

## “ Know your court ”

Gjakovë/ akovica Municipal Court has adopted the following Mission Statement:

*“Our mission is to apply the law impartially, equally, and in a timely manner to all citizens with transparency and professionalism.”*

## Organization and structure of the court

Gjakovë/ akovica Municipal Court has a President, 7 judges and 36 administrative staff.

Court President	Afijete Sada
Judge Criminal	Judge Civil
Hilmi Hoxha Nikollë Komani Besarta Doli	Adem Ademaj Ahmet Idrizaj Bardh Maksuti Gjokë Radi
Administrative staff	
Administrator Head of Central Office Information Coordinator Cashier	Rudin Elezi  Elez Ahmeti Shpresa Qela

## Hours of Operation of the Court

The Court works from 8:00 to 16:00, every work day, with a lunch break from 12:00 to 13:00. The Court does not work on week-ends and public holidays, as defined by the schedule of official holidays of the Kosovo Government. However, there is a court permanence which operates 24h a day. The continuity of work is ensured by the judge in charge of criminal preliminary procedure under the supervision of the Court President. Building security is ensured by security guards under the supervision of the Court Administrator.

## Hearing Schedule in the Court

The schedule of hearings, for each judge, is published on the court public board. Hearings are open to the public, except in cases defined by law as closed. Hearings take place in a courtroom, or in the absence of courtroom availability in the office of the judge. The Court has three courtrooms with space for 20-40 people. For more information on hearings you may contact the Public Information Coordinator.

## Court Administration in the Court

The administration of Gjakovë/ akovica Municipal Court carries out, among others, the following services: records management, administrative services, public relations, archiving, and financial services.

### 1. Central Records Management Office

The Court's Central Office receives submissions, documents and procedural acts. The Central Office maintains registers in which cases under its jurisdiction are recorded. The Central Office also delivers case documents. Finally, the Central Office processes the case file after closing of the case, and archives closed court cases.

### 2. Judicial services of an administrative nature

The Court also performs administrative services such as verifying/legalizing documents, allowing the review and copy of case files, pulling cases out of archive, and performing other actions in criminal and civil cases.

### 3. Communications with the public

At the Court you can ask for any information you need. Information will be given to you by the Public Information Coordinator or you will be directed to the appropriate office. You can meet with the Court President upon request. The request for a meeting with the Court President must be in writing. A form is available at the Court. Any other day you can contact the Public Information Coordinator for information, notifications or requests.

### 4. Archive

Gjakovë/ akovica Municipal Court's archive has archived cases from 1965. Archived cases are public under certain conditions. You can access them through a written request. A form is available at the Court.

### 5. Financial services/cashier

The Court also provides financial services for the parties. You can pay court fees for any submission to the Court. Court fees are defined by the Administrative Direction for the Unification of Court Fees no. 2008/02. Fees up to 5 Euros are paid at the court whereas fees above that amount must be paid at the bank. The payment order to pay the fee in the bank is available at the Court.

## Jurisdiction of Gjakovë/ akovica Municipal Court

The jurisdiction of municipal courts is defined by the Law on Regular Courts of 1978.

For which municipalities is Gjakovë/ akovica Municipal Court competent?

It is competent for the territory of the municipality of Gjakovë/ akovica.

For which types of cases is Gjakovë/ akovica Municipal Court competent?

Gjakovë/ akovica Municipal Court acts as a first instance court which hears civil and criminal cases arising in the territory over which it has jurisdiction.

Specifically:

- Civil cases:
  1. Contested cases, including damage compensation, property disputes, labor disputes, etc.
  2. Non-contested cases, including inheritance, division of joint property, guardianship, contract verification, etc.
- Criminal cases for offenses punishable by imprisonment of less than five years, including false documents, endangering public safety, bodily harm, theft and fraud.
- Execution of civil court decisions and criminal sanctions.

## Goal of this brochure

This brochure was developed by the Model Courts Program, supported by the USAID Kosovo Justice Support Program.

This brochure presents important and useful information regarding Gjakovë/ akovica Municipal Court.

## Court Phone Numbers

Main Number

0390 324 130

Fax

0390 325 765

Information Coordinator

0390 324 130 ext. 20

Central Records Management Office

Criminal Registry

0390 324 130 ext. 17

Civil Registry

0390 324 130 ext. 17

Execution Office

0390 324 130 ext. 24

Verification/Legalization

0390 325 423

Website of the court:

[www.gjykatat-ks.org/gjakove](http://www.gjykatat-ks.org/gjakove)

A new Law on Courts has been adopted by the Assembly of the Republic of Kosovo in July 2010. It will enter into force on January 1, 2013. It is available on the website of the Assembly of Republic of Kosovo:

[www.assembly-kosova.org](http://www.assembly-kosova.org)

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Gjakovë/ akovica Municipal Court



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