

Annex 2 to the OSCE/ODIHR Opinion on the Procedure for Qualification Assessment of Judges of Ukraine, Opinion-Nr.: JUD-UKR/278/2015 (12 November 2015), available at www.legislationline.org

APPROVED
with the Decision of the Council of Judges of Ukraine
57 of June, 2015

Regulation

On the Procedure of Maintenance of the Judicial Dossier

The Regulation on the Procedure of Maintenance of the Judicial Dossier (hereinafter – Regulation) was developed in accordance with the requirements of the Law of Ukraine “On the Judicial System and the Status of Judges” (hereinafter – Law), the Law of Ukraine “On Protection of Personal Data”, the Law of Ukraine “On Information”, the Law of Ukraine “On Access to Public Information”, and defines the requirements to creation, formation, maintenance, regular update, accounting and storage of the dossier, and the procedure of access to the information contained in the judicial dossier.

1. General Provisions

- 1.1. The goal of creation, formation and maintenance of the Judicial Dossier is to reflect the objective information on the judge when assessing his/her professional activity.
- 1.2. Creation, formation and maintenance of the Judicial Dossier shall be carried out with respect to the following principles:
 - 1) reliability (all and any actor, who submits information, shall know and respect the obligation to submit correct and veracious information on the basis of equality and fairness);
 - 2) accuracy (the collected information shall be up-to-date and regularly updated)
 - 3) relevance (information which is submitted, processed and stored shall correspond to the goals of its collection and shall not be excessive toward the goal of maintenance of the Judicial Dossier);
 - 4) protection of data (information on the personal data is protected by law; information whose disclosure may violate the rights of third persons, shall be restricted/not public).
- 1.3. Information contained in the Judicial Dossier shall be used, accounted and stored in accordance with the Law and considering the requirements of the Laws of Ukraine “On Protection of Personal Data”, “On Information”, “On Access to Public Information” and of this Regulation.
- 1.4. Formation of the Judicial Dossier shall be launched by the High Qualification Commission of Judges of Ukraine (hereinafter – Commission) after the official receiving of a copy of the Decree of the President of Ukraine on the first appointment of a judge to office; and, as to the judges appointed or selected to office before the Law of Ukraine “On Ensuring the Right to Fair Trial” comes into force, creation of the Judicial Dossier shall be launched by the State Judicial Administration of Ukraine (hereinafter – SJA of Ukraine) after approval of this Provision.

Maintenance of the Judicial Dossier shall be terminated after the Commission receives officially a copy of the Decree of the President of Ukraine or of the resolution of the Verkhovna Rada of Ukraine on the basis of which the judge is dismissed from office, or receives the notification from the Head of the court about the termination of activity of the judge in case of his/her death.
- 1.5. The Judicial Dossier shall contain the documents defined by the Law.
- 1.6. Formation, maintenance and regular update of the Judicial Dossier shall be ensured by the Commission. An relevant structural unit shall be created within the secretariat of the Commission (hereinafter – relevant structural unit) for ensuring of the aforementioned functions, that shall act in compliance with the Rules of the High Qualification Commission

of Judges of Ukraine, the regulation on the secretariat of the High Qualification Commission of Judges of Ukraine and this Regulation.

- 1.7. The Commission has the right to make requests to the relevant agencies and institutions to receive information, which is necessary for formation, maintenance, filling and update of the Judicial Dossier according to the procedure determined by the Regulation and current legislation.
- 1.8. Information and documents for filling the Judicial Dossier shall be sent to the Commission.
- 1.9. The actors, who submit information to the Commission regularly or on the request of the commission shall form and send such information taking into account the structural form of the Judicial Dossier.
- 1.10. The Commission shall approve the form of registration of judicial dossiers, the Register of the flow of judicial dossiers, other accounting documents required for accounting of the Judicial Dossier.
- 1.11. The Judicial Dossier shall be created, formed and maintained in a paper format and, if technically possible, including fully or in part, in an electronic format. If needed, the information and documents submitted in a soft copy may be used for preparation of extract and excerpts, for printing copies of the relevant documents.
- 1.12. The Judicial Dossier, despite the form of its maintenance, shall be stored in the Commission.

2. Content of the Judicial Dossier

2.1. The content of the Judicial Dossier shall consist of the personal data of a judge; information and documents related to the career of a judge; information about the efficiency of a judge's professional activity; information of disciplinary liability of a judge; data on a judge's compliance with ethical and anti-corruption criteria. The Judicial Dossier shall also contain properly certified copies of the documents confirming such information.

