

Regulations
Of the Supreme Court Apparatus 01.01.16

Chapter I

General Provisions

Article 1. The Objective of Apparatus and the rule of its establishing

1. The apparatus shall be established for carrying out judiciary activities of the Supreme Court of Georgia without delay. The structure and activity of the apparatus shall be defined pursuant to the present Regulations.
2. The work of the apparatus of the Supreme Court shall be administered by the Chairperson of the Supreme Court.
3. The Chairperson of the Supreme Court shall be entitled to appoint and dismiss the Court Manager and other employees of the Apparatus. (24.03.2011 #16/pl).

Article 2. The Structure of the Apparatus

1. The Apparatus of the Supreme Court shall comprise following structural subdivisions:
 - a) Bureau of the Chairperson;
 - b) Common Department;
 - c) Court Practice Research and Generalization Department (31.10.2012 #27/pl);
 - d) Court Informatization Department (30.09.2011 #19/pl);
 - e) Department of Finance;
 - f) Court Bailiff Service;
 - g) Analytical Department; (24.07.2014 #4/pl).
2. The Supreme Court shall have a round seal with state emblem on it.

Chapter II

Article 3. Court Manager (Head of the Apparatus) (24.07.2014 #4/pl)

1. The Court Manager shall provide complying with internal rules, coordinate activities of structural subdivisions of the apparatus; he/she shall also develop recommendations, plans and proposals regarding effective management of organizational activities of the Court and professional development of the employees of the apparatus and submit them to the chairperson of the Supreme Court. In addition, the Court Manager shall develop educational programs for professional development of the employees of Apparatus. He/she shall also submit proposals to the chairperson of the Supreme Court regarding financial incentives, promotion, initiation of disciplinary prosecution and dismissal of the employees; he/s shall

control assignment of functions among employees; pursuant to “General Administrative Code”, the Court Manager shall carry out control on issuance of public information, prepare materials to be submitted to the President of Georgian and the Parliament of Georgia. In the event of delegation of some rights from the chairperson of the Supreme Court, the Court Manager shall represent the Supreme Court in various legislative and executive bodies as well as on international level. By the chairperson’s order, he/she shall supervise secret court proceedings

2. Chief Specialist – Referent shall:

- a) Register-assign incoming documentations in Secretariat addressed to the Court Manager and carry out control over execution;
- b) Draw up draft responses to incoming documents, official correspondences and applications, carry out their print out and development of computer database;
- c) Keep Public Registry pursuant to General Administrative Code of Georgia;
- d) Carry out organizational preparation of sessions held by the Court Manager;
- e) Carry out other assignments of the Court Manager.

Article 4. The Bureau of the Chairperson of the Supreme Court (24.03.2011.#16/pl)

The Bureau of the Chairperson of the Supreme Court shall comprise: the Bureau of the Chairperson and Public and Media Relations Department.

1. The Bureau of the Chairperson

The Bureau of the Chairperson shall comprise: the Head of the Bureau, Assistant to the chairperson, Chief Consultant, Chief Specialist-Referant.

- a) The Bureau of the Chairperson of the Supreme Court of Georgia shall – coordinate activities of the Bureau of the Chairperson and Public and Media Relations Department; develop Chairperson’s work schedule and carry out its administration, draw up draft responses to official correspondences and applications on the instructions of the Chairperson of the Bureau, carry out citizens’ reception and consultation within his/her competence on the instructions of the Chairperson of the Bureau; carry out other assignments within her/his competence assigned by the Chairperson and Court Manager. (24.07.2014 #4/pl);
- b) Assistant to the Chairperson of the Supreme Court shall – study and draw up draft on responses to citizens’ applications by the instruction of the chairperson; carry out organizational issues related to receiving of visitors and organization of official receptions of the Chairperson of the Supreme Court. He/she shall prepare business trips of the Chairperson of the Supreme Court, Deputy Chairpersons, Judges and Court personnel. Within her/his

competence, he/she shall perform other tasks assigned by the Chairperson, Court Manager and the Head of the Bureau. (24.07.2014 #4/pl);

c) Chief Consultant shall – draft agenda on cases to be reviewed by the Grand Chamber and prepare other organizational issues related to it. Pursuant to the Chairperson’s instructions, he/she shall perform the duties of a Secretary of the Plenum and draw up draft of Judgments and minutes of court hearing; he/she shall also ensure familiarizing with incoming correspondences and information of the Bureau and draft responses; he/she shall receive information regarding response to them and control its execution, submit information to be reported to the Chairperson to the head of the Bureau. In addition, he/she shall draw up draft text of the report, official statement and speeches. By order of the Chairperson of the Supreme Court, he/she shall be appointed as a clerk of secret case proceedings and carry out the mentioned case pursuant to the provisions defined by Georgian legislation. Within his/her competence, he/she shall carry out other tasks assigned by the Chairperson, Court Manager and the Head of the Bureau. He/she shall carry out registration and systematization of the fund “Museum of Justice”, keep registration documents and conduct periodical inspection of museum exhibits. (24.07.2014 #4/pl);

d) Chief Specialist-Referent shall develop Chairperson’s work schedule and carry out its administration. He/she shall register applications and correspondences incoming in the Bureau in the journal, ensure their timely delivery to the addressees and sending of responses drafted in the Bureau. In addition, he/she shall also carry out entry of information in computer database. He/she shall perform other tasks assigned by the Chairperson, Court Manager and the Head of the Bureau within his/her competence. (24.07.2014 #4/pl).

2. The Public and Media Relations Department shall comprise: the Deputy Head of the Bureau, Chief Consultant – Court Speaker, Chief Consultant and Consultant (31.10.2012 #27/pl).

3. The Public and Media Relations Department shall be directly subordinated to the Chairperson of the Supreme Court.

4. The Public and Media Relations Department shall carry out following activities for establishment of effective system on providing of information regarding activities of the Supreme Court of Georgia: (24.07.2014 #4/pl):

a) Inform society on activities of the Supreme Court, including, drafting of publishing materials depicting judicial activities;

b) Carry out relations with mass media through press conferences, briefings, meetings, seminars and other communication means;

- c) Plan and carry out public events of the Supreme Court, keep archive of photo and video recordings;
- d) Develop, implement and renew the strategy of the Supreme Court on public relations and carry out control over its execution;
- e) Forward materials to the Court Informatization Department for their publication on the webpage of the Supreme Court; (24.07.2014 #4/pl).

5. Deputy Head of the Bureau – in the field of public and media relations shall: (24.07.2014 #4/pl):

- a) Define the strategy of work of Public and Media Relations Department;
- b) Negotiate the briefings, press conferences and preparation of other meeting with the Chairperson of the Supreme Court or the Court Manager and carry out coordination over listed activities;
- c) Plan and coordinate PR campaign on projects initiated by the Court;
- d) Carry out the informational policy of the Supreme Court;
- e) Administer activities of personnel of Public and Media Relations Department;
- f) Carry out registration and systematization of the fund “Museum of Justice”, keep registration documents and conduct periodical inspection of museum exhibits.

