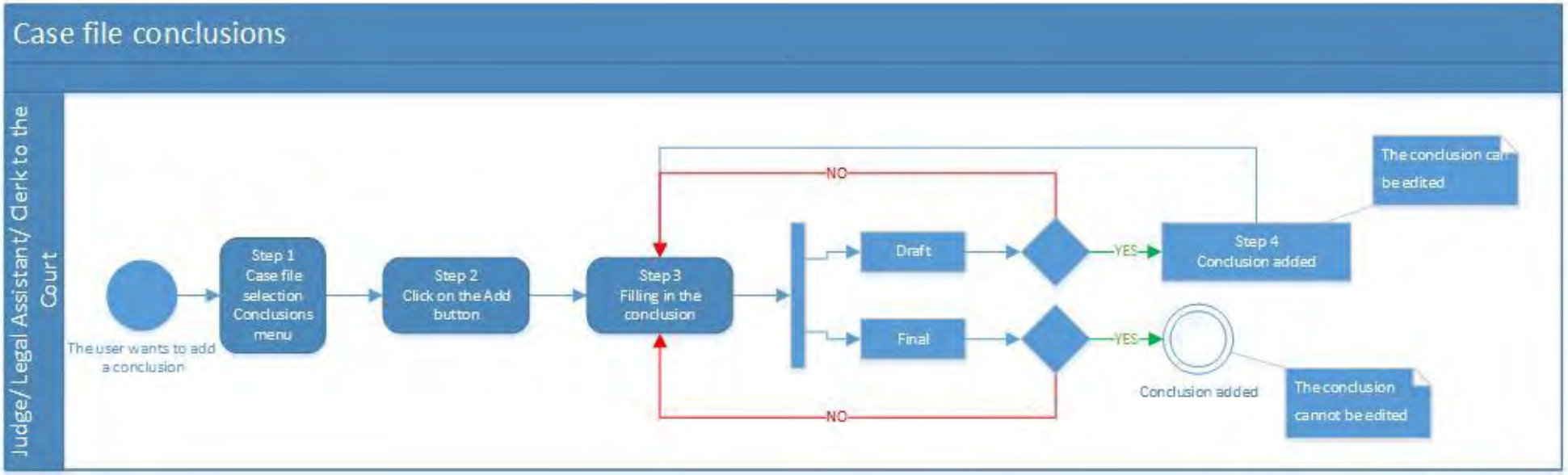
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add minutes</td><td>The user wants to add minutes</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record new minutes The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which the minutes are being drafted</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Filling in of minutes</td><td>The user will edit the minutes in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minutes</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
</table>

6	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list.	Clerk to the Court
	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list without a possibility for further editing.	
7	Step 4	Saved minutes	The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

7. Conclusions Flow for applications and civil/criminal case files

Activity and Participant Chart



Description of flow chart steps

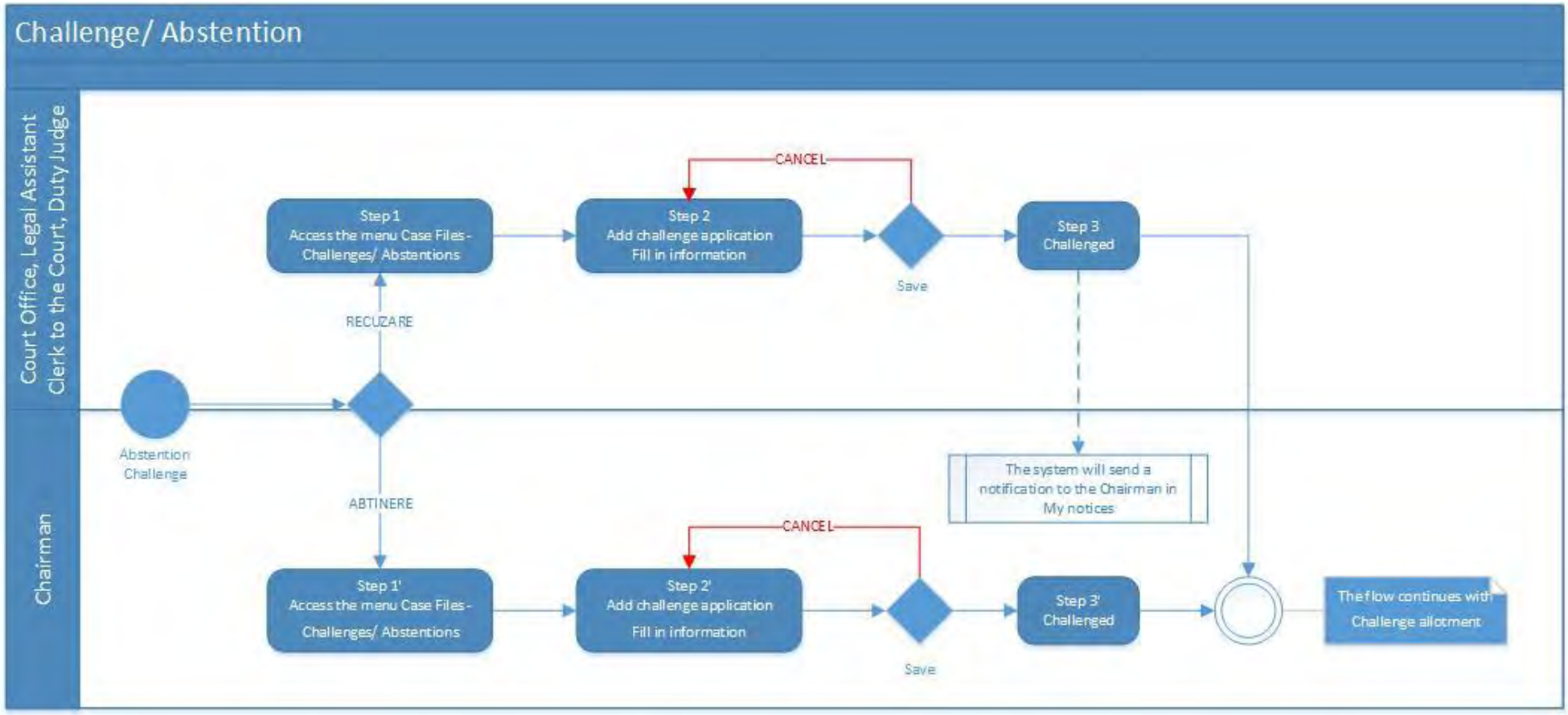
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court
2	Step 1	Case file Selection	The user will use the search feature to identify an application or case file and he/she will access the Conclusions menu	Clerk to the Court

<table>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data?
YES – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion added</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:</td><td>Clerk to the Court</td></tr>
</table>

			• Viewed • Edited • Deleted	

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, court, petitioner, defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1'</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

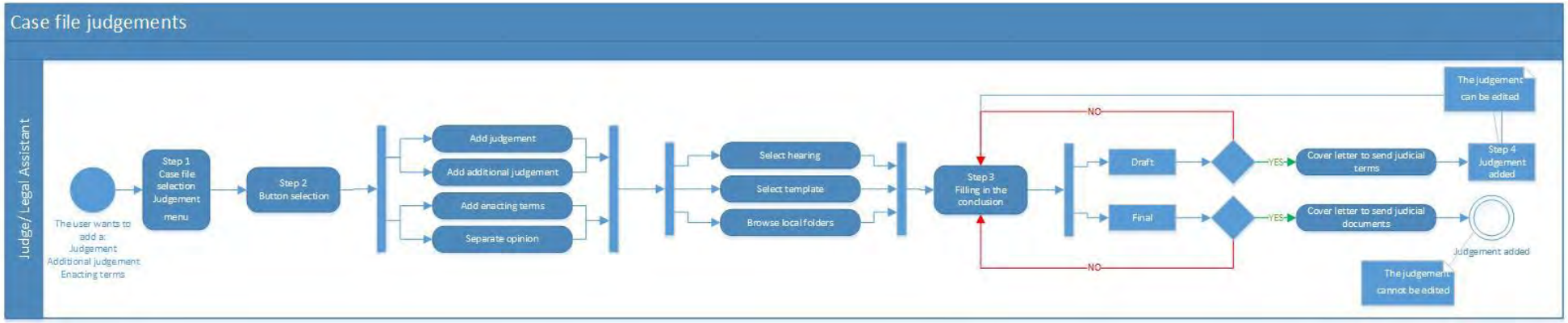
<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step 2'</td>
<td>Select Add button ABSTENTION</td>
<td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an</td></tr>
</table>
</td>
<td>Chairman</td>
</tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1 / 1'</td><td>Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted

The system will issue a notification to flow actors.</td><td>9. Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

9. Judgements Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement, enacting terms or a separate opinion.	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant,

<table>
<tr><td></td><td></td><td></td><td></td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the wanted button</td><td>The user will click one of the buttons
• Add judgement
• Add additional judgement
• Add enacting terms
on pages to register a new judgement/additional judgement/enacting term. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

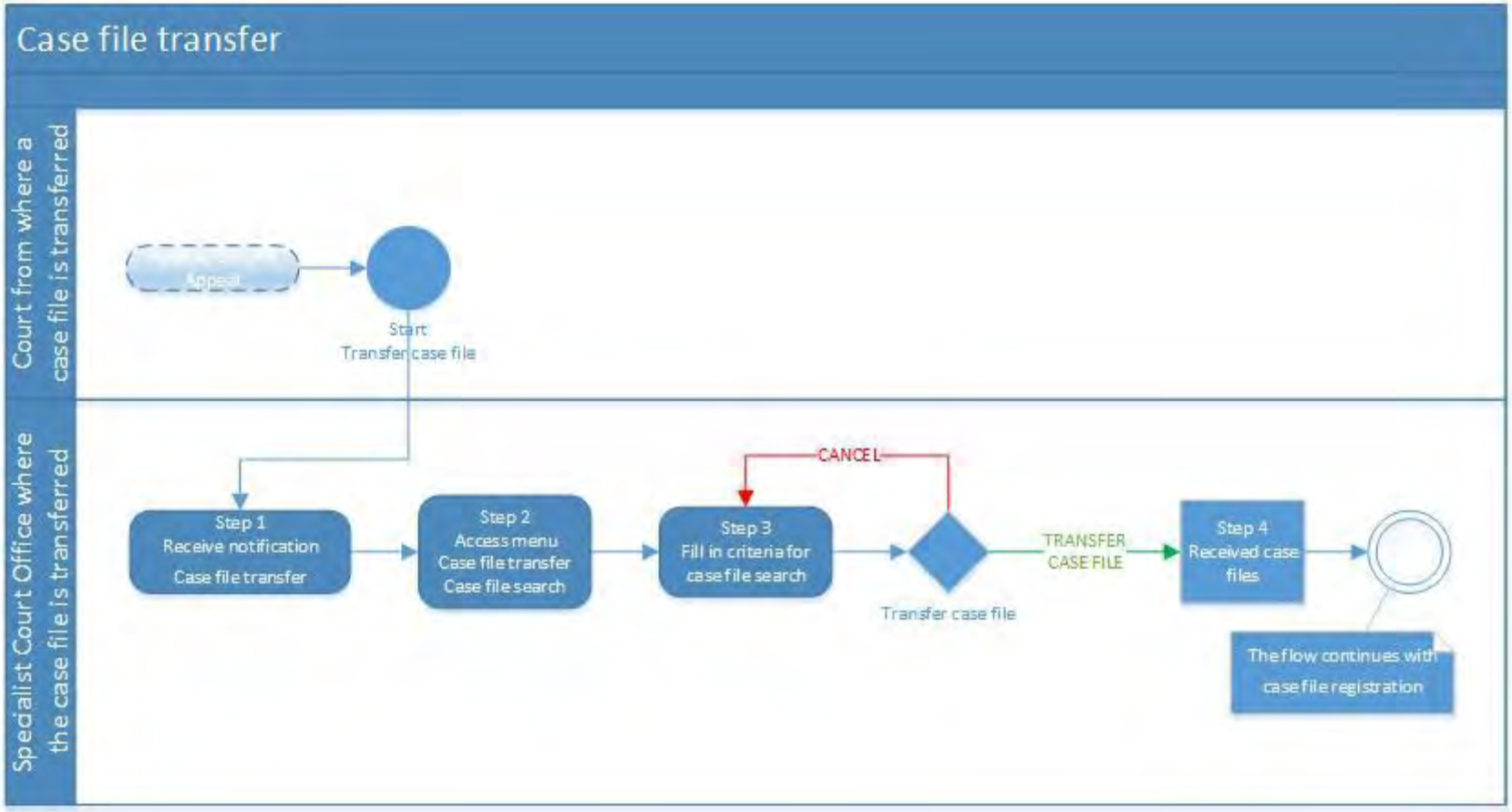
<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a judgement</td></tr><tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr><tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Judgement/enacting terms fill-in</td><td>The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Question of law</td><td>OP</td><td>Text field; to be filled in with a description of the question of law</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			Judgements	Coercion measures of a medical nature have been applied	OP	Check mark	
			Judgements	Judgement issue date	OB	Calendar field, to select a judgement/enacting terms/opinion issue date	
5	Activity	Type of judgement/enacting terms	The user will select one of the 2 radio buttons - Draft or Final - to set the minutes' state after saving Selecting final will show a check mark box - Available for publishing. this is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.				Judge, Legal Assistant, Clerk to the Court
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Judge, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.				Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.				Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter to send judicial papers???	The user will click this button and the system will automatically generate the document called Cover letter to send civil action papers that can be saved in electronic or printed form for a physical sending of a judgement.				Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted				Judge, Legal Assistant, Clerk to the Court

10. Case File Transfer Flow

Activity and Participant Chart

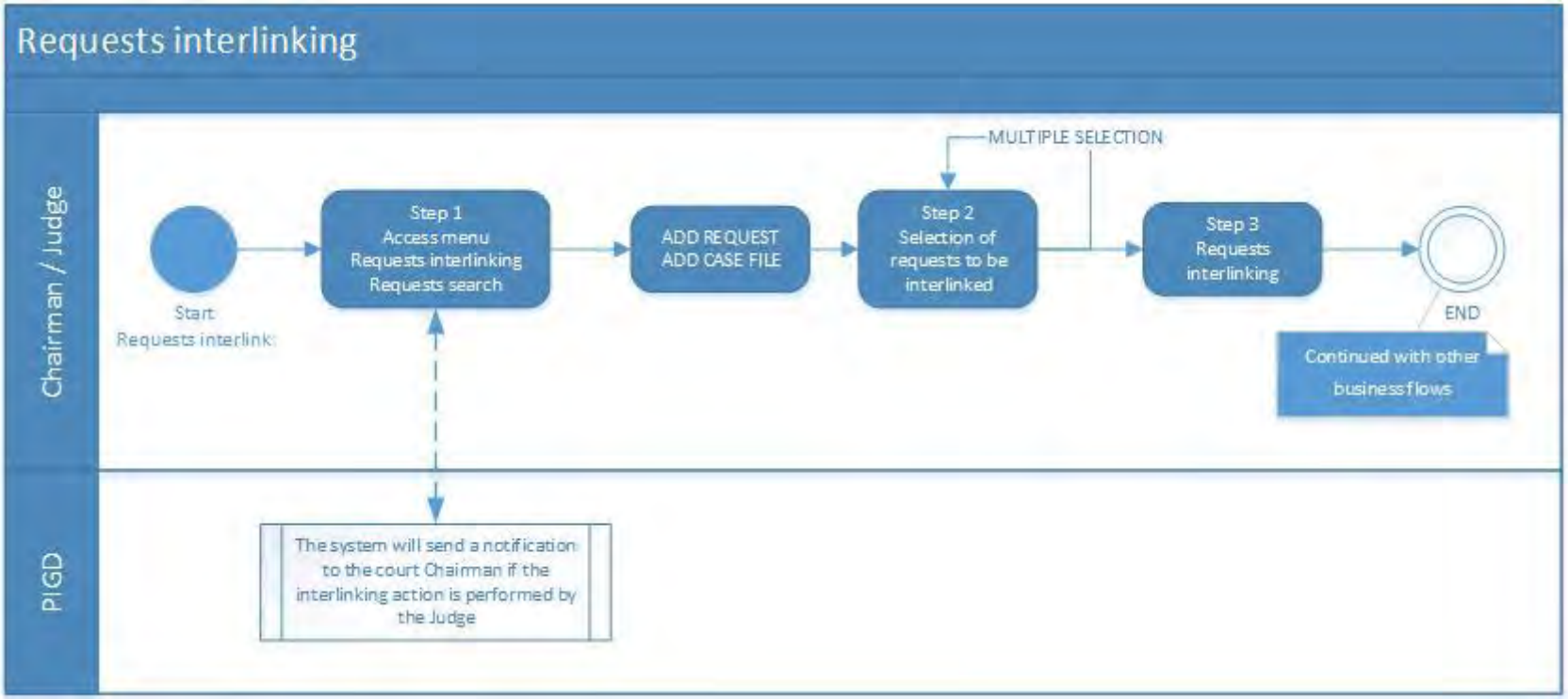


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from CSJ to another court	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the general data page	Office Specialist

11. Application Interlink Flow

Activity and Participant Chart



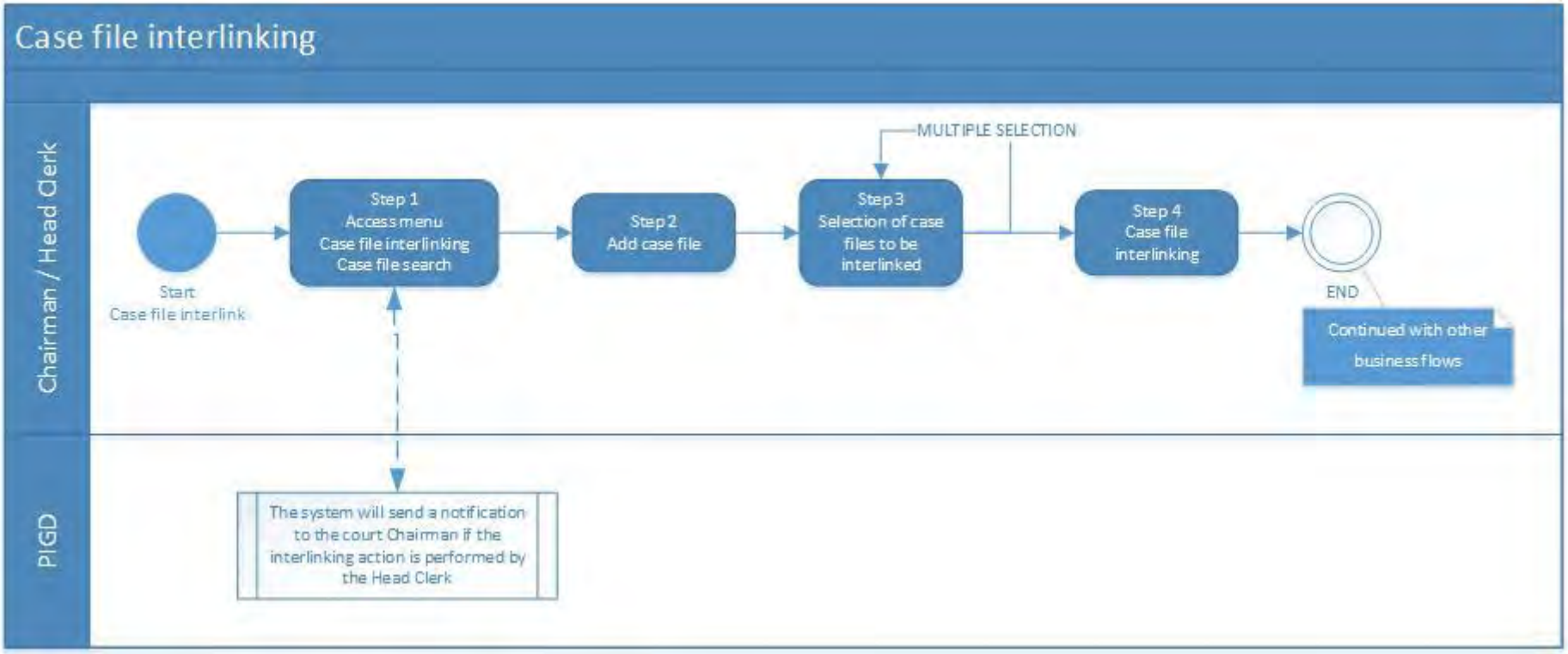
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

<table>
<tr><td></td><td>process</td><td></td><td></td><td></td></tr>
<tr><td>1</td><td></td><td>Application Interlinking</td><td>The user wants to link two or several applications</td><td>Chairman, Head clerk</td></tr>
<tr><td>2</td><td>Step 1</td><td>Feature access</td><td>The user will access the Application Interlink menu</td><td>Chairman, Head clerk</td></tr>
<tr><td>3</td><td>Step 2</td><td>Case File Identification</td><td>The user will select one of two buttons: Add file or Add application. This action will open a list with all case files/ applications within the court, together with a filter/search feature according to:
<table>
<tr><th>Case file</th><th>Application</th></tr>
<tr><td>• Last name</td><td>• Last name</td></tr>
<tr><td>• First name</td><td>• First name</td></tr>
<tr><td>• Case file number</td><td>• Application number</td></tr>
<tr><td>• Case file type</td><td>• Type of application (civil)</td></tr>
</table></td><td>Chairman, Head clerk</td></tr>
<tr><td>4</td><td>Step 3</td><td>Add to interlinking list</td><td>The user will select case files / applications to be interlinked until bringing all required entities (case files and applications) in the interlinking screen</td><td>Chairman, Head clerk</td></tr>
<tr><td>5</td><td>Step 4</td><td>Interlinking</td><td>The user will click the Link button and the system will link selected entities
The resulted case file / application will be identified based on the number of a linked case file / application that is the oldest in the system.</td><td>Chairman, Head clerk</td></tr>
</table>

12. Case files Interlink Flow

Activity and Participant Chart



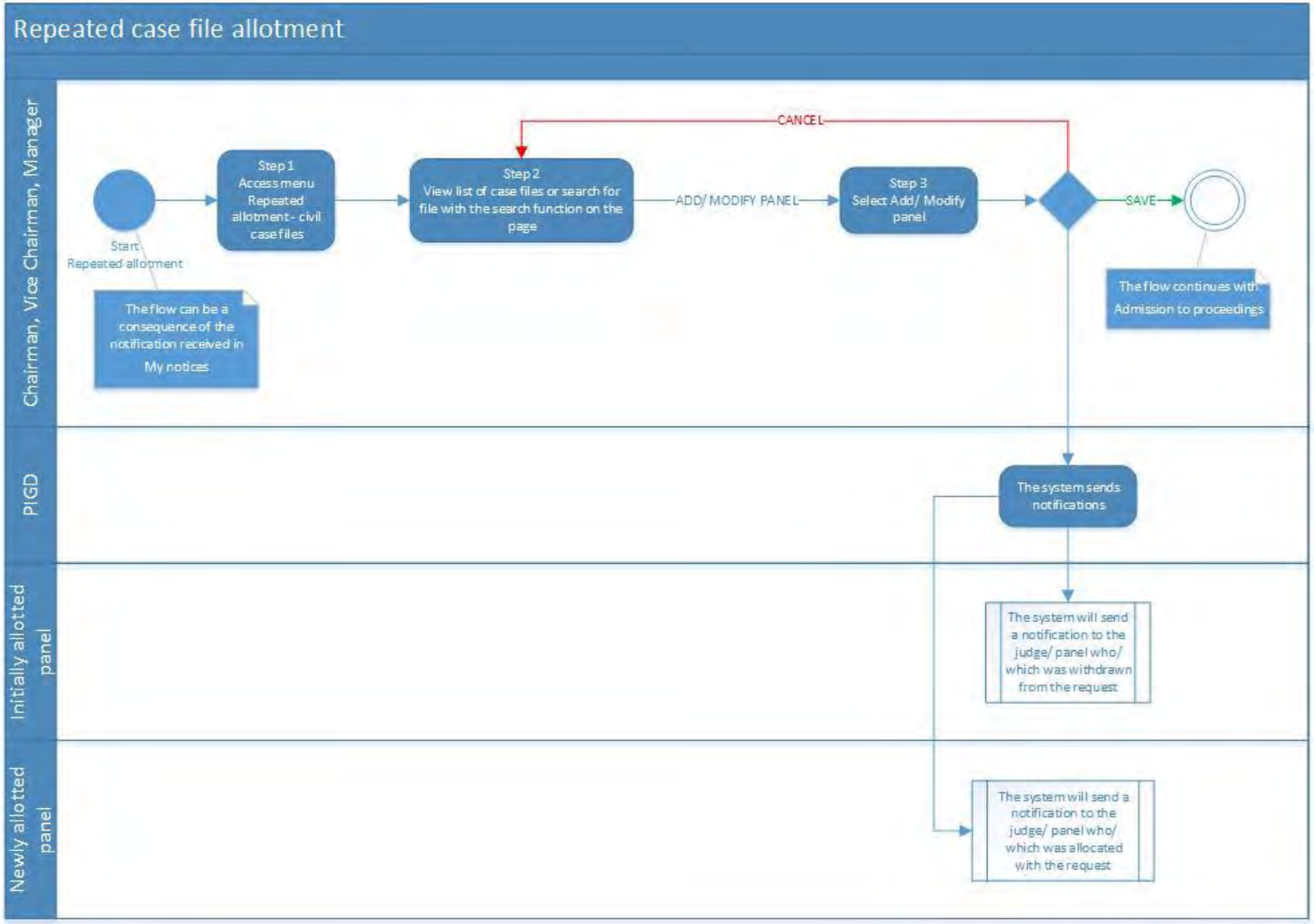
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several civil case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system.	Chairman, Head clerk

13. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted panel
Newly allotted panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu Repeated allotment- civil case files
Step 2
View list of case files or search for file with the search function on the page
CANCEL
ADD/ MODIFY PANEL
Step 3
Select Add/ Modify panel
SAVE
The flow continues with Admission to proceedings
The system sends notifications
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of flow chart steps

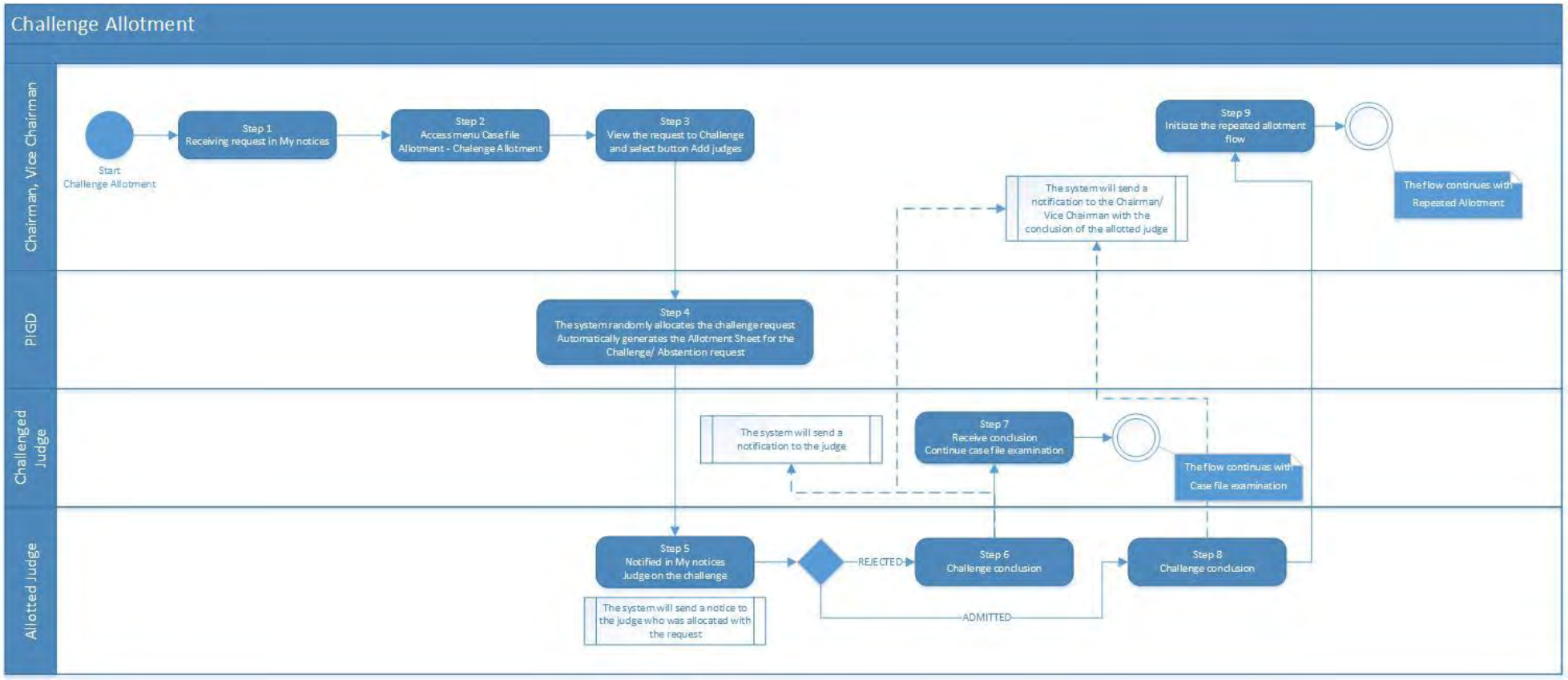
No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files” • Select the "Type of examination" for a case file from the drop-down list; • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year); • State a period for archiving the document ("archiving date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

			• Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Step 3	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel • Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "Repeated allotment - appointed panel" - when changing panel members: In the new opened screen, view the list of judges who form the panel which examines a given case file. To change the list of judges, use buttons: • "Add” – button to change a judge; • "Remove”– button to delete a judge; • "Change”– button to change a judge; • "All” - button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, upload the confirmatory document which motivates the change/add/remove action,, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the case file status - Case allotment.	Chairman, Vice-Chairman, Manager

5	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
6	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
7	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices") Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	ICMS

14. Challenge Allotment Flow

Activity and Participant Chart



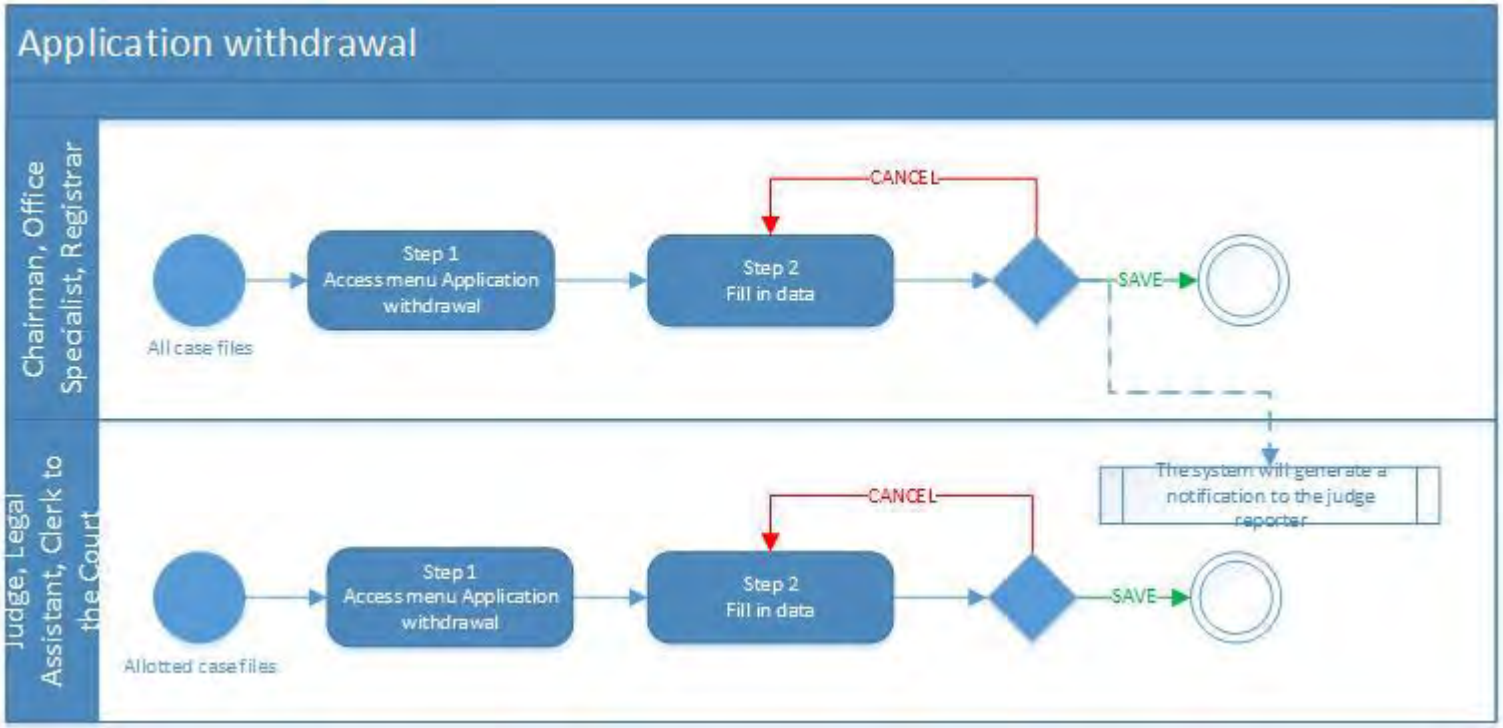
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ICMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Receipt of conclusion	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission.	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

15. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor

<table>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td>If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Judge, Legal Assistant, Clerk to the</td></tr>
</table>

				Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows: **Submenu** / **Field name** / **Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)** / **Description** Application withdrawal / Date / OB / Calendar field; to indicate the date when an withdrawal application is submitted for a summons application; Application withdrawal / Author / OB / GA / Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an	Chairman, Office Specialist, Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

2.7 Operational flows for misdemeanour case files before the Court of Appeals

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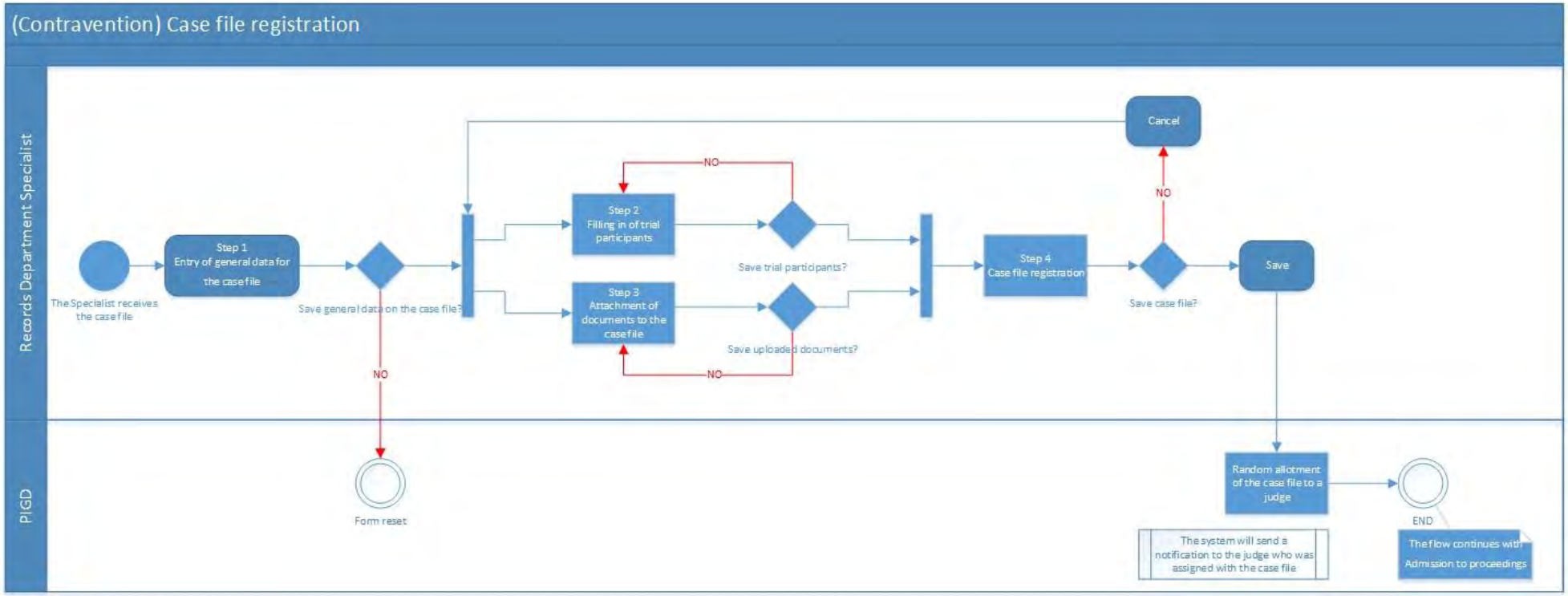
1. Case file Registration Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Opening a new case file</td><td>Receipt of an application to open a misdemeanour case</td><td>Office Specialist (SC)</td></tr>
<tr><td>2</td><td>Step 1</td><td>General data entry in ICMS</td><td>The Office Specialist will access the menu Case Files – New Misdemeanour Case File – and will view and fill in the following:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>General data</td><td>Registration date</td><td>OB</td><td>Calendar field, pre-populated with the current date, can be edited. To enter the date when a case file is created.</td></tr>
<tr><td>General data</td><td>Automatic case file number</td><td>GA</td><td>This is a unique identifier of a case file generated by the system after having saved general data. It will be see-through for the user and it will be a unique identification of a file in the system.</td></tr>
<tr><td>General data</td><td>Case file number</td><td>GA</td><td>An automatic incremental compound number.
It will be a compound identifier so that the court and the date of submission could be identified.</td></tr>
<tr><td>General data</td><td>Examination procedure</td><td>OB</td><td>Selection from a pre-set list.</td></tr>
<tr><td>General data</td><td>Case file index</td><td>OB</td><td>Selection from a pre-set list. Values allowed for choice in the list are imposed by the value selected in the Examination procedure.</td></tr>
<tr><td>General data</td><td>Confidential data</td><td>CO</td><td>Check mark. Such a selection will indicate whether there are confidential data on file.</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

							It can be selected as default depending on the choice for the main group.		
				General data	Received case file	OB	Selection from a pre-set list; to select the action type (e.g. first instance, according to jurisdiction etc.)		
				General data	Application submitted by	OB	Selection from a pre-set list.		
				General data	Main group	OB	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose a case. This will have the highest level of complexity for the processed file.		
				General data	Secondary groups	OP	SC will access an exhaustive pre-set list of misdemeanour cases from which to choose one or several case types that are complementary to the first selected case. These will have a lower level of complexity than the main group.		
				General data	Merits of the case	OB	Blank text field in which SC will enter a short summary/description of the case file		
				General data	Volumes	OP	Numerical list indicating the number of volumes (1 volume = 250 pages) submitted together with an application		
				General data	Annexes		Blank text field in which SC will list documents attached to the case file.		
				General data	Case file status	GA	Non-editable field, it shows case file status		
				General data	Case file reinception	OP	Button, the feature allows the user to change a case file status to the one right before accessing the feature.		
				General data	State tax to pay	GA	A value automatically computed by the system which will show the state tax amount to be paid		
				General data	State tax (MDL)	CO	Numerical field in which SC will manually enter the state tax amount paid by the person initiating a case file. The mandatory nature of filling in the field depends on the tax amount pursuant to State tax to		

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>pay and the Exemptions field</td></tr>
<tr><td>General data</td><td>Exemptions</td><td>OB</td><td>List with pre-set values, the first value "unknown" is set as default.</td></tr>
<tr><td>General data</td><td>Comments</td><td>OP</td><td>Blank text field in which comments on the initiated case file can be entered.</td></tr>
<tr><td>General data</td><td>Incompatible judges</td><td>CO</td><td>A list will appear with all the judges of the court where a case file is opened and judges incompatible with the case file will be selected. The reason for choosing the judges as incompatible will be indicated.</td></tr>
</table>
</td><td></td></tr>
<tr><td>3</td><td>Decision point</td><td>Save data?</td><td>SC will be able to select either
• Save or
• Cancel
in the page footer

If Cancel is selected, all data entered will be cleared and the page refreshed.
If Save is selected, entered data will be saved and the case file created and registered in the system.</td><td>Office Specialist (SC)</td></tr>
<tr><td>4</td><td>Step 2</td><td>Filling in participants in a case file</td><td>After the successful saving of a case file in the previous step, a series of options will be enabled in the left menu. SC will access Trial participants, will access the Add feature and will fill in the following information:

• Natural person / Legal entity
Radio buttons; SC must choose one of the two options given by the system. Depending on the choice made, the following fields will become visible and editable:
o Natural person

<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Trial participants</td><td>Participant</td><td>OB</td><td>List of pre-set values from which SC will choose a participant’s capacity (e.g. plaintiff,</td></tr>
</table>
</td><td>Office Specialist (SC)</td></tr>
</table>

							defendant etc.) in the case file	
				Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.	
				Trial participants	TIN	CO	Numerical field NNNNNNNNNNNNN, unique identifier of a person - IDNP, if exists in the case file	
				Trial participants	Last name	OB	Text field, to be filled in with the person's last name	
				Trial participants	First name	OB	Text field, to be filled in with the person's first name	
				Trial participants	Father's name	OB	Text field, to be filled in with the father's name of the individual	
				Trial participants	Date of birth	OB	Calendar feature, to select a person's date of birth	
				Trial participants	Gender	OB	Pre-set M and F list; selection from list	
				Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid	
				Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is a foreign citizen	
				Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory	
				Trial	Town/village	OB	Text field; to enter the town/village where a	

			participants			participant whose data are being filled in is domiciled	
			Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in	
			Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in	
			Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in	
			Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in	
			Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in	
			Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in	
			Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in	
			Trial participants	Occupational status	OB	List of pre-set values from which to choose the occupational status of a participant whose data are being filled in	
			Trial participants	Education	OP	List of pre-set values from which to select the declared level of education of a participant whose data are being filled in	
			Trial participants	Work place	OP	Text field; to enter the workplace of a participant whose data are being filled in	
			Trial participants	Position	OP	Text field; to enter the job position held at the workplace by a participant whose data are being filled in	
			Trial participants	Comments	OP	Text field; comments can be entered	

- Legal entity

Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description
Trial participants	Participant	OB	List of pre-set values from which SC will choose a participant's capacity (e.g. plaintiff, defendant etc.) in the case file
Trial participants	Search button	OP	Button selection will enable a search/view/choose feature in a separate screen, which will allow for a search by last name, first name, TIN and year of birth. The search will be conducted in all trial participants that are already saved in the application. SC has the possibility to choose from search results and thus to automatically populate fields already existing in the system. Fields that lack data can be filled in after performing the desired selection.
Trial participants	TIN	CO	Numerical field, unique identifier of a legal entity – tax identification number, if exists in the case file
Trial participants	Last name	OB	Text field; to enter the name of a legal entity
Trial participants	Contact person	OB	Text field; to fill in the last name, first name and other contact data of the legal representative of the legal entity
Trial participants	Free-of-charge legal aid	OP	Check mark, to select if a participant whose data are being filled in benefits from free-of-charge legal aid

Trial participants	Foreigner	OP	Check mark; to select if a participant whose data are being filled in is an entity having its registered office abroad
Trial participants	District	CO	Pre-populated list from which to choose a district. In case Foreigner is checked, this field will not be mandatory
Trial participants	Town/village	OB	Text field; to enter the town/village where a participant whose data are being filled in is domiciled
Trial participants	Street	OB	Text field; to enter the domicile street of a participant whose data are being filled in
Trial participants	House, block	OB	Text field; to enter the domicile house/block of a participant whose data are being filled in
Trial participants	Apartment	OB	Text field; to enter the domicile apartment of a participant whose data are being filled in
Trial participants	Phone	OP	Text field; to enter the phone number of a participant whose data are being filled in
Trial participants	Mobile phone	OP	Text field; to enter the mobile phone number of a participant whose data are being filled in
Trial participants	E-mail	OP	Text field; to enter the e-mail address of a participant whose data are being filled in
Trial participants	Additional address	OP	Text field; to enter an additional/alternative address of residence/contact for a participant whose data are being filled in
Trial participants	Comments	OP	Text field; comments can be entered

The system will provide a possibility of integration with other external information systems – e.g. Population Records – for a maximum utility.

<table>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of all participants already entered in the system for the case file is viewed in the same screen. The system will provide a possibility for each of these records to be:
Viewed
Edited
Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow is resumed from step 2.</td><td>Office Specialist (SC)</td></tr>
<tr><td>7</td><td>Step 3</td><td>Attaching documents to a case file</td><td>After the successful saving of a case file in step 1, a series of options will be enabled in the left menu. SC will access Documents, the Add feature and will fill in the following information:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Documents</td><td>Name</td><td>CO</td><td>Feature Browse/Select for a document wanted to be loaded/attached in the system. After having selected and loaded the desired document in the in the area next to the browse button, the name of the file will show as loaded in the system.</td></tr>
<tr><td>Documents</td><td>Document type</td><td>OB</td><td>Field with list of pre-populated values, which also allows addition of free text. This list will give the most common types of documents loaded in the system..</td></tr>
<tr><td>Documents</td><td>Name</td><td>OB</td><td>Text field, SC will fil in the name he/she wants to give to the document loaded in the system. It can be the same as the original or different.</td></tr>
<tr><td>Documents</td><td>Merits</td><td>OB</td><td>Text field, short description of document</td></tr>
<tr><td>Documents</td><td>Author</td><td>OB</td><td>Text field, to indicate the author of a loaded document. There will also be a possibility to</td></tr>
</table></td><td>Office Specialist (SC)</td></tr>
</table>

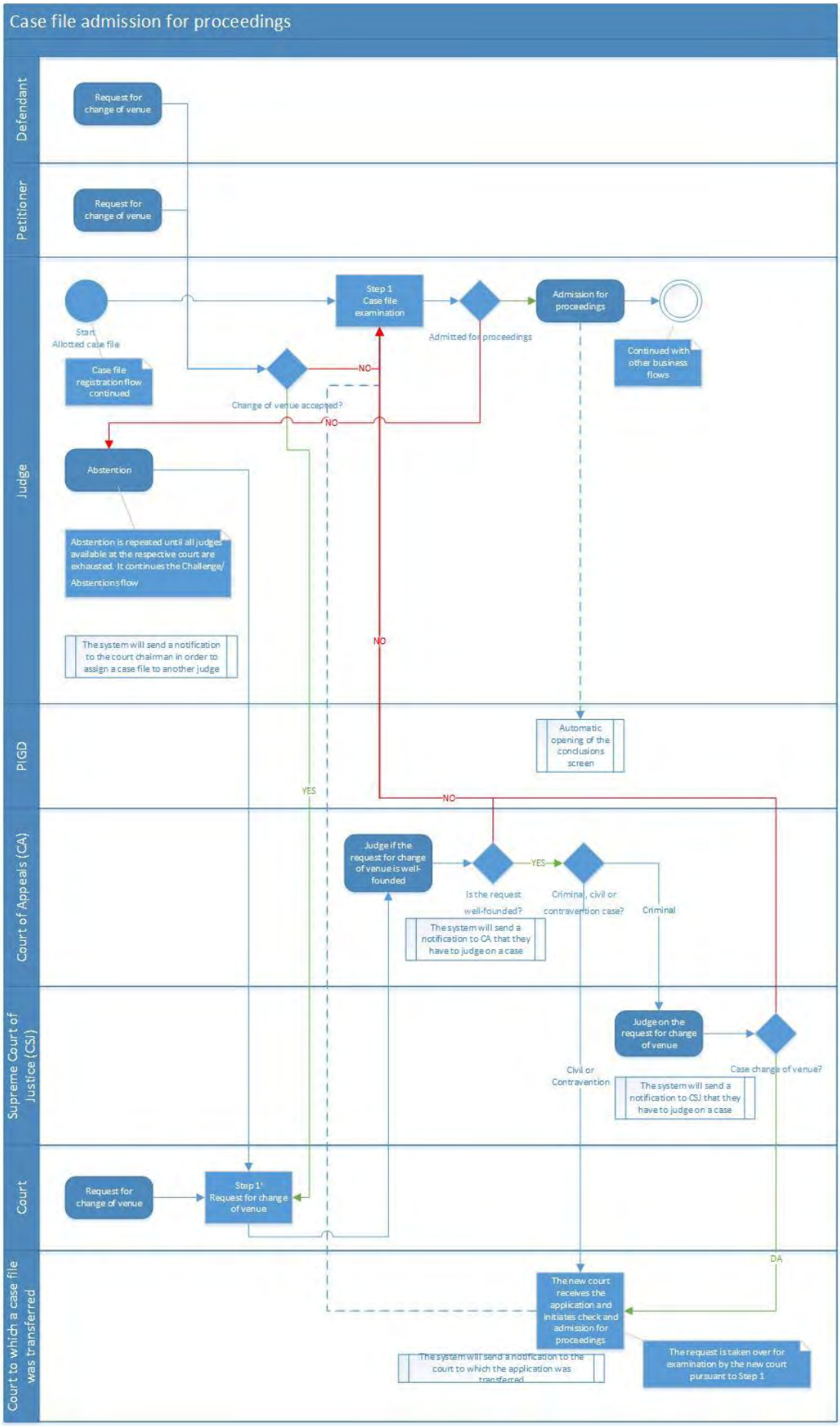
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>view registered participants as parties to this application and to select them as authors.</td></tr>
<tr><td>Documents</td><td>Registered on</td><td>OB</td><td>Calendar feature, to select the date when the document was recorded</td></tr>
<tr><td>Documents</td><td>Prepared on</td><td>OP</td><td>Calendar feature, to select the date when the document was created</td></tr>
<tr><td>Documents</td><td>Protocol no.</td><td>OB</td><td>Alphanumerical field, to register the document protocol number</td></tr>
<tr><td>Documents</td><td>Issuing body</td><td>OP</td><td>Text field, to fill in the name of a body or institution that issued the document</td></tr>
<tr><td>Documents</td><td>Document number</td><td>OB</td><td>Alphanumerical field, to register the document entry number, as per the incoming registry</td></tr>
<tr><td>Documents</td><td>Language</td><td>OB</td><td>List of pre-set values, SC will choose one of the possible values</td></tr>
<tr><td>Documents</td><td>Incoming internal reference</td><td>GA</td><td>Alphanumerical field, unique identifier automatically generated by the system and assigned to the loaded document.</td></tr>
<tr><td>Documents</td><td>Document generated by the system</td><td>GA</td><td>Check mark, non-editable field, it will be automatically selected if a document is generated by the system</td></tr>
</table>
The system will impose no limits for volume and/or format as regards uploaded documents.
</td><td></td></tr>
<tr><td>8</td><td>Decision point</td><td>Save data?
YES</td><td>After having saved entered data, a list of documents saved/loaded in the system for this file is viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted</td><td>Office Specialist (SC)</td></tr>
<tr><td>9</td><td>Decision point</td><td>Save data?
NO</td><td>If data are not saved, the flow will be resumed from step 3.</td><td>Office Specialist (SC)</td></tr>
<tr><td>10</td><td>Step 4</td><td>Case file registration</td><td>SC will access the Registration menu where he/she will be able to edit and view a series of items pertaining to the case file. Editable elements are:</td><td>Office Specialist</td></tr>
</table>

			• Date of case file entry in the court – calendar feature, SC will mandatory select the date of case file entry in the court, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the case files to be recorded in ICMS
			• Registration date – calendar feature, SC will select the date when an application is registered
			• Name – text field pre-populated by an aggregation of names of the first plaintiff and of the first defendant. This field can be edited and thus the name of the application can be changed
			Information elements (view):
			• Case file type
			• Case file index
			• Received case file
			• Review
			• Reference number
			• Name
			• Group
			• Merits of the case
			• State tax (MDL)
			• Participants
			  o Type
			  o Last name
			  o Date of birth
			  o Address
			• Attached documents
			  o Document
			  o Name
			  o Merits
			  o Author
			  o Registered on
			  o Issuing body
			  o Document number
			  o Content type – original name of the loaded file
			  o Size – size in MB of the loaded document
			  o View – feature to view the file described above
				(SC)

			Moreover, the software application will make available the following operations by selecting the allotted button: • Confirmation of record – automatic generation of a standard PDF file to confirm the file registration of an application for summons. The template of this document will be loaded in the system • Cover letter – automatic generation of a standard PDF file that contains general data, documents attached to the file, trial participants. The template of this document will be loaded in the system • Record card – automatic generation of a standard PDF document called Misdemeanour case file statistical record card. The template of this document will be loaded in the system.	
11	Decision point	Save data? NO	If data are not saved, the flow will be resumed from the step of the last data save.	Office Specialist (SC)
12	Decision point	Save data? YES	If SC saves entered data, the system will initiate the next flow step, i.e. a random allotment of the file to a judge	Office Specialist (SC)
13	Process	Random allotment	The programme will allot the case file to a judge for case analysis. The system will take into consideration a series of parameters (blocked judges, incompatible judges etc.) when making the allotment.	ICMS
			The flow will continue with the Admission for proceedings flow.	

2. Flow: Admission of case files for proceedings

Activity and Participant Chart


Case file admission for proceedings
Defendant
Petitioner
Judge
PIGD
Court of Appeals (CA)
Supreme Court of Justice (CSJ)
Court
Court to which a case file was transferred
Request for change of venue
Request for change of venue
Start
Allotted case file
Case file registration flow continued
Step 1
Case file examination
Admitted for proceedings
Admission for proceedings
Continued with other business flows
NO
Change of venue accepted?
NO
Abstention
Abstention is repeated until all judges available at the respective court are exhausted. It continues the Challenge/ Abstentions flow
The system will send a notification to the court chairman in order to assign a case file to another judge
NO
Automatic opening of the conclusions screen
YES
NO
Judge if the request for change of venue is well-founded
YES
Is the request well-founded?
Criminal, civil or contravention case?
Criminal
The system will send a notification to CA that they have to judge on a case
Judge on the request for change of venue
Civil or Contravention
Case change of venue?
The system will send a notification to CSJ that they have to judge on a case
Request for change of venue
Step 1' Request for change of venue
DA
The new court receives the application and initiates check and admission for proceedings
The system will send a notification to the court to which the application was transferred
The request is taken over for examination by the new court pursuant to Step 1

Description of flow chart steps

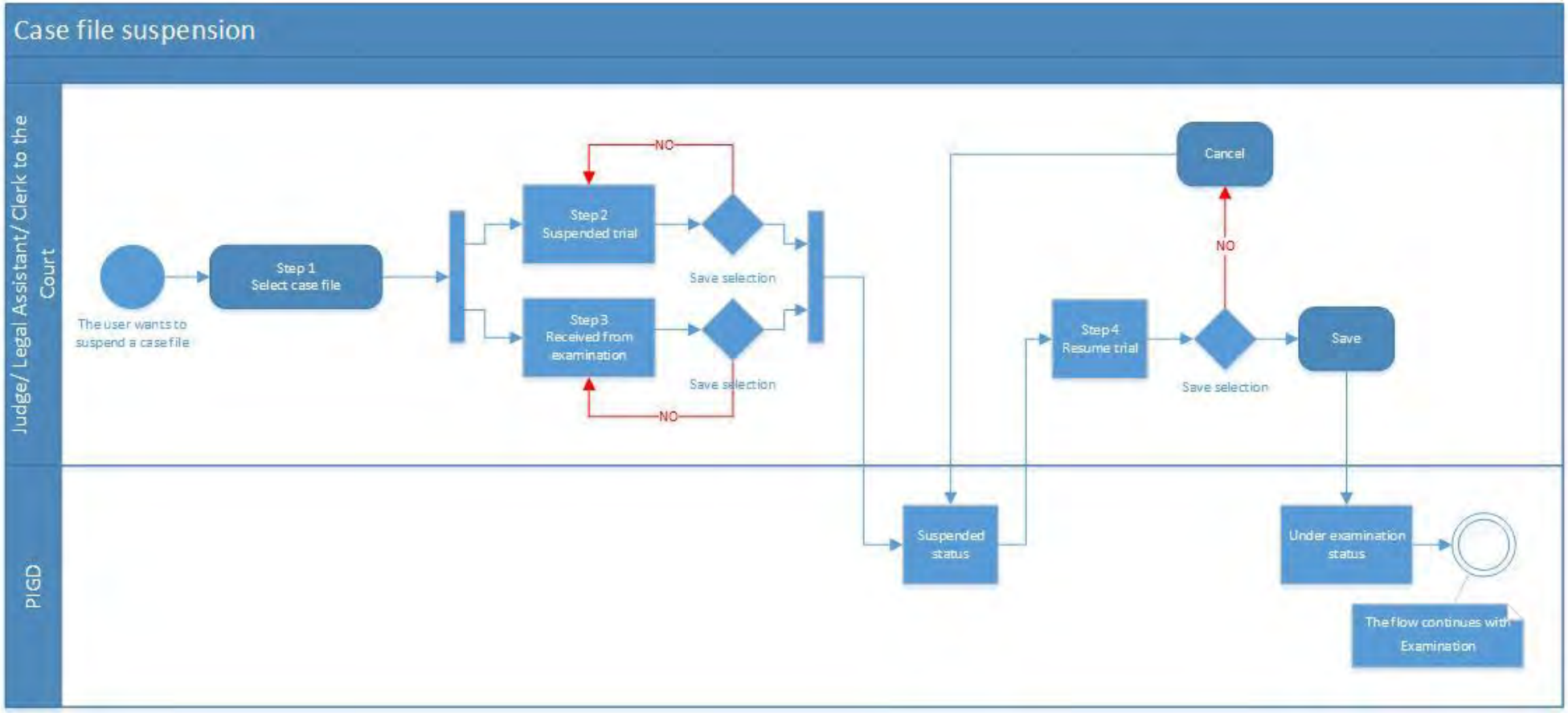
No	Step, activity, process	Name	Description	Actor
1		Case file allotment	Case file registration flow continued. The judge who was allotted the file has been notified in My notices	ICMS
2	Step 1	Case File Examination	The judge will examine the allotted summons file and the judge's team (Legal Assistant) will perform admission for proceedings actions for the allotted case file. In order to access the case file status "Admission for Proceedings", in the main menu go to "Case Files" / "All files" or "My files". Next to the case file, go to "Open". Select the "Admission for Proceedings" submenu; in the new page you can view the information on the file selected under case file status - "Admission for Proceedings"	Judge (JUD) Legal Assistant
3	Decision point	Is it necessary to return the case file? NO	The file will continue in flow	Judge (JUD) Legal Assistant
4	Decision point	Admit for proceedings? YES	The user will admit for proceedings	Judge (JUD) Legal Assistant
5	Activity	Admission for Proceedings	The user will receive the case file for proceedings and will fill in the date of admission.	Judge (JUD) Legal Assistant
6	Activity	Request for change of venue	Submits applications for change of venue	Offender, aggrieved party
7	Activity	Request for change of venue / Abstention	The court can initiate a request to change the venue of a case or by a judge's/judges' abstention from hearing the case.	Court, JUD
8	Decision point	Accept the application for change of venue? NO	If an application for change of venue is not accepted by the Judge, then the flow resumes from step 1 Application examination	JUD
9	Decision	Accept the	If an application for change of venue is accepted, then it will be forwarded to the court for settlement	JUD

	point	application for change of venue? YES		
10	Step 1'	Application for change of venue	The court where an application for change of venue was submitted will forward it to a higher court for settlement.	Court
11	Activity	Decides on a change of venue	CA receives the application for settlement and judges on the application for change of venue.	Court of Appeals (CA)
12	Decision point	Is the application well-founded? NO	CA decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CA
13	Decision point	Is the application well-founded? YES	CA decides that the application for change of venue is well-founded	CA
14	Decision point	Is it a civil case or a misdemeanour?	CA will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CA
15	Decision point	Is it a criminal case?	The application is sent to the Supreme Court of Justice for settlement	CA
16	Activity	Decides on a change of venue	CJS receives the application for settlement and judges on the application for change of venue.	Supreme Court of Justice (CSJ)
17	Decision point	Is the application well-founded? NO	CJS decides the application is not well-founded and the flow is resumed from step 1 with the same judge	CSJ
18	Decision point	Is the application well-founded? YES	CJS will decide which court will judge the application and will send it to the new court for settlement. The new court will resume the flow from step 1 after having received the application - the transfer will be processed in a separate flow	CSJ

Upon developing the graphic interface for the screen Admission for Proceedings, the insertion of a history with actions related to this screen will be taken into account - i.e. the time frame when a case file was in a certain state, article, grounds etc.

3. Case file Suspension Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Case file Suspension</td><td>The user wishes to suspend a case file following an intervention</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Trial Suspension</td><td>The user will check the option Suspended trial in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Suspended trial</td><td>CO</td><td>Check mark Suspended trial represents the user's choice to suspend a case file from examination pursuant to legal standards.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a suspension was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is suspended</td></tr>
<tr><td>Suspensions</td><td>Grounds</td><td>CO</td><td>Text field, mandatory if enabled. The user will</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

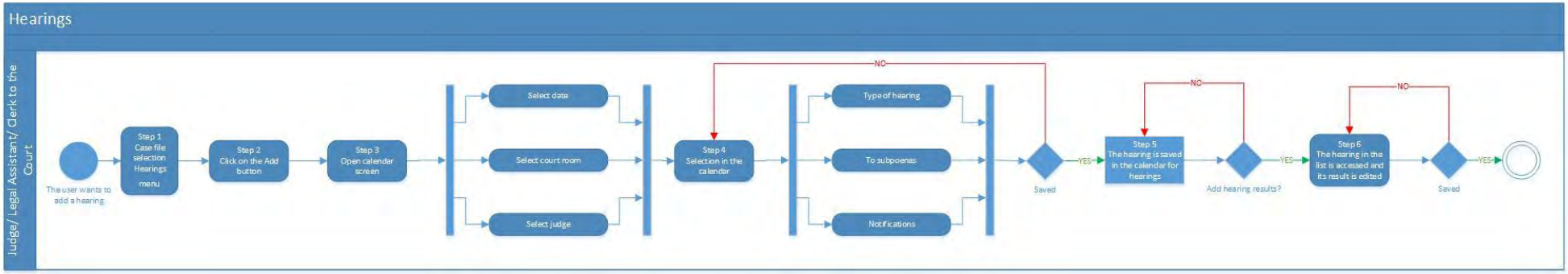
<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>have to enter in this field the grounds taken from the article selected as the basis for suspending a case file</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from the same step (step 2)</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
YES</td><td>If the user saves the data by clicking the Save button, then:
• the application will change the case file status to suspended

The user will draw up a conclusion.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>6</td><td>Activity</td><td>Status change</td><td>The system will change the case file status to suspended</td><td>ICMS</td></tr>
<tr><td>7</td><td>Step 3</td><td>Withdrawn from examination</td><td>The user will check the option Withdrawn from examination in the screen Suspensions and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Suspensions</td><td>Withdrawn from examination</td><td>CO</td><td>Check mark Withdrawn from examination represents the user's choice to withdraw a case file from examination pursuant to legal regulations.</td></tr>
<tr><td>Suspensions</td><td>Calendar</td><td>CO</td><td>Calendar field, mandatory if enabled. The user will select a date for when a withdrawn from examination was decided/effected</td></tr>
<tr><td>Suspensions</td><td>Article</td><td>CO</td><td>List of pre-set values, mandatory field if enabled. The user will select an article pursuant to which a case file is withdrawn from</td></tr>
</table>
</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

						examination	
			Suspensions	Grounds	CO	Text field, mandatory if enabled. The user will have to enter in this field the grounds taken from the article selected as the fundament for withdrawing a case file from examination	
8	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 3)				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to suspended				Judge (JUD) Legal Assistant Clerk to the Court
10	Activity	Status change	The system will change the case file status to suspended				ICMS
11	Step 4	Resume Trial	The user will check the option Resume trial in the Suspensions screen and the calendar field will be enabled. Calendar field, mandatory if enabled. The user will select a date for when a trial (examination) is resumed.				Judge (JUD) Legal Assistant Clerk to the Court
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from the same step (step 4)				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then: • the application will change the case file status to examination The user will draw up a conclusion.				Judge (JUD) Legal Assistant Clerk to the Court
14	Activity	Status change	The system will change the case file status to examination				ICMS

4. Hearings Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add hearing	The user wants to add a hearing	Judge (JUD) Legal Assistant Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file Selects the Hearings menu	Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new hearing</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Open Calendar</td><td>The user will be redirected to a new calendar screen where he/she will have available a series of filters:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date field Calendar</td><td>OP</td><td>Date/calendar field to select a date to schedule a hearing</td></tr>
<tr><td>Hearings</td><td>Court room</td><td>OP</td><td>Pre-populated list field with all court rooms available in the court building. The user will select a room</td></tr>
<tr><td>Hearings</td><td>Judge</td><td>OB</td><td>Selection of the judge for which a hearing is being created; pre-populated list field with all judges of the court. The user will select a judge</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>5</td><td>Step 4</td><td>Create hearing</td><td>After having applied filters, the user will view court room availability; he/she will be able to initiate a new hearing by double clicking in the blank space. A new screen will open with the following information to be filled in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Date</td><td>OB</td><td>Calendar field with the hearing date</td></tr>
<tr><td>Hearings</td><td>Time</td><td>OB</td><td>Time field, to enter a time scheduled for the hearing start</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

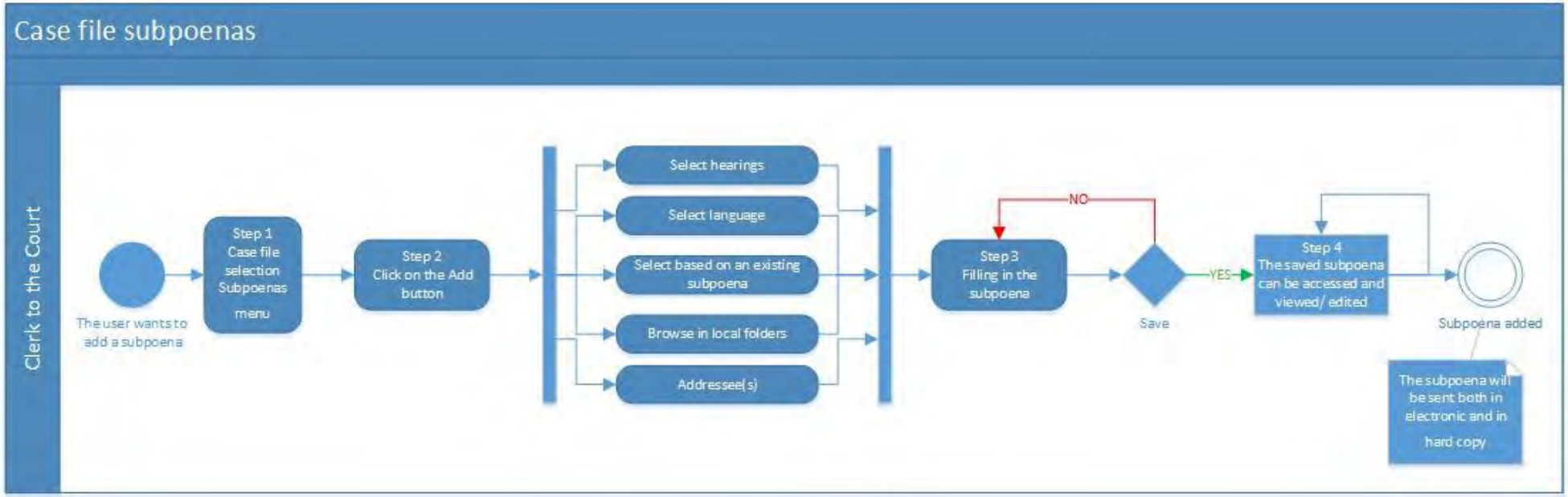
			Hearings	Duration	OB	Hours and time field; to enter a hearing duration	
			Hearings	Court room	OB	Pre-populated list field; default with the value selected in the filter; can be changed	
			Hearings	Type of hearing	OB	Radio buttons • to examine a case • to prepare a case • without parties present	
			Hearings	Open hearing	OP	Check mark; if selected, it means open hearing	
			Hearings	Participants	OB	A field to add parties to be summoned; additions are made in the list of participants	
			Hearings	Employees to be notified	OB	A field that states the judge's team and the panel (if applicable) to be notified about the hearing	
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 3				Judge (JUD) Legal Assistant Clerk to the Court
7	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the hearing will be saved and it will show on the calendar Participants will be notified.				Judge (JUD) Legal Assistant Clerk to the Court
8	Step 5	Scheduled hearing	The hearing is created in the system. After having saved entered data, a list of hearings already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted • Filled in - addition of a hearing results				Judge (JUD) Legal Assistant Clerk to the Court
9	Decision point	Has the hearing a result? NO	The user will not add the hearing results.				Judge (JUD) Legal Assistant Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>10</td><td>Decision point</td><td>Has the hearing a result?
YES</td><td>A new screen will open to enter results.</td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
<tr><td>11</td><td>Step 6</td><td>Add result</td><td>A new screen will open and the following fields will be enabled for filling in:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Hearings</td><td>Browse</td><td>CO</td><td>Browse – allows for a selection and loading of audio files or documents from a hearing</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Pre-populated list field. Varied selections from the list will enable (make visible) or not other fields in the form</td></tr>
<tr><td>Hearings</td><td>Hearing results</td><td>OB</td><td>Text field</td></tr>
<tr><td>Hearings</td><td>Participant</td><td>OB</td><td>List field; to select a participant</td></tr>
<tr><td>Hearings</td><td>Result</td><td>OB</td><td>List field. Varied selections from the list will enable (make visible) or not other fields in the form</td></tr>
<tr><td>Hearings</td><td>Sanctions</td><td>OB</td><td>List field. Varied selections from the list will enable (make visible) or not other fields in the form</td></tr>
<tr><td>Hearings</td><td>Complementary</td><td>OP</td><td>Check mark. Selection will activate other form fields</td></tr>
<tr><td>Hearings</td><td>Complementary sentence</td><td>CO</td><td>List field; to select from list</td></tr>
<tr><td>Hearings</td><td>Description of complementary sentence</td><td>CO</td><td>Text field</td></tr>
<tr><td>Hearings</td><td>Term: years</td><td>CO</td><td>Numerical field; to enter the years of a</td></tr>
</table></td><td>Judge (JUD)
Legal Assistant
Clerk to the Court</td></tr>
</table>

						sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Term: months	CO	Numerical field; to enter the years of a sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Term: days	CO	Numerical field; to enter the years of a sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Term: hours	CO	Numerical field; to enter the years of a sentence with deprivation of liberty or with community work (for e.g.)	
			Hearings	Amount	CO	Numerical field; to enter the conviction amount	
			Hearings	Currency	CO	Pre-populated list field; to select a currency	
			Hearings	Collected amount	CO	Numerical field; to enter the conviction amount	
12	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 5				Judge (JUD) Legal Assistant Clerk to the Court
13	Decision point	Save data? YES	Hearing result will be saved				Judge (JUD) Legal Assistant Clerk to the Court

5. Subpoenas Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add subpoena	The user wants to create/add a subpoena	Clerk to the Court
2	Step 1	Case file	The user will employ the search feature or he/she will access My files or All files to identify a case file and	Clerk to the

		Selection	to access the Subpoena menu	Court
3	Step 2	Select the Add button	The user will click the Add button on page to record a new subpoena. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Clerk to the Court

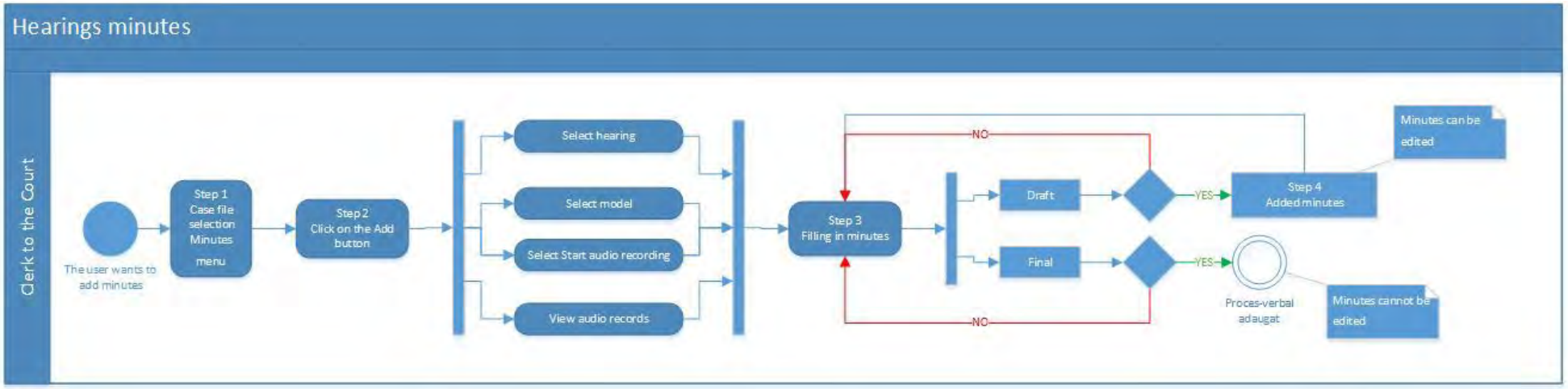
Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Subpoenas	Hearing	OB	Pre-populated list field; the user will select a hearing date for which to issue a subpoena
Subpoenas	Language	OB	Pre-populated list field; the user will select a language to draft the subpoena
Subpoenas	Subpoena based on an existing subpoena	OP	Pre-populated list field; the user will select an existing subpoena to bring it in the editing area for reuse
Subpoenas	Browse	OP	Browse button - the user will be able to choose a document from local folders to be used as a subpoena template
Subpoenas	Addressee	OB	Pre-populated list field; the user will select an addressee for the subpoena
Subpoenas	Addressees	OP	Addressees (multiple) - area where to view all addressees included in the subpoena
Subpoenas	Select a participant	OP	Pre-populated list field; the user will select one or several addressees who will be added in the aforesaid field

4	Step 3	Subpoena fill-in	The user will edit the subpoena in the text editing area on screen.	Clerk to the Court
5	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Clerk to the Court
6	Decision point	Save data? YES	If the user saves the data by clicking the Save button, then the subpoena will be saved and it will show on the list.	Clerk to the Court
7	Step 5	Subpoena saved	The subpoena is created in the system. After having saved entered data, a list of subpoenas already entered	Clerk to the

			in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Court

6. Minutes Flow

Activity and Participant Chart



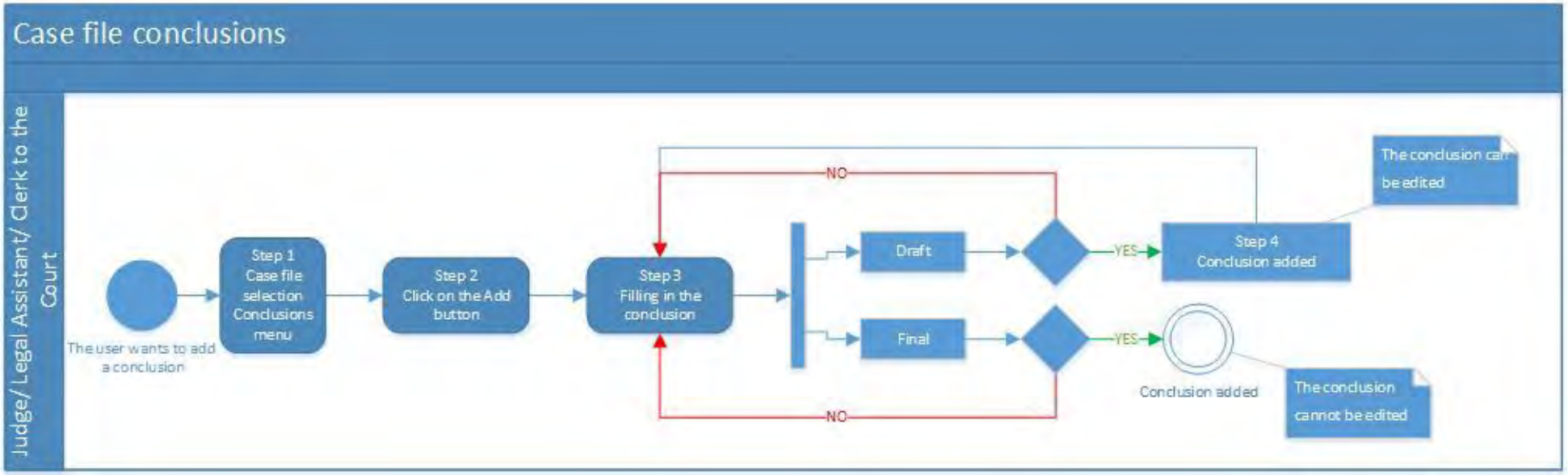
Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add minutes</td><td>The user wants to add minutes</td><td>Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Minutes menu</td><td>Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record new minutes The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Minutes</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue minutes</td></tr>
<tr><td>Minutes</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a minutes template from the list available</td></tr>
<tr><td>Minutes</td><td>Record</td><td>OB</td><td>Start record button - the user can begin the recording of a hearing for which the minutes are being drafted</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Fill in minutes</td><td>The user will edit the minutes in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of minutes</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
</table>

	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the minutes will be saved and it will show on the list without a possibility for further editing.	
7	Step 4	Saved minutes	The minutes are saved in the system. After having saved entered data, a list of minutes already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Clerk to the Court

7. Conclusions Flow

Activity and Participant Chart



Description of flow chart steps

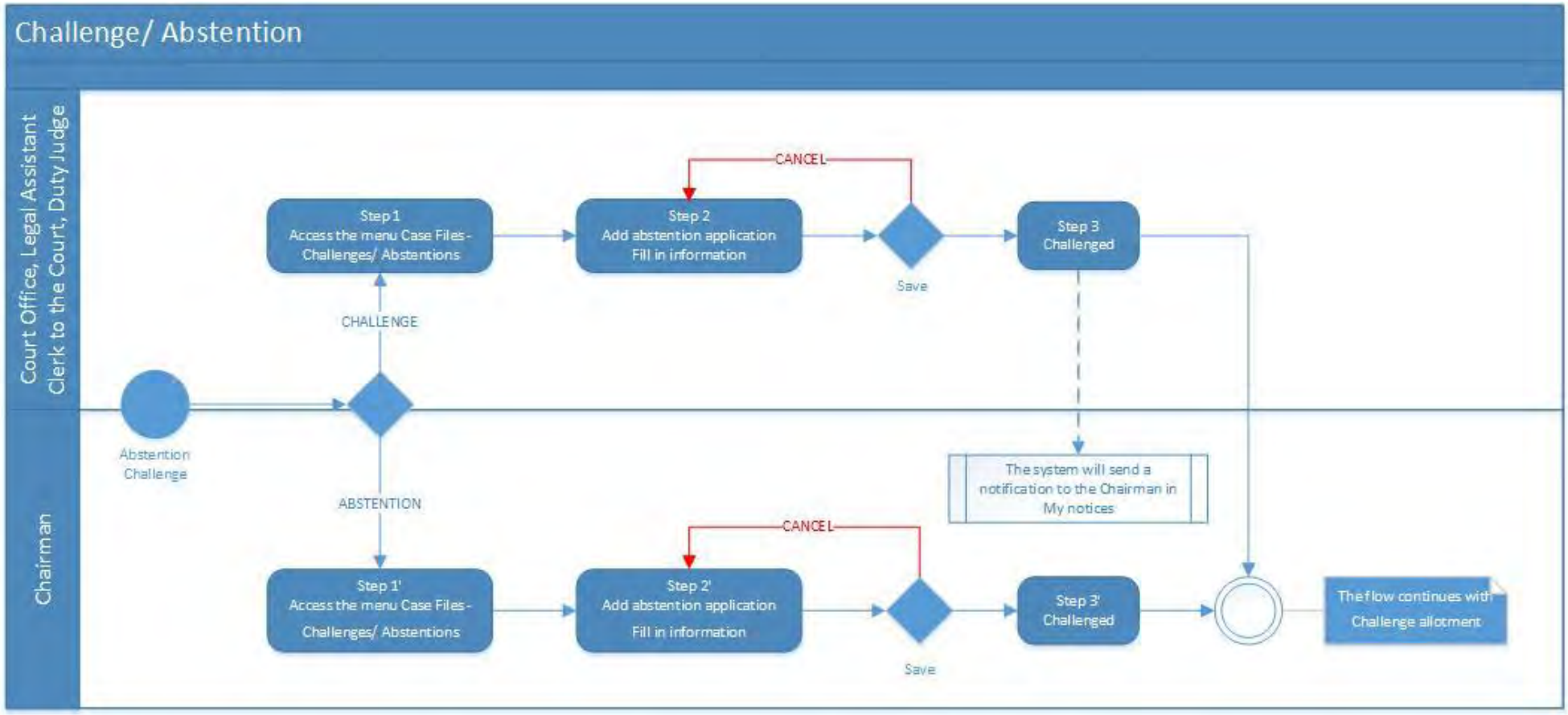
No	Step, activity, process	Name	Description	Actor
1		Add conclusion	The user wants to add a conclusion	Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Conclusions menu	Clerk to the Court

<table>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button on page to record a new conclusion. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Conclusions</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a conclusion</td></tr>
<tr><td>Conclusions</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a conclusion template from the list available</td></tr>
<tr><td>Conclusions</td><td>Select conclusion</td><td>OB</td><td>Pre-populated list; enables the selection of an already existent conclusion to be used as template</td></tr>
<tr><td>Conclusions</td><td>Closed case file</td><td>CO</td><td>Check mark, to select if the conclusion is for closing a case file</td></tr>
<tr><td>Conclusions</td><td>Available for publication</td><td>CO</td><td>Check mark, if selected, the conclusion will be available for publication</td></tr>
</table></td><td>Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Conclusion fill-in</td><td>The user will edit the conclusion in the text editing area on screen.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td></td><td>Type of conclusion</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the conclusion state after saving</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 2</td><td>Clerk to the Court</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the conclusion will be saved and it will show on the list.</td><td>Clerk to the Court</td></tr>
<tr><td></td><td>Decision point</td><td>Save data?
YES – Final</td><td>If the user saves data by clicking the Save button, then the conclusion will be saved and it will show on the list without a possibility for further editing.</td><td></td></tr>
<tr><td>7</td><td>Step 4</td><td>Conclusion added</td><td>The conclusion is saved in the system. After having saved entered data, a list of conclusions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:</td><td>Clerk to the Court</td></tr>
</table>

			• Viewed • Edited • Deleted	

8. Challenge/Abstention Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Application for abstention/challenge</td><td>An application for abstention/challenge is submitted during a case file</td><td>Judge, court, petitioner, defendant</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection CHALLENGE</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Challenge/Abstention menu</td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>3</td><td>Step 1'</td><td>Case file Selection ABSTENTION</td><td>The user will employ the search feature or he/she will access All files to identify a case file and to access the Challenge/Abstention menu</td><td>Chairman</td></tr>
<tr><td>4</td><td>Step 2</td><td>Select Add button CHALLENGE</td><td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
</table></td><td>Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

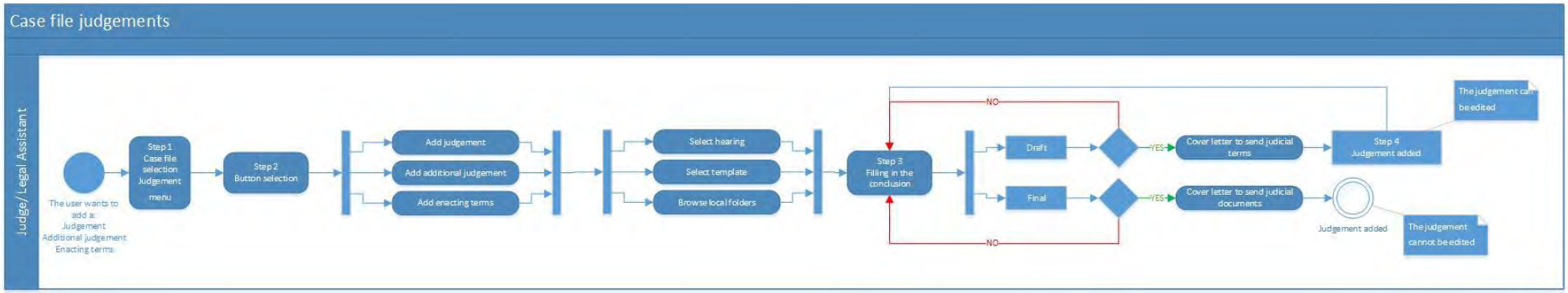
<table>
<tr>
<td></td>
<td></td>
<td></td>
<td>
<table>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Step 2'</td>
<td>Select Add button ABSTENTION</td>
<td>The user will click the Add button on page to record a challenge application. The system will initialize fields to be filled in or the user will make selections from lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Challenges/Abstentions</td><td>Type of application</td><td>OB</td><td>Pre-populated list field; to select application type</td></tr>
<tr><td>Challenges/Abstentions</td><td>Date</td><td>OB</td><td>Date field; to select the date of an</td></tr>
</table>
</td>
<td>Chairman</td>
</tr>
</table>

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td></td><td>application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Applicant</td><td>OB</td><td>Text field, to enter who submitted the challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Reason</td><td>OB</td><td>Text field, to enter the reason of a challenge application</td></tr>
<tr><td>Challenges/Abstentions</td><td>Judge</td><td>GA</td><td>After having saved and allotted an application, the system will fill in the name of a judge appointed to analyse the challenge</td></tr>
<tr><td>Challenges/Abstentions</td><td>Author</td><td>GA</td><td>Generated text field; user name of the person who entered the application.</td></tr>
</table>
</td><td></td></tr>
<tr><td>5</td><td>Decision point</td><td>Save data?
NO</td><td>If the user selects Cancel, then the page will be refreshed from step 1 / 1'</td><td>Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
<tr><td>6</td><td>Decision point</td><td>Save data?
YES - Draft</td><td>If the user saves the data by clicking the Save button, then the challenge/abstention will be saved and it will show on the list. After having saved entered data, a list of challenges/abstentions already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be:
• Viewed
• Edited
• Deleted

The system will issue a notification to flow actors.</td><td>9. Chairman, Court Office, Legal Assistant, Clerk to the Court, Duty Judge</td></tr>
</table>

9. Judgements Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add judgement	The user wants to add a judgement, an additional judgement or enacting terms	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Judgements menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the wanted button</td><td>The user will click one of the buttons
• Add judgement
• Add additional judgement
• Add enacting terms
on pages to register a new judgement/additional judgement/enacting term. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:

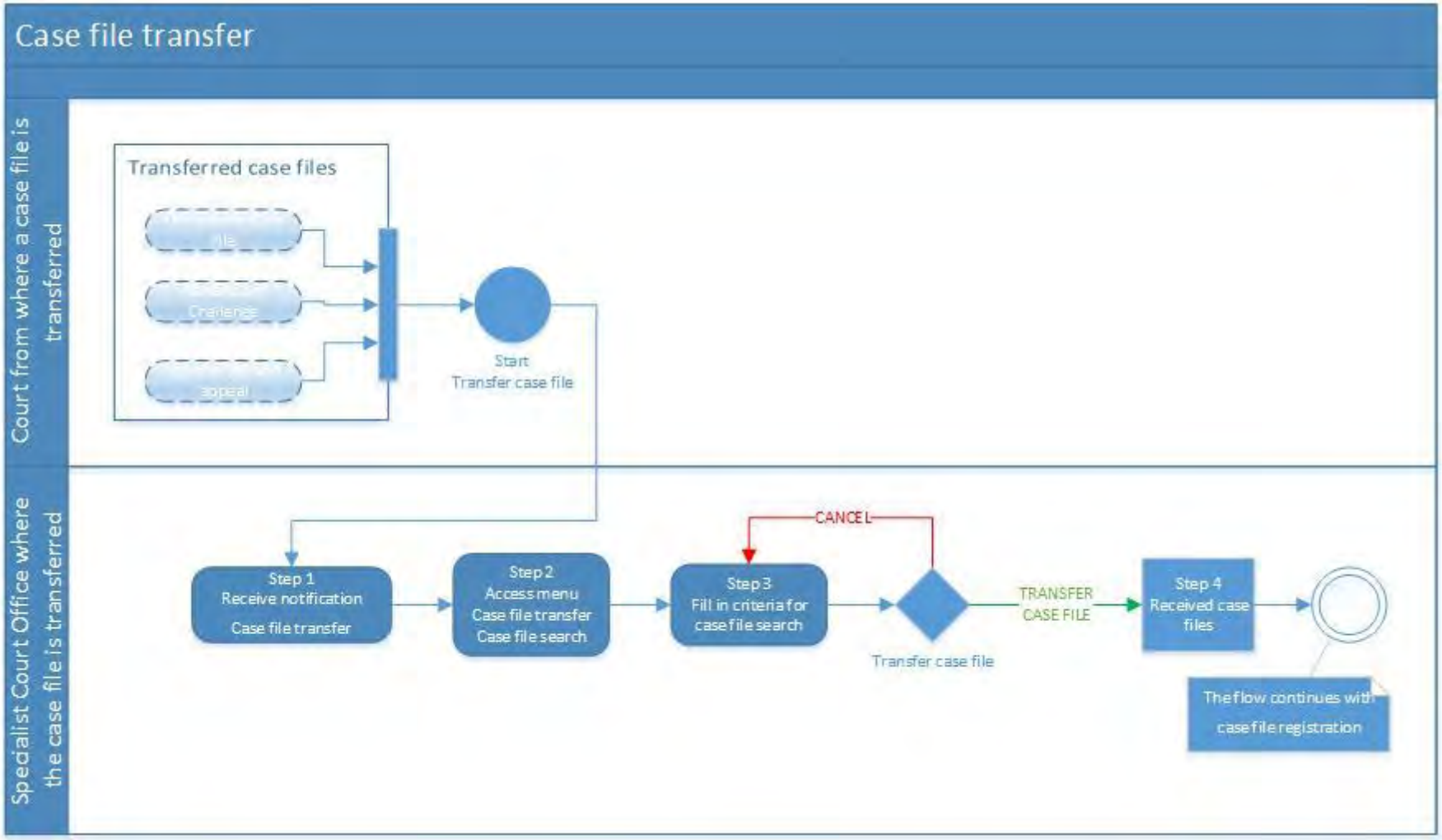
<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Hearing</td><td>OB</td><td>Pre-populated list field; the user will select a hearing date for which to issue a judgement</td></tr><tr><td>Judgements</td><td>Select template</td><td>OP</td><td>Pre-populated list field; the user will select a judgement template from the list available</td></tr><tr><td>Judgements</td><td>Browse</td><td>OP</td><td>Browse button that allows the user to load an existing document for reuse</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Step 3</td><td>Judgement/enacting terms fill-in</td><td>The user will edit the judgement in the text editing area on screen and he/she will fill in / select the following fields

<table><tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr><tr><td>Judgements</td><td>Judgement issue date</td><td>OB</td><td>Calendar field, to select a judgement/enacting terms issue date</td></tr></table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>5</td><td>Activity</td><td>Type of</td><td>The user will select one of the 2 radio buttons - Draft or Final - to set the minutes’ state after saving</td><td>Judge, Legal</td></tr>
</table>

		judgement/enacting terms	Selecting final will show a check mark box - Available for publishing. this is checked by default and it will send the judgement / enacting terms, after saving it/them, for publication.	Assistant, Clerk to the Court
6	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1	Judge, Legal Assistant, Clerk to the Court
7	Decision point	Save data? YES - Draft	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list.	Judge, Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the judgement/enacting terms will be saved and it/they will show on the list without a possibility for further editing.	Judge, Legal Assistant, Clerk to the Court
9	Activity	Cover letter to send judicial papers???	The user will click this button and the system will automatically generate the document called Cover letter to send misdemeanour action papers that can be saved in electronic or printed form for a physical sending of a judgement.	Judge, Legal Assistant, Clerk to the Court
10	Step 4	Saved judgement/enacting terms	The judgement / enacting terms is/are saved in the system. After having saved entered data, a list of judgements / enacting terms already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

10. Case File Transfer Flow

Activity and Participant Chart

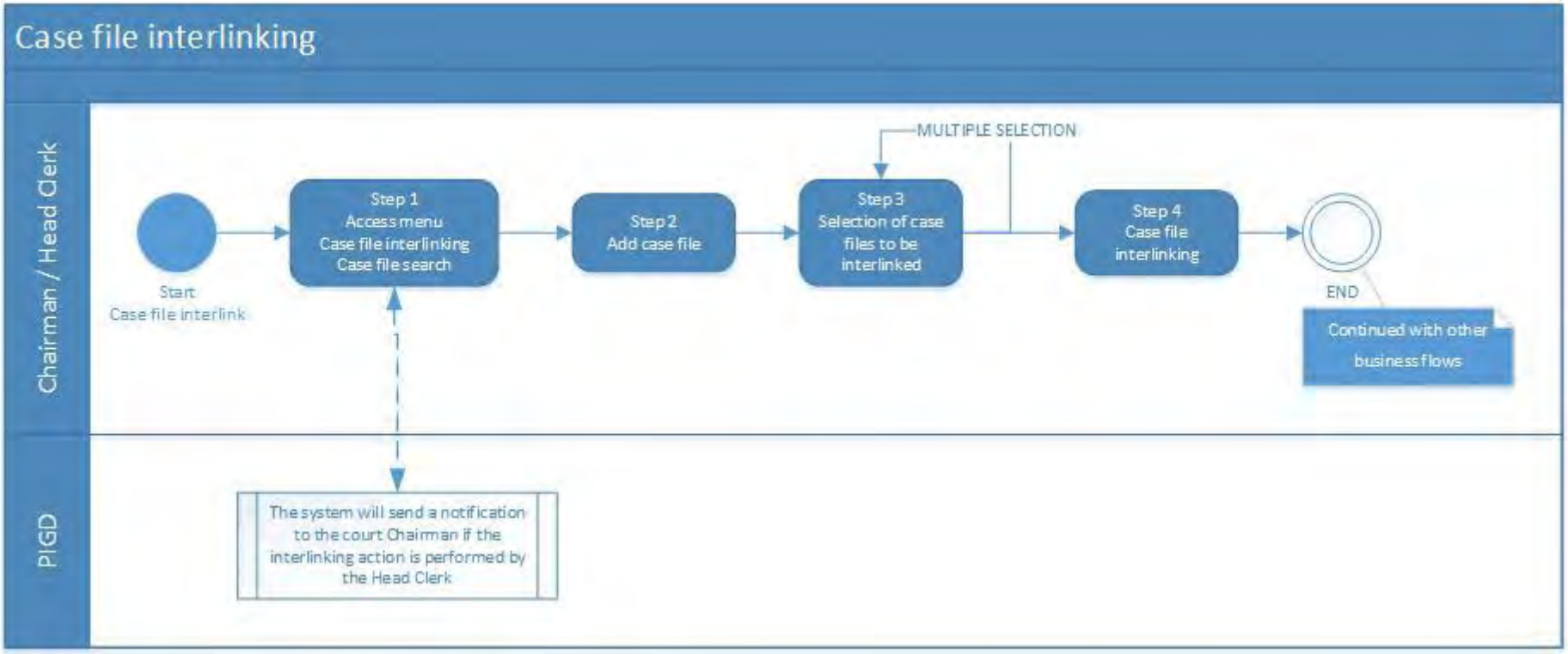


Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case File Transfer	The user wants to transfer a case file from his/her court to another	Office Specialist
2	Step 1	Notification receipt	The user will receive a notification in My notices related to sending a case file to his/her court A notification will contain information related to the case file (case file number) and the court where it was sent from (court name).	Office Specialist
3	Step 2	Menu accessing	The user will use the case file transfer feature within the application by accessing the Transfer menu	Office Specialist
4	Step 3	Identification criteria fill-in	The user will fill in identification criteria of a case file: • Case file number • The court wherefrom the case file was sent	Office Specialist
5	Decision point	Transfer file? NO	If the user selects Cancel, then the flow will be refreshed from step 1	Office Specialist
6	Decision point	Transfer file? YES	If the user clicks the Transfer file button, then the system will initialize the transfer.	Office Specialist
7	Step 4	Received files	The system will notify via a screen that a case file was successfully received. After a successful case file transfer to another court, a new button will be enabled in the transfer screen: View case file. Clicking this button will open the case file on the general data page	Office Specialist

11. Case files Interlink Flow

Activity and Participant Chart



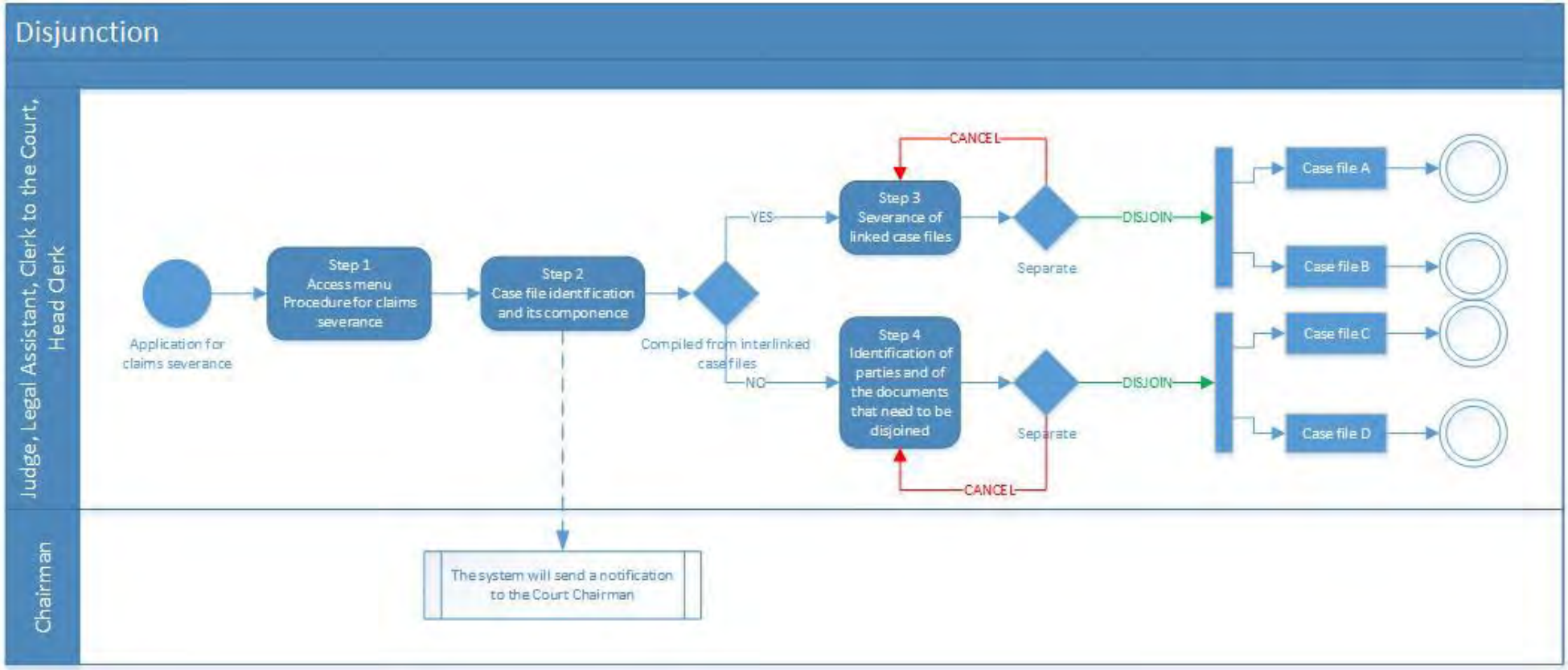
Description of flow chart steps

No	Step, activity,	Name	Description	Actor

	process			
1		Case File Interlinking	The user wants to link two or several misdemeanour case files	Chairman, Head clerk
2	Step 1	Feature access	The user will access the Case File Interlink menu	Chairman, Head clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type	Chairman, Head clerk
4	Step 3	Add to interlinking list	The user will select case files to be interlinked until bringing all required files in the interlinking screen	Chairman, Head clerk
5	Step 4	Interlinking	The user will click the Link button and the system will link selected files. The resulted case file will be identified based on the number of a linked case file that is the oldest in the system.	Chairman, Head clerk

12. Severance Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Severance	The user wants to disjoin a case file	Judge, Legal Assistant, Clerk to the Court, Head Clerk
2	Step 1	Feature access	The user will access the Severance menu	Judge, Legal Assistant, Clerk to the Court, Head Clerk
3	Step 2	Case File Identification	The user will click the Add case button. This action will open a list with all case files within the court, together with a filter/search feature according to • Last name • First name • Case file number • Case file type The system will make available for the user information related to a selected case file - if the file was previously compiled by interlinking several case files or it is a non-linked file in which parties wish to disjoin the case. The system will notify the Chairman	Judge, Legal Assistant, Clerk to the Court, Head Clerk
4	Decision point	Case file type	The user will identify the type of case file for which case severance will be performed • Linked • Non-linked	Judge, Legal Assistant, Clerk to the Court, Head Clerk
5	Step 3	Severance of	The user will click the Severance button and the system will unlink case files that form the case file	Judge, Legal

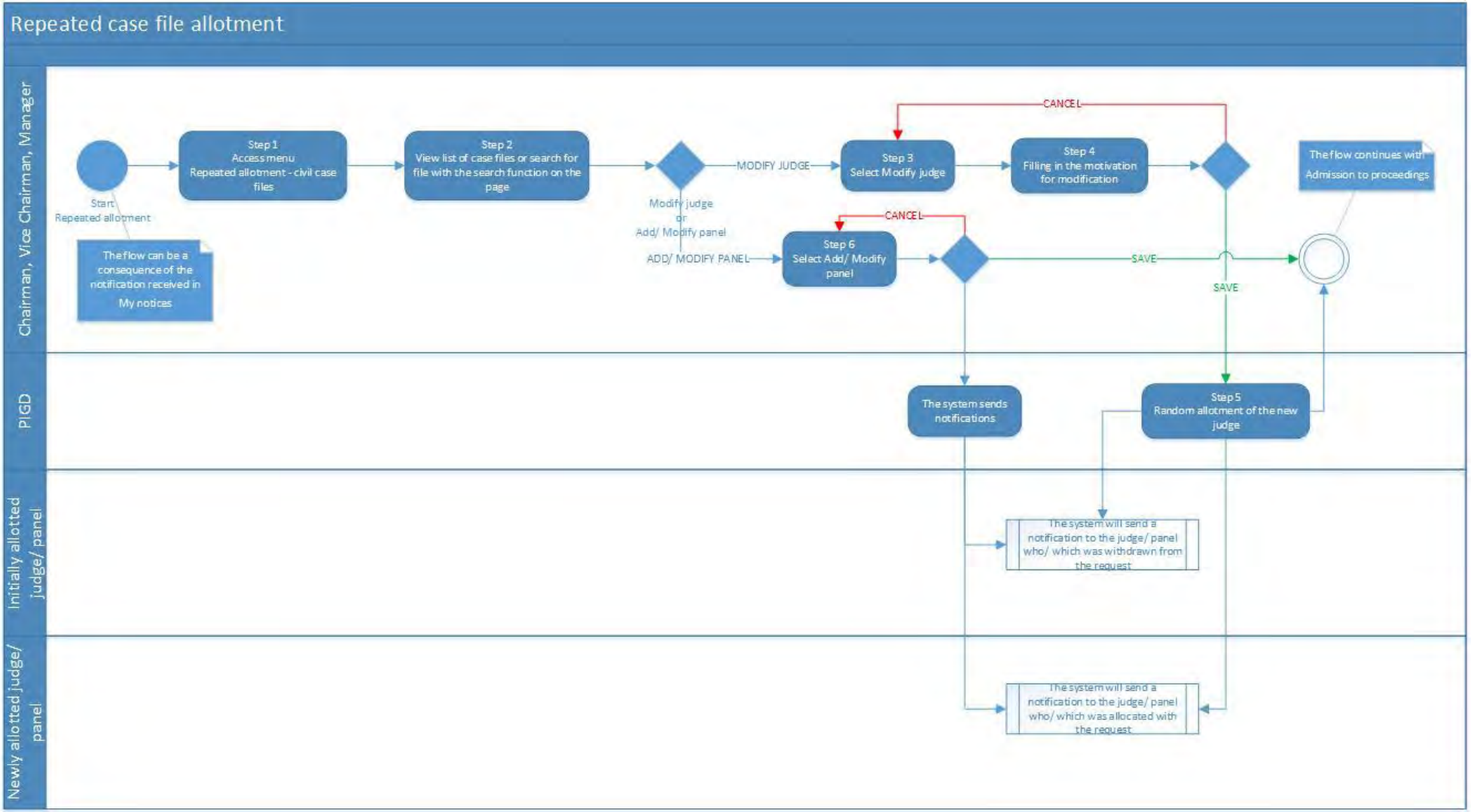
		linked files	submitted for claims severance, resulting the case files that were initially linked. Each of the resulted case files will take again their initial numbers and they will keep in their contents all documents previously held, as well as a series of documents that were attached during their existence as linked in a single file. The user will then have a possibility to delete irrelevant documents from each case file.	Assistant, Clerk to the Court, Head Clerk

6	Step 4	Severance of unlinked case files	The user will have available a series of filters to use for severance:
			• Participants
			• Group
			  ○ Main
			  ○ Secondary
			• Natural person / Legal entity
			• Documents
			• Field where the user can enter an ad-hoc breaking criterion
			
			After selection, the user will click the Disjoin button and the system will perform a case file severance into two or several case files according to choices made.
			The user will be able to assign one of the resulted case files as "Main case file" - it will keep its initial number.
			The remaining resulted case files will take on new numbers assigned by the system, but they can always be referred back to the initial case file.
			Each of the resulted case files will keep in its contents all documents held before, the user will then be able to delete irrelevant documents in each case file.
				Judge, Legal Assistant, Clerk to the Court, Head Clerk

7		Case files resulted from severance	A number of case files will result from a case severance.	

13. Repeated Allotment Flow

Activity and Participant Chart


Repeated case file allotment
Chairman, Vice Chairman, Manager
PIGD
Initially allotted judge/ panel
Newly allotted judge/ panel
Start
Repeated allotment
The flow can be a consequence of the notification received in My notices
Step 1
Access menu
Repeated allotment - civil case files
Step 2
View list of case files or search for file with the search function on the page
Modify judge
or
Add/ Modify panel
MODIFY JUDGE
ADD/ MODIFY PANEL
Step 3
Select Modify judge
Step 4
Filling in the motivation for modification
CANCEL
Step 6
Select Add/ Modify panel
CANCEL
SAVE
SAVE
The flow continues with Admission to proceedings
The system sends notifications
Step 5
Random allotment of the new judge
The system will send a notification to the judge/ panel who/ which was withdrawn from the request
The system will send a notification to the judge/ panel who/ which was allocated with the request

Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Repeated allotment inception	Authorized users will be notified	Chairman, Vice-Chairman, Manager
2	Step 1	Menu accessing	The user will access the Repeated allotment menu - misdemeanour case files	Chairman, Vice-Chairman, Manager
3	Step 2	View list	The system will display a list with all case files on the docket together with a case file filter/search feature. Fields according to which a search/filtering can be made are as follows: According to participant: • Type "Last name" and "First name" of a participant saved on file; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button. According to case files: • Select "Type of case file". The program will select by default the type of case file depending to the accessed menu: “Repeated allotment - civil case files”; “Repeated allotment – criminal case files”; “Repeated allotment – misdemeanour case files”; • Select the "Type of examination" for a case file from the drop-down list; • Select "Case file status" (Examination; Challenged; Enforcement; Archived; Allotted; Dismissed; Returned; Refused; Concluded; Linked); • Type "Case file numbers", write several case file numbers, separated by ";"; • Type "Case file references", the manual number of a case file allotted within the court upon registration, write several case file numbers, separated by ";"; • Select the time frame of case file registration: (Unknown; This week; Last week; This month; Last month; This quarter; Last quarter; This year; Last year); • State a period for the time when a file was registered ("Registration date" - (select day, month and year);	Chairman, Vice-Chairman, Manager

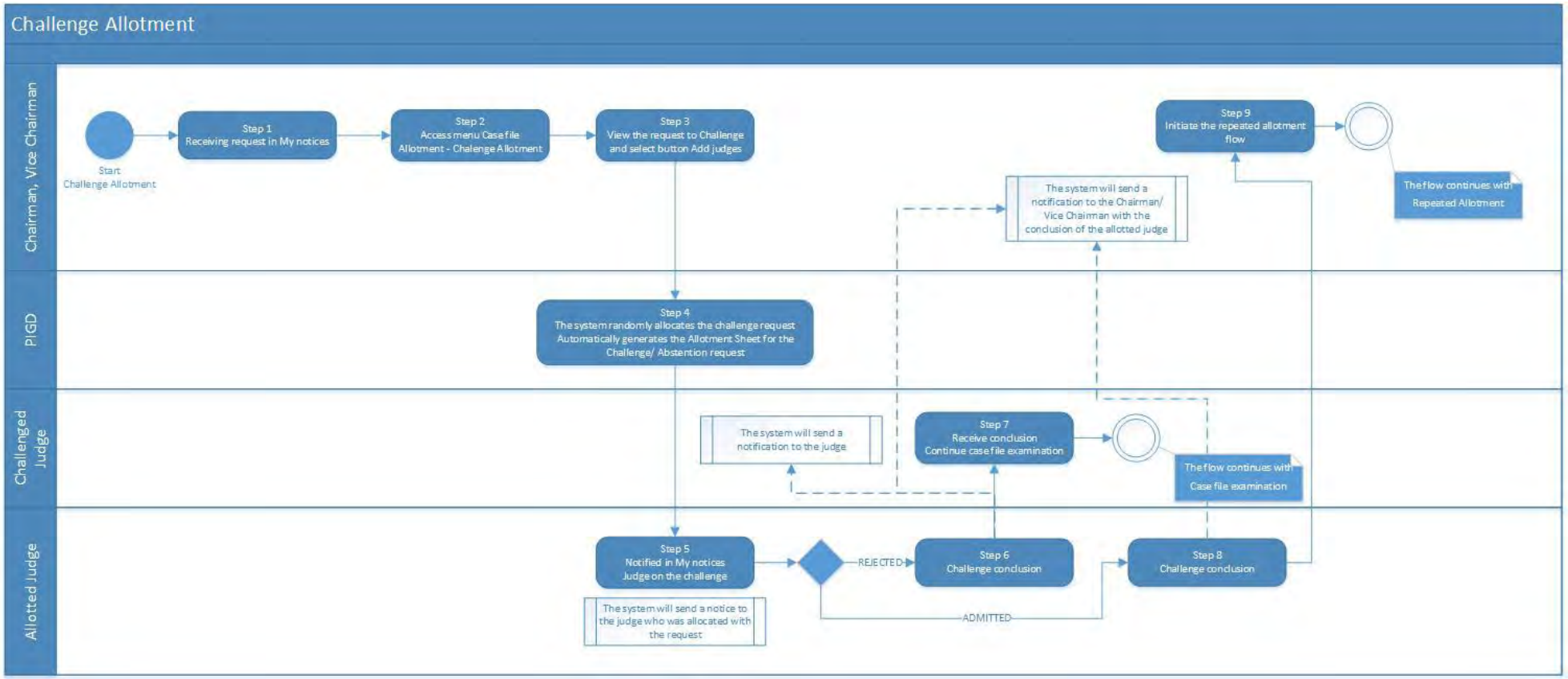
			• State a period for archiving the document ("archiving date" - (select day, month and year); • Click the "Search" button • To abort the search and clear entered data, click the "Cancel" button. According to the judge • Select "Judge" in the drop-down list; • Click the "Search" button; • To abort the search and clear entered data, click the "Cancel" button.	
4	Decision point	Change judge or Add/Change panel	The user will select the operation he/she wants to perform from a case file list • Change judge • Add panel • Change panel	Chairman, Vice-Chairman, Manager
5	Step 3	Change judge	The user will click the "Change judge" button next to the wanted file.	Chairman, Vice-Chairman, Manager
6	Step 4	Reason for change	The user will open the work screen "Reason for re-allotment to another judge", type in the reason for reassignment to another judge, upload the conclusion for the reassignment to another judge, click "Save" to save or "Cancel" to abort the change.	Chairman, Vice-Chairman, Manager
7	Decision point	Save judge change NO	Return to flow step 3	Chairman, Vice-Chairman, Manager
8	Decision point	Save judge change YES	The user will save the repeated allotment	Chairman, Vice-Chairman, Manager
9	Step 5	Judge allotment	The system will randomly allot another judge The program user having the role of "Judge" appointed in the menu "Case file repeated allotment" will receive in "My notices" folder a message to acknowledge the case file allotment. The "Judge" who has previously examined the case file will receive in his/her "My notices" folder a message to confirm the judge change, and he/she will no longer have access to the file and will no longer examine it.	ICMS
10	Step 6	Add/Change panel	Add panel The system will enable the "Add panel" button next to the required case file. The user will open the work screen "Appointed panel" - when a case file is allotted to a panel	Chairman, Vice-Chairman,

			• Use the “+” and “-” buttons to add or delete a judge in/from the panel list; • Change the list in column "Judge" by selecting program users having the "Judge" role in the drop-down list; • Click the "All" button for a full list of program users holding the role of "Judge". • Click the "Save" button to save data entered in the screen "Appointed panel", and "Cancel" to abort the change. Change panel The system will enable the "Change panel" button next to a case file, open the work screen "Repeated allotment - appointed panel" - when changing panel members: In the new opened screen, view the list of judges who form the panel which examines a given case file. To change the list of judges, use buttons: • "Add” – button to change a judge; • "Remove”– button to delete a judge; • "Change”– button to change a judge; • "All” - button to list/add judges from other colleges (civil, criminal, economic). Upon enabling the add, remove and change judge buttons, state the reason for such an action, upload the confirmatory document which motivates the change/add/remove action, click the "Save" button to save or "Cancel" to abort the change. The detailed information related to a judge appointment, a judge change, a panel addition and a panel change for each case file is accrued in the case file status - Case allotment.	Manager
11	Decision point	Save Add/Change panel NO	Return to flow step 2	Chairman, Vice-Chairman, Manager
12	Decision point	Save Add/Change panel YES	The user will save performed operations	Chairman, Vice-Chairman, Manager
13	Activity	System notifications	Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Add panel" will receive in "My notices" folder a message to acknowledge the case file allotment. (See chapter "My notices")	ICMS

			Program users having the role of "Judge" appointed in the menu "Case file repeated allotment" / "Change panel" will receive in "My notices" folder a message to acknowledge the case file allotment. "Judges" who have previously examined the case file will receive in their "My notices" folder a message to confirm judge changes, changed judges will no longer have access to the file and will no longer examine it.	

