Approved by
Decision of the High Qualification
Commission of Judges of Ukraine
№ 150/zp -16 dated November 15, 2016

Regulation on Compiling and Maintaining Judicial Dossier

(as amended by the Commission's decision №5/zp-25 dated January 13,2025)

This Regulation on Compiling and Maintaining the Judicial Dossier (hereinafter referred to as the "Regulation") defines legal and organizational principles of compiling, maintaining, accounting, and saving the Judicial Dossiers by the High Qualification Commission of Judges of Ukraine (hereinafter referred to as the "Commission") and a procedure for accessing the Judicial Dossiers.

I. General Provisions

1.1 The Judicial Dossier shall be compiled and maintained for the purpose of using information on a judge according to the Law of Ukraine "On the Judiciary and the Status of Judges" (hereinafter referred to as the "Law").

1.2 The Judicial Dossier shall be compiled and maintained based on the principles of being veracious, up-to-date, systemic, and relevant.

1.3 The information the Judicial Dossier contains shall be used, accounted, and saved according to requirements set forth by the Law, Law of Ukraine "On Personal Data Protection", Law of Ukraine "On Information", Law of Ukraine "On Protecting Information in Information-and-Telecommunication Systems", Law of Ukraine "On Access to Public Information", Law of Ukraine "On Electronic Documents and Electronic Document Flow", this Regulation, and other regulations.

1.4 The Commission shall ensure the processes of compiling and maintaining the Judicial Dossier in an automated system.
By decision of the Commission, original hard copies of documents may be saved additionally.

1.5 The Judicial Dossier shall be compiled and maintained in the automated systems in the official state language using technical and software tools.
The said technical and software tools shall be state-owned assets to be managed by the Commission.

1.6 The responsibility for compiling, maintaining, accounting, and saving the Judicial Dossiers shall rest with a structural unit of the Commission Secretariat (hereinafter referred to as the "Responsible Structural Unit").

1.7 For the purposes of compiling and maintaining the Judicial Dossier, members of the Commission may request for and receive information (including documents and materials with classified information) on a judge from owners (managers) of such information.

1.7.1 A member of the Commission who is a presenter at the qualification evaluation process shall check information contained in the Judicial Dossier for the purposes of supplementing, clarifying, changing it or receiving other data, materials etc. needed for the evaluation processes.

Information in the Judicial Dossier shall be checked by means of:

(1) Sending relevant requests to authorities, enterprises, institutions or organizations of any

ownership or subordination being authorized owners of such information as well as public associations and individuals;

(2) Receiving information from relevant automated informational and reference systems, registers or data banks which are maintained/administered by government authorities or local governments.

1.8 Entities sending information to the Commission shall provide it in the form attached to this Regulation.

1.9 Types of an access to the Judicial Dossier.

1.9.1 Full access means access (review, use and temporary storage) to the information in the judicial file, as well as the data on the basis of which it was included without the possibility of changing it.

(sub-clause 1.9.1 of clause 1.9 of section I as amended, by the Commission's decision №. 5/zp-25 dated January 13, 2025)

1.9.2 *Direct access* means an access to information in the Judicial Dossier as well as data based on which the information was included in the Judicial Dossier with an option of changing it within the powers of a relevant authority (official) according to the procedure set forth by the Commission.

1.9.3 *General access* means an access to the Judicial Dossier materials as public information. The general access shall be provided solely through the web site of the Commission.

1.10 The members of the Commission and the High Council of Justice (new), authorized employees of the State Judicial Administration of Ukraine, the Secretariats of the Commission and the High Council of Justice (old) have full and direct access to the Judicial Dossier.

The authorized employees of the Commission's Secretariat are the Commission's inspectors, employees of the responsible structural unit, and other employees of the Commission's Secretariat in accordance with the list determined by the Chairman of the Commission.

Full and direct access to the Judicial Dossier of members of the High Council of Justice (new), authorized employees of the High Council of Justice (new) Secretariat and the State Judicial Administration of Ukraine is provided after the list of these employees and the procedure for such access is approved by the Commission.

Members of the Public Integrity Council, the Public Council of International Experts and other subsidiary bodies of the High Qualification Commission of Judges of Ukraine established by it in accordance with the law shall have full access to the Judicial Dossier in accordance with the procedure approved by the Commission.

