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Under Article 61, paragraph 3 of the Misdemeanor Law ("The Official Herald of the Socialist Republic of Serbia", No. 6/79), the Republican Secretary for the Judiciary and General Administration¹ has adopted

THE RULES OF PROCEDURE FOR MAGISTRATE COURTS

I GENERAL PROVISIONS

Article 1

The Rules of Procedure shall regulate internal operation of authorities conducting misdemeanor proceedings (hereinafter: magistrate courts).

Internal operations shall include organizational, administrative and technical operations performed within magistrate courts.

Public Nature of Operation

Article 2

Magistrate courts shall ensure the necessary conditions to operate publicly within the limits and in a manner stipulated in the Constitution, law and Statutes of the social and political community.²

Press releases and information which are to be communicated to other media concerning the operation of magistrate courts shall be issued by the magistrate court administrator or a judge designated by him/her.

II INTERNAL OPERATION OF MAGISTRATE COURTS

Management and Organization of Operation

Article 3

The magistrate court administrator shall manage the internal operation of the court.

The magistrate court administrator shall organize the operation within the court, supervise judicial work and activities performed by other staff and shall take measures to ensure proper and timely operation, in keeping with the schedule.

¹ Absolute administrative authority in the SFRY /former Yugoslavia/

² The Rules of Procedure date back from Socialist times.

Supervision by the magistrate court administrator shall include review of agendas, registers and other records, while track of disposition and promptness by individual magistrate judges and other staff shall be kept through insight into relevant case records and review of assignments.

In a manner provided for in paragraph 3 of this Article, the magistrate court administrator shall supervise the court as a whole and shall take action to eliminate causes of delay and remove other deficiencies in the work of the court.

Article 4

The magistrate court administrator shall ensure proper monitoring, registration and research of social relations and phenomena, which are of interest for the exercise of court functions and which are perceived in regard to the operation of the magistrate court. The court administrator shall offer suggestions to the assembly of the relevant social and political community and/or inter-municipal regional communities and other government authorities and self-management organizations and communities regarding prevention of phenomena that are dangerous and harmful to the community and regarding measures aimed at strengthening legality, social accountability and socialist morale.³

In order to be able to achieve the tasks referred to in paragraph 1 of this Article, a magistrate judge presiding over a misdemeanor panel may request from the first instance magistrate courts to supply the necessary information pertaining to the monitoring and research of social relations and phenomena and shall give instructions on how to organize the implementation of such activities.

Article 5

The magistrate judge presiding over a misdemeanor panel shall monitor the activities of the first instance magistrate courts, which are in the territorial jurisdiction of his/her panel, related to the internal organization, administrative, technical and financial activities and application of misdemeanor-related regulations.

The magistrate judge presiding over a misdemeanor panel shall perform the activities referred to in paragraph 1 of this Article by collecting reports, holding meeting with the magistrate judges and other staff and by reviewing their performance.

The magistrate judge presiding over a misdemeanor panel shall report to the Republican Secretariat for Justice and General Administration (hereinafter: the Republican Secretariat)⁴ on regular basis about the situation and problems related to the implementation of the present Rules of Procedure and about the operation of magistrate courts in the first instance.

Article 6

The misdemeanor panel shall keep record of the operation of municipal authorities to be able to make sure that these authorities are performing their respective activities in a proper and timely fashion and shall use these records to facilitate inspection of these authorities. The panel shall also analyze the operation of municipal authorities, take steps to ensure uniform practice, eliminate deficiencies perceived in their operation and report its observations to Ministry of Justice.

³ The bodies and authorities stated date back from the former Yugoslavia.

⁴ Absolute administrative authority in the former Yugoslavia (now the Ministry of Justice).

Program and Schedule of Operations

Article 7

In order to perform their functions and tasks, magistrate courts shall define annual schedules of operation, in accordance with the law.

In order to improve efficiency in implementation of the schedule of operations, the magistrate courts shall adopt quarterly schedules of operation, along with monthly schedules of operation, where required.

Article 8

The schedule of operations shall include assignment of magistrates who are to dispose of cases which are related to a particular type of misdemeanors and shall determine the composition of misdemeanor panels, as well as their presiding judge and deputy.

In setting the schedule of operations, cases shall be assigned even-handedly.

Article 9

The schedule of operations shall specify a magistrate judge who will replace the judge presiding over a misdemeanor panel during his/her absence or inability to perform his/her judicial function, as well as a magistrate judge who will replace the administrator of the first instance magistrate court, where there are several judges.

Article 10

The magistrate court administrator shall monitor the implementation of the program and schedule of operations, review reports and information related to the performance by individual judges and other staff and shall evaluate, together with the judges and other staff members, whether the tasks specified in the program and schedule of operations are performed regularly and to what degree of success.

Working and Expert Meetings

Article 11

In order to harmonize the operation, monitor the implementation of tasks and review work-related situation and problems, magistrate courts shall hold working meetings of judges and other staff.

The working meetings shall be convened by the magistrate court administrator or a relevant department manager.

Magistrate courts shall also organize occasional meetings of judges to discuss legal and other matters pertaining to misdemeanors and misdemeanor proceedings. The magistrate court administrator shall determine the agenda for the meetings either at his/her own initiative or at the initiative of the judges.

Article 12

Where necessary, magistrate courts shall hold conventions and consultations with representatives of other authorities, organizations and associations to exchange views on matters of common interest.

III WORKING HOURS AND HOLIDAYS

Article 13

Opening and closing hours, as well as the time of day when the court or individual judges and other staff see clients shall be timely indicated at a clearly visible place within the magistrate court premises (in the hallway, at the entrance to the courthouse, at the reception desk, etc).

The magistrate court administrator shall designate in advance duty call for the judges and other members of the staff, who shall alternate on duty on non-working days or who shall be on-call and ready to come to court as and when required.

Only urgent matters shall be addressed on non-working days.

IV EXPERT WITNESSES AND COURT INTERPRETERS

Article 14

As a rule, magistrate courts shall designate expert witnesses according to their roster of permanent expert witnesses for particular areas of expertise.

Where a magistrate court deems necessary to involve some other expert for a particular case, where a sufficient number of experts may not be found, where the court roster does not include such experts or where such experts are unable to appear in court, the court may appoint an expert witness from the roster of permanent expert witnesses of another magistrate court or, in exceptional cases, the court may hire persons who are not appointed as permanent expert witnesses.

Article 15

For simple types of expertise, the magistrate court may *ex officio* appoint one or more expert witnesses from relevant professions or persons who, by virtue of their occupation, are well-versed in the matters concerned.

The magistrate court administrator may draw up a roster of such experts in the territory covered by his/her court.

Article 16

In taking its decision to use expert witnesses for evidencing purposes, the magistrate court shall try at the same time to designate expert witnesses, time and place of expertise and, if possible, the deadline by which they are to submit their report and opinion.

Article 17

As a rule, the magistrate court shall designate as court interpreters only persons that have been officially appointed as court interpreters.

In exceptional cases, another professional who is not a court interpreter may be designated.

V COMMUNICATION WITH CLIENTS AND OTHER PERSONS AND BODIES

Orientation in the Court Building

Article 18

An inscription with the official name of the magistrate court shall be placed next to the entrance to the court building.

Article 19

For facilitated movement of clients and other persons in the court building, a signboard showing directions shall be placed in a clearly visible position, indicating the following: office numbers for the judges' quarters and for departments, with the names of the judges and other staff members dealing with clients.

An inscription specifying the department, panel of magistrate judges or court division, including the names of the judges and staff members working in these offices, shall be placed at the entrance to each office.

Article 20

Notices and information issued by the magistrate court shall be put up on a notice board, which shall be placed in a clearly visible position in the court building.

Layout of Offices

Article 21

Layout of offices shall be organized in such a way as to facilitate proper and expedient work, especially the work with clients.

As a rule, the Registry Office and courtrooms shall be situated in an area close to the entrance to the court building. Where this is impossible, such offices shall be situated in the most accessible place in the building.

Clients shall be received at a specific time during regular working hours.

The time for seeing the clients shall be set in the schedule of operations and the hours shall be displayed both on the notice board and at the entrance to the offices receiving clients.

Clients may be received by the magistrate court administrator, judges and other staff members designated by the court administrator.

If members of the court staff dealing with clients have to be absent from work for a certain period of time, they shall timely provide appropriate replacement.

Court Offices

Article 22

Court offices must be clean, bright, painted in light colors and supplied with essential technical and hygienic equipment. Only essential items should be kept in the offices. Where a separate waiting room is not provided, the necessary number of chairs must be placed in the corridors.

Article 23

Official materials, seals, stamps, marks, office supplies, etc, shall be kept under lock and key.

Communication with Clients

Article 24

Submissions and other documents shall be received during regular working hours of the court.

A person who made a submission or filed any other kind of document with the magistrate court shall receive a receipt proving that the submission was made. The receipt shall be issued on a copy of the submission or on a separate sheet of paper imprinted with a stamp from the document intake office.

Information on the operation of the magistrate court shall be communicated by the magistrate court administrator or by a judge especially designated to do so.

The Registry Office shall give information on the basis of the data provided in the register and case files. Information pertaining to the regularity of the procedure, regularity of the decisions rendered, as well as statements related to the probable outcome of the procedure must never be disclosed.

Other information about the case files may be disclosed only to those persons who are authorized to view the case files and only within the limits of the current regulations.

Information may be given orally or in writing or by mail. Such documents shall be signed by an authorized staff member.

Brief and urgent information may be given by telephone, if their nature allows for such a possibility.

Article 25

Information contained in the case files may be viewed and copied at the Registry Office of the magistrate court, in a place specially designated for that purpose and under supervision of an authorized member of the Registry Office staff.

