

## Know your court

### Organization and structure of the court

Prishtinë/Priština District Court has a President, 14 judges and 50 administrative staff.

Court President	Isak Ademi
Judges Criminal	Judges Civil
Tonka Berisha Mejdi Dehari Hamdi Ibrahim Hajrije Shala Rafet Haxha Vehbi Kashtanjeva Thëllanza Kadiu Shqipe Qerimi Mejreme Mema	Nehat Idrizi Gëzim Llullani Mediha Jusufi Shemsi Hajdini Salih Toplica
Administrative staff	
Administrator Cashier	Feriz Berisha Enver Zhitija

## 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 public board. Hearings are open to the public, except in cases defined by the 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 two courtrooms and two cabinets with space for 20-40 persons.

### Court Administration in the Court

The administration of the Prishtinë/Priština District 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 criminal, civil and other cases 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 recognizing foreign judgments, 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 at the reception 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 reception for information, notifications or requests.

#### 4. Archive

Prishtinë/Priština District Court's archive has archived cases from 1980. 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 Prishtinë/Priština District Court

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

### For which municipalities is Prishtinë/Priština District Court competent?

It is competent for the territory of the municipalities of Prishtinë/Priština, Lipjan/Lipljan, Ferizaj/Uroševac, Drenas/Glogovac, Podujevë/Podujevo, Obiliq/Obili , Graçanicë/Gra anica, Shtime/Štimlje, Shtërpçë/Štrpce, Fushë Kosovë/Kosovo Polje and Kaçanik/Ka anik.

### For which types of cases is Pristina District Court competent?

Prishtinë/Priština District Court hears complex civil and criminal cases. It also serves as a second instance court for cases decided by the Municipal Courts which are under its territorial jurisdiction.

Specifically:

- Civil cases, including divorce, verification or objection of motherhood and fatherhood, etc.
- Criminal cases for offenses punishable by imprisonment of five years or more including murder, assault, trafficking, robbery, aggravated theft, etc.
- Appeals against any decision rendered in first instance by the Municipal Courts of Prishtinë/Priština, Lipjan/Lipljan, Ferizaj/Uroševac, Drenas/Glogovac, Podujevë/Podujevo and Kaçanik/Ka anik.

## 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 Prishtinë/Priština District Court.

### Court Phone Numbers

Main Number

038 248 908

Fax

038 247 008

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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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