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Consolidation of the  
Justice System in Albania

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**HIGH JUDICIAL COUNCIL**

**DECISION**

**ON THE ESTABLISHMENT AND THE ADMINISTRATION OF THE PERSONAL FILE AND REGISTER OF THE JUDGES AT THE HIGH JUDICIAL COUNCIL**

The High Judicial Council, based on articles 38 and 77 Law no. 96/2016 “On the Status of Judges and Prosecutors in the Republic of Albania”, as well as on articles 5, 6, 27, and 28 of Law no. 9887 “On the protection of personal data”, as amended,

**DECIDED:**

1. The establishment and the administration at the High Judicial Council of the Personal File and of the Register of Judges.

***1. Register of Judges***

2. The Register of Judges is a unique basis of the judges professional and personal data, which is filled in based on the personal file of each judge.

3. The Register of Judges shall be kept in hard copy form as well as in an electronic format. The electronic register of judges reflects all data, according to the contents of the Register in hard copy form. and the following data shall be administered in it
4. The following records shall be administered in the Registry of Judges:
  - a. Name, last name
  - b. Date of birth;
  - c. Place of birth;
  - ç. Residence;
  - d. Education;
  - dh. Qualifications and training;
  - e. Participation in scientific activities;
  - ë. Professional experience;
  - f. Date of appointment and the mobilities in the judiciary;
  - g. Evaluation of ethics and professional activity;
  - gj. Disciplinary measures.
5. The Register of Judges shall be administered and updated continuously, in hard copy form and electronic form, by the human resource responsible unit at the High Judicial Council.

## ***II. Personal File of Judge***

6. The judge's personal file shall get a special identification number and shall be created from the appointment moment. For the judges, who come from the School of Magistrates, the personal file shall be created based on the file transmitted by it. For other judges, the personal file is created on the basis of the nomination file.
7. The personal file of the judge shall be administered and updated continuously, in paper form and electronic form, by the human resource responsible unit at the High Judicial Council.
8. The personal file of the judge shall contain the following information, accompanied with supporting documentation:
  - A. Personal data:**
    - a. Name and last name;
    - b. Father's name;
    - c. Date of birth;
    - ç. Place of birth;
    - d. Gender;
    - dh. Residence address;
    - e. Marital status;
    - ë. Judicial status;
    - f. Photograph;
    - g. Curriculum vitae.

**B. Family data:**

- a. Spouse's or cohabitant's name and last name;
- b. Spouse's or cohabitant's father's name;
- c. Spouse's or cohabitant's profession;
- ç. Children's name and last name.
- d. Profession of children.

**C. Data on higher education, postgraduate studies, teaching and scientific activity:**

- a. Periods of finalized study cycles;
- b. Diplomas of finalized study cycles;
- c. Results of finalized study cycles;
- ç. Postgraduate studies, degrees and scientific titles;
- d. Published scientific articles;
- dh. Participation in teaching;
- e. Participation in scientific activities;
- ë. Certification on foreign languages proficiency.

**Ç. Data on the initial and continuous training**

- a. Studies on the School of Magistrates;
- b. Completing of professional internship;
- c. Participation in the training carried out in the framework of continuous training;

**D. Data on professional experience and career development:**

- a. Appointment act;
- b. Act of appointment in position;
- c. The court where they exercised the function;
- ç. The court where they exercise the function at the moment;
- d. Periods of service in the mobility scheme or secondment to other institutions within and outside the judicial system;
- dh. The managing functions in court;
- e. The periods and causes of the suspension of the mandate;
- ë. The act of interruption of the mandate;
- f. Periods of office before the judicial system's governing bodies;
- g. Transitional reassessment bodies decision;
- gj. The act of declaring the termination of the status of magistrate.

