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**Poboljšanje sustava ovrhe
u Republici Hrvatskoj**

**Improvement of the Enforcement system
in the Republic of Croatia**

Activity 2.2.1

Spanish overview in relation to IT interoperability and interconnectivity needed for efficient enforcement system (with recommendations of the best practices)



THE EUROPEAN UNION'S 2010 PROGRAMME

Twinning Ref. Number HR/10/IB/JH/04

Consortium: Spanish Ministry of Justice/Hungarian Ministry of Justice
/Croatian Ministry of Justice/FIIAPP

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GLOSSARY

For the purposes of this report, the following terms should be understood as follows:

Civil Law: The body of laws of a state or nation dealing with the rights of private citizens.

Court: a place where justice is administered or a judicial tribunal duly constituted for the hearing and determination of cases.

Judicial decisions/judicial resolutions: A verdict, judgment, conclusion reached or given by a court or tribunal.

Arbitration award: is a determination on the merits by an arbitration tribunal in an arbitration procedure, and is analogous to a judgment in a court of law.

Enforcement: To compel observance or obedience to something, in this case, judicial decisions/ judicial resolutions and arbitration award.

Auction: A sale open to the general public and conducted by an auctioneer, a person empowered to conduct such a sale, at which property is sold to the highest bidder.

Consignment: In the civil law, it is a deposit which a debtor makes of the thing that he owes, into the hands of a third person, and under the authority of a court of justice.

Bid: An offer by a bidder, a prospective purchaser, to pay a designated amount for the property on sale.

Appraisal: A valuation of property or goods.

Edict: A proclamation having the force of law.

Warrant: An amount of money considered as having the force of a guarantee or as being positive assurance for an auction.

Court Solicitor: the public officer in a county, district, or other jurisdiction charged with carrying on the prosecution in criminal proceedings.

Court Attorney: an officer of the court authorized to appear before it as a representative of a party to a legal controversy.

Lawyer: a person whose profession is to represent clients in a court of law or to advise or act for clients in other legal matters.

Solicitor: Legal profession whose services consist of advising clients, representing them before the lower courts, and preparing cases for barristers to try in the higher courts.

Registrar: public law official, who remain at the forefront of the Register.

Notary public: public state official who should provide citizens the legal certainty in extra-judicial transactions.

Claims: A demand claimed in a formal or legal manner.



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Jurisdiction: The geographic area over which authority extends; legal authority; the authority to hear and determine causes of action.





ABREVIATONS

→ Acronyms & abbreviations

FINA	Croatian State Agency responsible for the financial intermediation
STE	Short Term Experts
PNJ	Judicial Exchange Point (Punto Neutro Judicial)
CGPJ	General Council of the Judiciary
AAPP	Spanish Public Administrations
AEAT	Spanish National Tax Agency
DGT	Traffic Authority
SEPE	Spanish Public Service of Employment
CORPME	Professional Association of Registrar of the Property and Mercantile of Spain
EEFF	Financial Institutions
SIRAJ	Spanish Integrated System for Judicial Activity Support
DNI	Spanish National Identity Document
NIF	Spanish Tax identification number
NIE	Spanish Foreign identification number
LFEP	Public Statistical Services
CNP	National Police of Spain
AGE	Spanish General State Administration
CENDOJ	Spanish Judicial Documentation Center
SCOP	Common Service of Ordination Process in the Spanish Judicial Office
NOJ	Spanish New Judicial Office
SCACE	Spanish Judicial Office Service for Acts of Communication and Foreclosures
ETJ	Spanish Enforcement of a Judicial title
EJP	Spanish Provisional Enforcement
ENJ	Spanish Enforcement of non-Judicial title
SIJ	Spanish Integrated Justice System
SRyR	Spanish Judicial Office Common Service of Register and Delivery



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PRECEDENTS

This Project is based on three basic commitments of Croatia's agreement of accession to the European Union in 2008:

1. To reduce the number of unsettled cases in the courts.
2. To simplify the organization of courts and tribunals.
3. To guarantee the correct enforcement of judicial sentences.

Since in 1996 the "Enforcement Act" came into effect, and for the attainment of the mentioned aims, Croatia has made important legislative reforms. Among the above mentioned reforms, the most significant took place in 2012, when the possibility of the direct enforcement of the judicial decisions, judicial resolutions or arbitral failures was established by means of seizure of bank accounts through the Croatian State Agency responsible for the financial intermediation (FINA).

Some of the positive effects of these reforms were mentioned in the follow-up report on the proceedings of the accession of Croatia, of March 26, 2013. Nevertheless greater efforts are still necessary to reduce the case backlogs in the courts, which is still higher than the European average.

The most recent reforms of the "Enforcement Act", named "Act of Amendments to the Enforcement Act", were carried out in December, 2013 and July, 2014, and came into force in September 1st, 2014. Nowadays, a new amendment of January 2014 on the sale of personal property and real estate in the enforcement procedure is in the Parliament.

The aims of this Project are to provide the necessary technical assistance to courts, public notaries and the FINA, in order to extend and to reinforce its jurisdiction, simplify the enforcement procedures and increase the citizens' knowledge of the system of enforcement.

For this purpose, our starting point will be activity 1.2.2: Analyzing the technical enforcement (the overall process of involuntary collection of claims and problems which occur during the procedure) of different types of enforcement procedures known by the Croatian enforcement legislation and preparing report containing analysis results.

In this analysis carried out by the Short Term Experts (STE) there have been identified some disadvantages that have provoked an increase in the rate of unsettled cases in enforcement procedures. Some of these drawbacks are still in need of legislative modifications relative to the duration and complexity of the procedures, not urgent procedural periods or the disposition principle.

Nevertheless, the implementation of effective solutions IT can effectively overcome some of these disadvantages.

One of the conclusions of the activity 1.2.2 pointed out that there exist duplicity of Records in the enforcement procedure and that the provided information is not trustworthy. Likewise judicial system stakeholders consulted in the above mentioned activity observed that the systems of notification need to be more efficient. They equally indicated that the lack of standardized forms and systems information management contribute to a delay in the resolution of motions.

For these reasons, the purpose of the present document is concerned with providing the necessary information on the IT solutions used in Spain in relation to the interoperability and connectivity among the institutions involved in the Procedure of civil enforcement.



EXECUTIVE SUMMARY

DEBRIEFING REPORT EXECUTIVE SUMMARY	
Experts	<p>Mr. José Luis Hernández Carrión <i>Associate Deputy Director General of New Technologies of Justice</i> <i>Member of Technical State Committee of Judicial Electronic Administration</i></p> <p>Mr. Jesús Barba Lobatón <i>Chief of Area of Technology Innovation and Platforms of the General Sub-direction of the New Technologies of Justice</i></p>
Mission	<p>Activity 2.2.1. “Preparing overview of, at least, one EU Member State solution (one of MSs analyzed under activity 1.1.3) in relation to IT interoperability and interconnectivity needs for efficient enforcement system (with recommendations of the best practices)”.</p>
Dates	October 27-31, 2014
Places	Zagreb
Objectives	<p>In the framework of this project on “<i>Improvement of the Enforcement system in the Republic of Croatia</i>”, the main objective of this mission is to conduct a study of the IT solutions used in Spain related to interoperability and interconnectivity among institutions involved in enforcement system, including recommendations of the best practices in order to achieve more efficiency.</p> <p>In order to fulfill this objective, in the present report has been undertaken an analysis of the best practices and systems at the service of the Justice Administration, that have significant implications in terms of the improvement of the Spanish courts. In particular in a development of the civil process of enforcement, faster and efficient, to be satisfied the right to effective legal protection, recognized in the Spanish Constitution.</p> <p>In particular, it have been analyzed, among others, the following systems:</p> <ul style="list-style-type: none"> • Judicial Exchange Point (<i>Punto Neutro Judicial</i>) • Deposit and Appropriation Account • Electronic Auctions Portal • Electronic Judicial File • LexNET • Executive Dashboard
Methodology	The Group of Experts has made the following steps:



DEBRIEFING REPORT EXECUTIVE SUMMARY	
	<ol style="list-style-type: none"> 1. Collection of information 2. Study and data processing <ol style="list-style-type: none"> a. Legal and technological Analysis b. Functional approach in relation to the practices, organization, officers and entities with the technological tools analyzed. c. Approach to qualitative indicators of excellence, and quality standards on technological tools analyzed.
Outcomes	<p>The Mission Goals has accomplished all of the results required by the ToRs:</p> <ol style="list-style-type: none"> 1. Approach to the Spanish judicial system, and the enforcement process at Civil Courts. 2. Presentation of the Technology at the service of the Administration of Justice.
Conclusions	<ul style="list-style-type: none"> 📢 ICT. The Spanish Judicial System has been benefited by the use of the Information and Communication Technologies - ICTs. 📢 Savings. The ICTs usage provides a significant reduction of direct and indirect costs. For example the use of electronic notifications via LEXNET (approximately 44.000.000 notifications during 2013) has saved significant amounts of money which can be allocated for new projects or optimize existing ones. But there are also indirect cost reductions that should be taken into consideration: save time for the courthouse staff and lawyers, shorten duration of judicial process; reduce the paper and toner consumption, etc. 📢 Multiple dimensions actions. A real change in the Justice Administration cannot be addressed just from a Technological perspective. In Spain, it has been required technological efforts, but also strong legal and organizational actions. 📢 Interoperability. Technical and semantic interoperability between applications of the Ministry of Justice and between the applications of the Ministry of Justice and other stakeholders' application is a key success factor. This interoperability combined with an Integrated Electronic Case Management System boosts the efficiency of the courthouse work. 📢 Detailed Judicial Process. It is necessary to evolve the way the work is conducted in courthouse. Spain is working towards the detailed judicial processes description, which are implemented in the Electronic Case Management System. Working with this type of process enables the Ministry of Justice and General Council of the Judiciary to extract a realistic statistics of the current courthouse work and clear picture of the actual situation of the Justice to be able



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DEBRIEFING REPORT EXECUTIVE SUMMARY	
	to led continuous improvement.
Recommendations	The objective of this working package is to perform an analysis of the Spanish technological assets for enforcement system, so there is not recommendations further than best practices.
Annexes	PowerPoint Executive Presentation of the Technical Report



1 SPANISH JUDICIAL ORGANIZATION

1.1 JURISDICTIONAL ORDERS

In the Spanish Legal System, there are four jurisdictional orders:

- Civil
- Penal
- Contentious-administrative
- Social

There also exists the Military Jurisdictional order, which due to its peculiar characteristics is considered to be a special jurisdiction.