(clause 1.10 of Section I as amended by the Commission's decision №. 5/zp-25 dated January 13, 2025)

1.11 Each judge shall have the full access to his/her Judicial Dossier through his/her own (personal) electronic cabinet.

1.12 Each individual shall be entitled for the general access to information in the Judicial Dossiers through the Commission web site except for:

(1) Information on the place of residence or stay, birth dates of individuals, their addresses, numbers of telephones of other means of communication, e-mail addresses, taxpayer ID numbers, series and numbers of passports and military IDs, property location (except for oblast, region, city/town/village where the property is located), vehicle license plate numbers;

(2) Information on the results of tests to verify the judge's personal moral and psychological qualities, general abilities, and medical information;

(3) Any information or data on minor children except for information on property, property rights, assets, and other objects subject to declaration which are owned according to the

declaration of a person authorized for performing functions of the state or local government which is filed by a judge;

(4) Information being state secrecy;

(5) Data constituting proprietary information .

II. Contents of the Judicial Dossier

2.1 The content of the Judicial Dossier shall be a totality of the following information defined by the Law: general information on the judge, information and documents associated with his/her career, efficiency of adjudicating justice by the judge, disciplinary liability of the judge, compliance with the professional ethics and integrity criteria, other information on compliance with the qualification evaluation criteria.

2.2 General information on the judge shall include the following information:

(1) Judge's personal data (full name, date and place of birth, passport and taxpayer ID data);

(2) Judge's contact information (place of registration and actual residence, contact telephone number, e-mail address);

(3) Information on higher education;

(4) Information on academic title and teaching activities.

2.3 Information and documents associated with the judge's career shall include information on:

(1) Professional activities on the judge position;

(2) Judge's applications related to his/her career and documents attached thereto;

(3) Decisions concerning the judge made by the Commission, High Council of Justice (new), President of Ukraine or other competent authorities;

(4) Outcomes of judge's participation in competitive selections of judges;

(5) Results of special training of a candidate for the position of judge at the National School of Judges of Ukraine, training and education of a judge during his/her tenure as a judge, and training courses determined by a qualification or disciplinary body in case of temporary suspension of a judge from the administration of justice;

(6) Results of qualification evaluation and regular evaluation of a judge during his/her tenure;

(7) Holding administrative positions by the judge together with copies of relevant decision;

(8) Electing (appointing) the judge to judicial self-governance bodies, the Commission, High Council of Justice (new), High Council of Justice (old).

2.4 Information on judge's performance with regard to justice adjudication shall including information on:

(1) Specialization of the judge;

(2) Cases and materials considered by the judge;

(3) Judge's workload as compared to that of other judges in a corresponding court and region with allowance for the instance and specialization of the court and judge;

(4) Overturned court decisions and grounds therefor;

(5) Revised court decisions and grounds therefor;

(6) Compliance with the timeframe for considering cases and materials;

(7) Average duration of drafting a reasoned decision;

(8) Decisions that served a basis for passing judgments by international judicial institutions and other international organizations which determined that Ukraine broke its commitments under international law.

2.5 Information on disciplinary liability of the judge shall include information on:

(1) Complaints about the judge's actions;

(2) Disciplinary proceedings and outcomes thereof.

2.6 Information on compliance of the judge with the professional ethics rules and integrity

criteria shall include the following information:

(1) Declarations filed by the judge according to the anti-corruption legislation;

(2) Declarations on judge's family ties;

(3) Integrity declarations;

(4) Information evidencing that expenses and assets of the judge, his/her family members and related persons conform with the reported income, *inter alia*, information deriving from monitoring of the judge's lifestyle;

(5) Other data evidencing that the judge complies with the anti-corruption legislation requirements;

(6) Information evidencing that the judge's conduct complies with the judicial ethics rules.

2.7. Other information with regard to compliance of the judge with the qualification evaluation criteria shall include also:

(1) Testing results (if the judge has sit for tests);

(2) Results of using other means (if any have been used);

(3) Data received from the Public Integrity Council (if any);

(4) Any other information (documents, materials) on the judge as deemed subject to entering in the Judicial Dossier by the Commission's decision.

2.8 Information on the judge contained in relevant sections of the Judicial Dossier as defined by the Commission shall be accompanied by copies of relevant documents.