Magistrate court records of deliberation, voting records, draft rulings and notes shall previously be taken out of the case file.

Upon request from clients or from other parties with legal interest in the matter concerned, a certified and stamped transcript of a ruling, record or other documents may be issued.

Communication with Other Authorities

Article 26

As a rule, the magistrate court administrator shall be in charge of communication with other authorities.

In certain cases, a magistrate judge handling a particular case may communicate directly with other authorities, whereas other members of the staff may communicate with other authorities only upon explicit authorization.

Article 27

Letters rogatory sent to other magistrate courts seeking legal assistance or letters rogatory seeking from other magistrate courts or from other authorities and institutions to supply reports and information or to take certain action must be clear, complete and typed on a typewriter.

Letters rogatory always must contain case number, names of parties to the proceedings, the subject and brief and specific contents of the request.

Magistrate courts shall act upon letters rogatory in a summary procedure.

If a letter rogatory contains a request to interview or interrogate parties, such a letter rogatory must accurately specify the circumstances under which the interviewees are to make a deposition.

Cases involving a request for legal assistance may be submitted to the addressee only under exceptional circumstances, where there is a justified reason to do so. In such cases, the above provisions governing the contents of letters rogatory shall fully apply, and, therefore, case files or certain elements of these case files alone may not be invoked. The deadline to return the case shall be recorded in the book of case files to be returned (Form no. 19).

Replies to other authorities shall always contain the number of the case to which they refer.

VI PROVIDING LEGAL ASSISTANCE TO CITIZENS

Providing Legal Aid in a Magistrate Court

Article 28

Legal aid provided to citizens shall include:

- offering legal advice in the area of Misdemeanor Law;
- taking on the record petitions to institute misdemeanor proceedings, appeals, objections and other depositions.

Magistrate judges shall provide legal aid either in court or in other official premises.

If a request for legal aid includes making a deposition, filing a petition, appeal, etc, on the record and if a judge providing legal aid finds such a request inappropriate, because of its untimeliness or unacceptability or for other reasons, the judge shall warn the party thereof. If the party persists in his/her request, the requested action shall be performed, with a remark that it was done upon the party's explicit request.

Off-site Court Sessions

Article 29

In order to ensure a more expedient and more cost-effective procedure, court sessions may take place outside the magistrate court building, either on specific days or where a need to do so arises.

Off-site court sessions shall be used if persons to be summoned to court are located in an area where off-site court sessions are taking place.

The venue of the off-site court sessions shall be included in the schedule of operations and shall be put up on the notice board of the magistrate court and shall also be announced through municipal authorities.

Before scheduling off-site court sessions, appropriate facilities and necessary material resources shall be provided for in an agreement between the magistrate court and municipal authorities.

As a rule, off-site hearings shall be organized in such a way that notices and other documents must be served well in advance, indicating the location and time of an off-site hearing. In doing so, sufficient interval between serving notices and holding the hearing must be maintained.

The magistrate judge shall make sure that the decisions which he/she has rendered be drawn up and delivered to the parties to the proceedings while they are still present on the premises.

Article 30

All cases to be handled during off-site court sessions shall be registered in a separate list before leaving the magistrate court. The list shall be entered into the registry book and stamped by the court administrator. The judge shall bring this list to the location, along with the case files.

Submissions received during off-site court sessions and records made thereof, which are not related to the cases included in the list referred to in the above paragraph, shall be entered into the list according to the order in which they were received. At the end of the day, this list shall be verified and stamped by both the judge and the record-keeper /court reporter/.

Such submissions shall include a note indicating the date of reception and shall be treated as if they were received in the magistrate court.

Upon return to the magistrate court, the submissions and records which were received/made during the off-site court sessions shall be handed over immediately to the document intake officer, who shall make note of the reception of submissions and records, by entering them into a list, next to the relevant number, and shall imprint each submission with an intake stamp that reads: "Received during the off-site court session (place, day, month and year) /and registered/ under number...in the list".

VII JOINT PROVISIONS RELATED TO THE COURT OPERATION

Operations Conducted Outside the Magistrate Court Building

Article 31

A magistrate judge may perform certain activities related to the proceedings outside the magistrate court building, if such activities may not be performed in court.

A decision to perform such activities outside the magistrate court building (holding hearings, on-site investigations, expertise by consultant witnesses, interviewing persons who are unable to appear in court due to illness, etc) shall be made by the magistrate judge, following the approval of the court administrator. In other cases, such activities shall be decided upon by the magistrate court administrator.

Article 32

The magistrate court administrator or a magistrate judge performing certain activities related to the proceedings outside the court building shall make sure to do as much work as possible while on location, always making sure not to increase the costs of both the court and the parties to the proceedings.

Originals and Certified Transcripts

Article 33

A decision which is prepared in a prescribed form (ruling, order, conclusion, etc) and signed by the magistrate court administrator, judge and record-keeper, where his/her participation is mandatory, shall be treated as an original document.

While preparing the original, special heed shall be paid to relevant provisions of the misdemeanor procedure governing preparation of written decisions.

The original shall remain in the case file at all times.

Article 34

Transcripts of the original document shall be made on a typewriter or by using some other mechanical device.

Such transcripts must be neat, legible and clear and their form and contents must correspond to the original.

In case of certain types of similar decisions, special forms may be used and originals and their transcripts may be prepared by filling in these forms.

Before being expedited, the transcripts shall be reconciled, signed and stamped.

Article 35

The name of the judge that signed the original decision shall be typewritten on the transcripts. The accuracy of the transcripts shall be authenticated by imprinting a stamp which reads that the transcript is accurate, by signature of an authorized staff member and also by imprinting a seal.

Form and Manner of Writing and Signing Decisions and Other Documents

Article 36

When drafting written decisions, legal terminology should be observed, while use of foreign words which are not generally accepted by the court should be avoided. The wording should be clear and comprehensible.

Duration of penalty or protective or educational measure, amount of fine and any other pecuniary amount imposed shall be spelled out using both words and numbers.

The wording and rationale of the decision shall include the full name of the defendant or the full name of the legal person.

Abbreviations may be used in the text only if they are generally accepted and easy to understand and if they do not bring their true meaning into question.

The name of the law or another regulation applied ought to be fully specified and the name and number of the Official Herald in which the decision was published should be indicated.

Article 37

All documents which are enacted outside the misdemeanor proceedings shall be signed by the magistrate court administrator conducting the proceedings.

Letters rogatory and other case-related documents shall be signed by the magistrate judge handling the proceedings.

Members of the Registry Office staff may sign documents related to the summoning of the defendant, witnesses, expert witnesses, to service of notices and to other operations which are included in the Registry Office scope of activities.

Article 38

Under exceptional circumstances or in situations where it is completely impossible for the magistrate judge and record-keeper to sign the decision rendered, such a decision shall be signed by another magistrate judge or a staff member designated by the magistrate court administrator.

If the decision has not yet been rendered, appropriate procedure shall apply to drafting and signing of the original document.

Article 39

Original decisions and their transcripts must be legible and neatly typewritten. In exceptional circumstances, due to the nature of certain elements of the procedure, documents may be written by a pen (e.g. report on the on-site investigation, etc).

Misdemeanor rulings, other decisions and records shall be written on half sheet.

Other decisions in the form of letters, orders of minor importance and similar documents may be written on a one-fourth of a sheet.

As for decisions and other documents which do not require a separate introduction, only the name of the court, case number, date and seat of the court shall be indicated in the upper left corner.

Article 40

Magistrate courts shall be obliged to use the following stamps:

1. "Urgent";
2. "Urgent - imprisonment";
3. "Juvenile case";
4. "Detention";
5. "Note of dispatch" (typist's stamp);

6. "For reconciliation of a transcript with the original";
7. "Note of final decision";
8. "Note of enforcement of decision";
9. "Note of enforceability before the decision became final";
10. "Note of reception of document" (document intake office stamp);

Article 41

Transcripts (expedited decisions, letters, official confirmations and other documents, which are sent to parties to the proceedings and to other bodies and organizations) shall be imprinted with a round seal of the magistrate court.

Article 42

Seals, stamps and marks shall be handled by a magistrate or other clerks designated to do so. Seals, stamps and marks shall be kept under lock and key.

Stamps which are used by the Registry Office shall be kept by an authorized staff member.

A book of stamps, seals and marks shall be maintained (Form no. 12) and the name of the persons designated for their safekeep shall be specified.

Restoration of Documents

Article 43

Where some cases or some documents included in the case file are lost or destroyed or damaged in such a way that they may never be used again, restoration procedure shall be instigated.

If the case is still ongoing, the restoration procedure shall be instigated *ex officio* in a conclusion adopted by the magistrate court administrator.

If the case is terminated, the restoration procedure shall be instigated only if there is good reason to do so in order to serve a public or private interest.

If the official period for safekeeping such files has expired, the restoration procedure shall not be instigated.

Article 44

If the case is still ongoing, the restoration procedure shall be conducted by the judge to whom the case was assigned. If the case is terminated, the procedure shall be conducted by a judge designated by the court administrator.

Only those files which are of major relevance for the proceedings shall be restored.

Restoration shall be performed on the basis of transcripts of missing, damaged or destroyed documents, which are in the possession of the parties to the proceedings, and also on the basis of information from the registers and ancillary books, and, where appropriate, on the basis of matching statements by the parties to the proceedings, witnesses, expert witnesses, counsels and other persons involved in the proceedings. Where information is lacking concerning certain action and where statements of the above persons do not match, such action shall be repeated in case a final decision has not been rendered.

The party to the proceedings shall be informed only about the disappearance of those files that are related to the case which is still ongoing and, at the same time, this party shall be

invited to submit all transcripts of the submissions, court decisions and other documents which are in his/her possession.

Article 45

A motion to restore a case or some documents included in the case file shall be entered into the registry book "Del" (Form no. 6).

