

APPROVED BY
Resolution of the High Qualification
Commission of Judges of Ukraine
No. 150/zp-16 of
15 November 2016

**Procedure for Completion and Administration of
the Judicial Dossier**

The Procedure for Completion and Administration of the Judicial Dossier (hereinafter referred to as the “Procedure”) specifies legal and organizational principles for completion, administration, registration and maintenance of Judicial Dossiers by the High Qualifications Commission of Judges of Ukraine (hereinafter – the Commission) and arrangement to access it.

I. General Terms

1.1. The Judicial Dossier shall be completed and administered with a view of using information regarding a judge in accordance with the Law of Ukraine “On the Judiciary and Status of Judges” (hereinafter – the Law).

The Judicial Dossier shall be completed and administered in compliance with the principles of reliability, applicability, consistency and relevance.

1.3. The information contained in the Judicial Dossier shall be used, recorded and stored in accordance with requirements of the legislation, the Law of Ukraine “On Personal Data Protection”, the Law of Ukraine “On Information”, the Law of Ukraine “On Information Protection in Informational and Telecommunication Systems”, the Law of Ukraine “On Access to Public Information”, the Law of Ukraine “On Electronic Documents and Electronic Document Circulation”, this Procedure and other legal acts.

1.4. The completion and administration of the Judicial Dossier shall be implemented by the Commission and carried out in an automated system.

According to a resolution of the Commission, originals of individual documents may be additionally stored in paper form.

1.5. The Judicial Dossier in the automated system shall be completed and administered in the state language by using technical and software tools.

The indicated technical and software tools are state-owned facilities managed by the Commission.

1.6. The completion, administration, registration and maintenance of the Judicial Dossier shall be implemented by a unit of the Secretariat of the Commission (hereinafter referred to as the designated unit).

1.7. To complete and administer the Judicial Dossier, members of the Commission shall be entitled to request and receive information (inclusive of documents and materials containing restricted information) regarding a judge from owners (administrators) of such information.

1.7.1. The information contained in the Judicial Dossier shall be verified by a member of the Commission being a rapporteur during a qualification assessment to complete, clarify, amend or obtain data, materials required to satisfy the assessment procedure.

The information of the Judicial Dossier shall be verified by:

- 1) sending relevant requests to bodies, enterprises, institutions and organizations authorized to possess such information, regardless of the form of ownership and subordination, and associations of citizens, as well as individuals;
- 2) obtaining information from relevant automated information and reference systems, registries and data banks owned (administered) by state bodies or local authorities.

1.8. Persons sending information to the Commission shall provide it in accordance with the form specified in the Appendix to this Procedure.

1.9. Types of access to the Judicial Dossier will be as follows:

1.9.1. Full access will be access to information of the Judicial Dossier, as well as data serving as grounds for its incorporation, to view without an option to change.

1.9.2. Direct access will be access to information of the Judicial Dossier, as well as data serving as grounds for its incorporation, with an option to change it, within the powers of the respective authority (official) in the manner prescribed by the Commission.

1.9.3. Public access will be access to view information of the Judicial Dossier as public information, exercised solely through the website of the Commission.

1.10. Members of the Commission and the High Council of Justice, authorized officials of the State Judicial Administration of Ukraine, the Secretariats of the Commission and the High Council of Justice shall be entitled to full and direct access to the Judicial Dossier.

Authorized officials of the Secretariat of the Commission shall be Reviewing Officers of the Commission and employees of the designated unit, other members of the Secretariat of the Commission in accordance with the list established by the Head of the Commission.

Full and direct access to the Judicial Dossier shall be ensured for members of the High Council for Justice, authorized officials of the Secretariat of the High Council of Justice and the State Judicial Administration of Ukraine following approval by the Commission of the list of these employees and access arrangement.

1.11. Each judge shall have full access to his/ her Judicial Dossier through his/ her personal (private) user account.

1.12. Every person shall be entitled to access the information of the Judicial Dossier through the Commission's website, except for:

- 1) information about the residence or stay, the date of birth of individuals, their addresses, telephone numbers or other means of communication, e-mail addresses, tax payer registration numbers, passport series and numbers, military cards, location of property (except for the region, district, locality where the facility is situated), registration numbers of vehicles;

- 2) information about results of tests to check personal moral and psychological qualities of the judge, the general ability of the judge, as well as medical information;
- 3) any evidence and data concerning minor children, except for information on property, ownership rights, assets, other declared facilities, which are in their ownership according to the statement of the person designated to perform functions of the state or local self-governance submitted by the judge;
- 4) classified information;
- 5) restricted information.