5. Chief Consultant – Court Speaker shall: (31.10.2012 #27/pl):

- a) Provides information on the position of Court on briefings organized by the Supreme Court for printing and media means for the purpose of reporting of different issues
- b) Make television statements for media regarding decisions of the Supreme Court;
- c) Make television statements for media regarding decisions of the Common Courts, if necessary;
- d) Draft and process information to be submitted to media.

6. Chief Consultant shall: (24.07.2014 #4/pl):

- a) Coordinate preparation and holding of briefings, press conferences and other similar events related to media;
- b) Represent position of Court on briefings organized by the Supreme Court for the purpose of reporting of different issues to the media;
- c) For the purpose of awareness rising, disseminate press releases, court statements, responses, notes and corrections to published information;
- d) Elaborate archive of publication and photos;
- e) Grant journalists access to archive materials in accordance with relevant rules;

7. Consultant shall (24.07.2014 #4/pl):

- a) Forward materials to the Court Informatization Department for their publication on the web page of the Supreme Court;
 - b) Process and prepare information to be transmitted by the media;
 - c) Design brochures and booklets related to the Court issues.
8. Deleted (04.04.2012 #24/pl)

Chapter III

Departments of the Supreme Court and their competences

Article 5. Common Department

1. The Common Department shall comprise: Secretariat of the Chambers, the Human Resources Sector and Citizens Reception Office (09.12.2014. #8/pl).
2. The Head of the Department shall carry out overall management of activities of the Secretariat of the Chambers, the Human Resources Sector and the Citizens Reception Office (09.12.2014. #8/pl).
3. The Common Department shall:
 - a) Develop the draft internal rules and submit to the Chairperson of the Supreme Court for its approval; maintain personal records of the members of the Supreme Court and employees of the apparatus. The Department shall consult employees of the Supreme Court regarding their legal status and other issues related to service. In addition, the Department shall organize competitions for vacant positions of public employees, carry out awarding of class ranks in accordance with register of public positions; assist professional development of employees and conduct attestation; (24.03.2011.#16/pl);
 - b) Prepare and periodically submit relevant information to the Public Service Bureau;
 - c) Deleted (24.07.2014 #4/pl);
 - d) Draft annual leave schedule of members and employees of the Supreme Court in agreement with the Chairpersons of the Chambers of the Supreme Court and subdivisions of the apparatus; draft documentations related to leave, sick leave and business trips;
 - e) Pursuant to the law, draw up draft of nomination on termination of power of the member of the Supreme Court and his/her transfer to life pension;
 - f) Draft relevant documentations in the course of retirement of the employees of the Apparatus and forward them to Social Service Department of corresponding district;
 - g) Draw up draft orders on material incentives of the employees;
 - h) Carry out activities for reinforcing labor discipline; prepare draft order on imposition of disciplinary liability on the employees;
 - i) Prepare materials to be submitted to the archive;

j) Issue ID cards for the Judges of the Supreme Court, personnel of the Apparatus and other employees;

k) Organize reception of citizens, issuance of information pursuant to the provisions set forth by the Law, coordinate citizens' communication with Secretariats of the Chamber; allow access of interested persons to case materials and other documents;

l) Register incoming and outgoing court cases, documents and correspondences, sort them, forward to relevant subdivision; carry out sending-delivery of court cases and other materials, development of relevant statistical and computer database.

4. Chief Consultant of Human Resources Sector shall: (24.03.2011. №16/pl)

a) Manage the activities of the sector;

b) Maintain personal records of the members of the Supreme Court and employees of the Apparatus.

c) Draw up draft orders on leave, business trips and others of the members and employees of the Supreme Court;

d) Pursuant to the provisions defined by the Law, draw up draft order on termination of power of the member of the Supreme Court and his/her transfer to pension;

e) Ensure taking the oath on public service by newly appointed employees and receipt of acknowledgement in writing regarding introduction to internal rules;

f) Request necessary data and materials from structural subdivision of the Apparatus;

g) Carry out correspondences within his/her competence;

h) Issue ID cards for employees of the apparatus.

5. Chief Specialist in the Human Resources Sector shall: (29.12.15 #14/pl):

a) Maintain personal records of the employees of the Apparatus of the Supreme Court; carry out entry of information in computer data base (24.03.2011. #16/pl);

b) Draw up draft orders on leave, business trips and transfer to sick leave/disability leave of the employees;

c) Prepare ID cards of the employees of the Apparatus.

6. The Head of the Citizens Reception Office shall: (09.12.2014. #8/pl)

a) Administer the activities of the Citizens Reception Office;

b) Carry out citizens' reception and provide legal consultation within his/her competence;

c) Coordinate communication of Secretariats of the Chambers and the citizens;

d) Develop proposals for the purpose of improving service provision to the citizens;

e) Coordinate activities of the Chief Specialists, couriers and specialists of Citizens Reception Office (in issues related to access to court cases)

7. Chief Specialist of the Citizens Reception Office shall: (09.12.2014 #8/pl)

- a) Register incoming and outgoing court cases and correspondences and carry out their sending-delivery to the addressee;
- b) Provide interested persons (citizens) with information regarding the case;
- c) Develop proposals regarding enhancement of relevant software;
- d) Draw up statistical data.

7¹. Specialist of the Citizens Reception Office shall: (09.12.2014 #8/pl)

- a) Carry out entry of incoming paper documents in electronic program;
- b) Carry out delivery of electronic documents to the addressee;
- c) Ensure drawing up of statistical data.

8. Assistant employee of the Citizen Reception Office – process server (09.12.2014 #8/pl)

- a) Ensure sending-delivery of judicial summons (notices), court cases (if necessary – outside of Tbilisi) and other documentations by postal delivery vehicle;
- b) Pursuant to Civil Procedure Code of Georgia, deliver judicial summons (notices) to the parties within 10-day period, while in case of postponing of the trial – within 3-day period; he/she shall be obliged to submit response on the delivered judicial summon (notice) or an act on the reasons of failure on delivery;
- c) Draft relevant act in case of mistake in the address of the addressee,
- d) Register delivered and non-delivered judicial summons (notices) in registration journal (Registry);
- e) Wear special uniform when performing the duties of process-server. The mentioned uniform shall be approved by the Plenum by nomination of the Chairperson of the Supreme Court.

9. Specialist of Citizens Reception Office shall – ensure familiarizing of the parties with case materials and documents pursuant to the rules defined by the Law and maintenance of relevant registry of postal parcel; (09.12.2014 #8/pl):

10. Deleted (04.04.2012 #24/pl)

11. Chief Specialist and Specialist– archiving specialists shall implement their activities in accordance with the legislation on archiving and present Regulations (29.12.2015. #14/pl).

11.¹ Copier manager shall – duplicate and prepare document sets of case materials and other documents (24.03.2011. #16/pl).

