



**REPUBLIKA E KOSOVËS
REPUBLIC OF KOSOVO
KESHILLI GJYQESOR I KOSOVES
KOSOVO JUDICIAL COUNCIL**

Kosovo Judicial Council, pursuant to Article 7, paragraph 1, item 1.24 of Law No. 06/L-055 on the Kosovo Judicial Council, in the meeting held on 7 October 2019, adopted the following:

**REGULATION (No. 08/2019)
ON THE USE OF THE CASE INFORMATION MANAGEMENT SYSTEM**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

The purpose of this Regulation is to define the rules, role and duties of judges, as well as administrative staff in the use of CMIS during the work during the processing of cases through the system.

**Article 2
Scope**

This Regulation applies to the entire system of regular courts of Kosovo, including the Basic Courts and their branches, Court of Appeals and the Supreme Court, as well as the Kosovo Judicial Council. The regulation is implemented by judicial and non-judicial staff of the courts of the Republic of Kosovo.

**Article 3
Definitions**

1. Terms and abbreviations used in this regulation have the following meaning:

1.1 **Kosovo Judicial Council (KJC)** - means an independent institution as provided by Article 108 of the Constitution of the Republic of Kosovo.

1.2 **Basic Court** - means the first instance courts located in seven regional geographical centers, which operate in accordance with the provisions of Law No. 06/L - 054 on Courts.

1.3 **Branch** - means the geographical subdivision of a Basic Court as provided for under Law No. 06/L-054 on Courts;

1.4 **President of the Court** - means the judge responsible for the management of the court and ensuring its efficient functioning, as provided for under Law No. 06/L-054 on Courts;

1.5 **Supervising Judge** - means the judge in charge of the branch of the Basic Court, who is accountable to the President of the Basic Court for the actions of that branch, as provided under Law No. 06/L-054 on Courts.

1.4. **Court of Appeals** - means the second instance court, which functions according to the provisions of Law No. 06/L - 054 on Courts.

1.5. **Supreme Court** - means the third instance court, which functions according to the provisions of Law No. 06/L - 054 on Courts.

1.6. **CPCRK** - means the Criminal Procedure Code of the Republic of Kosovo.

1.7. **Case Management Integrated System (CMIS)** - means the information technology system (mechanism) through which the processing of cases in the courts is done from the receipt of cases to the archiving.

1.8. **Case Management Office (CMS)** - means the office responsible for the movement of cases within the court from registration to completion, as provided in the regulation on the internal organization of the courts.

1.9. **Clerk** - means the clerk for receiving the submissions, the clerk, the senior clerk, the execution clerk and the execution clerk assistant.

1.10. **Archivist** - means archivist and senior archivist.

1.11. **Case in CMIS** - means the case created in the system with a special number which contains the entire history of the case and its documents, including all stages of the procedure from the receipt of the case to the archiving.

1.12. **Case folder** - means the special folder created by the system at each stage of the court proceedings, which contains the case file for that stage.

1.13. **System user** - means the court employee who uses CMIS to perform his/her duties.

1.14. Terms used in one gender include the other gender.

1.15. Terms used in singular have the same meaning in the plural when it comes to the Basic Court (located in seven regional geographical centers).

Article 4 **Key Principles of CMIS**

1. The main principles of CMIS constitute the main guidelines for the functioning of this system and include:

1.1. Principle of efficiency;

1.2. Principle of security;

- 1.3. Principle of professionalism;
- 1.4. Principle of accuracy;
- 1.5. Principle of control;
- 1.6. Principle of accountability;
- 1.7. Principle of equality; AND
- 1.8. Principle of transparency.

Article 5

Management Structure of the Case Management Integrated System (CMIS)

1. The Case Management Integrated System (CMIS) has its own management structure, which consists of:
 - 1.1. IT Department in the KJC which provides the necessary maintenance and conditions to the users of the system.
 - 1.2. The work processing unit within the IT department, which is responsible for analyzing court work processes.
 - 1.3. Regional IT in the courts who are responsible for the provision of training and support to system users.