14. Challenge Allotment Flow

Activity and Participant Chart



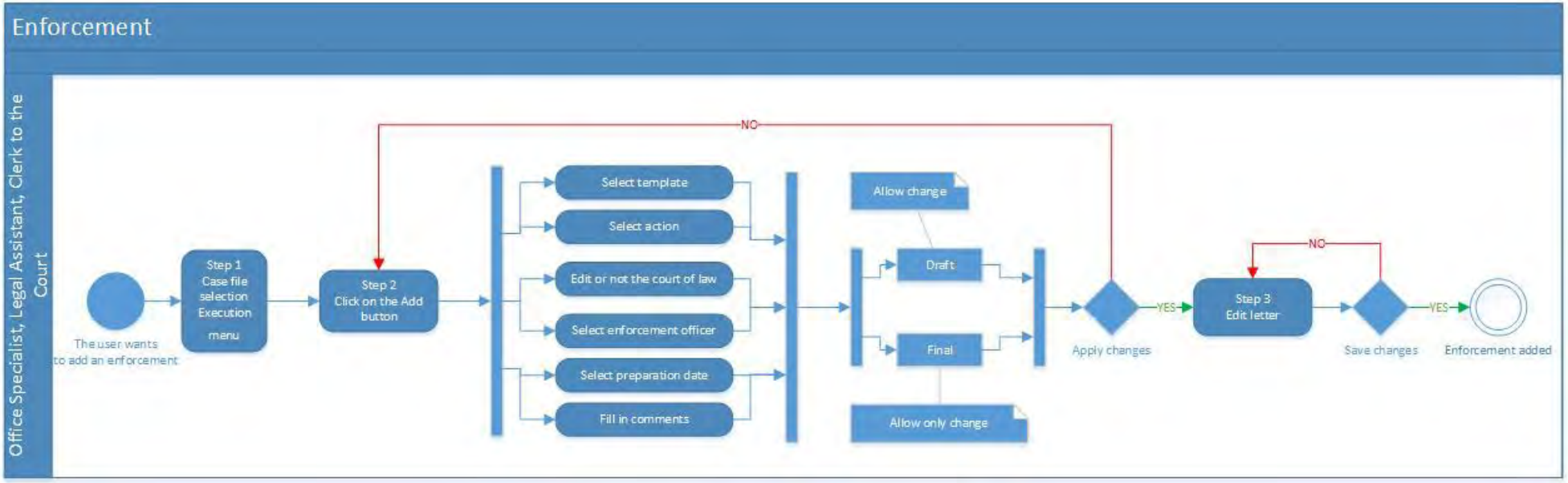
Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1	Step 1	Challenge allotment inception	Authorized users will be notified	Chairman, Vice-Chairman
2	Step 2	Menu accessing	The user will access the Challenge allotment menu under menu "Case allotment", as a result you will view a list of applications for challenge/abstention recorded on files	Chairman, Vice-Chairman
3	Step 3	View list	In the open list of challenge application, each application is accompanied by the following information: • "Case file number" - the number of the case file in which an application for challenge/abstention was saved; • "Case file name" - the name of the case file in which an application for challenge/abstention was saved; • "From" - the name of the natural person / legal entity who submitted the challenge application on file; • "Reason" - the text of the reason for submitting a challenge application; • "Registration date" - the date when the challenge application was recorded on file; • "Judge" - the first and last name of the judge appointed to examine an application for challenge/abstention; • "Add judges" - a column of buttons to appoint the "judge" for examining a challenge application. Click the "Add judge" button next to the required challenge application, open the "Challenge allotment" screen.	Chairman, Vice-Chairman
4	Step 4	Random allotment	The program will automatically and randomly allot an application for challenge/abstention to judges (except for the challenged/abstained judge). The system will automatically create a Challenge/abstention application allotment chart. After the allotment of a challenge application, in the "Case allotment" menu - submenu "Challenge allotment", the data on the challenge application can no longer be viewed.	ICMS
5	Step 5	Judgement on challenge	The assigned judge will receive a notification that he/she must judge a challenge application. The judge analyses the application and renders a decision.	Allotted judge
6	Decision	Dismiss	Dismiss challenge application - to be continued with step 6	Allotted

	point	application		judge
7	Decision point	Admit application	Admit challenge application - to be continued with step 8	Allotted judge
8	Step 6	Challenge conclusion	Drafts a challenge conclusion for dismissal.	Allotted judge
9	Step 7	Receipt of conclusion	Receives the challenge conclusion with the decision for dismissal and continues with case examination	Challenged judge
10	Step 8	Challenge conclusion	Drafts a challenge conclusion for admission.	Allotted judge
11	Step 9	Repeated allotment flow inception	The Chairman receives the challenge conclusion for challenge admission and initiates the repeated allotment in order to assign a new judge for the case.	Chairman, Vice-Chairman

15. Enforcement Flow

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Add enforcement	The user wants to add an enforcement	Office Specialist, Legal Assistant,

				Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Enforcement menu	Office Specialist, Legal Assistant, Clerk to the Court
3	Step 2	Select the Add button	The user will click the Add button to record a new enforcement. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Office Specialist, Legal Assistant, Clerk to the Court

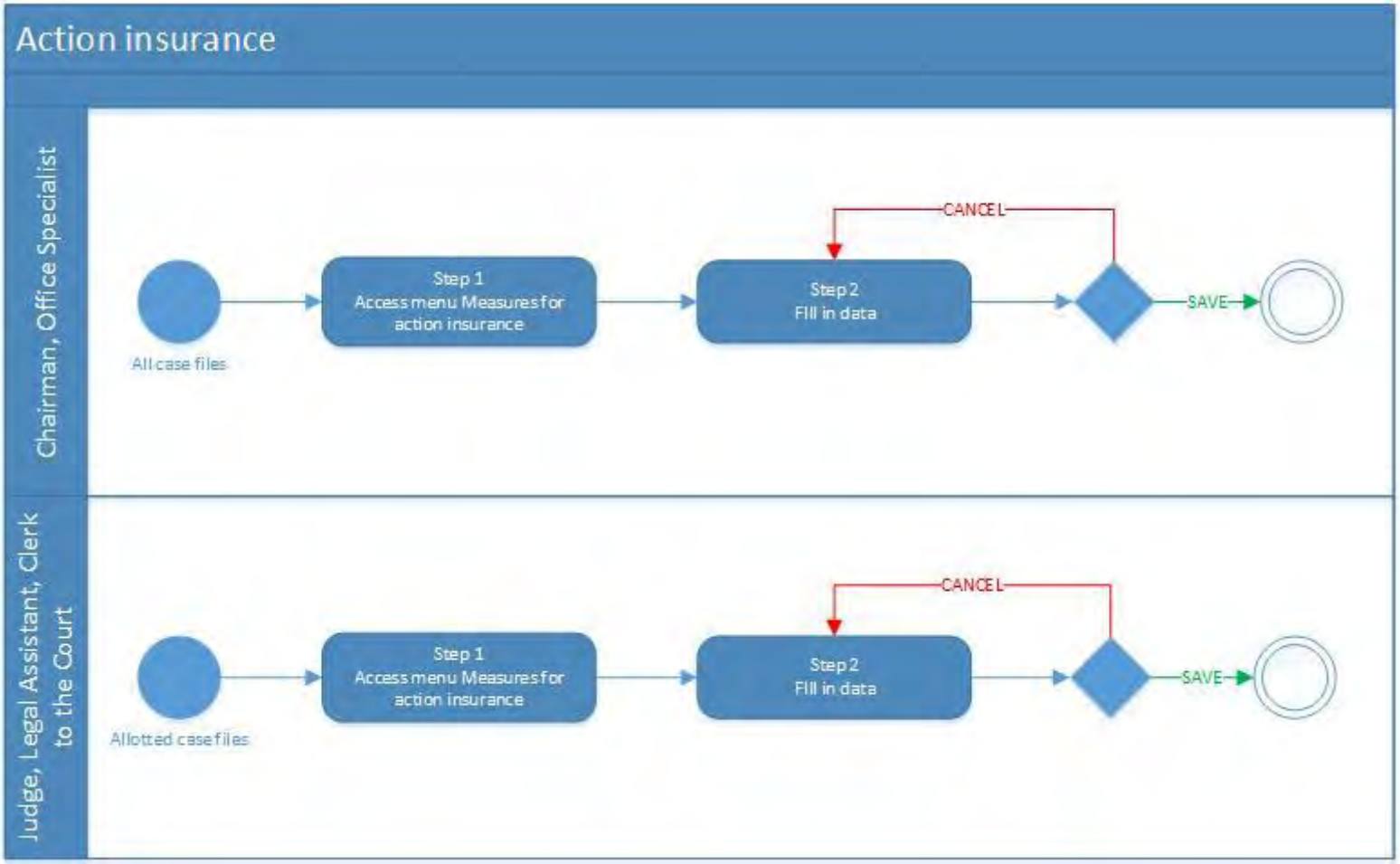
Submenu	**Field name**	**Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)**	**Description**
Enforcement	Select template	OB	Pre-populated list field; select from the "Choose template" drop-down list (civil, criminal or contravention depending on case file type) - Cover letter to send judicial papers???
Enforcement	Action	OB	Pre-populated list field; select from the "Action" drop-down list (unknown; sent; suspended; amended; enforced; returned)
Enforcement	Court	OB	Pre-populated list field; type on the line of "Court" option the name of the court that issued a judgement;
Enforcement	Enforcement officer	OB	Pre-populated list field; select for the "Enforcement officer" option the name of the enforcement officer to whom a judgement is sent for enforcement (Enforcement officer, Probation office, Prison, Civil Status Office;
Enforcement	Prepared on	OB	Calendar field; select/type under the "Preparation date" option the date when the enforcement order/enacting terms of a

						judgement was/were prepared;	
			Enforcement	Prepared by	GA	Text field, pre-populated; in the line of option "Prepared by", the program will indicate by default the first and last name of the program user who recorded the information related to an enforcement of the judgement;	
			Enforcement	Comments	OP	Text field; the "Comments" box will be filled in with the text of additional comments on the enforcement action;	
			Enforcement	Status	OB	Radio buttons; Check radio options for the document "Draft" or "Final"; The Final option will not allow a future edit of the document	
4	Decision point	Apply changes? NO	If the user does not click the Apply changes button, then none of the checked options will be effective				Office Specialist, Legal Assistant, Clerk to the Court
5	Decision point	Apply changes? YES	If the user clicks the Apply changes button, then changes will be applied to the edit area				Office Specialist, Legal Assistant, Clerk to the Court
6	Step 3	Edit enforcement	The user will edit in the special area the contents of the enforcement document				Office Specialist, Legal Assistant, Clerk to the Court
7	Decision point	Save data? NO	If the user selects Cancel, then the page will be refreshed from step 1				Office Specialist,

				Legal Assistant, Clerk to the Court
8	Decision point	Save data? YES - Draft	If the user saves the data by clicking the Save button, then the enforcement will be saved and it will show on the list.	Office Specialist, Legal Assistant, Clerk to the Court
9	Decision point	Save data? YES – Final	If the user saves data by clicking the Save button, then the enforcement will be saved and it will show on the list without a possibility for further editing.	Office Specialist, Legal Assistant, Clerk to the Court
10		Saved enforcement	The enforcement is saved in the system. After having saved entered data, a list of enforcements already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Viewed • Edited • Deleted	Office Specialist, Legal Assistant, Clerk to the Court

16. Action Insurance Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Add action insurance</td><td>The user wants to add an action insurance

For all case files</td><td>Chairman, Office Specialist</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu</td><td>Chairman, Office Specialist</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
</table></td><td>Chairman, Office Specialist</td></tr>
</table>

			measures Action insurance measures: Applied bail — OP — Check mark; to select if bail applies; Action insurance measures: Challenged — OP — Radio buttons; to select "Admitted" or "Dismissed";	
4	Decision point	Save? NO	If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.	Chairman, Office Specialist
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Chairman, Office Specialist
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Chairman, Office Specialist

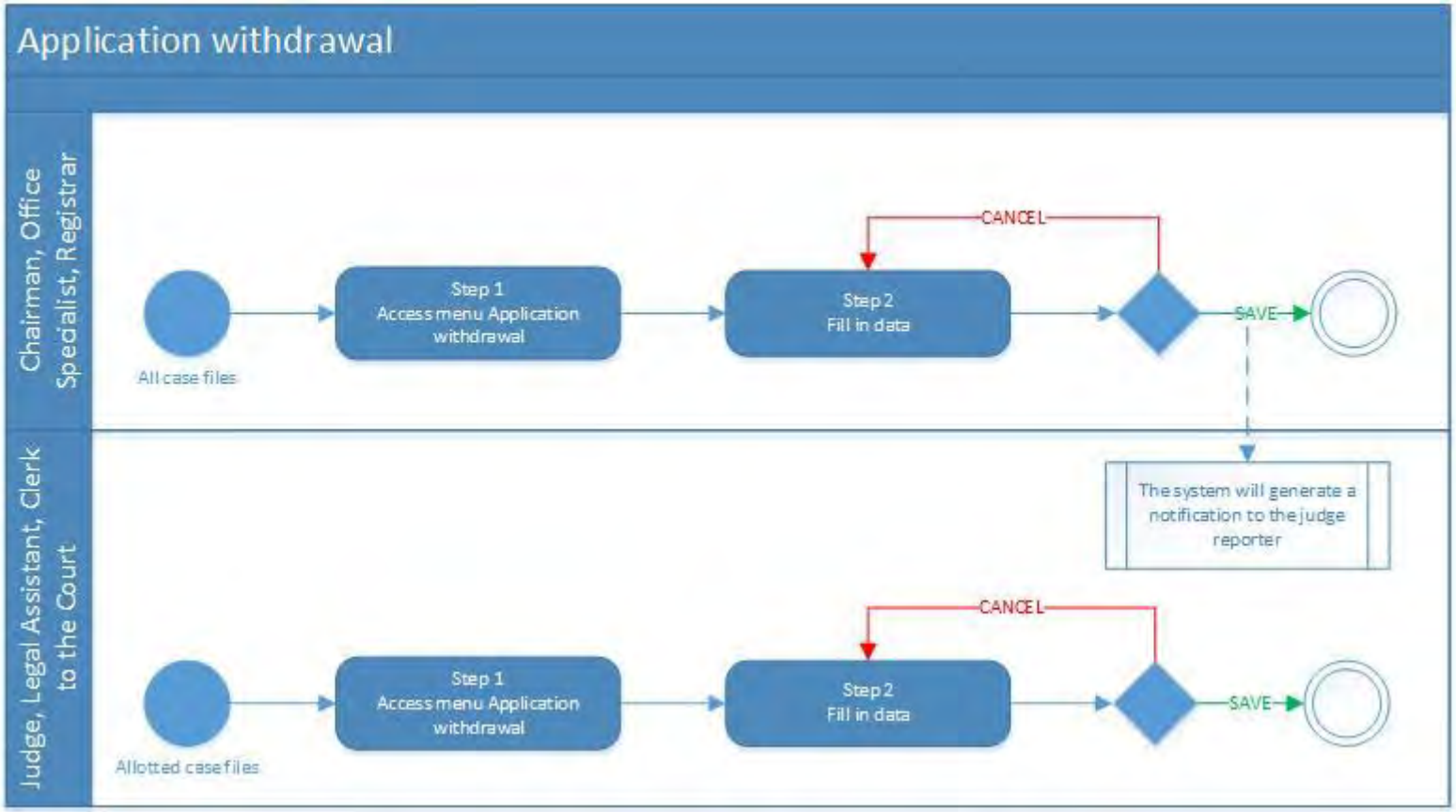
No	Step, activity, process	Name	Description	Actor
1		Add action insurance	The user wants to add an action insurance For allotted case files	Judge, Legal Assistant, Clerk to the Court
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Action insurance measures menu	Judge, Legal Assistant, Clerk to the

<table>
<tr><td></td><td></td><td></td><td></td><td>Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register a new action insurance measure. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB)
Optional (OP)
Conditional (CO)
Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Action insurance measures</td><td>Registration date</td><td>OB</td><td>Calendar field; to enter the date when the information on action insurance measures was registered</td></tr>
<tr><td>Action insurance measures</td><td>Participant</td><td>OB</td><td>Pre-populated list field; to select in the drop-down list the name registered on file for which action insurance measures are requested;</td></tr>
<tr><td>Action insurance measures</td><td>Type of measure</td><td>OB</td><td>Pre-populated list field; to select the type of action insurance measure from given options</td></tr>
<tr><td>Action insurance measures</td><td>Conclusion date</td><td>OB</td><td>Calendar field; to state the date when a judge's conclusion is saved in the program in relation to a given measure for action insurance;</td></tr>
<tr><td>Action insurance measures</td><td>Examination results</td><td>OB</td><td>Pre-populated list; to select the result of the examination on the action insurance measure</td></tr>
<tr><td>Action insurance measures</td><td>Applied bail</td><td>OP</td><td>Check mark; to select if bail applies;</td></tr>
<tr><td>Action insurance measures</td><td>Challenged</td><td>OP</td><td>Radio buttons; to select "Admitted" or "Dismissed";</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td>If the user does not click the Save button then entered data will be reset and the insurance will not be recorded.</td><td>Judge, Legal Assistant,</td></tr>
</table>

				Clerk to the Court
5	Decision point	Save? YES	If the user clicks the Save button then entered data will be saved and the insurance will be recorded.	Judge, Legal Assistant, Clerk to the Court
6		Saved insurance	The insurance is saved in the system. After having saved entered data, a list of insurances already entered in the system for the same case file will be viewed on the same screen. The system will provide a possibility for each of these records to be: • Edited • Deleted	Judge, Legal Assistant, Clerk to the Court

17. Application Withdrawal Flow

Activity and Participant Chart



Description of flow chart steps

<table>
<tr><th>No</th><th>Step, activity, process</th><th>Name</th><th>Description</th><th>Actor</th></tr>
<tr><td>1</td><td></td><td>Withdraw application</td><td>The user wants to withdraw an application for summons

For allotted case files</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>2</td><td>Step 1</td><td>Case file Selection</td><td>The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu</td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
<tr><td>3</td><td>Step 2</td><td>Select the Add button</td><td>The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who</td></tr>
</table></td><td>Judge, Legal Assistant, Clerk to the Court</td></tr>
</table>

			submitted the withdrawal application	
4	Decision point	Save? NO	If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Save? YES	If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.	Judge, Legal Assistant, Clerk to the Court

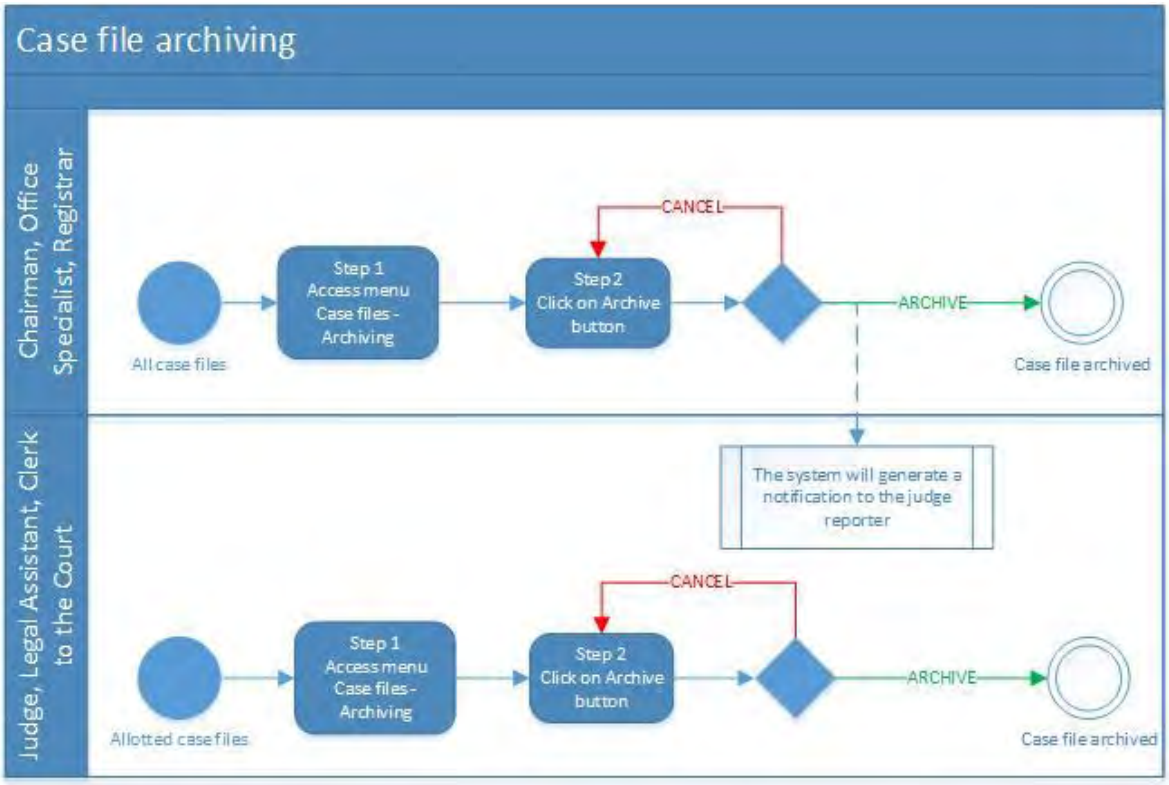
No	Step, activity, process	Name	Description	Actor
1		Withdraw application	The user wants to withdraw an application for summons For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will employ the search feature or he/she will access My files or All files to identify a case file and to access the Application withdrawal menu	Chairman, Office Specialist, Registrar
3	Step 2	Select the Add button	The user will click the Add button to register an application for action withdrawal. The system will open a new screen where the user will fill in fields and will make selections from given lists as follows:	Chairman, Office Specialist, Registrar

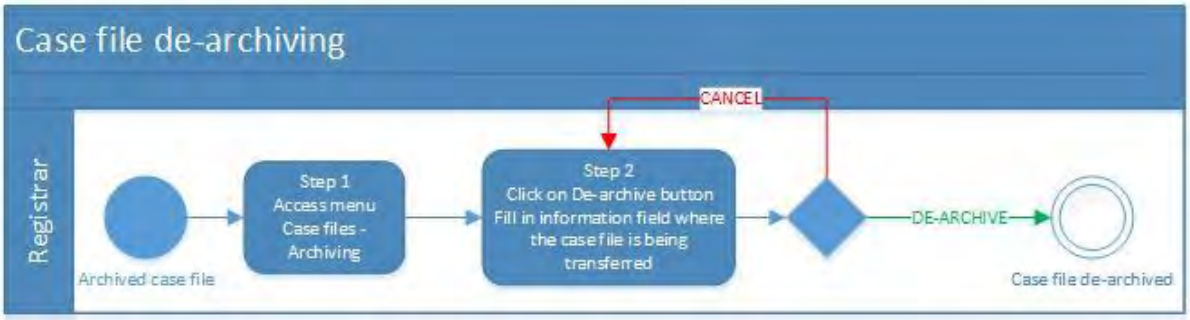
Submenu	Field name	Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)	Description

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>Application withdrawal</td><td>Date</td><td>OB</td><td>Calendar field; to indicate the date when an withdrawal application is submitted for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Author</td><td>OB / GA</td><td>Automatically generated field; non-editable; the system will fill in the program user name who is saving on file the information about an withdrawal application for a summons application;</td></tr>
<tr><td>Application withdrawal</td><td>Reason</td><td>OB</td><td>Text field; to give the reason for an application withdrawal stated in the withdrawal application.</td></tr>
<tr><td>Application withdrawal</td><td>Participant</td><td>OB</td><td>Pre-populated participant list field; to select the first and last name of a trial participant who submitted the withdrawal application</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Save?
NO</td><td colspan="2">If the user clicks on the Cancel button then entered data will be reset and the withdrawal application will not be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save?
YES</td><td colspan="2">If the user clicks on the Save button then entered data will be saved and the withdrawal application will be recorded.</td><td>Chairman, Office Specialist, Registrar</td></tr>
</table>

18. Case file archiving flow

Activity and Participant Chart





Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For all case files	Chairman, Office Specialist, Registrar
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Chairman, Office Specialist, Registrar
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Chairman, Office Specialist, Registrar
4	Decision point	Cancel	The archiving operation is discontinued	Chairman, Office Specialist, Registrar
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Chairman, Office Specialist, Registrar

No	Step, activity, process	Name	Description	Actor
1		Case file archiving	The user wants to archive a case file For allotted case files	Judge, Legal Assistant, Clerk to the

				Court
2	Step 1	Case file Selection	The user will access the Case files - Commit to archive menu, will use the search feature or will select directly the case file wanted to be committed to archives	Judge, Legal Assistant, Clerk to the Court
3	Step 2	Selection of Commit to archives button	The user will click the Commit to archives button next to the case file wanted to be archived	Judge, Legal Assistant, Clerk to the Court
4	Decision point	Cancel	The archiving operation is discontinued	Judge, Legal Assistant, Clerk to the Court
5	Decision point	Commit to archives	The case file is archived. Its status is reset to Archived	Judge, Legal Assistant, Clerk to the Court

No	**Step, activity, process**	**Name**	**Description**	**Actor**
1		Extract case file from archives	The user wants to extract a case file from archives For all case files	Registrar
2	Step 1	Case file Selection	The user will access the Case files - Extraction from archives menu, will use the search feature or will select directly the case file wanted to be extracted from archives	Registrar
3	Step 2	Selection of the Extract from archives button	The user will click the Extract from archives button next to the case file wanted to be extracted. A series of fields will be enabled and they must be filled in: **Submenu** | **Field name** | **Mandatory (OB) Optional (OP) Conditional** | **Description**	Registrar

<table>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td></td><td></td><td>(CO)
Generated /
automatic (GA)</td><td></td></tr>
<tr><td>Extraction from archives</td><td>Extraction date</td><td>OB</td><td>Calendar field; date when the extraction from archives is performed</td></tr>
<tr><td>Extraction from archives</td><td>Requesting court</td><td>OP</td><td>Pre-populated list field; to choose the court that requested the extraction from archives</td></tr>
<tr><td>Extraction from archives</td><td>Another institution</td><td>OP</td><td>Text field; institution that requested the extraction from archives, other than a court</td></tr>
<tr><td>Extraction from archives</td><td>Based on</td><td>OP</td><td>Text field; document/judgement pursuant to which the request was formulated</td></tr>
</table>
</td><td></td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td colspan="2">The extraction from archives is discontinued</td><td>Registrar</td></tr>
<tr><td>5</td><td>Decision point</td><td>Extract from archives</td><td colspan="2">The case file is extracted from archives Its status is set to the one right before being committed to archives</td><td>Registrar</td></tr>
</table>

Functional Specifications of the Integrated Case Management System

Within the judicial system of the Republic of Moldova

December 23, 2015

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1. INTRODUCTION

This document presents the detailed specifications with respect to the functional requirements of the Integrated Case Management System (hereinafter referred to as "ICMS" or "the system"). These include the functional characteristics which will be taken into account in order to implement the new system.

Elaboration of the functional requirements for the new Integrated Case Management System was made based on the existing version of the system (which at the time of publication of this document ran in version 4.1).

Thus, starting from the existing functional level of version 4.1, this document brings a series of logical and functional changes that come in support of the needs of users.

From the functional point of view and considering the application's layout, the new system will have to meet as much as possible the functional structure of todays interfaces (version 4.1). This approach comes as a result of the request of the users and beneficiaries of the system to not change visually the way the system currently operates, considering the reluctant character of the users to adapt to a change in this regard.

The present document describes the detailed functional requirements of the system-at the level of menus/submenus/interfaces, but also of the web portal specific to each instance and to the specific requirements for publication of information and communication with citizens. The document also includes requirements for securing your system and the data managed by it.

1.1 General logical and functional considerations

The Integrated Case Management System aims to preserve the functional features of version 4.1 and to add a series of logical and functional changes according to the requirements of the users.

Central management of files

At the moment, the Integrated Case Management System is based on a logical architecture that implies the existence of a database and an application server for each court. But this approach generates both system performance issues and difficulty in managing its technique.

Therefore, the new Integrated Case Management System must be implemented considering the unification of courts in a single application that communicates with a central database. Thus, courts will connect to the same database but will have access to different information, specific to each instance.

All types of Courts (Courts, Courts of appeal, Supreme Court of Justice) must access the same application, following that the differentiation between the functional specifics of each type of court shall be made by the application depending on the user who is connecting (for example, if the user is from the Supreme Court of Justice, the system must display the specific interface for this institution).

The new Integrated Case Management System must implement a way to manage files on the basis of an unique number of the file that shall be kept throughout the entire lifecycle of a file (from its registration in the first instance court, to the Court of appeals and, further on, to the Supreme Court of Justice). The files must receive a second identification number that is unique to the instance level. Thus, upon creating a file, it will receive the following identification numbers:

- a central unique identification number-it will not be visible in the interface and will allow the tracking of a file in all the courts it passes throughout its existence

- an unique instance level identification number – it will be visible in the interface and in all documents generated on the basis of that file and will allow the retrieval of all the actions that took place over the file in question, in a particular instance.

  If the file is transferred to another instance, the system must allow the generation of another unique number for the instance where it was transferred and to associate this number with the central unique number of identification.

  The central unique number must allow, in the end, the retrieval of all actions carried out in the framework of that file on the basis of local unique numbers created by courts where the file has been.

By the existence of a central database for the actions of transfer of a file, the system does not need to make a copy of the records in the court that takes on the file (as it presently happens)

but only to give access to the Court where it was transferred to the area of the database in which that file was registered.

After the transfer to another court, that file will receive another unique number for the instance where it was transferred and any changes that will be made to it (for example, adding documents, change of status) will be viewed by the Court where the file was transferred so that becomes possible to permanently track a file after it has been transferred.

Upon receiving a file, a court must be able to view the form in which the file was transferred (with the initial court number), but also the current form after internal registration of the file (with the number from that Court).

Also, after having transferred a file to another court, the Court that has initially created the file must be able to view both the created file and the files created by transfer to the following courts (with specific numbers of the concerned courts).

For example, if a first instance transfers a file for appeal to the Court of appeal and then for second appeal to the Supreme Court of Justice, the first instance must have the possibility, via "General data" interface from the file/application regime, to view all the information for the file transferred in both hierarchically superior courts (on the basis of the identification numbers created at the level of these instances).

Note:

Alternatively, the file management can be implemented in the other way around considering the central unique identification number visible in the interface and in all the documents generated based on that file and the unique identification number at the instance level invisible in the interface and used only for internal management actions on a file in a court.

Interoperability with other IT systems

The new ICMS system should be able to interoperate and exchange data with other IT systems which belong to partner institutions such as:

- e-Procuratura;
- e-Executare;
- e-Probatiune;
- e-Penitenciar;
- other systems considered to be necessary at the implementation of the new ICMS

Also, the new ICMS should be integrated with the MPay system through which the citizens will be able to pay the state tax. The system should be capable to verify automatically the payment through MPay and to verify whether the unique number of the receipt issued by

MPay has been already used for another payment. If the receipt is found as being used, the new ICMS should not register the state tax as paid.

The functional and technical specifications for the interconnection with these systems will be analyzed and defined at the implementation of the new ICMS.

Electronic signature

The new Integrated Case Management System must enable working with electronic signatures based on qualified certificates in activities of courts in order to substitute holographic signatures.

Although at the present time, work regulations and legislation in this field do not provide that holographic signatures can be substituted with electronic signature, this capability must be taken into consideration and must be prepared for when this will be possible.

Electronic registers

At the moment, the work regulations of the court system provide for the use of physical registers in administrative and court activities.

In order to increase the efficiency of these activities, the new Integrated Case Management System must enable the implementation of electronic records that works together with the electronic signature.

The functional and technical specifications for the interconnection with these systems will be analyzed and defined at the implementation of the new ICMS.

Application layout

As a result of the request of the recipients and users of the system, the new ICMS will have to observe as much as possible, the presentation of the present application (version 4.1).

This means that the structure of the pages and the user interface should be similar to the existent one by placing, as much as possible, the menus, buttons and information presented to users in the same area and in a visual format similar to that of the present.

2. FUNCTIONAL MODULES OF ICMS

The system will have the following functional modules arranged in the form of menus in the main interface:

- "**Applications**"- the group of menus and functionalities for registering and managing actions and documents on the applications registered in the program;
- "**Files**" - the group of menus and functionalities for registering and managing actions and documents on the files registered in the program;
- **„Calendar"** – court activity agenda;
- **"The assignment of cases"**- the group of menus and functionalities for the assignment of cases recorded in the program;
- "**Administration**"-the group of menus and functionalities for the administration of the program;
- **„Settings"** – the group of menus and functionalities for the setting of the program;
- **„My Notifications"** – advanced notifications system;
- **„Records"** – the entry and exit registry of documents;
- **„Performance measurement"** –module for measuring the performance of courts;
- **„Statistics reporting"** – statistics reporting module;
- **„Online support"** – the user's guide.

2.1 SUMMONS

The system must allow the registration and management of summons.

Thus, the menu of the system that will manage the summons will be structured in two levels as follows:

- Main menu-which will include functional areas for managing summons at the overall level
- Secondary menu ("application regime")-which will include functional areas for registering and managing information related to an application

The main menu corresponding to summons should include the following functional buttons:

- Application registration – civil file
- My applications
- All applications
- Received applications
- Connecting applications
- Transferring applications
- Archiving
- Challenged applications
- Resolutions publication

The secondary menu (hereinafter referred to as "application regime") must include all functional areas for managing information from an application.

The menu should be displayed on the left side of the interface with the initiating stage of registration of an application and will include the following functional areas:

- **"General data"-** must allow registration, editing and listing information from an application;
- **"Participants in the proceedings"-** must allow registration, editing and listing information about the participants in the proceedings;
- **"Documents"-** must allow registration, editing and listing of documents in an application;
- **"Registration"-** must allow registration of the application and the summary viewing of all the information of registration of the application;
- **"The assignment of cases"-** must allow viewing of the information about the assignment of the application of the user of the program that has the role of "Judge";

- **"Acceptance into proceedings" -** must allow the modification of the status of the application (will be permitted to the program user with the role of "Judge");
- **"Adjournments" -** must allow saving and viewing of information about adjournments on an application. Users with the role of "Judge" must be allowed the operation to amend the status of the application;
- **"Resolutions"-** must allow the adding, listing, viewing, deleting, or editing of the prepared resolutions;
- **"Recusations/Abstentions "-** must allow the registration, editing, viewing and listing of the applications for recusation/abstention;
- **"The summary of the application"-**must allow the viewing of the summary of the application which must contain all the information relating to an application;
- **"Sheet of actions"-** must allow the listing of actions carried out at a specific application;
- **"Remedies of law"-** must allow adding, editing, viewing and listing applications for appeal/second appeal saved in the application;
- **"Measures to ensure the action"-** must allow the registration of information concerning measures to ensure the action received on request.
- **"Withdrawal of application" -** must allow the registration of information relating to the withdrawal of summons;
- **"Information about transfer"** - must allow the registration of information relating to the transfer of the file to another court.

The system must allow via main menu "Applications" the registration of new applications into the database.

Note:

Summons is assigned randomly to the judges. The judge examines the summons. After the judge accepted the summons into the procedure, the application is registered as file and it is assigned to the same judge. If the judge decides to return or to refuse acceptance of the application into procedure, the application will be assigned the status of returned or refused.

Once entered into the system, the application will receive an automatic identification code, unique throughout the database. It will not be viewed by users. Besides the automatic unique identification code, the application will automatically receive an automatic number specific to the instance, which will be visible to users. All later versions of the application or file that derive from this first application will receive this unique identification code, which will not be visible in the interface. The number specific to the instance will be taken on in the file only in the stage where an application becomes a file within the same courts. In the remaining stages,

when the application will be transferred to other courts, it will automatically receive another unique number specific to the instance.

The program user with the role of "**Common Room Specialist**" must have the right to access the corresponding menu and to open the interface for the registration of the application. In this section the system must allow the registration of summons for civil files-index 2, 2i, 2c, 2p/o, 3.

2.1.1 The registration of the application

2.1.1.1 The registration of general data

The initial registration stage of a new application consists of filling out the options in the side menu "General data", by which the system will generate an interface that will allow for the completion of the following fields:

- "**Application Type**" - this field will be automatically generated, containing the information "Civil"
- "**The automatic number of the application**"-this is the automatic specific to the instance. The automatic number of the summons must be generated automatically by ICMS formatted II-NNNN-ZZLLAAAA, where:
  - II –numeric field that represents the identifier of the Court composed of the last 2 digits of the tax code
  - NNNN –is a number generated automatically by the system. The numeric field that displays this automatic number must not be editable.
  - ZZLLAAAA –calendar date type field which will contain day, month and year of registration.
- "**Examination procedure**" represents the type of examination of summons and must be chosen from a predefined list according to the table below:

First instance	**Court of Appeal**
Civil File • First Instance • Ordinance procedure • Contentious administrative matters	Civil File • First Instance

- **"The application index (file index)"-** the list of indices of the application must be generated depending on the type of examination. The index will be chosen from a predefined list according to the table below

First instance		
Application type	Examination type	Application Index
Civil	First instance	2, 2c. 2i
	Ordinance procedure	2p/o
	Contentious administrative matters	3
Court of Appeal		
Civil	First instance	2, 2c. 2i, 2i, 3

Note:

The final lists with "application examination types", "indices" will be defined and approved by the Superior Council of Magistracy. The system must allow the managing and configuring of these lists via the interface, by authorized users.

- "**Confidential data**"- it must be a check box type field (check box). Ticking this box will cause the limitation of access of the system users for that respective application only to the judge and his team;
- "**Reviewed by the same judge/panel**:"- this button will be displayed automatically only when the index specific to the application for insolvency or the "review" examination procedure is selected. There must be a check box type field (check box). Ticking this box will cause the activation of a field that will contain a number of "File from ICMS":

  "**File from ICMS" -** this must be a field that is activated only when the option "Examined by the same judge/panel" is checked. By clicking on a search button, a list loaded from the program ICMS must be displayed, with the numbers and names of the files previously examined by the same judge-rapporteur and the user can select from the same list. After selecting, the file number should appear in the corresponding field.
- "**The application submitted by**"- this must be an option to allow the indication/the selection of the party that submitted the summons, from a list with the following options:
  - Persons who did not participate in the trial
  - Attorney General
  - The parties and other participants in the trial
- "**Main category"-** related to this field, the system must allow the selection of the main category from a predefined list of categories for civil applications.

  For an easier browsing of information about the categories, this list should be displayed in a separate interface from the main one.

  Upon browsing the category in the list, it should be provided the opportunity to filter the list by typing some keywords in a *Search* field which will allow the display of only the categories that include those words/parts of them. To select the category, the interface must include two specific buttons as follows:
  - "Choose" - for loading the selected category in the form "General data";
  - "Cancel" - for closing the categories list interface and return to the form "General Data";

  The possibility of amending the main category after the selection must be available, if the user wishes so.

The system must allow the displaying of the main category selected in the "General Data" interface next to the "Category" field.

According to *The Regulation on the establishment of degrees of complexity of unique national civil, criminal, judicial and contravention trials, approved by the CSM Decision No. 165/6 of 18.02.2014*, in the categories list, the system must display in parentheses the degree of complexity in each specific category.

- **"Secondary Categories"** -related to this field, similar to the main category, the system should allow the selection of secondary categories from the list of specific categories of civil applications.

  The system must open the same separate interface that will display specific categories of civil applications.

  The system must allow for a multiple choice selection of several secondary categories for a main category. The selections must be modifiable, repeated and/or canceled.

  For better efficiency in the selection of categories, the system must allow a temporary selection in the same interface in which the list of categories is displayed through a drag and drop procedure, and as a result, the selection to be completed through a specific "Complete Selection " button in the interface or be canceled by a "Cancel" button. Clicking "Cancel" will close the interface with the list of categories and will redirect the user in the form "General data".

  The system must allow the user to modify the selection even after pressing the "Selection Complete" button. Thus, in the "General Data" interface, when pressing the button which generates the list of categories, the user must be able to visualize the selection made and to make changes on it.

  The system must allow the displaying of the categories selected in the "General data" interface next to the "Secondary Categories" field.

  The system must always ensure that the main category has the highest complexity.

  Therefore, if one of the secondary categories selected has greater complexity than the one selected as the main category, then that category will replace the main category, in consequence it will automatically enter in the selection of secondary categories.

- **"The essence of the case"** - text field into which the user will write the statement for the essence of the summons. This field must have mandatory status. Thus, if it is not filled out, the system must not save the summon and will show a warning message like: “Please insert the essence of the case”

- **"Volume"** - numeric field with integer values, value that should be inserted by the user and represents the number of application volumes at the time of registration in the program.
- „**Annex"-**related to this field, the system will allow the selection/filling out of the application annexes.

  Thus, the system will allow the selection of the document type annexes from a drop down list specific to the civil application that will contain the most common types of documents.

  The system must allow the selection of multiple attachments. Therefore, for this field there must be an "Add" button that allows the adding of additional attachments.

  For cases in which the required annexes that need to be added on request are not predefined in the drop down list, the system will include an additional text field next to the "Annex" field where the user enters manually the required Annex.

  The interface must permanently display the selected/filled annexes so that the user knows at all times the stage of its selection.

- **"State tax"** - related to this field, the system must display two secondary fields in the form of:
  - **"Fee payment"** - numeric field with two decimals, where the payment amount will be entered in MDL according to legislation in force
  - **„Fee paid"–**numeric field with two decimals, where the payment amount will be entered in MDL according to legislation in force
- **"Exemptions"** - for this field, the system must allow the selection from a drop down list of predefined type of exemption applied to the civil registration of the application in accordance with the legislation in force. Drop down list will include the following options:
  - Exemption;
  - Payment schedule file;
  - Payment deferment system.
- **"Comments"** - text field where the introduction of relevant information with regard to the registered request will be permitted.

Note:

The new ICMS should be integrated with the MPay system through which the citizens will be able to pay the state tax. The system should be capable to verify automatically the payment through MPay and to verify whether the unique number of the receipt issued by MPay has

been already used for another payment. If the receipt is found as being used, the new ICMS should not register the state tax as paid.

The interface corresponding to the form "General Date" must include a save button which will save the inserted data, and a button that will re-initialize the data entry form.

After transferring an application to another court, the Court that created the initial application must be able to visualize in the interface "General data" the application created and the applications created by the transfer in the following courts (with concerned courts specific numbers).

For example, if a Court of The First Instance will transfer an application to the Court of Appeal and then to the Supreme Court of Justice, the Court of The First Instance must have the possibility via the "General Data" interface from the application to visualize all the information about the file transferred to both hierarchically superior courts (on the basis of identification numbers created at such courts).

Note:

The final lists with "parties", "categories", "attachments" and "exemptions" will be defined and approved by the Superior Council of Magistracy. The system must allow the management and the configuration of these lists via the interface, by authorized users.

Note:

The final lists with "application review types" and "index" will be defined and approved by the Superior Council of Magistracy. The system must allow the management and the configuration of these lists via the interface, by authorized users.

2.1.1.2 The registration of participants in the trial

By accessing the side menu option "Participants in the trial", the system must display in a user interface the list of registered participants (at the top) and a form that allows the registration of participants (at the bottom).

List of participants

The system must allow the displaying of participants who were registered in the system in a list at the top of the interface "Participants in the trial" which will include the following information about the participants in the trial:

- Full name
- Date of birth
- Address
- Legal standing
- Date of registration

For each participant displayed in the list, the system will include the side buttons for:

- View information about the participant - system will load the participant specific data in the form displayed in the bottom of the interface - no possibility of editing;
- Edit the participant data - system will load the participant specific data in the form displayed in the bottom of the interface - data can be edited;
- Delete the participant;

All the names of the fields, including the 3 buttons will be displayed in the top of the table.

When the list of participants will be accessed, the system will display the list sorted chronologically backwards, with the most recent participants at the top according to "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of participants to be displayed in the list (through a type of field such as "No. of participants listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Registration form of the participants

The system will be equipped with a button named "Add", which when accessed, must activate the fields required to fill out, with the necessary information of the participants. After saving the information regarding the participants, they will also go in the list presented above.

The system must provide an introduction screen to General data about the participants in the trial, which will include the following fields:

- The system will allow the selection via the two "radio buttons" to one of the following options:
  - Natural person
  - Legal person
- The default drop down list to select an option with reference to **"The Legal Standing"** of the participant:
  - Court of The First Instance civil application - Plaintiff, Defendant, Lender, Debtor, Applicant, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;
  - Court of Appeal civil application - Plaintiff, Defendant, Lender, Debtor, Applicant, Co-Plaintiff, Litigator, Co-Defendant, Plaintiff in Appeal, Plaintiff-Defendant, Claimant, Respondent, Prosecutor, Public Authority, Representative, Legal Representative, Witness, Expert, Specialist, Lawyer, Translator, Exponent, Main Intervener, Secondary Intervener, Interested Party, Other;
- For a **Natural Person** the system allows placing the following personal data:
  - Tax code – IDNP it will be able to enter the 13 digits identification number which will be filled if exists in the application
  - Last Name, First name, Patronymic
  - Date of birth
  - Gender - M/F.
- For a **Legal Person** the system allows placing the following personal data:
  - Tax code - IDNO it will be able to enter the Legal Person tax code number which will be filled if exists in the application
  - Name - It will enable the insertion of the name of the Legal Person
  - Contact - it will enable the insertion of the name of the contact person.
- **"Free Legal Counsel"** - checkbox that through its checkmark will specify whether the participant benefits from free legal assistance or not. This information should be saved for each participant, and then processed and generated in a general statistics report – Free Legal Counsel.
- „**Foreigner**" – checkbox that through its checkmark will specify whether the participant is a foreign citizen or not.
- „**Contact Address**": fields for entering a contact address, where you will write the following information: District-will be able to be chosen from a predefined dropdown; Town/Village - will be able to be chosen from a predefined dropdown; House; Building;

Apartment; Telephone; Mobile phone; Email - numeric or alphanumeric fields; Additional address.

- **"Occupational Status"** - will be able to be selected from a drop down list containing the pre-defined following options: Employee; Business owner; Self-employed in non-agricultural activities; Self-employed in agricultural activities; Unremunerated family assistance; Member of a cooperative; Unemployed; Person capable of work, without occupation; Pupil/Student; Retired.
- „**Education**" - option that can be selected from a drop down list with the following options: Primary; Secondary Incomplete; Secondary vocational training; specialized secondary education; Higher education.
- **"Work place"** - text field where the name of the Organization where the participant to trial is currently employed will be entered.
- „**Title**"- text field where you can enter the title of the employee's job description.
- „**Comments**" - text field where you can enter additional information about the participants.

Note:

The final lists with "the legal standing of the trial participant", "district", "city/village", "occupational status", "education" will be defined and approved by the Superior Council of Magistracy. The system must allow the managing and configuring of these lists via the interface, by authorized users.

The interface corresponding to the form "Participants in the trial" must include a save button which will save the inserted data and will display a confirmation message of this saving, a cancellation that will reinitialize the registration form of the participant in the trial, as well as a button for adding another participant to the trial by applying the procedure described above.

Searching for participants in the database

Explanation note: Information data of the registered participants upon request is saved in the ICMS database.

The system must allow a participant to search the database via a button next to the "Participant" section. The system will open a new window with the following search criteria:

- "**Last Name**" – text field
- "**First Name"** – text field
- "**Tax code**" – numeric field
- "**Year of birth**" – numeric field

as well as two buttons:

- Search - performs search based on the criteria set out
- Cancel - cancel criteria introduced, namely the results displayed in the list if a search in advance has been carried out.

Search form has to be integrated into the same interface in which you will be displayed the list of participants searched as such:

- the list of participants will be displayed at the top of the interface
- the search form will be displayed at the bottom of the interface.

List of participants found in the entered criteria must contain the following types of information:

- Full name
- Tax code
- Date of birth
- Address

For each participant displayed in the list, the system will include a specific button on the side that will allow direct uploading of the information in the registration form of the participants:

The system must allow the selection from the interface of the number of results displayed in the list (through a type of field such as "No. of results listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

If it was found, the corresponding data must be able to be loaded into the main interface.

The system must initiate the search in the specific search category, for example will search for a participant entered for a civil claim within the database of civil applications.

After selecting the participant, in the "Participants" main menu – the system must allow through the three specific buttons actions like (also shown in the previous section):

- Viewing information about the participant to the trial;
- Editing the participant to the trial data;
- Deleting the participant to the trial data.

After making changes to the registration data of the participants in the trial, the system must allow saving or cancelling such information by placing in the second interface specific buttons for save or cancel.

2.1.1.3 The registration of documents to the application

Explanatory note:

Required „Documents" regime represents a stage of registration of the summons after "General data" and "Participants in the trial" and contains general data about the application documents.

By accessing the side menu option "Documents", the system must display in the interface both the list of registered documents (at the top) as well as the form which allows uploading of the documents (at the bottom).

Documents list

The system must allow the display of documents that have been registered in the system in a list at the top of the "Documents" interface that will include the following information about the documents:

- File name
- Document name
- Essence
- Author
- Date of registration
- Type of content (type of file – for example, pdf)
- File size

For each document displayed in the list, the system will include specific side buttons for:

- Opening the document - system allows opening the attached file;
- Viewing information about the document - system will load the document specific data in the form displayed at the bottom of the interface - no possibility of editing;
- Editing information about the document - system will load the document specific data in the form displayed at the bottom of the interface – with possibility of editing;
- Deleting the document;

The system must allow the selection from the interface of the number of documents to be displayed in the list (through a type of field such as "No. of documents listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page

The top of the table will contain the name of each section, including the buttons.

When the section will be accessed, the system must display the document list sorted chronologically in reverse, with the most recent documents at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Uploading documents form

Through an "Add" button, it will activate the required fields for adding a new document. The uploading documents form must contain the following fields:

- "**File**" **-** the system will place next to this field a "Choose file" button required to upload a file from the user's workstation.

  Subsequently to uploading the file, the system must display a message next to the "Choose file" button confirming that a file has been uploaded.

  The system must not allow uploading more than one file at the same time.

  The system must allow overwriting the uploaded document, if subsequent to its upload; the user will upload another document.
- **„Document name"-** text field that allows inserting the document name.
- **„Essence"-** text field that allows the insertion of the essence of the document.
- **„Author" -** text field in which the system will automatically insert the name of the user who registered the document.
- **„Registered at:" -** calendar type field that allows the selection of the registration date of the document in the system.

  By default, the system will assign the current date to this field with the possibility of its modification by the user.
- **„Preparation date:"-** calendar type field that allows you to select the date of the document preparation (date on which the document was issued).
- **„Registration number" -** text field that allows the insertion of the registration number of the document.
- **"Issuing Body" -** the text field that allows the insertion of the issuing body of the document.
- **"The Source Registration Number"-**text field that allows the indication of the source registration number.
- **„Language"-** the default drop down list that will include the languages used in the attached document to the file that will have the following options:
  - English
  - Romanian
  - Russian

- **"Internal ledger number"-** value corresponding to this field must be unique for each document and must be inserted automatically by the system when saving the document.
- **"System generated document"-** checkbox type field will be filled in automatically by the system if the document is generated by the system**.**

  Otherwise, the option must remain unchecked, and the user must not have the possibility to check it.

  This field is designed for viewing documents action that will provide the user with information about the nature of the document (if it has been automatically generated by the system).

At the end of the filling in this information, the system must allow saving or cancelling the registration of the document by placing in the interface two specific buttons.

The system must send in the "Documents" section, documents such as "court documents", "citations/acknowledgment letters", "court decisions", "statements of facts", "forwarding letters" generated by the system.

2.1.1.4 Registration

Explanatory note:

The last stage of registration of the summons is the "Registration" of the application through which the system must allow the viewing of the summary of all the information related to the registration of the application.

By accessing the side menu "Registration" option, the system must display in a user interface the summarized data entered as part of the previous stages.

Therefore, the „Registration" interface must include the following fields:

- Date of application entry in the court – calendar type field in which the user will mandatory select the date of application entry in the court as per the Applications Input Register, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the applications to be recorded in ICMS and to ensure that the chancellery specialists will conscientiously perform their duty to record the application within 24 hours since their entry in the court.
- Date of registration - calendar type field in which the date of registration will be selected.
- Name of application - The system must allow the automatic creation of the name of the application from the first and last name of the participants in the trial with the following legal standing for civil applications/files

- Plaintiff vs. Defendant;
- Lender vs. Debtor;
- Petitioner vs. Interested Party;

If the application has multiple participants with the legal standings mentioned above, the system will automatically retrieve in the application name the first participant registered with that legal standing.

The system must however allow the editing of the text inserted automatically in the „Name of application" field if the user wants to establish a more concrete name of the application.

The "Registration" interface must display below the two fields mentioned above a summary of the information registered with the application under the form of a table as follows:

- General data
- Participants
- Documents

ICMS must allow automatic assignment of the "Application Number" for each application (the system will automatically display the number specific to the Court).

To complete the process of registration of the summons the system allows saving the application by placing a specific "Save" button on the screen, and after clicking it, ICMS must automatically generate the application number in the II-NNNN- ZZLLAAAA format, in a field that will not be editable and will have the following components:

- II – Court identification consisting of the last 2 digits of the tax code.
- NNNN – the number automatically generated by the system
- ZZLLAAAA – day, month and year of registration.

The system will generate a confirmation message when the assignment is done.

For every summons registered ICMS will need to generate the following documents accompanying the applications:

- "Registration Confirmation "- will have to confirm the registration of the summons and shall indicate the application number (automatically, specific to the Court), date of registration and the date of assignment of the summons for examination by the judge. By clicking on a button with the name "Registration Confirmation" it must be able to view and/or print the registration confirmation of the application.

The Court of Appeal Chisinau
4 Teilor

Confirmation of summons

It is hereby confirmed that within the Court of Appeal Chisinau, on date 28.08.2015, time 14:36, the registration of summons no. *02-174-28082015* was performed with referral **Plaintiff 48 vs. Defendant 48**, which has been assigned for examination to Judge Nina Vascan.

Specialist: - -
Signature

- "Delivery Slip" will contain information on general data and participants in the trial. By clicking on a button with the name "Delivery Slip" it must be able to view and/or print the sheet accompanying the application.

- "Record Sheet" – will contain information about the general data of the application: name, participants, the rapporteur judge, and other.

The interface must contain for each document accompanying the application a button for viewing and/or printing.

The system must provide automatic filling in of the information related to the application, but which will be generated in other courts. The information in each phase must also be generated in the Record Sheet automatically when the round ends.

The name of the file in which the statistics Record Sheet is generated must also contain the application number.

The statistics record sheet must follow the guidelines set in the image below:

Statistics Record Sheet of the Civil Application

Ionache Ion Ion		
Court of the First Instance: District Court Botanica Chisinau City	**Date of registration: 06.11.2015**	
Case number: 12-3515-06112015		
Judge rapporteur: **Judge: Silivestru Ecaterina**		
Participants in the trial: Plaintiff Ionache Ion		
Main category of the case: A. 1.8. – Parenting rights deprivation		
Secondary category of the case: A. 1.8.1. – Legal action regarding adoption of the children, A 1.11 Litigation regarding the dwelling area which belongs to CCL and mortgaged. A. 1.10.1 Lawsuit regarding eviction out of the state dwelling space with the approval of a different dwelling area, A. 1.9. Petition regarding adoption approval.		
Received file: Parties and other participants in the trial	**Petition submitted by: Parties and other participants in the trial**	
State tax: 20.00 MDL Lei	**Exemptions: Exemption**	**Old: 1**
Adjourned:	**Resumed: -**	**Examination procedure interval: 1 days**
Date of case revision: 15-04—06.11.2015	**Complexity: 9.86**	
Examination result:		
Executed:	**Archived:**	
Outbound –to-		
Court of Appeal:	**Date of registration:**	
Case number:		
Judge rapporteur: **Judge:**		
Plaintiff in Appeal:		
Assigned case:	**Request filed by:**	
State tax: - MDL	**Exemptions:**	**Old:**
Adjourned:	**Resumed:**	**Examination procedure interval: - days**
Date of case revision:	**Complexity:**	
Examination result:		
Outbound –to-		
Court of Appeal:	**Date of registration:**	
Case number:		
Judge rapporteur: **Judge:**		
Remittent:		
Date of case revision: **Examination result:** **Outbound –to-**	**Complexity:**	

The right of access to perform actions of registration of applications within the program must be assigned to the ICMS users that fulfill the role of „Common Room Chief" and „Common Room Specialist".

Applications registration filter

The system will identify if there are situations in which the same plaintiffs have filed several simultaneous applications between the same parties concerning the same object and the same grounds.

To that effect, ICMS must contain a verification filter of the following information stored in the summons:

- Examination procedure,
- Index,
- Main category;
- Participants in trial.

The system will notify the judge if it will identify a duplicate, but applications will register.

The program's interface must allow when using the button to save a application to make the above verification, and if the application/s already exists in the ICMS database that contain the same data, it must activate two buttons to allow the following operations:

- cancellation of registration along the summons assignment. In this case, ICMS will assign the status of "Duplicate" to the summons.
- allow registration of the summons in the ICMS database and the random-automatic distribution of the summons to the judge.

Following that, ICMS still must allow the activation of the following flow of operations:

- Application assignment;
- Acceptance into the procedure;
- Adjournments;
- Resolutions;
- Recusations/Abstentions;
- Application summary;
- Sheet of actions;

- Remedies at law;
- Measures to ensure the legal steps;
- Application withdrawal;
- Transfer information.

2.1.2 Application management

The system must allow the management of actions on a file by means of the specific functional areas of the lateral menu "file regime" as follows:

- **"Assignment of applications"-** must allow the viewing of the information concerning the assignment of applications of the program user who has the role of "Judge";
- **"Acceptance into procedure" -** must allow the modification of the status of the application (it will be permitted to the program user with the role of "Judge");
- **"Adjournments"-** must allow saving and viewing of the information concerning adjournments on an application. Users with the role of "Judge" must be allowed the operation to amend the status of the application;
- **"Resolutions"-** must allow adding, listing, viewing, deleting, or editing of the prepared resolutions;
- **"Recusations/Abstentions"-** must allow the registration, editing, viewing and listing of the applications for objection/obtaining;
- **"Application summary"-** must allow the viewing of the summary of the application that must contain all the information particular to an application;
- **"Sheet of actions" -** must allow the listing of actions carried out at a specific application;
- **"Remedies at law"-** must allow adding, editing, viewing and listing of applications for appeal/ second appeal saved in the application;
- **"Measures to ensure the action"-** must allow the registration of information concerning measures to ensure the action received on request.
- **"Application withdrawal" -** must allow the registration of information relating to the withdrawal of summons;
- **"Transfer information"** - must allow the registration of information relating to the transfer of the file to another court.

2.1.2.1 Assignment of cases

Explanatory note:

After an application is registered the system must allow its automatic-random distribution.

Corresponding to button "Assignment of cases" from application regime, the system must display an interface with the application's distribution history. The system must allow the display of information in the form of a list with the following columns of information:

- "Assignment Date"- the date of assignment of the application to the judge;
- „The date of the repeated assignment" - the date on which the application is reassigned to another judge;
- "The judge"- the name and first name of the Judge who was randomly-automatically selected by ICMS to examine the application;
- "Rapporteur"- check box to indicate if the selected "Judge" will have the function of Rapporteur within the Panel of judges which examines the given application;
- "President"-check box to indicate if the "Judge" will also be selected as President within the Panel of judges which examines the given application;
- "Motif" – the reason behind the reassignment of the application to another Judge.

Within the same interface, the system must allow, by placing an "Application assignment sheet" type button, the generating of the Application assignment sheet in pdf format that will contain the name of the application and information about the way for assigning the application with indication of the number of the application (the automatic one, specific to the instance), the instance where it was registered, the date of registration, the time of registration (date of assignment, time of assignment), the name of the judge to whom it was assigned and the constituent of the panel of judges (date and motif for the repeated assignment).

Also, for each application displayed in the list, the system must include specific buttons for viewing and/or printing the confirmation of the automatic-random assignment of the summons. The image below shows a model of an "Application assignment sheet".

The Court of Appeal Chisinau
4 Teilor

Summons assignment sheet

It is, hereby, confirmed that summons **Cioban Vasile Pavel vs Grosu Agnesa Tudor**, registered with the Court of Appeal Chisinau with electronic number 2-87657-17112014 on date *17.11.2014 09:40:18* time *17.11.2014 09:40:18,* was automatically-randomly assigned to judge **Claudia Danii**.

Specialist: Munteanu Vasile

Signature:

2.1.2.2 Acceptance into procedure

Explanatory note:

After a summons was registered in the system and the program made the automatic-random assignment thereof to a judge, he will be able to examine the assigned summons, and his team (the Judicial assistant) will carry out actions for acceptance into procedure of the assigned application.

Along with the assignment of the application, the system should be able to transmit a notice to the judge to whom the application was assigned.

The system must allow the judge to whom the application was assigned to visualize in the system menu, "My notifications", the notification about the assignment of the application such as: "You were assigned for examining the application No. (application number-which will be generated in the form of a link to the application registered in the system). "

The system must allow the judge to whom the application was assigned to open the application directly from the notification message which will contain a link to this application. By clicking on the link, the system must allow redirecting the judge in the "General data" menu from the application regime to view information about that application.

The system must allow program users who have the role of "Judge" or "Judicial Assistant" to access the application that they select for "Acceptance into procedure" and also to change the status of the application. This interface contains the following fields:

- "**Accepted into procedure**" - by ticking this check-box, the program user must determine the activation of a calendar type field for the indication of the date of receipt for examination;

  After saving the acceptance into procedure of the application, it must receive the status "Examination".

- **"Change of venue"** – by ticking this check-box, the program user must determine the activation of the following:
  - „**Date**" - calendar type field that indicates the date of the change of venue.
  - „**Article** - selecting from a predefined drop down list of the article based on which the application is object to the change of venue
  - „**Grounds**"- text field in which you will be able to write additional information regarding the shown article
  - "C**ourt**" - selecting from a drop down list the name of the court where the application changes venue.

If the Change of venue option is checked, the system must allow for the application to receive the status of - Change of venue, and in the sheet of actions this action must be immediately reflected in the form of "Application No. XXX"

Note:

Up until the change of venue is approved, the application will remain with the status "Upward from examination."

- „**Not carried forward**" – by ticking this check-box, the program user must determine the activation of the following:
  - „**Date**" - calendar type field that indicates the date
  - „**Article** - selecting from a predefined drop down list of the article based on which the summons is being carried forward
  - „**Grounds**"- text field in which you will be able to write additional information regarding the shown article

  After saving the ticking on the option "not carried forward", the application must receive the status "Not carried forward."

- „**Rejected**" – by ticking this check-box, the program user must determine the activation of the following:
  - „**Date**" - calendar type field that indicates the date
  - „**Article**" - selecting from a predefined drop down list of the article based on which the judge denies the acceptance of the summons
  - „**Grounds**"- text field in which you will be able to write additional information regarding the shown article

After saving the ticking on the option "rejected", the application must receive the status "Rejected".

- „**Returned**" – by ticking this check-box, the program user must determine the activation of the following:
  - „**Date**" - calendar type field that indicates the date
  - „**Article**" - selecting from a predefined drop down list of the article based on which the judge returns the summons
  - „**Grounds**"- text field in which you will be able to write additional information regarding the shown article

  After saving the ticking on the option "returned", the application must receive the status "Returned".

Note:

The system allows the defining and editing of the drop-down lists relating to the articles based on which the status of applications changes.

At the end of filling in this information, the system must allow saving by means of a „Save" button, which by being pushed, will save the inserted information. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include a "Cancel" type button in the interface that cancels all selections made by the user in the interface.

After saving the information, the system will open a new dialog window that will show to the user a confirmation message of the form "Application status was changed" that will include a button such as "Ok" for closing the window.

Depending on the status that the user selects and saves on this interface, ICMS must achieve as follows:

- If the user checks the option "Accepted into procedure", the program must generate a file that is saved in the list of files of the same judge and that has the status of "Examination".
- If the user checks the option "Not carried forward," "Rejected" and "Returned", the application must obtain an adequate status without creating a new file in the ICMS database.

The system will generate a history of the application in this section, under the borders described above, which will contain the actions that the application has been through (accepted into procedure / returned / not carried forward /rejected/change of venue). All history will be shown in a single border, in the form of a list. The historic border will not be editable and will encompass the following fields (columns) with information generated automatically based on the actions from menu, "Acceptance into procedure":

- Action type (returned/ rejected/ not carried forward/ accepted into procedure)
- User name
- Action date
- Article (where applicable)
- Grounds (where applicable)

When the section will be accessed, the system must display the list of actions sorted chronologically in reverse, with the most recent documents at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a

click on the head of the table in any of the headings.

Note:

ICMS must generate an error message if the user tries to save a date change foe the application status in the regime "Acceptance into procedure" previous to the date of assignment of the application.

If the acceptance into procedure of the application is saved, the system must make active the following options from the application regime:

- **„Court sessions",**
- **„Subpoenas",**
- **„Statements of facts",**
- **„Resolutions",**
- **„Recusations/Abstentions",**
- **„Decisions".**

2.1.2.3 Adjournments

The system must allow that with the automatic assignment of an application and with the registration of the status as "Assigned", the activation of the "Adjournments" menu from the application regime together with the documentation functionalities of adjournments on that application, with an interface that allows the following operations on the basis of the selected application:

- „Adjourned trial" – by ticking this check-box, the program user must determine the activation of the following:
  - „Date" - calendar type field that indicates the date of adjournment of the application.
  - „Article - selecting from a predefined drop down list of the article based on which the application is adjourned
  - „Grounds"- text field in which you will be able to write additional information regarding the shown article

- „Upward from examination" – by ticking this check-box, the program user must determine the activation of the following:
  - „Date" - calendar type field that indicates the date of lifting the summons from examination
  - „„Grounds"- text field in which you will be able to write additional information regarding the lifting of the summons from examination

When "Upward from examination" is checked – the application must receive the status " Upward from examination". The period spent in this status should not be taken into consideration during the examination period.

- „Resumption of trial" – the system must allow, by ticking this check box, the introduction of the date of the resumption of the trial, and after saving the change, an adjourned process is to be resumed.

  The system must allow the use of the field "Resumption of trial" only if previously the application was adjourned. Otherwise, this field should be set to inactive.

To complete this step, the system must include a "Save" type push button in the interface to save the entered information. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must include also a "Cancel" type button in the interface to cancel all selections made by the user in the interface.

After saving the information, the system will open a new dialog window that will show the user a confirmation message of the form "Application status was changed" that will include a button such as "Ok" for closing the window.

The system must allow for the corresponding application, if data about an adjourned trial is saved, to be registered with the status of Adjourned, and the sheet of actions is to immediately reflect action application No. (automatic) adjourned.

The list of articles available for drop down list with option Article should contain:

- Art. 260, par. 1, letter a)
- Art. 44
- Art. 260, par. 1, letter b)
- Art. 260, par. 1, letter c)
- Art. 260, par. 1, letter d)
- Art. 260, par. 1, letter e)
- Art. 261, letter a)
- Art. 261, letter b)
- Art. 261, letter c)
- Art. 261, letter d)
- Art. 261, letter e)
- Art. 261, letter f)
- Art. 261, letter g)

- Art. 261, letter h).

Note:

The final lists will be defined and approved by the Superior Council of Magistracy. The system must allow managing and configuring these lists via the interface, by authorized users.

The system will generate a history of the application in this section, under the borders described above, which will contain the actions that the application has been through (adjourned trial, lifted from examination/resumption of trial). All history will be shown in a single border, in the form of a list. The historic border will not be editable and will encompass the following fields (columns) with information generated automatically based on the actions from the "Adjournments" menu:

- Action type (adjourned trial, lifted from examination/resumption of trial)
- User name
- Action date
- Article (where applicable)
- Grounds (where applicable)

When the section will be accessed, the system must display the list of actions sorted chronologically in reverse, with the most recent documents at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Right of access to the application for change of status of the summons in application regime - Adjournments" must be attributed only to users of Integrated Case Management System with the role of "Judge" to whom the application was assigned and users within the team of the judge ("Judicial assistant" and "Registrar").

2.1.2.4 Resolutions

The system must allow for the corresponding menu for option "Resolutions" from the application regime, to become active after opening an application.

By clicking on the option "Resolutions" from application regime, the system must display in an interface, the list of added resolutions. This will include fields:

- Date

- Status

For each resolution displayed in the list, the system will include specific side buttons:

- Viewing the resolution - the system will load the resolution into a separate window - without possibility of editing;
- Editing the resolution - the system will load the resolution into a separate window with the possibility of editing (only if the resolution has the status "Draft". If the status is "Final", the system should not allow the editing of contents of the resolution);
- Deleting the resolution -by pressing this button, the system will delete the resolution from the list.;
- When the user clicks to the delete conclusion, the system must generate an automated message in a dialog box with the message "Are you sure you want to delete the selected fields?". The user must be provided with two buttons with options: "Ok" and "Quit".

The system must display the name of the information, including the names of the buttons at the top of the list.

When the resolutions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent resolutions at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

From this interface, the system must allow the adding of some resolutions, by a specific button “Add” that will open a new interface which will contain the space for editing the resolution and which, at the top, will provide the following fields:

- „**Select model**"- selecting from a predefined drop down list the model of resolution that will include models for the following types of resolutions:
  - Resolution;
  - Resolution for not carrying forward the application for appeal;
  - Resolution for preparing a judicial debate;
  - Resolution for acceptance of the summons;
  - Resolution for postponing payment of state tax;
  - Resolution for connecting claims;
  - Resolution for correction of errors;
  - Resolution for splitting claims;
  - Resolution for state tax payment schedule;
  - Resolution for relief from effects of expiry;
  - Resolution for state tax payment exemption;
  - Resolution concerning the attraction of the accessory intervener

- Resolution concerning the explaining of the decision;
- Resolution concerning the termination of the trial;
- Resolution concerning denial to accept;
- Resolution concerning returning of the application ;
- Resolution concerning dismissal of the application;
- Other

Next to the drop-down list for the selection of the model of resolution, there must be a push button that will load in the interface the selected model of resolution with the possibility of editing it.

Note:

The list of models of resolutions that will be loaded into the system will be defined and approved by the Supreme Council of Magistracy.

The system allows managing and editing resolutions models existing in the system for all courts.

- „**Status**" - for this field there will be two options in the form of radio type buttons as follows:
  - "Draft" - a resolution document saved with the status of "Draft" should be editable
  - "Final" - a resolution document saved with the status of „Final" cannot be modified later.

  After selecting the radio button for Status, the program must generate in a dialog window a confirmation message of the form: "Are you sure?" with two buttons in the form "OK" and "Quit".

- "**Available for publication”** - check that box, if it is selected, the system must send the resolution for publication.
- "Up**load resolution in PDF format**" - for this field, there will be a "Browse" button by which the user can upload a resolution document saved locally on workstation. The system must save automatically the document loaded into the application regime "Documents".
- „**Preview in PDF**" – button that must allow the opening of the resolution document by exporting in PDF format and printing the resolution on paper;
- „**Judicial document delivery letter**" –by accessing this button, the system must automatically create a delivery letter for the judicial document according to the applications proposed by the courts (see model in the image below):

The Court of Appeal Chisinau
The Republic of Moldova
Chisinau City
4 Teilor

Civil judicial document delivery letter from 07.09.2015

Output no.

At No. **from**

Creditor	Creditor 1005
Debtor	Debtor 1005

The Court of Appeal Chisinau hereby, sends you to acknowledge the copy of the resolution from 07.09.2015 on civil cause **Debtor 1005 vs. Creditor 1005** concerning 02-200-07092015.

Annex: copy of the resolution from 07.09.2015

Registrar:

- "**Resolved application**" - If this field is checked, the system will save on the application the closing resolution of the application.
- "**Select resolution**" - Drop down list which will display the dates of the saved resolutions of applications. The system must allow the creation of a new resolution by using a saved resolution. Next to the drop down list, there must be a push button which will determine the system to load the selected resolution in the interface with the possibility of editing it.

The lower part of the interface where the loaded resolution model will be displayed must be loaded to allow the resolution document editing.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the resolution document by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned

possibilities.

At the end of filling in information about a resolution, the system must allow saving or cancelling of the registration of the resolution by placing in the interface two buttons: "Save" and "Cancel".

The resolution document will be saved in the application list from within the application regime - "Documents".

The program must save a copy of the resolution from the main menu "Applications/Publish Resolution" section for drafting personal data (anonymization) and publication on the website of the Court (instante.justice.md). This process is described in detail in the section "Resolutions Publication".

The right of access to the drafting, editing, and saving of the resolution in application regime should be assigned only to ICMS users with the role of "Judge" to whom the application was assigned and users within the team of the judge ("Judicial Assistant" and "Registrar").

2.1.2.5 Recusations/Abstentions

The system must allow for the interface for "Recusations/Abstentions" to become active after the opening of a claim.

By accessing the side menu option “Recusations/Abstentions", the system must display in an interface both the list with the registered recusations (at the top), as well as the form that allows the registration of the application for recusation/abstention (at the bottom).

Recusations/Abstentions List

The system must allow the display of recusations and abstentions that have been registered in the system in a list at the top of the interface "Recusations/Abstentions” which will include the following information:

- „**Date**" – the registration date of the recusation/abstention application
- „**From whom**" – name and first name of the author of the recusation/abstention application

For each recusation/abstention displayed in the list, the system will include specific side buttons:

- Viewing of information about recusation/abstention - the system will load in the form displayed at the bottom of the interface the data specific to the recusation/abstention application - without possibility of editing;

- Editing of information about recusation/abstention - the system will load in the form displayed at the bottom of the interface the data specific to the recusation/abstention application – with the possibility of editing;
- Deletion of the recusation/abstention application;

The system must display information, including the names of the buttons at the top of the list.

When the recusations/abstentions list will be accessed, the system will display the information sorted in chronologically reverse order, with the most recent recusations/abstentions applications at the top, depending on the "Date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The registration form for the Recusations/Abstentions applications

The system must provide at the bottom of the "Recusations/Abstentions" interface a registration form for recusation/abstention applications. The interface must include an "Add" button which will allow the reboot of the form for adding a new recusation/abstention application.

The registration form of the recusation/abstention applications must contain the following fields:

- „**Application type"** - drop down list field that will allow the selection of one of the following options:
  - Recusation;
  - Abstention;
  - Application for acceleration of the cause examination procedure.

  This field is mandatory – in the absence of its completion, the system will display a specific warning message upon saving.
- „**Date"-** calendar type field that will allow the selection of the date of registration of the application — the system will retrieve the default current date
- „**From whom**" - text type field where the name and first name of the author of the recusation/abstention application will be displayed (This field is mandatory – in the absence of its completion, the system will display a specific warning message upon saving)
- „**Motif**" - text type field where the enunciation of the motif for the recusation/abstention application is inserted (This field is mandatory – in the absence of its completion, the system will display a specific warning message upon saving)

- „**Judge**" - This field must be inactive at the time of registration of the application. Specific information will be set automatically by the system after the assignment of the recusation/abstention application to a judge and cannot be edited.
- „**Author**"- in this field the system must automatically retrieve the name of the system user and to place it to indicate who completed the application for recusation/abstention.

At the end of filling in the information about the application, the system must allow saving or cancelling of the registration of the application by placing in the interface two buttons "Save" and "Cancel".

Right of access to save the recusation/abstention applications made in applications regime "Recusations" must be attributed only to ICMS users with the role of "Common Room", "Judicial assistant", "Registrar", "Judge" to whom it was recused, as well as the role of "President", in cases of abstaining.

Naming the judge for examination of the recusation application

After registering the application for recusation/abstention, the system should automatically generate a notification message with respect to the registration of a new application for recusation/abstention towards the user with the role of the "President" of that instance.

Therefore, the program user with the role of "President" must receive in the section "My Notifications" a message in the form: "A recusation/abstention application was registered No. XX-XXXX-XXXXXXXX. Name the judge for examining the recusation/abstention application".

The appointment of the judge for examining the recusation application should be made by the user of the program "President" by accessing the program menu related to the "Assignment of recusations". (You can find more details in the description of the „Assignment of cases/Assignment of recusations").

Preparing the recusation resolution

The program user with the role of "Judge" appointed in the menu called "Assignment of recusations" and "Judicial assistant" (from the team of the appointed Judge) should automatically receive in the section "My Notifications" a confirmation message for the assignment of the application for recusation.

The user with the role of "Judge" in the menu called "Assignment of recusations" must have access to the application for recusation only from the message received in the section "My Notifications". (more details regarding notifications you can find in the section "My Notifications ").

The program user with the role of "Judge" must receive automatically in the section "My

Notifications" a message of the form: "Examine the application for recusation on the application. XXX ".

The system must allow the appointed Judge to access the application for recusation only from the recusation message in "My notifications", from where the system will allow the opening of an interface for editing application for recusation and preparing the resolution of the recusation, through by following steps:

- Opening the application in the application regime – „**Recusations/Abstentions**";
- Opening the recusation application accessing the button „**Edit"**;

  After pressing "Edit" from the list, the system must include in the registration form of the recusation application displayed in the lower part of the interface, a link type button in the form "Resolution concerning the recusation".

  By pressing this button, the system will open a new interface in which you will save the resolution for the recusation application.

  The interface for the registration of the resolution for the recusation application must have a structure similar to that described above in the Resolution section with the following fields:

- „**Select model**"- selecting from a predefined drop down list the model of the resolution

Next to the drop-down list for the selection of the model of resolution, there must be a push button in the form „Select" by which the system will load in the interface the selected model of resolution with the possibility of editing it.

Note:

The list of models of resolutions that will be loaded into the system will be defined and approved by the Supreme Council of Magistracy.

The system allows managing and editing resolutions models existing in the system for all courts.

- „**Status**" - for this field there will be two options in the form of radio type buttons as follows:
  - "Draft" - a resolution document saved with the status of "Draft" should be editable
  - "Final" - a resolution document saved with the status of „Final" cannot be modified later.

- **"Recusation accepted"** - check box to be ticked if the application for recusation is accepted.
- „**Preview in PDF**" – button that must allow the opening of the resolution document by exporting in PDF format and printing the resolution on paper;

The lower part of the interface where the loaded resolution model will be displayed must be loaded to allow the resolution document editing.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the resolution document by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

At the end of filling in information about a resolution, the system must allow saving or cancelling of the registration of the resolution by placing in the interface two specific buttons: "Save" and "Cancel".

The system must save resolution document to the recusation application in the application documents and will be found in the application regime - "Documents".

If the application for recusation is accepted, the system must send in "My Notifications" section of the program user with the role of "President", a message of acceptance of the application and the request to reassign the judging application to another judge (you can find more details in chapter "Assignment of cases"/"Repeated assignment civil applications ').

If the application for recusation is, the program user with the role of "Judge" must be able to save the conclusion concerning the recusation with the status of "Rejected Recusation", and towards program user with the role of "Judge"- recused the system will send in the section " My Notifications" a message of rejection of the application for recusation and continuation of the examination of the summons.

The right of access to the resolution concerning the recusation in application regime „Recusations" should be assigned only to system users with the role of "Judge" assigned for examining the recusation application

Sheet of assignment of the Recusation/Abstention application

Through the interface from the application regime " Recusations/Abstentions ", the system must allow the generating of a Sheet of assignment of the Recusation/Abstention application/application concerning the accelerating of the procedure for examination of the case. The system must be able to create this sheet by pressing a button in the form of " Sheet of assignment of the Recusation/Abstention application" which will automatically generate the document in pdf format, according to models below:

Botanica Court, Chisinau City
The Republic of Moldova
Chisinau City
13 Zelinschi

Sheet of assignment of the recusation application

It is hereby confirmed that the recusation application, submitted to the civil application **Vasilache Ion vs. Munteanu Ion** registered with the Botanica Court, Chisinau City, with no. **12-3501-29102015** on date--, was automatically-randomly assigned to judge **Not assigned**.

Specialist: cts cts

Signature

Botanica Court, Chisinau City
The Republic of Moldova
Chisinau City
13 Zelinschi

Sheet of assignment of the abstention application

It is hereby confirmed that the abstention application, submitted to the civil application **Vasilache Ion vs. Munteanu Ion** registered with the Botanica Court, Chisinau City, with no. **12-3501-29102015** on date--, was automatically-randomly assigned to judge **Not assigned**.

Specialist: cts cts

Signature

Botanica Court, Chisinau City
The Republic of Moldova
Chisinau City
13 Zelinschi

Sheet of assignment of the application for acceleration of the procedure for examination of the cause

It is hereby confirmed that the application **acceleration of the procedure for examination of the cause**, submitted to the civil application **Vasilache Ion vs. Munteanu Ion** registered with the Botanica Court, Chisinau City, with no. **12-3501-29102015** on date--, was automatically-randomly assigned to judge **Not assigned**.

Specialist: cts cts

2.1.2.6 Application summary

The system must allow users to visualize all the information of the summons on a single page, via the menu „Application Summary" in application regime.

By clicking on the option “Application Summary" from the application regime, the system must allow the visualization of information about the application by sections.

The system must allow by accessing a button specific to each section, the listing of all the

fields with information specific to the selected section. The main sections that will be displayed in the interface "Application Summary" are:

- „**General data**" - by accessing this section, all information entered into the stage of registration of the application will be listed in tabular form
- „**Documents**" - by accessing this section the documents that have been saved, that form the electronic application will be listed
- „**Participants in trial** " - by accessing this section the information about registered participants will be displayed and visualized
- „**Resolutions**" - by accessing this section the prepared resolutions will be listed

The system must allow the saving of the summary in Excel format. In this regard, there will be an interface specific button in the form "Export in XLS ".

In the same interface, the system will display as a graphic "bar chart" the time duration (number of days) an application spent in every status.

The right of access to the information from the in application regime "Application summary" for all applications registered in the program, must belong to the users with the role of "President", "Common Room Specialist" and "Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" will be able to view the summarized information onyl from the assigned applications in the application regime.

2.1.2.7 Sheet of actions

The program must enable registration and visualization of all information related to actions carried out by users of the system in the context of a summons, through the menu "Sheet of actions" of the applications regime.

Upon accessing the "Sheet of actions", the system must display an interface for viewing the actions carried out by users of the system in the context of a summons in the form of a list, with inclusion of the following fields of information, where the information will be generated automatically:

- „**Employee**" –the text field will automatically generate the name and first name of the program user who performed the action;
- „**Registration date**" – the date and time of performing the action will be displayed;
- „**Action**" –the description of the action performed by the program user will be displayed;
- „**Comment**" –the enunciation with the comment to the action performed to the application by the user will be displayed

In relation with each action displayed, the system will include a button in the form "View"

which will open in a separate window all the abovementioned information so that they can be viewed completely (if, for example, the text corresponding to the field of comments cannot be displayed completely in the list).

The system must enable automatic saving of these actions during operations that users perform in the menu of the application.

The system must allow the export of the sheet of actions in Excel format. In this regard, in the interface there will be a specific button in the form "Export in XLS".

When the list of actions will be accessed, the system must display it sorted chronologically in reverse, with the most recent actions at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings

The system must allow the selection from the interface of the number of actions to be displayed in the list (through a type of field such as "No. of actions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and also, to allow scrolling through pages when they cannot be displayed in a single page.

The right of access to view the information of the summons from the in application regime "Sheet of actions" for all applications registered in the program, must belong to the users with the role of "President", "Common Room Specialist" and " Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" will be able to view the information only for the assigned applications.

The system must allow registration in the sheet of actions of all actions carried out on information from an application such as:

- actions of saving information
- actions of amending information
- actions of deleting information
- application assignment
- connecting applications
- changing applications status etc.

The system must allow the registration of actions carried out at the level of each field/button from the interface.

In the case of modifications of the information, the system must allow registration in the column "Comments" of all actions of changing information in the form:

- " **Initial information**:" - information will be displayed before modification

- **"Changed information:"** - information will be displayed after modification

The list of actions that the ICMS system must generate automatically in the interface "Sheet of actions" is presented as follows:

No.	Name of the action	Comments
1.	General data saved successfully	General data from application xxxx were saved.
2.	General data modification	Data from field *name field* were changed. **Note:** The system must be able to register changes of each field in the "General Data" interface to the sheet of actions.
3.	The application was registered	Application no. xxxxx was registered.
4.	Participant saved	Participant *name, first name*was saved.
5.	Participant drafted	Data about participant *name, first name*were drafted.
6.	Participant deleted	Data about participant *name, first name*were deleted.
7.	Document saved	Document *name of the document* saved
8.	Document drafted	Document *name of the document* drafted
9.	Document deleted	Document *name of the document* deleted
10.	The application was assigned	Application no. xxxxx was assigned
11.	The application was assigned	*Name, first name*was assigned to examine cause no. xxxxx
12.	Application reassigned	Judge *name, first name*was repeatedly assigned cause no. xxxx
13.	Examination status	Application no. xxxxx entered examination status
14.	The status of the application was changed	Application no. xxxxx entered from examination status into assigned status. Date: dd.mm.yyyy
15.	The application was adjourned	Application was adjourned on dd.mm.yyyy, time 00.00:00 Article *name of the article,* Grounds: xxxx
16.	Application was resumed	Application was resumed on dd.mm.yyyy, time 00.00:00
17.	Resolution was saved	Resolution *resolution name* was added to application xxxx
18.	Resolution was deleted	Resolution *resolution name* of application xxxx was deleted.
19.	Resolution was drafted	Resolution *resolution name* of application xxxx was drafted.
20.	Resolution was published	Resolution *resolution name* of application xxxx was published.
21.	Resolution was cancelled from web page	Resolution *resolution name* of application xxxx was cancelled from publication on the web page
22.	Recusation saved	Application for recusation/abstention was registered on dd.mm.yyyy in application no. xxxxx
23.	Recusation accepted	Application for recusation/abstention was accepted on dd.mm.yyyy in application no. xxxxx
24.	Recuzare rejected	Application for recusation/abstention was rejected on dd.mm.yyyy in application no. xxxxx
25.	Recusation drafted	Application for recusation/abstention was drafted on dd.mm.yyyy in application no. xxxxx
26.	Recusation deleted	Application for recusation/abstention was deleted on dd.mm.yyyy in application no. xxxxx
27.	The name of the application was changed	The name of the application was changed from *(old application name)* to *(new application name)*
28.	The application was connected to other applications	Applications no. xxxx , no. yyyyy were connected in application no. zzzzz
29.	The application for appeal/second	Application for recusation/abstention was added on

	appeal was saved	application no. xxxx
30.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on application no. xxxx were changed. Sent to appeal/second appeal instance.
31.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on application no. xxxx were changed. Procedure terminated.
32.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on application no. xxxx were changed. Decision accepted into appeal (Examination result: Accepted)
33.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on application no. xxxx were changed. Decision rejected from appeal (Examination result: Rejected)
34.	The application was sent	Information concerning the transfer were saved on application no. xxxx (as result of saving information in the application menu - ***Information about transfer***)
35.	Measures to ensure the action saved at application	Information concerning the measures to ensure the action were saved on application no. xxxx (as result of saving information in the application menu – ***Measures to ensure the action***)
36.	Measures to ensure the action drafted at application	Information concerning the measures to ensure the action were drafted on application no. xxxx (as result of saving information in the application menu – ***Measures to ensure the action***)
37.	Measures to ensure the action deleted at application	Information concerning the measures to ensure the action were deleted on application no. xxxx (as result of saving information in the application menu – ***Measures to ensure the action***)
38.	Document saved	Document saved (as result of saving the document via ICMS menu Records/Documents)
39.	Transmission of the application	Application sent (as result of saving information concerning the sending of the application via ICMS menu Records/Application movements)
40.	Application was resolved	Application was withdrawn on application no. xxxx
41.	Application was archived	Application no. xxxx was archived on dd.mm.yyyy, time 00.00:00

2.1.2.8 Remedies at law

The system must allow the documentation in application of the appeal/second appeal applications submitted in court.

By accessing the side menu option "Remedies at law", the system must allow the displaying in an interface both the list of applications for appeal/second appeal submitted (at the top), as well as the form which allows adding applications for appeal/second appeal (at the bottom).

Appeal/second appeal applications list

The system must allow the displaying of applications for appeal/second appeal that were registered into the system in a list at the top of the interface "Remedies at law" that will include the following information about applications for appeal/second appeal:

- "**Type**" the type of application will be displayed ("appeal" or "second appeal")
- "**Appellant/Second appellant**" - the name of the appellant/second appellant who submitted the application will be displayed
- "**Appellee**" - the name of the appellee registered at application will be displayed
- "**The submitted application for appeal/second appeal**" - the information „during the examination of the cause" or „after the ruling of the decision" will be displayed
- "**Created on**" - the date of registration of the application for appeal/second appeal will be displayed
- "**Result**" - the description of the action performed by the system user in connection to the application will be displayed

For each application for appeal/second appeal listed, the system will include specific side buttons for:

- Viewing - the system will load in the form displayed at the bottom of the interface the data specific to the appeal/second appeal - without possibility of editing;
- Editing - the system will load in the form displayed at the bottom of the interface the data specific to the appeal/second appeal application – with the possibility of editing; also, by accessing this button, the system must allow the adding of information regarding the delivery of the application to the hierarchic superior instance, respectively of the specific information if the summons is returned to the hierarchic inferior instance.

All information fields named, including the names of the buttons, will be displayed at the top of the table.

The system must allow the selection from the interface of the number of applications to be displayed in the list (through a field with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The system must allow the export of the applications for appeal/second appeal in Excel format, where all the registered applications together with the specific information will be displayed. In this regard, in the interface there will be a specific button in the form "Export in XLS".

When the resolutions list will be accessed, the system will display the information sorted in chronologically reverse order, with the most recent resolutions at the top of the list, depending on the date of the field „Created on". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The form for loading the appeal/second appeal applications

The system must place in the interface of the menu"Remedies at law" a "Add" type buttonwhich will allow the restart of the form for adding a new application for appeal/second appeal.

The form for loading the application must include the following fields:

- „**Type of application**" – selecting from a predefined drop down type list the type of the appeal/second appeal application:
  - Appeal- if submitting an appeal application;
  - Second appeal – if submitting a second appeal application;
- „**Submitted application**" – selecting from a drop down list from the following options:
  - „During the examination of the case"- if the appeal/second appeal application is submitted by the second appellant during the examination of the summons;
  - „After the examination of the case " - if the appeal/second appeal application is submitted by the appellant/second appellant after the examination of the summons;
- „**Appellant/Second appellant**" – selecting from a drop down list that will comprise the participants in trial registered within the application
- „**Appellee**"–text type field where the name and first name of the appellee will be inserted
- „**Motif**" – text type field where the enunciation of the motif for the appeal/second appeal application will be inserted
- „**Evidence**"- text type field where the list of evidence attached to the appeal/second appeal application will be inserted (the name, description of the evidence)
- „**Request**" – text type field where the enunciation of the of the request indicated in the appeal/second appeal application will be inserted
- „**Created on"** – selecting in a calendar type field the date of the registrationof the appeal/second appeal application
- „**Registered on**" – in this field the registration date for the application in ICMS will be generated automatically without the possibility to modify
- „**Registeredby**" - text type field where the name of the program user who registered the application will be displayedwithout the possibility to modify
- At the end of filling in information about an appeal/second appeal application, the system must allow saving or cancelling of the registration of the appeal/second appeal application by placing in the interface two buttons: "Save" and "Cancel".

After saving, the system must place the application at the top of the displayed list.

Sending the application to the hierarchic superior instance

After saving in ICMS an appeal/second appeal application, the program must allow saving the information about the sending of the application to the hierarchic superior instance (Court of appeal, Supreme Court of Justice). Thus, in the interface "Remedied at law" attached to the registration form of the appeal/second appeal application, the following fields will be displayed:

- "**Sent to the appeal/second appeal instance"** – radio type button that can be ticked with a click
- "**Procedure terminated**" – radio type button that can be ticked with a click

  The selection between the two options is unique. Therefore, the two buttons mentioned above should not be selected simultaneously.
- „**Appeal/second appeal instance**" – selection from the drop down list of the appeal/second appeal instance: the list is formed of the courts to which the application can be transferred

  In the case of the court of first instance, the system will display only the Court of Appeal to which it was assigned.

  In the case of a court of appeal, the system will display only the Supreme Court of Justice.
- „**Transmitted to**" – calendar type field that allows the selection of the date of sending the application
- „**Transmitted by**" –text type field that allows introduction of the information concerning the manner of sending the application (by courier, express courier, etc.)
- „**Delivery slip**" – the system must allow the generating/viewing/editingof a delivery slip.

  This field must be a link to a separate interface "Application delivery slip" in which the system must automatically generate the text of the delivery slip where it will automatically load the data concerning the number and name of the application, as well as the main category.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the delivery slip by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar

of the text editor in the work window according to previously mentioned possibilities.

In order to generate in a separate file the delivery slip, the interface must include two buttons as follows:

- "**Download PDF**" - to open the document of the delivery slip in PDF form
- "**Download Word**" - open the document of the delivery slip in DOC format

The system must generate the delivery slip of the application in the following form:

Botanica Court, Chisinau City
13 Zelinschi
Chisinau City

Delivery slip of the civil application from 08.09.2015

Output no.

To no. From

After editing the text, the system must allow the saving or cancelling by placing in the interface two specific buttons "Save" and "Cancel".

The program must allow that if the summons is returned to the hierarchic inferior instance, this could be changed by accessing the "Edit" button in the list of applications.

In this sense, in the lower part of the interface "Remedies at law", next to the other fields, the following fields should be available:

- „**Comments on the decision**" - the system will allow the completion in a text type field the enunciation of comments about the decision of the hierarchic superior instance;
- „**Decision received to**"–the system must allow the selection in a calendar type field the date of receipt of summons from the hierarchic superior instance;
- „**Result**" –. the system will give you the opportunity of selecting the result 'accepted ' or 'rejected ' by the existence of the two radio type buttons.

After inserting the information about an appeal/second appeal application, the system must allow the saving or cancelling of the registration of the application by placing in the interface two specific buttons "Save" and "Cancel".

The right of access to the registration, modification of the appeal/second appeal application, saving of the delivery bill for sending the summons in the regime – “Remedies at law” must belong to the ICMS users with the role of"Common Room Specialist", "Rapporteur" and its team ("Judicial Assistant" and “Registrar").

Applications within which appeal/second appeal applications were registered – „Remedies at law” must change their status to "Challenged". To view the list of challenged applications the system must include in the main menu "Applications" the section "Challenged Applications”.

The right of access to the viewing of the complete list of challenged applications must belong to the ICMS users with the role of “President”, “Common Room Specialist” and “Archives Registrar”. Program users with the role of "Judge", "Judicial Assistant" and “Registrar" will be able to view the information from the list of challenged applications only in the assigned applications category.

2.1.2.9 Measures to ensure the action

The system must allow the registrationand viewing of information concerning measures to ensure the action during the examination of summons.

By accessing the side menu option "Measures to ensure the action", the system must display in an interface a list of measures to ensure the action added.

<u>List of measures to ensure the action</u>

The system must allow the displaying of measures to ensure the action that were registered in a list in the interface " Measures to ensure the action" which will include the following information:

- „**Registration date**" - the date of the registration of the information regarding the measures to ensure the action
- „**Participant**"–the participant who requests the measures to ensure the action
- "**Defendant**" - the one that is bestowed with the measures to ensure the action
- „**Type of the ensuring measure**"

For every measure to ensure the action displayed in the list, the system must include specific side buttons for:

- Editing the measure - afferent to this button, the system must open the form that contains all fields with information specific to the registered measure ,with possibility of editing

- Deleting the measure to ensure the action - afferent to this button, the system must the registered measure from the list

After pressing this button, the system must generate a confirmation message in a dialog window in the form "Are you sure?" with options "Ok" , "Cancel" so that the user can confirm the saving action.

The system must allow the selection from the interface of the number of ensuring measures to be displayed in the list (through a field with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The must display the list of measures sorted chronologically in reverse, with the most recent resolutions at the top, depending on field "Created on". Also, the system mut allow the ascending/descending sorting of information from all sections with a click action on the head of the table in any of the headings.

<u>The form for loading the measures to ensure the action</u>

Within the interface „Measures to ensure the action" from the applications regime, there must be an "Add" type push button that opens in a distinct interface a form for adding new measures.

The form for adding information about measures to ensure the action must include the following fields:

- **"Date of registration"-** calendar type field from which the date of registration of information on measures to ensure action will be selected - by default, the must display the current date.
- „**Participant**" - drop down list with participants registered to the application from which the participant to receive the measures to ensure the action will be selected;
- **"Defendant"** - selecting from a drop down list of the name registered on demand over whom measures to ensure action are requested;
- „**Type of ensuring measure**" - drop down list from which the type of measure to ensure action will be chosen and which will contain the following options:
  - Distraint upon goods or sums of money of the defendant;
  - Banning the defendant from committing certain acts;
  - Banning other people from committing certain acts with respect to the object of the dispute;
  - Suspension of the seized assets sale in case of an intent to lif the distraint upon them;
  - Suspension of the prosecution, under an enforceable document, judicially challenged by the debtor;

  - Other measures.
- „**Date of the resolution**" - calendar type field from which the date of saving in the program for the judge's resolution concerning the measure to ensure the action can be selected;
- „**The result of the examination**"- selecting from a drop down list the result of the examination of the measure to ensure the action:
  - Accepted;
  - Rejected;
  - Cancelled;
  - Substituted;
- „**Applied bail**" - check box to be ticked in case of applying bail;
- „**Challenged**" - this field will have two options for selection in the form of radio type buttons with the following options: "Accepted" or "Rejected";

Note:

The system must allow the defining and editing of the drop down list concerning the „Type of ensuring measure" and „Result of the examination".

At the end of filling in information about the ensuring measure, the system must allow saving or cancelling of the measure by placing in the interface two buttons: "Save" and "Cancel".

The interface where the registration form of the ensuring measures is displayed must aslo include a button to return to the home screen which displays the list of registered ensuring measures.

The right of access to the viewing and saving of the information concerning the measures to ensure the action of the summons in the application regime – "Measures to ensure the action" in all applications registered into the program must belong to users with the role of "President" and "Common Room Specialist". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" must be able to view and save the information only in the applications assigned to them.

2.1.2.10 Withdrawal of the application

The system must allow the withdrawal of the summons.

Note :

The application must be withdrawn before the start of the judicial debate.

Thus, through the menu "Withdrawal of application" related to the applications regime, the system must display in an interface the form which allows the withdrawal of the summons which will contain the following fields:

- „**Date**"–calendar type field where the date of submitting the application for withdrawal of summons – bu default, the system must display the current date
- „**Author**"- in this field the system must automatically retrieve the name of the user that saves in the application the request to withdraw the summons
- „**Motif**" - text type field where the enunciation of the motif for the withdrawal of summons conveyed in the withdrawal application will be inserted
- „**Participant**" - drop down list where the participants in trial will be displayed and which will allow the selection of the participant in trial that submitted the application for withdrawal of summons

At the end of filling in information about the withdrawal of the application, the system must allow saving or cancelling of the withdrawal by placing in the interface two specific buttons: "Save" and "Cancel".

After saving to the application the information concerning the withdrawal of summons, the system must modify the status of the application to „Resolved".

The right of access to the viewing and saving of the information concerning the withdrawal of summons in the application regime – "Withdrawal of application" in all applications registered into the program must belong to users with the role of "President", "Common Room Specialist" and "Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" must be able to view and save the information only in the applications assigned to them.

2.1.2.11 Information about transfer

If a transfer of a summons to another court is necessary (Court, Court of appeal, Supreme Court of Justice), the system must allow registration and viewing of the information on the transfer of the summons.

By accessing the side menu option "Information about transfer" of the application regime, the system must display in a specific interface both the list of registered transfers (at the top), as well as the form that allows uploading the information about transfer (at the bottom).

The list of transfers

The system must allow displaying of information about transfers that have been registered into system in a list at the top of the "Information about transfer" interface which will include the following information:

- "**Date**" – date of registering the transfer
- "**Court"** – the instance towards which the application was sent
- "**Worker**" – name of the user who registered the transfer
- "**Comments**" – comment specific to the transfer

For each transfer displayed in the list, the system will include two specific buttons as follows:

- Viewing - the system will load in the form displayed at the bottom of the interface the data specific to the transfer - without possibility of editing;
- Delivery slip – by accessing this button, the system must open in a new window an interface where system must automatically generate the text of the delivery slip where it will automatically load the data concerning the number and name of the application, as well as the main category.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the delivery slip by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

In order to generate in a separate file the delivery slip, the interface must include two buttons as follows:

- "**Download PDF**" - to open the document of the delivery slip in PDF form
- "**Download Word**" - open the document of the delivery slip in DOC format

The system must generate the delivery slip of the application in the following form:

Supplement

Botanica Court, Chisinau City
13 Zelinschi
Chisinau City

Delivery slip of the civil application from 08.09.2015

Output no.

To no. From

The Court of Appeal Bălți

Ștefan cel Mare Street, Bălți City

After editing the text, the system must allow the saving or cancelling by placing in the interface two specific buttons "Save" and "Cancel".

The system must allow the selection from the interface of the number of transfers to be displayed in the list (through a field with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

<u>The form for registration of the information on the transfer</u>

The system must place within the main interface „Information about transfer" an "Add" type push button that allows the restarting of the form for adding information on a new transfer.

The interface "Information about transfer" must include in the bottom part, a form for the registration of the information on the transfer that will include the following fields:

- „**Date**" - field for selecting the date when the transfer took place;;

- „**Court**" - drop down list which will contain all courts (Courts, Courts of appeal, Supreme Court of Justice) from which the instance where the summons will be transferred is selected;
- „**Author**" - field in which the system will automatically indicate the name of the program user who saves at the application the information on the transfer of the application to another instance - the system must not allow editing of the information inserted automatically
- „**Comments**"- text type field where the enunciation of comments relevant to the transfer of the application is inserted;
- "**Type of the transfer"** – the type of the transfer (appeal/second appeal/change of venue)

At the end of filling in information about the transfer of the application, the system must allow saving or cancelling the registration of the withdrawal by placing in the interface two specific buttons: "Save" and "Cancel".

After saving the action on sending the summons to another instance and registering it in ICMS, the system must automatically generate the „Application's delivery slip".

The system must allow the editing of the Application's delivery slip by the specific button displayed next to each transfer in the list of transfers, as mentioned above.

Note:

After saving the information at the application concerning the transfer of the application, the system must allow the Court of first instance that will receive the application on paper, to perform the electronic transfer of the application. More details can be found in the section "Transfer of the application" related to the main menu „Applications".

The right of access to the viewing and saving of the information concerning the transfer of applications in the application regime – "Information about transfer" in all applications registered into the program must belong to users with the role of "President", "Common Room Specialist" and "Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" must be able to view and save the information only in the applications assigned to them.

2.1.3 Management of applications in the program

The system must allow searching and viewing the information of the registered applications.

For the retrieval of an application previously entered in the database, the system must allow the use of specific search criteria which will be integrated into a search form. The system must allow the use of this criteria both individually and combined. The only search criteria that will always be used individually is the Application unique number (the one specific to the instance).

Note:

Considering that the number of an application is unique to the level of the instance, searching for an application by using the application unique number, in the results list the system must display a single result, which will be the application with that number. Thus, there is no need to use other additional search criteria when we know the exact number of the searched application.

The ICMS system must assign the rights to access the list of applications in the main menu, depending on the role held by the user in the program, according to the list below:

- „**President**" – the user of the program with the right to access the complete list of applications;
- „**Judge**" –the user of the program with the right to access the complete list of applications assigned to this "Judge";
- „**Judicial Assistant**" – the user of the program with the right to access the complete list of applications assigned to the "Judge" that is part of the same work group as the "Judicial Assistant" (team) (Managing teams in the program - Judge/Judicial Assistant/Registrar);
- „**Registrar**" –the user of the program with the right to access the complete list of applications assigned to the "Judge" that is part of the same work group as the "Registrar" (team) (Managing teams in the program - Judge/Judicial Assistant/Registrar);
- „**Common room specialist**" – the user of the program with the right to access the complete list of applications;
- „**Archives Registrar**" – program user with access right to the complete list of applications.

2.1.3.1 Displaying applications list ("All applications")

The system must allow the viewing of all applications registered in the system by accessing the main menu "Applications"/"All applications". In this menu, users with the role of "President", „Common room Specialist" and "Archives Registrar" will see all applications registered within the instance they are active in. Users with the role of "Judge", "Judicial Assistant" and "Registrar" will have the right to view and save the information for their assigned applications only, so for them the results from this menu must be identical to those in the "My Applications" menu.

By clicking on the option "All applications", the system must display in a user interface the search tool for applications in the database corresponding to the respective judge (at the top), as well as a list that will generate the search results (at the bottom).

Searches should be done in specific databases, in order to not generate irrelevant results (for example, if you are looking for a civil application after a participant name, the search will return results with the applications in the database of the relevant instance, in the civil applications category)

The system will allow viewing of the complete list of applications in a graphical interface which will include the following information arranged in columns for each application:

- „Application number" – the registration number assigned to the application (the default one, specific to the instance);
- „Date of registration" – date of registration of the application in the program;
- „Application Name" – application name generated by the program (For example: „Mocanu Ion vs Moraru Vasile Ilie");
- „Application status" - the status of the application which corresponds to the stage of work on the application (see application status compartment);
- „Judge" (Judge Rapporteur) –First and last name of the judge that will review the given application;
- "Main category" - the main category selected in the phase of registration of the application;
- "Essence of the case" - the essence of the case completed in the phase of registration of the application;
- "No of days for reviewing" - the system will display the total number of days on which that application was in "Review" status.

The system must allow each user to select the desired column of information to be displayed in the list.

Thus, in the interface, the system will include a field above the list called "Display

Information" as a drop down list whose options are going to be the types of information mentioned above. The options will be displayed with check marks so that the user can select all the columns of information that he desires to display in the list.

The system must allow the retention of selections made by each user, so that at a subsequent reconnection in the system, the list will display only those columns that were displayed in the previous session.

If the user has not made other selections of columns, the system must display the following column information in the default form:

- „Application number"
- „Date of registration"
- „Application Name"
- „Application status"
- „Judge"

Corresponding to each application displayed in the list, following the above information for each of the applications, the system must include buttons such as:

- „Open" - by pressing the button, the system must direct the user in the "General data" interface of the application system to view information about the selected application.
- „File" - by pressing the button, the system must direct the user in the "General data" interface of the file system to view the information of the file which relates to the application in question.

The name of all the fields, including the buttons, must be presented at the top of the table.

Application – File and File – Application connection.

When accessing the "Open" button, as described above, the system must provide at the opening of the "General Data" interface the appearance of the specific buttons in this menu interface with which the following actions can be carried away:

- „**View file**" button –the system will have to display the button placed above the default application number. By clicking on the button, the system must open the saved file in the system on the basis of the marked and saved summons with the option "accepted into procedure." The system will open the file in the "File Registration", "General data" conditions.
- „**View application**" button – the system will display this button placed above the default application number, in the interface where the file is displayed, after the transition was made in this interface via the "View file" button. By clicking on the "View application"

button the transition from the file to the application from which we started in the previous point will be made.

The program must allow quick access in the main menu through a single click over the name of the summons from the list, to the information about the participants in the trial in a different window. The window will have to display the first and last name and the title of the legal standing saved in the application.

The system must allow the selection from the interface of the number of applications to be displayed in the list (through a field of type "No. of applications displayed" in a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when requests cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

When the list of applications will be generated, the system will display it sorted chronologically backwards, with the most recent applications at the top, depending on the "date". The system will also allow sorting the information from all sections in an ascending/descending way with a click on the top of the table in any of the headings.

2.1.3.2 Searching Applications

The system must allow the user to use two types of forms for applications search (simple search and complex search). The system must place a button in the user interface of the form "Change search type" to select between the two types of forms.

The system must place the fields related to the search criteria at the top of the interface where it displays the list of applications mentioned in the previous section.

- **Simple search** - must include the following search criteria:
  - **Last Name -** text field where the last name searched will be inserted.
  - **First name –** text field where the first name searched will be inserted.
  - **Application number -** text field where the default application number, specific to the instance, will be inserted.
  - **Application type**
  - **Application status -** drop down list from which the status of the application will be selected.
  - **Judge -** drop down list with the judges from the specific instance.

  In the search interface, the system must include a "Search" button that once clicked will display in the list located at the bottom part of the interface the search results according to the criteria defined.

  The system must also include a "Clean" type button that once clicked will cancel the

selections made by the user among the criteria.

- **Complex search**

  The system must allow the use of an advanced search form of the applications consisting of the following criteria grouped by category:

  - **Search by participant:**
    - "**Legal standing**"- selecting from a drop down list the designated legal standing of the participant that is mentioned in the application;

      First instance
      - Civil application (Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Accessory Intervener, Interested Party, Other);

      Court of Appeal
      - Civil application (Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Litigator, Co-Defendant, Plaintiff in Appeal, Plaintiff-Defendant, Claimant, Appellee, Prosecutor, Public Authority, Representative, Legal Representative, Witness, Expert, Specialist, Lawyer, Translator, Exponent, Main Intervener, Accessory Intervener, Interested Party, Other;)
    - „**Last name**" and „**First name**" of the participant saved in the application;
    - "**Exact search**" - checkbox field type; By checking this field, the system will allow searching by "Last name" and "First name" of the participant saved in the application exactly as specified on the application.
  - **Search by application:**
    - „**Application type**"- selection from a predefined drop down list (civil);
    - „**Review type**" of the application will be selected from a drop down list:

      First instance

      - First instance
      - Default summons
      - Contentious administrative matters

      Court of Appeal

      - First instance
    - „**Application index**"- for civil application, according to the options stated in the table below:

First instance		
Application type	Review type	Application index
Civil	First instance	2, 2c. 2i,25
	Default summons	2p/o
	Contentious administrative matters	3
Court of Appeal		
Civil	First instance	2, 2p/o, 2c, 2i, 3,25

Note:

Options from the drop down lists will be defined and approved by the Superior Council of Magistracy. The system must allow the management and configuration of these lists via the interface, by authorized users.

- „**Application status**" - drop down list with the following options (by default, the selected value will be "undefined"):
  - Undefined
  - Assigned,
  - Examination,
  - Appeal,
  - Executed,
  - Archived,
  - Returned,
  - Denied,
  - Connected,
  - Completed,
  - Suspended,
  - Not carried forward,
  - Change of venue;
- „**Application category**" - drop down list which will be displayed in the application "General Data" categories (by default, the selected value will be "undefined"):
- „**Number of registration**" - text field where the application registration number will be inserted. The system must allow the registration of multiple application numbers, separated by the symbol ";";

- "**Essence of the case**" - text field where relevant words about the essence of the case will be inserted. The system must be able to perform a partial search using the words introduced.
- "**Registration date**" - The system must allow the selection from a drop down list of the interval of registration of the application (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year)

  Related to the **"Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **"Archiving date"** - The system must allow the selection from a drop down list of the interval of the archiving of the application (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year)

  Related to the "**Archiving date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of

placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- "**Application completed**" - The system must allow selection from a drop down list of the interval in which the search is desired (default is selected, the value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year)

  The system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **Search by Judge:**
  - „**Judge**" - selecting the name from a predefined dropdown;

In the search interface, the system must include a "Search" button that once clicked will display a list on the bottom part of the interface with the search results according to criteria defined.

The system must also include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

The system must allow the exportation to Excel format of all the lists of applications obtained from the search results.

2.1.3.3 My applications

The system must include a separate option in the menu such as "My Applications" where the judges and their teams will be able to view, find and open the applications assigned to them.

By clicking on the option "My Applications", the system must display in a user interface tool the search applications in the database corresponding to the respective judge (at the top), as well as a list, where the search results will be generated (at the bottom).

The system will display the same list of applications in compliance with the above mentioned functional principles in the section "All Applications - list of results (applications)", including the "Application - File and File – Application connection" section.

Also, the interface will also include the search form with specific criteria respecting the same functional principles contained above in the "Application search" section.

Note:

The „Search by Judge" criteria mentioned above in the section "Application search" must be locked in the "My Applications" interface because the displayed applications must belong to a single judge only (person who has accessed the option).

2.1.3.4 Connecting applications

The system must allow the connection of a summons application with other summons applications and the summons applications with civil files.

The system must include a separate option in the menu of "Application connection" where applications can be connected by the user program with the role of "President" and the "Records Department Specialist".

Note:

Connection between two applications registered at two different points in time implies an action by which the information registered in the new application is connected to the information from the older application.

When more than two applications will be connected, all the application data will be connected to the oldest application.

The system must provide for the applications connection the following:

- When two or more applications are connected, the oldest application will retrieve all the information of the remaining applications and will remain with the "examined" status. Main category of the application will be highest of all categories (initial and connected). Within the section "Secondary Categories" of the main application, it will display all the secondary categories (initial and joined). The degree of complexity will be recalculated by the overall applications, taking into account the degrees of complexity of the remaining connected applications, as if all these categories have been selected from the very beginning in a single application (details about allocation algorithm in the Application allocation chapter). The information of the remaining applications (to be connected) will remain unchanged, but the connected applications will change their status to "connected" and will no longer be able to be modified.
- If an application or more will be connected with a file, the file will retrieve the application information and will remain with the "examined" status. The main category will be the highest of all categories (from the initial file and applications connected). Within the section "Secondary Categories" of the file, it will display all categories (from the initial file and the applications connected). The degree of complexity will be recalculated by the overall file, taking into consideration the degree of complexity of the remaining connected applications , as if all these categories have been selected from the very beginning in a single file (details about allocation algorithm in the Application allocation chapter).). The information of the remaining applications (to be connected) will remain unchanged, but the connected applications will change their status to "connected" and will no longer be able to be modified.

The system must allow the connection of a civilian application only with civil files (and not criminal, etc.)

The user of the program that has assigned the role of "President" and/or " Records Department Specialist" will have the right to load in the main menu the list of the summons or civil files necessary for connection.

By accessing the menu "Application connection", the system must display in the interface the list of applications and the related files for connection, in the form of a list, with the following fields:

- Application number – default number, specific to the instance, of the application/file assigned by ICMS - (it will display the applications numbers related to the files selected for connection)
- Application name

For each application displayed in the list, the system will include on the side the specific buttons for the withdrawal of the connection: "Withdraw". When the button is accessed, the system must remove the application/file from the list of applications/files connected.

Name of all the fields, including buttons, must be presented at the top of the table

The system must allow the selection from the interface of the number of applications to be displayed in the list (through a field of type "No. of applications displayed" in a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when requests cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

When the list of applications will be generated, the system will display it sorted chronologically backwards, with the most recent applications at the top, depending on the "date". The system will also allow sorting the information from all sections in an ascending/descending way with a click on the top of the table in any of the headings..

In the connection interface the system must provide buttons in order to generate a list of summons/files for connection, as well as connecting them:

- **„+ Add file**" - by clicking "Add file" the system will open in a separate window, a list of all the files respecting the same principles set forth in the section "File display list" from the "Files/All files" menu, to mention that, for each displayed file, there will be a "Choose" button to select that file for the connection process.
- „+ **Add application**" - by clicking "Add application" the system will open in a separate window, a list of all the applications respecting the same principles set forth in the section "Application display list" from the "Applications/All applications" menu, to mention that, for each displayed application, there will be a "Choose" button to select that file for the connection process.
- **"Connected"** - After the lists have been generated, the system must allow the connection of the files with the applications and/or the applications with other applications, for this the interface includes a connection button. Subsequently the system will generate a connection confirmation message of the application with the file -"Connection was performed successfully!".

  Likewise, after the connection has been finalized, the users of the program with the role of „Judge" that requested the connection of the applications/files must receive, by default, a confirmation message of the application connection in the „My Notifications" section, such as: „Your Application/File with the number xxx has been connected to the Application/File with the number xxx".

  In the event that out of the applications/files list only one application/file was selected, when pressing the „Connect" button, the system must generate, in a dialog window, an error message such as: „Please choose at least two items for connection!".

Following the connection the status changes will take effect as outlined above.

The system must provide the right to connect to users with the role of "President" and "Records Department Specialist"

2.1.3.5 Transfer of applications

The electronic transfer of the summons from an instance to another involves receiving and accessing the electronic version of the summons from the database common to all courts by the Court to which the application is transferred to, only after the Court that filled in the necessary information in the section "Information about transfer".

The system must allow the Court that receives the application to take on the application from another instance by means of the program, through the menu "Transfer applications". The program must enable the initiation of this action by the Court that receives the application only after the court that sends the application has filled in and saved the information on the transfer of the application in the section "Information about transfer".

At the time of registration of the transfer in the section "Information about transfer" from the application regime, the system must automatically send a notification to the user with the role of " Common Room Specialist" in Court who will receive the application by which he will be informed that he has to carry out a transfer of application (the notification will also contain the number of the application to be transferred) and to initiate the transfer.

Note: The transfer of the electronic application is accompanied by the transfer of the application on paper and by a delivery slip concerning the transfer of the application.

The system must allow the electronic transfer of the application (initiated by the instance that is recipient) by the interface with the following fields and actions:

- „**The Court**" –the predefined drop down list with the names of the courts for the selection of court the electronic application will be transferred to - mandatory field
- „**Number of the application"** - text type field where the complete electronic number of the application to be transferred will be introduced (the one specific to the instance) - mandatory field
- „A**pplication Transfer**"- button for the achievement of the transfer, with generating a message that confirms the transfer, with the following content: "The applicatiom has been transferred successfully, from Court: name of the Court, Number of application: number of the transferred application, Date of transfer: the date of the transfer of the application", message that will disappear after the user will click "OK".
- "**Cancel**" – button that will allow the cancellation of the action of transfer

If it's attempted the transfer of an application that has already been transferred, the system must generate an error message of the form "Application has already been transferred in court".

If the number of the application is indicated in the field "Number of the application", the system must automatically generate a message of the form: "In the indicated court there was no application with number:".

If it's attempted the transfer of an application for which has not yet been filled in the information in the section "Information about transfer" from the application regime, by the instance from which the transfer is made, the system must generate a message to the user in the form: "The transfer has not yet been initiated by the [name of Court]".

Also, in the dialog box displayed the message "Do you want to notify the court for the initiation of the transfer?" will appear, with the option of clicking "OK" or "Cancel.

If the user chooses „OK", the system must transmit a message in the section „My Notifications" to users with the roles of "President", "Common Room Specialist" and „Archive Registrar" from the court which is required to initiate the transfer of the form: "Please fill out the information on the transfer of application. xxx.

The system must foresee the functionality of the repeated transfer of the summons.

The system must provide that the Sheet of actions of the transferred summons saves automatically the transfer action with the mention of: the Court where the transfer took place, the date and time. (Example: the application with "number" is transferred to the Court "name" on).

The system must allow for the transferred summons to form the list of applications in the main menu window "Applications/ Received Applications."

Right of access to the carrying out transfer actions in the menu "Applications Transfer " should be given to the user with the role of "Common Room Specialist".

2.1.3.6 Received applications

The system must allow highlighting in a distinct interface of the applications that have been transferred to other courts and were not yet registered in the system

Thus, at the level of the main menu "Applications" the system must include the option "Received applications" where the received applications can be viewed, found and opened.

The option "Received applications" must display an interface that will display at the top the list of applications received and, in the lower part, it will display the list of search criteria.

The list of received applications

The system must allow viewing of the complete list of applications at the top of the interface that will include the following information arranged in columns for each received application:

- "**Court**"–the instance from which the application was transferred
- "**Application number**"
- "**Transfer data**"–the date when the transfer was carried out
- "**Name**"–the name of the application

For each transfer displayed in the list there must be two specific buttons as follows:

- Viewing - the system will open the interface „General data" from the application regime where the general data of the received application can be viewed and where the application can be saved into the system (**for more details refer to section below „Registration of the application in ICMS after transfer**)
- Deletion - the system will delete the application from the list of received applications and from the database. When the user will press the deletion of the received application, the system must generated an automatic message in a dialog window with the message „Are you sure you want to delete the received application?" The user must have available two buttons with options: „Ok" and „Quit".

The system must allow the selection from the interface of the number of application to be displayed in the list (through a type of field such as "No. of applications listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

When the section will be accessed, the system must display the application list sorted chronologically in reverse, with the most recent documents at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The program must allow quick access in the main menu, by a single click over the name of the summons from the list, to information about the participants in the proceedings in a different window. The window will have to display the first name and first name of the participant and the title of legal standing saved in the application.

Searching for received applications

The system must include in the bottom part of the interface „Received applications: a form to search the received applications that will contain the following search criteria grouped on categories:

- The criteria category „By participant":
  - **"Name"**- text type field where the searched name is introduced;
  - **"First name"**- text type field where the searched first name is introduced;
- The criteria category „By application":

- "**The Court**" - drop down list with all courts for selection of the court where the application was transferred (by default, the selected value will be „undefined")
- „**Type of application**" - civil
- „**Name of the application**" - text type field where the registration number of the application will be introduced. The system must allow the introduction of more application numbers, separated by the symbol „;";
  - **"Transferred" -** the system must allow the selection from a drop down list of the interval of the transfer of the application (by default, the selected value will be „**undefined**")
    - Undefined;
    - Current week;
    - Last week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;
    - Last year.

Corresponding to field „Transferred", the system must allow searching between two specific date. Thus, the interface must present the possibility of placing a date of beginning and a date of end of the time range within which you want to carry out your search. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the lower part of the interface the search results according to defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

Note: the search of the applications has to be made both for each search criteria, as well as for all the criteria at once. The search result represents the list of applications that meet the selected criteria.

Right of access to the registration of the transferred applications within the menu "Received applications" must be given to the user with the role of "Common Room Specialist".

The registration of the summons after transfer

Note:

The transferred summons is registered as new application into the system by accessing the application in the window „Application”/”Received applications”.

By clicking on the button "View" from the list of applications received, the system must open the interface "General data" from application regime where the general data of the received application can be visualized and you will be able to register the application into the system.

Together with the electronic transfer of the application, the system must allow the automatic takeover of the specific data registered by the instance that initially created the application.

The system must allow adding/changing/deleting data taken from the electronic transfer and subsequent, the registration of the application into the system.

Upon registration, the system must save a new application with a new number specific to the instance that tool over the application using the data from the transferred application.

Within the "General Data" interface from the application regime, upon viewing the General data of the newly created application, the interface must include at the top a drop down list which will display the following values:

- number and name of the old application in the form that it was transferred in
- number and name of the new application in the form that it was transferred in

Next to the drop down list, the interface must include a button in the form „**Open application in another window**”. By pressing the button, the system must open the selected application in the interface „General data” from the application regime.

Thus, the system will allow the viewing of the information from the old application in the form it was transferred as well as the modified information from the new application in the form it was saved.

The "General Data" interface from the application regime of the old application must include in addition to the fields described in the section "The registration of general data" following specific fields:

- "**Court of first instance**" - the name of the court where the application was transferred from will be displayed – without the possibility to edit
- "**The Raporrteur Judge of the court of first instance**"- the name of the judge rapporteur of the court of first instance will be displayed – without the possibility to edit

Note:

After registering in the system of a received application, that application will disappear from the list of applications received described above.

The system must allow searching and retrieval of the application which was transferred to both by the new number, as well as by the old specific number of the Court from which it was transferred.

Right of access for the performing of registration actions of the applications transferred within the menu "Received applications" must be given to the user with the role of "Common Room Specialist".

2.1.3.7 Challenged applications

The system must allow the viewing of challenged application, with the status of "Appeal" from the Court through the main menu "Applications"/"Challenged applications". The challenged applications are instance-level, but the system must allow access to applications according to the role/rights of access of program the user. In this menu, users with the role of "President", "Specialist" and "Archive Registrar" will view all challenged applications registered in the program in the court where it activates. Program users with the role of "Judge", "Judicial Assistant" and "Registrar" will have assigned the right to viewing and saving of the information solely in their assigned applications.

Note:

Applications that can be attacked are the ones not carry forward/return/reject from acceptance. They are challenged only with appeal, so this is the only way of contesting in this phase. Application with status "Appeal" is created in case of saving to the application the second appeal application.

By clicking on the option "Challenged applications", the system must display in an interface the search tool for challenged applications in the data base proper to that judge (at the top), as well as a list where the search results will be generated (at the bottom).

The system will only display the applications in the list respecting the same functional principles stated above in the section „Displaying the application in the list” from menu „Applications/All applications”.

Also, the interface will include the search form with specific criteria that respect the same functional principles stated in the section „Applications search” from menu „Applications/All Applications”.

The system must allow users accessing the list of applications in the menu "Applications"/"Challenged Applications" depending on held role/ right of access inthe program as follows:

- „**President**" – program user with right to access the complete list of challenged applications.
- „**Judge**" – program user with right to access the complete list of challenged applications assigned to this judge.
- „**Judicial Assistant**" – program user with right to access the complete list of challenged applications assigned to the „Judge" that belongs to the work group (team) of the user „Judicial Assistant" (Administrating teams in the program – Judge/Judicial Assistant/Registrar)
- „**Registrar**" – program user with right to access the complete list of challenged applications assigned to the „Judge" that belongs to the work group (team) of the user „Registrar" (Administrating teams in the program – Judge/Judicial Assistant/Registrar)
- „**Common Room Specialist**" – program user with right to access the complete list of challenged applications
- „**Archive Registrar**" – program user with right to access the complete list of challenged applications

2.1.3.8 Archiving

The system must allow the archiving/extracted of the summons.

The system must include a separate option in the menu in the form "Archiving" by means of which applications can be archived/extracted.

By clicking on the option "Archiving", the system must display in a list all applications registered at the level of the court that can be archived as well as already archived applications which can be extracted.

The system will display the same list of applications in compliance with the above-mentioned functional principles in section "Display" in the list of applications with the difference that, for each application displayed, there will be a button in the form of "Archived" that will pass the request in status "Archived".

Upon clicking "Archiving", the system will display a confirmation message in a dialog window in the form "Are you sure you want to archive the application?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the action of archiving.

After taking an application to status "Archived" the „Archive" button displayed in the list will change to "Unzip "and by pressing it, the system will allow the extraction of the application.

When extracting, the system should ask the user through a dialog window to introduce the reason of the extraction.

After inserting the reason for extraction, the system will display a confirmation message in a dialog window in the form "Are you sure you want to unzip the application?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the extraction action.

Also, the interface will include the search form with specific criteria that respect the same functional principles stated above in the section „Applications search".

The system must allow users to access and conduct actions of archiving/decompression in the list of applications in the menu "Applications"/"Archiving" depending on the held role/ right of access program as follows:

- „**President**" – program user with right to access the complete list of applications and to view the specific information of the application (archived/extracted).
- „**Judge**" – program user with right to access the complete list of applications assigned to this judge and to view the specific information of the application (archived/extracted).
- „**Judicial Assistant**" – program user with right to access the complete list of applications assigned to the „Judge" that belongs to the work group (team) of the user „Judicial Assistant" (Administrating teams in the program – Judge/Judicial Assistant/Registrar) and to view the specific information of the application (archived/extracted).
- „**Registrar**" – program user with right to access the complete list of applications assigned to the „Judge" that belongs to the work group (team) of the user „Registrar" (Administrating teams in the program – Judge/Judicial Assistant/Registrar) and to view the specific information of the application (archived/extracted).
- „**Common Room Specialist**" – program user with right to access the complete list of applications and to view/archive/extract the applications.
- „**Archive Registrar**" – program user with right to access the complete list of applications and to view/archive/extract the applications.

Upon clicking "Unzip", the system will display a confirmation message in a dialog window in the form "Are you sure you want to unzip the application?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the extraction action.

Also, the interface will include the search form with specific criteria that respect the same functional principles stated in the section „Applications search" from menu „Applications/All Applications".

2.1.3.9 Publication of resolutions

The system must allow the automatic publication of the summons on the web page of the court that administrated the applications.

By clicking on "Publish resolutions" menu from the main menu "Applications", the system must display in a distinct interface both the search form of the resolutions (at the top), as well as a list where search results will be generated (at the bottom).

Note:

The list of applications displayed in the interface "Publish resolutions" is formed from the resolutions saved to applications with document status Final and ticked as „Available for publication”.

The list of resolutions available for publication

At the time of accessing the original option "Publish resolutions" the system must display in the interface all resolutions saved to application with document status Final and ticked as „Available for publication”.

The system must allow the viewing of the list of resolutions in an interface that will include the following information placed in columns for each resolution:

- „**Application number**" –the number of the application for which a resolution with public character was saved ;
- „**Application title**" - the name of the application for which a resolution with public character was saved ;
- „**Date of creation**" –the date when the resolution was saved with Final status and public character;
- „**Drafted**" – the information column concerning the resolution available for publication;
- „**Published**" – the information column concerning publication of the resolution on the web page;
- „**Publication date**" – the information column with the date of the publication of the resolution on the web page.