12. The Department shall have a round seal with the inscription on the round: “The Supreme Court of Georgia”, in the middle “For certification of business trip”, round seal with the inscription on the round – “The Supreme Court of Georgia”, in the middle: “Human Resource Office”, stamp with the inscription “The Supreme Court of Georgia”.

Article 6. Structural Subdivisions of the Common Department – Secretariats of the Chambers of Civil, Administrative, Criminal and Disciplinary cases and their competences (24.03.2011. #16/pl)

1. Secretariats of the Chambers shall carry out judicial proceedings pursuant to Organic Law of Georgia on “Common Courts of Georgia” – relevantly, on the basis of the Criminal Code and Criminal Procedure Code of Georgia, Civil Code and Civil Procedure Code of Georgia, General Administrative Code of Georgia, Administrative Procedure Code of Georgia, other normative acts of Georgia, judgments of the Plenum of the Supreme Court, present Regulations and other acts. (24.07.2014 #4/pl).

2. The activities of the Secretariats of the Chambers shall be administered by the head of Common Department, while the manager of the Supreme Court shall carry out overall control.

3. The Secretariats of the Chambers shall comprise: the Heads of the Secretariat, Assistants to the Judges, referents, secretaries, chief specialists, chief specialist-referents to the Chairpersons of the Chambers, and specialist-typists.

4. Secretariat of the Disciplinary Chamber shall comprise: Chief Consultant and Chief Specialist.

5. Each Chamber shall have a seal designed for parcels, in particular: the Chamber of Civil Cases shall have a round seal with the inscription on the round: “The Supreme Court of Georgia. Secretariat of the Chamber of Civil Cases”, in the middle: “For parcels”; Chamber of Administrative Cases shall have a round seal with the inscription on the round: “The Supreme Court of Georgia. Secretariat of the Chamber of Administrative cases”, in the middle: “For parcels”. The Chamber of Criminal Cases shall have a round seal with the inscription on the round: “The Supreme Court of Georgia. Secretariat of the Chamber of Criminal Cases”, in the middle: “For Parcels” and The Chamber of Disciplinary Cases shall have a round seal with the inscription on the round: “The Supreme Court of Georgia. Secretariat of the Chamber of Disciplinary Cases”, in the middle: “For Parcels”.

Article 7. Secretariats of the Chambers

1. The basic objectives of work of the Secretariats shall represent as follows:

- a) Accurate registration and prompt delivery of the documents;
- b) Registration of incoming and outgoing documents;
- c) Maintenance of documents;
- d) Drafting of statistical reports;
- e) Submission of quarterly and annual information;
- f) Development of relevant software.

2. The Secretariat shall receive:

a) Cassation and private

b) Applications for renewing proceedings on the grounds of newly discovered circumstances or an application for declaring a decision void.

c) Motions on recognition and execution of decision of the foreign country on the territory of Georgia;

d) Deleted (24.03.2011. #16/pl)

e) Other types of applications and materials.

3. Complaints and applications set forth in subparagraphs “a”, “b” and “c” of the second paragraph shall be registered by card system and applicants’ surnames in alphabetical order. Applications and materials set forth in subparagraph “e” shall be registered in registration journal in alphabetic order.

4. Cases to be considered are assigned according to specific order, which means distribution of cases between judges according to the order of case inflow and the order of judges, and the cases shall be transferred to the assistants of judges. (24.03.2011. №16/pl).

5. Incoming cases and applications shall be registered in relevant software, which includes all necessary information regarding their assignments and results of consideration.

6. The Chief of the Secretariat shall:

a) Administer judicial proceedings, manage timely consideration of incoming correspondences, complaints and applications and forwarding to relevant persons, if necessary, he/she shall draft responses. (24.03.2011. #16/pl);

b) Manage activities of the Secretariat and be accountable to the Chairperson of the Chamber and the Head of the Common Department;

c) Draft and publish schedule of ongoing and completed trials, and submit them to the Chairperson of the Supreme Court, the Chairperson of the Chamber and press service (24.03.2011. #16/pl);

d) Receive any type of information related to cases from assistants and referents of the judges of the Supreme Court and control timely entry of the mentioned information in relevant software (24.07.2014 #4/pl);

e) Receive information from secretaries after completion of the trial and carry out entry of information related to decisions made on each case (final decision, postponement, suspension, termination, etc) in relevant software.

f) Submit information to the Chairperson of the Chamber and the Head of the Common Department regarding current condition on the first day of the week

g) Ensure issuance of public information pursuant to provisions defined by the Law;

h) Control meeting of deadlines defined by Law for case consideration, drafting of decisions (judgments), and sending of reviewed cases, and report to the Chairperson of the Chamber and the Head of the Common Department;

i) Distribute incoming correspondences among assistant and referents to the Judges for the purpose of their study and drawing up of relevant draft, even if the correspondence is not in connection with case being tried by a specific judge; (24.07.2014 #4/pl).

7. Assistants to the Judges of Chambers of Civil and Administrative Cases shall prepare cases to be tried on the session, in particular, they shall:

a) Register cases received from the Secretariat in the registration journal (date of receipt, case number, author of the claim and adverse party, appealed decision (judgment) and the name of the receiving court by indication of composition of judges considering the case, information regarding the state fee, the date of admission of the claim and its hearing, the date of factual consideration and the result, date of return to the Secretariat) with indication of all data related to further assignment;

b) Review admissibility of Cassation appeal within the time period defined by article 401 of Civil Procedure Code of Georgia. As a result of the review:

If the cassation appeal has been filed in compliance with the requirements of Article 393 and 396 of the Civil Procedure Code of Georgia, he/she shall prepare draft judgment and submit it to the Judge and forward cassation appeal along with supporting materials to the respondent. If the respondent submits response, he/she shall send the response along with the supporting documents to the appellant. He/she shall ensure timely delivery of copies of the mentioned documents to the parties.

c) In the event of errors, draw up draft judgment on elimination of errors and ensure timely sending of the copy of the mentioned judgment to the appellant (author of the private claim);

d) If there is no condition to deem the cassation appeal as admissible, he/she shall draw up a draft judgment on overruling the appeal as inadmissible and submit it to the Judge;

e) Not later than 3 days after cassation appeal has been admitted for hearing, he/she shall inform the parties on the date of the hearing (place, date and time), control sending of judicial summons pursuant to the rules set by the Law and inspect serving judicial summon at the postal department (mandatory inspection through the post). If no notification on serving exists, he/she shall carry out sending of the information regarding the date of the hearing again;

f) No later than the second day upon admission of the case, he/she shall draft brief description of the dispute on the case to be tried and enter into the common table of cases to be reviewed;