1.2 ORGANIZATION OF COURTS AND TRIBUNALS

The Spanish Law System is regulated in the Organic Law 6/1985 of July 1 of the Judiciary and in the Law 38/1988, of December 28 of Demarcation and of Judicial Plant, which establishes that the practice of the jurisdictional authority is the responsibility of Courts and Tribunal described in their hierarchic order in the following scheme:

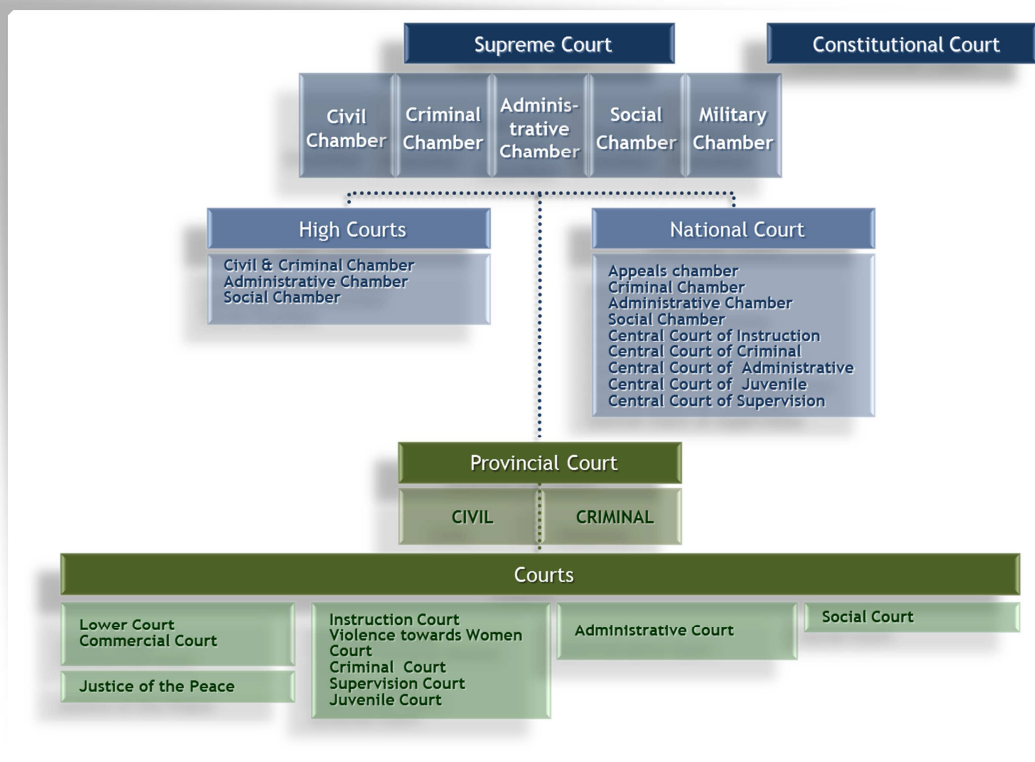


Illustration 1 – Spanish Legal Organization



1.3 STRUCTURE AND FUNCTIONING OF COURTS AND TRIBUNALS

After the publication of the Law 13/2009, of November 3, of reform of the procedural legislation for the implementation of the new Judicial Office, the structure and functioning of the Spanish judicial organisms can be developed in two different ways:

1.3.1 Traditional Structure

Traditionally, courts were configured as follows: Each individual court had its judge or group of judges. In the case of collegiate bodies, had their court manager and civil servants, divided into management, handling and judicial assistance body.

This traditional structure has been developed over time. Also, the publication of the Organic Law 19/2003 of 23 December for modifications to the Law 6/1985 of 1 July of judiciary, has critically contributed to this transformation giving way to the design, creation and organization of common procedural services, with registry and delivery functions, communication events, judicial assistance, enforcement of judgments, and voluntary jurisdiction.

In this way, these common services were gradually creating and for that reason, courts were freed from the practice of these specific procedural acts, although keeping the structure that each court had its judge or group of judges and its own court manager.

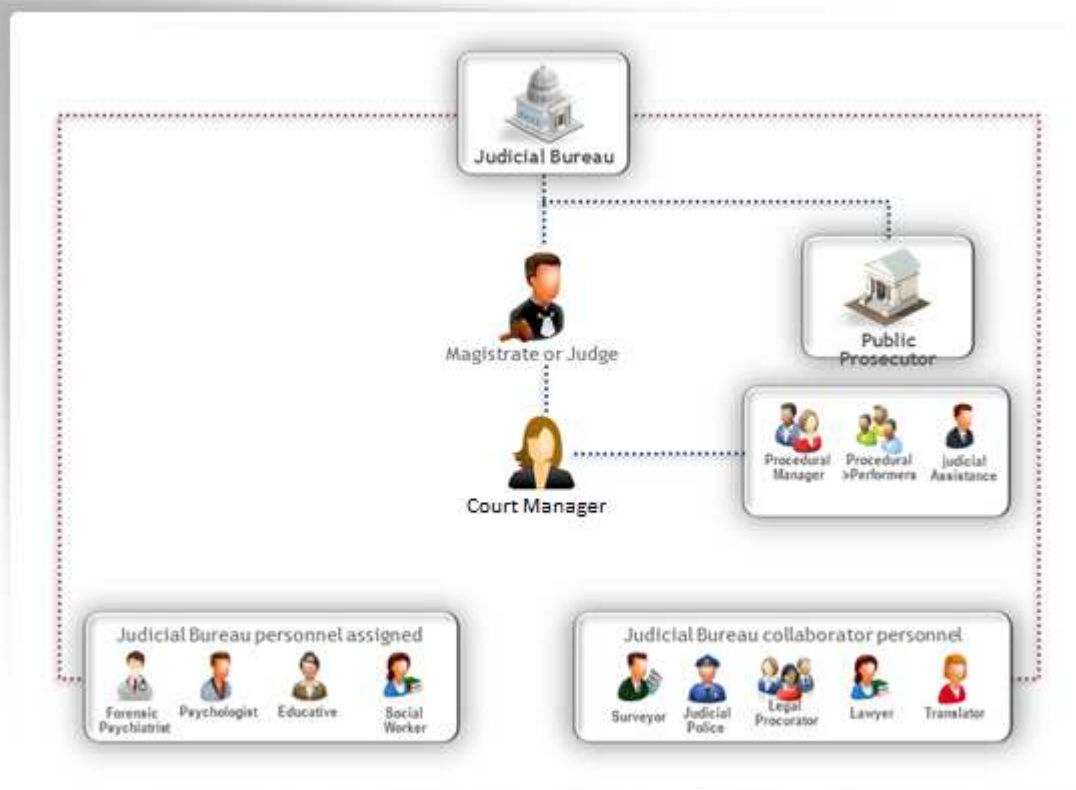


Illustration 2 - Traditional Structure

1.3.2 New Judicial Office Structure (NOJ)



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The creation of the NOJ by 13/2009 act was a substantial change in the organization of judicial offices, with the main objective of rationalize and optimize the resources dedicated to the performance of the Administration of Justice. For this propose the NOJ is structured around the Procedural Direct Support Units (UPAD) responsible to assist the judges in their exercise of the functions, while the Common Procedure Services (SCP) assume the centralized management tasks, and the support to actions derived from the application of procedural laws, thus reducing the work load of the judges.

The SCP is divided into:

- The General Common Service (SCG)
- The Enforcement Common Service (SCEJ)
- Procedural Common Services (SCOP).

At the same time, these services are divided into sections, which can be organized into teams.

Therefore, the final aim of this new structure of Judicial Office is to allow judges to dedicate all their efforts to judge and supervise the enforcement of judgments. To do this, it is necessary to offload them from tasks not strictly related to the constitutional functions, attributing those responsibilities and functions to other civil servants. On the other side, it will establish systems of work organization to all staff of the Justice Administration, in order to allow the performance of their professional activity with effectiveness and responsibility.

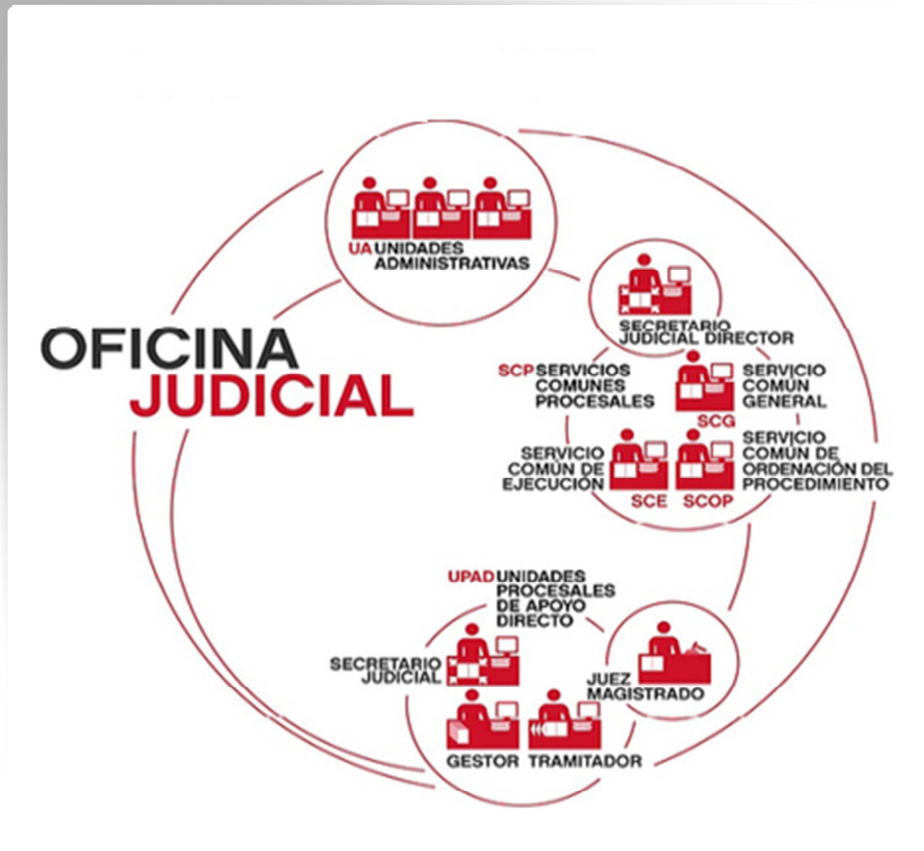


Illustration 3 – NOJ Structure

1.4 THE PROCESS OF CIVIL ENFORCEMENT

For the jurisdictional Civil Order, our juridical system recognizes the following processes of enforcement:

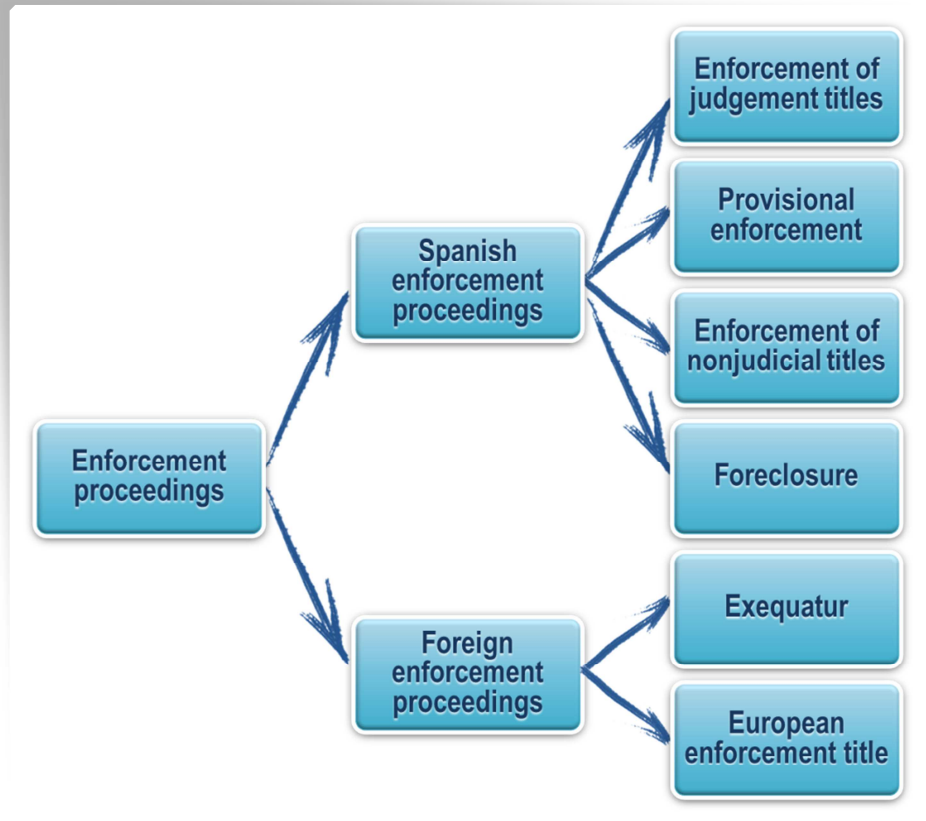


Illustration 4 – Procedures of Civil Enforcement



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2 TECHNOLOGICAL TOOLS FOR THE ADMINISTRATION OF JUSTICE IN SPAIN

2.1 INTEROPERABILITY

2.1.1 Spanish Interoperability and Security Framework

2.1.1.1 Administrative Framework

National Interoperability and Security Framework regulates the exchange of information for the General Administration of the State, and the Interoperability and Security Judicial framework.

The National Interoperability Framework (ENI), as provided by Royal Decree 4/2010, establishes the set of criteria and recommendations on safety, maintenance and standardization of information. It also establishes the formats and the applications to be used by the Public Administrations in making technological decisions aimed to guarantee interoperability.

Its main purpose is to create the necessary conditions to ensure a proper level of interoperability, from a technical, semantic and organizational point of view, of the systems and applications used by Public Administrations, to allow the exercise of rights and fulfillment of obligations through electronic access to public services.

The ENI is defined down in the Electronic Access to Public Services for Citizens act. In its development, the European directives regarding interoperability had been taken into consideration, so that the ENI regards the European Strategy of Interoperability and the European interoperability Framework.

The ENI defines interoperability as a global process, with three areas of interoperability: technical, semantic and organizational.

The National Security Framework (ENS) is regulated by the Royal Decree 3/2010, according to the 11/2007 Act. The ENS determines the security policy applied in the use of electronic media. The ENS consists of basic principles and minimum requirements for an adequate protection of information. It will be applied by Public Administrations to ensure the access, integrity, availability, authenticity, confidentiality, traceability, preservation of data, information and services used in electronic media in the exercise of its competency.

Its main purpose is to create the necessary conditions to ensure the confidence at the use of electronic media, through measures that guarantee the security of systems, data, communications, and electronic services, allowing the exercise of rights and fulfilling of obligations through these media.

ENS is the foundation of confident that information systems will provide services, and will guard information, in accordance with its functional specifications without interruptions or modifications out of control, without that information may come to the knowledge of unauthorized persons. In addition, establish the security policy on the use of electronic media within the scope of 11/2007 Act, providing a continuous security treatment.

The ENS encompasses the Security as an integral activity, where is not possible to fit specific actions or interim treatments, due to the weakness of a system which is determined by its weakest point and, often, this point is the coordination between appropriate individual measurements, but poorly assembled.

For the development of the ENS, the recommendations of the European Union, the technological situation of the different public administrations, as well as existing electronic services and the use of open standards, and, where appropriate, standards that are in widespread use by citizens have been taken into account.



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2.1.1.2 Judicial Interoperability and Security Framework (EJIS)

ICT usage in Justice Administration Act (18/2011), gives the State Technical Committee on Electronic Judicial Administration (CTEAJE) the capacity to establish the basis for the development of the Judicial Interoperability and Security Framework. As the Chapter II, Title V of that Act provides, the judicial interoperability and security framework are aimed mainly to ensure the access, integrity, availability, authenticity, privacy, traceability and preservation of the information in electronic form used by the Judicial System in the due course of its activities.

Thus, the CTEAJE was established as a consultative body which enhances cooperation in matters of the electronic administration of justice. It is made up by members of the Ministry of Justice, representatives of each Autonomous Communities with competences on judicial matters, as well as other members pointed out by the General Council of the Judiciary and from the Spanish Prosecution Service.

For the development of the bases of EJIS the CTEAJE will take into account what has been laid down in the National Interoperability and Security Framework as well as recommendations of the European Union.

The bases of EJIS will be articulated according to the following dimensions:

- **Organizational-institutional.** Its objective will be to guarantee coordination and alignment of administrative procedures involved in the Administration of Justice.
- **Semantic-Legal.** Its main object is to establish the common bases of intercommunication between judicial institutions, starting from the basic reference, which is the Test of Compatibility of the CGPJ.
- **Technical.** Allows common mechanisms for data transfer and transparent invocation of functions to the underlying networks and existing IT systems.

2.1.2 Interoperability Architecture

The following figure shows the architecture of the interoperability in the Administration of Justice. There are 2 main interoperability hubs which provide interoperability services for all the Justice Administration Systems:

- Judicial Interoperability Services Hub
- Electronic File Hub



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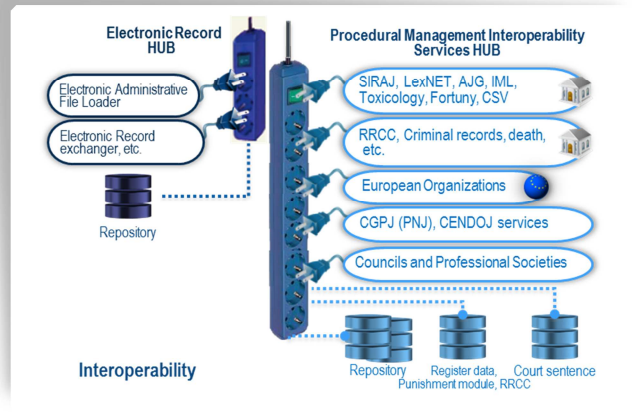


Illustration 5 – Architecture of the Interoperability HUBs

All these hubs are implemented using a technological component, denominated ESB, which gathers all the services offered by one organism in one logical system. The main functionalities the ESB provides are the following:

- Single access point to the catalog of published services, minimizing the number of point to point connections.
- Reduce degree of coupling between applications and services.
- Rationalize and standardize communications between consumers and suppliers, improving the degree of interoperability.
- Publication of an available services catalog to all the applications, providing usability criteria.
- Increase the security as the applications are identified through a digital certificate.
- Unique point for transaction monitoring, quite useful for audit purposes.



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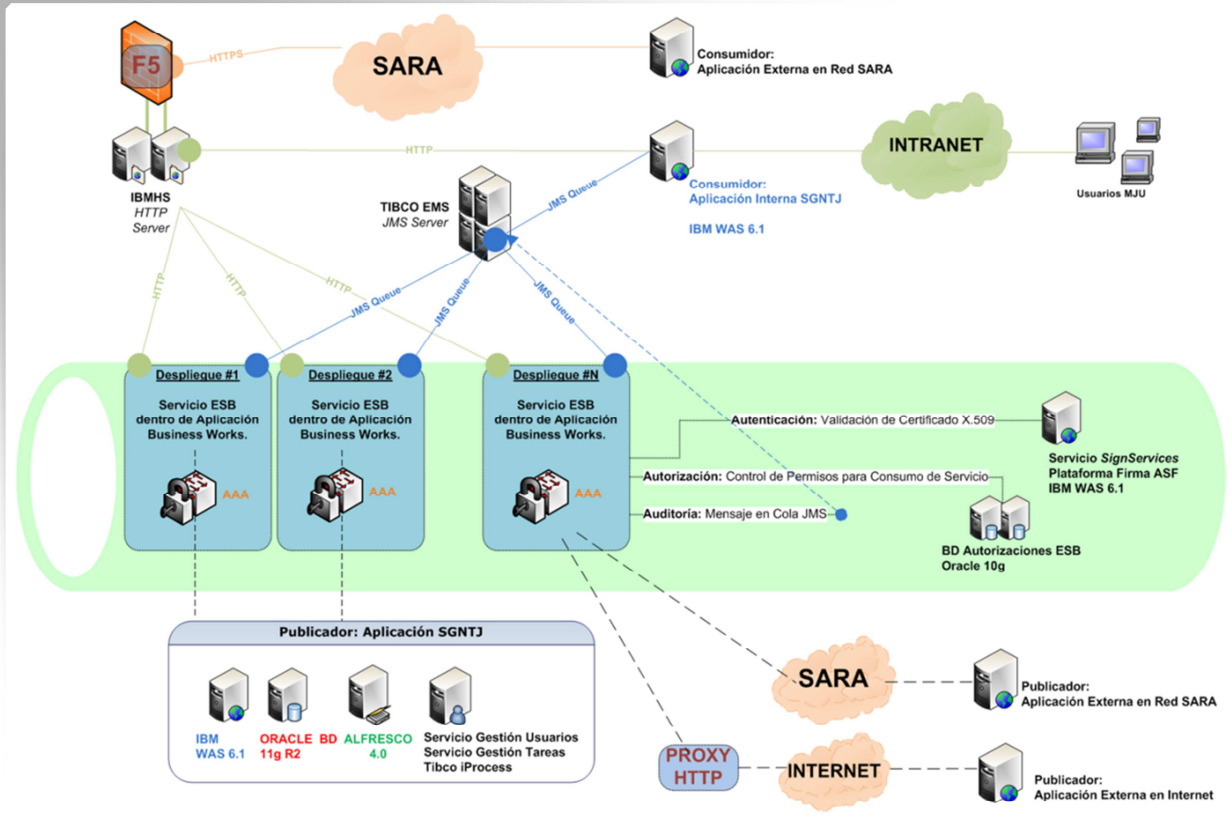


Illustration 6 – Technological architecture of the ESB Platform

2.1.2.1 Judicial Interoperability Service Hub

This hub centralizes the publication and consumption of the services required during the Judicial Case management, enabling the consumption of information services of the Administration of Justice and other Public Administrations through a case management system.