2.2. Personal data of judge shall include information about:

2.2.1 personality of a judge (full name, date and place of birth);

2.3. Information and documents related to the judge's career shall include:

2.3.1 copies of the judge's applications related to his/her career, and the documents enclosed to them;

2.3.2 copies of the decisions issued by the High Qualification Commission of Judges of Ukraine, the High Council of Justice, the President of Ukraine and the Verkhovna Rada of Ukraine toward a judge;

2.3.3 information about the higher education, academic degree, academic title;

2.3.4 information about the results of the judge's participation in competitions to fill the vacancy of judge;

2.3.5 information about the results of initial training to fill the vacancy of judge at the National School of Judges of Ukraine and also about continuous training while being in office of judge;

2.3.6 information about qualification assessment of a judge (including the initial one) and regular assessment while being in office of judge;

2.3.7 information about teaching at the National School of Judges of Ukraine;

2.3.8 information about the judge's being in administrative offices together with copies of the decisions on election to and dismissal from those offices;

2.3.9 information about the judge's selection to the judicial self-governance, to the High Qualification Commission of Judges of Ukraine, the High Council of Justice.

2.4. Information about professional efficiency of a judge, when administrating justice, shall include the information about

2.4.1 overall number of the considered cases;

2.4.2 number of cancelled judicial decisions and grounds for their cancelation;

2.4.3 existence and number of the decisions that gave grounds to international court institutions and other international organisations to issue their decisions establishing violation of its international legal obligations by Ukraine, including the ones reconsidered by the Supreme Court of Ukraine after establishing such a violation.

2.4.4 number of changed judicial decisions and grounds for such changes ;

2.4.5 respect of the terms of case consideration

2.4.6 average terms of drafting the text of the reasonable decision;

2.4.7 judicial workload in comparison to other judges in the same court and region taking into account the instance and specialisation of the court and the judge.

2.5. Information about disciplinary liability of a judge shall include the information about:

2.5.1 number of claims against the judge's actions;

2.5.2 disciplinary proceedings and their results.

2.6. Data about compliance of a judge with ethical and anticorruption criteria shall include the information about:

2.6.1 correspondence of the expenses and property of a judge and members of his/her family to the income declared;

2.6.2 compliance of a judge with anticorruption legislative requirements;

2.6.3 compliance of the judge's behaviour with the rules of judicial ethics.

3. Procedure of Formation of the Judicial Dossier

3.1. The Judicial Dossier shall be formed by the responsible structural unit of the Commission within ten working days after the official receiving of a copy of the Decree of the President of Ukraine on the first appointment of a judge to office.

3.2. The original version of the oath text signed by a judge shall be transferred to the Commission within ten working days after the ceremonial oath rite.

3.3. The structural unit of the Commission responsible for initial recruitment of the candidates to the position of judge, shall transfer to the responsible structural unit within two working days after the Commission's official receiving of a copy of the Decree of the President of Ukraine on the appointment of a judge to office, the following information and documents to form a Judicial Dossier:

- 1) materials of the candidate judge, sent by the National School of Judges of Ukraine upon the result of initial training;

- 2) copy of the candidate judge's application on participation in the competition to fill the vacancy of judge upon the results of which the candidate was recommended to filling the position of judge, together with copies of the documents enclosed to that application;
- 3) copy of the Commission's decision made upon the results of the competition to fill the vacancy of judge.

A copy of the Decree of the President of Ukraine on the first appointment of a judge to office shall be transferred to the responsible structural unit by the structural unit of the Commission responsible for legal support, within two working days after its receiving of the relevant copy of the Decree of the President of Ukraine.