Article 6

Responsibility for enforcing the regulation

1. The president of the court, respectively the supervising judge of the court is responsible for the proper implementation of this regulation in the respective court.
2. All court employees and CMIS system users are obliged to comply with this regulation.
3. The Judicial Council of Kosovo (KJC) supervises the proper implementation of this regulation.

Article 7

Maintaining the confidentiality and protection of personal data of the parties

1. All CMIS system users in court have the duty to maintain official secrecy as well as the protection of personal data defined by law. All legal obligations and responsibilities for maintaining confidentiality and responsibilities at work applicable to the processing of cases manually, are also applicable during the processing of cases through CMIS.
2. The system user is obliged to take only the necessary actions based on the authorizations and assigned job tasks, not exceeding the responsibilities which have been assigned to him/her. Any other form of use or unauthorized distribution of data constitutes a legal violation.

Article 8
Creating user accounts and providing access to the CMIS system

1. On behalf of each user, a user account is created with a password to access the system. The level of user access to CMIS system data is determined by user profiles. CMIS user profiles are limited based on the job tasks and responsibilities assigned to the user. The level of access to user profiles is defined in Article 40 of this regulation.
2. Opening of user accounts is done based on the needs of the relevant court, filing a request based on Annex A-I, Article 5, item 1 of the Regulation No. 02/2018 on the Use of Information Technology in Judicial Communication.
3. The court IT officer is responsible for the administration of CMIS user accounts
4. The system user is obliged to responsibly take all necessary actions to protect his/her account from unauthorized access by other persons.

CHAPTER II
ACCEPTANCE, REGISTRATION AND DISTRIBUTION OF CASES IN THE CMIS SYSTEM

Article 9
Case Management Office (CMO)

1. The Case Management Office (CMO) in the court according to its role and responsibilities ensures that the same case actions are carried out through CMIS from case registration, case movement in court, case movement between courts, to archiving, CMO ensures that the hard copy file of the case is identical to the case file in CMIS.
2. The case management office within its responsibility:
 - 2.1 Records the documents received in court by registering them in the CMIS system;
 - 2.2 Takes all procedural measures and actions within the system for the distribution of cases to judges through the system;
 - 2.3 Manages the flow of cases within the court through the CMIS system;
 - 2.4 Provides publication announcements related to the cases in the public information board of the court;
 - 2.5 Provides information to interested parties based on data stored in the CMIS system;

3. The head of CMO is responsible and supervises the process of registering cases in the CMIS system and ensures that the cases that are entered in CMIS are accurate and error free.

Article 10 **Receipt of Documents**

1. All documents which are received in court related to the cases, are registered in CMIS by CMO.
2. For each received document, a confirmation letter generated by CMIS is delivered to the party, which contains the data for the submitted documents, such as: case number, type of document, date, document number, document date, time of receipt and number of pages.
3. The confirmation letter must be signed by the recipient and the deliverer of the document and replaces the digital stamp.
4. Upon receiving the documents, the clerk through the system prepares the documents for further registration.

Article 11 **Registration of the case in CMIS**

1. Officers in CMO, record the cases and documents received in CMIS according to the time of arrival with all relevant data for documents, for parties and participants, criminal case, civil, minor offence and all other data required by the system.
2. All clerks in CMO are responsible for the registration of case files regardless of the department.
3. The registration of cases must be done on the day of receipt of the document, except on the next working day, but not later than three days from the day of receipt of documents.
4. All received and registered documents must be scanned and attached to the system.
5. Requests for covert and technical measures of surveillance and investigation defined under Article 88 of the Criminal Procedure Code are not registered through the CMIS system while they are still secret.
6. All documents received and those created by CMIS, receive the identification number generated by the system. The identification number of the document connects the document with the case to which it belongs. The identification number is eight digits.
7. The electronic file of the case in the CMIS system, must contain in an identical way all the data and documents with the physical file of the case.