III. Compiling the Judicial Dossier

3.1 The Judicial Dossier shall be compiled in the automated system.

The automated system shall assign an individual number to each Judicial Dossier which shall remain unchanged throughout the entire period of maintaining the Judicial Dossier.

At the beginning of compiling the Judicial Dossier the 'Maintenance has begun' status shall be assigned to the Judicial Dossier.

3.2 The Judicial Dossier shall be compiled based on materials associated with participation of the judicial candidate in the competitive selection process and/or the judicial candidate's dossier (file) within ten business days of the official receipt of a copy of the decree of the President of Ukraine on appointment to the judge position.

3.3 The original signed copy of the oath of the judge shall be transferred to the Commission within ten days of the day of taking the oath.

3.4 The Judicial Dossier of an individual who was dismissed from the judge position and then re-appointed to such position shall be compiled based on his/her Judicial Dossier. Should the latter be missing, it shall be compiled based on the judicial candidate's data and/or materials associated with his/her participation in the competitive selection process within ten business days of the official receipt of a copy of the decree of the President of Ukraine on appointment to the judge position.

IV. Maintaining the Judicial Dossier

4.1 The responsible structural unit shall maintain the judicial dossier by systematically updating it in the automated system with relevant information (documents, materials) received from judges, courts, State Judicial Administration of Ukraine, judicial self-governance bodies, other authorities and institutions in the justice system, government authorities, local governments, their officials, enterprises, institutions, organizations of any ownership form or subordination, public associations, and individuals.

Changes to the Judicial Dossier shall be done by staff members of the Responsible Structural Unit.

4.2 General information on the judge shall be amended in the Judicial Dossier based on the notice received form the court administer who provides the Commission with relevant information (documents, materials) within ten days of the day of determination thereof.

4.2.1 The court administrator shall familiarize the judge with the content of such notice.

4.2.2 President of the Court shall ensure the compliance with procedure for providing the said information (documents, materials).

4.3 Copies of the judge's career-related applications and documents attached thereto as well as copies of all decisions made with regard to the judge by the Commission, High Council of Justice (new), High Council of Justice (old), judicial self-government bodies, President of Ukraine or other authorities, which made the relevant decisions shall be subject to including in the Judicial Dossier immediately after the Commission has received them.

4.4 Information on outcomes of the judge participation in competitive selections of judges shall be subject to inclusion in the Judicial Dossier immediately after the selection results have been determined.

4.5 Information on the results of the special training of a candidate for the position of judge at the National School of Judges of Ukraine shall be provided to the Commission by the National School of Judges of Ukraine no later than ten days after its completion and shall be included in the relevant Judicial Dossier from the candidate's personal file.

4.6 The National School of Judges of Ukraine shall provide the Commission with information on the results of the judge's training at the National School of Judges, periodic training during his/her tenure as a judge and training courses determined by the qualification or disciplinary body, in case of temporary suspension of a judge from the administration of justice, not later than ten days after the completion of the relevant event (with specification of the type and topic of the event, period and venue of the event, and number of academic hours).

4.7 Information on the results of qualification evaluation of the judge shall be subject to inclusion in the Judicial Dossier immediately after the results have been determined.

4.8 Results of the regular evaluation of the judge shall be subject to inclusion in the Judicial Dossier according to the procedure and methodology for evaluation of self-evaluation of the judge.

4.9 Information on teaching activities shall be subject to inclusion in the Judicial Dossier based on the judge's notice of such activities to be confirmed by proper documentary evidences.

The National School of Judges of Ukraine shall provide information on the judge"s teaching activities at the National School of Judges of Ukraine within ten days of completion of an event in which the judges carried out such activities in the form set forth for such information in the Judicial Dossier.

4.10 Information on holding an administrative position by the judge shall be included in the Judicial Dossier based on a notice from the head of the court staff . A copy of a corresponding decision shall be attached to the notice.

4.11 Information on electing (appointing) the judge to judicial self-governance bodies, High Council of Justice (new), High Council of Justice (old), High Qualification Commission of Judges of Ukraine shall be included in the Judicial Dossier based on a notice of a corresponding authority to be provided to the Commission within ten days of the day of

electing (appointing) the judge to such position.

4.12 Information on the effectiveness of the judge's administration of justice is included in the Judicial Dossier upon notification from the head of the court staff where the judge works.

4.12.1 The head of the stuff of the court at which the judge works shall annually provide the Commission with the following information on all judges who worked in the given court during the reporting year.