In this hub, all the Neutral Exchange Point (PNJ) services has been exposed, facilitating the access from the Integrated Case Management System to many institutions services such as The National Traffic Authority (DGT), Social Security (SS) and Tax office (AEAT). Additionally, this module will allow communications with various EU institutions and systems like ECRIS.

The main objective of this hub is to accomplish a more efficient way of work, minimizing the repetition of work introducing the same information in different applications, online access to the information and a common and reusable interface for all the Judicial Applications.

In the particular case of the Case Management System, using services published in the hub provides integrated access and seamless way, allowing a more efficient work for the court personnel and a much better user experience.



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2.1.2.2 Electronic File Hub

This hub provides services to the courthouse oriented to receive and send Judicial and Administrative Electronic Files. A good example of this hub is the current service implemented by the Ministry of Justice for Electronic Administrative File Loader, which allows every ministerial department to upload an Electronic Administrative File to the National Court. This service provides many benefits:

- **Better response time:** The Ministerial Department is able to compose the Administrative Electronic File online. In order to accomplish this task many users can participate can be done by one or several users. Once the Ministerial Department submits the file, the National Court has immediate access to the information. Also with the use of this service many risks existing with the remission in paper are cancelled: the transportation is through a secure network and the integrity of the file is guaranteed.
- **Paper zero:** No paper is interchanged during this process. There is no need to use paper, to digitize (document scanning) and to archive.



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2.2 JUDICIAL EXCHANGE POINT (PNJ)

The Judicial Exchange Point (PNJ) allows communication and request of information among the Judicial Network of the different Autonomous Regions, Ministry of Justice and General Council of the Judiciary (CGPJ), as well as with other organizations. This platform, developed by the CGPJ is, through the Judicial Information Technologies Commission, a useful instrument for the daily work of the courts.



Illustration 7 - PNJ

Therefore, the PNJ makes it possible to find all the information associated with any of the parts involved in a judicial process. The access to this information is restricted and the consultation process is done from a web safe environment, which requires proper identification.

By this way the CGPJ defines the PNJ as a catalog of services that offers to the judicial organisms the necessary information in the judicial process. The PNJ gathers a set of direct accesses to applications and databases through a judicial one-stop shop: CGPJ, General Administration of the State and of other institutions.

On this respect, it offers to Judicial Organisms the possibility to query and connect with features provided by third parties (Other Public Administrations, Professional Associations, Financial institutions, etc...). The use of the PNJ allows reducing the processing times of the procedures, and offering technological tools and



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services to the judicial stakeholders. The main benefit of using this ICT solution is a getting more efficient and effective guardianship of their rights in courts.

2.2.1 Access modes to PNJ services

There are two modalities of access to the PNJ services, depending on the access model:

- **CGPJ Portal services:** via Web browser.
- **Web services:** either through the Judicial Interoperability Service Hub or directly via a web service client with Web Services Security capabilities.

Also, the services could be classified by their security restriction:

- **Open Access Services:** the access and consumption of these services do not require authentication.
- **Restricted Access Services:** for these services the user authentication is required.

2.2.2 PNJ's services

Within the most relevant services of the PNJ are those related to consultations, being nowadays available the following ones:

- **Comprehensive Search:** This one-click query allows obtaining all the information related to a personnel or business identification number from many public organisms ([AEAT](#), [Land registry](#), [Institute of Statistics](#), [DGT](#), [SEPE](#) and [Police](#)). The result of the query is received in a PDF format file.



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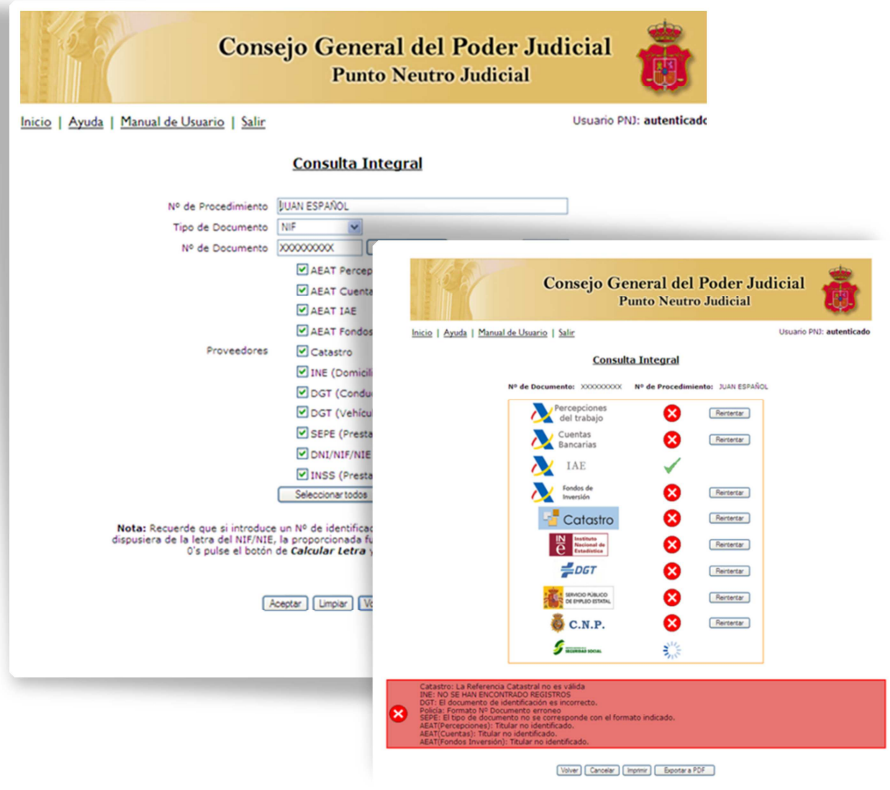


Illustration 8 – Consultation & results of all-around PNJ's services

- Assets Search:** This one-click query allows to obtain all the assets related to a personnel or business identification number from many public organisms [AEAT](#), [Land registry](#), [INE](#), [DGT](#), [SEPE](#) and [Police](#).
- Domiciliary Search:** This one-click query allows to obtain all the information related to a personnel or business identification number from many public organisms [AEAT](#), [Land registry](#), [INE](#), [DGT](#), [SEPE](#) and [Police](#).
- Tax Consultation:** This service is provided by the Tax Office. It allows retrieving tax information from a citizen or business such as earnings, bank accounts, economic activities tax, retirement plans, etc.



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CONSEJO GENERAL DEL PODER JUDICIAL
0704037001

CONSEJO GENERAL DEL PODER JUDICIAL
0704037001

Agencia Tributaria

Solicitud de datos de IAE

NIF: XXXXXXXXX Año Fiscal: 2013

ACTIVIDADES EN ACTIVO

Epigrafe	Actividad	Tipo Actividad	Tipo Cuota	F Alta	Exencion Concedida	Dom./Mun./Local
299.1	Actividad	Empresarial	Municipal	01/01/2012	Art. 11.1.a	Domocilio
299.1	Actividad	Empresarial	Municipal	01/01/2012	Art. 11.1.a	Domocilio

Datos de la
Procedimiento: JUAN
Identificador: XXXXX

Resumen de
- AEAT
Impuesto Actividades Económicas

Resumen de incidencias o información no encontrada

AEAT(Percepciones): Titular no identificado.
AEAT(Cuentas): Titular no identificado.
AEAT(Fondos Inversión): Titular no identificado.
Catastro: La Referencia Catastral no es válida
INE: NO SE HAN ENCONTRADO REGISTROS
DGT: El documento de identificación es incorrecto.
SEPE: El tipo de documento no se corresponde con el formato indicado.
Policia: Formato Nº Documento erroneo
INSS-Prestaciones: BEA-360001: Error Interno del Servidor

Illustration 9 – Result of Integral Consultation AEAT

- **CORPME** : (Professional Association of Property Registrar) Provides information about the real estate properties related to the ID provided.
- **DGT** : The connection with the Traffic headquarters allows querying for Information relative to drivers and vehicles from any courthouse.
- **INE** : The National Institute of Statistics provides to the Judicial Organisms information about official census.
- **Penitentiary institutions**: The available consultations are the following:
 - **Inmates' search**: information, filiation, alias, family situation, etc...
 - **Case status**: Cases of an inmate, state of the case, etc...
 - **Calculation of sentence**.
- **Public Notary** : Representation Notarial Certificate. This service allows access to the authorized electronic notary copies of representation notarial certificates.
- **National Police** : Provides access to the databases of Personnel Identifiers of the Police Headquarters.
- **Property Registry Virtual Office** : Service provided by the Land Registry Headquarter, which provides certificates with information relative to the property holder and the value of the real estate of his ownership, as well as its detailed description.



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- **Civil Register** : Access to BIRDS (Birth & Death registration System), deceased and civil state registers.
- **Social Security** : Allows access to the databases of the Social Security Department (TGSS), and to the Social Institute of the Navy.
- **SEPE** : Unemployment benefits. Service provided by the Public Employment Service (SEPE), which provides information to the Judicial Organisms relative to unemployment benefits.



Illustration 10 - Services of the PNJ

- **Seizure or Bank accounts.** It is a service provided by the General Council of the Judiciary which enables judicial organisms performs a bank account seizure easily and quickly. This seizure action is coordinated directly with the financial entities, increasing the success.



For further information:

<http://busprod.pnj.cgj.es/ServiciosPNJ/html/manual/index.html>

2.2.3 Deposit and Consignation Account

From 2003 the Santander Bank offers to the Judicial Organisms the service of management the “*Deposit and Consignations accounts*” through a web application.



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Illustration 11 – Access to the Deposit a and Consignation Account




Judicial deposits

-  Constituted in fulfilment of guarantees, bails, cautions or other procedural requirements established by laws.

Judicial consignations

-  Those that carry out in voluntary or necessary enforceable instruments.
-  Those that are done with a liberation purpose by one obliged to the payment of a quantity, or in others legally established cases.

The basic characteristics of the Deposit and Consignations accounts application are:

-  Allows an electronic management of all the economic transactions related to a judicial processes.
-  Facilitate courthouse daily work.
-  Reduces the time required to enforcement and facilitates the control of the financial operations.