- 3.4. Judicial dossiers of current judges shall be created by the State Judicial Administration of Ukraine taking into account Chapter 9 of this Regulation.
- 3.5. Formation of the Judicial Dossier of a judge who was dismissed from office due to expiration of term of his/her office, and never addressed previously to the High Qualification Commission of Judges of Ukraine with the application on his/her lifetime appointment, of a judge who was dismissed upon his/her own letter of resignation, or of a judge who has already been appointed to office lifetime and then dismissed from office upon his/her own letter of resignation, shall be launched within ten days after the judge addressed to Commission with the relevant application on lifetime appointment to office of judge.
- 3.6. The structural unit of the Commission responsible for career of judges shall transfer the following to the responsible structural unit within two working days:
 - the candidate's application about his being recommended to the position of judge on the lifetime basis and copies of the documents enclosed to that application, in case if the person envisaged in paragraph 3.5 of the Regulation, addresses to the Commission;
 - copy of the Resolution of the Verkhovna Rada of Ukraine, after having received it from the structural unit of the Commission responsible for legal support, in case of the lifetime appointment of a judge to office according to the general procedure determined by the Law.
- 3.7. The Judicial Dossier of a judge mentioned in paragraph 3.5 of the Regulation, in case if the Judicial Dossier of such a judge was not formed previously, shall be formed taking into account paragraph 3.6 of the Regulation.
- 3.8. The Judicial Dossier of a judge mentioned in paragraph 3.5 of the Regulation, in case if the Judicial Dossier of such a judge has already been formed previously, shall be withdrawn by the responsible structural unit from the archive, updated with the required information and maintained in accordance with the procedure established by the Regulation.

4. Procedure of Maintenance of the Judicial Dossier

- 4.1. Maintenance of the Judicial Dossier, making request to fill the Judicial Dossier, filling and update of the Judicial Dossier upon the results of the received information, shall be ensured by the responsible structural unit.

4.2. In order to maintain the Judicial Dossier in the relevant state, the responsible structural unit shall ensure regular update of the information.

The structural unit of the Commission shall ensure inclusion of data to the Judicial Dossier within ten working days after the information and relevant documents are received. For the purpose of this paragraph, the Commission shall approve the schedule of submitting information and documents for filling the Judicial Dossier that shall be published on its official website and disseminated among the holders of the relevant information.

4.3. In order to receive the information required for qualification assessment of a judge, the Commission has the right to send the requests to appropriate agencies and institutions and to receive information from them within the term specifies in the request.

4.4. No later, than the following working day after registration of the application of a judge, related to his/her career, in the Commission, the structural unit of the Commission responsible for career of judges shall transfer a copy of such an application and copies of the documents enclosed to it, to the responsible structural unit for inclusion to the Judicial Dossier.

4.5. Within ten working days after the President of Ukraine or the Verkhovna Rada of Ukraine makes the decision on dismissal of the judge upon the results of consideration of the request on dismissal of the judge, the High Council of Justice shall transfer to the Commission duly certified copies of the documents that gave grounds to the dismissal of the judge.

4.6. The chief of staff at the court where the judge performs, shall send to the Commission via means of protected communication, including the electronic one, information about changes in personal data of the judges, who are part of the staff of the relevant court, within ten working days since the moment such information was received.

4.7. The head of the court where the judge worked shall send to the Commission the information and relevant documents to confirm the fact of death of the judge within ten working days.

4.8. Information about the judge's participation in the competition to fill the position of judge shall be submitted by the structural unit of the Commission responsible for competition to fill the position of judge to the responsible structural unit within ten working days after the competition was held and its results were approved.

Such information shall contain the following data about every judge, who participated in the competition:

- 1) copy of the judge's application for participation in the competition together with the documents, that were enclosed to it;
- 2) information about the judge's admission to participation in the competition;
- 3) the result of the competition;
- 4) date and number of the Commission's decision made upon the results of the competition.

4.9. Information about the judges, who have passed continuous training in the National School of Judges of Ukraine, while being in office of judge, shall be sent by the National School of Judges of Ukraine to the Commission within ten working days after termination of such continuous training.

Such information shall contain:

- 1) name of the curriculum;
- 2) terms of the training;
- 3) place of training;

- 4) number and date of issue of the document on passing the training;
- 5) questionnaire of the judge's assessment by the teacher (trainer).

4.10. Information about initial training of the candidate judge shall be included to the Judicial Dossier according to the procedure envisaged in paragraph 3.3 of the Regulation.

4.11. Information about the results of initial qualification assessment of judges to make the decision on whether they are able to administer justice in the relevant courts shall be submitted to the responsible structural unit within three working days after the relevant decision was issued by the Commission.

Information about the results of qualification assessment of a judge shall be submitted to the responsible structural unit within three working days after the relevant decision was issued by the Commission.