4.12.2 Rules set forth by clause 4.2 of this Regulation shall apply to clause 4.12.

4.13 Information on decisions which served a basis for passing judgments by international judicial institutions and other international organizations which determined violations by Ukraine of its commitments under international law shall be included in the Judicial Dossiers based on the notice from relevant ministry, Government Commissioner for ECHR matters or the President of the Court.

4.14 Information on the disciplinary liability of the judge shall be included in the Judicial Dossier based on a relevant notice from the High Council of Justice (new) to be provided to the Commission within ten days of the day of adopting relevant decision.

4.15 Information on the conformity of expenses and assets of the judge and his/her family members and close relatives to reported incomes including information on relevant declarations filed by the judge pursuant to the anti- corruption legislation shall be included in the Judicial Dossier based on a notice from the central executive authority with a special status which is responsible for developing and implementing government anti-corruption policies.

4.15.1 Information on declarations of persons authorized to perform functions of the state or local governments shall be included in the Judicial Dossier based on adata from the a relevant state register.

4.15.2 A relevant authority shall provide information on detected violations of the procedures for filing the said declarations, results of checking the declaration, and results of monitoring the judge lifestyle to the Commission within ten days from the day of approving the decision on the results of the check or monitoring.

4.16 Data on compliance of the judge with statutory requirements in the corruption prevention sphere shall be included in the Judicial Dossier based on the notice from specially authorized anticorruption subjects and other government authorities whose powers include implementation of anti-corruption policy .

4.17 Data on compliance of the judge's conduct to the judicial ethics rules shall be included in the Judicial Dossier based on notice from the High Council of Justice (new), judicial self-governance bodies, the President of the Court, and other authorities (officials) should they have adopted a relevant decision.

4.18 The declaration of family ties of the judge and judge integrity declaration shall be included in the Judicial Dossier immediately after the Commission has received them.

4.19 Other information on the compliance of the judge with the qualification evaluation criteria, specifically, results of testing (if any test were held) and results of using other means (if any were used) shall be included in the Judicial Dossier immediately after such results have been determined.

4.20 An opinion of the Public Integrity Councils shall be subject to inclusion in the Judicial Dossier immediately after the Commission has received it.

The Public Integrity Council shall send such opinion to the Commission not later than five days after adopting such opinion.

4.21 Other information and data serving a basis for determining the compliance of the judge with the qualification evaluation criteria as well as any other information concerning the judge which is deemed by the Commission's decision to be subject to inclusion in the Judicial Dossier.

4.22 Information (documents, materials) for inclusion in the Judicial Dossier or making amendments thereto shall be submitted by:

(1) Judge regarding his/her own Judicial Dossier - via the Internet on the official web site of the Commission in his/her personal electronic cabinet;

(2) Members of the Commission and High Council of Justice (new), authorized staff members of the Secretariats of the Commission and High Council of Justice (new), State Judicial Administration by means of sending relevant e-mail messages on making changes to the Judicial Dossier using samples of the automated system;

(3) Other owners (managers) of information (documents, materials) by means of sending electronic messages on including information (documents, materials) in the Judicial Dossier using samples of the automated system.

4.23 The authentication procedure in the personal electronic cabinet shall be carried out with the help of electronic digital signature.

4.24 Information and notices shall be processed in the automated system on the day of receiving them according to the following procedure:

(1) A notice is assigned an incoming number - unique identifier;

(2) The automated system makes making any unauthorized changes in the notice impossible;

(3) The notice is assigned the 'Received" status;

(4) The notice is processed (and verified) for the purpose of including corresponding information (documents, materials) in the Judicial Dossier. At this stage, the status of the notice changes to "Being processed";

(5) Based on the processing outcomes, the notice is assigned either "Accepted" or "Rejected" status;

(6) The applicant is advised of the outcomes of considering his/her notice.

4.25 Information shall be included in the Judicial Dossier according to samples of the automated system.

The consistency and veracity of information (documents, materials) submitted in accordance with samples of the automated system shall be confirmed by means of the electronic digital signature of a person submitting it.

Data from the documents that have been uploaded in the Judicial Dossier shall be stored in a structured form in the data formats used in the automated system.

For the general access, the Judicial Dossier shall be presented in data formats which are convenient for visual perception.