Related to each resolution displayed in the list, following the information above, for each resolution, the system must include the following buttons:

- "Edit" - must allow the editing of the resolution before publication (more details you can fin below in section **Drafting of the Court Decision - Anonymisation of Personal Data)**

- "Publish"–must allow publication of the resolution on the web page;
- After publication, the system must display in the information column „Published", mentioned above, the information „Published" and in the information column „ Data of publication", it must display the date and time when the resolution was published.
- "Cancel" - must allow cancellation of the publication of a resolution that was published on the web page;
- "Delete" - must allow deletion of the publication from the list for publication on the web page – but the resolution must not be deleted from the application it belongs to.

The named of all fields, including buttons, must be presented at the bottom of the table.

The system must allow the selection from the interface of the number of resolutions to be displayed in the list (through a type of field such as "No. of resolutions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page with placing some buttons for browsing trough lists in the form "First", "Past", page number, "Next", "Last".

When the resolutions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent resolutions at the top, by the date when it was created. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

<u>The form for searching the resolutions in the list</u>

The system must include at the top of the interface „Publish resolutions" a form for the search of resolutions that comprises the following the search fields:

- „**Application number**" – text type field for inserting the number of the searched application. The system must allow the retrieval of an application even when in this field is inserted only part of the searched number.
- „**Status**"- selecting from a predefined drop down list from options:
  - All
  - Published
  - Unpublished;
- „**Judge**" - selecting from a drop down list the name of the judge from that court who issued the resolution in the given application.
- „**Application Type"**- selecting from a drop down list the type f application for which the resolution was issued (there will only be option „Civil")
- „**Period**" - selecting from a drop down list the period when the resolution was issued with the following options (by default, the selected value will be „Undefined"):
  - Undefined;
  - Current week;

- Past week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Corresponding to field „Date of acceptance”, the system must allow searching between two specific date. Thus, the interface must present the possibility of placing a date of beginning and a date of end of the time range within which you want to carry out your search. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "**Search**" button that once clicked will display in the list in the lower part of the interface the search results according to defined criteria.

Also, the system must include a "**Clean**" type button that once clicked will cancel the selections made by the user among the criteria.

The system must allow for accessing of the resolutions list to be made depending on the held role/right of access of the program user:

- „**President**" – program user with right to access the complete list of resolutions;
- „**Judge"** – program user with right to access the complete list of resolutions saved with Final and Available for publication status in the applications assigned to and examined by this „Judge” (see application regime – Resolutions);
- „**Judicial Assistant**" – program user with right to access the complete list of resolutions saved with Final and Available for publication status in the applications assigned to and examined by this „Judge”, whose team includes this „Judicial Assistant” (Administrating teams in the program – Judge/Judicial Assistant/Registrar);
- „**Registrar"** – program user with right to access the complete list of resolutions saved with Final and Available for publication status in the applications assigned to and examined by this „Judge” (see application regime – Resolutions), whose team includes this „Registrar” (Administrating teams in the program – Judge/Judicial Assistant/Registrar);
- „**Common Room Specialist**" – program user with right to access the complete list of resolutions.
- „**Archive Registrar**" – program user with right to access the complete list of resolutions.

Drafting the Court Resolutions - Anonymisation of Personal Data

By accessing the „**Edit**" button displayed next to each resolution indicated in the interface „Publish resolution", the system must open in a new window a text editor for the resolution that wll be published on the web page.

The system must provide a tool for anonymization of personal data in the resolution text . Work window should include the following components:

The editor will include two ways to edit text:

- "**Design**" regime - it will include resolution text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language
- Button for opening the resolution in the viewing regimes, marking and anonymization:
  - „**View original document**" - displays in the editing interface the original resolution before anonymizing
  - „**View marked document**" - displays in the editing interface the resolution with the word that will be anonymized marked with yellow
- „**View anonymized document**" - displays in the editing interface the anonymized resolution
- Section in the form of a box of options „**Categories**" that should include the list of information categories to be anonymized in the text of the resolution.
- Section in the form of a box of options „**List of words**" where words or collections of words cam be added to be anonymized in the text of the resolution.
- Button in the form „**Save**" that will only be active in the view anonymized document mode by button „**View anonymized document**" that will save and publish the document onto the web page.

The system must allow the anonymization of the resolution document by using functionalities of anonymisation of personal data, which must be displayed in the working window accessed, as follows:

- Option box "Categories" - will include:
  - Information categories that the system will automatically anonymize displayed in the form of check boxes and which will comprise the following options:
    - Name,
    - First name;
    - IDNP/IDNO/Fiscal code;
    - Address;
    - Date of birth;

- Bank account;

The user must have the possibility to select multiple fields that he wishes to anonymize in the text of the resolution.

- „Anonymized form” field - in the options box of „Categories” a text type field will be displayed next to each category of information so that the user will have the possibility to enter the text with which he wants to anonymise a certain information from the resolution (for example, if he selected the category "Name First name", the user must have the possibility in the joint text field to specify the text which replaces the information "Name First name" in the resolution. Therefore, if the user fills in the text "I.P." then the system must automatically replace all occurrences in the text of the information "Name First name" with the text "I.P.")

  The system must automatically identify the content in the resolution regarding the fields ticked off the box "Categories" and to anonymize them by replacing with the specified words or if no word was specified not it will display the character "X" on the entire length of the anonymized word.

  The system must include in the options box "Categories" a button of the form: "Anonymize" which anonymizes the text according to the selected categories and of replacing text introduced.

- Option box „List of words" – it must allow the filling in with other words from the text of the resolution that are not included in the list of categories above for anonymization.

  In this regard, the options box „List of words” must contain the following fields:

  - "Word to be anonymized" - text type field where the word/text from the resolution that will be anonymized, will be inserted
  - "Anonymized form" - text type field where the anonymized form of the word/text from the resolution will be inserted

Also, the options box „List of words” must also include a button in the form „Add” that will register the introduced word.

The system must display in the options "List of words" the words which have been added for anonymization and the text they are anonymized with.

The system must display in the options "List of words" a button in the form” Anonymize” that anonymizes the text according to the selected categories and of replacing text introduced.

After anonymizing a resolution, the system must print the information word "Drafted" in the column "Drafted" next to the list of resolutions displayed in the interface "Publish resolutions".

Publication/Cancellation of the court resolutions on the Web page

The system must allow that after being selected from the list, a resolution registered in ICMS available for publication, could be published on the web page of the Court. The system must place the information in the web page immediately after the user has clicked the "Publish" button displayed next to the resolution.

As shown above, the interface of the application should include a button in the form "Publish" next to each resolution for publication on the web page of the resolution and a button in the form "Cancel" to cancel publication of a decision and withdraw the resolution from the web page of the Court.

After publication, the system must display in the information column "Published", mentioned above, the information "Published", and in column "Publication Date" it must display the date and time when the resolution was published.

After cancellation, the system must remove the information "Published" from the information column "Published" as well as the information in "Publication Date ".

2.2 COURT FILES

The system must allow the registration and management of court files.

Thus, the menu of the system that will manage the court files will be structured in two level, as follows:

- Main menu - that will include functional areas for managing court files at overall level
- Secondary menu ("file regime") - that will include functional areas for registering and managing information related to a court file

The main menu related to the court files must include the following functional buttons:

- New civil file
- New criminal file
- New contravention file
- Connecting files
- All files
- Received files
- Transfer
- Challenged files
- Files to be executed
- My files
- Archiving
- List of subpoenas
- Publish decisions
- Publish resolutions

The secondary menu (hereinafter named „file regime") must include all functional area for managing information from a file.

The menu must be displayed laterally on the left side of the interface together with initiating the step for registration of a file and will include the following functional area.

- **"General data"-** must allow registration, editing and listing information from an file;
- **"Participants in the proceedings"-** must allow registration, editing and listing information about the participants in the proceedings of a file;
- **"Documents"-** must allow registration, editing and listing of documents in a file;

- **"Registration"-** must allow registration of the file and the summary viewing of all the information of registration of the file;
- **"The assignment of cases"-** must allow viewing of the information about the assignment of the file of the user of the program that has the role of "Judge";
- **"Acceptance into proceedings" -** must allow the modification of the status of the file (will be permitted to the program user with the role of "Judge");
- **"Adjournments" -** must allow saving and viewing of information about adjournments on a file. Users with the role of "Judge" must be allowed the operation to amend the status of the file;
- **„Court sessions"** –must allow the registration, editing, listing and viewing the registered court sessions for a file as well as the saving of the court session result;
- **„Subpoenas" -** must allow generating, viewing and/or printing the list of subpoenas;
- **„Statements of facts"** –must allow the adding, editing, viewing and listing of the statements of facts prepared in the court sessions;
- **"Resolutions"-** must allow the adding, listing, viewing, deleting, or editing of the prepared resolutions;
- **"Recusations/Abstentions "-** must allow the registration, editing, viewing and listing of the applications for recusation/abstention;
- **„Decisions"** – must allow the registration, editing, viewing and listing for a certain file;
- **"The summary of the application"-**must allow the viewing of the summary of the file which must contain all the information relating to a file;
- **"Sheet of actions"-** must allow the listing of actions carried out at a specific file;
- **„Remedies at law" -** must allow adding, editing, viewing and listing applications for appeal/second appeal saved in the file;
- **„Execution" -**must allow adding, editing, viewing and listing informationconcerning action for execution in a certain file;
- **"Remedies of law"-** must allow adding, editing, viewing and listing applications for appeal/second appeal saved in the second appeal application;
- **"Information about transfer"** - must allow the registration of information relating to the transfer of the file to another court.
- **"Measures to ensure the action"-** must allow the registration of information concerning measures to ensure the action received on file.

2.2.1 The registration of files

The system must allow the registration of some new files in the database by main menu ”Files”.

Thus, the system must include, at menu level, separated options for registering the following types of files:

- Civil file
- Criminal file
- Contravention file.

For each of the 3 options, the system must allow the introduction of all information concerning a file.

2.2.1.1 The registration of general data

The initial registration stage of a new file consists of filling out the options in the side menu "General data", by which the system will generate an interface that will allow for the completion of the following information:

- **„Registration date"** – calendar type field for selection of the date of registration of the file into the program. By default, the system must generate the current date.
- "**Examination procedure**" represents the type of file and must be chosen from a predefined list according to the table below:

FIRST INSTANCE:	COURT OF APPEAL:	SUPREME COURT OF JUSTICE
Civil file • *First instance* • *Ordinance procedure* • *Contentious administrative* • *Review* ***Criminal file*** • *First instance* • *File review* ***Contravention file*** • *First instance* • *File review*	***Civil file*** • *First instance* • *Appeal against the decisions of the first instance* • *Second appeal against the court decisions and resolutions (Section I, CPC)* • *File review* ***Criminal file*** • *First instance* • *Appeal against the sentences of the first instance* • *The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP)*	***Civil file*** • *The second appeal against the decisions of the appeal instance (Section II, CPC)* • *The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section I, CPC)* • *Review* • *Jurisdiction conflict* • *Change of venue* • *Recusation/Abstention* • *First instance* • *Additional decisions* ***Criminal file*** • *First instance*

	• *File review* ***Contravention file*** • *First instance* • *The second appeal against the decisions concerning administrative contraventions* • *The second appeal in canceling contravention court decisions* • *File review*	• *The second appeal against the appeal court instance (Section II, CPP)* • *The second appeal against the court decisions for which no appeal remedy is provided (Section II, par.CPP)* • *Action for cancellation* • *Jurisdiction conflict* • *Change of venue* • *Abstention* • *Clearing* • *Review* • *The second appeal against the resolution concerning remand custody art. 311-312 CPP* • *The second appeal against the irrevocable court resolution after exhaustion of the remedies at law* • *Second appeal in the interest of the law*

- **"The application index (file index)"-** the index will be chosen from a drop down list according to the table below:

FIRST INSTANCE		
File type	**Examination type**	**File index**
civil	*First Instance*	2, 2c. 2i, 6, 9, 22, 23, 24, 25, 26
	Ordinance procedure	2p/o
	Contentious administrative	3
	Review	2rh, 2rhc, 3rh
criminal	*First Instance*	1, 6,7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25
	File review	1rh
contravention	*First Instance*	4, 5r
	File review	4rh
COURT OF APPEAL		
civil	*First Instance*	2, 2p/o, 2c, 2i, 3, 6, 9, 22, 23, 24, 25
	Appeal against the decisions of the first instance	2a, 2ac
	Second appeal against the court decisions and resolutions (Section I, CPC)	2r, 2rc, 3r, 6r, 9r, 21r, 22r, 23r, 24r, 25r
	File review	2rh, 2rhc, 3rh
criminal	*First Instance*	1, 6, 7, 8, 21, 22, 23, 24, 25
	Appeal against the sentences of the first instance	1a
	The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP)	1r, 7r, 8r, 10r, 11r, 12r, 13r, 14r, 15r, 16r, 17r, 18r, 19r, 20r, 21r, 22r, 23r, 24r, 25r
	File review	1rh
contravention	*First Instance*	4, 4r, 4rh

	The second appeal against the decisions concerning administrative contraventions	4r, 4rh
	The second appeal in canceling contravention court decisions	4, 4r, 4rh
	File review	4r, 4rh
SUPREME COURT OF JUSTICE		
civil	*The second appeal against the decisions of the appeal instance (Section II, CPC)*	2ra, 3ra, 2rac, 2ri
	The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section I, CPC)	2rc, 2r, 3r
	Review	2rh, 3rh, 2rhc
	Jurisdiction conflict	2cc
	Change of venue	2cs, 2ac
	Recusation/Abstention	2ac
	First Instance	3d, 3
	Additional decisions	2ds,3ds
criminal	*First Instance*	1
	The second appeal against the appeal court instance (Section II, CPP)	1ra
	The second appeal against the court decisions for which no appeal remedy is provided (Section II, par.CPP)	1r
	Second appeal in cancellation	1re, 4/1r/e
	Jurisdiction conflict	1cc
	Change of venue	1cs
	Abstention	1ac
	Clearing	1reab
	Review	1rh
	The second appeal against the resolution concerning remand custody art. 311-312 CPP	1r/arest
	The second appeal against the irrevocable court resolution after exhaustion of the remedies at law	4-1re
	Second appeal in the interest of the law	4-1ril

- "**Confidential data**"- it must be a check box type field (check box), necessary for the limitation of access for the system users to files deemed confidential; Access will only be permitted to the rapporteur judge, judicial assistant and the registrar.
- **„Received file"** - drop down list that allows the selection of an option depending on the type of the instance and the type of the file according to the table below:

FIRST INSTANCE/ COURT OF APPEAL		
Civil file	***Criminal file***	***Contravention file***
• *For the first time*	• *For the first time*	• *For the first time*
• *By jurisdiction*	• *By jurisdiction*	• *By jurisdiction*
• *Decision retirement*	• *Sentence retirement*	• *Decision retirement*
• *Reviewed file*	• *Reviewed file*	• *Reviewed file*

- "**Reviewed by the same judge/panel**:"- there must be a check box type field (check box). Ticking this box will cause the activation of a field that will contain a number of "File from ICMS", which will allow searching for a file;
- "**File from ICMS" -** this must be a field that is activated only when the option "Examined by the same judge/panel" is checked and indicates the number and name of the file previously examined by the same judge-rapporteur. Corresponding to this field, the system must allow the searching of a file by number or to allow the opening of a file from those already existent by a specific button that will redirect the user to the interface "All files" where he can select a file.

  The system will take into account that the option „Examined by the same judge/panel" can be activated only by selecting for field „Received file", the options: By jurisdiction, Decision retirement, Reviewed file. In this case, the filling in of field „File in ICMS" is mandatory. Thus, the system will allocate the registered file to the selected judge.

  In case of using option „Examined by the same judge/panel", the system will allow the automatic saving in the newly registered file, of the data copied from the indicated file, respectively:

  - Participants in trial;
  - Documents.

  Explanatory note:

  Certain categories of applications, that will be conveyed hereinafter, are going to be examined by the judge that ruled over the main issue of the matter. Among these categories of applications there are:

  a) The review of the court decision – art. 448 par. (1) CPC - the application for review against a decision or resolution left irrevocable by not being subject to appeal is resolved by the instance that rules over the main issue of the matter.

  Category in ICMS : Civil files: A.28 The review of the court decision – art. 448 par. (1) CPC

  b) Invalidation of the judicial execution of the court decision art. 158 CE- (2) If the court that has judged second the matter did not resolve the invalidation of the judicial execution of the cancelled court decision, the defendant has the right, in the terms of prescription, to submit an application in this instance for the execution into the ordinance procedure without observing the preliminary procedure.

  Category in ICMS: Civil files, A.29 Invalidation of the judicial execution of the court decision art. 158 CE- (2).

c) **Change of the manner and order of execution – art. 77 CE - (1)** If there are circumstances that make the execution difficult or impossible, the court bailiff or the parties in the execution procedure will submit in the court that issued the enforceable document with an application concerning the changing of the manner and order of enforcing the decision.

   Category in ICMS: Civil files, A.25 Change of the manner and order of execution.

d) **Cancelling the measures to ensure the actions – art. 180 CPC - (1)** The previous measure to ensure the action can be cancelled ex oficio or upon the request of the defendant by the judge or the instance that ordered the ensuring measure or by the judge or the instance whose procedure includes the matter.

   Category in ICMS: Civil files: A.15 **Cancelling the ensuring measures**.

e) **Issuing the additional decision – 250 CPC - (1)** The instance that ruled the decision can, ex oficio, or upon the request of the participants in trial, issue an additional decision if:

   Category in ICMS: Civil files, A.30 Issuing the additional decision – 250 CPC - (1)

f) **Explaining the decision – 251 CPC - (1)** If there is need for explanations concerning the meaning, the extension or applying the operative part of the judgment or if the decision comprises inconsistent dispositions, the issuing instance can, upon the request of the participants in trial or of the court bailiff, forward explanations on the operative part of the judgment or to leave out the inconsistent dispositions without changing the content of the decision.

   Category in ICMS: Civil files, A.23 Explaining the decision

g) **Correcting the errors in the decisions – art. 249 CPC - (2)** The court can, ex oficio or upon the request of the participants in trial, to correct the errors or omissions from the decision in what concerns names, legal standing or any other obvious material or calculation errors.

   Category in ICMS: Civil files: A.31 Correcting the errors in the decisions– art. 249 CPC - (2)

h) **Releasing the duplicate of the enforceable title – art. 19 Enforcement code - (1)** In case of loss or deterioration of the enforceable title, the court that issued the enforceable title will release, in 5 days at most, a duplicate. Simultaneously, this legal norm provides the issuing of a motivated resolution only if the release of the duplicate for the enforceable title is denied, the rest of the cases, the duplicate is

released based on the resolution of the judge.

Category in ICMS: Civil files, A.32 Releasing the duplicate of the enforceable title– art. 19 Enforcement code - (1).

In the examined cases, only the judge that examined the court matter and knows all materials and circumstances of the cause can pronounce over the submitted applications.

- **„Application submitted by "** –drop down list that will allow the selection of the party that submitted the summons and which will replace the specific option depending on the type of the file, as follows:

FIRST INSTANCE/ COURT OF APPEAL		
Civil file • *Persons who did not participate in the trial* • *Attorney General* • *Parties and other participants in trial*	***Criminal file*** • *The spouse or relative of the convict* • *Aggrieved party* • *Suspect* • *Defender* • *Parties and other participants in trial* • *Other participants*	***Contravention file*** • *Prosecutor* • *Contravening*

- **„File examined in the order of review"**- This field will be activated in case of selecting option „Reviewed file" within field „Received file".

  Similarly to the above mentioned field "File in ICMS", for this field the system must allow searching of the file by number or to open a file in the existing ones by a specific button that will redirect the user to interface "All files" from which he can select a file.

- "**Main category"-** related to this field, the system must allow the selection of the main category from a predefined list of categories for civil, criminal or contravention files depending on the type of the registered file.

  For an easier browsing of information about the categories, this list should be displayed in a separate interface from the main one.

  Upon browsing the category in the list, it should be provided the opportunity to filter the list by typing some keywords in a *Search* field which will allow the display of only the categories that include those words/parts of them. To select the category, the interface must include two specific buttons as follows:

  - "Choose" - for loading the selected category in the form "General data";

- "Cancel" - for closing the categories list interface and return to the form "General Data";

The possibility of amending the main category after the selection must be available, if the user wishes so.

The system must allow the displaying of a single main category.

The system must allow the displaying of the main category selected in the "General Data" interface next to the "Category" field.

According to *The Regulation on the establishment of degrees of complexity of unique national civil, criminal, judicial and contravention trials, approved by the CSM Decision No. 165/6 of 18.02.2014*, in the categories list, the system must display in parentheses the degree of complexity in each specific category.

- **"Secondary Categories"** - related to this field, similar to the main category, the system must allow the selection of secondary categories from the list of specific categories of file type.

The system must open the same separate interface that will display specific categories of depending on the type of the file.

The system must allow for a multiple choice selection of several secondary categories for a main category. The selections must be modifiable, repeated and/or canceled.

For a better efficiency in the selection of categories, the system must allow a temporary selection in the same interface in which the list of categories is displayed through a drag and drop procedure, and as a result, the selection is to be completed through a specific " Complete Selection" button in the interface or be canceled by a "Cancel" button. Clicking "Cancel" will close the interface with the list of categories and will redirect the user in the form "General data".

The system must allow the user to modify the selection even after pressing the "Complete Selection" button. Thus, in the "General Data" interface, when pressing the button which generates the list of categories, the user must be able to visualize the selection made and to make changes on it.

The system must allow the displaying of the secondary categories selected in the "General data" interface next to the "Secondary Categories" field.

The system must always ensure that the main category has the highest complexity.

Therefore, if one of the secondary categories selected has greater complexity than the one selected as the main category, then that category will replace the main category, in consequence it will automatically enter in the selection of secondary categories.

Note:

Through the administration interface, the system will allow the configuration of the categories lists specific to each type of file, i.e. the level of complexity.

- **„The essence of the case"** – text field into which the user will write the statement for the essence of the case file. This field must have mandatory status. Thus, if it is not filled out, the system must not allow data saving and will display a warning message in the form of "Please fill out the essence of the case."
- „**Volume**" – numeric field with integer values, value that should be inserted by the user and represents the number of volumes of the file at the time of registration in the program
- „**Annex**" – related to this field, the system will allow the selection/filling out of the file annexes.

  Thus, the system will allow the selection of the document type annexes from a drop down list specific to every type of file that will contain the most common types of documents.

  The system must allow the selection of multiple attachments. Therefore, for this field there must be an "Add" button that allows the adding of additional attachments.

  For cases in which the required annexes that need to be added on request are not predefined in the drop down list, the system will include an additional text field next to the "Annex" field where the user enters manually the required Annex.

  The interface must permanently display the selected/filled annexes so that the user knows at all times the stage of its selection.

- **„Recurrent action"** (applicable for criminal case files only)–This field must contain a check box that will be checked if the registered criminal case file represents a recurrent action (for criminal case files). This information, gained by ICMS, will be used for generating statistical reports regarding the number of recurrent actions filed in instance.;
- **„First instance court"** - the system must allow the automatic loading of information related to this field if a new file based on the data of a file that was transferred from another instance is registered in ICMS.
- „**Judge rapporteur from the First instance**" – the system must allow the automatic loading of information related to this field if a new file based on the data of a file that was transferred from another instance is registered in ICMS;
- **„File status**" – Related to this field, the system will automatically display the status of the file according to the status in which it lies.

  The system will automatically assign a *Registered* status for the default registered file, following the actions saved on this file, this status will be modified depending on the type

of action and will have one of the forms below:

- Registered
- Assigned
- Examination
- Appeal
- Enforcement
- Archived
- Returned
- Denied
- Not carried forward
- Resolution
- Connected
- Adjourned.

Next to the "File status" field the system must place a "Reinitiate file" button that will allow changing the current status of the file in the previous state. For example:

- from the „Resolution" status, a file will change to „Examination" status;
- from the „Examination" status, a file will change to „Assigned" status.

- „**State tax**" (applicable for civil case files only) – related to this field, the system must display two secondary fields in the form of:
  - **„Fee payment"–**numeric field with two decimals, where the payment amount will be entered in MDL according to legislation in force
  - **„Fee paid"–**numeric field with two decimals, where the payment amount will be entered in MDL according to legislation in force
- „**Exemptions**"(applicable for civil case files only) – for this field, the system must allow the selection from a drop down list of predefined type of exemption applied when the civil file is registered in accordance with the legislation in force. Drop down list will include the following options:
  - Exemption;
  - Payment schedule file;
  - Payment deferment system.
- **„The number assigned by the criminal prosecution body"** (applicable for criminal case files only) –text field in which the file number presented by the criminal prosecution body will be indicated.

The system must allow the unification of materials judged on the basis of the same number provided by the criminal prosecution court (for example, the unification of materials judged under the same criminal prosecution file). Therefore, the system must allow that all materials following the results of the court meetings on the brink of a case file instrumented by the prosecution to be collected and placed in the "Documents" section of the file based on the number assigned by the criminal prosecution body.

The system must allow for the arrest warrant on remand to be generated only for criminal cases relating to remand custody.

- **„The issuing authority"** (applicable for contravention case files only) – text filed where the name of the organization stated on the file as issuing authority will be indicated.
- **„Circumstances of the perpetrated offense** " (applicable for criminal case files only) – drop down list which will include information about the place where the offense was committed, which will have the following options:
  - undefined (by default)
  - urban
  - rural
- **„Comments"** – text field where the introduction of relevant information with regard to the registered file will be permitted.
- **„Incompatible judges" -** related to this field, the system must allow the selection from a list of the judges that are incompatible for examining the file that will be registered, depending on the situation whether there are or not judges which had previously examined the same file. In addition, there should be a text field where will be indicated the reason for choosing the judges as incompatible.

  For an easier way to browse the list of judges (user list with the role of „Judge" in the named instance), this list must be displayed in a separate interface towards the main interface.

  To browse the list of judges, the opportunity to filter the list should be provided by typing names in a "search" field that allows displaying only those judges who include those names/part of them.

  For a better efficiency in the selection of incompatible judges, the system must allow a temporary selection in the same interface in which the list of judges is displayed through a drag drop procedure.

  When adding a judge in the selection list, the system must display a text field window in which the reason for which the judge was selected as incompatible must be inserted. This window must have two buttons as follows:

  - "Save" – save the reason for incompatibility

- "Cancel" – cancel judge selection

The system must block the selection of a judge in the event that the reason for incompatibility was not selected and display a message in the form of „The reason for incompatibility is MANDATORY."

The system will allow that the temporary selection to be completed through a specific „Complete selection" type button in the interface or for it to be canceled through a „Cancel" type button. Pressing the „Cancel" button will close the list of judges interface and will redirect the user in the „General Data" form.

The system must allow the user to modify the selection even after pressing the "Complete selection" button. Thus, in the "General Data" interface, when pressing the button which generates the list of categories, the user must be able to visualize the selection made and to make changes on it.

The system must allow for the judges selected as incompatible to be displayed in the "General Data" interface next to the "Incompatible judges" field.

Note:

The new ICMS should be integrated with the MPay system through which the citizens will be able to pay the state tax. The system should be capable to verify automatically the payment through MPay and to verify whether the unique number of the receipt issued by MPay has been already used for another payment. If the receipt is found as being used, the new ICMS should not register the state tax as paid.

The interface corresponding to the form "General data" should include a "Save" type button which will save the inserted data, and a "Cancel" type button which will reinitialize the data entry form.

After the transfer of a file to another court, the instance that initially created the file must be able to visualize both the created file as well as the files created through a transfer in one of the following instances (with the specific numbers of the named instances)

For example, if a first instance transfers a file for an appeal to the Court of Appeal and then for appeal to the Supreme Court of Justice, the first instance must have the possibility via the "General data" interface in the file option, to view all the information about the transferred file in both hierarchically superior courts (based on the identification numbers created by such instances).

2.2.1.2 The registration of participants in trial

Explanatory note:
The registration of participants in the trial represents the registration stage of the file after „General Data" namely the „Participants in the trial" stage, in which the listof participants in the trial is being created.

By accessing the side menu option "Participants in the trial", the system must display in a user interface the list of registered participants (at the top) and a form that allows the registration of participants (at the bottom).

List of participants

The system must allow the displaying of participants who were registered in the system in a list at the top of the "Participants in the trial" interface which will include the following information about the participants in the trial:

- Full name
- Date of birth
- Address
- Legal standing
- Date of registration

For each participant displayed in the list, the system will include the side buttons specifically for:

- View information about the participant - system will load the participant specific data in the form displayed at the bottom of the interface – without the possibility of editing;
- Edit the participant data - system will load the participant specific data in the form displayed at the bottom of the interface - data can be edited;
- Deleting the participant;

The system must allow the selection from the interface of the number of participants to be displayed in the list (through a type of field such as "No. of participants listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a page.

Participants registration form

The system must place in the participants registration form an „Add" button which will allow the form to be reinitialized for adding a new participant.

The participants registration form must include the following fields:

- "**Legal standing of the participant**" - the system will allow the selection via the two "radio buttons" to one of the following options:
  - Natural person
  - Legal person

For a natural person, the system will include in the form the following fields:

- "**Participant**" the system will allow the selection of the legal standing of the participant from a drop down list depending on the type of instance and the type of file as follows:
  - First instance:
    - Civil file: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;
      - Criminal file: Defendant, Victim, Aggrieved party, Prosecutor, Plaintiff, Defender, Responsible plaintiff, Representative, Legal Representative, Witness, Legal Representative of the Witness, Witness's Lawyer, Expert, Translator, Exponent, Adjacent Party, Public Authority, Specialist, Convicted;
      - Contravention file: Offender, Aggrieved party, Legal Representative, Official examiner, Defender, Witness, Expert, Translator, Claimant, Infliction, Infliction – Prosecutor, Prosecutor, Appellee, Plaintiff-Defendant, Representative, Exponent;
  - Court of Appeal
    - Civil case: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;
      - Criminal case: Defendant, Victim, Plaintiff in Appeal, Plaintiff-Defendant, Claimant, Appellee, Aggrieved party, Civil party, Responsible civil party, Prosecutor, Prosecutor's consultant, Defender, Witness, Witness's Lawyer, Legal representative of the underage witness, Representative, Legal Representative, Expert, Specialist, Exponent, Translator, Public Authority, Other);
      - Contravention file (Plaintiff-Defendant, Claimant, Appellee, Offender, Aggrieved party, Witness, Specialist, Expert, Representative, Legal Representative, Defender, Translator, Exponent, Prosecutor, Other);

If the legal standing of the participant is as "Defendant" (applicable to criminal cases only) the system must open 4 specific fields in the interface as follows:

- „**Guilty plea**" – box to check (checkbox);
- „**Minor**" – box to check (checkbox), if the participant is a minor;
- „**Citizenship**" –predefined list that will allow the selection of the participant citizenship with the following options:
  - Stateless;
  - Republic of Moldova;
  - Foreign.
- „**Category**" –predefined list that will allow the selection of the defendant category with the following options:
  - Women with children under 18 years old,
  - None;

Also, if the legal standing of the participant is as "Defendant" (applicable to criminal cases only) the system must display within the data entry form, in the form of a button, a link to a separate interface called "Defendant statistical registration file". Details regarding the insertion of data in "Defendant statistical registration file" were described in the **Defendant statistical registration file** section below (applicable to criminal cases only).

If the legal standing of the participant is as „Aggrieved Party" (applicable to criminal cases only) the system must open a specific field in the interface as follows:

- „**Minor**" – box to check (checkbox), if the participant is a minor;

Also, if the legal standing of the participant is as "Aggrieved Party" (applicable to criminal cases only) the system must display within the data entry form, in the form of a button, a link to a separate interface called "Aggrieved Party statistical registration file". Details regarding the insertion of data in "Aggrieved Party statistical registration file" were described in the **Aggrieved Party statistical registration file** section below(applicable to criminal cases only).

- "**Tax code**" – numeric field in which will be inserted the IDNP 13 digits identification number, which will be filled if exists in the file
- **"Last Name"** – text field where the last name of the party will be inserted - this field must be compulsory (the system will not allow the registration of a participant in the absence of this information - the system will display a message regarding the necessity of filling in this field)
- **"First name"** – text field where the first name of the party will be inserted - this field must be compulsory (the system will not allow the registration of a participant in the

absence of this information - the system will display a message regarding the necessity of filling in this field)

- **"Patronymic"** –text field where the patronymic of the party will be inserted.
- **"Date of birth"** –calendar type field that will allow the selection of the party's date of birth
- **"Gender"** – drop down list that will allow the selection between „M" and „F" values;
- „**Free Legal Counsel"** – checkbox that through its checkmark will specify whether the participant benefits from free legal assistance or not. This information should be saved for each participant, and then processed and generated in a general statistical report – Free Legal Counsel.
- „**Foreign"** – checkbox that through its checkmark will specify whether the participant is a foreign citizen or not.
- „**Contact Address"**- fields for entering a contact address, where the following information will be inserted:
  - **"District"** –drop down list that will allow the selection of all districts of The Republic of Moldova;
  - **"Town/Village"** – text field where the name of the town/village will be inserted;
  - **"Street"** – text field where the name of the street will be inserted;
  - **"House/Building"** – text field where the number of the house/building will be inserted;
  - **"Building"** –text field where the number of the building will be inserted;
  - **"Apartment"** – text field where the number of the apartment will be inserted;
  - **"Phone"** – text field where the number of the landline telephone will be inserted;
  - **"Mobile phone"** –text field where the number of the mobile phone will be inserted;
  - **"E-mail"** – text field where the e-mail address will be inserted;
- **„Additional address"** –text field where the additional address of the participant will be inserted, if applicable (District; Town/Village; House; Building; Apartment).
- „**Occupational Status"** – will be able to be selected from a drop down list containing the pre-defined following options:
  - Employee;
  - Business owner;
  - Self-employed in non-agricultural activities;
  - Self-employed in agricultural activities;
  - Unremunerated family assistance;
  - Member of a cooperative;

  - Unemployed;
  - Person capable of work, without occupation;
  - Pupil/Student;
  - Retired.
- „**Education"** - option that can be selected from a drop down list with the following options:
  - Primary;
  - Secondary Incomplete;
  - Secondary general;
  - Secondary vocational training;
  - Specialized secondary education;
  - Higher education
- „**Work place"** – text field where the name of the Organization where the participant to trial is currently employed will be entered
- **„Title"** –text field where you can enter the title of the employee's job description
- „**Comments**" – text field where you can enter additional information about the participants.

For a legal person the system will include the following fields in the form:

- **"Tax code"** –numeric field where the tax code number of the Legal Person will be inserted (IDNO), which will be filled if exists in the file
- **"Name"** – text field where the name of the Legal Person will be inserted
- **"Person of contact"** – text field where the name of the person of contact will be inserted.
- „**Free Legal Counsel"** – checkbox that through its checkmark will specify whether the participant benefits from free legal assistance or not. This information should be saved for each participant, and then processed and generated in a general statistical report – Free Legal Counsel..
- „**Foreign"** – checkbox that through its checkmark will specify whether the participant is a foreign citizen or not.
- „**Contact Address"**- fields for introducing a contact address, where the following information will be introduced:
  - **"District"** – drop down list that will allow the selection of all districts of The Republic of Moldova;
  - **"Town/Village"** – text field where the name of the town/village will be inserted;
  - **"Street"** – text field where the name of the street will be inserted;

  - **"House/Building"** – text field where the number of the house/building will be inserted;
  - **"Building"** – text field where the number of the building will be inserted;
  - **"Apartment"** – text field where the number of the apartment will be inserted;
  - **"Phone"** – text field where the number of the landline telephone will be inserted;
  - **"Mobile phone"** – text field where the number of the mobile phone will be inserted;
  - **"E-mail"** – text field where the e-mail address will be inserted;
- **„Additional address"** – text field where the additional address of the participant will be inserted, if applicable (District; Town/Village; House; Building; Apartment).
- „**Comments**" - text field where you can enter additional information about the participants.

The interface corresponding to the form "Participants in the trial" must include a save button which will save the inserted data and will display a confirmation message of this saving. Following the data save of a participant, the system will reinitialize the form fields and will allow the registration of a new participant

Also, the interface must include a cancellation button that will reinitialize the registration form of the participant to the trial without saving the participant.

Searching for participants in the database

The system must allow that the information related to the participants saved in a file to be loaded later as part of other files.

Therefore, the system must provide the possibility that at the stage of registration of participants in a file, the user can search for the participant in the list of participants saved in the system.

Thus, next to the "Participant" field described within the „Registration form of the participants", through a specific button, the system must allow the opening of a search form of the participants in the database.

The search form must include the following search criteria:

- **"Last Name"** – text field
- **"First Name"** – text field
- **"Tax code"** – numeric field
- **"Year of birth"** – numeric field

as well as two buttons:

- **Search -** performs search based on the criteria set out
- **Cancel -** cancel criteria introduced, namely the results displayed in the list if a search in advance has been carried out

Search form has to be integrated into the same interface in which you will be displayed the list of participants searched as such:

- the list of participants will be displayed at the top of the interface
- the search form will be displayed at the bottom of the interface

List of participants found in the entered criteria must contain the following types of information:

- Full name
- Tax code
- Date of birth
- Address

For each participant displayed in the list, the system will include a specific button on the side that will allow direct uploading of the information in the registration form of the participants.

The system must allow the selection from the interface of the number of results displayed in the list (through a type of field such as "No. of results listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Defendant statistical registration file (applicable to criminal cases only)

When registering a criminal file in ICMS, the system must allow the registration of a defendant statistical registration file, that will contain general information about the participant to the trial with the legal standing of „Defendant".

In this sense, by assigning the „Defendant" legal standing to a participant, the system will display within the data entry form, in the form of a button, a link to a separate interface called "Defendant statistical registration file"

Within this interface the system must display a form with the following fields grouped into categories:

- "General data about the defendant" category with the following fields:
    - **„Title" –** selection from a drop down list with the following predefined options:

- Station chief;
- Manager;
- Holder of other official title;
- Unofficial person.

- **„Educated minor"** – selection from a drop down list with the following predefined options:
  - Within a complete family;
  - Within an incomplete family;
  - Outside of the family.
- **„Criminal record"** – selection from a drop down list with the following predefined fields:
  - Did not commit crimes and was never in a trial;
  - Was released from criminal liability;
  - Was tried but the criminal record was not extinguished;
  - Two effective criminal records;
  - Three or more effective criminal records.
- **"Criminal records not canceled and effective" -** related to this field, the system must allow the selection of some categories from the list of specific categories for criminal files.

  By pressing a button next to the "Criminal records not canceled and effective" field, the system must open a separate interface that will display specific categories for criminal case files.

  The system must allow multiple selection for selecting more categories. Selections must be able to be modified, repeated and/or cancelled.

  For a better efficiency in the selection of categories, the system must allow a temporary selection in the same interface in which the list of categories is displayed through a drag and drop procedure, following that the selection made to be completed through a specific "Selection Complete" button in the interface or be canceled by a "Cancel" button. Clicking "Cancel" will close the interface with the list of categories and will redirect the user to the "Defendant statistical registration file" form.

  The system must allow user modification of selection even after pressing the "Selection Complete" button. Thus, from the interface "Defendant statistical registration file", by pressing the button that generates the list of categories, the user must be able to visualize the selection made and be able to make changes on it.

The system must allow displaying the categories selected in the "Defendant statistical registration file" interface next to the "Criminal records not canceled and effective" field.

- **„The defendant with criminal records not canceled and effective"-** selection from a predefined drop down list with the following fields:
  - Served full sentence;
  - Cleared from sentence;
  - Cleared from sentence through parole;
  - Pardoned or other grounds
- **„Last offense is committed after" -** selection from a predefined drop down list with the following fields:
  - Was released from detention during the first year;
  - After one year;
  - The mentioned indices are missing .

- "Information regarding the offence" category with the following fields:

  - **„The CC article" -** The system must display the main category of the saved file at the registration stage of the criminal file;
  - **„The offense was committed" -** selection from a predefined drop down list with the following fields:
    - One person;
    - A group of mature people;
    - Minors;
    - Mixed;
    - Organized;
    - Corrupt.
  - **„The offense is committed" -** selection from a predefined drop down list with the following fields:
    - In a sober state;
    - In a drunken state;
    - In a narcotics intoxication state.
  - **„The offense is consumed" -** selection from a predefined drop down list with the following fields:
    - Yes;

- No.

- "Information regarding the session" category with the following fields:

  - **„Date of sentence delivery" -** calendar type field that allows the selection of the sentence delivery date on the file;
  - **„CC Art. after sentence delivery" -** related to this field, the system must display by default the selected main category of the file in the registration stage of the file.

    However, the system must allow the default value to be changed by selecting certain categories from the categories list specific to the criminal files.

    By pressing a button next to the „CC Art. after sentence delivery" field, the system must open a separate interface that will display specific categories for the criminal files.

    The system must allow multiple selection for selecting more categories. Selections must be able to be modified, repeated and/or cancelled

    For a better efficiency in the selection of categories, the system must allow a temporary selection in the same interface in which the list of categories is displayed through a drag and drop procedure, following that the selection made to be completed through a specific "Selection Complete" button in the interface or be canceled by a "Cancel" button. Clicking "Cancel" will close the interface with the list of categories and will redirect the user to the "Defendant statistical registration file" form.

    The system must allow user modification of selection even after pressing the "Selection Complete" button. Thus, from the interface "Defendant statistical registration file", by pressing the button that generates the list of categories, the user must be able to visualize the selection made and be able to make changes on it

    The system must allow displaying the categories selected in the "Defendant statistical registration file" interface next to the "CC Art. after sentence delivery" field.
  - **„In sentence the person is"-** selection of two side by side drop-down lists complementary with these fields:
    - First drop-down list
      - First instance;
      - Appeal;
      - Second appeal;
    - Second drop-down list
      - In the sentence delivery the person is convicted;

- In the sentence delivery measures of medical constraint are applied to the person;
- In the sentence delivery the person is: the file is ceased due to lack of scope for offense or unfounded accusations;
- In the sentence delivery for minors measures of educational constraint are applied;
- In the sentence delivery for minors pardons are applied;
- In the sentence delivery for minors other grounds are applied.

- **„Main sentence"-** selection of two side by side drop-down lists complementary with these fields:
  - First drop-down list
    - First instance;
    - Appeal;
    - Second appeal;
  - Second drop-down list
    - Custodial sentence up to 1 year;
    - Custodial sentence from 1 year up to 25 years;
    - Unremunerated community service;
    - Arrest;
    - Unconditional sentence – to custodial sentence;
    - Suspension of sentence execution;
    - Detachment to a disciplinary military unit;
    - Fine;
    - Liquidation of the legal person;
    - Deprivation of the right to occupy certain positions or to exercise a certain activity;
    - Life sentence;
    - Custodial sentence for more than 15 years;
    - Other sentences;
    - Released from sentence: pardoned;
    - Released from sentence: other grounds;
- **„The particularities of the custodial sentence enforcement" -** selection of two side by side drop-down lists complementary with these fields:
  - First drop-down list

        - First instance;
        - Appeal;
        - Second appeal;
    - Second drop-down list
        - Mild sentence;
        - The guilty plea was agreed;
        - Both indices are missing;
        - Judge on the basis of evidence administered in the stage of criminal prosecution
  - **„Ancillary punishments"-** selection of two side by side drop-down lists complementary with these fields:
    - First drop-down list
        - First instance;
        - Appeal;
        - Second appeal;
    - Second drop-down list
        - Deprivation of the right to occupy certain positions;
        - Fine;
        - Withdrawal of military rank, special title, the skill degree and honours;
        - No ancillary punishments were applied.
  - **„Special confiscation" -** selection from a drop down list with the following predefined options:
    - Yes;
    - No.

- The „Trial of the case in the Instance of Appeal" category with the following options:
  - **„Sentence"-** selection from a drop down list with the following predefined options:
    - Disputed;
    - Appealed;
    - It is not disputed nor appealed.
  - **„Date of trial of the case"-** selection from a calendar type field of the date of trial of the case;

- **„Trial of the case resolutions"-** selection from a drop down list with the following predefined options:
  - Sentence maintained;
  - Invalid with retrial and pronouncement of a new ruling;
  - The exoneration or the invalidation is unlawful;
  - Mild sentence;
  - Other grounds;
  - Sentence is invalid with the cease of trial for lack of act or the offense component or the accusation is unfounded;
  - Sentence is invalid with the partial cease of the trial and a different accusation is maintained;
  - Sentence is invalid with the cease of the trial by applying administrative sanctions;
  - Sentence is invalid with the cease of the trial by other grounds;
  - A new decision is pronounced with the retraining of accusation without the reduction of punishment;
  - A new decision is pronounced with the retraining of accusation with the reduction of punishment;
  - A new decision is pronounced without the retraining of accusation and with the reduction of punishment.

- The „Trial of the case in the Instance of Second Appeal" category with the following fields:

  - **„Ruling"-** selection from a drop down list with the following predefined options:
    - Disputed;
    - Appealed;
    - It is not disputed nor appealed.
  - **„Date of trial of the case"-** selection from a calendar type field of the date of trial of the case;
  - **„Trial of the case resolutions"-** selection from a drop down list with the following predefined options:
    - Dismissed as inadmissible;
    - Ruling is maintained;
    - Admits the appeal by maintaining the first instance ruling and invalidate the appeal ruling;

- Admits the appeal and orders the exoneration of the person or trial termination;
- Admits the appeal and pronounces a new ruling;
- Admits the appeal and the invalidation with renaming for retrial in the instance of appeal;
- Admits the appeal and the invalidation with renaming for retrial in the first instance court.

The introduction form of the Defendant statistical registration file should include a "Save" button for saving the information and a "Cancel" button to cancel the introduction process of the Defendant statistical registration file and to redirect the user in the "Participants to the trial" interface.

The system must also allow for the Defendant statistical registration file to be generated in PDF format and by default its printing. In this regard, at the level of the interface, the system must include a button to allow this printing.

The system must allow the transfer of the inserted data in the „Defendant statistical registration file" at the same time with the electronic transfer to the hierarchically superior courts (Court of appeal, Supreme Court).

The system should reflect in the "Actions sheet" all the modification actions and save the information in „Defendant statistical registration file".

Aggrieved party statistical registration file (applicable to criminal files)

When registering a criminal file in ICMS, the system must allow the registration of an aggrieved party statistical registration file, that will contain general information about the participant to the trial with the legal standing of „Aggrieved party".

In this sense, by assigning the „Aggrieved party" legal standing to a participant, the system will display within the data entry form, in the form of a button, a link to a separate interface called "Aggrieved party statistical registration file".

Within this interface the system must display a form with the following fields grouped into categories:

- **„Title"** – selection from a drop down list with the following predefined options:
  - Station chief;
  - Manager;
  - Holder of other official title;
  - Unofficial person.

- **„Educated minor"** – selection from a drop down list with the following predefined options:
  - Within a complete family;
  - Within an incomplete family;
  - Outside of the family.
- **„Criminal record regarding the aggrieved party" -** selection from a drop down list with the following predefined fields:
  - Yes;
  - No.

- **" Article of the Criminal Code " -** related to this field, the system must allow the selection of some categories from the list of categories specific to criminal case files.

  By pressing a button next to the "Article of the Criminal Code" field, the system must open a separate interface that will display categories specific for criminal cases.

  The system must allow multiple selection for selecting more categories. Selections must be able to be modified, repeated and/or cancelled.

  For a better efficiency in the selection of categories, the system must allow a temporary selection in the same interface in which the list of categories is displayed through a drag and drop procedure, following that the selection made to be completed through a specific "Selection Complete" button in the interface or be canceled by a "Cancel" button. Clicking "Cancel" will close the interface with the list of categories and will redirect the user to the "Aggrieved party statistical registration file" form.

  The system must allow user modification of selection even after pressing the "Selection Complete" button. Thus, from the interface "Aggrieved party statistical registration file", by pressing the button that generates the list of categories, the user must be able to visualize the selection made and be able to make changes on it.

  The system must allow displaying the categories selected in the "Aggrieved party statistical registration file" interface next to the "Article of the Criminal Code" field".

- **„The aggrieved party was"-** selection from a predefined drop down list with the following fields:
  - In a sober state;
  - In a drunken state;
  - In a narcotics intoxication state.

The introduction form of the Aggrieved party statistical registration file, must include a button

to save the information and generate confirmation message of the saved data and a button for generating a PDF file for viewing and/or printing.

The introduction form of the Aggrieved party statistical registration file should include a "Save" button for saving the information and a "Cancel" button to cancel the introduction process of the Aggrieved party statistical registration file and to redirect the user in the "Participants to the trial" interface".

The system must also allow for the „Aggrieved party statistical registration file „ to be generated in PDF format and by default its printing. In this regard, at the level of the interface, the system must include a button to allow this printing.

The system must allow the transfer of the inserted data in the „Aggrieved party statistical registration file" at the same time with the electronic transfer to the hierarchically superior courts (Court of appeal, Supreme Court).

The system should reflect in the "Actions sheet" all the modification actions and save the information in „Aggrieved party statistical registration file".

2.2.1.3 The registration of the documents to the file

Explanatory note:
Registration of documents to the file represents the stage of registration of the file after "General data" and "Participants in the trial", namely the „Documents" file regime, in which the list of documents attached to the file are created.

By accessing the side menu option "Documents", the system must display in the interface both the list of registered documents (at the top) as well as the form which allows uploading of the documents (at the bottom).

Documents list

The system must allow the display of documents that have been registered in the system in a list at the top of the "Documents" interface that will include the following information about the documents:

- File name
- Document name
- Essence
- Author
- Date of registration

- Type of content (type of file – for example, pdf)
- File size

For each document displayed in the list, the system will include specific side buttons for:

- Opening the document - system allows opening the attached file;
- Viewing information about the document - system will load the document specific data in the form displayed at the bottom of the interface - no possibility of editing;
- Editing information about the document - system will load the document specific data in the form displayed at the bottom of the interface – with possibility of editing;
- Deleting the document;

The system must allow the selection from the interface of the number of documents to be displayed in the list (through a type of field such as "No. of documents listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Uploading documents form

The system must place an „Add" button in the uploading documents form which will allow the restart of the form for adding a new document.

The uploading documents form must contain the following fields:

- "**File**" **-** the system will place next to this field a "Choose file" button required to upload a file from the user's workstation.

  Subsequently uploading the file, the system must display a message next to the "Choose file" button confirming that a file has been uploaded.

  The system must not allow uploading more than one file at the same time.

  The system must allow overwriting the uploaded document , if subsequent to its upload, the user will upload another document.
- **„Document name "-** text field that allows inserting the document name
- **„Essence"-** text field that allows the insertion of the essence of the document
- **„Author" -** text field in which the system will automatically insert the name of the user who registered the document
- **„Registered at:" -** calendar type field that allows the selection of the registration date of the document in the system

  By default, the system will assign the current date to this field with the possibility of its modification by the user.

- **„Preparation date:"-** calendar type field that allows you to select the date of the document preparation (date on which the document was issued)
- **„Registration number " -** text field that allows the insertion of the registration number of the document
- **„Issuing Body"-** the text field that allows the insertion of the issuing body of the document
- **„The Source Registration Number "-** text field that allows the indication of the source registration number
- **„Language"-** the default drop down list that will include the languages used in the attached document to the file that will have the following options:
  - English
  - Romanian
  - Russian
- **„Internal ledger number" -** value corresponding to this field must be unique for each document and must be inserted automatically by the system when saving the document
- **„System generated document"-** checkbox type field will be filled in automatically by the system if the document is generated by the system.

  Otherwise, the option must remain unchecked, and the user must not have the possibility to check it.

  This field is designed for viewing documents action that will provide the user with information about the nature of the document (if it has been automatically generated by the system).

The interface corresponding to the "Documents" form must include a save button which will save the data related to a document and display a confirmation message of this save. Subsequently to saving a document, the system will reinitialize the form fields and will allow the registration of a new document.

Also, the interface must include a cancellation button that will reinitialize the document registration form without saving the document.

2.2.1.4 Registration

The final step for file registration is the „Registration" of the file regime by which the system must allow the visualization as a summary of all information regarding the registration of the file.

By accessing the side menu option "Registration", the system must display in a single interface the summarized data inserted as part of previous steps.

Thus, the „Registration" interface must include the following fields:

- **"Date of file entry in the court"** – calendar type field in which the user will mandatory select the date of file entry in the court as per the Files Input Register, in order to provide the Judicial Administration Department (DAJ) and the Superior Council of Magistracy with the possibility to monitor the waiting periods of the applications to be recorded in ICMS
- **"Date of registration" -** calendar type field in which the date of registration will be selected.
- **"Name of file" -** text field in which the system will generate by default the name of the file that will be composed out of the names of the participants to the trial with the following legal standing:
  - For civil files
    - Plaintiff vs. Defendant;
    - Lender vs. Debtor;
    - Petitioner vs. Interested Party;
  - For criminal file
    - Defendant
  - For contravention file
    - Offender.

If the file has multiple participants with the legal standings mentioned above, the system will automatically retrieve in the file name the first participant registered with that legal standing.

The system must however allow the editing of the text inserted automatically in the „Name of file" field if the user wants to establish a more concrete name of the file.

The "Registration" interface must display below the two fields mentioned above a summary of the information registered with the file under the form of a table as follows:

- General data
- Participants
- Documents

To complete the process of registration of the file the system must include in the interface a "Save" button ,which after clicking it, will automatically generate the file number specific to the instance in the CC-TTTT-NNNN-ZZLLAAAA format, where:

- CC –identification number of the court of instance
- TTTT – file index

- NNNN – the unique number at the level of instance for every registered file,automatically generated by the system
- ZZLLAAAA – day, month and year of registration.

After registration, the system must display in a dialog window a confirmation message of the automatic assignment of the file.

For every registered file ICMS will need to allow from the „Registration" interface, the following documents accompanying the file to be generated:

- **„File registration confirmation"** – on the bottom part of the page there must be a button for visualization or/and printing of the file registration confirmation which will indicate the file number, as well as the name of the Judge Rapporteur assigned randomly by default by ICMS

  The file registration confirmation must comply with the following form:

Botanica Court, Chisinau City
The Republic of Moldova
Chisinau City
13 Zelinschi

THE CONFIRMATION FOR THE AUTOMATIC-RANDOM REGISTRATION OF THE CRIMINAL FILE

It is, hereby confirmed within the Botanica Court, Chisinau City, on 04.11.2015 time 10:37, the automatic-random registration of the criminal case no.12-ij_15-6474-04112015 with the name Malachi Ion Vasile, that was assigned for examination to Judge Holban Vladislav.

Specialist: cts cts

Signature

- **„Delivery Slip"** – on the bottom part of the page there must be a button for visualization and/or printing of the „Delivery Slip" document, that must contain information about general data, participants to the trial and the table/register of the documents that have been saved on file.

  The delivery slip must comply with the following form:

Botanica Court, Chisinau City
The Republic of Moldova
Chisinau City
13 Zelinschi

Delivery slip of the file

General data:

File number	12-ij_156474-04112015
File name	Malachi Ion Vasile
File type	Criminal
File received	For the first time
File category	B.1.3.3 Using forbidden warfare methods (art.13[3]), B.0.5 Conditional release from punishment before term (art.91 CPP)
Essence of the case	aaaaaa
Number of the criminal file assigned to the criminal prosecution body	200200567890967
Agreement of admitting guilt	No
Environment for committing crime	Urban

Documents annexed to file:

Nr.	Name	Registration date	Author
1	Summons	04.11.2015	Cts C.
2	Statement of facts	04.11.2015	Cts C.
3	Resolution	04.11.2015	Cts C.
4	Decision_04.11.2015 10:57:29	04.11.2015	Cts C.
5	Decision_04.11.2015 11:03:15	04.11.2015	Cts C.

Participants in trial

Legal standing	Defendant
Name	Malachi Ion
Date of birth	
Address	Cahul, 78 Stefan cel Mare Street

Legal standing	Aggrieved party
Name:	Ion Ion
Date of birth	
Address	

Name of the file in which the delivery slip will be generated must comply with the following form: „Deliver Slip of the XXX file" where „XXX" is the file number.

- **„Record Sheet"** – on the bottom part of the page there must be a button for visualization and/or printing the statistical Record Sheet of the file, which will contain information about the file general data: name, participants, judge rapporteur, and others.

The statistical record sheet of the file must comply with the following form:

Statistics record sheet of the Criminal file

<table>
<tr><td colspan="4">Malachi Ion Vasile</td></tr>
<tr><td colspan="2">First Instance: Botanica Court, Chisinau City</td><td colspan="2">Registration date: 04.11.2015</td></tr>
<tr><td colspan="4">File number: 12-ij_15-6474-04112015</td></tr>
<tr><td colspan="4">Rapporteur Judge:
Judge Holban Vladislav</td></tr>
<tr><td colspan="4">Participants in trial:
Defendant: Malachi Ion
Aggrieved Party: Ion Ion</td></tr>
<tr><td colspan="4">Main file category: B.1.3.3 Using forbidden warfare methods (art.137[3])</td></tr>
<tr><td colspan="4">Main file category B.0.5 Conditional release from punishment before term (art.91 CPP)</td></tr>
<tr><td colspan="2">File received for the first time</td><td colspan="2">Application submitted by: Prosecutor</td></tr>
<tr><td>State tax: 0 MDL</td><td colspan="2">Exemptions:</td><td>Volumes: 3</td></tr>
<tr><td>Adjourned:-</td><td colspan="2">Resumed:-</td><td>Duration of being in procedure: 8 days</td></tr>
<tr><td colspan="2">Date of examining the file: -</td><td colspan="2">Complexity degree: 16,05</td></tr>
<tr><td colspan="4">Examination result: Session postponed</td></tr>
<tr><td colspan="2">Executed:</td><td colspan="2">Archived: -</td></tr>
<tr><td colspan="4">Sent to: -</td></tr>
<tr><td colspan="2">Appeal Instance</td><td colspan="2">Registration date: -</td></tr>
<tr><td colspan="4">File number: -</td></tr>
<tr><td colspan="4">Rapporteur Judge:
Judge:-</td></tr>
<tr><td colspan="4">Appellee: -</td></tr>
<tr><td colspan="2">File received: -</td><td colspan="2">Application submitted by: -</td></tr>
<tr><td>State tax: 0 MDL</td><td colspan="2">Exemptions:</td><td>Volumes: 3</td></tr>
<tr><td>Adjourned:-</td><td colspan="2">Resumed:-</td><td>Duration of being in procedure: -</td></tr>
<tr><td colspan="2">Date of examining the file: -</td><td colspan="2">Complexity degree:-</td></tr>
<tr><td colspan="4">Examination result: -</td></tr>
<tr><td colspan="4">Sent to: -</td></tr>
<tr><td colspan="2">Second appeal instance:-</td><td colspan="2">Registration date: -</td></tr>
<tr><td colspan="4">File number: -</td></tr>
<tr><td colspan="4">Rapporteur Judge:
Judge:-</td></tr>
<tr><td colspan="4">Recurrent:-</td></tr>
<tr><td colspan="2">Date of examining the file: -</td><td colspan="2">Complexity degree:-</td></tr>
<tr><td colspan="4">Examination result: -</td></tr>
<tr><td colspan="4">Sent to: -</td></tr>
</table>

In the event that the examined file in the first instance will be sent for examination to the Court of Appeal and/or The Supreme Court of Justice, the system must allow the first instance to visualize in the statistical record sheet of the file the specific information following the in appeal and/or second appeal examination.

Name of the file in which the statistical record sheet will be generated must comply with the following form: „Record sheet of the XXX file" where „XXX" is the file number.

The right of access to perform actions of applications registration within the program must be assigned to the ICMS users with the role of „Common room Chief" and „Common room Specialist"

2.2.2 File management

The system must allow the management of the actions on a file by means of the specific functional areas of the „File regime" side menu as follows:

- **„Case assignment"** – must allow the visualization of the file information by the program user with the role of „Judge";
- **„Acceptance into procedure"** – must allow the modification of the file status (will be allowed to the user with the role of „Judge")
- **„Adjournments"** – must allow saving and visualization of the information regarding adjournments on a file. Users with the role of „Judge" must be allowed to modify the file status;
- **„Court session"** – must allow the registration, editing, listing and visualization of the court sessions registered for a file as well as saving the resolution of the mentioned court session;
- **„Subpoenas "** - must allow the subpoenas and list of subpoenas to be generated, visualized and/or printed;
- **„Statements of facts"** – must allow the adding, editing, visualization and listing of the statement of facts drawn up in the court sessions;
- **„Resolutions"** – must allow the adding, listing, visualization and deletion or editing of the drawn up resolutions;
- **„Recusations/Abstentions"** - must allow the registration, editing, visualization and listing of the recusations/absentions applications;
- **„Rulings"** – must allow the registration, editing, listing and visualization of rulings for a certain file;
- **„File summary"** - must allow the visualization of the file summary that must contain all the information specific to a file;
- **„Actions sheet"** - must allow the listing of the actions performed over a certain file;
- **„Remedies at law"** - must allow the adding, editing, visualization and listing of the appeal/second appeal applications saved in the file;
- **„Examination"** - must allow the adding, editing and listing of the information regarding the examination actions on a certain file;
- **"Application withdrawal"** – must allow the registration of all information regarding the withdrawal of the second appeal application;
- **„Information regarding transfer"** – must allow the registration of the information regarding the transfer of the file to a different instance;

- **„Measures to secure the actions"** – must allow the registration of the information regarding the measures applied to secure the actions received in the file.

2.2.2.1 Assignment of cases

Next to the „Case assignment" button of the file regime, the system must display an interface with the history of the file assignment. The system must allow the displaying of the information in the form of a list with the following columns:

- **„Assignment date" -** the date of the assignment to the panel of judges;
- **„Recurrent assignment date" -** the date of the recurrent assignment to the panel of judges;
- **„Judge" -** first and last name of the judge rapporteur from the judge panel that examines the given file;
- **„Rapporteur"** – box to check (checkbox), without the possibility of editing, the system will indicate if the selected "Judge" has the title of rapporteur within the panel of judges who examines the file;
- **„President"** – box to check (checkbox), without the possibility of editing, the system will indicate if the selected "Judge" has the title of president within the panel of judges who examines the file;
- **„Reason"** – the reason for file reassignment to the judge or the panel of judges. Next to these columns, the system will place a visualization button that will open a separate dialog window that will display the reason as text.

In the same interface, the system must allow, by placing a „File assignment sheet" button to generate the File assignment sheet in pdf format which will contain information about how the file was assigned, indicate the file number, date of assignment, the name of the judge rapporteur and panel of judges structure, date and reason for the recurrent assignment.

<u>File assignment sheet</u>

Depending on the case, file assignment sheets must be generated in the following form:

- Type 1 file assignment sheet – will include the court header and information about the file assignment method, file number, date of assignment, degree of complexity of the file, name of the judge rapporteur.

Chisinau Court of Appeal
The Republic of Moldova
Chisinau City
4 Teilor

File Assignment Sheet

It is hereby confirmed that the criminal file "Ojoga Vasile" registered with the Chisinau Court of Appeal with number **02-1-3324-19112014** on 19.11.2014 13:13:32, with complexity degree 12, has been automatically assigned to judge **Irina Popa**.

File assignment sheet for civil, criminal and contravention files, materials of the investigating judge (indices 10-21) to a single judge

Chisinau Court of Appeal
The Republic of Moldova
Chisinau City
4 Teilor

File Assignment Sheet

It is hereby confirmed that the criminal file registered with the Chisinau Court of Appeal with number **01-1ra-3-04062013** on 04.06.2013 14:39:44, was automatically assigned to judge rapporteur Olga Gangal,who belongs to the panel of judges no.001 in the following formation: President: Ion Dascal, first judge: Iurie Huntu.

- Type 2 file assignment sheet – will include the court header and information regarding the file assignment method, file number, date of assignment, name of the judge rapporteur, name and structure of the panel of judges.

File assignment sheet for civil, criminal and contravention files to a panel of judges.

- Type 3 file assignment sheet – will include the court header and information regarding file assignment method, file number, date of assignment, file complexity, name of the judge rapporteur. For recurrent assignment, the File assignment sheet will include additional information about the date of the recurrent assignment, name of the recused/abstention judge rapporteur, reason for reassignment and the name of the newly randomly-default appointed judge rapporteur by ICMS.

Chisinau Court of Appeal
The Republic of Moldova
Chisinau City
4 Teilor

File Repeated Assignment Sheet

It is hereby confirmed that the civil file "ITEHAGRO" registered with the Chisinau Court of Appeal with number **02-2a-3323-11112014** on 19.11.2014 12:02:05, with complexity degree 10,94, was automatically assigned to judge Ana Rotaru.

File no. **02-2a-3323-11112014,**"ITEHAGRO", was repeatedly assigned as follows:

No.	Date/time of the repeated assignment	Recused/Absteined Judge	Motif of repeated assignment	The file was assigned to the judge
1.	20.11.2014 11:32:07	Ana Rotaru	Redistribution motif	Ion Dascal

File assignment sheet for civil, criminal and contravention files, materials of the investigating judge (indices 10-21) to a single judge

- Type 4 file assignment sheet – will include the court header and information regarding file assignment method, file number, date of assignment, name of the judge rapporteur, name and structure of the panel of judges. For recurrent assignment, the file assignment sheet will include additional information regarding the date of recurrent assignment, name of the judge rapporteur, name and structure of the panel of judges and the reason for reassignment.

Hîncești Court
The Republic of Moldova
Hâncești
7 Chisinau

File Assignment Sheet

It is hereby confirmed that the civil file registered with the **Hîncești Court** with number **32-2-14749-03092013** on 03.09.2013 15:32:17, was automatically assigned to judge rapporteur Iurie Juntu, who belongs to the panel of judges no.003 in the following formation: President: Mihail Macar, first judge: Nina Rusu.

File no. **32-2-14749-03092013, Cioban vasile Pavel vs. Iabanji Mariana Semion** was repeatedly assigned as follows:

No.	Date of the repeated assignment	Name of judge rapporteur	Motif

The right of access to view the information in the "Case assignment" file regime within the system is to be given to users who have the role of "President", and "Common room Specialist" as well as "Judges" of the panel of judges who examine into the procedure the given file and users within the judge's team ("Judicial Assistant" and "Registrar").

Note:

Files with indices 7, 8, 28 and 42 must be assigned solely towards instruction judges. In the event that in the instance there are more than one instruction judges the system must assign the files randomly.

2.2.2.2 Acceptance into procedure

After file registration, the system must achieve its automatic allocation to a judge rapporteur (member of the panel of judges) who must accept into the procedure the assigned file.

Once the file was assigned, the system must be able to send a notification to the judge to whom the file was assigned to.

The system must allow the judge to whom the file was assigned to, to view in the "My Notifications" system menu, the notification about the file assignment such as: "You have been appointed for examining the no. file (file number that will be generated in the form of a

link to the registered file in the system) ".

The system must allow the judge to whom the file was assigned to, to open the file directly from notification message which will contain the link to this file. By clicking on the link, the system must allow the judge to be redirected in the "General data" menu in the file regime to view the information about that file.

The „Acceptance into procedure" menu of the file regime must allow the user with the role of „Judge" to be able to modify the status of the file, according to the file type, as per the following fields:

- For civil files the interface will contain the following fields:
  - **„Accepted into procedure"** – box type checkbox, when marked by the program user with the role of "Judge" must determine the activation of a calendar type field for indication of the date when the file was accepted in the procedure.

    After saving the acceptance into procedure of the file, it must receive the „Examination" status.
  - **„Change of venue"** –check box that when marked by the program user it must determine the activation of the following fields:
    - **„Date"** - calendar type field for indication of the change of venue date;
    - **„Article"** - predefined drop down list for selecting the article on which the change of venue of the file is based upon.
    - **„Grounds"** - text field where additional information about the indicated article will be inserted
    - **„Court"** - predefined drop down list for selecting the court where the file will have the change of venue.

    The system must allow if „Change of venue" is checked, for the application to receive the - Change of venue status, and in the actions sheet, this action must be reflected immediately in the form of "The application No. xxx suffered a change of venue".

    Note:

    Until the changing of venue will be approved, the application will remain with the „Upward from examination" status.

    After saving the change of venue of the file, it must receive the „Change of venue" status.

- **„Not carried forward"** –check box that when marked by the program user must determine the activation of the following fields:
  - **„Date" -** calendar type field for date indication.
  - **„Article" -** predefined drop down list for selecting the article on which the summons is not carried forward, is based upon.
  - **„Grounds"-** text field where additional information about the indicated article will be inserted.

  After saving the marked option „Not carried forward" the file must receive the „Not carried forward" status.

- **„Denied"** – check box that when marked by the program user must determine the activation of the following fields:
  - **„Date" -** calendar type field for date indication
  - **„Article" -** predefined drop down list for selecting the article on which the judge refuses to accept the summons, is based upon.
  - **„Grounds"-** text field where additional information about the indicated article will be inserted.

  After saving the marked option „Denied" the file must receive the „Denied" status.

- **„Returned"** – check box that when marked by the program user must determine the activation of the following fields:
  - **„Date" -** calendar type field for date indication
  - **„Article" -** predefined drop down list for selecting the article on which the judge returns the summons, is based upon.
  - **„Grounds "-** text field where additional information about the indicated article will be inserted.

  After saving the marked option „Returned" the file must receive the „Returned" status.

Note:

Through the administration interface at the central level, the system must allow the definition and editing of the drop-down lists related to the articles on which the status of the files is being modified, are based upon.

To complete this step, the system must include a „ Save" button in the interface that when pressed it will save the entered information. In this case, the system will display a confirmation message in a dialog form such as "Are you sure?" that will include two buttons, "Ok" and "Cancel", so that the user can confirm the saving action.

The system must also include a "Cancel" button in the interface that must cancel all selections made by the user in the user interface.

After saving the information, the system will open a new dialog window that will display to the user a confirmation message in the form of „File status has been modified" that will include an „Ok" button for closing the window.

The system must also allow the cancelation of the change of status of the file action by placing in the „ Acceptance into procedure" interface a „Cancel status" button that allows the return to the initial status, in the following situations:

- File is in the „Examination" status and the information for the „Accepted into procedure" option is saved;
- File is in the „Not carried forward" status and the information for the „Not carried forward" option is saved;

The system must not allow the use of the „Cancel status" in the following situations:

- File is in the Denied status and the information for the „Denied" option is saved;
- File is in the Returned status and the information for the „Returned" option is saved;

In the event that the summons of the file is saved, the system must activate the following file regime options:

- „Court sessions",
- „Subpoenas",
- „Statements of facts",
- „Resolutions",
- „Recusations/Abstentions ",
- „Rulings"

- For criminal files the interface will contain the following fields:
  - **„Accepted into procedure"** – box type checkbox, when marked by the program user with the role of "Judge" must determine the activation of a calendar type field for indication of the date when the file was accepted in the procedure.

    After saving the acceptance into procedure of the file, it must receive the „Examination" status.
  - **„Change of venue"** – check box that when marked by the program user it must determine the activation of the following fields:
    - **„Date"** - calendar type field for indication of the change of venue date;
    - **„Article"** - predefined drop down list for selecting the article on which the change of venue of the file is based upon.
    - **„Grounds"** - text field where additional information about the indicated article will be inserted.
    - **„Court"** - predefined drop down list for selecting the court where the file will have the change of venue.

    After saving the change of venue of the file, it must receive the „Change of venue" status

Note:

Through the administration interface at the central level, the system must allow the definition and editing of the drop-down lists related to the articles on which the status of the files is being modified, are based upon.

To complete this step, the system must include a „ Save" button in the interface that when pressed it will save the entered information. In this case, the system will display a confirmation message in a dialog form such as "Are you sure?" that will include two buttons, "Ok" and "Cancel", so that the user can confirm the saving action.

The system must also include a "Cancel" button in the interface that must cancel all selections made by the user in the user interface.

After saving the information, the system will open a new dialog window that will display to the user a confirmation message in the form of „File status has been modified" that will include an „Ok" button for closing the window.

The system must also allow the cancelation of the change of status of the file action by placing in the „ Acceptance into procedure" interface a „Cancel status" button that allows the return to the initial status.

- For contravention files the interface will contain the following fields:
  - **„Accepted into procedure "** – box type checkbox, when marked by the program user with the role of "Judge" must determine the activation of a calendar type field for indication of the date when the file was accepted in the procedure.

    After saving the acceptance into procedure of the file, it must receive the „Examination" status.
  - **„Change of venue"** – check box that when marked by the program user it must determine the activation of the following fields:
    - **„Date"** - camp calendar type field for indication of the change of venue date;
    - **„Article"** - predefined drop down list for selecting the article on which the change of venue of the file is based upon
    - **„Grounds"** - text field where additional information about the indicated article will be inserted
    - **„Court"** - predefined drop down list for selecting the court where the file will have the change of venue

    After saving the change of venue of the file, it must receive the „Change of venue" status.
  - **„Returned"** – check box that when marked by the program user must determine the activation of the following fields:
    - **„Date" -** calendar type field for date indication
    - **„Article" -** predefined drop down list for selecting the article on which the judge returns the summons, is based upon
    - **„Grounds"-** text field where additional information about the indicated article will be inserted

    After saving the marked option „Returned" the file must receive the „Returned" status.

Note:

Through the administration interface at the central level, the system must allow the definition and editing of the drop-down lists related to the articles on which the status of the files is being modified, are based upon.

To complete this step, the system must include a „ Save" button in the interface that when pressed it will save the entered information. In this case, the system will display a confirmation message in a dialog form such as "Are you sure?" that will include two buttons, "Ok" and "Cancel", so that the user can confirm the saving action.

The system must also include a "Cancel" button in the interface that must cancel all selections made by the user in the user interface.

After saving the information, the system will open a new dialog window that will display to the user a confirmation message in the form of „File status has been modified" that will include an „Ok" button for closing the window.

The system must also allow the cancelation of the change of status of the file action by placing in the „ Acceptance into procedure" interface a „Cancel status" button that allows the return to the initial status.

The system will generate a log of the file in this section, under the borders described above, which will contain the actions through which the file has passed (accepted in the procedure/returned/not carried forward/denied/change of venue). The entire log will be displayed in a single border, in the form of a list. The log border will not be editable and will include the following fields (columns) with information generated automatically based on the actions in the „Acceptance into procedure" menu:

- Type of action (returned/ denied/ not carried forward/ accepted into procedure)
- User name
- Date of the action
- Article (where applicable)
- Grounds (where applicable)

When the section will be accessed, the system must display the list of actions chronologically backwards, with the most recent files at the top, after „date". The system will also allow sorting of the information from all sections in a ascending/descending way with a click on the top of the table in any of the headings.

In the event that the acceptance into procedure of the file is saved, the system must activate the following file regime options:

- „Court sessions",
- „Subpoenas",
- „Statements of facts",
- „Resolutions",
- „Recusations/Abstentions",
- „Rulings".

Note:

The indicated date in the „Acceptance into procedure" file regime must be greater than the date of file assignment. In the event that a date of change of the file status was saved in the „Acceptance into procedure" file regime prior to the date of assignment of the file, the system must generate a warning message in the form of „Date must be greater than (Date of file assignment)."

2.2.2.3 Adjournments

The system must allow once the automatic assignment of a file and file registration as "Assigned" are made, to activate the "Adjournments" menu from the file regime along with the documentation functionality of the adjournments for the file in question, with an interface that allows the following operations on the basis of the file selected:

- **„Trial adjourned"** – check box that when marked by the program user must determine the activation of the following fields:
  - **„Date" -** calendar type field for indicating the date of the file adjournment.
  - **„Article" -** predefined drop down list for selecting the article on which the adjournment of the file is based upon, with the following options:
    - Art. 260, par. 1, letter a)
    - Art. 44
    - Art. 260, par. 1, letter b)
    - Art. 260, par. 1, letter c)
    - Art. 260, par. 1, letter d)
    - Art. 260, par. 1, letter e)
    - Art. 261, letter a)
    - Art. 261, letter b)
    - Art. 261, letter c)
    - Art. 261, letter d)
    - Art. 261, letter e)
    - Art. 261, letter f)
    - Art. 261, letter g)
    - Art. 261, letter h)
  - **„Grounds"-** text field where additional information about the adjournment will be inserted.

Note:

Through the administration interface at the central level, the system must allow the definition and editing of the drop-down lists on the basis of which the trial can be adjourned.

- **„Upward from examination"** – check box that when marked by the program user must determine the activation of the following fields:
  - **„Date" -** calendar type field for indicating the date of upward from examination of the file.
  - **„Grounds"-** text field where additional information about the upward from examination will be inserted

    In the event that "Upward from examination" option is checked, the file must receive the "Upward from examination" status. Thus, the period in which the file is located in this status should not be taken into account when calculating the period of examination of the file.

- **"Resumption of trial" -** check box that when marked by the program user must determine the activation of the following fields:
  - **„Date" -** calendar type field for indicating the date of the resumption of trial;

  The system must allow the use of the „Resumption of trial" field only if prior to that the file was adjourned. Thus, this field must be inactive.

To complete this step, the system must include a „ Save" button in the interface that when pressed it will save the entered information. In this case, the system will display a confirmation message in a dialog form such as "Are you sure?" that will include two buttons, "Ok" and "Cancel", so that the user can confirm the saving action.

The system must also include a "Cancel" button in the interface that must cancel all selections made by the user in the user interface.

After saving the information, the system will open a new dialog window that will display to the user a confirmation message in the form of „File status has been modified" that will include an „Ok" button for closing the window.

The system will generate a log of the file in this section, under the borders described above, which will contain the actions through which the file has passed (trial adjourned/upward from examination/resumption of trial). The entire log will be displayed in a single border, in the form of a list. The log border will not be editable and will include the following fields (columns) with information generated automatically based on the actions in the „Adjournments" menu:

- Type of action (adjournment of trial/ upward from examination/ resumption of trial)
- User name
- Date of action
- Article (where applicable)
- Grounds (where applicable)

When the section will be accessed, the system must display the list of actions chronologically backwards, with the most recent files at the top, after „date". The system will also allow sorting of the information from all sections in a ascending/descending way with a click on the top of the table in any of the headings.

The right of access to change the file status in the "Adjournments" file regime must be allocated to users with the role of "Judge" to whom the file was assigned and to users within the judge's team ("Judicial Assistant" and "Registrar").

2.2.2.4 Court sessions

After accepting into the procedure the file and after changing the status to `Examination`, the system mustt allow the user with the role of `Judge`, as well as the user within the team of the judge, the establishing of the day for court session.

<u>The list of the court sessions</u>

By accessing the option `Court sessions` in the file regime, thr system will open in an interface the list of the court sessions registered for the file in progress. This list will include the following information about the court decisions:

- **"The date of the court session" –** the date established for the court session
- **"The time of the court session" –** time planned for the court session
- **"Type" -** the type of the established court session that can have the following forms depending on the type of the instance:
  - For judges and courts of appeal:
    - For preparing the case
    - For examining the case
    - Without the participations of the parties
  - For the Supreme Court of Justice:
    - The admissibility of the second appeal

    - The examination of the second appeal
    - Other court session

- **"Location" -** the location of the session room where the court session will take place
- **"Public session" –** the system will display a checkbox that cannot be edited

For each session established and displayed in the list, the system will include laterally specific buttons for:

- Saving the result of the session – the system will allow the opening of a different window where information related to the result of the session will be introduced – for more details refer to section below **Registering the result of the court session**
- Viewing data about the court sessions – by pressing this button, the system will open in the bottom part of the interface (below the sessions list) the following fields with information:
    - **"The duration of the session"**
    - **"Date/time of the court session"**
    - **"The type of the court session" -** the system will display the three forms mentioned above with a tick that cannot be edited next to the one selected for that session
    - **"The location of the court session"**
    - **"Participants in the trial" -** the system will display the list of the participants in the trial
- By accessing this button, the system must open in a new window `The calendar of the court session`, where the user will be able to open the planned session in order to view and edit the data about the court sessions saved in its planning stage.
- Deleting the court session

The system must allow the selection from the interface of the number of sessions to be displayed in the list (through a type of field such as "No. of sessions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Planning the court session

After acceptance into the procedure, the system must allow the planning of the court session by means of an interface structured in the form of a calendar.

This action must be permitted to the user with the role of `Judge` to whom that file was assigned to or his team (respective users with the role of `Judicial assistant` and `Registrar`).

Thus, the interface that displays the list of court sessions must include an `Add` type button which, by clicking, will determine the system to open in a new interface `The Calendar of the

court sessions` where the court session will be established.

The interface `The Calendar of the court sessions` will be structured in the form of a calendar that will allow the selection of the year, month, week and day when the session is to be established.

The system must display in the left side of the interface a field type `Choose court room` that will be implemented in the form of a drop down list where the user can choose the court room for which he wishes to view the calendar of the court session.

Also, the system must include in the interface under field `Choose court room` an additional field `By judge` that will be implemented in the form of a drop down list where the user can choose to view only the sessions programmed by a certain judge in a certain court room.

For displaying results according to the two criteria, under the two criteria the system must include `Filter` type button.

The system must allow the selection of a day and by a double-click action on that day, it must open a schedule chart in the form of a list with the 24 hours of the day in the form:

00:00	
01:00	
02:00	
...	
22:00	
23:00	

In this chart, the system must display the schedule of the sessions already planned for the chosen court room.

In the time periods highlighted as free, by a double-click action on that period, the system must allow the opening of a different window where information specific to the session will be registered.

Note:

The system must allow the selection of the time periods with a 30 minutes granularity (for example, the selection of the time period 16.00-16.30).

The system must not allow the registration of more sessions within the same time period for

the same court room.

The different window that will be opened by double-click action on the selected period will be structured in the form of a form which will contain the following fields:

- "Date" – calendar type field which will allow the selection of the court session date.

  Implicitly, this date will be set according to the initial selection in the calendar.
- „Time" - text type field where the time of the beginning of the session will be indicated;

  Implicitly, the time will be set according to the initial selection in the time chart.
- „Duration"- two numeric type joint fields that will allow the indication in `hours` and `minutes` of the duration of the court session

  Implicitly, duration will be set to 5 minutes;
- „Court room" - drop down list where only those court rooms that are available in the selected period will be included;
- „Session type" – drop down list that, depending on the type of the instance, will include the following options:
  - For judges and courts of appeal:
    - For preparing the case
    - For examining the case
    - Without the participations of the parties
  - For the Supreme Court of Justice:
    - The admissibility of the second appeal
    - The examination of the second appeal
    - Other court session
- „Public session" – checkbox in case of a public session (not ticked when the session is closed);
- „Participants/To summon" - the system must allow the composing of the list of the participants in the trial as follows:
  - Existence of a drop down list with all participants registered in the file where the user can select a participant
  - Existence of a "+" type button that adds the selected participant from the list above
  - Existence of a "+++" type button that allows the adding in the list of all participants registered in the file

  The system must allow the displaying in the interface of all selected participants.

Also the system must include a "-" type button that will allow the elimination of a participant previously selected in the list.

- „Notifications"/„Employees to notify" - The system must allow the automatic completion in this field of the judge`s team list – rapporteur (Judge - rapporteur, Registrar, Judicial assistant), who will receive in „My Notifications'' message about the necessity to ensure the presence of participants to the court session.

For finishing the planning of the session, the system must include in the interface a „Save" type button that by clicking, saves the inserted information and implicitly, the court session.

The system must also include the interface a „Cancel" type button that will close the window.

After planning a session, the system must highlight in the chart the allocation of the time schedule when the session was established and to not allow the registration of another session in the same timeline or one that overlaps with that time frame.

The system must allow the viewing of the sessions calendar at level of day/week/month. In this regard, above the sessions calendar, the system must place 3 buttons in the form „Day", „Week", „Month", that will display the sessions calendar in the specific form.

In the process of planning a court session by means of the calendar, the system must allow that the information about the room or office selected for conducting the court session will be memorized, so that upon the next accessing of the calendar the room or office for conducting the court session will automatically be selected.

Registering the result of the court session

After conducting the session, the system must allow the registration of the result of the court session by the specific button in the court sessions list displayed next to each session that will open a different window with the following fields:

THERE`S ANOTHER FEMIDE BROWSE FIELD – TO BE CLARIFIED

- **"The result of the court session"** - drop down list with specific depending on the type of the instance/file.

  Under the drop down list the system will include and a textbox type field where the enunciation of the result related to chosen option from the drop down list will be introduced.

  In order to finish the registration of the result of the session, the system must include in the interface of a „Save" type button which by clicking will save theintroduces information.

  The system must also include in the interface a „Cancel" type button that will close the window.

Registration of the court session result - civil files

The window that will register the result of the court session for a civil file must include the following fields:

- **"Result of the court session"** - the drop down list with specific options depending on the type of the instance:

  First instance

  - Action accepted;
  - Action rejected;
  - Session postponed;
  - Trial adjourned;
  - Trial concluded;
  - Application dismissed ;
  - File assigned by competence.

  The Court of Appeal

  - Second appeal rejected and the decision of the first instance maintained;
  - Second appeal accepted and the decision of the first instance amended;
  - Second appeal accepted and the decision of the first instance partially retired, with the issuing of a new decision;
  - A Second appeal accepted and the decision of the first instance fully retired, with the issuing of a new decision;
  - Second appeal accepted and the decision of the first instance partially retired with the matter remanded to the first instance for retrial;
  - Second appeal accepted and the decision of the first instance fully retired with the matter remanded to the first instance for retrial;
  - Second appeal accepted and the decision of the first instance partially retired, with the termination of the trial being disposed;
  - Second appeal accepted and the decision of the first instance fully retired, with the termination of the trial being disposed;
  - Second appeal accepted and the decision of the first instance partially retired, with the dismissal of the application;
  - Second appeal accepted and the decision of the first instance fully retired, with the dismissal of the application;
  - Session postponed;
  - Trial adjourned;

- Suspension announced;

Supreme Court of Justice

- Second appeal rejected as inconceivable, with maintaining the challenged decision
- Second appeal accepted and the challenged decision partially retired, with maintaining the decision of the first instance when the appeal was wrongfully accepted
- Second appeal accepted and the challenged decision fully retired, with maintaining the decision of the first instance when the appeal was wrongfully accepted
- Second appeal accepted and the challenged decision partially retired, with discharging the person
- Second appeal accepted and the challenged decision fully retired, with discharging the person
- Second appeal accepted and the challenged decision partially retired, with termination of trial
- Second appeal accepted and the challenged decision fully retired, with termination of trial
- Second appeal accepted and the challenged decision partially retired, with remanding the case for retrial and ruling a new decision
- Second appeal accepted and the challenged decision fully retired, with remanding the case for retrial and ruling a new decision
- Second appeal accepted and the challenged decision partially retired, with remanding the case to the court of appeal for retrial, when a judicial error cannot be corrected by the appeal instance
- Second appeal accepted and the challenged decision fully retired, with remanding the case to the court of appeal for retrial, when a judicial error cannot be corrected by the appeal instance
- Sent for trial to the enlarged College
- Session postponed
- Different result.

Depending on the result selected for the court session, the system must include in the interface other options and fields as well that must be filled in as follows:

- **"Accepted action"** - the system will display two specific fields as follows:
  - **„Property damage"** – checkbox and a numerical type field for indicating the amount for the property damage in MDL
- **„Moral damage"** – checkbox and a numerical type field for indicating the amount for the moral damage in MDL

- **"Session postponed"** – the system will display a specific field as follows:
  - **"Motif" -** predefined drop down list that will allow the displaying of the following options:
    - The subpoena was not handed in time;
    - Order violation;
    - Additional evidence;
    - Presentation of the counter evidence;
    - The participant was not legally summoned;
    - The participants did not show up for grounded reasons;
    - The participants did not show up for ungrounded reasons and none of the parties;
    - The failure to show up of the lawyer;
    - Completing the transaction;
    - The failure to show up of the witness/expert/specialist/interpreter;
    - Cross-action;
    - The parties solicited time for settlement;
    - The participant failed to show up for unknown reasons;
    - Postponing deliberations and pronouncing the decision;
    - Upon the request of the parties;
    - Others.
- Adjourned trial – the system will display a specific field as follows:
  - "Motif" - predefined drop down list that will allow the displaying of the following options:
    - Death/ reorganization of the party in trial;
    - Loss of the legal competence;
    - Delegation to a foreign court the performing of the procedure acts;
    - Lifting the plea for non-compliance with the constitution.

In order to finish the registration of the result of the session, the system must include in the interface of a „Save" type button which by clicking will save the result of the session.

After pressing the „Save" button the system must generate a dialog window with a message in the form:"The result of the session was saved!" and with an „Ok" type button for closing the window.

The system must also include in the interface a „Cancel" type button that will close the window for registering the court session.

Registering the result of the court session – criminal files

The text of the result of the session saved in the field „Result of the court session" must be automatically saved by the system in:

- document „List of cases fixed for trial" (for more details refer to the details related to menu Calendar/Printing of the list of cases fixed for trial)
- the web page of the court (Menu Sessions List/Table „Court sessions", Column „Result")

The window that will register the result of the court session for a Criminal file must include the following fields:

- **"The result of the court session"** - the drop down list with specific options depending on the type of the instance:
  - First instance:
    - Punishment applied to the defendant;
    - Session postponed;
    - Trial adjourned;
    - Trial terminated;
    - File referred to competent court;
  - The Court of Appeal
    - Appeal rejected, with maintaining the challenged decision, if the appeal was submitted over term;
    - Appeal rejected, with maintaining the challenged decision, if the appeal inconceivable;
    - Appeal rejected, with maintaining the challenged decision, if the appeal ungrounded;
    - Appeal accepted with the partial retirement of the session;
    - Appeal accepted with the full retirement of the session;
    - Session postpone;
    - Trial adjourned;
    - Trial concluded;
    - Suspension announced;
    - Different result.

Depending on the selected result for the court session, the system must include in the interface and other options and fields that must completed, as follows:

- Punishment applied to the defendant - the system will display in the form of a list the information about the measures applied to the defendant in trial. This list will comprise the following information:
  - Participant - the name and first name of the participant in the file with the legal standing of „Defendant”);
  - Result of the session;
  - Punishment;
  - Measure.

  Within the same list, the system must include an „Add” type button that will allow the adding of additional measures.

  Upon adding the „Add” button, the system, will have to allow the opening in the same interface of a form with the following fields:

  - Participant - drop down list that will load the participants in trial with the legal standing of „Defendant”
  - Result – predefined drop down list with the following options:
    - Conviction sentence;
    - Discharge sentence;
    - Trial concluded;
    - Trial adjourned;
    - Refunding the paid penalty ;
    - Returning the distrained goods.

    If the value selected in field „Result” is „Conviction sentence”, the system will display in the interface a new field „Conviction sentence” in the form of a drop down list that will have the following choices:

    - Prison;
    - Penalty;
    - Community service work;
    - Medical measures;
    - Conditioned;
    - Other punishments;
    - Denial of the right to perform a certain activity;

- Liquidation of legal person.

If the selected value in field „Conviction sentence" is „Prison", the system will display „Term" which will include the following fields:

- Years – numerical type field;
- Months – numerical type field;
- Days – numerical type field;
- Hours – numerical type field;
- Life detention – checkbox type field

If the value selected in the field „Conviction sentence" is „Penalty", the system will display an additional field „Amount", numerical type field that will indicate the additional quantum of the penalty and a drop down list type field where the type of currency will be selected (RON, USD, EUR) that will implicitly select the type „RON".

If the value selected in the field „Conviction sentence" is „Community service work" the system will display „Term" that will include the following fields:

- Years – numerical type field;
- Months – numerical type field;
- Days – numerical type field;
- Hours – numerical type field;

If the value selected in the field „Conviction sentence" is „Conditioned", the system will display „Term" that will include the following fields:

- Years – numerical type field;
- Months – numerical type field;
- Days – numerical type field;
- Hours – numerical type field;

o Complementary – checkbox type box that when ticked the conviction sentence becomes complementary (without the tick, the conviction sentence is basis)

If this field is ticked, the system must display s text type field „**Details**" where the details concerning the complementary punishment as well as the fields mentioned above „Years", „Months", „Days", „Hours", where the duration of the complementary punishment will be mentioned.

In order to finish the registration of the measure, the system must include in the interface of a „Save" type button which by clicking will save the information introduced about the measure.

The system must also include in the interface a „Cancel" type button that will close the window for registering the court session.

The list with information about the measures applied on the defendant in trial must include next to each measure specific buttons for viewing and deleting the registered measures.

By pressing the view button the system will automatically load and display in the form in the bottom part the specific data for the measure without the possibility of editing the information.

The system must allow the selection from the interface of the number of measures to be displayed in the list (through a type of field such as "No. of measures listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

- Session postponed - in case of selection of this value for field „Result of the court session", the system will display a specific field as follows:
  - "Motif" - predefined drop down list that will include the following options:
    - Failure to present of the prosecutor;
    - Failure to present of the defendant;
    - Failure to present of the lawyer;
    - Failure to present of the witness;
    - The defendant has committed another felony;
    - New circumstances;
    - Request of the parties
    - The necessity to manage new evidence;
    - Modification of the accusation towards aggravation;
    - Parties solicited time for settlement;
    - Participants did not reach settlement for unknown reasons;
    - Postponing deliberations and pronouncing sentence.
- Trial adjourned - in case of selecting this value for field „Result of the court session", the system will display a specific field as follows:
  - "Motif" - predefined drop down list that will aloe the displaying of the following options:
    - The defendant suffers from severe illness;
    - The judicial norm that is about to be applied contravenes the Constitution of RM;
    - Different motifs;

In order to finish the registration of the result of the session, the system must include in the interface of a „Save" type button which by clicking will save the result of the session.

After pressing the „Save" button the system must generate a dialog window with a message in the form:"The result of the session was saved!" and with an „Ok" type button for closing the window.

The system must also include in the interface a „Cancel" type button that will close the window for registering the court session.

Registration of the result of the court session – contravention files

The text of the result of the session saved in the field „Result of the court session" must be automatically saved by the system in:

- document „List of cases fixed for trial" (for more details refer to the details related to menu Calendar/Printing of the list of cases fixed for trial)
- the web page of the court (Menu Sessions List/Table „Court sessions", Column „Result")

The window that will register the result of the court session for a Contravention file must include the following fields:

- **"The result of the court session"** - the drop down list with specific options depending on the type of the instance:
  - First instance:
    - Civil sanction and measures applied to the one contravening;
    - Trial concluded;
    - Session postponed;
    - The decision concerning the contestations submitted in the conditions provided by art 395(2) al CC;
    - Second appeal rejected – late second appeal;
    - Second appeal rejected – inconceivable second appeal;
    - Second appeal rejected – ungrounded second appeal;
    - Second appeal accepted- and the case remanded for retrial;
    - The decision regarding the application for review.
  - Court of Appeal
    - Second appeal rejected – late second appeal;
    - Second appeal rejected – inconceivable second appeal;
    - Second appeal rejected – ungrounded second appeal;
    - Accepts second appeal and remedies the case for retrial;

Depending on the selected result for the court session, the system must include in the interface and other options and fields that must be filled in, as follows:

- Civil sanctions and measures applied to the one contravening - the system will display in the form of a list the information concerning the measures applied to the one contravening in the trial. This list will comprise the following information:
  - Participant – name and first name of the participant in the file with the legal standing of „Contravening";

- The result of the session;
- Punishment;
- Measure.

Within the same list, the system must include an „Add" type button that will allow the adding of additional measures.

Upon adding the „Add" button, the system will have to allow the opening in the same interface of a form with the following fields:

- Participant - the drop down list where the participants in trial with the legal standing of „Contravening "will be loaded
- Result – predefined drop down list with the following options:
  - Contravention sanction;
  - Trial concluded

  If the selected value in the field „Result" is „Contravention sanction", the system will display in the interface a new field „Sanctions" in the form of a drop down list with the following choices:

  - Contravention arrest;
  - Community service work;
  - Penalty;
  - Simple caution;
  - Denial of the right to hold certain positions;
  - Denial of the right to performing certain activity;
  - Applying penalty points;
  - Expulsion.

  If the selected value in the field „Sanctions" is „Contravention arrest", the system will display in the interface the „Term" of arrest that will include the following fields:

  - Years – numerical type field;
  - Months – numerical type field;
  - Days – numerical type field;
  - Hours – numerical type field;

  If the selected value in the field „Sanctions" is „Community service work", the system will display in the interface the „Term" of arrest that will include the

following fields:

- Years – numerical type field;
- Months – numerical type field;
- Days – numerical type field;
- Hours – numerical type field;

If the selected value in the field „Sanctions" is „Penalty", the system will display the following additional fields:

- "Applied amount", numerical type field, and joint, a drop down type field where the type of the currency will be selected (RON, USD, EUR) that will implicitly indicate "RON"
- "Received amount", numerical type field

If the selected value in the field „Sanctions" is „Denial of the right to hold certain positions", the system will display in the interface the „Term" of denial that will include the following fields:

- Years – numerical type field;
- Months – numerical type field;
- Days – numerical type field;
- Hours – numerical type field;

If the selected value in the field „Sanctions" is „Denial of the right to perform certain activities", the system will display in the interface the „Term" of denial that will include the following fields:

    - Years – numerical type field;
    - Months – numerical type field;
    - Days – numerical type field;
    - Hours – numerical type field;

- Complementary – checkbox type box that when ticked the conviction sentence becomes complementary (without the tick, the conviction sentence is basis)

  If this field is ticked, the system must display a text type field „**Details**" where the details concerning the complementary punishment as well as the fields mentioned above „Years", „Months", „Days", „Hours", where the duration of the complementary punishment will be mentioned.

In order to finish the registration of the measure, the system must include in the interface of a „Save" type button which by clicking will save the information about the measures introduced.

The system must also include in the interface a „Cancel" type button that will close the window for registering the court session.

The list with information about the measures applied on the defendant in trial must include next to each measure specific buttons for viewing and deleting the registered measures.

By pressing the view button the system will automatically load and display in the form in the bottom part the specific data for the measure without the possibility of editing the information.

The system must allow the selection from the interface of the number of measured to be displayed in the list (through a type of field such as "No. of measures listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

- Trial concluded - in case of selecting this value for the field "Result of the court session" the system will display a specific as follows:
  - "Motif " – the predefined drop down list that will allow the displaying of the following options:
    - There is no contravention act;
    - One of the grounds provided in art. 3 par. (3), art. 4 par. (3), art. 20-31 is found;
    - The person presumed to be perpetrator has deceased;
    - There is a final decision for the same fact and concerning the same person;
    - Criminal prosecution is started for the same fact;
    - Not recording the dates and facts in the statements of facts of art. 443;
    - Failure to present of the official examiner.
- The decision concerning the contestations submitted under art. 395(2) of CC – in case of selecting this value for the field „Result of the court session", the system will display a specific field as follows:
    - "Motif" - the predefined drop down list that will allow the displaying of the following options:
    - Contestation accepted
    - Contestation rejected
- The decision concerning the application for review – in case of selecting this value for the field „Result of the court session", the system will display in the form of a list about the information applies over the one contravening in trial. This list will comprise the following information:

- Participant – name and first name of the participant in the file with the legal standing of „Contravening";
- The result of the session;
- Punishment;
- Measure.

Within the same list, the system must include an „Add" type button that will allow the adding of additional measures.

Upon adding the „Add" button, the system will have to allow the opening in the same interface of a form with the following fields:

- Participant – the drop down list where the participants with the legal standing of „Contravening" will be loaded;
- Result – predefined drop down list with the following options:
  - Application rejected – late application;
  - Application rejected – application inconceivable;
  - Application rejected – application ungrounded;
  - Application accepted and a new decision pronounced: repossession of rights;
  - Application accepted and a new decision pronounced: refunding of the paid penalty;
  - Application accepted and a new decision pronounced: returning the goods;
  - Application accepted and a new decision pronounced: refunding the judicial expenditure;
  - Application accepted and a new decision pronounced: including in the duration of the uninterrupted accumulated service of the sanction of the contravention arrest.
  - Others.
- Complementary – checkbox type box that when ticked the conviction sentence becomes complementary (without the tick, the conviction sentence is basis)

If this field is ticked, the system must display s text type field „**Details**" where the details concerning the complementary punishment as well as the fields mentioned above „Years", „Months", „Days", „Hours", where the duration of the complementary punishment will be mentioned.

In order to finish the registration of the measure, the system must include in the interface of a „Save" type button which by clicking will save the information introduced about the measure.

The system must also include in the interface a „Cancel" type button that will close the window for registering the court session.

The list with information about the measures applied on the one contravening in trial must include next to each measure specific buttons for viewing and deleting the registered measures.

By pressing the view button the system will automatically load and display in the form in the bottom part the specific data for the measure without the possibility of editing the information.

The system must allow the selection from the interface of the number of measures to be displayed in the list (through a type of field such as "No. of measures listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

In order to finish the registration of the measure, the system must include in the interface of a „Save" type button which by clicking will register the result of the session.

The system must also include in the interface a „Cancel" type button that will close the window for registering the court session.

Note:

If the session is postponed or interrupted, the system must automatically direct the user to the calendar interface in order in order to program the next session

Note:

The system must allow the defining and editing options from all drop down lists specified above as part of the process to register the result of the court session.

Loading of the file with the audio registration of the court sessions

The system must allow the loading of the audio registrations of the court session conducted by means of dictaphones and the saving of *.mp3 audio files in the database.

All these audio registrations must be saved together with the afferent files and should be available for downloading and listening when necessary off of portable audio means.

Thus, the interface for the registration of the result of the court session must integrate a button that allows the loading of a local *.mp3 type audio file in the system.

2.2.2.5 Subpoenas

The system must allow the automatic generating of subpoenas according to the legislation of the Republic of Moldova and with the technical specifications presented by the courts.

The system must allow for the structure of the subpoenas that can be generated by the system to be modified.

The system must allow the automatic selection of the model of subpoena that will be generated depending on the file examination procedure that is indicated upon the registration of the file in ICMS.

The text of the subpoenas must be able modify automatically depending on the number of participants summoned to trial and the date regarding the participants in trial will be taken from the file registered in the system, respectively: the legal standing, name, first name, address of the participant and the additional address.

The list of subpoenas

The system must allow the displaying in the main interface the menu „Subpoenas" from file regime, the subpoenas that were registered in the system in a list that will include the following information:

- **„Court session/type of court session" –** date, time and type of court session.
- **„Addressee" –** name and first name of the participant in trial for whom the subpoena is prepared and saved
- **„Delivered" –**confirmation option for the sending of the of the subpoena to the addressee – the information will be displayed in the form of a tick in a checkbox if the subpoena was sent
- **"Date" –** Date of sending
- **„Sender" –**the name of the program user that performed the sending of the subpoena of to the addressee
- „**Received**" – confirmation option for the acceptance into the instance of the „Delivery slip" of the subpoena by the addressee **-** the information will be displayed in the form of a tick in a checkbox if the subpoena was received
- **"Date" –** the date of receiving the delivery slip
- **„Recipient" –** the name of the person de facto that has received the subpoena
- **„Date" –** date of saving the subpoena

For each subpoena displayed in the list, the system will include laterally specific buttons for:

- Viewing the subpoena in PDF format – the system must open the subpoena saved in PDF format
- Viewing the subpoena in editing interface – the system must open the subpoena in editing interface – without the possibility to edit
- Editing the subpoena – the system must open the subpoena in the editing interface – with the possibility to edit
- Deletion of the subpoena – by pressing this button, the system will delete the subpoena from the list. When the user will press the deletion of the subpoena, the system must generated an automatic message in a dialog window with the message „Are you sure you want to delete the subpoena?" The user must have available two buttons with options: „Ok" and „Quit".

The system must display the names of the information, including the buttons, in the top of the list.

When the list of subpoena is accessed, the system must display the information sorted chronologically in reverse, with the most recent subpoenas at the top, by date of the saving of the subpoena. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of documents to be displayed in the list (through a type of field such as "No. of subpoenas listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page

<u>The form for preparing subpoenas</u>

From the main interface, the system must allow the adding of subpoenas by a specific „Add" type button that will open a new interface that will contain the space for editing the subpoena and at the top will contain the following fields:

- **"Court session"** - drop down list where the court sessions established for the file in progress will be displayed as options (in the form of date and time)
- **„Select model" -** selecting from a predefined drop down list of the model of the subpoena that depending on the type of the instance and the file, will include models for the following types of subpoenas:

  First instance – Civil file

  - Civil to instance;
  - Civil review

First instance - Criminal file

- Criminal to instance;
- Criminal review

First instance - Contravention file

- Administrative to instance;
- Administrative review
- Administrative review

Court of Appeal – Civil file

- Civil to instance;
- Civil second appeal;
- Civil review.

Court of Appeal - Criminal file

- Criminal to instance;
- Criminal to second appeal;
- Criminal review.

Court of Appeal - Contravention file

- Administrative second appeal;
- Administrative review

Next to the drop down list for selecting the subpoena model, there must be a button that by pressing will determine the system to load in the interface the model of subpoena selected with the possibility of editing it.

- **"Subpoena based on an existent subpoena" -** system must allow the creation of subpoenas using an already existent subpoena in the respective file. Thus, the saved subpoenas must be displayed in a drop down list with the possibility to select.

  Next to the selection drop down list for the existent subpoena, there must be a button that pressing will determine the system to load in the interface the model of subpoena selected with the possibility of editing it.

- **„Date of preparation" -** calendar type field for the selection of the date for the preparation of the subpoena – implicitly the system will display the current date

- **„List of addressees" -** the system must allow , if necessary, the multiple selection of the participants registered in the file to whom the subpoenas will be sent as follows:
  - Existence of a drop down list with all participants registered in the file from whom the user can select a participant with the legal standing of addressee of the subpoena
  - Existence of a "+" type button that allows the adding of the selected participant from the list above to the list of addressees – if the list comprises more than one participant, the system must generate a common subpoena that will contain the data of the participants included in the list
  - Existence of a "+++" type button that allows the adding in the list of addressees of all participants registered in the file – in this situation, the system must generate a common subpoena that will contain the data of the participants registered in the file.

  The system must allow the displaying in the interface of all participants selected for transmitting subpoenas.

  Also the system must include a "-" type button that will allow the elimination of a participant previously selected in the list of addressees.

  The system must be able to take automatically from the content of the model of subpoena, the dates of the participants registered in the menu „Participants in trial" in the file regime.

- **"Author" -** this field must be automatically filled in by the system with the name of the user that generated the subpoena and must not be editable.

The form for preparing a subpoena must also include a „Preview in PDF" that allows its preview in PDF format before saving.

Note:

The list of models of subpoenas that will be loaded in the system will be defined and approved by the Superior Council of Magistracy.

By the administration interface at central level, the system must allow the managing and editing of the models of subpoenas existent in the system for all instances.

The inferior part of the interface where the loaded subpoena model will be displayed must allow the editing of the subpoena document.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar for the text of the subpoena in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the resolution document by copying from a Word document, so that the user could prepare informational content of the subpoena by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

At the end of filling in information about a subpoena, the system must allow saving or cancelling of the registration of the subpoena by placing in the interface two buttons: "Save" and "Cancel".

The subpoena documents will be generated by the system in the form Subpoena "Name of the party" in file "File number."

If not all addresses of the participants were introduced in the system, the system must include a warning message in the form „For participant – name of the participant – there is no registered address". Nonetheless, the system must allow the continuation of the process of generating the subpoena.

After saving, the document of the subpoena must be saved in the list of documents in the file from file regime – „Documents."

After registering a subpoena, the system must automatically transmit to the program user with the role of „Common Room Specialist" a notification concerning the generating of the subpoena and the necessity to print and send this subpoena to the addressees.

Thus, the user with the role of „Common Room Specialist" will receive in the section „My notifications" a message in the form: *„Subpoena on file(CC-TTTTT-NNNNN-ZZLLAAAA) was registered. Access it. Here").* In the content of the message the word „Here" must be places in the form of a direct link to the registered subpoena.

The system must allow the automatic sending via e-mail of the subpoenas to the participants that have the e-mail address registered in the system (including the lawyers). For confirmation, the parties must access a link that will be transmitted in the mail together with the summons.

If the conformation from the party was not received in 48 hours, the system must notify the user with the role of „Registrar" that the reception confirmation was not received and he must send it by post.

The right of access for the preparing and saving of subpoenas in the file regime – „Subpoenas" must belong the user of ICMS with the role of „Registrar" that belongs to the work team (Judge/Judicial assistance/Registrar).

2.2.2.6 Statements of facts

The system must allow the preparing and saving of statements of facts after court sessions.

The system must allow for the structure of the statements of facts that can be generated by the system, to be modified.

The system must allow the automatic selection of the model of the statement of facts that is to be generated depending on the type of the file.

List of statements of facts

The system must allow the displaying in the main interface of the menu „Statements of facts" from the file regime, of the statements of facts that were registered in the system in a list that will include the following information:

- **„Statement of facts" –** the name of the statement of facts will be displayed
- **„Preparation date" –** the date of preparing the statement of facts
- **„Status" –** the status of the statement of facts will be displayed ("Draft" or "Final")

For each statement of facts listed, the system will include specific side buttons for:

- Viewing of the statement of facts in the editing interface – the system must open the statement of facts in the editing interface - without possibility of editing;
- Editing of the statement of facts - the system must open the statement of facts in the editing interface – with the possibility of editing.
- Deletion – by pressing this button, the system will delete the statement of facts from the list. When the user will press the deletion of the statement of facts, the system must generated an automatic message in a dialog window with the message „Are you sure you want to delete the statement of facts?" The user must have available two buttons with options: „Ok" and „Quit".

The system must display the names of the information, including the buttons, in the top of the list.

When the list of statements of facts is accessed, the system must display the information sorted chronologically in reverse, with the most recent subpoenas at the top, by date of the saving of preparing the statement of facts. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of statements of facts to be displayed in the list (through a type of field such as "No. of statement of facts listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The form for preparing the statement of facts

From the main interface, the system must allow the adding of the statements of facts by a specific „Add" type button that will open a new interface that will contain the space for editing the subpoena and at the top will contain the following fields:

- **"Court session"** - drop down list where the court sessions established for the file in progress will be displayed as options (in the form of date and time)
- **„Select model" -** selecting from a predefined drop down list of the model of the statements of facts that depending on the type of he file, will include models for the following options:

Civil file

- Civil statement of facts model
- Civil statement of facts model - postponing
- Civil statement of facts model – cashing in debt
- Civil statement of facts model – dismissal of the case.

Criminal file

- Criminal statement of facts model
- Criminal statement of facts model - postponing

Contravention file

- Criminal statement of facts model

Next to the drop down list for selecting the statement of facts model, there must be a button that by pressing will determine the system to load in the interface the model of subpoena selected with the possibility of editing it.

Note:

The list of models of statements of facts that will be loaded in the system will be defined and approved by the Superior Council of Magistracy.

By the administration interface at central level, the system must allow the managing and editing of the models of statement of facts existent in the system for all instances.

- **„Status" -** for this field there will be two options in the form of radio type buttons as follows:
  - **"Draft"** - a statement of facts saved with the status of "Draft" should be editable
  - **"Final"** - a statement of facts saved with the status of „Final" cannot be modified later.
- **"Audio file" -** checkbox that will be ticked if the audio registration of court session is present

The form for preparing a statement of facts must also include a „Preview in PDF" that allows its preview in PDF format before saving.

The bottom part of the interface where the text of the model of the statement of facts is loaded must allow the editing of the statement of facts.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar for the text of the statement of facts in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The "**Design**" regime must include an "Insert" type field that should allow the inserting in the structure of the document the statement of facts by selecting from a drop down list of specific information about the file such as:

- "Number of the file"
- "Name of the department"
- "Date of preparation of the statement of facts"
- "Name of the court"
- "Name of the judge"
- "Participant 1"
- "Participant 2"
- "Participant 3"
- "Type of session"

Thus, once one of the options above is selected, the system must automatically introduces in the work area where the user works the specific information registered in the file.

The system must allow uploading in the work window of model proper to the statement of facts document by copying from a Word document, so that the user could prepare informational content of the statement of facts by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to

previously mentioned possibilities.

At the end of filling in information about a statement of facts, the system must allow saving or cancelling of the registration of the statement of facts by placing in the interface two buttons: "Save" and "Cancel".

After saving, the document of the statement of facts must be saved in the list of documents in the file from file regime – „Documents."

Integration of ICMS with SRS Femida

The system must be integrated with the audio system of the court sessions, SRS Femida, in order to access the registration facilities of SRS Femida directly from the ICMS interface.

Explanatory notes:

The audio recording system of court sessions "SRS Femida" consists of peripheral equipment (computers and microphones) and a special software for recording. The obligation of the audio recording of court sessions is provided by the Criminal and Civil Court Codes from the Republic of Moldova and the manned of recording and the responsibility for performing, storing and archiving of audio recordings are provided in the Regulation on digital audio recording of court sessions approved by the CSM Decision no. 212/8 from June18, 2009. Participants in the court session have the right to receive a copy of the audio recording for a fee of 20 RON.

On April 12, 2013 the Superior Council of Magistracy (CSM) has approved in new edition the Regulation concerning digital audio recording of court sessions. The Regulation explains the way to use of the Femida system and of dictaphones, defines the means of recording court sessions, rules of saving, storage and archiving of audio recordings on digital carriers (server of the instance, CD, DVD, other devices), as well as the procedure of deletion of the audio recordings from the server of the instance.

The main objectives of the System for audio recording court sessions of files "SRS Femida" are:

- Improving the administrative effectiveness in the court instances, of transparency and access of the public to justice;
- Automating current manual workings in courts;
- Ensuring the electronic records of data in courts;
- Modifying secretary workings in course in order to automize them;
- Facilitating the data exchange between different institutions of the judicial system.

The „SRS Femida" system is created computer-based and is destined for technical recording of court trials. The result of the working of the system is the statement of facts of the court

session, where in chronological sequence there's reflection of: the time of beginning of the session, the name of the session, the participants and short comments, data about the forming of the panel of judges, number of the file, number of the disc for recording, etc. In „SRS Femida" system all data that concern the court session are presented in the electronic object – „Session-document" (briefly - session) that is the main complex document which contains all information (recording information, audio data, templates, etc.) related to the session. In order to facilitate the process of creation of the statements of facts, the „SRS Femida" system contains models of all basis actions that may take place during the examination of a file, as well as the list of participants. The list of models can be edited or completed. The recorded session, saved on disc or on a different external support can be viewed from any computer. The system excludes the possibility of unsanctioned access and the manipulation of the recorded information.

For the audio recording of the court sessions the interface where the statements of facts are prepared and saved must include the following buttons:

- **"Start Femida"** - accessing this button must open the SRS Femida system. In the working window Femida ICMS data from the file must be transferred: number and name of the file, the information of the participants in trial (name, first name and legal standing) in the dock of the Participants.
- **"Import statement of facts from Femida"** - the system must allow, by accessing this button, the loading of the text of the statement of facts document prepared in Femida in the interface for editing text.
- **"Listen to the audio recording" -** the system must allow, by accessing this button, the hearing of the audio recording of the court session.

  In order to listen to the audio recording, the system must open a new window where there will be specific button in the form „audio player" for running the recording.

  The window must integrate a cursor that will modify position depending on the time lapsed from the beginning of the hearing, respectively, time left until the end of the recording.

  The users must have the possibility to modify the position of the cursor forward and backwards in order to listen to a certain moment on the recording.

In order to integrate ICMS system with SRS Femida, there must be accounting of the following technical and operation aspects:

- Existence in the file of the recording of the date of the court session, of list of participants in trial saved in the calendar of the court session.
- Accessing Femida from ICMS and the audio recording of the trial in the day established for the court session

- Existence in the computer of the Registrar of the SRS Femida (equipment and software)

The right of access for the preparing, modifying and saving of statements of facts in the file regime – „Statements of facts" must belong to the ICMS user with the role of „Registrar" that belongs to the work team (Judge/Judicial Assistant/Registrar).

2.2.2.7 Resolutions

The system must allow for the afferent menu for option ”Resolutions” to become active after opening a file.

List of resolutions

It will comprise the following information:

By accessing option „Resolutions” from file regime, the system must display in an interface the list of resolutions added for that file.

- **"Date"** – date of the resolution
- **"Status"** – status of the resolution

For each resolution listed, the system will include specific side buttons for:

- Viewing of the resolution – the system will load the resolution in a separate window – without the possibility to edit
- Editing the resolution – the system will load the resolution in a separate window – with the possibility to edit (only if the resolution has the status of „Resolution”. If the status is „Final”, the system must not allow the editing of the content of the resolution)
- Deletion of the resolution – by pressing this button, the system will delete the resolution from the list. When the user will press the deletion of the resolution, the system must generated an automatic message in a dialog window with the message „Are you sure you want to delete the resolution?” The user must have available two buttons with options: „Ok” and „Quit”.

The system must display the names of the information, including the buttons, in the top of the list.

When the list of resolutions is accessed, the system must display the information sorted chronologically in reverse, with the most recent resolutions at the top, by “date”. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The form for preparing resolutions

From the main interface, the system must allow the adding of resolutions by a specific „Add” type button that will open a new interface that will contain the space for editing the resolution and at the top will contain the following fields:

- **"Court session"** - drop down list where the court sessions established for the file in progress will be displayed as options (in the form of date and time)

- **„Select model"** - selecting from a predefined drop down list of the model of the resolution that depending on the type of the instance and the file, will include models for the following types of resolutions:

  Civil file

  - Resolution;
  - Resolution to not carry forward the second appeal application;
  - Resolution to prepare for judicial debates;
  - Resolution to accept the summons;
  - Resolution to postpone payment of the state tax;
  - Resolution to connect claims;
  - Resolution to correct errors;
  - Resolution to split claims;
  - Resolution for schedule payment of the state tax;
  - Resolution to relieve from effects of expiry;
  - Resolution to exempt from state tax payment;
  - Resolutionconcerning the attraction of the accessory intervener;
  - Resolution concerning the explanation of the decision;
  - Resolution concerning the conclusion of the trial;
  - Resolution concerning rejection from acceptance;
  - Resolution concerning returning of the application;
  - Resolution concerning dismissal;
  - Others.

  Criminal file

  - Resolution
  - Resolution to announce search;
  - Resolution to enforce interdiction to leave the country;
  - Resolution to connect cases;
  - Resolution to correct errors;
  - Resolution to split cases;
  - Resolution to set the preliminary session;
  - Resolution to relieve from effects of expiry;

- Resolution concerning compulsory enforcement;
- Resolution concerning sending case to trial without preliminary session,
- Others.

Contravention file

- Resolution
- Others

Next to the drop down list for selecting the resolution model, there must be a button that by pressing will determine the system to load in the interface the model of resolution selected with the possibility of editing it.

Nota:

The list of models of resolutions that will be loaded in the system will be defined and approved by the Superior Council of Magistracy.

By the administration interface at central level, the system must allow the managing and editing of the models of resolutions existent in the system for all instances.

- **„Status" -** for this field there will be two options in the form of radio type buttons as follows:
  - **"Draft"** - a resolution document saved with the status of "Draft"must be editable
  - **"Final"** - a resolution document saved with the status of „Final" cannot be modified later.

After selecting the radio button for Status, the program must generate in a dialogwindow a confirmation message in the form “Are you sure?” with two buttons in the form “Ok” and “Quit”.

- "**Available for publication”** - check that box, if it is selected, the system must send the resolution for publication.
- "**Upload resolution in PDF format**" - for this field, there will be a "Browse" button by which the user can upload a resolution document saved locally on workstation. The system must save automatically the document loaded into the application regime "Documents".
- „**Preview in PDF**" – button that must allow the opening of the resolution document by exporting in PDF format and printing the resolution on paper;

- „**Judicial document delivery letter**" –by accessing this button, the system must automatically create a delivery letter for the judicial document according to the applications proposed by the courts (see model in the image below):

Chisinau Court of Appeal
The Republic of Moldova
Chisinau City
4 Teilor
Forwarding letter for the criminal court document from 12.11.2014
Output no.

To no. from

Defendant:	Munteanu Vasile
Appellant:	Voronin Ion

The Chisinau Court of Appeal hereby sends for acknowledgement the copy of the resolution from 20.11.2014 of the criminal case for accusing Munteanu Vasile of committing the crime provided in art."B.1.5. Planning, preparing and staring or waging war (art.139)" Criminal Code.

Annex: copy of the resolution from 20.11.2014 on files.

Registrar: Administrator Administrator

- "**Resolved file**" – check box. If this field is checked, the system will save on the file the closing resolution of the file.
- "**Select resolution**" - Drop down list which will display the dates of the saved resolutions for the file in progress. The system must allow the creation of a new resolution by using a saved resolution. Next to the drop down list, there must be a push button which will determine the system to load the selected resolution in the interface with the possibility of editing it.

The lower part of the interface where the loaded resolution model will be displayed must be loaded to allow the resolution document editing.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the resolution document by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

At the end of filling in information about a resolution, the system must allow saving or cancelling of the registration of the resolution by placing in the interface two buttons: "Save" and "Cancel".

The resolution document will be saved in the documents list from within the file regime - "Documents".

The program must save a copy of the resolution from the main menu "Files/Publish Resolution" section for drafting personal data (anonymization) and publication on the website of the Court (instante.justice.md). This process is described in detail in the section "Resolutions Publication".

Note:

The sytem must allow the saving of the resolution both in Draft as well as in Final even if the court session is not indicated. The file can be Resolved up to the step of establishing the court session by saving the Resolution in Final status and with the option ticked (Resolved file).

The right of access to the drafting, editing, and saving of the resolution in application regime should be assigned only to ICMS users with the role of "Judge" to whom the file was assigned and users within the team of the judge ("Judicial Assistant" and "Registrar").

2.2.2.8 Recusations/Abstentions

The system must allow for the afferent menu for option ”Recusations/Abstentions” to become active after opening a file.

By accessing the side menu option " Recusations/Abstentions ", the system must display in the interface both the list of Recusations/Abstentions (at the top) as well as the form which allows uploading of the Recusations/Abstentions applications (at the bottom).