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Usuario: JUZ00009 Código de Organismo: 9998 x Desconectar

Cuentas de Depósitos y Consignaciones Judiciales v13.0

Info Nueva Plataforma

Call Center Santander: 902 100 470 CAU M^o Justicia 902 999 724 [Calculadora] [Portal de Secretarios Judiciales] [Directorio] [Portal de Información y Control] [Ayuda]

Código: 4085 [Obtener datos]

Posición global			
Posición global	Fecha	Número	Saldo
Expedientes activos	14-10-2014	602	844.998,65 EUR
Saldo a una fecha	14-10-2014	---	---
Cuentas Expedientes Bloqueadas	14-10-2014	1	---
---	---	---	---

Operaciones últimos 5 días		
Operaciones	Número	Importe
Ingresos	35	22.697,87 EUR
Mandamientos de Pago	46	233.403,81 EUR
Transferencias/Trasposos emitidos	2	6.328,16 EUR
Transferencias/Trasposos recibidos	3	8.568,31 EUR
Cancelados	0	0,00
Bloqueados	0	0,00
Caducados	2	431,96 EUR

Operaciones Pendientes		
Operaciones	Número	Importe
Pendiente de cobro/transferencia	139	180.195,18 EUR
Pendientes de Ingreso	0	0,00
Pendiente de confirmar	0	0,00

Avisos

- Autorizaciones de Visualización de Cuentas Expedientes pendientes de resolución.
- Envío de correspondencia de los movimientos diarios **desactivado (Activar)**
- Tiene mandamientos que caducan dentro de los próximos 10 días.
- Existen movimientos marcados como erróneos desde hace más de tres meses. Puede solicitar al banco su devolución a origen a través de Ayuda > Consultas e incidencias previo desmarcaje de la lista de

Anuncios

!!! HAY PLAZAS DISPONIBLES!!! Se informa a los SSJJ de CANTABRIA y C-LA MANCHA que hay plazas disponibles para la acción formativa que se realizará el día 31 de OCTUBRE. Les animamos a participar!

Estado de las Cuentas-expediente	
Activa	Número
<input checked="" type="checkbox"/>	426 creadas
<input checked="" type="checkbox"/>	257 abiertas
<input checked="" type="checkbox"/>	251 operativas
<input checked="" type="checkbox"/>	94 ejecutadas
<input checked="" type="checkbox"/>	1380 concluidas
<input checked="" type="checkbox"/>	550 canceladas

Novedades aplicación

Versión 13.0 - Caducidad Operaciones pendientes Confirmación. (Diciembre 2013) [Ver](#)

Versión 11.4.1 - Oficina Judicial a través del PIC. (Diciembre 2011) [Ver](#)

Versión 11.4 - Embargos. (Noviembre 2011) [Ver](#)

Illustration 12 – Consultations on the Deposit and Consignations Account



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2.3 JUDICIAL ELECTRONIC AUCTION PORTAL

The Judicial Electronic Auction Portal is the single point of access to public information about judicial auctions, allowing the monitoring and online participation in judicial auctions to all citizens.



Illustration 13 – Portal & Auctions

The system is currently deployed in Murcia (a Spanish Autonomous Region). The information is managed and published by the Auction Units. The portal publishes information like: date and place of celebration, description, price, photos, plans, the existence of burdens, etc.

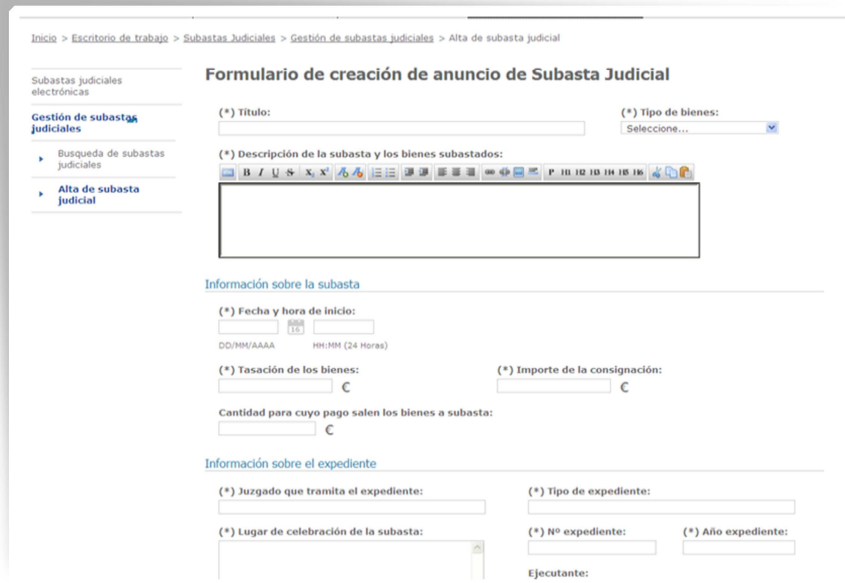


Illustration 14 – Access to the Form creation of a judicial Auction



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The Electronic Auction Portal was created to achieve the following objectives:

- **Auctions online** tool with search capabilities.
- Provide to the **participants specific information of each auction**: dates, valuation, existence of charges, land registry documents, photographs, maps, etc.
- Promote the **participation of citizens** in judicial auctions.
- **Mitigate the frauds** in judicial auctions.

The main features of the Electronic Auction Portal are as follows:

- **Secure portal access.** Digital Certificate Authentication. During the auctions, an alias is assigned to the users to assure the confidentiality.
- **Search capabilities.** The system is able to search by type of good, location of the good, estimated value of the good and the status of the auction. Additionally to services provided by the portal, the system provides information about the auction: Goods details, Steps of bids, Consignments, Closing Time.
- **Bid Monitoring:** Judicial Units of Auctions are able to control the bids of each of its auction.
- **Auction conduction:** Judicial Units of Auctions are able to manage and control the on-going auctions and the participants are able to bid online with a digital certificate.
- **Auction online performing:** One of the main objectives is the capability to carry out the auctions through internet access.

Inicio > Escritorio de trabajo > Subastas Judiciales > Gestión de subastas judiciales > Búsqueda de subastas judiciales

Subastas judiciales electrónicas

Gestión de subastas judiciales

Buscador de Subastas Judiciales

Palabras clave: Tipo de bienes:

Fecha inicio desde: Fecha inicio hasta: Tasación desde: € Tasación hasta: €

Provincia: Municipio:

Juzgado que tramita la subasta:

Subastas creadas por mi

Buscar Limpiar

Mostrando 1-10 resultados 1 2 Siguiente

EJECUCION TITULO JUDICIAL	
Provincia: Madrid	Municipio: MADRID
Fecha de inicio: 01/10/2014	Juzgado: JUZGADO 1º INSTANCIA Nº 3 DE COLMENAR VIEJO
Tasación: 93.145,39 €	Edicto: edicto ejh 87712.doc
ETJ 919/12	
Provincia: Madrid	Municipio: MADRID
Fecha de inicio: 02/10/2014	Juzgado: JUZGADO 1º INSTANCIA 8 DE MADRID
Tasación: 64.287 €	Edicto: etj919-12.doc
C/ DOMINGO PEREZ DEL VAL, 2, ESC. 1, BAJO-D DE MADRID	
Provincia: Madrid	Municipio: MADRID
Fecha de inicio: 02/10/2014	Juzgado: JUZGADO 1º INSTANCIA Nº 32 MADRID
Tasación: 150.000 €	Edicto: 1483-2012.pdf

Illustration 15 – Auction search system



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The screenshot shows the 'Portal de Subastas' website interface. At the top, there are logos for the Spanish Government and the Ministry of Justice, along with navigation links in Spanish, Catalan, Basque, and English. The main header includes the date 'Martes, 14 de Octubre de 2014 12:51:19' and a 'Hora oficial' indicator. Below the header, there are two main sections: 'Acceso de usuarios registrados' (with options for electronic certificate and user/password) and 'Registrarse como usuario del portal: Registrarse'. The central content area displays details for a specific auction: '100048070 - Finca Registral 69448 - Piso, con plaza de garaje y trastero, en Molina de Segura (Murcia)'. It includes the subasta code, start and end dates (16/01/2015 11:00 and 12:30), and the lot value (146.051 €). A status indicator shows 'Pendiente de celebrar'. Below this, there are tabs for 'Datos de la subasta', 'Datos de los bienes', 'Tramos de pujas', and 'Consignación'. The 'Datos de los bienes' tab is active, showing a list of 'Mostrar los siguientes bienes subastados' with one item selected: 'Piso, con plaza de garaje y trastero, en Molina de Segura (Murcia)'. A 'Mostrar bien seleccionado' button is visible. Below the list, the 'Descripción del bien' is provided: 'URBANA.- DEPARTAMENTO CUATRO. VIVIENDA en planta segunda del edificio sito en Molina de Segura, calle Alfonso X El Sabio, número 27 Es una VIVIENDA de TIPO A. Tiene su puerta de entrada situada a la derecha de la salida del ascensor y cuenta con dos dormitorios, un baño y un salón-comedor con la cocina incorporada Ocupa una total superficie construida, incluyendo la superficie de elementos comunes de setenta y nueve metros y sesenta y tres'.

Illustration 16 – Information of goods auctioned

2.3.1 Next steps

The Ministry of Justice, is working on the implementation of the Electronic Judicial Edicts Board, pursuant to the provisions of Article 35 of the ICT usage in Justice Administration Act (18/2011). This Board will be posted on the Electronic Judicial Office of Ministry of Justice, in order to be accessible by any citizen.

In addition, the BOE state agency (BOE - State Official Journal) is in charge to publish all the official actions advertisements of the state. This Agency, with the new regulation, will be in charge of carrying out all the auctions of the State, independently of the auction executant (Judicial, Administrative, Traffic...).

Therefore, next steps in this subject are the following:

- Go live of the Electronic Judicial Edicts Board.
- Interconnection between BOE Agency and Justice Administration to interoperate the required data to publish and carry out the judicial auctions.



