

THE COURT RULES OF PROCEDURE

(Official Gazette of the Republic of Serbia, No. 110/2009)

Chapter I INTRODUCTORY PROVISIONS

Article 1

The Court Rules of Procedure shall regulate the internal organization and operation of courts in the Republic of Serbia.

The implementation of the Court Rules of Procedure (hereinafter referred to as the Rules) shall ensure the regular and timely operation of the court administration and performance of other activities of importance for the internal organization and operation of the court.

Article 2

The internal organization and operation of the court shall be separate from trials and include administrative, technical, professional, information, financial and other additional activities of importance for the court authority.

These activities shall be organized in such a way that the court discharges its duties in accordance with the law and in a timely and efficient manner, in order to make it easier for the parties to do what they have to do at the court at the lowest expense possible.

Article 3

The court president (hereinafter referred to as the president) shall look after the implementation and proper application of the Rules by issuing orders and instructions.

The application of the Rules shall be supervised by the ministry in charge of judicial affairs (hereinafter referred to as the ministry) through the person authorized for supervision.

Article 4

Through the person authorized for supervision, the ministry shall control the discharge of duties of the court administration, action in cases within set deadlines, work in connection with complaints and applications, office work at the court and other activities in connection with the internal organization and operation of the court.

The supervision shall be carried out by obtaining reports from the president or through a direct insight. The implementation of the Rules, operation within deadlines and action in connection with complaints shall be particularly controlled at the court.

After completing the supervision, the person in charge of supervision shall make a report on the applied procedure, noting the observed shortcomings and send it to the president of the court where the supervision was carried out, president of the superior court, president of the Supreme Court of Cassation and minister in charge of judicial affairs (hereinafter referred to as the minister).

Article 5

The president of the superior court shall have 30 days after the receipt of the supervision report to inform the president of the Supreme Court of Cassation and minister about the measures undertaken to remove the observed shortcomings, deadlines for their removal and reasons for the appearance of these shortcomings and omissions.

Chapter II COURT ADMINISTRATION

1. Duties of the court administration

Article 6

Duties of the court administration shall be in the service of the discharge of court authority.

Duties of the court administration shall ensure conditions for an appropriate and timely operation and discharge of functions of the court.

Duties of the court administration shall be considered to be the duties of internal organization regulated under the law and these Rules and in particular:

- organization of the internal operation of the court;
- inviting and assigning of lay judges;
- duties in connection with permanent court experts and interpreters;
- review of complaints and applications;
- keeping statistics and making reports;
- enforcement of criminal and misdemeanor sanctions;
- financial and material operation of the court;
- verification of documents intended for the use abroad;
- professional activities in connection with the realization of rights, obligations and responsibilities of court personnel;

- adoption of general and individual documents on job classification, internal organization, labor relations and other general documents organizing relations at the court;
- activities in connection with professional specialization and training of judges and court personnel;
- activities in connection with the management of court buildings and real estate given to the court for use;
- activities in connection with the collection of court fees;
- other activities in connection with the internal organization and operation of the court, whenever this is regulated under the law or general act of the court.

2. Authority and duties of the president

Article 7

The president shall head the court administration. The president may entrust deputy president or department presidents with some tasks related to court administration.

The court registrar and manager shall assist the president at the court administration activities.

A special organizational unit in charge of court administration tasks, headed by the court manager, may be organized at larger courts.

Article 8

The president shall supervise the work of judicial departments and services by reviewing the registers and subsidiary books, calendars and hearings, through the constant registration of cases whose resolution takes longer, by obtaining reports and in another suitable way.

By using the appropriate records and monitoring the assigned duties and expeditiousness, the president has a constant insight in the operation of the court as a whole and undertakes measures for a legal, regular, accurate and timely operation.

The president carries out activities in connection with the professional specialization and training of judicial assistants and interns.

Article 9

The president reviews the complaints of parties and other participants at the court procedure who believe that the procedure is delayed, that it is irregular or that there is any influence on its course or outcome and undertakes the appropriate measures in accordance with the law.

The president has the obligation to inform the complainant and president of the superior court in writing about the justification of the complaint and undertaken measures within 15 days after the receipt of the complaint.

If the complaint has been filed through the ministry, superior court or the High Judicial Council, the minister, president of the superior court and the High Judicial Council shall be informed simultaneously about the justification of the complaint and undertaken measures.

Article 10

If the subject matter of the complaint is the assigned place of the trial or certain judicial activity, the president may change the place of the trial or another judicial activity until the beginning of the pretrial conference or the first hearing of the trial, at the latest if this makes it possible for the party to realize his/her right to an unimpeded access to the court and observation of the legally defined territorial jurisdiction.

The president shall make the decision referred to in paragraph 1 of this Article within three days after the submission of the complaint to the court at the latest.

If the president does not decide on the complaint, the president of the superior court shall make the decision referred to in paragraph 1 of this Article.

Provisions referred to in paragraphs 1 to 3 of this Article shall be implemented also in the case when the trial judge suggests a change of the place of trial or the undertaking of a particular judicial activity.

Article 11

The superior court president has the right to supervise the court administration of the lesser court and to issue acts from the jurisdiction of the lower court president in case of the latter's failure to do so.

Within its supervision, the higher court may request from the lesser court information about the implementation of regulations, course of proceedings, reports and other necessary information.

The president of the superior court may order a direct insight in the work of the lesser court and a written report shall be made thereof.

Article 12

If it is established during the review of the annual activity report that there is a large number of unresolved cases, the president shall adopt the Old Case Resolution Program (hereinafter referred to as the Program) by January 31 at the latest for the current year.

The Program may impose measures for a timely execution of activities at the court, such as the modification of the internal organization of the court, imposition of additional working hours for

judges and court staff, temporary redistribution of working hours and other measures in accordance with the law and the present Rules.

Within the preparation and implementation of the Program, the president may propose the sending of judges from another court and modification of the annual court work distribution schedule.

The president shall send the draft Program to the en banc session to be reviewed.

The president shall inform the president of the superior court and president of the Supreme Court of Cassation about the adopted Program.

The president shall follow and supervise the implementation of the Program on a monthly basis for the purpose of amending it, or suspending its further implementation.

Article 13

The president of the superior court may organize visits to lesser courts in his territory. During a visit to a lesser court, he may ask for information about the implementation of regulations and problems at trials.

The president of the superior court may use information and communication technology in order to obtain the information referred to in paragraph 1 of this Article.

Article 14

When a president's term of office ends and another president is elected, a mandatory takeover of duties shall be carried out and a record thereof shall be made and signed by the outgoing and newly elected presidents. The report shall contain in particular: a report on the financial and material operation of the court, cash holdings, court administration activities (number of complaints, state of the "Su"(court administration), "Su-Pov" (court administration confidential) etc. records.

Chapter III INTERNAL ORGANIZATION OF THE COURT

1. Judicial Department

Article 15

Courts with a large number of panels and single judges who operate within the same legal area shall form the criminal and civil departments, but they may also form the departments for labor, family and status disputes as well as a non-contentious, probate, enforcement and case law departments. Other departments may be formed, if needed.

At the magistrates' courts and higher magistrates' court, departments may be formed for misdemeanor procedures in the field of public revenues, customs, foreign trade and foreign currency operations.

Higher and appellate courts have criminal procedure departments for minors, departments for labor disputes, but they may also form departments for the crimes against the Serbian Army, organized crime, war crimes and cyber crime.

The departments referred to in paragraphs 1 to 3 of this Article shall be formed if at least three judges perform these activities.

If conditions for the establishment of separate departments for criminal procedures against minors, labor disputes, family, status, non-contentious and enforcement do not exist, the courts shall have the obligation to establish a separate panel within these departments, i.e. to entrust these cases to the appropriate judges.

The judicial department is headed by the department president, who is appointed by court president upon receiving the opinion of department judges.

2. Preparatory Department

Article 16

At the court, i.e. the judicial department, a preparatory department may be formed in order to review the fulfillment of procedural prerequisites for the holding of the procedure and decisions on legal remedies and for performing other activities.

Activities performed by the preparatory department, judicial assistants that perform duties and judge that supervises their work shall be closely determined under the annual work distribution schedule.

3. Competence of the department session

Article 17

At its session, the judicial department reviews the work of departments, legal issues, ways for promoting the work and professionalism of judges, judicial assistants and interns and other issues of importance for the work of the department.

The departments of the Commercial Appellate Court, Higher Magistrates' Court and appellate court also review issues of importance for activities in their areas.

Article 18

The judicial department session shall be called by the department president or court president, at his/her own initiative or at the request of some of the chambers or department judges.

The session shall be headed by the president of the judicial department.

Article 19

The agenda of the session is proposed in the document in which the session is called and materials for discussion are also attached and presented to the president if he was not the one to call the session, to each judge and judicial assistant within the department. The president who calls the session nominates a rapporteur and looks after the formulation of legal views and conclusions adopted at the session. All invited persons have the obligation to attend and all absentees are noted in the record book.

Article 20

The presence of most judges from the department is necessary for the validity of the department session.

The decision is adopted when the majority of present judges vote in its favor.

Article 21

If the equal number of votes is cast for and against, the disputed issue shall be presented at the en banc session.

The same procedure shall apply if the panel does not act in accordance with the legal view of the department during the repeated decision-making procedure.

Article 22

Minutes are kept on the work of the session and they contain the following information: absences with and without leave, all opinions presented during the debate and the result of the vote.

The minutes are signed by the president of the department who headed the session and judicial assistant who created the minutes.

Article 23

The legal view adopted at the judicial department session shall be drafted by the rapporteur. If this draft is not accepted, another draft shall be made by the judge appointed by the judicial department.

The draft is sent to all department members for their opinion.

The final text of the legal view shall be signed by all members of the department. The judge who disagrees with the adopted legal view, either with its main part or explanation, shall not sign the legal view and shall instead present his/her view separately and attach it to the original of the adopted legal view.

4. Joint department session

Article 24

The joint department session is called when cooperation of at least two departments is needed in order to review a legal issue.

The joint session is called jointly by the department presidents or court president and it is headed by the president of the chamber competent for the issue on review.

During the vote at the joint session, the majority of present members of each department need to vote in favor of the joint stand.

5. Session of all judges (*en banc session*)

Article 25

The en banc session reviews reports on the work of the court and judges, decides on the initiation of procedures for the assessment of constitutionality and legality of regulations and other general acts, reviews the implementation of regulations regulating the issues from the jurisdiction of courts, provides its views on the candidates for judges and lay judges and decides on all other issues of importance for the entire court.

The en banc session of the Administrative Court, Commercial Appellate Court and Higher Magistrates' Court determines legal stands for the purpose of uniform implementation of laws from the competence of these courts.

Article 26

The en banc session is called by the president at his/her own initiative, at the proposal of the judicial department, departments outside the seat of the court or at the proposal of at least one third of all judges.

The en banc session is headed by the president and it may reach decisions if more than one-half of all judges are present.

If a vote needs to be taken on an issue, it shall, as a rule, be a public vote.

A decision is adopted once the majority of the present judges vote in favor of it.

Judicial assistants also participate in the work of the en banc session, unless the president decides otherwise.

All the invited persons have the obligation to attend and absences with or without leave are noted in the minutes.

6. Case Law Department

Article 27

A case law department may be established at courts with a larger number of judges.

The case law department monitors and scrutinizes the case law of courts and international judicial bodies and informs the judges, judicial assistants and interns about the courts' legal views.

The case law department is headed by the judge appointed by the court president.

The case law departments of the Administrative and Higher Magistrates' Courts are each made up of two judges from the seat of the court and one judge from a department outside the seat of the court, appointed under the annual work distribution schedule.

Article 28

A general register of legal views is held at the court and it consists of summaries of legal views expressed in court decisions in some cases or those received from a higher court, which are of importance for jurisprudence.

In addition to the general register, the court also keeps a separate register made up of legal views adopted at the en banc session, department sessions, consultations and working meetings of judges.

The general and special registers of legal views are kept separately for all branches of judicial work in a chronological order and they may be published in a separate collection or at the web page of the court.

The legal views which the court has entered in the registers are sent to the Supreme Court of Cassation for the needs of the Judicial Information System of the Republic of Serbia.

Article 29

For the purpose of uniform judicial application of law, review of the application of laws and other regulations, the case law departments of the courts of general and special jurisdictions may organize joint consultations and consultative meetings, on their own or in cooperation with the Supreme Court of Cassation.

Controversial legal issues are reviewed based on the report of the judge rapporteur and the adopted conclusions may be published in a separate collection or at the court's web page.

Article 30

When the case law is monitored through the application of the ICT, a single methodology and computer programs from the Serbian Judicial Information System are applied.

7. Session of the case law department

Article 31

At its session the case law department determines and prepares proposals about jurisprudence issues, which will be presented at the en banc session in order for them to take a position with the aim of harmonizing case law.

The case law department looks after the preparation of the en banc session and may, to that end, consult the panel presidents, presidents of the other courts' case law departments or experts on a particular area of research.

8. Meetings and consultations

Article 32

Working meetings are held, as needed, within one or several judicial departments or services in order to harmonize the operation of the entire court.

Working meetings are called by the president or department president with the aim of resolving certain issues and improving cooperation among judicial departments, that is court staff.

A higher court may organize joint meetings and consultations of the presidents of other courts and judges of that court as well as judicial assistants in order to review issues of common interest.

Article 33

In order to review controversial case law issues, a meeting of judges, judicial assistants and interns is held for one or several departments.

If needed, the president shall also call lay judges in order to review issues of importance for their participation in the work of the court.

Article 34

Judges and court staff have the right to specialization and professional training.

With the aim of realizing the rights and obligations referred to in paragraph 1 of this Article and exchanging opinions on issues of common interest, the courts shall organize and take part in consultations and consultative meetings with representatives of other courts or other bodies and organizations.

The president shall nominate the judges and court staff who will take part in the consultations and meetings referred to in paragraph 2 of this Article, depending on the legal area they work on and the legal area on the agenda.

9. Office of the court clerk

Article 35

Administrative and technical activities at the court are performed at the office of the court clerk at the seat of the court. If this is more appropriate, some activities may be performed in court units, i.e. in departments outside the seat of the court.

Separate organizational units of the court clerk's office may be set up for some types of activities at courts, including: filing, copying and mail dispatch offices. These organizational units may also be formed within judicial units, i.e. departments outside the seat of the court.

Activities referred to in paragraphs 1 and 2 of this Article, which will be performed at the seat of the court, judicial units or departments outside the seat of the court shall be determined by the president depending on the volume of activities at the court, technical and organizational needs of the court, changes in the annual work distribution schedule etc.

Article 36

The work of the court clerk's office is managed by the court clerk, who may simultaneously also manage the activities of some organizational units of the office.

When the court clerk's office is divided into several departments or offices, the work of the departments or offices is managed by the head of the department or office under the supervision of the court clerk.

10. Accounting Office

Article 37

Financial and material activities are performed at the Accounting Office, as a rule at the seat of the court, under the direct supervision of the president in accordance with special regulations.

11. General Administrative Office

Article 38

If several courts and other judicial bodies are situated at the court building, a general administrative office may be formed under an agreement among the heads of these bodies.

If the agreement referred to in paragraph 1 of this Article is not reached, the president of the highest court whose administration is situated at the court building shall determine in a decision on the activities that will be carried out jointly.

The agreement referred to in paragraph 1 of this Article shall determine the judicial body at which the general administrative office will be formed. If a joint financial and material office is to be formed, separate bookkeeping shall be maintained for each judicial body.

At the court building where the general administrative office is formed for several judicial bodies, some activities may be entrusted to the court manager.

In addition to financial activities, the following activities may also be conducted jointly: management of facilities used by the bodies, provision of work premises, taking care about the implementation of workplace health and security measures, coordination of different services in and outside the bodies, keeping the personal and staff registers, ensuring conditions for technical and other communication at the building, car pool activities and cleaning and maintenance and security activities.

12. IT and Analytical Office

Article 39

The IT and Analytical Office may be formed for the purpose of establishment and maintenance of the information and communication technologies (hereinafter referred to as: ICT), electronic data processing and storage and transfer of information at the court.

In order to resolve issues concerning the way of implementation of the business case management software in the process of collection and processing of data and making of reports at the courts, the minister may form a separate commission for the standardization of the data collection and processing method.

The composition of the commission referred to in paragraph 2 of this Article shall be determined by the minister.

13. Public registers

Article 40

The keeping of public registers, regulated under separate regulations, shall be done under the direct supervision of the president or judge assigned to work on these cases under the annual work distribution schedule.

14. Library

Article 41

The court library is made up of books of publications, laws and other regulations, professional books and magazines, official journals, publications and case laws, both in their printed and electronic forms.

The president or the judge he appoints looks after the purchase of books and subscription to magazines and other publications as well as the maintenance of the book collection.

Article 42

The library is managed by the librarian.

The library keeps inventories of books and periodicals, with chronological entries made according to the date of purchase. All activities at the library are carried out in accordance with regulations governing libraries and their operation.

15. Reports and statistics

Article 43

Through the organization of the court operation, the court administration ensures a standardized entry and processing of information from cases in regular and occasional reports on the work of the court and judges.

The court clerk's office creates regular and occasional reports on the work of departments and offices, which are needed by the court administration.

The report referred to in paragraph 1 of this Article is used as a basis for reviewing the results of work of some departments, services and court as a whole and for providing suggestions for improving the work at the court.

Article 44

Courts create quarterly, semestral, annual and triennial activity reports for the court, departments and judges using the prescribed single methodology and submit them to the minister, superior court, Supreme Court of Cassation and High Judicial Council.

The activity reports referred to in paragraph 1 of this Article are made in accordance with special forms and instructions provided in the present Rules, which make its integral part.

In addition to the reports referred to in paragraph 1 of this Article, the president has the authority to make other reports on his/her own.

Chapter IV COURT WORK distribution SCHEDULE

Article 45

Court panels are formed and judges and judicial staff at the seat of the court, court units and departments outside the seat of the court are determined in accordance with the court work distribution schedule.

Under the court work distribution schedule, the president may appoint a deputy court president to be his/her substitute at the court unit or department outside the seat of the court.

When a court has several deputy presidents, the president shall appoint one deputy to replace him if he is prevented from doing his duties or in case of his absence.

Under the court work distribution schedule, the president may entrust some court administration activities to the deputy president or department presidents. Decisions on judges' labor rights, annual court work distribution schedule and on the labor rights of judicial staff in the legally regulated cases and on the removal of judges and lay judges from duty may not be entrusted to another.

1. Annual court work distribution schedule

Article 46

In the annual activity schedule at the court, the president determines the type of judicial activity for each judge at the court, judicial unit and department outside the seat of the court.

In the annual activity schedule, the president may determine that trials and judicial activities only from one or several legal areas may be undertaken at the court, court units and departments outside the seat of the court.

Deciding on which judge will work in which judicial unit or department outside the seat of the court, the president will particularly take into account the circumstances that affect the efficiency and costs of the procedure, necessary number of judges for the appropriate legal field and the number and type of cases they will handle.

In the annual court work distribution schedule, the president may determine that some activities be taken at the seat of the court or other buildings in the territory of the court.

At the magistrates' courts, where conditions for the establishment of a judicial department do not exist, less than three judges may work in one area (e.g. enforcement).

The annual court work distribution schedule for the next year shall be decided upon after the receipt of judges' opinions and it shall be presented at the en banc session by December 1 of the current year at the latest.

Article 47

Under the annual court work distribution schedule, each judge shall, as a rule, be assigned with the work on cases within one legal area at the court, court unit or department outside the seat of the court within one year.

When a court has a sufficient number of cases from one legal area (e.g. criminal, civil law), the president may in the annual court work distribution schedule entrust some judges or departments with the work only on these cases.

Article 48

Judicial departments, panels and judges within them, department and panel presidents and judges who will substitute them and activities of judicial assistants are regulated by the annual duty schedule.

The department or panel president shall look after the legal, accurate, timely, orderly and uniform performance of activities.

Panels within departments shall be designated using the Arabic numerals.

2. Allotment of cases

Article 49

With the aim of ensuring an equal burden for all judges at the court, new cases are classified according to their urgency, type of procedure, i.e. legal area they belong to and then allotted randomly to judges according to the astronomic calculation of the time of receipt, in accordance with the determined annual court work distribution schedule.

Cases are manually entered into the register according to the order of receipt and serial number, or through the implementation of the business case management software. The group of newly received cases are distributed first and the cases that arrive to the court in another way.

The party which submitted the initial document to the court has the right within three days after submission to find out the number of the case, name of the judge in charge of the case and place where the judicial activities will be taken.

Article 50

A case in which a separate law commands urgent procedure (detention and juvenile cases, criminal cases with minors as injured parties, misdemeanor procedures with the possibility of enforcement of conviction before the judgment becomes final, provisional measures, enforcement, marital and family disputes, media disputes, bankruptcy procedure, prevention of possession actual, child support, work-related disputes, electoral disputes, etc.) shall be considered an urgent case in the sense of provisions of these Rules.

Cases may be distributed according to the legal area, type of procedure, type of dispute or crime, number of participants, number of motions, etc.

Article 51

The courts which have conditions for keeping electronic registers using the ICT, newly received cases are distributed using a special program (mathematical algorithm) which makes it possible for all judges to have an equal number of newly received cases and to be equally burdened at the end of the distribution cycle.

The case distribution cycle shall last one month.

Exceptionally from paragraph 2 of this Article, the case distribution cycle may be longer if the number of newly received cases is smaller than the number of judges working in a particular legal area. In that case the court determines the duration of cycles in the annual court work distribution schedule.

Article 52

When a court simultaneously receives several initial documents and does not have conditions for the keeping of electronic registers using the ICT, the initial documents may be distributed according to the: alphabetical order of family names or parties' names. After that, the cases are distributed to judges in accordance with Article 49 of these Rules.

In legal remedy cases, the distribution may also be made according to the date of receipt of the initial document.

Article 53

At court units, cases as distributed as a rule starting from the legally determined territorial jurisdiction and right of the party to an unimpeded access to the court as well as the request to carry out the procedure efficiently and incurring as little cost as possible.

Article 54

Under a special decision of the president, the order of distribution of cases may be modified if a judge has a justified reason for not being able to handle the case (temporary inability to work, absence in accordance with special regulations, etc.).

If a judge ceases being a judge, is promoted or is referred to another court or body or if the regulation on the jurisdiction and organization of the court is amended, the previously received cases shall be distributed in the way envisioned in Article 49 of these Rules.

Article 55

In case of a new trial due to a legal remedy, the case shall be assigned to the judge or panel which previously acted in the case.

Article 56

The recording and allotment of cases shall be performed by the court clerk's office according to the annual court work distribution schedule, or a special decision of the president.

The president, registrar or court clerk shall control the allotment of cases.

Chapter V PUBLIC RELATIONS

Article 57

With the aim of providing the public with objective, timely and accurate information about the work of the court and court proceedings, the president, judges and judicial staff have the obligation to ensure the necessary conditions and appropriate access to media regarding the current news and procedures held at the court, looking after the interests of the procedure, privacy and safety of participants in the procedure.

The time, place and subject matter of the trial are posted in a visible place every day outside the room where the trial is to be held or made public in another appropriate way.

For a high-profile trial, the court administration shall ensure a room that can accommodate a large number of persons. At the request of the president, the trial chamber has the duty to hold the trial in the bigger room.

Article 58

Information about the work of the court and individual cases shall be given to the media by the president, person in charge of information (spokesperson) or special information office.

Courts at the republic level, appellate courts and courts with special departments or a large number of judges shall appoint a person in charge of information (spokesperson).

Information about final judgments must be published whenever this is envisioned under the law or special regulation as well as in high-profile cases.

The publicly presented information and data must be accurate and complete. Data which represent a secret under special regulations and protected data whose publication is excluded or limited under the law shall not be presented.

During the contact with the public and media, modern means of communication shall be used in accordance with the financial and technical possibilities of the court (press room – media center, web page reporting, etc.).

The president shall look after the equal presence of different media at trials.

Article 59

The taking of photographs and audio and video recording at the courthouse shall be allowed only with a previous written approval of the president, in accordance with a special law.

Article 60

Photographs and audio and video recordings may be made at hearings with the aim of public presentation only with the approval of the president, with the previously obtained agreement of

the presiding judge, judge and written agreement of the parties and persons featured in the photographs or recordings.

When the approval for photographs and recordings is granted, care will be taken about the interest of the public, interest of the procedure, privacy and safety of the participants in the procedure.

After the approval is obtained, photographs and audio and video recordings at the courtroom shall be made under the supervision of the judge, in such way as to ensure an unimpeded course of the trial and order at the courtroom.

Article 61

At least once a year and at the latest by February 1 of the current year for the previous year, the court shall make an information bulletin with the basic information about its work, which are regulated under a separate law and the present Rules and which are of importance for the realization of rights of citizens and presentation of the organization of court operation to the public. The information bulletin shall contain: the name and seat of the court; annual court work distribution schedule; contact information (phone, fax, web page and e-mail), names of court administration heads, data on the working hours of the court and its services, names and contacts of persons authorized for receiving filings, informing parties and activities in connection with complaints, names and contacts of persons in charge of issuing certificates and verification of signatures; names and contacts of persons who are authorized to make it possible to view, copy and photocopy case files.

The information bulletin referred to in paragraph 1 of this Article, summaries of leading cases and decisions and legal positions may be published by the court in the printed or electronic formats.