- g) The assistant shall carry out citizens' reception, draw up responses on incoming applications and correspondences and draft of relevant procedural documents and carry out provision of information on execution to the relevant persons;
- h) Control time limit for hearing the cases pursuant to the registration journal; he/she shall be personally responsible for the mentioned and inform the Judge and the Secretariat for avoiding possible violation;
- i) Examine admissibility of motion on recognition and execution of decision of the foreign country on the territory of Georgia; draw up draft of relevant procedural documents and submit them to the Judge;
- j) Examine admissibility of applications for renewing proceedings on the grounds of newly discovered circumstances or an application for declaring a decision (judgment) void and report them to the Judge; relevantly, he/she shall draw up the draft procedural documents;
- k) Submit the case to the Public Relations Sector, on the basis of party's or his/her representative's request, for the purpose of familiarizing themselves with case materials
- l) Assistants to the Judges and other employees of the Court shall have not right to take the case material out of the Court building for the purpose of familiarizing himself/herself with it, or making copies. The access to case materials shall be given to the parties (third person, their representatives) in the Court building, in the room allocated for the mentioned purpose.
- m) Assistant to the Judge and other employees of the Supreme Court shall submit cassation appeal, decision (judgment) or other procedural documents to the party (third person, their representative) through authorized person of the Reception of the Supreme Court, who shall hand over the mentioned materials to the addressee pursuant to the set rules (by receiving relevant acknowledgement in writing)
- n) If requested, send copy of reasoned decision (judgment) to the party, in case of hearing of the case, and notify the parties regarding Court decision on reviewing of the case without oral hearing and send (mandatory to be sent) the parties copies of reasoned decision (judgment) in advance (before the case is reviewed);
- o) Submit all types of data (term set for elimination of errors and the reason of errors; the date of admission of the claim and the date of hearing) to the Secretariat of the Chamber and be responsible for their accuracy;
- p) Register decision (judgment) made by the Judge within 1 month period upon reviewing of the case in Periodical Publication Sector of the Court Practice Research and Generalization Department and carry out timely submission of copies to the Secretariat (31.10.2012 #27/pl);

- q) Draw up draft decision (judgment) on specific case assigned by the Judge. In this regard, he/she shall obtain relevant legal literature and case law materials as assigned by the Judge
 - r) Draw up draft writ of execution pursuant to set rules and submit it to the judge, if the decision (judgment) is made on the case and it is subject to execution.
 - s) Bind following documents in the case in chronological order: information sheet, decision (judgment), protocol of the court hearing, supporting documents;
 - t) Number papers and indicate the list of documents in the information sheet by indication of numbers of papers;
 - u) Submit the case bound along with materials of cassation proceedings to the Secretariat of the Chamber within 45 day period upon reviewing of the case; (24.03.2011. #16/pl);
 - v) Carry out statistical registration of activities performed by the Judge at the end of each quarter, submit data to the Secretariat and be responsible for its accuracy;
 - w) Draft responses (interim or / and final response), in agreement with the Judge, to incoming applications, motions, recommendations and proposals no later than one month upon their receipt and ensure provision of information regarding their execution (copy of interim or / and final response) to relevant persons (if the correspondence is submitted through the Bureau of the Chamber for fulfillment, the information regarding fulfillment shall be submitted to the Bureau of the Chairperson and Secretariat of the Chamber; in the event of other correspondences it shall be submitted to the Secretariat of the Chamber)
 - x) Perform other work assignments assigned by the Judge;
 - y) Perform the duties of secretary of the court session, if required, and draft minutes of the court session pursuant to the rules defined by Georgian legislation. (24.03.2011. #16/pl).
8. Assistant to the Judge of the Chamber of Criminal Cases shall:
- a) Register cases received from the Secretariat in registration journal by indication of the date of receipt, case number, name and surname of the convict, qualification of action, the name of the Court awarding the decision which is appealed, the date of awarding and drafting of the decision made by the Chamber, the date of returning the case to the Secretariat;
 - b) Prepare cases subject to appointment to be reviewed on the court session and submit information regarding the mentioned to the Head of the Secretariat and the Chief Specialist (24.07.2014 #4/pl);
 - c) Draft brief description of the cases subject to reviewing and submit it to the Head of the Secretariat and the Chief Specialist (24.07.2014 #4/pl);
 - d) Ensure familiarization of parties with case materials and issuance of copies of relevant documents;

- e) Ensure convict's presence on the session of the Chamber and his/her return to the penitentiary establishment on the basis of convict's request and pursuant to the decision made by the Court (24.07.2014 #4/pl);
- f) Inform the parties and the Chief Specialist of the Secretariat regarding the date of the court session (by indication of place, date and time) in the event of postponing of the case and carry out timely sending of judicial summon (24.07.2014 #4/pl);
- g) Carry out reception of the citizens, drafting of responses to incoming applications and correspondences. On the instruction of the Judge, he/she shall develop the draft court decision and other procedural documents. In this respect, he/she shall obtain relevant legal literature and case law materials;
- h) Ensure timely sending of relevant documents to the penitentiary establishment, if judgment on acquittal is awarded; (24.07.2014 #4/pl);
- i) Register the decision of the Chamber in Periodical Publication Sector of the Court Practice Research and Generalization Department and submit its copy to the Secretariat within 14 day period upon reviewing the case; (31.10.2012 #27/pl);
- j) Assistants to the Judges and other employees of the Court shall have not right to take the case material out of the Court building for the purpose of familiarizing himself/herself with it, or making copies. The access to case materials shall be given to the parties in the Court building, in the room allocated for the mentioned purpose.
- k) Assistant to the Judge and other employees of the Supreme Court shall submit cassation appeal, decision (judgment) or other procedural documents to the party through authorized person of the Reception of the Supreme Court, who shall hand over the mentioned materials to the addressee pursuant to the set rules (by receiving relevant acknowledgement in writing);
- l) Bind following documents in the case in chronological order: information sheet, protocol of the court hearing, decision or judgment, supporting documents; (24.07.2014 #4/pl);
- m) Number papers and indicate the list of documents in the information sheet by indication of numbers of papers;
- n) Submit the case bound along with materials of cassation proceedings to the Secretariat of the Chamber within 30 day period upon reviewing of the case;
- o) Perform other work assignments assigned by the Judge;
- p) Perform the duties of secretary of the court session, if required, and draft minutes of the court session pursuant to the rules defined by Georgian legislation. (24.03.2011. #16/pl).

9. The Referent shall:

- a) Perform activities related to preparation for reviewing of the case and drafting of procedural documents on the instruction of the Chairperson of the Chamber
- b) Assist to the Judge and assistant to the Judge in carrying out their duties;
- c) Perform the duties of secretary of the court session, if required, and draft minutes of the court session pursuant to the rules defined by Georgian legislation (24.03.2011.#16/pl).

10. The Chief Specialist shall: register incoming cases, applications and correspondences in the journal, ensure their timely delivery to the addressees, correspondingly, shall receive information regarding execution. He/she shall carry out entry of information related to the cases in software and be responsible for its accuracy, in particular, he/she shall:

- a) Receive information regarding assignment of the case from the assistants to the Judges;
- b) Receive information regarding any type of decision made on each case from the secretaries of the court session upon completion of reviewing of the cases.