4.26 The structural unit of the Commission's Secretariat responsible for document management shall immediately upon receipt of information (documents, materials) in paper form to be included in the Judicial Dossier ensure its registration, scanning and transfer to the responsible structural unit to decide on its inclusion in the Judicial Dossier.

4.27 Only persons being owners (managers) of information (documents, materials) shall submit it.

4.28 To ensure systematic updating of information (documents, materials) in the Judicial Dossiers, the Commission may approve schedules for provision thereof.

A schedule for providing information (documents, materials) shall specify the authority (official) name, list of information (documents, materials) to be provided by a relevant authority (official), and timeframe for provision thereof.

Schedules for providing information (documents, materials) shall be posted on the official web site of the Commission and communicated to relevant authorities (officials).

4.29 To ensure proper administration of the qualification evaluation the following documents shall be adjoined to the Judicial Dossier:

(1) Judge's application for the conduct of qualification evaluation;

(2) Documents filed by the judge to decide on his/her admission to the qualification evaluation (in case of a competition for the position of a judge of appeal and high specialized courts or Supreme Court) or information on the results of judge's participation in the professional development course (should the qualification evaluation be conducted in connection with the imposition of a disciplinary sanction);

(3) Protocol of the result of the automated determination of a member of the Commission to prepare for consideration and report on the case of qualification evaluation of the judge concerned;

(4) Materials of the check carried out by the Commission member as part of the relevant qualification evaluation;

(5) Other materials to be adjoined to the Judicial Dossier pursuant to the Law, this Regulation and/or decision of the Commission.

4.30 A judge has the right to initiate before the authority (official) that owns (manages) the information (documents, materials) the issue of refuting the information (documents, materials) contained in his or her Judicial Dossier, and before the Commission - to amend, supplement or clarify it.

4.31 Should the Commission receive information (documents, materials) on dismissing the judge or terminating his/her powers, the Judicial Dossiers shall be assigned the "Maintenance terminated" status whereupon the general access thereto shall be terminated.

4.32 The movement of Judicial Dossiers, as well as all actions taken during their formation, maintenance and storage in the automated system, shall be recorded in the relevant electronic registers of the automated system.

V. Liability for Using Date Contained in the Judicial Dossier

5.1 Persons who have the full and direct access to the Judicial Dossier shall be liable for disclosure and improper use of classified information as defined by law.

VI. Transitional Provisions

6.1 Prior to the automated systems becomes fully functional, Judicial Dossiers shall be compiled and maintained in the paper form. The general access to such form shall not be provided. The Commission shall provide the full and/or direct access to the Judicial Dossier to persons defined by this Regulation.

6.2 When hard copies of the Judicial Dossiers are maintained, information (documents, materials) shall be provided to the Commission both electronically (by means of sending corresponding electronic messages) and on paper (by post) within the timeframe set forth by this Regulation.

6.3 The Commission shall adopt a decision on launching the fully functional automated system.

Hard copies of the Judicial Dossier shall not be compiled effective the date of such decision.

6.4 Hard copies of the Judicial Dossiers shall be converted in electronic form according to samples of the automated system with general access provided to them, after which their maintenance in paper form shall be discontinued.

6.5 The Commission shall save the Judicial Dossiers according to established rules for organising office work and archival storage of documents. .

Annex # 1
to the Regulation on Compiling and Maintaining the Judicial Dossier

High Qualification Commission of Judges of Ukraine

Judicial Dossier #_____

_____

(Full name)

1. General Information on the Judge

1.1. Personal Data

1.1.1.	Full name	
1.1.2.	Previous full name (if any), date and name of a registration authority (in case of multiple changes in the full name, specify all changes in the chronological order)	
1.1.3.	Date of birth	
1.1.4.	Place of birth (city/town/village, country)	
1.1.5.	Passport / ID card serious and number, date is issuance, name of an issuing authority, expiration date	
1.1.6.	Tax payer ID number (if there is no tax payer ID number specify a reason for rejection)	

1.2. Contact information

1.2.1.	Registration address	
1.2.2.	Address of actual residence	
1.2.3.	Contact telephone number	
1.2.4.	E-mail address (if any)	

1.3. Information on Higher Education

#	Educational Institution	Level of Education	Degree of Education	Specialty	Qualification	Diploma Series, Number, and Issuance Date / Date of Decision of the Presidium of the High Attestation Commission of Ukraine	Notes