Upon completion of the restoration procedure, both the original and the restored file shall bear the case number under which the restoration was performed.

Exemption from Payment of Court Fees

Article 46

Individual amounts of court fees, which were not paid by the defendant due to acquittal and which, according to special regulations, were paid from the budget in advance, shall be included in the list of costs covered from the budget (Form no. 16).

A case may not be filed in the archives unless the court decided to reimburse the court fees and until such payment was made or if it was determined that it was impossible to collect such fees, pursuant to the existing regulations.

Reimbursement of Amounts Which Were Not Paid Due to Loss of Profit

Article 47

Where the right to a refund is recognized to a company, under special regulations, such an amount shall be refunded to the company in the amount that the company was supposed to pay to its employee as a compensation for the loss of profit due to his/her appearance in court. The court shall issue a certificate to the employee, which shall serve as the basis for the payment of compensation.

The certificate referred to in paragraph 1 of this Article shall contain information on the time spent by the employee in the magistrate court, the capacity in which the employee appeared in court and the deadline by which his/her employer may apply for the refund.

Article 48

The case may not be filed in the archives until the magistrate court has attached to the case file a note showing that the payment was executed. If a company fails to seek compensation within a certain deadline, the case shall be filed in the archives, after noting that such deadline has expired.

Article 49

Where the magistrate court has already determined court fees, before rendering its final decision, the court shall subsequently decide on the refund to be paid to the company, which has not been included in the final decision.

Use of Telephone and Cable

Article 50

Telephone may be used to speed up disposition, where it is not required to use official correspondence by mail.

Article 51

Each telephone conversation, piece of information given or received over the telephone and each telephone call made to replace official correspondence shall be noted in the case file, containing important information, date and signature of the staff member that made or received the call.

Article 52

Cable shall be used for urgent matters or in situations where possible damage to the parties to the proceedings could not have been eliminated otherwise. As a rule, cable shall be used to communicate the delay in trial, revocation of notices, etc.

VIII STATISTICS, REPORTS, PRACTICE RECORDS

Article 53

A staff member designated by the magistrate court administrator shall enter data into prescribed statistical forms, unless stipulated otherwise by the competent bureau of statistics.

Staff members feeding data into the statistical forms shall be responsible for the accuracy of the data entered, as well as for proper presentation of data in the prescribed statistical forms.

Article 54

For the purposes of the magistrate court, the Registry Office shall make periodical, at least quarterly, reports containing the following information: the number of cases assigned to each magistrate judge, assignments that were given to other members of the staff at the beginning of the reporting period, the number of new filings, number of dispositions, manner of disposition, number of enforcement rulings, number of cases pending at the end of the reporting period and number of appeals that were affirmed, reversed or repealed.

Based on the statistical reports referred to in paragraph 1 of this Article, individual performance of magistrate judges and other staff members, as well as performance of the magistrate court as a whole, shall be discussed at working meetings. Proposals shall be made to take certain steps to improve the performance.

On the basis of this information, the overall performance report shall be prepared for the entire magistrate court.

Where appropriate, the magistrate court administrator may instruct that other relevant information be included in this report.

Such information shall serve as a basis for the discussion on the performance at working meetings.

Article 55

Magistrate courts shall collect, sort out, fill in and submit statistical reports on their performance, using the forms prescribed.

The statistical reports shall be based on information contained in the registers.

The statistical reports shall be submitted within the deadlines set in the instructions issued by the competent authority.

Article 56

On the basis of statistical reports, separate records and analyses performed, narrative annual reports on the magistrate court performance shall be prepared and submitted to the misdemeanor panels by January 15, which, in turn, shall submit them to the Republican Secretariat by January 25. Such a report shall include the following:

1. organizational and human resources-related issues;
2. overview of cooperation with other authorities;
3. analysis of performance by magistrate judges, taking into account the caseload and manner of disposition;
4. classification of misdemeanors, penalties and protective measures imposed per each group of misdemeanors;
5. legal matters and other issues related to the processing of misdemeanor cases.

Article 57

The magistrate court shall keep a register of legal interpretations, which shall include important legal interpretations that were adopted in rulings on certain cases and in decisions rendered by higher instance courts.

This register shall include also legal interpretations which have been adopted at judges' meetings and conventions.

IX COURT LIBRARY

Article 58

The magistrate court administrator shall take care of maintenance and replenishment of reference books that are kept in the court library.

The library shall include: laws and other regulations, professional books and journals, official heralds and other publications which have been purchased by the magistrate court or obtained either as a gift or through exchange and which are needed for a successful and professional operation of the court.

Each book, journal or another publication that is kept in the library shall be marked by a number under which it was registered in the inventory book and shall be imprinted with a seal of the magistrate court, placed in the central part of the first page inside the covers and also on several other pages.

The collection of journals or official heralds issued for one year shall be bound together with the register.

The books shall be kept in special bookcases in the library and shall be taken care of by a staff member designated for this job in the schedule of operations.

Article 59

New issues of the official herald shall be made available to the employees of the court to view them and then they shall be referred to the library for safekeep.

The magistrate court administrator shall instruct that major legal provisions and regulations be copied and distributed to the judges and other staff members.

The magistrate court shall be obliged to inform its staff that a new law or regulation has become effective or that the existing laws and regulations have been amended. To this effect, staff meetings shall be used to communicate brief contents of new regulations. The magistrate court administrator may delegate a magistrate judge or an associate to explain in more detail certain issues pertaining to the new regulations at these meetings.

Article 60

The library shall keep track of borrowed books.

Record of Circulars and Instructions

Article 61

Circulars and instructions released by the Republican Secretariat, upon their registration into the registry book "Del", shall be communicated to the judges either for viewing or by reading them out at a joint meeting. Such circulars and instructions shall be communicated to other members of the staff if they are related to their work.

Highly important circulars and instructions shall be copied and submitted either to all the magistrate judges and departments or only to those to whom they may concern.

Article 62

The circulars and instructions shall be kept in separate folders and they shall be sorted out by subjects. All the folders containing circulars and instructions shall make a collection of circulars.

A list of all the circulars and instructions contained in one volume shall be attached to each volume.

A record of all the circulars which are included in the collection shall be kept. The record number for each circular contained in the volume shall be indicated in the upper right corner of that circular.

The circulars and instructions which are included in the collection of circulars and which are entered into the record shall be registered in the Remarks column of the record of circulars.

Article 63

The collection of circulars and instructions shall be handled by a Registry Office staff member keeping the registry book "Del".

Since the original circulars may not be given to the magistrate judges or other staff members even for temporary use, only their copies may be lent.

Article 64

Changes in the validity of circulars, their amendments, etc. shall be recorded in the following way: on registration of new circulars into the records, previous circular numbers shall also be indicated, noting that they were revoked or partly or fully amended. The same note that is made on the circular which is included in the collection shall also be added next to the number under which the revoked or amended circular was registered. The magistrate court administrator shall occasionally inspect all the circulars which are entered into the records and which are included in the collection in order to establish whether they are still applicable.

X THE COURSE OF OPERATION

Treatment of Documents Addressed to the Magistrate Court

Intake of Documents

Article 65

All submissions, various documents, cables and other mail (hereinafter: documents) delivered to the magistrate court shall be received in a specially designated place at the Registry Office.

The intake of documents shall be made in a separate office of the magistrate court (the document intake office) or in an office designated for such purposes by the magistrate court administrator.

The magistrate court administrator shall designate a staff member to deal with document intake.

On document intake, efforts shall be made to eliminate any deficiencies that could hinder or prevent the proceedings which are based on such documents.

Article 66

The documents shall be received during regular working hours of the court. Outside regular working hours or during non-working days, only cables and other urgent documents shall be accepted. Receipt of such documents shall be made by the magistrate court administrator or by a staff member designated by him/her.

If the delivery is confidential, the staff must not open it, but must hand it over to the magistrate court administrator immediately.

Article 67

A staff member receiving documents directly from the clients must not refuse to receive any document that is addressed to the magistrate court.

If a document contains formal deficiencies (no signature, no seal, no attachments indicated in the text, no address of the sender, etc), the staff member shall warn the client of the said deficiencies and shall explain to him/her how to rectify them.

If the client persists that such a document be accepted, despite being warned of its deficiencies, the staff member shall accept such a document and shall attach a warning note to it.

If the magistrate court is not competent to take action on the basis of the document concerned, the staff member shall warn the client thereof and shall refer him/her to the competent authority. If the client persists that the document be accepted, despite being warned of lack of competence, the staff member shall accept such a document and shall attach a warning note to it.

Article 68

The document intake officer shall acknowledge the receipt of the document by imprinting a small document intake seal on the copy of the document or in a relevant column. The certificate of document intake shall be issued upon the client's request.

Article 69

Intake of documents from other authorities, organizations or associations shall be acknowledged by indicating the date and signature in the delivery book, as well as on the delivery note, return receipt or on the copy of the document whose original is being submitted, if copies are attached. The official seal shall be imprinted next to the signature.

The time of receipt (the hour and minute) shall be specified for all cases which are prescribed by relevant regulations or when ordered by the magistrate court administrator. Information on the time of receipt shall be recorded also on the document received or on its envelope, if the document intake officer is not authorized to open it himself/herself.

Article 70

Intake of documents which are delivered by mail or their collection from a post office box shall be made by an authorized staff member, in keeping with the existing regulations.

The authorized staff member must not collect a delivery which contains indication of value or a registered mail delivery, if he/she establishes that the delivery is damaged. In this case, that staff member must request the post office to officially establish the condition of the delivery through a special committee. Upon completion of this procedure, the staff member may take over the delivery, which shall be accompanied by a report containing the committee findings.