Such information shall contain:

- 1) grounds for holding the qualification assessment (a copy of the judge's application to qualification assessment or a copy of the Commission's decision about conduction of the qualification assessment;
- 2) date of the qualification assessment;
- 3) results of the qualification assessment;
- 4) date and number of the Commission's decision made upon the results of the qualification assessment.

4.12. Information about the results of regular assessment of a judge shall be submitted by the assessing actors, defined by the Law, in accordance with the procedure determined by the Regulation on regular assessment of a judge.

4.13. Information about the judge's teaching activity at the National School of Judges of Ukraine shall be sent by the National School of Judges of Ukraine to the Commission by post or by electronic means within ten working days after the termination of the relevant training.

Such information shall contain:

- 1) topic of the training;
- 2) target group of students;
- 3) terms of the training;
- 4) place of the training.

4.14. Information about the judge's occupying an administrative position together with the certified copy of the decision on appointment to or dismissal from office shall be sent by post or by protected electronic means with e-signature to the Commission by the chief of staff of the relevant court within ten working days after the judge's coming to administrative office.

4.15. The High Council of Justice, the Council of Judges of Ukraine shall send to the Commission, by post or by electronic means, information about the judge's being elected to the relevant agency within ten working days after the judge's election to the relevant agency.

Information about the judge's being selected to the High Qualification Commission of Judges of Ukraine shall be provided by the structural unit responsible for HR accounting of the Commission staff, to the responsible structural unit within three working days after putting the judge on the payroll.

Such information shall contain the data on:

- 1) name of the agency where the judge was elected to;
- 2) the judge's status at the agency;
- 3) the judge's position at the agency.

4.16. Information about professional efficiency of a judge, when administrating justice.

4.16.1 In compliance with the schedule of submitting information and documents for filling the Judicial Dossier, the chief of staff of the court where the judge performs, shall send, by post or by electronic means with e-signature, information, relevant for the reporting period, about each judge:

- 1) overall number of the considered cases;
- 2) number of cancelled judicial decisions and grounds for their cancelation;
- 3) number of changed judicial decisions and grounds for such changes;
- 4) data about respect of the terms of case consideration;
- 5) average terms of drafting the text of the reasonable decision;
- 6) judicial workload in comparison to other judges in the same court and region taking into account the instance and specialisation of the court and the judge.

Such information shall be sent within ten working days upon the request of the Commission.

4.16.2 Information about the decisions establishing violation of its international legal obligations by Ukraine shall be sent to the Commission by the Ministry of Justice of Ukraine by post or by electronic means within ten working days after the relevant Commission's request was submitted.

4.16.3 Information about average judicial workload in the regions taking into account the instance and specialisation of the court and the judge shall be sent to the Commission by the State Judicial Administration of Ukraine by post or by electronic means in compliance with the schedule of submitting information and documents for filling the Judicial Dossier.

4.17. Information about disciplinary liability of judges of the Supreme Court of Ukraine and high specialised courts shall be sent to the Commission by the High Council of Justice by post or by electronic means in compliance with the schedule of submitting information and documents for filling the Judicial Dossier or within ten working days, if upon the Commission's request.

Information about disciplinary liability of judges of local and appeal courts shall be submitted by the Inspection Service of the Commission to the responsible structural unit in compliance with the schedule of submitting information and documents for filling the Judicial Dossier.

Such information shall contain the data on:

- 1) number of claims against actions of the judge within the reporting period;
- 2) results of the disciplinary proceedings.

4.18. Information about the revenues, expenses and property of a judge and members of his/her family shall be formed on the basis of the data from the previous-year declaration of the person, entitled to carry out public or local self-governance functions.

Once a year, within ten working days after the declaration of the persons, entitled to carry out public or local self-governance functions, being published, the chief of staff of the court where the judge performs shall send, by post, copies of such declarations to the Commission to enclose them to judicial dossiers.

4.18.1 Information about the compliance of the expenses and property of a judge and members of his/her family, and also close persons of a judge, to the revenues, which were declared, shall be formed by the Commission on the basis of the data received from the central executive authority with a special status that develops and implements national anticorruption policy.

4.18.2 Information about the judge's compliance with the legislative requirements to prevent corruption shall be submitted to the Commission by the agency authorised to implement national anticorruption policy and the financial controlling agency of Ukraine within ten working days since the day when the relevant Commission's request was submitted. Information about the judge's compliance with the legislative requirements to prevent corruption shall also contain information, which was sent to the Commission upon the results of monitoring the judge's quality of life for appropriateness.

