

1 Please request your Web Access Case Code from the Court Registry Clerk

2 Learn how to get more information about your case via the Internet in a fast and simple way

3 Get any-time, any-place information about your case

Internet Access to Court Case Files

CUSTOMER WEB SERVICE ASSISTANCE

Where to get instructions and more information?

Instruction on access to court case files via the *web* service is available:

in the Court Registry
on the web page <http://pravosudje.ba/predmeti/uputstvo>
at the judicial forum <http://forum.pravosudje.ba/> -
Internet Access to Court Case Files

Where to get assistance when facing problems while using the service?

If you are facing problems while using the web service or if you notice any errors in service operation, please let us know by sending an e-mail at: predmeti@pravosudje.ba
Send your comments and questions to the judicial forum at <http://forum.pravosudje.ba/> - Internet Access to Court Case Files

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www.pravosudje.ba/predmeti



Visoko sudsko i tužilačko vijeće Bosne i Hercegovine
Visoko sudbeno i tužilačko vijeće Bosne i Hercegovine
Високи судски и тужилачки савет Босне и Херцеговине
High Judicial and Prosecutorial Council of Bosnia and Herzegovina



BASIC INFORMATION

Who the service is intended for?

parties to proceedings
legal representatives
proxies
lawyers

What do I need to have to use the service?

A computer with internet access
Court Case Number (CCN)
Web Access Case Code (WACC)

What are a Court Case Number and a Web Access Case Code?

The CCN is a single case file designation number.
The WACC is a single designation number of a party to the proceeding.

How can I get a CCN and a WACC?

When initiating a proceeding, upon your request, the Court Registry Clerk will issue you a "Certificate of Issuance of a Web Access Case Code" containing the CCN and the WACC.
If you have already initiated a proceeding before the court, you can get the certificate with the WACC from the Registry Clerk upon presenting an identification document and the CCN. Based on your documents, the Court Clerk will establish your right to access the case file.

IMPORTANT NOTE

Web Access Case Code (WACC) is strictly confidential.

A person who receives a WACC from the Court is responsible for its use and safeguarding. Court employees will not be held accountable for any consequences arising from negligent conduct by a party in regard to safeguarding WACC data. Lawyers have the right to their own WACCs for all cases in which they appear as parties to proceedings.

If you have lost your code, you must notify the competent Court without delay.

Every attempt to login will be recorded and stored in the database with a view to monitoring the activities of the customer and detecting attempts to abuse the system.

The top screenshot shows a login form for 'Logiranje za članove' with fields for 'Korisničko ime' (Username) and 'Lozinka' (Password). Below the fields is a 'Login' button. A red message says 'Prijava preko JPK pristupnog broja' and 'Zaboravili ste lozinku?' (Forgot your password?).

The bottom screenshot shows a login form for 'Logiranje za članove' with a 'Prijava putem korisničkog računa' (Login via user account) section. It has a 'Login' button and a message: 'Molimo Vas da ukoliko primijete probleme u funkcioniranju servisa ili imate prijedlog za poboljšanje, svoje sugestije pošaljete na e-mail: predmeti@pravosudje.ba'.

ACCESS TO COURT CASE FILES

How do I access court case files?

- Once you have received the certificate with your CCN and WACC, you can access the Internet via <http://pravosudje.ba/predmeti>
- Enter your CCN and WACC and click on Login. If you have entered the CCN and the WACC correctly, the system will allow you to access your case file.
- Read the Instruction for Access to Court Case Files at <http://pravosudje.ba/predmeti/uputstvo>

CREATING USER ACCOUNTS

What is the advantage of a user account?

Having a single user account means that you do not have to memorise various WACCs as well as allowing you to add cases for which you have corresponding WACCs onto your user account. The creation of a user account is a particularly useful option for lawyers and parties to proceedings with multiple cases before courts.

How do I create a user account?

Once you have accessed a particular case file through the CCN and the WACC, enter the following data into the Administrative Panel:

- user name** (a letter-number combination without spaces)
- password** (a letter-number combination without spaces)
- your email address** and
- personal ID number** – for physical persons or single identification number for legal entities and legal practices

User account activation is carried out via email, where the customer receives an automated message to the email address that was sent earlier. The message will have a link to the Internet address which you need to access in order to activate your user account.

I have created a user account but I have not received an activation account e-mail?

If an account activation e-mail has been successfully sent to your address, the notification will appear at the bottom of the screen. If e-mail delivery has failed due to incomplete data or technical problems, the notification will appear at the bottom of the screen. If an e-mail has been sent but does not appear in your inbox, try to find it in the Spam or Junk mail folder.

The screenshot shows the 'Administrativni panel' with a list of cases on the left and details for a selected case on the right. The selected case is '201 0 P 000119 10 P'. The status is 'OTVOREN' (Open) and the value is '60000'. The case type is 'Parnični predmeti' (Appeal cases) and the date of filing is '09.02.2010'. The case description is 'IME PREZIME - IME2 PREZIME2 P-P26-Radni spor' (Name - Name2 P-P26-Work dispute). The case is managed by 'VOSSUD_SUDJAJ3' and the date of the decision is '09.02.2010'.