Article 71

Where a document intake officer is not authorized to open a delivery, he/she shall first indicate the date and time of receipt (the hour and minute) on the envelope and then refer it immediately to a staff member who is authorized to open such a delivery. This shall apply particularly to deliveries which are addressed to the magistrate court administrator personally, as well as for those whose envelope appears to contain "confidential" or "strictly confidential" documents.

Ordinary deliveries shall be submitted directly to the authorized staff member, whereas the delivery of registered mail, confidential and strictly confidential documents and other mail shall be made through the book, with written acknowledgment of receipt.

Opening and Inspection of Mail

Article 72

Ordinary mail which is received in a closed envelope shall be opened by a Registry Office staff member authorized for intake of mail.

Confidential and strictly confidential mail, as well as mail addressed personally to the magistrate court administrator shall be opened by the magistrate court administrator himself/herself.

Pecuniary documents and other remittance letters shall be opened by a special committee, in keeping with the existing regulations.

Article 73

When opening the mail, special care shall be taken so as not to damage the documents or their attachments or mix up the attachments of different documents. All the documents and their attachments must be removed from their envelope and the number of documents which is indicated on the envelope must be matched against the number of documents actually received.

If a document is missing or if only the attachments are received, without the document, or if the sender is unknown, all of this should be established in an official note, which shall be attached to the envelope. In any of the above cases, the Registry Office or a staff member authorized for intake of mail shall immediately inform the sender, if possible.

The envelope shall always be attached to the document when the delivery date can be of use to calculate deadlines (for appeal, objection, etc) or when the document itself does not contain the name of the sender or indication of the place where it was sent from and such information is indicated on the envelope.

If one envelope contains several documents, where attachment of the envelope is required, the envelope shall be attached to one of the documents, while the other documents shall be marked by a number of the register in which the document concerned was entered.

In case of an illegible postal mark on the envelope, which prevents positive identification of the delivery date, the post office shall be requested to submit a report, if there is no other way to establish the delivery date.

If a damaged envelope is received and if there is suspicion of unauthorized opening or tampering, before opening the envelope, a brief report shall be made in the presence of another staff member. This report shall specify the type and scope of damage and it shall be signed by all the persons present.

Article 74

All the deficiencies and irregularities which were found after opening the delivery shall be noted in a brief report that shall be attached next to the document intake stamp (for example: "Received without attachments", "The ampoule is damaged", etc).

If an envelope contains a document which is addressed to another residence, such this shall be clearly noted (for example: "Delivery to the wrong address") and recorded in the registry book "Del" and then referred to the right addressee in the most suitable manner.

The above remarks shall be dated and signed by a staff member who is in charge of opening and inspecting the mail.

If, upon opening, it is established that money or another valuable item is attached to the document, a brief note shall be made on such document, indicating the type and amount of

the valuable item. Upon registration of the document, such valuables shall be referred to an authorized financial officer, upon signature on the document itself.

If a delivery note is attached to a document, its receipt shall be acknowledged on the document itself, by putting a date, signature and official seal and then the delivery note shall be returned to the sender.

Document Intake Stamp

Article 75

Each new copy of a document that is addressed to the magistrate court shall be imprinted with a document intake stamp.

As a rule, the document intake stamp shall be imprinted in the center of the upper part of the document's first page. If no space is provided on the first page or if it is impossible to imprint the stamp on the first page, the upper left corner of the back of the document shall be imprinted. If both sides of the document are full, the document intake stamp shall be imprinted on an empty sheet of paper which shall be attached to the document.

The document intake stamp shall not be imprinted on intake records for submissions which are made orally (appeals, objections, etc). Such documents shall be submitted directly to the Registry Office or to the mail intake officer.

Distribution of Documents Received

Article 76

The documents received shall be sorted out according to relevant register numbers.

Documents which are related to urgent cases or documents which require urgent action shall be submitted without delay, whereas other documents shall be submitted during working hours, at the time set in the schedule of operations.

The documents that have a certain deadline or documents containing important papers shall be sorted out and submitted separately.

Article 77

Where objects, money, securities or other valuables have been received together with the document, such a receipt shall be indicated in red pencil on the top of the document, saying: "Deposit". Further procedure shall be applied in keeping with regulations governing material and financial operations.

XI PROCEDURE UPON RECEIPT OF DOCUMENTS IN THE REGISTRY OFFICE

Opening of Case Files

Article 78

Received and classified documents shall on the date of receipt be entered into the relevant register or registry book under the date of receipt where such documents are used for opening new case files. Telegrams, documents with specified deadlines, and other urgent

documents shall be entered into the register before other documents and referred to the relevant magistrate judge forthwith.

In case the received documents cannot be registered on the same day on which they were received due to their large number or for other valid reasons, they shall be registered on the following working day at the latest, prior to registering new mail, and shall be registered under the date of their receipt.

The documents used for opening a new case file shall be filed in a folder along with a list of documents.

Misdemeanor panels shall keep second instance cases in separate folders.

Article 79

The case number shall consist of an abbreviation for the register, an entry number and the last two numerals of the year in which the received document was entered into the register (e.g. Up. no. 50/79).

Where there is more than one magistrate judge in a court, the case number shall also contain the number of the magistrate judge to whom the case has been assigned, which number shall be added under the abbreviation for the register.

List of Documents

Article 80

When opening a new case file, the list of documents shall be made to include the document on the basis of which the file has been opened and the sheet number. Other documents received while the case file is in the Registry Office and their sheet numbers shall be added in chronological order to the list of documents at the Registry Office. The documents received or made while the case file is with the magistrate judge shall be entered into the list of documents by the record keeper.

Documents shall be entered into the list of documents in order of receipt. The ordinal number from the list of documents shall be indicated on the relevant document (sub-number). The decisions by the court rendered on the document that has been entered into the list of documents shall not be assigned a new sub-number.

Sheet numbers shall be marked in red in the top right corner starting from number 1, regardless of the sub-number. Sheet numbers shall be entered into the relevant column of the list of documents. Short reports of no relevance for the proceedings (address, and similar) shall not be entered into the list of documents. The delivery notes returned upon service of decisions shall be entered as attachments under the ordinal number of the decision to which they refer and shall be pasted onto the decision.

Article 81

The documents referring to pending cases shall be filed in the relevant case files.

Once it is noted that cases should be joined for the purpose of conducting a single proceeding, the registrar shall advise the relevant magistrate judge thereof.

Order of Documents

Article 82

Documents shall be filed in the relevant case file in the order they have been entered into the list of documents. They shall be filed in such a way that the document with the earlier date comes before the document with the later date.

The attachments which cannot be filed in the case file due to their volume shall be kept separately. A note thereof shall be made in the case file.

Documents in a case file shall be bound by pasting, immediately after their entry into the list of documents.

Article 83

The staff members in charge of case files must ensure that they are handled with care and that the documents are always in proper order and well-bound.

Delivery of Documents for Further Procedure

Article 84

The Registry Office shall deliver documents to the relevant magistrate judge or department if no further procedure at the Registry Office is required.

Urgent cases shall be delivered for further procedure without delay and out of their order, and shall be marked “urgent”.

Petitions for exclusion of magistrate judges and other officers of the court shall be delivered to the administrator of the magistrate court and/or to the presiding judge of the misdemeanor panel.

Article 85

The delivery of case files and documents from the Registry Office to magistrate judges and departments must be recorded in the internal file delivery book (form no. 15).

The return of case files and documents from magistrate judges and departments to the Registry Office must be recorded in the internal file delivery book.

XII PROCEDURE BY THE MAGISTRATE JUDGE

Order of Case Resolution

Article 86

Cases shall be proceeded upon in order of their receipt, except in urgent and justified cases when deviations from this order are allowed.

Urgent cases shall be understood to mean the cases where the procedure is conducted against incarcerated persons, minors, persons in transit, foreign nationals temporarily residing in the country, citizens working abroad but currently staying in the country, the proceedings upon letters rogatory, and other justified cases.

Scheduling of Hearings

Article 87

The magistrate judge shall get acquainted with the case in detail and shall, if no other action needs to be taken in the proceedings, determine the date and the time of the hearing.

Hearings may not be scheduled for more than one case at the time, unless they have been joined into a single proceeding.

The number of hearings scheduled for one day shall be determined based on the probable duration of individual official actions, the number of summoned persons, the type and amount of evidence, etc., so as to ensure rational use of working hours.

Article 88

The parties concerned and other persons shall be summoned to a hearing by service of a summons, which is made out separately for each summoned person.

Staff members shall use the prescribed forms for summons according to the type of the case and the persons concerned and fill them in by typewriter or ballpoint pen.

The summons shall bear the court seal and the signature stamp of the judge below which the registrar or other staff member of the court assigned to perform such duty shall affix his/her signature.

The summons shall be inserted into an appropriate envelope with or without a return receipt or a delivery note.

When summoning the persons residing outside the place where the court is seated, due attention shall be paid to the traffic and weather conditions, distance from the seat of the court, the possibility of timely service of summons, and other circumstances.

Article 89

The decision to schedule a hearing must be clear and complete. The decision shall specify the family and given names of the summoned persons and, if necessary, provide more specific details (alias, and the like), occupation, place of residence, street and number, and shall indicate what documents are to be served on which person.

An appropriate stamp may be used on the decision to schedule a hearing.

Article 90

When the conduct of certain actions or hearings is postponed or terminated, the magistrate judge shall try to promptly set the time when such action or hearing will be resumed or held and specify the persons to be summoned. The magistrate judge shall communicate to the persons in attendance, provided that his/her decision refers to them, the date and time to appear at the trial or hearing, and tell them that such communication is given in lieu of a summons.

The decision to postpone or terminate an action or a hearing shall *inter alia* contain the exact address of the persons who are not present but should be summoned.