1.4. Information on Academic Title

#	Name of the Higher Education Institution (Research Institution)	Academic Title	Series and Number of the Certificate (Attestat); Date of the Attestation Commission Decision	Notes

1.5. Information on Teaching Activities

#	Name of the Institution	Course Topic	Number of Academic Hours	Notes

1.6. Information on Teaching Activities at the National School of Judges of Ukraine

#	Type of Event	Topic of Event	Target Audience	Number of Academic Hours	Name of Regional Office of the School	Notes

1.7. Register of Documents Included in Section I of the Judge's Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

2. Information Associated with the Judge's Career

2.1. Date of Taking Oath by the Judge: _____

2.2. Information on Professional Activities on the Judge Position

#	Court Name	Regulation by Which the Judge Was Appointed/Elected/Transferred to This Court	Information on Including the Judge on Personnel Chart of the Court	Notes

2.3. Information on the Judge's Applications Related to His / Her Career and Decisions Made Following Consideration thereof by the High Qualification Commission of Judges of Ukraine and High Council of Justice(new), High Council of Justice (old).

#	Information on Judge's Application	Information on Documents Attached to Application	Information on Decisions Made Following Consideration of Application by the Commission,High Council of Justice (new), High Council of Justice (old)	Notes

2.4. Information on Suspension of the Judge

#	Ground for Suspension	Information on Document by which the Judge Was Suspended	Period of Suspension	Notes

2.5. Information on Dismissal of the Judge

#	Name of Court at which the Judge Was Working at the Time of Dismissal	Ground for Dismissal	Information on Decision of the Competent Authority	Notes

2.6. Information on Termination of the Judge's Powers

#	Name of the Court at Which the Judge Was Working at the Time of Terminating Powers	Ground for Terminating the Judge's Powers	Information on Terminating Employment of the Judge at a Corresponding Court	Notes

2.7. Register of Documents Included in Section 2 of the Judicial Dossier

#	Document Name	Document Details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

3. Information and Documents Associated with Participation of the Judge in the Process of Competitive Selection of a Judge

3.1. Information on Outcomes of Participation in Competitive Selections of Judges

#	Information on Competitive Selection Process	Information on Judge's Applications for Participation in Competitive Selection Processes	Outcomes of Participation in Competitive Selection Processes	Notes

3.2. Register of Documents Included in Section 3 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

4. Information on Outcomes of Participation in Special Professional Training Programs for Judicial Candidates and Judges and Periodical Professional Re-Training Programs Administered by the National School of Judges of Ukraine

4.1. Information on Outcomes of Participation in Special Professional Training Programs for Judicial Candidates Administered by the School

#	Period of Participation in Special Professional Training Programs		School's Reference with Regard to Participation in Special Training Program	Outcomes of Participation in Special Training Program	Number and Date of Certificate of Participation in Special Program	Notes
	Beginning	End				

4.2. Information on Judge's Participation in (Periodical) Professional Re-Training Programs (including Training Courses as Defined by the Qualification or Disciplinary Authority in Case of Judge Suspension) Administered by the National School of Judges of Ukraine

#	Type and Topic of an Event	Period of Conducting the Event		Venue of the Event	Number of Academic Hours	Notes
		Beginning	Completion			

4.3. Register of Documents Included in Section 4 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

5. Information on Results of Qualification Evaluation and Regular Evaluation of Judge During His / Her Tenure

5.1. Information on Qualification Evaluation of Judge

#	Ground for Qualification Evaluation	Period of Qualification Evaluation	Details of the Commission Decision	Information on Results of Qualification Evaluation	Notes

5.2. Information on Regular Evaluation of Judge

5.2.1. Information on Regular Evaluation of Judge by Teacher (Trainer) of the National School of Judges of Ukraine

#	Date of Completing the Evaluation Questionnaire Form	Full Name of Teacher (Trainer)	Information of Judge's Objections to Evaluation Results	Information on Outcomes of Considering Judge's Objections	Notes

5.2.2. Information on Evaluation of the Judge by Other Judges

#	Date of Completing Evaluation Form by Other Judges	Name of Court at Which Evaluation Was Made	Notes

5.2.3. Information on Self-Evaluation of the Judge

#	Self-Evaluation Date	Date of Receiving Self-Evaluation Form by the Commission	Notes

5.2.4. Information on Regulator Evaluation of the Judge by Non-Government Associations

#	Date of Completing the Form of Independent Evaluation of Judge's Performance at Court Hearing	Name of Non-Government Association	Notes