11. Specialist-editors of the Chamber shall ensure stylistic (24.07.2014 #4/pl) accuracy of procedural documents and other materials no later than the second day upon its receipt. The editor shall sign on the upper right corner of edited materials. (24.03.2011.#16/pl).

12. Specialist-typists shall ensure typing of the materials no later than the second day upon their receipt; they shall maintain relevant registry for the mentioned issue.

13. Chief specialist-referents of the chairpersons of the Chambers shall be responsible for carrying out communication with public in an ethical manner, meeting work schedule of Chairperson of relevant Chamber and fulfillment of assigned tasks as well as registration – execution of incoming correspondences.

14. The Secretary of the Court Session shall:

- a) examine who appeared from among the persons summoned to the hearing, also whether the persons who failed to appear were served with judicial summons, and on the available information concerning the reasons of their non-appearance before commencement of the hearing;
- b) Draft minutes of the court session pursuant to the rules set by the Law, which shall be printed and signed upon completion of the session or not later than 3 days upon completion of specific procedural actions;
- c) submit any type of relevant information made on the case (final decision, postponement, suspension, termination, etc) to the Head of the Secretariat of the Chamber, Chief Specialist and assistants to the judges reviewing the case upon completion of the court hearing, on the same day, and shall be responsible for accuracy of submitted information (24.07.2014 #4/pl);

- d) verify business trip authorization by her/his signature, if requested by the parties, and issue the certificate on party's (the third party, their representative) appearance within the term set by the Court and shall be responsible for accuracy of the mentioned information;
- e) Participate in reviewing of cases by other Chamber, if necessary, and draft minutes of the court session pursuant to the rules defined by Georgian legislation. (24.03.2011. #16/pl).

Article 8. Secretariat of the Disciplinary Chamber

1. Proceedings shall be carried out by the Chief Consultant, who shall administer the activities of the Chamber and be accountable to the Chairperson of the Secretariat of the Disciplinary Chamber.

2. The main objectives of the activities of the Secretariat shall represent as follows:

- a) Registration of cases and documents (claims, applications, proposals, letter, etc) incoming in the Secretariat;
- b) Their accurate registration and timely submission to relevant persons (Judges, parties and so on)
- c) Storing of documents;
- d) Drawing up of statistical reports;
- e) Submission of quarterly and annual information.

3. The Chief Consultant of the Disciplinary Chamber shall:

- a) Ensure registration of disciplinary cases incoming in the Secretariat and submission to the Chairperson of the Disciplinary Chamber for the purpose of their further distribution; after case distribution, he/she shall ensure assignment of the case to the Judge;
- b) Ensure registration of cases incoming in the Secretariat and carry out correspondences related to them;
- c) Ensure registration of claims, application and letters incoming in the Secretariat and carry out response pursuant to the rules defined by Legislation;
- d) Prepare disciplinary cases for reviewing, register cases received from the Court Reception in the registration journal (date of receipt, case number, author of the claim and adverse party, appealed decision (Judgment) and the name of the receiving body) by indication of all data related to further assignment;
- e) Pursuant to the term defined by Law of Georgia on Disciplinary Liability of Judges of Common Courts of Georgia and Disciplinary Proceedings, review admissibility of Cassation appeal. If the cassation appeal has been filed in compliance with the requirements defined by the Law, he/she shall prepare draft judgment on admissibility of the case and submit it to the Judge, forward cassation appeal along with supporting documents to the respondent. If the

respondent submits response in writing, he/she shall send the response along with copies of supporting documents to the author of the claim. He/she shall ensure timely delivery of copies of the mentioned documents to the parties.

f) If there is no condition defined by the Law to deem the cassation appeal as admissible, he/she shall draw up a draft judgment on overruling the appeal as inadmissible and submit it to the Judge;

g) Ensure timely provision of information to the parties regarding date of the trial;

h) By order of the members of the Disciplinary Chamber, he/she shall be obliged to summon relevant persons for attending and participation in the session;

i) Submit the case to the structural subdivision of Citizens Reception Office, on the basis of party's or his/her representative's written request, for the purpose of familiarizing themselves with case materials

j) Have no right to take the case material out of the Court building for the purpose of familiarizing himself/herself with it, or making copies. The access to case materials shall be given to the parties (third person, their representatives) in the Court building, in the room allocated for the mentioned purpose;

k) Draw up responses on applications and correspondences incoming in the Chamber and draft relevant procedural documents and carry out provision of information on execution to the relevant persons;

l) Control time limit for hearing the cases pursuant to the registration journal; he/she shall be personally responsible for the mentioned and inform the members of Disciplinary Chamber for avoiding possible violation;

m) Submit claim, decision (judgment) or other procedural documents to the party (their representative) through authorized person of the Reception of the Supreme Court, who shall hand over the mentioned materials to the addressee pursuant to the set rules (by receiving relevant acknowledgement in writing)

n) Draw up draft judicial acts (decisions, judgments);

o) Maintain confidentiality of information related to disciplinary cases;

p) Coordinate activities of the Secretariat of the Chamber;

q) Ensure issuance of public information pursuant to the rules set by the Law;

r) Perform other assignments assigned by the members of Disciplinary Chamber; performs the duties of the Chief Consult of the Disciplinary Chamber only in the event of his/her absence.

4. The Chief Specialist shall:

- a) Draft the minutes of the court session of the Disciplinary Chamber and relevantly, exercise all rights of the secretary of the session defined by present Regulations;
 - b) Timely inform the parties on information regarding the date of case consideration, receive acknowledgement in writing on the date of the hearing, carry out sending of judicial summons (dispatches);
 - c) Ensure storing and protection of disciplinary cases and other materials;
 - d) Maintain confidentiality of information related to disciplinary cases;
 - e) Draft timetable of cases subject to reviewing;
 - f) Be obliged to forward copies of decision of the Disciplinary Chamber to the participants of disciplinary proceedings;
 - g) Fulfill tasks assigned by the members of the Disciplinary Chamber; carry out duties of the Chief Consultant of the Disciplinary Chamber in the event of his/her absence.
5. The cases (judgments) shall be distributed in sequential order and submitted to the members (Judges) of Disciplinary Chamber in accordance with written instruction of the Chairperson of the Chamber of Disciplinary Board.

