



**REPUBLIKA E KOSOVËS**  
REPUBLIKA KOSOVA - REPUBLIC OF KOSOVO

**KËSHILLI GJYQËSOR I KOSOVËS**  
SUDSKI SAVET KOSOVA - KOSOVO JUDICIAL COUNCIL

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The Kosovo Judicial Council, in accordance with Article 108 and 41 of the Constitution of the Republic of Kosovo, Article 4, paragraph 1, item 1.15 and 1.23 of Law No. 03/L-223 on Kosovo Judicial Council, Article 2 of the Law No.05/L-032 on amending and supplementing the Law No. 03/L-199 on Courts, article 3 and 12 of the Law No. 03/L-215 of the Law No. 03/L-215 on Access to the Public Documents, and Articles 1.15 and 1.16 of the Law on Protection of Personal Data, approves this

**Administrative instruction**  
**On anonymization and publication of final court judgments**

**Chapter I**  
**General Provisions**

**Article 1**  
**Purpose and Scope**

1.1 This instruction defines the way of Anonymization and publication of Final Judgments on the official website in the interest of public access to court judgments in promotion of judicial transparency.

**Article 2**  
**Definitions**

2.1. The terms used in this Instruction have the following meanings:

2.1.1. “Final Judgment” means the definition under the applicable laws;

2.1.2. “Order means the written confirmation from the judge of the case for publication of the judgement;

2.1.3 “Anonymization” means the process of deleting personally identifiable or sensitive information from data sets, in order that natural or physical persons who are described by the data to remain anonymous;

2.1.4. "Official Website" means the judicial web portal maintained by the Kosovo Judicial Council.

2.1.5. "Personal Data" is defined in the law on protection of personal data.

### **Article 3**

#### **Anonymization of Data**

3.1 The Final Judgment shall be published as a whole.

3.2 Personal data in criminal, civil, administrative and commercial final judgments that shall be anonymized are as follows:

3.2.1. Party's names and surnames, addresses, date and place of birth, ID or passport number, driver's license or vehicle registration of plates, or any other personal document number.

3.2.2 The authorized of the party such as legal representatives of parties, such as lawyers or law practitioners, notaries excluding state lawyer

3.2.3. Bankruptcy trustees and debtors.

3.2.4 Execution creditors and debtors.

3.2.5 Personal number or fiscal number.

3.2.6 Email or web address or other social media address/site.

3.2.7 Decedent, testator and his/her heirs, witnesses, relatives and others having a relationship with decedent.

3.2.8 Court experts and interpreters, and court witnesses, including but not limited to someone associated with the party (family, friend, etc.), social workers, psychologists, teachers, doctors, etc.

3.2.9 Municipality (except the town or municipality is party to the case)

3.2.10 The victim, convicted, witnesses, and other persons accused but acquitted or against whom the indictment is rejected; and

3.2.11 Forensic experts and investigative experts as well.

### **Article 4**

#### **Data that shall not be anonymized**

4.1 The data included in the judgment which shall not be subject to anonymization are:

4.1.1 Name of the court and names of judges;

- 4.1.2. Prosecutors;
- 4.1.3. Members of the Judicial panel, legal secretaries, professional associates, translators, etc;
- 4.1.4. State authorities and their representatives;
- 4.1.5. Number and date of the judgment.
- 4.1.6 Public enterprises
- 4.1.7 Name and number of business registration owned by the legal person.

## **Article 5**

### **Method of the Replacement of Anonymized Data**

- 5.1 The real name and surname shall be replaced with initials, including a capital letter and a period;  
**For example:** Afrim Bujari =A.B.
- 5.2 If more than one person has the same initials, then a number shall be used after the second initial;  
**For example:** Afrim Bujari =A.B.<sub>1</sub>; Astrit Bytyqi = A.B.<sub>2</sub>; Asllan Berisha = A.B.<sub>3</sub>
- 5.3 Addresses are deleted entirely, except the municipality;
- 5.4 Email addresses, web and social networks are replaced by the type of internet service, then three aligned periods;  
**For example:** xyz@yahoo.com = email...  
**For example:** www.google.com = www...  
**For example:** www.facebook.com/EROL = Facebook...  
**For example:** #PristinaArts = Twitter...
- 5.5 Identity card numbers, passport numbers, driver's license numbers, vehicle registration or plates, and other Personal Data numbers and identifiers are anonymized using a word for the type of document, then three periods;  
**For example:** Passport number 123456789 = Passport...  
**For example:** Driver's license X871Q92 – Driver's license...
- 5.6 Date of birth is anonymized using the phrase “date of birth,” then three periods.

**For example:** date of birth/born on 01.01.1966 = Date of birth...

## **Article 6**

### **Publication of Final Judgments**

6.1. A Final judgment shall be published on the official website within 60 days from the day the judgment becomes final, in accordance with this Instruction.

6.2. The Final judgment shall be anonymized before its publication.

6.3. The professional associate in each court and its branch, appointed by the court president of the relevant court, shall do the anonymization of the judgement.

6.4 The professional associate shall forward the Anonymized final judgment to the Court's public information officer or other authorized court staff to upload the final judgment to the court's web page in the official website.

6.5 The public information officer or other authorized court staff shall upload the Final Judgment to the official website in PDF format. The public information officer or other authorized court staff will complete any other information as the official website template requires, including, but not limited to, the judge's name, court and decision date.

6.6 Court Presidents, Supervising Judges, Administrators and deputy Administrators shall review on a regular basis, at least once a month, the court's progress in meeting the 60-day requirement for publication of final judgments.

## **Article 7**

### **Correction of Publication of the judgement**

At the request of the party or officially, the publication of the judgement may be corrected by the person who orders the publication within the period of 7 days as of the day of notification.

## **Article 8**

### **Translation of Published Judgment**

8.1. The judgment shall be published in the language that it is compiled.

8.2. If for any reason a party, who speaks other official languages from one that the judgment was drafted, then that judgment shall also be published on a language the party speaks.

**Article 9**  
**Entry into Force**

This Instruction shall enter into force immediately upon its adoption by the Council.

Prishtina, date; \_\_\_\_\_, 2016

Enver Peci, Chair  
[signature & stamp]

Kosovo Judicial Council