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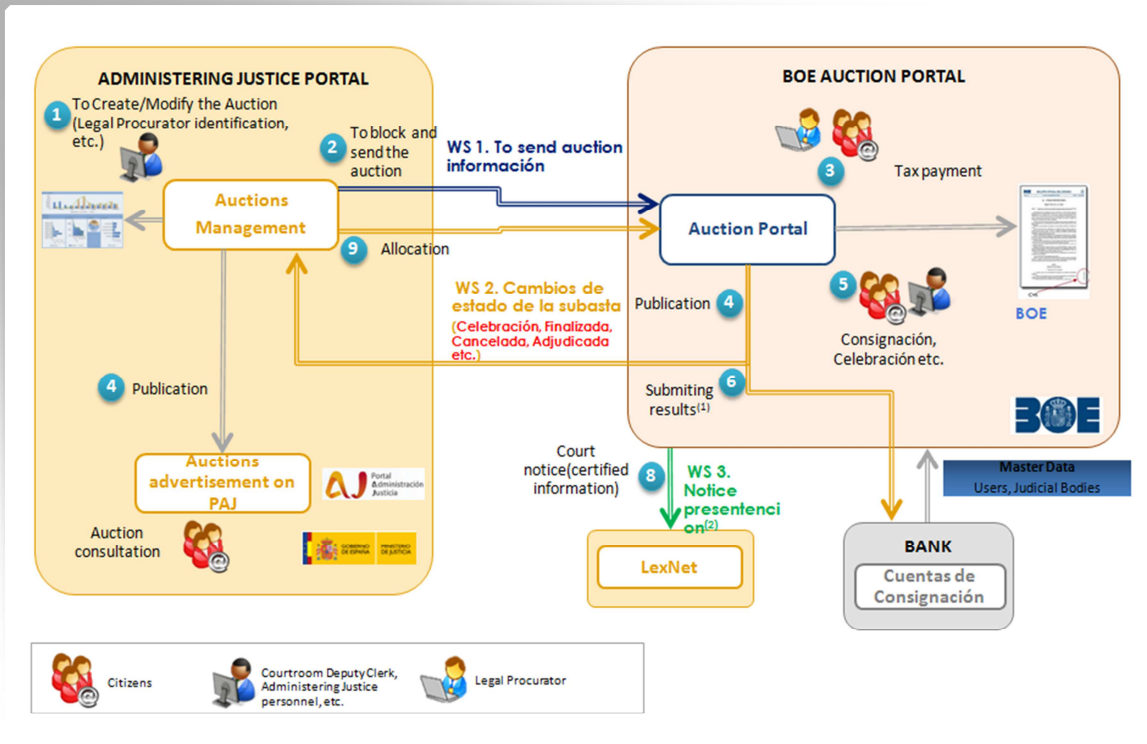


Illustration 17 – Flow auction model: Ministry of Justice and AEOE

For further information see:



<https://subastas.administraciondejusticia.gob.es/>



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2.4 MINERVA

Minerva is a paper-based Case Management System that supports the processing of information relating to court proceedings.

The system facilitates the organization and storage of judicial information, so that any court involved in the processing of a particular procedure can access to information associated with it, with reservations guaranteed, control and confidentiality required.

Minerva enables to control courts work during the complete life cycle of a procedure, and supports the structure and organization of the New Judicial Office, with new guided processing functionalities, task reminders and pending to the UPAD level, Common Services, and even individualized tasks per civil servant.

2.4.1 Main features

- Integration with the organizational structure of the Judicial Office.
- Definition of job profiles according to the organization.
- Guided procedure: the system suggests the next step in the procedure.
- Alerts of pending tasks and procedures, in a level of procedural units and its processing authority.
- Obtaining books, inquiries and statistics of any judicial body.
- Registry the physical location of the judicial files.

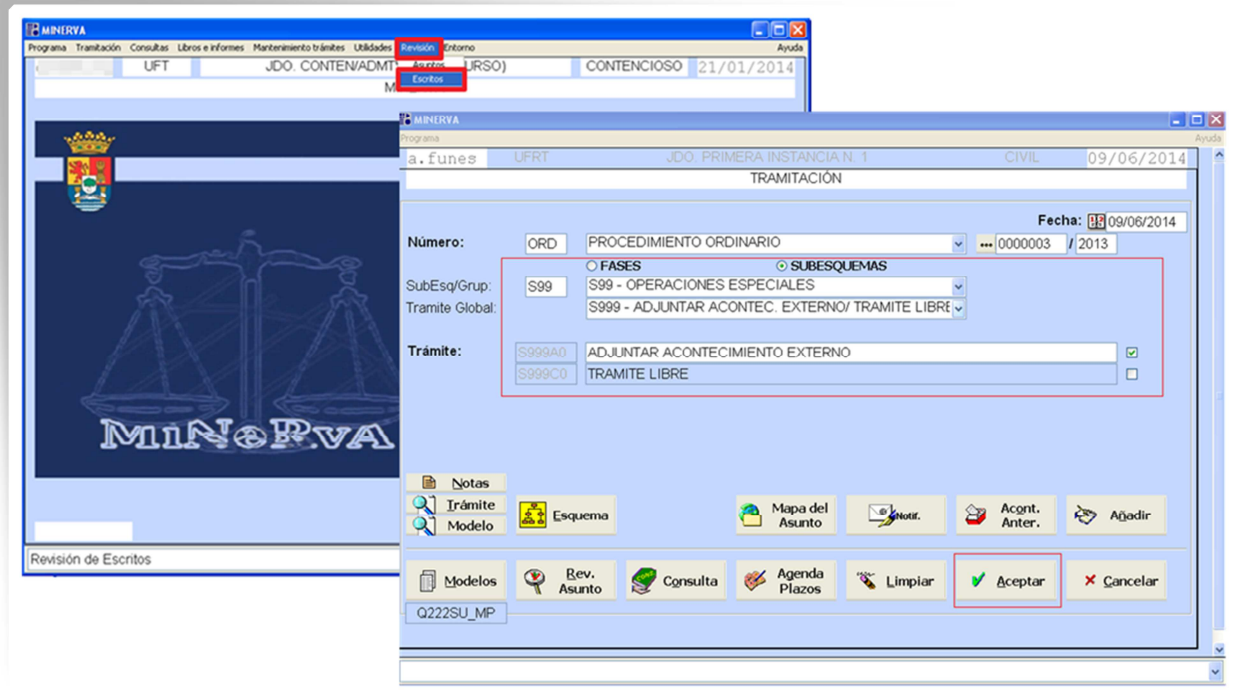


Illustration 18 – Minerva (Procedural manager system)



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2.4.2 Advantages

- **Control features:** Allows getting details of all aspects of the process.
- **Decision-making wizard:** It has all the information grouped, so the decisions on judicial matters seem easier.



2.5 JUDICIAL ELECTRONIC FILE (EJE)

2.5.1 What's the judicial electronic file?

2.5.1.1 Legal dimension

The ICT usage in Justice Administration Act 18/2011 provides new rights and obligations, define key elements for the electronic Justice Administration, define an interoperability framework and identify which technical elements could be used and in which case.

One of the key elements defined in the act is the Judicial Electronic File, which is described in the Article 26 as *"a set of electronic documents relating to court cases, whatever the type of information contained"*. In addition the Article 27 defines Electronic Judicial Document. To get this consideration the documents must be generated through the Case Management System. The act also allows that other documents could be attached to the Electronic Judicial File like Electronic Judicial Document when they fulfill the established digital signature requirements.

After the publication of the 18/2011 Act the Judicial Electronic File/Document regulation continued through the Interoperability and Security guide. This guide establishes the technical structure of the Electronic Judicial File and Electronic Judicial document, among others.

2.5.1.2 Technological dimension

The Judicial Electronic File is basically composed by the following elements:

- **Electronic Index.** List of all the elements which compound the file. The electronic Index guarantees that the file has not been modified: add, delete or modify elements.
- **Metadata.** Set of data relative to the file itself and the elements that compound it.
- **Electronic signature.** Guarantees the authenticity, non-repudiation and integrity of the contents of the index.
- **Electronic elements.** Set of digital elements corresponding to a judicial case. This elements could be of many types:
 - Electronic Judicial File: A File could nest 1 or more Files.
 - Judicial Electronic File.



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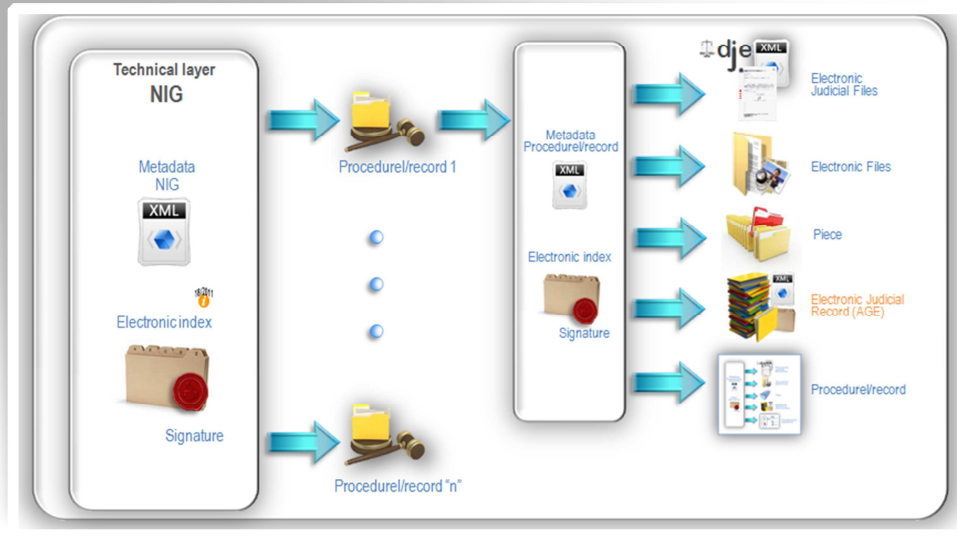


Illustration 19 – Judicial Electronic Record Components

The use of the Electronic Judicial File through an Electronic Case Management system empowers the digital management of the information and reduces significantly the amount of paper that has to be managed. Based on the 18/2011 Act, both, electronic and paper documents have the same degree of judicial recognition.