The list of Recusations/Abstentions

The system must allow the displaying of the recusations and abstentions that were registered in the system in a list at the top of the interface „Recusations/Abstentions” that will include the following information:

- **„Date"** – the registration date of the application for Recusation/Abstention
- **„From whom"** – the name and first name of the author of the application for Recusation/Abstention

For each Recusation/Abstention displayed in the list, the system will include laterally specific buttons for:

- Viewing of information about recusation/abstention - the system will load in the form displayed at the bottom of the interface the data specific to the recusation/abstention application - without possibility of editing;
- Editing of information about recusation/abstention - the system will load in the form displayed at the bottom of the interface the data specific to the recusation/abstention application – with the possibility of editing;
- Deletion of the recusation/abstention application;

The system must display the names of all fields, including buttons, at the top of the table.

When the Recusations/Abstentions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent resolutions at the top, by the ”date”. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of recusation applications to be displayed in the list (through a type of field such as "No. of applications listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The form for registering applications for Recusations/Abstentions

The system must provide in the bottom part of the interface „Recusations/Abstentions" a form for registering the Recusation/Abstention applications. The interface must include an "Add" type button that will allow the restarting of the form for adding a new application for Recusation/Abstention.

The form for registering the Recusation/Abstention applications must include the following fields:

- **„Type of application"** - drop down list type field that will allow the selection of one of the following options:
  - Recusation;
  - Abstention;
  - Application for accelerating the examination procedure for the case.

  This field is mandatory – without filling it, the system will display upon saving a specific warning message.

- **Date"-** calendar type field that will allow the selection of the date of registration of the application — the system will retrieve the default current date
- „**From whom**" - text type field where the name and first name of the author of the recusation/abstention application will be displayed (This field is mandatory – in the absence of its completion, the system will display a specific warning message upon saving)
- „**Motif**" - text type field where the enunciation of the motif for the recusation/abstention application is inserted (This field is mandatory – in the absence of its completion, the system will display a specific warning message upon saving)
- „**Judge**" - This field must be inactive at the time of registration of the application. Specific information will be set automatically by the system after the assignment of the recusation/abstention application to a judge and cannot be edited.
- „**Author**"- in this field the system must automatically retrieve the name of the system user and to place it to indicate who completed the application for recusation/abstention.

At the end of filling in the information about the application, the system must allow saving or cancelling of the registration of the application by placing in the interface two buttons "Save" and "Cancel".

Right of access to save the recusation/abstention applications made in applications regime "Recusations/Abstentions" must be attributed only to ICMS users with the role of "Common

Room", "Judicial assistant", "Registrar", "Judge" to whom it was recused, as well as the role of "President", in cases of abstaining.

Naming the judge for examining the recusation application

After registering the application for recusation/abstention, the system should automatically generate a notification message with respect to the registration of a new application for recusation/abstention towards the user with the role of the "President" of that instance.

Therefore, the program user with the role of "President" must receive in the section "My Notifications" a message in the form: "A recusation/abstention application was registered No. XX-XXXX-XXXXXXXX. Name the judge for examining the recusation/abstention application".

The appointment of the judge for examining the recusation application should be made by the user of the program "President" by accessing the program menu related to the "Assignment of recusations". (You can find more details in the description of the „Assignment of cases/Assignment of recusations").

Preparing the recusation resolution

The program user with the role of "Judge" appointed in the menu called "Assignment of recusations" and "Judicial assistant" (from the team of the appointed Judge) should automatically receive in the section "My Notifications" a confirmation message for the assignment of the application for recusation.

The user with the role of "Judge" in the menu called "Assignment of recusations" must have access to the application for recusation only from the message received in the section "My Notifications". (more details regarding notifications you can find in the section "My Notifications ").

The program user with the role of "Judge" must receive automatically in the section "My Notifications" a message of the form: "Examine the application for recusation on the file no ".

The system must allow the appointed Judge to access the application for recusation only from the recusation message in "My notifications", from where the system will allow the opening of an interface for editing application for recusation and preparing the resolution of the recusation, through by following steps:

- Opening the application in the file regime – „**Recusations/Abstentions**";
- Opening the recusation application accessing the button „**Edit"**;

  After pressing "Edit" from the list, the system must include in the registration form of the recusation application displayed in the lower part of the interface, a link type button in the form "Resolution concerning the recusation".

By pressing this button, the system will open a new interface in which you will save the resolution for the recusation application.

The interface for the registration of the resolution for the recusation application must have a structure similar to that described above in the Resolution section with the following fields:

- **Select model**"- selecting from a predefined drop down list the model of the resolution

Next to the drop-down list for the selection of the model of resolution, there must be a push button in the form „Select" by which the system will load in the interface the selected model of resolution with the possibility of editing it.

Note:

The list of models of resolutions that will be loaded into the system will be defined and approved by the Supreme Council of Magistracy.

Through the administration interface at the central level, the system must allow the managing and editing of resolutions models existent for all instances.

- „**Status**" - for this field there will be two options in the form of radio type buttons as follows:
  - "Draft" - a resolution document saved with the status of "Draft" should be editable later
  - "Final" - a resolution document saved with the status of „Final" cannot be modified later.
- **"Recusation accepted"** - check box to be ticked if the application for recusation is accepted.
- „**Preview in PDF**" – button that must allow the opening of the resolution document by exporting in PDF format and printing the resolution on paper;

The lower part of the interface where the loaded resolution model will be displayed, must be loaded to allow the resolution document editing.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the resolution document by copying from a Word document, so that the user could prepare informational

content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

At the end of filling in information about a resolution, the system must allow saving or cancelling of the registration of the resolution by placing in the interface two specific buttons: "Save" and "Cancel".

The system must save resolution document to the recusation application in the application documents and will be found in the file regime - "Documents".

If the application for recusation is accepted, the system must send in "My Notifications" section of the program user with the role of "President", a message of acceptance of the application and the request to reassign the judging application to another judge (you can find more details in chapter "Assignment of cases"/"Repeated assignment – civil/criminal/contravention files ').

If the application for recusation is rejected, the program user with the role of "Judge" must be able to save the conclusion concerning the recusation with the status of "Rejected Recusation", and towards the program user with the role of "Judge"- recused the system will send in the section " My Notifications" a message of rejection of the application for recusation and continuation of the examination of the summons.

The right of access to the resolution concerning the recusation in application regime „Recusations" should be assigned only to system users with the role of "Judge" assigned for examining the recusation application.

Sheet of assignment of the Recusation/Abstention application

Through the interface from the file regime " Recusations/Abstentions ", the system must allow the generating of a Sheet of assignment of the Recusation/Abstention application/application concerning the accelerating of the procedure for examination of the case. The system must be able to create this sheet by pressing a button in the form of " Sheet of assignment of the Recusation/Abstention application" which will automatically generate the document in pdf format, according to models below:

The Chisinau Court of Appeal
The Republic of Moldova
Chisinau City
4 Teilor

Assignment sheet for the recusation application of the file

It is hereby confirmed that the recusation application submitted to criminal file Munteanu Vasile registered with the Chisinau Court of Appeal with number 02-1-33170-12112014 on 28.11.2014 time 13:45 was automatically randomly assigned to judge Cezar Gavriliuc.

Specialist: Gangal Olga Dumitru

Signature

2.2.2.9 Decisions

The system must allow the preparing and saving of decisions to files in examination.

The list of decisions

The system must allow the displaying in the main interface the menu „Decisions" from file regime, the decisions that were registered in the system in a list that will include the following information:

- Check box that will be displayed next to each decision displayed in the list and which will allow the selection of a decision.
- **"Additional decision" -** check box which will be displayed as unchecked when the decision in the list is additional.
- **„Court session" –** The type of the court session will be displayed
- **"Date of the session" –** the date of the court session will be displayed
- **„Date of registration" –** the date of saving the decision into the program
- **"Status" –** the status of the statement of facts will be displyed ("Draft" sau "Final")

For each decision displayed in the list, the system will include laterally specific buttons for:

- Viewing the decision in editing interface – the system must open the decision in editing interface – without the possibility to edit
- Editing the subpoena – the system must open the decision in the editing interface – with the possibility to edit
- Deletion of the subpoena – by pressing this button, the system will delete the decision from the list. When the user will press the deletion of the subpoena, the system must generate an automatic message in a dialog window with the message „Are you sure you want to delete the decision?" The user must have available two buttons with options: „Ok" and „Quit".

The system must display the names of all fields, including buttons, at the top of the list.

When the decisions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent decisions at the top, by the date of registration of the decision. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of decisions applications to be displayed in the list (through a type of field such as "No. of decisions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Form for preparing decisions

From the main interface, the systemmust allow the adding of decisions, by several specific buttons depending on the type of the decision/action, as follows:

- **"Add decision"** -button for adding/opening the text editor for the decision to file
- **"Add additional decision"** - button for adding/opening the text editor for an additional decision to file
- **"Add operative part"** - button for adding/opening the text editor for the operative part of the decision to file
- **"Cancel decision"** - button for canceling the decision saved to file

Add decision

By accessing this button the system must allow the adding of a new decision.

In this regard, thes sytem must open a new interface, which will contain the space for preparing and editing the decision and which at the top will provide the following fields:

- **"Court session"** - drop down list that will display as options the court session (in the form date and time) established for the file in progress for which the decision is saved
- **„Select model"** -selecting from a drop down list the model of decision that, depending on the type of the file, will include the following fields:

  Civil file

  - Ruling (Section 1)
  - Decision
  - Ordinance

  Criminal file

  - Discharge – non-existence of the criminal act
  - Discharge - causes that remove the criminal character of the act
  - Discharge - the action was not committed by the defendant
  - Discharge - act does not fulfill elements of the crime
  - Conviction of more persons
  - Conviction – hooliganism acts
  - Conviction – violent action with sexual character
  - Trial termination – reconciliation of the parties
  - Trial termination – applying amnesty

- Trial termination – death of the defendant
- Trial termination – decision of the criminal prosecution body
- Trial termination – absence of the complaint from the aggrieved party
- Trial termination - the person did not reach legal age for criminal legal responsibility
- Discharge session
- Conviction session

Contravention file

- Ruling

Next to the drop down list for selecting the decision model, there must be a button that by pressing will determine the system to load in the interface the model of statement of facts selected with the possibility of editing it.

Note:

The list of models of resolutions that will be loaded into the system will be defined and approved by the Supreme Council of Magistracy.

Through the administration interface at the central level, the system must allow the managing and editing of decision models existent for all instances.

- „**Status**" - for this field there will be two options in the form of radio type buttons as follows:
  - "Draft" – a decision saved with the status of "Draft" should be editable later
  - "Final" - a decision saved with the status of „Final" cannot be modified later.

If the status „Final" is ticked, the system must generate a confirmation message in a dialog box in the form „Are you sure?". The user must have available two buttons with options:"Ok" and "Quit".

After confirming status „Final", the interface must display next to the status field an additional field „**Available for publication**" in the form of a checkbox that will be ticked by default and represents the publishing of the decision on the web page of the court.

If the field „Available for publication" is unchecked, the system must display a joint field „Motif" in the form of a drop down list where the reason for not publishing the decision can be chosen and will have the following options:

- Cases that involve minors
- Cases that involve information which are state secrets
- Cases that involve information which are trade secrets
- Cases that involve information for which disclosure is forbidden by law
- Decision concerning adoption
- Sentences concerning sexual offences

Note:

If upon registering the file, the field „Confidential data" from interface „General data" was ticked, the filed „Available for publication" must be blocked for activation, with the possibility of selecting the reason why it is not being published.

The system must not allow the saving of the decision from the file with the confidential data in the interface „Publish decision" from main menu „Files"

The form for preparing a decision must also include a „Preview in PDF" that allows its preview in PDF format before saving.

Also, the interface must include a button in the form „Delivery slip the for court document" which by accessing will determine the system to automatically create a delivery slip for the court document according to decision proposed by courts (see model in the image below):

The Chisinau Court of Appeal
The Republic of Moldova
Chisinau City
4 Teilor

Delivery slip for the contravention court document from 19.11.2014

Output no.

At no. from

Contravening:	Ciobanu Ion

The Chisinau Court of Appeal hereby sends you for acknowledging the copy of the decision from 01.01.000 on the contravention case of charging him with committing the felony provided in art. "C.1.9 Article 55. Violating the occupational health and safety legislation" Contravention code

Annex: copy of the decision from 01.01.000 on pages.

Registrar:Gangal Olga Dumitru

The system must allow by this interface the loading of a decision in PDF format from the workstation of the user and its saving in the file regime „Documents". In this regard, there must be a field in the form: „Loading decision in PDF format" next to which there's a „Browse" button for loading the document.

The bottom part of the interface where the text of the decision model will be loaded must allow the editing of the decision document.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar for the text of the decision in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the decision text using HTML language

The "**Design**" regime must include an "Insert" type field that should allow the inserting in the structure of the document the decision by selecting from a drop down list of specific information about the file such as:

- "Number of the file"
- "Name of the department"
- "Name of the court"
- "Name of the judge"
- "Participant 1"
- "Participant 2"
- "The place and time of adopting the decision"
- "Type of session"

Thus, once one of the options above is selected, the system must automatically introduce in the work area where the user works the specific information registered in the file.

The system must allow uploading in the work window of model proper to decision document by copying from a Word document, so that the user could prepare informational content of the decision by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

Depending on the type of the file, the system must include in the bottom part of the interface (below the interface for editing the text of the decision) the following fields:

- For a Civil file the following fields will be displayed:
  - **„State tax applied after pronouncing the decision"** – checkbox that must activate jointly a numerical field where the amount of the applied state tax will be displayed in MDL
  - **" State tax to be cashed in separately"** - numerical field where the amount will be indicated in MDL
  - **„Date of issuing the decision" – c**alendar type field for selecting the date of issuing the court decision**.**
- For a Criminal file the following fields will be displayed:
  - **„Medical constraining measures were applied" -** checkbox for applying medical constraining measures;
  - **„Date of issuing the decision " - c**alendar type field for selecting the date of pronouncing the sentence.
- For a Contravention file the following fields will be displayed:
  - **„Date of issuing the decision " - c**alendar type field for selecting the date of issuing the court decision**.**

The system must consider mandatory the filling in of the field „Date of issuing the decision”.

This date must be saved in the program and automatically transferred on to the web page of the court in field „Date of pronouncing the decision”.

At the end of filling in information about a decision, the system must allow saving or cancelling of the registration of the decision by placing in the interface two specific buttons: "Save" and "Cancel".

After saving, the document of the decision must be saved in the list of documents in the file from file regime - "Documents".

The system must save a copy of the decision in menu „Files”/”Publish decisions” for drafting personal data (anonymization) and publishing on the web page of the court (instante.justice.md) if this action was permitted.

Additional decision

The system must allow program users with the role of „Judge” and „Judicial assistant” to save an additional decision to the files being examined.

Thus, by accessing button „Add additional decision” from main interface „Decisions” from file regime, the system must allow an interface similar with the one previously described in section **Add decision** which will fold the same functional regime.

Operative part of the decision

The system must allow program users with the role of „Judge” and „Judicial assistant” to save the operative part of the decision to the files being examined.

Thus, by accessing button „Add operative part” from main interface „Decisions” from file regime, the system must allow an interface similar with the one previously described in section **Add decision** which will fold the same functional regime.

Canceling the decision

The system must allow program users with the role of „Judge” and „Judicial assistant” to cancel the saved decisions (both the basis ones, as well as the additional ones) to the files being examined.

After selecting a decision from the list (by ticking it), upon pressing the button „Cancel decision”, the system must mark the decision as cancelled which will determine its displying in red color.

The decisions saved to file with final and available for publication status must be accessible from the programmenu „Files”/”Publish decisions”. More details you can find in section „Publish decisions”.

The right s of access for preparing, modifying and saving the decision in file regime – „Decisions” must belong to the ICMS users with the role of „Judge” that examine the file and the team of the judge (Judicial Assistant and Registrar).

2.2.2.10 File summary

The system must allow users to visualize all the information of the court file on a single page, via the menu „File Summary" in file regime.

By clicking on the option “File Summary" from the file regime, the system must allow the visualization of information about the file by sections.

The system must allow by accessing a button specific to each section, the listing of all the fields with information specific to the selected section. The main sections that will be displayed in the interface "File Summary” are:

- „**General data**" - by accessing this section, all information entered into the stage of registration of the file will be listed in tabular form
- „**Documents**" - by accessing this section the documents that have been saved, that form the electronic file will be listed
- „**Participants in trial** " - by accessing this section the information about registered participants will be displayed and visualized
- **„Court sessions"** - by accessing this section the information about registered court sessions will be displayed
- **"Subpoenas"** - by accessing this section the subpoenas from the file will be displayed
- **"Statement of facts"** - by accessing this section the statement of facts prepared in the court sessions will be displayed
- „**Resolutions**" - by accessing this section the prepared resolutions will be listed
- **"Decisions”** - by accessing this section the prepared decisions will be listed

The system must allow the saving of the summary in Excel format. In this regard, there will be an interface specific button in the form "Export in XLS ".

In the same interface, the system will display as a graphic "bar chart" the time duration (number of days) a file spent in every status.

The system must allow the exporting in Excel format of the file summary.

The right of access to view the summarized information of the court file in the file regime "File summary" for all files registered in the program, must belong to the users with the role of "President", "Common Room Specialist" and “Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and “Registrar" will be able to view the summarized information on from the assigned files in the file regime.

2.2.2.11 Sheet of actions

The program must enable registration and visualization of all information related to actions carried out by users of the system in the context of a court file, through the menu "Sheet of actions" of the file regime.

Upon accessing the "Sheet of actions", the system must display an interface for viewing the actions carried out by users of the system in the context of a court file in the form of a list, with inclusion of the following fields of information, where the information will be generated automatically:

- „**Employee**" –the text field will automatically generate the name and first name of the program user who performed the action;
- „**Registration date**" – the date and time of performing the action will be displayed;
- „**Action**" –the description of the action performed by the program user will be displayed;
- „**Comment**" – the enunciation with the comment to the action performed to the application by the user will be displayed

In relation with each action displayed, the system will include a button in the form "View" which will open in a separate window all the abovementioned information so that they can be viewed completely (if, for example, the text corresponding to the field of comments cannot be displayed completely in the list).

The system must enable automatic saving of these actions during operations that users perform in the menu of the file.

The system must allow the export of the sheet of actions in Excel format. In this regard, in the interface there will be a specific button in the form "Export in XLS".

When the list of actions will be accessed, the system must display it sorted chronologically in reverse, with the most recent actions at the top, by "date of registration". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings

The system must allow the selection from the interface of the number of actions to be displayed in the list (through a type of field such as "No. of actions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and also, to allow scrolling through pages when they cannot be displayed in a single page.

The right of access to view the information of the court file from the in file regime "Sheet of actions" for all applications registered in the program, must belong to the users with the role of "President", "Common Room Specialist" and " Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" will be able to view the information only for the assigned applications.

The system must allow registration in the sheet of actions of all actions carried out on information from a file such as:

- actions of saving information
- actions of amending information
- actions of deleting information
- files assignment
- connecting files
- changing files status etc.

The system must allow the registration of actions carried out at the level of each field/button from the interface.

In the case of modifications of the information, the system must allow registration in the column "Comments" of all actions of changing information in the form:

- " **Initial information**:" - information will be displayed before modification
- "**Changed information:"** - information will be displayed after modification

The list of actions that the ICMS system must generate automatically in the interface "Sheet of actions" is presented as follows:

No.	Name of the action	Comments
1.	General data saved successfully	General data from file xxxx were saved.
2.	General data modification	Data from field *name field* were changed. **Note:** The system must be able to register in the sheet of actions all changes registered for each field in the "General Data" interface.
3.	The file was registered	File no. xxxxx was registered.
4.	Participant saved	Participant *name, first name*was saved.
5.	Participant drafted	Data about participant *name, first name*were drafted.
6.	Participant deleted	Data about participant *name, first name*were deleted.
7.	Document saved	Document *name of the document* saved
8.	Document drafted	Document *name of the document* drafted
9.	Document deleted	Document *name of the document* deleted
10.	The file was assigned	File no. xxxxx was assigned
11.	The file was assigned	*Name, first name*was assigned to examine cause no. xxxxx
12.	File reassigned	Judge *name, first name*was repeatedly assigned cause no. xxxx

13.	Examination status	File no. xxxxx entered examination status
14.	The status of the file was changed	File no. xxxxx entered from examination status into assigned status. Date: dd.mm.yyyy
15.	The file was adjourned	File was adjourned on dd.mm.yyyy, time 00.00:00 Article *name of the article,* Grounds: xxxx
16.	File was resumed	File was resumed on dd.mm.yyyy, time 00.00:00
17.	Court session was saved	Court session was added to file no.XXXX
18.	Court session modified	Data about court session on file no.xxxx were drafted
19.	Court session deleted	Data about court session on file no.xxxx were deleted
20.	Result of the session was saved	Result of the session from file xxxx was saved.
21.	Subpoena saved	Subpoena for session on dd.mm.yyyy, time 00:00 addressed to *name, first name*, was added
22.	Subpoena drafted	Subpoena for session on dd.mm.yyyy, time 00:00 addressed to *name, first name*, was drafted
23.	Subpoena deleted	Subpoena for session on dd.mm.yyyy, time 00:00 addressed to *name, first name*, deleted
24.	Statement of facts was saved	Statement of facts [type of session, dd.mm.yyyy] was added
25.	Statement of facts was deleted	Statement of facts [type of session, dd.mm.yyyy] was deleted
26.	Decision was saved	Decision from file xxxx was saved
27.	Decision was drafted	Decision from file xxxx was drafted
28.	Decision was deleted	Decision was deleted from file xxxx
29.	Decision was cancelled	Decision from file xxxx was cancelled
30.	Decision was published	Decision from file xxxx was published
31.	Decision was cancelled off the web page	Decision from file xxxx was cancelled from publication on the web page
32.	Resolution was saved	Resolution *resolution name* was added to file xxxx
33.	Resolution was deleted	Resolution *resolution name* of file xxxx was deleted.
34.	Resolution was drafted	Resolution *resolution name* of file xxxx was drafted.
35.	Resolution was published	Resolution *resolution name* of file xxxx was published.
36.	Resolution was cancelled off the web page	Resolution *resolution name* of file xxxx was cancelled from publication on the web page
37.	Recusation saved	Application for recusation/abstention was registered on dd.mm.yyyy in file no. xxxxx
38.	Recusation accepted	Application for recusation/abstention was accepted on dd.mm.yyyy in file no. xxxxx
39.	Recusation rejected	Application for recusation/abstention was rejected on dd.mm.yyyy in file no. xxxxx
40.	Recusation drafted	Application for recusation/abstention was drafted on dd.mm.yyyy in application no. xxxxx
41.	Recusation deleted	Application for recusation/abstention was deleted on dd.mm.yyyy in file no. xxxxx
42.	The name of the file was changed	The name of the file was changed from *(old* file *name)* to *(new* file *name)*
43.	The file was connected to other files	Files no. xxxx , no. yyyyy were connected in file no. zzzzz
44.	The application for appeal/second appeal was saved	Application for recusation/abstention was added on file no. xxxx
45.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on file no. xxxx were changed. Sent to appeal/second appeal instance.
46.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on file no. xxxx were changed. Procedure terminated.

47.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on file no. xxxx were changed. Decision accepted into appeal (Examination result: Accepted)
48.	Data about the application for appeal/second were changed	Data concerning the application for recusation/abstention on file no. xxxx were changed. Decision rejected from appeal (Examination result: Rejected)
49.	Enforcement action was added	Data concerning the enforcement were added on file no.xxxx
50.	Enforcement action was drafted	Data concerning the enforcement were drafter on file no.xxxx
51.	Enforcement action was deleted	Data concerning the enforcement were deleted on file no.xxxx
52.	The file was sent	Information concerning the transfer were saved on file no. xxxx (as result of saving information in the file menu - ***Information about transfer***)
53.	Measures to ensure the action saved at application	Information concerning the measures to ensure the action were saved on file no. xxxx (as result of saving information in the file menu – ***Measures to ensure the action***)
54.	Measures to ensure the action drafted at application	Information concerning the measures to ensure the action were drafted on file no. xxxx (as result of saving information in the file menu – ***Measures to ensure the action***)
55.	Measures to ensure the action deleted at application	Information concerning the measures to ensure the action were deleted on file no. xxxx (as result of saving information in the file menu – ***Measures to ensure the action***)
56.	Subpoena sent	Subpoena for session from dd.mm.yyyy time 00:00 addressed to *name, first name*was sent to [Addressee]
57.	Received acknowledgment of receipt for the subpoena	Acknowledgment of receipt for the subpoena to session from dd.mm.yyyy, time 00:00 addressed to name, first name, was received by [Recipient]
58.	Panel of judges saved to file	Information about the formation of the panel of judges on file no.xxxx saved. Formation of the panel: *name, first name* (Rapporteur), Name, First name (President), *Name, First name*.
59.	Panel of judges modified to file	Information about the formation of the panel of judges on file no.xxxx modified. Formation of the panel: *name, first name* (Rapporteur), Name, First name (President), *Name, First name*.
60.	Document saved	Document saved (as result of saving the document via ICMS menu Records/Documents)
61.	Transmission of the file	File sent (as result of saving information concerning the sending of the file via ICMS menu Records/Application movements)
62.	File was resolved	File was withdrawn on application no. xxxx
63.	File was archived	File no. xxxx was archived on dd.mm.yyyy, time 00.00:00

2.2.2.12 Remedies at law

The system must allow the documentation in file of the appeal/second appeal applications submitted in court.

By accessing the side menu option "Remedies at law", the system must allow the displaying in an interface both of the list of applications for appeal/second appeal submitted (at the top), as well as the form which allows adding applications for appeal/second appeal (at the bottom).

Appeal/second appeal applications list

The system must allow the displaying of applications for appeal/second appeal that were registered into the system in a list at the top of the interface "Remedies at law" that will include the following information about applications for appeal/second appeal:

- "**Type**" the type of application will be displayed ("appeal" or "second appeal")
- "**Appellant/Second appellant**" - the name of the appellant/second appellant who submitted the application will be displayed
- "**Appellee**" - the name of the appellee registered at application will be displayed
- "**The submitted application for appeal/second appeal**" - the information „during the examination of the cause" or „after the ruling of the decision" will be displayed
- "**Created on**" - the date of registration of the application for appeal/second appeal will be displayed
- "**Result**" - the description of the action performed by the system user in connection to the application will be displayed

For each application for appeal/second appeal listed, the system will include specific side buttons for:

- Viewing - the system will load in the form displayed at the bottom of the interface the data specific to the appeal/second appeal - without possibility of editing;
- Editing - the system will load in the form displayed at the bottom of the interface the data specific to the appeal/second appeal application – with the possibility of editing; also, by accessing this button, the system must allow the adding of information regarding the delivery of the application to the hierarchic superior instance, respectively of the specific information if the summons is returned to the hierarchic inferior instance.

All information fields named, including the names of the buttons, will be displayed at the top of the table.

The system must allow the selection from the interface of the number of applications to be displayed in the list (through a field with a drop down list with the following values: 10, 20,

30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The system must allow the export of the applications for appeal/second appeal in Excel format, where all the registered applications together with the specific information will be displayed. In this regard, in the interface there will be a specific button in the form "Export in XLS".

When the resolutions list will be accessed, the system will display the information sorted in chronologically reverse order, with the most recent resolutions at the top of the list, depending on the date of the field „Created on". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The form for loading the appeal/second appeal applications

The system must place in the interface of the menu "Remedies at law" a "Add" type button which will allow the restart of the form for adding a new application for appeal/second appeal.

The form for loading the application must include the following fields:

- **Type of application**" – selecting from a predefined drop down type list the type of the appeal/second appeal application:
  - Appeal - if submitting an appeal application;
  - Second appeal – if submitting a second appeal application;
- „**Submitted application**" – selecting from a drop down list from the following options:
  - „During the examination of the case"- if the appeal/second appeal application is submitted by the second appellant during the examination of the summons;
  - „After the examination of the case " - if the appeal/second appeal application is submitted by the appellant/second appellant after the examination of the summons;
- „**Appellant/Second appellant**" – selecting from a drop down list that will comprise the participants in trial registered within the file
- „**Appellee**" – text type field where the name and first name of the appellee will be inserted
- „**Motif**" – text type field where the enunciation of the motif for the appeal/second appeal application will be inserted
- „**Evidence**"- text type field where the list of evidence attached to the appeal/second appeal application will be inserted (the name, description of the evidence)
- „**Request**" – text type field where the enunciation of the of the request indicated in the appeal/second appeal application will be inserted

- **Created on"** – selecting in a calendar type field the date of the registration of the appeal/second appeal application
- „**Registered on**" – in this field the registration date for the application in ICMS will be generated automatically without the possibility to modify
- „**Registered by**" - text type field where the name of the program user who registered the application will be displayed without the possibility to modify

At the end of filling in information about an appeal/second appeal application, the system must allow saving or cancelling of the registration of the application by placing in the interface two buttons: "Save" and "Cancel".

After saving, the system must place the application at the top of the displayed list.

Sending the application to the hierarchic superior instance

After saving in ICMS an appeal/second appeal application, the program must allow the saving of the information about the sending of the application to the hierarchic superior instance (Court of appeal, Supreme Court of Justice). Thus, in the interface "Remedied at law" attached to the registration form of the appeal/second appeal application, the following fields will be displayed:

- **Sent to the appeal/second appeal instance"** – radio type button that can be ticked with a click
- "**Procedure terminated**" – radio type button that can be ticked with a click

  The selection between the two options is unique. Therefore, the two buttons mentioned above should not be selected simultaneously.
- „**Appeal/second appeal instance** " – selection from the drop down list of the appeal/second appeal instance: the list is formed of the courts to which the application can be transferred

  In the case of the court of first instance, the system will display only the Court of Appeal to which it was assigned.

  In the case of a court of appeal, the system will display only the Supreme Court of Justice.
- **Transmitted to**" – calendar type field that allows the selection of the date of sending the file
- „**Transmitted by**" –text type field that allows introduction of the information concerning the manner of sending the application (by courier, express courier, etc.)
- „**Delivery slip**" – the system must allow the generating/viewing/editing of a delivery slip.

  This field must be a link to a separate interface "File delivery slip" in which the system must automatically generate the text of the delivery slip where it will automatically load the data concerning the number and name of the file, as well as the main category.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language

The system must allow uploading in the work window of model proper to the delivery slip by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

In order to generate in a separate file the delivery slip, the interface must include two buttons as follows:

- "**Download PDF**" - to open the document of the delivery slip in PDF form
- "**Download Word**" - open the document of the delivery slip in DOC format

The system must generate the delivery slip of the application in the following form

The Chisinau Court of Appeal
4 Teilor
Chisinau City

Delivery slip for criminal file from 23.11.2014
Output no.

To no. from

Supreme Court of Justice

M.Kogalniceanu Street, Chisinau City

The Chisinau Court of Appeal hereby sends you the criminal file concerning Ojoga Vasile accused under art."B.1.4 Violation international humanitarian law (art.138)" in order to examine the application for appeal/second appeal.

Annex: criminal file no.02-1-3324-19112014 on pages

Specialist: Gangal Olga

Signature

After editing the text, the system must allow the saving or cancelling by placing in the interface two specific buttons "Save" and "Cancel".

The program must allow that if the file is returned to the hierarchic inferior instance, this could be changed by accessing the "Edit" button in the list of applications.

In this sense, in the lower part of the interface "Remedies at law", next to the other fields, the following fields should be available:

- „**Comments on the decision**" - the system will allow the completion in a text type field the enunciation of comments about the decision of the hierarchic superior instance;
- „**Decision received to**" – the system must allow the selection in a calendar type field the date of receipt of the court file from the hierarchic superior instance;
- „**Result**" –. the system will give you the opportunity of selecting the result 'accepted ' or 'rejected ' by the existence of the two radio type buttons.

After inserting the information about an appeal/second appeal application, the system must allow the saving or cancelling of the registration of the application by placing in the interface two specific buttons "Save" and "Cancel".

The right of access to the registration, modification of the appeal/second appeal application, saving of the delivery bill for sending the court file in the regime – “Remedies at law” must belong to the ICMS users with the role of "Common Room Specialist", "Judge Rapporteur" and its team ("Judicial Assistant" and “Registrar").

Applications within which appeal/second appeal applications were registered – „Remedies at law” must change their status to "Challenged". To view the list of challenged Files the system must include in the main menu "Applications" the section "Challenged Files”.

The right of access to the viewing of the complete list of challenged files must belong to the ICMS users with the role of “President”, “Common Room Specialist” and “Archives Registrar”. Program users with the role of "Judge", "Judicial Assistant" and “Registrar" will be able to view the information from the list of challenged applications only in the assigned files category.

2.2.2.13 Execution

The system must allow the documentation in the file of the execution action for the court decisions.

Execution actions list

The system must allow the displaying of the execution actions which were registered in the system, in the main interface of the menu "Execution", from the file regime, into a list which will include the following information:

- **"Court" –** will be displayed the name of the court where the decision was issued;
- **"Action"** –the type of action planned for the execution of the decision will be displayed;
- **"Judicial executor" –** the name of the judicial executor whom the judicial decision is transmitted to for execution will be displayed;
- **"Preparation date" –** the date of preparing the enforceable title/operative part of the judicial decision will be displayed.

For each execution action displayed in the list, the system will include laterally specific buttons for:

- Viewing the execution action – the system must open the execution action in the editing interface – without the possibility to edit
- Editing the execution action – the system must open the execution action in the editing interface – with the possibility to edit
- Deletion of the execution action – by pressing this button, the system will delete the execution action from the list. When the user will press the deletion of the execution action, the system must generate an automatic message in a dialog window with the message „Are you sure you want to delete the execution action?" The user must have available two buttons with options: „Ok" and „Quit".

The system must display the names of all information, including buttons, at the top of the list.

When the execution actions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent execution actions at the top, by the date of their preparation. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of execution actions to be displayed in the list (through a type of field such as "No. of decisions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Form for preparing execution actions

From the main interface, the system must allow the adding of execution actions by an "Add" type specific button that will open a new interface which will contain the space for editing the execution action and which, at the top will provide the following fields:

- **„Select model"-** selecting from a predefined drop down list the model of execution action that will include the following options:
  - Civil –Sending the enforceable title tot the creditor
  - Civil –Model for the Disposal to execute
  - Civil - Forwarding letter of the copy of the decision in case of examining in absence of one party
  - Civil - Forwarding letter of the copy of the decision concerning the dismissal of the summons
  - Civil –Sending the copy of the resolution
  - Criminal - Forwarding letter of the court document
  - Contravention - Forwarding letter of the court document
  - Contravention - Forwarding letter of the copy of the decision concerning modification of the contravention sanction
  - Enforceable title.

  Next to the drop down list for selecting the execution action model, there must be a button in the form "Select" that by pressing will determine the system to load in the interface the model of execution action selected with the possibility of editing it.

  Note:

  The list of models of execution actions that will be loaded in the system will be defined and approved by the Superior Council of Magistracy.

  By the administration interface at central level, the system must allow the managing and editing of the models of execution actions existent in the system for all instances.

- **„Action" -** selecting from a predefined drop down list the type of action planned for executing the court decision with the following options (by default, the value selected will be „**undefined**")
  - Undefined
  - Sent

  - Adjourned
  - Modified
  - Executed
  - Returned

- **"Court" -** field where the name of the court of the user that registers the action for execution – this field must not be editable
- **"Judicial executor"** - selecting from a predefined drop down list the the execution office where the court decision is sent for execution with the following options:
  - National Patrol Inspectorate
  - Probation Office
  - Penitentiary
  - Register Office
  - Prosecutor's Office
  - Ministry of Administration and Interior
  - General Police Inspectorate
  - Judicial Court
  - National Patrol Inspectorate
  - Licensing Chamber
  - Fiscal State Inspectorate

Note: By the administration interface at central level, the system must allow the managing and editing of the execution offices existent in the system for all instances.

- **"Preparation date"** – calendar type field where the date of preparing the enforceable title/operative part of the judicial decision will be selected.
- **"Prepared by"** - field where the name of the program user with registers the execution action will automatically be inserted – this field must not be editable
- **"Comments"** - text type field where additional comments for the execution action will be inserted
- „**Status**" - for this field there will be two options in the form of radio type buttons as follows:
  - "Draft" – an execution action saved with the status of "Draft" should be editable later
  - "Final" - an execution action saved with the status of „Final" cannot be modified later.

The form for preparing an execution action must also include a „Preview in PDF" that allows its preview in PDF format before saving.

The bottom part of the interface where the text of the model of the execution action is loaded must allow the editing of the execution action.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar for the text of the execution action in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the execution action text using HTML language

The system must allow uploading in the work window of model proper to the execution action document by copying from a Word document, so that the user could prepare informational content of the execution action s by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

At the end of filling in information about an execution action, the system must allow saving or cancelling of the registration of the execution action by placing in the interface two buttons: "Save" and "Cancel".

The right of access for viewing, saving and editing the information/documents concerning the execution actions of the court decisions of the file in file regime – "Execution" registered in the program must belong to users with the role of "Judicial Assistant", "Registrar", from the team of the judge rapporteur and "Common Room Specialist".

Note:

The system should allow sending the enforceable titles from PIGD (file/execution) to the bailiffs by e-mail.

2.2.2.14 Withdrawal of the application

The system must allow the withdrawal of the summons.

Thus, through the menu "Withdrawal of application" related to the applications regime, the system must display in an interface the form which allows the withdrawal of the summons which will contain the following fields:

- „**Date**" – calendar type field where the date of submitting the application for withdrawal of summons – bu default, the system must display the current date
- „**Author**"- in this field the system must automatically retrieve the name of the user that saves in the application the request to withdraw the summons – this field cannot be edited
- „**Motif**" - text type field where the enunciation of the motif for the withdrawal of summons conveyed in the withdrawal application will be inserted
- „**Participant**" - drop down list where the participants in trial will be displayed and which will allow the selection of the participant in trial that submitted the application for withdrawal of summons

At the end of filling in information about the withdrawal of the application, the system must allow saving or cancelling of the withdrawal by placing in the interface two specific buttons: "Save" and "Cancel".

After saving to the file the information concerning the withdrawal of summons, the system must modify the status of the fileto „Resolved”.

The right of access to the viewing and saving of the information concerning the withdrawal of summons in the application regime – “Withdrawal of application” in all applications registered into the program must belong to users with the role of “President”, “Common Room Specialist” and “Archive Registrar”. Program users with the role of "Judge", "Judicial Assistant" and “Registrar" must be able to view and save the information only in the files assigned to them.

2.2.2.15 Information about transfer

In case it is necessary a transfer of a court file to another instance (Court, Court of Appeal, Supreme Court of Justice), the system must allow the registration and visualization of the information regarding the transfer of the court file.

By accessing the option from the side menu "Information about transfer" of the file regime, the system must display in a specific interface both the list of registered transfers (at the top) and the form which allows the loading of information about transfer (at the bottom).

The list of transfers
The system must allow the displaying of the information about the transfers that were registered in the system into a list in the upper part of the interface "Information about transfer" which will include the following information:

- **"Date" –** the date of registration of the transfer;
- **"Court" –** the court to which the file was transferred to;
- **"Worker" –** the name of the user who registered the transfer;
- **"Comments" –** the comments specific to the transfer;

For each transfer displayed in the list, the system will include two specific buttons as follows:

- Viewing - the system will load in the form displayed at the bottom of the interface the data specific to the transfer - without possibility of editing;
- Delivery slip – by accessing this button, the system must open in a new window an interface where system must automatically generate the text of the delivery slip where it will automatically load the data concerning the number and name of the file, as well as the main category.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the text using HTML language

The system must allow uploading in the work window of model proper to the delivery slip by copying from a Word document, so that the user could prepare informational content of the resolution by drafting and layout instruments of the text which will be available in the toolbar of the text editor in the work window according to previously mentioned possibilities.

In order to generate in a separate file the delivery slip, the interface must include two buttons as follows:

- "**Download PDF**" - to open the document of the delivery slip in PDF form
- "**Download Word**" - open the document of the delivery slip in DOC format

The system must generate the delivery slip of the file in the following form:

The Chisinau Court of Appeal
4 Teilor
Chisinau City

Delivery slip of the criminal file from 23.11.2014

To no. from

Supreme Court of Justice

M.Kogalniceanu Street, Chisinau City

The Chisinau Court of Appeal, sends you the criminal file concerning Ojoga Vasile accused under art. "B1.4 Violation of the international humanitarian law (art.138)", in order to examine the application for appeal/second appeal.

Annex: criminal file no.02-1-3324-19112014 on pages.

Specialist: Gangal Olga

Signature:

After editing the text, the system must allow the saving or cancelling by placing in the interface two specific buttons "Save" and "Cancel".

The system must allow the selection from the interface of the number of transfers to be displayed in the list (through a field with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

<u>The form for registration of the information about transfer</u>

The system must place within the main interface „Information about transfer" an "Add" type push button that allows the restarting of the form for adding information on a new transfer.

The interface "Information about transfer" must include in the bottom part, a form for the registration of the information on the transfer that will include the following fields:

- „**Date**" - field for selecting the date when the transfer took place;
- „**Court**" - drop down list which will contain all courts (Courts, Courts of appeal, Supreme Court of Justice) from which the instance where the court file will be transferred is selected;

- „**Author**" - field in which the system will automatically indicate the name of the program user who saves at the file the information on the transfer of the file to another instance - the system must not allow editing of the information inserted automatically
- „**Comments**"- text type field where the enunciation of comments relevant to the transfer of the file is inserted;
- "**Type of the transfer"** – the type of the transfer (appeal/second appeal/change of venue)

At the end of filling in information about the transfer of the file, the system must allow saving or cancelling the registration of the withdrawal by placing in the interface two specific buttons: "Save" and "Cancel".

After saving the action on sending the court file to another instance and registering it in ICMS, the system must automatically generate the „File's delivery slip".

The system must allow the editing of the Application's delivery slip" by the specific button displayed next to each transfer in the list of transfers, as mentioned above.

Note:

After saving the information at the application concerning the transfer of the file, the system must allow the Court of first instance that will receive the file on paper, to perform the electronic transfer of the file. More details can be found in the section "Transfer of the file" related to the main menu „Files".

The right of access to the viewing and saving of the information concerning the transfer of the file in the file regime – "Information about transfer" in all applications registered into the program must belong to users with the role of "President", "Common Room Specialist" and "Archive Registrar". Program users with the role of "Judge", "Judicial Assistant" and "Registrar" must be able to view and save the information only in the files assigned to them.

2.2.2.16 Measures to ensure the action

The system must allow the registration and viewing of information concerning measures to ensure the action during the examination of the court file.

By accessing the side menu option "Measures to ensure the action", the system must display in an interface a list of measures to ensure the action added.

List of measures to ensure the action

The system must allow the displaying of measures to ensure the action that were registered in a list in the interface " Measures to ensure the action" which will include the following information:

- „**Registration date**" - the date of the registration of the information regarding the measures to ensure the action
- „**Participant**" – the participant who requests the measures to ensure the action
- "**Defendant**" - the participant that is bestowed with the measures to ensure the action
- „**Type of the ensuring measure**"

For every measure to ensure the action displayed in the list, the system must include specific side buttons for:

- Editing the measure - afferent to this button, the system must open the form that contains all fields with information specific to the registered measure, with possibility of editing
- Deleting the measure to ensure the action - afferent to this button, the system must the registered measure from the list

After pressing this button, the system must generate a confirmation message in a dialog window in the form "Are you sure?" with options "Ok" , "Cancel".

The system must allow the selection from the interface of the number of ensuring measures to be displayed in the list (through a field with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The must display the list of measures sorted chronologically in reverse, with the most recent resolutions at the top, depending on field "Created on". Also, the system must allow the ascending/descending sorting of information from all sections with a click action on the head of the table in any of the headings.

The form for loading the measures to ensure the action

Within the interface „Measures to ensure the action" from the files regime, there must be an "Add" type push button that opens in a distinct interface a form for adding new measures.

The form for adding information about measures to ensure the action must include the following fields:

- "**Date of registration**"- calendar type field from which the date of registration of information on measures to ensure action will be selected - by default, the must display the current date.
- „**Participant**" - drop down list with participants registered to the file from which the participant requesting measures to ensure the action will be selected;
- **"Defendant**" - drop down list with participants registered to the file from which the participant the participant that is bestowed with the measures to ensure the action will be selected;
- „**Type of ensuring measure**" - drop down list from which the type of measure to ensure action will be chosen and which will contain the following options:
  - Distraint upon goods or sums of money of the defendant;
  - Banning the defendant from committing certain acts;
  - Banning other people from committing certain acts with respect to the object of the dispute;
  - Suspension of the seized assets sale in case of an intent to life the distraint upon them;
  - Suspension of the prosecution, under an enforceable document, judicially challenged by the debtor;
  - Other measures;
- „**Date of the resolution**" - calendar type field from which the date of saving in the program for the judge's resolution concerning the measure to ensure the action can be selected;
- „**The result of the examination**"- selecting from a drop down list the result of the examination of the measure to ensure the action:
  - Accepted;
  - Rejected;
  - Cancelled;
  - Substituted;
- „**Applied bail**" - check box to be ticked in case of applying bail;
- „**Challenged**" - this field will have two options for selection in the form of radio type buttons with the following options: "Accepted" or "Rejected";

Note:

By the administrating interface on central level, the system must allow the defining and editing of the drop down list concerning the „Type of ensuring measure” and „Result of the examination”.

At the end of filling in information about the ensuring measure, the system must allow saving or cancelling of the measure by placing in the interface two buttons: "Save" and "Cancel".

The interface where the registration form of the ensuring measures is displayed must aslo include a button to return to the home screen which displays the list of registered ensuring measures.

The right of access to the viewing and saving of the information concerning the measures to ensure the action of the court file in the file regime – “Measures to ensure the action” in all applications registered into the program must belong to users with the role of “President” and “Common Room Specialist”. Program users with the role of "Judge", "Judicial Assistant" and “Registrar" must be able to view and save the information only in the files assigned to them.

2.2.3 Files management

The system must allow the search and viewing of information in the registered court files.

In order to identify in the database a previously introduced court file, the system must allow the use of specific search criteria which will be integrated in a search form. The system must allow the use of this criteria both individually and combined. The only search criteria which will always be used individually is the Unique Number of the file.

Note:

Considering that the case number of a file is unique at the level of the instance, as a result of searching the files based on the unique number, the system must display as sole result of the search the court file with that particular number. Thus, there is no need for using additional search criteria when the unique number of the court file is known.

2.2.3.1 Displaying files list ("All files")

The system must allow the viewing of all court files registered in the system through the main menu "Files" / "All files." As a result, the system will allow the viewing of a complete list of the court files in an interface that will include the following information arranged in columns for each file:

- **"File number"** – the number assigned when the court file is registered in the system;
- **"Registration date"** – the date when the court file was registered in the system;
- **"File name"** – the name of the court file generated by the system (Example: "Mocanu Ion vs MoraruVasile Ilie");
- **"File status"**–the file status corresponding the work stage on the court file (see section on the File status);
- **"Judge" (judge rapporteur)**– name and first name of the judge who is examining the given court file;
- **"Main category"**–the main category selected in the registration stage of the court file;
- **"Essence of the case"**–the essence of the case as it is completed in the registration stage of the court file;
- **"Date of the next court session"**– if the date of the next hearing has not been determined yet, the system will show the following: "Not determined";

- **"No. of days under examination"**–the system will display the total number of days during which the court file has been under 'Examination';

The system must allow each user to select the information columns which are to be displayed in the list.

Thus, in the interface, the system will include above the list a field called "Displayed information" in the form of another drop down list where options will be the type of information mentioned above. The options will be displayed with the possibility to be ticked so that the user can check all information columns that he wants to view in the list.

The system must allow the storing of the selection made by the user so that upon a subsequent reconnection into the system, the list will only display those columns that were displyed on the last accessing.

If the user did not make those selections of columns, the system must display by default the following information columns.

- „File number"
- „Registration date"
- „File name"
- „File status"
- „Judge"

For each file displayed in the list, the system must include an „Open" type button for information specific to that file. By pressing the „Open" button, the system must redirect the user to the interface „General data" from files regime in order to view information about the selected file.

The interface must allow quick access to the list of participants specific to each file displayed in the file list. Thus, the name of a file in the list must be displayed in the form of links that, by clicking on them, will open in a different window a list in the form of a table with the name, first name and legal standing of all registered participants in the file.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form "No. of files displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

The system must allow user to access the list of files in the menu "Files"/"All Files" depending on the role/right of access held in the program as follows:

- „**President**" – the user of the program with the right to access the complete list of files;

- „**Judge**" –the user of the program with the right to access the complete list of files assigned to this "Judge";
- „**Judicial Assistant**" – the user of the program with the right to access the complete list of files assigned to the "Judge" that is part of the same work group as the "Judicial Assistant" (team) (Managing teams in the program - Judge/Judicial Assistant/Registrar);
- „**Registrar**" –the user of the program with the right to access the complete list of files assigned to the "Judge" that is part of the same work group as the "Registrar" (team) (Managing teams in the program - Judge/Judicial Assistant/Registrar);
- „**Common room specialist**" – the user of the program with the right to access the complete list of files;
- „**Archives Registrar**" – program user with access right to the complete list of files.

2.2.3.2 Searching files

The system must allow the user to use two types of forms for files search (simple search and complex search). The system must place a button in the user interface of the form "Change search type" to select between the two types of forms.

The system must place the fields related to the search criteria at the top of the interface where it displays the list of applications mentioned in the previous section.

- **Simple search** - must include the following search criteria:
  - **Last Name -** text field where the last name searched will be inserted.
  - **First name –** textfield where the first name searched will be inserted.
  - **File number -** text field where the default application number, specific to the instance, will be inserted.
  - **File type -** drop down list with options: civil, criminal, contravention.

In the search interface, the system must include a "Search" button that once clicked will display in the list located at the bottom part of the interface the search results according to the criteria defined.

The system must also include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

For each file displayed in the list, the system must include an „Open" type button for information specific to that file. By pressing the „Open" button, the system must redirect the user to the interface „General data" from files regime in order to view information about the selected file.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form "No. of files displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

- **Complex search**

  The system must allow the use of an advanced search form of the files consisting of the following criteria grouped by category:

  - **Search Criteria "By participant":**
    - "**Legal standing**"- selecting from a drop down list the designated legal standing of the participant that is mentioned in the file;

The options that are to be displayed depend on the type of the instance and the type of the file as follows: (by default, the value selected will be „**undefined**):

First instance

- **Civil file** (Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Accessory Intervener, Interested Party, Other)

- **Criminal file**(Plaintiff, Victim, Aggrieved Party, Prosecutor, Civil Party, Defender, Responsible party in the civil lawsuit, Representative, Legal Representative , Witness, Legal Representative of the Witness, Lawyer of the Witness, Expert, Translator, Claimant, Accessory Intervener, Public Authority, Exponent, Specialist, Convict);

- **Contravention file**(Contravening, Aggrieved Party, Legal Representative, Official Examiner, Defender, Witness, Expert, Translator, Claimant, Petitioner, Petitioner – Prosecutor, Prosecutor, Appellee, Second appellant, Representative, Exponent);

Court of Appeal

- **Civil application** (Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Litigator, Co-Defendant, Plaintiff in Appeal, Plaintiff-Defendant, Claimant, Appellee, Prosecutor, Public Authority, Representative, Legal Representative, Witness, Expert, Specialist, Lawyer, Translator, Exponent, Main Intervener, Accessory Intervener, Interested Party, Other;)

- **Criminal file**(Defendant, Victim, Appellant, Second Appellant,Claimant, Appellee, Aggrieved Party, Civil Party, Responsible party in the civil lawsuit, Prosecutor, Advisor of the Prosecutor, Defender, Witness, Lawyer of the Witness, Legal Representative of the Minor Witness, Representative, Legal Representative, Expert, Specialist, Exponent, Translator, Public Authority, Other);

- **Contravention file**(Second Appellant, Claimant, Appellee, Official Examiner, Injured Party, Witness, Expert, Specialist, Representative, Legal Representative, Defender, Translator, Exponent, Prosecutor, Other);

- **"Name" -** text type field where the searched name is introduced;
- **"First name" -** text type field where the searched first name is introduced;
- "**Exact search**" - checkbox field type; By checking this field, the system will allow searching by "Last name" and "First name" of the participant saved in the file exactly as specified on the file.

- **Search Criteria "By File":**
  - „**File type**"- drop down list with the following options (by default, the selected value will be "undefined"):

    - undefined,
    - civil,
    - criminal,
    - contravention;

  - **„Examination type" -** drop down list with the following options depending on the type of the instance and the type of the file (by default, the value selected will be „undefined):

File type	FIRST INSTANCE	COURT OF APPEAL
Civil file	• First instance • Ordinance procedure • Contentious administrative • File review	• First instance • Appeal against the decisions of the first instance • Second appeal against the court decisions and resolutions (Section I, CPC) • File review
Criminal file	• First instance • File review	• First instance • Appeal against the sentences of the first instance • The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP) • File review
Contravention file	• First instance • File review	• First instance • The second appeal against the decisions concerning administrative contraventions • The second appeal in canceling contravention court decisions • File review

  - **„File index" -** drop down list with the following options depending on the type of the instance, the type of the file and the type of the examination (by default, the value selected will be „undefined")

FIRST INSTANCE		
File type	**Examination type**	**File index**
Civil file	First instance	2, 2c. 2i, 6, 9, 22, 23, 24, 25, 26
	Ordinance procedure	2p/o
	Contentious administrative	3
	File review	2rh, 2rhc, 3rh
Criminal file	First instance	1, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25
	File review	1rh
Contravention file	First instance	4, 5r
	File review	4rh
COURT OF APPEAL		
File type	**Examination type**	**File index**
Civil file	First instance	2, 2p/o, 2c, 3, 6, 9, 22, 23, 24, 25
	Appeal against the decisions of the first instance	2a, 2ac
	Second appeal against the court decisions and resolutions (Section I, CPC)	2r, 2rc, 3r, 6r, 9r, 21r, 22r, 23r, 24r, 25r
	File review	2rh, 2rhc, 3rh
Criminal file	First instance	1, 7, 8, 21, 22, 23, 24, 25
	Appeal against the sentences of the first instance	1a
	The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP)	1r, 7r, 8r, 10r, 11r, 12r, 13r, 14r, 15r, 16r, 17r, 18r, 19r, 20r, 21r, 22r, 23r, 24r, 25r
	File review	1rh
Contravention file	First instance	4, 4r, 4rh
	The second appeal against the decisions concerning administrative contraventions	4r, 4rh
	The second appeal in canceling contravention court decisions	4, 4r, 4rh
	File review	-

- **„File status" -** drop down list with the following options (by default, the selected value will be "undefined").
  - Undefined
  - Registered
  - Assigned,
  - Examination,

- Appeal,
- Execution,
- Archived,
- Returned,
- Rejected,
- Connected,
- Resolved,
- Adjourned,
- Not carried forward,
- Change of venue;

- „**File category**" - drop down list where the categories of the saved filed will be displayed in "General Data" (by default, the selected value will be "**undefined**"):
  - Undefined
  - Civil file;
  - Criminal file;
  - Contravention file.
- „**Number of registration**" - text field where the file registration number will be inserted. The system must allow the registration of multiple file numbers, separated by the symbol ";";
- "**Essence of the case**" - text field where relevant words about the essence of the case will be inserted. The system must be able to perform a partial search using the words introduced.
- "**Registration date**" - The system must allow the selection from a drop down list of the file registration interval (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;

- Last year)

Related to the **"Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **"Archiving date"** - The system must allow the selection from a drop down list of the file archiving interval (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year.

Related to the "**Archiving date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **"Session date" -** The system must allow the selection from a drop down list of the interval when the court session took place (by default, the selected value will be "undefined"):

- Undefined;
- Current week;
- Last week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;

- Last year.

Related to the "**Session date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **"File resolved"–**drop down list with the following options:

  - By decision;
  - By resolution.
  - All.

- Next to the drop down list above, the system must allow the selection from a drop down list of the interval needed for the search (by default, the selected value will be "undefined"):

- Undefined;
- Current week;
- Last week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

The system must also allow searching between two specific dates. Thus, herewith, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„Result of the session" -** drop down list that will allow the selection of an option specific to the result of the session dependent to the type of the file and the examination procedure (by default, the selected value will be "undefined"):

Related to field „Result of the session", the system must also allow the search by relevant words about the result of the session. In this regard, there will be a text type field where relevant words can be introduced.

- **Search Criteria "By Judge":**

- **„Judge" -** drop down list that will display the names of the judges related to the respective instance;

In the search interface, the system must include a "Clean" type button that once clicked will display at the bottom of the interface the search results according to the defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

For each file displayed in the list, the system must include an „Open" type button for information specific to that file. By pressing the „Open" button, the system must redirect the user to the interface „General data" from files regime in order to view information about the selected file.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form "No. of files displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

The system must allow the exporting in Excel format of all file lists obtained in the search.

2.2.3.3 My files

The system must include a separate option in the menu such as "My files" where the judges and their teams will be able to view, find and open the files assigned to them.

By clicking on the option "My files ", the system must display in a list only those files assigned to the judge that accesses the option (or when one of the team members accesses the option).

The system will display the files in the list observing the same functional principles indicated above in section “Displaying files in the list”.

Also, the interface will also include the search form with specific criteria respecting the same functional principles contained above in the "Files search" section.

Note:

The „By Judge" search criteria mentioned above in the section "Files search" must be locked in the "My files" interface because the displayed files must belong to a single judge only (the person who accessed the option).

2.2.3.4 Challenged files

The system must include a separate option in the menu in the form „Challenged Files" where files with „Appeal" status can be viewed, searched and opened.

Note:

The file with status „Appeal" is created in case of saving the application for appeal/second appeal to the file.

By accessing options „Challenged files", the system must display in a list only the files with „Appeal" status.

The system will display the files in the list observing the same functional principles indicated above in section "Displaying files in the list".

Also, the interface will also include the search form with specific criteria respecting the same functional principles contained above in the "Files search" section.

The system must allow users accessing the list of files in the menu "Files"/"Challenged Files" depending on role/ right of access held in the program as follows:

- „**President**" – program user with right to access the complete list of challenged files.
- „**Judge**" – program user with right to access the complete list of challenged files assigned to this „judge".
- „**Judicial Assistant**" – program user with right to access the complete list of challenged files assigned to the „Judge" that belongs to the work group (team) of the user „Judicial Assistant" (Administrating teams in the program – Judge/Judicial Assistant/Registrar)
- „**Registrar**" – program user with right to access the complete list of challenged files assigned to the „Judge" that belongs to the work group (team) of the user „Registrar" (Administrating teams in the program – Judge/Judicial Assistant/Registrar)
- „**Common Room Specialist**" – program user with right to access the complete list of challenged files
- „**Archive Registrar**" – program user with right to access the complete list of challenged files

2.2.3.5 Files for execution

The system must include a separate option in the menu such as "Files for execution" where files with “Execution” status can be viewed, searched and opened .

By accessing the option „Files for execution”, the system must display in a list only those files carrying the status „Execution.

The system the files in the list observing the same functional principles stated above in section „Displaying files in a list”.

Also, the interface will include the search form with specific criteria observing the same functional principles stated above in section „Files search”.

The system must allow users the accessing of the files list in the menu „Files”/”Files for execution” depending on the role/access right held in the program as follows:

- „**President**" – program user with right to access the complete list of files for execution.
- „**Judge**" – program user with right to access the complete list of files for execution assigned to this „judge”.
- „**Judicial Assistant**" – program user with right to access the complete list of files for execution assigned to the „Judge” that belongs to the work group (team) of the user „Judicial Assistant” (Administrating teams in the program – Judge/Judicial Assistant/Registrar)
- „**Registrar**" – program user with right to access the complete list of files for execution assigned to the „Judge” that belongs to the work group (team) of the user „Registrar” (Administrating teams in the program – Judge/Judicial Assistant/Registrar)
- „**Common Room Specialist**" – program user with right to access the complete list of files for execution
- „**Archive Registrar**" – program user with right to access the complete list files for execution

2.2.3.6 Files transfer

The system must allow the transfer of the electronic file from one instance to another.

The electronic transfer of the court file from an instance to another involves receiving and accessing the electronic version of the court file from the database common to all courts by the Court to which the application is transferred to, only after the Court that sent the file filled in the necessary information in the section "Information about transfer".

By the interface „Files transfer" from the main menu „Files", the system must allow an instance to take over an electronic file from another instance by means of the program. The program must allow the initiation of the transfer by the court that takes over only after court that sends the file has filled in and saved the information on the transfer of the file in the section "Information about transfer" in files regime.

At the time of registration of the transfer in the section "Information about transfer" from the file regime, the system must automatically send a notification to the user with the role of " Common Room Specialist" in Court who will receive the file by which he will be informed that he has to carry out a transfer of file (the notification will containt the number of the file to be transferred) and to initiate the transfer).

The system must allow the electronic transfer of the file by the interface with the following fields:

- „**Court**" –the predefined drop down list with the names of the courts for the selection of court the electronic file will be transferred to - mandatory field
- „**File number"** - text type field where the complete electronic number of the file to be transferred will be introduced - mandatory field

The interface must include a button in the form „"Transfer file" which by pressing will determine the realization of the transfer with generating an afferent confirmation message in a dialog window with the following content:

„The file was successfully transferred!,
From Court: name of the court,
File number: the number of the transferred file,
Transfer date: date of transfer of the file",

The interface must also include a button in the form „Cancel" that will close the interface for file transfer and will redirect the user to the main interface.

If it's attempted the transfer of a file that has already been transferred, the system must generate an error message of the form "File has already been transferred in court".

If the number of the application is indicated in the field "Number of the file", the system must automatically generate a message of the form: "In the indicated court there was no file with

number:".

If it's attempted the transfer of a file for which has not yet been filled in the information in the section "Information about transfer" from the filesregime, by the instance from which the transfer is made, the system must generate a message to the user in the form: "The transfer has not yet been initiated by the [name of Court]".

After transferring a file, the system must place the information about the transfer in the list from the interface „Files received" in order for it to be registered afterwards.

Also, in the dialog box displayed the message "Do you want to notify the court for the initiation of the file transfer?" will appear, with the option of clicking "OK" or "Cancel.

If the user chooses „OK", the system must transmit a message in the section „My Notifications" to users with the roles of "President", "Common Room Specialist" and „Archive Registrar" from the court which is required to initiate the transfer of the form: "Please fill out the information on the transfer of file. xxx.

The system must allow the repeated transfer of the files.

The system must provide that the Sheet of actions of the transferred court files saves automatically the transfer action with the mention of: the Court where the transfer took place, the date and time. (Example: the file with "number" is transferred to the Court "name" on).

Right of access to the carrying out transfer actions in the menu "Files Transfer " should be given to the user with the role of "Common Room Specialist".

2.2.3.7 Received files

The system must allow highlighting in a distinct interface of the files that have been transferred to other courts and were not yet registered in the system

Thus, at the level of the main menu "Files" the system must include the option "Received files" where the received files can be viewed, searched and opened.

The option "Received files" must display an interface that will display at the top the list of files received and, in the lower part, it will display the list of search criteria.

The list of received files

The system must allow viewing of the complete list of files at the top of the interface that will include the following information arranged in columns for each received application:

- "**Court**" – the instance from which the file was transferred
- "**Application number**"
- "**Transfer date**" – the date when the transfer was carried out
- "**Name**" – the name of the file

For each transfer displayed in the list there must be two specific buttons as follows:

- Viewing - the system will open the interface „General data" from the application regime where the general data of the received file can be viewed and where the afile can be saved into the system (**for more details refer to section below „Registration of the file in ICMS after transfer**)
- Deletion - the system will delete the file from the list of received applications and from the database. When the user will press the deletion of the received file, the system must generated an automatic message in a dialog window with the message „Are you sure you want to delete the received file?" The user must have available two buttons with options: „Ok" and „Quit".

Searching for received files

The system must include in the bottom part of the interface „Received file" a form to search the received applications that will contain the following search criteria grouped on categories:

- The criteria category „By participant":
  - **"Name"** - text type field where the searched name is introduced;
  - **"First name"** - text type field where the searched first name is introduced;
- The criteria category „By file":

- "**Court**" - drop down list with all courts for selection of the court where the file was transferred to (by default, the selected value will be „undefined")
- „**Type of file**" - drop down list with the following options (by default, the selected value will be „undefined"):
  - Undefined
  - Civil
  - Criminal
  - Contravention.
- „**File numbers**" - text type field where the registration number of the file will be introduced. The system must allow the introduction of more files numbers, separated by the symbol „;";
  - **"Transferred" -** the system must allow the selection from a drop down list of the interval of the transfer of the application (by default, the selected value will be „**undefined**")
    - Undefined;
    - Current week;
    - Last week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;
    - Last year.

Corresponding to field „Transferred", the system must allow searching between two specific date. Thus, the interface must present the possibility of placing a date of beginning and a date of end of the time range within which you want to carry out your search. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the upper part of the interface the search results according to defined criteria.

Also, the system must include a"Clean" type button that once clicked will cancel the selections made by the user among the criteria.

Registration of file in ICMS after transfer

By clicking on the button "View" from the list of files received, the system must open the interface "General data" from files regime where the general data of the received files can be visualized and you will be able to register the files into the system.

Together with the electronic transfer of the file, the system must allow the automatic takeover of the specific data registered by the instance that initially created the file.

The system must allow adding/changing/deleting data taken from the electronic transfer and subsequently, the registration of the file into the system.

Upon registration, the system must save a new file with a new number specific to the instance that took over the file using the data from the transferred application.

Within the "General Data" interface from the file regime, upon viewing the General data of the newly created file , the interface must include at the top a drop down list which will display the following values:

- number and name of the old file in the form that it was transferred in
- number and name of the new file in the form that it was transferred in

Next to the drop down list, the interface must include a button in the form „**Open file in another window**". By pressing the button, the system must open the selected file in the interface „General data" from the file regime.

Thus, the system will allow the viewing of the information from the old file in the form it was transferred to as well as the modified information from the new file in the form it was saved.

The "General Data" interface from the file regime of the old file must include in addition to the fields described in the section "The registration of general data" following specific fields:

- "**Court of first instance**" - the name of the court from where the file was transferred will be displayed – without the possibility to edit
- "**The Rapporteur Judge of the court of first instance**" - the name of the judge rapporteur of the court of first instance will be displayed – without the possibility to edit

Note:

After registering in the system of a received file, that file will disappear from the list of applications received described above.

The system must allow searching and retrieval of the file which was transferred to both by the new number, as well as by the old specific number of the Court from which it was transferred.

Right of access for the performing of registration actions of the files transferred within the menu "Received applications" must be given to the user with the role of "Common Room Specialist".

Right of access for the performing of registration actions of the files transferred within the menu "Files"/"Received files" must be given to ICMS users with the role of "Common Room Specialist".

2.2.3.8 Archiving

The system must allow the archiving/extracted of the court files.

The system must include a separate option in the menu in the form "Archiving" by means of which files can be archived/extracted.

By clicking on the option "Archiving", the system must display in a list all files registered at the level of the court that can be archived as well as already archived files which can be extracted.

The system will display the files in the list in compliance with the above-mentioned functional principles in section "Display files in list" with the difference that, for each file displayed, there will be a button in the form of "Archived" that will pass the file to status "Archived".

Upon clicking "Archiving", the system will display a confirmation message in a dialog window in the form "Are you sure you want to archive the file?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the action of archiving.

After taking an file to status "Archived" the „Archive" button displayed in the list will change to "Unzip "and by pressing it, the system will allow the extraction of the file. When extracting, the system should ask the user through a dialog window to introduce the reason of the extraction.

After inserting the reason for extraction, the system will display a confirmation message in a

dialog window in the form "Are you sure you want to unzip the file?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the extraction action.

Also, the interface will include the search form with specific criteria that respect the same functional principles stated above in the section „Files search”.

The system must allow users to access and conduct actions of archiving/decompression in the list of applications in the menu "Files"/"Archiving" depending on the held role/ right of access program as follows:

- „**President**" – program user with right to access the complete list of applications and to view the specific information of the file (archived/extracted).
- „**Judge**" – program user with right to access the complete list of files assigned to this „Judge” and to view the specific information of the file (archived/extracted).
- „**Judicial Assistant**" – program user with right to access the complete list of files assigned to the „Judge” that belongs to the work group (team) of the user „Judicial Assistant” (Administrating teams in the program – Judge/Judicial Assistant/Registrar) and to view the specific information of the file(archived/extracted).
- „**Registrar**" – program user with right to access the complete list of files assigned to the „Judge” that belongs to the work group (team) of the user „Registrar” (Administrating teams in the program – Judge/Judicial Assistant/Registrar) and to view the specific information of the files (archived/extracted).
- „**Common Room Specialist**" – program user with right to access the complete list of applications and to view/archive/extract the files.
- „**Archive Registrar**" – program user with right to access the complete list of filesand to view/archive/extract the files

2.2.3.9 Connecting files

The system must allow the connection of a civil, criminal and contravention files with other.

The system must include a separate option in the menu of "Connecting files" where files can be connected by the program user with the role of "President".

Note:

Connection between two files registered at two different points in time implies an action by which the information registered in the new file is connected to the information from the older file.

When more than two files will be connected, all the files data will be connected to the oldest file.

The system must allow the connection of files only between files of the same type (for example, connecting a civil file with a criminal file must not be permitted, etc.)

By accessing the option "Connecting files", the system must display an interface that will include buttons for adding files (in the form "Add file") that are to be connected and for the realization of that connection (in the form "Connect").

By pressing the „Add file" button, the system will open in a different window the list of all the files observing the same functional principles stated above in section „Displaying files in the list" except that, for each file listed, there will be a „Choose" type button for selecting that file for the connecting process.

Also, the displayed window will include the search form with specific criteria in compliance with the same functional principles stated above in section „Files search".

The system must display the selected files in order to connect them in a specific list in the interface „Connecting files" that will include the following information arranged in columns:

- **Number**
- **Name of the files**

Also, next to each button there must be a button in the form „Withdraw" that will allow the the withdrawing of a certain file from the list of files to connect.

The system must allow the selection from the interface of the number of filesto be displayed in the list (through a field of type "No. of files displayed" in a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as

"First", „Previous", page number, "Next", "Last".

After pressing the „Connect" button, the system must display in a dialog window a confirmation message for the connecting action in the form: „Connecting was successfully completed!"

If from the list of files to be connected a single files was selected, upon pressing „Connect" the system must generate in a dialog window an error message in the form: „Choose at least two files to connect!"

After connecting files, the file with the lower order number (the oldest file from those selected to be connected) remains with unchanged status while all the other connected files will receive status „Connected".

After connecting, the file that was connected to another file must be unblocked in order to be modified.

The system must calculate again the complexity degree at which the other files were connected based on new information that were introduced in the file (for instance, by adding additional categories).

Also, after concluding connection, the program users with the role of „Judge" for the files that underwent connecting must automatically receive in the section „My Notifications" a confirmations message about the connecting of the files in the form: „Your file with number xxx was connected to file number xxx".

Note:

An additional option will be considered for files connection: according to the law which governs the insolvency procedure, at the introductory application submitted by the debtor has to be connected the older files in the system pertaining to it. In those cases, the connection logic in ICMS needs to be revised at the implementation of the new system.

2.2.3.10 Subpoenas list

The system must allow the management of the subpoenas circuit by completing registration of:

- Sending subpoenas to participant in trial;
- Registering delivery slips for the subpoenas or, in their absence, the registration of the information about the receipt of the subpoena by the addressee.

By a specific interface in the form „Subpoenas lst" places in the main menu „Files", the system must allow the displaying in a list of all subpoenas registered in the system and of the specific information arranged on columns:

- **„Session date" –** court session date
- **„File number" –** number of the file related to the subpoena
- **„Addressee" –** first name and last name of the person to whom it is addressed
- **"Sent" -** the information will be displayed in the form of a tick in a checkbox if the subpoena was sent
- **"Date"**–sending date
- **„Sender"** –name of the program user that conducted the sending of the subpoena
- **„Received"** –confirmation option for acceptance into court of the „Delivery slip" for the subpoena by the sender – information will be displayed in the form of a tick in a checkbox if the notice was received
- **"Date"–**date of receiving the delivery slip
- **„Recipient" –** the name of the person de facto that received the subpoena

For each subpoena displayed in the list, the system will include laterally specific buttons for:

- Confirmation of sending - **"Send"**type button that by pressing will confirm the sending of that subpoena
- Confirmation of receipt - **"Received" type** button that by pressing will determine the system to open a different window where information about the delivery slip of the subpoena to the addressee will be introduced.

  The window for introducing information about the delivery slip will include in the interface:

  - A list of the registered delivery slips (at the top)

- A form introducing the delivery slip (at the bottom)

List of registered delivery slips

The system must allow the displaying at the top of the interface of the list of delivery slips registered that will include the following information:

- **„File"**–name of the registered file
- **"Name"**–name of the registered document
- **"Essence"**–essence of the registered document
- **"Author"**– author of the document
- **"Size"**–size of the loaded document

For each delivery slip displayed in the list, the system will include laterally specific buttons for:

- Downloading–the system will allow the downloading od the attached file;
  - Viewing of the information – the system will load in the form displayed at the bottom of the interface the data specific for the registered delivery slip – without the possibility to edit it
  - Editing the information – the system will load in the form displayed at the bottom of the interface the data specific for the registered delivery slip - with the possibility to edit it
  - Deletion of the information – hen the user will press this button, the system must generate an automatic message in a dialog window with the message „Are you sure you want to delete the delivery slip?" The user must have available two buttons with options: „Ok" and „Quit".

The system must allow the selection from the interface of the number of documents to be displayed in the list (through a field of type "No. of documents displayed" in a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when they cannot be displayed in a single page.

Form for introducing the delivery slip

The system must provide at the bottom of the interface a form for registering the delivery slips. The interface must include an „Add" type button that will allow the restarting of the form in order to add a new delivery slip.

The form for registering delivery slips must provide the following fields:

- **„Date"** - calendar type field that will allow the selection of the registration date of the delivery slip in the system – by default, the selected date will be the current date
- **"Recipient"** - text type field for filling in the first name and last name of the person de facto to whom the subpoena was handed in to;
- **"File" -** this field will have a joint button in the form „Browse" that will allow the loading of the file;
- **"Name" -** text type field for filling in the name of the document
- **"Essence" -** text type field for filling in the essence of the document
- **"Author"**–text type field that will indicate the author of the document
- **"Date of preparing the document" -** calendar type field that will allow the selection of the date when the document was prepared
- **"Protocol number" -** text type field for filling in theprotocol number
- **"Issuing body" -** text type field for filling in the issuing body
- **"Protocol number of the source" -** text type field for filling in the protocol number of the source
- **"Language"**–drop down list with options: Romanian, Russian, English
- **"Input internal number" -** this number will automatically be generated by the system and it mustn't be editable
- **"System generated document" -** checkbox that will automatically be ticked if the respective document will be generated by the system – this field must not be editable

At the end of filling in the information about the document, the system must allow saving or cancelling of the registration of the document by placing in the interface two buttons "Save" and "Cancel".

The interface „List of subpoenas" must also include a search form for the subpoenas with specific criteria as follows:

- Search criteria**„By date"**:
  - **„Session date"** - The system must allow the selection from a drop down list with the following options (by default, the selected value will be "undefined"):
    - Undefined;
    - Current week;
    - Last week;

- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the **"Session Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„Preparation date"** - The system must allow the selection from a drop down list with the following options (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year.

Related to the **"preparation date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„Sending date"** - The system must allow the selection from a drop down list with the following options (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;

- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the **"Sending date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„Receipt date"** - The system must allow the selection from a drop down list with the following options (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;

Related to the **"Receipt date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- Search criteria **„By file"**:
  - **„File type" -** drop down list with the following options (by default, the selected value will be "undefined"):

- undefined,
- civil,
- criminal,
- contravention;

- „**File number**" - text field where the file registration number of the file will be inserted. The system must allow the registration of multiple file numbers, separated by the symbol ";";
- **"Registration date" -** The system must allow the selection from a drop down list of the file registration interval (by default, the selected value will be "undefined"):
    - Undefined;
    - Current week;
    - Last week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;

Related to the **"Registration date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **Archiving date" -** The system must allow the selection from a drop down list of the file archiving interval (by default, the selected value will be "undefined"):

    - Undefined;
    - Current week;
    - Last week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;

Related to the **"Archiving date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- Search criteria **„By Judge"**:
  - **„Judge" -** drop down list where the name of the judge related to the respective instance will be displayed;

In the search interface, the system must include a "Search" type button that once clicked will display at the bottom of the interface the search results according to the defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form "No. of files displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

The right of access to viewing and conducting actions within the main menu „Files"/"List of subpoenas" must belong to ICMS users with the role of „Common Room Specialist" and „Registrar".

2.2.3.11 Publication of decisions

The system must allow the automatic publication of the court decisions on the web page of the court that administrated the applications.

By clicking on "Publish resolutions" menu from the main menu "Files", the system must display in a distinct interface both the search form of the resolutions (at the top), as well as a list where search results will be generated (at the bottom).

Note:

The list of decisions displayed in the interface "Publish decisions" is formed from the resolutions saved to files with document status Final and ticked as „Available for publication”.

The list of decisions available for publication

At the time of accessing the original option "Publish resolutions" the system must display in the interface all decisions saved to files with document status Final and ticked as „Available for publication”.

The system must allow the viewing of the list of decisions in an interface that will include the following information placed in columns for each decision:

- „**File number**" –the number of the file for which a decision with public character was saved ;
- „**File title**" - the name of the file for which a resolution with public character was saved ;
- „**Date of creation**" –the date when the decision was saved with Final status and public character ;
- „**Drafted**" – the information column concerning the decision available for publication;
- „**Published**" – the information column concerning publication of the decision on the web page;
- „**Publication date**" – the information column with the date of the publication of the decision on the web page.

Related to each decision displayed in the list, following the information above, for each decision, the system must include the following buttons:

- "Edit" - must allow the editing of the decision before publication (more details you can fin below in section **Drafting of the Court Decision - Anonymisation of Personal Data)**

- "Publish" – must allow publication of the decision on the web page;
  After publication, the system must display in the information column „Published", mentioned above, the information „Published" and in the information column „ Data of publication", it must display the date and time when the decision was published.
- "Cancel" - must allow cancellation of the publication of a resolution that was published on the web page;
- "Delete" - must allow deletion of the decision from the list for publication on the web page – but the decision must not be deleted from the file it belongs to.

- The named of all fields, including buttons, must be presented at the heading of the table.

- The system must allow the selection from the interface of the number of decisions to be displayed in the list (through a type of field such as "No. of decisions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page with placing some buttons for browsing through lists in the form "First", "Past", page number, "Next", "Last".

- When the decisions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent resolutions at the top, by the date when it was created. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

<u>The form for searching decisions in the list</u>

The system must include at the top of the interface „Publish decisions" a form for the search of decisions that comprises the following the search fields:

- „**File number**" – text type field for inserting the number of the searched file. The system must allow the retrieval of a decision related to a file even when in this field is inserted only part of the searched number.
- „**Status**"- selecting from a predefined drop down list from options:
  - All
  - Published
  - Unpublished;
- „**Judge**" - selecting from a drop down list the name of the judge from that court who issued the decision in the given file.
- „**Application Type"** - selecting from a drop down list the type of file for which the resolution was issued with the following options:
- Civil
- Criminal
- Contravention

- „**Period**" - selecting from a drop down list the period when the decision was issued with the following options (by default, the selected value will be „Undefined”):
    - Undefined;
    - Current week;
    - Past week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;
    - Last year.

Corresponding to field „Date of acceptance”, the system must allow searching between two specific date. Thus, the interface must present the possibility of placing a date of beginning and a date of end of the time range within which you want to carry out your search. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the lower part of the interface the search results according to defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

The system must allow for accessing of the decisions list to be made depending on the held role/right of access of the program user:

- „**President**" – program user with right to access the complete list of decisions saved with status Final and Available for Publication;
- „**Judge"** – program user with right to access the complete list of decisions saved with Final and Available for publication status in the files assigned to and examined by this Judge (see file regime – Decisions);
- „**Judicial Assistant**" – program user with right to access the complete list of decisions saved with Final and Available for publication status in the files assigned to and examined by this „Judge”, whose team includes this „Judicial Assistant” (Administrating teams in the program – Judge/Judicial Assistant/Registrar);
- „**Registrar"** – program user with right to access the complete list of decisions saved with Final and Available for publication status in the files assigned to and examined by this „Judge” (see application regime – Resolutions), whose team includes this „Registrar” (Administrating teams in the program – Judge/Judicial Assistant/Registrar);

- „**Common Room Specialist**" – program user with right to access the complete list of decisions.
- „**Archive Registrar**" – program user with right to access the complete list of decisions.

Drafting the Court Decision - Anonymisation of Personal Data

Note:

In order to publish on the web page the court decisions, certain personal data must be anonymized. The system must integrate tools for hiding these data and for anonymizing the decisions.

By accessing the „Edit" button displayed next to each decision indicated in the interface „Publish decisions", the system must open in a new window a text editor for the decision that will be published on the web page.

The system must provide a tool for anonymization of personal data in the decisions text. Work window should include the following components:

- **Texteditor** – work window for viewing and drafting the court decision.

The editor will include two ways to edit text:

- "**Design**" regime - it will include decisions text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the decision text using HTML language
- Buttons for opening the decision in the viewing regimes, marking and anonymization:
  - „**View original document**" - displays in the editing interface the original decision before anonymizing
  - „**View marked document**" - displays in the editing interface the decision with the word that will be anonymized marked with yellow
  - „**View anonymized document** " - displays in the editing interface the anonymized decision

- Section in the form of a box of options „**Categories**" that should include the list of information categories to be anonymized in the text of the decision.
- Section in the form of a box of options „**List of words**" where words or collections of words cam be added to be anonymized in the text of the decision.
- Button in the form „**Save**" that will only be active in the view anonymized document mode by button „**View anonymized document**" that will save and publish the document onto the web page.

The system must allow the anonymization of the decision document by using functionalities of anonymisation of personal data, which must be displayed in the working window accessed, as follows:

- Option box "Categories" - will include:
  - Information categories that the system will automatically anonymize displayed in the form of check boxes and which will comprise the following options:
    - Last Name,
    - First name;
    - IDNP/IDNO/Fiscal code;
    - Address;
    - Date of birth;
    - Bank account;

    The user must have the possibility to select multiple fields that he wishes to anonymize in the text of decision.

- „Anonymized form" field - in the options box of „Categories" a text type field will be displayed next to each category of information so that the user will have the possibility to enter the text with which he wants to anonimizeze a certain information from the decision (for example, if he selected the category "Last Name First name", the user must have the possibility in the joint text field to specify the text which replaces the information "Name First name" in the decision. Therefore, if the user fills in the text "I.P." then the system must automatically replace all occurrences in the text of the information "Name First name" with the text "I.P.")

  The system must automatically identify the content in the resolution regarding the fields ticked off the box "Categories" and to anonymize them by replacing with the specified words or if no word was specified not it will display the character "X" on the entire length of the anonymized word.

  The system must include in the options box "Categories" a button of the form: "Anonymize" which anonymizes the text of the decision according to the selected categories and of replacing text introduced.

- **Option box „List of words"** – it must allow the filling in with other words from the text of the decision that are not included in the list of categories above for anonymization.

  In this regard, the options box „List of words" must contain the following fields:

  - "Word to be anonymized" - text type field where the word/text from the decision that will be anonymized, will be inserted
  - "Anonymized form" - text type field where the anonymized form of the word/text from the decision will be inserted

Also, the options box „List of words" must also include a button in the form „Add" that will

register the introduced word.

The system must display in the options "List of words" the words which have been added for anonymization and the text they are anonymized with.

The system must display in the options "List of words" a button in the form" Anonymize" that anonymizes the text according to the selected categories and of replacing text introduced.

After anonymizing a resolution, the system must print the information word "Drafted" in the column "Drafted" next to the list of decisions displayed in the interface "Publish decisions".

Publication/Cancellation of the Court Decisions on the Web page

The system must allow that after being selected from the list, a decision registered in ICMS available for publication, could be published on the web page of the Court. The system must place the information in the web page immediately after the user has clicked the "Publish" button displayed next to the decision.

As shown above, the interface of the application should include a button in the form "Publish" next to each decision for publication on the web page of the decision and a button in the form "Cancel" to cancel publication of a decision and withdraw the decision from the web page of the Court.

After publication, the system must display in the information column "Published", mentioned above, the information "Published", and in column "Publication Date" it must display the date and time when the decision was published.

After cancellation, the system must remove the information "Published" from the information column "Published" as well as the information in "Publication Date ".

2.2.3.12 Publication of resolutions

The system must allow the automatic publication of thecourt resolutions on the web page of the court that administrated the files.

By clicking on "Publish resolutions" menu from the main menu "files", the system must display in a distinct interface both the search form of the resolutions (at the top), as well as a list where search results will be generated (at the bottom).

Note:

The list of resolutions displayed in the interface "Publish resolutions" is formed from the resolutions saved to fileswith document status Final and ticked as „Available for

publication”.

The list of resolutions available for publication

At the time of accessing the original option "Publish resolutions" the system must display in the interface all resolutions saved to files with document status Final and ticked as „Available for publication”.

The system must allow the viewing of the list of resolutions in an interface that will include the following information placed in columns for each resolution:

following information placed in columns for each resolution:

- „**File number**" –the number of the file for which a resolution with public character was saved ;
- „**File title**" - the name of the file for which a resolution with public character was saved ;
- „**Date of creation**" –the date when the resolution was saved with Final status and public character ;
- „**Drafted**" – the information column concerning the resolution available for publication;
- „**Published**" – the information column concerning publication of the resolution on the web page;
- „**Publication date**" – the information column with the date of the publication of the resolution on the web page.

Related to each resolution displayed in the list, following the information above, for each resolution, the system must include the following buttons:

- "Edit" - must allow the editing of the resolution before publication (more details you can find below in section **Drafting of the Court Resolution - Anonymisation of Personal Data)**
- "Publish" – must allow publication of the resolution on the web page;

After publication, the system must display in the information column „Published”, mentioned above, the information „Published” and in the information column „ Data of publication”, it must display the date and time when the resolution was published.

- "Cancel" - must allow cancellation of the publication of a resolution that was published on the web page;
- "Delete" - must allow deletion of the publication from the list for publication on the web page – but the resolution must not be deleted from the application it belongs to.

The named of all fields, including buttons, must be presented in the heading of the table.

The system must allow the selection from the interface of the number of resolutions to be displayed in the list (through a type of field such as "No. of resolutions listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page with placing some buttons for browsing through lists in the form “First”, “Past”, page number, “Next”, “Last”.

When the resolutions list will be accessed, the system must display the information sorted chronologically in reverse, with the most recent resolutions at the top, by the date when it was created. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The form for searching the resolutions in the list

The system must include at the top of the interface „Publish resolutions” a form for the search of resolutions that comprises the following the search fields:

- „**File number**" – text type field for inserting the number of the searched file. The system must allow the retrieval of a resolution related to a file even when in this field is inserted only part of the searched number.
- „**Status**"- selecting from a predefined drop down list from options:
  - All
  - Published
  - Unpublished;
- „**Judge**" - selecting from a drop down list the name of the judge from that court who issued the resolution in the given file.
- „**File Type”** - selecting from a drop down list the type of file for which the resolution was issued with the following options:
  - Civil
  - Criminal
  - Contravention

- „**Period**" - selecting from a drop down list the period when the resolution was issued with the following options (by default, the selected value will be „Undefined”):
  - Undefined;
  - Current week;
  - Past week;

- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Corresponding to field „Date of acceptance”, the system must allow searching between two specific date. Thus, the interface must present the possibility of placing a date of beginning and a date of end of the time range within which you want to carry out your search. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the lower part of the interface the search results according to defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

The system must allow for accessing of the resolutions list to be made depending on the held role/right of access of the program user:

- „**President**" – program user with right to access the complete list of resolutions saved with Final and Available for publication status;
- „**Judge"** – program user with right to access the complete list of resolutions saved with Final and Available for publication status in the files assigned to and examined by this „Judge” (see application regime – Resolutions);
- „**Judicial Assistant**" – program user with right to access the complete list of resolutions saved with Final and Available for publication status in the files assigned to and examined by this „Judge”, whose team includes this „Judicial Assistant” (Administrating teams in the program – Judge/Judicial Assistant/Registrar);
- „**Registrar"** – program user with right to access the complete list of resolutions saved with Final and Available for publication status in the files assigned to and examined by this „Judge” (see application regime – Resolutions), whose team includes this „Registrar” (Administrating teams in the program – Judge/Judicial Assistant/Registrar);
- „**Common Room Specialist**" – program user with right to access the complete list of resolutions.
- „**Archive Registrar**" – program user with right to access the complete list of resolutions.

Drafting the Court Resolutions - Anonymisation of Personal Data

Note:

In order to publish on the web page the court resolutions, certain personal data must be anonymized. The system must integrate tools for hiding these data and for anonymizing the resolutions.

By accessing the „**Edit**" button displayed next to each resolution indicated in the interface „Publish resolution", the system must open in a new window a text editor for the resolution that will be published on the web page.

The system must provide a tool for anonymization of personal data in the resolution text . Work window should include the following components:

- **Texteditor** – work window for viewing and drafting the court decision.

The editor will include two ways to edit text:

- "**Design**" regime - it will include resolution text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the resolution text using HTML language
- Button for opening the resolution in the viewing regimes, marking and anonymization:
  - „**View original document**" - displays in the editing interface the original resolution before anonymizing
  - „**View marked document**" - displays in the editing interface the resolution with the word that will be anonymized marked with yellow
  - „**View anonymized document** " - displays in the editing interface the anonymized resolution
- Section in the form of a box of options „**Categories**" that should include the list of information categories to be anonymized in the text of the resolution.
- Section in the form of a box of options „**List of words**" where words or collections of words cam be added to be anonymized in the text of the resolution.
- Button in the form „**Save**" that will only be active in the view anonymized document mode by button „**View anonymized document**" that will save and publish the document onto the web page.

The system must allow the anonymization of the resolution document by using functionalities of anonymisation of personal data, which must be displayed in the working window accessed, as follows:

- Option box "Categories" - will include:
  - Information categories that the system will automatically anonymize displayed in the form of check boxes and which will comprise the following options:

- Name,
- First name;
- IDNP/IDNO/Fiscal code;
- Address;
- Date of birth;
- Bank account;

The user must have the possibility to select multiple fields that he wishes to anonymize in the text of the resolution.

- „Anonymized form" field - in the options box of „Categories" a text type field will be displayed next to each category of information so that the user will have the possibility to enter the text with which he wants to anonimizeze a certain information from the resolution (for example, if he selected the category "Name First name", the user must have the possibility in the joint text field to specify the text which replaces the information "Name First name" in the resolution. Therefore, if the user fills in the text "I.P." then the system must autormatically replace all occurrences in the text of the information "Name First name" with the text "I.P.")

  The system must automatically identify the content in the resolution regarding the fields ticked off the box "Categories" and to anonymize them by replacing with the specified words or if no word was specified not it will display the character "X" on the entire length of the anonymized word.

  The system must include in the options box "Categories" a button of the form: "Anonymize" which anonymizes the text according to the selected categories and of replacing text introduced.

- Option box „List of words" – it must allow the filling in with other words from the text of the resolution that are not included in the list of categories above for anonymization.

  In this regard, the options box „List of words" must contain the following fields:

  - "Word to be anonymized" - text type field where the word/text from the resolution that will be anonymized, will be inserted
  - "Anonymized form" - text type field where the anonymized form of the word/text from the resolution will be inserted

Also, the options box „List of words" must also include a button in the form „Add" that will register the introduced word.

The system must display in the options "List of words" the words which have been added for anonymization and the text they are anonymized with.

The system must display in the options "List of words" a button in the form" Anonymize" that anonymizes the text according to the selected categories and of replacing text introduced.

After anonymizing a resolution, the system must print the information word "Drafted" in the column "Drafted" next to the list of resolutions displayed in the interface "Publish resolutions".

Publication/Cancellation of the court resolutions on the Web page

The system must allow that after being selected from the list, a resolution registered in ICMS available for publication, could be published on the web page of the Court. The system must place the information in the web page immediately after the user has clicked the "Publish" button displayed next to the resolution.

As shown above, the interface of the application should include a button in the form "Publish" next to each resolution for publication on the web page of the resolution and a button in the form "Cancel" to cancel publication of a decision and withdraw the resolution from the web page of the Court.

After publication, the system must display in the information column "Published", mentioned above, the information "Published", and in column "Publication Date" it must display the date and time when the resolution was published.

After cancellation, the system must remove the information "Published" from the information column "Published" as well as the information in "Publication Date ".

2.3 CALENDAR

The system must offer the functionality for administrating the calendar of activities on files from the court, in particular planning and administrating of the court session by means of the „Calendar menu”.

The system must offer by the menu „Calendar” the components for administrating the court session on files under examination in court.

The „Calendar"menu will provide the submenus:

- „Court sessions calendar" – the system must display the agenda of the court sessions which comprises the registrations conducted on file regime „Court sessions” (details in chapter File regime „Court sessions”);
- „Personal calendar" – the system must offer the utility for viewing sessions planned where the user is involved and to add activities for conducting registrations within the „Personal calendar”;
- „Printing the list of cases fixed for trial” – the system must offer the utility of printing the schedule of the court sessions set in court for a certain period.

The system must allow the right of access for viewing and conducting the actions in the submenus from the main menu „Calendar” to all users.

2.3.1 Court sessions calendar

The system must allow the user to access the court sessions agenda from the menu „Calendar”/”Court sessions calendar”. Each registration from court sessions calendar must correspond to a court session planned and saved in the menu file regime – „Court sessions” (details in - File regime”Court sessions”).

Upon accessing „Court sessions” calendar, the system will open an interface that will comprise possibilities to filter and (in a framing on the left) and displaying the court sessions according to the selected criteria (in a framing on the right).

The framing with the possibilities to filter on the left of the interface must provide:

- A calendar – the system will allow the user to select the day from a calendar, as well as the month and year by boxes with drop down lists, placed above the calendar;
- „**By court room**" – the system will allow the user to select sessions by court rooms, by means of a box with drop down lists that will provide the court rooms in the instance;
- „**By judge**" – the system will allow the user to select sessions by judge, by means of a box with drop down lists that will provide the judges in the instance;

- „**Filter"**Button –in order to initiate selection by user, after selecting the above mentioned information from the drop down lists;

The framing with the court sessions list on the right of the interface must provide:

- Buttons: „**Month**", „**Year**"and „**Day**" – Upon accessing these buttons by the user, the interface of this framing will change and will generate all session from the month/year/day, depending on the option selected by click on the relevant button. At the same time, the results will also be displayed depending on the filters selected according to the filtering framing opened in the previous section.
  - Button „Ziua" –By clicking on this button the system must allow the user to view the calendar of the day. The system will also display the hour at the side of the interface.
  - Button „Week" – By clicking on this button the system must allow the user to view the calendar of the week;
  - Button „Month" - By clicking on this button the system must allow the user to view the calendar of the month;

The system must provide that the registration in the court sessions calendar to be formed in the stage of programing of the court sessions in file regime „Court sessions". (details in chapter – „Court sessions"). Programing the court session in file regime „Court sessions" is done by the program user with the role of „Judge" and/or the team (Judicial assistant & Registrar).

The system must allow that the sorting and viewing of the court session for the judge rapporteur and team (Judicial assistant & Registrar) to be done only for sessions saved on assigned files.

The system must provide that each registration in the court sessions calendar to have a link that can access (by double click) directly the file for which the session date was saved in the calendar. The right of access to the file must belong to the Judge rapporteur and the team Judicial assistant & Registrar). The users with the role of President, Common Room Specialist and Manager must be able to access any file in the calendar.

The system must allow right of access for the viewing of the registrations in „Court sessions calendar" to all users of the system.

2.3.2 Personal calendar

By means of the „Personal calendar" menu, the system must allow users to view personals programming from the totality of programmed sessions in „Court sessions calendar" and in addition to add and manage additional activities.

By accessing the Personal calendar" menu by the user, the system will open an interface that will provide a calendar with the possibility to select the date (in a framing on the left) and the list where the sessions will be displayed according to the selected criteria (in a framing on the right.

Note:

Additional programming can involve informal activities, informative discussions, depending on the need of the judges.

The system must not allow the adding of more court session during the same timeframe.

The framing with the possibilities to filter on the left of the interface must provide a calendar. The system will allow the user to select the day from a calendar, as well as the month and year by boxes with drop down lists, placed above the calendar;

The framing for inserting activities will be on the right side of the interface and must provide:

- Buttons: „**Month**", „**Year**" and „**Day**" – Upon accessing these buttons by the user, the interface of this framing will change and will generate the calendar from the month/year/day, depending on the option selected by click on the relevant button. The user must be able to introduce activities inthe spaces available, choosing the calendar displayed by „day". At the same time, the results will also be displayed depending on te filters selected according to the calendar (presented above).
    - Button „Day" –By clicking on this button the system must allow the user to view the calendar of the day. The system will also display the hour at the side of the interface, with spaces to introduce the activities as a list.
    - Button „Week" – By clicking on this button the system must allow the user to view the calendar of the week;
    - Button „Month" - By clicking on this button the system must allow the user to view the calendar of the month;

The system must allow users to register in the calendar agenda the activities/sessions by menu „Personal calendar", by the following actions:

- Selecting the „Month", „Year", and „Day" where the new registration is intended;
    - Selecting „Hour" of the event, by double click, action that must lead to the opening of a new window with the following fields: „Date", field automatically filled in depending on the selection already made by double click;

- „Hour” of the submitting - field automatically filled in depending on the selection already made by double click. Unlike the field „Date”, this field can be edited manually.
- „Duration"- fields for indicating digits „hours"and „minutes";
- „Essence" – text field for filling in the enunciation that describes the essence of the event;
- „Description" – text field for briefly describing the purpose of the event;
- „List" – must allow the user to select from a drop down list of persons who must be notified about this event (list formed from the list of users of the program – court employees);
- Buttons for managing the selection from the drop down list of persons that must be notified:
  - button „+" – by accessing this button while the selection is on the name and last name of a person in the list above, the name selected must appear in the field „Alert/Selected”. The system must allow the selection of more persons by these steps;
  - button„-„ –the system must allow the deletion of a person from the list by accessing this button while the selection is on the relevant name in the field „Alert/Selected”.
    - Framing „Alert/Selected" – this framing will display the selected name and last name.
    - Button „Save"for the user to save the registration made in the personal calendar and button „cancel” for the user to cancel the registration.

The system must allow the right of access to viewing and editing the registrations made personally in the „Personal calendar” of all users.

2.3.3 Printing the list of cases fixed for trial

The system must allow the automatic creation of the list of cases set for trial, by means of the menu „Printing the list of cases fixed for trial”.

The system must allow that the list of cases set for trial to be formed automatically from the registrations made on files in file regime – „Court sessions” by the user of the program „Judge”, „Judicial assistant” and „Registrar”.

Printing the list of cases fixed for trial – first instance/court of appeal

The system must allow the creation of the list of cases for trial by the following fields and actions:

- **From**:" (Month, Year and Day) and „To:" (Month, Year and Day) – fields with date format for selecting the period of time intended for the printing of the list of cases set for trial;
- „Court Room" –drop down list that must allow the selection of the necessary court room for creating the list of sessions programmed by files. In order to create the list of cases set for trial for all court rooms, the user must leave the option „Court rooms” unchanged;
- „**Judge**" - drop down list that must allow the selection of the name of the judge rapporteur for whom the list of session programmed by files in created;
- **Type of document** – drop down list that must allow the user to select the type of document for the list of cases fixed for trial (PDF, DOC).
- **Number of columns in the document** – a grouping of cells that can be ticked used by the user to set the number of columns in the document „List of cases fixed for trial”
- „**Printing**" –by clicking on the button, the system must generate in the new work window the document that can be downloaded. For the user to open the list, the system must generate a framing with the "Open" button. For the user to save the list, he must be able to use "Save" and to abandon the opening, he must use the "Cancel" button.

The list of court sessions fixed for trial – first instance/court of appeal

The list of court sessions fixed for trial for period: 01-11-2014 – 23-11-2014

Session date: 01.11.2014

Time	File number	File name	Main category	Session result	Judging panel	Participants in trial
Court Room - 1						
10:30	**32-1-442-31102014**	**Ciobanu Nicolae Gheorghe**	**War propaganda (art.140)**		**Sîrbu Victoria (r)**	**Ciobanu Nicolae Gheorghe,**

						Buzu Semion, Vilcu Ion Ion
10:30	**32-8-445-31102014**	**Munteanu Vasile Vasile**	**Violation of the international humanitarian law (art.138)**	**Session postponed**	**Huntu Iurie (r)**	**Munteanu Vasile Vasile, Ciobanu Nicolae Gheorghe**
11:30	**32-1-443-31102014**	**Cioban Chiril Ion**	**War propaganda (art.140)**		**Rusu Nina (r)**	**Cioban Chiril Ion, Ababii Gheorghe Vasile**

The table of cases set for trial must involve the following information:

- Name of the court room;
- Time of the court session;
- Automatic number (specific to the instance) of the file;
- Name of the file;
- Category of the file (Main category);
- Court session result.

The list of cases set for trial must also include, in addition to the above information, the summary of the outcome of the session. This summary (motif) in the form of free text is filled in in the section where the result of the session is inserted.

The system must provide a right of access to viewing and printing 'List cases fixed for trial" to all ICMS users.

2.4 ASSIGNMENT OF CASES

The system must automatically and randomly assign files immediately after registration by the workers of the Records and Court Documentation Department, ("Common Room Chief" and/or "Common Room Specialist").

No.	Position/Property	Court	Description
1.	**Judge Assignment: Automatic assignment**	First instance, court of appeal	The manner for automatic assignment of files (files assignment algorithm) is:

			• The total number of degrees of complexity of the files assigned to judges will be equal. Period for matching the number of degrees of complexity - 30 calendar days. • The total number of degrees of complexity will be equal on types of files and indexes. Thus, each judge will get an equal number of degrees of complexity of civil, criminal and contravention trials separately. For example, inside of the civil files, equal assignment will be made within the indexes: 2, 2c, 2i, 3, 2 p/o and so on. • Assignment will be done regardless of the number of files undergoing procedure. More exactly, upon assignment will be taken into account files with all statuses held by files in ICMS: *Assigned, Examination, Adjourned, Resolved, Incomplete, Change of venue, Execution, Appeal.* • Assignment of general jurisdiction files of the *instruction judge* will be done depending on the work volume existent in each instance. ICMS will automatically block or unblock from assignment the instruction judge in case of assigning cases of general jurisdiction depending on the average volume of files assigned in court. • The general jurisdiction judge, who was invested with exercising attributions of instruction judge, during the exercise of these responsibilities, will be assigned with the other categories of files in volume of 50%. ICMS will allocate 50% of the general jurisdiction cases to the instruction judge. • The possibility of assigning cases that are of the competence of the instruction judges to other judges in case of the challenged decisions**, „rejudging the case in the same instance by a different judge", in cases when the court activates a single instruction judge. If the instruction judge is blocked or mismatched on the given file, ICMS will assign the file to another instruction judge or rapporteur.** **For the Court of Appeal, ICMS indexes will be as follows:** **<u>Civil:</u>** **First instance - 2, 2i, 2c, 3** **Appeal - 2a, 2ac, 3a** **Second Appeal - 2r, 2rc, 3r, 2cc, 2rz** **Review- 2rh, 2rhc, 3rh** **<u>Criminal:</u>** **First instance - 1, 8** **Appeal - 1a** **Second Appeal - 1r, 8r, 12r, 14r, 16r, 16rj, 18r, 21r, 1rs, 1cc** **Review - 1rh** **<u>Contravention:</u>** **Second Appeal against decisions regarding the administrative contraventions - 4r** ***Second appeal in cancelling the court decisions*** **review- 4rh**

Describing the algorithm for assigning files

Random assignment is automatically performed by ICMS at the time of registration of the file by the common room.

Exceptions: Cases when automatic assignment is not performed. ICMS automatically assigns files directly to the eligible judge:

1. **Examined by the same judge/panel:**If the general data of the file registered in ICMS have activated the option: **Examined by the same judge/panel** and there's indication of the file/judge rapporteur that previously examined the file, the file is automatically assigned to the indicated judge rapporteur. (Details in chapter: **New civil/criminal/contravention file/General data**).

Note:

Upon selecting in the file menu General data, the value „For the first time" for option „File received" and file index = 25 ICMS will activate option „Examined by the same judge/panel". At the same time, ICMS will activate option „Examined by the same judge/panel" in file regime „General data" upon selecting on the main categories in the file.

The system will download the data of the participants in trial in the newly registered file. The file will automatically be assigned to the judge who examined the selected file in option " Examined by the same judge/panel".

Certain categories of applications, that will be conveyed in the following will be examined by the judge that ruled in first instance. These categories include:

a) **Reviewing of the court decision – art. 448 par. (1) CPC** - Application for review against a decision or resolution left definitive by not being subject to appeal is resolved by the instance that rules over the main issue of the matter.

Category in ICMS : Civil files: A.28 The review of the court decision – art. 448 par. (1) CPC

b) **Invalidation of the judicial execution of the court decision art. 158 CE- (2) If** the court that has judged second the matter did not resolve the invalidation of the judicial execution of the cancelled court decision, the defendant has the right, in the terms of prescription, to submit an application in this instance for the execution into the ordinance procedure without observing the preliminary procedure.

Category in ICMS: Civil files, A.29 Invalidation of the judicial execution of the court decision art. 158 CE- (2).

c) **Change of the manner and order of execution – art. 77 CE - (1)** If there are circumstances that make the execution difficult or impossible, the court bailiff or the parties in the execution procedure will submit in the court that issued the enforceable document with an application concerning the changing of the manner and order of enforcing the decision.

Category in ICMS: Civil files, A.25 Change of the manner and order of execution.

d) **Cancelling the measures to ensure the actions – art. 180 CPC - (1)** The previous measure to ensure the action can be cancelled ex oficio or upon the request of the defendant by the judge or the instance that ordered the ensuring measure or by the judge or the instance whose procedure includes the matter.

Category in ICMS: Civil files: A.15 **Cancelling the ensuring measures**.

e) **Issuing the additional decision – 250 CPC - (1)** The instance that ruled the decision can, ex oficio, or upon the request of the participants in trial, issue an additional decision if:

Category in ICMS: Civil files, A.30 Issuing the additional decision – 250 CPC - (1)

f) **Explaining the decision – 251 CPC - (1)** If there is need for explanations concerning the meaning, the extension or applying the operative part of the judgment or if the decision comprises inconsistent dispositions, the issuing instance can, upon the request of the participants in trial or of the court bailiff, forward explanations on the operative part of the judgment or to leave out the inconsistent dispositions without changing the content of the decision.

Category in ICMS: Civil files, A.23 Explaining the decision

g) **Correcting the errors in the decisions – art. 249 CPC - (2)** The court can, ex oficio or upon the request of the participants in trial, to correct the errors or omissionsfrom the decision in what concerns names,legal standing or any other obvious material or calculation errors.

Category in ICMS: Civil files: A.31 Correcting the errors in the decisions– art. 249 CPC - (2)

h) **Releasing the duplicate of the enforceable title – art. 19 Enforcement code - (1)** In case of loss or deterioration of the enforceable title, the court that issued the enforceable title will release, in 5 days at most, a duplicate. Simultaneously, this legal norm provides the issuing of a motivated resolution only if the release of the duplicate for the enforceable title is denied, the rest of the cases, the duplicate is released based on the resolution of the judge.

Category in ICMS: Civil files, A.32 Releasing the duplicate of the enforceable title– art. 19 Enforcement code - (1).

In the examined cases, only the judge that examined the court matter and knows all materials and circumstances of the case can pronounce over the submitted applications.

2. **Specialized panels**: If the file is part of the categories of a specialized panel, the file is automatically assigned to the judge rapporteur of that panel (Details in chapter: ICMS Management/Settings/Panels).

3. **Examined by judge on files with minors.** If in the data of the file registered in ICMS (Criminal file), in particular in the participants in trial with legal standing of „Defendant" and/or „Aggrieved party", are participant with checked option – „Minor".

4. **Examined by instruction judge.** If in the data of the file registered in ICMS (Criminal file), in particular with file indexes from 10 to 21 including or categories: B.32 Materials concerning the enforcing of court decisions and file categories included in – B.42 Materials of the instruction judge*.

Other exceptions for assigning cases:

- for CA Balti: Contravention files are assigned to judges from criminal college.
- for CA Chisinau: Contravention files are assigned to judges from contravention college.If there are no eligible judges in college„*Contravention*" (if they are set"Mismatched") then the given file is randomly assigned to judges from „*Criminal*" college.

Step 1. Creation of the list of judges eligible for the given file

First, the assignment algorithm creates a list of the eligible judges for assigning the current file.

The list of eligible judges (that meet the assigning criteria for a certain file) is formed by the following criteria:

1. The judge must not be blocked or mismatched with the given file. (See compartments Judges blocked from assignment, Mismatched judges)
2. Judge must belong to college (*Penal, Civil, Contravention*) corresponding to file if assignment by college was chosen. (See compartments *Administration/Configurations – Program profile*).
3. For files with indexes 10-21 only the instruction judges from that instance are eligible. (Details in chapter: *New civil/criminal/contravention/General data – indexes*)
4. The judge who was previously assigned with the current file is not eligible(upon the repeated assignment). (Details in chapter: *Cases assignment/ Civil/criminal/contravention files repeated assignment*)
5. The judge who was assigned with the previous file is not eligible (in order to exclude the consecutive assignment of 2 or more files to the same judge).

After this filtering, the random allocation algorithm works only with these judges, who have satisfied the above conditions, the others are not taken into account in the assignment.

Step 2. Determining the type of judge

In this step, the type of each judge is determined. This is the first parameter on which depends the random assignment (is directly proportional to the assignment probability). Depending on this coefficient he probability for the file to be assigned to a specific judge will increase or decreases.
Each judge has a coefficient, directly proportional to the assignment probability of the file, i.e.

the higher the coefficient, the greater the likelihood of allocation and vice versa.

Types of judges and the respective coefficients: simple judge – 100%,

- „Percentage of files assigned to the vice-president" – 75%;
- „Percentage of files assigned to the president" – 50%;
- „Percentage of files assigned to the judge in the Disciplinary College" –75%;
- „Percentage of files assigned to the judge in the College for selection and the career of judges" –75%;
- „Percentage of files assigned to the judge in the Evaluation College" – 75%.

Percentage of files assigned to the president in ICMS **(CSJ, CA Chisinau, CA Balti)**	Percentage of files assigned to the president modified – 20%, more exactly to courts: • Supreme Court of Justice; • Chisinau Court of Appeal; • Balti Court of Appeal. According to: CSM Decision no. 718/30 fromOctober 8, 2013.
Percentage of files assigned in ICMS modified by ICMS Administrator **(CTS)**	Changing the automatic random allocation algorithm of files by setting the percentage of cases assigned to the President and Vice-President of each type of court. It's created centrally in ICMS (for CTS, the role of Administrators) of the menu Administration/Configuration with functionality setting of the assigned files percentage, for example: a. department court president - 75% of the total number of files, b. department court vice-president - 90% of the total number of files, c. court presidentfrom Chisinau and Balti city - 50% of the total number of files, d. court vice-president from Chisinau and Balti city - 75% of the total number of files, e. court appeal president from Chisinau and Balti city - 25 % of the total number of files. f. Vice-president of the Court of appealChisinau an dBalti - 50% of the total number of files. g. court appeal president from Cahul and Comrat - 75% of the total number of files. h. court appeal vice-president from Cahul si Comrat - 90% of the total number of files. i. Supreme Court of Justice president - 10% of the total number of files, j. Supreme Court of Justice vice-president - 50% of the total number of files, k. Supreme Court of Justice Colleges vice-president - 70% of the total number of files, l. Members of the College for evaluation of the performances of the judges. College for selection and career of judges and the Disciplinary College - 70% of the total number of files. In cases of overlapping positions of President or Vice-President of the Court and member of a College under the Superior Council of Magistracy the percentage to be reduced by 5%

Step 3. Calculating the charging of judges

In this step the charging of judges is calculated – which represents the amount of complexities of the files for each judge. Files with all statuses shall be taken into account: *Assigned, Examination, Not carried forward and Assigned* etc.

Calculation formula for the complexity of a file is indicated in the CSM Decision no.149/11 from March 29, 2011.

ICMS will automatically determine the complexity of casesbased on the following formula:

- If a case has number of parties lower or equal to 4:

  File complexity = ([main object complexity] + [secondary objects complexity * 10%] + [main object complexity * (number de volumes) x 20%])

- If a case has a number of 5 to 10 parties:

  File complexity = ([main object complexity] + [secondary objects complexity * 10%] + [main object complexity x (number of parties * 5%) + [main object complexity x number of volumes] x 20%]).

- If a case has a number of 11 or more parties:

  File complexity = ([main object complexity] + [secondary objects complexity x 10%] + [main object complexity x (number of parties * 2%) + [main object complexity x number of volumes] x 20%])

  Main object complexity – The value of the complexity of the category with the most complexity points.

  Secondary objects complexity– The value of the complexity of the categories with score lower than the main object.

This is the second parameter (directly proportional to the assignment probability of the file) that depends on the random assignment.

Note: In the system there is another coefficient for judges with seniority of less than 6 months in a given court, which artificially increases their charge value for them not to have assigned an exaggerated number of files in the beginning.

Thus, upon the proper charge of these judges, calculated by the formula described above, an "advance" is added (the third parameter that influences the allocation)- which represents the average charge of all judges, multiplied by a coefficient, which gradually decreases each

month for 6 months, until it reaches 0 and hence the handicap is cancelled.

The formula and evolution of the coefficient during the first 6 months:

Formula:

Charge of new judge = Proper charge + (AverageValueofCharges * Coeff)

wereProperCharge–The real charge of the new judge,

AverageValueofCharges –the average value of charges of all judges in the instance,

Coeff – coefficient, which by manipulation determined the progressive decrease and disappearance of the „advance"

Coefficient values:
- 1month: 1.0
- 2 month: 0.9
- 3 month: 0.7
- 4 month: 0.5
- 5 month: 0.3
- 6 month: 0.1
- more than 6 months: 0.0 –so the**„advance"** is no longer added

Step 4. Calculating the final coefficient

In this step the "unification" of coefficients from previous steps takes place and an end coefficient (Weight) is calculated (directly proportional to the assignment of the files) for each judge. This coefficient is calculated by the following calculation formula:

Coefficient = 1/(Charge of Judge * Type of Judge coefficient) / 100

Step 5. Generating the number ranges for each judge

In this step, each judge is associated with a range of numbers according to the final coefficient. The range of numbers that is "divided" between the judges is comprised between 1 and 1000. The size of the range of every judge is directly proportional to the final coefficient (Weight), calculated in the previous step, i.e. the lower the coefficient is, the lowerthe range of numbers for that judge and vice versa (the higher the coefficient, the greater the range).

Step 6. Generating the random number and „picking up" the judge

This is the final step of the algorithm for determining which judge is assigned with the given file. Here the algorithm generates a random number between 1 and 1000 and checksin the range of which judge has the randomly generated number "got".
Respectively, the higher the range of numbers (which was calculated according to all the parameters that have been listed in the steps above) which a judge has, the greater the

probability that the random number generated to belong to the range of the judge and vice versa.
The only option for the allocation of cases is done by the automatic assignment by ICMS immediately after registration of the files in the Records and Trial Documentation Department.

2.4.1. Repeated assignment of cases

Repeated assignment of the file (file reassignment) must be performed through the system, with the participation of the program user with the role of "President", "Vice President" or another user who has the right of access set for repeated assignment of files. The system must allow these users to randomly distribute repeatedly the assigned civil, criminal and contravention files and applications via the menu "Assignment of cases".

Menu**„Assignment of cases"**will include the following submenus:

- „**Repeated assignment–contravention files**"–for the random repeated assignment of contravention cases;
- „**Repeated assignment –civil files**" – f
- or the random repeated assignment of civil cases;
- „**Repeated assignment –criminal files**" - for the random repeated assignment of criminal cases;
- „**Repeated assignment – civil applications**" - for the random repeated assignment of civil applications;
- „**Files assignment history**"–for viewing the history of the random assignment of cases;
- „**Recusations assignment**" –menu for assigning recusation applications registered to contravention, civil and criminal cases;
- „**Cases assignment statistics**" - In order to view cases assignment statistics in the program.

2.4.2. Repeated assignment–civil/criminal/contravention files

Note: repeated assignment of files registered in ICMS is accomplished by modifying the rapporteur-judge (judges from the panel of judges) that examine that file.

By accessing menus "Repeated assignment – civil/criminal/contravention files", the system must display in an interface the list of files for repeated assignment (at the bottom) as well as the search instrument of the files for repeated assignment in the database corresponding to the respective judge (at the top).

Results list (files for repeated assignment)

As a result of the search, the system will allow viewing of the complete list of files for the repeated allocation in an interface (under the search module), which will include the following information arranged in columns for each file:

- „**File name**" – the name of the file created upon registration;
- „**File type**" – type of the file (Civil, Criminal, Contravention);
- „**File number"** –file number assigned to the file by the program in the registration program. This number is specific to the instance;
- „**Assignment date**" – date of assigning the file;
- „**Judge**" – name and last name of the judge appointed for examining the file;
- "**Main category**"–main category selected in the registration phase of the file;
- "**Essence of the case**"–essence of the case filled inin the registration phase of the file;
- "**Date of the next court session**"–if the session was not set, the system will display next to the file the information: "Not set";
- "**Number of examination days**" - the system will display the total number of days when that file was in „Examination" status

Related to each file displayed in the list, in continuation of the above information for each of the files, the system must include buttons:

- „**Change judge**" – for changing the judge rapporteur by the user and indicating the reason of changing the judge;
- „**Add panel**" –for naming the panel of judges for the examination of the file by the user;
- „**Change panel**" –for the user to be able to change the panel of judges for the examination of the file;

The system must allow each user the selection of the information columns which he wants displayed in the list.

Thus, in the interface, the system will include a field above the list called "Displayed information" in the form of a dropdown list whose options are going to be the types of information mentioned above. The options will be displayed with the possibility to be checked so that the user can tick all the columns of information that he desires to display list.

The system must allow the retention of the selection made by the user, so that at the subsequent reconnection thereof in the system, the list will display only those columns that were displayed at the last accessing.

If the user did not make other columns selection, the system must display by default the following columns of information:

- „File number"
- „Registration date"
- „File name"
- „File status"
- „Judge"

The program must allow in te main menu quick access by a single click over the name of the file from the list, to the information about the participants in the proceedings in a different window. The window will have to display the first name and last name of the participant in legal standing saved in the file.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form "No. of files displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when applications cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

When the list of files is accessed, the system must display the information sorted chronologically in reverse, with the most recent applications at the top, by "date". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Search instrument

The system must allow the user to use two types of forms for files search (simple search and complex search). The system must place a button in the user interface of the form "Change search type" to select between the two types of forms.

The system must place the fields related to the search criteria at the top of the interface .

The search instrument must be similar to the one described in chapter 2.2.3.2 „Files search".

Change of judge

The system must allow the user with the role of "President" to change the judge of the file from menu "Assignment of cases/Repeated Assignment -civil/criminal/contravention files".

Upon accessing the menu " Repeated Assignment -civil/criminal/contravention files", the system will allow viewing of the list of files for the repeated assignment of files. In order to change the judge of the file, the system must provide the following:

- „Change judge" –button for each of the files displayed in the list. By clicking on the button, the system must open a work window "The reason for reassigning another judge" with a text field that must be filled in by the user. The buttons "Save" and "Cancel" will also be available in this window.
- The system must provide for the program user with the role of "Judge" appointed in the menu "Repeated assignment of files" to receive in "My Notifications" file the confirmation message for the assignment of the file. (details in chapter "My Notifications"). User " Judge " who had previously examined the file, must receive in "My Notifications" file the confirmation message for the change of the judge, and the given judge must no longer have access to the file and must not be able to examine the file (details in chapter " My Notifications ").

Adding the panel of judges

The system must allow the user with the role of "President" to add the panel of judges to file from menu "Assignment of cases/Repeated Assignment -civil/criminal/contravention files".

In order to add the panel of judges to the file, the system must provide the following:

- „Add panel" –button for each of the files displayed in the list. By clicking on the button the system must open a work window "Panel of judges appointed" with the following fields and functionalities:
  - „Judge" – column on the right with drop down lists which contain the names of the judges.
  - Buttons"+"and"-"- buttons for adding or deleting from the list the panel of judges;
  - Buttons „Save" and „Cancel", to save the information included in the window or to quit saving.
- The system must provide that program users with the role of "Judge" appointed in the menu called " Repeated assignment of files "/"Adding the panel of judges" to receive in "My Notifications" file the confirmation message for the assignment of teh file. (details in chapter " My Notifications ").

Note: the list of the judging panels is approved by the President of the Court. At the indication of the "President", the program "Manager" administrates the list of judging panels in the menu "Settings"/"Panels of judges". (details in chapter: "Panels of judges").

Changing the panel of judges

The system must allow the user with the role of "President" tochange the panel of judges to file from menu "Assignment of cases/Repeated Assignment -civil/criminal/contravention files".