Article 12 **Creating the case and assigning the Unique Number from the system**

1. For each submission which creates a case in the basic court, the system creates the case.
2. For each subject created in the system, CMIS creates the unique number.

2.1. Content of the unique case number:

- Year of receiving the case (V): the year when the case was received
- Ordinal (serial) number of the case (No.): six-digit number. The serial number, for each beginning of the year resumes from zero (0).

2.2. The unique number is given once by the system and is not changed during the entire time of the case in the judicial system, despite the movement of the case from one court to another.

3. The case number is unique for all areas and all judicial instances.

Article 13 **Creation of case folders**

1. For each case created in the system with a unique number, CMIS automatically creates the case folder for the submission that initiated the case in court.

2. In the framework of the case with a unique number, the folders of the case are created according to the stages of the court procedure.

3. For each case folder, CMIS assigns its own number,

3.1 Contents of the folder number:

- Year of folder creation (year when the submission that created the folder was received) (V).
- Ordinal (Serial) number of the case (No.): six-digit number. The serial number, for each beginning of the year resumes from zero (0).

3.2. The folder number is given once by the system and is not changed, despite the movement of the case from one court to another.

3. The folder number is related to the unique case number.

CHAPTER III **CREATION AND CLOSURE OF FOLDERS IN THE BASIC COURTS**

Article 14 **Creating and selecting folders for criminal cases in the preliminary / preparatory phase**

1. Regarding the ruling on initiation of the investigation / preparatory procedure, a special folder should be created.
2. The decision for extension, termination or suspension of investigations must be registered in the folder from paragraph 1 of this article.
3. To the folder created from paragraph 1 of this article, CMIS gives the status "Solved" as soon as in that case, in a separate folder is registered any of the following submissions: indictment; proposal for the imposition of a fine or any of the proposals for the imposition of educational measures or measures of compulsory treatment and the ruling for the imposition of the diversity measure by the prosecutor or in the folder from paragraph 1, a decision for termination of the investigation or preparatory procedure is registered,
4. For each submission received in relation to a case, which is not mentioned in paragraphs 1 and 2, separate folders must be created.
5. The answers of the parties, submitted to the submissions from paragraph 3 of this article, the clerk must record them in the folder where the submission to which the response of the party is submitted is located.
6. Complaints and objections filed against decisions related to submissions from paragraph 3 of this article, the clerk must register them in the folder where the appealed / challenged decision is located.
7. Folders created for submissions under paragraph 3 of this Article, CMIS gives them the status 'Resolved' as soon as the user renders a decision regarding such submissions.

Article 15

Creation and selection of case folders in the Basic Court from the stage of filing the indictment until the finality of the decision on criminal cases

1. Special folders must be created for the indictments within the unique existing number in CMIS.
2. If the prosecutor has filed a direct indictment, without an investigative phase, then a unique number is created and the folder for the case.
3. All submissions / evidence submitted in connection with the folder formed according to paragraph 1 and 2 of this article, the clerk must attach them to that folder.
4. The folder created under this article in the Basic Court, CMIS gives the status "Resolved" at the moment when the user makes a decision of the type "Judgment" or "Ruling to resolve the case".

Article 16

Creating and selecting folders related to punitive order requests

1. The request for a punitive order must be registered in the same folder where the accusatory act is registered.
2. For objections or appeals which can be filed against decisions in relation to the requests for punitive order, separate folders are created.
3. Folders created according to this article receive the status "Resolved" as soon as a decision is rendered.

Article 17

Creating folders for civil cases and minor offences cases

1. A separate folder is created for each submission that initiates a case at court.
2. For the claim filed after the request for temporary measure is submitted a separate folder must be created with a unique number where the request for temporary measure is located.
3. CMIS gives the status "Resolved" to the folders created according to this article when the user renders the decision such as judgment or ruling to resolve the case.