Article 9. The Court Practice Research and Generalization Department (31.10.2012 #27/pl)

1. The Court Practice Research and Generalization Department (hereinafter – “the Department”) shall comprise: sectors of Court Practice Research, Periodical Publications and the Library (31.10.2012 #27/pl).
2. The Court Practice Research and Generalization Department comprise: the Head of the Department, Chief Consultant, Consultant, Chief Specialist and Specialist (29.12.2015. #14/pl).
3. The Head of the Department shall:
 - a) Develop specific proposals, which will be included in quarterly and annual work plan, for the purpose of formulation of uniform judicial practice;
 - b) Assign functions among employees of the Department;
 - c) Ensure systematization of materials of judicial practice for each category cases (civil, administrative and criminal cases);
 - d) Prepare systematized materials for publication in periodical publications;
 - e) Study and analyze activities of the Department, develop proposals for improving the Department;
 - f) Ensure issuance of public information in accordance to rules set by the Law;
 - g) Organize conducting of trainings, for the purpose of studying legal amendments and carrying out their accurate application;

h) Coordinate sector of Court Practice Research, Periodical Publications and Library; (31.10.2012. #27/pl);

i) Deleted (31.10.2012 #27/pl)

j) Ensure publication of decisions of the Supreme Court (15.12.2011 #21/pl);

k) Organize dissemination of periodical publication (15.12.2011 #21/pl);

l) Carry out publication of various collections, books, journals, brochures and articles. (15.12.2011 #21/pl).

3¹. Deleted (31.10.2012 #27/pl)

4. Court Practice Research Sector shall:

a) Ensure systematization of materials related to the judicial practice;

b) Request materials from the Common Courts related to the specific judicial practice; study and analyze (generalize) the mentioned materials; (29.12.2015. #14/pl).

c) Obtain, process and study legal literature related to important issues of uniform judicial practice;

5. The activities of the Court Practice Research Sector shall be coordinated with the activities of the Supreme Court of Georgia and Scientific-consultative Council.

6. The Court Practice Research Sector shall comprise: the Chief Consultant and Consultant.

7. The Chief Consultant of Court Practice Research Sector shall:

a) Carry out systematization of decisions (judgments) of the Supreme Court according to the field of Law;

b) Carry out study and generalization of judicial practice on specific category of cases (civil, administrative and criminal);

c) Systematically submit report on performed works to the Head of the Department;

d) Control Consultants' activities for performance improvement;

e) Draw up conclusions and proposals on the basis of analysis of judicial practice;

f) Participate in seminar and consultative works.

8. Consultants of Court Practice Research Sector shall:

a) Carry out systematization of decisions (judgments) of the Supreme Court according to the field of Law;

b) Study judicial practice on specific cases;

c) Draft conclusions on generalized materials.

9. Periodical Publication Sector shall:

a) Carry out publication of decisions of the Supreme Court, its annual compendium (printed and electronic version) in Georgian and other languages;

b) Ensure publication of various compendium, books, journals, brochures and articles.

10. Periodical Publication Sector shall comprise: the Chief Consultant, Chief Specialist and Specialist. (29.12.2015. #14/pl)

11. Deleted (15.12.2011. #21/pl)

12. The Chief Consultant of Periodical Publication Sector shall: (29.12.2015. #14/pl).

a) Carry out work assignments assigned by the Head of the Department;

b) Inspect works performed by the Chief Specialist and Specialist;

c) Ensure final preparation (obtaining materials, typography and other) of electronic version of compendium, journals and other materials;

d) Ensure identification of decisions (judgments) of the Supreme Court, carry out their entry into data base and computer systematization.

13. Chief Specialist of Periodical Publication Sector shall: (29.12.2015. #14/pl).

a) Carry out work assignments assigned by the Chief Consultant of Periodical Publication Sector;

b) Ensure selection of materials subject to publication and thematic assignment for development of computer version;

c) Carry out final edition of compendium, books, journals, brochures and other materials subject to publication.

(15.12.2011. #21/pl)

13¹. Specialist of Periodical Publication Sector shall – carry out copying and binding of materials of Periodical Publication Sector (24.03.2011. #16/pl).

14. Deleted (31.10.2012. #27/pl)

15. Deleted (24.03.2011. #16/pl)

16. Deleted (31.10.2012. #27/pl)

17. Carry out activities of Library Sector in compliance with the Law of Georgia on “Library Science” and Regulations of the Supreme Court.

18. The Library shall ensure retrieval and provision of legal literature and legislative materials for the Judges of the Court and employees of the Apparatus as well as wide circle of lawyers; development of references and catalogues through use of internet;

19. The main objective of the Library service shall represent as follows:

a) Prompt and comprehensive provision of necessary information and library documents to the readers;

b) Collection and storing of library documents of relevant profile, and their provision to the readers.

20. The Library of the Supreme Court shall comprise: the Head of Library Sector – Consultant and librarian – Specialist.

21. The Head of the Library Sector shall:

- a) Carry out overall management of the activities of the Library and be accountable to the Head of the Department;
- b) Submit justified program on development of material-technical base of the Library to the Head of the Department;
- c) Systematically enrich funds by relevant library documents and carry out their inclusion in reference search means;
- d) Develop statistics of the library;
- e) Design the rules on use of the Library;
- f) Take appropriate measures towards persons, who violate the rights on the use of the Library or cause material damage to it;
- g) Participate in developing and implementation of tasks in software; updating of database;

22. The Librarian – Specialist shall:

- a) Ensure retrieval and provision of legal literature and legislative materials to the Judges of the Supreme Court and employees of the Apparatus, prosecutors and attorneys, as well as wide circle of lawyers, development of references and catalogues through use of internet;
- b) Ensure provision of high level of services to the visitors of the library through proper examination of their sphere of interests and cooperation;
- c) Introduce the rules on use of the Library to the reader;
- d) Registrar readers in the Library.

23. Deleted (31.10.2012. #27/pl)

24. Deleted (31.10.2012. #27/pl)

25. Deleted (15.12.2011 #21/pl)

Article 10. Court Informatization Department (30.09.2011 #19/pl)

1. The Court informatization department shall be established by the head of the department, senior consultant in informatization sector, chief consultant in web or site administration sector and consultant-programmer (31.10.2012 #27/pl).

2. The Court Informatization Department shall:

- a) Participate in works related to implementation of the project of Informatization of the Supreme Court;
- b) Create unified computer network and relevant protection system, ensure coordination and technical maintenance of network operation;
- c) Carry out posting of information on the web page, along with other subdivisions, shall participate in drafting and implementation of the plan of web page updating, enhance

software tool of the web page, systematically consult members and employees of Supreme Court working in internet network regarding retrieval of necessary information;

d) Process and introduce software for judicial proceedings at the Supreme Court, create information database, carry out updating and administration of database and software.