In order to change the panel of judges to file, the system must provide the following:

- „Change completely" – button next to each file used in case of changing the members of the panel of judges. By clicking on the button by the user, system must be open a work window "Panel of judges appointed". In the new window, the user must be able to view the list of the judges who form the Panel of judges that examines the given file. In order to amend the list of judges the panel of judges must foresee the buttons:
  - „Add"– button for adding the judge and field for indicating the reason;
  - „Delete"– button for deleting the judge and field for indicating the reason;
  - „Change"– button for changing the judge and field for indicating the reason;
  - „All" - button for listing/adding judges from other colleges (civil, criminal, economic);
  - Buttons „Save" si „Cancel" - in order to save the actions above and the information included or to cancel;

- The system must provide that program users with the role of "Judge" appointed in the menu called " Repeated assignment of files "/"Changing the panel of judges" to receive in "My Notifications" file the confirmation message for the assignment of the file. (details in chapter " My Notifications ").
- The system must provide for the " Judges " who had previously examined the file to receive in "My Notifications" file the confirmation message for the change of the judge, and the changed judges must no longer have access to the file and must not be able to examine the given file (details in chapter " My Notifications ").

The system must provide that information regarding the appointment of the judge, adding the panel of judges and changing the panel of judges on each file to be accumulated in file regime – Assignment of cases (see chapter file regime -"Assignment of cases").

Note:

In the process of repeated assignment, the system should require the user to upload the resolution which proves the necessity of repeated assignment. Without this document, the system should not allow the repeated assignment.

The system must provide right of access to viewing and performing actions in the framework of the submenus from the main menu "Assignment of cases" only to users with the role of "President", "Vice President" or other users who have been set with access rights for repeated assignment of files.

2.4.3. Repeated assignments–civil applications

Note: The repeated assignment of civil applications registered in ICMS is done by changing the judge who examines that application.

By accessing "Repeated Assignment – civil applications", the system must display in an interface the of applications for repeated assignment (at the bottom) and well as the search tool for applications for repeated assignment in the database corresponding to that respective judge (at the top).

Results list (applications for repeated assignment)

As a result of the search, the system will allow viewing of the complete list of files for the repeated allocation in an interface (under the search instrument), which will include the following information arranged in columns for each file:

- „**File name**" – the name of the file created upon registration;
- „**File type**" – type of the file (Civil, Criminal, Contravention);
- „**File number"** –file number assigned to the file by the program in the registration program. This number is specific to the instance;
- „**Assignment date**" – date of assigning the file;
- „**Judge**" – name and last name of the judge appointed for examining the file;
- "**Main category**" – main category selected in the registration phase of the file;
- "**Essence of the case**" – essence of the case filled in in the registration phase of the file;
- "**Number of examination days**" - the system will display the total number of days that the file spent in „Examination" status

Related to each file displayed in the list, in continuation of the above information for each of the files, the system must include buttons:

- „**Change judge**" – for changing the judge rapporteur by the user and indicating the reason of changing the judge;

The system must allow each user the selection of the information columns which he wants displayed in the list.

Thus, in the interface, the system will include a field above the list called "Displayed information" in the form of a drop down list whose options are going to be the types of information mentioned above. The options will be displayed with the possibility to be checked so that the user can tick all the columns of information that he desires to display list.

The system must allow the retention of the selection made by the user, so that at the subsequent reconnection thereof in the system, the list will display only those columns that were displayed at the last accessing.

If the user did not make other columns selection, the system must display by default the following columns of information:

- „File number" (specific to the instance)
- „Registration date"
- „File name"
- „File status"
- „Judge"

The program must allow in the main menu quick access by a single click over the name of the application from the list, to the information about the participants in the proceedings in a different window. The window will have to display the first name and last name of the participant in legal standing saved in the file.

The system must allow the selection from the interface of the number ofapplications to be displayed in the list (through a field in the form “No. of applications displayed” with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when applications cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

When the list of applications is accessed, the system must display the information sorted chronologically in reverse, with the most recent applications at the top, by “date”. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Search instrument

The system must allow the user to use two types of forms for applications search (simple search and complex search). The system must place a button in the user interface of the form "Change search type" to select between the two types of forms.

The system must place the fields related to the search criteria at the top of the interface .

The search instrument must be similar to the one described in chapter 2.1.3.2 „Applications search".

Change of judge

The system must allow the user with the role of "President" to change the judge of the file from menu "Assignment of cases/Repeated Assignment – civil applications".

Upon accessing the menu " Repeated Assignment - civil applications", the system will allow viewing of the list of files for the repeated assignment of applications. In order to change the judge of the application, the system must provide the following:

- „Change judge" – button for each of the applications displayed in the list. By clicking on the button, the system must open a work window "The reason for reassigning another judge" with a text field that must be filled in by the user. The buttons "Save" and "Cancel" will also be available in this window.

Note:

In the process of repeated assignment, the system should require the user to upload the resolution which proves the necessity of repeated assignment. Without this document, the system should not allow the repeated assignment.

2.4.4. History of files assignment - civil / criminal / contravention files

Note:

By accessing the menu "File assignment history", the system must generate a report with a list of judges from the Court, the number of cases assigned to the judges during the period of time selected, the total amount of degrees of complexity attributed by the system to file assigned to judges and the sum of the complexity of files under examination.

The system must provide for list of files to be expandable with the visualization of all degrees of complexity and the specific categories of cases assigned by the system to judges from the court. The given report must be incorporated in the system and in the statistics reporting module.

In the menu " File assignment history ", the system must display in an interface the report of judges from the Court (at the top) and listing files instrument (at the bottom).

The report of the judges

The system will allow the user to access the complete list of rapporteur judges from the Court in the form of a table with the following information, arranged in the form of columns:

- „**Name of the judge**" – the list of the ICMS users with the role of judge, names, surnames, with the link that opens the table of file assignment;
- „**Number of files assigned**" – the figure of civil applications assigned to the judge for the selected timeframe;
- „**Number of files assigned**" – the figure of files assigned to the judge rapporteur for the selected timeframe;
- „**The total amount of points based on the complexity of the files**" – the total amount of points based on the complexity of the files assigned to the judge rapporteur during the selected period;
- „**The complexity of files under Examination**" – the total amount of points based on the complexity of the files assigned to the judge rapporteur during the selected period and undergoing Examination;
- „**Percentage of assigned files**" – the percentage of files assigned saved in ICMS for each type of judge:

  Types of judges and respective coefficients: simple judge – 100%,
  - „Percentage of files assigned to the vice-president" – 75%;
  - „Percentage of files assigned to the president " – 50%;
    - „Percentage of files assigned to the president " – 20% (for CSJ, CA Chisinau, CA Balti);
  - „Percentage of files assigned to Judge of the Disciplinary College " –75%;
  - „Percentage of files assigned to Judge of the College of selection and career of judges" –75%;
  - „Percentage of files assigned to Judge of the Evaluation College " – 75%.
- „Examined in panel" – The list of panels comprising the judge;

The system must allow the selection from the interface of the number of judges to be displayed in the list (through a field in the form “No. of judges displayed” with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when judges cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

Button „Preview in PDF" – will allow the downloading in PDF document the report with the list of judges from the Court, the number of cases assigned to the judges during the period of time selected and the total amount of degrees of complexity attributed by ICMS to files assigned to judges.

Search instrument

The system offers various selection criteria for listing of judges and respectively the number of files and the amounts of points based on the complexity of the files by the following criteria:

- **Search Criteria "By File":**
  - „**File type**"- drop down list with the following options (by default, the selected value will be "undefined"):
    - undefined,
    - civil,
    - criminal,
    - contravention;
  - **„Examination type" -** drop down list with the following options depending on the type of the instance and the type of the file (by default, the value selected will be „undefined):

File type	FIRST INSTANCE	COURT OF APPEAL
Civil file	• First instance • Ordinance procedure • Contentious administrative • File review	• First instance • Appeal against the decisions of the first instance • Second appeal against the court decisions and resolutions (Section I, CPC) • File review
Criminal file	• First instance • File review	• First instance • Appeal against the sentences of the first instance • The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP) • File review
Contravention file	• First instance • File review	• First instance • The second appeal against the decisions concerning administrative contraventions • The second appeal in canceling contravention court decisions • File review

- **„File index" -** drop down list with the following options depending on the type of the instance, the type of the file and the type of the examination (by default, the value selected will be „undefined")

FIRST INSTANCE		
File Type	**Examination type**	**File index**
Civil file	First instance	2, 2c. 2i, 6, 9, 22, 23, 24, 25, 26
	Ordinance procedure	2p/o
	Contentious administrative	3
	File review	2rh, 2rhc, 3rh
Criminal file	First instance	1, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25
	File review	1rh
Contravention file	First instance	4, 5r
	File review	4rh
COURT OF APPEAL		
File Type	**Examination type**	**File index**
Civil file	First instance	2, 2p/o, 2c, 3, 6, 9, 22, 23, 24, 25
	Appeal against the decisions of the first instance	2a, 2ac
	Second appeal against the court decisions and resolutions (Section I, CPC)	2r, 2rc, 3r, 6r, 9r, 21r, 22r, 23r, 24r, 25r
	File review	2rh, 2rhc, 3rh
Criminal file	First instance	1, 7, 8, 21, 22, 23, 24, 25
	Appeal against the sentences of the first instance	1a
	The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP)	1r, 7r, 8r, 10r, 11r, 12r, 13r, 14r, 15r, 16r, 17r, 18r, 19r, 20r, 21r, 22r, 23r, 24r, 25r
	File review	1rh
Contravention file	First instance	4, 4r, 4rh
	The second appeal against the decisions concerning administrative contraventions	4r, 4rh
	The second appeal in canceling contravention court decisions	4, 4r, 4rh
	File review	-

- „**File category**" - drop down list where the categories of the files saved in "General Data" will be displayed (by default, the selected value will be "**undefined**"):

- Undefined
- Civil file;
- Criminal file;
- Contravention file.

- "**Assignment date**" – in order to select the period for assigning the file by means of the fields in form of date and by box with drop down list with options: Undefined; Current week; Last week; Current month; Last month; Current trimester; Last trimester; Current year; Last year.

In the filters framing, the system must include a "Clean" type button that once clicked will display at the top of the interface the search results according to the defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

The report of assigning files to a judge

The system must provide accessing of the „Report of assigning files to a judge", by clicking on the button" Name of judge". It will display the following information:

- „**Examination procedure**" – the type of the examination procedure for the file saved to the file in General Data;
- „**File category**" – the name of the main category from the file saved file saved to the file in General Data;
- „**The total amount of points based on the complexity of the files**" – figure of the total amount of points based on the complexity of the files calculated in ICMS (see formulas for calculating complexity of the files);
- „**Number of files**" – the number of assigned files;
- „**Numbers of files**" – program numbers of the assigned files (files numbers automatically attributedto ICMS by saving);

The system must allow for the assignment report of the judge to be downloaded in PDF document by clicking on the button "Preview in PDF".

Files assignment history, Judge: Cotorobai Vitalie					
N/o	**Examination procedure**	**File Category**	**The total amount of points based on the complexity of the files**	**Number of files**	**Preview in PDF**
					Numbers of files
1.	Ordinance Procedure	A.1.12. Other	10,3	1	32-2-14748-

		files concerning housing			03092013
2.	First Instance	A.1.8.1. Action concerning the adoption of children	7,7	1	32-2-14750-05092013
3.	First Instance	A1.4. Other work related disputes of workers and clerks	12	2	32-2-14753-06092013, 32-2-14760-05092013
4.	First Instance	A.1.5. Files for payment of child support	2,4	1	32-2-14754-06092013
5.	First Instance	A.1.7.1. Files concerning the dissolution of marriage of people with minors	16,8	2	32-2-14756-08092013, 32-2-14759-10092013
6.	First Instance	A.1.7. Files concerning the dissolution of marriage	2,4	1	32-2-14758-09092013
7.	First Instance	A.1.10 Files concerning the evacuation from the state and public housing fund	14,4	2	32-2-14770-10092013, 32-2-14774-10092013
Total number of points in the period September 1, 2013 – October 1, 2013:66					

When the list of judges will be generated, the system will display it sorted in alphabetical order, by the name of the judge. Also, the system will allow sorting information from all sections in ascending/descending or alphabetical order by clicking on the head of the table in any of the headings.

The system will provide right of access to the viewing of the information about the assignment of all of the files within the "Files assignment history" menu only to users with the role of "President".

2.4.5. Assignment of recusations/abstentions

The system must provide that by menu „Assignment of cases/Recusations assignment" the applications for recusation/abstention registered in the file are to be assigned to judges by the „President" (details in chapter file regime – Recusations/Abstentions).

The system must provide that upon accessing the menu " Recusations assignment", the interface displays a list where applications for recusation/abstention registered in the files can be viewed, with the following information, arranged in the form of columns:

- „File number" – the number of the file where the application for recusation/abstention was saved;
- „File name" - the name of the file where the application for recusation/abstention was saved;
- „From" – the name of the natural/legal person that submitted the application for recusation to file;
- „Motif" – enunciation of the motif for submitting the application for recusation;
- „Registration date" – date of registering the application for recusation to file;
- „Judge" – name and last name of judge appointed for examining the Recusation/Abstention application;

Related to each application for Recusation/Abstention displayed in the list, in continuation of the information above, the system must include the following button, by which the distribution of Recusations/Abstentions is made:

- „Add judges" – the system must allow the user to name the judge for examining the application for recusation. The allocation involves the following operations:
    - By accessing the button "Add judges", the system must open a window called "Recusations Assignment". By this step initiated by the user, the system must automatically-randomly assign the application for recusation/abstention to active judges in the system (except for the recused/abstained judge).
    - When the recusation/abstention takes place the system must automatically create the Assignment Sheet of the application for Recusation/Abstention (details in the chapter file regime – Recusations/Abstentions). The assignment sheet for the application for Recusation/Abstention concerning the acceleration of the examination procedure of the case in file menu Recusations/Abstentions is similar to the file assignment sheet.
    - After the distribution of the application for recusation, in submenu "Recusations assignment" the data about the application for recusation must no longer be viewed.

Note: All actions of the user must reflect in the sheet of actions and in the Statistics Reporting Module.

The judicial Assistant will receive notice that the judge in whose team he is located, was assigned with examining the application for recusation/abstention concerning the acceleration of the procedure for the examination of the case. Judicial Assistant must be able to load the resolution for acceptance or rejection of the application.

The program user with the role of "Judge" appointed in the menu „Recusations Assignment" and the "Judicial Assistant" (from the team of the appointed Judge) must receive in the section "My notifications" a confirmation message of the assignment of the recusation application. The appointed "Judge" in the menu called " Recusations Assignment" has access to the recused file only from the recusation message receive in the section " My notifications ".

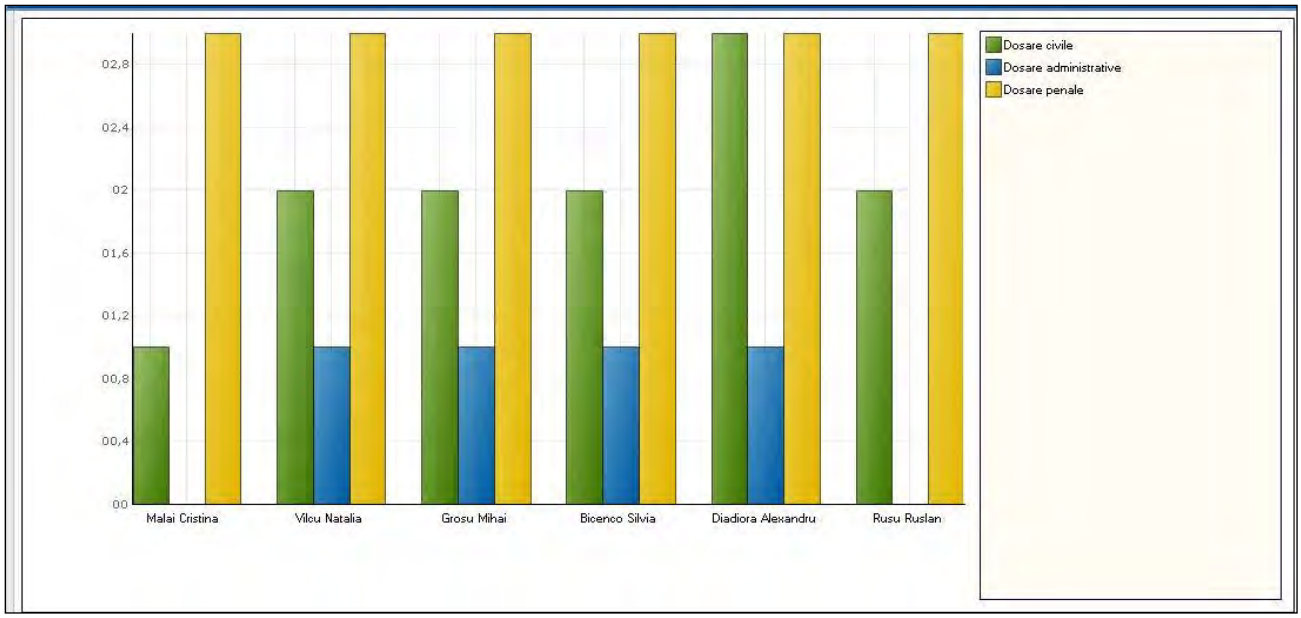
(details in chapter " My notifications ")

The system must allow right of access in this menu to user with the role „President".

2.4.6. Cases assignment statistics

The system automatically generates the report/statistics for the assignment of files.

The system must allow the user "President" viewing of the assignment report of the files by accessing in the main menu "Cases Assignment"/"Cases assignment statistics". Cases assignment diagram must be generated (Civil files; Administrative files; Criminal files) for each user with the role of "Judge" according to the image below:



. *Report indicating the assignment of files*

From the assignment diagram, the user "President" must be able to identify for each "Judge" the number of civil, criminal or contravention files assigned.

In the diagram only files with Assignment and Examination status should be reflected.

2.5 ADMINISTRATION

At the main menu level, the system must include a section "Administration" that allows the administration and configuration of the system within the Court level by:

- users
- rights of access
- work teams
- court rooms
- judges blocked from assignment etc.

Local administrator role of the system must belong to the user with the role of "Manager" in each instance.

The main menu „Administration" of the system must include the following submenus:

- **„Assignments configurations"** – administration and configuration submenu of the files assignment functionality after the random-automatic principle, assigning file to instruction judges and assigning files by colleges;
- **„Security measures"** – administration submenu for the program access configurations for users and the setting of roles for them; the blocking and unblocking of access of users to program;
- **„Courts"** - administration submenu of court and contact information;
- **„Teams"** - administration submenu of work team in managing files registered and assigned in ICMS;
- **„Court rooms"** - administration submenu of the information concerning courtrooms existent in court;
- **„Judges blocked from assignment"** - administration submenu for the list of judges blocked from assignment;
- **„Profile"** - Submenu for managing information concerning the profil of the program for each user of ICMS.

2.5.1. Assignment configurations

The system must allow the administration of ICMS functionality for organizing the mode of assignment of files to the instruction judge or the mode of assignment of files by colleges.

„Assignment Configurations" section in the menu "Administration" must display an interface in the form of a list of options to be selected or configured by the user with role" Manager" in the Court.

Interface " Assignment Configurations " must include the following configuration options:

- **„Allow the assignment of civil, criminal and contravention files to the instruction judge "** –check box type field which represents the option to enable or disable (by checking/unchecking the field) the functionality of the program for it to allow the assignment of files to the instruction judge both of files/materials whose examination is only of the competence of the given judge, as well as any additional files (common law)
- **„Allow the assignment contravention files to the instruction judge "** – check box type field which represents the option to enable or disable (by checking/unchecking the field) the functionality of the program for it to allow the assignment of files to the instruction judge both of files/materials whose examination is only of the competence of the given judge, as well as any additional files (only of contravention files)
- **„Allows the assignment of files by colleges"** – check box type field which represents the option to enable or disable (by checking/unchecking the field) the functionality of the program for it to allow the assignment of files to the specialized college (civil, criminal
- **„Percentage of files assigned to the vice-president"** –numerical type field where the percentage of files that ICMS automatically assigns to the ICMS user with the role of vice-president – the right to change this field must only belong to the user with the role of "Central Administrator". The user with the role "Manager" must have the right only to view percentage. By default, the value of this field must be 75%.
- **„Percentage of files assigned to the president "** – numerical type field where the percentage of files that ICMS automatically assigns to the ICMS user with the role of president – the right to change this field must only belong to the user with the role of "Central Administrator". The user with the role "Manager" must have the right only to view percentage. By default, the value of this field must be 50% (except for users with the role of President in the Supreme Court of Justice, Chisinau Court of Appeal, Balti Court of appeal that will have allocated 20%)
- **„Percentage of files assigned to the Judge in the Disciplinary College"** –numerical type field where the percentage of files that ICMS automatically assigns to the ICMS user with the role of judge in the Disciplinary College – the right to change this field must only belong to the user with the role of "Central Administrator". The user with the role "Manager" must have the right only to view percentage. By default, the value of this field must be 75%.

- **„Percentage of files assigned to the Judge in the College for selection and career of judges "** –numerical type field where the percentage of files that ICMS automatically assigns to the ICMS user with the role of Judge in the College for selection and career of judges – the right to change this field must only belong to the user with the role of "Central Administrator". The user with the role "Manager" must have the right only to view percentage. By default, the value of this field must be 75%.
- **„Percentage of files assigned to the Judge from the Evaluation College"** –numerical type field where the percentage of files that ICMS automatically assigns to the ICMS user with the role of Judge in the Evaluation College – the right to change this field must only belong to the user with the role of "Central Administrator". The user with the role "Manager" must have the right only to view percentage. By default, the value of this field must be 75%.

To save the modifications, the system must include a "Save" type push button in the interface to save the conducted configurations. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include in the interface a „Cancel" type button that must cancel all modifications made by the user in the interface.

The right of access to the viewing and performing of actions within the submenu „Assignment configurations" must belong to the ICMS user with the role of „Manager" within the instance and the central user with the role for „Central Administrator".

2.5.2. Security measures

The system must allow the management of users and access rights in the functional modules through a specific interface "**Security measures**" in the main menu "Administration".

The interface "Security Measures" should include three work regimes (tabs):

- **"Users" regime**–allows the management of users of the program
- **"Roles"regime -** allows the management of roles of the users and acces rights in the system
- **„Passwords policies" regime** - allows the configuration of complexity parameters for the access passwords

2.5.2.1. "Users" regime

"Users" regime interface must enable the management of user accounts in the program.

In this sense, the interface must include the following elements:

- The list of ICMS users in an instance
- The search form for ICMS users in an instance
- Form for adding and viewing the information of a ICMS user

Within this interface only the users with the role "Manager" from the Court in question and the user with "Central Administrator" role must have right of access. The two types of users must have rights to add/change/delete user accounts.

<u>List of ICMS users in an instance</u>

The system must allow displaying in the interface of the "Users" regime, the list of ICMS registered users which will include following information:

- **"User name"–**the user name used for authenticating into the system will be displayed
- **"Registration date"**–the date of registration of the user account will be displayed
- **"Status"** - it will display the status of the user account with one of the following options:
    - "Active"–the account is active
    - "Blocked"–the account is blocked (for example, as result of introducing the wrong password for a predefined number of times)
    - "Deactivated"–the account is disabled

For each user displayed in the list, the system will include specific buttons laterally:

- Viewing account information - the system must display the user account information in the form of adding an account – without editing right
- Editing account information - system must display the user account information in the form of adding an account- with editing right
- Account blocked - by pressing this button, the system will block the account. After pressing the block button, the system must compel the user to enter in a dialog window the reason for blocking. Insertion of the reason must be mandatory.

  After blocking and account, in the list displayed for the users accounts, an additional button for unblocking the user must appear.
- Deactivating the account - by pressing this button, the system will disable the account. After clicking the deactivation button, the system must compel the user to enter in a dialog window the reason for deactivation of the account. Insertion of the reason must be mandatory.
- Reset password - by clicking on this button, the system will reset the account password. After resetting, the system must ask the user that upon the following login to set a new password and will display a message of the form: "Your password was reset. Please create a new password. "

The system must display the names of the information in the top of the list.

When the list of list of accounts is accessed, the system must display the information sorted chronologically in reverse, with the most recent account created at the top, depending on the date when the account was registered. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of accounts to be displayed in the list (through a type of field such as "No. of users listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page

Form for searching ICMS users in an instance

The system must include in the interface "Users" regime, next to the list of user accounts, a form for searching for the user accounts that must include the following search fields:

- **„User name"** – text type field for inserting the searched user name. The system must allow the retrieval of an account, even when in this field only part of the name of the user was inserted (for example, searching by "Nicol" will return all users in the list with the name "Nicolae").
- **„Status"**–selecting from a predefined dropdown list with options:

  - Active
  - Blocked
  - Deactivated
  - All
- **"College"** - selecting from a predefined dropdown list with options:
  - Undefined
  - Civil
  - Criminal
  - Contravention
  - Criminal and Contravention
- **"Position" -** selecting from a predefined dropdown list with options:
  - President
  - Vice-president
  - Judge
  - Instruction judge
  - Judge from the Disciplinary College
  - Judge for files with minors
  - Judge from the Evaluation College
  - Judge from the College for selection and career of judges
  - Judicial assistant
  - Registrar
  - Common Room Chief
  - Common Room Specialist
  - Consultant
  - Archive Registrar
  - Courier
  - Advisor of the president
  - Registry section
  - Clerk
  - Secretary Chief
- **"Role" -** selecting from a predefined dropdown list with all roles defined in the system

- **„Registration date"** - selecting from a predefined dropdown list of the period when the user account was created (by default, the selected value will be"Undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year.

Related to the **"Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„Blocking date"** - selecting from a predefined dropdown list of the period when the user account was blocked (by default, the selected value will be "Undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year.

Related to the **"Blocking Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„Deactivation date"** - selecting from a predefined dropdown list of the period when the user account was deactivated (by default, the selected value will be "Undefined"):
  - Undefined;

- Current week;
- Last week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the "**Deactivation Date**" field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **„The date of the last ICMS accessing"** - selecting from a predefined dropdown list of the period when the user account was accessed last (by default, the selected value will be "Undefined"):

- Undefined;
- Current week;
- Last week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the "**Date of the last ICMS accessing**" field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

Nota:

In order to avoid the risk of abusive elimination of a judge from the assignment of the files, after allocating the role of „Judge" to a user, the system must not allow the subsequent elimination of this role.

In the search interface, the system must include a "**Search**" type button that once clicked will display in the joint list the search results according to the defined criteria.

Also, the system must include a "**Clean**" type button that once clicked will cancel the selections made by the user among the criteria.

Form for adding user accounts

The interface of the "Users" regime must include at the bottom a form for adding user accounts and where information about an existing user will be displayed when the viewing of the information is desired.

The system must place in the registration form of user accounts an "Add" type button that allows the restarting of the form for adding a new user.

The adding form must provide the following fields:

- **"Name"**–text type field for filling the name of the user
- **"Last name"**-text type field for filling the last name of the user
- **"Patronymic"**-text type field for filling the patronymic of the user
- **"Position"** - drop down list for selecting the position of the user and which will have the following options:
- President
- Vice-president
- Judge
- Instruction judge
- Judge from the Disciplinary College
- Judge for files with minors
- Judge from the Evaluation College
- Judge from the College for selection and career of judges
- Judicial assistant
- Registrar
- Common Room Chief
- Common Room Specialist
- Consultant

- Archive Registrar
- Courier
- Advisor of the president
- Registry section
- Clerk
- Secretary Chief
- **"Role" -** drop down list that will allow the selection and allocation of one or more roles of users defined in the system

> **Note:**
>
> In this case of selecting the role of judge, the system will display an additional field in the form "**Judge transferred**" with the possibility to be checked. By checking this field, the system will allow the allocation of files to the transferred judge to 100% probability of assignment without granting the assignment advance of 6 months.

- **"Publish decisions" -** check box, which if checked will allow the created user to publish on the web page resolutions and/or court decisions
- **"Access to the performance measuring mode"** - check box, which if checked will allow the created user to access the main menu "Performance measurement"
- **"Access to the statistics reporting mode "** - check box, which if checked will allow the created user to access the main menu "Statistics reporting "
- **"IDNP/Fiscal code"**–numerical type field where the INDP/Fiscal code of the user will be introduced
- **"Date of birth"**–calendar type fields for selecting the date of birth of the user
- **"Gender"**–drop down list with options "M" and "F"
- **"Identity card"** - two text fields for inserting the series and number of the the identity card of the registered user
- **"College"** - drop down list that will allow the selection from the following options (by default, the selected value will be "Undefined"):
  - Undefined
  - Civil
  - Criminal
- **"Department"** - drop down list that will allow the selection from the complete list of departments
- **"City"**–text type field for inserting the city in the address
- **"Street"** - text type field for inserting the street in the address

- **"House, Block"** - text type field for inserting the house/block in the address
- **"Apartment"** - numerical type field for inserting the number of the apartment in the address
- **"Telephone"** - numerical type field for inserting the telephone number of the user
- **"E-mail"** - text type field for inserting the e-mail of the user
- **"Comments"** - text type field for inserting any comments concerning the user introduced.

To create/change a user account, the system must include a "Save" type push button in the interface to save the information introduces. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include in the interface a „Cancel" type button that must cancel all modifications made by the user in the interface.

2.5.2.2. "Roles" regime

The interface of the „Roles" regime must allow the management of roles that can be allocated to users by the system.

In this regard, the interface must include the following elements

- The list of ICMS users in an instance
- The search form for ICMS users in an instance
- Form for adding and viewing the information of a ICMS user

Within this interface only the user with the role of "Central Administrator" role must have right of access to add/change/delete roles.

The user with the role of "Manager" must only have the role of visualization and search in the list of roles.

User roles list

The system must allow displaying in the interface of "Roles" regime, the list of user roles defined which will include the following information:

- **"Role name"**–the name of the role will be displayed
- **"Description"**–the description of the role will be

For each user account displayed in the list, the system will include side specific buttons:

- Viewing access rights associated with the role - by pressing this button, the system must display at the bottom of the interface all rights associated with this role - without possibility of editing
- Editing access rights associated with the role - by pressing this button, the system must display at the bottom of the interface all rights associated - with possibility of editing
- Deleting the role

The system must display the names of all information at the top of the table.

When the list of roles will be accessed, the system must display the all roles sorted alphabetically, depending on the name of the role. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of rolesapplications to be displayed in the list (through a type of field such as "No. of roles listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages

when they cannot be displayed in a single page.

Form for searching ICMS users in an instance

The system must include in the interface "Users" regime, next to the list of user accounts, a form for searching for the user accounts that must include the following search fields:

- **„Role name"** – text type field for inserting the searched role name. The system must allow the retrieval of an account, even when in this field only part of the name of the user was inserted (for example, searching by "Reg" will return all users in the list with the name "Registrar").
- **„Description"**- text field for inserting the description of the searched role. The system must allow the retrieval of a role even when in this field has been inserted only part of the description.

In the search interface, the system must include a "S**earch**" type button that once clicked will display at the bottom of the interface the search results according to the defined criteria.

Also, the system must include a "**Clean**" type button that once clicked will cancel the selections made by the user among the criteria.

Form for creating roles

The interface of the "Roles" regime must include at the bottom a form for adding roles and where information about an existing role will be displayed when the viewing of the information is desired.

The system must place in the form for creating roles an "Add" type button that allows the restarting of the form for adding a new role.

The adding form must provide the following fields:

- **"Role name"**–text type field for filling in the name of the role
- **"Description"**-text type field for filling in the description of the role
- **"Right of access"** - for this field, the system must allow expanding a list with all the functional capabilities of the system grouped on modules with check/uncheck possibility so that they can manage in detail the access of a user to the functionalities of the system.

Access rights on a functionality must be managed at the level of "read"/"modify"/"delete" so the allocation of a role with the right to "read"/"modify"/"delete" of the information is possible, and another type of role to be allocated only the right to "read".

To create/change role, the system must include a "Save" type push button in the interface to save the information introduced. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include in the interface a „Cancel" type button that must cancel all modifications made by the user in the interface.

Note:

The user role will be defined in the system depending on the roles tables defined in section Annex in Annex 4 „Roles in ICMS".

2.5.2.3. „Password Policy" regime

Through the "Password Policy" regime interface the system must allow the definition and the configuration of the access password complexity rules of the users in the system.

Thus, the „Password Policy" regime interface must include the following fields specific to the password policy:

- **"Minimum length of the password"** - numeric type field where the minimum number of characters passwords of the user accounts must have will be inserted.
- **"Passwords must include letters, numbers and special symbols "** - check box type field which when selected, the system must restrict the users to use a password that includes at least one letter, a number and a special symbol(!,@,#,$,%,^,&,* etc.)
- **"The maximum validity of the password"** - numeric type field where the number of days representing the maximum validity of the password will be inserted. After password expiry, the system must force the users to modify their password.

  In the event that the password has expired, the system must alert the users in the authentication form in the interface that the password has expired and it requires to be changed.

  For changing the password, the system must display three fields in the form of:

  - **"Old password"** – field where the old password will be inserted – the password characters will be displayed as hidden in the form of a symbol such as (*)
  - **"New password"** - field where the new password will be inserted – the password characters will be displayed as hidden in the form of a symbol such as (*)
  - **"Confirm new password"** - field where the new password will be reinserted – the password characters will be displayed as hidden in the form of a symbol such as (*)

  Note:

  The system must allow all users to change their password by accessing the "Administration/Profile" menu where password change facilities must exist.

  No other user in the system should have access to assign another password to other users.

  In the event that a user forgets his password, the system must allow the user with the role of „Manager" within the instance where the user that forgot his password works or the user with the role of „Central Administrator" to reset the password of the user by using the password reset button in the „Administration/Security measures/Users regime" menu. After the reset, the system must ask the user at the next authentication to set a new password and will display a message in the form of „Your password has

been reset. Please set a new password".

Actions of password modification/resetting and all actions performed on a user account (adding, modification, blocking, deactivation) must be registered in the „Statistical Report/ICMS Statistical Administration" menu for subsequent visualization.

- **"The minimum validity of the password" -** numeric type field where the number of days representing the minimum validity of the password will be inserted. If it is set, for example, a value of 1, the system should not allow users to change their password earlier than one day from the date of the previous change**.**
- **"Blocking the use of previous passwords"** - numeric type field in which the number of previous passwords that cannot be reused by the user will be determined. If it is set, for example, a value of 6, the system should not allow users to reuse a password of the previous 6 passwords used.
- **"Locking the account in the event that a wrong password is consecutively entered" -** numeric type field which will determine the number of attempts after which the account will be locked automatically. For example, if the value 3 is set, the system will automatically lock a user account which introduces 3 consecutive wrong passwords.

  After the account is locked, the user will no longer be able to authenticate in the system until the account is unlocked.

  In this situation, unlocking of the account will be performed only by the user with the role of „Manager" within the instance where the user that locked his account works or the user with the role of „Central Administrator".

Note:

At data base level, the user accounts passwords must be displayed encrypted without the possibility of decryption, in such manner that the data base administrators will not be able to visualize the connecting data of the users.

Right of access to making changes in the interface of "Passwords policies" regime from the menu "Administration/Security measures" in the program must belong only to users with role "Central Administrator".

2.5.3. Administration of courts

The system must allow the management of court by a specific interface „Court" in the main menu „Administration".

In this sense, the interface must include the following elements:

- Courts list
- Form for adding and viewing information specific to the court

Within this interface the right of access must only belong to the user with the role of "Central Administrator".

Courts list

The system must allow displaying in the interface "Courts" the list of courts registered which will include the following information:

- **"Fiscal code"**–the fiscal code of the court will be displayed
- **"Name"**–the name of the court will be displayed

For each court displayed in the list, the system will include side specific buttons:

- Viewing court information - the system must display information of the Court in the form for adding an instance – without the right to edit
- Editing court information - the system must display information of the Court in the form for adding an instance – with the right to edit
- Deleting the court

The system must display the names of all information at the top of the table.

When the list of courts will be accessed, the system must display the all roles sorted alphabetically. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of courts to be displayed in the list (through a type of field such as "No. of courts listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Form for creating courts

The interface „Courts" must include at the bottom a form for adding creating an instance and where information about an existing instance will be displayed when the viewing of the information is desired.

The system must place in the form for registering courts an "Add" type button that allows the restarting of the form for adding a new court.

The adding form must provide the following fields:

"General data" fields category

- **"Fiscal code"**–text type field for filling in the fiscal code of the court
- **"Number"**–numerical type field for filling in the number of the court
- **"Name"**-text type field for filling in the name of the court
- **"Type"** - drop down list for selecting the type of the instance and which will have the following options:
  - First instance
  - Court of Appeal
  - Supreme Court

"Address" fields category

- **"Department"** - drop down list that will allow the selection from the complete list of departments
- **"City"** - text type field for filling in the name of the city
- **"Street"** - text type field for filling in the name of the street in the address
- **"House, Block"** - text type field for filling in the number of the house/block in the address

"Contact data" fields category

- **"Telephone"** - numerical type field for filling in the telephone number
- **"Fax"** - numerical type field for filling in the fax number
- **"E-mail"** - text type field for filling in the e-mail address

"Data about manager" fields category

- **"Fiscal code" -** text type field for filling in the fiscal code/IDNO of the manager
- **"Name" -** text type field for filling in the name of the manager

- **"Last name" -** text type field for filling in the last name of the manager

- **"Access account" -** field in which the system will automatically display the user name of the Manager, after it has been created from the interface of "Security measures/Users Regime"- without the possibility of editing
- Button in the form "**Create manager account**" that will redirect the user with role of "Central Administrator" in the interface to create user accounts where he will create an user account with the role of „Manager"
- Button in the form "**Reset manager account password**" that will allow the user with the role of „Central administrator" to reset user password for the role of „Manager" from that court in case he forgot it.

Note:

After resetting the password the system must ask the users to change their passwords at the first attempt to authenticate in the system.

To create/change an instance, the system must include a "Save" type push button in the interface to save the information introduced. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include in the interface a „Cancel" type button that must cancel all modifications made by the user in the interface.

2.5.4. Administration of work teams

The system must allow the management of work teams (Judge, Judicial Assistant and Registrar) by a specific interface „Teams" in the main menu „Administration".

In this sense, the interface must include the following elements:

- Work team list
- Form for adding and viewing information specific to a work team

Within this interface the right of access must only belong to the user with the role of "Manager" in that court.

Work teams list

The system must allow displaying in the interface "Teams" the list of work teams registered which will include the following information:

- **"Name"**–the name of the work team will be displayed
- **"Judge"** - the name of the judge in the team will be displayed
- **"Registrar"** - the name of the registrar in the team will be displayed
- **"Judicial Assistant"** - the name of the judicial assistant in the team will be displayed

For each court displayed in the list, the system will include side specific buttons:

- Viewing work team information - the system must display information of the work team in the form for adding a work team – without the right to edit
- Editing work team information - the system must display information of the work team in the form for adding a work team – with the right to edit
- Deleting the work team

The system must display the names of all information at the top of the list.

When the list of work teams will be accessed, the system must display all work teams sorted alphabetically, by the name of the team. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of teams to be displayed in the list (through a type of field such as "No. of teams listed" with a drop down list with the

following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Form for creating work teams

The interface „Teams" must include at the bottom a form for creating a work team and where information about an existing team will be displayed when the viewing of the information is desired.

The system must place in the form for registereing teams an "Add" type button that allows the restarting of the form for adding a new team.

The adding form must provide the following fields:

- **"Name "**–text type field for filling in the name of the work team
- **"Judge"** - drop down list which will include all the judges from the Court, from where the judge for the team will be selected
- **"Registrar"** - drop down list which will include all the registrars from the Court, from where the registrar for the team will be selected
- **"Judicial assistant"** - drop down list which will include all the judicial assistants from the Court, from where the judicial assistants for the team will be selected

To create/change a work team, the system must include a "Save" type push button in the interface to save the information introduced. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include in the interface a „Cancel" type button that must cancel all modifications made by the user in the interface.

Note:

The system must not allow the allocation of a registrar/judicial assistant in more teams at the same time.

The system must allow the printing of the list with work team defined within the instance.

The system must also allow the generation of a history with the actions of creation/modification/deletion of work teams that includes the following information:

- **Name of the work team**
- **Formation**

- **Modification date**
- **Name of the user who performed the modification**

2.5.5. Administration of court rooms

The system must allow the management of court rooms by a specific interface „Court Rooms" in the main menu „Administration".

In this sense, the interface must include the following elements:

- Court rooms list
- Form for adding and viewing information specific to a court room

Within this interface the right of access must only belong to the user with the role of "Manager" in that court.

Court rooms list

The system must allow displaying in the interface "Court Rooms" the list of court rooms registered which will include the following information:

- **"Name"**–the name of the court room will be displayed
- **"Location"** - the text related to the location of the court room will be displayed

For each court displayed in the list, the system will include side specific buttons:

- Viewing court room information - the system must display information of the court room in the form for adding a court room – without the right to edit
- Editing court room information - the system must display information of the court room in the form for adding a court room – with the right to edit
- Deleting the court room

The system must display the names of all information at the top of the list.

When the list of court rooms will be accessed, the system must display all court rooms sorted alphabetically, by the name of the court room. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of court rooms to be displayed in the list (through a type of field such as "No. of court rooms listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Form for creating court rooms

The interface „Court Rooms" must include at the bottom a form for creating a court room and where information about an existing court room will be displayed when the viewing of the information is desired.

The system must place in the form for registering court rooms an "Add" type button that allows the restarting of the form for adding a new court room.

The adding form must provide the following fields:

The add form must contain the following fields:

- **"Name"**–text type field for filling in the name of the court
- **"Location"** - text type field for filling in the location of the court room

To create/change a court room, the system must include a "Save" type push button in the interface to save the information introduced. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include in the interface a „Cancel" type button that must cancel all modifications made by the user in the interface.

2.5.6. Administration of judges blocked from assignment

The systemmust allow the blocking of judges for a period of time so that the system will not include these judges in the process of automatic assignment.

The administration of judges blocked from assignment must be done through a specific interface in the form of "**Judges blocked from assignment** " within the main menu "Administration".

The interface**"Judges blocked from assignment"**must include the following elements:

- List of judges blocked in a court
- Search form for judges blocked in a court
- Form for adding and viewing information specific to a blocked judge
- Archive of the blocked judges

Within this interface the right of access must only belong to the user with the role of "Manager" in that court.

<u>List of judges blocked in a court</u>

The system must allow displaying at the top od the interface the list of blocked judges which will include the following information:

- **"Judge"**–the name of the blocked judge will be displayed
- **"From"**–the beginning date of the blocking period will be displayed
- **"Until"** - the end date of the blocking period will be displayed
- **"Blocking date"** - the date of the blocking will be displayed
- **"Motif"** - enunciation of the reason behind the blocking of the judge

For each blocked judge displayed in the list, the system will include side specific buttons for:

- Viewing blocked judge information - the system must display information about the blocked judge in the form for adding a blocked judge – without the right to edit
- Editing blocked judge information - the system must display information about the blocked judge in the form for adding a blocked judge – with the right to edit (for example, to modify the blocking period) – the system must not allow the changing of the beginning date of the blocking period, but only the end date with inserting the motif and the decision based on which it was modified
- Deleting the blocked judge

The system needs to mark differently (for example, by highlighting in red) the judges who are blocked in the period the list is displayed. Judges from list whose blocking period starts at a later date will be displayed simply, without this highlighting.

The system must display the names of all information at the top of the list.

When the list of blocked judges will be accessed, the system must display all blocked judges sorted chronologically, by the beginning date of the blocking period. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of blocked judges to be displayed in the list (through a type of field such as "No. of blocked judges listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The system must allow the interface to generate a report for printing the list of blocked judges.

Form for searching judges blocked in a court

The system must include at the bottom of the interface a form for searching blocked judges that must include the following search fields:

- **„Name"** – text type field for inserting the searched blocked judge. The system must allow the retrieval of a judge, even when in this field only part of the name of the judge was inserted (for example, searching by "Flor" will return all users in the list with the name "Florea", „Florescu”,”Floroiu”, etc.).
- **„Last"** – text type field for inserting the last name of the searched blocked judge. The system must allow the retrieval of a judge, even when in this field only part of the last name of the judge was inserted.
- **„Motif"** – text type field for searching the blocked judge by the motif inserted upon blocking. The system must allow the retrieval of a judge, even when in this field only part of the blocking motif was inserted was inserted.
- **„Period"** - selection from a drop down list of the period of blocking of the judge (by default, the selected value will be "undefined"):
    - Undefined;
    - Current week;
    - Last week;
    - Current month;

- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the **"Period"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval of the blocking. Thus, there must be two calendar type fields in the interface.

- **„Blocking date"** - selection from a drop down list of the period of blocking of the judge (by default, the selected value will be "undefined"):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year.

Related to the "**Blocking Date**" field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the upper part of the interface the search results according to defined criteria.

Also, the system must include a"Clean" type button that once clicked will cancel the selections made by the user among the criteria.

Form for blocking a judge

The "Judges blocked from assignment" interface must include in the lower part, next to the search form, a form for blocking a judge and it will display information about a blocked judge when the information is required for visualization.

The system must place in the blocking form of a judge an „**Add**" type button that will allow the form to be reinitialized for adding a blocked judge.

The form must include the following fields:

- **"Judge"** -drop down list that will include all the judges in the instance and that will allow selection of a judge to be blocked.
- **"From"** -calendar type field to select the date of the beginning of the block; next to it, the system must display a field in the form of "00:00" to insert start time of the blocking period.
- **"Until"** -calendar type field to select the date of the termination of the block; next to it, the system must display a field in the form of "00:00" to insert the termination time of the blocking period.
- **"Motif"** -text field where the reason for blocking the judge will be inserted.

  Next to the „**Reason**" field, the system must include a field in the form of „**Upload decision**" next to which a button in the form of „**Browse**" must exist, which will allow the uploading of a local file regarding the official disposal of blocking a judge.

  Also, for each change of the blocking period, the system must constrain the user to introduce the reason and provide the disposal document without which the system will not save the change.

For registration/change of a blocked judge, the system must include a"Save" type button in the interface through which the inserted information will be saved when pressed. In this case, the system will display a "Are you sure?" confirmation message in a dialog window that will include two buttons, "Ok" and "Cancel", so that the user can confirm the saving action.

The system must also include a „Cancel" type button in the interface that will cancel all the changes made by the user in the interface.

The system must generate notifications to the user with the role of „President" within that instance every time when a blocking of a judge from that instance is being registered.

Also, the system must inform the blocked judge about the blocking, including the blocking time frame by sending a message in the form of: Judge (Last and First Name of the judge) was blocked for the following time frame – From: date, time (00:00:00) – Until: date, time (00:00:00). Reason (text of the reason).

Blocked judges archive

The system must allow the automatic record of the blocked judges whose blocking time frame has expired.

Thus, the „Judges blocked from assignment" main interface must include a „**Blocked judges archive**" button that when pressed, the system must display in a similar list like the one described above the blocked judges of which the blocking time frame has expired and in which only a button for visualization of the information regarding a blocked judge will exist.

The interface must also include in the bottom part the search form for searching a blocked judge using the same criteria mentioned above.

Likewise, for viewing the information regarding a blocked judge from the records, the interface must include the adding form of a blocked judge in which the information regarding a certain selected blocked judge will be displayed.

2.5.7. Administration of the user profile

The system must allow all users to setup the information available in ICMS by preference and the editing of their personal information through a specific interface in the form of "**User Profile**" within the „Administration" main menu.

Access to „User Profile" interface in the „Administration" main menu must be allowed for all program users.

The administration interface of the user profile must include two sections as follows:

- The management section of the ICMS interface
- The management section of the personal data

The management section of the ICMS interface

The management section of the ICMS interface must include configuration and customization options for the interface and the ICMS menus such that every user will be able to personalize the ICMS and menu interface.

Thus, the management section of the ICMS interface must include the following fields:

"Language" - drop down list with „RO","RU" and „EN" options from which the user can select the desired language. After saving, the system must display the entire interface in the selected language by the user.

"Latest files" - numeric type field where the number of the most recent files that will be displayed in „My Files" list will be inserted.

"Favorite menus" - next to this field the system must allow every user to build a fast menu through which he will have easy access to the menus that he uses most often. Depending on the user type, the system will display the available menus to which this user normally has access to.

"Confirmation messages" - check box type field that when checked will display confirmation messages in the form of „Are you sure?" during the actions developed by users in the system.

Thus this field will include a drop down list, with the possibility of multiple selections, that will include the ICMS menus.

Note:

The system must allow defining and editing of the drop down list regarding ICMS menus that will be available for adding the in the fast menu list.

After the selection is saved, the system must display in the ICMS main interface a „Fast Menu" section in which all the menus selected by the user will be included.

The management section of the personal data

The management section of the personal data must include personal data and program access data modification options and must include the following fields:

- **"Last name"** -text field for last name modification
- **"First name"** -text field for first name modification
- **"Patronymic"** -text field for patronymic modification
- **"IDNP/Fiscal code"** - numeric type field for personal INDP/Fiscal code modification
- **"ID card"** - two text fields for serial and number of the personal ID card modification
- **"District"** - drop down list that will allow selection from a complete list of districts
- **"City"** - text field where the name of the city in the address will be inserted
- **"Street"** - text field where the name of the street in the address will be inserted
- **"House, Block"** - text field where the number of the house/block in the address will be inserted
- **"Apartment"**–numeric type field where the number of the apartment in the address will be inserted
- **"Phone"** - numeric type field for personal phone number modification
- **"E-mail"** - text field for personal e-mail address modification

Likewise, this section will also include the possibility to modify the access password in the system by the users.

Thus, in the interface there must be three fields in the form of:

- **"Current password" -** in which the user will insert the current password – typed characters must be displayed in a hidden form
- **"New password" -** in which the user will insert the new password – typed characters must be displayed in a hidden form
- **"Confirm new password" -** in which the user will reinsert the new password – typed characters must be displayed in a hidden form

To modify personal parameters within this interface, the system must include a „Save" type button that when pressed the inserted information will be saved. In this case, the system will display a confirmation message in a dialog window in the form of „Are your sure?" that will include two buttons, „Ok" and „Cancel" so that the user can confirm the saving action.

The system must also include a „Cancel" type button in the interface that will cancel all the changes made by the user in the interface.

2.6 SETTINGS

The system must allow users to perform settings and configurations that allow a well-organized management of the civil, criminal and contravention cases registered in the program, through the „Settings" menu.

The system must provide tools for setting the program, like the configuration tool for file classifiers, general classifiers, court document mock-ups, complete list of judges, etc.

Through the settings main menu the system must allow content definition and administration of all the actual drop down lists in all the functional menus of the system and other types of information that can suffer recurrent alterations (for example, the category list, by adding supplementary notification messages, etc.).

The system will allow the user with the role of „Central Administrator" to perform the required configurations to ensure the best performance of the system, through the following administration sections only available at central level.

The configuration will be performed using the „Settings" menu, through the following menu sections:

- „**Files classifier**" – administration and configuration submenu of the files classifiers list (list of civil files classifiers, list of criminal files classifiers, list of misdemeanor files classifiers) - ICMS menu only available to central level.
- „**General classifiers**" – administration and configuration submenu of the general classifiers list - ICMS menu only available to central level
- „**Mock-ups**" –administration and configuration submenu of the court documents mock-up list used in the program to create typical documents (subpoenas, resolutions, statements of facts, decisions, etc.). - ICMS menu only available to central level.

The system will allow the user with the role of „Manager" to perform the required configurations at the level of the instance to ensure the best performance of the program, through the „Settings" menu section:

- „**Panel of judges**" – administration submenu of the panel of judges which are used for file assignment in the program.

2.6.1 Files classifier

The system will allow the user with the role of „Central Administrator" to perform the required configurations for files classifier administration through the „Settings"/"Files Classifier" menu. This menu will allow classification of the registered files by articles and the visualization of the classifier list for civil, criminal and misdemeanor files.

By accessing the option in the „Files classifier" menu, the system must display in a separate interface the tool for adding a new file category (in the upper part), the search tool for file categories (in the next part) as well as the files category list with the possibility to edit (on the bottom part).

Adding a new files classifier category

The system must allow the user with the role of „Central Administrator" to add a new file category, through the „Add" button, placed on the upper part of the interface. When this button will be accessed, an adding form will be initiated, with the following fields:

- „Code" –option to mark the type of category corresponding to the type of file (A – civil, B – criminal, C – misdemeanor);
- „Title" – field for inserting the title of the article;
- „Description" – field for saving the file category description;
- „Cause examination term" – option for setting the examination term of the cause; This numeric field will be provided with two arrows (descending/ascending), that once accessed will increase/decrease the number in the respective field (drop down row).
- „Complexity degree" – option for setting the complexity degree for the category provided by the file; This numeric field will be provided with two arrows (descending/ascending), that once accessed will increase/decrease the number in the respective field (drop down row)

At the end of the insertion of the information regarding the category, the system must allow saving through a specific „Save" button. To cancel the save and the editing the system must allow the cancelation through a specific „Cancel" button.

Searching for the files classifiers and the administration of the classifiers list

The system must allow searching of the files classifiers and the administration of the files classifiers list registered in the program through the following fields:

- **Search** - field where key words to find a required category will be inserted;
- **More results**– button for opening the list of categories in a larger number;
- **Edit**- button next to each file category through which the work form from the „Adding a files classifier category" section must pop up filled with the already inserted information for the respective category. This information will be editable, and the edit action will be finalized, as the adding action, through the „Save" and „Cancel" buttons;
- **"X" button** – button for deleting a category from the list of categories, by accessing the button next to the required category;

The right to access for saving and changing the information in the „Files classifier" list belongs to the ICMS user with the role of „Central Administrator".

2.6.2 General classifiers

The system will allow the user with the role of „Central Administrator" to create and configure general classifiers used in the ICMS through the „Settings"/"General Classifiers" menu. In the „General Classifiers" program menu

The system must allow a new classification to be added as well as editing, deleting and visualization of the classifiers list within the system.

By clicking on the "General Classifiers" menu option, the system must display on the left side all the main classifiers categories. On the right side, at the top, the interface must provide the list of sub-classifiers files corresponding to a main category selected in the right side menu. On the right side, at the bottom, the interface must provide a form for adding new sub-classifiers.

The system must allow the creation and configuration of the general classifiers (from where?) as well as the sub-classifiers used in the system. General classifiers set in the program include sub-classifiers, which, in their turn, can be viewed, edited or deleted if necessary.

The system must provide the necessary settings for the creation and configuration of the general classifiers.

Creation and configuration of the sub-classifiers within a general classifier

The system must allow, from the left side of the interface, from the vertical list of "General Classifiers", the user to perform a selection by clicking a general classifier. After this action, on the right side, at the top, the interface must display the list of files sub-classifiers corresponding to the main category selected in the previous step. On the right side, at the bottom, the interface must provide a form for adding new sub-classifiers.

Sub-classifiers list

The system must allow the displaying of the information about the registered sub-classifiers in the system, corresponding to the main category selected, in a list at the top of the interface, that will include the following information displayed in columns:

- **„Code" -** sub-classifier code
- **„Title" -** sub-classifier title
- **„Consecutiveness" -** consecutiveness in appearance of the sub-classifier in the sub-classifiers list

For each sub-classification displayed in the list, the system will include on the side specific buttons as follows:

- **Empty cell** –the system will allow the user to check this cell in order to mark the selection of that classifier for which subsequent actions are desired;
- **Viewing the information regarding the sub-classifier** - the system will upload in the form displayed in the bottom part of the interface the specific data of the classifier – without the possibility to edit;
- **Editing the information regarding the sub-classifier** - the system will upload in the form displayed in the bottom part of the interface the specific data of the sub-classifier – with the possibility to edit;
- **Deleting the sub-classifier;**

Registration form of the information regarding the classifier

The system must allow the registration of new sub-classifiers in the system, corresponding the main categories selected. The system must provide in the main interface of the „General Classifiers" menu an „Add" button, which will allow the form for adding information about a new sub-classifier to be reinitialized.

The „General Classifiers" interface must include in the upper part, a registration form of the information regarding the sub-classifiers that will include the following fields:

- „**Code**" - the system must allow the user to insert the sub-classifier code;
- „**Title**" – the system must allow the user to insert the title of the sub-classifier;
- „**Consecutiveness**" – the system must allow the user to select from the drop down list the consecutiveness in appearance of the sub-classifier in the sub-classifiers list;
- „**Visible user**" cell –the system must allow the user to check this cell when necessary;
- „**Comments**" - indicate the comments regarding the registered sub-category;

At the end of the insertion of the information regarding the sub-category, the system must allow saving through a specific „Save" button. To cancel the save and the editing the system must allow the cancelation through a specific „Cancel" button.

The right to access for saving and changing the information in the „Files classifier" list belongs to the ICMS user with the role of „Central Administrator"

The right of access in performing changes in the „Password policy" regime interface in the „Administration/Security measures" menu within the program must belong only to the users with the role of „Central Administrator".

2.6.3 Models of court documents

The system will allow the user with the role of "Central Administrator " to manage (add, edit, delete) models of court documents used in the drafting of documents in the work process in court via the menu "Settings"/"Models of court documents". This menu will allow adding new models of court documents, as well as viewing, editing, and deleting models already registered in the system.

By clicking on the menu option "Models of court documents", the system must display in an interface the list of models of court documents already entered in the system, as well as an"Add" button to add a new model through a new work interface.

<u>List of model of court documents</u>

The system must allow viewing of the models of court documents that were registered in the system in a list in the interface, which will include the following information displayed in columns:

- Code
- Date
- Title
- Type

For each model displayed in the list, the system will include side specific buttons as follows:

- Viewing model information - the system will load the selected model in a separate window – without the right to edit
- Editing model information - the system will load the selected model in a separate window, whose functionalities are described below in section „Interface for editing and creation of models of court documents" – with the right to edit
- Deleting the model – the system will allow the deletions of the information on the registration of the model

Interface for editing and creation of models of court documents

From main interface "Models of court documents", the system must allow adding models, through a specific "Add" button, which will open a new interface, which will contain a space for editing the new resolution, and, at the top, will contain the following fields:

- „**Model type**"- selecting from a predefined drop down list the type model of court documents
- **„Name"** – text type field for filling in the name of the model of the court document
- **„Author"** – the system will automatically generate the author that performs the registration of the model
- **„Code"**– field to indicate the code of the model of the document
- **„Preview"** –button that must enable the preview of the model of court document
- **„Print"** –button to initiate the printing of the model of court document

Note:

The list of models that will be loaded into the system will be defined and approved by the Supreme Council of Magistracy.

The upper part of the interface where the text of the model of court document will be displayed must allow text editing.

The interface includes two ways to edit text:

- "**Design**" regime - it will include text formatting toolbar in the editing window – the system will integrate tools such as "Rich Text Editor"
- "**HTML**" regime - will allow formatting of the text using HTML language

At the end of filling in information about a model of court document, the system must allow saving or cancelling of the registration of the resolution by placing in the interface two specific buttons: "Save" and "Cancel".

The model of court act document will be saved and displayed in the list of models of resolutions from the list in the main interface menu "Models of court documents".

The system must provide that the model of court document loaded is accessible in the program in the compartment for which it was saved and corresponds by "Model Type" selected (Model Type: decision, resolution, statements of facts).

Right of access to modify and savethe list "Models of court documents" belongs to the ICMS user "Central Administrator".

2.6.4 Panels of judges

The system must allow the creation of judging panels, as well as the action of automatic assignment to the rapporteur judge and, when necessary, to the related panel of judges. The system must provide that these actions are to be initiated by the user with the role of "Manager" in the court.

By clicking on the menu option "Panels of judges", the system must display in an interface the complete list of panels of judges already entered in the system (at the top), as well as a form for adding new panels of judges (at the bottom).

List of judging panels

The system must allow the displaying of information on panels of judges which were registered in the system into a list in the interface, which will include the following information displayed in the form of columns:

- Code–the code of the panel of judges;
- Name - the name of the panel of judges
- Created - the date of saving in the system the panel of judges
- Valid until–the limit date of validity of the panel of judges

For each panel displayed in the list, the system will include side specific buttons as follows:

- Viewing panel information - the system will load the information about the selected panel in a separate window – without the right to edit
- Editing panel information - the system will load the information about the selected panel in a separate window, whose functionalities are described below in section „Interface for registering panels" – with the right to edit
- Deleting the panel – the system will allow the deletions of the information on the registration of the panel and will eliminate it from the list

The system must allow the selection from the interface of the number of panels of judges to be displayed in the list (through a field with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

The system must display the complete list of panels judges sorted chronologically in reverse, with the most recent at the top, depending on field "Created". Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Form for registering the panels of judges

The system must allow the registration of new panels of judges in the system. The system must provide in the main interface of menu „Panels of judges" an "Add" type button that will allow the restarting of the form for adding a new panel of judges.

The interface „Panels of judges" must include at the bottom, a registration form for information about the panels of judges that will include the following fields:

- „Name" - the system must allow indicating the name of the panel of judges (text field);
- „Code" - the system must allow indicating the code of the panel of judges;
- „Validity" - the system must allow the selection in calendar of the day /month/year until when the validity of the panel of judges is maintained;
- „President of the Panel" - the system must allow selecting in the drop down list the name and last name of the President of the session/panel. The system will update the list of judges in each court;
- „Judge rapporteur" - the system must allow selecting from the drop down list the name and last name of the judge who will take the position of rapporteur within the panel of judges and in whose list ICMS will save the file assigned. The system will update the list of judges in each court;

- „Judge no. 1" - the system must allow selecting from the drop down list the name and last name of judge no. 1. The system will update the list of judges in each court;
- „Judge no. 2" - the system must allow selecting from the drop down list the name and last name of judge no. 2. The system will update the list of judges in each court;
- „Judge no. 3"" - the system must allow selecting from the drop down list the name and last name of judge no. 3. The system will update the list of judges in each court;

At the end of filling in information about a each panel of judges, the system must allow saving by a specific button "Save". In order to cancel saving and editing, the system must allow cancelling by a specific button "Cancel".

The system must allow the access in this section of the user with right of access „Manager" in the court.

Form for registering specilized panels of judges

Note:

The specialized panel of judges in ICMS is saved by the program Manager in the menu " Panel of judges" at the request of the President of the Court. The allocation of special files, which contain certain categories will be assigned to other specialized panels. The list of categories on the special files is determined by the specifics of the activity of the Court, in accordance with the law and legal procedure codes, which lead the courts in their work.

The system must allow the creation of a fully specialized panel of judges through the interface generated in the "Panel of judges" menu.

The system must allow the user with the role of "Manager" to create a panel of judges following the creation actions of the panel of judges, as described above, with a series of additional steps. The system must allow that by selecting the cell option "Specialized panel", to activate the following additional options for configuring additional specializedpanel:

- „**File type**" –the system must display a drop down list with all types of files: civil, criminal, contravention;
- „**Examination type**"of the file: - Depending on the type of file, the system must display a drop down list with all types of examination, according to the table below:

FIRST INSTANCE:	COURT OF APPEAL:
Civil file • *First instance* • *Ordinance procedure* • *Contentious administrative* • *Review*	***Civil file*** • *First instance* • *Appeal against the decisions of the first instance* • *Second appeal against the court decisions and resolutions (Section I, CPC)* • *File review*

Criminal file • *First instance* • *File review* ***Contravention file*** • *First instance* • *File review*	***Criminal file*** • *First instance* • *Appeal against the sentences of the first instance* • *The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP)* • *File review* ***Contravention file*** • *First instance* • *The second appeal against the decisions concerning administrative contraventions* • *The second appeal in canceling contravention court decisions* • *File review*

- „**File index**" - Depending on the type of file and of the examination, the system must display a drop down list with all indexes of the file, according to the table below:

FIRST INSTANCE		
File type	**Examination type**	**File index**
civil	*First instance*	2, 2c. 2i, 6, 9, 22, 23, 24, 25, 26
	Ordinance procedure	2p/o
	Contentious administrative	3
	Review	2rh, 2rhc, 3rh
criminal	*First instance*	1, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25
	File review	1rh
contravention	*First instance*	4, 5r
	File review	4rh
COURT OF APPEAL		
civil	*First instance*	2, 2p/o, 2c, 3, 6, 9, 22, 23, 24, 25
	Appeal against the decisions of the first instance	2a, 2ac
	Second appeal against the court decisions and resolutions (Section I, CPC)	2r, 2rc, 3r, 6r, 9r, 21r, 22r, 23r, 24r, 25r
	File review	2rh, 2rhc, 3rh
criminal	*First instance*	1, 7, 8, 21, 22, 23, 24, 25
	Appeal against the sentences of the first instance	1a
	The second appeal against the sentences, resolutions and decisions of the instruction judge (Section II, CPP)	1r, 7r, 8r, 10r, 11r, 12r, 13r, 14r, 15r, 16r, 17r, 18r, 19r, 20r, 21r, 22r, 23r, 24r, 25r
	File review	1rh
contravention	*First instance*	4, 4r, 4rh
	The second appeal against the decisions concerning administrative contraventions	4r, 4rh
	The second appeal in canceling contravention court decisions	4, 4r, 4rh
	File review	-

- „**Only the files of the panel**" –the system must allow the user to tick this options in ICMS in specialized panelswhere judges will only examine the files assigned in ICMSby the specialized panel configurations;

- „**Categories**" - the system must allow the selection of the categories of files that will be specific to the specialized panel. Loading categories will be done on the principle of described in Introducing General data into files detailed in Chapter 2.2.1.1

At the end of the filling in the information about each panel of specialized judges, the system must allow saving and canceling through the same interface buttons that are used in actions of the simple panel of judges. To save the specific "Save" button will be accessed. In order to cancel saving and editing, the system must allow the cancellation through a specific button "Cancel".

Similar to the simple panel of judges, the system must allow access to this section to the user with the right of access „Manager" in the court.

2.7 MY NOTIFICATIONS

The system must generate for each user a mailbox for receiving the messages generated by the program during the performing of the actions (saving the files, assignment of cases, registration of the subpoenas, the establishment of the court sessions, examining requests for objection, etc.), which will be able to be viewed by the users through the "My Notifications" main menu.

The „My Notifications" interface must include in the left side a frame with the option to visualize and search the notifications. If the user is selecting the option to visualize a notification, the system must display in the right side frame details about the notifications as well as the search tool for searching the notifications. If the user will select the „Search" option, the interface will display only the search tool of the notifications (in the right side).

To view/read the messages access „My Notifications" in the main menu, and within the result visualize the list of days in which messages are registered (Image).

Note:

The system must automatically notify the team of every judge. The teams are indicated in the „Work Teams" section, in the „Administration" menu.

My notifications/Current

The system must display the notifications intended for the user that logged in, from the "My Notifications" menu, when the user selects the option "Current" from the left side of the interface. The system must allow the user to view the details of the notifications through the following options:

- „+" button – this expanding button must be displayed next to each day of the current week, as well as next to the „Last week" option. When these buttons will be accessed by the user, the system must display the notifications from that day/week. Each notification must be compiled out of the title, author of the message, the day and the time of when the message was saved in the mailbox;
- Accessing the notifications button – the system must display a button for accessing the notifications next to every notification displayed. When the user will access this button, the system will generate in the frame on the right side the complete message of the notification, containing, for example, the number of the file too. Likewise, through a link, the system will provide the user with the possibility to open the document in the relevant interface or to accomplish the next step in the workflow, according to the details in the frame below:

Table of the messages that must be generated in the system

No. Ord	User Program	Message generated by the program	Description of the message generated by the program
FIRST INSTANCE			
1	„President"	New file no. *„file number"* was registered. Assign cause. Here	Confirmation message of the file registration in the program **„**President" assigns file.
		Application for recusal on file no. *„file number"* was registered. Name the judge for the examination of the Recusation/Abstention	Confirmation message of the application for appeal registration on file. **„**President" assigns the **„**Judge" for the examination of the application for recusal.
		Application for recusal on file no. *„file number"* denied.	Confirmation message of registration of the information regarding the denial of the recusal application. The *recused* „Judge" will further examine the file.
		Application for recusal on file no. *„file number*" was accepted. Assign the file repeatedly.	Confirmation message of registration of the information regarding the closing accepted for the recusal application on file. The **„**President" repeatedly assigns the file to another **„**Judge".
		Incompatible judge	File no. *„file number"* holds as incompatible the judge *last name, first name judge* for the reason: *reason text*
		Judge has been blocked	The judge *last name, first name judge* was blocked for the following time frame– Starting date: date, time (00:00:00) – Until: date, time (00:00:00). Reason `reason text`.
2	„Judge"	You have been assigned for the examination of the file no. *„file number"*	Confirmation message of the file assignment.
		You have been assigned for the examination of the file no. *„file number"* in the panel of judges with the following structure: „Judge" (Rapporteur), „Judge" (President), „Judge"	Confirmation message of the file assignment to the panel of judges with the indication of the panel structure.
		Examine the recusal application on file no. *„file number".*	Confirmation message of the recusal application assignment.
		The president has assigned the file *„file number"* to another judge. Do not examine the cause.	Confirmation message of the repeatedly assignment of the file. Appointing another „Judge" for file examination. The „Judge" that received this type of message will no longer examine the file.
		Incompatible judge	File no. *„file number"* holds as incompatible the judge *last name, first*

			name judge for the reason: *reason text*
		Judge has been blocked	The judge *last name, first name judge* was blocked for the following time frame– Starting date: date, time (00:00:00) – Until: date, time (00:00:00). Reason `reason text`.
3	"Registrar"	Judge „Last name, first name" has set the session on file no. „*file number”* Date of court session – "Date, time". Please ensure the presence of the participants.	Confirmation message of the schedule of the court session with the indication of the name of the „Judge”, file number, date, time and place of the court session.
4	„Common room Specialist"/ "Courier"	The subpoena on file „*file number”* was registered. Access it. Here	Confirmation message of the registration on file of the subpoena.
COURT OF APPEAL			
1	„President"	New file no. „*file number”* was registered. Assign cause. Here	Confirmation message of the file registration in the program „President" assigns file.
		Application for recusal on file no. „*file number”* was registered. Name the judge for the examination of the Recusation/Abstention	Confirmation message of the application for appeal registration on file. „President" assigns the „Judge" for the examination of the application for recusal.
		Application for recusal on file no. „*file number”* denied.	Confirmation message of registration of the information regarding the denial of the recusal application. The *recused* „Judge” will further examine the file.
		Application for recusal on file no. „*file number*” was accepted. Assign the file repeatedly.	Confirmation message of registration of the information regarding the closing accepted for the recusal application on file. The „President" repeatedly assigns the file to another „Judge".
2	„Judge"	You have been assigned for the examination of the file no. „*file number”*.	Confirmation message of the file assignment.
		You have been assigned for the examination of the file no. „*file number”* in the panel of judges with the following structure: „Judge" (Rapporteur), „Judge" (President), „Judge"	Confirmation message of the file assignment to the panel of judges with the indication of the panel structure.
		Examine the recusal application on file no. *„file number”*.	Confirmation message of the recusal application assignment.
		The president has assigned the file „*file number”* to another judge. Do not examine the cause.	Confirmation message of the repeatedly assignment of the file. Appointing another „Judge” for file examination. The „Judge” that received this type of message will no longer examine the file.

3	"Registrar"	Judge „Last name, first name" has set the session on file no. „*file number"* Date of court session – "Date, time". Please ensure the presence of the participants..	Confirmation message of the schedule of the court session with the indication of the name of the „Judge", file number, date, time and place of the court session.
4	„Common room Specialist"/ "Courier"	The subpoena on file „*file number"* was registered. Access it. Here	Confirmation message of the registration on file of the subpoena.

Searching for messages in „My Notifications"

The system must allow the user to use the a search tool for the previously saved messages in the „My Notifications" mailbox, by selecting the „Search" option in the frame located on the left side of the interface. When this button will be accessed, a search tool will be generated in the right side of the interface. The system must provide the search using the following criteria:

- By date:
  - The system must allow the user to insert the time frame of the message registration („Date of registration from:until" – (day, month and year);
  - The system must allow the user to select the time frame in which the message was saved (Indefinite; Current week; Last week; Current month; Last month; Current quarter; Last quarter; Current year; Last year);
- By text:
  - The system must allow the user to insert the text of the message that he is searching for;

In the search interface, the system must include a „Search" type button that once pressed will display the search results in the left frame.

Likewise, the system must include a „Cancel" type button that once pressed will cancel the selections performed by the user in the criteria field.

Note:

The new ICMS must allow sending automatically the notification by email to the lawyers, prosecutors and registered parties in a lawsuit about the evolution of the file in the court, if there is a valid email address filled during the parties' registration process. The system should allow individuals to receive by email all information relevant to the file, with subsequent updates, in case of new data. Thus, the individuals will be automatically provided with notifications related to the date of the court session, the outcome of the session, issued decisions, resolutions, judgments on file.

Note:

The new ICMS must allow automatically notification of the employees from the Judicial Administration Department (DAJ) and the Superior Council of Magistracy (CSM) in regard to the repeated assignments in PIGD for summons with the same data (General Data, main category, participants in the process).

Also, the new ICMS must allow automatic notification of the employees from the Judicial Administration Department (DAJ) and the Superior Council of Magistracy (CSM) regarding the exceeding of the examination period by judges for the special files (e.g. files to be examined in 24 hours, 48 hours, and other.

2.8 RECORDS

The system must allow for the possibility of creating the record of input/output documents and the record of the movement of the file.

In this regard, the system must include in the main menu "Records" two submenus as follows:

- **"Documents"**
- **"File movement"**

2.8.1. Documents

Within this section, the system must allow the management of the input/output documents within the instance related to the managed files.

In this sense, the interface must include the following elements:

- list of registered documents–displayed at the top of the interface
- access to the form of adding documents–displayed in the form of a button in the interface"Documents"
- form for searching the document - displayed at the bottom of the interface

List of registered documents

The list where the registered documents will be displayed must contain the following information about each document:

- **"Date"**–the registration date of the document will be displayed
- **"Name" -** the name of the document will be displayed
- **"Document number" -** the number of the document will be displayed
- **"Document type" -** the type of the document will be displayed ("input document" or"output document")
- **"File number" -** the number of the file where the registered document corresponds will be displayed

For each document displayed in the list, the system will include side specific buttons:

- Downloading the document - the system must allow the downloading of the saved document
- Viewing information about the loaded document - the system must open the window with the form for adding a document where the information will be saved

The system must display the names of information, including the names of the buttons, at the top of the list.

The system must allow the selection from the interface of the number of documentsto be displayed in the list (through a field in the form “No. of documents listed” with a drop down list with the following values : 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

When the list of documents is accessed, the system must display the information sorted

chronologically in reverse, with the most recent documents at the top, depending on the saving date of documents. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Form for adding a document
Form for adding a document

The "Documents" interface must include a button of the form "Add document" which by pressing will open in a distinct window the adding documents form which will include the following fields:

- **"Internal number"** – text field in which will be inserted the internal number of the document;
- **"Name"** – text field in which will be inserted the name of the introduced document;
- **"Date"** – calendar field that will allow the selection of the date of registration of the document into the system – by default, the selected date will be the current date;
- **"Essence"** – text field for inserting the essence of the introduced document;
- **"Type of document"** – the drop-downlistthat will allow the selection of the type of document and which will have the following options:
  - input document;
  - output document;
- **"Type of delivery"** – the drop-down list that will allow the selection of the type of shipment and which will have the following options:
  - Courier;
  - Simple letter;
  - Registered letter;
- **"Issuing body"** – text field for the completion of the issuing authority;
- **"External number"** – text field for the completion of the document's external number;
- **"File number"** – text field for the completion of the file number to which refers the document. The system must place a button alongside by which the user can open the files list and choose the file for which he wants to register the document.
  After loading, the introduced document must be saved into the file shown in this field.
- **"File"** – this field will be joined a button of the form "Browse" which will allow the file's loading.

The window with adding a document form must include a button of the type "Save" by which press to be saved the loading document.
The system must include, also, into the interface a button of the type "Cancel" which must close the window of the adding form.

Form for searching a document in the list

The system must include in the lower part of the interface "Documents" a searching documents form that will contain the following searching criteria:

- **"Document's number"** – text field in which will be inserted the complete/partial number of the searched document;
- **"Name"** – text field in which will be inserted the complete/partial name of the searched document;
- **"Document type"** – the drop-down list with the following options (by default, the selected value will be **"undefined"**):
  - Undefined,
  - Input document,

  - Output document.
- **"Shipment's type"** – the drop-down list with the following options (by default, the selected value will be **"undefined"**):
  - Undefined,
  - Courier,
  - Simple letter,
  - Registered letter.
- **"Date of preparation"** – the system must allow the selection from a drop-down list of the period when the document was saved (by default, the selected value will be **"undefined"**):
  - Undefined,
  - Current week,
  - Last week,
  - Current month,
  - Last month,
  - Current trimester,
  - Last trimester,
  - Current year,
  - Last year.

For the field **"Date of preparation"** the system must allow and the searching between two specific dates. In this way, in the interface must be the possibility of introduction of a start date and an end date of the time interval in which is wished to be achieved the searching. In this way, in the interface must be two calendar fields.

- **"File number"** – text filed in which is introduced the complete/partial registration number of the file;
- **"Issuing body"** – text field in which will be inserted the complete/partial name of the issuing authority;
- **"External number"** – text field in which will be inserted the complete/partial name of the document's external number;

In the searching interface, the system must include a button of the type "Search"that once pressed will display in the list from the upper part of the interface the search results in accordance with the defined criteria.

Also, the system must include and a button of the type "Clean" which once pressed will cancel the selections made by user among the criteria.

The right of access to the performing of the registration of documents actions in the register of input/output of documents – "Documents" from the menu "Registers" within the program must belong to all users ICMS.

2.8.2. Files movement

In this section, the system must allow the evidence of the files movement in ICMS.
In this sense, the interface must include the following elements:

- Entries list about files movement – displayed in the superior part of the interface;
- access to the form of adding files movement events – displayed in the form of a button within the interface "File movement";
- the form of searching files movement event – displayed in the inferior part of the interface.

List of registrations on files movement

Entries list about files movement

The list in which will be displayed the registered documents must include the following information about each document:

- **"Date" –** will be displayed the date of event's registration;
- **"Person who received the file" –** will be displayed the name and surname of the person who received the file;
- **"File number" –** will be displayed the file number.

For each registration displayed in the list, the system will include laterally a specific button for:

- Viewing of information about registered movement – by clicking this button, the system must open the window with the form of adding a movement event in which will display the saved information.

The system must display the names of information, including the buttons, in the superior part of the list.
When the list of movements is accessed, the system must display the information sorted chronologically in reverse, with the most recent registrations on the top, depending on the date of registration. Also, the system will allow the sorting of information from all headings in an ascending/descending way with a click on the end of table from any of headings.
The system must allow the selection from the interface of the registrations number which be displayed in the list (by a field of type "Registrations displayed number" with a drop-down list with the following values: 10, 20, 30, 40, 50) and, also, to allow the browsing of pages when these cannot be displayed into one page.

Form of adding of a movement event

The interface "File movement" must include a button of the form "Add" by whose press will open into a distinct window the form of adding of a movement event which will include the following fields:

- **"File's number" –** text field for completing the file's number for which the movement is made. The system must place beside a button by which the user can open the files list and to choose the file for which he wants to register the movement;
- **"Person who received the file" –** text field in which will be inserted the name of person who received the file;
- **"Date of receiving" –** calendar field that will allow the selection of the date of registration of the movement event – by default, the selected date will be the current date;
- **"Comments" –** text field in which will be inserted other comments on the edge of registered movement.

The window with the form of adding of a movement event must include a button of type "Save" by whose press to be saved the event in the list.

The system must include, also, in the interface a button of type "Cancel", which must close the window of the registration form.

Form of searching of a movement event in the list

The system must include in the inferior part of the interface "File's movement" a form of searching of the movements that will contain the following searching criteria:

- **"Document number"** – text field in which will be inserted the complete/partial number of the searched document:
- **"Person who received the file"** – text field in which will be inserted the complete/partial name of the person who received the file;
- **"Date of receiving"** – the system must allow the selection from a drop-down list of the period in which the document was saved (by default, the selected value will be **"undefined"**):
  - Undefined;
  - Current week;
  - Last week;
  - Current month;
  - Last month;
  - Current trimester;
  - Last trimester;
  - Current year;
  - Last year.

Associated with the field "Date of receiving" the system must allow and the searching between two specific dates. Thus, in the interface must be the possibility of entry of a start date and an end date of the time interval in which is wanted to be achieved the searching.

Thus, must be in the interface two calendar fields.

In the searching interface, the system must include a button of type "Search" which once pressed will display in the list from the superior part of the interface the results of searching according the defined criteria.

Also, the system must include and a button of type "Clean" which once pressed will cancel the selections made by user among the criteria.

The right of access to the accomplishment of actions of registration in the register "File's movement" from the menu "Registers" within the program must belong to all users ICMS.

2.9 MEASURING THE PERFORMANCE OF LAW COURTS

At the main menu level, the system must include a section "Performance's measuring" which must offer support to the courts in quantification of the results of activities.
Within the interface "Performance measuring", the system must allow the generating of some indicators of performance's measuring as follows:

- Rate of files solving;
- Examination on time of files;
- Duration of pending files;
- Rate of postponed court sessions;
- Rate of files resolved in only one court session;
- Average number of administrative personnel allocated to a judge;
- Average cost per examined file;
- Commitment of instance personnel.

Thus, the interface will include the following elements:

- Form of selection of the performance indicator and the specific options – displayed on the left side of the interface;
- Indicator result – displayed on the right side of the interface as a chart or table;

Form for selecting the performance indicator
The form must include the following fields:

- **"Indicator"** – the drop-down list from which will be selected the wanted indicator and there are the following options:
- Rate of files solving;
- Examination on time of files;
- Duration of pending files;
- Rate of postponed court sessions;
- Rate of files resolved in only one court session;
- Average number of administrative personnel allocated to a judge;
- Average cost per examined file;
- Commitment of instance personnel.

After the selection of indicator, the system must display a button as a link by which by pressing will allow the conducting of the user into a distinct page where to be supplementary piece of information as to respective indicator.
The displayed supplementary piece of information must be that which is specific to indicators mentioned in the section "Definitions for performance indicators" within this chapter.

- **"Court"** – the drop-down list from which will be selected the court for which is wanted the judge's displaying – the system must display the courts of all levels (Court of first instance, Appeal Court, Supreme Court of Justice).
- **"Files type"** – the drop-down list from which will be selected the files' type for which is wanted the indicator's displaying and which will have the following options:
  - All;
  - Civil;
  - Criminal;
  - Contravention.

- **"Files categories"** – the drop-down list from which will be selected the files category for which the displaying of the indicator is intended.
- **"Period"** – the selection from a drop-down list of the period of measuring of the instances' performance which will include the following options (by default, the selected value will be **"undefined"**):
  - Undefined;
  - Current year;
  - Last year;
  - Current trimester;
  - Last trimester;
  - Current month;
  - Last month.

Related to field "Period" the system must allow and the searching between two specific dates.
Thus, in the interface must be the possibility of introduction of a start date and an end date of the time interval in which is wanted the measuring.
Thus, must be in the interface two calendar fields.

- **"Minimum value"** – field of type checking box, which if it is check, will display in the indicator's diagram, represented by red, the minimum value which delimits minimum bound of performance under which can be applied corrective actions and the maximum bound of performance.
- **"Maximum value"** – field of type checking box, which if it is check, will display in the indicator's diagram, represented by green, the maximum value over which the activity is considered acceptable or exemplary;
- **"Median value"** – field of type checking box, which if it is check, will display in the indicator's diagram, represented by yellow, the middle value into a certain row of numbers. For example, the median value for five numbers 40, 50, 70, 20 and 10 is 40, that is average number from that row.
- **"Average value" -** field of type checking box, which if it is check, will display in the indicator's diagram, represented by orange, the middle value into a certain row of numbers. For example, the median value for five numbers 40, 50, 70, 20 and 10 is 38.

- **"75%"** - Centila 75 –checkbox type field that when ticked will display the diagram of the indicator represented by blue, centila 75 that can be defined as a number higher or equal to 75% from the numbers in the row. Performance to centila 75 is considered better than the average performance or the median one.

Note
By the administration interface at central level, the system must allow the establishment and modification of the minimum and maximum values which are mentioned above.
The form must include and two buttons as follows:

- **"Show"** – by pressing this button the system must allow the generating on the right side of the interface of the chart and table for measuring of the performance of courts at a selected indicator;
- **"Reset"** – by pressing this button, the system must reset the options conveyed above for the measuring the performance of courts.

2.9.1. Definitions for performance indicators

Rate of solving files

Definition: The number of closed files expressed as a percentage from the number of initiated files. The initiated file is that which was received and registered by a judicial instance. Closed file is that which was solved and finished by an instance.
For judges, this indicator is definite as number of closed files expressed as a percentage from the number of files which were distributed to them.
Purpose: The indicator Rate of solving of the files assesses if the instance copes with the working volume.
For instances, this working volume means all registered files and for judges – all files which were distributed to them in a certain period of time.
The purpose of this indicator is to help the instances and the courts to learn if they solve so many files as they are registered and (2) to identify the similitudes and the differences between the rates of solving of the different kinds of files in different periods of time.
This information can be used for help the instance or the judge to distribute the internal resources better or to change the trials, fact that will allow a more efficient examination of the files.
In case if the files are not ended on term, the number of outstanding files will increase significantly, overcrowding, thus, the court's activity.
The indicator Rate of solving of the files is expressed as an only number that can be compared, within an instance, between more judges and kinds of files for any period of time, or even between more instances.
The judicial instance must check regularly if it succeeds to cope with working volume by pursuit and analysis of the Rate of solving of the files regularly and continuously, and not only once a year or once a few months.
The knowledge of the rates of solving for different kinds of files can help the judges or judiciary superintendents to identify fast the most efficient deficiencies and betterments.
The initial results of the assessment of this indicator can serve as a fundamental standard that answers to the following questions "Which is our current level?" and "Where the betterments are necessary?".
The successive assessments can show how evolves in time the Rate of solving of the files in comparison with fundamental standard.
Such indicators of the trends can praise fast the changes in the manner of work of the instances and answer to the question "Which are the results of our efforts of administration of the files volume in the last months or from the beginning of this year?".

Methodology: The indicator offers information about the members of the registered and solved files, disintegrated depending on the instance, kind of file and time period. For establish the number of the files registered and solved in the reference period, will be extracted and used data from ICMS.
The Rate of solving of the files is calculated by division of the total number of the initiated (registered) files to the number of the solved (closed) files.
In order to obtain the indicator's result for certain kinds of files, the number of the closed files is divided to the number of the initiated files from each category of files.
The Rate of solving of the files is calculated by division of the total number of the initiated (registered) files to the number of the solved (closed) files.
In order to obtain the indicator's result for certain kinds of files, the number of the closed files is divided to the number of the initiated files from each category of files

Calculation Formula of the Rate of solving of the files
% = (A/B) X 100

Where:

A = the number of the files solved into a period of time;

B = the number of the files registered by the instance or the files distributed to a judge;

Duration of pending files (number of remaining files)

Definition: This performance indicator measures the age of the files received and registered by the Court (that is, the time that passed since registration), but which have not yet been resolved and concluded. The duration of pending is expressed as the rate of pending file and the number of remaining files - i.e. those which were not located within the Court for more than the established period of reference (e.g. 30 days for administrative causes 100 days for criminal cases and 200 days for civil cases).

Purpose: Knowing the duration of active files pending in court is very useful in order to address important relevant questions: are there file that have not yet been resolved? How many such cases exist? Which types of files could pose a problem in this respect? Given the current and previous performance, what are the forecasts for the future?

Files received and recorded by the Court, but which have not yet been completed, represents the volume of cases pending. A full and correct inventory of active files pending, as well as the number and duration of their quantitative assessment of the overall performance of the court in terms of compliance with the time periods set out to resolve files. After establishing the duration spectrum for different categories,the instance can focus on resolving files in a reasonable time.

Methodology: Data for this indicator include the following: (1) number of files pending from the total number of files remaining; (2) the duration of each stay in pending of a file; and (3) reference point or standard for examination in term of the main types or categories of cases. The duration of the files pending is expressed as a single number that can be compared, within the cour of law, for any and all judges, types of files, for any period of time, or between several courts.

Calculation formula for the *duration of the pending files%*= (A/(A + B)) X 100

Where :

A = Files that are pending for a period of time shorter than the reference term(ex: 30 days-30 days for administrative cases, 100 –for criminal casessi 200 –for civil cases)

B = Files that are pending for a period of time longer than the reference term (ex: 30 days -30 days for administrative cases, 100 – for criminal cases si 200 – for civil cases)

Examining files in term

Definition: The rate of files resolved in the period of time established - within 30 days from

registration for the administrative cases, 100 days-for criminal cases and 200 days for civil cases.

Purpose: Which is the period required for the court to issue decisions and solve a file? Resolving certain types of files, from registration and until issuing a court decision requires a longer period of time? What is the difference between judges in terms of examining files in term? What is the difference between the real period necessary for examination of the files and the terms of reference accepted for examination files in term?

The purpose of this performance indicator of the courts is to help courts and judges (1) to monitor and assess if the files are efficiently resolved in term and (2) to identify the similarities and differences in terms of the examination files in term between different types of files and different time periods. This information may be used to help maximize the efficiency of the Court and judges to allocate internal resources or to modify processes that would allow them to process files in a more efficient manner.

By resolving files in due terms, court enhances the trust and safety degree of the population in the judicial process. This indicator, which is used along with that of the duration of pending files and rate of solving cases is an essential management instrument used to assess the time required for the judges to examine files. Through this indicator the actual performance of the courts in relation to standards and norms of examining files in term are compared.

Methodology: The indicator Examination of the files in term is expressed as a single number that can be compared, in the court of law, for any and all judges, types of files, for any period of time, or between several courts.

Calculation formula for *Examination of files in terms%* = (A/(A + B)) X 100

Where:

A = Files resolved in a period of time shorter than the reference term (de ex. 30 days for administrative cases, 100 days for criminal cases and200 days for civil cases)

B = Files resolved in a period of time longer than the reference term

Rate of postponed court sessions

Definition: Rate of postponed court sessions from the total number of court sessions planned into a certain period of time.

Purpose: How frequently takes place the adjournment of the court sessions?

Are justified the resolutions regarding the adjournment of the court sessions?

The purpose of this indicator of performance of the judicial instances is to help the courts and the judges (1) to supervise and to establish if the files are solved efficiently and (2) to identify the

similitudes and differences regarding the adjournment of the court sessions between different kinds of files and different periods of time.
This information can be used for help the authorities from judicial system and the judicial instance to identify the abuse cases and to initiate a control in case of hunting out of such situations.
By solving the files without the frequent adjournment of the court sessions, judicial instance increases the degree of trust and safety of the population in the judicial process.
This indicator, used together with the other indicators of measuring of the performance, represents an essential instrument of management used for the identification of the situations of frequent adjournment of the files' examination to be, subsequently, applied the adequate measures of prevention and fighting of such phenomena.

Methodology: The indicator *Rate of postponed court sessions* is expressed as an only number which can be compared, within a court, for anyone and all judges, kinds of files for any time period or between more courts.

Calculation Formula of the Rate of postponed court sessions % = (A/B) X 100
Where:
A = the number of the court sessions adjourned in the reference period;
B = the total number of the court sessions unfolded in the reference period.

The rate of files resolved in one court session

Definition: The rate of files resolvedby a single court session in a certain period of time.

Purpose: The judge's ability to solve the file in the first session of the examination of the case is associated with the settlement in term of the file. The given indicator is an instrument used to assess the way in which courtsessions and practices of delay of the trial sessions are planned.

Methodology: The indicator *rate of files resolved in one court session*shall be expressed as a single number that can be compared, within the court of law, for any and all judges, types of files, for any period of time, or between several judges.

Calculation Formula of the*rate of files resolved in one court ses*sion % = (A/B) X 100

Where:

A = Number of files concluded by 0 or 1 in the period of reference

B = Total number of files concluded in the period of reference

The average number of administrative personnel accrued to a judge

Definition: The given indicator reflects the number of administrative personnel accrued to a judge within the Court. Data will be generated per court and nationwide in selected time periods.

The administrative personnel of the Court includes: Chief Secretary, Judicial assistant, Registrar, Head of Department/section/service, main specialist, superior specialist, specialist, translator, senior controller Inspector/controller inspector of SEDP, superior controller inspector over execution of court decisions.

Methodology: The indicator *average number of administrative personnel accrued to* **a judge** shall be expressed as a single number that can be compared between several judges, types of files for any period of time.

Calculation Formula of the *average number of administrative personnel accrued to a judge*% = (A/B)

Where:

A = Total number of administrative personnel in the court.

B = Total number of judges active in the reference period

Average charge per judge % = (C/B)

Where:

C = Total number of files assigned in the period of reference.

B = Total number of judges active in the reference period.

Average cost per examined file

Definition: The average value of funds to be used to examine a file.

Application area:

- Nationwide –will be calculated using as a counter and denominator the value of indicators for all courts of the same type.
- At the level of the court – will be calculated using as a counter and denominator the value of indicators for each court separately.

Information sources:

- Information pertaining to the expenditure of the Court will be selected from 1 c budget.
- Statistics information on examined files selected from ICMS.

Calculation formula:

$$C_{DE} = \frac{\Sigma Expenditures}{N_{DE}}$$

where

C_{DE} – Average cost per file examined.

Σ Expenditures – the total value of expenditure in expenditures paragraphs 113.03, 113.06,113.10,113.11,113.18,133.20,113.21,113.22,113.23 si 113.45.

N_{DE} – The total number of files examined in a determined period (all types of files).

Commitment of court employees

Definition: Appreciation by the personnel of the Court of the work environment and of the relations between employees and the leadership of the Court.

Purpose: Loyal employees have a direct impact on the performance of the Court. The given indicator is an instrument for analyzing the employees ' opinion of the Court regarding the motivation and commitment of the personnel to provide quality services. Knowing how employees perceive their place of work and relationships with colleagues is essential for facilitating organizational development and change.

Methodology: The indicator represents a survey of all employees which is to be organized every 6 months. The questionnaire of the survey includes 27 questions which the employees of the Court will answer. The survey will take place online in specified periods of time and involves an Internet connection. Analysis of the results of the survey can be viewed at the national level, at the level of the Court and at the level of department/section/service.

For the realization of the survey system must include in the main menu "Performance measurement" option "Survey" that should display in the interface the possibility of filling in the answers electronically as well.

All the answers to the questions should be displayed as radio buttons which will allow the selection of a single answer.

At the end of the questionnaire, the interface "Survey" must include a „Save" type button that by pressing will save the selected answers. In this case, the system will display a confirmation message in a dialog window in the form "Are you sure?" that will include two buttons "Ok" and "Cancel" so that the user can confirm the saving action.

The system must also include a button in the interface of the form "Cancel" in order to cancel all selected answers.

Access to the interface „Survey" must be allowed to users with all types of roles.

For details on the survey questions from the questionnaire, refer to Annexes section Annex "Survey concerning the commitment of the personnel of the Court".

2.9.2. Representation of the performance indicators

Rate of solving files

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form. In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

Displaying results in the form of a diagram

Representation of the indicator diagram will be made in the right side of the interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (in case all the courts were selected) or the names of the judges (if a single court was selected)
- the vertical axis will display the solving rate expressed as a percentage

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name judge/court	Indicator %	Registered	Resolved	Pending	Examined	Rejected	Connected	Arrear at the beginning of the reported period	Arrear at the end of the reported period

Which includes the following fields:

- **„Indicator %"** – value in % of the performance indicator;
- **„Registered"** – number of files registered in the selected period;
- **„Resolved"** – number of files resolved in the selected period;
- **„Pending"** – number of files under examination in the selected period;

- **„Examined"** – number of files examined in the selected period from the number of assigned files;
- **„Returned"** – number of files returned in the selected period;
- **„Rejected"** – number of files rejected in the selected period;
- **„Connected"** – number of files connected in the selected period;
- **„Arrearat the beginning of the reported period "** – number of files remaining at the beginning of the reporting period;
- **„Arrear at the end of the reported period "** – number of files remaining at the end of the reporting period;

As part of the indicator "Rate of solving", the system mustallow the displaying of data both at all levels of all courts, as well as for each separate Court (judge level) depending on the selection in the field "Courts".

Duration of pending files

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form.

In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

Displaying results in the form of a diagram

Representation of the indicator diagram will be made in the right side of the interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (in case all the courts were selected) or the names of the judges (if a single court was selected)
- the vertical axis will display the duration of the pending files expressed as a percentage

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name judge/court	Indicator %	Current	All pending files

Which includes the following fields:

- **„Indicator %" –** value in % of the performance indicator;
- **„Current" –** number of files pending in the selected period;
- **„All pending files" –** number of files pending in the selected period;

As part of the indicator "Duration of pending files", the system must allow the displaying of data both at all levels of all courts, as well as for each separate Court (judge level) depending on the selection in the field "Courts".

Examining files in term

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form.

In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

Displaying results in the form of a diagram

Representation of the indicator diagram will be made in the right side of the interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (in case all the courts were selected) or the names of the judges (if a single court was selected)
- the vertical axis will display the examination in term of the files expressed as a percentage

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name judge/court	Indicator %	Resolved in term	Not resolved in term

Which includes the following fields:

- **„Indicator %"** – value in % of the performance indicator;
- **„Resolved in term"** – number of files solved in term in the selected period;
- **„Not resolved in term"** – number of files not solved in term in the selected period.

As part of the indicator "Examining files in term", the system must allow the displaying of data both at all levels of all courts, as well as for each separate Court (judge level) depending on the selection in the field "Courts".

Rate of postponed court sessions

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form.

In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

Displaying results in the form of a diagram

Representation of the indicator diagram will be made in the right side of the interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (in case all the courts were selected) or the names of the judges (if a single court was selected)
- the vertical axis will display the rate of postponed court sessions expressed as a percentage

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name of court/judge	Indicator %	Registered	Assigned	Accepted into procedure	Court sessions	Postponed court sessions	Files with 1 court session postponed	Files with 2 court session postponed	Files with 3 court session postponed	Files with 4 court session postponed	Files with 5 court session postponed	Files with 6 or more court session postponed

Which includes the following fields:

- **„Indicator %"** – value in % of the performance indicator that corresponds to the rate of postponed court sessions;
- **„Registered"** – number of files registered in the selected period;
- **„Assigned"** – number of files assigned in the selected period;
- **„Accepted into procedure"** – number of files accepted into procedure in the selected period;
- **„Court sessions" -** number of sessions saved in the registered/assigned files and accepted into procedure in the selected period;
- **„Posponed court sessions" -** number of sessions postponed from the registered/assigned files and accepted into procedure in the selected period;

  Including:

- **„Court sessions postponed 1 time" -** number of court sessions postponed 1 time from the total number of postponed court sessions;
- **„Court sessions postponed 2 times" -** number of court sessions postponed 2 times from the total number of postponed court sessions;
- **„Court sessions postponed 3 times " -** number of court sessions postponed 3 times from the total number of postponed court sessions;
- **„Court sessions postponed 4 times " -** number of court sessions postponed 4 times from the total number of postponed court sessions;
- **„Court sessions postponed 5 times " -** number of court sessions postponed 5 times from the total number of postponed court sessions;
- **„Court sessions postponed 6 times or more" -** number of court sessions postponed 6 or more times from the total number of postponed court sessions;

As part of the indicator "Rate of postponed court sessions", the system must allow the displaying of data both at all levels of all courts, as well as for each separate Court (judge level) depending on the selection in the field "Courts".

Rate of files resolved in one court session

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form.

In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

Displaying results in the form of a diagram

Representation of the indicator diagram will be made in the right side of the interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (in case all the courts were selected) or the names of the judges (if a single court was selected)
- the vertical axis will display the rate files resolved in one court session expressed as a percentage

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name judge/court	Indicator %	Registered	Assigned	Accepted into procedure	Resolved	Court session	Number of files resolved by 0 or 1 court session

Which includes the following fields:

- **„Indicator %"** – value in % of the performance indicator that corresponds to the files resolved in one court session;
- **„Registered"** – number of files registered in the selected period;
- **„Assigned"** – number of files assigned in the selected period;

- **„Accepted into procedure" –** number of files accepted into procedure in the selected period;
- **„Resolved" –** number of files resolved in the selected period;
- **„Court sessions" - -** number of sessions saved in the registered/assigned files and accepted into procedure in the reporting period;
- **„Number of files resolved by 0 or 1 court session" - n**umber of files resolved by no session or by at least one session.

As part of the indicator "Rate of files resolved in one court session", the system must allow the displaying of data both at all levels of all courts, as well as for each separate Court (judge level) depending on the selection in the field "Courts".

Average number of administrative personnel accrued to a judge

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form.

In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

Displaying results in the form of a diagram

Representation of the indicator diagram will be made in the right side of the interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (in case all the courts were selected) or the names of the judges (if a single court was selected)
- the vertical axis will display the average number of administrative personnel accrued to a judge expressed as a percentage

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name of judge/court	Indicator %	No. of employees	No. of judges	Assigned	Average charge per judge

Which includes the following fields:

- **„Indicator "** – value of the performance indicator that corresponds to the average number of administrative personnel accrued to a judge;
- **„No. of employees"** –number of employees from within the court registered in ICMS in the selected period;
- **„No. of judges"** – number of judges from within the court registered in ICMS in the selected period;
- **„Registration"** – number of files registered in the selected period;
- **„Assigned"** – number of files assigned in the selected period;
- **„Average charge per judge"** – average charge figure per judge.

As part of the indicator "Average number of administrative personnel accrued to a judge", the system must allow the displaying of data both at all levels of all courts, as well as for each separate Court (judge level) depending on the selection in the field "Courts".

Average cost per examined file

For this indicator, the form displayed on the left side of the interface must include the following additional field:

- **"Year"** - drop-down list from which the year for which it is intended to measurement of the performance indicator is selected

Also, the "Period" field must be inactive at the selection of this indicator.

The performance indicator results must be displayed both in the form of „barchart" type diagram, as well as in tabular form.

In this sense, in the right side of the interface there must be a button that allows you to change between the "diagram" and "table" mode.

<u>Displaying results in the form of a diagram</u>

The performance indicator "Average cost per examined file" must be represented in the diagram in MDL for the selected reporting year. The diagram must contain data about the total number of files examined (civil, criminal and contravention) by the courts in the selected reporting year.

Representation of the indicator diagram will be made in the right side of the interface and will display two overlapped „barchart" type graphs as follows:

- The first graph (represented with colored bars) will include the following information:

  - the horizontal axis will display the names of the courts
  - the vertical axis will display the total number of examined files

The system must display the results in the „barchart" type graph in descending order as follows:

- lowest values will be displayed on the right side of the graph
- highest values will be displayed on the left side of the graph

- The second graph (represented with transparent bars) will include the following information:

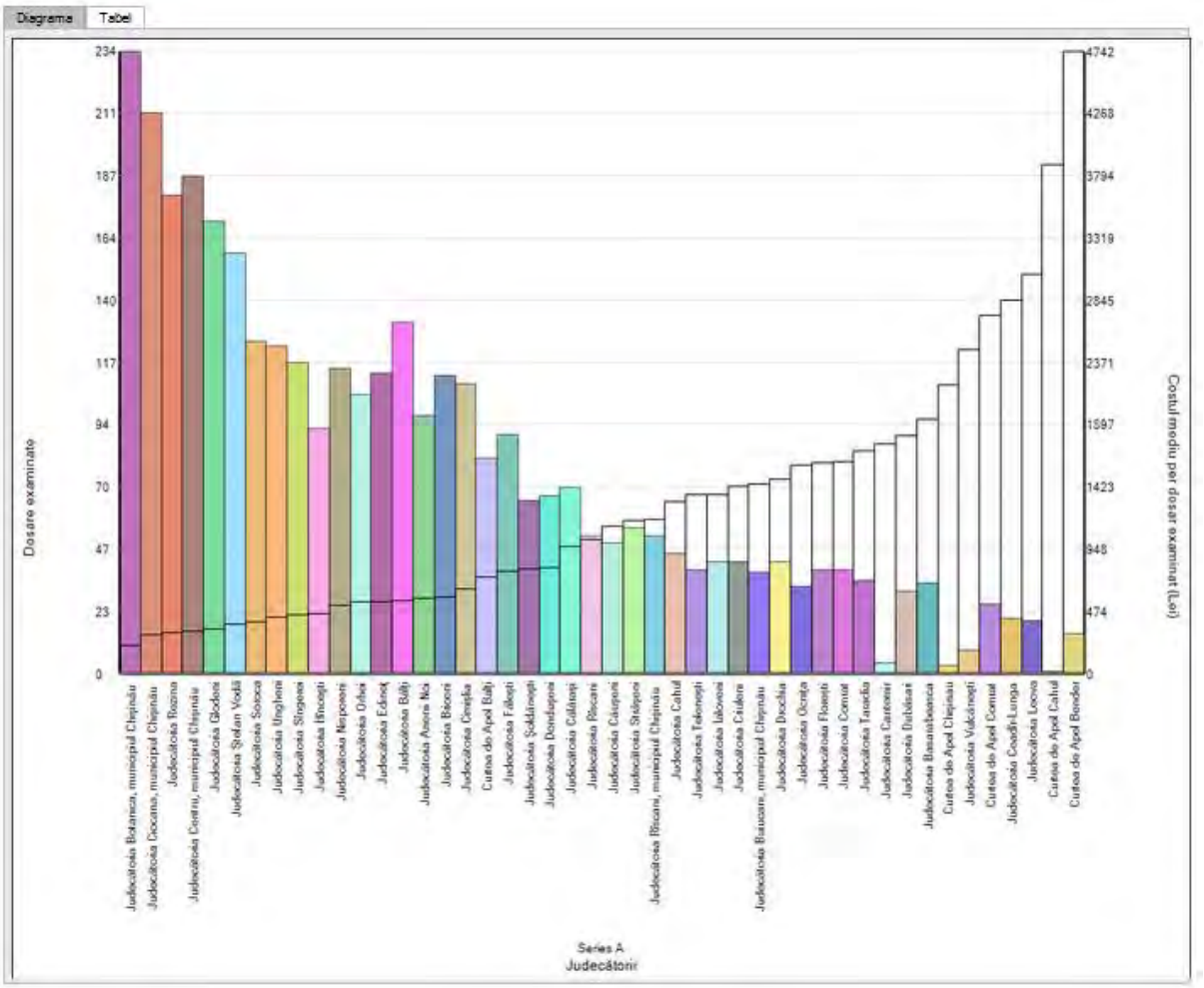
  - the horizontal axis will display the names of the courts
  - the vertical axis will display the Average cost per examined file expressed in MDL

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the right side of the graph
- highest values will be displayed on the left side of the graph

At the end, by overlapping the two graphs a clear image of the average cost per examined file must result according to the number of the files for each instance.

In terms of vision, the graph relating to the average cost per file reviewed must comply with the model below:



Displaying results in the form of a table

The table with the results for this indicator of performance must comply with the model below:

Name of the court	Average cost per examined file	Total examined files	Civil files examined	Contravention files examined	Criminal files examined	Total expenditures	113.03	113.06	113.10	113.11	113.18	113.20	113.21	113.22	113.23	113.45

Which includes the following fields

- **„Name of the court"** – list of courts;
- **„Average cost per examined file"** –the value of the performance indicator which corresponds to the average cost per examine file;
- **„Examined files/Total"** – total number of examined files in the reporting period;

- **„Examined files/Civil "** – total number of civil files examined in the reporting period;
- **„Examined files/Contravention"** – total number of contravention files examined in the reporting period;
- **„Examined files/Criminal"** – total number of criminal files examined in the reporting period;
- **„Executed expenditures/Total"** – total value of expenditures in paragraphs of expenditures113.03, 113.06,113.10,113.11,113.18,133.20,113.21,113.22,113.23 and 113.45 in Ron MDL. The information pertaining to the expenditures of the court will be selected from 1C Budget;
- **„Executed expenditures /113.03"** – value of expenditures in paragraphs of expenditures113.03 - Office supplies, materials and household items;
- **„Executed expenditures /113.06"** – value of expenditures in paragraphs of expenditures113.06 –Books and periodic editions;
- **„Executed expenditures /113.10"** – value of expenditures in paragraphs of expenditures113.10 - Medicine and consumables;
- **„Executed expenditures /113.11"** – value of expenditures in paragraphs of expenditures113.11 - Telecommunications and post services;
- **„Executed expenditures /113.18"** – value of expenditures in paragraphs of expenditures113.18 - Current repairs of equipment and inventory;
- **„Executed expenditures /113.20"** – value of expenditures in paragraphs of expenditures113.20 - State and local symbols and signs of state distinction;
- **„Executed expenditures /113.21"** – value of expenditures in paragraphs of expenditures113.21 –Professional instruction;
- **"Executed expenditures /113.22"** – value of expenditures in paragraphs of expenditures113.22 - Publishing services;
- **„Executed expenditures /113.23"** – value of expenditures in paragraphs of expenditures113.23 - Expenditure on protocol;
- **„Executed expenditures /113.45"** – value of expenditures in paragraphs of expenditures113.45 - Goods and services not allocated to other paragraphs.

Commitment of the personnel of the court

For this indicator, the system must score in the form displayed on the left side of the interface as inactive the following fields:

- **"Files type"**
- **"Files categories"**
- **"Period"**

The performance indicator results must be displayed both in the form of the diagram (diagram "Satisfaction" and "Dissatisfaction" diagram) and tabular form.

In this sense, the right side of the interface must be a button that allows the change between "Table", "Satisfaction" and "Dissatisfaction" modes.

Displaying results in the form of a table

The performance indicator "Commitment of the personnel of the court" must be accounted for in the table by the survey results. Thus, the table should contain the average score for each question of the survey.

The table with the results for this indicator of performance must comply with the model below:

No.	Question	Average	N	Very rarely	Seldom	Sometimes	Frequently	Always

Which includes the following fields:

- **"No"**–Number of the question
- **"Question"**–question in the survey
- **„Average"**–average score
- **„N"**–number of answers valid for each question;
- **„Very rarely", „Seldom", „Sometimes", „Frequently", „Always"** –survey options columns with numbers of answers

The system must also display the 3 tables for those 3 questions in the survey in the "Basic Information" section as follows:

No.	Question	Judge	Secretary administrative service (includes the chief secretary)	The registrar of the secretary	Direction/section of systematization, generalization of judicial practice and public relations	Direction/Section record and trial documentation
28	In which direction/section/service do you activate?					

In this table the number of answers for each of the survey options will be displayed.

No.	Question	Less than 1 year	1-5 years	6-10 years	11-20 years	More than 20 years
29	For how long have you been active in this court?					

In this table the number of answers for each of the survey options will be displayed.

No.	Question	1-2 years	3-5 years	6-10 years	11-20 years	More than 20 years
30	I still plan to work in the court					

In this table the number of answers for each of the survey options will be displayed.

Displaying result in the diagram

The second level of analysis must provide a more sophisticated interpretation of the results by grouping the questions into categories. The survey includes 27 questions which can be grouped into two basic categories:

- questions that reflect three factors that promote employee satisfaction
- questions that reflect three factors associated with their dissatisfaction

Factors that promote employee satisfaction motivates them to obtain excellent results, while inhibiting factors that involve instances where employees' ability to fulfill their duties in a timely manner is inhibited. Satisfaction is directly related to achievement, recognition, interesting work, increased responsibility. These factors are motivators.

- **Satisfaction**

  The system must allow the displaying in the form of a „barchart" type diagram the average level of satisfaction from the courts.

  Indicator diagram representation will be made in the right interface and will display a „barchart" type graph that will include the following information:

  - the horizontal axis will display the names of the courts (if all courts were selected in the joint form) or the names of the sections (if a certain court was selected)
  - the vertical axis will display the "satisfaction" score

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

The calculation of the indicator "Satisfaction" is done based on the sub-indicators „Achievement" "Work" and "Responsibility" as detailed in the Annexes section, in Annex "Survey concerning the commitment of the personnel of the Court".

The system must allow the displaying of data both in all courts, as well as for each court separately (the results will be displayed by the section that completed the survey: Judge, the Secretary administrative service (including the Chief Secretary), the Secretary Registrar, Direction/Section for Systematization, Generalization of judicial practice and Public relations, Direction/Section record and trial documentation), depending on the selection in field "Courts".

- **Dissatisfaction**

  The system must allow the displaying in the form of a „barchart" type diagram the average level of dissatisfaction in the courts.

  Indicator diagram representation will be made in the right interface and will display a „barchart" type graph that will include the following information:

- the horizontal axis will display the names of the courts (if all courts were selected in the joint form) or the names of the sections (if a certain court was selected)
- the vertical axis will display the "dissatisfaction" score

The system must display the results in the „barchart" type graph in ascending order as follows:

- lowest values will be displayed on the left side of the graph
- highest values will be displayed on the right side of the graph

The calculation of the indicator "Dissatisfaction" is done based on the sub-indicators „Leader and the relationship with him", "Work conditions" and "Interpersonal relations" as detailed in the Annexes section, in Annex "Survey concerning the commitment of the personnel of the Court".

The system must allow the displaying of data both in all courts, as well as for each court separately (the results will be displayed by the section that completed the survey: Judge, the Secretary administrative service (including the Chief Secretary), the Secretary Registrar, Direction/Section for Systematization, Generalization of judicial practice and Public relations, Direction/Section record and trial documentation), depending on the selection in field "Courts".

2.9.3. Statistics to verify the accuracy of the files management in ICMS

In order to verify the accuracy of the files management in ICMS there will be implemented the following statistics:

a) Rate of ICMS functionalities use

The searching mechanism will include:

- Court
- Judge
- Period
- Files type
- Category
- Number of results in the page

The obtained table with data will have the following sections, if the search is performed by judge:

File no.	File name	Assignment	Acceptance into procedure	Court sessions calendar	Decisions	Resolutions	Statements of facts	Appeals/ second appeals registration,	Execution procedure

The fields mentioned above will be marked with green color if they are filled, but if the file status is closed and the fields contain the number 0 or do not contain data, the fields will be marked with red and the Head of the Secretariat Department and the judge will be able to view information through a specific notification.

The obtained table with data will have the following sections, if the search is performed by court:

Judge	Assigned files	No. of files in which the acceptance into procedure menu has been used	No. of files in which the court sessions calendar has been used	No. of files for which there have been published resolutions	No. of files for which there have been published decisions	No. of files for which there have been uploaded statements of facts	No. of files for which there have been inserted data in the menu for appeals/ second appeals	No. of files for which there have been inserted data in the menu for execution procedure
Total per court								

The obtained table with data will have the following sections, if the search is performed by system:

Court	Assigned files	No. of files in which the acceptance into	No. of files in which the court sessions calendar	No. of files for which there have been published	No. of files for which there have been published	No. of files for which there have been uploaded	No. of files for which there have been inserted	No. of files for which there have been inserted

		procedure menu has been used	has been used	resolutions	decisions	statements of facts	data in the menu for appeals/ second appeals	data in the menu for execution procedure
Total per system								

b) Duration of pending files

The searching mechanism will include:

- Court
- Judge
- Period
- Files type
- Category
- Number of results in the page

The obtained table with data will have the following sections, if the search is performed by judge:

File no.	File name	Registered (days)	Assigned (days)	Examination (days)	Suspended (zile)	Closed (zile)	In expedition (days)	Total on pending (days)	Total period of inactivity (days)	Total period of waiting (days)

The obtained table with data will have the following sections, if the search is performed by court:

Judge	No. of examined files	Assigned days			Examined						Suspended				Closed						În expedition		
		0-7	8-30	More than 30	0-30	31-60	61-180	181-365	366-731	732-1096	0-30	31-180	181-365	More	0-30	31-60	61-180	181-365	366-731	732-1096	0-30	31-60	More than 60
Total per court																							

The obtained table with data will have the following sections, if the search is performed by system:

Judge	No. of examined files	Assigned days			Examined						Suspended				Closed						In expedition		
		0-7	8-30	More than 30	0-30	31-60	61-180	181-365	366-73	732-10	0-30	31-180	181-365	More	0-30	31-60	61-180	181-36	366-73	732-10	0-30	31-60	More than 60

									1	96								5	1	96			
Total per system																						

c) Monitoring the payment of the state tax with the possibility to view the payment receipt

The searching mechanism will include:

- Court
- Judge
- Period
- Number of results in the page

The obtained table with data will have the following sections, if the search is performed by judge:

File no.	File name	Uploaded payment receipt	Action value	State tax amount	Exemptions	Amount paid	Amount paid extra

d) Number of audio recorded court sessions

The searching mechanism will include:

- Court
- Judge
- Period
- Category
- Number of results in the page

The obtained table with data will have the following sections, if the search is performed by judge:

File no.	File name	Planned court sessions	Held court sessions	Postponed court sessions	Audio recorded court sessions

e) Monitoring the published decisions

The searching mechanism will include:

- Court
- Judge
- Period
- Number of results in the page

The obtained table with data will have the following sections, if the search is performed by judge:

File no.	File name	Issued resolutions	Issued decisions	Published resolutions	Published decisions

Total	-				

The obtained table with data will have the following sections, if the search is performed by court:

Court	**Files in examination**	**Closed files**	**Issued resolutions**	**Issued decisions**	**Published resolutions**	**Published decisions**
Total per system						

f) Duration of court sessions for each file, per court and the global period per system

The searching mechanism will include:

- Court
- Judge
- Period
- Files type
- Category
- Number of results in the page

The obtained table with data will have the following sections, if the search is performed by judge with the possibility to view the information for each file:

File no.	**File name**	**Date of court session**	**Duration of court session**	**Court session result**	**Statement of facts for the court session (uploaded)**

The obtained table with data will have the following sections, if the search is performed by court:

Judge	**No. of files in examination**	**No. of total held court sessions**	**Total duration of held court sessions**	**Average duration of a court session**
Total per court				

The obtained table with data will have the following sections, if the search is performed by system: (judicial system):

Court	**No. of files in examination**	**No. of total held court sessions**	**Total duration of held court sessions**	**Average duration of a court session**
Total per system				

2.10 STATISTICS REPORTING

The system must allow the generation and visualization of statistical statements specific to the activities within the courts.

In this sense, the system must include in the main menu "Statistics Reporting" which will provide the following options:

- **„Reports"** – menu for creating statistics reports.
- **„Files assignment statistics"** – menu for creating file assignment statistics in ICMS from the court system.
- „**Files assignment by judges"** – menu for creating file assignment statistics in ICMS from the court system with information about assigning files by judges.
- **„Files management statistics"** – menu for listing the actions statistics from files saved in ICMS from the court system.
- **„ICMS management statistics "** – menu for listing the actions statistics of administration actions in ICMS from the court system.

Nota:

In order to increase performance, and in order to avoid affecting work with the ICMS system, the statistics reporting module must be placed on a stand-alone server that will collect data from the database and will have exclusively reporting purpose.

2.10.1. Reports

In order to generate statistical reports, the interface "Reports" must be structured in the shape of a form designed to allow the selection of certain options for the report to be generated.

In this sense, the interface "Reports" must contain the following fields:

- **"Report type" -** next to this field there must be a button which by pressing will determine the system to open in a new window the list with all of the reports from which the selection can be made.

  The window that displays the list of reports should also include two filter fields as follows:

  - **"Name" -** text field where the full/partial name of the searched report will be introduces. The system must allow the retrieval of reports even if the name is not inserted completely.
  - **"Group" -** drop down list from which the group of reports to be displyed is selected and will contain the following options:
    - **„All"** – the complete list of statistics reports that can be generated in the statistics reporting mode;
    - **„First instance – civil files"** – statistics reports for First instance - civil files;
    - **„First instance – criminal files"** – statistics reports for First instance – criminal files;
    - **„First instance – contravention files"** – statistics reports for First instance - contravention files;
    - **„Court of Appeal – civil filesin First instance"** - statistics reports for the Court of Appeal and civil files examined in First instance;
    - **„Court of Appeal – civil files in appeal/second appeal "** - statistics reports for the Court of Appeal and civil files examined in appeal/second appeal;
    - **„Court of Appeal – criminal files in First instance"** - statistics reports for the Court of Appeal and criminal files examined in First instance;
    - **„Court of Appeal – criminal files in appeal/second appeal"** - statistics reports for the Court of Appeal and criminal files examined in appeal/second appeal;
    - **„Court of Appeal – contravention files"** - statistics reports for the Court of Appeal and contravention files;
    - **„General reports"**–general statistics reports;
    - **"Reports concerning the random assignment of files"** - statistics reports for the random allocation of files;

- **" Reports concerning the audio recordings of court sessions"** - statistics reports concerning the audio recording of the court sessions;
- **" Reports concerning judgment criminal cases regarding minors"** - statistics reportsconcerning the judgment of criminal cases that involve minors.
- **"Supreme Court of Justice - group 1 civil";**
- **" Supreme Court of Justice - group 2 civil ";**
- **" Supreme Court of Justice - group 3 civil ";**
- **" Supreme Court of Justice - group 4 civil ";**
- **" Supreme Court of Justice - group 5 civil ";**
- **" Supreme Court of Justice - group 6 civil ";**
- **" Supreme Court of Justice - group 7 civil ";**
- **" Supreme Court of Justice - group 8 civil ";**
- **" Supreme Court of Justice - group 9 civil ";**
- **" Supreme Court of Justice - group 10 civil ";**
- **" Supreme Court of Justice - group 11 civil ";**
- **" Supreme Court of Justice - group 12 civil ";**
- **" Supreme Court of Justice - group 13 civil ";**
- **" Supreme Court of Justice - group 1 criminal";**
- **" Supreme Court of Justice - group 2 criminal ";**
- **" Supreme Court of Justice - group 3 criminal ";**
- **" Supreme Court of Justice - group 4 criminal ";**
- **" Supreme Court of Justice - group 5 criminal ";**
- **" Supreme Court of Justice - group 6 criminal ";**
- **" Supreme Court of Justice - group 7 criminal ";**
- **" Supreme Court of Justice - group 8 criminal ";**
- **" Supreme Court of Justice - group 9 criminal ";**
- **" Supreme Court of Justice - group 10 criminal ";**
- **" Supreme Court of Justice - group 11 criminal ";**
- **" Supreme Court of Justice - group 12 criminal ";**
- **" Supreme Court of Justice - group 1 criminal ".**

Depending on the type of the user, the system mustonly display those groups that correspond to the type of the instance of the user who wants to generate the report.