4.18.3 Within ten working days, upon the Commission's request, the High Council of Justice shall send the data on compliance of conduct of judges of the Supreme Court of Ukraine and high specialised courts with the rules of judicial ethics. Information about compliance of conduct of judges of local and appeal courts with the rules of judicial ethics shall be submitted by the Inspection Service of the Commission to the responsible structural unit in accordance with the schedule of submitting information and documents for filling the Judicial Dossier.

5. Procedure of Maintenance of the Judicial Dossier

5.1. Each Judicial Dossier shall be stored separately and possess the unique number for paper and electronic forms.

5.2. When forming and maintaining the Judicial Dossier, information shall be inserted and the documents shall be enclosed accordingly to the relevant sections of the Judicial Dossier's blank form.

The sections of the Judicial Dossiers envisaging storage of documents together with information shall contain the relevant information form first and a copy of the document second.

5.3. After having filled the information sheet of the relevant section, when the latter is being formed or maintained by the employee of the responsible structural unit, the relevant form shall be filled out on the reverse side of the sheet containing the date of the latest inclusion of information to the sheet, signature and full name of the employee who made the record and enclosed the relevant document, short information about the data which were inserted to the Judicial Dossier.

5.4. Judicial dossiers shall be accounted in the alphabetic order via composing a register. The register shall be maintained in accordance with the form defined under the procedure determined by paragraph 1.10 of the Regulation.

5.5. Judicial dossiers transferred to the archive shall be accounted in the alphabetic order via composing a register for accounting judicial dossiers transferred to archival storage whose form shall be defined under the procedure determined by paragraph 1.10 of the Regulation.

6. Procedure of Storage of the Judicial Dossier

6.1. Judicial Dossier is the set of documents with restricted access containing information for internal use and stored in the appropriately equipped location, except for the information and documents whose making public is stipulated by law.

6.2. Storage of judicial dossiers shall be ensured by the responsible structural unit.

6.3. After the judge's dismissal from office and termination of maintenance of his/her judicial dossier, such a dossier shall be excluded from the Register of judicial dossiers, stamped with archival number and included to the Register of judicial dossiers transferred to archival storage.

Transfer of the Judicial Dossier from the Register of judicial dossiers to the Register of judicial dossiers transferred to archival storage and vice versa shall be fixed in the Register of the flow of judicial dossiers whose form is defined in accordance with the procedure defined under paragraph 1.10 of the Regulation.

6.4. Current judicial dossiers shall be kept apart from the archival judicial dossiers.

7. Procedure of Access to the Judicial Dossier

- 7.1. Access to the Judicial Access shall be granted to the members of the Commission, employees of the responsible structural body, judges (to his/her own dossier) and other persons in accordance with the Law.
- 7.2. The judge has the right to become familiar with the materials of his/her judicial dossier and to abstract from it, to make copies and to use video and photo recording, and also to provide with other documents on his/her career and activity as a judge for enclosing them to the judicial dossier.
- 7.3. Upon the judge's request, the Commission may provide him/her with abstracts from the judicial dossier on information contained therein.

8. Liability for Use of Data from the Judicial Dossier

- 8.1. The persons, who have access to the Judicial Dossier, shall be personally liable for non-disclosure of information about judges, which is subject to non-disclosure in accordance with the Law. In case of violation of the legislation on access to public information and on protection of personal data of a judge, the one shall be brought to liability in accordance with the current legislation.

9. Final Provisions

- 9.1. To implement Article 14 of Chapter II "Final and Transitional Provisions" of the Law of Ukraine "On Ensuring the Right to Fair Trial" and paragraph 1.4 of the Regulation, judicial dossiers of judges of general jurisdiction shall be created by the SJA of Ukraine and transferred to the Commission within the term determined by this Law. The Judicial Dossier being transferred to the Commission, further maintenance, accounting and storage of the Judicial Dossier shall be carried out by the responsible structural unit.
- 9.2. The Head and the chief of staff of the Supreme Court of Ukraine, the heads and the chiefs of staff of the high specialised and appeal courts shall submit to the SJA of Ukraine information – envisaged by paragraph 3 of Article 85 of the Law of Ukraine "On the Judicial System and the Status of Judges" and available in courts – about judges of local courts, their professional activity in office, scientific and teaching activity, information about initial and continuous training at the National School of Judges of Ukraine, since January 1, 2012 till the moment where the Law of Ukraine "On Ensuring the Right to Fair Trial" came into force.
- 9.3. The Heads and the chiefs of staff of local courts shall provide the appropriate territorial unit of the SJA of Ukraine with the information – envisaged by paragraph 3 of Article 85 of the

Law of Ukraine “On the Judicial System and the Status of Judges” and available in courts – about judges of local courts, their professional activity in office, scientific and teaching activity, information about initial and continuous training at the National School of Judges of Ukraine, since January 1, 2012 till the moment where the Law of Ukraine “On Ensuring the Right to Fair Trial” came into force.