5.3. Register of Documents Included in Section 5 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

6. Information on Holding Administrative Positions by the Judge

6.1. Information on Holding Administrative Positions by the Judge

#	Position	Court	Information on Election to Administrative Position	Information on Terminating Powers on Administrative Position	Notes

6.2. Register of Documents Included in Section 6 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

7. Information on Electing (Appointing) the Judge to Judicial Self-Governance Bodies, High Qualification Commission of judges of Ukraine, High Council of Justice (new), High Council of Justice (old)

7.1. Information on Electing (Appointing) the Judge to Judicial Self-Governance Bodies, High Qualification Commission of Judges of Ukraine, High Council of Justice (new), High Council of Justice (old)

#	Name of Authority	Information on Document whereby the Judge Was Elected/Appointed to the Position	Position	Tenure	Information on Termination of Powers on the Position	Notes

7.2. Register of Documents Included in Section 7 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

8. Information on the Judge's Performance with Regard to Adjudication of Justice

8.1. Information on the Judge's Specialization as Defined by Decision of Judges Meeting (Including that on Election to an Investigatory Judge)

#	Specialization	Court Name	Effective Day of Specialization	Information on the Meeting's Decision Whereby Specialization Was Introduced	Notes

8.2. Information on Cases and Materials Considered in the Year of

Type of Proceedings	Backlog of Pending Cases and Materials as of the Beginning of Reporting Period		Cases and Materials Considered in Reporting Period		Number of Cases Received from Automated Allocation System in Reporting Period	Backlog of Pending Cases and Materials of the End of Reporting Period	
	Cases	Materials	Cases	Materials		Cases	Materials
Criminal proceedings							
Civil proceedings							
Administrative proceedings							
Commercial disputes							
Administrative Offense Cases							
Total							

8.3. Judicial Workload in the Year of _____(As Compared to Other Judges in a Corresponding Court/Region with Allowance for Instance and Specialization of the Court and Judge)

Type of Proceedings	Judicial Workload		
	Of the Judge	In the Court	In the Region
Criminal proceedings			
Civil proceedings			
Administrative proceedings			
Commercial disputes			
Administrative Offense Cases			
Aggregate indicator			

8.4. Information on Overturned Court Decisions Made in the Year of _____and Grounds for Overturning

Type of Proceedings	Total Number	Grounds for Overturning Judicial Decision			
		Violation of Substantive Law	Violation of Procedural Law	Violation of Substantive Law and Material Law	Are not Associated with Violation of Substantive or Material Law
Criminal proceedings					
Civil proceedings					
Administrative proceedings					
Commercial disputes					
Administrative Offense Cases					
Total					

8.5. Information on Revised Court Decision Made in the Year of and Ground for Revisions

Type of Proceedings	Total Number	Grounds for Revisions			
		Violation of Substantive Law	Violation of Procedural Law	Violation of Substantive Law and Material Law	Are not Associated with Violation of Substantive or Material Law
Criminal proceedings					
Civil proceedings					
Administrative proceedings					
Commercial disputes					
Administrative Offense Cases					
Total					

8.6. Information on Compliance with Timeframe for Considering Casers and Materials in the Year of

Type of Proceedings	Number of Cases and Materials Considered Late	
	Cases	Materials

Criminal proceedings		
Civil proceedings		
Administrative proceedings		
Commercial disputes		
Administrative Offense Cases		
Total		

8.7 Information on Average Duration of Drafting a Reasoned Court Decision in the Year of

Type of Proceedings	Number of Court Decisions Made in Reporting Period		Number of Court Decisions Whose Full Text Was Drafted Late	
	Court Decisions which May be Challenged	Court Decisions which May not Be Challenged	Court Decisions which May be Challenged	Court Decisions which May not Be Challenged
Criminal proceedings				
Civil proceedings				
Administrative proceedings				
Commercial disputes				
Administrative Offense Cases				

8.8. Information on Decisions which Became a Basis for Making Decisions by International Judicial Institutions and Other International Organizations which Determined Violation by Ukraine of Its Commitments under International Law