Chapter VI

WORKING HOURS AND HOLIDAYS

1. Working hours

Article 62

Working hours at the court are determined by the president of the Supreme Court of Cassation, in accordance with a special regulation.

Within the set working hours, the president shall determine the daily calendar, which is attached to the courthouse directory at the entrance to the court building.

Activities which, under some procedural laws, are considered to be urgent and may not be delayed, shall be implemented regardless of the prescribed working hours.

The hearings which have already started and whose postponement would incur unnecessary costs or delay the procedure, shall be completed even after the regular working hours.

2. Judicial activities undertaken on non-working days

Article 63

Only the activities that may not be delayed may be performed outside the set working hours, at the approval of the president.

In the annual court work distribution schedule, the president distributes the judges and judicial staff to implement activities that are considered to be urgent under the provisions of procedural laws and they will be at the court in turns on the dates and times when the court is closed or will be ready to come to the courthouse and implement such activities once the need for this arises (will be on stand-by). The competent public prosecutor and police shall be informed about this duty court schedule.

In the buildings that house the seats of a higher court and one or several basic courts and in buildings that house several courts, the presidents of these courts may agree on having the judges and judicial staff of just one of the courts on stand by.

3. Holiday schedule

Article 64

When the holiday schedule is made, care shall be taken to leave enough judges and judicial staff at the court to ensure an unimpeded holding of procedures in urgent cases (detention, investigative, juvenile procedures, criminal procedures where minors appear as injured persons, release on parole, labor disputes, prevention of possession actual cases, family disputes, at the proposal for the provision of evidence, imposition of temporary measures, in cases involving bills, checks and bankruptcy procedures, media-related disputes, urgent misdemeanor cases, etc.).

Chapter VII

JUDGES, LAY JUDGES AND JUDICIAL STAFF

1. Judges

Article 65

Judges are responsible for the timely handling of cases and they have the obligation to inform the president when the first instance procedure has not ended within deadline.

In the enforcement, non-contentious and other indisputable cases, the judge has the obligation to inform the president within six months after the case has arrived at the court why the first instance procedure has not ended.

2. Lay judges

Article 66

A register of lay judges is kept at the court and information needed to keep the lay judges' personal records is collected.

The president shall inform the High Judicial Council about any unjustified absence of a lay judge.

Article 67

The judge presiding the trial panel shall inform the court president of the need to invite lay judges ten days ahead of the hearing. If, in view of the nature of the case, the participation of particular lay judges is needed, the presiding judge also has the duty to indicate those special circumstances.

The court president shall invite a lay judge to the hearing and assign him/her to the panel at least eight days before the hearing.

The presiding judge and single judge within one trial day shall determine, as a rule, cases from the competence of the panel.

Article 68

Lay judges shall be invited according to a set order, i.e. according to their knowledge, skills and needs of the court and specialized panels.

3. President's obligation at submission of data for the keeping of personal records

Article 69

Courts register the data needed to keep the personal records of judges, lay judges and employees.

The president has the duty to send to the High Judicial Council the data needed for the keeping of personal records.

The accuracy of data submitted in order to be entered in the personal record is the responsibility of the president as well as the person to which the data refer, if the latter was the one giving them.

If the court has conditions, the data collected for the purpose of entering in the personal record may be kept in the electronic format, bearing in mind the protection and secrecy of data.

4. Judicial staff

Article 70

The judicial staff carries out its activities in accordance with the law, the present Rules and rules on the internal organization and job classification at the court.

Article 71

The judicial staff has the right and obligation to undertake specialization and training organized by the court, ministry and institution in charge of training in the judiciary.

5. The registrar

Article 72

The court registrar assists the president in court administration activities in accordance with the law, the present Rules and document on the internal organization and job classification at the court.

6. Court manager

Article 73

The court may have a person organizing activities at the court (hereinafter referred to as the manager).

The manager assists the president in court administration activities referring to the financial, material, administrative and technical operation of the court in accordance with the law, the present Rules and document on the internal organization and job classification at the court and may also engage in other activities at the order of the court president.

7. Judicial assistants

Article 74

Judicial assistants study the cases assigned to them by the judge and prepare them for trials, performs the tasks in his/her charge at the preparatory department, makes a record on meetings, panel and department sessions, prepares professional reports, analyses and information at the order of the judge, takes statements from the parties for the record, processes citizens' complaints and carries out other activities from the annual court work distribution schedule and document on the internal organization and job classification at the court.

The judicial assistant may be entrusted with other duties under the supervision of the judge, such as: drafting decisions that refer to the examination of procedural preconditions for holding procedures, draft court decision, draft decision on the permissibility of the legal remedy, preparing reports for the judge rapporteur, determination of the amount of the court fee, recording of cases, etc.

8. Judicial interns

Article 75

Judicial interns learn about the cases given to them by the judge, monitor trials and specialize in accordance with the training program prescribed by the institution in charge of training in the judiciary and document on the internal organization and job classification at the court.

9. Official and identification cards

Article 76

Judges have official cards.

The president shall regulate who of the judicial staff shall have the official card (person in charge of service, bailiff, persons in charge of certifying documents, etc.)

The size of the card is 10 x 6.5 cm. The content and form of the card are provided at a special form (Forms No. 93 and 94) at the end of these Rules, which constitute its integral part.

Upon dismissal, cessation of employment or at the decision of the court president, the card shall be returned and cancelled.

Article 77

The president may decide that the judges and judicial staff also hold an identification card – ID card and that the judicial staff has the obligation to carry the card in a visible place.

The size of the ID card is 5.5 x 8.5 cm.

The content and shape of the ID card are provided at a separate form (Form No. 95) at the end of these Rules, which constitutes its integral part.

Upon dismissal, cessation of employment or at the decision of the court president, the ID card is returned and cancelled.

10. Dress code for judges, judicial staff, parties and other participants at the court proceedings

Article 78

Judges, lay judges, parties and judicial staff have the obligation to dress appropriately, in a way that preserves the good reputation of the court and their personal dignity. The registrar or the court manager looks after the maintenance of the appropriate dress code.

Article 79

At hearings, trials and public sessions, judges wear official clothing (hereinafter referred to as the robe).

The robe differs depending on the rank of the court (black with details in the colors of the state flag). The details on the robes of first-instance judges are white, those of the second-instant judges are blue and those of the Supreme Court of Cassation are red.

Over the robe, the president of the Supreme Court of Cassation wears a gilt necklace with a medallion which has the coat of arms of the Republic of Serbia and inscription “Supreme Court of Cassation” below it.

The robes and necklace are shown on sketches 1 and 2, which constitute an integral part of these Rules.

Article 80

The robes may not be worn outside the premises of the court.

The robes are stored and kept in a separate room at the court. The court administration looks after the maintenance of the robes (mending, dry cleaning, renewal, sewing).

The costs of maintenance of robes shall be borne by the court budget.

Article 81

The judicial staff may wear official clothing during trials, at hearings and public sessions.

Article 82

During the work and stay at courtrooms, judicial staff who do not wear official clothing, parties and other participants may not be dressed in sportswear (sweat suit, sports shoes, slippers, etc) or other clothes that are inappropriate for the nature and seriousness of courtroom activities.

The trial judge looks after the observation of the dress code at the courtroom and is authorized to remove the inappropriately dressed persons from the courtroom.

Article 83

Court guards will not allow the entrance into the court building to inappropriately dressed persons (wearing shorts, short pants, sleeveless tops, etc.).

Chapter VIII

COURTHOUSE AND WORKING PREMISES

1. Courthouse

Article 84

The court manages all courthouses and real estate granted to the court for use.

Some departments of a court may be situated at other buildings within the territorial jurisdiction of that court. Several courts or court departments may be situated at the same building.

The president of the Higher Magistrates' Court may decide that a certain number of judges and judicial staff use premises outside the departments of the Higher Magistrates' Court for work.

The president of Appellate Court may decide that a certain number of judges and judicial staff use premises outside the seat of the Appellate Court for work.

If one building houses several courts, the courthouse shall be managed by the court of the highest rank whose administration is situated at the courthouse.

If other state bodies are also situated at the courthouse, the building shall be managed by the court.

Article 85

A plate with the official name of the court and state flag is posted at the entrance into the courthouse.

The name of the court shall be written on a special square plate, whose size is 45 x 25 cm.

The plate shall contain: coat of arms and name Republic of Serbia, name and seat of the court. The text must be written in big capital letters, using the language and script in the official use at the court. If, in addition to the Serbian language and Cyrillic script, a national minority language and script is in the official use at the court, the text shall be written in accordance with the order regulated under a separate law.

The plate shall be placed on the right-hand side of the building next to the main entrance. If several courts are situated at the same building, plates shall be placed on the same side of the building in such an order as to have the plate with the name of the higher court first and the plates with the names of other courts below it.

If other state bodies are situated at the courthouse, the plate with the names of other state bodies shall be placed on the left-hand side of the building.

The flag must be made of a good material and placed on the flagpole vertically or at the façade of the building.

2. Layout of the work premises

Article 86

The president shall determine the layout of premises at the courthouse so as to determine the courtrooms, rooms for the reception of parties and their stay at the building, premises for the president, court administration, judges, lay judges, judicial departments and panels, court clerk's office and other rooms for other services at the court.

When the premises for the court clerk's office, land registers and other public records are determined, care will be taken to facilitate the parties' activities at the court.

The filing office shall be placed near the entrance.

If the seat of the public prosecutor's office is not at the courthouse, a room that will be used by public prosecutors and their deputies shall be determined.

At courts with a higher caseload, a room for defense attorneys shall be designated.

If several courts or other state bodies are situated at the courthouse, the president of the superior court, upon receiving the opinions of presidents of the courts or officials heading other state bodies, shall designate the rooms at the courthouse that will be used by lower courts, i.e. other state bodies.

Article 87

The layout of work premises shall be placed at a visible spot at the entrance to the court building, at the courthouse directory.

The courthouse directory is made in the graphical format and may also be made in the electronic format.

The courthouse directory contains: a list of court premises according to departments and services, numbers of rooms belonging to departments, panels and services with the names of presiding judges or single judges and the court staff that deals directly with the parties. If in addition to the Serbian language and Cyrillic script, the court also uses the language and script of a national minority, the text shall be written in accordance with a separate law.

At the entrance to each room, there shall be an inscription bearing the name of the department, panel or office and the names of judges and judicial staff. Courtrooms and premises where trials are held must be equipped with the coat of arms and state flag, which are placed, as a rule, on the wall behind the panel of judges.

Article 88

Rooms at the court, except those which parties are to use and stay in, are locked up when judges and judicial staff are not in them.

The president designates the rooms which the parties, lawyers and other persons are not allowed to enter (court clerk's office, archives, accounting department, computer center, etc.).

Upon the end of working hours, case files, official and office material and other valuable objects shall be locked. Stamps and seals shall be locked in separate compartments.

Working premises, hallways, waiting rooms for parties and lawyers must be in order, clean and equipped with hygiene products and prescribed fire-fighting devices.

3. House rules

Article 89

House rules regulate the way for using work and other premises at the courthouse, time of stay at the building, measures needed for room safety and other measures needed for keeping means for work and other objects that are kept at the court.

House rules determine the obligations of persons who use court premises or stay there occasionally.

Judges and judicial staff are informed about the house rules and an excerpt from the house rules which refers to citizens is placed at a visible place at the court and presented in another suitable way.

Article 90

House rules are prescribed by the president. If several judicial or state bodies are situated at the same building, the house rules shall be prescribed by the president of the superior court and if the courts of the same rank are situated at the building, the court presidents reach an agreement on house rules.

Article 91

Judges, lay judges and judicial staff and court guards have the obligation to treat the parties and persons who are at the courthouse or who are in attendance during the execution of some activities during the court procedure in such a way as to respect their dignity.

Parties and persons who stay at the courthouse have the obligation to respect the house rules and not to interfere with the work of the court.

If the parties or other persons at the courthouse violate the house rules, the court guards may apply the measures regulated under the law and act on the court guards.

4. Notice board

Article 92

A notice board for the posting of court ads, statements and service in line with procedural laws, timetable of scheduled trials and all information about the reception of parties and other persons to whom summons have not been sent shall be placed in a visible place.

A notice board for service shall also be placed at the court in accordance with special regulations.

A special bankruptcy notice board, where all decisions in connection with bankruptcy procedure and liquidations are posted, shall be placed at commercial courts.

An electronic bulletin board may also be posted at the courthouse.

Article 93

The court clerk looks after timely and regular posting and removal of ads at the notice board.

The court clerk shall note the date of posting and removal of an ad, sign the note, verifies it with the seal and inserts it in the appropriate case file.

Chapter IX COURT OPERATION

1. Judicial staff's work with parties

Article 94

Parties, their proxies and other persons coming to the court in order to get information, to view and copy case files, get certificates etc., shall be received at the time specified for this purpose under the annual court work distribution schedule.

Motions and other documents are received throughout the working hours.

Article 95

Parties and other persons shall be received by the president, registrar and judicial staff charged with the reception of parties under the court work distribution schedule during the regular working hours. The president may allow a shorter time period for some activities (viewing of case files, etc.).

The president shall decide on the time when he/she will receive members of the public. The president may entrust the deputy court president or department president with the reception of members of the public.

Article 96

Parties to whom long distance or other reasons represent an impediment for a second arrival to the court shall be received outside the time scheduled for reception. The same procedure shall also apply in urgent and other justified cases.

Article 97

Information from the competence of judicial administration shall be given by the court president, his/her deputy or president of a department.

Parties, their proxies and other authorized persons are informed about the state of the case at the court clerk's office on the basis of data from the register and case file. The information shall be limited to the necessary information about the stage of the procedure in which the case is.

Judicial staff is not allowed to talk to the parties about the regularity of judicial activities, decisions or probable outcome of the dispute.

Information shall be provided in writing or in another suitable way and short and urgent information may even be provided by phone if this is possible by the nature of things.

Courts that use the ICT may provide certain information through the internet, depending on the technical possibilities of the court.

Article 98

Parties may view, photocopy and copy ongoing case files at all times, except three days ahead of the scheduled hearing, if this would impede the preparation of the trial.

Parties may view case files at judicial units and departments outside the seat of the court under the conditions referred to in paragraph 1 of this Article.

Requests for viewing, photocopying and copying case files, i.e. for their duplication, shall be filed at forms prescribed under the present Rules (Forms No. 134, 135 and 136). The party shall be informed in writing or orally, as appropriate, about the place and time when the case file may be viewed within 24 hours after the receipt of the request at the latest.

The decision on the request for viewing, photocopying and copying of the case file shall be made in accordance with the law.

The parties shall view and copy case files at the place designated for that purpose under the supervision of the judicial staff at the court clerk's office and may request the photocopying of the entire case file, parts of the case file or some written evidence (photographs, recordings, electronic format etc.). The parties may view documents in the electronic format if technical conditions for that purpose exist.

Other persons who have a valid interest in viewing, photocopying and copying an individual case file shall be granted the approval in accordance with the law.

Upon the final completion of the procedure, the approval for the viewing of the case file shall be granted by the court president.

If the request for viewing, photocopying and copying of the case file refers to a piece of information of public importance, the president shall make the decision on the request within 15 days after the receipt of the request, in accordance with a separate law.

Any drafts of undispatched decisions, official notes of the judge and evidence in connection with which the public was excluded, shall be taken out of the case file before viewing.

Article 99

At the request of the party, third persons who have a justified interest and where this is governed by regulations, the court shall issue a certificate about the facts on which official records are kept.

No receipts on the content of judicial decisions, records and other documents within the case file shall be issued; instead, transcripts of these documents shall be made.

Excerpts from public records are issued in accordance with special regulations.

Article 100

The court shall issue certificates stating that no criminal or misdemeanor procedures are underway within the territorial jurisdiction of the court against the persons filing the requests. If two or more courts are connected through the ICT, the court shall issue certificates stating that criminal or misdemeanor procedures are not underway against the persons filing the request within the territorial jurisdiction of these courts.

If the court determines that a criminal or misdemeanor procedure is underway, it shall issue a certificate noting that fact and stating the reference number of the case, name of the party, his/her single identification number and information about the stage of the procedure (legal basis and name of the offense).

At request, the court shall also issue certificates stating whether the persons were punished for misdemeanors or corporate crimes within a certain period within its territorial jurisdiction, i.e. in the territorial jurisdiction of the courts connected through the ICT.

2. Legal assistance for citizens

Article 101

Courts shall provide legal assistance to citizens in accordance with the law and the present Rules.

Every court shall have the obligation to provide to citizens general legal information and initial legal advice (about the legal status of the person, possibility of reaching a peaceful settlement of the dispute, information referring to the judicial procedure itself and to some stages of the procedure, competence of the court, some rules of procedure, costs of the procedure, method and place of enforcement of the decision, possibility to realize the right to free legal assistance and

the right to mandatory defense) outside the judicial procedure, at the especially designated and visibly marked places at the courthouse.

The legal assistance may be provided by judicial assistants and other judicial staff in accordance with the activities they perform.

Some information may be released by printing, publication or servicing of the written text at the courthouse or in the media (webpage or any other suitable way).

Article 102

In the civil procedure, the court may also deliver written information containing: instructions about the right to be relieved of the costs of the procedure, right to free legal assistance and free representation, right to a free interpreter, mediation, etc.

The information referred to in paragraph 1 of this Article may be serviced together with the summons for the preparatory or first hearing of the trial, personally or through the proxy as well as in the procedure of the preliminary examination of the indictment, if the court deems it necessary, in accordance with the appropriate provisions of the procedural law.

In the criminal procedure, the court may send the written information to the suspect or defendant before the first interrogation, informing him/her about his/her rights during the interrogation (right to defense, defense counsel or the appointment of mandatory counsel, to use the language he/she understands, translator and interpreter in the procedure, privileged conversation before the interrogation), in accordance with the appropriate provisions of the procedural law.

3. Mutual legal assistance

Article 103

All activities of mutual legal assistance, related to cooperation with other courts and government bodies shall be performed by the president.

The judge acting in the case shall work directly with other courts, public prosecutors, other state bodies and institutions in accordance with procedural laws that apply in the concrete case.

Court personnel shall act in legal assistance matters when explicitly authorized to do so.

Case files may be sent to other state bodies in accordance with a special law only on the basis of approval given by the president and the judge acting in the case, if such an action does not interfere with the court proceedings.

Article 104

Legal assistance requests sent to other courts should be clear and complete and shall contain the following in particular: case file number, names of parties, subject of the case, short and precise

content of the request, designation indicating whether the public is excluded from the hearing or trial, whether the parties have waived their right to attend or requested that a witness be sworn-in, etc.

If a person is to be examined, all circumstances he/she should testify about shall be listed.

The case for which legal assistance is requested shall be sent to the requested court only in exceptional cases, when there are justified reasons for such an action. In that case, the court clerk's office shall form an auxiliary folder, in which it shall put a copy of the request and enter the date designated at the cabinet compartment for the preliminary examination of case activities in which the case was placed. The deadline for the return of the case file shall be recorded in the list of sent case files that should be returned.

The requested court shall be required to inform the requesting court if there exist circumstances that prevent the request to be acted upon within a reasonable period.

4. Mutual legal assistance

Article 105

Domestic courts designated under the law shall provide mutual legal assistance to foreign courts, bodies and international organizations in accordance with the law and ratified international treaties.

Requests for mutual legal assistance to foreign bodies shall be submitted in the form of outgoing letters rogatory requesting mutual legal assistance in criminal and civil matters.

Domestic courts shall request mutual legal assistance through outgoing letters rogatory, which shall be sent to foreign courts, bodies and international organizations in accordance with the law and ratified international treaties.

Outgoing letters rogatory should be clear and complete and contain in particular: the names of the court sending the letter rogatory and the requested foreign court, body or Serbian diplomatic or consular mission abroad, legal basis for the mutual legal assistance request (law or international treaty), name, place of permanent or temporary residence, citizenship, i.e. name and seat of the party and its capacity in the proceedings, name and address of the party's legal representative, case file number and description of the case for which mutual legal assistance is requested, subject matter of the request - description of the requested action of mutual legal assistance, content of the requested action (e.g. type of requested evidence or measures, circumstances regarding which evidence should be presented, etc.), as well as other elements that are necessary for certain forms of mutual legal assistance (Form No. 170).

Letters rogatory to be sent abroad shall be signed by the president of the court.

Court decisions may be sent to foreign countries or international organizations as verified transcripts in the Latin script together with the original decision, at their request or if so provided by a ratified international treaty.

5. Verification of documents for use abroad

Article 106

In its everyday work and especially in connection with the verification of documents that are to be used abroad, the court shall be required to pay attention to the content and legibility of certain documents to be verified, the quality of paper, seal imprint and other issues of importance for the external appearance of documents.

If a document does not meet the requirements referred to in paragraph 1 of this Article, the president may withhold the verification of the document and instruct the applicant to submit the document in good order, making its external appearance, too, suitable for the use abroad.

Article 107

With his/her signature and seal of the court, the president shall confirm that the person in question has, before the court, signed or acknowledged as their own the signature on the document. The text of the verification is provided in a special form at the end of this Court Rules of Procedures and represents an integral part of this Book (Rectangular stamp number 25 - *Apostille*).

The text of the verification shall be placed directly behind the last line of text in the document and if there is not enough room there it shall be placed on a separate page.

The president and judge acting as his deputy in mutual legal assistance matters shall deposit their original signatures at the Ministry.

6. Holding of the proceedings and delivery of decisions in the languages of national minorities

Article 108

A court proceeding may be conducted in a national minority language, if the language is in the official use at the court, in accordance with special regulations.

If the court proceeding is not conducted in a national minority language and the language is in the official use at the court together with Serbian, a national minority representative shall receive documents in his/her own language upon request.

In other cases, the provisions of a special law regulating the official use of languages and scripts shall be applicable.

The motions and documents submitted to the court in national minority languages shall be translated by a translator.

Records and decisions in first instance proceedings related to these proceedings shall be made, as authentic texts, in the Serbian language and the language designated as the official language of the proceedings. If necessary, they shall be translated into another national minority language if so required by the national minority representative as a participant in the proceeding that is not held in his/her language.

Records and decisions in the proceedings initiated on the basis of legal remedies shall be made in the Serbian language. The translation of decisions rendered upon legal remedies into the language designated as the official language of the proceeding and, if necessary, to another national minority language as well as delivery of a credible translation of the text into the appropriate language (to national minority representatives as participants in the proceedings upon their request) shall be done by the first instance court.

Article 109

The Court shall make a record of the proceedings conducted in national minority languages.

A note that the proceeding is held in a national minority language shall be placed on the file folder and entered in the appropriate register.

Article 110

The courts shall cooperate and provide to each other legal assistance in the language in the official use at the court.

If a document is written in a national minority language and is sent to a court in which this language is not in the official use, a translation into Serbian shall be attached thereto.

Chapter X

ACTIVITIES OUTSIDE THE SEAT OF THE COURT

1. Court unit

Article 111

Trials and all court activities regulated under these Rules may be held at court units outside the seat of basic and commercial courts, except mutual legal assistance based on the incoming letters rogatory issued by foreign courts, competent bodies and international organizations.

Court activities undertaken at court units shall be more precisely regulated under the annual work distribution schedule, which shall also define the legal areas in which activities shall be taken.

2. Department outside the seat of the court

Article 112

Trials and other court activities in accordance with the law shall be held at the court department outside the seat of the court.

3. Activities of the court unit and department outside the seat of the court

Article 113

Under the annual work distribution schedule the president shall determine for the court unit, i.e. the department outside the seat of the court:

- 1) number of panels, judges and judicial staff who will work in them, working hours schedule (judge holding trials at the court unit i.e. department outside the seat of the court and writing decisions at the seat of the court, etc.)
- 2) territory of the court (judicial unit, department outside the seat of the court) where certain court activities from the jurisdiction of the court shall be undertaken;
- 3) type of judicial work to be performed, legal area and types of ongoing cases (only in criminal cases, investigations, competence of a single judge, taking of actions in certain special proceedings only at the seat of the court, etc.).

Article 114

Documents shall be submitted at the seat of the court, court units and departments outside the seat of the court. Separate records shall be made at the court unit for documents and documents submitted at the court unit. A copy of the submitted document shall remain at the court unit and shall be kept in accordance with special regulations.

Documents shall be submitted in two copies for the court and a sufficient number of copies for the other party in proceeding.

The rectangular file stamp indicating the current date shall be placed on the initial document submitted to the court unit or department outside the seat of the court. The court case number shall be assigned after communicating with the court seat, using electronic devices, telephone, etc.

The initial document received by the court unit shall be submitted to the basic court where it shall be entered in the main register and assigned in accordance with Article 49 of these Rules (Form No. 168).

The court unit shall enter the data from the Form referred to in paragraph 4 of this Article, as well as the number of the case file from the register of the basic court and the name of the judge to whom the case was assigned, into the appropriate auxiliary register kept by the court unit.

In cases when court actions are not to taken at the court unit where the initial document was submitted, a copy of the initial document shall be kept at the court unit, while other copies of the

initial document with attachments shall be transferred to the court clerk's office at the seat of the court.

The initial document instigating administrative proceedings shall be submitted at the seat of the Administrative Court.