Next to the two fields, this window must also include a button in the form "Search" which by pressing will display in the list only the reports that correspond to the inserted filters.

The window that displays the list of reports must include two buttons in the form "OK"- that chooses the selected report from the list and "Cancel" to close the window with the list of reports.

After selection, next to the field "Report Type", the system must display the name of the selected report.

- **"From" -** calendar field for the selection of the beginning date of the period for which the statistics report is intended to be generated
- **"Until" -** calendar field for the selection of the end date of the period for which the statistics report is intended to be generated
- **"Court"** - dropdown list for selecting the court to which the report is directed, that will include the names of all courts including the option "All"

In order to generate the report in the interface, there must be a "Generate" button that will generate and download the file with the selected statistics report.

Also, the interface must also include a "Cancel" button which will restart the fields from the form of selection of the report.

The system must allow each user to visualize the history of the reports that it has generated.

In this sense, in the interface "Reports", the must be a button in the form „Viewhistory reports" which by pressing willdetermine the system to display in a distinct interface the list of generated reports.

The list of the generated reports must contain the following fields:

- **"Report"–**name of the generated report
- **"Group"–**group of the of the generated report
- **"Judge"**–the court for which the report was generated
- **"Date"–**the date when the report was generated

For each report displayed in history, the system must display laterally a button in the form "Download" that will allow the user to download the report in the form in which it was originally generated.

The names of all the fields, including buttons, must be presented in the table.

The system must allow the selection from the interface of the number of reports to be displayed in the list (through a field in the form “No. of reports displayed” with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when reports cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

When the list of reports is accessed, the system must display the information sorted chronologically in reverse, with the most recent reportsat the top, by the date of generating the report. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

Also, the interface where the list of generated reports will be displayed must also comprise a series of filtering criteria to allow searching reports in the list, namely:

- **"Title" -** text field where the full/partial name of the searched report will be introduced. The system must allow the retrieval of reports even if the name is not inserted completely.
- **"Group" -** drop down list from which the Group of reports in which the search is intended will be selected and which will contain the aforementioned options, depending on the type of user, the system must only display those groups that correspond to the type of instance of the user who wants to generate the report
- **"De from" -** calendar type field for the selection of the beginning date of the period within which the statistics report is searched
- **"Until" -** calendar type field for the selection of the end date of the period within which the statistics report is searched
- **"Court"** - dropdown list for selecting the court to which the searched report is directed, that will include the names of all courts including the option "All"

Next to the two fields, this interface must also include a button in the form "Search" which by pressing will display in the list the reuslts that correspond to the inserted filters.

<u>Reports types</u>

Reporting statistics module must provide the opportunity to create the following statistics reports grouped in categories as follows:

- Reports for theFirst instance
- Reports for the Court of Appeal
- General reports
- Reports for the Supreme Court of Justice

Detailed description of each statistics report generated by the reporting module is described in the Annexes section in Annex 2 - Detailed description of the structure of the statistics reports for the First instance and the Court of appeal and in Annex 3 - Detailed description of the structure of the statistics reports for the Supreme Court of Justice.

2.10.2. Files assignment statistics

The system must allow the visualization of statistical information about the assignment of files in all courts. The system must allow the collection of information from all courts and the daily update of the reporting server which will generate this information.

In order to view the statistics of the assignment of files, the system must include in the menu „Statistics Reporting" option „File assignment statistics" whose interface will consist of the following elements:

- The search section of the files assigned in ICMS - displayed at the top of the interface
- The list of assigned files -displayed in the lower part of the interface

<u>The section for searching files assigned in ICMS</u>

The system must allow the use of a form to search assigned files consisting of the following criteria:

- **"Court"** - drop down list from the name of the Court will be selected (by default, the selected value will be "undefined")
- **"File type"** - drop down list from which the type of the file will be selected and which will have the following options (by default, the selected value will be "undefined"):
  - Undefined
  - Civil
  - Criminal
  - Contravention
- **"File number"** - text field where the registration number of the file must be entered. The system must allow the registration of multiple numbers of files, separated by the symbol ";"
- **"Number of assignments"** - numeric field where the number of assignments of the file will be introduced
- **"File status"** -drop down list from which the status of the file will be selected and which will have the following options (by default, the selected value will be "undefined"):
  - Undefined
  - Archived
  - Examination
  - Appeal
  - Execution

- Registered
- Assigned
- Not carried forward
- Returned
- Rejected
- Resolved
- Connected
- Adjourned
- Change of venue.

- **„Participant type"** - drop down list from which the name of the participant's legal standing recorded in the file is selected.

  The options that will be displayed depend on the type of the instance and the type of the file as follows (by default, the selected value will be "undefined"):

  First instance

  - Civil file: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;
  - Criminal file: Defendant, Victim, Aggrieved party, Prosecutor, Plaintiff, Defender, Responsible plaintiff, Representative, Legal Representative, Witness, Legal Representative of the Witness, Witness's Lawyer, Expert, Translator, Exponent, Adjacent Party, Public Authority, Specialist, Convicted;
  - Contravention file: Offender, Aggrieved party, Legal Representative, Official examiner, Defender, Witness, Expert, Translator, Claimant, Infliction, Infliction – Prosecutor, Prosecutor, Appellee, Plaintiff-Defendant, Representative, Exponent;

  Court of Appeal

  - Civil case: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;

- Criminal case: Defendant, Victim, Plaintiff in Appeal, Plaintiff-Defendant, Claimant, Appellee, Aggrieved party, Civil party, Responsible civil party, Prosecutor, Prosecutor's consultant, Defender, Witness, Witness's Lawyer, Legal representative of the underage witness, Representative, Legal Representative, Expert, Specialist, Exponent, Translator, Public Authority, Other);
- Contravention file (Plaintiff-Defendant, Claimant, Appellee, Offender, Aggrieved party, Witness, Specialist, Expert, Representative, Legal Representative, Defender, Translator, Exponent, Prosecutor, Other);

- **"Name"**–text type field for introducing the searched name;
- **"Last name" -** text type field for introducing the searched last name;
  - "**Registration date**" - The system must allow the selection from a drop down list of the file registration interval (by default, the selected value will be "undefined"):
    - Undefined;
    - Current week;
    - Last week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;
    - Last year.

Related to the **"Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the bottom part of the interface the search results according to defined criteria.

Also, the system must include a"Clean" type button that once clicked will cancel the selections made by the user among the criteria.

List of assigned files

The system must allow displaying in the main interface the section "Files assignment statistics" of the allocated files and specific information in a list which will include the following information:

- **„File number"** –the number of the file within the respective instance will be displayed;
- **"File name"** – the name of the file will be displayed;
- **„Assignments number"** – the number of assignments of the files will be assigned.

For each file displayed in the list, the system will include a side button in the form "View" which by pressing will determine the system to open in a separate window the files assignment history that will include the following fields of information:

- **"Name of the judge"**
- **"Type of the judge"**
- **"Date when the file was assigned"**
- **" Date when the file was repeatedly assigned" -** if the file was lifted from the judge to which it was assigned (for example, on grounds of Recusation/Abstention)
- **"The motif of the repeated assignment"**

  If, for example, a filehas been assigned 3 times, this window must make available information about the 3 judges who have been assigned with that file and for two of them the reason for having the file taken from them in examination will be displayed.

The system needs to display information, including the names of the buttons at the top of the list.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form “No. of assigned files displayed” with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page

When the list of assigned files is accessed, the system must display the information sorted chronologically in reverse, with the most recent applications at the top, by the date of their registration. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

2.10.3. Files assignment by judges

The system must allow the visualization of statistical information about the assignment of files in courts. The system must allow the collection of information from all courts and the daily update of the reporting server which will generate this information.

In order to view the statistics of the assignment of files, th system must include in the menu „Statistics Reporting" option „File assignment statistics by judges" whose interface will consist of the following elements:

- The search section of the files assigned in ICMS - displayed at the top of the interface
- The list of judges -displayed in the lower part of the interface

<u>The section for searching files assigned in ICMS</u>

The system must allow the use of a form to search assigned files consisting of the following criteria:

- **"Court"** - drop down list from the name of the Court will be selected – the system must compel the user to choose from the judges before displaying the results
- **"File type"** - drop down list from which the type of the file will be selected and which will have the following options (by default, the selected value will be "undefined"):
  - Undefined
  - Civil
  - Criminal
  - Contravention

- "**Registration date**" - The system must allow the selection from a drop down list of the file registration interval (by default, the selected value will be "undefined"):

- Undefined;
- Current week;
- Last week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;

- Current year;
- Last year.

Related to the **"Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the bottom part of the interface the search results according to defined criteria.

Also, the system must include a"Clean" type button that once clicked will cancel the selections made by the user among the criteria.

<u>List of judges in court</u>

The system must allow displaying in the main interface of the section "Assigning files by judges", those judges from the selected court and the specific information about files that have been assigned to them in a list which will include the following information:

- **„Name of the judge"** – the name ofthe judge will be displayed
- **"Number of assigned files"** – the number of files assigned to each judge will be displayed;
- **„Total amount of points based on the complexity of the files"** –the total amount of points based on the complexity of the files will be displayed
- **"Examined in panel"**–a specific information will be displayed (in the form of a ticked checkbox) if the file is examine in panel

For each file displayed in the list, the system will include a side button in the form "View" which by pressing will determine the system to open in a separate window the files assignment history that will include the following fields of information:

- **"Examination procedure"**
- **"File category"**
- **" Total amount of points based on the complexity of the files "**
- **"Number of files"**
- **"Files numbers"**

The system needs to display information, including the names of the buttons at the top of the list.

When the list of judges in an instance is accessed, the system must display the information sorted alphabetically, depending on the name of the judges. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of judges to be displayed in the list (through a field in the form "No. of judges displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page

2.10.4. Files management statistics

The system must allow the visualization of statistical information about the actions of the users done on the files saved in ICMS from court. The system must allow the accumulation of all users actions made on files and to automatically save from each court to the reporting server.

In order to view the statistics information on the users actions on the of the files, the system must include in the menu „Statistics Reporting" option „File management statistics " whose interface will consist of the following elements:

- The search section of the actions in ICMS - displayed at the top of the interface
- The list of judges -displayed in the lower part of the interface

<u>The section for searching actions in ICMS</u>

The system must allow the use of a form to search actions consisting of the following criteria:

- **"Court"** - drop down list from the name of the Court will be selected (by default, the selected value will be "undefined")
- **"File type"** - drop down list from which the type of the file will be selected and which will have the following options (by default, the selected value will be "undefined"):
  - Undefined
  - Civil
  - Criminal
  - Contravention

- **"File numbers"** - text field where the registration number of the file must be entered. The system must allow the registration of multiple numbers of files, separated by the symbol ";"
- **"Number of assignments"** - numeric field where the number of assignments of the file will be introduced
- **"File status"** -drop down list from which the status of the file will be selected and which will have the following options (by default, the selected value will be "undefined"):
  - Undefined
  - Archived

- Examination
- Appeal
- Execution
- Registered
- Assigned
- Not carried forward
- Returned
- Rejected
- Resolved
- Connected
- Adjourned
- Change of venue.

- **„Participant type"** - drop down list from which the name of the participant's legal standing recorded in the file is selected.

  The options that will be displayed depend on the type of the instance and the type of the file as follows (by default, the selected value will be "undefined"):

  First instance

  - Civil file: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;
  - Criminal file: Defendant, Victim, Aggrieved party, Prosecutor, Plaintiff, Defender, Responsible plaintiff, Representative, Legal Representative, Witness, Legal Representative of the Witness, Witness's Lawyer, Expert, Translator, Exponent, Adjacent Party, Public Authority, Specialist, Convicted;
  - Contravention file: Offender, Aggrieved party, Legal Representative, Official examiner, Defender, Witness, Expert, Translator, Claimant, Infliction, Infliction – Prosecutor, Prosecutor, Appellee, Plaintiff-Defendant, Representative, Exponent;

  Court of Appeal

  - Civil case: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-

Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, Interested Party, Other;

- Criminal case: Defendant, Victim, Plaintiff in Appeal, Plaintiff-Defendant, Claimant, Appellee, Aggrieved party, Civil party, Responsible civil party, Prosecutor, Prosecutor's consultant, Defender, Witness, Witness's Lawyer, Legal representative of the underage witness, Representative, Legal Representative, Expert, Specialist, Exponent, Translator, Public Authority, Other);
- Contravention file (Plaintiff-Defendant, Claimant, Appellee, Offender, Aggrieved party, Witness, Specialist, Expert, Representative, Legal Representative, Defender, Translator, Exponent, Prosecutor, Other);

- **"Name" –** text type field for introducing the searched name;
- **"Last name" -** text type field for introducing the searched last name;
    - "**Registration date**" - The system must allow the selection from a drop down list of the file registration interval (by default, the selected value will be "undefined"):
        - Undefined;
        - Current week;
        - Last week;
        - Current month;
        - Last month;
        - Current trimester;
        - Last trimester;
        - Current year;
        - Last year.

Related to the **"Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

- **" Action Registration Date" -** The system must allow the selection from a drop down list of the action registration interval (by default, the selected value will be "undefined"):
    - Undefined;
    - Current week;
    - Last week;

- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the **"Action Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the bottom part of the interface the search results according to defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

List of actions

The system must allow the displaying in the main interface of the section "Files management statistics" the users actions displayed in a list which will include the following information:

- **„File number"** –the number of the file on which the action was registered will be displayed
- **"File name"** – the name of the file for which the action was registered will be displayed
- **„Employee"** – the name of the employee who conducted the action will be displayed
- **"Action"**–the name of the registered action will be displayed
- **"Action description"**–the description of the registered action will be displayed
- **"Date of conducting the action"**–the date when the action was registered will be displayed

The system needs to display information at the top of the list.

When the list of actions is accessed, the system must display the information sorted chronologically in reverse, with the most recent actions at the top, by the date of their registration. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form "No. of actions displayed" with the following values:

10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page

2.10.5. ICMS management statistics

The system must allow recording and visualization of all information related to actions carried out by system users on ICMS menus and submenus.

Thus, the system must be able to register any action of adding, editing or deleting the information in any of the ICMS menus and submenus.

The system must allow the accumulation of all users actions made on ICMS menus and submenus and to automatically save from each court to the reporting server.

In order to view the statistics information on the users actions made on ICMS menus and submenus, the system must include in the menu „Statistics Reporting" option „ICMS management statistics " whose interface will consist of the following elements:

- The search section of the actions in ICMS - displayed at the top of the interface
- The list of judges -displayed in the lower part of the interface

Section for searching actions in ICMS

The system must allow the use of a form to search actions consisting of the following criteria:

- **"Court"** - drop down list from the name of the Court will be selected (by default, the selected value will be "undefined") where the actions took place
- **"Name" -** text type field where the name of the employee who conducted the actions is introduced;
- **"Last name" -** text type field where the last name of the employee who conducted the actions is introduced;
- **"Menu"** - drop down list from which the main menu of the system related to the actions that are desired to display will be selected (by default, the selected value will be "undefined") - in the framework of this drop down list all main menus of the system will be displayed;
- **"Submenu"** - drop down list from which you select the submenu corresponding to the selected menu main for which the displaying of the actions is intended (by default, the selected value will be "undefined") - in this drop-down list all submenus of the system will be displayed depending on the selected main menu;
    - **" Action Registration Date" -** The system must allow the selection from a drop down list of the action registration interval (by default, the selected value will be "undefined"):

- Undefined;
- Current week;
- Last week;
- Current month;
- Last month;
- Current trimester;
- Last trimester;
- Current year;
- Last year.

Related to the **"Action Registration Date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there must be two calendar type fields in the interface.

In the search interface, the system must include a "Search" button that once clicked will display in the list in the bottom part of the interface the search results according to defined criteria.

Also, the system must include a "Clean" type button that once clicked will cancel the selections made by the user among the criteria.

List of actions

The system must allow the displaying in the main interface of the section "ICMS management statistics" the users actions displayed in a list which will include the following information:

- **"Action" –** the name of the registered action will be displayed
- **"Date of conducting the action" –** the date when the action was registered will be displayed
- **"ICMS Menu"** - the ICMS main menu where the action was registered will be displayed
- **"ICMS submenu"** - the ICMS submenu where the action was registered will be displayed
- **„Employee" –** the name of the employee who conducted the action will be displayed

The system needs to display information at the top of the list.

When the list of actions is accessed, the system must display the information sorted chronologically in reverse, with the most recent actions at the top, by the date of their registration. Also, the system will allow the ascending/descending sorting of information from

all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of files to be displayed in the list (through a field in the form “No. of actions displayed” with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page

The system must allow the export of the sheet of action in Excel format. In this regard, in the interface there will be a specific button in the form "Export in XLS".

The actions which will be shown in the "ICMS management statistics" section will include the following information

- when a new information is registered: the system will show information about the actual data which was registered
- when an existing information is modified: the system will show information about the actual data which was modified
- when an existing information is deleted: the system will show information about the actual data which was deleted

2.11 ONLINE SUPPORT

At the level of the main interface, the system must include a section of the form "Online support" to allow users to access the user's manual of the system.

The system must place within this section options for accessing the user's manual in different languages as follows:

- Romanian
- Russian
- English

After accessing the desired user's manual, the system must allow opening and local saving of it in PDF format to be subsequently browsed and analyzed by the users.

3. FUNCTIONAL FEATURES SPECIFIC TO THE SUPREME COURT OF JUSTICE

ICMS interface used within the Supreme Court of Justice must be based on the same functional modules such as those described in the previous chapter.

However, due to the specificity of certain operational processes within the Supreme Court of Justice certain functional modules described in the previous chapter should be adapted to operational needs.

Thus, this chapter details the changes which are to be made to the system for use within the Supreme Court of Justice.

The system must adapt the interface depending on the type of user who accesses it. Therefore, if an employee of the Supreme Court authenticates in the system, then the system must display the specific interface of the Supreme Court.

This chapter mentions the changes that are required to be made to the main menu "Applications", "Files" and "Calendar" detailed in Chapter 2 of this document.

Other menus should be available in the interface of the Supreme Court of Justice and must take over the functionality described in Chapter 2 of this document.

3.1. MAIN MENU"Applications"

Main menu"Applications"must include two submenus as follows

- **"Searching applications"**
- **"Registering applicationcivil/criminal file**"depending on the nature of the user who accesses the system and who can pertain to the civil/criminal college)

Note:

At the level of the Supreme Court of Justice only appeal applications are managed, and not summons. Thus all the functionalities described for First instance type courts or ourts of appeal concerning summons are not applicable in interface used by the Supreme Court of Justice.

3.1.1. Searching applications

"Applications search" interface must include at the top a list of all the applications for second appeals form registered and a registration form of the application for second appeal at the bottom.

List of second appeal applications

The system must allow viewing of ll appeal applications registered in the system into a list which will include the following information arranged in columns for each application:

- **„Registration number"** – registration number of the application for second appeal;
- **„File number"** – the number of the file for which the application for second appeal was registered;
- **„Decision issuing date"** – the date of issuing the decision in the court where the file came from
- **"Status"** - the status of the application for second appeal upon registration (including the status of the application for second appeal – „Registered")
- **„Court"** - the name of the court where the file related to the registered application for second appeal came from;
- **"Date of receipt"**–the date when the file was received at the Supreme Court of Justice
- **"Registered on"**–the date when the application for second appeal was registered in the system.

Corresponding to each application displayed in the list, the system must include a button in the form "Open application" for specific information of application for second appeal and another button in the form "Open file" to view the information about the file for which the application was registered. By pressing the two buttons, the system must direct the user to the „General Data" interface of the regime "application for second appeal", respective to „files" regime to view information about the selected file/application.

The system must allow the selection from the interface of the number of applications to be displayed in the list (through a field in the form "No. of applications displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

Form for searching applications for second appeal

The system must allow searching for second appeal applications using specific filters in a search form that will be placed at the bottom of the interface "Applications Search" from the main menu "Applications" and which will contain the following criteria grouped by category:

Search criteria **„By participant"**:

- **„Legal standing"** - drop down list for selecting the name of the legal standing of the participant that appears in the application for second appeal.
  - Options to be displayed depend on the type of the application as follows (by default, the selected value will be "undefined"):
    - Civil file: Plaintiff, Defendant, Lender, Debtor, Petitioner, Co-Plaintiff, Co-Defendant, Litigator, Representative, Legal Representative, Witness, Prosecutor, Public Authority, Lawyer, Expert, Specialist, Translator, Non-Participant Claimant, Exponent, Claimant – Prosecutor, Claimant – Participant, Main Intervener, Secondary Intervener, President of the Supreme Court of Justice, President of the Criminal College of the Supreme Court of Justice, Attorney general, President of the Lawyers Union, Other;
    - Criminal file: Defendant, Victim, Aggrieved party, Prosecutor, Civil party, Defender, responsible party in the civil lawsuit, Representative, Legal Representative, Witness, Legal Representative of the Witness, Witness's Lawyer, Expert, Translator, Claimant, Adjacent Party, Public Authority, Exponent , Specialist, Convicted, President of the Supreme Court of Justice, President of the Criminal College of the Supreme Court of Justice, Attorney general, President of the Lawyers Union;
- **"Name"**–text type field where the searched name is introduced;
- **"Last name" -** text type field where the searched last name is introduced;

Search criteria**„By application"**:

- **„File type" -** drop down list with the following options (by default, the value will be selected depending on the type of user accessing the system: if it's from civil college, "civil" will be displayed and if it's from criminal college, "criminal" will be displayed)
- **„Examination type" -** drop down list with the following options depending on the type of the file (by default, the selected value will be "undefined"):

	File type	Examination type	File index	Application index
1	civil	The second appeal against the decisions of the appeal instance (Section II, CPC)	2ra, 3ra, 2rac, 2ri	02, 03, 02rac, 02ra, 03ra, 02ri
		The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section I, CPC)	2rc, 2r, 3r	-
		Review	2rh, 3rh, 2rhc	02, 03, 02rh, 03rh, 03rhc
		Jurisdiction conflict	2cc	-
		Change of venue	2cs, 2ac	-

		Recusation/Abstention	2ac	-
		First instance	3d, 3	
		Additional decisions	2ds,3ds	02ds, 03ds
2	criminal	First instance	1	-
		The second appeal against the appeal court instance (Section II, CPP)	1ra	01
		The second appeal against the court decisions for which no appeal remedy is provided (Section II, par.CPP)	1r	-
		Second appeal for cancellation	1re, 4/1r/e	01
		Jurisdiction conflict	1cc	-
		Change of venue	1cs	-
		Abstention	1ac	-
		Clearing	1reab	-
		Review	1rh	01
		The second appeal against the resolution concerning remand custody art. 311-312 CPP	1r/arest	-
		The second appeal against the irrevocable court resolution after exhaustion of the remedies at law	4-1re	-
		Second appeal in the interest of the law	4-1ril	-

- **„File index" -** drop down list with options depending on the type of the file and the type of the examination as mentioned in the above table

- **„Registration number" -** text field where the number of registration of the application for second appeal is introduced. The system must allow the registration of multiple numbers of applications, separated by the symbol ";";

- **"File number"** - text field where the number of registration of the file is introduced. The system must allow the registration of multiple numbers of files, separated by the symbol ";";

  - **"Registration date" -** The system must allow the selection from a drop down list of the file registration interval (by default, the selected value will be "undefined"):
    - Undefined;
    - Current week;
    - Last week;
    - Current month;
    - Last month;
    - Current trimester;
    - Last trimester;
    - Current year;

Related to the **"Registration date"** field the system must also allow searching between two specific dates. Thus, the interface must include the possibility of placing a start date and an end date regarding the interval in which the search is needed to be performed. Thus, there

must be two calendar type fields in the interface.

In the search interface, the system must include a "S**earch**" type button that once clicked will display at the bottom of the interface the search results according to the defined criteria.

Also, the system must include a "**Clean**" type button that once clicked will cancel the selections made by the user among the criteria.

Corresponding to each application displayed in the list, the system must include a button in the form "Open application" for specific information of application for second appeal and another button in the form "Open file" to view the information about the file for which the application was registered. By pressing the two buttons, the system must direct the user to the „General Data" interface of the regime "application for second appeal", respective to „files" regime to view information about the selected file/application.

The system must allow the selection from the interface of the number of applications to be displayed in the list (through a field in the form "No. of applications displayed" with the following values: 10, 20, 30, 40, 50) and to also allow viewing the pages when files cannot be displayed in a single page by placing some buttons to scroll through the list, such as "First", „Previous", page number, "Next", "Last".

The system must allow exporting in Excel format of all lists of applications obtained from searches.

3.1.2. The registration of the application - civil/criminal file

By main menu "Applications", ICMS in the version for the Supreme Court of Justice must offer the possibility of registering applications for second appeal on civil and criminal files.

By accessing the submenu "Registration of the application-civil/criminal file", the system must open on the left side of the interface „Application" regime which will include the following functional sections:

- **"General data"**
- **"Participants in trial"**
- **"Documents"**
- **"Annexed applications"**(only for civil files)
- **"Resolution–annexed applications"**(only for civil files)
- **"Completeness of the application for second appeal"**
- **"File transfer"**
- **"Sheet of actions"**
- **"File registration"**

3.1.2.1. The registration of general data

The initial stage of registration of an application for second appeal consists in filling out the options in the side menu for „General data", hence the system must allow the completing of the following information in the interface:

- **„Examination type"** – drop down list which allows the selection of the type of the examination and which will contain the following options depending on the type of file:

  Civil file:

  - The second appeal against the decisions of the appeal instance (Section II, CPC)
  - The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section I, CPC);
  - Review;
  - Jurisdiction conflict;
  - Change of venue;
  - Recusation/Abstention;
  - First instance;
  - Additional decisions

  Criminal file:

- First instance;
- The second appeal against the appeal court instance (Section II, CPP);
- The second appeal against the court decisions for which no appeal remedy is provided (Section II, par.CPP);
- Second appeal for cancellation;
- Jurisdiction conflict;
- Change of venue;
- Abstention;
- Clearing;
- Review;
- The second appeal against the resolution concerning remand custody art. 311-312 CPP;
- The second appeal against definitive court decisions after exhausting the ordinary remedies at law;
- Second appeal in the interest of the law.

- **"File type" -** the system must allow the default selection of the type of the file according to the College of the user (civil/criminal)
- **"File index" - t**he system must allow the default selection of the index for civil and criminal files, depending on the type of examination selected in the field "Examination type".

  Options of selecting the index must vary depending on the examination type and the file type as follows:

	File type	Examination type	File index
1	civil	The second appeal against the decisions of the appeal instance (Section II, CPC)	2ra, 3ra, 2rac, 2ri
		The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section I, CPC)	2rc, 2r, 3r
		Review	2rh, 3rh, 2rhc
		Jurisdiction conflict	2cc
		Change of venue	2cs, 2ac
		Recusation/Abstention	2ac
		First instance	3d, 3
		Additional decisions	2ds,3ds
2	criminal	First instance	1
		The second appeal against the appeal court instance (Section II, CPP)	1ra
		The second appeal against the court decisions for which no appeal remedy is provided (Section II, par.CPP)	1r
		Recurs in anulare	1re, 4/1r/e
		Jurisdiction conflict	1cc
		Change of venue	1cs
		Abstention	1ac
		Clearing	1reab
		Review	1rh

		The second appeal against the resolution concerning remand custody art. 311-312 CPP	1r/arest
		The second appeal against the irrevocable court resolution after exhaustion of the remedies at law	4-1re
		Second appeal in the interest of the law	4-1ril

- **"Application number" -** text type field where the number of the application for second appeal manually attributed will be inserted
- **"CSJ File"** - text field where a file number will be inserted, if the application for second appeal refers to a file that was previously registered in the CSJ.

  Related to this field, there must also be a button that will allow the opening and selecting of a file from the interface "All files".

> **Note:**
>
> If the examination type selected is "Second appeal in the interest of the law" (for criminal cases) related to the field "CSJ File", the system must allow the selection of multiple files from the interface All files".
>
> Also, in the case of selecting this type of examination, the interface must display an additional text field of the form “Irrevocable court decisions."

- **"Registration number" -** information related to this field will be filled in by the system after the automatic registration of the application for second appeal
- **"Object"** - text field where the information about the subject of the application for second appeal will be inserted
- **"Registration date"** - calendar type field that will allow the selection of the date of registration of the application. By default, the system must select current date
- **"Date od receiving the file on paper"** - that allows the selection of the date on which the file was received on paper in the Supreme Court of Justice. By default, the system must select current date
- **"Form of receipt" -** drop down list from which the form for receiving the file can be selected and which will have the following options
  - Post
  - Courier
  - In person.
- **"Worker who registered" -** the system must automatically place the name of the user who registered the application-without the possibility of editing
- **"Data about the transfer of the file"** - text field where optionally the information about transferring the file will be inserted, if necessary.

Note:

The system must allow modification of fields in "General data" (including fields „Examination type" and "File Index") relate to the registration of the application without creating a new application in the system.

Subsequently to the fields mentioned above, the system must display a range of fields in which it will indicate information about the file in the First instance, the Court of appeal, Supreme Court of Justice, the CSJ Plenum.

Depending on the type of the application and the type of examination, the program must display boxes for saving and managing information about the file that came from courts listed above, as follows:

	File type	Examination type	The type of the instance for which the information is to be displayed
1	civil	The second appeal against the appeal court decision (Section II, CPC)	• First instance • Court of Appeal
		The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section I, CPC)	• Court of Appeal
		Review	• First instance • Court of Appeal • Supreme Court of Justice
		Jurisdiction conflict	• Court
		Change of venue	• Court
		Recusation/Abstention	• Court
2	criminal	First instance	• Court
		The second appeal against the appeal court decision (Section II, § 1)	• First instance • Court of Appeal • Supreme Court of Justice • CSJ Plenum
		The second appeal against the court decisions and resolutions for which no appeal remedy is provided (Section II, § 2)	• Court of Appeal • Supreme Court of Justice • CSJ Plenum
		Second appeal in cancellation	• First instance • Court of Appeal • Supreme Court of Justice • CSJ Plenum
		Jurisdiction conflict	• Court
		Change of venue	• Court
		Abstention	• Court
		Clearing	• Court
		Review	• First instance • Court of Appeal • Supreme Court of Justice
		The second appeal against the resolution concerning remand custody art. 311-312 CPP	• Court

The information box previously mentioned must comprise the following fields of information:

- **"Instance" -** drop down list from which y the name of the institution will be selected. By default, the system must select the instance in which the file was judged. The options will be displayed in the list depending on the type of court as follows:
  - If the box displays for the First instance - list will include the names of all courts
  - If the box displays for the Court of Appeal - list will include the names of all appeal courts
  - If the box displays for the Supreme Court of Justice - list will only include the name of the Supreme Court of Justice
- **"File number" -** text field in which the system will automatically display the number of the file from the Court which judged the file
- **"Date of issuing the decision" -** calendar date type field for selection of the date of issuing the decision. By default, the system must select the date on which the decision was issued by the Court which judged the file
- **"Judge rapporteur"** - text field in which the system will automatically display the judge rapporteur from the hierarchically inferior court
- **"Challenged decision" -** check box field that, by default, will be checked if the decision was disputed
- **"Comments" -** text field for inserting other comments on the information entered

For example, if the selection of the type of file is "civil" and of the examination type „The second appeal against the court's decisions and resolutions for which no appeal remedy is provided (Section I, CPC)". The system must display in the interface " General data " two boxes with the above mentioned fields as follows:

Information box from theFirst instance

- Court - the system will display by default the name of the Court that judged the file as a First instance
- File number - the system will display by default the file from First instance
- Date of issuing the decision - the system will display by default the dateof issuing the decision fromFirst instance
- Judge rapporteur - the system will display by default the judge rapporteur from First instance
- Challenged decision - the system will display by default as checked this field
- Comments.

Information box from the Court of Appeal

- Court - the system will display by default the name of the Court that judged the file as a Court of Appeal
- File number - the system will display by default the file from Court of Appeal
- Date of issuing the decision - the system will display by default the date of issuing the decision from Court of Appeal
- Judge rapporteur - the system will display by default the judge rapporteur from Court of Appeal
- Challenged decision - the system will display by default as checked this field
- Comments.

The interface corresponding to the form "General data" should include a „Save” type button which will save the data introduced and a "Cancel" button which will restart the data entry form.

After saving, the program must generate for the application for second appeal a registration number. The format of the registration number of the application for second appeal must be of the form forma 01-xxxx-zzllaaaa in case of applications for criminal files or 02-xxxx-zzllaaaa in the case of applications for civil files where:

- **"xxxx"** - represents the number of order automatically assigned by the system
- **"zzllaaaa"** - represents the calendar date when the application was registered

The system must generate a warning message of the form "There are applications for second appeal registered that match the introduced information!" when an application into the system and there are similar applications. In this case, the system must verify the existence of similar applications by the following criteria:

- Name of the participant;
- Date of issuing the decision/ruling
- First instance
- Court of appeal;

After displaying this warning message, the system must however allow the registration of the application.

3.1.2.2. The registration of participants in trial

The registration of participants in the trial must be carried out by „Participants in trial" "interface in the "Application" regime.

The interface corresponding to the stage of registration of the participants must be similar to the interface "Participants in trial" in the case of registering files in the First instance /Court of appeal as described in Chapter 2.2.1.2 with mentions below:

In the list of legal standings are to be added the following legal standings:

- President of the Supreme Court of Justice;
- President of the Criminal College of the Supreme Court of Justice;
- Attorney General;
- President of the Lawyers Union;

Also from the list of legal standings mentioned in Chapter 2.2.1.2 the following should be removed:

- expert,
- translator,
- witness,
- exponent,
- specialist,
- legal representative of the witness

In addition, in the form for adding participants the field „Secondary legal standing" must exist in the form of a drop down list that will have the same options for selection as field "Participant" and will allow the selection of secondary legal standings for that participant.

3.1.2.3. The registration of documents

The registration of documents to the application must be made through the interface "Documents" in the "Application"regime.

The interface corresponding to the stage of registration of documents must be similar to the "Documents" interface described in the case of the registering files in the First instance/Court of Appeal as described in Chapter 2.2.1.3.

3.1.2.4. Annexed applications (only for civil files)

Through the interface "Annexed Applications" the system must allow the registration of documents of applications annexed to the application for second appeal.

By accessing the side menu option "Annexed Applications", the system must display inan interface both the annexed applications (at the top) as well as the form that allows the annexation of an application (at the bottom).

List of annexed applications

The system must allow the displaying of applications that were annexed in a list at the top of the interface "Annexed Applications" which will include the following information about documents:

- File name
- Name of the annexed application
- Essence
- Author
- Registered on
- Status
- Content type (file type–for example, pdf)
- File type

For each document displayed in the list, the system will include side specific buttons for:

- Opening the file–the system will allow the downloading and opening of the attached file;
- Viewing information about the annexed application – the system will load in the form displayed at the bottom of the interface data specific to the annexed application – with no possibility of editing;
- Editing information about the annexed application - the system will load in the form displayed at the bottom of the interface data specific to the annexed application – with possibility of editing;
- Deleting the annexed application;

The system must display the names of all fields, including buttons, at the top of the list.

When the decisions list will be accessed, the system must display the annexed applications sorted chronologically in reverse, with the most recent applications at the top, by the date of registration of the applications. Also, the system will allow the ascending/descending sorting of information from all sections with a click on the head of the table in any of the headings.

The system must allow the selection from the interface of the number of documents to be displayed in the list (through a type of field such as "No. of documents listed" with a drop down list with the following values: 10, 20, 30, 40, 50) and to also allow scrolling through pages when they cannot be displayed in a single page.

Annexation Form for the applications

The system should place in the form for loading documents a button "Add" which allows the user to reboot the form in order to add a new document.

The form for loading documents should include the following fields:

- "**File**" –the system will place next to this field a button "Choose the file" in order to upload a file from the user's workstation;

  Following the upload of the file, the system should show a message next to the button "Choose the file" which confirms that a file has been uploaded.

  The system must not allow the upload of more than one file at the same time.

  The system should allow the overriding of the loaded document, if following its upload the user will add another document.
- **"Naming"**–a text field that allows the insertion of the name of the document annexed;
- **"Type"**–the drop-down list that allows the selection of the type of the annexed application and which will have the following options:
  - Application for the suspension of the execution of the decision;
  - Application for the application of a seizure;
  - Application for the exemption from state tax;
  - Application for the refund of state tax;
  - Application for the adjournment of state tax;
  - Application for the rescheduling of state tax;
  - Application for applying insurance measures;
  - Another application.

- **"Core information"-** a text fieldwhich allows the insertion of core information from the annexed application;
- **"Author"** –a text field in which the system will automatically introducethe name of the user who annexed the application;
- **"Registered at"** –a calendar-type field enabling the selection of the registration date of the document in the court.

  By default, the system will assign the current date to the above mentioned field leaving

the option of changing it to the user.

- **"Registration date"-** a calendar-type field enabling the selection of the registration date of the document in the system

- **"Language"-**the pre-established drop-down list will include the languages used in the document annexed to the file and will have the following options:
  - English
  - Romanian
  - Russian

The interface corresponding to the form "Annexed Applications" should include a save button which will save the data entered related to an already annexed application and will display a confirmation message of saving it. Following the annexation of an application, the system will reinitiate the fields in the form and will allow the annexation of a new application.

Likewise, the interface should include a cancel button which will reinitiate the annexation form of the application.

Note:

After registering an annexed application at the notice of second appeal, the system must automatically generate a notification message for the user named "Chairperson" announcing the registration of the annexed application at the notice of second appeal. "The Chairperson of College" must name a College of Judges (3 judges) in order to examine the admissibility of the applications.

3.1.2.5. Resolutions –applications annexed to the notice of second appeal (only for civil court files)

The system should allow the College of Judges named for the examination of the annexed applications to the notice of second appeal to save in the system resolutions to the notice of second appeal.

The system should foresee the option of registering resolutions of admissibility of the notices of second appeal annexed to the registered notice of second appeal.

The list of resolutions:

Through accessing the option "Resolutions–annexed applications" from the application section, the system should display in an interface the list of added resolutions for the annexed applications. The list will encompass the following information:

- **"Date"**–the date of the resolution
- **"Outcome"**–the outcome of the resolution
- **"Status"**–the status of the resolution

For every resolution displayed in the list, the system will include on the side specific buttons for:

- Viewing the resolution – the system will upload in a separate interface the resolution – without the possibility of editing it;
- Editing the resolution – the system will upload in a separate window the resolution – with the possibility of editing it (only if the resolution is in the "Project" stage. If the status is "Final", the system should not allow the user to edit its content)
- Deleting the resolution – by pressing this button, the system will delete the resolution from the list. When the user presses the delete button, the system should generate a message in a separate window asking "Are you sure you want to delete the resolution?". The user should have the following options: "OK" and "Don't delete".

The system should display the naming of the information, including the buttons, in the upper side of the list.

When the resolutions list will be accessed, the system will display the information chronologically sorted but backwards, with the most recent resolutions in the upper side of the page, sorted by "Date". Furthermore, the system will allow the sorting of information from all

sections both upward and downward by clicking the end table in any of the sections.

The system should allow the selection from the interface of the number of resolutions that are to be displayed in the list (through a field named"No. of displayed resolutions" in the form of a drop-down list with the following numerical values: 10, 20, 30, 40, 50) and it should also allow browsing the pages when they cannot be displayed on one page.

The drafting form for resolutions

From the main interface, the system should allow the adding of new resolutions, through a button "Add", which will open a new interface encompassing the editing section of the resolution, and which will contain in its upper part the following fields:

- **"Select the type"** –selecting the resolution's type from a pre-established drop-down list

  Next to the drop-down list for selecting the resolution's type, there should be a button through which the system will upload in the interface the selected type of the resolution with the possibility of editing it.

> **Note:**
>
> The list with the type of resolutions uploaded in the system will be defined and approved by the Superior Council of Magistracy.
>
> The system should allow, for all courts, the administration and editing of the types of resolutions already existing in the system.

- **"Date"** –a calendar-type field
- **"Registration date"** - a calendar-type field for the selection of the registration date and of the date in which the resolution has been saved. Implicitly, the system must display the current date.
- **"Status"** –next to this field there will be the following two options:
  - **"Project"**–a resolution document saved under the status "Project" which can be edited later
  - **"Final"**–a resolution document saved under the status "Final" which cannot be edited later
- **"Author"** –a text field in which the system will automatically introducethe name of the user who generated the outcome of the resolution – without the possibility of editing it
- **"Decision on the annexed application"** –next to this field there will be two options "Admitted" and "Denied" which will allow the selection depending on the decision taken over the admission and deny of the annexed application to the notice of second appeal.
- **"Preview in PDF"** – button which allows the opening of the resolution document in PDF and also allows its printing;

The bottom side of the interface which contains the text of the resolution must allow the editing of the resolution document.

The interface will include two options for editing the text:

- **Option "Design"** –which will include formatting tools for the editing window – the system will integrate tools such as "Rich Text Editor"
- **Option "HTML"** –which will allows formatting the resolution's text by using HTML

The system should allow the upload, in the working window, of a model of the resolution's text by copying it from a Word document, by thus allowing the user to edit the content of the resolution by using the editing tools available in the working window's toolbar according to the above mentioned options.

At the end of editing the information related to a resolution, the system should allow the user to either save or delete the registration of the resolution by placing in the interface two specific options: "Save" and "Cancel".

The right of access to perform the registration of the resolution of a notice of second appeal in the program must be held only by the ICMS users with the status of "Judge" (Judge rapporteur) from the College of Judges named by the "Chairperson" in order to examine the annexed application to the notice of second appeal.

3.1.2.6. Completeness of the notice of second appeal

The completeness of the notice of second appeal then determines the transfer and registration of the court file in ICMS.

Through the interface "Completeness of the notice of second appeal" the system should allow the registration in the program of the information regarding completeness.

The system should display in the interface "Completeness of the notice of second appeal" a form which must contain the following fields:

- **"Registered at"** –a calendar-type field enabling the selection of the date on which the document has been saved. Implicitly, the system must display the current date.
- **"Status"** –a drop-down list which will allow the selection of the notice of second appeal's status and which will have the following options:
    - Complete application
    - Incomplete application
- **"Date of the return"**–a text field which will select the date on which the application has been returned

- **"Author"** –the information related to this field will automatically be issued by the system with the name and surname of the user who generated the notification related to the

completeness of the notice of second appeal – without the possibility for editing it

- **"Comments"** –a text field in which comments can be inserted related to the registered notification regarding the completeness of the notice of second appeal

At the end of completing the information related to a notification, the system should allow the user to either save or delete the registration by placing in the interface two specific options: "Save" and "Cancel".

After saving the information regarding the completeness, in the interface "Completeness of the notice of second appeal" should contain a button in the form of "Resolution regarding the completeness of the application"through which the system should redirect the user in the interface of creating a resolution regarding the completeness of the notice of second appeal.

The interface of creating a resolution regarding the completeness of the notice of second appeal mush have the same structure as the one previously described for the interface **"Resolutions – annexed applications"**with the only mention that the field **"Decision over the annexed applications"** with the options "Admitted" and "Denied" will be named**"Completeness of the notice of second appeal"**and will have the following options "Complete" and "Incomplete".

3.1.2.7. Transfer of files

After deciding the completeness of the notice of second appeal and after saving in the program the notification regarding the completeness of the notice of second appeal with the status "Complete" the system should allow the transfer of the court file from the court in which it was examined.

The system should allow its transfer through the interface **"Transferring court files"**from the application regime.

The interface related to the transfer of the court file should be similar with the interface "Transferring court files" described in the case of transferring court files from the first court/court of appeal and it should function on the basis of the same principles as they were described in chapter 2.2.3.6 of this document.

3.1.2.8. Sheet of actions

The program should allow the registration and visualization of all information regarding the actions undertaken by the system's users in the case of a notice of second appeal, through the menu "Sheet of actions" from the "notice of second appeal" regime.

The interface afferent to the visualization of the sheet of actions should be similar with the interface "Sheet of actions" described in the case of court files from the first court/court of appeal as it was showed in chapter 2.2.2.11 and should include the same features.

3.1.2.9. The registration of the file

The option **"Registering the court file"** from the notification regime should function as a redirect button for the user towards the interface related to the registration of the court file with the corresponding menus.

3.1.3. The registration of the file

The system should allow the user to register the court file after selecting the option "The registration of the court file" from the notification regime previously detailed.

After selecting "The registration of the court file" from the notification regime, the system should allow the opening of the court file regime which will contain on its left side all options for completing the information specific to a CSJ court file:

- **"General data"** – should allow the registering, editing and listing of all information from a court file;
- **"Participants to the trial"** –should allow the registering, editing and listing of information regarding the participants to the trial from a court file;
- **"Documents"-** should allow the registering, editing and listing of documents from a court file;
- **"Registering"** –should allow the registering of the court file and the visualization in summary of all information related to the registration of the court file;

3.1.3.1. The registration of general data

The system should allow the visualization/amendment/removal of general data of a court file through the interface "General data" from the "Court file" regime.

Through a transfer, the system should allow the automatic display in the interface "General data" of all data introduced in the previous courts in which the court file has been judged.

The interface afferent to the registration of general data should be similar with the interface "General data" described in the case of registering court files in the first court/court of appeal as it has been described in chapter 2.2.1.1 of the present document with the following amendment.

In the general interface form the following fields must be displayed:

- **"Number of the court file in the first court"** –automatically displayed by the system
- **"Number of the court file in the court of appeal"** –automatically displayed by the system

3.1.3.2. The registration of participants in trial

The registration of participants in the trial should be achieved through the interface **"Participants in the trial"** from the "Court file" regime. The system should allow taking the participants subscribed in the interface "Participants in the trial" from the "Notice of second appeal" regime.

The interface afferent to the stage of registering participants should be similar with the interface "Participants in the trial" described in the case of registering the court files in the first court/court of appeal as it has been described in chapter 2.2.1.2. with the following amendments:

In the list of procedural qualities the following supplementary procedural qualities should be added:

- President of the Supreme Court of Justice;
- President of the Criminal College of the Supreme Court of Justice;
- Attorney General;
- Chairperson of the Lawyer's Union.

Supplementary, in the form for adding the participants there should be a field called **"Secondary procedural qualities"**as a drop-down list with the same selection options such as the field "Participant" which will allow the selection of a secondary procedural quality for the above mentioned participant.

3.1.3.3. The registration of documents

The registration of documents in the court file should be done through the interface "Documents" from the "Court file" regime. The system should allow the taking of the registered documents in the interface "Participants in the trial" from the "Notice of second appeal" regime.

The afferent interface to the stage of registering documents should be similar with the interface "Documents" described in the case of registering court files in the first court/court of appeal as it has been described in chapter 2.2.1.3. and it should include the same features.

3.1.3.4. The registration of the file

The last stage of registering the court file should be realized through the option "Registering" from the court file regime through which the system should allow the visualization in summary of all information related to the registration of the court file and to register the file.

The afferent interface to the stage of registering the court file at the Supreme Court of Justice should be similar with the interface "The registration of the court file" described in the case of the first courts/courts of appeal as it has been described in chapter 2.2.1.4 and it should include the same features.

3.1.4. Files management

The system should allow the management of all actions concerning a court file through functional areas very specific to the side menu named "court file regime" as follows:

- **"Assignment of cases"** –it should allow the viewing of information regarding the assignment of the case by the program user with the role of "Judge";
- **"Acceptance into procedure"** – it should allow a change in the status of the court file (only permitted if the program user has the role of "Judge");
- **"Court sessions"** – it should allow the recording, editing, listing and visualization of court session recorded for a court file, as well as an option tosave the result of the court session;
- **"Subpoenas"** – it should allow the generation, visualization and/or printing of the list of subpoenas and of the subpoenas;
- **"Statements of facts"** – it should allow the adding, editing, visualization and listing of the statements of facts prepared during the court sessions;
- **"Resolutions"** – it should allow the adding, listing, visualization, deleting and editing of the resolutions;
- **"Recusations/Abstentions"** –it should allow the registration, editing, visualization and listing of all Recusation/Abstention applications;
- **"Decisions"** –it should allow the registration, editing, listing and visualization of all decisions for a given court file;
- **"Summary of the court file"** –it should allow the visualization of the summary of the court file which must contain all information specific to a court file;
- **"Sheet of actions"** –it should allow the listing of all actions undertaken for a given court file;
- **"Withdrawal of the application"** – it should allow the registration of information regarding the withdrawal of the notification of the second appeal;
- **"Information regarding the transfer"** – it should allow the registration of information regarding the transfer of the court file to another instance;

3.1.4.1. Assignment of cases

Afferent to the "Assignment of cases" from the court file regime, the system should display an interface with the history of the assignment of the court file.

The interface afferent to the assignment of cases should be similar with the interface "Assignment of cases" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.1. and it should include the same features.

3.1.4.2. Acceptance into procedure

After registering the court file, the system should automatically distribute the court file to a judge which should accept into procedure the assigned court file.

The acceptance into procedure should be realized through section "Assignment of cases" from the "Court file" regime.

The interface afferent to the acceptance into procedure should be similar with the interface "Assignment of cases" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.1. with the following amendments.

In the case of civil cases, the interface should encompass the following fields:

- **"Acceptance into procedure"** – a checkbox-type button through which the program user with the role of "Judge" must determine the activation of a calendar-type field indicating the date of the acceptance into procedure.

  After saving the acceptance into procedure of the court file, this file should receive the status "Examination".

- **"Not carried forward"** – a box which can be checked by the program user determining the activation of the following fields: :
  - **"Date"** –calendar-type field indicating the date
  - **"Article"** –a pre-established drop-down list for selecting the article under which the summons was not carried forward
  - **"Basis"-** a text field in which additional information regarding the indicated article can be added

  After checking the option "Not carried forward" the court file should receive the status "Not carried forward".

- **"Returned"** – a checkbox-type button through which the program user must determine the activation of the following fields:

- **"Date"** –calendar-type field indicating the date
- **"Article"** –a pre-established drop-down list for selecting the article under which the summons has been returned
- **"Basis"-** a text field in which additional information regarding the indicated article can be added

After checking the option "Returned" the court file should receive the status "Returned".

In the case of criminal files, the interface will contain only the following field:

- **"Acceptance into procedure"** – a checkbox-type button through which the program user with the role of "Judge" must determine the activation of a calendar-type field indicating the date of the acceptance into procedure.

  After saving the acceptance into procedure of the court file, this file should receive the status "Examination".

3.1.4.3. Court sessions

After the acceptance into procedure of the court file and the change of status into "Examination", the system should allow the user with the role of "Judge", as well as the users from the judge's team to decide a day for the court session.

The system should allow the setting of a court session through section "Court sessions" from the "Court file" regime.

The interface afferent to the setting of a court session should be similar with the interface "Court sessions" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.4. and it should include the same features with the following amendments.

When registering the court session, the drop-down list afferent to the field "Type of court session" should include the following options:

- Admissibility of the second appeal
- Examination of the second appeal
- Another courts session

When registering the result of the court session, the drop-down list with the specific options in the case of the Supreme Court of Justice should include the following options:

- Second appeal rejected as inadmissible, maintaining the contested decision
- Second appeal admitted and the contested decision partially quashed, maintaining the decision of the first instance, when the appeal has been wrongly admitted

- Second appeal admitted and the contested decision totally quashed, maintaining the decision of the first instance, when the appeal has been wrongly admitted
- Second appeal admitted and the contested decision partially quashed, by acquitting the person
- Second appeal admitted and the contested decision totally quashed, by acquitting the person
- Second appeal admitted and the contested decision partially quashed, by ceasing the trial
- Second appeal admitted and the contested decision totally quashed, by ceasing the trial
- Second appeal admitted and the contested decision partially quashed, with retrial and pronouncing a new decision
- Second appeal admitted and the contested decision totally quashed, with retrial and pronouncing a new decision
- Second appeal admitted and the contested decision partially quashed, referring the case to the court of appeal for retrial, when the legal error cannot be corrected by the instance of appeal
- Second appeal admitted and the contested decision totally quashed, referring the case to the court of appeal for retrial, when the legal error cannot be corrected by the instance of appeal
- Sent for trial in the extended College
- Postponed court session
- Another result

Note:

The final list with the results of the court session will be established by the Superior Council of Magistracy.

The system should allow the editing of the options from the drop-down list with results of the court session.

3.1.4.4. Subpoenas

Through the interface "Subpoenas" from the court file regime the system should allow the automatic generation of subpoenas.

The interface afferent to the generation of the subpoenas should be similar with the interface "Assignment of cases" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.5. and it should include the same features.

3.1.4.5. Statements of fats

Through the interface "Statements of facts" from the court file regime, the system should allow the creation and saving of the statements of facts after the court sessions.

Note:

The Supreme Court of Justice creates statements of facts after court session only in the case in which they are judging a court file as a first instance.

Therefore, the possibility of generating statements of facts must be active only in the case in which the selected examination type is "First instance".

The interface afferent to the generation of the statements of facts should be similar with the interface "Statements of facts" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.6. and it should include the same features.

3.1.4.6. Resolutions

Through the interface "Resolutions" from the court file regime, the system should allow the generation of resolutions.

The interface afferent to the generation of resolutions should be similar with the interface "Assignment of cases" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.7. and it should include the same features.

3.1.4.7. Recusations/Abstentions

Through the interface "Recusations/Abstentions" from the court file regime, the system should allow the registration of recusations/abstentions.

The interface afferent to the registration of recusations/abstentions should be similar with the interface "Recusations/Abstentions" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.8. and it should include the same features.

3.1.4.8. Decisions

Through the interface "Decisions" from the court file regime, the system should allow the registration of decisions.

The interface afferent to the registration of decisions should be similar with the interface "Decisions" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.9. with the following amendments:

In the interface there should be the following buttons for adding the decisions:

- **"Add the decision"** -button for adding/opening the text editor for the decision in the court file
- **"Add additional decision"** - button for adding/opening the text editor for an additional decision to the court file
- **"Different opinion"** - button for adding/opening the text editor for adding a different opinion to the court file

The button **"Cancellation of the decision"**described in chapter 2.2.2.9. for the court files from the first instance/court of appeal must be hidden in the case of the Supreme Court of Justice.

Also, in the text editor for creating decisions there must be an additional text field under the name **"Legal issue"**.

The list of court sessions should include an additional field referring to the Panel of Judges.

3.1.4.9. File summary

The system should allow its users to view all information from the court file on a single page, through the menu "Summary of the court files" from the court file regime.

The interface afferent to the viewing of the summary of the court files should be similar with the interface "Decisions" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.10. and it should include the same features.

3.1.4.10. Sheet of actions

The system should allow the registering and visualization of all information referring to the actions undertaken by the system's users regarding a court file, through the menu "Sheet of actions" of the court file regime.

The interface afferent to the viewing of the sheet of actionsshould be similar with the interface "Sheet of actions" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.11. and it should include the same features.

3.1.4.11. Withdrawal of the application (only applicable in the case of criminal files)

The system should allow the withdrawal of the notification of second appeal.

Hence, through the menu "Withdrawal of the application" afferent to the court file regime, the system should display in a different interface the form which allows the withdrawal of the notification of second appeal.

The interface afferent to the withdrawal of the notification of second appeal should be similar

with the interface "Withdrawal of the notification of second appeal" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.14. and it should include the same features.

3.1.4.12. Information about transfer

The system should allow the registering and visualization of the information regarding the transfer of the court file to other instances.

By accessing the option from the side menu "Information over the transfer" of the court file regime, the system should display in a specific interface the list of registered transfers (in the upper side), as well as the form which allows the upload of information regarding the transfer (in the bottom side of the page).

The interface afferent to the registration and visualization of the information regarding the transfer should be similar with the interface "Information regarding the transfer" described in the case of the court files from the first instance/court of appeal as it has been described in chapter 2.2.2.15. and it should include the same features.

3.2. Main menu "Files"

The main menu "Court files" from the interface for the Supreme Court of Justice must include the following submenus:

- **"All court files"** –the interface of the submenu should be similar with the interface of the submenu "All court files" described in the case of the first instance/court of appeal in chapter 2.2.3.1.
- **"My court files"** –the interface of the submenu should be similar with the interface of the submenu "My court files" described in the case of the first instance/court of appeal in chapter 2.2.3.3.
- **"Transferring court files"** –the interface of the submenu should be similar with the interface of the submenu "Transferring court files" described in the case of the first instance/court of appeal in chapter 2.2.3.6.
- **"Received court files"** –the interface of the submenu should be similar with the interface of the submenu "Received court files" described in the case of the first instance/court of appeal in chapter 2.2.3.7.
- **"Joining court files"** –the interface of the submenu should be similar with the interface of the submenu "Joining court files" described in the case of the first instance/court of appeal in chapter 2.2.3.9.
- **"List of the subpoenas"** –the interface of the submenu should be similar with the interface of the submenu "List of the subpoenas" described in the case of the first instance/court of appeal in chapter 2.2.3.10.
- **"Publishing decisions"** –the interface of the submenu should be similar with the interface of the submenu "Publishing decisions" described in the case of the first instance/court of appeal in chapter 2.2.3.11.
- **"Publishing resolutions"** –the interface of the submenu should be similar with the interface of the submenu "Publishing resolutions" described in the case of the first instance/court of appeal in chapter 2.2.3.12.
- **"Publishing decisions regarding the admissibility of the notification of second appeal"** –the interface of the submenu should be similar with the interface of the above mentioned submenus "Publishing decisions" and "Publishing resolutions" with the mention that in the case of this submenu the publishing decisions regarding the admissibility of the notification of second appeal are administered (additional details in chapter 3.1.4.9)

3.3. Main menu "Calendar"

The functional options of the main menu "Calendar" are similar with the ones described in chapter 2.3 with the following amendment:

In the case of the Supreme Court of Justice in the interface "Printing the list of cases scheduled for trial" the system should modify the options which can be selected afferent to the field "Number of columns in the document" following that the displayed options are as such:

- Order number
- Number of the court file
- Appellant
- Court whose decision is contested
- Title of the court file
- Name, surname, the patronymic of the convicted (acquitted person) (only in the case of criminal files)
- The offence that is the object of the second appeal (only in the case of criminal files)
- Panel of Judges (only in the case of criminal files)
- Essence of cause (only in the case of civil files)
- Note regarding the decided solution

4. WEB PORTAL

For a better interaction with the public, for developing the e-Justice facilities and for a quicker and easier management of the public activities of the instances, the ICMS application will encompass a web portal.

The portal will represent the main communication interface of the justice apparatus from the Republic of Moldavia with the public. This (the portal) will perform tasks of both informing (eg. News, articles, legislation, jurisprudence etc.), and will also perform operational/functional tasks (viewing subpoenas, court sessions, decisions, forms, types of documents etc). In order to achieve these objectives, this web portal will have a minimum set of features that are described below.

Authentication functionality

The portal will provide the authentication functionality of a user following its registration. This functionality will allow the creation of multiple types of users, not less than the following categories:

- **Logged-in external user–** this will be the type of user who, following the registration and after obtaining a log-in name and password, will be able to access a series of additional services in the portal
- **Internal user –** this will be the type of user employed, assistant or appointed by the instances (eg. Specialist, Registrar etc) who following the authentication in the portal will have the right to edit, publish, delete several materials, articles, information which is exposed on the portal
- **Portal administrator –** this will be the type of user with extended rights over the content of the portal and will be able to grant rights to other users

The portal will give the technical possibility to independently manage the authentication of the users or it will integrate with a management system of the rights (Information Rights Management – IRM, for example Active Directory). The authentication functionality will manage the access of the user to the different information and functionalities of the portal.

Content Management System (CMS) and Knowledge Base Functionalities

The portal will offer Content Management System (CMS) and Knowledge Base (KB) functionalities, such that the users – both the ones authenticated and the ones not authenticated – can access quickly and intuitively the necessary information.

The portal will have both a public section, easily accessible by any visitor, as well as a section which can be accessed following an authentication with an username and password. For the authenticated external user (not an employer of the Instances, application administrator etc), the portal will allow the carrying out of some operations of interaction with the system which

will be described in this document. The unauthenticated user will be able to access all public information.

The integration functionality

The platform on which the portal will be established will allow in the future its integration with several external applications – directly and/or through ICMS application – in order to exchange data according to the laws and regulations in effect or according to the inter-institutional accords.

The integration functionality will have to support several types of data exchange with a minimum effort of analysis, development, configurations or additional equipment acquisitions (hardware). As an example of the types of supported data exchange we shall mention: web services, import/export data batch, database queries etc.

The integration interfaces shall be defined in the moment of identifying the external application with which the integration is desired.

4.1. Description of data structures available to unauthenticated visitor

The portal will present a series of information and functionalities which will be grouped and structured so that an user of the portal can easily identify and access the needed information.

The portal will provide a search/filtration functionality after the Instance, Court of Appeal, Supreme Court of Justice, so that the visitor can search, if he wants, only the information from that particular institution.

The information displayed are as following:

A. Information for the first instance and the Court of Appeal

- Section for news, articles etc.
- Section in which the user will be able to search and visualize the pending applications in the national Instances. The displayed information will be:
  - Number of the court file
  - Parties involved
  - Type of the court file (for example):
    - Civil
    - Contravention
    - Criminal

    The list can be extended by adding a new category in the section related to the Type of the court file.
  - Category of the court file – main category
  - Status of the court file (for example):
    - Examination
    - Assigned
    - Not carried forward

    The list can be extended by adding a new category in the section related to the Status of the court file.
  - Instance involved
  - Last updated

  The portal will allow the user to select an application, to view and download it, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

  A section in which the user will be able to search the database of the court session of all national Instances. The information displayed will be:

- Date of the court session
- Time of the court session
- Type of the court file
- Number of the court file
- Parties involved
- Type of the court session (for example):
  - Examination of the case
  - Preparation of the case

  The list can be extended by adding a new category in the section related to the Type of the court session.

- Place of the court session
- Outcome of the court session
- Last updated

The portal will allow the user to select a court session, to view and download it, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section in which the user will be able to search the database of decisions in the national Instances. The displayed information will be:
  - Date of the decision
  - Number of the court file
  - Title of the court file
  - Type of the court file (for example):
    - Civil
    - Criminal
    - Contravention

    The list can be extended by adding a new category in the section related to the Type of the court file.

  - Topics of the court file

  The portal will allow the user to select a decision, to view and download it, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section in which the user will be able to search the subpoenas in the national Instances. The displayed information will be:
  - Number of the court file
  - Date of the court session

- Town of the court session
- Defendant
- The object of the examination
- Complainant
- Instance

The portal will allow the user to select a decision, to view and download it, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section in which the user will be able to view the list of judges from the national Instances. The displayed information will be:
  - Name/surname of the judge
  - District Court
  - Additional information

  The portal will allow the user to select a judge, to view and download his CV, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section in which the user will be able to view and search the list of insolvency administrators. The displayed information will be:
  - Name
  - Legal address/IDNO/Contacts
  - License – number of license and its issue date
  - Instance – the instance around which they activate
  - Last updated

  The portal will allow the user to select an administrator, to view and download the information, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section in which the user will be able to view and search the list of the debtors. The displayed information will be:
  - Receipt date
  - Number of the court file
  - Judge
  - Instance
  - Economic agent
  - IDNO
  - Date of the decision
  - Decision

  - Justification
  - Administrator – judicial administrator
  - License – number of license and its issue date
  - Procedure
  - Initiation date
  - Justification for the initiation
  - Information regarding the disqualification of a debtor
  - Additional information
  - Last updated

  The portal will allow the user to select a debtor, to view and download the information, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Judicial practice
  - Recommendations from CSJ
  - Decisions over the notifications of second appeal in the interest of the law
  - Explanatory decisions of the CSJ board
  - Jurisprudence relevant to criminal cases
  - Jurisprudence relevant to civil cases
- Section in which the user will find types of documents used in instances
- Section in which the user will find answers to frequently asked questions
- Section which will encompass information regarding state tax but also a calculator which will help the user to calculate this tax based on selected information
- Section which will encompass a series of information related to
  - CEDO Jurisprudence
  - CEPEJ
  - Department of Judicial Administration (DAJ)
  - Territorial competence
  - RM Legislation (analytical search)
  - Judicial practice
    - Recommendations from CSJ
    - Decisions over the notifications of second appeal in the interest of the law
    - Explanatory decisions of the CSJ board
    - Jurisprudence relevant to criminal cases
    - Jurisprudence relevant to civil cases
  - Contacts – there will be contact information (address, phone number, fax, email,

contact person – if necessary etc.) for each Instance, Court of Appeal and Supreme Court of Justice.

B. Information for the Supreme Court of Justice

- Section for news, articles, information about the CSJ etc.
  - Legal framework
    - Rules and provisions
    - Regulations
    - Laws
  - Structure and organization
    - Structure of the civil college
    - Structure of the criminal college
  - CSJ Judges
  - Access to CSJ
  - Mass-media and public relations – communication etc.
  - Public acquisitions – list
  - Vacancies – ads, hyperlink
  - Career portal for all public institutions – link ext
  - Arbitration
  - Publications
    - CSJ Library
    - CSJ Bulletin
- Section encompassing resources related to the legislation of the Republic of Moldova
  - Legislation of the Republic of Moldova
  - RM Legislation – analytic search
- Section in which there are listed the Panels of Judges on the basis of the Provisions which can be viewed
- Section in which the user will be able to search and view the pending applications sent for examination to the CSJ. The information displayed will be:
  - Registration number
  - Registration date
  - Number of the court file
  - Status
  - Type of the file
  - Parties involved
  - Appellant

- Object
- Procedure

The portal will allow the user to select an application, to view and download the information, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section in which the user will be able to search and view the database of court sessions in the CSJ. These will be displayed in categories depending on the college/plenum and the information displayed will be:
  - CSJ plenum
    - File number
    - Object of examination
    - Date of the court session
    - Time
    - Room
    - Procedure
    - Publication date

The portal will allow the user to select an application, to view and download the information, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Panel of judges formed for the examination of the contestations of CSM decisions
    - Number of the court file
    - Parties of the court file
    - Contested CSM decision
    - Date of the court session
    - Time
    - Room
    - Additional information
    - Publishing date
- Plenary of the Criminal College
    - Number of the court file
    - Date of the court session
    - Appellant
    - Part in the court file

    - Contested decision
    - Offense
    - Time
    - Room
    - Number of the panel of judges
    - Procedure
    - Outcome of the examination
    - Publishing date
- Criminal College
    - Number of the court file
    - Date of the court session
    - Appellant
    - Part in the court file
    - Contested decision
    - Offense
    - Time
    - Room
    - Number of the panel of judges
    - Procedure
    - Outcome of the examination
    - Publishing date
- Civil, commercial and administrative College
    - Number of the court file
    - Parties in the court file
    - Instance
    - Date of the court session
    - Time
    - Room
    - Panel
    - Procedure
    - Outcome of the examination
    - Publishing date

The portal will allow the user to select a court session, to view and download the

information, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section of CSJ jurisprudence in which the user will be able to search and view the database of CSJ decisions. These will be displayed in categories depending on the college/panel and the information displayed will be:
    - Plenary of the CSJ
        - Visualization
        - Number of the court file
        - Date
        - Object of the examination
        - Procedure
    - Plenary of the Criminal College
        - Visualization
        - Number of the court file
        - Data of the decision
        - Parties in the court file
        - Offence
        - Legal issue
        - Procedure
    - Panel of judges formed for the examination of the contestations of CSM decisions
        - Visualization
        - Number of the court file
        - Date
        - Contested CSM decision
    - Civil, commercial and administrative College
        - Visualization
        - Number of the court file
        - Date of the decision
        - Parties in the court file
        - Object
        - Legal issue
        - Procedure

- Criminal College
  - Visualization
  - Number of the court file
  - Date of the decision
  - Parties in the court file
  - Object
  - Legal issue
  - Procedure
- Database of CSJ decisions (old)
  - Visualization
  - Number of the court file
  - Date of the decision
  - Additional information

- System of analytical search of jurisprudence – search

  The portal will allow the user to select a court session, to view and download the information, in PDF. The portal will also allow a search/filter on each of the above mentioned fields.

- Section of international jurisprudence, for reference and for the unification of judicial practice. The information displayed will be as follows:
  - CEDO Clues
  - Search in CSJ's library
  - Summary of the relevant CEDO decisions
  - CSJ's Recommendations
  - Advisory opinion
  - Explanatory decisions of the CSJ plenary
  - Decisions over the notification of Second appeal in the interest of the law
  - Relevant jurisprudence
  - Projects of explanatory decisions of the Plenary

4.2. Description of data structures and additional functionalities made available to authenticated external user

Functionality for initiating actions

The authenticated user will have access to specific functionalities to submit online summons (which will get an electronic number automatically in ICMS), to withdraw a summon already filed and to submit applications for appeal/second appeal in electronic format.

When selecting the option for submitting of a summon, the system will open a new form and the following data will be introduced:

- Last name and first name – text field where the name of the person which submits the summon will be inserted. By default, the system should be able to take automatically the name from the account of the user authenticated on the portal.
- Tax code – IDNP – text field were the 13 digits identification number will be inserted
- Date of birth – calendar type field where will be selected the date of birth
- Contact Address: fields for entering a contact address, where will be inserted the following information: District - will be able to be chosen from a predefined dropdown list; Town/Village - will be able to be chosen from a predefined dropdown list; House; Building; Apartment; Telephone; Mobile phone; Email - numeric or alphanumeric fields; Additional address.
- The essence of the case - text field into which the user will write the statement for the essence of the summons. This field must have mandatory status. Thus, if it is not filled out, the system must not save the summon and will show a warning message like: "Please insert the essence of the case"
- Annex – field which will allow the upload of the documents which the claimant wants to attach to the summon
- Comments - text field where can be inserted additional information about the summon to be submitted.
- Section "Data about the defendant" which will include the following fields:
    - Last name and first name – text field where the name of the defendant will be inserted
    - Tax code – IDNP – text field were the 13 digits identification number will be inserted
    - Date of birth – calendar type field where will be selected the date of birth
    - Gender – M/F
    - Contact Address: fields for entering a contact address, where will be inserted the following information: District - will be able to be chosen from a predefined

dropdown list; Town/Village - will be able to be chosen from a predefined dropdown list; House; Building; Apartment; Telephone; Mobile phone; Email - numeric or alphanumeric fields; Additional address.

In this section should be placed, as well, a button "Add another defendant" which will allow registration of another defendant.

When selecting the option for filing an application of appeal/second appeal the system will open a new form and the following data will be introduced:

- Type of the application – a text field in which you can select the following options
  - Application for appeal
  - Application for second appeal
- Number of the court file – a text field containing all the court files in which the user takes parte; it will select the number of the court file for which the notification of appeal/second appeal is madeif there are more court files in examination;
- Appellant/Recurrent – the label will change depending on the previous selection (application for appeal or application for second appeal); non-editable text field with information regarding the logged-in user
- Created – date-time stamp marking the date on which the application has been create, non-editable text field;
- Reason – text field; the user will enunciate the reason for the application of appeal/second appeal;
- Samples – text field; the user will create the list of samples attached to the application of appeal/second appeal (name, description of the samples);
- Uploading samples – functionality of browsing/uploading documents which will allow the user to attach to the application the documents listed in the text field Samples
- Request – text field; the user will type the request indicated in the application of appeal/second appeal;

When selecting the option of withdrawing the application a new form with the following information will open:

- Date – date-time stamp marking the date on which the application has been create, non-editable text field
- Number of the court file – a text field containing all the court files in which the user takes parte; it will select the number of the court file for which the withdrawal of notification of

appeal/second appeal is made if there are more court files in examination

- Author – non-editable text field with information regarding the logged-in user
- Reason – text field enunciating the reason for the withdrawal of the application of appeal/second appeal;

Note:

If the authenticated users have the status of lawyer, the web portal must provide them with the ability to upload documents / evidence in the file and view documents / evidence in the file, using the electronic signature.

Any authenticated user (from any category of citizens) should be able, also, to request online through the portal copies from the documents from the courts.

Knowledge Based Functionality (KB)

An authenticated user will be able to select a series of actions / pages from the portal which can be found in the private area of KB. Usually, these selections are topics of information frequently used or of a great interest for the user and thus the user will be able to have in the same place the information he is interested in.

Furthermore, the KB section will be able to customize the functionality of advanced search which will save the personalized search criteria.

The description of data structures and of additional functionalities made available for the internal user.

The internal user will have a series of rights according to a security matrix (of rights) and these rights are:

- Editing / changing
- Posting / adding
- Deleting

These rights will be granted for one or more of the following:

- Instances
- Court / Courts of Appeal
- Supreme Court of Justice

4.3. Describing the data structures and additional functionalities made available for the administrator

The role of portal administrator will have the following attributions:

- Creation of system users
- Framing the users in a role/group
- Granting specific rights for each role/group
- Deleting (retracting the rights) of an user from the portal

5. SYSTEM SECURITY

The system should implement adequate measure for securing the access to data and information stored and managed through ICMS.

The system should allow the access to the interface only to the authorized users and for users who have an username in the system.

Considering the nature of the web application, the access should be allowed only from the internal network of the instances and of the personnel who is administering the system at a central level. Therefore, the internet access to ICMS system should be blocked.

The system should allow an efficient management of the usernames and of the rights of access by giving access to the users only to those information and sections from the system necessary for their own activities. In this sense, the system should allow the configuration of some username roles which shall be configured according to the specific attributions of every type of user who is accessing the system.

The system should keep a journal of the activities undertaken by the users in the system without being able to modify or delete these journals. These journals should give sufficient information for a regulate audit of the activities undertaken by the users at a system level or at an application/court files level.

5.1. AUTHORIZING OF ACCESS IN THE SYSTEM

The system should be developed so thus it can be accessed using any modern web browser (for example Google Chrome, Mozilla Firefox, Internet Explorer, Opera, Safari etc.).

The system should restrict access for the users who are logged-in based on an username and password.

In this sense, the system should allow the administrators (users with the role of "Manager" from every instance and users with the role of "Central administrator") to create nominal accounts for all users.

For the authentication of the users, the system should display an authentication window with the following fields:

- **"Username"**–text field for completing the username
- **"Password"**–text field in which the access password will be inserted - characters of the password will be displayed as a symbol (*)

Also, the authentication window will encompass a button **"Logging in"**which will open the main interface of the system after the user has introduced the username and the password.

The system should coerce all users to introduce their password with every authentication. Hence, the system should not include functionalities of memorizing access passwords (both an an application level and at the browser level).

After the authentication, the system should display in the main interface on the upper right side a message such as "You are connected as: *username*", and next to that there should be a button **"Exit"**through which the user will be able to exit the system.

The system should allow the configuration of the complexity rules of access passwords of the system users through the menu "Administration/Security Measures/Password Policies" described in chapter 2.5.2.3. of this document.

The right of access to the interface which allows changes in the "Password Policies" regime from the menu "Administration/Security Measures" of the program should be only for those users with the role of "Central Administrator".

Through this interface, the system should allow the setting of some rules such as:

- Minimum length of passwords
- Passwords should include letters, number and special characters
- Maximum validity of the password
- Minimum validity of the password

- Blocking the use of the last passwords
- Blocking the account in the case in which a wrong password is introduced several times

At a database level, the access passwords of the accounts should be displayed encripted without possibilities of decryption, so that the database administrators cannot view the log-in details of the users.

5.2. MANAGEMENT OF THE USER ACCOUNTS AND ACCESS RIGHTS

The system should allow the management of the users' accounts through the menu "Administration/Security Measures/"Users Regime" described in chapter 2.5.2.1. of this document.

In the case of this interface, only the user with the role of "Manager" from the instance and the user with the role of "Central Administrator" should have the right of access. These two types of users should have rights of adding/changing/deleting any other username account.

As it has been mentioned in chapter 2.5.2.1., for every existent username account, the system should allow:

- Visualization of the information related to that account
- Editing the information of that account
- Blocking/Unblocking the account –by inserting a dialogue window with the reason for blocking that account
- Deactivation of the account
- Resetting the password – After resetting the password, the system should request the user to set a new password

When creating an username, the system should allow the allocation of one or more roles depending on the necessities of the user.

The system should also allow the management of the permissions allocated to the users by creating new user roles which can be allocated when the user accounts are created.

The administration of username roles should be made through the menu "Administration/Security Measures/"Roles" Regime" described in chapter 2.5.2.2. of this document.

In this interface only the users with the role of "Central Administrator" have the right to add/modify/delete.

The user with the role "Manager" is only allowed to view and search the list of roles.

As it has been mentioned in chapter 2.5.2.2., for each role, the system should allow:

- Visualization of the rights of access associated with that role
- Editing the rights of access associated to that role
- Deleting the role

When creating/editing a role, the system should allow the expansion of a list with all functional capacities of the system grouped in modules with the possibility of

checking/unchecking their boxes so that the access of an user to the functionalities of the system can be managed in detail.

The rights of access should be managed at a "reading"/"changing"/"deleting" levelso that there is the possibility of allocating a role encompassing the right of "reading"/"changing"/"deleting" the information, whilst another role has only the "reading" right.

5.3. USERS' ACTIONS LOGGING

The program should allow the registration and viewing of the information regarding the actions undertaken by all system users at both a general level of the system, as well as at the level of the applications/court files.

All operations undertaken by ICMS users should be automatically registered in a register, by keeping track of the username, of the name of the operation, of the time and exact date on which the operation has been undertaken etc.

Keeping track of the actions undertaken by users at an application/court file level should be made according to the requests detailed in chapter 2.2.2.11 "Sheet of actions".

The system should allow the registration in the sheet of actions of all actions undertaken regarding the information from a court file:

- Actions of saving the information
- Actions of changing the information
- Actions of deleting the information
- Assignments of the court files
- Connecting the court files
- Changing the status of the court files etc.

The system should allow the registration of the actions conducted at the level of every field/button from the interface.

In the case of changing information, the system should allow the registration of all modifying actions of all information based on the following model:

- **"Initial information:"** –it will display the information before the change
- **"Modified information"** – it will display the information after the change

Also, the system should allow the registration and visualization of all information regarding the conducted actions by all users of the system in the ICMS menus and submenus. More details regarding the keeping of the journal of these information are to be found in chapter 2.10.5. "Statistics of administrating ICMS"of this document.

The system should be capable of registering any action of adding, editing or deleting the information in any of the ICMS menus and submenus.

The system should allow the accumulation of all actions conducted by the users at all levels of the ICMS menus and submenus and it should automatically save the actions conducted in any instance on the main server.

The system should allow the display of all actions with the following information:

- **"Action" –**it will display the name of the registered action
- **"Date of conducting the action" –**it will display the date on which the action has been registered
- **"ICMS Menu"**–it will display ICMS's main menu at the level of which the action has been registered
- **"ICMS Submenu"** - it will display ICMS's submenu at the level of which the action has been registered
- **"Employer" –** it will display the name of the employer who conducted the action

5.4. SECURITY AT A WEB LEVEL

The system should be developed considering the best security practices for web applications, respectively considering the most common security vulnerabilities for this type of systems.

Hence, we shall consider at least the following:

- 10 most frequent security risks for web applications according to OWASP:
  - A1: Injection
  - A2: Cross-Site Scripting (XSS)
  - A3: Broken Authentication and Session Management
  - A4: Insecure Direct Object References
  - A5: Cross-Site Request Forgery (CSRF)
  - A6: Security Misconfiguration
  - A7: Insecure Cryptographic Storage
  - A8: Failure to Restrict URL Access
  - A9: Insufficient Transport Layer Protection
  - A10: Invalidated Redirects and Forwards
- 25 most dangerous software errors which can produce severe security vulnerabilities in software application according to CWE/SANS:
  - CWE-89 Improper Neutralization of Special Elements used in an SQL Command ('SQL Injection')
  - CWE-78 Improper Neutralization of Special Elements used in an OS Command ('OS Command Injection')
  - CWE-120 Buffer Copy without Checking Size of Input ('Classic Buffer Overflow')
  - CWE-79 Improper Neutralization of Input During Web Page Generation ('Cross-site Scripting')
  - CWE-306 Missing Authentication for Critical Function
  - CWE-862 Missing Authorization
  - CWE-798 Use of Hard-coded Credentials
  - CWE-311 Missing Encryption of Sensitive Data
  - CWE-434 Unrestricted Upload of File with Dangerous Type
  - CWE-807 Reliance on Not trusted Inputs in a Security Decision
  - CWE-250 Execution with Unnecessary Privileges

- CWE-352 Cross-Site Request Forgery (CSRF)
- CWE-22 Improper Limitation of a Pathname to a Restricted Directory ('Path Traversal')
- CWE-494 Download of Code Without Integrity Check
- CWE-863 Incorrect Authorization
- CWE-829 Inclusion of Functionality from Not trusted Control Sphere
- CWE-732 Incorrect Permission Assignment for Critical Resource
- CWE-676 Use of Potentially Dangerous Function
- CWE-327 Use of a Broken or Risky Cryptographic Algorithm
- CWE-131 Incorrect Calculation of Buffer Size
- CWE-307 Improper Restriction of Excessive Authentication Attempts
- CWE-601 URL Redirection to Not trusted Site ('Open Redirect')
- CWE-134 Uncontrolled Format String
- CWE-190 Integer Overflow or Wraparound
- CWE-759 Use of a One-Way Hash without a Salt

ANNEXES

Annex 1 – Survey concerning the commitment of the court's personnel

No.	Question	Very rarely	Rarely	Sometimes	Frequently	Alway
1.	The direction/section/service in which I work aims to better the processes and procedures	1	2	3	4	5
2.	I am informed regarding the aspects that are of interest to me at my work place	1	2	3	4	5
3.	As I get more experienced, I also get new tasks and responsibilities	1	2	3	4	5
4.	If I need help, I can count on my co-workers	1	2	3	4	5
5.	I can develop my abilities	1	2	3	4	5
6.	I understand the way in which my work contributes to the mission of the Instance	1	2	3	4	5
7.	I am treated with respect	1	2	3	4	5
8.	When I do my work well, the leadership recognizes my merits and thanks me	1	2	3	4	5
9.	The conditions and working environment are allowing me to work efficiently	1	2	3	4	5
10.	I feel appreciated by the leadership for my knowledge and my work	1	2	3	4	5
11.	The people in charge with the Instance are communicating me on time all important information	1	2	3	4	5

12.	I like to come to work	1	2	3	4	5
13.	The leadership of the Instance take into consideration the suggestions of their employees in order to better the workplace	1	2	3	4	5
14.	My meetings with the leadership are always useful and very informative	1	2	3	4	5
15.	When necessary, I am encouraged to take my own decisions in order to finish the task	1	2	3	4	5
16.	I have access to resources (materials, equipment etc.) in order to work efficiently	1	2	3	4	5
17.	I know exactly what I am expected to do at my workplace	1	2	3	4	5
18.	I feel proud to work in the Instance	1	2	3	4	5
19.	My time and my abilities are rationally used	1	2	3	4	5
20.	In order to do my work efficiently I benefit from training	1	2	3	4	5
21.	The leadership is always available when I have questions or I need help	1	2	3	4	5
22.	Communication at my workplace is very good	1	2	3	4	5
23.	My co-workers are all cooperating	1	2	3	4	5
24.	I can tell my opinion about our way of working	1	2	3	4	5
25.	In the last 6 months, the leadership has discussed my performance/career development with me	1	2	3	4	5

26.	The Instance and its employees constantly aim for working better	1	2	3	4	5
27.	I am treated with respect by citizens	1	2	3	4	5
Basic information						
28.	In which direction/section/service do you activate?	Judge	Administrative service of the secretariat (including the manager of the secretariat)	Registry of the secretariat	Direction / section for the systematization and generalization of the judicial practices and public relations	Direction /section for keeping evidence and for procedural documentation
29.	Since when do you activate in this Instance:	Less than a year	1-5 years	6-10 years	11-20 years	More than 20 years
30.	I plan to work in this Instance for the following	1-2 years	3-5 years	6-10 years	11-20 years	More than 20 years

Analyzing and interpreting the data

Analyzing and interpreting the data: The results of the survey will be analyzed in a few ways. The first level of analysis is to calculate and analyze the average score for each question. The greater the score, the more positive the attitude of the people leading the Instance is towards their employees. The scores will be evaluated at both the level of the Instance and at the level of direction/section/service. The score can be grouped after the greatest and the lowest.

The first interpretation of the data is represented in the following table, where the first column *Average* represents the average score. Column *N* includes the number of valid answers for each question. The given number may vary if there are employees who did not answer all the questions. The rubric *Percentage* indicates the percentage of the employees who attributed that score for the question.

Analyzing the answers

Percentage

No.	Question	Average	N	Very rarely	Rarely	Some times	Frequently	Always
1.	The direction/section/service in which I work aims to better the processes and procedures	**4,5**	**26**	**4**	**8**	**6**	**5**	**4**
2.	I am informed regarding the aspects that are of interest to me at my work place	**3**	**26**	**31**	**12**	**8**	**2**	**4**
3.	As I get more experience, I also get new tasks and responsibilities	**2,5**	**26**	**12**	**23**	**3**	**5**	**19**
4.	We are respected in the community	**5**	**20**	**8**	**4**	**8**	**12**	**35**

The second level of analysis represents a more sophisticated analysis of the results, by grouping the questions into categories. The survey encompasses 28 questions carefully formulated. These 28 questions can be grouped in two main categories: questions which reflect three factors promoting the employees' satisfaction and questions which reflect three factors associated with employees' dissatisfaction. The factors promoting satisfaction motivate the employees to obtain excellent results, whereas the factors involving dissatisfaction inhibit the capacity of employees to perform their work duties. The satisfaction is directly linked to the recognition of their merits, interesting work and increased responsibility. These are described as motivating factors.

Average scores – Categories for the satisfaction of the employees

Satisfaction	**3,8**	**Achievement 4,7**
		Work3,5
		Responsibility **3,3**

Achievement: Employees should know what it is expected from them and they should be informed regarding the results of their work. At all levels of the organization, the employees want to be informed and acknowledged for their achievements.

Work: In order for the employees to feel satisfied, it is necessary for them to know that the work they are conducting is important and that their tasks contribute to the main goal of the organization.

Responsibility: The employees are motivated to work better if they are granted a certain freedom and authority when doing their work. Employees become more satisfied when the Instance encourages the personnel to develop their abilities at the workplace.

Satisfaction

Achievement 4,7		
6.	I understand the way in which my work contributes to the mission of the Instance	4,65
10.	I feel appreciated by the leadership for my knowledge and my work	5
17.	I know exactly what I am expected to do at my workplace	4,85
19.	My time and my abilities are rationally used	4,3
Work 3,5		
2.	I am informed regarding the aspects that are of interest to me at my work place	4,3
12.	I like to come to work	3,2
18.	I am proud to work for this Instance	3,6
20.	In order to do my job I benefit from training course	2,9
26.	The instance and its leadership aim to continuously better our work	3,5
Responsibility 3,3		
1.	The direction/section/service in which I work aims to better the processes and procedures	4,1
3.	As I get more experienced, I also get new tasks and responsibilities	3,2
5.	I have the possibility to develop my abilities	3,5
15.	When necessary, I am encouraged to take my own decisions in order to	2,5

	finish the task	
24.	I can tell my opinion about our way of working	3,2

dissatisfaction is closely linked to policies and practices considered unequal, incompetent and unequal leadership, bad interpersonal relationships, undesirable working conditions, wages considered unequal and insecurity at the work place.

Average scores – Categories for the dissatisfaction of the employees

dissatisfaction	**3,3**	**The leadership and their relationship with the employees**	**4**
		Working conditions	**2,5**
		Interpersonal relationships	**3,5**

The leadership: The crucial role of an efficient leadership implies leadership abilities and the capacity of treating all employees equally and respectfully.

Working conditions: The working conditions, including the work place, represent the basis for a good interaction of the employees with the public and their capacity of working efficiently.

Interpersonal relationships: The key factor for the efficiency of the employees' activity is constituted by the relationships between the co-workers.

dissatisfaction

The leadership and the relationship with them		**4**
8.	When I do my work well, the leadership acknowledges my merits and thanks me	4,5
13.	The leadership of the Instance take into consideration the suggestions of their employees in order to better the workplace	3,3
14.	My meetings with the leadership are always useful and very informative	4,1
21.	The leadership is always available when I have questions or I need help	3,7
25.	In the last 6 months, the leadership has discussed my performance/career development with me	4,4
Working conditions		**2,5**
7.	I am treated with respect	1,5
9.	The conditions and working environment are allowing me to work efficiently	2,1
16.	I have access to resources (materials, equipment etc.) in order to work efficiently	3,8
27.	I am treated with respect by citizens	2,6
Interpersonal relationships		**3,5**
4.	If I need help, I can count on my co-workers	2,9
11.	The people in charge with the Instance are communicating me on time all	2,5

	important information	
22.	Communication at my workplace is very good	3,9
23.	My co-workers are cooperating	4,7

Considering that the factors contributing to the satisfaction of workers are contrary to those who contribute to their dissatisfaction, the management of the Instance should pay attention to both set of factors. The survey generates information for the leadership of the Instance which can elaborate strategies in order to fix the problems identified as a result of analyzing the answers.

Annex 2 – Detailed description of the structure of statistics reports for the first Instance and for the Court of Appeal

I. Electronic statistical reports for courts

1. Civil court files:

    a. Statistical report about the activity of the courts of the first instance regarding the examination of civil court files
    b. Statistical report about the activity of the courts of the first instance regarding the examination of commercial court files
    c. Statistical report about the examination of cases under the Administrative Litigation Act no. 793-XIV din 10 February 2000
    d. Statistical report about the activity of courts examining the court files according to the procedure in the ordinance
    e. Statistical report about the trail of applications regarding the retrial of already pronounced decisions in civil court files
    f. Statistical report about the examination of applications related to the executions of civil court decisions
    g. Statistical report regarding the application of measures to ensure action

2. Criminal court files:

    a. Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of individuals
    b. Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of legal entities
    c. Statistical report about the examination ofthe steps taken in order to issue a warrant for arrest
    d. Statistical report about the examination ofthe steps taken in order to extend the period of the arrest
    e. Statistical report about the examination ofthe steps taken regarding the authorization to perform criminal prosecution
    f. Statistical report about the examination ofthe complains against the actions of the criminal investigation body
    g. Statistical report about the trial of applications regarding the revision of decisions pronounced in criminal cases
    h. Statistical report regarding the number of individuals convicted
    i. Statistical report regarding punishments and other measures applied to individuals
    j. Statistical report regarding the number of people against which there have been taken steps towards the execution of the punishment
    k. Statistical report regarding the number of the legal entities convicted
    l. Statistical report regarding the convicted people

3. Contravention court file:

    a. Statistical report regarding the trial of cases of contravention in the case of individuals
    b. Statistical report regarding the trial of cases of contravention in the case of legal entities
    c. Statistical report regarding the sanctions applied to individuals
    d. Statistical report regarding the contestations submitted in the courts according to Art. 448 from the Contravention Code
    e. Statistical report regarding the examination of cases of contravention which is under review

No.	**Title of the report**	**Description of the statistical report**	
		Examination procedure	**Indices**
	Civil court files		
1.	Statistical report about the activity of the courts of the first instance regarding the examination of civil court files	First instance	2
2.	Statistical report about the activity of the courts of the first instance regarding the examination of commercial court files	First instance	2e and 2c
3.	Statistical report about the examination of cases under the Administrative Litigation Act no. 793-XIV din 10 February 2000	Administrative Litigation	3
4.	Statistical report about the activity of courts examining the court files according to the procedure in the ordinance	Procedure in the ordinance	2p/o
5.	Statistical report about the trail of applications regarding the retrial of already pronounced decisions in civil court files	Under review	2rh, 2rhe, 2rhc, 3rh
6.	Statistical report about the examination of applications related to the executions of civil court decisions	First instance	21
7.	Statistical report regarding the application of measures to ensure action	All procedures	All civil indices
	Criminal court files		
8.	Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of individuals	First instance Defendant – ID individual	1
9.	Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of legal entities	First instance	1

No.	Title of the report	Description of the statistical report	
		Examination procedure	**Indices**
		Defendant – ID legal entity	
10.	Statistical report about the examination of the steps taken in order to issue a warrant for arrest	First instance	14, 15
11.	Statistical report about the examination of the steps taken in order to extend the period of the arrest	First instance	16
12.	Statistical report about the examination of the steps taken regarding the authorization to perform criminal prosecution	First instance	11, 12, 13
13.	Statistical report about the examination of the complains against the actions of the criminal investigation body	First instance	10
14.	Statistical report about the trial of applications regarding the revision of decisions pronounced in criminal cases	File review	1rh
15.	Statistical report regarding the number of individuals convicted	First instance Defendant – ID individual	1
16.	Statistical report regarding punishments and other measures applied to individuals	First instance Defendant – ID individual	1
17.	Statistical report regarding the number of people against which there have been taken steps towards the execution of the punishment	First instance	21
18.	Statistical report regarding the number of the legal entities convicted	First instance Defendant – ID legal entity	1
19.	Statistical report regarding the convicted people		
	Contravention court file		
20.	Statistical report regarding the trial of cases of contravention in the case of individuals	First instance Defendant – ID individual	4
21.	Statistical report regarding the trial of cases of contravention in the case of legal entities	First instance Defendant – ID legal entity	4
22.	Statistical report regarding the sanctions applied to individuals	First instance	4

No.	Title of the report	Description of the statistical report	
		Examination procedure	**Indices**
		Defendant – ID individual	
23.	Statistical report regarding the contestations submitted in the courts according to Art. 448 from the Contravention Code	First instance	5r
24.	Statistical report regarding the examination of cases of contravention which are in review	Under review	4rh

II. Statistical reports for the Courts of Appeal

4. Civil court files in the first instance:

    a. Statistical reports about the activity of the Courts of Appeal regarding the examination of insolvency court files
    b. Statistical reports regarding the trial of applications regarding the revision of pronounced decisions in civil court files
    c. Statistical report regarding on the application of measures of ensuring the action

5. Civil court files in appeal/second appeal:

    a. Statistical report regarding the trial of civil court files in appeal in the Courts of Appeal. *A. Progress of the case*
    b. Statistical report regarding the trial of civil court files in appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
    c. Statistical report regarding the trial of commercial court files in appeal in the Courts of Appeal. *A. Progress of the case*
    d. Statistical report regarding the trial of commercial court files in appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
    e. Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. *A. Progress of the case*
    f. Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
    g. Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. *C. Second appeal submitted against the resolutions of the Instances*
    h. Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. *A. Progress of the case*
    i. Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
    j. Statistical report regarding the trial of commercial court files in second appeal in

the Courts of Appeal. *C. Second appeal submitted against the resolutions of the Instances*

k. Statistical report regarding the trial of court files according to the Administrative Litigation Act in appeal in the Courts of Appeal. *A. Progress of the case*
l. Statistical report regarding the trial of court files according to the Administrative Litigation Act in appeal in the Courts of Appeal.*B. Outcomes of the examination of applications of appeal*
m. Statistical report regarding the trial of court files according to the Administrative Litigation Act in second appeal in the Courts of Appeal. *A. Progress of the case*
n. Statistical report regarding the trial of court files according to the Administrative Litigation Act in second appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
o. Statistical report regarding the trial of court files according to the Administrative Litigation Act in second appeal in the Courts of Appeal. *C. Second appeal submitted against the resolutions of the Instances*
p. Statistical report per judge on civil cases examination by the courts of appeal in appeal and second appeal;

6. Criminal court files in first instance:

    a. Statistical report about the activity of the first instance regarding the trial of criminal court files of individuals
    b. Statistical report about the trial of the applications regarding the revision of pronounced decisions in criminal cases
    c. Statistical report regarding the number of individuals convicted
    d. Statistical report regarding the punishment and other measures applied to legal entities
    e. Statistical report regarding the convicted people

7. Criminal court files in appeal/second appeal:

    a. Statistical report regarding the trial of criminal court files in appeal in the Courts of Appeal. *A. Progress of the case*
    b. Statistical report regarding the trial of criminal court files in appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
    c. Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. *A. Progress of the case*
    d. Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
    e. Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. *C. Second appeal submitted against the resolutions of the Instances*
    f. Statistical report regarding the activity of Courts of Appeal during the trial of the second appeal against the resolutions of the first magistrate

g. Statistical report per judge on criminal cases examination by the courts of appeal in appeal and second appeal;

8. Contravention court file:

a. Statistical report regarding the examination of the second appeal against contravention decisions in the Courts of Appeal. *A. Progress of the case*
b. Statistical report regarding the examination of the second appeal against contravention decisions in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*
c. Statistic report regarding the examination of contravention court files in file review
d. Statistical report per judge on contravention cases examination by the courts of appeal in second appeal;

No.	Title of the report	Description of the statistical report	
		Examination of the procedure	**Indices**
	Civil court files in the first instance		
1.	Statistical reports about the activity of the Courts of Appeal regarding the examination of insolvency court files	First instance	2i
2.	Statistical reports regarding the trial of applications regarding the revision of pronounced decisions in civil court files	Under review	2rh, 2rhe, 2rhc, 3rh
3.	Statistical report regarding on the application of measures of ensuring the action	All civil procedures	All civil indices
	Civil court files in appeal/second appeal		
1.	Statistical report regarding the trial of civil court files in appeal in the Courts of Appeal. A. Progress of the case	Appeal against the decisions of the first instance	2a
2.	Statistical report regarding the trial of civil court files in appeal in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Appeal against the decisions of the first instance	2a
3.	Statistical report regarding the trial of commercial court files in appeal in the Courts of Appeal. A. Progress of the case	Appeal against the decisions	2ae, 2ac

No.	Title of the report	Description of the statistical report	
		Examination of the procedure	**Indices**
		of the first instance	
4.	Statistical report regarding the trial of commercial court files in appeal in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Appeal against the decisions of the first instance	2ae, 2ac
5.	Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. A. Progress of the case	Second appeal against the decisions and resolutions of the courts	2r
6.	Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Second appeal against the decisions and resolutions of the courts	2r
7.	Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances	Second appeal against the resolutions of the courts	2r
8.	Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. A. Progress of the case	Second appeal against the decisions and resolutions of the courts	2re, 2rc
9.	Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Second appeal against the decisions and resolutions of the courts	2re, 2rc
10.	Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances	Second appeal against the resolutions of the courts	2re, 2rc
11.	Statistical report regarding the trial of court files according to the Administrative Litigation Act in appeal in the Courts of Appeal. A. Progress of the case	Appeal against the decisions	3a

No.	Title of the report	Description of the statistical report	
		Examination of the procedure	**Indices**
		of the first instance	
12.	Statistical report regarding the trial of court files according to the Administrative Litigation Act in appeal in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Appeal against the decisions of the first instance	3a
13.	Statistical report regarding the trial of court files according to the Administrative Litigation Act in second appeal in the Courts of Appeal. A. Progress of the case	Appeal against the decisions	3r
14.	Statistical report regarding the trial of court files according to the Administrative Litigation Act in second appeal in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Appeal against the decisions	3r
15.	Statistical report regarding the trial of court files according to the Administrative Litigation Act in second appeal in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances	Second appeal against the resolutions of the courts	3r
16.	Statistical report per judge on civil cases examination by the courts of appeal in appeal and second appeal;		
	Criminal files in first instance		
17.	Statistical report about the activity of the first instance regarding the trial of criminal court files of individuals	First instance Defendant – ID individual	1
18.	Statistical report about the trial of the applications regarding the revision of pronounced decisions in criminal cases	File review	1rh
19.	Statistical report regarding the number of individuals convicted	First instance Defendant – ID individual	1
20.	Statistical report regarding the punishment and other measures applied to legal entities	First instance Defendant – ID individual	1
21.	Statistical report regarding the convicted people		
	Criminal court files in appeal/second appeal		
22.	Statistical report regarding the trial of criminal court files in appeal in the Courts of Appeal. *A. Progress of the case*	Appeal against the decisions	1a

No.	Title of the report	Description of the statistical report	
		Examination of the procedure	**Indices**
		of the first instance	
23.	Statistical report regarding the trial of criminal court files in appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*	Appeal against the decisions of the first instance	1a
24.	Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. *A. Progress of the case*	Second ppeal against the decisions of the first instance, of the resolutions and decisions of the first magistrate (Section II, CPP)	1r
25.	Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. *B. Outcomes of the examination of applications of appeal*	Second ppeal against the decisions of the first instance, of the resolutions and decisions of the first magistrate (Section II, CPP)	1r
26.	Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. *C. Second appeal submitted against the resolutions of the Instances*	Second appeal against resolutions (Section II, CPP)	1r
27.	Statistical report regarding the activity of Courts of Appeal during the trial of the second appeal against the resolutions of the first magistrate	Second appeal against the decisions of the first instance, of the resolutions and	10r, 11r, 12r, 13r, 14r, 15r,

No.	Title of the report	Description of the statistical report	
		Examination of the procedure	**Indices**
		decisions of the first magistrate (Section II, CPP)	16r, 17r, 18r, 19r, 20r. 21r
28.	Statistical report per judge on criminal cases examination by the courts of appeal in appeal and second appeal;		
	Contravention court file		
29.	Statistical report regarding the examination of the second appeal against contravention decisions in the Courts of Appeal. A. Progress of the case	Second appeal regarding about the decisions regarding administrative contraventions	4r
30.	Statistical report regarding the examination of the second appeal against contravention decisions in the Courts of Appeal. B. Outcomes of the examination of applications of appeal	Second appeal regarding about the decisions regarding administrative contraventions	4r
31.	Statistic report regarding the examination of contravention court files in file review	File review	4rh
32.	Statistical report per judge on contravention cases examination by the courts of appeal in second appeal;		

III. The types of the general reports

9. General reports :

    a. General terms for examining the court files
    b. Frequency of grounds for postponement
    c. Frequency of grounds for adjournment
    d. Statistical report regarding state tax (civil court files)
    e. Statistics of recusations and abstentions
    f. Free legal assistance
    g. Language of examination of the court file

h. Number of the decisions published on the web page
i. Statistical report regarding the resolution of jurisdictional conflicts
j. Dynamics of ICMS's update
k. The work load of the judges in the court - the template of this report will be agreed at the implementation of the new ICMS
l. The work load of the judges in the court of appeal - the template of this report will be agreed at the implementation of the new ICMS
m. Statistical report on the cancellation of decisions at national level, court level and judge level

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Statistical reports for courts

Civil court files

1.a Statistical report about the activity of courts in the first instance regarding the examination of civil court files

STATISTICAL REPORT

about the activity of judges in the first instance regarding the examination of civil court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files	Outstanding court files at the beginning of the year	Applications for acceptance into procedure	Refusal of receiving the application for acceptance into procedure	Number of civil court files registered in this reporting period (4-5=6)	Closed court files during this reporting period (7=8+9+10+11+12+13)	Closed civil court files during this reporting period						Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (15=3+6-7)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months	Suma taxei de stat
							Examined ended with a decision	Removed applications	Returned applications	Trial ended with a decision	Dispatched by competency	Other decisions						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

1.b Statistical report about the activity of courts in the first instance regarding the examination of commercial court files

STATISTICAL REPORT

about the activity of courts in the first instance regarding the examination of civil (commercial) court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files	Outstanding court files at the beginning of the year	Applications for acceptance into procedure	Refusal of receiving the application for acceptance into procedure	Number of civil court files registered in this reporting period (6=4-5)	Closed court files during this reporting period (7= 8+9+10+11+12+13)	Closed civil court files during this reporting period						Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (15=3+6-7)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months	Suma taxei de stat
							Examined ended with a decision	Removed applications	Returned applications	Trial ended with a decision	Dispatched by competency	Other decisions						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

1.c Statistical report regarding the examination of court files according to the Administrative Litigation Act no. 793-XIV from 10 February 2000

STATISTICAL REPORT

regarding the examination of court files according to the Administrative Litigation Act no. 793-XIV from 10 February 2000

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files	Outstanding court files at the beginning of the reporting period	Applications for acceptance into procedure	Refusal of receiving the application for acceptance into procedure	Number of civil court files registered in this reporting period (4-5=6)	Total of closed court files (7=8+9+10+11+12+13)	Closed court files during this reporting period					Damage (in lei)		Outstanding court files at the end of the reporting period (16=3+6-7)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months
							Examined ended with a decision	Returned applications	Trial ended	Removed applications	Dispatched by competency	Material	Moral				
1	2	3	4	5	6	7	8	9	10	11	12	14	15	16	17	18	19

1.d Statistical report about the activity of courts regarding the examination according to the procedure in ordinance

STATISTICAL REPORT

about the activity of courts regarding the examination according to the procedure in ordinance

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files (art. 345 CPC RM)	Outstanding materials at the beginning of the reporting period	Application submitted during the reporting period	Refusal of receiving the application	Returned applications	Applications examined during the reporting period	Amount of state tax	Outstanding materials at the end of the reporting period (9=3+4-5-6-7)	Judicial ordinances canceled during the reporting period
1	2	3	4	5	6	7	8	9	10

1.e Statistical report about the trial of applications regarding the review of decisions in civil court files

STATISTICAL REPORT

about the trial of applications regarding the review of decisions in civil court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files	Outstanding applications at the beginning of the reporting period	Applications submitted during the reporting period (4=5+6+7)	Submitted inclusively by			Applications examined during the reporting period	Result of the examination			Outstanding applications at the end of the reporting period (12=3+4-8)
				Parties and other participants in the trial	Individuals who did not take part in the trial	Attorney General		Applications rejected as inadmissible	Applications accepted	Removed applications	
1	2	3	4	5	6	7	8	9	10	11	12

1.f Statistical report regarding the examination of applications related to the enforcement of decisions in civil court files

RAPORT STATISTIC

regarding the examination of applications related to the enforcement of decisions in civil court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the applications	Outstanding applications at the beginning of the reporting period	Applications submitted during the reporting period	Total examined (5=6+7+8+9+10)	Including					Outstanding applications at the end of the reporting period (11=3+4-5)
					Rejected	Admitted	With cessation	Removed	Dispatched by competency	
1	2	3	4	5	6	7	8	9	10	11

1.g Statistical report regarding the implementation of measures of ensuring action

STATISTICAL REPORT

regarding the implementation of measures of ensuring action

Court:

Reporting period:

Date on which the report has been issued:

No.	Measures of ensuring action	Applications submitted during the reporting period	Solved applications during the reporting period (4=5+6+7+8)	Result of the examinationof the application				Applied bail (9=10+11)	Appealed	
				Admitted	Rejected	Canceled	Substituted		Rejected	Admitted
1	2	3	4	5	6	7	8	9	10	11

Criminal court files

2.a Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of individuals

STATISTICAL REPORT

about the activity of the first instance regarding the trial of criminal cases in the case of individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Type of offense, Article from the Criminal Code	Outstanding court files at the beginning of the reporting period	Outstanding court files submitted during the reporting period	Court files examined during the reporting period							Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (13=3+4-11)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months
				With a sentence (5=6+7+8+9)	Including				Submitted to the competent court	Total (11=5+10)					
					Conviction sentence	Clearance sentence	Cessation sentence	Other sentences							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

2.b Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of legal entities

STATISTICAL REPORT

about the activity of the first instance regarding the trial of criminal cases in the case of legal entities

Court:
Reporting period:
Date on which the report has been issued:

No.	Type of offense, Article from the Criminal Code	Outstanding court files at the beginning of the reporting period	Outstanding court files submitted during the reporting period	Cases examined in the reporting period							Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (13=3+4-11)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months
				With a sentence (5=6+7+8+9)	Including				Submitted to the competent court	Total (11=5+10)					
					Conviction sentence	Clearance sentence	Cessation sentence	Other sentences							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

2.c Statistical report regarding the examination of the requests of issuing arrest warrants

STATISTICAL REPORT

regarding the examination of the requests of issuing arrest warrants

Court:

Reporting period:
Date on which the report has been issued:

No.	Categories of the court file	Total of requests made during reporting period (3=5+6+7)	Including repeated requests (4=8+9+10)	Examination of requests			Including the examination of repeated requests		
				Admitted	Rejected	Ceased	Admitted	Rejected	Ceased
1	2	3	4	5	6	7	8	9	10

2.d Statistical report regarding the examination of the requests for the prolongation of detention

STATISTICAL REPORT

regarding the examination of the requests for the prolongation of detention

Court:

Reporting period:
Date on which the report has been issued:

No.	Category of the court file	Total of requests for the prolongation of detention (3=4+5+6)	Requests examined								
			Rejected prolongation	Trial ceased	Prolonged term (6=7+8+9+10 +11+12)	Including					
						Up to 2 months	Up to 3 months	Up to 4 months	Up to 5 months	Up to 6 months	Up to 12 months
1	2	3	4	5	6	7	8	9	10	11	12

2.e Statistical report regarding the examination of the requests for the authorization to perform criminal prosecution

STATISTICAL REPORT

regarding the examination of the requests for the authorization to perform criminal prosecution

Court:

Reporting period:

Date on which the report has been issuedc:

No.	Types of actions, measures	Outstanding court files at the beginning of the reporting period	Received	Examined (5=6+7)	Results of the examination		Outstanding court files at the end of the reporting period(8=3+4-5)	Appealed	
					Admitted	Rejected		Admitted	Rejected
1	2	3	4	5	6	7	8	9	10

2.f Statistical report regarding the examination of the complaints against the actions of the criminal investigation body

STATISTICAL REPORT

regarding the examination of the complaints against the actions of the criminal investigation body

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Outstanding complaints at the beginning of the reporting period	Complaints received during the reporting period (4=5+6+7+8)	Including				Examined complaints (9=10+11)	Result of the examination		Outstanding complaints at the end of the reporting period (12=3+4-9)
				From the suspect (defendant)	Defender	Aggrieved party	Other individuals		Admitted	Rejected	
1	2	3	4	5	6	7	8	9	10	11	12

2.g Statistical report about the trial of the applications regarding the review of rendered decisions in criminal court files

STATISTICAL REPORT

about the trial of the applications regarding the review of rendered decisions in criminal court files

Court:

Reporting period:

Date on which the report has been issued :

No.	Category of the court file	Outstanding applications at the beginning of the reporting period	Applications submitted during the reporting period (4=5+6)	Including the ones submitted		Applications examined during the reporting period	Result of the examination		Outstanding applications at the end of the reporting period (10=3+4-7)
				Parties and other participants in the trial	Husband and relatives of the convict		Applications rejected as inadmissible	Admitted applications	
1	2	3	4	5	6	7	8	9	10

2.h Statistical report regarding the number of convicted individuals

STATISTICAL REPORT

regarding the number of convicted individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Types of offences, article from the Criminal Code	Total number of convicted individuals (3=4+5+6) (3=7+11)	Including			Convicted without the right of pleading guilty (7=8+9+10)	Including			Convicted with the right of pleading guilty (11=12+13+14)	Including			Acquitted (15=16+17+18)	Including			Number of individuals in the case of whom the trials ceased (19=20+21+22)	Including			Safety measurements with a medical character have been applied (23=24+25+26)	Including		
			Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

2.i Statistical report regarding the punishments and other measures applied in the case of legal entities

STATISTICAL REPORT

regarding the punishments and other measures applied in the case of legal entities

Court:

Reporting period:

Date on which the report has been issued:

No.	Types of offences, article from the Criminal Code	Fine (3=4+5+6)	Including			Deprivation of the right to occupy certain positions (7=8+9+10)	Including			Unpaid community work (11=12+13+14)	Including			Prison (15=16+17+18)	Including			Including																Life sentence (35=36+37+38)	Including			Conditioned (39=40+41+42)	Including			Not carrying forward punishment for minors	Postponement of punishment for women
																		Up to 2 years (19=20+21+22)	Including			Between 2 and 5 years (23=24+25+26)	Including			Between 5 and 12 years (27=28+29+30)	Including			More than 12 years (31=32+33+34)	Including												
			Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

2.j Statistical report regarding the number of individuals for which requests for executing the punishments have been issued

STATISTICAL REPORT

regarding the number of individuals for which requests for executing the punishments have been issued

Court:
Reporting pperiod:
Date on which the report has been issued:

No.	Types of requests	Total examined (3=4+5)	Admitted	Rejected
1	2	3	4	5

2.k Statistical report regarding the convicted legal entities

STATISTICAL REPORT

regarding the convicted legal entities

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Criminal liability of legal entities (3=4+6+7+8)	Categories of the punishments					Convicting legal entities (9=10+12+13+14+15)	Categories of the punishments						Acquitted (16=17+18)	Including		Ceased trial (19=20+21)	Including	
			Fine	Fine amount in lei	Deprivation of the right to practice certain activities	Liquidation	Other punishments		Fine	Fine amount in lei	Deprivation of the right to practice certain activities and to hold certain positions	Prison	Unpaid community work	Other punishments		Legal entities	Individuals		Legal entities	Individuals
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

2.I Statistical report regarding the convicted people

Statistical report regarding the convicted people

Court
Reporting period
Date of statistical report

No.	Types of crimes, art. from the Criminal Code	Convicted in total	From which, women	The number of convicted people who committed crimes																With criminal records	From which, women	The number of convicted people whose criminal records were terminated	The number of convicted people whose criminal records were not canceled or terminated	From which previously convicted (in section 24)				They committed a new crime before finishing the punishment			The number of convicted people who committed the last crime in the first year after the release from detention	From which, women
				Inebriated	From which, women	Under the influence of narcotics	From which, women	In group	From which, women	In rural areas	From which, women	Age:												For premeditated murder, intentional infliction of serious bodily health, rape	banditry	hooliganism	Other crimes	deprivation of liberty	during the suspension of punishment	Atonement other punishments		
												14-17 years	which, women	18-24 years	which, women	25-29 years	which, women	over 30 years	which, women													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

Contravention court files

3.a Statistical report regarding the trial of contravention court files in the case of individuals

STATISTICAL REPORT

regarding the trial of contravention court files in the case of individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Types of contraventions, article from the Contravention Code	Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Total of the court files examined (5=6+7+8)	Including			Appealed		Outstanding court files at the end of the reporting period (11=3+4-5)
					With a decision	Ceased trial	Court files submitted under competence	Admitted	Rejected	
1	2	3	4	5	6	7	8	9	10	11

3.b Statistical reportregarding the trial of contravention court files in the case of legal entities

STATISTICAL REPORT

regarding the trial of contravention court files in the case of legal entities

Court:

Reporting period:

Date on which the report has been issued:

No	Types of contraventions, article from the Contraventional Code	Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Total number of examined court files (5=6+7+8+9+10+11)	Court files submitted according to competence	Synthesis of the sanctions applied					Amount of the fines, in lei		Outstanding court files at the end of the reporting period (14=3+4-5)
						Fine	Deprivation of the right to deploy a certain activity	Including the complementary sanction	Ceased trial	Other sanctions	Applied	Charged	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

3.c Statistical report regarding the sanctions applied to individuals

STATISTICAL REPORT

regarding the sanctions applied to individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Types of contraventions, articles from the Contravention Code	Total of applied sanctions (3=4+5+6+7+8+9+10+11)	Main sanctions							Complementary sanctions	Amount of fines, in lei	
			Contravention arrest	Unpaid work	Fine	Warning	Deprivation of the right to hold certain positions	Deprivation of the right to carry out certain activities	Other sanctions	Deprivation of the right to hold certain positions	Applied	Charged
1	2	3	4	5	6	7	8	9	10	11	12	13

3.d Statistical report regarding the complaints filed in courts according to art. 448 from the Contraventional Code

STATISTICAL REPORT

regarding the complaints filed in courts according to art. 448 from the Contravention Code

Court:

Reporting period:

Date on which the report has been issued:

No.	The authority which examined the contravention court file	Outstanding applications at the beginning of the reporting period	Number of appeals submitted during the reported period	Number of appeals submitted according to competency	Result of the examination			Outstanding applications at the end of the reporting period (9=3+4-5-6-7-8)
					Admitted	Rejected	Ceased trial	
1	2	3	4	5	6	7	8	9

3.e Statistical report regarding the examination of the contravention court files under review

STATISTICAL REPORT

regarding the examination of the contravention court files under review

Court:

Reporting period:

Date on which the report has been issued:

NO.	Category of the court file	Outstanding court files at the beginning of the reporting period	Court files submitted during the reporting period (4=5+6)	Including applications submitted by		Application withdrawn	Total examined court files (8=9+10+11)	Result of the examination		Transmitted according to competency	Outstanding court files at the end of the reporting period (12=3+4-7-8)
				Attorney	Offender			Rejected applications	Admitted application		
1	2	3	4	5	6	7	8	9	10	11	12

Statistical reports for Courts of Appeal

Civil court files examined by the first instance

4.a Statistical reports about the activity of Courts of Appeal regarding the examination of insolvency court files

STATISTICAL REPORT
about the activity of Courts of Appeal regarding the examination of insolvency court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files	Outstanding court files at the beginning of the year	Applications for acceptance into procedure	Refusal of receiving the application for acceptance into procedure	Number of insolvency files registered in this reporting period (4-5=6)	Closed court files during this reporting period (7= 8+9+10+11+12 +13)	Closed civil court files during this reporting period						Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (15=3+6-7)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months
							Examined ended with a decision	Removed applications	Returned applications	Trial ended with a decision	Dispatched by competency	Other decisions					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

4.b Statistical report about the trial of applications regarding the review of decisions in civil court files

STATISTICAL REPORT

about the trial of applications regarding the review of decisions in civil court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Categories of the court files	Outstanding applications at the beginning of the reporting period	Applications submitted during the reporting period (4=5+6+7)	Submitted inclusively by			Applications examined during the reporting period	Result of the examination		Returned applications	Removed applications	Outstanding applications at the end of the reporting period (12=3+4-8)
				Parties and other participants in the trial	Individuals who did not take part in the trial	Attorney General		Applications rejected as inadmissible	Applications accepted			
1	2	3	4	5	6	7	8	9	10	11	12	13

4.c Statistical report regarding the implementation of measures of ensuring

STATISTICAL REPORT

regarding the implementation of measures of ensuring action

Court:

Reporting period:

Date on which the report has been issued:

No.	Measures of ensuring action	Applications submitted during the reporting period	Solved applications during the reporting period (4=5+6+7+8)	Result of the examinationof the application				Applied bail (9=10+11)	Appealed	
				Admitted	Rejected	Canceled	Substituted		Rejected	Admitted
1	2	3	4	5	6	7	8	9	10	11

Civil court files examined in appeal/second appeal

5.a Statistical report regarding the trial of civil court files in appeal in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT

regarding the trial of civil court files in appeal in the Courts of Appeal

A. Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (9=3+4-5-6-7)
1	2	3	4	5	6	7	8	9

5.b Statistical report regarding the trial of civil court files in appeal in the Courts of Appeal. B. Results of the examination of the applications for appeal

STATISTICAL REPORT
regarding the trial of civil court files in appeal in the Courts of Appeal

B. Results of the examination of the applications for appeal

Court:

Reporting period:

Date on which the report
has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed	Appeal admitted and decision of the first instance partially or totally quashed (5=6+7+8+9)	Including							Other decisions	Total (14=3+4+5+13)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial (9=10+11+12)	For the reason				
									Examination of the case in the absence of the party who was not legally summoned	Lack of competency	Examination of the case without checking the reason for the omission of the limitation period		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5.c Statistical report regarding the trial of commercial court files in appeal in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT
regarding the trial of commercial court files in appeal in the Courts of Appeal

A. Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (9=3+4-5-6-7)
1	2	3	4	5	6	7	8	9

5.d Statistical report regarding the trial of commercial court files in appeal in the Courts of Appeal. B. Results of the examination of the applications for appeal

STATISTICAL REPORT
regarding the trial of civil court files in appeal in the Courts of Appeal

B. Results of the examination of the applications for appeal

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed	Appeal admitted and decision of the first instance partially or totally quashed (5=6+7+8+9)	Including							Other decisions	Total (14=3+4+5+13)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial (9=10+11+12)	For the reason				
									Examination of the case in the absence of the party who was not legally summoned	Lack of competency	Examination of the case without checking the reason for the omission of the limitation period		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5.e Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT

regarding the trial of civil court files in second appeal in the Courts of Appeal

A. Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (9=3+4-5-6-7)
1	2	3	4	5	6	7	8	9

5.f Statistical reportregarding the trial of civil court files in second appeal in the Courts of Appeal. B. Results of the examination of the applications for second appeal

STATISTICAL REPORT
regarding the trial of civil court files in second appeal in the Courts of Appeal

B. Results of the examination of the applications for second appeal

Court:
Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed	Appeal admitted and decision of the first instance partially or totally quashed (5=6+7+8+9)	Including							Other decisions	Total (14=3+4+5+13)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial (9=10+11+12)	For the reason				
									Examination of the case in the absence of the party who was not legally summoned	Lack of competency	Examination of the case without checking the reason for the omission of the limitation period		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5.g Statistical report regarding the trial of civil court files in second appeal in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances

STATISTICAL REPORT
regarding the trial of civil court files in second appeal in the Courts of Appeal

C. Second appeal submitted against the resolutions of the Instances

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance partially or totally quashed (4=5+6)	Including		Total 7=3+4
				With the issuance of a new decision	With addressding the problem	
1	2	3	4	5	6	7

5.h Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT

regarding the trial of commercial court files in second appeal in the Courts of Appeal

A. Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (9=3+4-5-6-7)
1	2	3	4	5	6	7	8	9

5.i Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. B. Results of the examination of the applications for second appeal

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal in the Courts of Appeal

B. Results of the examination of the applications for second appeal

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed	Appeal admitted and decision of the first instance partially or totally quashed (5=6+7+8+9)	Including							Other decisions	Total (14=3+4+5+13)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial (9=10+11+12)	For the reason				
									Examination of the case in the absence of the party who was not legally summoned	Lack of competency	Examination of the case without checking the reason for the omission of the limitation period		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5.j Statistical report regarding the trial of commercial court files in second appeal in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal in the Courts of Appeal

C. Second appeal submitted against the resolutions of the Instances

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance partially or totally quashed (4=5+6)	Including		Total 3+4=7
				With the issuance of a new decision	With addressing the problem	
1	2	3	4	5	6	7

5.k Statistical report regarding the trial of court files in appeal according to the Administrative Litigation Act in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT

regarding the trial of court files in appeal according to the Administrative Litigation Act in the Courts of Appeal

A.Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (9=3+4-5-6-7)
1	2	3	4	5	6	7	8	9

5.I Statistical report regarding the trial of court files in appeal according to the Administrative Litigation Act in the Courts of Appeal. B. Results of the examination of the applications for appeal

STATISTICAL REPORT

regarding the trial of court files in appeal according to the Administrative Litigation Act in the Courts of Appeal

B. Results of the examination of the applications for second appeal

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed	Appeal admitted and decision of the first instance partially or totally quashed (5=6+7+8+9)	Including							Other decisions	Total (14=3+4+5+13)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial (9=10+11+12)	For the reason				
									Examination of the case in the absence of the party who was not legally summoned	Lack of competency	Examination of the case without checking the reason for the omission of the limitation period		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5.m Statistical report regarding the trial of court files in second appeal according to the Administrative Litigation Act in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT

regarding the trial of court files in second appeal according to the Administrative Litigation Act in the Courts of Appeal

A.Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (9=3+4-5-6-7)
1	2	3	4	5	6	7	8	9

5.n Statistical report regarding the trial of court files in second appeal according to the Administrative Litigation Act in the Courts of Appeal. B. Results of the examination of the applications for appeal.