9.4. Information shall be submitted to the SJA of Ukraine in compliance with the schedule defined by the order of the SJA of Ukraine. Information shall be submitted together with duly certified copies of the documents that confirm such information.

Information about the judges of local courts of general jurisdiction within five-year term whose terms of office expires by March 28, 2016, shall be submitted to the SJA of Ukraine in compliance with a separate schedule defined under the order of the SJA of Ukraine on the basis of information about such judges submitted by the Commission.

9.5. The SJA of Ukraine shall form the registers in accordance with the procedure and form defined by paragraph 5.4 of the Regulation and shall transfer them to the responsible structural unit of the Commission under transfer and acceptance acts.

9.6. When creating judicial dossiers, the SJA of Ukraine shall not fill it with information collection of which was not envisaged since January 1, 2012 till the moment where the Law of Ukraine “On Ensuring the Right to Fair Trial” came into force.

9.7. The SJA of Ukraine, territorial units of the SJA of Ukraine, heads and chiefs of staff of courts, other persons (except for the Commission), who participate in creation of judicial dossiers, shall not disseminate or pass to third persons, except for the Commission, information that, in accordance with Article 85 of the Law of Ukraine “On the Judicial System and the Status of Judges”, is contained in the Judicial Dossier and came to their knowledge when they performed their duties on formation of the Judicial Dossier according to this Regulation. The Commission shall be a holder of such information.

After having transferred the registers of judicial dossiers accounting to the Commission, information contained in judicial dossiers or copies of the documents confirming it, shall not be stored either in the SJA of Ukraine, or territorial units of the SJA of Ukraine.

/Logotype/

Judicial Dossier # _____

(last name)

(given name)

(patronymic)

Date of launch of the Judicial Dossier _____ 20____

Date of termination of the Judicial Dossier _____ 20____

1. General information about the judge

- 1.1. Last name _____
Given name _____
Patronymic _____
- 1.2. Date of birth _____

2. Information related to the judge's career

2.1. Information about the judges' applications, decisions of the High Qualification Commission of Judges of Ukraine, Decrees of the President of Ukraine, regulations of the Verkhovna Rada of Ukraine:

#	Application of the judge	List of the documents enclosed to the application	Decision of HQCJ, HCJ Date and number	Decree of the President of Ukraine, regulation of the VRU	Notes (information about appeal)

2.2. Register of copies of the applications of the judge:

#	Application of the judge	Date of inclusion to the Judicial Dossier

2.3. Information about education, academic degree, academic title of the judge

#	# of diploma and date of issue	Major, qualification	Academic degree (academic title)

3. Information about the results of the judge's participation in competitions for filling the position of judge.

#	Date of submission of the judge's application	Information about admission to participate in the competition	Name of the court where the position of judge is vacant	Results of the competition	Date and number of the HQCJ decision

4. Information about the results of initial training for candidate judges and continuous training for serving judges at the National School of Judges of Ukraine

4.1. Information about completion of initial training for candidate judges
Period since _____ 20__ till _____ 20__
Certificate of _____ 20__ # _____

4.2. Information about continuous training for serving judges

#	Topic of training	Period of training		Location of training	Number of academic hours	Results of assessment by the trainer	Number and date of issue of the document on completion of the training
		Beginning	End				
1.							

5. Information about the results of qualification assessment of the judge and regular assessment of the judges while being in office

5.1. Information about qualification assessment of the judge

#	Grounds for the qualification assessment of the judge	Date of the qualification assessment	Results of the qualification assessment	Date and number of the HCQJ of Ukraine
1.				