Article 115

In addition to the main register, separate records for cases handled by the court unit shall also be kept at the seat of the court. These records shall particularly contain case numbers, data regarding the parties (names and addresses of the parties, etc.) and the subject matter of the case.

Article 116

Finished cases shall be kept at the reference archives of the court department outside the seat of the court for no longer than two years, after which they shall be transferred to the court archives at the seat of the court.

The department outside the magistrates' court shall keep records of cases until they are archived and the department president shall be required to inform the court president about the number and structure of pending cases periodically and at least once a month,.

4. Court Days

Article 117

The decision to hold court days shall be made by the court president.

The decision to hold court days shall include the following: place, date and time of trials and undertaking of certain court activities outside the seat of the court.

Court days shall be announced in the place where they are to be held through the media or using another appropriate way (notice board of the court unit, local offices and other places suitable for the display of announcements).

Article 118

The court shall perform some court activities outside the seat of the court, where this is envisioned under a special law, if such actions may not be performed in any other way or if it is more expedient.

The court shall decide on the necessity of going in the field whenever there is a need to hold a hearing outside the court building, to hold a crime scene investigation, to have a court expert assessment, to prepare a will and verify documents and signatures of persons who are unable to come to the court due to their illness or age. In other cases, the court president shall decide whether activities shall be performed outside the court building, unless special rules envision otherwise.

Every field activity of the court shall be registered in the journal of official field activities (Form No. 109) and shall be reported to the president, who shall authorize the activity by signing the business travel order.

Article 119

The president shall ensure that as many official activities as possible are performed during one round and along a single direction, trying not to increase the costs borne by the parties.

Rounds related to the participation of court experts shall be organized in such a way as to conduct several expert assessments per day.

5. Payment of court expenses

Article 120

Court expenses shall be paid in accordance with special regulations.

A court activity outside the courthouse may be conducted upon the request and at the expense of a party after the party deposits an amount of money to the court for this purpose (advance).

Article 121

The court shall undertake certain activities outside the courthouse upon the reimbursement of costs of transport by a court vehicle, vehicle belonging to another state body or public transportation and exceptionally by an official person's vehicle.

Court vehicles, shall as a rule, be used to perform official activities on the basis of travel orders issued by the court president.

Chapter XI

FORM OF JUDICIAL ACTS AND DECISIONS, METHODS OF WRITING AND SIGNING

1. Rules in writing of decisions and other documents

Article 122

In its work, the court shall use legislative terms and avoid the use of foreign words or words that are not generally adopted in the work of the court. The language of decisions and other documents must be clear and comprehensible.

In the body and reasoning of the decision, parties shall always be referred to with their full names, rather than to order in which they were listed (the plaintiff who is first in line, second

defendant, etc.). When data is to be entered into public records, the body of the decision shall also include personal data, as required in special regulations (name of a parent, maiden name, year of birth, personal identification number, etc.).

The duration of the sentence and monetary amounts shall be indicated in writing in the body of the decision.

Names of laws and other regulations may be listed in the text as acronyms (CAP, CC), while the names of those that are infrequently used shall be referred to by their full name that shall be followed by the number of the issue of Official Gazette where they were published (e.g. Official Gazette of the Republic of Serbia No. 27/10).

Article 123

All documents issued by the court administration shall be signed by the court president.

Documents related to ongoing cases at different departments, shall be signed by the judge presiding the panel (hereinafter referred to as the presiding judge) or single judge.

The court clerk may sign documents only if they were made on the basis of a written decision or instructions given by the presiding judge or single judge.

Documents related to the summoning of parties, witnesses and experts, servicing of indictments and lawsuits and responses to indictments and lawsuits and other consignment activities shall be signed by a person dispatching them in the manner referred to in paragraph 3 of this Article.

Article 124

In the case of permanent incapacity or the occurrence of other exceptional circumstances which prevent the presiding judge or the court reporter to sign the decision that was rendered, but not been written or signed, such a decision shall be made written signed by another judge on behalf of the panel president and another court reporter or a person designated by the court president on behalf of the court reporter.

In the case referred to in paragraph 1 of this Article, the president shall, in a special decision, designate the judge who will resume action in the case, if the rendered decision was signed and not dispatched, i.e. if further actions are required in the case.

If a hearing or trial was concluded and no decision was made, the president shall, in the situation case referred to in paragraph 1 of this Article, assign the case to another presiding judge or single judge who will open the hearing or trial and to implement the procedure.

Article 125

All court documents shall bear a header in the upper left corner containing: the coat or arms of the Republic of Serbia, inscription: the Republic of Serbia, name of the court, designation and number of the case, date and seat of the court. If a decision or document was made at a court unit

or department outside the seat of the court, the header shall also include, next to the name of the court, the name of the court unit or department outside of the seat of the court.

Judgments, rulings, records and second instance court rulings shall be written on the entire A4 sheet of paper, while other decisions, certificates, receipts etc. documents may be written on an A5 sheet.

Originals and transcripts of decisions must be legible, duly prepared and printed out using the ICT or typewritten. Exceptionally, due to the nature of certain actions, documents may be written in ballpoint pen or ink (crime scene investigation records, records on the enforcement procedure, etc.).

Courts that use the ICT shall have a standardized appearance and form of judicial decisions (font size and type, number of lines, number of characters, indentation, etc.).

2. Originals and transcripts

Article 126

A court decision made in the prescribed form and signed by the presiding judge - judge who has rendered the decision and the court reporter, if the latter is required, or judicial assistant who has been assigned this duty under the work distribution schedule, shall be regarded as the original.

The original shall remain in the case file.

Article 127

Transcripts of originals shall be made using the ICT, a typewriter or another mechanical device, by photocopying or microfilming.

Transcripts must be neat, clear and legible, while the contents must match the original.

Originals and transcripts may be made by completing appropriate forms when this is appropriate due to their similarities.

Before sending, transcripts shall be compared with the original and signed.

Article 128

The transcript shall contain the name of the presiding judge or single judge who has signed the original, imprint of the rectangular stamp signed by the court clerk or another person authorized by the president, as well as a clear imprint of the court seal.

Transcripts of decisions shall include the instruction on the available legal remedy.

Article 129

Originals in the abridged form may be made for decisions that are frequently repeated, if this is not contrary to the law.

Instead of the original of a decision granting the motion, a short note thereof may be put on the motion (e.g.: "Motion granted, costs of the proponent 25 dinars, decision on costs must be reasoned, date, signature"). The number of the rectangular stamp may also be indicated (for example, "stamp No. 1") when the transcript is made by writing in the imprint of the rectangular stamp. If necessary, the instruction to change, skip or add something in the imprint of the rectangular stamp may be provided in the note on the granting of the motion.

Article 130

When a motion to issue a payment order or a decision in any other procedure is made in such a that it fully complies with the ruling that would be made and it was submitted in the required number of copies, an abridged transcript of the ruling may be issued by placing the rectangular stamp imprint bearing the text under which the proposed ruling is adopted. The party that submits the document to the court may print in advance on the document itself the text contained on the rectangular stamp with all the required data and entries.

The abridged version of the transcript shall be made only if the court ruling was made by imprinting the rectangular stamp on the original.

The courts shall try to enable parties to submit to the court the required number of copies of motions that can be used as abridged transcripts, in matters where abridged transcripts may be issued.

3. Reconstruction of files

Article 131

If certain registers, case files or parts of files are lost and cannot be found even after a comprehensive search, or are destroyed or damaged to such an extent that prevents their further use, a procedure for their reconstruction shall be initiated.

The reconstruction of files shall be performed according to the rules of non-contentious proceedings, with the appropriate application of provisions governing the annulment of documents.

As regards ongoing cases, the court, acting ex officio, shall issue a ruling, initiating the procedure aimed at reconstructing the files.

As regards cases in which a final judgment was reached, the file reconstruction procedure shall be instituted only if there is a public or legal interest. The ruling thereof shall be rendered by the court, acting ex officio or at the request of a party.

In the case of loss or damage of an entire case file or its part kept in the electronic form, the file shall be reconstructed using the ICT.

The file reconstruction process shall not be initiated if the deadline for the keeping of such files in accordance with applicable regulations has expired.

Article 132

The presiding judge or the single judge of the first instance court to whom the case was assigned on the basis of the annual work distribution schedule shall act in the process of reconstruction of ongoing case files, while in cases where the proceedings have ended this shall be done by the presiding judge, or single judge appointed by the president.

Only the papers of crucial importance for the procedure shall be reconstructed.

The case file shall be reconstructed on the basis of transcripts of missing, damaged or destroyed papers held by the parties or the court, data from registers and subsidiary books and if necessary, based on the concurring statements of parties, witnesses, experts, representatives and other persons who participated in the proceedings. When there are no data about certain activities and the statements of the afore mentioned individuals are not in agreement, such actions shall be repeated if a first instance decision was not rendered.

The parties shall be informed only about the disappearance of the papers that constitute the basis for the ongoing procedure and invited to bring the transcripts of all motions, records, decisions and other documents in their possession.

Article 133

The proposal for the reconstruction of papers of an ongoing case and all activities in the reconstruction procedure shall be entered under the same number and in the same register as the lost, damaged or destroyed paper.

The proposal for the reconstruction of papers of a case which ended by a final decision shall be registered in the "Su" register and once a ruling ordering the reconstruction is rendered, it shall be registered under a new entry number in the corresponding register.

4. Seals, rectangular stamps, forms and metal stamp

Article 134

The seal of the court shall be made, used and kept in accordance with a special law governing the purpose, content, design and use of state authority seals.

The Court shall have several identical seals, which bear the same inscription.

The seal of the court shall be used at all court units and departments outside the seat of the court. The president shall determine the total number of seals at the court, their use and the person entrusted with the use and safekeeping of the seal.

The president's decision referred to in paragraph 4 of this Article shall be posted on the notice board of the court or made public in another suitable way.

Article 135

For certain activities and records, courts shall use forms and rectangular stamps that are provided at the end of this Book and represent its integral part.

The texts of rectangular stamps shall be written in the Serbian language, using the Cyrillic script. Rectangular stamps and seals may be joined together (e.g. rectangular file stamp bearing the seal of the court and dater on one handle, etc.).

The court may, for its own needs and for the needs of parties, prepare and copy forms for certain activities and tasks that are frequently repeated (usual letters, receipts, reports, requests for issuing certificates etc. documents).

Article 136

Appropriate rectangular stamps shall be used for certain short and frequent notes, designations, orders, work instructions etc. work activities.

In addition to the rectangular stamps regulated under these Rules, the court may also introduce and use other stamps (facsimile signature, etc.).

Article 137

The transcripts (copies of decisions, letters and official certificates and other documents to be delivered to the parties, courts, other bodies and organizations), shall be stamped with a round seal.

A metal seal bearing the same text as the round seal shall be used for sealing with wax.

The metal seal may have the small seal diameter of between 20 and 28 mm or the diameter of between 40 and 60 mm.

Special regulations apply on the texts, procurement and safekeeping of seals and rectangular stamps. If a combination of a rectangular stamp and seal is attached to one handle, rules governing seals shall apply.

Article 138

Seals and rectangular stamps shall be registered.

Seals, metal seals and rectangular stamps shall be kept in such a way as to prevent their unauthorized use.

Rectangular stamps that, according to their purpose, are used in the work of the court clerk's office shall be kept by the court clerk, or the head of a department of the court clerk's office

Presiding judges and single judges shall be entrusted with the rectangular stamps which, according to their purpose, are used in trial panels.

The text of the rectangular stamp printed out as a form, in the electronic format or typed on a document shall also be deemed as rectangular stamp.

5. Using information and communication technology (ICT) in the work of the court

Article 139

As a rule, courts use the ICT for word processing, managing of all types of records (registers, subsidiary books, etc.), processing and collection of statistical data, electronic data exchange, printing (case file folders, delivery notes, etc.) accounting operations, monitoring legislation and case law, as well as at the court administration and the court clerk's office.

In the case referred to in paragraph 1 of this Article, hardcopy of registers and subsidiary books shall not be kept, instead, the entire procedure shall be recorded in the electronic format.

Special regulations and provisions of these Rules shall be duly applied in the use of the ICT.

Courts that have scanners shall scan documents (parties' motions with attachments, delivery notes on mandatory personal delivery, court decisions, written evidence, etc.).

Article 140

In their work, courts may use the internal computer network or exchange data with other judicial bodies within the Judicial Information System using the ICT, exchange data with other state bodies, receive information from prosecutors who have a large number of indictments and receive enforcement motions, taking into account data protection and secrecy.

In the case referred to in paragraph 1 of this Article, the court may give reports to parties and other state bodies in the same way.

Chapter XII

COURT FEES, CHARGES AND COSTS OF PROCEEDINGS

1. General Provisions

Article 141

Court fees shall be paid into the appropriate authorities' revenue account and the payer shall submit the payment slip as the proof of payment.

If a party has paid fees for more than one case using a single payment slip, the proof shall be inserted into the case file bearing the lowest number. The other case files shall include a note on where the proof of payment can be found.

If the court has the case management software, court fees shall be calculated and their payment registered using the software.

Article 142

If money was enclosed to a document sent to the court by mail, the required amount shall be paid into the appropriate authority's revenue account and the treasurer shall insert the payment slip in the case file.

Article 143

The president and judge shall regularly control the collection of court fees.

When the enforcement of fees is ordered and there is proof in the case that the competent authority has received the order, it shall be considered that the court fee was collected.

The case may not be archived until an authorized person has certified with his/her signature the note stating that the fee was collected.

A rectangular stamp imprint noting that the fee was collected shall be placed before the case reference number in the upper right corner on the front of the case file folder.

2. Exemption from payment

Article 144

When a party is exempted from the payment of fees and costs of procedure, this shall be recorded by affixing the appropriate rectangular stamp in the upper right corner of the case file folder and on the front page of records and other documents, on the day when the decision on the exemption was made.

The fees that were not paid by a party due to the exemption from payment shall be included in the list of fees, while the other costs of the proceedings which the party did not pay due to the exemption and which were paid in advance from the court budget in accordance with special regulations, shall be included in the list of expenses paid in advance from the court budget.

The case may not be archived before the court decides on the reimbursement of costs referred to in paragraphs 1 and 2 of this Article and before they are collected or before the court orders their forcible collection.

Article 145

When the decision under which the party was ordered to cover costs paid from the court budget becomes final, the court clerk's office shall enter the necessary data in the control book of costs of procedure that the party has been exempted from (Form No. 149).

3. Depositing of the advance

Article 146

When one or both parties deposit the advance for the costs that shall be incurred through the presentation of evidence, the court shall order the parties to deposit the required amount to the deposit account of the court.

The decision ordering the depositing of the advance shall include the account number into which the amount should be deposited, as well as consequences of the failure to deposit the advance.

If a party deposits advance payments for several cases at the same time, the court shall order the payment using a single document, which it shall affix to the case file that bears the lowest number. A note shall be made in other case files of where order is located.

A ruling scheduling the hearing for the presentation of evidence shall be issued once it is determined that the advance was deposited.

Article 147

When the accounting office informs the court clerk's office that the advance was deposited, all other activities conditioned by the depositing of the required amount shall be carried out.

If a party has paid the advance for several cases using a single payment slip, the proof shall be affixed to the case file that bears the lowest number. The other cases shall make note of where the proof of payment is affixed.

If the advance payment is not deposited within deadline, the court clerk's office shall make a note thereof below the order on the delivery of the ruling ordering the advance payment and shall take the case file to the judge.

4. Compensation for the loss of earnings

Article 148

If a person summoned to the court, after completing his/her action before the court, requires compensation for the loss of earnings, the judge shall give this person a certificate for the compensation of the lost income (Form No. 113).

If the payment to the person referred to in paragraph 1 of this Article is made from the deposited advance, the certificate shall state that the advance shall be returned if the employer does not request the repayment of the paid compensation (claim) within the specified period.

Records shall be kept on the issued certificates.

Article 149

The defendant shall pay the fines, costs of procedure and seized material gain from crime, except for criminal offenses referred to in Article 2 of the Law on Seizure and Confiscation of the Proceeds from Crime (Official Gazette No. 97/08) using a payment slip at the post office or bank.

Exceptionally, when the defendant is unable to act in the way described in paragraph 1 of this Article, on the days when post offices or banks are closed, the court shall receive the funds directly from the defendant and make a receipt thereof using the block of receipts in triplicate, out of which one copy shall be given to the payer, the second copy attached to the cash order and the third copy attached to the case file.

The receipt shall be signed by the payer, judge and court reporter.

Payment costs shall be paid by the defendant.

The judge or presiding judge shall directly receive the bond, only in the case when the depositing of the cash for the bail takes place on the date or time when post offices or banks are closed.

In the case referred to in paragraphs 2 and 5 of this Article, the judge shall be required to transfer the received cash or valuables to the court deposit or to the competent authority on the next day.

Article 150

If the convicted person has made an excessive or inaccurate payment of a fine, costs of the proceedings or material gain, the competent magistrates court shall be required to render a ruling ordering the return of the excessive or inaccurate amount.

The ruling referred to in paragraph 1 of this Article shall be sent to the competent body in charge of financial affairs for the purpose of return of the excessive or inaccurate amount from the user into whose account the amount was paid.

Chapter XIII

COURSE OF JUDICIAL PROCEEDINGS

1. Receipt of documents

Article 151

All motions, papers, remittance letters, telegrams, packages, etc. (hereinafter referred to as documents) shall be received at a precisely determined point in the filing office.

Documents may not be received outside the court building or the location designated for the receipt of documents outside the seat of the court.

Article 152

Documents shall be received during the regular working hours of the court and shall be handed over to the person designated to receive documents.

Outside the regular working hours, as well as on the days when the court is closed, the court shall be required to receive only documents related to cases in which it has the obligation to act. Documents shall be submitted to the person designated for this purpose under a decision of the president.

Article 153

The employee of the court in charge of receiving documents directly from parties may not refuse to receive documents.

If a document contains some formal shortcomings (e.g. it is not signed, the attachments listed in the text are not there, the party's address has not been provided, etc.), the employee may point out the shortcomings to applicant and instruct him/her how to eliminate them.

If the court is not competent to act in connection with the document, the employee may indicate this to the applicant and refer him/her to the competent authority. If the applicant still demands that the document be received, the employee shall receive it and put a note of the instruction on the document.

Article 154

The employee shall be required to indicate in the note on the receipt of the document (rectangular stamp No. 22) the place and time of admission (date, hour and minute), name of the court, manner of receipt (directly or by mail, regular or registered mail), the number of copies with attachments, date of the handover of the registered consignment to the post office, received with or without fee, fee payment order, received valuables, etc.

The employee designated for the receipt of documents shall confirm the receipt of the document by placing an imprint of the abridged note on the receipt of the document (stamp No. 23) indicating the following: name of the court and place and time of receipt. The note shall be placed on the applicant's copy of the document and if the fee is not paid, the employee shall also hand over to the party a notice for the payment of the fee. The notice may also be placed using a rectangular stamp.

If the document was sent to the court by mail, the court shall place a note on the document confirming its receipt (stamp No. 22) and keep the envelope or wrapper together with the document, if the document was delivered in another way.

If the court is using the case management software, the records on the receipt of documents and all actions referred to in paragraphs 1 to 3 of this Article related to the processing of documents shall be conducted using the court software.

Article 155

The receipt of documents from senders who use delivery books shall be confirmed by placing the date and signature in it, as well as on the delivery note, return receipt or copy of the document whose original is received, if they were enclosed. In addition to the signature, an imprint of the official seal and time of the receipt (hour and minute) shall also be placed. This shall also be recorded on the received document, i.e. on its wrapping if the court employee who has received it is not authorized to open it.

Article 156

Documents sent to courts by mail shall be received and taken from the court's P.O. box by the designated court employee. The employee must not take a consignment that has the value indicated on it, or a registered consignment if he/she determines that the consignment has been damaged. In the latter case, the employee must request from the postal service to designate a commission that would determine the condition and content of the consignment and then take the consignment together with the records of the commission's findings.

Article 157

If the employee who receives a consignment is not authorized to open it, he/she shall immediately upon receipt and after he/she places the date and time of receipt (hour and minute) on the folder, hand over the consignment to the employee authorized to open it. This particularly refers to consignments addressed personally to the president or the investigative judge, consignments marked as "confidential" or "top secret", as well as consignments in connection with bidding or tender procedures, etc.

Regular consignments shall be directly handed over to the employee authorized to open them, while the registered consignments and consignments marked as "confidential," "top secret" and other mail whose receipt has been confirmed in writing shall be handed over through the delivery book.

2. Opening and examination of the mail

Article 158

All mail received in sealed envelopes shall be opened by the employee designated for reception at the court clerk's office.

The employee shall hand over confidential consignments addressed to the president, the investigative judge or the presiding judge to them personally, without opening the consignments.

Mail that, according to the label placed on the envelope, contains a will or is related to a pre-trial procedure, shall be opened by the competent judge.

Remittance letters and other insured parcels shall be opened by a commission.

Article 159

When the mail is opened, care shall be taken not to damage documents, not to mix the attachments to different documents, not to leave a document or attachment in the envelope and to check whether the numbers written on the envelope match the numbers of received documents, etc.

If any of the documents is missing or if attachments have been received without the main document, or if the sender is not indicated, this shall be indicated in an official note, to which the envelope is enclosed. In these cases, if possible, the court clerk's office shall notify the sender about this immediately.

The envelope shall be enclosed to the received documents whenever the date of sending may be important for the calculation of deadlines (appeal, tender, etc.), or whenever the place of sending and sender's name cannot be determined from the document and these data are indicated on the envelope.

If several documents to which envelopes should be attached have arrived in one envelope, the envelope shall be attached to one document and the registration number indicating the document to which the envelope was attached shall be written on the other documents (envelope attached to I. 137/10).

If a document addressed to another court or body is found in the envelope, the document shall be sent to the institution it was addressed to in the most convenient way. Such documents shall not be entered in the register.

If a delivery note is attached to the document, the receipt of the document shall be confirmed by putting the date, signature and official seal on the delivery note and the delivery note shall be immediately returned to the sender.

Article 160

When the date on the postmark on the envelope is illegible and the date when the consignment was sent cannot be determined with certainty, a report shall be requested from the post office, if the timeliness of the consignment may not be otherwise determined.

If envelopes were damaged or if it is suspected that the envelope was opened by an unauthorized person or with malicious intentions, the consignment shall be opened in the presence of two court employees. Deficiencies and irregularities identified during the opening of the consignment shall be indicated in a note (e.g. if a document is missing its attachments the note shall state "received without attachments," and if only some attachments are missing, their names shall be quoted).

3. Procedure with documents which are subject to stamp duties

Article 161

The employee designated to receive documents may put a notice for the payment of stamp duty on the received document on his/her own.

4. Note on the receipt of document (file stamp)

Article 162

The note of receipt shall be put on every copy of the document submitted to the court (by placing a rectangular stamp or in another suitable way).

The imprint of the rectangular file stamp shall be placed, as a rule, on the first page, in the middle of the upper part of the document. If there is not enough room the imprint shall be placed in a suitable place at the first page and if this is not possible, it shall be placed on the back, in the upper left corner. If both sides of the document are completely covered by the text, the imprint of the rectangular file stamp shall be placed on a separate piece of paper, which shall be attached to the document and certified with a seal, or the appropriate form of the rectangular stamp shall be attached.

An abridged note of receipt shall be placed using a rectangular stamp on the other copies of the document, or the appropriate form of the rectangular stamp shall be attached.

The party that submits the document to the court may print the text of the rectangular stamp in advance on the document itself. The employee designated for receipt shall check if all data is correctly entered and confirm this with his/her signature.

5. Distribution of received documents

Article 163

Received documents shall be classified according to the designations from the register.

Urgent documents shall immediately be delivered to the court clerk's office.

Documents referring to public records shall be submitted to the person in charge of keeping the public records.

Documents to which deadlines apply and consignments containing important personal documents shall be arranged and submitted separately.

Designations regulated by special regulations shall be placed on documents in connection with certain types of procedures.

Documents received at the court unit shall be classified in the way defined in paragraphs 1 to 5 of this Article.

If any of the received documents cannot be allotted, such a document shall be registered at the court administration register and submitted to the president who shall allot the document.

Article 164

If objects, money, securities or valuables are received together with a document, a note saying "deposit" shall be written at the top of the document in red pen and further handling shall be carried out in accordance with the regulations of the financial operations of the court.

6. Setting up of cases

Article 165

The court clerk or department head shall distribute the received documents to employees who were assigned with specific duties at the court clerk's office under the court work distribution schedule.

The received and distributed documents shall be entered in the appropriate register on the day and under the date when they are received if a new case is set up by this document. Telegrams, documents on which specific deadlines apply and other urgent documents shall be submitted immediately to the competent department.

If a procedure is to be initiated by a document received at the court unit, such a document shall, as a rule, be entered in the appropriate register at the seat of the court, on the basis of data from the records of documents received by the court unit.

When a new case is set up in the electronic format, a single court case number (JSBP) may be assigned to the case.

Article 166

The court case number shall consist of the designation of the register, serial number of the case and the last two digits of the year when document was entered in the register (e.g. K 70/10).

Roman numerals shall be placed before the designation of the register if the case is handled by the court unit or department outside the seat of the court. Roman numerals shall be assigned based on the order of the court unit or department outside the seat of the court regulated under a special law (e.g. Second Basic Court in Belgrade, Lazarevac Court Unit I P 70/10).