**DH. Data on the evaluation of ethics and professional activity.**

- a. Evaluation periods;
- b. Evaluation results;
- c. Results of verification on complaints against the judge;
- ç. Disciplinary proceedings;

- d. Disciplinary measures;
  - dh. Criminal proceedings;
  - e. Criminal decisions;
  - ë. Complaints of the judge for the measures against him;
  - f. Documentation from the High Inspectorate for the Declaration and Audit of Assets and Conflict of Interests;
  - g. Requests for leave;
  - gj. Decisions for the leaves benefited by the judge;
  - h. Data on the activities outside the function.
9. The personal electronic file shall reflect all the data, according to the content of the file in a hard copy.
10. The first page of each file shall contain the page of the inventory of the judge's personal file, according to appendix no. 1, attached to this decision, listing all the documentation included in the file, which is updated any time documents are added in it. Each document included in the file gets a special cardinal number. After each document gets the cardinal number and is put in the personal file in hard copy, it is scanned and attached to the electronic file. Each updating of the inventory page shall be signed by the authorized official and the head of the human resources of the High Judicial Council. The updated inventory sheet shall be scanned, and it becomes a part of the electronic file. The authorized employees are responsible for the accuracy and the veracity of the data in the inventory sheet.
11. The judge must notify the High Judicial Council of any changes to the data that are part of his/her personal file. The judge shall be notified in his official electronic mail on every updating of the file. The judge may request the change and the completion of his data when he identifies inaccuracies and bears responsibilities on the accuracy of the documentation submitted by him and included in the file.

### ***III. General Rules on the Register of Judges and Personal Files***

12. The members of the High Judicial Council have the right to access all the data of the Register of Judges and the complete documentation of the Judge's Personal File, in paper and electronic format. The same access is guaranteed to the High Inspector of Justice.
13. The hard copy files shall be preserved in a special and safe place. The access and the premises of the premises shall be monitored continuously by the security cameras. Only the authorized authorities and the head of the responsible unit of human resources of the High Judicial Council have access to the premises where the files are preserved and shall be equipped with a security certificate by the competent authorities.

- 14.** The transfer of the files from the premises where they are preserved may be carried out only upon the authorization in writing of the head of the responsible unit of human resources and of the chairperson of the High Judicial Council.
- 15.** The data of the Judge's Register and Personal File shall be confidential. The responsible unit of human resources shall publish at the official page of the High Judicial Council, parts from the Judge's Personal File and data from the Register of Judges, which may be accessed by the public as follows:
  - a. Name, last name;
  - b. Court where he/she exercises his/her function;
  - c. Education;
  - ç. Qualifications;
  - d. Professional experience;
  - dh. Evaluation of ethics and professional activity;
  - e. Disciplinary measure in force "public warning".
- 16.** The files of the judges of the period before the establishment of the School of Magistrates shall be updated with the documentation according to the provisions of this decision, for as much as they are applicable.
- 17.** In any case the processing of the personal data of the judge shall be carried out in compliance with the legislation into force for the protection of personal data and with the right of the subject of the data for the protection of personal and private life. The data shall be kept only by the High Judicial Council only for the administration of the judicial system, in the function of guaranteeing the effective decision-making and the transparency in the courts, meanwhile, their processing shall be made based only on these purposes.
- 18.** A judge's personal file shall be administered by the responsible human resources unit until such time as the judge's status expires due to retirement age. The personal file is then forwarded to the High Judicial Council's archives unit.
- 19.** The Human Resources unit of the High Judicial Council is responsible for the implementation of this decision. The register of judges is initially completed on the basis of all personal files of judges administered by the High Judicial Council at the time of entry into force of this decision.
- 20.** Within one year of the date of entry into force of this decision, personal files and the Registry of Judges shall be organized in compliance with the provisions of this decision.

This decision shall enter into force immediately.

**FOR  
HIGH JUDICIAL COUNCIL  
CHAIRPERSON  
NAUREDA LLAGAMI**

INVENTORY SHEET OF THE JUDGE'S PERSONAL FILE

FILE IDENTIFICATION NUMBER: \_\_\_\_\_

Part	Contents	Number of sheets
A	Personal data	
B	Family data	
C	Data on higher education, postgraduate studies, teaching and scientific activity	
Ç	Data on the initial and continuous training	
D	Data on professional experience and career development	
DH	Data on the evaluation of ethics and professional activity	
E	Other documents	
<b>TOTAL NUMBER OF SHEETS</b>		

**\*Notes:**

The updating was carried out on: \_\_/\_\_/\_\_.

Authorized official:

\_\_\_\_\_.

(Name, last name, signature)

Head of Human Resource Unit: \_\_\_\_\_.

(Name, last name, signature)