3. The head of the department shall:

a) Supervise the work and discipline of management and personnel of the department;

b) Design plan on processing and implementation of modern information technologies at the Supreme Court and ensure its fulfillment;

c) Ensure continuous operation of computer system;

d) Organize training of Judges and personnel in computer and software system skills;

e) Assign the tasks for designing of software for judicial proceedings, analyze results of application of designed software, manage work related to implementation of the software;

f) Ensure enhancement of professional skills and qualification of personnel;

4. Chief consultant in informatization sector shall: (15.12.2011 #21/pl):

a) Ensure development, implementation and operation of software in the Supreme Court;

b) participates in designing and implementation of computer network of the Supreme Court;

c) Carry out administration of operating system of the network and installed services, upgrading of new versions, users registration, if required;

d) Carry out technical supervision of multipoint computer network and computer park;

e) Carry out processing of statistical cards of criminal cases and software of statistical analysis and its operation;

f) Carry out set up and installation, check, implementation and operation of computer network, new technical and software means;

g) Control fulfillment of obligations by the equipment supplier pursuant to warranty conditions;

h) Reveal defects in computer systems and program and take measure for their elimination;

i) Examine the quality of technical and repair services, control occupation of human resources and personnel's training in computer skills;

j) Carry out duties of the head of the department In the event of his/her absence,

5. Consultant – programmer shall:

a) Participate in designing of the objective and technical tasks for computer software, process and implement computer software for judicial proceedings of the Cassation Chambers;

b) Carry out accompanying services and administration of implemented database and computer software, define the volume and structure of database, as well as methods of control and storing;

- c) Participate in designing and implementation of computer network of the Supreme Court;
 - d) Carry out administration of operating system of the network and installed services, upgrading of new versions, users' registration, if required;
 - e) Carry out technical supervision of multipoint computer network and computer park;
 - f) Develop and operate software programs for generation of consolidated statistical reports;
 - g) Design, implement and operate software of the library of the Supreme Court;
 - h) Carry out training for employees of the Supreme Court in computer skills and program system; of human resources and personnel's training in computer skills;
6. Removed (31.10.2012. №27/pl)
7. Senior Consultant in Web page Administration Sector shall (15.12.2011 №21/ pl):
- a) Update and administer web page of the Supreme Court;
 - b) Systematically upgrade software tools of the web page of the Supreme Court.

Article 10¹ Analytical Department (24.07.2014 №4/ pl)

1. Analytical Department shall involve:

- a) Research and analysis sector
- b) Statistical sector
- c) Human Rights Center

2. The tasks of sectors of the department are as follows:

a) The main objectives of Research and analysis sector are as follows:

- a.a.) Legal research;
- a.b.) Reviewing of documents of international and domestic legislation;
- a.c.) Work on concept and strategic plans;
- a.d.) Preparation of legislative amendments related to the Court activities;

b) The main objectives of the Statistic sector are as follows:

- b.a.) Court statistics
- b.b) Analyze of court statistics
- b.c.) Generalization of judicial practice
- b.d.) Publication of Court Statistics

c) The objectives of the Human Rights Center are as follows:

- c.a) popularization of European Convention on Human Rights and encouraging its frequent application in judicial practice;
- c.b.) Analyze the decision of European Court of Human Rights and carry out its generalization;

c.c.) Increasing awareness within the Court system regarding the issues related to the field of human rights.

3. Analytical Department is represented by: the head of the department, the deputy head of the department, chief consultants in the Statistic and Human Rights Centre, also consultant in the statistic sector and senior specialist in Human Rights Center, as well as specialist in research and analytical sector.

4. The head of the department shall:

- a) Manage activities of the department;
- b) Carry out signing and backing of documents prepared by the department;
- c) Administer development of court statistics;
- d) Administer preparation of legal researches and analytical documents;
- e) Define the term of tasks assigned to the department;
- f) Define issues for analytical studies;

5. The Deputy Head of the Department shall:

- a) Administer preparation of analytical documents by the department;
- b) Prepare responses on incoming correspondences within his/her competence;
- c) Assign duties among employees of Human Rights Center in the course of obtaining information regarding the case law and uploading it on electronic base;
- d) Manage the administration in case of absence of the head of the department;
- e) Lead preparation process of strategic documents;
- f) Submit the report to the head of the department regarding conducted works.

6. Specialist in research and analysis sector shall: (09.12.2014 #8/ pl)

- a) Carry out legal research in Georgian and English languages, in line with instructions assigned by the head and deputy head of the department;
- b) Carry out analyze of legal documents;
- c) Administer international electronic correspondence of the Supreme Court of Georgia;
- d) Draft quarterly and annual report and submit it to the councils of interagency;
- e) Fulfill other tasks assigned to the department.

7. Chief consultant – head of statistic sector shall:

- a) Draft monthly, quarterly and annual statistic report of the Common Courts of Georgia;
- b) On monthly basis draft consolidated reports and analyze main directions of activities of the Court system;

c) Prepare analytical reports on the basis of statistical data of the Supreme Court activities and submit it to the Court management;

- d) Carry out analysis of data required for maintaining of unified statistics of criminal cases to be submitted to the National Service of Georgia and prepare information regarding consideration of criminal cases at the Courts monthly;
- e) Submit court statistics to law-enforcement and other state bodies; provide public statistical information to interested persons;
- f) Prepare materials for publication of annual statistical collection "Justice in Georgia";
- g) Draft proposals for improvement and drafting of forms of statistical reports and guidelines on their completing;
- h) Participate in designing and implementation of tasks for statistical software;
- i) Participate in training of employees of the Common Courts in the field of newly implemented statistical software.

8. Chief Consultant in Statistic Sector shall:

- a) Control completeness and accuracy of computer files of registration statistical cards of criminal cases submitted and considered in the first instance Court (form #1 and form #2). He/she shall also generate statistical reports on computer for specific Courts.
- b) Control accuracy of computer files of statistical cards (form #2 addendum) on criminal trials and generate statistical reports on computer in order to receive data required for generation of unified statistics on criminal cases at the National Service of Georgia;
- c) control completeness and accuracy of computer files of registration statistical cards of criminal cases submitted and considered in the Court of Appeals (form #1 and form #2);
- d) Enter unified monthly data (in accordance with the First Instance Court and the Court of Appeals) into computer and generate consolidated tables;
- e) On monthly basis process data received from the first instance Courts by specific case categories;
- f) Participate in preparation of analytical statistical tables and charts, if required;
- g) Prepare materials for publication of annual statistical collection "Justice in Georgia"

9. Consultant in Statistic Sector shall:

- a) Control completeness and accuracy of computer files of registration statistical cards of criminal cases submitted and considered in the first instance Court (form #1 and form #2). He/she shall also ensure generation of statistical reports on computer for specific Courts.
- b) Control accuracy of computer files of statistical cards (form #2 addendum) on criminal trials and generate statistical reports on computer in order to receive data required for generation of unified statistics on criminal cases at the National Service of Georgia;
- c) On daily basis receive and process latest information regarding activities of the first instance Court;

- d) On daily basis data received from Courts regarding appealed civil, administrative and criminal cases along with trials on administrative offenses;
 - e) Participate in preparation of analytical statistical tables and charts, if required;
 - f) Prepare materials for publication of annual statistical collection "Justice in Georgia";
10. Chief Consultant of Human Rights Center shall:
- a) Generalize judicial practice of European Court of Human Rights and International Courts;
 - b) Prepare materials on international case law and ensure their publication;
 - c) Manage preparation of articles and materials in the field of human rights and establish statistical database;
 - d) Coordinate interns' activities in the Human Rights Centre;
 - e) Ensure translation and editing of case law;
11. Chief Specialist of Human Rights Centre shall:
- a) Obtain materials related to judicial practice of European Court of Human Rights and other International Courts;
 - b) Ensure translation of case law;
 - c) Prepare materials on the case law for publication;
 - d) Ensure uploading of materials prepared by the Centre on the webpage;
 - e) Perform other tasks assigned by the head of the Department.