The court case number shall consist of an Arabic numeral which indicates the judge – presiding judge who was assigned to the case and is placed before the designation of the register name if the case is processed at the seat of the court (e.g. 1 K 70/10).

If the case is handled by the court unit or department outside the seat of the court, the Roman and Arabic numerals before the designation of the register shall be separated by a hyphen (e.g. I-1 K 70/10).

When a court case number is changed, the year in which the initial document was submitted shall be added in brackets behind the new case number (e.g. I-1 K 70/10 (2008)).

Article 167

At magistrates' courts, case file folders shall be marked by a 2 cm wide horizontal line on the top of the folder, using the following colors:

- Red for transport violations,
- Black for violations of public order and peace,
- Blue for the requests of inspection authorities,
- Purple for minors against whom misdemeanor procedures are initiated,
- Green for foreign currency, customs and other financial violations,
- Yellow for the second-instance procedure of administrative bodies, etc.

Article 168

If the register designation of a case changes during the procedure or if the case reference number in the same register changes, the previous designation on the case file folder shall be crossed out and the new one written below it.

If the court is changed, the name of this court shall be crossed out and the name of the new court shall be written.

The case reference number shall be placed in the list of case file papers according to the hour when the designation was changed.

A new number shall be placed on new documents bearing the previous case reference number and sub numbers of sheets shall be allotted consecutively.

7. List of papers

Article 169

When a case is set up, the clerk in charge of registration shall start the list of papers with the first document on the basis of which the case file was set up and indicate the number of sheets. Sheets and other documents shall be designated and entered in the list chronologically. Documents received or written while the case file was at the court clerk's office shall be listed there and

those received while the case file was at the panel or single judge shall be listed by the court reporter.

Documents shall be entered in the list of files according to the order of receipt. The serial number of the list shall be written on the document (sub number). Some rulings of the court rendered on a document entered in the list of papers itself shall not be assigned a sub number.

The current numbers of paper sheets shall be written in red pen in the upper right corner starting from 1, regardless of the sub number. The number of the sheet shall also be entered in the appropriate field in the list of papers.

Upon the approval of the trial judge, different reports and letters irrelevant for the course of proceedings shall not be included in the list of papers and shall instead be filed among the auxiliary papers.

Returned delivery notes or return receipts for personal delivery which were used to serve decisions shall be entered as attachments under the serial number of the decision they refer to and affixed directly behind the decision. The delivery notes or return receipts shall be marked by small letters in the upper right corner using a red pen.

8. Joinder of documents

Article 170

Documents that refer to ongoing cases shall be joined with these cases.

When it is observed that the documents need to be joined for the purpose of implementation of a single procedure, the clerk in charge of registration shall notify the court clerk thereof and the latter shall notify the trial judge.

Article 171

Documents shall be inserted in the case file folder and affixed using the same order in which they were included in the list of papers, so that the document bearing an earlier date should be placed above the document bearing a later date. Exceptionally, the request for the implementation of an investigation and indictment shall be affixed before all other papers regardless of the date of receipt and this shall be stated in the remark to the list of files.

Employees who enter documents in the list shall be required immediately to affix them.

An insert made up of several sheets and inserted in the list of files shall be used for affixing documents.

Just one document sheet shall be affixed to one sheet of the insert. If documents have attachments, they shall previously be affixed to each other.

When all sheets of an insert are used, another insert shall be inserted in the case file and bound to the first insert with a string.

Attachments that cannot be inserted to the case file due to their size shall be kept separately. A note thereof shall be made in the case file.

Article 172

All judges and employees in charge of the case, regardless of whether they work at the court clerk's office or at the trial panel, shall ensure that the cases are handled with care and that documents are properly organized and affixed. The texts may not be underlined and one must not scribble or write comments on them.

The court that has received an improperly organized case file shall return it to the court from which it was received for the purpose of organization.

9. Submission of case files and documents for processing

Article 173

The court clerk's office shall transfer cases to the competent trial panel or single judge and services who will work on them, if the activity shall not be completed at the court clerk's office. Urgent cases shall be submitted immediately and out of turn.

The transfer of a case to a judge, judicial assistant, typing pool and other services at the court and the return of a case to the court clerk's office, shall be registered by writing with a pencil in the field of the register referring to the movement of cases or in the field for comments if a field for the movement of cases does not exist in the register.

The movement of cases may be registered in special cards or in another appropriate way at the court clerk's office.

If the court uses the electronic case management system, cases and their movement shall be registered in the case management software.

Requests for the exclusion or recusal of a judge shall be immediately handed over to the president.

Article 174

The record of cases assigned to a judge – presiding judge shall register all cases received by panels and single judges using special cards or electronic format.

Article 175

A special register shall be kept on the transfer of cases and documents from the court clerk's office to the judge.

10. Depositing of the general power of attorney

Article 176

The general power of attorney shall be deposited for the use at one court.

When a party's proxy refers to the general power of attorney kept in the court administration files, the court clerk's office shall, before transferring the case to the judge, verify whether a transcript of the general power of attorney has been attached to the case file, whether it exists and whether it has been revoked. This shall be noted in the case file along with the reference number of the document to which the original power of attorney was attached, i.e. the serial number of the court administration register under which the general power of attorney was deposited.

If the court is using a case management software, records on the deposited power of attorney may kept in this way.

Chapter XIV

WORK OF TRIAL PANELS AND SINGLE JUDGE

1. Order of resolution of cases

Article 177

Cases shall be solved by the order of receipt. Exceptionally, this order may be changed in urgent or other justified cases.

Cases that are regarded as very urgent or urgent under the law shall be processed first and they shall be followed by cases that require urgent processing due to the circumstances of the case.

In criminal proceedings, the cases in which a person is in detention or serving a sentence, or in which a person has been removed from duty or temporarily prohibited from performing a particular line of work shall be processed first.

2. Scheduling

Article 178

The presiding judge or a single judge shall schedule the date and time of a hearing, another action does not need to be taken in the proceedings.

The hearing shall be scheduled in such a way as to allow for the presentation of all proposed evidence (concentration of evidence). Hearings in more than one case may not be scheduled at the same time.

When a person is summoned to a hearing, care shall be taken of the traffic and weather conditions, distance between the court and the summoned person's permanent or temporary

place of residence, location where court activities are to be taken and other circumstances relevant for the timely service.

If a party has a large number of ongoing cases at the court, the court shall try to schedule the cases for the same date (grouping of cases).

The hearings for which summons and letters rogatory are sent abroad shall be scheduled in such a way as to allow enough time for acting upon them.

Article 179

Priority in scheduling shall be given to hearings in cases that are very urgent or urgent by their nature or under the law, cases from the Old Case Resolution Program and cases that have lasted long.

Hearings shall be scheduled for at least three days of the week, with the largest possible number of cases during one trial day and on non-trial days the presiding judge or single judge shall write the adopted decisions, study documents and make all necessary preparations for next hearings.

Courts that have the case management software shall register all scheduled hearings, trials and summoned persons.

Article 180

Summons shall be written only if there is a delivery order on the scheduling of a hearing (hereinafter referred to as the DO). The DO must be clear and complete and must include: the name and occupation of the physical person, name and address of the legal person, address of the summoned person, date and exact indication of what is serviced on whom and, if necessary, it may include more detailed information (e.g. nickname, name of a parent, legal person's identification number, personal identification number, etc.).

Appropriate rectangular stamps and forms may be used for DOs and orders on the scheduling of hearings. The order shall indicate the documents that are to be serviced.

The judge shall indicate in the DO to whom, how and through whom the service shall be done.

If the securing of a report or something else is requested through a letter rogatory, it shall be determined what is requested from whom, who the parties in the proceedings are and what is the type of the case.

Article 181

The hearing where the exemption or recusal of a judge is requested shall be adjourned unless the request is granted and the resumption of the hearing shall be scheduled immediately, or after the last hearing on that date at the latest. After the judge gives his opinion on the request, the case shall be presented to the president who shall decide on the request immediately.

The court shall tell all present persons affected by the decision to come on a certain date and time and that this announcement shall replace the summons. The announcement shall be registered in the records.

Article 182

The presiding judge or single judge shall enter the dates of all scheduled trial sessions in his/her business calendar or planner. Deadlines shall be treated in the same way.

3. Records

Article 183

Records shall be made on actions undertaken during the proceedings at hearings, important depositions and statements that parties or other participants make outside hearings, as well as on other court activities, when this is envisioned under special regulations.

The record shall be made by the court reporter, but it may also be made by a judicial assistant.

As a rule, the record shall be made and printed using the ICT or a typewriter.

If audio or video recordings of the course of a hearing or some of its parts are made, the party may receive a transcript of the record. The record may also be made in the electronic format and its transcript may be delivered to the parties, in accordance with special regulations.

If the preparation of the record and issuance of transcripts are regulated by a special regulation, the record shall be made and transcripts issued in accordance with this regulation.

If the record is made outside the court, it may, exceptionally, be made in legible handwriting using a ballpoint pen, or a video or audio recording may be made. In this case, the record shall be printed out and signed by the judge on the very next working day.

The record may also be made in the form of shorthand notes. Shorthand notes shall be printed out within 48 hours at the latest. The printed text shall be reviewed and signed by the stenographer and certified by the judge. Shorthand notes and certified copies of notes and recordings shall be attached to the record.

Article 184

When a record is not required under the law, it may be replaced by an official note which shall list the performed official activities and the date and place of their execution. This especially applies to the taking of less important statements or information from parties or to different statements issued to parties.

The official note shall be signed by the judge or employee who has made it. If the note contains a statement of a party or statement issued to a present party, the party shall also sign the record.

Article 185

All sessions of the trial panel that decides outside the trial or hearing shall be registered in the book of panel sessions, which contains: the designation of the panel, date of the session, names of the presiding judge, panel members and the court reporter, which member was the rapporteur, whether the parties have attended the session, which proposals were made during the session or sent in writing, designation of the discussed case, what kind of request was discussed and who it came from and what kind of decision was made. The decision shall be defined in the shortest possible way (judgment, ruling confirmed, repealed, commuted, complaint rejected).

This record shall be signed by the presiding judge and court reporter.

4. Record of the deliberation and vote

Article 186

After the completion of the trial or hearing, the record of the deliberation and vote shall be made on a separate sheet where the designation "Record of the deliberation and vote of ..." shall be placed, the case reference number and sub number of the record of the trial or hearing shall be placed in the right hand corner, after which the envelope shall be sealed.

The folder with the record of the deliberation and vote shall be affixed to the case in which the decision was made, stamped and attached to the record of the trial or hearing.

The court that decided on a legal remedy outside the hearing shall make a record of the deliberation and vote and keep it in its case file.

Article 187

When a note on the deliberation and vote is made instead of a record, it shall include the date of deliberation, name of the presiding judge and panel members, name of the judge rapporteur and the designation stating that the decision was adopted unanimously.

If the decision has not been adopted unanimously a record shall be made on the deliberation and vote and the dissenting opinion of the panel member shall be attached thereto and inserted in the folder together with the record.

The note on the deliberation and vote shall be signed by all panel members and court reporter.

5. Decisions in other procedures

Article 188

Judges issue decisions on all activities executed by the court clerk's office (order, instruction, etc.) and they must be clear and contain all necessary information on the basis of which the court clerk's office may act quickly.

In case of letters rogatory and other more complex and sizeable requests, the judge shall be required to write the original.

Article 189

The judge shall determine a deadline for the preliminary examination of case files in the decision scheduling the hearing and the deadlines for further actions in the decisions on service or other actions.

The dates of these deadlines shall be noted in the appropriate field in the lower right corner of the front page of the file folder.

Article 190

As a rule, decisions on the scheduling of hearings and those on service and other actions shall be written on the document due to which such a decision is made (indictment or lawsuit, response to an indictment or lawsuit, record, etc.). If there is not enough room on the document or if the writing would make the text of the document illegible, a clean sheet of paper shall be added and attached to the document.

6. Other activities of the panel

Article 191

Cases assigned to a trial panel or single judge may be kept by the panel only if this is necessary for the adoption of the appropriate decision, in view of the set deadlines.

Cases in which hearings have been postponed shall be returned to the court clerk's office immediately after the court reporter fulfills his/her duty. Cases in which the trial or hearing has been concluded shall remain with the judge so that he/she can make the decision and the court reporter at the panel shall write the designation that the hearing or trial has been concluded next to the case reference number on the trial list.

At the courts which use the case management software, the court reporter shall enter the data from the trial list into the system.

Judgments and other decisions shall be recorded by a voice recorder in order to be typed or shall be made using the ICT.

If the court has not organized the work with voice recorders, typists shall be assigned to judges so that judgments and other decisions can be made.

Decisions recorded by a voice recorder shall be printed out using the ICT or be typewritten seven days after the presentation of the recording at the latest. The judge who dictated the decision shall review the typed text and sign the first copy (original).

Article 192

The originals of written decisions shall be transferred to the court clerk's office with a sufficient number of transcripts and instructions for their servicing.

Guidelines shall determine whether the court clerk's office shall keep the case file in the compartment for the preliminary examination of case files or in the compartment for further case management, or if it shall join it with another case, as well as everything else that needs to be done in the interest of the proper action in connection with the adopted decision.

If the parties were not notified of the decision at the hearing, the court shall be bound by its decision once it leaves the court.

Article 193

Decisions in urgent cases (detention etc.) shall be made immediately, taking into account the nature of the case and set deadlines for the procedure.

As a rule, decisions on indictments and enforcement and other proposals that can be solved quickly shall be made and transferred to the court clerk's office on the date when the motions were received, taking into account regulations on the priority of resolution.

Cases in which hearings were held and decisions ordering further proceeding were made shall be returned to the court clerk's office on the same day, or the next day at the latest, in order to enable recording in registers and further actions in accordance with the decision.

Chapter XV

WORK WITHIN SECOND INSTANCE COURT PANELS

Article 194

Judge rapporteurs shall prepare written reports in more complex cases. They shall make draft decisions at the request of panel members and present them before sessions for the purpose of preparation and in other cases at the request of the presiding judge.

The panel may designate another member of the panel to participate in the preparation of the report together with the judge rapporteur.

Article 195

When it decides the panel shall assess whether the adopted legal opinion is to be included in the case law records. The provisions of these Rules governing the case law monitoring shall be duly applied in case of inclusion.

Article 196

If, during deliberations, the panel finds that a law or other applicable regulation should be modified, it shall draft a proposal and submit it to the president of the department to which this panel belongs.

If the panel finds that a legal opinion should be established on the legal issue it is resolving so that uniform application of regulations can be ensured, it shall inform the department president about this and suspend the work on the case until the matter has been discussed at a department session or en banc.

Article 197

Another decision may be taken on the matter before the court decision is dispatched from the court, but only by the panel made up of same members.

Article 198

Written court decisions shall be transferred to the court clerk's office department together with the case file and analysis sheet.

The dispatch DO shall be placed on the original court decision.

Article 199

When the case law department has no objections, the written decision shall be transferred to the court clerk's office for the purpose of making transcriptions and dispatching.

Article 200

If the case law department assesses that the decision has departed from the case law of the court, the presiding judge shall present the matter again at a panel session. If the panel does not change its decision, the case shall be sent to the department president in order to be presented at the department session.

If the department session, by the majority of votes of the department judges, decides that the decision did depart from the case law of the court, it shall return the case to the panel for review.

If, during a second vote, the panel does not act in accordance with department's legal opinion the disputed issue shall be presented to the en banc session.

Article 201

Records shall be kept of all panel sessions in a separate book of panel sessions and the following data shall be entered: date of the session, composition of the panel, case with the register reference number and parties' names, discussed legal remedy and summary of the decision.

The panel shall keep a book on the movement of files, noting the receipt of the file by the panel, presentation to the judge rapporteur, case law department, etc.

Chapter XVI

WORK OF THE COURT CLERK'S OFFICE DURING THE PROCEEDINGS

1. General Provisions

Article 202

Parties or other persons shall be summoned to a hearing using the appropriate form (summons) for the type of and their capacity in the case. Each person shall be summoned separately.

Summons forms shall be completed by employees of the typing pool or the panel.

The summons must include the case number and the name of the judge. The summons shall be signed by the judge and the court clerk, head of the court clerk's office department or the employee who completed the summons form shall be responsible for the accuracy of the paper.

The summons shall be placed in the appropriate envelope with a return receipt or attached delivery note, with all data clearly and completely filled in.

The deadlines for the preliminary examination of case files and for further case management shall be noted on the return receipt or delivery note in the in the upper right corner below the case reference number.

Article 203

Decisions shall be transferred to the court clerk's office for further recording in the register into which the employee in charge of registration shall enter the data related to the decisions and assign them to the employees who shall proceed to act upon them. The rectangular stamp imprint indicating dispatch shall be placed on the original of the decision. The case file shall be placed in the cabinet compartment for further case management until the delivery note and return receipt have returned to the court and deadline for the appeal has expired. The timeliness of an appeal shall be assessed by the judge and the court clerk's office shall act upon his/her order (send the complaint to the reply and other documents related to that decision). Once these activities have been completed the case shall be referred to a higher court that will decide.

When a decision was made at the court unit or department outside the seat of the court, the data referred to in paragraph 1 of this Article shall be the sent to the seat of the court for recording through the main register (Form No. 169).

Paragraph 2 of this Article shall also apply to the delivery of data to the basic court about other actions undertaken at the court unit or department outside the seat of the court.

Article 204

The recording in the register shall be done by the employee in charge of registration and at courts with a greater caseload by other employees of the court clerk's office assigned to this duty on the basis of the work distribution schedule, under the supervision of the department head.

The recording shall be done through the registration of the hearing dates, dates and types of rendered decisions, imposed sanctions, correctional and other measures, placement of the designations of the final resolution etc.

The dates of expiry of the deadlines for the preliminary examination of case files and further case management and data on the movement of the case at and outside the court shall be entered in the appropriate field or, in case of its absence, in the remarks section of the register, making it possible to see from the register where the case is and at which stage the procedure is.

2. Writing, copying and comparison

Article 205

Letters rogatory, orders to parties and other documents shall be made in two copies, one of which shall remain in the case file. If a request is made in a decision that a letter rogatory be sent requesting the taking of certain actions and if the entire contents of the letter rogatory or order is provided, only one copy shall be made.

Letters rogatory requesting reports, information, undertaking of specific actions in certain cases from courts, authorities or institutions shall be signed by the judge.

Article 206

If a decision or other document that should have been made using the ICT was not written in that way, it shall be handed over to the typing pool to be transcribed.

As a rule, when documents are made using the ICT, A4 paper shall be used.

Article 207

The transcription shall represent the retyping or printing of a saved text using the ICT.

Transcripts shall be made in a sufficient number of copies, in accordance with the decision on service.

Article 208

All transcripts shall be carefully compared to the original.

As a rule, the comparison shall be done by employees assigned with this duty. When they compare the texts and make sure there are no differences, the employees shall put the date and their signatures in the appropriate field of the rectangular stamp imprint.

In the case of transcripts of an abridged original, it shall be determined through comparison whether all copies of the transcript correspond to the abridged original.

3. Dispatch and service of documents

Article 209

Decisions and other documents shall be dispatched by the employee designated for this task under the annual court work schedule. Courts with a greater caseload may establish a separate organizational unit in charge of sending mail.

Documents taken for dispatch must be sent on the same day. Urgent documents shall be sent by first mail or court officer appointed for service immediately upon receipt. Documents received after the closure of service books, if not urgent, shall be sent on the next working day.

The imprint of the rectangular stamp used for dispatch shall be placed on the copy that remains at the court or below the DO, together with the date of dispatch, signature of the employee in charge of mail dispatch, note of the number of delivery notes, folders and other documents being dispatched and the method of dispatch, after which the case file shall be returned to the court clerk's office, for further recording and placement of the case in the cabinet compartments for the preliminary examination of documents or for further case management under the sections belonging to the dates that correspond to set deadlines.

Article 210

Consignments sent by mail shall be classified into three categories: ordinary, registered and with return receipt and they shall be entered in the mail delivery book, which shall serve as the record of dispatch, using this order.

Article 211

If a proof of receipt is required, the transcript of a decision or document shall be placed in an envelope with a return receipt attached if it is sent by mail and if served in any other way – using delivery notes.

The name and address of the recipient, type of the decision, court case number, deadlines for the preliminary examination of the case file or for further case management for the document being served shall be indicated on the envelope with a return receipt and on the delivery note.

When the summons for hearings are serviced, the date for the preliminary examination of case files shall be indicated on the return receipt or delivery note above the text and in all other cases the deadline for further case management shall be indicated.

Ordinary short notices shall be serviced on parties in envelopes without return receipts or delivery notes.

Article 212

The delivery of court documents to parties and other participants in the proceedings shall be conducted in accordance with the provisions of procedural laws.

Court documents shall be served directly at the court, through the post office or other legal entity registered for the service of documents, police, court officer appointed for service or in another way in accordance with the special law.

The court officer appointed for service shall serve documents on the persons on whom they should be served every day at their workplace during working hours or at home from 7 a.m. to 10 p.m. The service may take place somewhere else and at another time under a special court decision, i.e. judge's order, which the court officer appointed for service shall present upon the recipient's request.

In case of any doubts, the court officer appointed for service may require from persons he/she finds at the place where the service should be done to prove their identities. If these persons refuse to do so, the court officer appointed for service may require police assistance in order to establish their identities.

The court officer appointed for service shall be required to show official identification at the request of the recipient and shall be required to carry it at the time of service.

Article 213

Court documents shall be delivered to public prosecutors at the city where the court is located directly by court employees.

Article 214

If a person is at the court building, a document may be serviced on him/her if the court employee knows him/her personally or if person's identity may be determined in a credible way.

Private attorneys and other persons on whom documents are frequently serviced may be permitted to receive documents every day directly at the court. Court employees shall regularly check if these persons are taking over the documents and if they fail to do so within 3 days – documents shall be serviced on them in the same manner as to the other parties.

Article 215

Documents that court employees service without delivery notes shall be registered in the delivery book for the place of delivery and the book of court employees entrusted with the documents that need to be serviced.

Unserviced documents shall be returned to the court clerk's office immediately, the reason why the service was not done shall be indicated and the entry that the employee shall be freed of the service duty shall be made in the delivery book.

Article 216

Documents that court employees service using delivery notes shall be registered in the book of court employees entrusted with the documents that need to be serviced.

Delivery notes, unserved summons and other documents shall be returned to the court immediately, reasons why the service was not made shall be indicated and the employee shall be freed of the service duty in book of court employees entrusted with the documents that need to be serviced.

4. Acting on cases with deadlines

Article 217

The files of ongoing cases shall, as a rule, be kept at the court clerk's office at the section for hearings and deadlines, with the exception of case files that should be taken to panels during the day and case files that have been given to court clerk's office employees for the purpose of making transcripts, comparing or service.

A judge may have only the cases brought to him for the purpose of trials, cases in the decision-making phase and cases brought for the purpose of scheduling hearings or making decisions in connection with other activities.

Records on where and in which phase of the procedure certain cases are shall be made by the court clerk's office, while at the court unit or department outside the seat of the court this shall be done by the employee designated for this purpose under the annual work distribution schedule, by making notes on the movement of cases in the appropriate field of the register, where such a field exists, or in the field for remarks at the register.

The note on the movement of cases shall be made in such a way as to enable one to see where the case is after viewing the appropriate register and other entries shall indicate the current stage of the procedure.

The note on the movement of the case may also be made on the record card.

The note must be clear, so that the records on the case file movement can easily be seen.

Cases kept by a judge for more than a month shall be registered separately and the registrar shall be notified thereof.

5. Hearing and deadline planners

Article 218

Cases in which hearings have been scheduled or deadlines set shall be kept locked in a locked room at the court clerk's office in a closed cabinet divided into compartments marked by numbers from 1 to 31 called the hearing and deadline planner.

Case files shall be placed in the appropriate compartments according to their deadlines, i.e. deadlines for the preliminary examination of case files and further case management, regardless

of the month and year, organized according to the serial numbers of the case reference number, first for the current and then for the previous year.

If necessary, courts with big caseloads shall have separate cabinets for deadlines (deadline planner) and for hearings (hearing planner).

The hearing dates and deadlines shall be entered in the register and hearings shall be entered in a special field.

6. Preliminary examination of case files and further management of cases

Article 219

Case files shall be placed into the cabinet compartment for the preliminary examination of case files when a check needs to be made at a certain date before the deadline or date of the hearing on whether certain activities have been completed, in order to make it possible to take in time further measures for the holding of the hearing and meeting of the deadline.

The judge shall set a deadline for the preliminary examination or further case management under a decision in the case in which the date and month and, if necessary, the hour when the deadline is to expire shall be specified (for instance Predev. January 15, 2010 at 10:00, Ev. February 15, 2010 at 11:00).

Cases in which hearings have been scheduled shall be placed in the compartment for the preliminary examination of case files and cases with other set deadlines only where necessary.

If the parties and other persons have already been notified of the date and time of the trial and no other actions are required, the cases shall be placed in the hearing planner.

Article 220

Case files shall be placed in the appropriate compartments of the deadline or hearing planner according to their dates. The deadline and hearing planners shall be inspected every day. Cases found in the next day's compartment shall be handed over to the judge at least one day before the expiry of the deadline for the appropriate action, or three days before the expiry of the deadline expiration if the activity should be taken at the court unit.