II. Substance of the Judicial Dossier

2.1. The substance of the Judicial Dossier shall be a set of data specified by law regarding the judge, evidence and documents related to the judge's career, the effective administration of justice by the judge, the disciplinary liability of the judge, compliance of the judge with professional ethics and integrity criteria, as well as other information on compliance of the judge with the qualification assessment criteria.

2.2. Background information regarding the judge shall include the following data:

- 1) personal data of the judge (surname, first name and patronymic, date and place of birth, information about the passport and the tax payer registration number (identification number) / ID card);
- 2) contact information of the judge (information about the registered residence and actual residence, contact phone number, e-mail address);
- 3) higher education;
- 4) academic rank and teaching experience.

2.3. The information and documents related to the judge's career shall include data on:

- 1) professional activities as a judge;
- 2) statements of the judge related to his career and the documents attached thereto;
- 3) decisions made in relation to the judge by the Commission, the High Judicial Council, the High Council of Justice, the President of Ukraine or other bodies that approved relevant decisions;
- 4) outcomes of participation of the judge in competitions for the position of judge;
- 5) outcomes of the special training of the judicial candidate at the National School of Judges, development and training of the judge during judicial tenure, training courses prescribed by a qualification or disciplinary body in the event of the suspension of the judge from the administration of justice;
- 6) outcomes of the qualification assessment and regular assessment of the

judge during the judicial tenure;

7) appointment of the judge in administrative positions with copies of relevant decisions;

8) election (appointment) of the judge to judicial self-administration bodies, the Commission, the High Judicial Council and the High Council of Justice.

2.4. The information on effective administration of justice by the judge shall include data on:

1) specialization of the judge;

2) cases and materials considered;

3) caseload in comparison with other judges of the relevant court and region, with due regard to the level of the instance, specialization of the court and the judge;

4) court decisions canceled and grounds for their cancellation;

5) changed court decisions and reasons for their change;

6) observed timing for consideration of cases and materials;

7) average timing to draft a text of the motivated decision;

8) decisions turned into the premise for adopting resolutions by international court institutions and other international organizations about Ukraine's violations of international legal obligations.

2.5. The information about the judge's disciplinary responsibility shall include data on:

1) complaints about actions of the judge;

2) disciplinary proceedings and their findings.

2.6. The information on the compliance of the judge professional ethics and integrity criteria shall include data as follows:

1) Statements submitted by the judge in accordance with the anti-corruption law;

2) Statements of Family Ties;

3) Integrity Statements;

4) compliance of expenditures and property of the judge, members of his family, as well as related persons with the income declared, in particular, information obtained from monitoring the judge's life style;

5) other data on the compliance of the judge with the requirements of legislation in the field of corruption prevention;

6) compliance of the judge with the judicial ethics standards.

2.7. Other information on the compliance of the judge with qualification assessment criteria shall include, inter alia:

1) results of tests (if they have been held);

2) findings following application of other tools (if applied);

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

4) any other information (documents and materials) regarding the judge recognized by the Commission as being subject for incorporation into the Judicial Dossier.

2.8. The information regarding the judge, contained in the relevant sections of the Judicial Dossier in the manner prescribed by the Commission, shall be supported with copies of the relevant documents.

III. Completion of the Judicial Dossier

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

For each Dossier, the automated system will assign an individual number to be inalterable during its administration period.

When the Judicial Dossier is being completed, it will be assigned the status of “Administration started”.

3.2. The Judicial Dossier shall be completed pursuant to materials related to judicial candidate participation in the competition, and/ or a dossier of the judicial candidate (personal file) within ten working days after the official receipt of a copy of the Act of the President of Ukraine on the appointment of judge.

3.3. The signed original text of the oath of judge shall be transferred to the Commission within ten days from the date of its execution.

3.4. A Judicial Dossier of the person dismissed from the position of a judge and subsequently assigned to this position shall be completed pursuant to his/ her Judicial Dossier and, in the absence of such a dossier, shall be completed out of the data of the judicial candidate’s dossier and/ or materials related to his/ her participation in the selection within ten working days after the official receipt of a copy of the Act of the President of Ukraine on the appointment of judge.