Illustration 20 – Judicial Document in paper format



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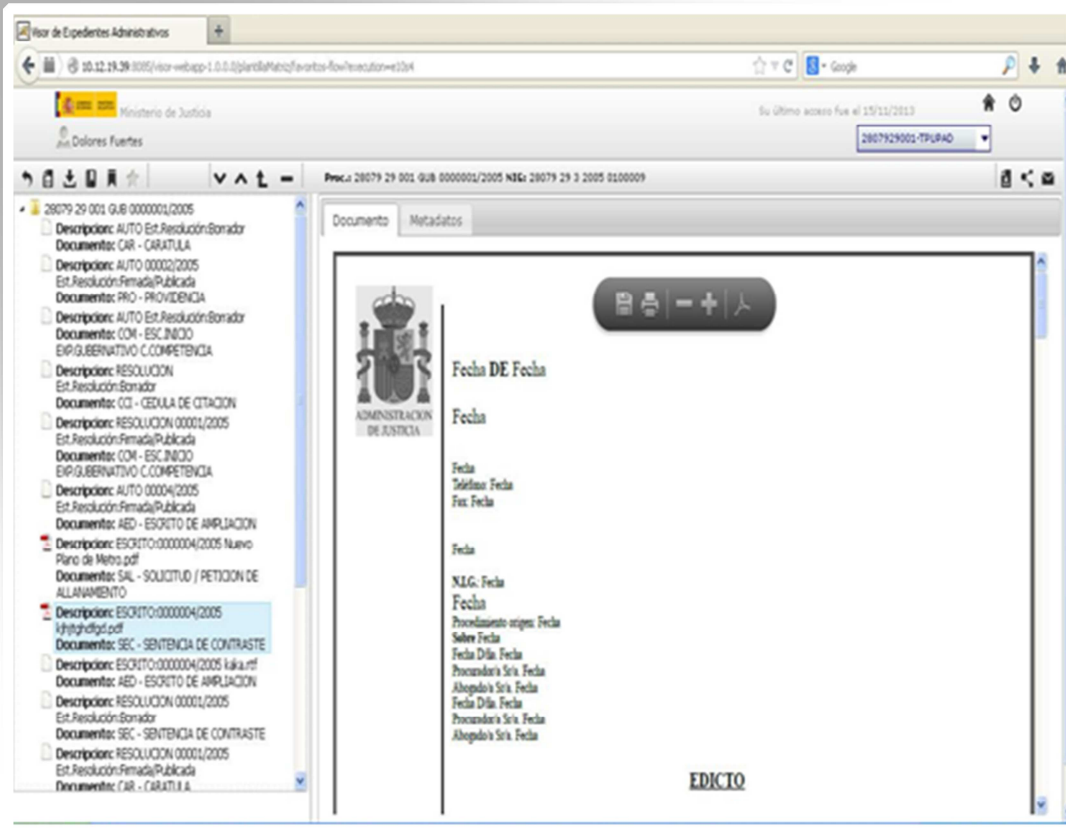


Illustration 21 – Visualization of Electronic Judicial Document through the Viewer of the Integrated Electronica Case Management

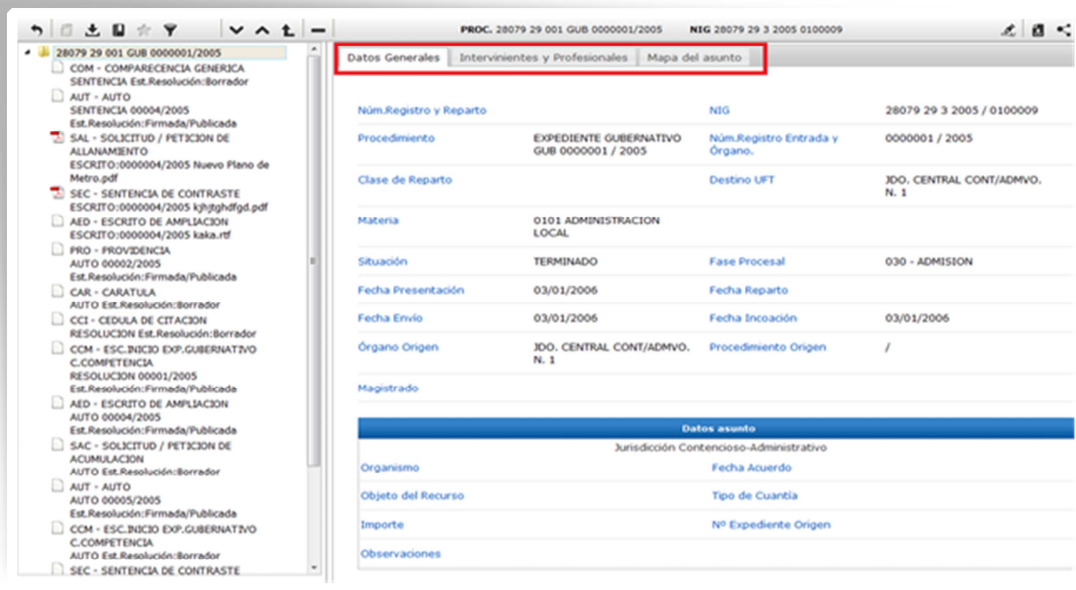


Illustration 22 – Visualization of the Judicial Electronic Record



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2.5.2 Integrated Justice System (SIJ)

The purpose of the Integrated Justice System (SIJ) is to develop a Procedural Management System that will replace, in a gradual way, the current one (Minerva). It has been developed following the principles of modularity, scalability and interoperability.

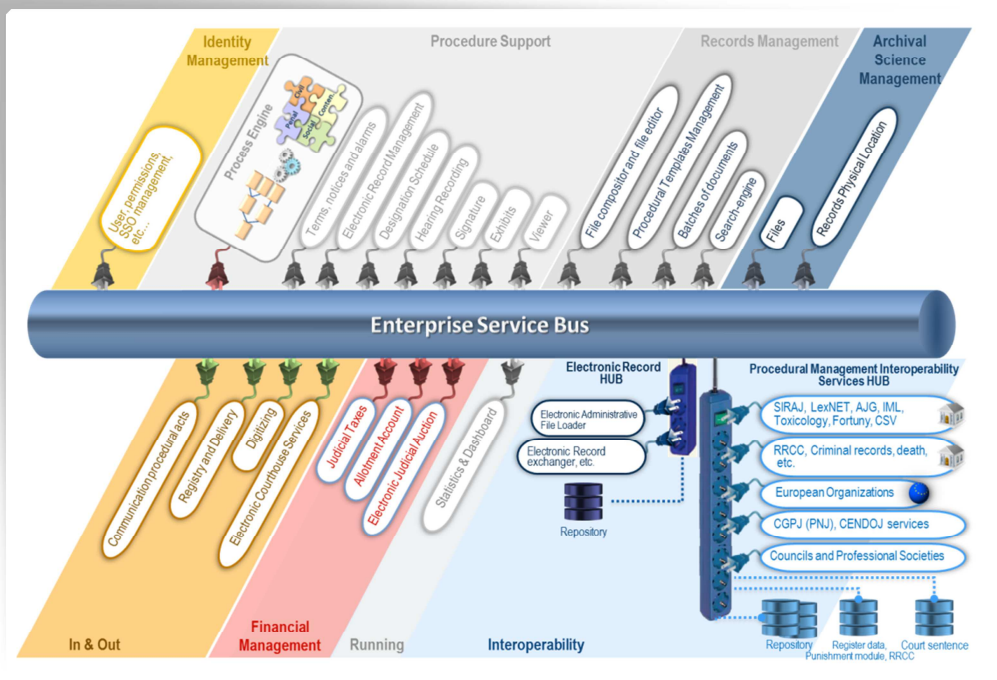


Illustration 23 – Modular vision SIJ

The Integrated Justice System should be understood as a set of modules which provides specific functionalities to the Administration of Justice. All the modules work together and interoperate between each other through the interoperability bus. The main objectives of this system are the following:

- **Easier Information Access.** Justice Professionals and citizens would have access to their judicial information through an Electronic Judicial Office. It would be no necessary to visit physically the courthouse to obtain information about a case.
- **Boosts the Efficiency.** SIJ is process oriented system. All the judicial procedures have been modelled as processes and the system uses them to drive the procedure.
- **Modular, interoperable and scalable.**
- **Technology Neutrality.** As all the modules work between each other through the interoperability bus, it is possible to adapt modules implemented in different technologies/vendors. Also this modular strategy facilitates the substitution of one module for a new one.
- **100% electronic management.**



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2.5.2.1 Main SIJ Functional Areas

Identity Management

As the System Integrated of Justice (SIJ) is based on different and independent modules, so the user access management was an important issue to take into consideration. For this purpose, it was defined this functional area, so it could gather all the functionality related with the users authentication and authorization. SIJ, through this functional area, will create a unique identity for each user instead of generate user's credentials for each user and module (i.e. user and password, etc...). Based on this identity, SIJ provides a single sign on service. With this service the user logs in with its credentials once and can access all the other modules without introducing its credentials again.

Case Management Support

This functional area provides to the SIJ all the modules related with the Case Management Support. The main modules under this area are:

- **Judicial Process Engine:** This module provides all the process oriented functionality. The Judicial Processes are loaded on this engine and through this module they are executed. Currently, all the Spanish common law has been modelled using a standard process definition language. This process identifies in a certain moment of the process that has to do what and what are the next available steps. Process oriented case management allows that all the procedures are executed in a homogenous way, facilitating the optimization of the process, the statistics extraction and the monitoring and detection on bottle necks.
- **Trial Room Schedule.** This module is the responsible to control the reservation of the trial room for the celebration of public trials and other procedural acts. This module uses other services provided by the SIJ like notifications to a party.
- **Electronic Signature.** This module consolidates all the digital signature functionality of the SIJ. It also provides an electronic signature portal in which the users are able to perform all the electronic signature operations.
- **Trial Room Recording.** The public trials are recorded and kept as part of the Judicial File. This module gathers all the recording, managing and playback functionality. The video records, at the end of the public trial, have to be signed electronically by the court manager.
- **Electronic Judicial File Viewer.** This component provides a control access to the Electronic Judicial File. The user is able to perform actions such as access judicial documents, search and browsing of the structure that compound the Judicial Electronic File, visualize the application metadata, etc...

Communications with 3rd parts

- **LexNET.** This module satisfies the notification legal requirements. It is a secure email system based in digital signature that is used to send emplacements, decrees, orders, etc. to the parties. This system is capable to assure in which exact moment the notification was sent and when it was received by the stakeholder. This information is used to manage the deadlines of the procedure.
- **Registry.** The purpose of this component is to register all the documents that are submitted in the judicial registry. The system assigns to the documents submitted a new number of general identification number in case it is the initialization of a procedure or the corresponding number of the judicial procedure in case the document is related to an existing procedure. Once the documents are properly registered, they are delivered to the corresponding court. In case the



documents submitted initiates a new procedure the system uses a set of rules to randomly assign the procedure to a court.

- Digitalization.** If documentation is submitted in paper format, it has to be managed and digitalized. In this module it is centralized all the SIJ features for digitalization and transformation. This module has to operate in a coordinated way with the registry module. One of the main benefits of the usage of this module is that paper disappears from the courthouse. All the paper is sent from the digitalization to the archive and the courthouse work only with Electronic Judicial Documents.

The illustration below represents the workflow of information between the Registry and the Digitalization components.