Cases in which the preliminary examination of files needs to be made shall be examined and it shall be checked whether all activities were performed in accordance with the decision, i.e. whether all return receipts and delivery notes on the completed service were returned and included in the case file, whether the requested reports have been received and included, etc. If so, the case file shall be transferred from the preliminary examination compartment to the appropriate case management compartment according to the date.

If the necessary activities have not been performed, or there is no evidence thereof, or they were performed incorrectly, the court clerk's office may, on its own or under a judge's decision, take necessary measures: call for a speedier return to the court of return receipts and delivery notes, submission of requested reports, another attempt to service to the same or different address,

removal of observed irregularities, etc. If there is enough time, the court clerk's office shall set a new deadline for preliminary examination of the case file.

If the trial cannot be held due to impediments, the judge shall notify all summoned parties about the cancellation of the hearing and scheduling of a new one in order to avoid unnecessary costs.

7. Joinder and separation of cases

Article 221

When several cases are joined for the purpose of a joint trial, the case that started at a later date shall, as a rule, be joined to the case in which the procedure had started earlier, taking into account the seriousness and complexity of the former case.

The case that was joined to the other for the purpose of simultaneous action shall be indicated on the folder of the joint case file (e.g. Spojen (joined) P 70/10) and if there are any special designations on the folder of the case that was joined to the other, they shall be copied on the folder of the joint case file.

The joined case shall be entered in the list of documents or electronic list of documents of the earlier case under the next serial number at the list of documents. If the cases were joint at the trial or hearing only the records shall be entered in the list of documents. In both cases, the case that was joined to the other for the purpose of holding a joint trial shall be indicated in the field for remarks.

When a case is attached to another only for the purpose of viewing, the activities referred to in the previous paragraphs shall not be undertaken; instead, the attached case shall be indicated in red pen on the folder of the other case (e.g., Priložen (attached) P 12.10). Once the cases are separated, this indication shall be crossed out.

Article 222

When cases are separated before the termination of the procedure in order to undertake separate actions, certified transcripts of documents referring to both cases, i.e. those necessary only for the separated case, shall be inserted in the separated file.

Special designations referring only to the separated case shall be made on the folder of the separated case file. These designations shall be crossed out from the file folder of the previous joint case.

A new list of documents shall be made for the separated case.

8. Other provisions governing the work of the court clerk's office

Article 223

The court clerk's office shall independently:

- 1) certify the finality and enforceability of a decision the basis of a previous decision of the judge;
- 2) verify signatures, manuscripts and transcripts, except documents that are intended for the use abroad;
- 3) provide oral and written information on the basis of data from the register and papers;
- 4) receive in the form of an official note short statements, statements of parties and other stakeholders on the change of address, place of residence and the date of receipt of a decision in cases when the return receipt or delivery note did not return to the court or when the date of service was not indicated on them, etc.;
- 5) encourage speedier action in cases where orders were not observed within set deadlines and where a judge's order is not required for this purpose;
- 6) examine documents and informs the parties about shortcomings in accordance with its authority;
- 7) take appropriate measures to ensure a timely and proper collection of fines, costs of procedure and seized assets, after the issue of a court order;
- 8) look after the proper collection of court fees and take envisioned measures in case of failure to observe the payment obligation;
- 9) look after the collection of fees and costs of procedure for which the advance was paid from the budget;
- 10) collect the information needed for the striking out or revoking of probation;
- 11) keep a separate record of deadlines for urgent cases (detention, enforcement before final disposition, provisional measures, etc.)
- 12) keep a list of court experts entrusted with cases belonging to a particular area of expertise, list of cases in which proceedings are held in minority languages, list of corruption cases etc.

In addition to activities referred to in paragraph 1 of this Article, the president may order the court clerk's office to perform independently other actions and activities.

When certain activities referred to in paragraphs 1 and 2 of this Article are performed at the court unit or department outside the seat of the court, the president shall determine the employees who shall perform these duties under the annual work distribution schedule.

Article 224

Employees who perform the tasks of the court clerk's office shall look after the proper, orderly and timely handling of cases and, in particular, after the observation of all legally regulated or imposed deadlines, removal of everything that would interfere with the judge's timely activities

in the case and ensure that the judge receives all case files when a motion or report on which a decision should be made or another action taken arrives at the court.

A court clerk's office employee may inform the judge or judge's assistant about the approach of some deadlines or some technical errors, etc.

The court clerk shall inform the president every month about the decisions that were not written and their statutory deadline has expired. Separate records of such cases shall be kept for each judge at the court administration.

The court clerk's office shall make the appropriate notes on the case in connection with the actions and failure to act of parties and other persons and in connection with the work of court clerk's office (e.g. delivery note was not returned, the required report was not received, the response to the appeal was not submitted, no appeal filed, the party did not observe the set deadline, etc.).

The employee shall indicate on the document on which a deadline applies (legal remedy, etc.) the date of service of the decision against which the legal remedy was used. If the type of the legal remedy does not require service for the purpose of a response, he/she shall transfer the case to a higher court, or a panel of the same court. If it is determined that the document was not filed on time, he/she shall put the note "untimely" on the document and transfer the case to the judge. The appropriate rectangular stamps or forms shall be used in these cases.

Article 225

As a rule, the movement of cases at the court clerk's office (transcribing, comparison, dispatch, etc.) shall not be entered in the register if the case is to be returned without any major delay (during the day or immediately).

If a case should be temporarily transferred to another court, body or organizational unit of the court, a note shall be made using a pencil in the field for remarks in the register as to when and to whom the case was transferred; the case shall also be included in the list of cases that need to be returned.

Article 226

As a rule, the returned delivery notes and return receipts for serviced papers shall immediately be inserted in the case file.

Courts with big caseloads may keep the delivery notes and return receipts for properly served papers organized according to the dates of deadlines and hearings in a separate cabinet with the appropriate number of compartments. They shall be inserted in the case file on the eve of expiry of the deadline or holding of the hearing.

Action on all unserved or improperly serviced summons and other documents shall be taken immediately upon receipt, regardless of the preliminary examination of the case file and case file management deadlines.

Return receipts and delivery notes related to documents in cases concerning public records shall immediately be handed over to the manager of the public records.

Return receipts and delivery notes that indicate that decisions and other documents were serviced shall be inserted in the case files and affixed directly behind the relevant decision.

Article 227

The court clerk's office shall act independently in connection with the handling of the case files and obtaining of required data, reports and information from other courts, bodies and institutions.

Employees at the court clerk's office may be entrusted with other tasks under the supervision and in accordance with the instructions of judges, such as: to write letters, to draft reports, letters rogatory or simple decisions related to the management of the procedure.

Article 228

When a court decision is challenged using a legal remedy, the first instance court shall send the properly organized case file together with the transcript of the decision and copy of the legal remedy to the competent higher court.

The first instance court shall send the case to the higher court together with the transcript of its decision and copy of the legal remedy, when a second instance decision was challenged using a legal remedy. The higher court shall attach the transcript of the second instance decision to its case file and shall send the case to the competent court.

The case from the court unit or department outside the seat of the court shall be sent to the competent higher court through the court clerk's office at the seat of the court.

Article 229

If due to allegations indicated in the legal remedy or reply to the remedy, a check needs to be made, especially regarding service, the check shall be made, under a judge's order, by the first instance court before the case is referred to a higher court.

In the referral document, the first instance court shall quote the checks that were made after the filing of the legal remedy, i.e. after the reply to the legal remedy.

Article 230

Documents kept by the court shall be referred to the higher court together with the case file if their transcripts have not been attached to the case file. Objects of the crime scene investigation or pieces of evidence which cannot be sent easily together with the case file, shall be noted in the accompanying report and the higher court shall be informed thereof. These objects shall be sent to the higher court only upon request.

Article 231

Upon the receipt of a case file, the higher court shall establish a new case file under the designation of the higher court (e.g. KŽ). The first document inserted in the list of files shall be the accompanying document with the precisely stated date and time of receipt.

The designation of the higher court shall be placed on the case file folder below the designation of the first instance court. The designation of the first instance court shall not be crossed out.

Article 232

The higher court shall, together with its report (Form No. 132), return the case to the first instance court with the required number of copies of its decision for the parties and a copy for the court, which shall be affixed at the end of the file. The same procedure shall be used when the higher court returns the case to the appellate court in connection with a legal remedy against its decision.

The original decision and the record on the deliberation and vote, or note on the deliberation and vote, shall remain in the higher court's case file, together with other documents and decisions that refer only to the procedure before the higher court.

Chapter XVII

ARCHIVING, KEEPING AND EXTRACTION OF CASES

1. Archiving

Article 233

Cases in which the court has reached final disposition shall be archived and kept under a written decision of the judge, who shall indicate by signing the rectangular stamp imprint on the case file folder that the case is to be archived.

As a rule, the archives shall be located in a separate room within the court clerk's office. The cases in which the court has reached final disposition may be kept at the court clerk's office (reference archive) for a maximum of two years, after which they shall be handed over to the archives together with the appropriate registers and other subsidiary books.

Cases must be protected from humidity and fire as well as from damage, destruction or theft.

The archives may be kept in the electronic format or in another suitable way in accordance with the law.

Article 234

Before archiving it shall be necessary to:

- 1) separate the attached cases where the proceedings were not joined;

- 2) extract attachments that represent transcripts and cannot be used as evidence from the case file, delivery notes and return receipts (except in the case of personal service) etc.;
- 3) arrange the papers in chronological order;
- 4) check if the folder contains some documents that should be returned to the parties, or another body;
- 5) check if a rectangular stamp imprint was placed on the case file folder, confirming that the court fee was paid or that an order for forcible payment has been issued to the competent body;
- 6) check if the judge in a criminal or misdemeanor case has noted that the competent body in charge of the enforcement of sentences has been informed, if the decision was made on the costs or criminal or misdemeanor procedures which were paid from the budget and if these costs, fines and flat fees were collected or registered in the control book of fines, flat fees and costs, or in the register of the execution of joint return receipt and delivery note and that all other necessary activities were performed;
- 7) check if statistical lists have been completed and verified;
- 8) check if there is a deposit and if decision has been made on it.

If the folders of sizeable cases were damaged, the case shall be placed in a new folder before placing in the archives.

Article 235

Cases in which the court has reached final disposition in the current and previous years shall, as a rule, be placed in the reference archive and kept at a separate cabinet at the court clerk's office arranged in the serial numbers according to the order of letters designated to the case. All other cases shall be handed over and kept only at the court archives.

Records and directories from previous years shall also be kept at the archives, if they are not needed for the ongoing activities.

Cases in which a final deliberation on termination has been made shall be registered separately, kept at the reference archives and shall not be not destroyed.

Article 236

Some cases of historical and scientific importance, as well as other cases for which the president decides that this is necessary, may be stored in a special place.

An auxiliary folder shall be placed in their place at the archives, bearing a note on the place where they are kept.

Article 237

At the archives, completed cases shall be organized in separate folders according to their type (civil, criminal, non-contentious, enforcement) and according to the numerical order of some participants' files. On the front page of the folder a short designation and year of the case shall be indicated, as well as the serial number of the case (e.g. P 1 / 10, 20/10 K).

One or more visible signs shall be placed on the shelves indicating what they contain.

Article 238

The archived cases shall be handled by a designated employee at the court clerk's office (hereinafter referred to as the archivist).

Cases shall be issued from the archives upon the request of a judge or person authorized by him/her (Form No. 134). Cases may be issued to other courts, government bodies or institutions when the president or the employee designated by him approves this in writing. A subsidiary folder containing the request and approval shall be placed in the same spot where the issued case file was kept.

The archivist shall keep a list of cases issued from the archives with the indicated deadlines for their return. He/she shall check at least once a month whether the cases were returned within the set deadlines, and if not, he/she shall notify the court clerk thereof.

2. Keeping and extraction of documents

Article 239

Archived cases, registers, directories and other subsidiary books shall be kept and extracted in accordance with regulations on the protection of cultural goods and provisions of these Rules.

Data from the archived cases, registers, directories and other records stored in the electronic format as well as electronic documents shall be kept in accordance with regulations governing e-business.

Article 240

The following items shall be kept at the courthouse and not separated in order to be handed over to the competent archives:

- 1) documents pertaining to the court building and legal relations in connection with court buildings and other real estate which is owned by the Republic of Serbia or has been given to the court for use, together with appropriate plans, sketches, building contracts, cost estimates, etc.;
- 2) court registers with documents;
- 3) wills and other documents entrusted to the court for safekeeping together with lists of relevant documents and registers;

- 4) criminal records in criminal cases for offenses for which sentences of imprisonment of between 30 and 40 years has been imposed;
- 5) decisions on permanent or temporary seizure of assets;
- 6) judgments and the court settlements from litigation files that refer to status, probate and real estate disputes, death certificates and rulings on inheritance;
- 7) rulings declaring a missing person dead and on the proof of death;
- 8) records on procedures for the declaration of incapacity;
- 9) all registers and corresponding directories.

Article 241

The deadlines for the keeping of archived cases shall be as follows:

- 1) for files in which property law claims for real estate have been discussed during the court procedure - thirty years;
- 2) for files in the bankruptcy procedure - thirty years;
- 3) for criminal files where a prison sentence of more than ten years was imposed - thirty years;
- 4) for criminal files where a prison sentence of between three and ten years was imposed - twenty years;
- 5) for criminal files where a prison sentence of up to three years was imposed- ten years;
- 6) for criminal files in which a fine or judicial admonition was imposed - five years;
- 7) for criminal files in which criminal proceedings were instituted under a private lawsuit or motion to indict and the proceedings were discontinued or a judgment dismissing charges was rendered - two years;
- 8) for files related to payment orders - five years;
- 9) for files related to the enforcement procedure - five years;
- 10) for all second instance files- five years;
- 11) for court administration files - ten years;
- 12) for files related to administrative proceedings - 10 years;
- 13) for all other files - 10 years;
- 14) for files related to misdemeanor proceedings - three years;

15) for files related to misdemeanor proceedings in the field of customs, foreign trade and foreign exchange operations, public revenue and finance, trade in goods and services and air traffic - six years.

The deadline for the keeping of backup copies of data in the electronic format may not be shorter than the deadline for the keeping of records referred to in paragraph 1 of this Article, unless a special regulation says otherwise.

The deadlines referred to in paragraph 1 of this Article shall be counted from the date when the court's disposition became final.

After the expiry of the deadline referred to in paragraph 1 of this Article files shall be extracted from the archives to be destroyed or handed over to the competent archive.

3. Collections of court decisions

Article 242

The courts may establish collections of judgments and other decisions that include all judgments and other decisions that became final by the end of the calendar year.

A higher court decision rendered in connection with a legal remedy shall be , if possible, attached to the decision that is to be placed in the collection.

Decisions shall be classified by the serial number used in the case designation and the year when the file was set up.

Special collections shall be established for certain types of cases (criminal, misdemeanor, civil, administrative, probate and non-contentious).

Collections of decisions shall be kept at the court archives or in another suitable way.

Chapter XVIII

Keeping of registers and subsidiary books

1. Establishment and designations

Article 243

Courts shall keep registers and subsidiary books envisaged under these Rules, and if necessary other books of records as well.

Registers shall consist of the required number of sheets of prescribed form that are tied in a book with hard covers. The designation of the register and the year to which it refers shall be indicated on the covers (e.g. Su 2010, P 2011").

Courts with lower caseloads may use one register for several years. The designation of the year shall be placed in the middle of the first page of the sheet at which the register for the following year begins.

Directories and other subsidiary books shall be established in the same way, unless these Rules say otherwise.

Article 244

Instead of books, the courts may keep records and record the other movement of case files on record cards which must contain the number of case, name or designation of the judge, and information about the parties and type of dispute.

Registers and subsidiary books that are kept using the ICT shall contain the same information as the hardcopy register. At the end of each year all data shall be printed out in the same form used for the appropriate register and shall be kept in the electronic format.

Article 245

Registers and subsidiary books shall be kept by the court clerk's office separately for each type of case.

If the court has a special department or a specialized trial panel cases shall be recorded in the separate register bearing the same designation as the main register for a particular type of case, and behind the register designation it shall be indicated that it pertains to a special department or specialized panel (e.g. K-Po1 4/10, K-Po2 7/10, K-Po3 5/10).

At the court unit or department outside the seat of the court subsidiary books shall bear the name of the main register with the designation of the court unit i.e. department outside the seat of the court, made using the Roman numerals before the main designation (e.g. labor disputes I-6 P134/10). In this case, the Roman number shall indicate the court unit or department outside the seat of the court, and the Arabic number behind the Roman shall indicate the judge.

Article 246

Registers are kept in such a way as to make it possible to determine the stage of the proceeding in and whereabouts of a case at all times.

Printed explanations and instructions for the use of registers and business books shall be placed inside their front covers.

2. The keeping of registers

Article 247

Documents shall be entered in the registers in the chronological order. Subsidiary books shall be managed in the same way unless these Rules say otherwise.

All cases shall be kept in the register under the same number until its termination, except in the cases of separation of cases and other cases referred to in these Rules.

If a procedure has been initiated by a number of persons or if it is held against a number of persons, the case shall be entered in the register under one serial number and Arabic numerals shall be placed before the names of the parties (1, 2, 3).

Article 248

The document under which a procedure is instigated (hereinafter referred to as the initial document) shall be entered in the appropriate register and motions and other documents in the appropriate subsidiary books.

Documents that refer to the already registered cases (appeals, response to an appeal, complaints, etc.) shall be registered in the appropriate fields of the register under the serial number of case to which they refer, while other documents shall be inserted in the case file without being entered in the register.

If there is not enough room next to the previous entry, the registration of other entries that refer to the same case shall continue by the writing of an entry in the first empty horizontal line following the last taken serial number in the register. In order to establish a connection between these entries, the serial number of the case shall be written using a red pen below the serial number of the case whose entries shall continue (e.g. 13, 17, which means that the entries related to the case registered under 13 continue behind the case registered under the number 17). The field where the entries continue shall bear the serial number of the case to which it refers and shall be written using a red pen (e.g. number 13 shall be written using a red pen below the number 17, which means that this entry refers to the case registered under the number 13). Once all entries that refer to the previous case have been made, the registration of subsequent new cases shall continue under the next available serial number (e.g. the number 13 written using a red pen shall be followed by the next case registered under the number 18).

Ballpoint pens shall be used for the keeping of registers and subsidiary books. Temporary notes (movement of files, etc.) shall be written with pencils and erased when they become irrelevant. Red pens shall be used only for the notes envisioned under these Rules.

Article 249

Incorrect entries may not be deleted or otherwise removed (glued over, scratched, concealed with the correction fluid).

If a case was incorrectly registered, the entire entry shall be crossed out using a red pen by a line stretching from the left bottom to the right upper corner of the entry. A note stating “incorrect entry” shall be made in the field for remarks.

The case after the incorrectly registered case shall be registered under the next serial number. When the register is closed at the end of the year, the cancelled serial numbers shall be subtracted from the last serial number.

Other incorrect entries in the registers and subsidiary books shall be corrected by entering the correct text and a thin horizontal line shall be drawn over the incorrect text in such a way as to keep the crossed text legible.

There is a register of incorrect entries for the cases incorrectly registered in the electronic format and the words “incorrect entry” shall be written in the remark.

If a case has been incorrectly registered in the case management software, the confirmation of the registration of such a case needs to be printed out and inserted in the folder of incorrectly registered cases.

3. Reference numbers of cases in which the court has reached the final disposition

Article 250

Once a case becomes final, the reference number of the final ruling shall be placed before the serial number.

for example	585/10	

The case shall be marked as finally solved after the dispatch of the decision, regardless of whether it is final, and before the dispatch of the decision only if this is envisioned under these Rules.

Cases in the "Ki" and "Kri" registers shall be completed when, upon the completion of an investigation or implementation of investigation techniques, the investigative judge presents the documents to the competent prosecutor and the latter files the charging document, or if he/she does not file the charging document within the deadlines provided in the Criminal Procedure Code or make a motion for amending the investigation.

Cases in the "I" register shall be solved once the dispatch has taken place of the rulings on enforcement, lien insurance, imposition of a preliminary or temporary measure, extension of a preliminary or temporary measure, ordering the payment of court penalties, counter-enforcement (with the indication that the counter-enforcement shall be carried out by the bailiff), lack of (territorial and subject matter) jurisdiction, dismissal or rejection of an enforcement motion, collateral, counter-enforcement or ordering the payment of court penalties, and finally solved after the implementation of the enforcement procedure, or under a ruling on the suspension of the procedure (due to withdrawal of the motion or fulfillment of other statutory requirements).

It shall be regarded that the enforcement was implemented after the taking of the last legally regulated enforcement action.

Cases in the "I1" register shall be solved and finally solved once the enforcement procedure is carried out, i.e. when the procedure requested by another court is implemented.

Cases in the "Iv" register shall be solved once the dispatch has taken place of the rulings on the enforcement, refusal or dismissal of the enforcement motion, lack of (territorial and subject matter) jurisdiction and withdrawal of the enforcement motion, and finally solved after the adoption a ruling granting the complaint and putting out of effect the ruling on enforcement and transfer of the case file to the competent court for further litigation, or after the implementation of the enforcement procedure if the complaint is dismissed or rejected, according to the rules as well as for the cases of enforcement on the basis of the titulus executionis.

The designation of final resolution shall be placed before the dispatch of the ruling and once the ruling on the suspension of proceedings becomes final, and in the criminal procedure (K, Km, Kim, Ik) when a defendant or convict is not found 90 days after the issue of the arrest warrant.

The designation of a final solution shall be placed in the register of reorganization cases when the plan of reorganization is adopted or its implementation suspended.

Cases involving several persons (co-defendants, prosecutors or plaintiffs, accused or sued persons, etc.) shall be designated as finally solved once the procedure has been completed and the decision dispatched to all of them. When the case is solved only for some persons, the designation of a final solution shall be placed only next to the letters or numbers that refer to these persons.

The designation of partially solved cases shall be a horizontal red line placed under the serial number of the entry from the register (e.g. K 585/10).

If the registers are kept using the case management software, separate records shall be kept on all completed cases and a special designation indicating whether the case has been solved shall be assigned.

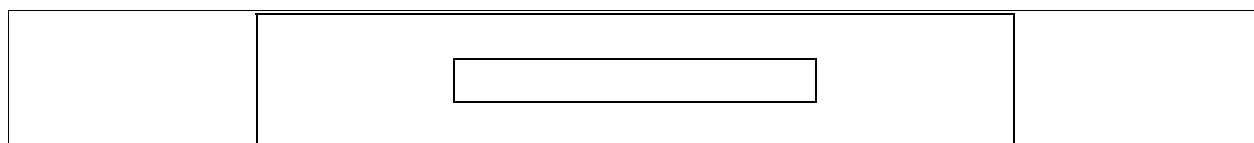
Article 251

When all cases registered on one page of the register or subsidiary book are designated as finally solved, a rectangular sign is placed in the bottom left corner of the sheet.

The serial number of the case which is archived shall also be framed with the rectangular sign.

If a case is kept in the electronic format, it shall be specially indicated whether the it was archived (a / a).

The designation of the final solution and the rectangular sign shall always be made using a red pen or rectangular stamp.



4. Joinder of cases in the registers

Article 252

When several cases are joined in order for a single procedure to be held, the serial number of the joined case shall be indicated in the field for remarks in the register together with the case (joint case) to which it was joined (e.g. Joined P 50/10).

A note shall be placed in the field for remarks under the serial number of the joint case (e.g. Joined K 50/10).

The joined case shall be handled in future under the number of the joint case that was registered as the oldest and the entry completed in another way shall be included in the register.

Article 253

When a case is enclosed to another only for the purpose of viewing, the provisions of the previous article shall not apply. The enclosure of a case in this situation shall be noted in the remarks field of the case that is to be enclosed using a pencil (e.g. Enclosed case P 30/10) and the date of enclosure shall be indicated.

Such a remark shall also be placed in the remarks field of the register under the serial number of case to which the other case was enclosed (e.g. K 50/10 is enclosed)).

5. Separation of cases in registers

Article 254

When a court decides to separate trials for some crimes or defendants in a case and for some requests from the same indictment, the case shall be separated in the register by registering the transcripts of documents that refer to the separated case as a new case. A note on this shall be made in ink in the remarks field next to the new case e.g. Separated from K 40/10, and in the remarks field of the previously joint case: Separated K 30/10. In both cases the date of separation shall be indicated. Notes shall also be placed in the list of files.

Entries related to a separated part of the case shall be transferred to the corresponding sections of the new serial number of separated case.

6. Closure of registers and subsidiary books

Article 255

Registers and subsidiary books shall be closed at the end of the year in such a way as to draw a line after the last serial number and under the last entry, and the following data shall be entered: day, month and year of closure, serial number of the last entry, number of incorrect entries,

number of solved cases and number of cases that remained unresolved at the end of the year. The note shall be signed by the keeper of the subsidiary register, the court clerk and the president.

The main register shall be closed after the comparison of all data with the data from the register of the court unit or court department outside the seat of the court.

If the case management software is used for the management of registers, the register must include a note on the closure, which is printed and entered in the "Su" register.

7. Transfer and reclassification of old cases

Article 256

Cases that have remained unsolved at the end of the year shall be transferred to the next year's register in such a way as to note only their serial numbers on the first page of the register. All entries related to these cases shall also be made in the previous register. When a case is resolved in the current year, the designation of final resolution shall be placed in the previous register and the appropriate serial number on the first page of the new register shall be crossed out using a red pen.