IV. Administration of the Judicial Dossier

4.1. The Judicial Dossier shall be administered by the designated unit, which shall regularly update it in an automated system with the data (documents, materials) received from judges, courts, the State Judicial Administration of Ukraine, judicial self-administration bodies, other bodies and institutions of the justice system, state authorities and local self-governance bodies, their officials, enterprises, institutions, organizations, irrespective of their form of ownership and subordination, associations of citizens and individuals.

The Judicial Dossier shall be subject to changes by employees of the designated unit.

4.2. The background information about the judge shall be changed in the judicial profile upon notification from the Head of Court Administration, who shall provide relevant information (documents and materials) to the Commission within ten days from the date of its establishment.

4.2.1. The Head of Court Administration shall be obliged to familiarize the

judge with the respective notification.

4.2.2. The compliance with the procedure for delivery of the above information (documents and materials) shall be overseen by the Head of the Court.

4.2. The background information about the judicial candidate shall be included in the Judicial Dossier based on an application request and an application of the judicial candidate.

4.3. Copies of judge's statements related to his/ her career and documents attached thereto, as well as copies of all decisions made in respect of the judge by the Commission, the High Judicial Council, the High Council of Justice, judicial self-administration bodies, the President of Ukraine or other bodies that adopted relevant decisions, shall be included in the Judicial Dossier immediately after their receipt by the Commission.

4.4. The outcomes of participation by the judge in competitions for the position of a judge shall be included in the Judicial Dossier as soon as the outcome of the competition has been established.

4.5. The results of special training of the judicial candidate shall be submitted by the National School of Judges to the Commission not later than ten days after its completion and shall be included in the relevant Judicial Dossier out of the personal file of the judicial candidate.

4.6. The results of development of the judge, his/ her regular training during the judicial tenure at the National School of Judges of Ukraine as well as training courses prescribed by a qualification or disciplinary body in case of the suspension of the judge from the administration of justice shall be submitted by the National School of Judges to the Commission no later than ten days after the completion of the event (indicating the type and topic of the event, the dates, the number of academic hours and venue).

4.7. The outcomes of the qualification assessment of the judge shall be incorporated into the Judicial Dossier as soon as the assessment outcomes have been established.

4.8. The outcomes of the regular assessment of the judge shall be incorporated in the Judicial Dossier in accordance with the procedure and methodology of the judge's assessment and self-evaluation.

4.9. Information about teaching experience shall be included in the Judicial Dossier following a notification of such activity by the very judge and shall be confirmed with the respective documents.

Information about teaching experience of the judge at the National School of Judges of Ukraine shall be submitted to the Commission by the National School of Judges of Ukraine within ten days after the completion of the event, in which the

judge has been engaged, on the form prescribed for such information in the Judicial Dossier.

4.10. Information on the administrative position held by the judge shall be incorporated in the Judicial Dossier upon a notification from the Head of Court Administration, with a copy of the relevant decision being attached.

4.11. Information on the election (appointment) of the judge to judicial self-administration bodies, the High Judicial Council, the High Council of Justice or the High Qualifications Commission of Judges of Ukraine shall be incorporated in the Judicial Dossier upon a notification of the relevant body, with submission to the Commission within ten days from the date of election (appointment) of the judge to such position.

4.12. Information on effective administration of justice by the judge shall be incorporated in the Judicial Dossier upon a notification from the Head of Administration of Court, where the judge works.

4.12.1. The Head of Administration of Court, where the judge works, shall annually submit to the Commission such information regarding all judges of the relevant court, who have worked during the reporting year there.

4.12.2. The rules set forth in paragraph 4.2 shall apply to paragraph 4.12 of this Procedure.

4.13. Information about decisions turned into the premises for adopting resolutions by international court institutions and other international organizations about Ukraine's violations of international legal obligations shall be incorporated in the Judicial Dossier pursuant to the respective notification of the relevant ministry, the Government Commissioner for cases of the European Court of Human Rights or the Head of Court.

4.14. Information on the disciplinary liability of the judge shall be incorporated in the Judicial Dossier upon a notification of the High Council of Justice, which shall be submitted to the Commission within ten days from the date of the relevant decision.

4.15. Information on the compliance of expenditures and property of the judge and his/ her family members, as well as related persons with the income declared, including with the data of the respective statements filed by the judge in accordance with the legislation in the field of prevention of corruption, shall be incorporated into the Judicial Dossier upon a notification from the central executive body in charge of development and implementation of state anti-corruption policies with a special status.