Article 18

Registration of extraordinary legal remedies (for all types of cases)

1. Separate folders are created for all extraordinary legal remedies against court decisions.
2. The clerk must register all the same types of extraordinary legal remedies submitted against the same decision in the same folder.
3. The clerk must register different types of extraordinary legal remedies submitted against the same decision in the different folders.
4. The folders created according to this article will receive status "Resolved" after the Basic Courts, Court of Appeals or Supreme Court render the decision in relation to the submissions stated in this article.

Article 19

Delegation to another court due territorial and subject matter jurisdiction (for all cases)

If a case is sent to another court or the branch of the Basic Court due to failure to meet the requirement of territorial and subject matter jurisdiction, the case continues in another court in the folder created at the delegated court.

Article 20

Creating folders for cases returned for retrial (for all types of cases)

1. For the cases returned for retrial by the court of the higher instance, new folders are created in the Basic Court within the unique number.

2. The folders created according to this article will receive the status “Resolved” when the decision of the type "Judgment" or "Ruling“ is rendered to resolve the case.

Article 21

Creating folders for cases to be executed

When the duty "Execute the decision" is created, CMIS creates a new folder within the existing unique number for the procedure to execute the decision.

Article 22

Creating folders for cases of enforcement

1. In relation to proposals for enforcement with respect to cases for which the court procedure was not conducted, the case with unique number is created and the folder for that submission.
2. If the court procedure was conducted in relation to the case for which the proposal for enforcement is submitted, the new folder for enforcement procedure is created within the existing unique number at court.
3. For criminal cases for which the party does not pay for the costs of the procedure, the new folder is created within the unique criminal case number.

CHAPTER IV

CREATION AND SELECTION OF FOLDERS AT THE COURT OF APPEALS AND SUPREME COURT OF KOSOVO

Article 23

Creation and selection of folders

For all cases, for each decision appealed through the regular or extraordinary legal remedies to the Court of Appeals or Supreme Court, separate folders are created when the case is transferred to the Court of Appeals or Supreme Court from the Basic Court.

The folders created according to this article, receive the status "Resolved" when Court of Appeals or the Supreme Court render the decision in relation to the submissions in this article.

Article 24

Court's communication with the party

Communication between the court and the parties is through the unique case number.

Article 25

Allocation of cases through CMIS system

1. The CMIS system implements the distribution of cases to judges automatically and manually.
2. Automatic distribution of cases through CMIS is done based on conditions and criteria previously determined and approved by the KJC.
3. For all those cases for which the automatic distribution of cases cannot be done, CMIS enables the appointment of a judge manually. The conditions and criteria for the appointment of judges manually are determined in the KJC by the separate regulation.

CHAPTER V

THE CASE PROCEEDING TO THE JUDGE

Article 26

Receiving and review of the case by the judge

The judge receives and reviews the case assigned through CMIS and proceeds further with the case by taking actions in relation to the case through the system.

If during the review of the case there is lack of information in the folder about the parties, the judge instructs the legal officer / legal secretary to verify the information about the parties and amend them. This can be done during or outside the court hearings.

The judge performs all actions in relation to the case using CMIS by implementing tasks and steps presented in the system.

The judge can transfer any task related to the case in CMIS for further proceedings to the professional associate or legal officer / legal secretary, providing the necessary clarifications.

Article 27

Verification of the documents of the case registered in CMIS

The judge must verify the compatibility of the content of the physical file of the case with the electronic file in CMIS, both in terms of recorded data and scanned documents. If the data is

missing or inconsistent, the judge instructs the legal officer / legal secretary to amend case folder in CMIS.

Article 28

Verification of data of the parties

If during the review of the case, the case file lacks information about the parties, the judge instructs the legal officer / legal secretary to verify the data of the parties during the court hearing or out of court.