Courts that have the case management software, shall not transfer and reclassify the old cases.

Article 257

If a case is not finally solved in the year in which it was registered or in the next year, it shall be reclassified together with all the necessary entries (entries made during the registration of the first document) in the current year register and registered before the new cases. Reclassified cases shall keep the old register designation and number, which means that cases received first shall be registered first. The date of receipt of the first document shall be the date of receipt of the case (e.g. if cases registered in the 2010 register remain unresolved until January 1, 2012, they shall be transferred to the 2012 register, together with the entries made when the first document was registered).

A note shall be made in the remarks field of the register from which the case is reclassified stating that the case has been reclassified into a new register and the designation of final resolution shall be placed next to the serial number.

A red horizontal line shall be drawn below the last case reclassified in the new register.

Documents received in the current year shall be registered below the line referred to in the previous paragraph, starting from the serial number 1.

Other entries made in the previous two years shall not be transferred.

8. Re-registration

Article 258

When proceedings in a case designated as finally solved in the register continue due to the quashing of the ruling (in full or in part), or after the adjournment of the proceedings or after a defendant is found pursuant to an arrest warrant, etc., the case shall be registered as a new case with all required previous entries. The previous designation shall be entered in the remarks field, and the new designation of the case shall be written next to the previous entry (connection between the previous and subsequent procedures).

If a ruling in a case was partly quashed and partly confirmed in the second instance and if in the procedure under an extraordinary legal remedy the part in which it was confirmed is quashed, the second instance and first instance decisions shall be re-registered according to the procedure described in paragraph 1 of this Article, i.e. this part of the case shall get the same designation as the part of the case that was re-registered as a result of partial quashing in the second instance procedure.

9. Directories

Article 259

A case recorded in the register shall be immediately entered into the appropriate directory.

If electronic registers are kept, no directories shall be made.

10. Inspection

Article 260

The court clerk shall randomly inspect at least once a month entries in all registers, directories and other subsidiary books. On that occasion, he/she shall compare the entries with documents to see if they are accurate and complete. The court clerk shall inform the president and the department president about the inspection.

The department president shall inspect the registers and subsidiary books at least once in three months, and the president shall do so once a year.

During the inspection omissions shall be pointed out, observed mistakes shall be corrected necessary explanations provided.

The completion of the inspection shall be verified by the signature and date behind the last inspected entry.

The department president shall make a note on the completed inspection and submit it to the president.

The inspection within the case management software shall be executed in the same way as in the hardcopy registers. Entries shall be inspected randomly and data in the software must contain the same the data from the case as the register.

11. Registers

Registers kept by all courts

Article 261

All courts shall keep the following registers:

- Register of court administration	Su Form No. 1
- List court administration files	Ps Form No. 2
Confidential and top secret register of the court administration	Pov.Su, Str.pov.Su Form No. 1

Article 262

Documents related to the work of the court administration shall be divided into groups and subgroups as follows:

Group I: Organizational tasks

Group II: Guidelines and other documents

Group III: Statistics and reports

Group IV: Financial and Material Operation

Group V: Human Resources

Group VI: Complaints

Group VII: Recusals, exclusions

Group VIII: Miscellaneous

Some groups shall contain subgroups, as follows:

Group I

- 1) Instructions and acts of organizational nature;
- 2) Assignments of tasks;
- 3) Provision of legal assistance;
- 4) The court unit/department outside the seat of the court/court days;
- 5) Inspections and visits of the courts;
- 6) Lay judges;

- 7) Working meetings;
- 8) Professional development and training of judges and court staff;
- 9) Job classification.

Group II

- 12) Verification of documents for the use abroad;
- 13) Material law;
- 14) Procedural law;
- 15) Preliminary procedure;
- 16) Fees;
- 17) Case law

Group III

- 18) Guidelines and documents pertaining to statistics;
- 19) Regular work reports;
- 20) Regular statistical reports;
- 21) Occasional statistical reports.

Group IV

- 22) Guidelines and other documents;
- 23) Official gazettes, books, magazines and office supplies;
- 24) Heating and lighting;
- 25) Travel and moving expenses;
- 26) Expenses of the cleaning, maintenance and insurance of the building and inventory;
- 27) Postal, telegraph and telephone costs;
- 28) Inventory replenishment;
- 29) Costs of the proceedings;
- 30) Costs of lay judges;

- 31) Activities of the court's supply office;
- 32) Other financial operations;
- 33) Deposits.

Group V

- 34) Records on the election of the president and judges;
- 35) Guidelines and other documents;
- 36) License exams of employees;
- 37) Judicial interns;
- 38) Vacations and absences.

Group VII

- 39) Recusals
- 40) Exclusions

All other matters pertaining to the court administration shall be registered in this group.

The Su register

Article 263

Documents pertaining to the work of the court administration shall be entered in the Su register.

Documents that refer to matters that are the same or similar by their nature shall be recorded in groups or subgroups at the beginning of the register, and all other documents which cannot be included in any of these groups shall be recorded according to the order of receipt under the serial numbers that follow the numbers taken by certain subgroups.

Some court administration tasks shall be divided into groups and subgroups. The courts shall be authorized to designate other groups or subgroups according to their needs when the registers are established.

When a register is established, several serial numbers shall be assigned to each group and each subgroup shall bear its own serial number.

A separate folder, made for each subgroup at the beginning of the year, shall be made in the Su register under the serial number and name of the subgroup and all documents belonging there shall be enclosed there during the year. When such documents are enclosed, they shall get the common serial number under which the subgroup was registered in the Su register, as well as the sub number that corresponds to the serial number of the list of files, which is recorded in each

folder. Behind this designation of the document, the number of the group written in Roman numbers shall be indicated (for example Su I-8 67/10, which means that this document belongs to the first group, subgroup 8, entitled Lay Judges).

Documents registered in this way shall be classified in the remarks field for the list of files of the subgroup, and not in the registry.

Folders with documents that refer to court administration activities shall be kept at the court administration premises arranged in groups and subgroups.

The Pov. Su and Str. pov. Su registers

Article 264

Confidential or top secret matters of the court administration and received documents marked as Pov or Str. pov by the sender shall be entered in the confidential or top secret registers, kept by the president or a person designated by him/her.

Registers of basic courts

Article 265

The basic courts shall keep registers for the following:

- 1) criminal cases, for:

- investigations and investigative techniques	Ki Form No. 3
- criminal cases	K, K2, K3... Form No. 4
- sentencing without a trial	K1 Form No. 5
- different investigation cases	Kri Form No. 6
- public prosecutor's motions and investigative judge's orders issued in the preliminary proceedings	KriPov, KiPov Form No. 39
- different criminal cases and legal assistance among domestic courts in criminal matters	Kr Form No. 6
- issuance of certificates on the conduct of criminal proceedings	Ku Form No. 6
- pardon cases	Kp Form No. 7
- criminal panel outside the trial	Kv, Kvm Form No. 8
- enforcement of criminal sanctions;	Ik, Ik1, Ik2... Form No. 10
- enforcement of alternative sanctions (house arrest, community service, etc.)	Ika, Ika1, Ika2... Form No. 11
- parole cases	Kuo Form No. 9
- register on the temporary seizure of assets	Poi...Form No. 12
- register on the permanent seizure of assets	Toi...Form No. 13

- plea bargaining cases	Spk Form No. 14
- outgoing letters rogatory in criminal matters	Pom I1 Form No. 27
- cases of the mutual legal assistance in criminal matters (incoming letters rogatory)	Pom Ik1 Form No. 30
2) civil cases, for the following:	
- civil cases, labor and family disputes, etc.	P, P1, P2... Form No. 16
- payment orders	Pl Form No. 17
- enforcement	I, I1, I2 and I3 Form No. 18 and 20
- cases of enforcement on the basis of valid documents and cases of summary enforcement procedures	Iv Form No. 19 Iv1 Form No. 21
- book of enforcement debtors	Ikd Form No. 22
- for complaints in the Iv cases, in the Iv1 summary enforcement procedures	Ipv1 Ipv2 Form No. 23
- probate cases	O Form No. 24
- other non-contentious cases	R, R1, R2, R3 Form No. 25
- cases of legal assistance	Pom Form No. 26
- outgoing letters rogatory in civil matters	Pom I2, Form No. 28
- cases of international legal assistance in civil matters (incoming letters rogatory)	Pom Ig Form No. 32
- cases pertaining to the keeping of persons in health care institutions	Os Form No. 35
- certification	Ov1, Ov2... Form No. 36
- certification of documents for the use abroad	Ov I Form No. 33 and Ov X Form No. 34

The court unit or department outside the seat of the court shall keep subsidiary registers for data entered into the appropriate main registers of the court. The forms prescribed for main registers of the court shall also apply to the subsidiary registers.

Registers of higher courts

Article 266

Higher courts shall keep registers for the following:

1) criminal cases, for:

- proposals issued by the public prosecutor and orders of the investigative judge in the pre-trial proceedings	Kri Pov and Ki Pov Form No. 39
- investigations and investigative techniques	Ki, Form No. 3
- different criminal cases and legal assistance among domestic courts in criminal matters	Kr Form No. 6
- different investigative cases	Kri Form No. 6

- criminal panels outside the trial	Kv Form No. 8
- sentencing without a trial	K1 Form No. 5
- first instance criminal cases	K, K1, K2, K3, K-Po1, K-Po2, K-Po3, Form No. 4
- preliminary juvenile proceedings	Kim Form No. 38
- juvenile proceedings, cyber crimes committed by minors	Km, Km-Po3, Form No. 40
- criminal panel outside the trial in juvenile proceedings	Kvm, Form No. 8
- register on criminal sanctions against minors (corrective measures)	Ivm, Km-ev Form No. 43
- register of corrective orders	Vn Form No. 41
- register of corrective order enforcements	Ivn Form No. 42
- criminal panels outside the trial in juvenile proceedings	Kvm Form No. 8
- different criminal cases against minors	Krm Form No. 6
- release of minors on parole	KuoKm Form No. 9
- criminal appellate cases (small appealation)	Kž, Kž1... Form No. 55
- cases of pardon	Kp Form No. 7
- parole cases	Kuo Form No. 9
- cases of extradition of defendants and transfer of convicted persons	Kre, Kre-Po1, Kre-Po2, Kre-Po3 Form No. 15
- register on the temporary seizure of assets	Poi Form No. 12
- register on the permanent seizure of assets	Toi Form No. 13
- plea agreement cases	Spk Form No. 14
- outgoing letters rogatory in criminal matters	PomI3 Form No. 29
- incoming letters rogatory	PomIK2 Form No. 31

1.1 For cases under the law on organization and jurisdiction of government authorities in combating of organized crime (organized crime cases)

- register for organized crime cases	K-Po1 Form No. 4
- register for organized crime investigation cases	Ki-Po1 Form No. 3
- register for criminal trial panel	Kv-Po1 Form No. 8
- register for the pardon cases	Kp-Po1 Form No. 7
- register for different criminal cases	Kr-Po1 Form No. 6
- cases of parole	Kuo-Po1 Form No. 9
- register for public prosecutor's motions, investigative judge's orders and protected witnesses	Pov-Po1, Str. Pov-Po1 Form No. 39

1.2 For cases regulated under the law on organization and jurisdiction of government authorities in prosecuting war crimes perpetrators (war crimes cases):

- register for war crimes cases	K-Po2 Form No. 4
- register for war crimes investigation cases	Ki-Po2 Form No. 3
- register for criminal trial panel	Kv-Po2 Form No. 8
- register for pardon cases	Kp-Po2 Form No. 7
- register for different criminal cases	Kr-Po2 Form No. 6
- register for parole cases	Kuo-Po2 Form No. 9
- register for public prosecutor's motions, investigative judge's orders and protected witnesses	Pov-Po2, Str. Pov-Po2 - Form No. 39

1.3 For cases regulated under the law on the organization and jurisdiction of state authorities in combating cyber crime (cyber crime cases):

- register for cyber crime cases	K-Po3 Form No. 4
- register for cyber crime investigation cases	Ki-Po3 Form No. 3
- register for criminal trial panel	Kv-Po3 Form No. 8
- register for pardon cases	Kp-Po3 Form No. 7
- register for different criminal cases	Kr-Po3 Form No. 6
- register for parole cases	Kuo-Po3 Form No. 9
- register for public prosecutor's motions and investigative judge's orders	Pov-Po3 Form No. 39

2) civil cases for the following:

- litigations	P, P1... Form No. 16
- appellate litigations (small appealation)	Gž, Gž1... Form No. 57
- different civil cases	R Form No. 25
- cases of rehabilitation	Reh Form No. 37.
- outgoing letters rogatory	Pom I1 and Pom I2 Form No. 28

Appellate courts registers

Article 267

The appellate courts shall keep the following registers:

1) For criminal cases:

- second instance criminal cases	Kž, Kž1, Kž2, Kž3 Form No. 55
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- second instance criminal cases against minors	Kžm, Kžm1, Kžm2 Form No. 56
Different criminal cases against minors	Krm Form No. 6
2) For the following civil cases:	
- second instance civil cases	Gž, Gž1, Gž2 Form No. 57
- conflict of jurisdiction and delegation of jurisdiction	R Form No. 25

Registers of commercial courts

Article 268

Commercial courts shall keep the following registers:

- litigation cases: privatization, status disputes, banking disputes, construction disputes, copyright disputes, industrial property disputes etc.	P, P1, P2, P3, P4, P5... Form No. 16
- payment orders	Pl Form No. 17
- enforcements	I, I1, I2 and I3 Form No. 18
- enforcements on the basis of valid documents	Iv Form No. 19
- book of enforcement debtors	Ikd, Form No. 22
- for complaints in Iv cases	Ipv1, Ipv2 Form No. 23
- enforcements in summary proceedings	Iv1 Form No. 19
- different civil	R Form No. 25
- preliminary procedure for economic offences	Pki Form No. 44
- crimes against the economy	Pk Form No. 45
- bankruptcy cases	St Form No. 46
- claims	Ppot Form No. 47
- plan of reorganization prepared in advance, plan of reorganization	Reo Form No. 48
- liquidation cases	L Form No. 49
- applications for the entry in the register	Fi Form No. 50

Registers of magistrates' courts

Article 269

Magistrates' courts shall keep following registers:

- misdemeanors	Pr Form No. 83
- juvenile offenders	Prm Form No. 84
- provision of legal assistance	Pr-pom Form No. 85

- enforcement	Ipr, Ipr1, Ipr2... Form No. 86
- appeals against decisions of administrative bodies (fixed penalties)	Pru Form No. 87
- other operations	Prz Form No. 88

Registers of the higher magistrates' courts

Article 270

Higher magistrates' courts shall keep the following registers:

- appeals	Prž Form No. 89
- appeals in juvenile proceedings	Pržm Form No. 90
- register of appeals regarding the replacement of a fine by a prison sentence	Prži Form No. 91
- conflict of jurisdiction and transfer of jurisdiction (delegation)	Psd Form No. 92
- other operations	Prz Form No. 88

Registers of the Appellate Commercial Court

Article 271

The Appellate Commercial Court shall keep following registers:

- second instance crimes against economy cases	Pkž Form No. 51
- second instance litigations	Pž Form No. 52
- second instance non-contentious cases	Pvž Form No. 53
- second instance enforcements cases	Iž Form No. 54
- conflict of jurisdiction and delegation of jurisdiction	R Form No. 25

Registers of the Administrative Court

Article 272

The Administrative Court shall keep the following registers:

- administrative dispute	U Form No. 58
- delay of enforcement pending a lawsuit	Uo Form No. 59

- complaint to the decision of a single judge	Uv Form No. 60
- reopening of the administrative proceedings	Up Form No. 61
- enforcement of administrative court judgments	Ui Form No. 62
- different administrative cases	Ur Form No. 63

Registers of the Supreme Court of Cassation

Article 273

The Supreme Court of Cassation shall keep the following registers:

1. in criminal cases:

- motion for the protection of legality	Kzz Form No. 73
- different criminal cases	Kr Form No. 74
- conflict of jurisdictions, establishment of jurisdiction	Ks, Kd Form No. 75
- rehabilitation in criminal proceedings	Krh Form No. 76
- other motions in criminal matters	Krs Form No. 77

2. in civil cases:

- revision, direct revision	Rev, Rev1, Rev2, Prev, Drev, Dprev Form No. 78
- motion for the protection of legality	Gzz, Gzz1, Pzz, Pzz1 Form No. 79
- disputable legal issue	Spp, Spp1 Form No. 80
- other motions in civil matters	Rs Form No. 81
- conflicts of jurisdiction among appellate courts and among courts of different types from different appellate jurisdictions, delegation	R, R1 Form No. 82

3. in administrative cases:

- request for the review of judgment	Uzp Form No. 64
- request for the review of final judgment rendered by the magistrates' court	Przp Form No. 65
- motion for the protection of legality in misdemeanor cases	Przz Form No. 66
- conflict of jurisdiction	Us Form No. 67
- other administrative cases	Ur Form No. 68
- request for the extraordinary review of judicial decision	Uvp Form No. 69
- request for the extraordinary review of the final misdemeanor ruling	Upr Form No. 70
- motion for the protection of legality	Uzz Form No. 71
- appeals	Už Form No. 72

Article 274

The Supreme Court of Cassation, Administrative Court, Higher Magistrates' Court, Commercial Appellate Court and appellate courts may also keep other registers for certain types of cases in accordance with the provisions of these Rules.

Higher, commercial, basic and magistrates' courts may also keep other registers in accordance with these Rules and special regulations.

12. Individual registers

Registers in criminal cases

The Ki, Ki-PO1, Ki-Po2 and Ki-Po3 registers

Article 275

The following shall be entered in the Ki register: authorized prosecutors' requests for the implementation of investigations, requests to extend the investigation to include another person and public prosecutor's requests for some investigation techniques, as well as cases handled by special departments and specialized panels of higher courts.

Motions requesting the amendment of the investigation shall be recorded, but the case shall not be registered again.

12. Individual registers

Registers in criminal cases

The Ki, Ki-PO1, Ki-Po2 and Ki-Po3 registers

Article 275

The Ki register shall contain the following: authorized prosecutors' requests for the implementation of investigations, requests to enlarge the investigation to include another person and public prosecutor's requests for the implementation of some investigation techniques, as well as in the cases of special departments and specialized panels of the higher court.

Motions to amend the investigation shall be noted, but the case shall not be registered again.

The K, K1, K-PO1, K-Po2 and K-Po3 registers

Article 276

Criminal cases tried by the basic and higher courts in the first instance, classified according to the legal area, urgency or other criteria (K2, K3, ...) shall be registered in the K register, as well as the motions for the imposition of the security measure of compulsory psychiatric treatment and holding in an institution, as well as in the cases of special departments and specialized panels of the higher court.

Criminal cases in which the basic and higher courts act in the first instance without a trial shall be registered in the K1 register.

The Kri register

Article 277

Activities pertaining to some investigative techniques and letters rogatory for the implementation of some investigative techniques shall be entered in the Kri register.

The Kr, Kr-PO1, Kr-Po2, Kr-Po3 registers

Article 278

All motions referring to the criminal procedure shall be recorded only in the Kr register.

The Ku register

Article 279

The Ku register shall contain parties' requests for the issue of certificates on whether they are under investigation, investigation techniques (Ki register), or criminal proceedings on the basis of indictments and charging documents in which a final disposition has not been made (K register).

The Kp, Kp-Po1, KP-Po2 and Kp-Po3 registers

Article 280

Convicts' requests for pardon shall be recorded in the Kp, Kp-Po1, KP-Po2 and Kp-Po3 registers.

The Kv, Kvm, Kv-Po1 , Kv-Po2 and Kv-Po3 registers

Article 281

All criminal cases in which panels decide outside the trial and decisions on appeals shall be registered in the Kv and Kvm registers, unless they are registered in the KŽ or Kp registers.

Criminal cases of special departments and specialized panels in which panels decide outside the trial shall be registered in the Kv-Po1, Kv-Po2 and Kv-Po3 registers.

The Ik and Ika registers

Article 282

The Ik register shall contain the cases of persons on whom a prison sentence has been imposed and who are summoned to serve it, persons who have been sent to prison from detention, persons against whom an order for taking in to serve the sentence has been issued, persons against whom an order for the issue of an arrest warrant has been made or who have been sent from detention to prison to serve their sentences at their own request before the judgment becomes final.

The Ika register shall contain the cases of persons on whom alternative sanctions have been imposed in the criminal and misdemeanor proceedings.

The Kuo, Kuo Km, Kuo-Po1, Kuo-Po2 and Kuo-Po3 registers

Article 283

The convicted persons' and minors' requests for release on parole shall be entered in the Kuo register.

The Spk Register

Article 284

Proposed plea agreements and decisions on the filed plea agreements shall be recorded in the Spk register.

The Kri Pov, Ki Pov, Pov-Po1, Pov-Po2, Pov-Po3, Str Pov-Po1, Str Pov-Po2 registers

Article 285

The Kri Pov, Ki Pov, Pov-Po1, Pov-Po2, Pov-Po3, Str Pov-PO1, Str Pov-Po2 registers shall contain the proposals of authorized prosecutors and orders of investigative judges for the surveillance and recording of telephone and other conversations, or communications with the use of other technical devices, video recording of persons, search of apartments and persons and orders to obtain data from banks and other financial institutions, i.e. in the cases of special departments and specialized panels of the higher court.

The Kim register

Article 286

The Kim register shall contain requests for pre-trial proceedings against minors.

The Km register

Article 287

Criminal cases in which higher courts hold first instance trials and proposals for the imposition of criminal sanctions on minors shall be registered in the Km register.

Register of Km-ev

Article 288

The Km-ev register shall contain cases in which the following criminal sanctions were imposed on minors: correctional measures, juvenile prison sentences and the security measure of compulsory treatment.

The Vn and Ivn registers

Article 289

Cases in which correctional orders are imposed on minors shall be recorded in the Vn register.

All information in connection with the implementation of correctional orders shall be entered in the Ivn register.

The Ivm register

Article 290

All data pertaining to the enforcement of correctional measures against minors shall be entered in this register.

The Krm register

Article 291

Criminal cases against minors other than those registered in the Kim, Km and Kvm registers shall be recorded in the Krm register.

The Kž register

Article 292

Criminal cases in which second instance proceedings have been instituted based on appeals shall be entered in the Kž register.

The Kžm register

Article 293

Criminal cases against minors in which second instance proceedings have been instituted based on appeals shall be entered in the Kžm register.

The Kre, Kre-Po1, Kre-Po2 and Kre-Po3 registers

Article 294

Cases pertaining to extradition and the transfer of convicted persons shall be entered in these registers.

The Poi register

Article 295

Public prosecutors' requests for the temporary seizure of assets deriving from crime shall be entered in the Poi register.

The Toi register

Article 296

Public prosecutors' requests for the permanent seizure of assets deriving from crime shall be entered in the Toi register.

Registers in misdemeanor cases

The Pr register

Article 297

Cases in which magistrates' courts hold first instance trials shall be entered in the Pr register.

The Pru register

Article 298

Magistrates' courts cases in connection with appeals against the rulings of administrative bodies shall be registered in the Pru register.

The Prž register

Article 299

Cases of the Higher Magistrates' Court, which decides on appeals in the second instance, shall be entered in the Prž register.

The Pri register

Article 300

First instant cases in the enforcement stage shall be entered in the Pri register.

The Prmi register

Article 301

First instance cases against juvenile perpetrators in the enforcement stage shall be entered in the Prmi register.

The Pržm register

Article 302

The cases in which the Higher Magistrates' Court decides upon appeals of juvenile perpetrators in the second instance shall be entered in the Pržm register.

Registers for civil cases

The P, P1, P2 registers

Article 303

The P register shall contain lawsuits in disputes in which payment orders are not issued, payment orders against which complaints were filed, cases in which the court refused to issue a payment order, cases in which, under special rules, the procedure continues in the same way as in the case of complaints against payment orders (cases in connection with the complaint against the enforcement ruling based on a valid document and decision adopted in the summary enforcement procedure), as well as in other cases regulated under a special law.

If a payment order is issued in connection with the lawsuit entered in the P register, the case shall not be reclassified in the P1 register.

Proposals for temporary measures during the civil procedure shall be assigned the appropriate serial number in the list of files rather than being registered separately.

At the basic courts, lawsuits in labor disputes shall be entered in the P1 register, lawsuits in family disputes shall be registered in the P2 register and other cases may be classified according to the legal area, urgency, etc. (P3, P4...).

At the higher courts, disputes in connection with strikes, collective agreements, social insurance, official registers, elections and the dismissal of the legal entities' bodies shall be entered in the P1 register, unless another court has jurisdiction, lawsuits concerning paternity or maternity disputes shall be registered in the P2 register, while the other cases may be classified according to the legal area, urgency, etc. (P3 P4...).

At the Commercial Court lawsuits classified according to the legal area, urgency, etc. shall be registered in the P register (P1, P2...).

The PI register

Article 304

Lawsuits with the proposal for the issue of payment orders shall be entered in the PI register.

The I, I1, Iv and Ikd registers

Article 305

Enforcement and collateral motions, motions for the implementation of the approved enforcement by another court and orders for the enforcement of temporary measures shall be entered in the I register.