Article 11. Department of Finance (27.11.2014 #7/pl);

1. The Department of Finances shall:
- a) Draw up draft budget of the Supreme Court and expenditures related to activities of the Supreme Court for the purpose of its submission by the chairperson of the Supreme Court in accordance with the Law; he/she shall register, control and analyze expenditures;
 - b) Organize accounting; draft quarterly and annual balances and other reports;
 - c) Draft annual plan on state procurements pursuant to the rules set by the Law, carry out procedures related to the state procurements, and maintain relevant documentations.
2. The Department shall ensure maintenance of the building of the Supreme Court, comply with the sanitary and fire safety rules, carry out logistic supply, as well as ensure smooth operation of communication, heating and water supply systems; it shall provide the members of the Supreme Court and subdivision of the Apparatus with logistic service.
3. The Department shall develop drafts of business letters within its competence.
4. The Department shall carry out various organizational events related to the activities of the Supreme Court:
- a) Carry out overall management of the Department;

- b) Submit annual report to the Plenum of the Supreme Court and relevant bodies;
 - c) Control efficient spending of funds.
6. The Chief Consultant – the Chief Accountant shall:
- a) Draw balance;
 - b) Carry out correct maintaining of accounting;
 - c) Carry out timely transfer of sums to the budget;
 - d) Carry out quarterly and annual payment to the Treasury Office of the Ministry of Finances;
 - e) Coordinate activities of the Chief-consultant-accountant;
 - f) Perform the duties of the Head of the Department of Finances in the event of his/her absence.
7. The Chief Consultant – Accountant shall (for the purpose of maintaining of the payroll and other payment and account documents):
- a) Organize drafting of appropriate documentations for the Ministry of Finances and Treasury Service; prepare agreements, liability and tax order in the electronic system of State Treasury; carry out timely calculation and payment of remuneration; carry out calculation and payment of sum for the business trip;
 - b) Carry out timely preparation of sick leave certificate (medical certificate of temporary disability, maternity leave) and its submission to Social Service Agency with further control;
 - c) Carry out preparation and forwarding of monthly electronic declarations to the Revenue Service;
 - d) Draft of statistical forms;
 - e) Implement duties of a person responsible for cash payment
8. The Chief Consultant – Accountant shall (for maintenance of bills and statements):
- a) Organize drafting of appropriate documentations for the Ministry of Finances and Treasury Service; prepare agreements, liability and tax order in the electronic system of State Treasury;
 - b) Maintain records of proceeds and expenditures through relevant software;
 - c) Maintain inventory of fixed and low-cost assets;
 - d) Carry out inventory of materials assets on the balance in compliance with the legislation;
 - e) Implement duties of a person responsible for cash payments.
9. The Chief Consultant in State Procurement Issues shall:
- a) Execute requirements set by the Law of Georgia on “State Procurements” and draw up a draft of annual plan;

b) Pursuant to the rules set by the Law, prepare relevant documentations for the purpose of carrying out the procurement, cooperate with State Procurement Agency, and perform other procedures related to the procurement.

c) Develop information regarding state procurement and upload reports to the electronic program of State Procurement Agency.

10. Chief Consultant in the State Procurement field shall:

a) Comply with provisions defined by the Law of Georgia on State Procurements, participate in development of draft of the annual plan;

b) Prepare relevant documentations pursuant to the rules defined by the Law for the purpose of carrying out procurement, cooperate with State Procurement Agency, and perform other procedures related to the procurement.

c) Draw up information regarding the state procurement and upload reports on electronic program of the State Procurement Agency.

11. The Chief Consultant in the field of logistics shall carry out supply of stationary and other goods and supplies and procurement and maintenance of necessary inventory; proper maintaining and storing of tangible assets on the warehouse balance; taking of received goods on the balance and correct conducting of income and expenditure transactions. (29.12.15 №14/pl)

12. The Consultant shall assist to the Chief Consultant of logistic service in ongoing activities; ensure normal functioning of vehicles and maintain relevant documentation; he/she shall also manage the car pool along with the Specialist.

13. The Chief Consultant in the Administrative field shall:

a) Ensure service of events to be held;

b) Ensure cleanliness in the building of the Supreme Court;

c) Control activities of the support personnel and the cleaners.

14. Other support personnel shall carry out their duties.

Article 12. Court Bailiff Service

1. The main objective of Court Bailiff Service shall represent protection of the building and maintenance of public order.

2. The overall management and control of the Court Bailiff Service shall be carried out by the Chairperson of the Supreme Court of Georgia.

3. The Head of the Court Bailiff Service shall:

a) Manage activities of Court Bailiff Service, be responsible for accomplishing objectives of the Court Bailiff Service;

- b) Ensure timely and proper fulfillment of the instructions of the Chairperson of the Supreme Court as well as chairperson of the court session;
- c) Give Bailiffs appropriate instructions with respect to discharging their duties;
- d) Exercise other powers provided for by the legislation;
- e) Ensure of proper protection of all museum pieces and material-technical objects of value; control admission of visitors to the museum and adherence to set rules (24.07.2014 №4/pl).

4. The Court Bailiff shall:

- a) Ensure safety of judges, participants of the case proceedings and the witnesses;
- b) Maintain order in the Court building as well as in the Court room;
- c) Fulfill instructions of the Chairperson of the Supreme Court and presiding Judge concerning maintaining the order;
- d) Protect the Court building;
- e) Make sure that the courtroom is ready for a court hearing to commence; on the instructions of the Judge, he/she shall ensure that criminal case materials and physical evidence are brought into the courtroom and kept safe;
- f) Eliminate violation of order in the Court building; identify and, if necessary, detain wrongdoers to transfer him/her to the police and draft relevant arrest report, the form of which shall be approved by the High Council of Justice of Georgia.

5. When performing official duties, the Court Bailiff shall be entitled to:

- a) Use physical force, special equipment and weapons in the prescribed manner and circumstances;
- b) Call the police for help, if necessary.

Article 12¹

1. The cost of life and health insurance of the employees of the Supreme Court of Georgia shall be paid from the budget of the Supreme Court.
2. The insurance of the employees of the Supreme Court shall be performed under a contract concluded between the Supreme Court and the licensed insurance organization pursuant to the rules defined by legislation.

Chapter IV

Final Provisions

Article 13

By nomination of the Chairperson and on the basis of the resolution of the Plenum of the Supreme Court, It shall be allowed to reorganize the apparatus in accordance with the Law

for the purpose of development of the activities of the apparatus of the Supreme Court and enhancement of its structure.