4.15.1. Information on statements of persons designated to perform functions of the state or local self-governance shall be included into the Judicial Dossier pursuant to data from the relevant state register.

4.15.2. Information about violations of the procedure for submission of the above statements, outcomes of statement verification, as well as results of monitoring the judge's life style shall be submitted to the Commission by the relevant body within ten days from the date of the decision following outcomes of the check or monitoring.

4.16. Information on the compliance of the judge with the requirements of legislation in the field of prevention of corruption shall be incorporated in the Judicial Dossier based on notifications from specially designated anti-corruption entities and other state bodies, vested with the authority to implement anti-corruption policies.

4.17. Information on the compliance of the judge's conduct with the judicial ethics rules shall be incorporated in the Judicial Dossier following a notification from the High Judicial Council, judicial self-administration bodies, head of court, as well as other bodies (officials) if they have made a respective decision.

4.18. A judge's Statement of Family Ties and an Integrity Statement of the judge shall be incorporated in the Judicial Dossier as soon as they have been received by the Commission.

4.19. Other information on the compliance of the judge with the qualification assessment criteria, in particular, results of tests (if they have been held), as well as findings following application of other tools (if applied) shall be included in the Judicial Dossier immediately after their establishment.

4.20. The opinion of the Public Integrity Council shall be included in the Judicial Dossier as soon as the Commission receives it.

The Public Integrity Council shall forward such an opinion to the Commission no later than five days after its execution.

4.21. Other data and evidence serving as grounds to verify that the judge complies with the qualification assessment criteria, as well as any other information in relation to the judge, recognized by the Commission as being subject for incorporation into the Dossier, shall be included in the Dossier.

4.22. The data (documents, materials) or amendments to the Judicial Dossier shall be submitted by:

- 1) the judge regarding his/ her own Judicial Dossier via the Internet at the official website of the Commission in his/ her personal (private) user account;
- 2) members of the Commission and the High Council of Justice, authorized staff of the Secretariats of the Commission and the High Council of Justice, the State Judicial Administration of Ukraine through relevant e-mails on changes into the Judicial Dossier in accordance with templates of the automated system;

3) other owners (administrators) of information (documents, materials) through emails about incorporation of information (documents, materials) into the Judicial Dossier in accordance with templates of the automated system.

4.23. The authentication shall be carried out in a personal (private) user account through an electronic digital signature.

4.24. The information and notifications shall be processed in the automated system on the day of their receipt in the following sequence:

- 1) the notification will be assigned an incoming number, unique identifier, to;
- 2) the automated system will preclude unauthorized changes;
- 3) the notification will be given the status “Received”;
- 4) the notification about incorporation of relevant information (documents, materials) into the Judicial Dossier will be processed and verified. At this stage, the status of the notification will be changed to “Under processing”;
- 5) following processing of the notification, it will be granted the status “Incorporated” or “Declined”;
- 6) the person will be informed about an outcome of processing the notification.

4.25. The information will be incorporated into the Judicial Dossier in accordance with templates of the automated system.

The integrity and reliability of the information (documents, materials) submitted in accordance with the templates of the automated system shall be confirmed through an electronic digital signature of the person submitting it.

The documents uploaded to the judge’s Judicial Dossier shall be stored in a structured form in data formats applicable in the automated system.

For public access, the Judicial Dossier shall be provided in data formats that are convenient for visual perception.

4.26. The unit of the Secretariat of the Commission in charge of document flow, as soon as the Commission has received paper-based information (documents, materials) subject to incorporation into the Judicial Dossier, shall ensure its registration, scanning and transfer to the designated unit to decide on its incorporation into the Judicial Dossier.

4.27. The information (documents, materials) shall be provided solely by the persons who owns (administer) it.

4.28. To regularly update the information (documents, materials) of the Judicial Dossier, the Commission may approve schedules for its submission.

The information (documents, materials) delivery schedule shall include the title of the body (official), the list of information (documents, materials) to be submitted by the relevant body (official) as well as timeframes for their delivery.

The information (documents, materials) schedule shall be published on the official website of the Commission and be brought to the notice of relevant authorities (officials).