Cases pertaining to eviction, vacating of business premises and real estate handover shall be entered in the I1 register, while the cases pertaining to the enforcement of fines shall be entered in the I3 register.

Motions for enforcement procedures based on valid documents and for the implementation of summary enforcement procedures shall be entered in the Iv register.

Data on enforcement debtors, statements on the assets of enforcement debtors (kept in the compartment for further case management) and enforcement debtors' requests to delete entries shall be entered in the Ikd register.

The Ipv1 and Ipv2 registers

Article 306

The Ipv1 and Ipv2 registers shall contain all cases in which panels made up of three judges decide on complaints against the rulings on enforcement based on valid documents, rulings on enforcement in summary procedures and rulings on the registration in the book of enforcement debtors.

The O register

Article 307

All document related to probate proceedings shall be registered in the O register.

The R register

Article 308

All cases that do not belong to other registers shall be entered in the R register.

Some cases shall be classifieded into three groups. During the setting up of the register, courts shall have the authority to designate other groups or subgroups in accordance with their needs.

When the register is set up several serial numbers shall be assigned to each group, and each shall include a separate Arabic number (R, R1, R2, R3).

Separate parts of the register or separate books under the serial numbers and names of groups shall be set up in the register at the beginning of the year and all cases received during the year shall be registered in it. When this is done, such cases shall receive a common number of reference to the group from the R register and their serial number of registration (e.g. R1 4/10, which means that the case belongs to the first group and is registered under the number 4).

The first group (R1) shall consist of the:

- motions for the determination of the compensation for the expropriated real estate;
- motions for the organization, management and use of joint assets;
- motions for the division of joint assets or property;
- motions for the delineation of the boundaries of real estate;
- motions for the determination of tenancy right holders;
- motions for the establishment of the right to purchase the apartment on the basis of tenancy right.

The second group (R2) shall consist of the:

- motions for the declaration of incapacity;
- motions for the declaration of missing persons dead for the proving of death;
- motions for the extension of parental rights;
- removal and restoration of parental rights;
- requests for marriage licenses.

The third group (R3) shall consist of the:

- motions for the preparation, storage, revocation, cancellation and verification of wills, contracts and other public documents;
- motions for the preservation of evidence and issuance of temporary orders and other security measures before the initiation of the procedure;
- motions for the receipt and establishment of a deposit before the initiation of the procedure to which the deposit refers;

- settlements received on the record, if a civil case is not underway at that court;
- requests of domestic courts and other authorities for assistance in the delivery of documents and provision of other legal assistance;
- requests of other courts or other authorities for the execution of certain enforcement actions;
- motions for the recognition and enforcement of foreign decisions;
- requests under special regulations which envision that the procedure needs to be implemented under the rules of non-contentious proceedings;
- conflicts of territorial and subject matter jurisdictions and delegation;
- other cases.

The Pom register

Article 309

Basic courts shall keep the Pom registers for legal assistance matters.

Requests for legal assistance and requests of national courts and other authorities for the delivery of documents and other legal assistance shall be registered in the Pom register.

The Os register

Article 310

Cases in which persons are kept at health care organizations shall be entered in the Os register.

The Gž register

Article 311

The Gž registers shall be kept by courts which decide in the second instance on decisions adopted in the litigation and non-contentious cases.

Registers in administrative cases

The U register

Article 312

Lawsuits under which administrative disputes are initiated shall be entered in the U register.

The Up register

Article 313

Lawsuits filed by the parties in order to ensure the reopening of administrative court procedures that have ended in final judgments or rulings of the Administrative Court shall be entered in this register.

The Ui register

Article 314

Parties' motions for the adoption of decisions on the enforcement of Administrative Court judgments shall be entered in this register.

The Uzp register

Article 315

Motions for the re-examination of Administrative Court decisions shall be entered in this register.

The Us register

Article 316

Requests for solving the conflicts of jurisdiction between the Administrative Court and courts of general and special jurisdictions, which shall be decided by the Supreme Court of Cassation, shall be entered in this register.

Registers in mutual legal assistance cases

The Ov I register

Article 317

Certifications of documents that are to be used abroad shall be entered in this register.

The Ov H register

Article 318

Certified documents under the Convention on Abolishing the Requirement of Legalization for Foreign Public Documents (the Hague Convention) shall be entered in this register.

The Pom I1 I2 Pom I2, Pom Ik and Pom Ig registers

Article 319

Outgoing letters rogatory of domestic courts requesting the service of documents abroad and provision of other legal assistance in criminal and civil matters shall be entered in the Pom I1 and Pom I2 registers.

Incoming letters rogatory of foreign courts, bodies and international organizations requesting mutual legal assistance shall be entered in the Pom I1 and Pom I2 registers.

Registers in other cases

The Ov1 and Ov2 registers

Article 320

The Ov1 and Ov2 registers shall be kept for the verification of signatures, manuscripts, transcripts and documents.

Verifications of signatures, manuscripts and transcripts done at the courthouse shall be registered in the Ov1 register, and those done outside the courthouse in the Ov2 register.

The Reh register

Article 321

Rehabilitation cases shall be entered in the Reh register in accordance with a special law.

Register of protests of securities

Article 322

Courts shall keep registers of protests of securities (bills, checks) divided into three books in accordance with special regulations.

Registers of cases within the jurisdiction of commercial courts

The Pki, Pž, Pvž and Iž registers

Article 323

The preliminary procedure cases for crimes against economy shall be entered in the Pki register.

Cases in which the Appellate Commercial Court decides on appeals against the judgments and other decisions of commercial courts shall be recorded in the Pž, Pvž and Iž register.

The Pk register

Article 324

Public prosecutor's requests for the instigation of proceedings for crimes against economy against legal and physical persons shall be entered in the Pk register.

The Pkž register

Article 325

Cases where the Appellate Commercial Court decides in the second instance on appeals in cases of crimes against economy shall be entered in the Pkž register

The St, Ppot, L and Reo registers

Article 326

Motions for the opening of bankruptcy proceedings shall be entered in the St register.

Creditors' claims in the bankruptcy or liquidation proceedings shall be entered in the Ppot register.

Motions for the opening of liquidation proceedings shall be entered in the L register.

Proposals containing a previously prepared plan of reorganization and the reorganization plan shall be entered in the Reo register.

The Fi register

Article 327

Applications for the entry in the registers of commercial courts shall be entered in the Fi register.

13. Directories and subsidiary books

Article 328

The courts shall keep the following:	
- directory on the issued official IDs	Form No. 93 and 94
- directory on the issued ID cards	Form No. 95
- directories for the registers of criminal and misdemeanor cases (K, Ki, Km, Kim, Kž, Ki-Pol, Pr, Prm, Pru, Pom, Pri, Prž, Pržm...)	Form No. 138
- directory for the registers of civil cases (P, P1, Pl, Gž...)	Form No. 139
- directory for the registers of non-contentious cases (R, Pom, Os, Reh...)	Form No. 140
- directory for the register of enforcement cases (I, Iv, Iv1...)	Form No. 141
- directory for the register of probate cases O	Form No. 142
- personal directory for the Su register	Form No. 143
- factual directory for the Su register	Form No. 144

- control book of corrective orders	Form No. 163
- directory of minors to whom the Ivn corrective order applies	Form No. 164
- directory of persons summoned to serve their prison sentences	Form No. 159
- directory for the Fi register	Form No. 166
- directory for the Ivm register	Form No. 165
The courts shall keep subsidiary books for:	
- the practice of judicial interns	Form No. 96
- the work of judicial interns (journal)	Form No. 97
- the juror duty	Form No. 98
- the applications for summoning of lay judges	Form No. 99
- the records on summoned lay judges	Form No. 100
- the list of mediators	Form No. 101
- lists of defense attorneys for particular types of representations	Form No. 102
- the list of court experts entrusted with the expertise	Form No. 103
- the list of sent cases that need to be returned	Form No. 104
- the list of cases in which parties were referred to mediation i.e. peaceful settlement of labor disputes	Form No. 105
- the list of cases in which proceedings are conducted in the languages of national minorities	Form No. 106
- the control book for corruption cases	Form No. 107
- activities performed during court days	Form No. 108
- official leaves (journal)	Form No. 109
- the list of stamps, rectangular stamps and metal stamps	Form No. 110
- the records on the assignment of judges and presiding judges	Form No. 117
- the judge's business diary	Form No. 118
- the internal delivery book on the movement of files in the court	Form No. 122
- the delivery book for the location	Form No. 127
- on employees entrusted with the delivery of received documents	Form No. 128
- the postage fees (control book)	Form No. 129
- the book of probation sentences and book of probation sentences with surveillance	Form No. 145
- the Kdp and Kdp1 books of seized objects	Form No. 146 and 147
- the control book of fines, flat fees, costs of criminal proceedings and seizure of proceeds of crime	Form No. 148
- the control book of the costs of proceedings that party was exempted from paying in the enforcement procedure	Form No. 149
- the list of enforcements entrusted to the bailiff	Form No. 150
- the report on the implemented and unimplemented enforcements	Form No. 151
- the calculation of expenses	Form No. 152
- the directory for the Si list of documents (bequests, etc.)	Form No. 153
- the control book of persons detained in preliminary proceedings	Form No. 154

- the control book of persons detained in the investigation stage	Form No. 155
- the control book of persons detained following the filing of indictment	Form No. 156
- the control book of measures imposed to ensure defendant's presence	Form No. 157
- the book of persons summoned to serve their prison sentences	Form No. 158
- the records on surveillance over the enforcement of prison sentence	Form No. 161
- the control book of enforcements of corrective measures	Form No. 162
- the control book of persons sent to serve their prison sentence before the judgment became final	Form No. 160
Forms	
the list of fees that party was exempted from in the case	Form No. 111
the list of expenses paid in advance from the court budget	Form No. 112
confirmations for realization of compensations for lost earnings	Form No. 113
case file folders in the following proceedings	
criminal	Form No. 114
litigation	Form No. 115
general	Form No. 116
folder with a return receipt – white	Form No. 123
folder with a return receipt – blue	Form No. 124
Misdemeanor	Form No. 119, 120 and 121
delivery note (white)	Form No. 125
delivery note for personal service	Form No. 126
the report to a higher, i.e. appellate court regarding the appeal in the criminal proceedings	Form No. 130
the report to a higher court regarding the appeal i.e. revision in litigation	Form No. 131
accompanying report of a higher/appellate/supreme court of cassation upon legal remedies in litigations	Form No. 132
cases issued from the archives	Form No. 133
requests to the archives for the delivery of files	Form No. 134
request for inspecting the files	Form No. 135
request for transcribing and photocopying	Form No. 136
receipt	Form No. 137
text of verification	Form No. 167
records of initial acts for registers at the seat of the court	Form No. 168
records on rendered decisions and other undertaken actions for registers at the seat of the court	Form No. 169
outgoing letters rogatory for mutual legal assistance	Form No. 170

14. Individual directories

Article 329

Directories shall be kept by courts for the purpose of easier and speedier location of case numbers in the registers.

Directories shall be kept in form of books or card indexes.

Article 330

Directories kept in the form of books shall be divided according to letters, using the alphabetical order with a sufficient number of sheets for each letter.

Directories for several years may be kept in one book. In this case, at the beginning of each year the year shall be written in red ink next to the individual letter.

Directories for criminal registers shall be kept according to the names of defendants, for litigations according to the name of the sued party, for enforcement cases according to the name of the debtor, for probate cases according to the name of the intestate, and the others according to the names of applicants or proponents or persons to which the procedure refers. Personal and factual directories shall be kept for the matters registered in the Su register.

15. *Subsidiary books*

1. Book of probation sentences

Article 331

All probations shall be registered in the book of probation sentences once they become final.

The book of probations shall be set up for several years in advance and at the basic courts it shall be kept in the form of a calendar divided into years and months according to the expiry of periods in which the enforcement of the sentence was deferred, and higher courts register probations in the book of probation sentences in accordance with the order of establishment of finality.

Probations with dual conditions shall be recorded in such a way that the deadline until which a special condition needs to be met is recorded first and it is followed by the deadline for the general condition of sentence enforcement.

Once probation is registered, the serial number under which the probation was registered in the book of probations shall be entered in the appropriate filed of the register.

Records in the book of probations shall be marked with the designation of final solution when the court makes a decision to delete or revoke conviction, and in the case of dual conditions, when the sentence related to the second deadline no longer applies.

2. Books of seized objects and weapons, Kdp and Kdp1

Article 332

All objects and instrumentalities seized during the criminal or misdemeanor proceedings and that are kept at the court shall be entered in the Kdp book of seized objects.

It shall be checked every month whether the number of seized objects registered in the book corresponds to the actual number of seized objects. If it is determined that certain objects are kept more than six months, the judge shall be notified thereof in order to make an appropriate decision.

When the seized object is sold, destroyed or handed over under a court decision, the designation indicating final solution shall be placed next to the serial number of that object in the book.

A special book of seized objects Kdp1 shall be kept for seized weapons.

3. Control book of fines, costs of criminal proceedings and seized assets

Article 333

Fines and costs of criminal and misdemeanor proceedings as well as assets seized under final court decisions, which are collected ex officio shall be registered in the control book.

Once the claim from the control book is enforced, a rectangular stamp imprint confirming that the claim was enforced shall be placed below the judge's decision ordering the claim in the case file.

The serial number in the control book under which the enforcement of the claim carried out shall be entered in the appropriate field of the criminal register for that case.

Article 334

The control book shall be examined every month and compared with the journal in order to determine whether the claims were paid.

Article 335

When a claim relating to a case was fully paid or written off, the case shall be marked in the control book with a designation of final solution.

The control book shall be concluded at the end of each year, so that claims, paid, written off, and unpaid amounts are summarized on each sheet, and after the last serial number the calculation of the total sum of individual columns and the total uncollected balance shall be made. The totals shall be confirmed by the employee designated to keep the control book, court clerk and the president.

Uncollected claims shall be transferred to the control book for the following year with all entries from certain fields i.e. cases. The case shall be marked with the designation of final solution in the previous control book, and a new serial number shall be written in the field for remarks.

The president shall order the writing off of claims (other than fines) referred to in this Article, when the forcible collection becomes unprofitable due to inflation.

4. Control book of costs of the proceedings that the party was exempted from

Article 336

The amounts of unpaid fees and expenses paid from the court budget and necessary data after the finality of the ruling on the basis of which a party was ordered to reimburse the expenses paid from the court budget, shall be entered in this control book. The court shall, ex officio, claim from the party fees and court expenses paid in advance, and the party shall be required to reimburse the costs.

5. Control book of detained persons

Article 337

Detained persons shall be registered in this control book. The control book of persons detained during preliminary proceedings and investigation shall be kept separately from the one for indicted persons.

6. Control book of persons sent to serve their sentence before the judgment rendered in criminal or misdemeanor proceedings became final

Article 338

Persons sent to serve their prison sentences before the judgment became final (Form No. 160) shall be registered in the control book of persons sent to serve their prison sentences on the basis of judgments rendered in criminal or misdemeanor proceedings based on which enforcement was ordered before the ruling became final.

7. Records on surveillance of prison sentence enforcement

Article 339

On the basis of the records or official notes on visits paid to convicts in correctional institutions the courts shall keep the record on the surveillance at correctional institutions pursuant to the law on the enforcement of criminal sanctions.

8. List of enforcements entrusted to the bailiff

Article 340

Enforcement cases handed over to the bailiff for enforcement shall be recorded in the list of enforcements entrusted to the bailiff.

9. The list of inventories

Article 341

The inventory of movable property shall be recorded in the list of inventories.

Before the list is made, the bailiff shall, for the purpose of possible joinder of cases and implementation of a single procedure, check if any lists of inventories have already been made against the debtor.

The list of inventories shall be kept in the form of card index. Registrations in the list of inventories shall be entered in the records on inventory.

When a creditor waives a claim, or when the enforcement is suspended or the amount is collected, the designation of a final solution shall be placed next to the case in the list.

10. The Si list of documents

Article 342

Wills and other important documents submitted to the court for safekeeping shall be recorded in the Si list of documents.

The documents shall be submitted to the court in the form of special motions or orally for the record. If submitted documents have been submitted open, they shall be placed in an envelope and sealed, and the number under which document was registered in the list shall be indicated on the motion i.e. record.

The following data shall be indicated on the folder containing the document: the serial number of the registration, last two digits of the year when the document was registered in the list, and a summary of the contents (e.g. Si 10/10 last will of Petar Pavlović, a teacher from Požarevac).

Documents shall be kept in a safe place at the court, separately from other objects and documents.

Documents shall be returned to parties only under a court decision. When the will is declared, it shall be attached to other probate files.

11. Delivery books

Article 343

The court shall keep separate delivery books for the delivery by mail, and separate for other ways of delivery.

Documents to be delivered by mail shall be recorded in the delivery book, which shall have the form and contents prescribed by postal regulations. Return receipts, registered consignments and regular consignments shall be registered separately.

Before the document is submitted to the post office, the values of affixed postage stamps shall be added and the total value of postage stamps shall be entered after the last entry. The accuracy of the entry shall be certified by an employee in the accounting office.

Documents to be delivered locally through the person in charge of service shall be registered in the delivery book for that location.

Documents to be delivered to judges and court services shall be registered in the delivery book for the court.

12. Other subsidiary books

Article 344

Other subsidiary books and books regulated by these Rules shall be kept in accordance with the forms established under special laws.

16. Rectangular stamps

Article 345

The courts shall use the following rectangular stamps:

1. Urgent;
2. Juvenile;
3. Detention;
4. Serving of sentence;
5. Labor dispute;
6. Disturbance of possession;
7. Preservation of evidence;
8. An appeal was not filed against the judgment - ruling;
9. Note of dispatch;
10. Note of the collection of fees;
11. Ruling on enforcement;
12. Note of the exemption from payment of the costs of proceedings;
13. Ruling on the adoption of the proposed payment order;

14. Confirmation of the accuracy of the transcript;
15. Consistency of the transcript with the original;
16. Certificate on the finality of the decision;
17. Certificate on the enforceability of the decision;
18. Note of claims entered in the control book of collection of fines;
19. Service of the appeal on the opposing party for response;
20. Verification of the signature;
21. Verification of transcripts;
22. Record on the receipt of documents;
23. The abridged record on the receipt of documents;
24. Confirmation of the receipt of document;
25. Confirmation of verification of signatures and seals in line with Article 3 of the Convention on Abolishing the Requirement of Legalization for Foreign Public Documents - *Apostille*;
26. Retention;
27. Confidential;
28. Top Secret;
29. Language of the proceedings.

Chapter XIX

SPECIAL REGULATIONS FOR CERTAIN PROCEEDINGS

1. Procedures in criminal cases

Urgent action

Article 346

Courts shall act without delay in criminal cases where proceedings are conducted for offenses prosecuted ex officio and in which public interest requires urgent action.

Activities that may not be postponed shall be taken on days and times when the court does not work (crime scene investigation etc.) pursuant to conditions stipulated by law.

The court shall pay particular attention to urgent activities in detention cases (unconditional observation of duration deadlines, extension and cancellation of detention, interrogation of detainees) and in cases where requests for pardon or parole were filed.

Investigative judges

Article 347

The president shall be required to ensure necessary conditions for normal work of investigative judges.

The president of the higher court shall hold occasional working meetings with investigative judges, presidents of criminal panels and panels that decide in the first instance outside the trial and shall take the necessary measures to ensure efficient and proper work in the preliminary proceedings.

Article 348

The president of a higher court shall occasionally inspect investigation cases and monitor the work of investigative judges. At least once in three months the president shall examine in detail the work of the investigation department to verify that deadlines are respected, as well as to check whether the tasks are performed fast enough and in accordance with the provisions of the Criminal Procedure Code.

Article 349

When an investigative judge, due to a large number of defendants or detainees, size of the case, complexity and large number of actions to be urgently performed or because he/she is occupied by another ongoing case, is unable to perform all necessary actions within the deadlines limits, he shall promptly notify the president, who shall appoint one or more judges to conduct specific investigation activities.

This shall particularly be done in cases where the deadlines on the duration, extension or termination of detention need to be met.

Notice of the proceedings and rendered decisions

Article 350

When an employed person is placed in detention or when a final judgment against him/her is adopted, the court, strictly observing the deadlines specified in special regulations, shall immediately notify the direct supervisor of the person, institution where he/she is employed or his/her employer about the detention or judgment.

The court shall act in the same way even if a final ruling has been adopted suspending the criminal procedure against the person or if the person was acquitted under a final judgment or if the indictment was rejected for reasons other than the lack of jurisdiction of the court.

If the person is a defense attorney or defense attorney's intern, the court shall notify the competent bar association.

Article 351

The court shall immediately notify the Ministry about all criminal procedures against non-diplomatic personnel serving at foreign missions and against foreign nationals.

If an incident occurs during the execution of certain actions (e.g. search of an apartment, etc.), the Ministry shall be immediately notified of such an event.

Article 352

The court shall inform the competent health insurance fund about all final judgments under which, in accordance with social insurance regulations, the family of the convicted contributor is granted full or partial social insurance rights.

The court shall act in the same way and notify the competent fund when the family of a disabled war or peace-time veteran is granted full or partial disability insurance rights, under regulations on disabled veterans.

Article 353

The court shall notify the competent professional organization, as well as the authority responsible for issuing professional licenses, about all final measures prohibiting a person to engage in a certain profession.

The courts shall regularly submit to the police body in charge of keeping criminal records rulings on rehabilitation and rulings ordering the removal of probation from the records.

Article 354

The courts shall have the obligation to inform other bodies, institutions or organizations whenever a notification or delivery of final judgments is required under special regulations.

Deprivation of liberty and detention

Article 355

A person deprived of liberty without a court order shall be served a written notice of his/her rights (right to defense, main rights during the interrogation if the person is interrogated as a suspect or defendant, etc.).

A person who has been placed in detention under a court decision shall be presented with the ruling on detention and a written notice of the rights of detained persons, in accordance with the procedural law.

A detainee who is to be placed in the court's detention unit shall, under a special court decision, also be presented with a written notice about the position, rights and obligations regulated under the special law.

Article 356

The word "detention" shall be written before the name, or a rectangular stamp bearing the same text shall be imprinted in the register where the detention case has been registered, and the word shall be crossed out using a diagonal line once the person is released.

Article 357

Detainees shall be placed at court detention units only under a written decision of the court.

Article 358

The name of the detained person shall be recorded in the control book of detainees in the preliminary proceedings, or the control book of persons placed in detention following the filing of an indictment.

Article 359

The book of inspection of detainees shall be kept at the basic and higher courts and the president or a judge designated for inspection by him/her shall enter information about the food given to detainees, basic necessities they are supplied with and their treatment.

The president or the judge designated by him/her shall notify the Ministry without delay about any irregularities observed during the inspection of the detention unit.

Judges and prison management shall be informed about the notification entered in the inspection book and measures taken by the Ministry.

Article 360

If a person is unjustly held in detention and if legal deadlines for the adoption of a decision on the extension of detention have expired, the judge assigned with the case in which this has happened shall be required immediately to notify the president in writing, stating the reasons for the expiry of the deadline or unjust holding in detention.

Procedures in connection with the investigative judges' orders in the preliminary proceedings

Article 361

Data on the identities of witness collaborators, protected witnesses, undercover agents and all data obtained in connection with organized crime, corruption and other felonies shall be kept at specially designated premises under special supervision, in accordance with special regulations.

Article 362

The material collected and information obtained through the use special investigative measures for the detection and proving of organized crime, corruption and other felonies, shall be personally received by the investigative judge who has issued the order or the judge replacing him/her under the annual work distribution schedule, who shall then give them to the employee in charge of the Kri Pov register.

Service on a witness collaborator and protected witness shall be done by or through the body that has provided him/her with this status and in such a way as to ensure the protection of his/her identity.

The employee in charge of the Kri Pov register shall place the received material in a separate folder on which he/she shall write the designation of the case and number under which the material was entered in the records. An inventory record, which shall contain the type of recordings, number of their copies and designation indicating whether a business or personal account is in question, shall be placed in the folder together with the received material.

Article 363

The destruction of the material or data obtained through the use of special investigative techniques for the detection and proving of organized crime, corruption and other felonies shall be carried out by the employee in charge of registration under the supervision of the investigative judge and in the presence of the president, and a record on this shall be made.

The destruction of the collected material and data referred to in paragraph 1 of this Article shall be carried out using a suitable mechanical or thermal instruments of destruction.

Procedure concerning plea agreements

Article 364

Data on filed plea agreements, identities of defendants and all information obtained during this procedure shall be kept at specially designated premises under special supervision.

Article 365

Plea agreements shall be received personally by the judge presiding the competent panel or the judge replacing him under the annual work distribution schedule, and shall then be presented to the employee in charge of the Spk register.

The employee in charge of the Spk register shall place the received plea agreement and other documents in a separate folder on which the designation of the case and number under which it was entered in the register shall be written, and then include all documents in the list of files.

Article 366

In the cases envisioned under a special law, the destruction of the proposed plea agreement and all attachments thereto shall be carried out by the employee in charge of registration under the supervision of the judge presiding the competent panel and in the presence of the president. An official note, which shall be made on the destruction, shall be kept at a separate cabinet at the court clerk's office and placed in accordance with the serial number from the register, while the date of destruction shall be written in the remarks field.