Other Decisions

Article 91

Decisions (orders, conclusions, warrants) pursuant to which other actions are to be taken by the Registry Office must be clear and contain all the necessary information enabling the Registry Office to act without delay.

In case of letters rogatory and other petitions of more complex and comprehensive nature, the magistrate judge shall personally make the original document.

Article 92

Decisions to schedule a hearing, decisions to serve summons and other decisions shall, as a rule, be rendered on the document on the basis of which such decision is made (request to initiate proceedings before the magistrate court, record, etc.). If the decision cannot be rendered on the document (due to lack of free space, bad quality of paper, and the like), a clean sheet of paper shall be attached to the document.

The decisions referred to in paragraph 1 of this Article shall not be rendered on delivery notes and attachments.

Records

Article 93

A record shall be kept of any action taken in the course of the hearing, of significant depositions or communications given by the parties concerned outside the hearing, and of other actions taken by the magistrate court when so required by the relevant regulations.

The record shall, as a rule, be typed on a typewriter.

In exceptional cases, the record may be written with a ballpoint pen if taken on site outside the magistrate court. In this case, the record must be legible, clear and complete.

Article 94

Where record keeping is not required by law, a record may be replaced with an official note specifying the official action that has been taken, and the place and date thereof. This particularly refers to taking of less significant depositions or information from the parties or to different communications to the parties.

Official notes shall, as a rule, be made on the original document they refer to.

An official note shall be signed by the judge or a staff member who has made the note. If an official note contains a deposition by a party in attendance or a communication made to a party in attendance, such party shall also sign the note.

XIII PROCEDURE UPON DECISIONS AT THE REGISTRY OFFICE

Procedure upon Decisions

Article 95

The authorized staff member at the Registry Office shall distribute the received cases to the staff members assigned to perform the required activities.

Based on the contents of a decision, the Registry Office shall distribute the relevant documents and perform other necessary activities; transcribe, match and dispatch documents; join documents; make the required notes, etc.

A dispatch stamp shall always be affixed to the original of a decision if the Registry Office has been ordered to proceed upon, transcribe and serve decisions, etc.

In case only the order to attach case files, delivery notes, reports, etc. has been issued, a brief note shall be added below the decision stating that the decision has been proceeded upon and if not, stating the reasons therefor.

When decisions on misdemeanors and other decisions are dictated, they shall be made in the required number of copies for the parties and the magistrate court, and the case file shall then be referred to the Registry Office for further procedure.

Article 96

The registrar shall distribute documents according to the register; however, in the courts with a large caseload documents may also be distributed by other staff members who are assigned to that specific job and supervised by the registrar.

Typing, Transcribing and Matching Documents

Article 97

Letters rogatory, orders to the parties and other documents shall be typed in two copies, one of which shall be kept in the case file.

The letters rogatory requesting reports or information or performance of certain actions in specific cases from an authority or institution shall be signed by the magistrate judge.

Dispatch and Service of Documents

Article 98

The documents received for dispatch shall, as a rule, be dispatched on the same day. Urgent documents shall be dispatched by first mail or by a staff member of the court immediately upon receipt.

The documents that are sent to the same address on the same day through an administrative authority or a local office shall, as a rule, be dispatched in one envelope. If any of such documents is to be sent by registered mail, other documents that would have been dispatched by regular mail should be put in the same envelope with the document to be sent by registered mail.

In case a large number of documents is to be dispatched to the same address at the same time but cannot fit into one envelope, they should be packed and dispatched according to the applicable mailing regulations.

Article 99

All items to be sent by mail shall be classified into three categories - regular mail, registered mail, and general delivery – and shall be entered into the mail delivery book (form no. 14) in that order.

The mail delivery book shall serve as a register of dispatched mail items and as a means of accounting for mailing expenses. The total amount of mailing expenses should be added up every day after dispatch of mail and the sum entered into the mailing expenses control book.

Article 100

When a document is served by a court server or directly at the magistrate court, it shall, as a rule, be served without an envelope, unless specified otherwise by the relevant regulations.

Article 101

The documents to be served by a court server without a delivery note shall be entered into the delivery book for the relevant place (form no. 13).

Undelivered documents shall be returned to the court without delay stating the reasons for non-delivery, and the court server shall be discharged in the delivery book.

Article 102

For the purpose of registering and accounting for the use of postal stamps, the Registry Office shall keep a mailing expenses control book (form no. 18).

The mailing expenses control book shall be maintained in a bound volume with prenumbered pages. The mailing expenses control book shall be verified by the administrator of the magistrate court or the authorized staff member.

Procedure upon Cases with Time Limits

Article 103

Pending cases shall, as a rule, be kept in an agenda.

The record of the case flow and the progress of the case shall be kept by the authorized staff member who makes a note of the case flow in the remarks column of the register.

The notes on the case flow and other entries shall be made in the register in such a way as to enable tracking of the case file at any time and the progress of the case.

Notes made in the register must be clear so as to ensure easy tracing of the movement of cases.

Article 104

The cases for which hearings have been scheduled or time limits have been set shall be kept in a locked cabinet (closet).

The pigeonholes for hearings shall be numbered from 1 to 31. Case files shall be put into the corresponding pigeonholes according to the date of expiry of the time limit, irrespective of the month and the year.

Case files shall be kept in pigeonholes by case numbers, first for the current and then for the preceding year.

If a case file is taken out of its pigeonhole for temporary use before expiry of the time limit, the case file in the agenda shall be replaced by a note specifying its whereabouts.

Article 105

The cases for which hearings have been scheduled or time limits set shall be put into the relevant cabinets, agendas, or pigeonholes for hearings after the required entries are made into the registers and other necessary actions taken.

Article 106

A staff member at the Registry Office shall check the time limits on a daily basis, and a record keeper shall check the pigeonholes for hearings scheduled for the following day. The cases from the agenda scheduled for the following day shall be referred to the magistrate judge a day before the expiry of the time limit for taking the relevant action, unless the magistrate judge specifies otherwise in a particular case.

Joinder and Separation of Cases

Article 107

When several cases are joined to be resolved in a single proceeding, then the case for which the proceedings were instituted at a later date shall, as a rule, be joined to the case for which the proceedings were instituted earlier.

The master case file shall bear the marking of the joined case (e.g. Joined Case Up. no. 30/74), and if the joined case file has any special markings, then such markings shall be copied onto the master case file.

The joined case shall be entered into the list of documents for the earlier case under the next number on the list, while an indication of the joined case shall be made in the remarks column.

Article 108

When a case is separated from the pending proceeding to be resolved separately, certified transcripts of the documents referring exclusively to that case shall be filed into the separated case file.

The markings referring only to the separated case shall be copied onto the separated case file. The same markings shall be stricken through on the former joint case file.

New transcripts of documents shall be made for the separated case.

Article 109

Where both a government authority and the injured party file motions for institution of magistrate court proceedings relating to the same misdemeanor, such motions shall be joined into a single proceeding.

Article 110

The Registry Office staff shall ensure proper, orderly and timely handling of cases. They shall in particular ensure compliance with all the prescribed or specified time limits and removal of anything from within the scope of activities of the Registry Office that would disrupt the timely procedure upon cases by magistrate judges. They shall ensure that all cases are timely delivered to magistrate judges for procedure immediately after receipt of a submission or a report upon which a decision should be made.

The Registry Office shall ensure that all cases, and in particular those for which time limits have been set or hearings held, are returned within the specified time limits together with the relevant decisions.

The authorized staff member at the Registry Office shall, where necessary, draw the attention of the magistrate judge or other officer engaged in case resolution to the expiry of specific time limits or to plain errors in the hearing records and original decisions, and similar, as well as to plain errors and omissions in setting the time limits, scheduling hearings, etc.

The authorized staff member at the Registry Office shall submit regular reports to the administrator of the magistrate court regarding the cases in which decisions have not been timely rendered and issued.

Article 111

The relevant statements shall be noted down in the case file at the Registry Office with regard to actions or failure to act by the parties to the case and other persons and with regard to the procedure at the Registry Office (e.g. “Return receipt – delivery note not returned”, “Requested report not received”, “No appeal filed”, “The party has not proceeded within the specified time period”, and the like).

The date of service of the decision against which a document (appeal, objection, etc.) with a time limit has been filed with the court shall be noted on that document. If a document is filed in due time, it shall be marked “Timely”. When it is established that a document has not been filed in due time, it shall be marked “Untimely” and the case referred to the magistrate judge. Appropriate stamps shall always be used in such cases.

Beside the “Timely” or “Untimely” indication, the document with a time limit referred to in paragraph 2 of this Article (appeal, objection) shall also bear the exact date, and if the time limits are specified by hours, the hour when such document arrived at the Registry Office of the magistrate court.

Article 112

The movement of a case file within the Registry Office (transcripts, matching, dispatch, etc.) shall, as a rule, not be recorded in the relevant register if the case file is returned without further delay (in the course of the day or immediately).

When the case is temporarily referred to another authority, the date and the person to whom the case has been delivered shall be noted in the remarks column of the register using a pencil.

Article 113

The delivery notes and return receipts that have been returned upon delivery shall, as a rule, be filed in the relevant case file.

In the magistrate court with a large caseload, delivery notes and return receipts may be kept arranged by the date of expiry of the time limits and by the date of hearings, in a special cabinet with the necessary number of compartments. They shall be filed into the relevant case file before the date of expiry of the time limit or the date of the hearing.

The magistrate judge proceeding upon a particular case shall be notified of the unserved or improperly served summons and other documents.

The return receipts and delivery notes confirming the service of decisions or other documents of permanent value shall be filed into the case file, pasted onto the decision to which they refer, and kept in the case file.

The return receipts and delivery notes of no relevance for further proceedings shall be singled out and destroyed.