Article 29

Duties of the legal officer/ legal secretary

1. Duties and obligations of the legal officer concerning CMIS are determined based on the delegations of actions determined by the judge through his CMIS account in relation to the respective case.
2. The duties of the legal officer/ legal secretary in CMIS are as following:
 - 2.1. Schedules the court hearings as per judge's instructions,
 - 2.2. Performs all actions required by the system to summon the parties to the court hearing,
 - 2.3. Records minutes of the court hearings and uploads the minutes of the court hearings to the CMIS and delegates the case to the Judge for rendering the decision.
 - 2.4. For cases when urgent distribution of case documents is required, drafts the documents and performs actions in CMIS for distribution, submission and receiving the result of distribution.
 - 2.5. Performs other actions in CMIS, depending on the duties delegated by the respective judge, and other actions determined by the regulations in force.

Article 30

Duties of the professional associate

1. The professional associate has access to the case and can perform duties and actions in relation to the case only when the judge assigns the duty to the latter to perform in relation to that case.
2. The professional associate performs the duties and actions in CMIS according to the instructions of the judge. Within the duties assigned by the judge, the professional associate may record the minutes during the court hearings, conduct legal research, draft court decisions, etc.

Article 31

Duties of the translator

1. The court translator through CMIS shall receive the tasks for translation of documents.

2. The tasks for translation for the user contain the document that needs to be translated. The interpreter after the translation of the document shall send it back through the CMIS to the CMIS translation requestor.

Article 32
Setting of the sessions

1. Through the CMIS shall be done the plan for court session schedule, respectively the date, time, venue of session and the parties to be summoned.
2. The setting of the court session schedule may be done by the judge of the case or with his instruction by the legal officer/secretary.
3. Session postponement and annulment shall be done through the system.

Article 33
Registration of new documents in the CMIS

1. Any document that is submitted in the court, regardless the stage of proceedings, shall be registered and attached to the respective case folder in the CMIS. The registration shall be done by the registrar of the court in which the document is submitted.
2. If the document that should be placed in the file is handed to the judge in or out of the court session, the legal officer/secretary shall after the conclusion of the court session submit the document or submission to the CMO for registration and attachment to the case folder.

Article 34
Severance of proceedings

The severance of the case in the CMIS shall be carried out by the respective judge of the case once the legal requirements for case severance are met.

Article 35
Joinder of cases

1. The judge through the CMIS shall also join the cases which met the legal requirements for joinder.
2. The judge through CMIS shall review the cases that may be potentially joined.
3. The judge in cases which the system identifies as connected shall consider the possibility of their joinder.

Article 36
Disqualification of the judge

1. The judge shall file the request for disqualification from the case through the system.

2. The Court President shall review the request of the judge and decide upon it by granting or rejecting it, which shall be processed through CMIS.
3. Following the decision of the Court president upon the disqualification request, the CMIS shall notify the judge upon the results of such a decision.

Article 37

Stay of the time limit for decision drafting

1. The case judge through CMIS shall request from the Court President for an extension of the time limit for drafting of the judgment, as provided by the law.
2. The Court President shall review the request for extension for the time limit for drafting of the judgment and process the rendered decision through CMIS to the requesting judge.

Article 38

Case transfer

1. The transfer of the case from one court to another shall be done through CMIS in the same manner as the legal procedures for manual transfer of the case.
2. During the case transfer the unique case folder number shall be saved.
3. All documents in the case file, as well as all information and data on the registered case are available in the other court.

Article 39

Decision taken by the judge in CMIS

1. All decisions issued by the judge on the case must be processed through CMIS, recording all relevant data for the decision, required by CMIS.
2. The decision taken should always be related to the submission for which it is decided, by properly implementing the steps presented in the CMIS.

Article 40

Using system templates

The user is obliged to use all the templates provided by the system.

Article 41

Sending court documents

1. Actions for sending documents to the parties, must be performed through the system.
2. The request for initiating the sending of documents is executed by the submitter.
3. The result of sending the documents is evidenced in the system by the submitter.