The destruction of proposed plea agreements together with attachments referred to in paragraph 1 of this Article shall be carried out using a suitable mechanical or thermal instrument of destruction.

2. Records on the collection of fines, costs of proceedings and seized assets

Article 367

The court clerk's office shall be in charge of the implementation of court decisions on the collection of fines, costs of criminal or misdemeanor proceedings and seizure of assets.

The final judgment, under which a person was fined or ordered to pay the costs of proceedings (criminal or misdemeanor, in the procedures and cases in which the court has paid the costs of the proceedings from the budget instead of the party exempted from payment), shall be registered in the control book and the person required to make the payment shall immediately be invited to carry out the obligation within the set deadline. The invitation shall be recorded in the appropriate field of the control book.

All payments shall be remitted to the account of the court, from which all funds shall be regularly withdrawn. After receiving the bank statement, the court shall note each payment.

If a party fails to pay the costs within the set deadline, the employee in charge of the control book shall draft a proposal for the forcible collection of costs in the enforcement procedure, i.e. procedure of forcible collection before tax authorities, which shall be signed by the judge. The number and date of the enforcement case shall be entered in the remarks field of the control book or register and the case shall be designated as partially solved.

The case shall be completed once the payment is effected.

If the claim cannot be collected in the enforcement procedure for reasons envisioned under the law or if the fine was not paid within the set deadline, the case shall be sent to the filing office for criminal or misdemeanor procedures, which shall take the case to the judge or the presiding judge who imposed the sentence.

Article 368

A final judgment of the magistrates' court under which a person was convicted and imposed a fine or under which the person was ordered to pay the costs of the misdemeanor procedure shall be entered in the Ipr misdemeanor enforcements case register (Form No. 86).

If the punished physical person does not pay the imposed fine in full or in part, the person in charge of enforcement shall make a note of it and immediately notify the judge of the magistrate's court who shall replace the fine or its unpaid part by community service or issue a decision on replacement of the fine by a prison sentence.

Article 369

If a punished physical person or entrepreneur does not pay the fine that, under a special law, exceeds the amount that can be replaced by a prison sentence or the costs of misdemeanor proceedings, and if a legal entity, responsible person in the legal entity or a professional soldier does not pay the fine and costs of the misdemeanor procedure within the set deadline, the collection shall be enforced through a competent body, in accordance with the regulations on the forcible collection of claims.

3. Seizure and safekeeping of objects

Article 370

Objects seized in criminal and misdemeanor proceedings or found with the defendant and whose owner cannot be determined, shall be entered in the book of the seized objects.

If seized cash, securities and valuables are to be used as evidence at the trial, they shall be kept in a safe at the court's accounting department. If they do not serve this purpose or if they were deposited as bond, they shall be sent to the deposit of the court for safekeeping.

Seized objects which are not presented to the competent body under special regulations - the Directorate for the Management of Seized Assets (hereinafter referred to as the Directorate), shall be handed over to the employee who has been entrusted with their safekeeping under the court work schedule, in accordance with the rules on court deposits.

If financial records and other transcripts are to be used as evidence they shall be sorted according to page numbers or enumeration, placed in folders and kept in the way referred to in paragraph 3 of this Article.

Weapons, explosives, drugs, flammable and other objects shall be given to police for safekeeping or handed over to a place of deposit designated by the Ministry.

Perishable items and animals shall immediately be handed over to the Directorate.

Article 371

The receipt, keeping, handling and destruction of objects registered in the book of the seized objects shall be carried out under the rules on court deposits.

Article 372

When a motion for the implementation of an investigation, charging document or motion for the initiation of the misdemeanor procedure is received, the judge shall order a check on whether the objects were seized and handed over to court. If the court does not have them, he/she shall order the handover of the objects or their seizure from persons who have them

4. Action on pardon requests

Article 373

The court shall treat pardon requests with urgency.

Pardon requests shall be recorded in the Kp register.

Requests and all documents pertaining to the pardon procedure shall be inserted in separate folders and be kept separately from the criminal case file to which they refer. An official note on the date when the request was filed and the person who filed it shall be attached to the criminal case file.

The file which refers to the case in which the procedure has started and sentence was imposed shall be attached to the file created in connection with the request for pardon. Once the pardon request is finally solved, the original decision shall be inserted in the criminal case file. This shall be noted in the file in which the pardon was requested and the criminal case file shall be separated.

5. Action in commercial court cases

Crimes against economy

Article 374

Separate directories of legal and physical persons shall be kept for the Pk register.

Before a case is entered in the Pk register, the directory shall be inspected to check whether a procedure is or was underway against the physical or legal person for a crime against economy and this shall be confirmed by placing the words “directory inspected” on the document.

If it is established that a procedure is or was held, a separate note of this shall be made, placed on the document and signed by the employee who performed the check.

Bankruptcy

Article 375

Upon the receipt of a request for the opening of a bankruptcy procedure, the employee in charge of the register shall inspect the directory and check whether a bankruptcy procedure is or was

held against the company (debtor), confirming this by putting the words “directory inspected” on the request.

If it is established that a procedure is or was held, the appropriate note shall be placed on the document and signed by the court employee entrusted with these tasks.

Any additional motions that refer to the case submitted within deadline shall be presented to the judge presiding the settlement panel or judge presiding the bankruptcy panel by the person in charge of the register.

Article 376

The judge presiding the bankruptcy panel i.e. bankruptcy judge may order that separate lists of creditors and repetitive actions be kept in addition to the list of files, and that such documents be affixed to special inserts and kept separately in the file folder.

The list of creditors includes the following data: serial number, date, creditor’s name, registered claims and whether the claims were contested.

If the judge presiding the bankruptcy panel, i.e. bankruptcy judge decides that some other documents need to be separately listed, he/she shall also determine what the list shall contain.

After the bankruptcy procedure against the debtor is discontinued and proceedings against the bankruptcy estate continue, the bankruptcy case shall be designated as solved and entered in the St register under a new St number.

Article 377

Transcripts of decisions made at the hearing for the examination of claims shall be sent only to the creditors whose claims were contested and those who were absent.

In case of any impediments to the service of a conclusion on the established and contested claims, the service may be done through the posting of the conclusion on the notice board of the court, and the creditors shall be notified of the service through an ad placed in the Official Gazette of the Republic of Serbia.

Entry in the court register

Article 378

Entries in and procedure regarding the keeping of the court register shall be carried out in accordance with special regulations.

If conditions exist and special rules permit, the court register shall be made available through the web site of the court.

Chapter XX

MATERIAL AND FINANCIAL AFFAIRS

1. Action in enforcement cases

The work of bailiff

Article 379

Enforcement actions shall be implemented directly by courts or by a bailiff, acting upon the order of the enforcement judge.

The court employee who undertakes certain enforcement actions is the bailiff and he/she shall be required to act in accordance with the law.

At the request of the debtor and before the enforcement, the bailiff shall have the obligation to show his official ID.

Article 380

The bailiff shall implement all enforcement actions without delay during the enforcement procedure, observing, as a rule, the order in which he was assigned the cases.

Enforcement cases shall be assigned in such a way as to ensure that one bailiff perform as many enforcement actions as possible during a single round (in the same area or several adjacent places).

All enforcement cases shall be entered in the list of enforcements assigned to the bailiff.

Sharing information on enforcements among basic and commercial courts

Article 381

Before conducting the sale, the commercial court which has implemented the inventory shall inform the competent court by submitting transcripts of the records on the inventory of enforcement debtor's assets and request information if the enforcement proceeding against the debtor is underway before the basic court.

When the basic court receives the above mentioned information from the commercial court, it shall record it in the list of inventories and shall indicate the files of the commercial court, the date of their inventory and the amount of the claim.

If the basic court has made the inventory against the same enforcement debtor against whom another enforcement procedure is underway, it shall send the transcript of its record on the inventory to the commercial court.

The commercial court shall enter the list of inventories received from the basic court, in its own list of inventories.

Article 382

When the bailiff collects claims he shall confirm the payment on the receipt from a block of receipts (Form No. 137).

A receipt shall be made in three copies (by replication) with the indication of the amount collected on behalf of the creditor, date and signature. The first copy of the receipt shall be sent to the person who made the payment, the second shall be retained in the block of receipts, and the third shall be handed over to the accounting office.

Receipts have serial numbers and shall be treated in accordance with regulations governing the handling of cash deposits.

If the bailiff hands over cash or a seized object directly to the creditor he shall confirm this by placing his signature on the record.

If the bailiff sends cash to the creditor by mail, he shall enclose the postal money order which shall indicate that the court is the sender of the money.

Article 383

The bailiff shall hand over to the accounting office cash, securities and valuables which were handed over to him/her by the enforcement debtor or which he/she has seized, and which he/she did not hand over directly to the creditor on the first working day after the collection at the latest.

The accounting office shall confirm the receipt of cash or valuables on the copy of the receipt, or in the bailiff's report (records).

A copy of the receipt bearing confirmation that the money was deposited in the court treasury shall be handed over by the bailiff to the judge in charge of enforcement together with the report and record on the completed enforcement.

If the bailiff deposits cash on the deposit account of the court, he shall enclose the payment receipt to the report.

Article 384

The bailiff shall submit a report to the enforcement judge on the implemented and unimplemented enforcement activities (Form No. 151), and shall enclose the record and receipts of amounts collected during the enforcement. The report shall include data on the duration of enforcement, time spent on the road and other information necessary for the making of a decision on costs (use of a court vehicle or other means of transportation, fees for hired persons, etc.).

If the bailiff carries out several activities in different cases during a single round, for which costs need to be split, a calculation of costs shall be made (Form No. 152) and attached to only one case, and all other cases that the costs relate shall be noted in the report for that case shall include. The report on activities performed in other cases shall include a note indicating to which case the calculation of costs was attached.

The bailiff shall be required to keep monthly records on undertaken enforcement activities and these records shall include the number of the case, date when the enforcement activity was taken, undertaken enforcement action i.e. information that the enforcement action was not undertaken and an explanation why, as well as information if a court vehicle or a private vehicle was used when the enforcement activities were undertaken. The bailiff shall hand over the records to the president at the end of each month.

Article 385

The enforcement judge shall examine the report (the form of report may be printed out on the covers of the case folder), determine the costs and compare data indicated on the attached receipt with those from the records and report on the completed enforcement. The judge shall initial the report and the block of receipts.

If the deposited advance exceeds the calculated amount of costs, an order for the return of the surplus shall be issued. If the amount of advance deposit is insufficient the party shall be invited to pay the difference.

2. Court deposit

Operation with deposit funds

Article 386

The funds of the court deposit may be used for financial and material operations on the basis of an order issued by the competent judge.

If a judge's order does not exist at the time of receipt of an amount or object, the accountant shall request that such an order be issued, and a new case shall be formed for this purpose and registered in the R register if it does not exist already.

All receipts and payments of cash and issue of valuables shall be registered in the prescribed books.

A note on the made deposits and receipts shall be placed on the covers of file folders with an indication of the number of the deposit record or serial number of the journal of non-cash receipts, while the reports on changes and balances of the deposit shall be affixed in the chronological order to a separate cardboard sheet inserted in the case.

Article 387

Cash and valuables shall be received and issued along with a completed receipt i.e. certificate kept as a financial document, or shall be registered after the recipient signs the appropriate field in the prescribed books and records.

Temporary deposits

Article 388

Temporary deposits shall include funds that are intended for the immediate use or use in the short term for a particular purpose (advance for expertise, etc).

Article 389

Cash and valuables that are the subject of the court deposit shall be stored in the appropriate deposit location or deposit account of the court.

Article 390

Cash received during the day by the court treasury, shall be paid into the deposit account immediately or on the next working day, unless a judge has ordered that the cash be kept in the treasury, but not for longer than 30 days and if this does not violate the regulations on the treasury maximum.

Article 391

The court treasury may on the basis of judge's order receive the following as non-cash deposits: securities, valuables, foreign currency, savings and deposit books in dinars and foreign currency as well as other documents which are not required to be recorded in the list of documents.

Receipt of valuables

Article 392

Valuables shall as a rule, be received by means of payment into the deposit account of the court or by placement in the deposit location, and exceptionally into a temporary account with the National Bank of Serbia.

Receipt by mail or through bank

Article 393

Cash received by mail office shall be registered in the treasury report through the payment order on the same day, and shall then be posted in the records of deposits.

If the purpose of a consignment may not immediately be determined, i.e. which legal matter the received money or valuables pertain to, the sender shall be requested to explain the purpose of the consignment within three days or to indicate a legal matter to which it refers, and he/she shall be instructed that the money and valuables shall be returned at his/her expense if he/she fails to comply with court summons.

Receiving valuables and other objects

Article 394

Received valuables and objects shall be listed and evaluated by a commission appointed by the president. The commission shall consist of three members, one of whom shall always be an employee working on court deposit operations.

The commission shall be required to list accurately the received objects according to pieces, serial and other numbers if they exist, quality, quantity, weight, shape, etc., so as to rule out any possibility of replacement. The record on the inventory shall be made in two copies, one of which shall be inserted in the appropriate case file, while the other shall be placed in the folder where all listed valuables are placed.

If the commission is unable to make the inventory of objects on its own for any reason, a court expert shall be engaged.

Valuables shall be evaluated according to their market value on the date of receipt at the court.

The judge shall determine the costs of evaluation and who shall bear them.

Receiving securities

Article 395

Securities received as deposit shall be listed and the following data shall be indicated: state where the security was issued, name of the issuing person or body, designation of the series and number of the security, the amount on the stub and coupons attached to the security, and the date when the first coupon should be paid or collected.

If the security was issued in our country, its value shall be indicated in the par value. If the security does not have all coupons, i.e. if part of the principal is paid in addition to the interest rate during the payment of coupons, the reduced value of the security shall be marked as its value.

If securities were issued abroad and their par value cannot be determined immediately, the value of one dinar shall temporarily be used as the value in the local currency.

Receiving savings and deposit books

Article 396

Savings and deposit books shall be listed so that the names of the issuer, owner and user, number of the book, balance, and possibly a special designation are indicated.

The value of the savings and deposit books shall be indicated according to the balance shown in the deposit book in the par value, if these are savings at financial institutions.

Receiving documents

Article 397

Documents and other valuable papers shall be listed with the indication of their capacity, issuer, date and place of issuance and other data.

The documents shall be registered per piece without any indication of value.

Receiving foreign currency

Article 398

If a foreign currency amount is the subject of the deposit, the name of the country where the currency is the legal tender shall be indicated in the list by quoting the par value of banknotes, name of the issuer, series and as well as any other potential data.

Foreign currency amounts received at the court treasury shall be deposited into a foreign currency deposit account at the bank, unless the judge decides otherwise depending on the need for presenting evidence (inspection, examination, counting).

Article 399

Valuables (valuables, securities, documents, etc.), kept at the court treasury or deposited at deposit locations, shall be placed in separate folders on which the following is indicated on the front: case designation, deposit number under which the valuables were registered in the records of deposits, legal matter to which they refer, summary of the contents of the folder, name and address of the depositor.

Records on the inventory and evaluation shall be placed in the folder together with the deposited objects.

Issuing cash and valuables

Article 400

Cash and valuables kept at the court treasury, at the deposit account at an authorized bank or at the deposit location shall be issued only upon a written order of the judge and in the way he/she determines.

As a rule, the payment of cash shall be done at the court treasury, and if larger amounts are involved or if the party requests this shall be done by mail or at the bank. The maximum amount that may be paid at the court treasury shall be determined by the president. The cash at the deposit account with the competent authority shall be paid on the basis of an appropriate order.

Non-cash items (valuables) shall be issued directly to the user after the signing of the book of valuables, by mail or through the requested court.

Cash and valuables shall be temporarily issued for the use in court proceedings, and a note on their return shall be inserted in the appropriate folder. The return note shall be canceled when the temporarily issued object is returned.

3. Regular deposits

Subject of the regular deposit

Article 401

The subject of the regular court deposit shall be the following: cash, non-cash valuables and other objects whose user should be identified in court proceedings.

Regular court deposits shall be received by the court and hand them over for keeping to the deposit location.

Court deposits shall be received by deposit locations.

Deposit locations shall be the following:

- 1) the National Bank of Serbia in Belgrade, for precious metals (gold and platinum) and objects made of these metals (gold coins, etc.) regardless of whether they are in circulation as a legal tender;
- 2) a branch office of the National Bank of Serbia at the seat of the court, or its nearest branch office or other banks, which are authorized for the keeping court deposits under the applicable regulations;
- 3) another person or institution appointed as the keeper of the deposit under a court ruling.

Article 402

Upon inventory and evaluation, the court shall hand over valuables to the deposit location in a sealed folder on which the name of the deposit, designation of the case and notice that the transcript of the inventory and evaluation is in the folder are indicated on the front cover. The signatures of the commission members who sealed the folder shall be placed on the folder, next to the seal.

Valuables pertaining to the same deposit shall be placed together in the same folder.

Article 403

Savings and deposit books related to the same deposit shall be deposited at the deposit location in an unsealed folder and the following information shall be noted on the front cover of the folder: name and number of the deposit and court case number. The records on inventory shall also be inserted in the folder.

If any activity should be taken in connection with the deposited savings and deposit books, the court shall request from the deposit location to issue the book temporarily. Once the activity is completed, the book shall be returned to the deposit location under a special ruling. The same procedure shall apply in the case of securities and other documents that are not kept at the court.

Article 404

When a foreign currency amount is the subject of the deposit, foreign currency regulations shall apply.

If the foreign currency amount is submitted to the deposit in a sealed folder, the applicable provisions of these Rules shall be those on valuables.

Article 405

The certificate, issued by the deposit location, confirming the takeover of the sealed folder containing valuables, foreign currency amounts, savings and deposit books shall be kept at the court treasury.

If the deposit location requests that the certificate be returned together with the ruling when the deposited items are issued, the court shall return the certificate and keep its certified transcript at the court treasury.

Name of the deposit

Article 406

Each regular deposit has its name which denotes the legal matter it refers to (for example: The enforcement matter of Petar Jović I 26/2010 or estate left by Marko Marić O 103/2010, etc.).

In the case of private court deposits, the depositor's name and legal matter to which the deposit refers shall be indicated (for example: Mirko Savić, depositor in the lawsuit of Mirko Savić against Petar Savić P 12/2010, etc.).

Managing deposits

Article 407

The court shall manage deposits directly or through the deposit location. In order to perform certain activities related to the deposit management, the court shall take the object of the deposit from the deposit location. A court employee shall be required to take certain actions on the same date when the object is received from the deposit location and shall submit a report on it. If a certain activity could not be performed on the same date, the object shall be handed over to the employee in charge for the deposit records who will temporarily store it at the court treasury. In this case the object shall be recorded in the journal of non-cash deposits as a temporary deposit.

Changing the deposit location or deposit court

Article 408

If the deposit location is changed, the deposit court shall order the previous deposit location to transfer the deposit to the new deposit location. The order shall order the delivery to the deposit court of the statement on the deposit balance, all necessary notes and other data necessary for the calculation of the costs.

Such an order shall also be issued in the case when the deposit court is changed and the deposit location remains the same. In this case, only the transfer of deposits to the new deposit court shall be ordered.

Notes on the restrictions in the management of deposits

Article 409

The existence of bans on the issuance of deposits or performance of certain related legal operations (ban on the alienation or encumbrance, right to enjoy, fulfillment of orders under a will, etc.) or some repetitive management activities, shall be recorded by placing of a note using a red pen or ink on the appropriate card. The deposit location shall be informed about this note in order to include it in its records.

As long as the note referred to in paragraph 1 of this Article stands on the deposit, the deposit location may not perform tasks that are contrary to the contents of the note, until a court ruling says otherwise.

Inventory of deposits

Article 410

An enforcement court ruling allowing the inventory of deposits shall be submitted to the deposit court.

When the deposit court records the notes of deposit enforcement in the deposit card, it shall issue a ruling ordering the deposit location to register the inventory in its records as a ban on the issuance of the deposit.

Issuing deposits

Article 411

Court deposits shall be issued under the rulings of the deposit court.

The ruling referred to in paragraph 1 of this Article shall include the object to be issued, the first and family names of the user to whom the deposit is issued, name and number of the deposit and the way of enforcement of the ruling, together with a note on whether the deposit fee was paid and for which period, i.e. the legal basis for the exemption from payment of the fee.

The deposit location's copy of the ruling shall be signed by the competent judge.

The ruling shall be serviced to the deposit location through the authorized employee of the court or by registered mail.

Article 412

The deposit location shall issue non-cash deposits to authorized legal and physical persons on the basis of court orders directly or by mail (money letter, i.e. insured parcels with the indicated value).

When valuables are to be issued, the court shall, as a rule, order the deposit location to send the folder with valuables to the court having jurisdiction over the territory where the user lives, so that it can be directly delivered, or to return it to the court so that it can be directly issued to the party.

Article 413

When certain objects are issued from a sealed folder, the court shall order the deposit location in a separate ruling to return the sealed folder to the court.

The folder returned in this way shall be opened in the presence of a commission and the extracted objects shall be handed over to the user together with a certificate which shall be inserted in the case file.

When valuables are issued in part, the current numbers of extracted objects shall be noted in the existing inventory list and a note shall be made on the date of extraction. The note shall be signed by the members of the commission that has issued the objects.

The remaining objects shall be sealed again together with the inventory list and returned to the deposit location, where they shall be placed in deposit under a new ruling.

If the user is not present and direct handover is not possible, the objects that were in the folder shall be received for temporary storage at the court treasury immediately after the receipt of the folder, they shall be registered in the appropriate journal and the user shall be summoned to take the deposit within a set deadline.

When the user lives outside the territorial jurisdiction of the deposit court, the object of the deposit shall be sent for the purpose of direct delivery to the court in whose territory the user lives.

Deposits entrusted to other persons or institutions

Article 414

If the object of the court deposit has special features or size that make it unsuitable for keeping at the court, it shall be entrusted to a physical or legal person or institution, as the keeper of that deposit.

Before such ruling is made, the court shall ask the proponent to deposit the necessary advance for the costs of keeping and handling.

Before the court entrusts the object of deposit to the keeper for the purpose of safekeeping, it shall make an inventory and evaluation of the deposit and a record thereof shall be made in three copies, one of which shall be attached to the appropriate case, the other shall be given to the keeper together the object of the deposit, and the third shall be attached to the documents of the accounting office.

Article 415

The keeper who was entrusted with the deposit may issue the deposit to a specific user only under a court ruling, in the way specified by the ruling.

The ruling ordering the issuance of a deposit shall determine the costs incurred through the safekeeping of the deposit, who shall have the obligation to pay them, and decide on the deposited advance.

Procedure with outdated deposits

Article 416

If the summoned deposit user does not take over the deposit and the deadline expires, the court shall determine in a ruling that the statute of limitations applies on the right to the issuance of the deposit and that the deposited object has become state property, and shall order its payment into the budget account.

The ruling ordering the issuance of the deposit and summoning the user to take it over, shall, in addition to the deadline for the takeover of the deposit, include instructions on the legal consequences that shall occur if the deposit is not taken within the deadline after the statute of limitations shall apply.

If the amount of the deposit that the user should takeover is lower than the cost of summons (postage, envelope) times four, the procedure referred to in paragraphs 1 and 2 of this Article shall not apply, and the president shall order that the funds be paid into the budget account.

Article 417

Business books and other records of court deposits shall be set up and kept in accordance with special regulations.

4. Inventory of the court deposit treasury

Article 418

The court shall be required to make an inventory of the court deposit treasury by January 15th of the current year for the previous year at the latest.

The president may order additional inspections and inventories of the court deposit treasury during the year, if he/she regards it as necessary.

The inventory of the court deposit treasury must be made in case of handover of the office of the president to a new president.

Chapter XXI

TRANSITIONAL AND FINAL PROVISIONS

Article 419

The acting president shall on January 1st 2010 establish duty panels and designate judges and court staff who will be on standby for the actions in cases regarded as urgent or very urgent under the law or these Rules.

The acting president shall determine the annual work distribution schedule for 2010 until January 6th, 2010, in the way referred to in these Rules.

Article 420

The acting president shall give priority in registration and assignment to cases that are regarded as urgent or very under the law, or in which hearings have already been scheduled, trying to burden the judges equally.

Article 421

When assigning cases at the newly established courts, the president shall try to burden the judges equally, especially taking into account the old cases, time when the initial document was filed and other circumstances of importance for the distribution of cases in accordance with these Rules.

Article 422

Cases which were registered as solved according to previous regulations, or in which further actions must be taken even after January 1st, 2010 (regular, extraordinary legal remedies, etc.), shall be separately recorded, if the ICT is not used at the court.

Article 124 of these Rules shall be duly applied on cases taken over on January 1st, 2010.

Article 423

District courts' military cases which were not solved until December 31st, 2009 shall be entered in the appropriate registers of higher courts in charge of criminal matters.

Article 424

In cases taken over as of January 1st, 2010, the change of the court, designation and register number shall be indicated on the case file folder in accordance with the provisions from Article 168 of these Rules.

Article 425

The current Court Rules of Procedure (Official Gazette of RS, No. 65/03, 115/05, 4 / 06 - correction and 50/06) shall be put out of effect on the date when these Rules take effect.

Article 426

These Rules shall come into force one day after their publication in the Official Gazette of the Republic of Serbia and shall be in implementation as of January 1st, 2010.