Article 114

The Registry Office shall also perform the following activities:

1) issue oral and written communications based on the information from the registers and case files;

2) take short communications and depositions by the parties and other interested persons on record or in the form of an official note relating to a change in the address, place of residence and date of receipt of decisions when the return receipt or delivery note has not been returned or when there is no indication of the date of service, and similar;

3) expedite cases where no action has been taken upon the filed petitions and where such expedition does not require a decision by the magistrate judge;

4) remedy deficiencies in submissions within the scope of powers of the staff member assigned to receive submissions;

5) take appropriate measures for timely collection of fines, compensation for damage or recovery of things, and collection of court fees.

Article 115

Where remedies are exercised against decisions of the magistrate court in the first instance, the higher instance court shall be provided with the orderly case file and a dispatch note.

Article 116

Where the nature of the remedy requires additional actions to be taken in the proceedings, the first instance magistrate court shall take such actions before dispatching the case to the higher instance magistrate court. The first instance court shall specify in the dispatch note what actions have been taken after the remedy has been exercised.

If the case file to be provided to the higher instance magistrate court does not contain certified transcripts of the original documents kept by the magistrate court, it shall be provided with the originals. If the case file contains transcripts of the documents, the originals shall be submitted to the higher instance magistrate court only upon its request.

In the dispatch note, the first instance magistrate court shall warn the second instance magistrate court of exhibits that are unsuitable for delivery with the case file. Such exhibits shall be delivered to the second instance magistrate court only upon its specific request.

Article 117

Upon receipt of a case file by the higher instance magistrate court, a new case file shall be opened bearing the mark of the higher instance magistrate court (e.g. Vp).

The marking of the higher instance magistrate court shall be added below the marking of the first instance magistrate court on the folder of the received case file. The marking of the first instance magistrate court shall not be stricken through.

Article 118

The higher instance magistrate court shall return a case file to the first instance magistrate court together with the necessary number of copies of its decision for the parties concerned and the magistrate court.

The original decision and the record of return, as well as a copy of the appealed first instance decision, shall remain in the case file of the higher instance magistrate court.

XIV ENFORCEMENT OF RULING ON MISDEMEANOR

General Provisions

Article 119

After passing a ruling on misdemeanor, the magistrate judge shall refer the case to the Registry Office for discharge, delivery to the parties and/or enforcement.

If no appeal or objection has been filed within the specified period, a note on finality of the ruling shall be added by affixing a stamp thereto. If a prison sentence or a protective measure has been pronounced under the ruling on misdemeanor, a note on the enforceability of these measures shall also be added to the ruling.

Collection of Fines

Article 120

The enforcement of the decision to pay a fine and court fees, and to appropriate material gain shall be the responsibility of the Registry Office.

The Registry Office shall deliver to the fined person the ruling on misdemeanor together with the payment check duly made out.

The payment slip (a notification of payment to the magistrate court) shall be added to the documents of a particular case as an evidence of payment.

If the payment is not made within the specified period, the magistrate judge shall take the measures for forced execution of the ruling (forced payment and/or reversal of a fine into a prison sentence).

Article 121

The measures of forced payment of a fine and court fees, and of seizure of material gain from a legal entity shall be enforced through a branch of the Payment Agency with which such legal entity has a drawing account.

Forced payment shall be imposed by an order to be delivered for enforcement to the Payment Agency along with the ruling on misdemeanor.

Article 122

The defendant shall pay the fine, court fees and the seized material gain at a post office or a bank by means of payment checks.

The fined person shall also be liable for payment charges.

Article 123

The magistrate court shall accept a direct guarantee only in the event that the defendant has been brought before the court on the days and/or at the time when post offices or banks are closed.

In the event referred to in the paragraph above, the magistrate court shall make the relevant payment and/or deposit the guarantee on the deposit account with the Payment Agency on the next day.

Article 124

In the event that cash (money, objects and assets of value, and the like) is received directly by the magistrate court, a receipt shall be issued in three copies, one of which is retained by the payer, one is attached to the deposit order, and one is added to the case file.

The receipt shall be signed by at least two persons - a judge and a record keeper.

Article 125

If the fined person has paid the fine, court fees or the material gain in excess of the specified amount or in error, the relevant first instance magistrate court shall issue an order to refund the amount that has been paid in excess of the specified amount or in error. Such decision shall be delivered to the Payment Agency to proceed with the refund of the amount paid in error or in excess of the specified amount from the beneficiary to whose account such amount has been paid.

Enforcement of the Prison Sentence

Article 126

A special record shall be kept of the enforcement of prison sentences.

Article 127

If another magistrate court is responsible for the enforcement of a decision, a copy of the ruling on misdemeanor with the affixed enforceability note shall be delivered to that magistrate court for enforcement.

XV ARCHIVING, KEEPING AND ISSUANCE OF CASE FILES

Article 128

After all the necessary actions have been taken (Article 129 of the present Rules), the finally resolved cases shall be archived and kept as terminated cases. The archive shall, as a rule, be kept in a separate room as a part of the registry.

The case files shall be archived on the basis of the decision passed by the judge, which decision shall be noted on the case folder.

The terminated cases may be kept in the Registry Office (reference archive) for two years at most, after which period they shall be transferred to the archive for safekeeping together with the relevant registers and other ancillary books. The keeping of certain terminated cases in the reference archive for more than two years shall require an approval of the court administrator.

The case files in the archive must be protected from damp and fire, and secured from damage, destruction or theft.

Article 129

Before a case file is archived, it should be checked whether the documents are filed in a chronological order, whether the case file contains any documents that should be taken out or returned to the parties or to some other authority, and whether the case has been terminated.

The terminated cases may be archived only after the judge states that the punished person has begun to serve his/her term and/or that the protective measure has been imposed, and/or that the court fees, fine and the protective measure of seizure of material gain have been paid, and that all notifications have been made. If the folders of large cases are damaged, they should be replaced before archiving.

Article 130

The cases terminated in the current and the preceding year shall, as a rule, be archived into the reference archive and filed in a separate cabinet in the Registry Office by case numbers.

At the end of the current year, the case files for which a two-year period has expired shall be transferred from the reference archive to the archive for further keeping.

The registers and indices from the previous years shall also be kept in the archive, unless they are needed for the current activities.

Article 131

In the archive, the terminated cases shall be filed in the binders according to the case numbers. A note shall be made of the year and the case number (e.g. 1970/200-250) on the front cover of the binder.

The markings from the binder covers shall be copied onto the shelves where binders are kept for easy reference.

Article 132

A designated staff member of the Registry Office shall handle the archived case files.

The case files issued from the archive shall be recorded in a book (form no. 20), together with the indication of the time when the case files should be returned to the archive.

The archived cases may be issued to other authorities or organizations only upon the written approval of the court administrator. In such a case, a written request along with the written approval of the court administrator shall be filed in the place of the case file that has been issued.

The designated staff member shall check at least once a month whether the case files have been returned within the specified period and take the relevant measures to ensure their return.

Keeping and Issuance of Documents

Article 133

Archived case files, registers, indices and other ancillary books shall be kept and issued in compliance with the applicable regulations on the keeping, collection and periodical disposal of worthless archives, and the provisions of the present Rules.

Article 134

Unless otherwise specified under the applicable regulations, the magistrate court shall keep and shall not transfer the following documents to relevant archive:

- case files which are, due to their contents, of historical, scientific or political relevance (interim or annual reports, statistical reports, various analyses, information and the like);
- volumes of circulars and instructions;
- employment records of the magistrate court staff.

XVI REGISTERS AND ANCILLARY BOOKS

Opening and Marking of Registers and Ancillary Books

Article 135

The magistrate courts shall keep registers, indices and ancillary books.

The first instance courts shall keep the following registers, indices and ancillary books:

- Misdemeanor Register "Up", form no. 1;
- Juvenile Register "Mal", form no. 2;
- Legal Aid Register "Pom", form no. 3;
- Enforcement Register "Upi", form no. 4;
- Confidential Register "Pov", form no. 5;
- Registry Book "Del", form no. 6;
- Registry Index "Up", form no. 8;
- Registry Index "Mal", form no. 9;
- Registry Index "Pom", form no. 10;
- Registry Index "Upi", form no. 11;
- Book of Seals, Stamps, and Marks, form no. 12;
- Delivery Book for the Relevant Place, form no. 13;

- Mail Delivery Book, form no. 14;
- Internal File Delivery Book, form no. 15;
- Record of the Costs Covered from the Budget, form no. 16;
- Book of the Seized Objects, form no. 17;
- Mailing Expenses Control Book, form no. 18;
- Book of Case Files to Be Returned, form no. 19;
- Book of Case Files Issued from the Archive, form no. 20.

Misdemeanor panels shall have the following registers:

- Misdemeanor Register "Vp", form no. 7;
- Confidential Register "Pov", form no. 5;
- Registry Book "Del", form no. 6.

Misdemeanor panels shall maintain the same registers and ancillary books as the first instance courts, except for those referring to the activities which do not fall within the competence of the misdemeanor panels.

If required, magistrate courts may maintain other ancillary books in addition to those prescribed under the present Rules.

Magistrate courts may keep cards instead of the registers prescribed under the present Rules. In that case, the card register must contain all entries prescribed for a relevant register, and the entries onto the cards must be made in accordance with the provisions of the present Rules regulating the maintaining of the relevant registers.

Article 136

Registers shall contain a necessary number of sheets of a prescribed form, which are bound in a book with hard covers. The name of the register and the relevant year shall be marked on the covers. For convenience, the registers may be divided into two or more volumes marked with Roman numerals.

The magistrate courts with a small caseload may use one register book for several years. The relevant year shall be noted in the middle of the first page where a new year begins. Indices and other ancillary books are opened accordingly.

Article 137

Registers and other ancillary books shall be maintained by the Registry Office.