4.29. To ensure a qualification assessment, the following documents shall be attached to the Judicial Dossier:

- 1) a judge's application request for a qualification assessment;
- 2) documents submitted by the judge to decide on his/ her admission to a qualification assessment (in case of the competition for the position of judge of the Appellate Court, High Specialized Court or the Supreme Court), or information on the results of the improved qualification of the judge (in case of a qualification assessment due to an imposed disciplinary action);
- 3) an automated determination result log of a member of the Commission to prepare for consideration and report on a qualification assessment case in relation to a respective judge;
- 4) findings of the check carried out by a member of the Commission within the framework of the relevant qualification assessment;
- 5) other materials to be included in the Judicial Dossier in accordance with the Law, this Procedure and/ or the decision of the Commission.

4.30. The judge shall be entitled to initiate an issue on refutation of the information contained in his/ her Dossier before the authority (official) which owns (administers) the information (documents, materials), and on amendments, additions or clarifications thereto before the Commission.

4.31. If the Commission has received information (documents, materials) regarding dismissal of the judge from office or termination of his/her authority, the Judicial Dossier shall be assigned the status "Administration Terminated", with subsequent termination of public access to it.

4.32. The progress of the Judicial Dossier, as well as all actions during its completion, administration and maintenance in the automated system shall be recorded in the respective electronic registers of the automated system.

V. Accountability for the Use of the Judicial Dossier Data

5.1. Persons who have full and direct access to the Judicial Dossier shall have statutory responsibility for disclosure and misuse of the restricted information.

VI. Transitional Period Provisions

6.1. Prior to the automated system being operational, the Judicial Dossier shall be completed and administered in paper form. Public access to this form will not be provided. The Commission shall ensure full and/ or direct access to the Judicial Dossier to the persons specified in this Procedure.

6.2. When administering a paper-based Judicial Dossier, information (documents, materials) shall be submitted to the Commission on-line through e-mails or in paper form by post within the timeframe prescribed by this Procedure.

6.3. The automated system shall become operational following a respective resolution of the Commission.

Since the date of such a resolution, the Judicial Dossier shall not be completed in paper form.

6.4. The paper-based Judicial Dossier shall be transferred into an electronic form in accordance with the templates of the automated system with granting public access to it, with its maintenance in paper form to be terminated.

6.5. The Commission shall maintain the Judicial Dossier in accordance with the prescribed rules for paperwork management and archival storage of documents.

HIGH QUALIFICATION COMMISSION OF JUDGES OF UKRAINE

Judicial Dossier No. _____

(surname)

(first name)

(patronymic)

1.4. Academic rank

No.	Name of higher educational establishment	Academic rank	Diploma series and number, date of decision of the Attestation Board	Notes

1.5. Teaching experience

No.	Name of establishment	Course title	Number of academic hours	Notes

1.6. Teaching experience at the National School of Judges of Ukraine

No.	Type of activity	Name of activity	Target audience	Number of academic hours	Regional branch of National School of Judges of Ukraine	Notes

1.7. List of documents incorporated in Section 1 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

2. Career of the judge

2.1. Date of the oath by the judge _____

2.2. Professional experience as a judge

No.	Name of court	Legal act about appointment/ election/ transfer of the judge to court in question	Information on putting judge on staff	Notes

2.3. Judge's statements related to his/ her career and decisions of the High Qualifications Commission of Judges of Ukraine, the High Judicial Council and the High Council of Justice adopted following their consideration

No.	Information about judge's statement	Information about documents attached thereto	Information about decision of the Commission, the High Judicial Council or the High Council of Justice adopted following consideration of judge's statement	Notes

2.4. Suspension of the judge from administration of justice

No.	Grounds for suspension of the judge	Information about document suspending the judge	Period of suspension	Notes

2.5. Dismissal of the judge

No.	Name of court in which the judge worked at the time of dismissal	Grounds for dismissal from the position of judge	Information about decision of the authority in charge	Notes

2.6. Termination of powers of the judge

No	Name of court in which the judge worked at the time of power termination	Grounds for termination of powers of the judge	Information on termination of employment of the judge with relevant court	Notes

2.7. List of documents incorporated in Section 2 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

3. Participation of the judge in competitions for the position of judge

3.1. Outcomes of participation of the judge in competitions for the position of judge

No.	Information about competition	Information about application request of the judge for admission to competition	Outcome of competition	Notes

3.2. List of documents incorporated in Section 3 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

4. Results of special training of the judicial candidate at the National School of Judges of Ukraine, development of the judge and regular training during the judicial tenure

4.1 Results of special training of the judicial candidate at the National School of Judges of Ukraine

No.	Period of special training at the National School of Judges of Ukraine		Reference letter from the National School of Judges of Ukraine about special training	Outcome of special training at the National School of Judges of Ukraine	Date and reference number of certificate of special training at the National School of Judges of Ukraine	Notes
	Start	End				