4. The documents that are personally delivered to the parties in court, must be recorded in the system

Article 42

Access to the case file according to the user profile

1. CMIS user profiles are:

- 1.1. Clerk;
- 1.2. President of the court;
- 1.3. Supervising Judge;
- 1.4. Judge;
- 1.5. Administrator;
- 1.6. Assistant Administrator;
- 1.7. CMO Head;
- 1.8. Professional Associate;
- 1.9. Administrative Assistant;
- 1.10. Legal Officer;
- 1.11. Legal Secretary;
- 1.12. Head of the Office for Shared Services;
- 1.13. Personnel Officer;
- 1.14. Statistics Officer;
- 1.15. Archivist;
- 1.16. Receptionist;
- 1.17. IT Officer;
- 1.18. Technical operator of IT;
- 1.19. Delivery; and
- 1.20. Translator.

2. SMIL has defined three types of access to the subject folders:

2.1 Full access: the user can view all data, documents and actions taken in folders, including the right to create assignments for the case and to take actions with the case;

2.2 Read access: user can view all data, documents and actions taken in folders, but cannot add tasks and cannot take case actions;

2.3 Restricted access: the user has access only to read the status of the folder, the general case data and the data of the parties;

2.4 Access to court hearing data: the user can view data related to certain hearings such as: folder number, case type, date, time, type (open and closed) and venue of hearing;

2.5 Archivist access: the user does not have access to the case folders for the cases in the procedure, but has access to read in the case folders the resolved "completed" cases.

2.6 Access to statistics; and

2.7 No access to case folders.

3. Access to the case folders according to sub-paragraph 2.1 of paragraph 1 of this article have:

3.1. the president of the court, the deputy president of the court and the supervising judge in the cases in which he is assigned as a judge;

3.2. administrative assistant in certain cases assigned to the president of the court;

3.3. the case judge, legal secretary or legal officer in the case of the judge he / she works with; and

3.4. professional associate, legal secretary and legal officer in the cases assigned to him / her.

4. Access to the case folders according to sub-paragraph 2.2 of paragraph I of this article have:

4.1. the president of the court, the deputy president of the court and the supervising judge in certain cases to the judges of the court he manages as well as in the cases which CMIS presents as related to the cases assigned to him;

4.2. judges in cases to which they have not been assigned but CMIS presents them as related to the judge's cases;

4.3. administrative assistant in the cases of the court and the branches in which he works; AND

4.4. the head of the CMO and the clerk in the court cases (but not in the court branch cases) in which he / she works;

5. Access to the case folders according to sub-paragraph 2.3 of paragraph 1 of this article have:

5.1. president of the court, deputy president of the court, supervising judge in other court cases;

5.2. the judge in the cases of other courts as well as in the cases of the court in which he / she works but which are not assigned to him / her nor are they related to his / her cases; and

5.3. the head of the CMO and the clerk in the cases of other courts and branches of the Basic Court in which he works.

6. The receptionist has access to the folders of the case according to sub-paragraph 2.4 of paragraph 1 of this article;

7. Access to the case folders according to sub-paragraph 2.5 of paragraph 1 of this article has archivist;

8. Access to statistics has:

- 8.1. the president of the court, the deputy president of the court, the supervising judge, the judge;
- 8.2. court administrator;
- 8.3. head of CMO;
- 8.4. professional associate,
- 8.5. administrative assistants,
- 8.6. legal officer;
- 8.7. legal secretary;
- 8.8. clerks;
- 8.9. information officer;
- 8.10. statistical officer; and
- 8.11. KJC staff.