Registers are maintained so as to enable tracking of the case file at any time and the progress of the case.

Outside working hours, registers and ancillary books shall be kept in locked cabinets.

Maintaining Registers and Ancillary Books

Article 138

The documents shall be entered into the registers in chronological order. The ancillary books shall be maintained in the same fashion, unless otherwise prescribed.

All cases that have been entered into the register shall be maintained under the same number until the termination of the proceeding, except in the cases set forth under Articles 144 and 147 of the present Rules.

When a proceeding has been instituted based on a single petition against more than one person, the case shall be entered into the register under one number, with sub-numbers (1, 2, 3) added in front of the names of the defendants.

Article 139

The initial submissions and other documents instituting the proceedings or petitioning for a procedural action shall be entered into the relevant registers and ancillary books.

The documents filed in reference to the already registered cases, which due to their importance should be easily identifiable from the register (appeals, objections, and the like), shall be entered into the relevant columns under the number of the case they refer to.

Other documents shall be enclosed within the relevant case files without any special entry into the registers.

The entries into the registers and ancillary books shall be made in ballpoint pen. Temporary notes (case flow and the like) shall be made in pencil and erased on becoming irrelevant. Red pen shall be used only as expressly provided under the present Rules.

Article 140

If a case has not been entered correctly, the entire entry shall be stricken through diagonally, from the left bottom to the right top corner of the row, using red pen. A note shall be made in the remarks column reading "Incorrect entry".

The case entered immediately after the incorrectly registered case shall be assigned the next consecutive number. On closing the register at the end of a year, the invalidated case numbers shall be subtracted from the last assigned case number.

Other incorrect entries into the registers and ancillary books shall be corrected by striking through the incorrect text with a thin horizontal line leaving the text legible, and adding a correct entry.

Marking of Terminated Cases

Article 141

Once a case is terminated, the "Kr" termination mark shall be put in front of the case number.

The case shall be marked terminated once the decision has been dispatched irrespective of its finality.

The termination mark shall be added before the decision is dispatched only as provided under the present Rules.

The case referring to several persons (more than one defendant) shall receive the termination mark once the proceeding has been concluded and the decision dispatched to all persons involved. When a case is resolved only in respect to some persons, the termination mark shall be added next to the numbers referring to such persons (Article 138, paragraph 3).

Article 142

Once all cases entered on one page of a register or an ancillary book have been marked as terminated, a rectangular shall be added at the bottom left corner of such page.

The rectangular shall be added around the number of the case file that is archived.

The termination marks and rectangles shall always be added in red pen or with a stamp.

Joinder and Separation of Cases in Registers

Article 143

When more than one case is joined for the purpose of conducting a single proceeding, the termination mark shall be added to the joined case number and an indication of the master case file shall be made in the remarks column, e.g. "Master Case UP. no. 50/74".

An indication shall be made in the remarks column under the master case number (e.g. "Joined Case UP. no. 70/74").

The joined case shall be thereafter maintained under the master case number.

Article 144

When a case is enclosed with another case only for reference purposes, such enclosure and the date thereof shall be indicated in pencil in the remarks column next to the case that is being enclosed (e.g. "Enclosed with Case Up. no. 30/74").

The indication referred to in paragraph 1 of this Article shall also be made in the remarks column under the number of the case with which the other case is enclosed (e.g. "Enclosed Case Up. no. 50/74").

Article 145

Should a judge decide in a particular case to separate the proceedings in respect of certain defendants, the cases shall be separated in the register by entering the transcripts of the documents referring to the separated case as a new case. Separation remarks shall be made in the remarks column under the new case (e.g. "Separated from Up. no. 40/74"), and under the former joint case (e.g. "Separated Case Up. no. 30/74"). The date of separation shall be indicated in both cases. The same remarks shall be made in the list of documents.

The entries referring to the separated case shall be moved to the relevant columns under the next consecutive number of separated cases.

Closing of Registers and Ancillary Books; Re-entry of Cases

Article 146

Registers shall be closed at the end of a year. The closing shall be performed by adding a statement with the following data below the last entry: day, month and year of closing; ordinal number of the last entry; number of invalidated entries; number of terminated cases; and number of cases pending at the end of the year. This statement shall be signed by the registrar and the court administrator.

The ancillary books shall, as a rule, not be closed, unless specified otherwise for some of the ancillary books.

Article 147

The cases that are pending at the end of a year shall be moved to the next year by stating only their numbers on the first page of the register. All entries referring to such cases

shall continue to be made in the previous year's register. When a case is terminated in the current year, a termination mark shall be added next to the relevant case number in the previous year's register, and the relevant case number on the first page of the new register shall be stricken through in red pen.

Article 148

When the proceedings continue in respect of a case which is marked as terminated in the register due to repeal of the decision (in whole or in part), or revocation of a ruling on objection, or after the suspension of the proceedings or when repeated proceedings are allowed, the case shall be registered as a new case together with the necessary entries that have been previously made. In the remarks column of the new case the previous case number shall be noted, and the new case number shall be noted in the remarks column of the old case.

Article 149

The case that is entered into a register shall be promptly entered into an appropriate index.

Once the case is entered into an index, the number of the register in which the case was previously registered shall be indicated above the new number. /unclear original/

Periodic Review of Registers and Ancillary Books

Article 150

The head of Registry Office or a designated staff member at the magistrate court shall review the entries made into all registers, indices and other ancillary books once a month or more often, if necessary. He/she shall match entries with case files and check whether they are correct and complete. After the review he/she shall report to the court administrator.

The court administrator shall review all registers, indices, and other ancillary books as and when required, but at least once every three months.

In the course of the review, the detected errors shall be corrected and relevant information provided.

The review shall be verified by adding a signature and date of review below the last reviewed entry.

In addition to pointing to the detected errors verbally and providing the necessary information, the court administrator may point to the errors in writing, as and when required.

Article 151

The documents referring to the administrative activities shall be divided into groups as follows:

Group I	Organization
Group II	General instructions and circulars
Group III	Statistics and reports
Group IV	Finance and material assets
Group V	Personnel
Group VI	Self-management
Group VII	Miscellaneous

The mark of the relevant group shall be added in before the register number.

Article 152

Cases which are confidential and strictly confidential in nature shall be registered into the confidential and strictly confidential register ("pov").

The court administrator shall maintain confidential register, or he/she may designate another staff member to maintain it.

The confidential and strictly confidential register shall be used to register documents that have been received as confidential ("Pov") or strictly confidential ("Str. pov.") or documents that are designated as confidential by the court administrator.

Indices and Other Ancillary Books

Indices

Article 153

Indices that are maintained in the form of books shall be organized in alphabetical order and include a sufficient number of sheets for each letter.

Indices for several years may be maintained in a single book. In such case, the relevant year shall be indicated in red pen under each individual letter at the beginning of each year.

Indices shall be maintained by personal names.

Other Ancillary Books

Article 154

The book of seized objects (form no. 17) shall be used to register items that have been seized during the magistrate court proceedings. This book shall be maintained for each year separately, but the same volume may be used for several years.

When an seized object is sold, destroyed or handed over in compliance with the court decision, the number under which such object is registered shall be marked with the termination mark.

Article 155

Documents delivered by mail shall be registered in a delivery book, which shall be maintained separately for regular mail, unless otherwise specified in the relevant regulations.

Before the documents are taken to the post office, the value of postal stamps that have been used since the previous mailing shall be added up.

Article 156

The delivery book for the relevant place shall be used to register the documents that are delivered to a particular place through court servers or staff of the municipal authorities.

XVII FINAL AND TRANSITIONAL PROVISIONS

Article 157

Registers, indices and ancillary books that are maintained by the magistrate courts under the present Rules shall constitute an integral part hereof.

Article 158

Registers, indices and ancillary books referred to in Article 135 shall be applied as of 1 January 1981.

Article 159

The present Rules shall become effective on the eighth day after their publication in the Official Gazette of the Socialist Republic of Serbia.

MISDEMEANOR REGISTER "UP"

Form no. 1

Format: 985 x 300

Information on the petition and the defendant								Information on		
No.	PETITIONER (name and address)	Petition number	Date of receipt	Defendant ordinal number	Defendant (name and address)	Year of birth	Capacity of the defendant (official, foreign national)	Case transferred	Proceedings discontinued	
								Where and when	Discontinued (date)	Resumed (date)
1	2	3	4	5	6	7	8	9	10	11
2.5 cm	6 cm	2.5 cm	2 cm	1 cm	7 cm	2 cm	1.5 cm	5 cm	2 cm	2 cm

The first instance proceedings											
Petition dismissed (reason and date)	Stay of proceedings (reason and date)	Date of decision	Ruling in which the defendant is found guilty								
			Summary pro. Amount of fine	Regular proceedings			Protective measure (type, duration or value)	Legal qualification of misdemeanor (article and regulation)	Statistical code of offense	Costs	
				Type and length of sentence		Admonition				Actual costs	Lump sum
				Prison	Fine						
12	13	14	15	16	17	18	19	20	21	22	23
3.5 cm	3.5 cm	2 cm	2.5 cm	2 cm	2 cm	1.5 cm	4 cm	4 cm	2 cm	2 cm	2 cm

Ordinary legal remedies								Extraord. legal remedies	Date		REMARKS
Who and when filed		First instance decision		Appeal served (date)	Second instance decision			Type, date and decision	Enforcement	Sent to archive	
Objection	Appeal	Appeal / objection dismissed (date)	New ruling (date)		Affirmed (date)	Reversed (reason, date)	Repealed (reason, date)				
				24				25	26	27	28
3 cm	3 cm	2 cm	2 cm	2 cm	2 cm	4 cm	4 cm	5 cm	2 cm	2 cm	3 cm

JUVENILE REGISTER “MAL”