#	Information on Court Decision with Reference to Details thereof (Full Title and Data of Decision, Registration Number of Case and Proceedings)	Information on Decision of International Judicial Institution / Another International Organization with Reference to Details thereof (Title and Date of Decision, Case Titles with Specification of Claimant, Registration Number of Claim)	Notes

8.9. Register of Documents Included in Section 8 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

9. Information on Disciplinary Liability of the Judge

9.1. Information on Complaints about the Judge's Actions for the Year of

#	Name of Authority with which Complains Were Filed	Number of Complaints	
		Total number of complaints	
		Number of complaints rejected without consideration	
		Number of complaints whereupon the authority refused to bring a disciplinary case without carrying out a check	
		Number of complaints whereupon a check was made	
		Number of complaints whereupon the authority carried out a check but refused to bring a disciplinary case	
		Number of complaints whereupon disciplinary cases were brought	
		Number of complaints whereupon disciplinary proceedings were terminated	
		Number of complaints whereupon the authority made a decision to terminate disciplinary proceedings but determined that the judge's action contained signs (element) of disciplinary offence	
		Number of complaints whereupon a disciplinary sanction was imposed	
		Number of complaints whereupon the authority made a decision to bring a motion of the judge dismissal	
		Number of complaints which are still being considered	

9.2. Information on Disciplinary Proceedings in the Year of

#	Details of Disciplinary Proceedings (Full Name of Claimant, Complaint Registration Date, Registration Number of Proceedings)	Authority which Took Disciplinary Proceedings	Information on Outcomes of Considering Complaint	Details of Decision Made Following Consideration of Complaint	Notes (in case the Authority made a decision to terminate disciplinary proceedings but determined that there were signs (element) of disciplinary offense in the judge's actions etc.)

9.3 Register of Documents Included in Section 9 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

10. Information on Compliance of the Judge with Professional Ethics Rules and Integrity Criterion

10.1. Register of Declaration Filed by the Judge According to Requirements of Anti-Corruption Legislation

#	Reporting Year for which Declaration Was Filed	Date of Filing Declaration	Notes

10.2. Register of Judge's Family Ties Declarations

#	Reporting Year for which Declaration Was Filed	Date of Completing Declaration Form	Date on which the Commission Received Declaration	Notes

10.3. Register of Judge's Integrity Declarations

#	Reporting Year for which Declaration Was Filed	Date of Completing Declaration Form	Date on which the Commission Received Declaration	Notes

10.4. Information on Conformity of Expenses and Assets of Judge and His / Her Family Members and Relatives to Reported Incomes including Data of Monitoring Judge's Lifestyle

#	Authority which Carried out Check	Period for which Check was Done	Information on Check Outcomes	Notes

10.5. Information on Compliance of the Judge with Anti-Corruption Legislation Requirements

#	Authority Responsible for Determining Facts of Incompliance with Anti-Corruption Legislation Requirements	Document Details	Information Provided to the Commission	Notes

10.6. Information on Compliance of the Judge's Conduct with Judicial Ethics Rules

#	Authority Responsible for Determining Facts of Incompliance with Judicial Ethics Rules	Document Details	Information Provided to the Commission	Notes

10.7. Register of Documents Included in Section 10 of the Judicial Dossier

#	Document Name	Document details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

11. Information on Outcomes of Determining Compliance of the Judge with Qualification Evaluation Requirements

11.1. Information on Results of Testing for Compliance with Qualification Evaluation Requirements

#	Grounds for Testing	Date of Testing	Testing Outcomes	Notes

11.2. Information on Outcomes of Using Other Means of Determining Compliance of the Judge with Qualification Evaluation Criteria

#	Ground for Using Other Means	Date of Use	Outcomes of Using Other Means	Notes

11.3. Register of Opinions of the Public Integrity Council

#	Grounds for Providing Opinion to the Commission	Information on the Opinion	Date on which the Commission received the Opinion	Notes

11.4. Register of other Information and Data which May Serve a Basis for Determining Compliance with the Judge with Qualification Evaluation Criteria as well as any Other Information on the Judge which the High Qualification Commission of Judges of Ukraine Deems to Be Subject to Entering in the Judicial Dossier

#	Document Name	Document Details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes

11.5. Register of Documents Included in Section 11 of the Judicial Dossier

#	Document Name	Document Details	Number of Sheets	Ground for Inclusion	Date of Inclusion	Notes