4.2 Special training of the judge for sustainment and regular training of the judge for skill improvement (inclusive of training courses prescribed by a qualification or disciplinary body in the event of suspension of the judge from the administration of justice) at the National School of Judges

No.	Type and topic of activity	Period of activity		Venue of activity	Number of academic hours	Notes
		Start	End			

4.3 List of documents incorporated in Section 4 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

5. Outcomes of the qualification assessment and regular assessment of the judge during his/ her judicial tenure

5.1 Qualification assessment of the judge

No.	Grounds for qualification assessment of the judge	Dates of qualification assessment	Reference details of Commission's decision	Information about outcomes of qualification assessment of the judge	Notes

5.2 Regular assessment of the judge

5.2.1 Regular assessment of the judge by a teacher (coach) of the National School of Judges of Ukraine

No.	Date of Judge's Job Assessment Questionnaire	Surname, name and patronymic of teacher (coach)	Information on disagreement of the judge with assessment outcomes	Information about results of consideration of judge's disagreement	Notes

5.2.2 Judge's assessment by other judges

No.	Date of Judge's Job Assessment Questionnaire by other judges	Name of court having assessed the judge	Notes

5.2.3 Judge's self-assessment

No.	Date of Judge's Self-Assessment	Delivery date of self-assessment application to the Commission	Notes

5.2.4 Regular assessment of the judge by civic organizations

No.	Date of independent assessment of judge's job in court session	Name of civic organization	Notes

5.3 List of documents incorporated in Section 5 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

6. Appointment of the judge to administrative positions

6.1. Appointment of the judge to administrative positions

No.	Title of position	Name of court	Information on election to administrative position	Information on termination of powers in administrative position	Notes

6.2. List of documents incorporated in Section 6 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

7. Election (appointment) of the judge to judicial self-administration bodies, the High Qualifications Commission of Judges of Ukraine, the High Judicial Council and the High Council of Justice

7.1. Election (appointment) of the judge to judicial self-administration bodies, the High Qualifications Commission of Judges of Ukraine, the High Judicial Council and the High Council of Justice

No.	Name of body	Information about document on election/ appointment of the judge to position	Position held	Tenure	Date of incorporation	Notes

7.2. List of documents incorporated in Section 7 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

8. Effective administration of justice by the judge

8.1. Specialization of the judge determined by the decision of the assembly of judges (including election as an investigating judge)

No.	Type of specialization	Name of court	Information on election to administrative position	Information on termination of powers in administrative position	Notes

8.2. Cases and materials considered in ____ (year)

Manner of proceeding	Remaining unconsidered cases and materials as of the early reporting period		Cases and materials considered as of the early reporting period		Number of incoming cases in reporting period in accordance with automated distribution of court cases	Remaining unconsidered cases and materials as of the end of reporting period	
	Cases	Materials	Cases	Materials		Cases	Materials
Criminal proceeding							
Civil proceeding							
Administrative legal proceedings							
Economic disputes							
Administrative offence cases							
Total							

8.3. Caseload in ____ (year) (versus other judges of the respective court, region, with due regard to the instance level, specialization of the court and the judge)

Manner of proceeding	Caseload		
	of the judge	at court	throughout region
Criminal proceeding			
Civil proceeding			

Administrative legal proceedings			
Economic disputes			
Administrative offence cases			
Total			

8.4. Canceled court decisions, adopted in _____ year, and reasons for their cancellation

Manner of proceeding	Total number	Reasons for cancelled court decisions			
		Substantive law violations	Procedural law violations	Substantive and procedural law violations	Not related to violations of substantive and procedural law
Criminal proceeding					
Civil proceeding					
Administrative legal proceedings					
Economic disputes					
Administrative offence cases					
Total					

8.5. Amended court decisions, adopted in _____ (year), and reasons for their amendment

Manner of proceeding	Total number	Reasons for amended court decisions			
		Substantive law violations	Procedural law violations	Substantive and procedural law violations	Not related to violations of substantive and procedural law
Criminal proceeding					
Civil proceeding					
Administrative legal proceedings					
Economic disputes					
Administrative offence cases					
Total					