9. These types of users do not have access to the case folders:

- 9.1. the head of the common services office,
- 9.2. information officer,
- 9.3. statistical officer,
- 9.4. personnel officer;
- 9.5. archivist,
- 9.6. receptionists,
- 9.7. translator,
- 9.8. IT official,
- 9.9. IT Technical Operators,
- 9.10. messenger, and
- 9.11. KJC staff

Article 43 **Access in search**

1. CMIS has determined three types of search:

1.1 **Search for court management:** includes the search with all the fields contained in the search functionality, including the search for the distribution of cases in the court and the branches he/she manages, as well as the search by the field "Judge" which contains the names of all judges of the court and the branch which he/she manages;

1.2 **Search for judges:** includes the search with all the fields contained in the search function in CMIS, except that the search cannot be performed with the field "Court", while the search with the field "Judge" can be done only for his/her own subjects;

1.3 **Limited search:** includes search with all fields contained in the search function in CMIS, with the exception of the field "Court" and "Judge".

1.4 **There is no access to search:** users of this category are not allowed any access to the search.

2. In the search category from sub-paragraph 1.1 of paragraph 1 of this article, access has: the president of the court, the deputy president of the court, the supervising judge and the administrative assistant;

3. In the search category from paragraph 1.2 of paragraph 1 of this article access is allowed for the judge and the legal secretary or the legal officer of the judge for the cases of that judge;

4. In the search category from sub-paragraph 1.3 of paragraph 1 of this article, access is allowed for: court administrator, assistant administrator, head of CMO, professional associate, clerk; and

5. The following types of users do not have access to the search: the head of the common services office, the information officer, the statistics officer, the personnel officer, the archivist, the receptionist, the translator, the IT officer, the IT Technical Operator, the messenger, and the KJC staff.

Article 44

Case files archiving

1. Cases resolved by final decision are archived by the archivist, who must register the archiving decision in CMIS.

2. After archiving the case file or any folder of a unique number, each folder in that unique number is given the status "Archived". This unique number shows the place, date, time and user who archived the item.

3. Upon completion of the archiving, access to the case is forbidden to other users of the court.

Article 45

Registration of judges' vacations

In the CMIS system, the vacations of judges should be registered and evidenced in order for the function of automatic assignment of cases for judges to function properly..

Article 46

Correction of data

1. For errors that are made during the use of the system, during the completion of various data, or performing inappropriate actions during the performance of subject tasks in the system, which cannot be corrected by the user of the system, then the user is obliged to address the data correction through the data correction form. The data correction form (Annex I) is addressed to the IT officer in the ICT Department, responsible for the administration of the CMIS system, for the data correction.
2. The request for data correction is made by the official who mistakenly entered the data in the system, while this request is approved by his direct supervisor.
3. The completed and approved request is sent to the administrator of CMIS in the Department of Information Technology in the Secretariat of the Kosovo Judicial Council.

Article 47

Reporting

Statistical reports on the work performance of courts and judges are generated through the CMIS system.

CHAPTER VI

TRANSITIONAL AND FINAL PROVISIONS

Article 48

Statistical reporting

Reporting on cases that are not included in the system, according to the courts and the type of case, is done manually until their registration in CMIS.

Article 49

Case assignment

Assignment of cases according to the legislation in force, will be applied until the creation of conditions for the use of CMIS for automatic assignment of cases.

Article 50

Entry into force

This regulation enters into force on the day of approval by the Kosovo Judicial Council.

Pristina, on 10.10.2019

Skender COCAJ

KOSOVO JUDICIAL COUNCIL CHAIR

REPUBLIKA E KOSOVES
REPUBLIKA KOSOVA - REPUBLIC OF KOSOVO
KESHILLI GJYQESOR I KOSOVES
ANNEX 1.

FORM FOR EDITING OR DELETING DATA IN THE CMIS

The Court _____

Case number _____ :

REQUEST

- Deleting a Case Release of Complaint
- Deleting a task Assignment/Reassignment of the Judge
- Deleting/Reloading the Document Status of the case
- Deleting/Modifying the Status of the Parties Creating / modifying Users
- Party _____ Other

Party _____

COMMENT / REASON FOR REQUEST:

The request is made by: _____,

Name and surname

Signature and date

Approved by the Manager: _____,

Name and surname

Signature and date