Form no. 2
Format: 1030 x 300

Information on the petition and the defendant										Information on		
No.	PETITIONER (name and address)	Petition number	Date of receipt	Defendant Ordinal number	Defendant (name, address, and occupation)	Day, month and year of birth	Occupation of the defendant's parents	Opinion of the custodian authority (date)		Case transferred	Proceedings discontinued	
								Requested	Granted		To whom and when	Discont. (date)
1	2	3	4	5	6	7	8	9	10	11	12	13
2 cm	6 cm	2 cm	2 cm	1 cm	6 cm	2 cm	3 cm	2 cm	2 cm	4 cm	2 cm	2 cm

on the first instance proceedings											
Proceedings dismissed under Article 262	Stay of proceedings	Type and length of sentence			Admonition	Protective measure (type, duration or value)	Educational measure (type and duration)	Legal qualification of misdemeanor (article and regulation)	Statistical code of offense	Costs	
Reason and date	Reason and date	Date of decision	Prison sentence	Fine						Actual costs	Lump sum
14	15	16	17	18	19	20	21	22	23	24	25
4 cm	4 cm	1.5 cm	2 cm	2 cm	1.5 cm	4 cm	4 cm	4 cm	2 cm	2 cm	2 cm

Ordinary legal remedies							Extraord. legal remedies	Date		REMARKS
Who and when filed an appeal	First instance decision		Appeal served (date)	Second instance decision			Type, date and decision	Enforcement	Sent to archive	
	Appeal dismissed (date)	New ruling (date)		Affirmed (date)	Reversed (reason, date)	Repealed (reason, date)				
26	27	28	29	30	31	32	33	34	35	36
6 cm	2 cm	2 cm	2 cm	2 cm	4 cm	4 cm	5 cm	2 cm	2 cm	3 cm

LEGAL AID REGISTER “POM”

Form no. 3

Format: 340 x 300

No.	AUTHORITY SENDING LETTER ROGATORY	Case number	Date of receipt	Brief description of the letter rogatory and the name of person to be interviewed or interrogated	Number of persons		Action taken upon letter rogatory		REMARKS
					Defendants	Witnesses	Returned (date)	Referred to other authority (which authority and date)	
1	2	3	4	5	6	7	8	9	10
2 cm	7 cm	2 cm	2 cm	6 cm	1 cm	1 cm	2 cm	5 cm	6 cm

CASE REGISTER “UPI”

Form no. 4

Format: 530 x 350

No.	“UP” Number	NAME OF DEFENDANT	Date of receipt	Ruling enforceable - date	Ruling on misdemeanor				
					Type of punishment		Protective – educational measure (specify type)	Costs of proceedings	
					Fine	Prison		Actual costs	Lump sum
1	2	3	4	5	6	7	8	9	10
2 cm	2 cm	6 cm	2 cm	2 cm	2 cm	2 cm	3 cm	2 cm	2 cm

Ruling to reverse fine into prison sentence	When and which actions have been taken in the enforcement procedure								REMARKS
	Summons to serve prison	Warrant for taking in	Payment		CASE REFERRED TO ANOTHER AUTHORITY (NAME)	Reply from the authority (contents)	Stay of the proceedings due to		
			Fine	Costs of the proceedings			Statute of limitations	Other reasons	
11	12	13	14	15	16	17	18	19	20
2 cm	2 cm	2 cm	2 cm	2 cm	6 cm	4 cm	2 cm	2 cm	4 cm

CONFIDENTIAL REGISTER "POV"

Form no. 5
Case: 301/270

No.	Date of receipt	Name of the sender	Number and date of submission	Brief contents of the submission	Actions taken		REMARKS
					Date	Brief description	
1	2	3	4	5	6	7	8
2	2	7	7	5	6	5	4

REGISTRY BOOK "DEL"

Form no. 6
Format: 320x270

No.	Date of receipt or entry	NAME OF THE SENDER	Number and date of submission	Contents of submission - document -	Terminated		REMARKS
					Date	Brief description	
1	2	3	4	5	6	7	8
2 cm	2 cm	7 cm	2 cm	6 cm	2 cm	6 cm	5 cm

MISDEMEANOR REGISTER "VP"

Form no. 7
Format: 655 x 300

No.	NAME OF THE FIRST INSTANCE COURT AND CASE NUMBER	Date of receipt	Name of the appellant	Legal qualification of misdemeanor (article and regulation)	Decision in the Second Instance Proceeding				
					Date of decision	Appeal dismissed	Ruling confirmed	Ruling reversed (grounds)	Ruling revoked (grounds)
1	2	3	4	5	6	7	8	9	10
2 cm	5 cm	2 cm	5 cm	5 cm	5 cm	2.5 cm	2 cm	2.5 cm	2.5 cm

Decision in the second instance proceeding									Case file dispatched	Duration of the proceedings	Extraordinary legal remedies		REMARKS
Punishment			Protective measure			Educational measure					Request for court protection and the outcome	Request for protection of legality and outcome	
Increased (from - to)	Reduced (from - to)	Mitigated (from - to)	Lifted	Pronounced	Reduced (from - to)	Lifted	Pronounced instead of punishment (specify)	Another type of measure pronounced (specify)					
11	12	13	14	15	16	17	18	19	20	21	22	23	24
2 cm	2 cm	2 cm	2 cm	2 cm	2 cm	2 cm	2 cm	2 cm	2 cm	2 cm	4 cm	3 cm	6 cm

REGISTER INDEX "UP"**Form no. 8**

Format: 185 x 250

Name of the defendant	Case number	Plaintiff number	Judge to whom the case is assigned	REMARKS
1	2	3	4	5
6 cm	2 cm	2.5 cm	4 cm	4 cm

REGISTER INDEX "MAL"**Form no. 9**

Format: 185 x 250

Name of the defendant	Case number	Plaintiff number	Judge to whom the case is assigned	REMARKS
1	2	3	4	5
6 cm	2 cm	2.5 cm	4 cm	4 cm

REGISTER INDEX "POM"**Form no. 10**

Format: 185 x 350

Name of the person to whom the case refers	Court sending the letter rogatory	Case number	REMARKS
1	2	3	4
6 cm	6 cm	2.5 cm	4 cm

REGISTER INDEX "UPI"**Form no. 11**

Format: 185 x 350

Defendant (name and address)	Case number	Remark
1	2	3
8 cm	2.5 cm	8 cm

BOOK OF SEALS, STAMPS, AND MARKS**Form no. 12**

Format: 225 x 250

No.	Procured under the document		Seal, stamp, and mark impress	Seal number	Beginning of use - date	Name and signature of the user	End of use - date
	Number	Date					
1	2	3	4	5	6	7	8
1.5 cm	2 cm	2 cm	6.5 cm	1.5 cm	2 cm	5 cm	2 cm

DELIVERY BOOK FOR THE RELEVANT PLACE**Form no. 13**

Format: 250 x 350

No.	Date of entry	Case number – document number	Recipient		Confirmation of receipt	
			Name	Address	Date	Signature
1	2	3	4	5	6	7
2 cm	2 cm	3 cm	6 cm	5 cm	3 cm	4 cm

MAIL DELIVERY BOOK**Form no. 14**

Format: 250 x 350

Date of dispatch	Document number	NAME OF THE RECIPIENT	Place	Mailing expenses	Registered mail number	Remarks
1	2	3	4	5	6	7
1.5 cm	2.5 cm	6.5 cm	3.5 cm	2.5 cm	3.5 cm	5 cm

INTERNAL FILE DELIVERY BOOK**Form no. 15**

Format: 240 x 350

No.	Case number	Confirmation of receipt		Returned to the registry office		Remarks
		Date	Signature	Date	Signature	
1	2	3	4	5	6	7
2 cm	3 cm	3 cm	4 cm	3 cm	4 cm	5 cm

RECORD OF COSTS COVERED FROM THE BUDGET**Form no. 16**

Format: 205 x 350

No.	Date of payment of costs	Type of costs (paid to whom and on what account)	Amount of costs	Remarks
1	2	3	4	5
2 cm	2 cm	8 cm	3.5 cm	5 cm

BOOK OF SEIZED OBJECTS

Form no. 17

Format: 390 x 350

No.	Case number	Name of the person from whom the object has been seized	Date of seizure	Short description of the object and quantity	Value of the seized object	Kept until the decision is made	Decision on the seized object						REMARKS
							Destroyed (date)	Sold (date and amount)	Handed over (date)	Returned to owner (date)	Signature of recipient	Date of destruction and record number	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
2 cm	2 cm	5 cm	2 cm	5 cm	4 cm	2 cm	2 cm	2 cm	2 cm	2 cm	3 cm	3 cm	3 cm

MAILING EXPENSES CONTROL BOOK**Form no. 18**

Format: 220 x 350

Date	Description	Value			Verification
		Received	Spent	Balance	
1	2	3	4	5	6
2.5 cm	7 cm	3 cm	3 cm	3 cm	3.5 cm

BOOK OF CASE FILES TO BE RETURNED**Form no. 19**

Format: 200 x 350

No.	Case number	Recipient of the case file	Case file sent on	Date by which the case file is to be returned	Case file returned on	REMARKS
1	2	3	4	5	6	7
1.5 cm	2 cm	6.5 cm	2 cm	2 cm	2 cm	4 cm

BOOK OF CASE FILES ISSUED FROM THE ARCHIVE**Form no. 20**

Format: 240 x 250

No.	Date of issue from the archive	Number of issued case file	To whom the case file is issued	Number of case file to which the document is enclosed	Date by which the case file is to be returned	Date of rush note	Case file returned	Remarks
1	2	3	4	5	6	7	8	9
2 cm	2.5 cm	2 cm	4.5 cm	2 cm	2.5 cm	2.5 cm	2.5 cm	3.5 cm