8.6. Observed consideration timing of cases and materials in _____ (year)

Manner of proceeding	Number of cases and materials considered in violation of statutory deadlines	
	Cases	Materials
Criminal proceeding		
Civil proceeding		
Administrative legal proceedings		
Economic disputes		
Administrative offence cases		
Total		

8.7. Average duration of development of the motivated court decision in _____ (year)

Manner of proceeding	Number of court decisions adopted in reporting period	Number of court decisions, with full text drawn up in violation of statutory deadlines

	court decisions subject to appeal	court decisions not subject to appeal	court decisions subject to appeal	court decisions not subject to appeal
Criminal proceeding				
Civil proceeding				
Administrative legal proceedings				
Economic disputes				
Administrative offence cases				

8.8 Decisions turned into the premises for adopting resolutions by international court institutions and other international organizations about Ukraine's violations of international legal obligations

No.	Court decision with reference to its details (full title of decision, date of adoption, reference number of case and proceedings)	Decision of international judicial/ other international organization with reference to its details (title and date of decision, title of case, with indication of applicant's details and reference number of claim)	Notes

8.9 List of documents incorporated in Section 8 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

9. Disciplinary liability of the judge

9.1. Complaints about actions of the judge for _____ (year)

No.	Name of body having received complaint	Number of complaints	
		Total number of complaints	
		Number of complaints turned in without consideration	
		Number of complaints exposed to refusal in filing a disciplinary case, without any examination	
		Number of complaints exposed to examination	
		Number of complaints exposed to examination followed by refusal in filing a disciplinary case	
		Number of complaints exposed to examination followed by filing a disciplinary case	
		Number of complaints followed by filing a disciplinary case	
		Number of complaints followed by termination of a disciplinary case	
		Number of complaints followed by a decision to terminate a disciplinary proceeding, but, with having identified constituent elements (legal components) of a disciplinary offense in the actions of the judge	
		Number of complaints followed by an applied disciplinary action	
		Number of complaints followed by a decision to file a petition on the dismissal of the judge	
		Number of complaints subject to consideration in progress	

9.2 Disciplinary proceedings in _____ (year)

No.	Reference details of disciplinary proceedings (Name of applicant, register date of complaint, reference number of	Name of body having executed disciplinary proceedings	Outcomes of complaint consideration	Decision (resolution) adopted following complaint consideration	Notes (if a decision was made to terminate a disciplinary proceeding, but constituent elements (legal components) of a disciplinary offense etc. in the

	proceedings)				actions of the judge were identified

9.3 List of documents incorporated in Section 9 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

10. Compliance of the judge with professional ethics and integrity criteria

10.1 List of statements filed by the judge in accordance with the requirements of the anti-corruption law

No.	Reporting period covered by statement	Date of submitted statement	Notes

10.2 Statement of Family Ties of the judge

No.	Reporting period covered by statement	Date of completed statement	Date of statement delivery to the Commission	Notes

10.3 Integrity Statement of the judge

No.	Reporting period covered by statement	Date of completed statement	Date of statement delivery to the Commission	Notes

10.4 Compliance of expenditures and property of the judge, members of his/ her family and related persons with the income declared, inclusive of the data obtained following the monitoring of the judge's life style

No.	Name of body having carried out check	Period covered by check	Check outcome	Notes

10.5 Other data on the compliance of the judge with the requirements of the anti-corruption legislation

No.	Name of body in charge of detection of non-compliance facts of the judge with the requirements of the anti-corruption legislation	Reference details of document	Information submitted to the Commission	Notes

10.6 List of documents incorporated in Section 10 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

11. Outcomes of the establishment of the judge's compliance with the qualification assessment criteria

11.1. Test results on the compliance of the judge with the qualification assessment criteria

No.	Reasons for test	Test date	Test results	Notes

11.2. Results of other tools applied to establish compliance with the qualification assessment criteria

No.	Reasons for the other tool application	Date of application	Results of the other tool application	Notes

11.3. List of opinions of the Public Integrity Council

No.	Reasons for submission of opinion to Commission	Reference details of Opinion	Delivery date of Opinion to Commission	Notes

11.4. List of other pieces of information and evidence that can serve as premises to verify that the judge complies with the qualification assessment criteria, as well as any other information in relation to the judge, recognized by the High Qualifications Commission of Judges of Ukraine as being subject to incorporation into the Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes

11.5. List of documents incorporated in Section 11 of the Judicial Dossier

No.	Name of document	Reference details of document	Number of sheets	Reasons for incorporation	Date of incorporation	Notes