5.2. Information about regular qualification assessment of the judge by other judges

5.2.1. Information about regular assessment of the judge by the teacher (trainer) of the National School of Judges of Ukraine

#	Date of the qualification assessment	Full name of the teacher (trainer)	Results of the assessment	Judge's objection on the results of the assessment (date)	Results of the judge's assessment further to the consideration of the objection

5.2.2. Information about regular assessment of the judge by other judges

#	Full name of the teacher (trainer)	Court	Date of the assessment	Results of the assessment

5.2.3. Information about the judge's self-assessment

#	Date of the assessment	Results of the assessment

5.2.4. Information about regular assessment of the judge by CSOs

#	Name of the CSO	Number of the	Date of the	Results of the assessment

		court proceedings where the assessment was carried out	assessment	

6. Information about the results of qualification assessment of the judge and regular assessment of the judges while being in office

#	Topic of the training	Target group	Terms of the training	
			beginning	end

7. Information about the judge's occupying an administrative position

#	Name of the position (the court to be mentioned as well)	Date and number of the document which gave ground to selection of the judge to office	Terms of office	Date and number of the document which gave ground to dismissal of the judge from office

8. Information about the judge's selection to the Council of Judges of Ukraine, the High Qualification Commission of Judges of Ukraine, High Council of Justice

#	Body which the judge is selected to	Judge's position at the court	Terms of office at the body which the judge was selected to	Terms of performing at the body which the judge was selected to

9. Efficiency of the judge when administrating justice

9.1. Overall number of the cases considered in _____ (year)

Type of proceedings	Number of the considered cases
Total	
Criminal cases	

Civil cases	
Administrative cases	
Economic cases	
Administrative offences	

9.2. Overall number of the decisions cancelled in ____ (year)

Type of proceedings	Overall number	Grounds for cancellation of the judicial decision		
		Violation of the substantive law	Violation of the procedural law	Not related to Violation of the substantive or procedural law
Total				
Criminal cases				
Civil cases				
Administrative cases				
Economic cases				
Administrative offences				

9.3. Information about the decision that gave grounds for establishing violation of its international legal obligations by Ukraine

#	Decision of the national court (number of the case and date of the issued decision)	Decision of the international judicial institution	Norm acknowledged as violated by Ukraine

9.4. Information about the decisions changed in ____ (year)

Type of proceedings	Overall number	Grounds for cancellation of the judicial decision	
		Violation of the substantive law	Violation of the procedural law
Criminal cases			
Civil cases			
Administrative cases			
Economic cases			
Administrative offences			

9.5. Information about the respect of terms of case consideration in ____ (year)

Type of proceedings	Number of cases considered with the violation of the terms of case consideration		
Criminal cases			
Civil cases			
Administrative cases			
Economic cases			
Administrative offences			
Total			

9.6. Information about the average terms of issuing of a reasoned text of the decision in _____ (year)

Type of proceedings	Average terms of issuing a reasoned decision		
Total			
Criminal cases			
Civil cases			
Administrative cases			
Economic cases			
Administrative offences			

9.7. Information about the judicial workload in _____ (year)

Type of proceedings	Judicial workload		
Total			
Criminal cases			
Civil cases			
Administrative cases			
Economic cases			
Administrative offences			

10. Disciplinary liability of the judge

10.1. Information about the number of claims against actions of the judge in _____ (year)

#	Name of the body where the claim was submitted to	Number of cases

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10.2. Information about disciplinary proceedings in ____ (year)

#	Information about the disciplinary proceedings (Full name of the claimant, date of registration of the claim)	Results of the proceedings	Date and number of the issued decision	Notes (information about the appeal)

11. Data of the judge's compliance with ethical and anticorruption criteria

11.1. Data about correspondence of the expenses and property of the judge and members of his/her family to the income declared (copies of declarations, references of the fiscal body, documents of the body that carried out inspection)

#	Period covered by the inspection	Name of the body to carry out inspection	Date and number of the document where the results of the inspection are fixed	Results of the inspection	Note

11.2. Data about the judge's compliance with anticorruption legislative requirements

#	Date of statement on the facts of the judges incompliance with anticorruption legislative requirements	Body to which the statement was submitted	Person, who submitted the statement	Decision that was made upon the results of consideration	Note (merit of the statement etc.)

11.3. Data about the judge's compliance with the rules of judicial ethics

#	Date of statement on the facts of the judges incompliance with the rules of judicial ethics	Body to which the statement was submitted	Person, who submitted the statement	Decision that was made upon the results of consideration	Note (merit of the statement etc.)

To be signed