STATISTICAL REPORT

regarding the trial of court files in second appeal according to the Administrative Litigation Act in the Courts of Appeal

B. Results of the examination of the applications for second appeal

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed	Appeal admitted and decision of the first instance partially or totally quashed (5=6+7+8+9)	Including							Other decisions	Total (14=3+4+5+13)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial (9=10+11+12)	For the reason				
									Examination of the case in the absence of the party who was not legally summoned	Lack of competency	Examination of the case without checking the reason for the omission of the limitation period		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

5.o Statistical report regarding the trial of court files in second appeal according to the Administrative Litigation Act in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances

STATISTICAL REPORT

regarding the trial of court files in second appeal according to the Administrative Litigation Act in the Courts of Appeal

C. Second appeal submitted against the resolutions of the Instances

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance partially or totally quashed (4=5+6)	Including	
				With the return of the court file for retrial	With addressing the problem
1	2	3	4	5	6

5.p Statistical report per judge on civil cases examination by the courts of appeal in appeal and second appeal;

Examination of the civil cases by the courts of appeal in appeal and second appeal

No.	Name, the family of the judge	Civil cases (appeal)					Civil cases (second appeal)				
		Total of cases attacked with appeal	Examined cases	Examination result			Total of cases attacked with second appeal	Examined cases	Examination result		
				No changes	Changed	Quashed			No changes	Changed	Quashed
Court											
1											
2											
3											
...											
Court											
1											
2											
...											

Criminal court files examined in the first instance

6.a Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of individuals

STATISTICAL REPORT

about the activity of the first instance regarding the trial of criminal cases in the case of individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Type of offense, Article from the Criminal Code	Outstanding court files at the beginning of the reporting period	Outstanding court files submitted during the reporting period	Court files examined during the reporting period							Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (13=3+4-11)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months
				With a sentence (5=6+7+8+9)	Including				Submitted to the competent court	Total (11=5+10)					
					Conviction sentence	Clearance sentence	Cessation sentence	Other sentences							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

6.b Statistical report about the trial of the applications regarding the review of rendered decisions in criminal court files

STATISTICAL REPORT

about the trial of the applications regarding the review of rendered decisions in criminal court files

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Outstanding applications at the beginning of the reporting period	Applications submitted during the reporting period (4=5+6)	Including the ones submitted		Applications examined during the reporting period	Result of the examination			Outstanding applications at the end of the reporting period (11=3+4-7)
				Parties and other participants in the trial	Husband and relatives of the convict		Applications rejected as inadmissible	Admitted applications	Removed applications	
1	2	3	4	5	6	7	8	9	10	11

6.c Statistical report regarding the number of convicted individuals

STATISTICAL REPORT

regarding the number of convicted individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Types of offences, article from the Criminal Code	Total number of convicted individuals (3=4+5+6) (3=7+11)	Including			Convicted without the right of pleading guilty (7=8+9+10)	Including			Convicted with the right of pleading guilty (11=12+13+14)	Including			Acquitted (15=16+17+18)	Including			Number of individuals in the case of whom the trials ceased (19=20+21+22)	Including			Safety measurements with a medical character have been applied (23=24+25+26)	Including		
			Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors		Men	Women	Minors
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

6.d Statistical report regarding the punishments and other measures applied in the case of individuals

STATISTICAL REPORT

regarding the punishments and other measures applied in the case of individuals

Court:

Reporting period:

Date on which the report has been issued:

No.	Types of offences, article from the Criminal Code	Fine (3=4+5+6)	Including: Men	Including: Women	Including: Minors	Deprivation of the right to occupy certain positions (7=8+9+10)	Including: Men	Including: Women	Including: Minors	Unpaid community work (11=12+13+14)	Including: Men	Including: Women	Including: Minors	Prison (15=16+17+18)	Including: Men	Including: Women	Including: Minors	Including: Up to 2 years (19=20+21+22)	Including: Men	Including: Women	Including: Minors	Between 2 and 5 years (23=24+25+26)	Including: Men	Including: Women	Including: Minors	Between 5 and 12 years (27=28+29+30)	Including: Men	Including: Women	Including: Minors	More than 12 years (31=32+33+34)	Including: Men	Including: Women	Including: Minors	Life sentence (35=36+37+38)	Including: Men	Including: Women	Including: Minors	Condiţioned (39=40+41+42)	Including: Men	Including: Women	Including: Minors	Not carrying forward punishment for minors	Postponement of punishment for women
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

6.e Statistical report regarding the convicted people

Statistical report regarding the convicted people

Court
Reporting period
Date of statistical report

No.	Types of crimes, art. from the Criminal Code	Convicted in total	From which, women	The number of convicted people who committed crimes																With criminal records	From which, women	The number of convicted people whose criminal records were terminated	The number of convicted people whose criminal records were not canceled or terminated	From which previously convicted (in section 24)				They committed a new crime before finishing the punishment			The number of convicted people who committed the last crime in the first year after the release from detention	From which, women
				Inebriated	From which, women	Under the influence of narcotics	From which, women	In group	From which, women	In rural areas	From which, women	Age:												For premeditated murder, intentional infliction of serious bodily health, rape	banditry	hooliganism	Other crimes	deprivation of liberty	during the suspension of punishment	Atonement other punishments		
												14-17 years	which, women	18-24 years	which, women	25-29 years	which, women	over 30 years	which, women													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

Criminal court files examined in appeal/second appeal

7.a Statistical report regarding the trial of criminal court files in appeal in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT
regarding the trial of criminal court files in appeal in the Courts of Appeal

A. Progress of the court file:

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period	Including					Number of court files in which the applications for appeal have been retracted	Number of court files in which the applications for appeal have been returned	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (14=3+4-10-11-12)
				In the appeal of the Prosecutor	In the appeal of the convictor	In the appeal of the convictor's defender	In the appeal of the aggrieved party	In the appeal of the aggrieved party's defendant					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

7.b Statistical report regarding the trial of criminal court files in appeal in the Courts of Appeal. B. Results of the examination of the applications for appeal

STATISTICAL REPORT
regarding the trial of criminal court files in appeal in the Courts of Appeal

B. Results of the examination of the applications for second appeal

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance changed (4=5+6+7)	Including														Partially quashed (19=20+21+22)	Including			Other decisions	Total (19=3+4+19+23)
				With the acquittal of the convict	With the termination of the trial	With the issuance of a new decision (7=8+9+10+11+12+13)	Out of which						At retrial (14=15+16+17+18)	Out of which					Regarding some criminal acts	Regarding the civil action	Regarding the qualification of the prison		
							With a change of qualification and reduction of punishment	With the reduction of punishment but no change of qualification	Wirh a change of qualification but no reduction of punishment	With a higher punishment	With the sentence quashed	Others		Defendant not summoned	Defendant did not have the right of interpreter	Defendant did not have a lawyer	Infringement of the provisions of art.33-35 CPP RM						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

7.c Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. A. Progress of the court file

STATISTICAL REPORT
regarding the trial of criminal court files in appeal in the Courts of Appeal

A. Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period (4=5+6+7+8+9)	Including					Number of court files in which the applications for appeal have been returned	Removed applications	Completed court files during the reporting period	Court files examined in closed court sessions	Unresolved court files at the end of the reporting period (14=3+4-10-11-12)
				In the appeal of the Prosecutor	In the appeal of the convictor	In the appeal of the convictor's defender	In the appeal of the aggrieved party	n the appeal of the aggrieved party's defendant					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

7.d Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. B. Results of the examination of the applications for second appeal

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal in the Courts of Appeal

B. Results of the examination of the application for second appeal

Court:

Reporting period:

Date on which the report has been issued:

No	Category of the court file	Appeal dismissed and decisionof the first instance maintained (3=4+5+6)	Including			Appeal admitted and decision of the first instance quashed (7=8+9+10+11)	Including										Appeal admitted and decision of the first instance partially quashed (18=19+20+21)	Including			Other decisions	Total (23=3+7+18+22)
			Groundless second appeal	Second appeal submitted after the deadline	Inadmissible second appeal		With the acquittal of the defendant	With the termination of the trial	With the court file sent for retrial	With the issuance of a new decision (11=12+13+14+15+16+17)	Out of which							Regarding some criminal acts	Regarding the civil action	Regarding the change of regime		
											With a change of qualification and reduction of punishment	With the reduction of punishment but no change of qualification	Wirh a change of qualification but no reduction of punishment	With a higher punishment	With the sentence quashed	Others						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

7.e Statistical report regarding the trial of criminal court files in second appeal in the Courts of Appeal. C. Second appeal submitted against the resolutions of the Instances

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal in the Courts of Appeal

C. Second appeal submitted against the resolutions of the Instances

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Appeal dismissed and decision of the first instance maintained	Appeal admitted and decision of the first instance partially or totally quashed (4=5+6)
1	2	3	4

7.f Statistical report regarding the activity of the Courts of Appeal in the cases of second appeal against the decisions of the first magistrate

STATISTICAL REPORT

regarding the activity of the Courts of Appeal in the cases of second appeal against the decisions of the first magistrate

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Outstanding complaints at the beginning of the reporting period	Compalints received during the reporting period (4=5+6+7+8)	Complaints solved during the reporting period (5=6+7+8)	Including			Outstanding complaints at the end of the reporting period (9=3+4-5)
					rejected	admitted	ceased trial	
1	2	3	4	5	6	7	8	9

7.g Statistical report per judge on criminal cases examination by the courts of appeal in appeal and second appeal;

Examination of the criminal cases by the courts of appeal in appeal and second appeal

No.	Name, the family of the judge	Criminal cases (appeal)					Criminal cases (second appeal)				
		Total of cases attacked with appeal	Examined cases	Examination result			Total of cases attacked with second appeal	Examined cases	Examination result		
				No changes	Changed	Quashed			No changes	Changed	Quashed
Court											
1											
2											
3											
...											
Court											
1											
2											
...											

Contravention court files

8.a Statistical report regarding the trial of contravention court files in second appeal in the Courts of Appeal. A. Progress of the court file.

STATISTICAL REPORT
regarding the trial of contravention court files in appeal in the Courts of Appeal

A. Progress of the court file

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Unresolved court files at the beginning of the reporting period	Submitted cases during the reporting period (4=5+6+7+8+9+10)	Including second appeal submitted by						Number of applications for second appeal have been returned	Transmitted by competency	Completed court files (13= 14+15+16)	Out of which			Unresolved court files at the end of the reporting period (17=3+4-11-12-13)
				Defendant	Representative of the defendant	Ascertaining agent	Aggrieved party	Representative of the aggrieved party	Prosecutor				Number of applications for second appeals rejected and maintaining the first decision	Number of applications for second appeal admissed with a quashed decision and a retrial of the court file	With a new decision	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

8.b Statistical report regarding the examination by the Courts of Appeal of second appeals against contravention decisions. B. Results of the examination of the applications for second appeal.

STATISTICAL REPORT

regarding the examination by the Courts of Appeal of second appeals against contravention decisions

B. Results of the examination of the applications for second appeal

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Examined second appeals (3=4+5+6+7)	Including			
			Decisions maintained without changes	Decisions quashed and remitted at retrial in the first instance	Decisions with the issuance of a new decision	Other decisions
1	2	3	4	5	6	7

8.c Statistical report regarding the examination of the contravention court files under review

STATISTICAL REPORT

regarding the examination of the contravention court files under review

Court:

Reporting period:

Date on which the report has been issued:

No..	Category of the court file	Outstanding court files at the beginning of the reporting period	Court files submitted during the reporting period (4=5+6+7+8)	Including applications submitted by				Application withdrawn	Total examined court files (10=11+12)	Result of the examination		Outstanding court files at the end of the reporting period (13=3+4-9-10)
				Prosecutor	Defendant	Ascertaining agent	Aggrieved party			Rejected applications while maintaining the decision of the instance	Admitted applications with the decision quashed and the issuance of a new decision	
1	2	3	4	5	6	7	8	9	10	11	12	13

8.d Statistical report per judge on contravention cases examination by the courts of appeal in second appeal;

Examination of the contravention cases by the courts of appeal in second appeal

No.	Name, the family of the judge	Contravention cases (second appeal)				
		Total of cases attacked with second appeal	Examined cases	Examination result		
				No changes	Changed	Quashed
Court						
1						
2						
3						
...						
Court						
1						
2						
...						

General reports

9.a General terms for examining the court files

GENERAL TERMS FOR EXAMINING THE COURT FILES

Court:

Reporting period:

Date on which the report has been issued:

No.	Type of the court file	Examined court files in											
		1 month	2 months	3months	4 months	5 months	6months	1 year	2 years	3years	5 years	7 years	More than 7 years
1	2	3	4	5	6	7	8	9	10	11	12	13	14

9.b Frequency of reasons for adjournment

FREQUENCY OF REASONS FOR ADJOURNMENT

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Reason for adjournment	Frequency
1	2	3	4

9.c Frequency of reasons for suspension

FREQUENCY OF REASONS FOR SUSPENSION

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Reason for suspension	Frequency
1	2	3	4

9.d Statistical report regarding state tax (civil court files)

STATISTICAL REPORT REGARDING STATE TAX (CIVIL COURT FILES)

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Amount of state tax when the application is submitted	Exemption	Rescheduling	Adjournment	Amount of state tax after the decision is issued	Additional state tax cashed
1	2	3	4	5	6	7	8

9.e Statistics of recusations and abstentions

STATISTICS OF RECUSATIONS AND ABSTENTIONS

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Submitted recusations and abstentions	Out of which	
			Admitted	Rejected
1	2	3	4	5

9.f Free legal assistance

FREE LEGAL ASSISTANCE

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Number of individuals
1	2	3

9.g Language in which the court file was examined

LANGUAGE IN WHICH THE COURT FILE WAS EXAMINED

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Official language	Another language
1	2	3	4

9.h Number of decisions published on the web page

NUMBER OF DECISIONS PUBLISHED ON THE WEB PAGE

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Published	Not published
1	2	3	4

9.i a. Statistical report regarding the resolution of jurisdictional conflicts

STATISTICAL REPORT

regarding the resolution of jurisdictional conflicts

Court:

Reporting period:

Date on which the report has been issued:

No.	Category of the court file	Outstanding court files unresolved at the beginning of the reporting period	Submitted court files during the reporting period	Examined court files during the reporting period	Outstanding court files unresolved at the end of the reporting period
1	2	3	4	5	6

9.j a. Dynamics of ICMS's update

DINAMICS OF ICMS'S UPDATE

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Version of the program	Last updated
1	2	3	4

GROUP: Reports regarding the random distribution of court files

1. Reports regarding the random distribution of court files at national level
2. Reports regarding the random distribution of court files in courts
3. Reports regarding the random distribution of civil court files
4. Reports regarding the random distribution of commercial court files
5. Reports regarding the random distribution of criminal court files
6. Reports regarding the random distribution of contravention court files

Every report will be generated both at national level (all instances), as well as local level (selected court).

Reports regarding the random distribution of court files (all types of court files)

STATISTICAL REPORT
regarding the random distribution of court files through the Integrated Management of Court Files Program (ICMS)

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Number of court files distributed 1 time	Number of court files distributed 2 times	Number of court files distributed 3 times	Number of court files distributed 4 times or more	Total number of court files distributed (7=3+4+5+6)
1	2	3	4	5	6	7

Reports regarding the random distribution of court files (all types of court files)

STATISTICAL REPORT
regarding the random distribution of court files through the Integrated Management of Court Files Program (ICMS)

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Number of court files distributed 1 time	Number of court files distributed 2 times	Number of court files distributed 3 times	Number of court files distributed 4 times or more	Total number of court files distributed (7=3+4+5+6)
1	2	3	4	5	6	7

Reports regarding the random distribution of civil court files

STATISTICAL REPORT
regarding the random distribution of civil court files through the Integrated Management of Court Files Program (ICMS)

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Number of court files distributed 1 time	Number of court files distributed 2 times	Number of court files distributed 3 times	Number of court files distributed 4 times or more	Total number of court files distributed (7=3+4+5+6)
1	2	3	4	5	6	7

Reports regarding the random distribution of commercial court files

STATISTICAL REPORT
regarding the random distribution of commercial court files through the Integrated Management of Court Files Programme (ICMS)

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Number of court files distributed 1 time	Number of court files distributed 2 times	Number of court files distributed 3 times	Number of court files distributed 4 times or more	Total number of court files distributed (7=3+4+5+6)
1	2	3	4	5	6	7

Reports regarding the random distribution of criminal court files

STATISTICAL REPORT
regarding the random distribution of criminal court files through the Integrated Management of Court Files Programme (ICMS)

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Number of court files distributed 1 time	Number of court files distributed 2 times	Number of court files distributed 3 times	Number of court files distributed 4 times or more	Total number of court files distributed (7=3+4+5+6)
1	2	3	4	5	6	7

Reports regarding the random distribution of contravention court files

STATISTICAL REPORT
regarding the random distribution of contravention court files through the Integrated Management of Court Files Programme (ICMS)

Court:

Reporting period:

Date on which the report has been issued:

No.	Name of the court	Number of court files distributed 1 time	Number of court files distributed 2 times	Number of court files distributed 3 times	Number of court files distributed 4 times or more	Total number of court files distributed (7=3+4+5+6)
1	2	3	4	5	6	7

GROUP: Reports regarding the audio recording of court sessions

1. Reports regarding the audio recording of court sessions for all types of court files (in all instances)
2. Reports regarding the audio recording of court sessions for all types of court files (in instance)
3. Reports regarding the audio recording of court sessions in civil court files
4. Reports regarding the audio recording of court sessions in commercial court files
5. Reports regarding the audio recording of court sessions in criminal court files
6. Reports regarding the audio recording of court sessions in contravention court files

Every report will be generated both at national level (all instances), as well as local level (selected court).

Reports regarding the audio recording of court sessions for all types of court files (in all instances)

STATISTICAL REPORT
regarding the audio recording of court sessions

Court: ALL
Reporting period:
Date on which the report has been issued:

No.	Name of the court	No. of distributed applications/court files	No. of court files accepted into procedure	No. of court sessions scheduled according to ICMS	No. of court sessions according to ICMS which took place	No. of court session audio recorded (7=8+9)	Including		No. of court session not audio recorded (10=6-7)	No. of court sessions according to ICMS which did not take place (11=5-6)
							No. of court session audio recorded with Femida	No. of court session audio recorded with dictaphone		
1	2	3	4	5	6	7	8	9	10	11

Reports regarding the audio recording of court sessions for all types of court files

STATISTICAL REPORT
regarding the audio recording of court sessions

Court:
Reporting period:
Date on which the report has been issued:

No.	Name of the court	No. of distributed applications/court files	No. of court files accepted into procedure	No. of court sessions scheduled according to ICMS	No. of court sessions according to ICMS which took place	No. of court session audio recorded (7=8+9)	Including		No. of court session not audio recorded (10=6-7)	No. of court sessions according to ICMS which did not take place (11=5-6)
							No. of court session audio recorded with Femida	No. of court session audio recorded with dictaphone		
1	2	3	4	5	6	7	8	9	10	11

Reports regarding the audio recording of court sessions for civil court files

STATISTICAL REPORT
regarding the audio recording of court sessions for civil court files

Court:
Reporting period:
Date on which the report has been issued:

No.	Name of the court	No. of distributed applications/court files	No. of court files accepted into procedure	No. of court sessions scheduled according to ICMS	No. of court sessions according to ICMS which took place	No. of court session audio recorded (7=8+9)	Including		No. of court session not audio recorded (10=6-7)	No. of court sessions according to ICMS which did not take place (11=5-6)
							No. of court session audio recorded with Femida	No. of court session audio recorded with dictaphone		
1	2	3	4	5	6	7	8	9	10	11

Reports regarding the audio recording of court sessions for commercial court files

STATISTICAL REPORT
regarding the audio recording of court sessions for commercial court files

Court:
Reporting period:
Date on which the report has been issued:

No.	Name of the court	No. of distributed applications/court files	No. of court files accepted into procedure	No. of court sessions scheduled according to ICMS	No. of court sessions according to ICMS which took place	No. of court session audio recorded (7=8+9)	Including		No. of court session not audio recorded (10=6-7)	No. of court sessions according to ICMS which did not take place (11=5-6)
							No. of court session audio recorded with Femida	No. of court session audio recorded with dictaphone		
1	2	3	4	5	6	7	8	9	10	11

Reports regarding the audio recording of court sessions for criminal court files

STATISTICAL REPORT
regarding the audio recording of court sessions for criminal court files

Court:
Reporting period:
Date on which the report has been issued:

No.	Name of the court	No. of distributed applications/court files	No. of court files accepted into procedure	No. of court sessions scheduled according to ICMS	No. of court sessions according to ICMS which took place	No. of court session audio recorded (7=8+9)	Including		No. of court session not audio recorded (10=6-7)	No. of court sessions according to ICMS which did not take place (11=5-6)
							No. of court session audio recorded with Femida	No. of court session audio recorded with dictaphone		
1	2	3	4	5	6	7	8	9	10	11

Reports regarding the audio recording of court sessions for contravention court files

STATISTICAL REPORT
regarding the audio recording of court sessions for contravention court files

Court:
Reporting period:
Date on which the report has been issued:

No.	Name of the court	No. of distributed applications/court files	No. of court files accepted into procedure	No. of court sessions scheduled according to ICMS	No. of court sessions according to ICMS which took place	No. of court session audio recorded (7=8+9)	Including		No. of court session not audio recorded (10=6-7)	No. of court sessions according to ICMS which did not take place (11=5-6)
							No. of court session audio recorded with Femida	No. of court session audio recorded with dictaphone		
1	2	3	4	5	6	7	8	9	10	11

GROUP: Reports about the trial of criminal court files regarding minors

1. Statistical report about the activity of the first instance about the trial of criminal court files regarding minors
2. Statistical report regarding the number of convicted minors
3. Statistical report about the activity of the first instance about the trial of criminal court files regarding minors witnesses of the criminal act
4. Statistical report regarding the punishments applied to minors
5. Statistical report regarding convicted minors

1. Statistical report about the activity of the first instance regarding the trial of criminal cases in the case of minors

STATISTICAL REPORT

about the activity of the first instance regarding the trial of criminal cases in the case of minors

No.	Type of offense, Article from the Criminal Code	Outstanding court files at the beginning of the reporting period	Outstanding court files submitted during the reporting period	Court files examined during the reporting period							Cases examined in closed court sessions	Outstanding court files at the end of the reporting period (13=3+4-11)	Under examination for more than 12 months	Under examination for more than 24 months	Under examination for more than 36 months
				With a sentence (5=6+7+8+9)	Including				Submitted to the competent court	Total (11=5+10)					
					Conviction sentence	Clearance sentence	Cessation sentence	Other sentences							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

1. Statistical report regarding the number of convicted minors

STATISTICAL REPORT

regarding the number of convicted minors

Types of offences, article from the Criminal Code	Total number of convicted minors (3=4+5) (3=6+9)	Including		Convicted without the right of pleading guilty (6=7+8)	Including		Convicted with the right of pleading guilty (9=10+11)	Including		Acquitted (12=13+14)	Including		Number of individuals in the case of whom the trials ceased (15=16+17)	Including		Coercive educational measures applied (18=19+24) (18=29+30+31+32+33)	Including									Including coercive educational measures applied				
																		Of the age					Of the age							
		Boys	Girls		Boys	Girls		Boys	Girls		Boys	Girls		Boys	Girls		Boys	14 years	15 years	16 years	17 years	Girls	14 years	15 years	16 years	17 years	Warning	Minor under custody and supervision	Forcing the minor to repair the damage caused	Obligation to follow a course of medical treatment for psychological clearing	Placing the minor in a special education or treatment and reeducation institutio
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

1. Statistical report about the activity of the first instance about the trial of criminal court files regarding minors witnesses of the criminal act

STATISTICAL REPORT

about the activity of the first instance about the trial of criminal court files regarding minors witnesses of the criminal act

No.	Type of criminal act (article from the Criminal Code)	Total number of minors witnesses of the criminal act (3=4+10)	Including												Living environment (16=17+18+19)	Including			Heard in special conditions (art. 110[1] CPP)
			Boys (4=5+6+7+8+9)	Of the age					Girls (10=11+12+13+14+15)	Of the age						urban	rural	Territorial administrative authorities at second level (districts)	
				0-3 years	4 -7 years	8-10 years	11-15 years	16-18 years		0-3 years	4-7 years	8-10 years	11-15 years	16-18 years					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

1. Statistical report regarding the punishment applied to minors

STATISTICAL REPORT
regarding the punishment applied to minors

No	Types of criminal acts, article from the Criminal Code	**Prison**	Including		Including			**Fine**	Including		Including			**Unpaid community work**	Including		Including			**Conditioned**	Including		Including			**Other punishments**	Including		Including		
			Boys	Girls	14 years	15 years	16 years	17 years	Boys	Girls	14 years	15 years	16 years	17 years	Boys	Girls	14 years	15 years	16 years	17 years	Boys	Girls	14 years	15 years	16 years	17 years	Boys	Girls	14 years	15 years	16 years	17 years
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37

2. Statistical report regarding convicted minors

STATISTICAL REPORT

regarding convicted minors

		Minors who committed criminal acts									Citizenship									Inclusively from rubric 20						Family environment			
No.	Types of criminal acts, art. from the Criminal Code	Total number of convicted minors	Out of whom girls	Intoxicated	Out of whom girls	On drugs	Out of whom girls	In group	Including (rubric 9) with adults	In rural areas	Out of whom girls	RM	RO	RU	UK	others	Educated	Out of whom girls	Not educated	Out of whom girls	School dropout	Out of whom girls	Absenteeism	Out of whom girls	Relapse	Out of whom girls	Complete family	Incomplete family	Child, apart from the parents
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Annex 3 – Detailed description of the structure of the statistical reports for the Supreme Court of Justice

For the Supreme Court of Justice the following statistical reports are necessary:

No.	No. group/type of instance		Function/Property	Court	Description
Civil, commercial and administrative litigation College					
1.	Group 1. civil	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.1
2.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.2
3.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.3
4.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.4
5.	Group 2. civil	STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ri) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ri) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.5
6.			STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ri) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.6
7.			STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ri) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.7
8.			STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ri) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.8
9.	Group 3. civil	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.9
10.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.10
11.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.11

No.	No. group/type of instance		Function/Property	Court	Description
12.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.12
13.	Group 4. civil	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2r) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2r) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.13
14.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2r) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.14
15.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2r) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.15
16.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2r) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.16
17.	Group 5. civil	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.17
18.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.18
19.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.19
20.			STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.20
21.	Group 6. civil	STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.21
22.			STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.22

No.	No. group/type of instance		Function/Property	Court	Description
23.			STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.23
24.			STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.24
25.	Group 7. civil	STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 1.25
26.			STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 1.26
27.			STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 1.27
28.			STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 1.28
29.	Group 8. civil		STATISTICAL REPORT regarding the examination of court files in review by the Civil, commercial and administrative litigation College of the Supreme Court of Justice	SCJ	Statistical report according to Supplement 1.29
30.	Group 9. civil		STATISTICAL REPORT regarding the examination of applications for the change of venue/abstention/conflict of competence by the Civil, commercial and administrative litigation College	SCJ	Statistical report according to Supplement 1.30
31.	Group 10. civil		STATISTICAL REPORT regarding the trial of court files in the first instance (3 – complaints against the decisions of the Supreme Judicial	SCJ	Statistical report according to Supplement 1.31

No.	No. group/type of instance		Function/Property	Court	Description
			Council)		
32.	Group 11. civil		STATISTICAL REPORT regarding the activity of the procedural documentation department of civil, commercial and administrative litigation court files of the Supreme Court of Justice	SCJ	Statistical report according to Supplement 1.32
33.	Group 12. civil		STATISTICAL REPORT. Court files examined by the Civil, commercial and administrative litigation College of the Supreme Court of Justice	SCJ	Statistical report according to Supplement 1.33
34.	Group 13. civil		STATISTICAL REPORT. Remaining court files of the Civil, commercial and administrative litigation College of the Supreme Court of Justice	SCJ	Statistical report according to Supplement 1.34
			Criminal College		
35.	Group 1. criminal	STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary appeal) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 2.1
36.			STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 2.2
37.			STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 2.3
38.			STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice (D.)	SCJ	Statistical report according to Supplement 2.4
39.	Group 2. criminal	STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal §2) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal §2) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 2.5
40.			STATISTICAL REPORT regarding the trial of criminal court files in	SCJ	Statistical report according

No.	No. group/type of instance		Function/Property	Court	Description
			second appeal sect. II (1ra-ordinary second appeal §2) by the Supreme Court of Justice (B.)		to Supplement 2.6
41.	Group 3.criminal	STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 2.7
42.			STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 2.8
43.			STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice (C.)	SCJ	Statistical report according to Supplement 2.9
44.	Group 4.criminal		STATISTICAL REPORT regarding the trial of criminal court files in review by the Supreme Court of Justice	SCJ	Statistical report according to Supplement 2.10
45.	Group 5. criminal		STATISTICAL REPORT regarding the conflict of competence	SCJ	Statistical report according to Supplement 2.11
46.	Group 6. criminal		STATISTICAL REPORT regarding the change of venue for court files	SCJ	Statistical report according to Supplement 2.12
47.	Group 7. criminal	STATISTICAL REPORT regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the 1950s by the Supreme Court of Justice	STATISTICAL REPORT regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the 1950s by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 2.13
48.			STATISTICAL REPORT regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the 1950s by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 2.14
49.	Group 8. criminal	STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (4-1re) by the Supreme Court of Justice	STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (4-1re) by the Supreme Court of Justice (A.)	SCJ	Statistical report according to Supplement 2.15
50.			STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (4-1re) by the Supreme Court of Justice (B.)	SCJ	Statistical report according to Supplement 2.16

No.	No. group/type of instance		Function/Property	Court	Description
51.	Group 9. criminal		STATISTICAL REPORT regarding the trial of second appeals in the interest of the law by the Supreme Court of Justice	SCJ	Statistical report according to Supplement 2.17
52.	Group 10. criminal		STATISTICAL REPORT regarding the examination of the statement of abstention on causes	SCJ	Statistical report according to Supplement 2.18
53.	Group 11. criminal		STATISTICAL REPORT regarding the activity of the procedural documentation department of criminal court files of the Supreme Court of Justice	SCJ	Statistical report according to Supplement 2.19
54.	Group 12. criminal		STATISTICAL REPORT of the criminal court cases, examined in the period	SCJ	Statistical report according to Supplement 2.20
55.	Group 13. criminal		STATISTICAL REPORT of the remaining criminal court cases in the period	SCJ	Statistical report according to Supplement 2.21

Supplement 1.1

Supplement 1.1

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

A. Progress of the court file
Reporting period:
Date on which the report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than 60 days
1	2	3	4	5	6	7	8	9

Commercial court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2ri".**

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1:"No."** – order number;
- **No. 2 – "Name of the court"** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of commercial court files not

completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

- **No. 4 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 6 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 7 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **N0. 9 – "In procedure for more than 60 days"** – outstanding number of court files not completed during the reporting period and in procedure for more than 60 days. Court files registered in ICMS with the status of*Assigned and Examined* for more than 60 days;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.2

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

B. Results of the examination of the applications for appeal

Reporting period:

Date on which the report has been issued:

No.	Category of court files	Inadmissible second appeals	Total of admitted second appeals	With changing the decision of the bankrupcy court (5=6+7+8+9+10)	Cancelled decisions					in total (11=3+4)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial	Other decisions	
1	2	3	4	5	6	7	8	9	10	11

Commercial court files registered in ICMS during their examination: Second appeal against the decisions of the Court of Appeal (Section II, CPC) with the index ”2ri”.

- **„Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Category of the court files”** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *”Main category”*;
- **No. 3 – “Inadmissible second appeals”** – number of civil court files having as a result the option *”Second appeal dismissed”*. See the regime of the court files – *”Court sessions”: Result of the court session*;

- **No. 4 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With changing the decision of the bankruptcy court"** – number of civil court files having as a result the option *"Admitted second appeals with changing the decision of the bankruptcy court"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled decisions:

- **No. 6 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeals with the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the termination of the trial"** – number of civil court files having as a result the option "Admitted second appeals with the termination of the trial". See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeals with the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 10 – "Other decisions"** – number of civil court files having as a result the option *"Admitted second appeals with the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.3

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Courts of Appeal	Inadmissible second appeals	Total of admitted second appeals	With changing the decision of the bankruptcy court (5=6+7+8+9+10)	Cancelled decisions					În total (11=3+4)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial	Other decisions	
1	2	3	4	5	6	7	8	9	10	11

Commercial court files registered in ICMS during their examination: Second appeal against the decisions of the Court of Appeal (Section II, CPC) with the index ”2ri”.

- **„Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Courts of Appeal”** – list of instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – “Inadmissible second appeals”** – number of civil court files having as a result the option *”Second appeal dismissed”*. See the regime of the court files – *”Court sessions”: Result of the court session*;
- **No. 4 – “Total of admitted second appeals”** – number of civil court files having as a result the option *”Second appeal admitted”*. See the regime of the court files – *”Court sessions”: Result of the court session;*

- **No. 5 – "With changing the decision of the bankruptcy court"** – number of civil court files having as a result the option *"Admitted second appeals with changing the decision of the bankruptcy court"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled decisions:

- **No. 6 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeals with the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the termination of the trial"** – number of civil court files having as a result the option "Admitted second appeals with the termination of the trial". See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeals with the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With the return of the court file for retrial"** – number of civil court files having as a result the option*"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 10 – "Other decisions"** – number of civil court files having as a result the option *"Admitted second appeals with the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.4

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2ri) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Total of admitted second appeals	With changing the decision of the bankrupcy court (5=6+7+8+9+10)	Cancelled decisions					În total (11=3+4)
					With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the removal of the court file	With the removal of the court file	
1	2	3	4	5	6	7	8	9	10	11

Commercial court files registered in ICMS during their examination: Second appeal against the decisions of the Court of Appeal (Section II, CPC) with the index ”2ri”.

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Judges”–** list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;

- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With changing the decision of the bankruptcy court"** – number of civil court files having as a result the option *"Admitted second appeals with changing the decision of the bankruptcy court"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled decisions:

- **No. 6 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeals with the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the termination of the trial"** – number of civil court files having as a result the option "Admitted second appeals with the termination of the trial". See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeals with the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 10 – "Other decisions"** – number of civil court files having as a result the option *"Admitted second appeals with the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.5

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report
has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than 6 months
1	2	3	4	5	6	7	8	9

Civil court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2ra".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the

selected Court of Appeal;

- **Nr. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 6 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 7 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 9 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of*Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

B. Results of the examination of the applications for second appeal
Reporting period:
Date on which the statistical report has been issued:

No.	Category of the court files	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial in the first instance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Civil court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2ra".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of civil court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*; ICMS will have the list of categories of court files according to the requests made in the statistical reports;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See

the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
-

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

  Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.7

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Name of the court	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial in the first instance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Civil court files registered in ICMS during their examination: *Second appeal against the decisions of the Court of Appeal* (Section II, CPC) with the index "2ra".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the

regime of the court files – *"Court sessions": Result of the court session*;

- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option

*"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.8

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. II (2ra) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance With the issuance of a new decision	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the termination of the trial	With the issuance of a new decision	With the termination of the trial	With the issuance of a new decision	
1	2	3	4	5	6	7	8	10	11	10	11	10	14

Civil court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2ra".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Judges"**– list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;

- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.9

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report
has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than 6 months
1	2	3	4	5	6	7	8	9

Commercial court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2rac".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 6 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 7 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 9 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of*Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.10

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

B. Results of the examination of the applications for second appeal
Reporting period:
Date on which the statistical report has been issued:

No.	Category of the court files	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial in the first instance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Commercial court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2rac".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of civil court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option*"Main category"*; ICMS will have the list of categories of court files according to the requests made in the statistical reports;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.11

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Name of the court	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial in the first instance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Commercial court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2rac".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;

- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first*

instance". See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.12

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. II (2rac) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance With the issuance of a new decision	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the termination of the trial	With the issuance of a new decision	With the termination of the trial	With the issuance of a new decision	
1	2	3	4	5	6	7	8	10	11	10	11	10	14

Commercial court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "2rac".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**

- **No. 2 – ”Judges”–** list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 - “Inadmissible second appeals”** – number of civil court files having as a result the option *”Second appeal dismissed”*. See the regime of the court files – *”Court sessions”: Result of the court session*;
- **No. 4 – “Total of dismissed second appeals”** – number of civil court files having as a result the option *”Second appeal dismissed”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 5 – “Total of admitted second appeals”** – number of civil court files having as a result the option *”Second appeal admitted”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 6 – “Changed/partially quashed decisions of the Courts of Appeal”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the Court of Appeal modified and partially quashed”*. See the regime of the court files – *”Court sessions”: Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – “Decisions of the first instance maintained”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the Court of Appeal modified”*and *“Decisions of the first instance maintained”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 8 – “With the return of the court file for retrial in the Court of Appeal”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the Court of Appeal modified”*and *“With the return of the court file for retrial in the Court of Appeal”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 9 – “With changing the decision of the first instance”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the first instance changed”*. See the regime of the court files – *”Court sessions”: Result of the court session;*

Quashed decisions:

- **No. 10 – “With the issuance of a new decision”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the first instance modified”*and *“With the issuance of a new decision”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 11 – “With the termination of the trial”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the first instance modified”*and *“With the termination of the trial”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 12 – “With the removal of the court file”** – number of civil court files having as a result the option *“Admitted second appeal and the decision of the first instance modified”*and *“With the removal of the court file”*. See the regime of the court files – *”Court sessions”:*

Result of the court session;

- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.13

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than	
								3 months	6 months
1	2	3	4	5	6	7	8	9	10

Civil court files registered in ICMS during their examination: ***Second appeal against the decisions and the resolutions for which appeal is not possible*** **(Section I, CPC) with the index "2r".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 6 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 7 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

In procedure for more than 6 months"

- **No. 9 – "3 months" -** outstanding number of civil court files not completed during the reporting period and in procedure for more than 3 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 3 months;
- **No. 10 – "6 months"** – outstanding number of civil court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.14

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

B. Results of the examination of the applications for appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Category of court files	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	
1	2	3	4	5	6	7	8

Civil court files registered in ICMS during their examination: *Second appeal against the decisions and the resolutions for which appeal is not possible* (Section I, CPC) with the index "2r".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution".* See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*
- *With addressing the issue".* See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.15

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Courts of Appeal	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions	

					With addressing the issue	**With the return of the court file for retrial**	**In total (8=3+4)**
1	2	3	4	5	6	7	8

Civil court files registered in ICMS during their examination: Second appeal against the decisions and the resolutions for which appeal is not possible (Section I, CPC) with the index "2r".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Courts of Appeal"** – list of instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*
- *With addressing the issue"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option*"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.16

STATISTICAL REPORT regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of civil court files in second appeal sect. I (2r) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	
1	2	3	4	5	6	7	8

Civil court files registered in ICMS during their examination: Second appeal against the decisions and the resolutions for which appeal is not possible (Section I, CPC) with the index "2r".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Judges"**– list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution".* See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*
- *With addressing the issue".* See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.17

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than	
								3 months	6 months
1	2	3	4	5	6	7	8	9	10

Commercial court files registered in ICMS during their examination: ***Second appeal against the decisions and the resolutions for which appeal is not possible*** **(Section I, CPC) with the index "2rc".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal*

withdrawn and the procedure in second appeal ended". See the regime of the court files – *"Court sessions": Result of the court session*;

- **No. 6 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 7 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

In procedure for more than 6 months"

- **No. 9 – "3 months" -** outstanding number of civil court files not completed during the reporting period and in procedure for more than 3 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 3 months;
- **No. 10 – "6 months"** – outstanding number of civil court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.18

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

B. Results of the examination of the applications for appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Category of court files	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	
1	2	3	4	5	6	7	8

Commercial court files registered in ICMS during their examination: *Second appeal against the decisions and the resolutions for which appeal is not possible* (Section I, CPC) with the index "2rc".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution".* See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*

- *With addressing the issue".* See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.19

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Courts of Appeal	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	
1	2	3	4	5	6	7	8

Commercial court files registered in ICMS during their examination: Second appeal against the decisions and the resolutions for which appeal is not possible (Section I, CPC) with the index "2rc".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Courts of Appeal"** – list of instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*
- *With addressing the issue"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option*"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.20

STATISTICAL REPORT regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of commercial court files in second appeal sect. I (2rc) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	

1	2	3	4	5	6	7	8

Commercial court files registered in ICMS during their examination: Second appeal against the decisions and the resolutions for which appeal is not possible (Section I, CPC) with the index ”2rc”.

- **„Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Judges”–** list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 – “Inadmissible second appeals”** – number of civil court files having as a result the option *”Second appeal dismissed”*. See the regime of the court files – *”Court sessions”: Result of the court session*;
- **No. 4 – “Admitted second appeals”** – number of civil court files having as a result the option *”Second appeal admitted”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 5 – “With fully quashing the contested resolution”** – number of civil court files having as a result the option *”Admitted second appeals With fully quashing the contested resolution”.* See the regime of the court files – *”Court sessions”: Result of the court session;*

  Quashed decisions:
- **No. 6 – “With addressing the issue”** – number of civil court files having as a result the option *”Admitted second appeals*
- *With addressing the issue”.* See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 7 – “With the return of the court file for retrial”** – number of civil court files having as a result the option*”Admitted second appeals with the return of the court file for retrial”*. See the regime of the court files – *”Court sessions”: Result of the court session;*

- **No. 8 – “In total”** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.21

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

A.Progress of the court file
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than 6 months

1	2	3	4	5	6	7	8	9

Administrative litigation court files registered in ICMS during their examination: *Second appeal against the decisions of the Court of Appeal* (Section II, CPC) with the index ”3ra”.

- **„Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Name of the court”** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **Nr. 3 – “Outstanding court files not completed at the beginning of the reporting period”** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – “Total court files received during the reporting period”** – number of commercial court files registered in the reporting period;
- **No. 5 – “Number of withdrawn second appeals”** – number of commercial court files having as a result the option *”Second appeal withdrawn and the procedure in second appeal ended”*. See the regime of the court files – *”Court sessions”: Result of the court session*;
- **No. 6 – “Returned court files”** – number of civil court files having as a result the option ”*Returned second appeal*”. See the regime of the court files – *”Court sessions”: Result of the court session*;
- **No. 7 – “Closed court files during the reporting period”** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – “Outstanding court files not completed at the end of the reporting period”** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 9 – “In procedure for more than 6 months”** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of*Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.22

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

B. Results of the examination of the applications for appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Category of court files	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance With the issuance of a new decision	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the termination of the trial	With the issuance of a new decision	With the termination of the trial	With the issuance of a new decision	
1	2	3	4	5	6	7	8	10	11	10	11	10	14

Administrative litigation court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, CPC) with the index "3ra".**

- **„Reporting period"** – selected reporting period of the report;

- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of civil court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option*"Main category"*; ICMS will have the list of categories of court files according to the requests made in the statistical reports;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.23

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Name of the court	Inadmissible second appeals	Total dismissed second appeals	Total admitted second appeals	Changed/partially quashed decisions of the Courts of Appeal	Cancelled appeal decisions		With changing the decision of the first instance	Quashed decisions				In total (14=3+4+5)
						Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal		With the issuance of a new decision	With the termination of the trial	With the removal of the court file	With the return of the court file for retrial in the first instance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Administrative litigation court files registered in ICMS during their examination: *Second appeal against the decisions of the Court of Appeal* (Section II, CPC) with the index "3ra".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

  Cancelled appeal decisions:
- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.24

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. II (3ra) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Total dismissed second	Total admitted second	Changed/partially quashed decisions of the Courts of	Cancelled appeal decisions	With changing the decision of	Quashed decisions	In total (14=3+4+5)

			appeals	appeals	Appeal	Decisions of the first instance maintained	With the return of the court file for retrial in the Court of Appeal	the first instance With the issuance of a new decision	With the termination of the trial	With the issuance of a new decision	With the termination of the trial	With the issuance of a new decision	
1	2	3	4	5	6	7	8	10	11	10	11	10	14

Administrative litigation court files registered in ICMS during their examination: *Second appeal against the decisions of the Court of Appeal* (Section II, CPC) with the index "3ra".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Judges"**– list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 - "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Total of dismissed second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Total of admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Changed/partially quashed decisions of the Courts of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified and partially quashed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled appeal decisions:

- **No. 7 – "Decisions of the first instance maintained"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"Decisions of the first instance maintained"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "With the return of the court file for retrial in the Court of Appeal"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the Court of Appeal modified"*and *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 9 – "With changing the decision of the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance changed"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 10 – "With the issuance of a new decision"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 11 – "With the termination of the trial"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the termination of the trial"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 12 – "With the removal of the court file"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the removal of the court file"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 13 – "With the return of the court file for retrial in the first instance"** – number of civil court files having as a result the option *"Admitted second appeal and the decision of the first instance modified"*and *"With the return of the court file for retrial in the first instance"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 14 – "In total"** – number of civil court files saved in ICMS. Sum of columns no. 3, 4 and 5 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.25

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period	Number of withdrawn second appeals	Returned court files	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (8=3+4-7)	In procedure for more than	
								3 months	6 months
1	2	3	4	5	6	7	8	9	10

Administrative litigation court files registered in ICMS during their examination: ***Second appeal against the decisions and the resolutions for which appeal is not possible*** **(Section I, CPC) with the index "3r".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Name of the court"** – list of courts (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 6 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 7 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the

reporting period;

In procedure for more than 6 months"

- **No. 9 – "3 months" -** outstanding number of civil court files not completed during the reporting period and in procedure for more than 3 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 3 months;
- **No. 10 – "6 months"** – outstanding number of civil court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.26

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

B. Results of the examination of the applications for appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Category of court files	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	
1	2	3	4	5	6	7	8

Administrative litigation court files registered in ICMS during their examination: ***Second appeal against the decisions and the resolutions for which appeal is not possible*** **(Section I, CPC) with the index "3r".**

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution"*. See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*

- *With addressing the issue".* See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.27

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Courts of Appeal	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions		In total (8=3+4)
					With addressing the issue	With the return of the court file for retrial	
1	2	3	4	5	6	7	8

Administrative litigation court files registered in ICMS during their examination: Second appeal against the decisions and the resolutions for which appeal is not possible (Section I, CPC) with the index "3r".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Courts of Appeal"** – list of instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the selected Court of Appeal;
- **No. 3 – "Inadmissible second appeals"** – number of civil court files having as a result the option *"Second appeal dismissed"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Admitted second appeals"** – number of civil court files having as a result the option *"Second appeal admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "With fully quashing the contested resolution"** – number of civil court files having as a result the option *"Admitted second appeals With fully quashing the contested resolution".* See the regime of the court files – *"Court sessions": Result of the court session;*

Quashed decisions:

- **No. 6 – "With addressing the issue"** – number of civil court files having as a result the option *"Admitted second appeals*
- *With addressing the issue".* See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "With the return of the court file for retrial"** – number of civil court files having as a result the option *"Admitted second appeals with the return of the court file for retrial"*. See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 8 – "In total"** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.28

STATISTICAL REPORT regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of administrative litigation court files in second appeal sect. I (3r) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:

Date on which the statistical report has been issued:

No.	Judges	Inadmissible second appeals	Admitted second appeals	With fully quashing the contested resolution	Quashed decisions	

					With addressing the issue	With the return of the court file for retrial	In total (8=3+4)
1	2	3	4	5	6	7	8

Administrative litigation court files registered in ICMS during their examination: Second appeal against the decisions and the resolutions for which appeal is not possible (Section I, CPC) with the index ”3r”.

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Judges”**– list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 – “Inadmissible second appeals”** – number of civil court files having as a result the option *”Second appeal dismissed”*. See the regime of the court files – *”Court sessions”: Result of the court session*;
- **No. 4 – “Admitted second appeals”** – number of civil court files having as a result the option *”Second appeal admitted”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 5 – “With fully quashing the contested resolution”** – number of civil court files having as a result the option *”Admitted second appeals With fully quashing the contested resolution”.* See the regime of the court files – *”Court sessions”: Result of the court session;*

Quashed decisions:

- **No. 6 – “With addressing the issue”** – number of civil court files having as a result the option *”Admitted second appeals*
- *With addressing the issue”.* See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 7 – “With the return of the court file for retrial”** – number of civil court files having as a result the option*”Admitted second appeals with the return of the court file for retrial”*. See the regime of the court files – *”Court sessions”: Result of the court session;*

- **No. 8 – “In total”** – number of commercial court files saved in ICMS. Sum of columns no. 3 and 4 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.29

STATISTICAL REPORT regarding the examination of court files in review by the Civil, commercial and administrative litigation College of the Supreme Court of Justice

STATISTICAL REPORT
regarding the examination of court files in review by the Civil, commercial and administrative litigation College of the Supreme Court of Justice

Reporting period:
Date on which the statistical report has been issued:

Category	Outstanding court files not completed at the beginning of	Total court files received during the reporting period	Including			Returned court files	Number of withdrawn second appeals	Total examined (9=10+11)	Out of which		Outstanding court f (12=2+3-9)
			Parties in the trial	Individuals who did not participate in the trial	Governmental agent				Rejected as inadmissible	Admitted	

	the reporting period	**(3=4+5+6)**									
1	2	3	4	5	6	7	8	9	10	11	12

Civil court files registered in ICMS as: *Review* with the index "2rh", "3rh", "2rhc", .

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1 – "Category (type of instances)"** – list of courts (courts, Courts of Appeal and the Supreme Court of Justice). ***Source ICMS***: Application for second appeal/General data, for the option *First instance* the selected instance, for the option *Court of Appeal*the selected instance and for the option*Supreme Court of Justice* the selected instance; List of instances will be consecutively as follows **(with decryption, with totals):**
  - **courts,**
  - **Court of Appeal,**
  - **Supreme Court of Justice.**
- **No. 2 – "Outstanding court files not completed at the beginning of the reporting period"** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 3 – "Total court files received during the reporting period"** – number of civil court files registered during the reporting period. Sum of the columns no. 4, 5 and 6 from this report;

Including:

- **No. 4 – "Parties in the trial"** – number of civil court files registered in ICMS on the basis of the declared applications for second appeals by the parties in the trial. ***Source ICMS***: Applications/parties in the trial, for the option "***Secondary procedural quality:***", value from the list*"Parties in the trial"*;
- **No. 5 – "Individuals who did not participate in the trial"** – number of civil court files registered in ICMS on the basis of the declared applications for second appeals by individuals who did not participate in the trial. ***Source ICMS***: Applications/parties in the trial, for the option "***Secondary procedural quality:***", value from the list*"Individuals who did not participate in the trial"*;
- **No. 6 – "Governmental agent"** – number of civil court files registered in ICMS on the basis of the declared applications for second

appeals by the governmental agent. ***Source ICMS***: Applications/parties in the trial, for the option "***Secondary procedural quality:***", value from the list*"Governmental agent"*;

- **No. 7 – "Returned court files"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 8 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 9 – "Total examined"** – number of civil court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

Out of which

- **No. 10 – "Rejected as inadmissible"** – number of civil court files accepted into procedure, examined and closed during the reporting period, saved with the option *"Inadmissible second appeal"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 11 – "Admitted"** – number of civil court files accepted into procedure, examined and closed during the reporting period, saved with the option *"Admitted second appeal"*. - See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 12 – "Outstanding court files"** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the end of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.30

STATISTICAL REPORT regarding the examination of applications for the change of venue/abstention/conflict of competence by the Civil, commercial and administrative litigation College

STATISTICAL REPORT
regarding the examination of applications for the change of venue/abstention/conflict of competence by the Civil, commercial and administrative litigation College

Reporting period:
Date on which the statistical report has been issued:

Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Total examined court files (3=4+5)	Examined court files		Outstanding court files not completed at the end of the reporting period(6=1+2-3)
			Admitted	Rejected	
1	2	3	4	5	6

Civil court files registered in ICMS for examination:

- ✓ ***Change of venue*** **with the index "2cs", "2ac",**
- ✓ ***Recusation/Abstention*** **with the index "2ac",**
- ✓ ***Conflict of competence*** **with the index"2cc".**

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 2 – "Outstanding court files at the beginning of the reporting period"** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 2 – "Submitted court files during the reporting period"** – number of civil court files registered in the reporting period;
- **No. 3 – "Total examined court files"** – number of civil court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

Examined court files:

- **No. 4 – "Admitted"** – number of civil court files having as a result the option *"Court file admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Rejected"** – number of civil court files having as a result the option *"Court file rejected"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.31

STATISTICAL REPORT regarding the trial of court files in the first instance (3 – complaints against the decisions of the Supreme Judicial Council)

STATISTICAL REPORT

regarding the trial of court files in the first instance (3 – complaints against the decisions of the Supreme Judicial Council)

Reporting period:
Date on which the statistical report has been issued:

Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Number of withdrawn second appeals	Number of returned second appeals	Trialed court files during the reporting period (5=6+7)	Admitted applications	Rejected applications	Outstanding court files not completed at the end of the reporting period (8=1+2-5)	In procedure more than 6 months
1	2	3	4	5	6	7	8	9

Civil court files registered in ICMS for examination: First instance with the index ”3”.

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1 – "Outstanding court files at the beginning of the reporting period"** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 2 – "Submitted court files during the reporting period"** – number of civil court files registered in the reporting period;
- **No. 5 – "Number of withdrawn second appeals"** – number of commercial court files having as a result the option *"Second appeal withdrawn and the procedure in second appeal ended"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 4 – "Number of returned second appeals"** – number of civil court files having as a result the option "*Returned second appeal*". See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 5 – "Closed court files during the reporting period"** – number of civil court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 6 – "Admitted"** – number of civil court files having as a result the option *"Court file admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "Rejected"** – number of civil court files having as a result the option *"Court file rejected"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 8 – "Outstanding court files not completed at the end of the reporting period"** – number of civil court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 9 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of*Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.32

STATISTICAL REPORT regarding the activity of the procedural documentation department of civil, commercial and administrative litigation court files of the Supreme Court of Justice

STATISTICAL REPORT

regarding the activity of the procedural documentation department of civil, commercial and administrative litigation court files of the Supreme Court of Justice

Reporting period:

Date on which the report has been issued:

No.	Name of the applications	Outstanding applications at the beginning of the reporting period	Submitted during the reporting period		Out of which				Outstanding applications	Annexed applications													Cashed state tax
										Art. 435		Art. 85		Art. 89		Art. 86 (adjournment)		Art. 86 (rescheduling)		Art. 174			
			In total	Including personal reception	Returned, art. 428, 429 CPC	Restituted, art. 438 CPC	Transmitted by competence, art. 426	Transmitted in the section for recording proceedings		Admitted (including partially admitted)	Rejected	Admitted (including partially admitted)	Rejected	Admitted (including partially admitted)	Rejected	Admitted (including partially admitted)	Rejected	Admitted (including partially admitted)	Rejected	Admitted (including partially admitted)	Rejected	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **Nr. 2 – „Denumirea cererilor”** – lista tipurilor de cereri de recurs înregistrate în ICMS, după cum urmează:
  - Second appeal sect. II (civil-02c) ;

- Second appeal sect. II (commercial- 02e) ;
- Second appeal sect. II (administrative litigation- 03c) ;
- Second appeal sect. II (insolvency-02i) ;
- Applications for review (civil - 02r);
- Applications for review(administrative litigation.- 03r) ;
- Applications for review (commercial- 02re);
- Application for issuing a supplementary decision (2s)

- **No. 3 – "Outstanding applications at the beginning of the reporting period"** – number of applications for second appeal at the beginning of the reporting period which are not reflected in court files and do not have the status *"Incomplete"*. **ICMS Source:** Application/Completeness of the application for second appeal;

Submitted during the reporting period:

- **No. 4 – "In total"** – number of applications for second appeal registered during the reporting period;
- **No. 5 – "Including personal reception"** – number of applications for second appeal registered during the reporting period and submitted by parties in the trial. ***ICMS Source:*** Application for second appeal/General datam for the option "***Receipt form***", value from the list*"Personal"*;

Out of which:

- **No. 6 – "Returned, art. 428, 429 CPC"** – number of applications for second appeal registered which are not reflected in court files, and have the status "*incomplete*". **ICMS Source:**Applications/Completeness of the application for second appeal, for the option "Status", value from the list "*Application incomplete*" and for option "In the base", value from the list "*Art.428, 429 CPC*";
- **No. 7 – "Restituted, art. 438 CPC"** – number of applications for second appeal registered which are not reflected in court files, and have the status "*incomplete*". **ICMS Source:**Applications/Completeness of the application for second appeal, for the option "Status", value from the list "*Application incomplete*" and for option "In the base", value from the list "*Restituted, art. 438 CPC*";
- **No. 8 – "Transmitted by competence, art. 426"** – number of applications for second appeal registered which are not reflected in court files, and have the status "incomplete". **ICMS Source**: Applications/Completeness of the application for second appeal, for the option "Status", value from the list "Application incomplete" and for option "In the base", value from the list "Transmitted by competence, art. 426";

- **No. 9 – "Transmitted in the section for recording proceedings"** – number of applications for second appeal reflected in court files during the reporting period.

- **No. 10 – "Outstanding applications"** – number of applications for second appeal registered (plus the ones outstanding) which are not connected to any court file and do not have the status "*incomplete*". ***ICMS Source:*** Applications/Completeness of the application for second appeal;

Annexed applications:

- **No. 11 – "Annexed applications: art. 435 - Admitted (including partially admitted)"** – number of annexed requests registered during the reporting period *"Application for the suspension of the decision, art. 435"*. ***ICMS Source*:**Application/Annexed Applications, for the option "Type", value from the list "*Application for the suspension of the decision, art. 435*" and closure saved with the status Final/Accepted. ICMS Source: Application/Resolutions – Annexed applications, for the option "Statute", value Final/Accepted;
- **No. 12 – "Annexed applications: art. 435 - rejected"** – number of annexed requests registered during the reporting period *"Application for the suspension of the decision, art. 435"*. ***ICMS Source*:**Application/Annexed Applications, for the option "Type", value from the list "*Application for the suspension of the decision, art. 435*" and closure saved with the status Final/Rejected. ICMS Source: Application/Resolutions – Annexed applications, for the option "Statute", value Final/Rejected;
- **No. 13 – "Annexed applications: art. 85 - Admitted (including partially admitted)"** – number of annexed requests registered during the reporting period *"Application for the exemption from state tax, art. 85"*. ***ICMS Source*:** Application/Annexed Applications, for the option "Type", value from the list "*Application for the exemption from state tax, art. 85*" and closure saved with the status Final/Accepted. ICMS Source: Application/Resolutions – Annexed applications, for the option "Statute", value Final/Accepted;
- **No. 14 – "Annexed applications: art. 85 - rejected"** – number of annexed requests registered during the reporting period *"Application for the exemption from state tax, art. 85"*. ***ICMS Source*:** Application/Annexed Applications, for the option "Type", value from the list "*Application for the exemption from state tax, art. 85*" and closure saved with the status Final/Rejected. ICMS Source: Application/Resolutions – Annexed applications, for the option "Statute", value Final/Rejected;
- **No. 15 – "Annexed applications: art. 89 - Admitted (including partially admitted)"** – number of annexed requests registered during the reporting period *"Application for the return of state tax, art. 89"*. ***ICMS Source*:** Application/Annexed Applications, for the option "Type", value from the list "*Application for the return of state tax, art. 89*" and closure saved with the status Final/Accepted. ICMS Source: Application/Resolutions – Annexed applications, for the option "Statute", value Final/Accepted;
- **No. 16 – "Annexed applications: art. 89 - rejected"** – number of annexed requests registered during the reporting period *"Application for the return state tax, art. 89"*. ***ICMS Source*:** Application/Annexed Applications, for the option "Type", value from the list "*Application for the return of state tax, art. 85*" and closure saved with the status Final/Rejected. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option "Statute", value Final/Rejected;
- **No. 17 – "Annexed applications: art. 86 [adjournament] - Admitted (including partially admitted)"** – number of annexed requests registered during the reporting period *"Application for the adjournament of state tax, art. 86"*. ***ICMS Source*:** Application/Annexed

Applications, for the option ”Type”, value from the list ”*Application for the adjournment of state tax, art. 86*” and closure saved with the status Final/Accepted. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option ”Statute”, value Final/Accepted;

- **No. 18 – “Annexed applications: art. 86[adjournment] - rejected”** – number of annexed requests registered during the reporting period *”Application for the adjournment of state tax, art. 86”*. ***ICMS Source*:** Application/Annexed Applications, for the option ”Type”, value from the list ”*Application for the adjournment of state tax, art. 86*” and closure saved with the status Final/Rejected. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option ”Statute”, value Final/Rejected;
- **No. 19 – “Annexed applications: art. 86 [rescheduling] - Admitted (including partially admitted)”** – number of annexed requests registered during the reporting period *”Application for the rescheduling of state tax, art. 86”*. ***ICMS Source*:** Application/Annexed Applications, for the option ”Type”, value from the list ”*Application for the rescheduling of state tax, art. 86*” and closure saved with the status Final/Accepted. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option ”Statute”, value Final/Accepted;
- **No. 20 – “Annexed applications: art. 86[rescheduling] - rejected”** – number of annexed requests registered during the reporting period *”Application for the rescheduling of state tax, art. 86”*. ***ICMS Source*:** Application/Annexed Applications, for the option ”Type”, value from the list ”*Application for the rescheduling of state tax, art. 86*” and closure saved with the status Final/Rejected. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option ”Statute”, value Final/Rejected;
- **No. 21 – “Annexed applications: art. 174 - Admitted (including partially admitted)”** – number of annexed requests registered during the reporting period *”Application for the application of insurance measures, art. 174”*. ***ICMS Source*:** Application/Annexed Applications, for the option ”Type”, value from the list ”*Application for the application of insurance measures, art. 174*” and closure saved with the status Final/Accepted. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option ”Statute”, value Final/Accepted;
- **No. 22 – “Annexed applications: art. 174 - rejected”** – number of annexed requests registered during the reporting period *”Application for the application of insurance measures, art. 174”*.. ***ICMS Source*:** Application/Annexed Applications, for the option ”Type”, value from the list ”*Application for the application of insurance measures, art. 174*” and closure saved with the status Final/Rejected. ***ICMS Source***: Application/Resolutions – Annexed applications, for the option ”Statute”, value Final/Rejected;

- **No. 23 – “Cashed state tax” –**sum of state (in MDL) cashed from the parties in the trial when submitting the application for second appeal. State tax indicated when registering the application for the second appeal in ICMS. ***ICMS Source***: Application/”General data” – ”State tax”, sum in MDL;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplemnent 1.33

STATISTICAL REPORT. Court files examined by the Civil, commercial and administrative litigation College of the Supreme Court of Justice

STATISTICAL REPORT
Court files examined by the Civil, commercial and administrative litigation College of the Supreme Court of Justice

Reporting period:
Date on which the statistical report has been issued:

No.	Judge	Second appeal section I, 2r	Second appeal section I, 2rc	Second appeal section I, 3r	Second appeal section II, 2ra	Second appeal section II, 2rac	Second appeal section II, 2ri	Second appeal section II, 3ra	Reviews, rh	2cc/2ac	ds	Total (13=3+4+5+6+7+8+9+10 +11+12)
1	2	3	4	5	6	7	8	9	10	11	12	13

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**

- **No. 2 – „Judge"** – list of judges. ***ICMS Source***: Administration/Employees;
- **No. 3 – "Second appeal section I, 2r"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2r*". Court files in ICMS with the status *Closed*;
- **No. 4 – "Second appeal section I, 2rc"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2rc*". Court files in ICMS with the status *Closed*;
- **No. 5 – "Second appeal section I, 3r"** – number of civil court files examined during the reporting period in "*Second appeal section I, 3r*". Court files in ICMS with the status *Closed*;
- **No. 6 – "Second appeal section I, 2ra"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2ra*". Court files in ICMS with the status *Closed*;
- **No. 7 – "Second appeal section II, 2rac"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2rac*". Court files in ICMS with the status *Closed*;
- **No. 8 – "Second appeal section II, 2ri"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2r*". Court files in ICMS with the status *Closed*;
- **No. 9 – "Second appeal sectionII, 3ra"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2r*". Court files in ICMS with the status *Closed*;
- **No. 10 – "Reviews, rh"** – number of civil court files examined during the reporting period in "*Reviews, rh*". Court files in ICMS with the status *Closed*;
- **No. 11 – "2cc/2ac"** – number of civil court files examined during the reporting period "*2cc, 2ac*". Court files in ICMS with the status *Closed*;
- **No. 12 – "ds"** – number of civil court files examined during the reporting period"*Aditional decisions, 2ds/3ds*". Court files in ICMS with the status Closed;
- **No. 13 – "Total"** – number of court files formed aut of the sum of columns 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 from this report.
  Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 1.34

STATISTICAL REPORT. REMAINING court files of the Civil, commercial and administrative litigation College of the Supreme Court of Justice

STATISTICAL REPORT
REMAINING court files of the Civil, commercial and administrative litigation College of the Supreme Court of Justice

Reporting period:
Date on which the statistical report has been issued:

No.	Judge	Second appeal section I, 2r	Second appeal section I, 2rc	Second appeal section I, 3r	Second appeal section II, 2ra	Second appeal section II, 2rac	Second appeal section II, 2ri	Second appeal section II, 3ra	Reviews, rh	2cc/2ac	ds	Total (13=3+4+5+6+7+8+9+10+11+12)
1	2	3	4	5	6	7	8	9	10	11	12	13

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – „Judge”** – list of judges. ***ICMS Source***: Administration/Employees;
- **No. 3 – “Second appeal section I, 2r”** – number of civil court files examined during the reporting period in ”*Second appeal section I, 2r*”. Court files in ICMS with the status *Closed*;
- **No. 4 – “Second appeal section I, 2rc”** – number of civil court files examined during the reporting period in ”*Second appeal section I, 2rc*”. Court files in ICMS with the status *Closed*;
- **No. 5 – “Second appeal section I, 3r”** – number of civil court files examined during the reporting period in ”*Second appeal section I, 3r*”. Court files in ICMS with the status *Closed*;
- **No. 6 – “Second appeal section I, 2ra”** – number of civil court files examined during the reporting period in ”*Second appeal section I, 2ra*”. Court files in ICMS with the status *Closed*;

- **No. 7 – "Second appeal section II, 2rac"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2rac*". Court files in ICMS with the status *Closed*;
- **No. 8 – "Second appeal section II, 2ri"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2r*". Court files in ICMS with the status *Closed*;
- **No. 9 – "Second appeal section II, 3ra"** – number of civil court files examined during the reporting period in "*Second appeal section I, 2r*". Court files in ICMS with the status *Closed*;
- **No. 10 – "Reviews, rh"** – number of civil court files examined during the reporting period in "*Reviews, rh*". Court files in ICMS with the status *Closed*;
- **No. 11 – "2cc/2ac"** – number of civil court files examined during the reporting period "*2cc, 2ac*". Court files in ICMS with the status *Closed*;
- **No. 12 – "ds"** – number of civil court files examined during the reporting period"*Aditional decisions, 2ds/3ds*". Court files in ICMS with the status Closed;
- **No. 13 – "Total"** – number of court files formed aut of the sum of columns 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 from this report

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.1

STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

STATISTICAL REPORT

regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period (4=5+7+8)	Second appeals declared by				Dismissed second appeals or returned without trial	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (11=3+4-10)	In procedure for more than 6 months
				Prosecutor body		Defendant, lawyers or their legitimate representatives	Aggrevied parties, lawyers or their legitimate representatives				
				Total declared	Admitted						
1	2	3	4	5	6	7	8	9	10	11	12

Criminal court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, par. 1 CPP) with the index "1ra".**

"Reporting period" – selected reporting period of the report;

- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1:"No."** – order number;
- **No. 2 – "Name of the court"** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;

  Second appeal declared by the prosecutor's body:

- **No. 5 – "Total declared"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list*"**Prosecutor**"*;
- **No. 6 – "Admitted"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list*"**Prosecutor**"* and the Result of the court session*"Admitted second appeal"*–See the regime of the court – *"Court sessions" : Result of the court session*;

Second appeal declared by:

- **No. 7 – "Defendant, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list*"Defendant, lawyers or their legitimate representatives"*

- **No. 8 – "Aggrevied parties, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Aggrevied parties, lawyers or their legitimate representatives"*

- **No. 9 – "Dismissed second appeals or returned without trial"** – number of criminal court files with the information saved in the result of the court session with the option*"Withdrawn second appeal or returned without trial"*. See the regime of the court – *"Court sessions" : Result of the court session*;
- **No. 10 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 11 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 12 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of*Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.2

STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

B. Results of the examination of the applications for second appeal
Reporting period:
Date on which the statistical report has been issued:

No.	Category of the court files	Art. from the Criminal Code	Total court files	Inadmissible in principle from report	Sent to the extended College	From the ones examined in the extended College									Released individuals	Total quashed (17=8+9+10+11+12)
						Dismissed as inadmissible from the extended College	Admitted with quashing of the questioned decision					With pronouncing a decision				
							With maintaining the decision of the first instance	Acquitting the defendant	Cessation of the trial	With the return of the court file for retrial in the Court of Appeal	With the issuance of a new decision(12=13+14+15)	With changing the qualifiication of the criminal act and a reduction of punishment	With a reduction of punishment	With changing the qualification of the criminal act		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Criminal court files registered in ICMS during their examination: ***Second appeal against the decisions of the Court of Appeal*** **(Section II, par. 1 CPP) with the index ”1ra”.**

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*; The list of categories will be sorted in the order exposed in the Criminal Code, for example starting with article 135;
- **No. 3 – "Article from the Criminal Code"** – list of articles from the Criminal Code saved in ICMS on criminal court files during the reporting period. ***ICMS Source***: Court files/General data, Article of the Criminal Code indicated in the option "*Art. from CP and CPP*". Listing the values "*Art. from CP and CPP*" which will be realized in interdependence with column **"Category of court files",** with presenting the articles separately;
- **No. 4 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;
- **No. 5 – "Inadmissible in principle from report"** – number of commercial court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 6 – "Sent to the extended College"** – number of criminal court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*

From the ones examined in the extended College:

- **No. 7 – "Dismissed as inadmissible from the extended College"** – number of criminal court files having as a result the option *"Dismissed as inadmissible from the extended College"*. See the regime of the court files – *"Court sessions – Result of the court sessions.*

From the ones examined in the extended College /Admitted with quashing of the questioned decision:

- **No. 8 – "With maintaining the decision of the first instance"** – number of criminal court files having as a result the option "*With maintaining the decision of the first instance*". See the regime of the court files – "*Court sessions*" – *Result of the court sessions.*
- **No. 9 – "Acquitting the defendant "** – number of criminal court files having as a result the option "*Acquitting the defendant "*. See the regime of the court files– "*Court sessions*" – *Result of the court sessions.*
- **No. 10 – "Cessation of the trial"** – number of criminal court files having as a result the option "*Cessation of the trial*". See the regime of the court files – "*Court sessions*" – *Result of the court sessions.*

- **No. 11 – "With the return of the court file for retrial in the Court of Appeal" -** number of criminal court files having as a result the option *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 12 – "With the issuance of a new decision"** – number of criminal court files having as a result the option *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.* The value of colum no. 12 will be

created from the sum of columns 13, 14 and 15;

From the ones examined in the extended College / Admitted with quashing of the questioned decision:

- **No. 13 – "With changing the qualification of the criminal act and a reduction of punishment"** – number of criminal court files having as a result the option *"Second appeal admitted with the issuance of a new decision* "and "*With changing the qualification of the criminal act and a reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 14 – "With a reduction of punishment"** – number of criminal court files having as a result the option *"Second appeal admitted with the issuance of a new decision"*and "*With a reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 15 – "With changing the qualification of the criminal act"** – number of criminal court files having as a result the option *"Second appeal admitted with the issuance of a new decision"*and "*With changing the qualification of the criminal act*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **No. 16 – "Released individuals"** – number of released individuals – parties in the trial, in criminal court files with information saved in the result of the court session with the option "*Released individuals*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*ICMS will allow the selection of the parties in the trial by indicating the values "*Released individual*".

- **No. 17 – "Total quashed"** –Sum of the columns 8, 9, 10, 11 and 12 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.3

STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

C. Activity of the Courts of Appeal
Reporting period:
Date on which the report has been issued:

No.	Category of court files (instance)	Total court files	Inadmissible in principle from report	Sent to the extended College	From the ones examined in the extended College									Released individuals	Total quashed (16=7+8+9+10+11)
					Dismissed as inadmissible from the extended College	Admitted with quashing of the questioned decision					With the issuance of a new decision				
						With maintaining the decision of the first instance	Acquitting the defendant	Cessation of the trial	With the return of the court file for retrial in the Court of Appeal	With the issuance of a new decision (11=12+13+14)	With changing the qualification of the criminal act and a reduction of punishment	With a reduction of punishment	With changing the qualification of the criminal act		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Criminal court files registered in ICMS during their examination: Second appeal against the decisions of the Court of Appeal (Section II, par. 1 CPP) with the index ”1ra”.

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of court files (instances)"** – list of instances (Courts of Appeal and the first instance). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal*as the selected instance and for the option *First instance* the court/instance selected. These will be listed in the following order: 1) Courts of Appeal; 2) courts (first instance);
- **No. 3 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;
- **No. 4 – "Inadmissible in principle from report"** – number of commercial court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 5 – "Sent to the extended College"** – number of criminal court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*

From the ones examined in the extended College:

- **No. 6 – "Dismissed as inadmissible from the extended College"** – number of criminal court files having as a result the option *"Dismissed as inadmissible from the extended College"*. See the regime of the court files – *"Court sessions – Result of the court sessions.*

From the ones examined in the extended College /Admitted with quashing of the questioned decision:

- **No. 7 – "With maintaining the decision of the first instance"** – number of criminal court files having as a result the option "*With maintaining the decision of the first instance*". See the regime of the court files – "*Court sessions*" – *Result of the court sessions.*
- **No. 8 – "Acquitting the defendant "** – number of criminal court files having as a result the option "*Acquitting the defendant "*. See the regime of the court files – "*Court sessions*" – *Result of the court sessions.*
- **No. 9 – "Cessation of the trial"** – number of criminal court files having as a result the option "*Cessation of the trial*". See the regime of the court files – "*Court sessions*" – *Result of the court sessions.*
- **No. 10 – "With the return of the court file for retrial in the Court of Appeal" -** number of criminal court files having as a result the option *"With the return of the court file for retrial in the Court of Appeal"*. See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 11 – "With the issuance of a new decision"** – number of criminal court files having as a result the option *"With the issuance of a new decision"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.* The value of colum no. 12 will be created from the sum of columns 13, 14 and 15;

From the ones examined in the extended College / Admitted with quashing of the questioned decision:

- **No. 12 – "With changing the qualification of the criminal act and a reduction of punishment"** – number of criminal court files having as a result the option *"Second appeal admitted with the issuance of a new decision"* and "*With changing the qualification of the criminal act and a reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 13 – "With a reduction of punishment"** – number of criminal court files having as a result the option *"Second appeal admitted with the issuance of a new decision"* and "*With a reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 14 – "With changing the qualification of the criminal act"** – number of criminal court files having as a result the option *"Second appeal admitted with the issuance of a new decision"* and "*With changing the qualification of the criminal act*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **No. 15 – "Released individuals"** – number of released individuals – parties in the trial, in criminal court files with information saved in the result of the court session with the option "*Released individuals*". See the regime of the court files – *"Court sessions" – Result of the court sessions.* ICMS will allow the selection of the parties in the trial by indicating the values "*Released individual*".
- **No. 16 – "Total quashed"** –Sum of the columns 8, 9, 10, 11 and 12 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.4

STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal sect. II (1ra-ordinary second appeal) by the Supreme Court of Justice

D. Activity of the judges of the Courts of Appeal

Reporting period:
Date on which the report has been issued:

No.	Judges of the Courts of Appeal	Total court files	Second appeal against the decisions of the Courts of Appeal			Out of the ones quashed							Total quashed (16=8+9+10+11+12+13+14+15)
			in principle	the extended	Examined in the extended College	sation of the acquitting the def	of the criminal	uct ion of qualifica	of the co	dec isio n	sid e/s om		

					Dismissed as inadmissible from the extended College	**Admitted in the extended College**									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Criminal court files registered in ICMS for their examination: Second appeal in cancellation with the index "1re".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Judges"**– list of judges from the instances (Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Courts of Appeal* and the selected or a text completed with the name and surname of the *judge rapporteur*. The list of the judges rapporteur will be sorted out after the list from the Courts of Appeal;
- **No. 3 – "Total court files"** – number of criminal court files registered in the reporting period;
- **No. 4 – "Inadmissible in principle from report"** – number of commercial court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 5 – "Sent to the extended College"** – number of criminal court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*

From the ones examined in the extended College:

- **No. 6 – "Dismissed as inadmissible from the extended College"** – number of criminal court files having as a result the option *"Dismissed as inadmissible from the extended College"*. See the regime of the court files – *"Court sessions – Result of the court sessions.*
- **No. 7 – "Admitted in the extended College"** – number of criminal court files with information saved in the result of the court session

with the option "*Admitted in the extended College*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

Out of the ones quashed:

- **Nr. 8 – "With the cessation of the criminal trial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the cessation of the criminal trial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 9 – "With acquitting the defendant"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with acquitting the defendant*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 10 – "With changing the qualification of the criminal act and the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act and the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 11 – "With the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 12 – "With changing the qualification of the criminal act"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 13 – "With the return of the court file for retrial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the return of the court file for retrial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 14 – "With maintaining the decision of the first instance"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with maintaining the decision of the first instance*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 15 – "On the civil side/some episodes"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, on the civil side/some episodes*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **Nr. 16 – "Total quashed"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*Sum of the columns 8, 9, 10, 11, 12, 13, 14 and 15 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.5

STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1r-ordinary second appeal§2) by the Supreme Court of Justice

STATISTICAL REPORT

regarding the trial of criminal court files in second appeal sect. II (1r -ordinary second appeal§2) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period (4=5+7+8)	Second appeals declared by				Dismissed second appeals or returned without trial	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (11=3+4-10)	In procedure for more than 6 months
				Prosecutor body		Defendant, lawyers or their legitimate representatives	Aggrevied parties, lawyers or their legitimate representatives				
				Total declared	Admitted						
1	2	3	4	5	6	7	8	9	10	11	12

Criminal court files registered in ICMS during their examination: ***Second appeal against the decisions for which appeal is not possible*** **(Section II, alin. 2CPP) with the index "1r".**

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1:"No."** – order number;
- **No. 2 – "Name of the court"** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;

Second appeal declared by the prosecutor's body:

- **No. 5 – "Total declared"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"**Prosecutor**"*;
- **No. 6 – "Admitted"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"**Prosecutor**"* and the Result of the court session*"Admitted second appeal"* – See the regime of the court – *"Court sessions" : Result of the court session*;

Second appeal declared by:

- **No. 7 – "Defendant, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Defendant, lawyers or their legitimate representatives"*

- **No. 8 – "Aggrevied parties, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Aggrieved parties, lawyers or their legitimate representatives"*

- **No. 9 – "Dismissed second appeals or returned without trial"** – number of criminal court files with the information saved in the result of the court session with the option*"Second appeal withdrawnor returned without trial"*. See the regime of the court – *"Court sessions" : Result of the court session*;
- **No. 10 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 11 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 12 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.6

STATISTICAL REPORT regarding the trial of criminal court files in second appeal sect. II (1r-ordinary second appeal §2) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal sect. II (1r-ordinary second appeal §2) by the Supreme Court of Justice

B. Results of the examination of the applications for appeal

Reporting period:

Date on which the report has been issued:

No	Category of court files	Art. Criminal Code	Total court files	Total contested decisions (5=6+7)	Admitted	Rejected	Total contested decisions (8=9+10)	Admitted second appeals	Rejected second appeals	Total number of trialed second appeal (11=5+8)
1	2	3	4	5	6	7	8	9	10	11

Commercial court files registered in ICMS during their examination: Second appeal against the decisions for which appeal is not possible (Section II, par. 2CPP) with the index ”1r”.

- **„Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: “No.” – order number;**
- **No. 2 – ”Category of the court files”** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *”Main category”*;
- **No. 3 – “Article from the Criminal Code”** – list of articles from the Criminal Code saved in ICMS on criminal court files during the

reporting period. ***ICMS Source***: Court files/General data, Article of the Criminal Code indicated in the option ”*Art. from CP and CPP*”. Listing the values ”*Art. from CP and CPP*” which will be realized in interdependence with column **”Category of court files”,** with presenting the articles separately;

- **No. 4 – “Total court files”** – number of criminal court files registered during the reporting period;
- **No. 5 – “Total contested decisions”** – number of criminal court files in which the Court of Appeal is the first instance. ***ICMS Source***: Application for second appeal/General data, for the option Court of Appeal as the selected instance, additionally the option ”*Sentence*” – checked option;
- **No. 6 – ”Admitted”** – number of criminal court files in which the Court of Appeal is the first instance. ***ICMS Source***: Application for second appeal/General data, for the option Court of Appeal as the selected instance, additionally the option ”*Sentence*” – checked option and with the information saved in the result of the court session with the option “*Admitted second appeal*”. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 7 – “Rejected”** – number of criminal court files in which the Court of Appeal is the first instance. ***ICMS Source***: Application for second appeal/General data, for the option Court of Appeal as the selected instance, additionally the option ”*Sentence*” – checked option and with the information saved in the result of the court session with the option “*Rejected second appeal*”. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 8 – ”Total contested decisions”** – number of criminal court files in which the Court of Appeal is the first instance. ***ICMS Source***: Application for second appeal/General data, for the option Court of Appeal as the selected instance, additionally the option ”*Closed*”
- **No. 9 – ”Admitted second appeal”**– number of criminal court files in which the Court of Appeal is the first instance. ***ICMS Source***: Application for second appeal/General data, for the option Court of Appeal as the selected instance, additionally the option ”*Sentence*” – checked option and with the information saved in the result of the court session with the option “*Admitted second appeal*”. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 10 – “Rejected second appeal”** – number of criminal court files in which the Court of Appeal is the first instance. ***ICMS Source***: Application for second appeal/General data, for the option Court of Appeal as the selected instance, additionally the option ”*Sentence*” – checked option and with the information saved in the result of the court session with the option “*Rejected second appeal*”. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 11 – “Total number of trialed second appeals”** – number of applications for second appeals annexed to the court files during the reporting period, court files with status *Closed*;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.7

STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice

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STATISTICAL REPORT
regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice

A. Progress of the court file
Reporting period:
Date on which the report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period (4=5+7+8)	Second appeals declared by				Dismissed second appeals or returned without trial	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (11=3+4-10)	In procedure for more than 6 months
				Prosecutor body		Defendant, lawyers or their legitimate representatives	Aggrieved parties, lawyers or their legitimate representatives				
				Total declared	Admitted						
1	2	3	4	5	6	7	8	9	10	11	12

Criminal court files registered in ICMS for their examination: *Second appeal in cancellation* with the index "1re".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1:"No."** – order number;
- **No. 2 – "Name of the court"** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;
- **No. 3 – "Outstanding court files not completed at the beginning of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 4 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;

Second appeal declared by the prosecutor's body:

- **No. 5 – "Total declared"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"**Prosecutor**"*;
- **No. 6 – "Admitted"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"**Prosecutor**"* and the Result of the court session*"Admitted second appeal"* – See the regime of the court – *"Court sessions" : Result of the court session*;

Second appeal declared by:

- **No. 7 – "Defendant, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Defendant, lawyers or their legitimate representatives"*

- **No. 8 – "Aggrieved parties, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Aggrieved parties, lawyers or their legitimate representatives"*

- **No. 9 – "Dismissed second appeals or returned without trial"** – number of criminal court files with the information saved in the result of the court session with the option*"Second appeal withdrawn or returned without trial"*. See the regime of the court – *"Court sessions" : Result of the court session*;
- **No. 10 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and

closed during the reporting period, court files with the status *Closed*;

- **No. 11 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 12 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.8

STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice

STATISTICAL REPORT

regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice

B. Results of the examination of the applications for second appeal:

Reporting period:
Date on which the report has been issued:

No.	Category of court files	Art. from the Criminal Code	Total court files	Declared against the sentence	Declared against the decision of the Court of Appeal	Second appeal against the sentences and decisions			Out of the ones quashed									Released individuals	Total quashed (20= 11+12+13+14+15+16+17+18)	Second appeal against the decision		
						of principle extended		Examined in the extended College	atio n of the	uitti ng the	the cri min al	red ucti on of	qual ifica tion	rn of the court	the deci sion	civil side/ som e				Reje cted	Ad mitt ed	Tot al

								Dismissed as inadmissible by the extended College	Admitted by the extened College													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Criminal court files registered in ICMS for their examination: *Second appeal in revocation* with the index "1re".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of the court files"** – list of the categories of commercial court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*; The list of categories will be sorted in the order exposed in the Criminal Code, for example starting with article 135;
- **No. 3 – "Article from the Criminal Code"** – list of articles from the Criminal Code saved in ICMS on criminal court files during the reporting period. ***ICMS Source***: Court files/General data, Article of the Criminal Code indicated in the option "*Art. from CP and CPP*". Listing the values "*Art. from CP and CPP*" which will be realized in interdependence with column **"Category of court files",** with presenting the articles separately;
- **No. 4 – "Total court files"** – number of criminal court files registered during the reporting period;
- **No. 5 – "Declared against the sentence "** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *First instance*;
- **No. 6 – "Declared against the decision of the Court of Appeal"** – number of criminal court files in within the Court of Appeal is indicated ***ICMS Source***: Application for second appeal/General data, for the option *First instance*;

Second appeal against the sentences and decisions:

- **No. 7 – "Inadmissible ouf of principle from report"** – number of criminal court files having as a result the option *"Inadmissible aut of principle*

from report". See the regime of the court files – *"Court sessions"- Result of the court sessions.*

- **No. 8 – "Sent in the extended College"** – number of criminal court files examined with saved information in the result of the court session with the option "*Sent in the extended College*". See the regime of the court files – *"Court sessions"- Result of the court sessions.*

Second appeal against the sentences and decisions examined in the extended College:

- **No. 9 – "Declared inadmissible by the extended College"** – number of criminal court files examined in the extended College with saved information in the result of the court session with the option "*Declared inadmissible by the extended College*". See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 10 – "Admitted by the extended College"** – number of criminal court files examined in the extended College with saved information in the result of the court session with the option "*Admitted by the extended College*". See the regime of the court files – *"Court sessions"- Result of the court sessions.*

Out of the ones quashed

- **No. 11 – "With the cessation of trial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the cessation of the criminal trial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 12 – "With the acquittal of the defendant"** – the number of criminal files examined in the enlarged college with the saved information in the result of the court session with option "Second appeal admitted and decision fully retired, with acquitting the person". See file regime – "court sessions":The result of the court sessions;
- **Nr. 13 – "With changing the qualification of the criminal act and the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act and the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 14 – "With the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 15 – "With changing the qualification of the criminal act"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 16 – "With the return of the court file for retrial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the return of the court file for retrial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **Nr. 17 – "With maintaining the decision of the first instance"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with maintaining the decision of the first instance*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 18 – "On the civil side/some episodes"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, on the civil side/some episodes*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 19 – "Released individuals"** – number of released individuals – parties in the trial, in criminal court files with information saved in the result of the court session with the option "*Released individuals*". See the regime of the court files – *"Court sessions" – Result of the court sessions* .ICMS will allow the selection of the parties in the trial by indicating the values "*Released individual*".
- **No. 20 – "Total quashed"** – number of criminal court files examined in the extended College. Sum of the columns 11, 12, 13, 14, 15, 16, 17, and 18 from this report.

Second appeal against the decision:

- **No. 6 – "Admitted"** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *first instance* as the selected instance, additionally the option "*Closed*" – checked option and with the information saved in the result of the court session with the option "*Admitted second appeal*". See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "Rejected"** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *first instance* as the selected instance, additionally the option "*Closed*" – checked option and with the information saved in the result of the court session with the option "*Rejected second appeal*". See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 23 – "Total"** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *first instance* as the selected instance, additionally the option "*Closed*" – checked option.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.9

STATISTICAL REPORT regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of criminal court files in second appeal in revocation (1re) by the Supreme Court of Justice

C. Activity of the Courts of Appeal

Reporting period:

Date on which the report has been issued:

No.	Category of court files (instances)	Art. from the Criminal Code	Total court files	Declared against the sentence	Declared against the decision of the Court of Appeal	Second appeal against the sentences and decisions				Out of the ones quashed								Released individuals	Total quashed (20= 11+12+13+14+15+16+17+18)	Second appeal against the decision		
						Inadmissible out of principle from report	Sent to the extended College	Examined in the extended College		Cessation of the trial	With acquitting the defendant	With changing the qualification of the criminal act and a reduction of punishment	With the reduction of punishment	With changing the qualification of the criminal act	With the return of the court file for retrial	With maintaining the decision of the first instance	On the civil side/some episodes			Rejected	Admitted	Total
								Dismissed as inadmissible by the extended College	Admitted by the extened College													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Criminal court files registered in ICMS for their examination: Second appeal in revocation with the index "1re".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Category of court files (instances)"** – list of instances (Courts of Appeal and the first instance). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* as the selected instance and for the option *First instance* the court/instance selected. These will be listed in the following order: 1) Courts of Appeal; 2) courts (first instance);

- **No. 3 – "Article from the Criminal Code"** – list of articles from the Criminal Code saved in ICMS on criminal court files during the reporting period. ***ICMS Source***: Court files/General data, Article of the Criminal Code indicated in the option "*Art. from CP and CPP*". Listing the values "*Art. from CP and CPP*" which will be realized in interdependence with column **"Category of court files",** with presenting the articles separately;
- **No. 4 – "Total court files"** – number of criminal court files registered during the reporting period;
- **No. 5 – "Declared against the sentence "** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *First instance*;
- **No. 6 – "Declared against the decision of the Court of Appeal"** – number of criminal court files in which the Court of Appeal is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *First instance*;

Second appeal against the sentences and decisions:

- **No. 7 – "Inadmissible of of principle from report"** – number of criminal court files having as a result the option *"Inadmissible aut of principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 8 – "Sent in the extended College"** – number of criminal court files examined with saved information in the result of the court session with the option "*Sent in the extended College*". See the regime of the court files – *"Court sessions"- Result of the court sessions.*

Second appeal against the sentences and decisions examined in the extended College:

- **No. 9 – "Declared inadmissible by the extended College"** – number of criminal court files examined in the extended College with saved information in the result of the court session with the option "*Declared inadmissible by the extended College*". See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 10 – "Admitted by the extended College"** – number of criminal court files examined in the extended College with saved information in the result of the court session with the option "*Admitted by the extended College*". See the regime of the court files – *"Court sessions"- Result of the court sessions.*

Out of the ones quashed

- **No. 11 – "With the cessation of trial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the cessation of the criminal trial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 12 – "With the acquittal of the defendant"** – the number of criminal files examined in the enlarged college with the saved information in the result of the court session with option "Second appeal admitted and decision fully retired, with acquitting the person". See file regime – "court sessions":The result of the court sessions;
- **Nr. 13 – "With changing the qualification of the criminal act and the reduction of punishment"** – number of criminal court files

with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act and the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **Nr. 14 – "With the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 15 – "With changing the qualification of the criminal act"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 16 – "With the return of the court file for retrial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the return of the court file for retrial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 17 – "With maintaining the decision of the first instance"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with maintaining the decision of the first instance*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **Nr. 18 – "On the civil side/some episodes"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, on the civil side/some episodes*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 19 – "Released individuals"** – number of released individuals – parties in the trial, in criminal court files with information saved in the result of the court session with the option "*Released individuals*". See the regime of the court files – *"Court sessions" – Result of the court sessions.* ICMS will allow the selection of the parties in the trial by indicating the values "*Released individual*".
- **No. 20 – "Total quashed"** – number of criminal court files examined in the extended College. Sum of the columns 11, 12, 13, 14, 15, 16, 17, and 18 from this report.

Second appeal against the decision:

- **No. 6 – "Admitted"** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *first instance* as the selected instance, additionally the option "*Closed*" – checked option and with the information saved in the result of the court session with the option "*Admitted second appeal*". See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 7 – "Rejected"** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *first instance* as the selected instance, additionally the option "*Closed*" – checked option and with the information saved in the result of the court session with the option "*Rejected second appeal*". See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 23 – "Total"** – number of criminal court files in which the first instance is indicated. ***ICMS Source***: Application for second appeal/General data, for the option *first instance* as the selected instance, additionally the option "*Closed*" – checked option.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.10

STATISTICAL REPORT regarding the examination of court files in review by the Supreme Court of Justice

STATISTICAL REPORT

regarding the examination of court files in review by the Supreme Court of Justice

Reporting period:

Date on which the report has been generated:

No.	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period (3=4+6+7)	Applications for review declared by				Dismissed second appeals or returned without trial	Closed court files during the reporting period (9=10+11+12+13)	Rejected		Admitted		Outstanding court files (14=2+3-9)	In procedure for more than 6 months
			Prosecutor body		Defendant, lawyers or their legitimate representatives	Aggrieved parties, lawyers or their legitimate representatives			As late	As unfounded	With the abolition of the decition questioned	With a retrial		
			Total declared	Admitted										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Criminal court files registered in ICMS for their examination in *Review* with the index "1rh".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Outstanding court files not completed at the beginning of the reporting period"** – number of criminal court files not

completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

- **No. 3 – "Total court files received during the reporting period"** – number of commercial court files registered in the reporting period;

- **No. 4 – "Total declared"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"**Prosecutor**"*;
- **No. 5 – "Admitted"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"**Prosecutor**"* and the Result of the court session*"Admitted second appeal"* – See the regime of the court – *"Court sessions" : Result of the court session*;

Second appeal declared by:

- **No. 6 – "Defendant, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Defendant, lawyers or their legitimate representatives"*
- **No. 7 – "Aggrieved parties, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Aggrieved parties, lawyers or their legitimate representatives"*

- **No. 8 – "Dismissed second appeals or returned without trial"** – number of criminal court files with the information saved in the result of the court session with the option *"Second appeal withdrawn or returned without trial"*. See the regime of the court – *"Court sessions" : Result of the court session*;
- **No. 9 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

Rejected:

- **No. 10 – "As late"** – number of criminal court files with information saved in the result of the court session with the option "*Rejected second appeal as late*". See the regime of the court files – *"Court sessions" – Result of the court sessions*
- **No. 11 – "As unfounded"** – number of criminal court files with information saved in the result of the court session with the option "*Rejected second appeal as unfounded*". See the regime of the court files – *"Court sessions" – Result of the court sessions*

Admitted:

- **No. 12 – "With the abolition of the decision questioned"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the abolition of the decision questioned*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 13 – "With a retrial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with a retrial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **No. 14 – "Outstanding court files"** – number of criminal court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the end of the reporting period;
- **No. 15 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.11

STATISTICAL REPORT regarding the conflict of competence

STATISTICAL REPORT
Regarding the conflict of competence

Reporting period:
Date on which the report has been issued:

Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Examined court files during the reporting period			Outstanding court files not completed at the end of the reporting period (6=1+2-3)
		Total (3=4+5)	Admitted	Rejected	
1	2	3	4	5	6

Criminal court files registered in ICMS for their examination: *Conflict of competence* with the index "1cc".

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1 – “Outstanding court files at the beginning of the reporting period”** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 2 – ”Submitted court files during the reporting period”** – number of civil court files registered in the reporting period;
- **No. 3 – “Total”** – number of civil court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

Examined court files during the reporting period:

- **No. 4 – “Admitted”** – number of civil court files having as a result the option *”Court file admitted”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 5 – “Rejected”** – number of civil court files having as a result the option *”Court file rejected”*. See the regime of the court files – *”Court sessions”: Result of the court session;*
- **No. 6 – “Outstanding court files not completed at the end of the reporting period”** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.12

STATISTICAL REPORT regarding the change of venue

STATISTICAL REPORT
Regarding the change of venue

Reporting period:
Date on which the report has been issued:

Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Examined court files during the reporting period			Outstanding court files not completed at the end of the reporting period (6=1+2-3)
		Total (3=4+5)	Admitted	Rejected	
1	2	3	4	5	6

Criminal court files registered in ICMS for their examination: *Change of venue* with the index "1cs".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1 – "Outstanding court files at the beginning of the reporting period"** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 2 – "Submitted court files during the reporting period"** – number of civil court files registered in the reporting period;
- **No. 3 – "Total"** – number of civil court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

Examined court files during the reporting period:

- **No. 4 – "Admitted"** – number of civil court files having as a result the option *"Court file admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Rejected"** – number of civil court files having as a result the option *"Court file rejected"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.13

STATISTICAL REPORT regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the

1950s by the Supreme Court of Justice

STATISTICAL REPORT

regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the 1950s by the Supreme Court of Justice

A. Progress of the court file
Reporting period:
Date on which the report has been issued

Outstanding second appeals in cancellation at the beginning of the reporting period	Total number of second appeals in cancellation submitted during the reporting period	Number of court files for which the second appeals in cancellation have been withdrawn		Court files judged during the reporting period					Outstanding court files in cancellation at the end of the reporting period (10=1+2-9)
		By the parties	By the prosecutor	In the second appeal of the Attorney General and his deputies		In the second appeal of the parties		Total of examined court files (9=5+6+7+8)	
				Admitted second appeals in cancellation	Rejected second appeals in cancellation	Admitted second appeals in cancellation	Rejected second appeals in cancellation		
1	2	3	4	5	6	7	8	9	10

Criminal court files registered in ICMS for their examination: *Clearing* with the index "1reab".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1:" Outstanding second appeals in cancellation at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the

reporting period;
No. 2 – "Total number of second appeals in cancellation submitted during the reporting period" – number of criminal court files registered at the beginning of the reporting period;

Number of court files for which the second appeals in cancellation have been withdrawn

- **No. 3 – "By the parties"** – number of criminal court files registered in ICMS on the basis of applications for second appeal declared and withdrawn. ***ICMS Source***: Court file/Withdrawn of the application, for the option "*Application for second appeal withdrawn by:*" , value from the list *"By the parties"*;
- **No. 4 – "By the prosecutor"** – number of criminal court files registered in ICMS on the basis of applications for second appeal declared and withdrawn. ***ICMS Source***: Court file/Withdrawn of the application, for the option "*Application for second appeal withdrawn by:*" , value from the list *"By the prosecutor"*;

Court files judged during the reporting period / in the second appeal of the Attorney General and his deputies

- **No. 5 – "Admitted second appeal in cancellation"**–number of criminal court files registered in ICMS on the basis of applications for second appeal declared by the District Attorney's Office. ***ICMS Source***: Court file/General data, for the option "*Application for second appeal declared by:*", value from the list *"Attorney General or his deputies"* and the result of the court session *"Admitted second appeal"* – See the regime of the court file – *"Court sessions" : Result of the court sessions*;
- **No. 6 – "Rejected second appeal in cancellation"** - number of criminal court files registered in ICMS on the basis of applications for second appeal declared by the District Attorney's Office. ***ICMS Source***: Court file/General data, for the option "*Application for second appeal declared by:*", value from the list *"Attorney General or his deputies"* and the result of the court session *"Rejected second appeal"* – See the regime of the court file – *"Court sessions" : Result of the court sessions*;

Court files judged during the reporting period/In the second appeal of the parties:

- **Nr. 7 – "Admitted second appeal in cancellation"** - number of criminal court files registered in ICMS on the basis of applications for second appeal declared by the District Attorney's Office. ***ICMS Source***: Court file/General data, for the option "*Application for second appeal declared by:*", value from the list *"Attorney General or his deputies"* and the result of the court session *"Admitted second appeal"* – See the regime of the court file – *"Court sessions" : Result of the court sessions*;
- **Nr. 8 – "Rejected second appeal in cancellation"** - number of criminal court files registered in ICMS on the basis of applications for second appeal declared by the District Attorney's Office. ***ICMS Source***: Court file/General data, for the option "*Application for second appeal declared by:*", value from the list *"Attorney General or his deputies"* and the result of the court session *"Admitted second appeal"* – See the regime of the court file – *"Court sessions" : Result of the court sessions*;

Court files judged during the reporting period:
No. 9 – "Total of examined court files" – number of criminal court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

- **No. 10 – "Outstanding court files in cancellation at the end of the reporting period"** – number of criminal court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the end of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.14

STATISTICAL REPORT regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the 1950s by the Supreme Court of Justice

STATISTICAL REPORT
regarding the clearing of wrongly repressed individuals during the 1930s, 1940s and the beginning of the 1950s by the Supreme Court of Justice

B. Result of the examination of the court file
Reporting period:
Date on which the report has been issued

Total of individuals for whom the second appeals in cancellation have been admitted	Cancelled decisions					Other decisions
	With sending the court file again for investigation	With sending the court file again for re-examination	With the cessation of the cause			
			Ceased cause (4=5+6)	Including		
				The lack of criminal elements	The act is not an offense	
1	2	3	4	5	6	7

Criminal court files registered in ICMS for their examination: *Clearing* with the index "1reab".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1:"Total of individuals for whom the second appeals in cancellation have been admitted"** – total number of parties (Participants with legal standing – "*Convicts*" for whom the second appeals in cancellation have been admitted from the number of criminal court files registered in ICMS of the basis of the declared applications for second appeals. ***ICMS Source***: Outcome of the court session:*"Admitted second appeal"*–See the regime of the court file -*"Court sessions" : Result of the court session*;

  Canceled sentences:
- **No. 2 – "With sending the court file again for investigation"** – number of criminal court files having as a result the option *"Admitted second appeals with sending the court file again for investigation".* See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 3 – "With sending the court file again for re-examination"** – number of criminal court files having as a result the option *"Admitted*

second appeals with sending the court file again for re-examination". See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled decisions/with the cessation of the cause:

- **No. 4 – "With the cessation of the cause"** – number of criminal court files having as a result the option *"Admitted second appeals with the cessation of the cause".* See the regime of the court files – *"Court sessions": Result of the court session;*

Cancelled decisions/with the cessation of the cause/ including:

- **No. 5 – "Lack of criminal elements"** – number of criminal court files having as a result the option *"Admitted second appeal, cancelled court session due to lack of criminal elements".* See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Act is not an offence"** – number of criminal court files having as a result the option *"Admitted second appeal, cancelled court session with the cessation of the cause because the act is not an offence".* See the regime of the court files – *"Court sessions": Result of the court session;*

- **No. 7 – "Other decisions"** – number of criminal court files having as a result the option *"Admitted second appeal with pronouncing other decisions".* See the regime of the court files – *"Court sessions": Result of the court session;*

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.15

STATISTICAL REPORT regarding the trial of criminal court files in second appeal (4-1re) by the Supreme Court of Justice

STATISTICAL REPORT

regarding the trial of criminal court files in second appeal (4-1re) by the Supreme Court of Justice

A. Progress of the court files
Reporting period:
Date on which the statistical report has been issued:

No.	Name of the court	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period (4=5+7+8)	Second appeals declared by				Dismissed second appeals or returned without trial	Closed court files during the reporting period	Outstanding court files not completed at the end of the reporting period (11=3+4-10)	In procedure for more than 6 months
				Prosecutor body		Defendant, lawyers or their legitimate representatives	Aggrieved parties, lawyers or their legitimate representatives				
				Total declared	Admitted						
1	2	3	4	5	6	7	8	9	10	11	12

Criminal court files registered in ICMS for their examination: *Second appeal in cancellation* with the index ”4-1re”.

- **”Reporting period”** – selected reporting period of the report;
- **”Date on which the statistical report has been issued”** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1:“No.”** – order number;
- **No. 2 – ”Name of the court”** – list of courts (first instance and the Courts of Appeal). ***Source ICMS***: Application for second appeal/General data, for the option *Court of Appeal* and *First instance*; List of instances will be consecutively as follows: 1) Courts of Appeal; 2) first instance;
- **No. 3 – “Outstanding court files not completed at the beginning of the reporting period”** – number of commercial court files not

completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

- **No. 4 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;

Second appeal declared by the prosecutor's body:

- **No. 5 – "Total declared"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list ***"Prosecutor"***;
- **No. 6 – "Admitted"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list ***"Prosecutor"*** and the Result of the court session *"Admitted second appeal"*–See the regime of the court – *"Court sessions" : Result of the court session*;

Second appeal declared by:

- **No. 7 – "Defendant, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Defendant, lawyers or their legitimate representatives"*

- **No. 8 – "Aggrieved parties, lawyers or their legitimate representatives"** – number of criminal court files registered in ICMS on the basis of the declared applications for second appeal by the prosecutor's body. ***ICMS Source***: Court file/General data, for the option "***Application for second appeal declared by:***", value from the list *"Aggrieved parties, lawyers or their legitimate representatives"*

- **No. 9 – "Dismissed second appeals or returned without trial"** – number of criminal court files with the information saved in the result of the court session with the option *"Second appeal withdrawn or returned without trial"*. See the regime of the court – *"Court sessions" : Result of the court session*;
- **No. 10 – "Closed court files during the reporting period"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 11 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 12 – "In procedure for more than 6 months"** – outstanding number of court files not completed during the reporting period and in procedure for more than 6 months. Court files registered in ICMS with the status of *Assigned and Examined* for more than 6 months;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.16

STATISTICAL REPORT regarding the trial of criminal court files in second appeal (4-1re) by the Supreme Court of Justice

STATISTICAL REPORT

regarding the trial of criminal court files in second appeal (4-1re) by the Supreme Court of Justice

B. Result of the examination of court files
Reporting period:
Date on which the statistical report has been issued:

No.	Category of court files	Art. from the Criminal Code	Total number of court files	Declared against the decision of the Supreme Court of Justice	Second appeal against the decisions of the Supreme Court of Justice				Out of the ones quashed								Released individuals	Total quashed (19=10+11+12+13+14+15+16+17)
					Inadmissible in principle from report	Sent to the extended College	Examined in the extended College		With the cessation of the trial	With acquitting the defendant	With changing the qualification of the criminal act and a reduction in punishment	With a reduction in punishment	With changing the qualification of the criminal act	With the return of the court file for retrial	With maintaining the decision of the first court	On the civil side/some episodes		
							Dismissed as inadmissible from the extended College	Admitted in the extended College										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Criminal court files registered in ICMS for their examination: *Second appeal in cancellation* with the index "4-1re".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued.

The columns of the statistical report are as follows:

- **No. 1:"No."** – order number;
- **No. 2 – "Category of court files"** –list of the categories of criminal court files saved in ICMS during the reporting period. ***Source ICMS***: Application for second appeal/General data, main category indicated in the option *"Main category"*;
- **No. 3 – "Article from the Criminal Code"** – list of articles from the Criminal Code saved in ICMS on criminal court files during the reporting period. ***ICMS Source***: Court files/General data, Article of the Criminal Code indicated in the option "*Art. from CP and CPP*". Listing the values "*Art. from CP and CPP*" which will be realized in interdependence with column **"Category of court files",** with presenting the articles separately;
- **No. 4 – "Total number of court files"** – number of civil court files registered in the reporting period;
- **No. 5 – "Declared against the decision of the Supreme Court of Justice"** – number of criminal court files in which the Supreme Court of Justice is indicated. ***ICMS Source***: Application for second appeal/General data, for option SCJ;

Second appeal against the decisions of the Supreme Court of Justice:

- **No. 6 – "Inadmissible in principle from report"** – number of commercial court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*
- **No. 7 – "Sent to the extended College"** – number of criminal court files having as a result the option *"Inadmissible in principle from report"*. See the regime of the court files – *"Court sessions"- Result of the court sessions.*

Second appeal against the decisions of the SCJ/ examined in the extended College:

- **No. 8 – "Rejected as inadmissible by the extended College"** – number of criminal court files having as a result the option *"Dismissed as inadmissible from the extended College"*. See the regime of the court files – *"Court sessions – Result of the court sessions.*
- **No. 9 – "Admitted by the extended College"** – the number of criminal files examined in the enlarged college with the saved information in the result of the court session with option "Second appeal admitted". See file regime – "court sessions":The result of the court sessions;

Out of the ones quashed:

- **No. 10 – "With the cessation of the criminal trial"** – number of criminal court files with information saved in the result of the court

session with the option "*Admitted second appeal and decision totally quashed, with the cessation of the criminal trial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*

- **No. 11 – "With acquitting the defendant"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with acquitting the defendant*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 12 – "With changing the qualification of the criminal act and the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act and the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 13 – "With the reduction of punishment"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the reduction of punishment*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 14 – "With changing the qualification of the criminal act"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with changing the qualification of the criminal act*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 15 – "With the return of the court file for retrial"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with the return of the court file for retrial*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 16 – "With maintaining the decision of the first instance"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, with maintaining the decision of the first instance*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 17 – "On the civil side/some episodes"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed, on the civil side/some episodes*". See the regime of the court files – *"Court sessions" – Result of the court sessions.*
- **No. 18 – "Released individuals" -** number of released individuals – parties in the trial, in criminal court files with information saved in the result of the court session with the option "*Released individuals*". See the regime of the court files – *"Court sessions" – Result of the court sessions.* ICMS will allow the selection of the parties in the trial by indicating the values "*Released individual*".

- **No. 18 – "Total quashed"** – number of criminal court files with information saved in the result of the court session with the option "*Admitted second appeal and decision totally quashed*". See the regime of the court files – *"Court sessions" – Result of the court sessions.* Sum of the columns 8, 9, 10, 11, 12, 13, 14 and 15 from this report.

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.17

STATISTICAL REPORT regarding the trial of second appeals in the interest of the law by the Supreme Court of Justice

STATISTICAL REPORT
regarding the trial of second appeals in the interest of the law by the Supreme Court of Justice

Reporting period:
Date on which the report has been issued:

No.	Outstanding court files not completed at the beginning of the reporting period	Total court files received during the reporting period (3=4+5+6)	Applications declared by			Total closed court files (7=8+9)	Rejected as inadmissible	Admissibile	Oustanding number of court files not completed at the end of the reporting period (10=2+3-7)
			SCJ	Attorney General	Union of Lawyers				

1	2	3	4	5	6	7	8	9	10

Criminal court files registered in ICMS for their examination: *Second appeal in the interest of the law* with the index "4-1ril".

- **„Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1: "No." – order number;**
- **No. 2 – "Outstanding court files not completed at the beginning of the reporting period"** – number of court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 3 – "Total court files received during the reporting period"** – number of criminal court files registered in the reporting period;

Applications declared by:

- **No. 4 – "SCJ"** – number of criminal court files registered in ICMS on the basis of the applications for second appeals declared by the SCJ; ***ICMS Source***: Applications for second appeal/Parties in the trial, for the option "***Secondary procedural quality:***" , value from the list*"**SCJ**"*;
- **No. 5 – "Attorney General"** – number of criminal court files registered in ICMS on the basis of the applications for second appeals declared by the SCJ; ***ICMS Source***: Applications for second appeal/Parties in the trial, for the option "***Secondary procedural quality:***" , value from the list ***"Attorney General"***;
- **No. 6 – "Union of Lawyers"** – number of criminal court files registered in ICMS on the basis of the applications for second appeals declared by the SCJ; ***ICMS Source***: Applications for second appeal/Parties in the trial, for the option "***Secondary procedural quality:***" , value from the list ***"Union of Lawyers"***;

- **No. 7 – "Total closed court files"** – number of commercial court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;
- **No. 8 – "Rejected as inadmissible"** – number of civil court files accepted into procedure, examined and closed during the reporting period, saved with the option *"Inadmissible second appeal"*. See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 9 – "Admitted"** – number of civil court files accepted into procedure, examined and closed during the reporting period, saved with the option *"Admitted second appeal"*. - See the regime of the court files – *"Court sessions": Result of the court session*;
- **No. 10 – "Outstanding court files at the end of the reporting period"** – number of civil court files not completed at the beginning of

the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the end of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.18

STATISTICAL REPORT regarding the examination of the statement of abstention on causes

STATISTICAL REPORT
regarding the examination of the statement of abstention on causes

Reporting period:
Date on which the report has been issued:

Outstanding court files at the beginning of the reporting period	Submitted court files during the reporting period	Examined court files during the reporting period			Outstanding court files not completed at the end of the reporting period (6=1+2-3)
		Total (3=4+5)	Admitted	Rejected	

1	2	3	4	5	6

Criminal court files registered in ICMS for their examination: *Change of venue* with the index "1cs".

- **"Reporting period"** – selected reporting period of the report;
- **"Date on which the statistical report has been issued"** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1 – "Outstanding court files at the beginning of the reporting period"** – number of civil court files not completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;
- **No. 2 – "Submitted court files during the reporting period"** – number of civil court files registered in the reporting period;
- **No. 3 – "Total"** – number of civil court files accepted into procedure, examined and closed during the reporting period, court files with the status *Closed*;

Examined court files during the reporting period:

- **No. 4 – "Admitted"** – number of civil court files having as a result the option *"Court file admitted"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 5 – "Rejected"** – number of civil court files having as a result the option *"Court file rejected"*. See the regime of the court files – *"Court sessions": Result of the court session;*
- **No. 6 – "Outstanding court files not completed at the end of the reporting period"** – number of commercial court files not completed at the end of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.19

STATISTICAL REPORT regarding the activity of the procedural documentation department of criminal court files of the Supreme Court of Justice

RAPORT STATISTIC
regarding the activity of the procedural documentation department of criminal court files of the Supreme Court of Justice

Reporting period:
Date on which the report has been issued:

No.	Name	Outstanding court files not completed at the beginning of the reporting period	Total applications for second appeal received during the reporting period (4=5+6) (4=7+8+9+10+11)	Including		Including					Remitted for completion	Transmitted by competence	Transmitted in the section procedural evidence	Restanța recursurilor (15=3+4-14)
				In audience	Through post	Applications for second appeal submitted by the prosecutor	Applications for second appeal submitted by the lawyers of the defenders	Applications for second appeal submitted by the convicted or their legal representatives	Applications for second appeal submitted by the aggrieved party, their lawyers or legal representatives	Applications for second appeal submitted by the petitioners				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Criminal files registered in ICMS.

- **”Reporting period”** – selected reporting period of the report;
- **“Date on which the statistical report has been issued”** – date on which the report has been issued..

The columns of the statistical report are as follows:

- **No. 1:“No.”**–order number;
- **No. 2 – ”Name”** – list of the types of applications after the categories of the applications for second appeal registered in ICMS, as follows:
    - *1ra*
    - *1rh*
    - *1re*
    - *1r*
    - *1reab*
    - *1 r-arrest*
    - *Change of venue*
    - *Abstention*
    - *1-4-re*
    - *1-4-ril*
- **No. 3 – “Outstanding court files not completed at the beginning of the reporting period”** – number of commercial court files not

completed at the beginning of the reporting period. Court files registered in ICMS with the status of *Assigned and Examined* at the beginning of the reporting period;

- **No. 4 – "Total applications for second appeal received during the reporting period"** – number of applications registered in the reporting period;

Including

- **No. 5 – "In audience"**– number of applications for second appeal registered in the reporting period and submitted by the parties in the trial. ***ICMS Source***: Application for second appeal/General data, for the option ***"Receipt form:***" , value from the list *"Personal"*;
- **No. 6 – "Through post"** – number of applications for second appeal registered in the reporting period and submitted by the parties in the trial. ***ICMS Source***: Application for second appeal/General data, for the option ***"Receipt form:***" , value from the list *"Post"*;

Including

- **No. 7 – "Applications for second appeal submitted by the prosecutor"** – number of applications for second appeal registered in the reporting period and submitted by parties in the trial. ***ICMS Source***: Application/Parties in the trial, for the option "***Procedural quality:***" , value from the list ***"Recurrent"*** and for the option "***Secondary procedural quality:***", value from the list ***"Prosecutor"***;
- **No. 8 – "Applications for second appeal submitted by the lawyer of the defendant"** – number of applications for second appeal registered in the reporting period and submitted by parties in the trial. ***ICMS Source***: Application/Parties in the trial, for the option "***Procedural quality:***" , value from the list ***"Recurrent"*** and for the option "***Secondary procedural quality:***", value from the list ***"Lawyer of the defendant"***;
- **No. 9 – "Applications for second appeal submitted by the defendant and their legal representatives"** – number of applications for second appeal registered in the reporting period and submitted by parties in the trial. ***ICMS Source***: Application/Parties in the trial, for the option "***Procedural quality:***" , value from the list ***"Recurrent"*** and for the option "***Secondary procedural quality:***", value from the list ***"Applications for second appeal submitted by the lawyer of the defendant"***;
- **No. 10 – "Applications for second appeal submitted by the aggrieved party, their lawyer or legal representatives"** – number of applications for second appeal registered in the reporting period and submitted by parties in the trial. ***ICMS Source***: Application/Parties in the trial, for the option "***Procedural quality:***" , value from the list ***"Recurrent"*** and for the option "***Secondary procedural quality:***", value from the list ***"Applications for second appeal submitted by the aggrieved party, their lawyer or legal representatives"***;
- **No. 11 – "Applications for second appeal submitted by petitioners"** – number of applications for second appeal registered in the reporting period and submitted by parties in the trial. ***ICMS Source***: Application/Parties in the trial, for the option "***Procedural quality:***" , value from the list ***"Recurrent"*** and for the option "***Secondary procedural quality:***", value from the list ***"Applications for second appeal submitted by petitioners"***;

- **No. 12 – "Remitted for completion"** – number of applications for second appeal registered which are not reflected in court files, and have the status "*incomplete*". **ICMS Source**: Applications/Completeness of the application for second appeal, for the option "Status", value from the list "*Application incomplete*" and for option "*In the base*", value from the list "*Remitted for completion*";
- **No. 13 – "Transmitted by competence"** – number of applications for second appeal registered which are not reflected in court files, and have the status "*incomplete*". **ICMS Source**: Applications/Completeness of the application for second appeal, for the option "Status", value from the list "*Application incomplete*" and for option "*In the base*", value from the list "*Transmitted by competence*";
- **No. 14 – "Transmitted in the section procedural evidence"** – number of applications for second appeal reflected in the court files during the reporting period;
- **No. 15 – "Outstanding applications for second appeal at the end of the reporting period"** – number of applications for second appeal registered (plus the ones from the beginning) which are not connected to court files and do not have the status *"incomplete*". ***ICMS Source*:** Application/Completeness of the application for second appeal;

Nota Bene: ICMS will calculate the total for each column from the statistical report for the selected reporting period.

Supplement 2.20

STATISTICAL REPORT of criminal files examined in the period

STATISTICAL REPORT
of criminal files examined in the period

Reporting period:
Date of generating the statistical report:

No ord	The Judges of the Criminal College of the Supreme Court of Justice	1ra	1rh	1re	1r	1reab	1 r-arrest	Change of venue	Abstention	1-4-re	1-4-ril	Total (13=3+4+5+6+7+8+9+10+11+12)
1	2	3	4	5	6	7	8	9	10	11	12	13

Criminal files registered with ICMS.

- **„Reporting period"** – the selected reporting period of the report;
- **" Date of generating the statistical report"** – the date of generating the report.

Below is the description of the column of the statistical report, as follows:

- **No. 1:"No. ord"**–order number;
- **No. 2 – „ The Judges of the Criminal College of the Supreme Court of Justice"**– list of rapporteur judges in the the Criminal College of the Supreme Court of Justice, ***ICMS Source***: Administration/ Employees (Judges);
- **No. 3 – "1ra"** – number of criminal files examined in the reporting period in"*with index - 1ra*". Files in ICMS with status Resolved;
- **No. 4 – "1rh"** – number of criminal files examined in the reporting period in"*with index- 1rh*". Files in ICMS with status Resolved;
- **No. 5 – "1re"** – number of criminal files examined in the reporting period in"*with index- 1re*". Files in ICMS with status Resolved;
- **No. 6 – "1r"** – number of criminal files examined in the reporting period in"*with index- 1r*". Files in ICMS with status Resolved;
- **No. 7 – "1reab"** – number of criminal files examined in the reporting period in"*with index- 1reab*". Files in ICMS with status Resolved;
- **No. 8 – "1 r-arrest"** – number of criminal files examined in the reporting period in"*with index– 1r-arest*". Files in ICMS with status Resolved;

- **No. 9 – "Change of venue"** – – number of criminal files examined in the reporting period type of examination "*Change of venue*". Files in ICMS with status Resolved;
- **No. 10 – "Abstention"** – – number of criminal files examined in the reporting period tipul examinării "*Abstention*". Files in ICMS with status Resolved;
- **No. 11 – "1-4-re"** – number of criminal files examined in the reporting period in"*with index– 1-4-re*". Files in ICMS with status Resolved;
- **No. 12 – "1-4-ril"** – number of criminal files examined in the reporting period in"*with index– 1-4-ril*". Files in ICMS with status Resolved;
- **No. 13 – "Total"** – number of criminal files examined, formed of the sum of columns 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 from this report.

Notă: ICMS va calcula totaluri pentru fiecare coloană din raportul statistic generat pentru perioada de raportare selectată.

Supplement 2.21

STATISTICAL REPORT of criminal files pending in the period

STATISTICAL REPORT
of criminal files pending in the period

Reporting period:
Date of generating the statistical report:

No ord	The Judges of the Criminal College of the Supreme Court of Justice	1ra	1rh	1re	1r	1reab	1 r-arrest	Change of venue	Abstention	1-4-re	1-4-ril	Total (13=3+4+5+6+7+8+9+10+11+12)
1	2	3	4	5	6	7	8	9	10	11	12	13

Criminal files registered with ICMS.

- **„Reporting period"** – the selected reporting period of the report;
- **" Date of generating the statistical report"** – the date of generating the report.

Below is the description of the column of the statistical report, as follow:

- **No. 1:"No. ord"**–order number;
- **No. 2 – „ The Judges of the Criminal College of the Supreme Court of Justice"** – list of rapporteur judges in the the Criminal College of the Supreme Court of Justice, ***ICMS Source***: Administration/ Employees (Judges);
- **No. 3 – "1ra"** – number of criminal files pending in the reporting period in"*with index- 1ra*". Files in ICMS with status Assigned and Examination;
- **No. 4 – "1rh"** – number of criminal files pending in the reporting period in"*with index- 1rh*". Files in ICMS with status Assigned and Examination;
- **No. 5 – "1re"** – number of criminal files pending in the reporting period in"*with index- 1re*". Files in ICMS with status Assigned and Examination;

- **No. 6 – "1r"** – number of criminal files pending in the reporting period in"*with index- 1r*". Files in ICMS with status Assigned and Examination;
- **No. 7 – "1reab"** – number of criminal files pending in the reporting period in"*with index- 1reab*". Files in ICMS with status Assigned and Examination;
- **No. 8 – "1 r-arrest"** – number of criminal files pending in the reporting period in"*with index– 1r-arest*". Files in ICMS with status Assigned and Examination;
- **No. 9 – "Change of venue"** – number of criminal files pending in the reporting period type of examination "*Change of venue*". Files in ICMS with status Assigned and Examination;
- **No. 10 – "Abstention"** – number of criminal files pending in the reporting period type of examination "*Abstention*". Files in ICMS with status Assigned and Examination;
- **No. 11 – "1-4-re"** – number of criminal files pending in the reporting period in"*with index– 1-4-re*". Files in ICMS with status Assigned and Examination;
- **No. 12 – "1-4-ril"** – number of criminal files pending in the reporting period in"*with index– 1-4-ril*". Files in ICMS with status Assigned and Examination;
- **No. 13 – "Total"** – number of criminal files pending, formed of the sum of columns 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 from this report.
-

Notă: ICMS will calculate totals for each column of the statistical report for the reporting period selected.

Annex 4 –Roles in ICMS (ICMS)

Abbreviations for roles in tables with rights of access to the functionalities of the program:

President:	**PR**	Common Room Chef:	**ȘC**
Vice-president**:**	**VICEPR**	Common Room Specialist:	**SC**
Judge: **JUD**		Archive Registrar:	**ARH**
Chief Secretary:	**SEC**	Courier:	**CU**
Judicial Assistant:	**AJ**	Program manager: **MP**	
Registrar:	**GR**	Central administrator **AC**	

LEADERSHIP, JUDGES
The Name of the Public Position/Service: PRESIDENT
Basic tasks of the public position/post[1]:

1. Ensures the management of the Court;
2. Participates in the examination of cases assigned;
3. Approves the composition of colleges, coordinates their activity and defined the duties of the Vice-president;
4. Constitutes judging panels and decides on the change of their members;
5. Verifies the process of random assignment of cases submitted to the Court for examination.

The Name of the Public Position/Service: VICE-PRESIDENT
Basic tasks of the public position/post

1. Examines the assigned cases in reasonable term;
2. Exercises control over the preparation and displaying of information on the cases set for trial;
3. Directs the work of generalization of judicial practice and analysis of judicial statistics;
4. Coordinates the process of assessment of individual performance of civil servants and the collective assessment of the Court.

The Name of the Public Position/Service: JUDGE
Basic tasks of the public position/post

1. Examines the assigned cases in reasonable term;
2. Supervises the work of the Registrar and the Judicial Assistant;
3. Ensures the use of the Integrated Program Management of the Files and of the audio systems for recording court sessions;
4. Contributes to the broadening of judicial practice and the analysis of judicial statistics.

[1] ***Source***: The status of personnel of courts in the R. Moldova.

Tabel No. 1. Rights of access of ICMS users (President, Vice President, Judge)

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
APPLICATIONS:				
REGISTRATION: • **Application registration-civil file**	-	-	-	-
APPLICATIONS REGIME				
General data	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Participants in trial	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Documents	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Registration	PR, VICEPR, JUD appointed	-	-	-
Assigning applications	PR, VICEPR, JUD appointed	-	-	-
Acceptance into procedure	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed[2]	PR, VICEPR, JUD appointed	-
Adjournments	PR, VICEPR, JUD appointed -	PR, VICEPR, JUD appointed -	PR, VICEPR, JUD appointed -	PR, VICEPR, JUD appointed -
Resolutions	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Recusations(recusation resolution)	PR, VICEPR, JUD appointed	JUD appointed	PR, VICEPR, JUD appointed	-
Application summary	PR, VICEPR, JUD appointed	-	-	-
Sheet of actions	PR, VICEPR, JUD appointed	-	-	-
Remedies at law	PR, VICEPR, JUD appointed	-	-	-
Measures to ensure the action	PR, VICEPR, JUD appointed	-	-	-
Application withdrawal	PR, VICEPR, JUD appointed	-	-	-
Information about transfer	PR, VICEPR, JUD appointed	-	-	-
ALL APPLICATIONS	PR, VICEPR, JUD appointed	-	-	-
MY APPLICATIONS	PR, VICEPR, JUD appointed	-	-	-
RECEIVED APPLICATIONS	-	-	-	-
CONNECTING APPLICATIONS	PR, VICEPR	PR, VICEPR	-	-
APPLICATIONS TRANSFER	-	-	-	-
ARCHIVING	-	-	-	-
CHALLENGED APPLICATIONS	PR, VICEPR, JUD appointed	-	-	-
PUBLISH RESOLUTIONS	PR, VICEPR, JUD appointed	-	-	-
FILES:				
REGISTRATION: • **New civil file** • **New criminal file** • **New contravention file**				
General data	-	-	-	-
Participants in trial	-	-	-	
Documents	-	-	-	-
Registration	-	-	-	-
ALL FILES	PR, VICEPR, JUD appointed	-	-	-
MY FILES	PR, VICEPR, JUD appointed	-	-	-
CONNECTING FILES	PR, VICEPR,	PR, VICEPR,	-	-

[2] ***JUD appointed:*** Judge appointed for examining the case.

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
FILES TRANSFER	-	-	-	-
RECEIVED FILES	-	-	-	-
CHALLENGED FILES	PR, VICEPR, JUD appointed	-	-	-
FILES FOR EXECUTION	PR, VICEPR, JUD appointed	-	-	-
ARCHIVING	-	-	-	-
LIST OF SUBPOENAS	-	-	-	-
PUBLISH DECISIONS	PR, VICEPR, JUD appointed	-	-	-
PUBLISH RESOLUTIONS	PR, VICEPR, JUD appointed	-	-	-
REGIME – FILE				
General data	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Participants in trial	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Documents	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Registration	PR, VICEPR, JUD appointed	-	-	-
Assigning applications	PR, VICEPR, JUD appointed	-	-	-
Acceptance into procedure	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Adjournments	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Court sessions/Result of court sessions	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Subpoenas	PR, VICEPR, JUD appointed	-	-	-
Statement of facts	PR, VICEPR, JUD appointed	-	-	-
Resolutions	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Recusations(recusation resolution)	PR, VICEPR, JUD appointed	JUD appointed	PR, VICEPR, JUD appointed	-
Decisions	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed	PR, VICEPR, JUD appointed
Remedies at law	PR, VICEPR, JUD appointed	-	-	-
Execution	PR, VICEPR, JUD appointed	-	-	-
Application withdrawal	PR, VICEPR, JUD appointed	-	-	-
Information about transfer	PR, VICEPR, JUD appointed	-	-	-
Measures to ensure the action	PR, VICEPR, JUD appointed	-	-	-
File summary	PR, VICEPR, JUD appointed	-	-	-
Sheet of actions	PR, VICEPR, JUD appointed	-	-	-
CALENDAR:				
Court sessions calendar	PR, VICEPR, JUD	-	-	-
Personal calendar	PR, VICEPR, JUD	-	-	-
Printing the list of cases fixed for trial	PR, VICEPR, JUD	-	-	-
CASES ASSIGNMENT:				
Repeated assignment – civil files	PR, VICEPR	PR, VICEPR	-	-
Repeated assignment – civil applications	PR, VICEPR	PR, VICEPR	-	-
Repeated assignment – criminal files	PR, VICEPR	PR, VICEPR	-	-
Repeated assignment – civil applications	PR, VICEPR	PR, VICEPR	-	-
Files assignment history	PR, VICEPR	-	-	-
Recusations assignment	PR, VICEPR	PR, VICEPR	-	-
Cases assignment statistics	PR, VICEPR	-	-	-
PROGRAM ADMINISTRATION:				
Configurations	PR, VICEPR	-	-	-

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
Security measures	PR, VICEPR	-	-	-
Courts	PR, VICEPR	-	-	-
Teams	PR, VICEPR	-	-	-
Court rooms	PR, VICEPR	-	-	-
Judges blocked from assignment	PR, VICEPR	-	-	-
Profile	PR, VICEPR, JUD	-	PR, VICEPR, JUD	-
PROGRAM SETTINGS:				
Files classifiers	-	-	-	-
General classifiers	-	-	-	-
Models	-	-	-	-
Panel of judges	PR, VICEPR	-	-	-
ICMS MESSAGES:				
MY NOTIFICATIONS	PR, VICEPR, JUD	-	-	-
RECORDS:				
Documents	PR, VICEPR, JUD	-	-	-
File movement	PR, VICEPR, JUD	-	-	-
PERFORMANCE MEASUREMENT:				
Performance measures (performance indicators)	PR, VICEPR, JUD	-	-	-
Survey	PR, VICEPR, JUD	-	-	-
STATISTICS REPORTING (STATISTICS):				
Report	PR, VICEPR, JUD	-	-	-
Files assignment statistics	PR, VICEPR, JUD	-	-	-
Assigning files by judges	PR, VICEPR, JUD	-	-	-
Files management statistics	PR, VICEPR, JUD	-	-	-
ICMS management statistics	PR, VICEPR, JUD	-	-	-
USER'S GUIDE:				
ONLINE SUPPORT	PR, VICEPR, JUD	-	-	-

THE SECRETARY OF THE COURT

The Name of the Public Position/Service:

HEAD OF THE SECRETARY OF THE COURT[3]

The tasks of the public position/service:[4]

1. Organizes the work of staff related to the preparation and posting , within the established procedural rules, of the information concerning the cases set for trial, including relating to their subject matter;
2. Organizes the work of the staff responsible for ensuring of the random distribution of the cases received in court;
3. Organizes the work of publication of the judicial decisions on the website of the court;
4. Manages in coordination with the President of the Court and under his control, the financial resources allocated to the Court;
5. Coordinates and checks the work of the branches of the Court's Secretary, except the provision of the information in the public interest, within the limits of the law and relations with the media (coordinated and checked directly by the President of the

[3] Head of the Secretary of the Court can be named Program manager by order of the President.

[4] Source: framework Regulations on the organization and functioning of the Secretary of the Courts and Appeal Courts. The decision of the Superior Council of Magistracy No. 108/3 of 28 January 2014. 3.

Court), provides management and optimal use of financial resources, the intellectual and informational materials in the process of implementation of the strategic plans of activity of the Court;

6. Elaborates an presents for approval by the President of the Court the strategic plans of activity of the Court;
7. Organizes and coordinates the development and implementation of strategic plans of activity of the Court;
8. Approves, after coordination with the President of the Court, the rules of organization and functioning of the Secretary of the Court;
9. Exercises other functions assigned by law or delegated by the President of the Court;
10. In case of absence of the Head of the Secretary of the Court, his functions or a part of them are delegated by the President of the Court of one of the leaders of the branches of the Court's Secretary.

THE REGISTRY OF THE COURT'S SECRETARY

The Name of the Public Position/Service: JUDICIAL ASSISTANT

The tasks of the public position/service:

1. Collection of the normative acts required the judge and other information required for judging the file distributed to the judge;
2. Generalization of the problems of law in the files distributed to judge and elaboration of the recommendations made on the edge of the problems about the interpretation and application of the law;
3. Verification of the presence of the documents which had to be submitted by the participants in the process;
4. Elaboration, in the words of the judge, of the projects of procedural acts;
5. Assurance of the depersonalization of the judicial decisions and their publication on the website of the Court;
6. Participation in working groups and in committees, within the limits of its competence;
7. Providing access to the file in the examination process, to participants in the proceedings and to lawyers on the basis of mandate with the completion and signing of the Declaration;
8. Achievement, in words of the judge, of other duties related to the administration of Justice.

The Name of the Public Position/Service: REGISTRAR

The tasks of the public position/service:

1. Assisting of the judges in the process of carrying out the Act of Justice;
2. Providing of administrative and organizational support to court's formation in furtherance of the judgment process;
3. Assurance of the use of the Integrated Management Program of the Files and audio recording systems in the examination proceedings;

4. Display on the informing panel the information about the causes called for examination;
5. Preparation of procedural acts forecast in the legislation in force.

Table No. 2. Rights of access of ICMS users (Secretary Chief (Program manager), Judicial Assistant, Registrar)[5]

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
APPLICATIONS:				
REGISTRATION: **Application registration-civil file**	-	-	-	-
APPLICATIONS REGIME				
General data	MP, AJ, GR	AJ, GR	-	-
Participants in trial	MP, AJ, GR	AJ, GR	-	-
Documents	MP, AJ, GR	AJ, GR	-	-
Registration	MP, AJ, GR	-	-	-
Assigning applications	MP, AJ, GR	-	-	-
Acceptance into procedure	MP, AJ, GR	AJ	AJ	-
Adjournments	MP, AJ, GR	AJ	AJ	-
Resolutions	MP, AJ, GR	AJ	AJ	AJ
Recusations(recusation resolution)	MP, AJ, GR	AJ	AJ	-
Application summary	MP, AJ, GR	-	-	-
Sheet of actions	MP, AJ, GR	-	-	-
Remedies at law	MP, AJ, GR	-	-	-
Measures to ensure the action	MP, AJ, GR	AJ, GR	AJ, GR	AJ, GR
Application withdrawal	MP, AJ, GR	AJ, GR	AJ, GR	-
Information about transfer	MP, AJ, GR	AJ, GR	AJ, GR	-
ALL APPLICATIONS	MP, AJ, GR	-	-	-
MY APPLICATIONS	MP, AJ, GR	-	-	-
RECEIVED APPLICATIONS	-	-	-	-
CONNECTING APPLICATIONS	-	-	-	-
APPLICATIONS TRANSFER	-	-	-	-
ARCHIVING	MP, AJ, GR	-	-	-
CHALLENGED APPLICATIONS	MP, AJ, GR	-	-	-
PUBLISH RESOLUTIONS	MP, AJ, GR	AJ	AJ	-
FILES:				
REGISTRATION: • **New civil file** • **New criminal file** • **New contravention file**	-	-	-	-
General data	-	-	-	-
Participants in trial	-	-	-	
Documents	-	-	-	-
Registration	-	-	-	-
ALL FILES	MP, AJ, GR	-	-	-
MY FILES	MP, AJ, GR	-	-	-
CONNECTING FILES	-	-	-	-
FILES TRANSFER	-	-	-	-
RECEIVED FILES	-	-	-	-
CHALLENGED FILES	MP, AJ, GR	-	-	-
FILES FOR EXECUTION	MP, AJ, GR	-	-	-
ARCHIVING	MP, AJ, GR	-	-	-
LIST OF SUBPOENAS	MP, AJ, GR	-	GR	-
PUBLISH DECISIONS	MP, AJ, GR	AJ	AJ	-
PUBLISH RESOLUTIONS	MP, AJ, GR	AJ	AJ	-
REGIME – FILE				

[5] Acces in ICMS for the Judicial Assitant and the Registrar by the Program Manager by means of the Files examination teams (Judge – Judicial Assistant – Registrar) [ICMS Menu: Adminsitration/Teams]. The Judicial Assistant and Registrar will have access to the Files of the assigned Judge (JUD assigned)

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
General data on file	MP, AJ, GR	AJ, GR	-	-
Participants in trial	MP, AJ, GR	AJ, GR	AJ, GR	AJ, GR
Documents	MP, AJ, GR	AJ, GR	AJ, GR	AJ, GR
Registration	MP, AJ, GR	-	-	-
Assigning applications	MP, AJ, GR	-	-	-
Acceptance into procedure	MP, AJ, GR	AJ	AJ	-
Adjournments	MP, AJ, GR	AJ	AJ	-
Court sessions/Result of court sessions	MP, AJ, GR	AJ, GR	AJ, GR	AJ, GR
Subpoenas	MP, AJ, GR	GR	GR	GR
Statement of facts	MP, AJ, GR	GR	GR	GR
Resolutions	MP, AJ, GR	AJ	AJ	AJ
Recusations(recusation resolution)	MP, AJ, GR	AJ	AJ	-
Decisions	MP, AJ, GR	AJ	AJ	AJ
Remedies at law	MP, AJ, GR	-	-	-
Execution	MP, AJ, GR	GR	GR	-
Application withdrawal	MP, AJ, GR	AJ, GR	AJ, GR	-
Information about transfer	MP, AJ, GR	AJ, GR	AJ, GR	-
Measures to ensure the action	MP, AJ, GR	AJ, GR	AJ, GR	AJ, GR
File summary	MP, AJ, GR	-	-	-
Sheet of actions	MP, AJ, GR	-	-	-
CALENDAR:				
Court sessions calendar	MP, AJ, GR	-	-	-
Personal calendar	MP, AJ, GR	-	-	-
Printing the list of cases fixed for trial	MP, AJ, GR	-	-	-
CASES ASSIGNMENT:				
Repeated assignment – civil files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Repeated assignment – criminal files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Files assignment history	MP	-	-	-
Recusations assignment	-	-	-	-
Cases assignment statistics	MP	-	-	-
PROGRAM ADMINISTRATION:				
Configurations	MP	-	-	-
Security measures	MP	MP	MP	-
Courts	MP	-	-	-
Teams	MP	MP	MP	MP
Court rooms	MP	MP	MP	MP
Judges blocked from assignment	MP	MP	MP	-
Profile	MP, AJ, GR	-	MP, AJ, GR	-
PROGRAM SETTINGS:				
Files classifiers	-	-	-	-
General classifiers	-	-	-	-
Models	-	-	-	-
Panel of judges	MP	MP	MP	MP
ICMS MESSAGES:				
MY NOTIFICATIONS	MP, AJ, GR	-	-	-
RECORDS:				
Documents	MP, AJ, GR	AJ, GR	AJ, GR	-
File movement	MP, AJ, GR	AJ, GR	AJ, GR	-
PERFORMANCE MEASUREMENT:				
Performance measures (performance indicators)	MP, AJ, GR	-	-	-
Survey	MP, AJ, GR	-	-	-
STATISTICS REPORTING (STATISTICS):				
Report	MP, AJ, GR	-	-	-
Files assignment statistics	MP, AJ, GR	-	-	-
Assigning files by judges	MP, AJ, GR	-	-	-
Files management statistics	MP, AJ, GR	-	-	-
ICMS management statistics	MP, AJ, GR	-	-	-
USER'S GUIDE:				
ONLINE SUPPORT	MP, AJ, GR	-	-	-

Direction / Section of procedural evidence and documentation

The Name of the Public Position/Service:

HEAD OF DIRECTION PROCEDURAL EVIDENCE AND DOCUMENTATION

The tasks of the Public Position/Service:

1. Ensures the good deployment of the activity at the level of direction;
2. Ensures the process of operative registering and documents' management at the instance's level;
3. Ensures the reception of the citizens, the presented documents and delivery of the requested copies;
4. Assurance of the operative circulation of the documents entered into the instance;
5. Coordinates the activity of the archives and the expedition;
6. Achieves the personnel procedures as concerns the office workers within the direction;
7. Monitors the process of registering and evidence of the summons, the files, the appeals and second appeals.
8. Checks up the terms of interpellation and acquisition of the files, the reasons of prevarication of the files' dispatch or the concluding of interpellation;
9. Checks up the terms of registering of the files, monitors the compliance of the terms of dispatch of the files and the delivery of the copies of the judicial acts to participants to the process;
10. Monitors the use of the Integrated Program of Management of the Files;
11. Ensures the making out of the statistical rapports;
12. Ensures the conveyance of the files and materials from the instance's archives.

The Name of the Public Position/Service:

HEAD OF SECTION PROCEDURAL EVIDENCE AND DOCUMENTATION

The tasks of the Public Position/Service:

1. Ensures the registering of the summons and the files into the Integrated Program of Management of the Files and the adequate registers;
2. Ensures the evidence of the summons and the procedural acts arrived from the participants in process;
3. Ensures the abidance of the terms foreseen by the legislation in force for the dispatch of the files and judicial acts;
4. Concludes the classified lists of the files;
5. Prepares the files for conveyance into the archives;
6. Draws up statistical reports;
7. Receives and registers requests of delivery of the enforcement;
8. Delivers the enforcements, sends for execution the enforcements which are sent for execution directly into the court;
9. Verifies the dispatch on time of the necessary communications of execution of the judicial decisions.

The Name of the Public Position/Service:

MAIN SPECIALIST

The tasks of the Public Position/Service:

1. Concludes the classified list of the files;
2. Introduces the information about files into the Integrated Program of Management of the Files;
3. Receives the files from the registrars and checks the abidance of the procedural rules;
4. Prepares the files for remittance into the instance's archives;
5. Performs the statistical half-yearly and annual reports on files.

The Name of the Public Position/Service:

SUPERIOR SPECIALIST

The tasks of the Public Position/Service:

1. Records in the register of mail's entry the summons submitted in accordance with the judgment of the code of civil and criminal procedure;
2. Enters the information about files in the Integrated Program of Management of the Files;
3. Receives the files from registrars and verifies the compliance with the rules of procedure;
4. Prepares and submits the next day to the Court of appeal together with the submitted appeals and the annexed documents that were not presented in the first instance, upon expiry, for all participants in the process, the deadline for filing the appeal;
5. Keeps the evidence of the deadlines for filing the appeal, in abidance by the first instance of the provisions concerning the inadmissibility of claim of the files on the first instance.

The Name of the Public Position/Service:

SPECIALIST

The tasks of the Public Position/Service:

1. Records in the register of mail's entry the summons submitted in accordance with the judgment of the code of civil and criminal procedure;
2. Enters the information about files in the Integrated Program of Management of the files;
3. Ensures the compliance with the provisions of the Code of civil procedure relating to the registration of appeals;
4. Sends on the term to the Court of appeal the files together with the submitted appeals and the annexed documents that were not submitted in the first instance;
5. Prepares responses to the appeals relating to the activity of the service.

The Name of the Public Position/Service:

SUPERIOR INSPECTOR ON THE EXECUTION OF THE DECISIONS

The tasks of the Public Position/Service:

1. Receives and records in the register requests of delivery of the enforcement;
2. Delivers the enforceable document to the creditor after the final remaining of the judgment;
3. Sends the enforceable documents for execution, which are forwarded for execution directly from the Court;
4. Controls the sending on time of the communications necessary for putting into execution of the judgments, the execution of the judgments and attaches to the file the official news which confirm the execution of enforceable document;
5. Enters information about files in the Integrated Program of Management of the Files;
6. Contributes to the preparation of the statistical reports.

Note: Court's collaborators within the Direction/Section for Records and Trial Documentation will hold in ICMS the following roles and rights of access:

- Chief of the Direction/Section for Records and Trial Documentation - Common room Chief (ŞC)
- Chief of the Section for Records and Trial Documentation - Common room Chief (ŞC)

- Main specialist - Common room specialist (SC)
- Superior specialist - Common room specialist (SC)
- Specialist - Common room specialist (SC)
- Superior inspector on execution of decisions - Common room specialist (SC)

Table No. 3. Rights of access of ICMS users (Common room Chief, Common Room Specialist)

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
APPLICATIONS:				
REGISTRATION: **Application registration-civil file**	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
APPLICATIONS REGIME				
General data	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Participants in trial	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Documents	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Registration	ȘC, SC	ȘC, SC	ȘC, SC	-
Assigning applications	ȘC, SC	-	-	-
Acceptance into procedure	ȘC, SC	-	-	-
Adjournments	ȘC, SC	-	-	-
Resolutions	ȘC, SC	-	-	-
Recusations(recusation resolution)	ȘC, SC	ȘC, SC	ȘC, SC	-
Application summary	ȘC, SC	-	-	-
Sheet of actions	ȘC, SC	-	-	-
Remedies at law	ȘC, SC	ȘC, SC	ȘC, SC	-
Measures to ensure the action	ȘC, SC	ȘC, SC	ȘC, SC	-
Application withdrawal	ȘC, SC	ȘC, SC	ȘC, SC	-
Information about transfer	ȘC, SC	ȘC, SC	ȘC, SC	-
ALL APPLICATIONS	ȘC, SC	-	-	-
MY APPLICATIONS	ȘC, SC	-	-	-
RECEIVED APPLICATIONS	ȘC, SC	ȘC, SC	ȘC, SC	-
CONNECTING APPLICATIONS	-	-	-	-
APPLICATIONS TRANSFER	ȘC, SC	ȘC, SC	ȘC, SC	-
ARCHIVING	-	-	-	-
CHALLENGED APPLICATIONS	ȘC, SC	-	-	-
PUBLISH RESOLUTIONS	ȘC, SC	-	-	-
FILES:				
REGISTRATION: • **New civil file** • **New criminal file** • **New contravention file**	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
General data	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Participants in trial	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Documents	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Registration	ȘC, SC	ȘC, SC	ȘC, SC	-
ALL FILES	ȘC, SC	-	-	-
MY FILES	ȘC, SC	-	-	-
CONNECTING FILES	-	-	-	-
FILES TRANSFER	ȘC, SC	ȘC, SC	ȘC, SC	-
RECEIVED FILES	ȘC, SC	ȘC, SC	ȘC, SC	-
CHALLENGED FILES	ȘC, SC	-	-	-
FILES FOR EXECUTION	ȘC, SC	-	-	-
ARCHIVING	-	-	-	-
LIST OF SUBPOENAS	ȘC, SC	ȘC, SC	-	-
PUBLISH DECISIONS	ȘC, SC	-	-	-
PUBLISH RESOLUTIONS	ȘC, SC	-	-	-

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
REGIME – FILE:				
General data	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Participants in trial	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Documents	ȘC, SC	ȘC, SC	ȘC, SC	ȘC, SC
Registration	ȘC, SC	ȘC, SC	ȘC, SC	-
Assigning applications	ȘC, SC	-	-	-
Acceptance into procedure	ȘC, SC	-	-	-
Adjournments	ȘC, SC	-	-	-
Court sessions/Result of court sessions	ȘC, SC	-	-	-
Subpoenas	ȘC, SC	-	-	-
Statement of facts	ȘC, SC	-	-	-
Resolutions	ȘC, SC	-	-	-
Recusations(recusation resolution)	ȘC, SC	ȘC, SC	ȘC, SC	-
Decisions	ȘC, SC	-	-	-
Remedies at law	ȘC, SC	ȘC, SC	ȘC, SC	-
Execution	ȘC, SC	ȘC, SC	ȘC, SC	-
Application withdrawal	ȘC, SC	ȘC, SC	ȘC, SC	-
Information about transfer	ȘC, SC	ȘC, SC	ȘC, SC	-
Measures to ensure the action	ȘC, SC	ȘC, SC	ȘC, SC	-
File summary	ȘC, SC	-	-	-
Sheet of actions	ȘC, SC	-	-	-
CALENDAR:				
Court sessions calendar	ȘC, SC	-	-	-
Personal calendar	ȘC, SC	-	-	-
Printing the list of cases fixed for trial	ȘC, SC	-	-	-
CASES ASSIGNMENT:				
Repeated assignment – civil files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Repeated assignment – criminal files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Files assignment history	-	-	-	-
Recusations assignment	-	-	-	-
Cases assignment statistics	-	-	-	-
PROGRAM ADMINISTRATION:				
Configurations	-	-	-	-
Security measures	-	-	-	-
Courts	-	-	-	-
Teams	-	-	-	-
Court rooms	-	-	-	-
Judges blocked from assignment	-	-	-	-
Profile	ȘC, SC	-	ȘC, SC	-
PROGRAM SETTINGS:				
Files classifiers	-	-	-	-
General classifiers	-	-	-	-
Models	-	-	-	-
Panel of judges	-	-	-	-
ICMS MESSAGES				
MY NOTIFICATIONS	ȘC, SC	-	-	-
RECORDS				
Documents	ȘC, SC	ȘC, SC	ȘC, SC	-
File movement	ȘC, SC	ȘC, SC	ȘC, SC	-
PERFORMANCE MEASUREMENT:				
Performance measures (performance indicators)	ȘC, SC	-	-	-
Survey	ȘC, SC	-	-	-
STATISTICS REPORTING (STATISTICS):				
Report	ȘC, SC	-	-	-
Files assignment statistics	ȘC, SC	-	-	-
Assigning files by judges	ȘC, SC	-	-	-
Files management statistics	ȘC, SC	-	-	-
ICMS management statistics	ȘC, SC	-	-	-
USER'S GUIDE				
ONLINE SUPPORT	ȘC, SC	-	-	-

COURT SECRETARY ADMINISTRATIVE SERVICE

1.1.ARCHIVE SERVICE

Name of the public position/service: ARCHIVES CHIEF
Basic tasks of the public position service:

1. Ensures record of files submitted to the archive;
2. Enters information about the files in the Integrated Case Management System;
3. Ensures the providing of information from files and copies of the materials from files of the participants in the trial;
4. Elaborates classification of files;
5. Ensures the selection, processing and transmission of files, documents from the National Archives.

Name of the public position/ service: ARCHIVE REGISTRAR
Basic tasks of the public position/ service:

1. Keep track of files submitted to the archive;
2. Enters information about the files in the Integrated Case Management System;
3. Provides information from files and copies of the materials from files of the participants in the trial;
4. Elaborates classification of files;
5. Ensures the selection, processing and transmission of files, documents from the National Archives;

1.2.SHIPMENT SERVICE

Name of the public position/ service: SHIPMENT CHIEF
Basic tasks of the public position/ service:

1. Ensures organization of shipment activity in court;
2. Enters information about the files in the Integrated Case Management System;
3. Ensures the integrity of the information and documents received for shipment;
4. Provides information at the request of citizens.

Name of the public position/ service: SENDER
Basic tasks of the public position/ service:

1. Achieves registration of mail in the registry and its transmission to the recipient for signature;
2. Enters information about the files in the Integrated Case Management System;
3. Ensure the security of the process of sending the mail and of other goods or values to the destination;
4. Runs directly the sending of registered mail and of other goods or values to recipients in the radius of the city where the Court rests.

Note: Court collaborators from within the Court Secretary Administrative Service (Archive Service and Shipment Service) will hold in ICMS the following roles and rights of access

- Archive chief - Archive Registrar (ARH)

- Archive Registrar - Archive Registrar (ARH)
- Shipment Chief - Courier (CU)
- Sender - Courier (CU)

Table No. 4. Rights of access of ICMS users (Archive Registrar, Courier)

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
APPLICATIONS:				
REGISTRATION: **Application registration-civil file**	-	-	-	-
APPLICATIONS REGIME				
General data	ARH, CU	-	-	-
Participants in trial	ARH, CU	-	-	-
Documents	ARH, CU	-	-	-
Registration	ARH, CU	-	-	-
Assigning applications	ARH, CU	-	-	-
Acceptance into procedure	ARH, CU	-	-	-
Adjournments	ARH, CU	-	-	-
Resolutions	ARH, CU	-	-	-
Recusations(recusation resolution)	ARH, CU	-	-	-
Application summary	ARH, CU	-	-	-
Sheet of actions	ARH, CU	-	-	-
Remedies at law	ARH, CU	-	-	-
Measures to ensure the action	ARH, CU	-	-	-
Application withdrawal	ARH, CU	-	-	-
Information about transfer	ARH, CU	-	-	-
ALL APPLICATIONS	ARH, CU	-	-	-
MY APPLICATIONS	ARH, CU	-	-	-
FILES:				
REGISTRATION: • **New civil file** • **New criminal file** • **New contravention file**	-	-	-	-
General data	ARH, CU	-	-	-
Participants in trial	ARH, CU	-	-	-
Documents	ARH, CU	-	-	-
Registration	ARH, CU	-	-	-
ALL FILES	ARH, CU	-	-	-
MY FILES	ARH, CU	-	-	-
CONNECTING FILES	-	-	-	-
FILES TRANSFER	-	-	-	-
RECEIVED FILES	ARH, CU	-	-	-
CHALLENGED FILES	ARH, CU	-	-	-
FILES FOR EXECUTION	ARH, CU	-	-	-
ARCHIVING	ARH	-	ARH	-
LIST OF SUBPOENAS	ARH, CU	-	CU	-
PUBLISH DECISIONS	-	-	-	-
PUBLISH RESOLUTIONS	-	-	-	-
REGIME – FILE				
General data on file	ARH, CU	-	-	-
Participants in trial	ARH, CU	-	-	-
Documents	ARH, CU	-	-	-
Registration	ARH, CU			
Assigning applications	ARH, CU			
Acceptance into procedure	ARH, CU	-	-	-
Adjournments	ARH, CU	-	-	-
Court sessions/Result of court sessions	ARH, CU	-	-	-
Subpoenas	ARH, CU	-	-	-
Statement of facts	ARH, CU	-	-	-
Resolutions	ARH, CU	-	-	-
Recusations(recusation resolution)	ARH, CU	-	-	-

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
Decisions	ARH, CU	-	-	-
Remedies at law	ARH, CU	-	-	-
Execution	ARH, CU	-	-	-
Application withdrawal	ARH, CU	-	-	-
Information about transfer	ARH, CU	-	-	-
Measures to ensure the action	ARH, CU	-	-	-
File summary	ARH, CU	-	-	-
Sheet of actions	ARH, CU	-	-	-
CALENDAR:				
Court sessions calendar	ARH, CU	-	-	-
Personal calendar	ARH, CU	-	-	-
Printing the list of cases fixed for trial	ARH, CU	-	-	-
CASES ASSIGNMENT:				
Repeated assignment – civil files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Repeated assignment – criminal files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Files assignment history	-	-	-	-
Recusations assignment	-	-	-	-
Cases assignment statistics	-	-	-	-
PROGRAM ADMINISTRATION:				
Configurations	-	-	-	-
Security measures	-	-	-	-
Courts	-	-	-	-
Teams	-	-	-	-
Court rooms	-	-	-	-
Judges blocked from assignment	-	-	-	-
Profile	ARH, CU	-	ARH, CU	-
PROGRAM SETTINGS:				
Files classifiers	-	-	-	-
General classifiers	-	-	-	-
Models	-	-	-	-
Panel of judges	-	-	-	-
ICMS MESSAGES				
MY NOTIFICATIONS	ARH, CU	-	-	-
RECORDS				
Documents	ARH, CU	CU	CU	-
File movement	ARH, CU	CU	CU	-
PERFORMANCE MEASUREMENT:				
Performance measures (performance indicators)	ARH, CU	-	-	-
Survey	ARH, CU	-	-	-
STATISTICS REPORTING (STATISTICS):				
Report	ARH, CU	-	-	-
Files assignment statistics	ARH, CU	-	-	-
Assigning files by judges	ARH, CU	-	-	-
Files management statistics	ARH, CU	-	-	-
ICMS management statistics	ARH, CU	-	-	-
USER'S GUIDE:				
ONLINE SUPPORT	ARH, CU	-	-	-

Central Administrator of ICMS

TableNo. 5. Rights of access of ICMS users (Central Administrator)

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
APPLICATIONS:				
REGISTRATION: **Application registration-civil file**	-	-	-	-
APPLICATIONS REGIME				
General data	-	-	-	-
Participants in trial	-	-	-	-
Documents	-	-	-	-
Registration	-	-	-	-
Assigning applications	-	-	-	-
Acceptance into procedure	-	-	-	-
Adjournments	-	-	-	-
Resolutions	-	-	-	-
Recusations(recusation resolution)	-	-	-	-
Application summary	-	-	-	-
Sheet of actions	-	-	-	-
Remedies at law	-	-	-	-
Measures to ensure the action	-	-	-	-
Application withdrawal	-	-	-	-
Information about transfer	-	-	-	-
ALL APPLICATIONS	-	-	-	-
MY APPLICATIONS	-	-	-	-
RECEIVED APPLICATIONS	-	-	-	-
CONNECTING APPLICATIONS	-	-	-	-
APPLICATIONS TRANSFER	-	-	-	-
ARCHIVING	-	-	-	-
CHALLENGED APPLICATIONS	-	-	-	-
PUBLISH RESOLUTIONS	-	-	-	-
FILES:				
REGISTRATION: • **New civil file** • **New criminal file** • **New contravention file**	-	-	-	-
General data	-	-	-	-
Participants in trial	-	-	-	
Documents	-	-	-	-
Registration	-	-	-	-
ALL FILES	-	-	-	-
MY FILES	-	-	-	-
CONNECTING FILES	-	-	-	-
FILES TRANSFER	-	-	-	-
RECEIVED FILES	-	-	-	-
CHALLENGED FILES	-	-	-	-
FILES FOR EXECUTION	-	-	-	-
ARCHIVING	-	-	-	-
LIST OF SUBPOENAS	-	-	-	-
PUBLISH DECISIONS	-	-	-	-
PUBLISH RESOLUTIONS	-	-	-	-
REGIME – FILE				
General data	-	-	-	-
Participants in trial	-	-	-	-
Documents	-	-	-	-
Registration	-	-	-	-
Assigning applications	-	-	-	-

Menu in program	Rights of access			
	Visualization	Adding	Drafting	Deleting
Acceptance into procedure	-	-	-	-
Adjournments	-	-	-	-
Court sessions/Result of court sessions	-	-	-	-
Subpoenas	-	-	-	-
Statement of facts	-	-	-	-
Resolutions	-	-	-	-
Recusations(recusation resolution)	-	-	-	-
Decisions	-	-	-	-
Remedies at law	-	-	-	-
Execution	-	-	-	-
Application withdrawal	-	-	-	-
Information about transfer	-	-	-	-
Measures to ensure the action	-	-	-	-
File summary	-	-	-	-
Sheet of actions	-	-	-	-
CALENDAR:				
Court sessions calendar	-	-	-	-
Personal calendar	-	-	-	-
Printing the list of cases fixed for trial	-	-	-	-
CASES ASSIGNMENT:				
Repeated assignment – civil files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Repeated assignment – criminal files	-	-	-	-
Repeated assignment – civil applications	-	-	-	-
Files assignment history	-	-	-	-
Recusations assignment	-	-	-	-
Cases assignment statistics	-	-	-	-
PROGRAM ADMINISTRATION:				
Configurations	AC	-	AC	-
Security measures	AC	AC	AC	AC
Courts	AC	AC	AC	AC
Teams	-	-	-	-
Court rooms	-	-	-	-
Judges blocked from assignment	-	-	-	-
Profile	AC	-	AC	-
PROGRAM SETTINGS:				
Files classifiers	AC	AC	AC	AC
General classifiers	AC	AC	AC	AC
Models	AC	AC	AC	AC
Panel of judges	-	-	-	-
ICMS MESSAGES:				
MY NOTIFICATIONS	AC	-	-	-
RECORDS:				
Documents	-	-	-	-
-	-	-	-	-
PERFORMANCE MEASUREMENT:				
Performance measures (performance indicators)	-	-	-	-
Survey	-	-	-	-
STATISTICS REPORTING (STATISTICS):				
Report	-	-	-	-
Files assignment statistics	-	-	-	-
Assigning files by judges	-	-	-	-
Files management statistics	-	-	-	-
ICMS management statistics	-	-	-	-
USER'S GUIDE:				
ONLINE SUPPORT	AC	-	-	-

2.9 Operational flows for the administration module

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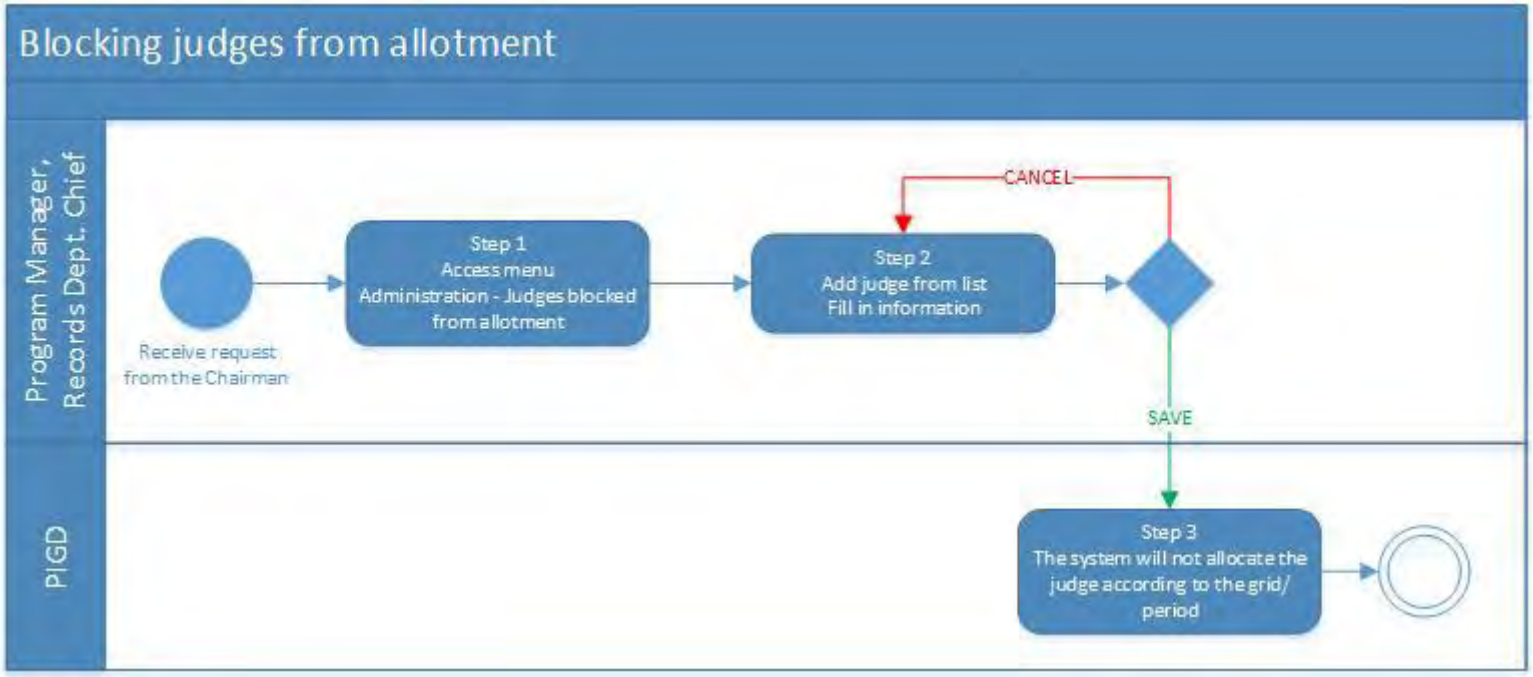
1. Flow: Block judges for allotment

Activity and Participant Chart



Description of flow chart steps

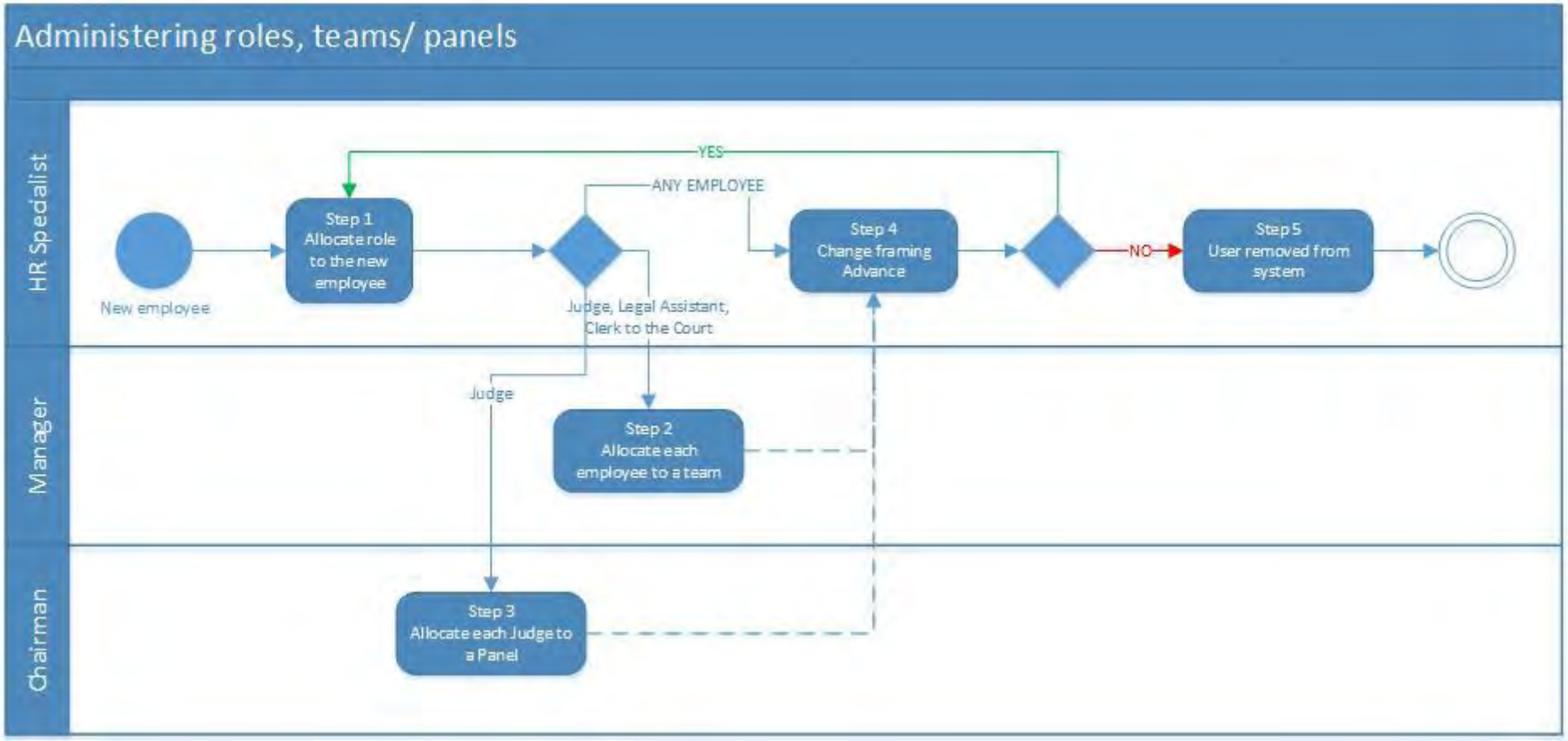
No	Step, activity,	Name	Description	Actor

<table>
<tr><th></th><th>process</th><th></th><th></th><th></th></tr>
<tr><td>1</td><td></td><td>Blocking a judge for allotment</td><td>The user wants to block a judge for allotment pursuant to legal provisions</td><td>Manager, Head of the Records Department</td></tr>
<tr><td>2</td><td>Step 1</td><td>Access feature</td><td>The user will access the menu Administration - judges blocked for allotment, he/she will use the search feature or will select a judge directly from the list</td><td>Manager, Head of the Records Department</td></tr>
<tr><td>3</td><td>Step 2</td><td>Filling in details</td><td>The user will select a judge and then he/she will enter the information required to block the judge:
<table>
<tr><th>Submenu</th><th>Field name</th><th>Mandatory (OB) Optional (OP) Conditional (CO) Generated / automatic (GA)</th><th>Description</th></tr>
<tr><td>Judges blocked for allotment</td><td>Judge</td><td>OB</td><td>Pre-populated list field; to select a judge</td></tr>
<tr><td>Judges blocked for allotment</td><td>From</td><td>OB</td><td>Date-time field; to enter the date/time when a judge will start to be blocked</td></tr>
<tr><td>Judges blocked for allotment</td><td>Until</td><td>OB</td><td>Date-time field; to enter the date/time until when a judge will be blocked</td></tr>
<tr><td>Judges blocked for allotment</td><td>Reason</td><td>OB</td><td>Text field; to enter a reason for blocking</td></tr>
</table></td><td>Manager, Head of the Records Department</td></tr>
<tr><td>4</td><td>Decision point</td><td>Cancel</td><td>The judge will not be blocked</td><td>Manager, Head of the Records Department</td></tr>
<tr><td>5</td><td>Decision point</td><td>Save</td><td>The judge will be blocked for allotment</td><td>Manager, Head of the Records Department</td></tr>
</table>

	Step 3	Blocking	The system will block the respective judge for allotment in the set period	ICMS

2. Administration Flow: roles, teams/panels

Activity and Participant Chart



Description of flow chart steps

No	Step, activity, process	Name	Description	Actor
1		New hire	The court is hiring new personnel	
2	Step 1	Role assignment	The user from the Human Resources Department will register the new employee and will assign him/her a role in the ICMS system by using the administration panel. Moreover, this step will require the entry of all data about the employee. They will be set pursuant to regulations in force.	HR Specialist
3	Decision point	Judge role	The new employee will have the role of a judge	HR Specialist
4	Decision point	Role of Judge or Legal Assistant or of Clerk to the Court	The new employee will hold one of the roles: • Judge • Legal Assistant • Clerk to the Court	HR Specialist
5				
6	Step 2	Team allotment	The Court Manger will assign each employee holding one of the roles: • Judge • Legal Assistant • Clerk to the Court to a work team within the court (Judge's team) The user can, at any time, change these teams. Users holding the role of Legal Assistant and Clerk to the Court can be part of several teams at the same time, although the practice is to assign them to one single team.	Manager
7	Step 3	Panel allotment	The Court Chairman will assign each employee holding the role of a Judge to a judgment panel. The user holding the role of Chairman will have the power to change these teams at any time but only pursuant to legal conditions and to CSM regulations.	Chairman
8	Step 4	Position change Promotion	Any employee of the court can, within the professional career he/she pursues, to change his/her position. The HR Specialist will perform this change if applicable. The HR Specialist will also have the right to mark in the software application calendar a time period for	HR Specialist

			leaves (annual leave, medical leave, absence for personal reasons etc.) for an employee holding the position of a Judge, so that this information would be recorded in an electronic format and will be used by the software application in other business flows	
9	Decision point	Position change Promotion YES	If an employee changes position, then the flow will be resumed from step 1 with a new role assignment.	HR Specialist
10	Decision point	Position change Promotion NO	The user will continue to hold the same role	HR Specialist
11	Step 5	Out of the system	When an employee leaves the system (retirement, resignation etc.), the user will mark such a user as disabled in the system so that all privileges in the system would be revoked.	HR Specialist

Technical specifications for the Integrated Case Management System

in Moldovan judicial system

17th of November, 2015

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1 Introduction

This document represents the technical architecture proposal for the new Integrated Case Management System and it follows the guidelines of the technical review and audit done before.

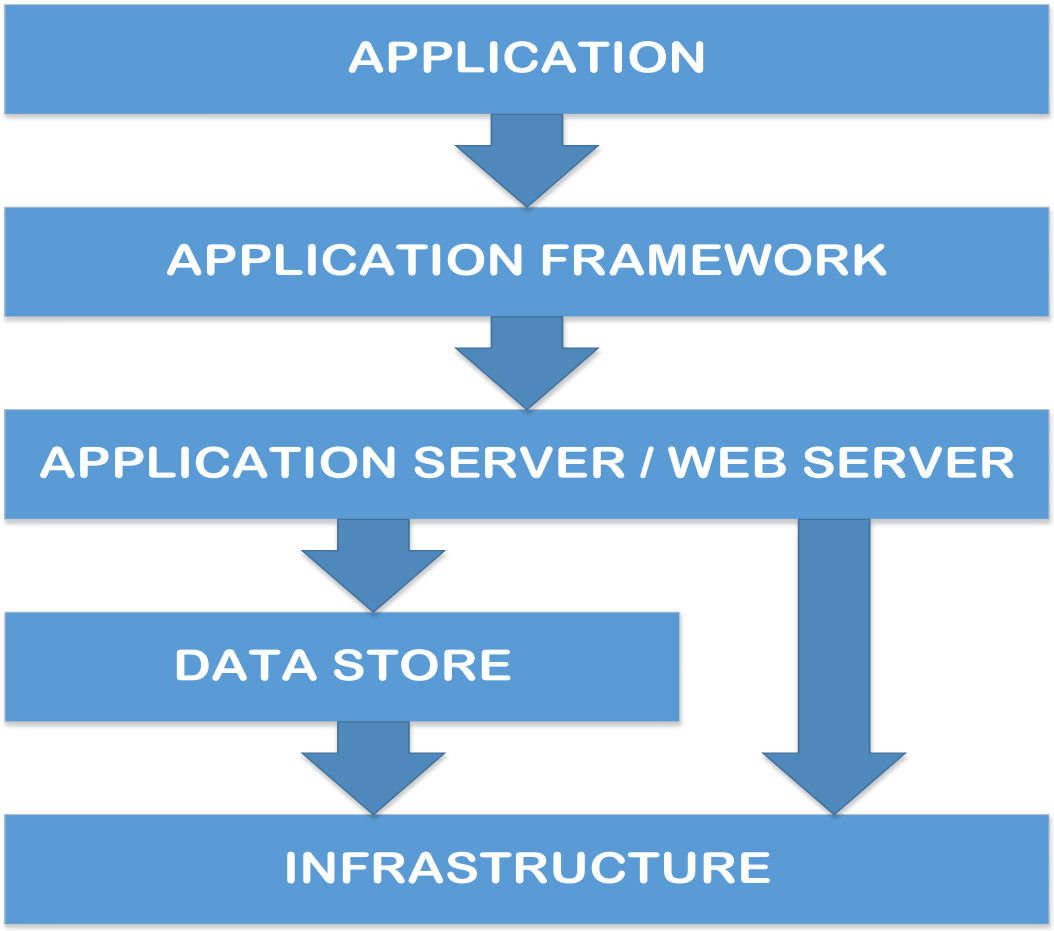
The content of this document describes the functional aspect of the whole architecture, following each layer, how they interact and what is their purpose. The document details the actual components and how do they fit together, the roles and main functions.

There were presented some options in terms of technologies to be followed to implement the new Integrated Case Management System.

The document describes as well the environments which should be implemented in order to ensure a reliable framework for developing and testing the application but also to ensure that in case of a disaster the activities performed through ICMS can be restored in an alternative site. In this regard, the needs for these sites have been identified and presented.

2 Functional Perspective

From a functional perspective, the whole system is being composed of several layers. This architecture proposal addresses on how these layers will fit best.



2.1 Application Layer

At the very top there is the application layer that is represented by any application running on this system, either a desktop one, a web one or even a mobile one if needed.

2.2 Application Framework Layer

The applications are supported by a runtime that provides a software framework for development and, most common, a byte-level virtual machine.

2.3 Application Server Layer

The application server layer is represented by any software servers that are needed, either general application servers or dedicated server like web servers, caching servers or reporting servers. Last but not least, any application running on this level does not necessary have to access a data store, it may directly access the infrastructure on its own.

Any choice of this level will influence the layer bellow.

2.4 Data Store Layer

This layer is represented by any database or any other persistence solution needed. It is a very common assumption that there is a relational database involved.

2.5 Infrastructure Layer

This layer is represented by the actual hardware infrastructure, as in all the server machines and networking infrastructure involved.

3 Architecture

3.1 General architecture

In order to implement the proposed architecture, there are two options as following:

- using individual physical servers - this approach means that the servers detailed in the architecture will be stand alone and will operate having their own hardware support

- using virtualized servers - this approach means that the servers detailed in the architecture will share the resources from the same machine based on specific rules.

  If the chosen option will be to go with a virtualized data center, than the offering must match the hardware specifications described for the physical individual servers. The major benefit of this scenario will be the scalability and the reduced costs, by paying only what is consumed and not an always reserved resource.

  More details can be established after contacting with a vendor of cloud offerings or virtualization services.

The general architecture of the system should include the following dedicated environments:

- production environment - represents the primary environment of the system which should be in charge for running the ICMS

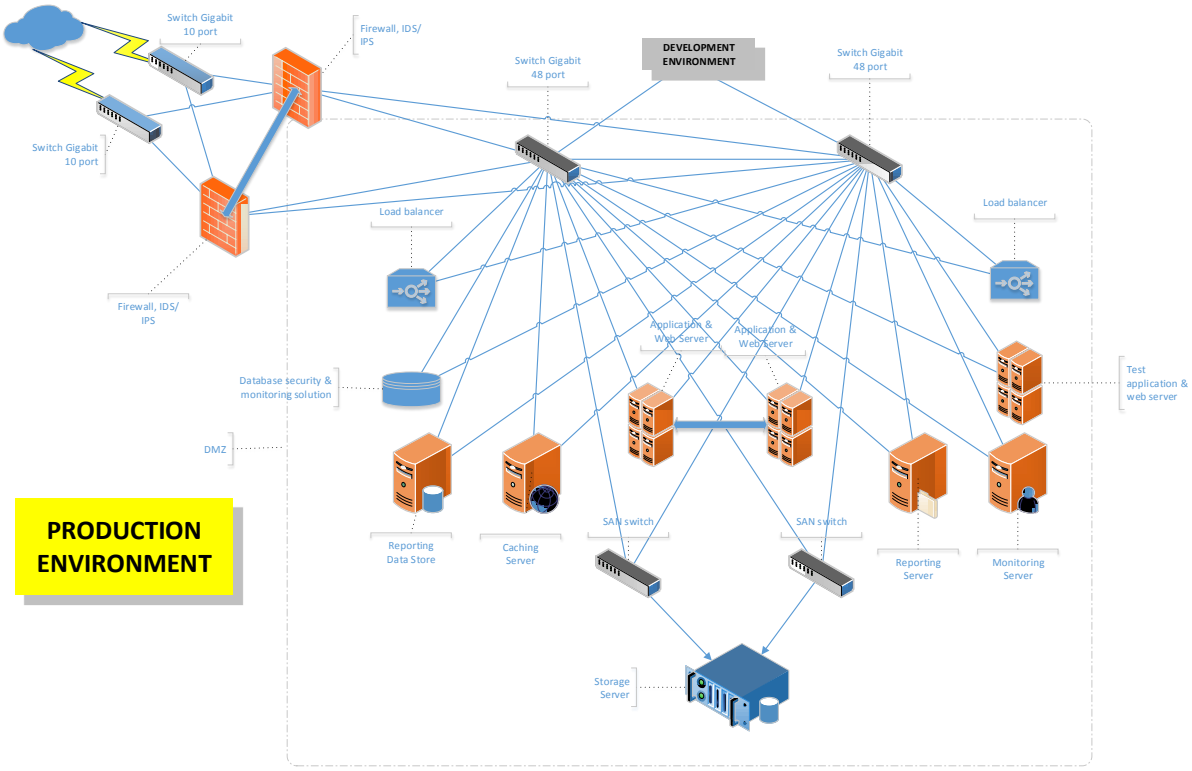
- testing environment - represents the environment where all kind of changes on the system and/or in its infrastructure should be tested before implementing them in the production environment

- backup environment - represents the alternative environment of the system which should be capable to take the operation of the ICMS during the outage of the primary environment

- development environment - represents the environment where the development team will work and should be capable to support the tests performed by the developers

3.2 General architecture description

The proposed architecture is represented by the figure bellow.



This architecture is designed to be highly performant, with a superior throughput, as well as scalable and reliable.

First of all there are two switches, each connected with two different providers. Connected to the switches there are two network firewalls with link balancing capability. These equipments are configured as Active-Passive.

Another two switches link the Load Balancers to two application and web servers. These two machines should be identical both from the software perspective as well as the hardware one. Many features should be organized as a single application running on a dedicated application server, in order to make use of multi-threading techniques. Also, all the other equipments will be connected through these switches.

A monitoring server that checks in real time the health of the whole systems and the bandwidth at hand should be placed.

After the careful analysis of the current system, and the review of its performance levels, it is considered that a caching mechanism will provide significant performance. Therefore, there is a dedicated server for caching, a simple key-value store that will do any kind of caching possible, starting with web caching and ending with full results.

The reporting scenarios are addressed by dedicated components for better performance. Since reports are a sensitive component of any application, there is even a dedicated data store to serve only this purpose that will store data in a de-normalized way, especially for query scenarios. This data store will be kept in sync with the main one, and it will be used for reporting only.

Finally, rather than having multiple databases, this architecture uses one major central database server, represented by a dedicated storage machine.

Last but not least, apart from the proxy machine and the web server, everything should be inside a Demilitarized Zone.

4 Technology

This chapter details the options for the software used to develop and manage the new Integrated Case Management System. The software solutions should be considered carefully since they will influence the whole system.

The software technologies used describe best how the applications will be developed. The main choices to be made are about the application framework. Apart from this there are other software components used, and recommendations are provided for these as well.

Furthermore, some components represent dedicated hardware equipment that have software preinstalled and configured. Therefore, we will not discuss in this chapter the Link Balancer, the Firewalls, nor the Load Balancers.

4.1 Monitoring Server

The monitoring server must run tools for administration for the whole infrastructure. Some of the best utilities on the market are The Dude and PRTG Network Monitoring. These two can be used together, one of them having features that the other one is missing and vice-versa.

The Dude network monitor is a free utility designed to manage the network environment. It automatically scan all devices within specified subnets, draw and layout a map of the networks, monitor services of the devices and alert the administrators in case some service has problems. However, the Dude application is not able to monitor the bandwidth.

PRTG Network Monitoring runs within the network, collecting various statistics from the machines, software, and devices which are designated. (It can also auto discover them, helping the administrators to map out the network.) It also retains the data so the administrators can see historical performance, helping them to react to the changes and provide information to plan network expansions.

PRTG supports multiple protocols for collecting data from the network such as:

- SNMP and WMI
- Packet Sniffing
- NetFlow, IPFIX, jFlow, sFlow

From the operating system perspective, this machine can run a Windows Server 2012 R2.

4.2 Application and Web Server

For the application server there are several technologies which can be used. Two of the most common and best technologies used at enterprise level are the following:

- .NET platform, using Microsoft .NET 4.6
- Java platform, using Oracle JDK 8

Both choices perform very well and are trusted and proven choices for similar scenarios. Both offer similar performances and scalability levels. The only difference could be that usually .NET environments are easily to setup and maintain.

The selection between these two technologies must be performed very careful since this choice will influence the web server and the reporting server used.

Furthermore, for web processing we need to choose a web server:

- In case of the .NET platform, Microsoft Internet Information Services 8.5 that comes with any Windows Server 2012 R2 edition could be considered.
- In case of the Java platform, JBoss Netty or Eclipse Jetty could be considered. Both of them are free and Linux compliant.

4.3 Reporting Server

Both components do the same from the functional point of view, but they are just used for different purposes. Therefore, an option could be to choose the same technology for both.

- In case of the .NET platform, Microsoft Internet Information Services 8.5 that comes with any Windows Server 2012 R2 edition could be considered.
- In case of the Java platform, JBoss Netty or Eclipse Jetty could be considered. Both of them are free and Linux compliant.

4.4 Caching Server

The Caching Server should run Redis, an open source Key-Value store that runs on Linux (any enterprise Linux distro will do just fine). Another alternative, running a little bit slower is MongoDb.

Otherwise, for a homogenous environment, an option could be a Windows Server 2012 R2 machine running NCache – a commercial solution that requires a license.

4.5 Reporting Data Store

The Reporting Data Store should run a NoSQL database such as MongoDb, running on a Linux box (any enterprise level distro will do just fine). Apache Cassandra, Apache CouchDb, or even again Redis can also be used in this place. All choices are usually open-source and in need of Linux environments.

4.6 Database Server

The choice for the database server is something slightly different, since it involves a considerable financial budget. Basically, there are two major options to choose from, and they can be considered at a comparable performance level:

- Microsoft SQL Server 2014 Enterprise Edition running on Microsoft Windows Server 2012 R2. This option has almost the same performance as the Oracle Database server and it is cheaper.
- Oracle Database 12c Enterprise Edition, running on Oracle Enterprise Linux. This option is generally considered by experts the most performant but the most expensive one.

However, the difference in pricing for the proposed infrastructure between the two solutions is high, and therefore we recommend Microsoft SQL Server 2014 Enterprise Edition. The small difference of performance does not justify the big difference in cost.

5 Detailed architecture

This chapter includes details for network equipments and the hardware and which should be used for each environment. The hardware guidelines could be considered as an advice, as any other equipment compliant of the same level will do just fine.

5.1 Production environment

5.1.1 Networking

5.1.1.1 Switches

In order to provide connectivity and redundancy, the following switches are needed:

- Two switches for connectivity between the equipments:
  - 48 ports Gigabit Ethernet
  - 2 SFP Ports
  - Link aggregation with LACP
  - Support for 802.1Q VLAN Tagging
  - Rack mountable for 1U

- Two switches for connectivity for the Firewalls/Link balancers:
  - Minimum 10 ports Gigabit Ethernet
  - Link aggregation with LACP
  - Support for 802.1Q VLAN Tagging
  - Rack mountable for 1U

5.1.1.2 Network Firewall with Link balancing capabilities (two pieces)

These are the main entry points of the whole system. They are dedicated equipment that handles multiple Internet connections from multiple Internet Service Providers in order to respect high availability concerns. They perform the following roles:

- Single point of entry
- Link balancing between ISPs
- Layer four network security
- Intrusion detection and Intrusion prevention

It should dynamically balance traffic across multiple ISP links to ensure Internet continuity and availability, even during ISP outages. It should balance both outbound and inbound traffic intelligently, so users have Internet access whenever they need it. Application prioritization and granular quality-of-service (QoS) policies assure priority to business-critical application traffic – and the applications remain available even when links fail. It should deploy quickly and transparently into existing networks without changes to configuration or topology. The link balancers should streamline the bandwidth management while providing Internet access.

The minimum requirements for these equipments are:

- Traffic Processing:
    - Minimum Throughput: 5 Gbps
    - Minimum IPS throughput: 4 Gbps
    - Minimum L4 connections per second: 200K
    - Minimum L4 concurrent connections: 1 million
- Hardware configuration:
    - Minimum 8 interfaces Gigabit ethernet
    - Management port
    - Console port
    - Internal storage min 60 GB SSD
    - Rackable 1 U
- Functionalities :
    - WAN Link balancing capabilities
    - High availability with active/passive and active/active configuration
    - Stateful firewall
    - Support for Dynamic routing protocols
    - Support for port base routing
    - Support for 802.1Q VLAN Tagging
    - Link aggregation with LACP
    - Minimum 7000 attacks signatures
    - Support for custom signatures
    - SSL inspection for intrusion detection and prevention
    - DDOS attack prevention

An example for such an ecquipment could be Fortigate 500D but other similar equipment can be used. However, other solutions should meet the abovementioned requirements.

5.1.1.3 Load Balancers with application firewall capabilities (two pieces)

These equipments provide load balancing capabilities and also Layer 7 security.

The load balancers should distribute the traffic efficiently while ensuring high application availability. They should monitor the server health to determine that application servers are not only reachable, but alive. The load balancers should detect issues and automatically remove downed servers from the server pool and rebalances traffic among the remaining servers. The equipment should have the ability to group servers in the application groups so that if a server in a group fails, should automatically failover all traffic to the remaining application groups.

They should be deployed as hardware or virtual appliances and they should intelligently load balance hardware or virtual servers.

- Traffic Processing:
    - Minimum Throughput: 5 Gbps

    - Minimum SSL offloading TPS: 6.000
- Hardware configuration:
    - Minimum 8 interfaces Gigabit Ethernet
    - Management port
    - Rackable 1 U
- Functionalities:
    - Layer 4 and Layer 7 load balancing
    - High availability with active/passive configuration
    - Minimum supported protocols for load balancing: HTTP, HTTPS, SSH, DNS, TFTP, RDP, ASP, RADIUS
    - Link aggregation with LACP
    - Support for global server load balancing
    - Load balancing methods: Round robin, Weighted round robin, Least connection
    - Adaptive load balancing based on CPU load or URL page with system load
    - Session persistence
    - Support for caching
    - Support for compression
    - Support for 802.1Q VLAN Tagging
    - HTTP request/response rewrite
- Security features:
    - Layer 4 ACL
    - Protection against OWASP TOP 10 attacks
    - Protection against SQL injection
    - Protection against CSS
    - Protection against cookies and form tampering
    - DDOS attack prevention
    - Data loss prevention
    - GeoIP reputation
    - Protection against brute-force attacks

An example for such equipment could be Barracuda Load Balancer ADC 540 but other similar equipments can be used. However, other solutions should meet the abovementioned requirements.

5.1.1.4 Connectivity

Inside the Demilitarized Zone, all servers will be in the same LAN. All servers and equipments have a number of network cards tailored to the overall bandwidth of the network.

The connection from the outside inside the DMZ will be made using site-to-site VPNs handled by the firewalls.

5.1.2 Hardware

5.1.2.1 Application and Web Server Configuration (at least two pieces)

The two (identical) machines both have installed Web Servers and Application Servers for running the processing environment and handling the web interface. These two components will be separated due to different thread management techniques employed on a web server compared to a simple dedicated one.

The roles of a web servers are:

- HTTP protocol handling
- Web Sockets protocol handling
- Authorization, authentication
- Other specific web server features

The roles of an application server are:

- Queue based processing
- Event based processing
- Task orchestration

These are the machines that run the actual application and that are balanced in-between. Two is the minimum required number, but if the budget allows, more is always better.

Generally speaking, this machine should have the following configuration:

- 2 x Intel Xeon CPUs E5-2695 v3 with 35MB Cache, 2.3 GHz and 14 hardware cores
- 128 GB RAM DDR4 2133
- 4 x 400 GB Enterprise SSDs using a RAID 10 matrix
- RAID Controller LSI 310 with 2Gb cache
- Redundant power supply
- 8 x 1 Gigabit base-T Ethernet
- Windows Server 2012 R2 running Hyper-V or other similar virtualization.

This machine will do processing at the very fine level and of high intensity. Therefore, it will benefit of any Level3 cache memory the CPUs have to offer. Even more, the high number of computer threads will allow a superior degree of parallelism, needed by an event based processing scenario. Simply put, every core will handle a queue that will have a state machine on top to listen to events and to do the required processing.

5.1.2.2 Storage Server (two pieces)

These two storage servers configured in an active-passive form represent the hardware running the main database.

Generally speaking, this machine should have the following configuration:

- 2u with 24 bays
- 2 x Intel Xeon CPUs E5-2640 v3 with 20 MB Cache, 2.6 GHz and 8 hardware cores

- 64 GB RAM DDR4 2133
- 16 x 900 GB Enterprise SSDs using a RAID 10 matrix
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 2 x 8Gibabit base-T Ethernet
- Open-E enterprise storage operating system

For this machine, the speed of the memory and the hard drives is of uppermost importance. Usually database servers work best when there is a dedicated drive available for every database file used in order to benefit from the partition level thread management done by the operating systems.

5.1.2.3 Dedicated Servers (three pieces)

These machines will be used for the Caching Server, the Reporting Server and the Reporting Data Store. They do perform different roles but from the hardware perspective they can all have the same specifications.

Generally speaking, this machine should have the following configuration:

- 2 x Intel Xeon CPUs E5-2620 v3 with 15 MB Cache, 2.4 GHz and 6 hardware cores
- 32 GB RAM DDR4 2133
- 4 x 400 GB Enterprise SSDs using a RAID 10 matrix.
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 8 x 1Gibabit base-T Ethernet
- Linux operating system

5.1.2.4 Monitoring Server (one piece)

This is a dedicated machine used for the sole purpose of administration of the whole infrastructure, with the following roles:

- Monitoring of uptime and downtime of resources
- Health check
- Statistical analysis
- Performance monitoring
- General administration

This machine runs the monitoring tools and it should have the following configuration:

- 1 x Intel Xeon E5-2620 v3 with 15 MB Cache, 2.5 GHz and 6 hardware cores
- 16 GB RAM DDR4 2133
- 2 x 400 GB Enterprise SSDs
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 2 x 1 Gibabit base-T Ethernet
- Microsoft Windows Server 2012 R2 operating system

5.1.2.5 Database security solution

This solution should have functionalitis for securing the acces to the database by verifying vulnerabilities and auditing the activities at database level. It should have the following minimum requirements:

- Allows monitoring at database level by direct intergiation of the database
- Inspect the network traffic between the database and clients
- Audit based on agents installed on operating systems which support the databases
- Database Active Monitoring
- Data Manipulation monitoring
- Metadata monitoring
- Acces rights/ roles monitoring
- Reporting capabilities for user activities at database level

An example of such a solution could be FortiDB 500D, but any similar solution worldwide recognized and with similar capabilities can be used.

5.1.2.6 UPS (one piece)

This infrastructure requires an uninterruptable power system (UPS) which should have at least 20 KVA capacity which can hold at 50% load minimum 15 minutes.

5.1.2.7 Power generator (one piece)

This infrastructure requires a power generator having the following requirements:

- Nominal power: minimum 18kVA
- Fuel: diesel
- Tank capacity : minimum 38 l
- Autonomy: min 6 hours
- Automatization system

5.1.2.8 Rack (one piece)

The abovementioned equipments should be placed in one rack having the following requirements:

- Height: minimum 42U
- Carrying weight: minimum 1500kg
- Doors with perforated surface
- With ventilation panels
- With cable organizers
- With vertical mounting PDUs

5.2 Testing Environment

The need for a testing environment is justified by the acceptance criteria, the so called "definitions of done". Ideally, this testing environment will have to resemble the production environment as much as possible, the only arguments that may justify the difference between this environment and the official production one are of a financial nature.

Ideally, in order to be able to test every component and the integration between them, a testing environment similar to the production system is required. However, in order to not double the cost, we suggest having only a dedicated Test Application and Web Server. A dedicated test database should be implemented, and it will be run on the same Storage server as the production one.

Consequently, the testing environment should include the following equipments:

5.2.1 Application and Web Server

This machine has installed Web Servers and Application Servera for running the processing environment and handling the web interface.

The machine should have the following configuration:

- 2 x Intel Xeon CPUs E5-2690 v3 with 30MB Cache, 2.6 GHz and 8 hardware cores
- 128 GB RAM DDR4 2133
- 4 x 400 GB Enterprise SSDs using a RAID 10 matrix
- RAID Controller LSI 310 with 2Gb cache
- Redundant power supply
- 8 x 1Gigabit base-T Ethernet
- Windows Server 2012 R2 running Hyper-V or other similar virtualization.

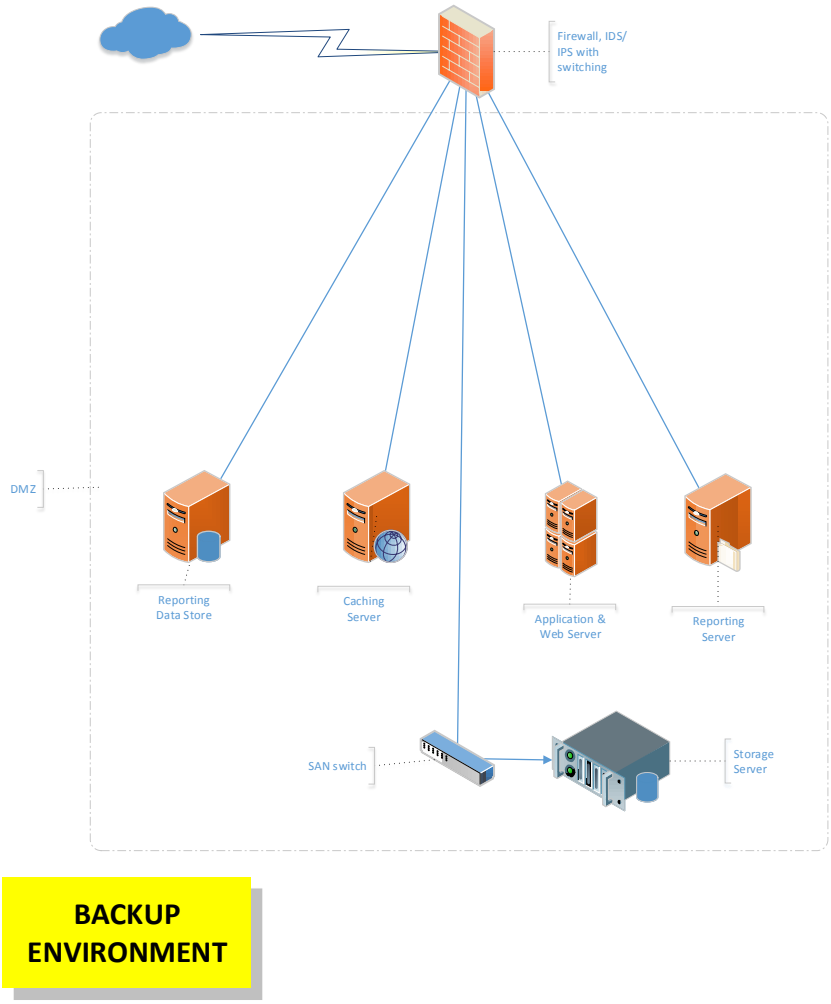
Ideally it should be identical to the production environment. However due to the high cost of enterprise database server licensing which is done on the number of cores, we recommend a processor with a lower processing power than the production one, but who is still able to perform the required job.

This machine will do processing at the very fine level and of high intensity. Therefore, it will benefit of any Level3 cache memory the CPUs have to offer. Even more, the high number of computer threads will allow a superior degree of parallelism, needed by an event based processing scenario. Simply put, every core will handle a queue that will have a state machine on top to listen to events and to do the required processing.

5.3 Backup Environment

The need for a backup environment is justified by the failure prevention scenario which the organization must make sure of. One way of defining the quality of a system as a whole is in being able to restore the system at a previous service level in case of a failure.

The backup environment should be placed in another location from the production environment, ideally at a distance of at least 100 km.



At a bare minimum, the organization must make sure there are backup copies for the most error prone systems, like the application server, the web server and the database server. Otherwise, if the financial part is not an issue, it is highly recommended to have a backup environment identical as the production one.

A real time replication of systems and data from the production environment should be performed as follows:

- For the Application and Web Servers – using Windows Server 2012 capabilities or using a third party application like Double Take.
- For the storage server – by using the licensed capabilities of the system.

The backup environment should include the following equipments:

5.3.1 Network Firewall with Link balancing capabilities (one piece)

These are the main entry points of the whole system. They are dedicated equipment that handles multiple Internet connections from multiple Internet Service Providers in order to respect high availability concerns. They perform the following roles:

- Single point of entry
- Link balancing between ISPs
- Layer four network security
- Intrusion detection and Intrusion prevention

It should dynamically balance traffic across multiple ISP links to ensure Internet continuity and availability, even during ISP outages. It should balance both outbound and inbound traffic intelligently, so users have Internet access whenever they need it. Application prioritization and granular quality-of-service (QoS) policies assure priority to business-critical application traffic – and the applications remain available even when links fail. It should deploy quickly and transparently into existing networks without changes to configuration or topology. The link balancers should streamline the bandwidth management while providing Internet access.

The minimum requirements for these equipments are:

- Traffic Processing:
    - Minimum Throughput: 5 Gbps
    - Minimum IPS throughput: 4 Gbps
    - Minimum L4 connections per second: 200K
    - Minimum L4 concurrent connections: 1 million
- Hardware configuration:
    - Minimum 8 interfaces Gigabit ethernet
    - Management port
    - Console port
    - Internal storage min 60 GB SSD
    - Rackable 1 U
- Functionalities :
    - WAN Link balancing capabilities
    - High availability with active/passive and active/active configuration
    - Stateful firewall
    - Support for Dynamic routing protocols
    - Support for port base routing
    - Support for 802.1Q VLAN Tagging
    - Link aggregation with LACP
    - Minimum 7000 attacks signatures
    - Support for custom signatures
    - SSL inspection for intrusion detection and prevention

- DDOS attack prevention

An example for such equipment could be Fortigate 500D but other similar equipment can be used. However, other solutions should meet the abovementioned requirements.

5.3.2 Application and Web Server (1 piece)

This machine has installed Web Servers and Application Servers for running the processing environment and handling the web interface.

The machine should have the following configuration:

- 2 x Intel Xeon CPUs E5-2690 v3 with 30MB Cache, 2.6 GHz and 8 hardware cores
- 128 GB RAM DDR4 2133
- 4 x 400 GB Enterprise SSDs using a RAID 10 matrix
- RAID Controller LSI 310 with 2Gb cache
- Redundant power supply
- 4 x 1 Gigabit base-T Ethernet
- Windows Server 2012 R2 running Hyper-V or other similar virtualization.

Ideally it should be identical to the production environment. However due to the high cost of enterprise database server licensing which is done on the number of cores, we recommend a processor with a lower processing power than the production one, but who is still able to perform the required job.

This machine will do processing at the very fine level and of high intensity. Therefore, it will benefit of any Level3 cache memory the CPUs have to offer. Even more, the high number of computer threads will allow a superior degree of parallelism, needed by an event based processing scenario. Simply put, every core will handle a queue that will have a state machine on top to listen to events and to do the required processing.

5.3.3 Storage Server

This server represents the hardware running the backup database.

This machine should have the following configuration:

- 2u with 24 bays
- 2 x Intel Xeon CPUs E5-2640 v3 with 20 MB Cache, 2.6 GHz and 8 hardware cores
- 64 GB RAM DDR4 2133
- 16 x 900 GB Enterprise SSDs using a RAID 10 matrix
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 2 x 8Gibabit base-T Ethernet
- Open-E enterprise storage operating system

For this machine, the speed of the memory and the hard drives is of uppermost importance. Usually database servers work best when there is a dedicated drive available for every database file used in order to benefit from the partition level thread management done by the operating systems.

5.3.4 Dedicated Servers (three pieces)

These machines will be used for the Backup Caching Server, Reporting Server and the Reporting Data Store. They do perform different roles but from the hardware perspective they can all have the same specifications.

Generally speaking, this machine should have the following configuration:

- 2 x Intel Xeon CPUs E5-2620 v3 with 15 MB Cache, 2.4 GHz and 6 hardware cores
- 32 GB RAM DDR4 2133
- 4 x 400 GB Enterprise SSDs using a RAID 10 matrix.
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 8 x 1 Gibabit base-T Ethernet
- Linux operating system

5.3.5 UPS (one piece)

This infrastructure requires an uninterruptable power system (UPS) which should have at least 20 KVA capacity which can hold at 50% load minimum 15 minutes.

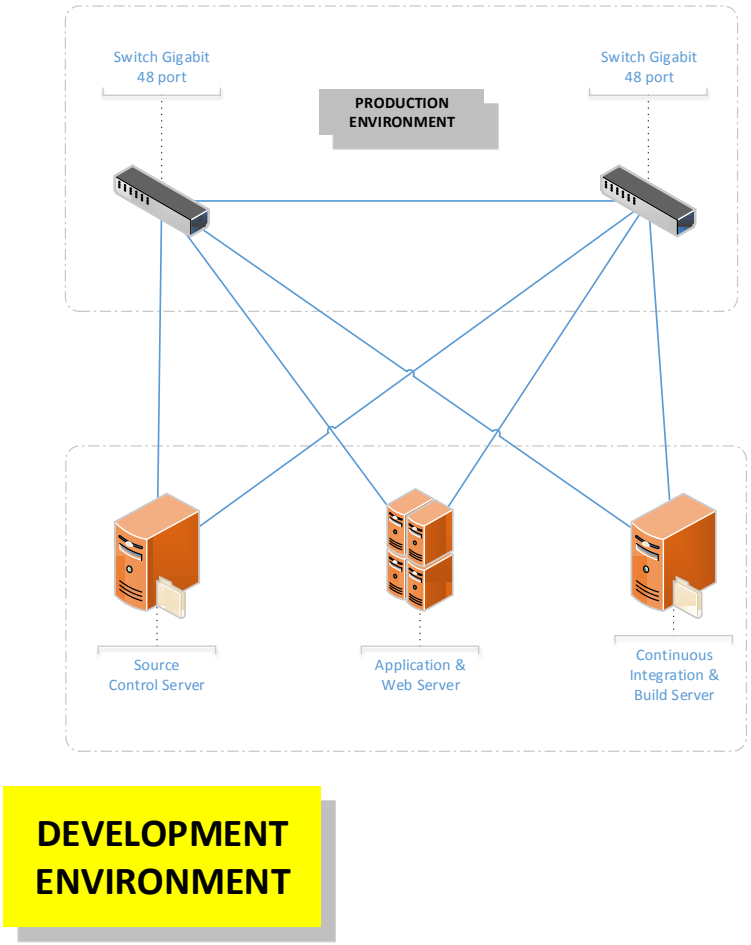
5.3.6 Rack (one piece)

The abovementioned equipments should be placed in one rack having the following requirements:

- Height: minimum 42U
- Carrying weight: minimum 1500kg
- Doors with perforated surface
- With ventilation panels
- With cable organizers
- With vertical mounting PDUs

5.4 Development Environment

The development environment should be implemented in the main datacenter but in different VLAN than the other environments (as a best practice the developers should not have access to the production environment). This has two additional machines for development purposes only and it lacks the dedicated storage (for cost optimization reasons). The test database is stored on the Application and Web Server, which should have more storage capabilities than the production one.



The first server is a source control management machine that will run a specialized software like Git. It may rely on a simple consumer-level hardware, or on a dedicated server.

Second, there is the continuous integration machine that will be linked to the source control management one, and it will periodically pull the latest code, compile it, build it, package it, and release it.

The development environment should include the following equipments:

5.4.1 Application and Web Server

This machine has installed Web Servers and Application Servers for running the processing environment and handling the web interface.

The machine should have the following configuration:

- 2 x Intel Xeon CPUs E5-2690 v3 with 30MB Cache, 2.6 GHz and 8 hardware cores
- 128 GB RAM DDR4 2133
- 16 x 900 GB Enterprise SSDs using a RAID 10 matrix
- RAID Controller LSI 310 with 2Gb cache
- Redundant power supply
- 8 x 1Gigabit base-T Ethernet
- Windows Server 2012 R2 running Hyper-V or other similar virtualization.

Ideally it should be identical to the production environment. However due to the high cost of enterprise database server licensing which is done on the number of cores, we recommend a processor with a lower processing power than the production one, but who is still able to perform the required job.

This machine will do processing at the very fine level and of high intensity. Therefore, it will benefit of any Level3 cache memory the CPUs have to offer. Even more, the high number of computer threads will allow a superior degree of parallelism, needed by an event based processing scenario. Simply put, every core will handle a queue that will have a state machine on top to listen to events and to do the required processing.

5.4.2 Source control server

This machine should have the following configuration:

- 1 x Intel Xeon E5-2620 v3 with 15 MB Cache, 2.5 GHz and 6 hardware cores
- 16 GB RAM DDR4 2133
- 2 x 400 GB Enterprise SSDs
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 8 x 1Gibabit base-T Ethernet

5.4.3 Continuous integration & Build server

This machine runs the monitoring tools and it should have the following configuration:

- 1 x Intel Xeon E5-2620 v3 with 15 MB Cache, 2.5 GHz and 6 hardware cores
- 16 GB RAM DDR4 2133
- 2 x 400 GB Enterprise SSDs
- RAID controller LSI 3108 with 2Gb cache
- Redundant power supply
- 8x 1 Gigabit base-T Ethernet

6 Administration requirements

Because of the complexity of this architecture, some additional tasks are also required to be performed by any system administration there is:

6.1 Full Weekly Data Backups

A weekly full data backup from all data stores involved in this architecture should be performed. The backup should be checked if is valid and consistent, and saved somewhere outside the main system.

Furthermore, management must address risks and asses on how long it has to keep this backups until they are declared expired.

6.2 Incremental Daily Data Backups

A daily incremental data backup from all data stores involved in this architecture should be performed. The backup should be checked if is valid and consistent, and saved somewhere outside the main system.

Furthermore, management must address risks and asses on how long it has to keep this backups until they are declared expired and if a highly frequency is needed.

6.3 Access Log Checking

Periodically, the access logs should be reviewed. A certain period cannot be predefined, since no one can predict real world usage. But, in any way, this check should be done to evaluate if the system is accessed in the correct way and all subsystems are reachable under normal scenarios. A pro-active attitude towards any possible threats is more than welcomed, but not required.

6.4 Error Log Checking

Periodically, the access logs should be reviewed. A certain period cannot be predefined, since no one can predict real world usage. But, in any way, this check should look for any errors and start the procedure for tracking them down and fixing them, or to elevate this to a qualified responsible.

6.5 Consistency Check

The system must periodically checked if is behaving normally. At the very least, there must be a smoke test put in place for any subsystem.

6.6 Monthly Recovery Practice Scenarios

At least once per month a test should be performed to evaluate how fast the system can be restored in case of any failure. For example, using scripts to automate the redeployment of the latest backup and measure how much time it takes for the restoration.

6.7 Throughput Analysis

Periodically, the throughput of the system as a whole and of any subsystem involved should be checked. This is still different from a pure performance test since it doesn't have to go that deep, but still in order to predict any potential problems, the monitoring of the throughput of the systems and a check for any disruptive patterns need to be done.

6.8 Real-Time Replication

A real-time replication strategy of data need to be in place in order to have the same persistence across all environments.

6.9 Ease of Further Development and Maintenance

The suppliers must also provide:

- Database diagrams for all data stores used
- All the source code, with clear and understandable comments
- All technical diagrams of processes or workflows
- All other third-party components used
- All configuration files and scripts
- Make sure that there are no hardcoded parameters – all the configuration parameters should be done from the application interface
- Make sure that the migration of data is performed using adequate techniques which ensure the consistency, completeness and the integrity of the migrated data.
- Ensure that there is a full acceptance testing of the system, which includes loads and stress tests.

6.10 Support and maintenance

The application provider should provide maintenance services for the ICMS system at least 12 months after the date when the system is placed in the production environment in order to fix any issues which may occur.

Also, the application provider should provide supporting services cumulating at least 90 man days for the ICMS system for any other changes in the system needed and required by the beneficiary.

All, the networking equipment, servers and related software should have supplier support and active licenses for the entire period of usage. If there is no possibility to perform acquisitions

a later date, it is mandatory that the licenses bought at the implementation of the system cover the whole period.

7 Summary

Here is a short summary presenting the main options for going forward, split into software and hardware categories.

7.1 Options Regarding the Software Technologies

These are the two main options regarding the technology stack used for developing the applications. Both cases have the same choice for the proxy server, the caching server and the reporting data store. Furthermore, the choice about the database server is only a recommendation, any database from the one mentioned before will work with any options.

7.1.1 .NET Platform

- Application Server: Microsoft .NET Framework 4.6
- Web & Reporting Server: Microsoft IIS 8.5
- Caching Server: Redis 3.0
- Reporting Data Store: MongoDb 3.2
- Database Server: Microsoft SQL Server 2014 Enterprise Edition

7.1.2 Java Platform

- Application Server: Oracle Java Development Kit 8
- Web & Reporting Server: JBoss Netty or Eclipse Jetty
- Caching Server: Redis 3.0
- Reporting Data Store: MongoDb 3.2
- Database Server: Microsoft SQL Server 2014 Enterprise Edition (Oracle database server si not recommended for the proposed infrastructure due to the big difference in pricing compared to Microsoft SQL server)

7.2 Options Regarding the Hardware Layout

For the hardware layout, it is highly recommended to follow the guidelines of the production environment. Then, additional investment can be made for providing additional environments such as the backup one, the testing one and even the development one.

In-depth technical specifications can be found in the previous chapters.

If the chosen option will be to go with a virtualized data center, than the offering must match the hardware specifications described for the physical individual servers. The major benefit

of this scenario will be the scalability and the reduced costs, by paying only what you do consume and not an always reserved resource.

Approximate estimate of costs and timeframes for the Integrated Case Management System

in Moldovan judicial system

19th of November, 2015

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1 Introduction

This document presents the work breakdown structure decomposing expected development of the new ICMS solution into phases and deliverables. The work breakdown contains the estimated amount of man-days per each identified activity, correlated with the respective job position.

Also, we have provided the cost estimates for each job position, development cycle and other costs and we have computed approximate figures for the development of the new ICMS solution. This includes the cost for both developing the application and acquiring the requested hardware resources.

2 Notes

The hardware solution with all the environments described in the "Technical specifications for the Integrated Case Management System" document was proposed in line with the best practices in this field in order to ensure a good performance of the system but, also, to ensure the confidentiality, the integrity and the availability of the data. Moreover, some equipments from the proposed solution could be considered as optional, their role being designed to increase the performance of the overall solution, to ease the management or to ensure a reliable redundancy of the solution. However, the proposed solution may involve significant costs for implementation. In this regard, this solution can be further adjusted to the budget, if needed.

Due to the fact that we were not provided with specific information about the approach desired for the future hardware infrastructure (physical infrastructure or virtualized infrastructure), the "Technical specifications for the Integrated Case Management System" document describes in detail only the physical approach based on individual equipments. If the virtualization option will be chosen, than its requirements can be obtained by matching the hardware and software specifications described for the physical individual servers.

In terms of software development, we presented in the "Technical specifications for the Integrated Case Management System" document two main options based on .NET and Java technologies. Even if there are more other technologies which could be used to implement this solution, we consider that these two options are the most appropriate to the specific of this system.

The costs for implementing the described solution for the new ICMS were estimated based on list prices which were valid at the date when our deliverable was issued. Therefore, the estimated costs may change due to any modification occured in the meantime in the list prices. Generally, discounts can be obtained from the technology providers compared to the list prices. This is particularly valid for governmental institutions and has the most impact on the licenses costs. Therefore, we estimate that the final costs of the acquisition to be lower

than our estimated budget. However, it is a safe approach to have a budget that is higher than the actual cost and prevents the appearance of shortcomings.

The estimated costs presented in the "Approximate estimate of costs and timeframes for the Integrated Case Management System " document do not include the solution's administration. This type of cost should be separetely budgeted by ROLISP representatives depending on how will they decide to implement the solution (by physical infrastructure, virtualized infrastructure or placing the solution on the CTS servers or eGovernment cloud platform).

As part of our estimation of costs, we presented a list of equipments as a recommendation just for the budgeting purpose and with parallel options in terms of development technology and other systems. In this regard, ROLISP representatives must decide on the final solution before launching the request for tendering procedure.

3 Executive summary

The proposed solution is composed of an application and its supporting hardware and software licenses. As a general summary for the document, we provided a very flexible, redundant and performant solution but also keeping an eye over the overall cost of the system. Therefore, we suggested the minimum architecture which is State-of-the art for your situation. Still, if there are budget constraints, this arhitecture can be further reduced by eliminating optional systems, although we do not recommend it.

The overall duration of the development and implementation project is estimated at 12 months from the date when the contract with the supplier is done until the start of the deployment. We recommend a parallel deployment by using the system in two courts for two months. If the system will past this final test, then all the courts can be migrated to the new system. A 9 month period of maintenance is required in order to stabilize the system, correct any occurring bugs and tailor the system completely to the business requirements.

Currently, there are two options for the future of the ICMS. In this respect, it can be selected to change only the application or to change both application and underlying infrastructure.

In terms of infrastructure change, there are two options as described below. We did not receive any information from ROLISP or the owner of the system with regard to the future path of the system. Therefore, we have provided the architecture and costs for completely replacing the infrastructure, as it includes the detailed requirements for the individual systems. If the other option will be chosen, than its requirements can be easily obtained by matching the hardware and software specifications described for the physical individual servers.

- using individual physical servers - this approach means that the servers detailed in the architecture will be stand alone and will operate having their own hardware support

- using virtualized servers - this approach means that the servers detailed in the architecture will share the resources from the same machine based on specific rules. This can be done by acquiring the specialized software and servers or by accessing the services of a cloud/virtualization provider (for example, “E-Government Center” or “Centrul de Telecomunicatii Speciale”). The major benefit of this scenario will be the scalability and the reduced costs, by paying only what is consumed and not an always reserved resource. More details can be established after contacting a vendor for these services.

  The Moldovan legislation does not allow to perform this outsourcing outside Moldova, therefore worldwide providers like Microsoft Azure or Amazon Web Services cannot be selected.

In terms of costs, we recommend a budget structured as follows:

Component	Total amount to be budgeted until year 5 (USD)
Application development, implementation, maintenance for the first 9 months and support until year 5	**1.023.000**
Infrastructure acquisition & implementation	**1.497.200**
TOTAL ESTIMATED BUDGET for 5 years	**2.428.500**

The above estimation was done based on the current conditions in the market and based on the current needs of the beneficiary. It is possible that until the moment of the acquisition some of the market conditions will change and also, additional unexpected requirements for the system will be identified. Therefore, we have included in it a 20% increase to the computed estimated cost of the application and its infrastructure. It is a safe approach to have a budget that is higher than the actual cost and prevents the appearance of shortcomings.

If, however, the abovementioned estimated budget exceeds is too high, you can reduce it by 20%, to USD 2,023,750. This amount can be reduced even further, by not acquiring certain optional hardware and software.

This cost does not include administration and running services for the period. This cost can only be obtained by ROLISP and the final beneficiary depending on the preferred company which will provide these services (e.g. CTS, E-Gov etc.) or if it intends to perform the administration internally.

More details can be found in the sections below.

4 Application development and implementation process

4.1 Development Team

We estimate that the development and implementation of the new ICMS system can be performed by a specialized development team with mixed competencies. This team should include the following key positions:

- 1 Project Manager
- 1 Business Analyst
- 1 Senior Software Architect
- 1 Development Operations Engineer
- 1 Software Development Team Leader
- 6 Software Developers
- 2 Front-end Developers
- 2 Quality Assurance Engineers

The abovementioned team structure should be seen as a recommendation. It is possible that the software suppliers will have other structure or use different skilled staff, which may translate to different duration and costs for each phase.

4.2 Stages for developing the new ICMS solution

We recommend that the new ICMS system is implemented following the following approach. Imediately after the contract sign-off, the contracted dupplier should provide a detailed work plan describing the approach for the ICMS development, which we recommend to be tailored based on the phases described below.

- ***Phase 1 - Analysis of the logical and functional requirements of the system***

  As part of this phase, the documentation including the logical and functional requirements should be analyzed and discussed with the beneficiary in order to make sure that all the requirements were correctly understood and the development team gets familiar with the judicial environment.

In this regard, discussions with the key staff from courts need to be conducted to understand their needs, to identify other suggestions, if applicable, and to define the development strategy.

At the end of this phase, the development team should provide the updated business analysis documentation if there were any changes/improvements agreed following the discussions with the key staff.

Job positions involved: Business Analyst, Project Manager, Senior Software Architect

Estimated duration: 2 months

Deliverables: Updated business analysis documentation

- ***Phase 2 - Designing the system architecture and the graphical user interfaces***

Before starting the implementation, the development team should define the architecture of the system and the system's graphic user interfaces.

The development team should present architecture diagrams detailing how the system's modules will be integrated and how will they communicate.

Beside this, the development team should illustrate the interfaces of the system in a graphical form for each menu option which will be implemented to allow the non-tehnical users to understand how the final system will look like.

Finally, the development team should have discussions with the key staff from courts to agree the system architecture and the graphical user interfaces or to make adjustments on them, where necessary.

At the end of this phase, the development team should provide the final system architecture and the graphical user interfaces.

Job positions involved: Senior Software Architect, Software Development Team Leader, Development Operations Engineer, Front-end Developer, Quality Assurance Engineer, Project Manager, Business Analyst

Estimated duration: 2 months

Deliverables: Final system architecture and the graphical user interfaces

- ***Phase 3 - System development***

  In this phase, the development team should build the ICMS system by implementing the requirements defined and updated through the business analysis documentation.

  During this process, the development team should conduct continuously appropriate internal tests using formal test plans, to make sure that any application bugs are early identifed and corrected.

  The development team should keep the contact with the beneficiary representatives in order to make sure that all the issues regarding the functionalities which need to be implemented will be clarified in a timely manner.

  The development of the system should follow a modular approach which means that the modules of the system will be delivered sequentially as soon as they are finished as per the initial work plan. In this regard, the beneficiary should conduct intermediate testing acceptance for each module developed and delivered.

  Any bugs or deficiencies identified during the intermediate acceptance testing should be reported to be fixed before the final acceptance testing.

  At the end of this phase, the development team should provide the first release of the new ICMS system ready to be tested for acceptance.

  Job positions involved: Senior Software Architect, Development Operations Engineer, Software Development Team Leader, Software Developer, Front-end Developer, Quality Assurance Engineer, Project Manager, Business Analyst

  Estimated duration: 6 months

  Deliverables:
    - Intermediate modules of the system
    - Testing scenarios with input and expected output for each test

- ***Phase 4 - Data migration***

  As part of this phase, the data should be migrated from the old system into the new one.

In this regard, the development team should make sure that the migration of data is performed using adequate techniques which ensure the consistency, completeness and the integrity of the migrated data.

Before starting the migration of data, the development team should provide the migration plan which will describe the approach for the migration. Also, the development team should provide the migration application and the migration scripts collection.

After the migration is done, the development team should provide an assessment report describing the results about the data consistency and completeness following the migration.

At the end of this phase, the development team should provide the new ICMS system populated with data.

Job positions involved: Senior Software Architect, Development Operations Engineer, Software Development Team Leader, Software Developer, Quality Assurance Engineer, Project manager, Business Analyst

Estimated duration: 1 month

Deliverables:

- Data migration plan
- Data migration application and migration scripts collection
- Detailed results of the tests performed for the data consistency and completeness

- ***Phase 5 - Final acceptance testing***

As part of this phase, key users of the system should perform the acceptance testing of the new ICMS system.

Before starting the final acceptance testing, the development team should build together with the beneficiary detailed test plans which will include testing scenarios with specific input and the expected output. Based on these plans, the key users will conduct the tests and will record the obtained results.

During the testing process process, the development team should assist the users and support them, if needed.

Moreover, during this phase, the development team should conduct performance tests, stress tests and load tests to check how the system reacts in certain scenarios like: large number of users connected in same time, generating complex reports in the same time, complex searches etc. Also, a security test for the application should be done, which should cover vulnerabilities assessment and penetration testing for at least OWASP TOP 10 vulnerabilities and CWE/SANS TOP 25 Most Dangerous Software Errors.

At the end of this phase, the system should be ready to be migrated in the production environment, if the obtained testing results are favorable. Otherwise, the identifed bugs will be reported to the development team which will correct them.

Job positions involved: Project Manager, Business Analyst, Senior Software Architect, Software Development Team Leader, Software Developer, Front-end Developer, Quality Assurance Engineer

Estimated duration: 1 month

Deliverables:

- Testing scenarios with input and expected output for each test (including unit testing, integration testing, stress testing, load testing, security testing)
- Results of the tests performed
- Final user acceptance documents

- ***Phase 6 - Deployment and training***

During this phase, the delopment team should deploy the system in two pilot courts for two months. During this period, the new system will run in parallel with the old one and the user will use them both in day to day activities.

If the results of the test are favorable then the development team should proceed to the complete deployment which means that the new system will be deployed in all courts.

A new data migration will be required to ensure that the data recorded in these two months are completely migrated in the new system. At this moment, a new testing process is required to check whether the data was correctly and completely migrated.

In parallel with the deployment process, the development team should provide training services for the users from all the courts to get them familiar with the new ICMS solution. In this regard, the development team should prepare training materials and provide them to the users.

During this phase, the development team should define the documentation of the system including:

- Source code, with clear and understandable comments
- User manual
- All technical diagrams of processes or workflows
- All other third-party components used
- Database schema
- All configuration files and scripts (no parameters should be hardcoded)

Job positions involved: Project Manager, Business Analyst, Senior Software Architect, Development Operations Engineer, Software Development Team Leader, Software Developer, Front-end Developer, Quality Assurance Engineer

Estimated duration: 3 months

Deliverables:

- Final data migration plan
- Final data migration application and migration scripts collection
- Detailed results of the tests performed for the data consistency and completeness
- Training sessions and training materials
- Source code, with clear and understandable comments
- User manual
- All technical diagrams of processes or workflows
- All other third-party components used
- Database schema
- All configuration files and scripts (no parameters should be hardcoded)

- ***Phase 7 - Maintenance***

As part of this phase, the development team should provide system maintenance activities to correct any issues identified by the users in the operation of the new ICMS system.

During this phase, the development team should correct any bugs or logical issues in the system caused by an improper understanding of the development team in implementing certain functionalities.

Job positions involved: Senior Software Architect, Software Development Team Leader, Development Operations Engineer, Front-end Developer, Quality Assurance Engineer, Project Manager, Business Analyst

Required duration: 9 months

Deliverables:

- Monthly maintenance reports
- Patches with detailed release notes
- Results of tests performed prior to deployment
- Updated version of the following documentation:
    - Training materials (if major changes)
    - Source code, with clear and understandable comments
    - User manual
    - Technical diagrams of processes or workflows
    - Third-party components used
    - Database schema
    - Configuration files and scripts (no parameters should be hardcoded)

- ***Support services starting year 3***

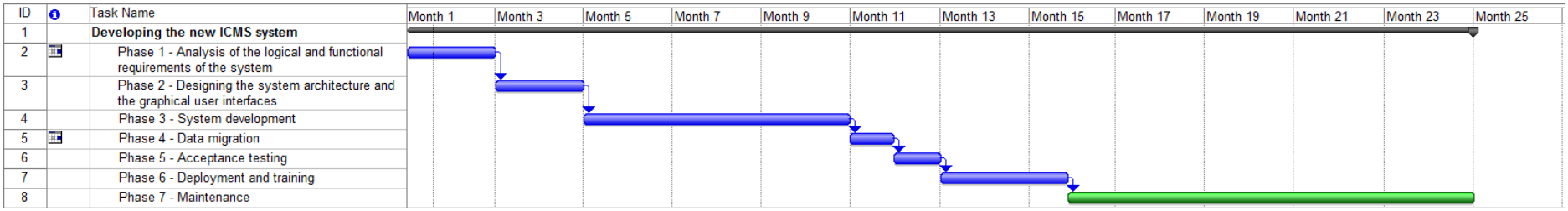
After the 9 month maintenance period, the system will stabilize and is less probable that major interventions from the supplier are needed. However, it is probable that additional changes will be identified both from regulatory or internal requirements.

For solving these situations, we estimate that 90 man-days/year from the supplier will be required.

For any unexpected situation or additional developments which are beyond the abovementioned figure, we recommend to use the blended rate described in Section 5.2 below and multiply this with the agreed number of man-day required.

4.3 Project Duration

We estimate that the actual development and testing of the application to last 12 month. After that period the deployment can be started, which is estimated to last three months. The maintenance period last 9 months, which raises the overall time for development, implementation and maintenance to 24 months.



5 Cost estimation

5.1 Overall cost estimation

The overall cost for the development of the application and its underlying hardware and software infrastructure is structured as following:

Table 1: Estimated breakdown of total cost

Component	Total amount to be budgeted until year 5 (USD)
Application development, implementation, maintenance for the first 9 months and support until year 5	**1.023.000**
Infrastructure acquisition & implementation	**1.497.200**
TOTAL ESTIMATED BUDGET for 5 years	**2.428.500**

The estimation was done based on the current conditions in the market and based on the current needs of the beneficiary. It is possible that until the moment of the acquisition some of the market conditions will change and also, additional unexpected requirements for the system will be identified. Therefore, we have included a 20% increase to the computed estimated cost of the application and its infrastructure. It is a safe approach to have a budget that is higher than the actual cost and prevents the appearance of shortcomings.

If, however, the abovementioned estimated budget exceeds is too high, you can reduce it by 20%, to USD 2,023,750. This amount can be reduced even further, by not acquiring certain optional hardware and software. More details can be found in the sections below, which describe how the abovementioned figures have been computed.

5.2 Cost estimation of the application only

The cost of developing and implementing the application together with a 9 months period of maintenance is estimated at USD 776,200. This estimation is done based on the current conditions in the market and based on the current needs of the beneficiary. It is possible that until the moment of the acquisition some of the market conditions will change and also, additional unexpected requirements for the system will be identified. Therefore, we recommend structuring your budget by increasing the abovementioned figure with 20%. It is a safe approach to have a budget that is higher than the actual cost and prevents the appearance of shortcomings. In this respect, we recommend a budget of USD 931,500 for the development of the application and 9 months period of maintenance.

After the 9 month maintenance period, the system will stabilize and is less probable that major interventions from the supplier are needed. However, it is probable that additional changes will be identified both from regulatory or internal requirements. For solving these situations, we recommend budgeting a yearly fee for support activities of USD 30,500, starting year 3, counted from the start of the development. This should cover 90 man-days of support services, and includes the 20% security margin for unexpected situations. We recommend to budget this figure, but to agree with the supplier that they will be consumed only if needed.

For any unexpected situation or additional developments which are beyond the abovementioned figure, a blended rate of USD 340/man-day should be used. This figure was computed based on the estimation of a support activity of 90 man-days and includes the 20% security margin for future market changes.

In summary, we recommend to structure your budget for the application as follows:

Table 2: Summary of estimated budged for the application – next 5 years

	Quantity	**Individual estimated budget (USD)**	**Total amount to be budgeted until year 5 (USD)**
Application development and maintenance for the first 12 months after implementation	1	931.500	931.500
Yearly support from year 3 to year 5 (90 man-days/year)	3	30.500	91.500
TOTAL BUDGET for 5 years			**1.023.000**

For the implementation of the contract we recommend to split the above-mentioned figure by different phases of the contract, in order to achieve cost control. This is our estimation and it is based on our knowledge on the current market and on our estimated team structure and time needed to perform the tasks. It is possible that the software suppliers will have other structure or used different skilled staff, which may translate to different costs for individual resources, phases or even entire project.

Our estimation is therefore a tool to improve ROLISP understanding of the expected cost for phases and to facilitate the negotiation with the suppliers the split of payments for the intermediary phases of the project. The final decision of cost allocation for each phase should be taken by ROLISP based on the situation available at the moment of the (eventual) tender.

Please find below the detailed breakdown of costs split by resources and phases, for both Development and maintenance services.

Table 2: Estimated cost breakdown for resources and phases – Development and maintenance for the first 9 months

Phase	Name of the phase	Phase duration (months)	Job positions involved	Rate/man-day (USD)	No of resources	No of man days per resource	Total No. of man-days	Total cost (USD)
1	Analysis of the logical and functional requirements of the system	2	Project Manager	325	1	21	21	6.825
			Business Analyst	350	1	42	42	14.700
			Senior Software Architect	375	1	42	42	15.750
			Development Operations Engineer	250	1			
			Software Development Team Leader	375	1			
			Software Developer	275	6			
			Front-end Developer	225	2			
			Quality Assurance Engineer	200	2			
							Total cost per phase 1	**37.275**
2	Designing the system arhitecture and the graphical user interfaces	2	Project Manager	325	1	21	21	6.825
			Business Analyst	350	1	42	42	14.700
			Senior Software Architect	375	1	42	42	15.750
			Development Operations Engineer	250	1	21	21	5.250
			Software Development Team Leader	375	1	21	21	7.875
			Software Developer	275	6			
			Front-end Developer	225	2	42	84	18.900
			Quality Assurance Engineer	200	2	21	42	8.400
							Total cost per phase 2	**77.700**
3	System development	6	Project Manager	325	1	63	63	20.475
			Business Analyst	350	1	63	63	22.050
			Senior Software Architect	375	1	126	126	47.250
			Development Operations Engineer	250	1	126	126	31.500
			Software Development Team Leader	375	1	126	126	47.250
			Software Developer	275	6	126	756	207.900
			Front-end Developer	225	2	126	252	56.700
			Quality Assurance Engineer	200	2	63	126	25.200
							Total cost per phase 3	**458.325**
4	Data migration	1	Project Manager	325	1	10,5	10,5	3.413
			Business Analyst	350	1	10,5	10,5	3.675
			Senior Software Architect	375	1	10,5	10,5	3.938

Phase	Name of the phase	Phase duration (months)	Job positions involved	Rate/man-day (USD)	No of resources	No of man days per resource	Total No. of man-days	Total cost (USD)
			Development Operations Engineer	250	1	21	21	5.250
			Software Development Team Leader	375	1	10,5	10,5	3.938
			Software Developer	275	6	7	42	11.550
			Front-end Developer	225	2			
			Quality Assurance Engineer	200	2	21	42	8.400
							Total cost per phase 4	**40.163**
5	Final Acceptance testing	1	Project Manager	325	1	10,5	10,5	3.413
			Business Analyst	350	1	21	21	7.350
			Senior Software Architect	375	1	21	21	7.875
			Development Operations Engineer	250	1			
			Software Development Team Leader	375	1	10,5	10,5	3.938
			Software Developer	275	6	1,75	10,5	2.888
			Front-end Developer	225	2	5,25	10,5	2.363
			Quality Assurance Engineer	200	2	21	42	8.400
							Total cost per phase 5	**36.225**
6	Deployment and training	3	Project Manager	325	1	10,5	10,5	3.413
			Business Analyst	350	1	10,5	10,5	3.675
			Senior Software Architect	375	1	21	21	7.875
			Development Operations Engineer	250	1	42	42	10.500
			Software Development Team Leader	375	1	21	21	7.875
			Software Developer	275	6	1,75	10,5	2.888
			Front-end Developer	225	2	5,25	10,5	2.363
			Quality Assurance Engineer	200	2	21	42	8.400
							Total cost per phase 6	**46.988**
7	First 9 months maintenance	9	Project Manager	325	1	20	20	6.500
			Business Analyst	350	1	20	20	7.000
			Senior Software Architect	375	1	20	20	7.500
			Development Operations Engineer	250	1	20	20	5.000
			Software Development Team Leader	375	1	20	20	7.500

Phase	Name of the phase	Phase duration (months)	Job positions involved	Rate/man-day (USD)	No of resources	No of man days per resource	Total No. of man-days	Total cost (USD)
			Software Developer	275	6	20	120	33.000
			Front-end Developer	225	2	20	40	9.000
			Quality Assurance Engineer	200	2	10	20	4.000
	Total cost per phase 7							**79.500**
Total cost per development &implementation								**696.675**
Total cost per first 9 month maintenance								**79.500**
Total cost for development & implementation & 9 month maintenance								**776.200**
TOTAL COST with 20% increase as security margin for unexpected situations								**931.500**

Please find below the detailed breakdown of costs split by resources, for the Support services after year 3. This amount covers and effort of 90 man/days per year.

Table 3: Estimated breakdown for Support after year 3 - 90 man/days per year

Resource type	Rate/man-day (USD)	No of resources	No of man days per resource	Total No. of man-days	Total cost (USD)
Project Manager	325	1	4	4	1.300
Business Analyst	350	1	5	5	1.750
Senior Software Architect	375	1	2	2	750
Development Operations Engineer	250	1	5	5	1.250
Software Development Team Leader	375	1	5	5	1.875
Software Developer	275	2	30	60	16.500
Front-end Developer	225	1	5	5	1.125
Quality Assurance Engineer	200	1	4	4	800
Total computed cost for Support for subsequent years					**25.350**
TOTAL ESTIMATED COST for Support activities after year 3 (includes 20% increase as security margin for unexpected situations)					**30.500**

5.3 Cost estimation for the infrastructure

The costs were estimated based on list prices which were valid at the date when our deliverable was issued. Therefore, the estimated costs may change due to any modification occurred in the meantime in the prices.

In general, discounts can be obtained from the technology providers compared to the list prices. This is particularly valid for governmental institutions and has the most impact on the licenses costs. Therefore, we estimate that the final costs of the acquisition to be lower than our estimated budget. However, it is a safe approach to have a budget that is higher than the actual cost and prevents the appearance of shortcomings.

The costs for maintenance services for the hardware equipments were estimated in two options as follows:

- costs for support services for 1 year;
- costs for support services for 5 years.

The estimated costs presented in the "Approximate estimate of costs and timeframes for the Integrated Case Management System " document do not include the solution's administration. This type of cost should be separately budgeted by ROLISP representatives depending on how will they decide to implement the solution (by physical infrastructure, virtualized infrastructure or placing the solution on the CTS servers or eGovernment cloud platform).

In summary, the overall cost for the proposed infrastructure is USD 1,140,300, including licenses for the first year. However, the total cost of ownership for the next five years is estimated to USD 1,247,600.

It is possible that until the moment of the acquisition some of the market conditions will change and also, additional unexpected requirements for the system will be identified. In this respect, we recommend structuring your budget by increasing the abovementioned figure with 20%.

In conclusion, if it will be decided to acquire the architecture proposed in the Technical specifications for the Integrated Case Management System, we recommend to reserve a budget of **USD 1,497,200** which includes licenses and equipment maintenance for five years.

Please find below the detailed breakdown of cost for the infrastructure. This cost does not include administration and running services for the period. This cost can only be obtained by ROLISP and the final beneficiary depending on the preferred company which will provide these services (e.g. CTS, E-Gov etc.) or if it intends to perform the administration internally.

In order to provide maximum modularity, we grouped the cost of the infrastructure on the environments proposed: production, test, development and backup. This provides maximum

flexibility and if you consider the budget estimation as too high, a complete environment can be skipped, although we do not recommend it.

No.	Component	No . of units	Unit cost including 1st year (USD)	Total Cost including 1st year (USD)	Unit Cost until year 5 (USD)	Total Cost until year 5 (USD)
Total cost for the Production environment				**635.800**		**725.800**
1	Network firewall with Link balancing capabilities (including software licences)	2	16.900	33.800	34.200	68.400
2	Load Balancers with application firewall capabilities (including software licences)	2	11.300	22.600	21.000	42.000
3	Application and Web Servers (including operating system)	2	11.200	22.400	11.200	22.400
4	Storage server (including software licences, support and the software for data replication)	2	30.700	61.400	30.700	61.400
5	Caching server (including operating system)	1	5.600	5.600	5.600	5.600
6	Monitoring server (including operating system)	1	4.300	4.300	4.300	4.300
7	Reporting Server (including operating system)	1	5.600	5.600	5.600	5.600
8	Reporting Data Store (including operating system)	1	5.600	5.600	5.600	5.600
9	Database Server (SQLSvrEntCore 2014 SNGL OLP 2Lic C CoreLic)	2	205.000	410.000	205.000	410.000
10	Database Security Solution	1	32.200	32.200	66.000	66.000
11	48 Port Switches	2	2.600	5.200	3.200	6.400
12	10 Port Switches	2	700	1.400	1.200	2.400
14	UPS	1	10.600	10.600	10.600	10.600
15	Power generator	1	11.800	11.800	11.800	11.800
16	Rack +Accessories	1	3.300	3.300	3.300	3.300
Total cost for the Test environment				**127.200**		**127.200**
16	Application and Web Server (including operating system)	1	10.000	10.000	10.000	10.000
17	Database Server (SQLSvrEntCore 2014 SNGL OLP 2Lic C CoreLic)	1	117.200	117.200	117.200	117.200
Total cost for the Development environment				**142.800**		**142.800**
18	Application and Web Server (including operating system)	1	17.000	17.000	17.000	17.000
19	Source control server (including operating system)	1	4.300	4.300	4.300	4.300
20	Continous integration & build server	1	4.300	4.300	4.300	4.300
21	Database Server (SQLSvrEntCore 2014 SNGL OLP 2Lic C CoreLic)	1	117.200	117.200	117.200	117.200
Total cost for the Backup environment				**205.500**		**222.800**
22	Network firewall with Link balancing capabilities (including software licences)	1	16.900	16.900	34.200	34.200

23	Application and Web Server (including operating system)	1	10.000	10.000	10.000	10.000
24	Storage server (including software licences, support and the software for data replication)	1	30.700	30.700	30.700	30.700
25	Caching server (including operating system)	1	5.600	5.600	5.600	5.600
26	Reporting Server (including operating system)	1	5.600	5.600	5.600	5.600
27	Reporting Data Store (including operating system)	1	5.600	5.600	5.600	5.600
28	Database Server (SQLSvrEntCore 2014 SNGL OLP 2Lic C CoreLic)	1	117.200	117.200	117.200	117.200
29	UPS	1	10.600	10.600	10.600	10.600
30	Rack +Accessories	1	3.300	3.300	3.300	3.300
Other costs - cabling and systems installation				**29.000**		**29.000**
Total determined cost				**1.140.300**		**1.247.600**
TOTAL ESTIMATED COST (including 20% security margin for unexpected situations)				**1.368.400**		**1.497.200**