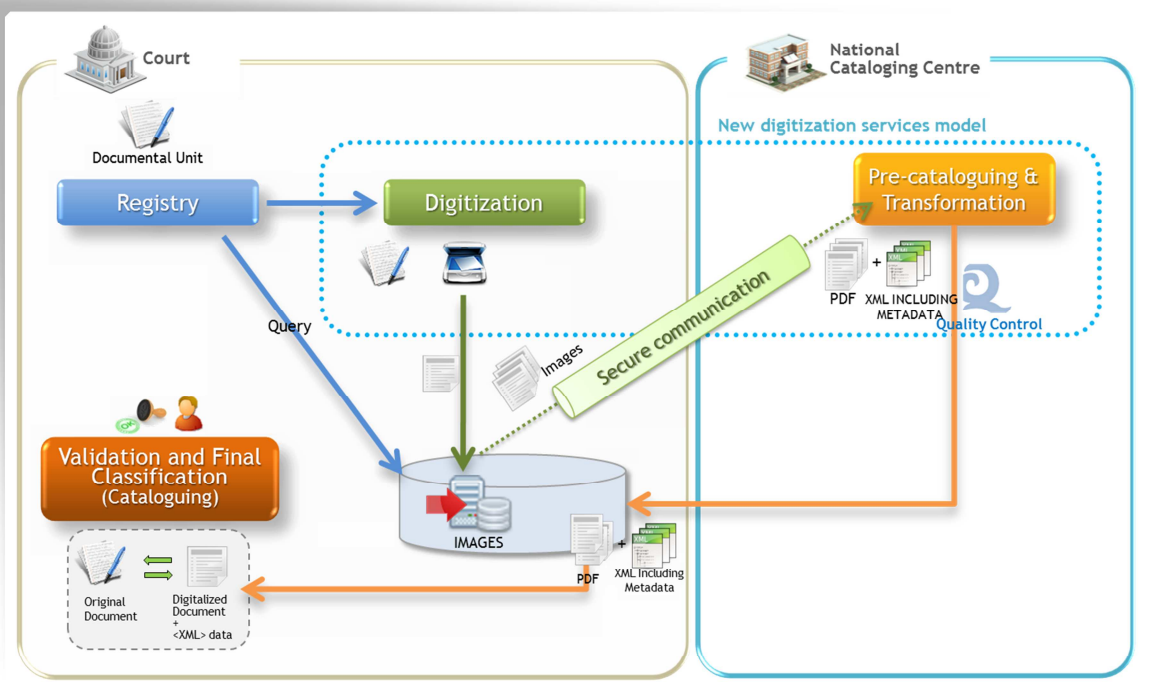


Illustration 24 – Workflow of information between the Registry and the digitalization system

- Electronic Judicial Office.** It is the gateway through which citizens and justice professionals can access to the Judicial Services and information. It's a one-stop shop in which many of the transactions, that currently has to be done in person at courthouse, can be done electronically.

2.5.3 Deployment Phases

2.5.3.1 Phase I - Electronic Judicial File

In this phase the existing electronic case management system is not substituted, but it is complemented with the basic components required to achieve the Electronic Judicial File. These components are:

- Electronic Judicial File Viewer.** As paper no longer exists, the viewer is required to visualize the complete judicial file and its documents.



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- **Electronic signature module.** Digital documents required to be signed with digital signature.
- **Registry.** Manage all the documents submitted and operate in an integrated way with digitalization
- **Digitalization:** Transform paper documents into electronic documents.
- **Archive.** Store all the paper that has been digitalized just in case the court requires the original document to perform some check.

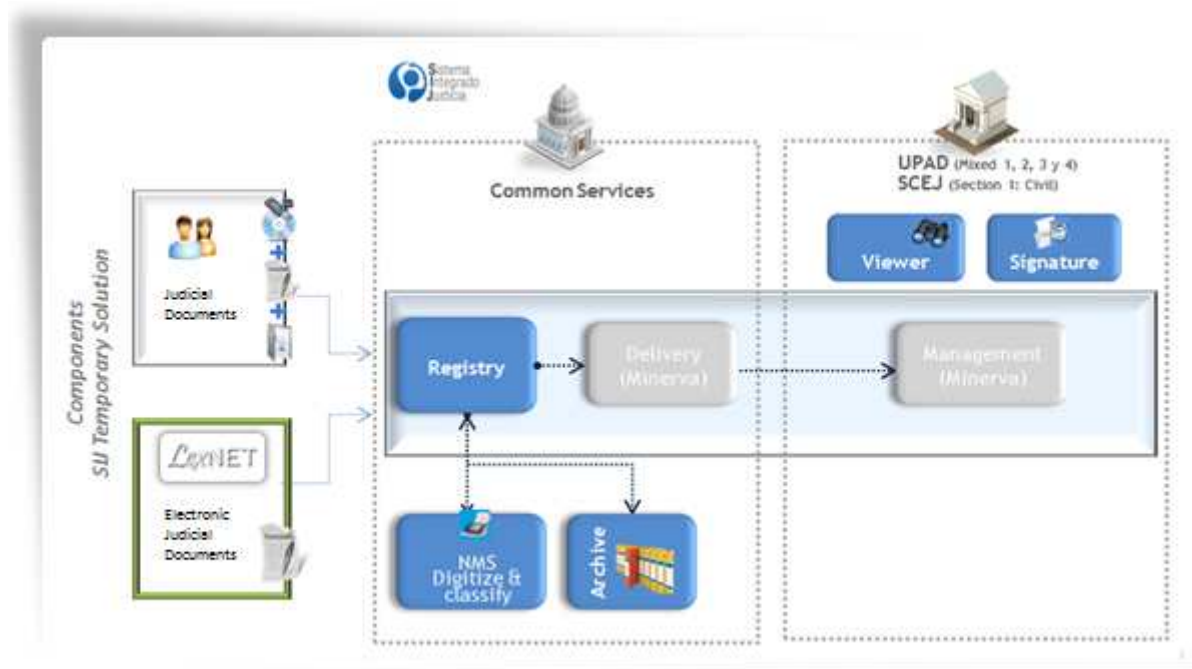


Illustration 25 – General Schema in Transitory SIJ

2.5.3.2 Phase II – Process Oriented management

It is required that all the modules of the phase are fully in service as they are providing the Electronic Judicial File functionality.

In this second phase, the Electronic Case Management System Minerva is substituted by a process oriented system (based on the Judicial Process Engine). This new Electronic Case Management extends the interoperability functions of Minerva, allowing a seamless integration of many services required for the Judicial Activity.



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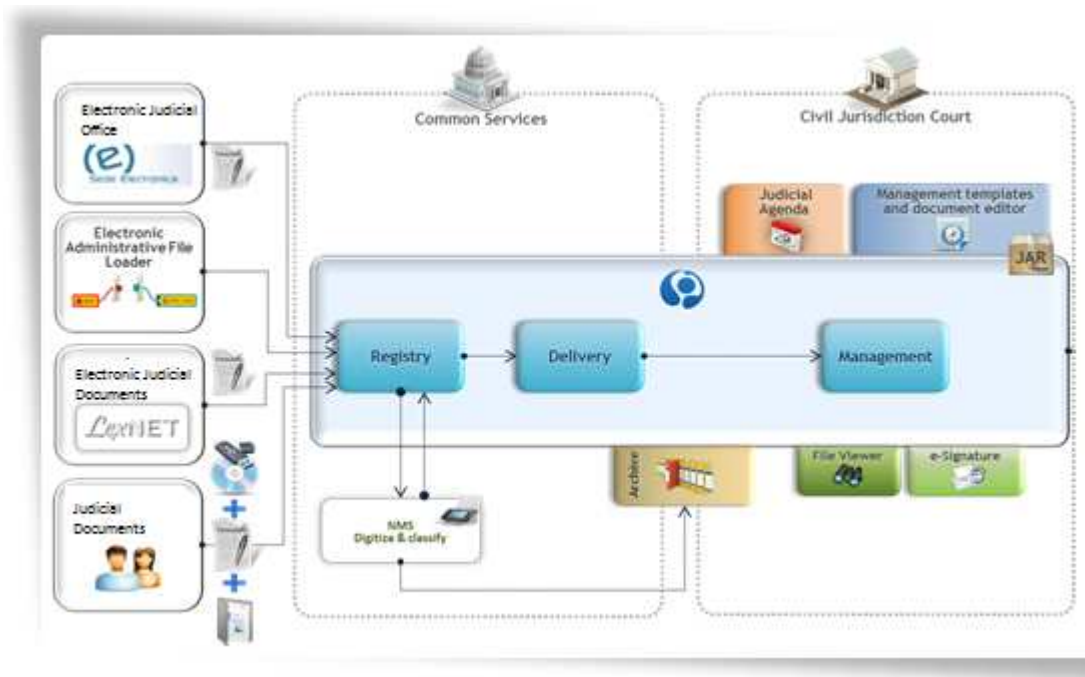


Illustration 26 – General Schema in Final SIJ

2.5.4 Advantages and benefits

Use of the Electronic Judicial File implies a review of the current working process but its usage report many benefits:

- **Interoperable ready.** Its structure is based on the Judicial Interoperability and Security Scheme (EJIS), which is an open standard that could be followed by all the stakeholders who take part in the judicial process: i.e. professional bodies, Ministry of Justice, General Council of the Judiciary, etc...
- **Complete Electronic Judicial File.** The file includes all documents. In case some original documents are on paper format, they could be digitalized.
- **Electronic access and search capabilities.** As all the information is in electronic, depending on the security policies, the Electronic Judicial Files could be accessed from the courthouse where the process is taking part, from a different courthouse, from home through a VPN connection, etc...
- **Improved security.** Electronic signature boosts the security levels as it guarantees that it has been signed by who is indicated in the signature, who has signed the document cannot repudiate the document and it is also guaranteed that the document has not been modified.



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2.6 LexNET

Royal Decree 84/2007 was aimed to regulate the Spanish Electronic Delivery and Notifications System, called “LexNET”. It is established as an ITC platform for the secure exchange of information, based on email and a qualified electronic signature. This system allows bidirectional communication between judicial offices, and a great diversity of legal operators.

ICT usage in Justice Administration Act (18/2011) establishes the mandatory use of technological resources for all justice stakeholders.



Illustration 27 – Lex NET Access

2.6.1 Technical characteristics

- **User friendly interface** based on W3C standards and WAI accessibility guidelines. Also, LexNET offers a set of web services to facilitate the integration with 3rd parties' applications.
- **High availability:** 24/7 operation.
- **Scalable ready:** It is possible to modify the dedicated infrastructure to adjust to the current demand.

2.6.2 Top features

- **Electronic delivery:** Stakeholders receive authenticated and digital signed notifications issued by courts.
- **Stakeholders** are able to send digital documentation to courts with all the legal guaranties. Senders receive an electronic receipt, certifying that transmission was successful.



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- **Copies delivery.** To provide copies to representatives of the parties involved, the system offers the possibility to perform an electronic secure and law compliance guarantees delivery.
- The entire **messages exchanged by stakeholders** are signed with a qualified digital signature.
- Service provided over the internet.

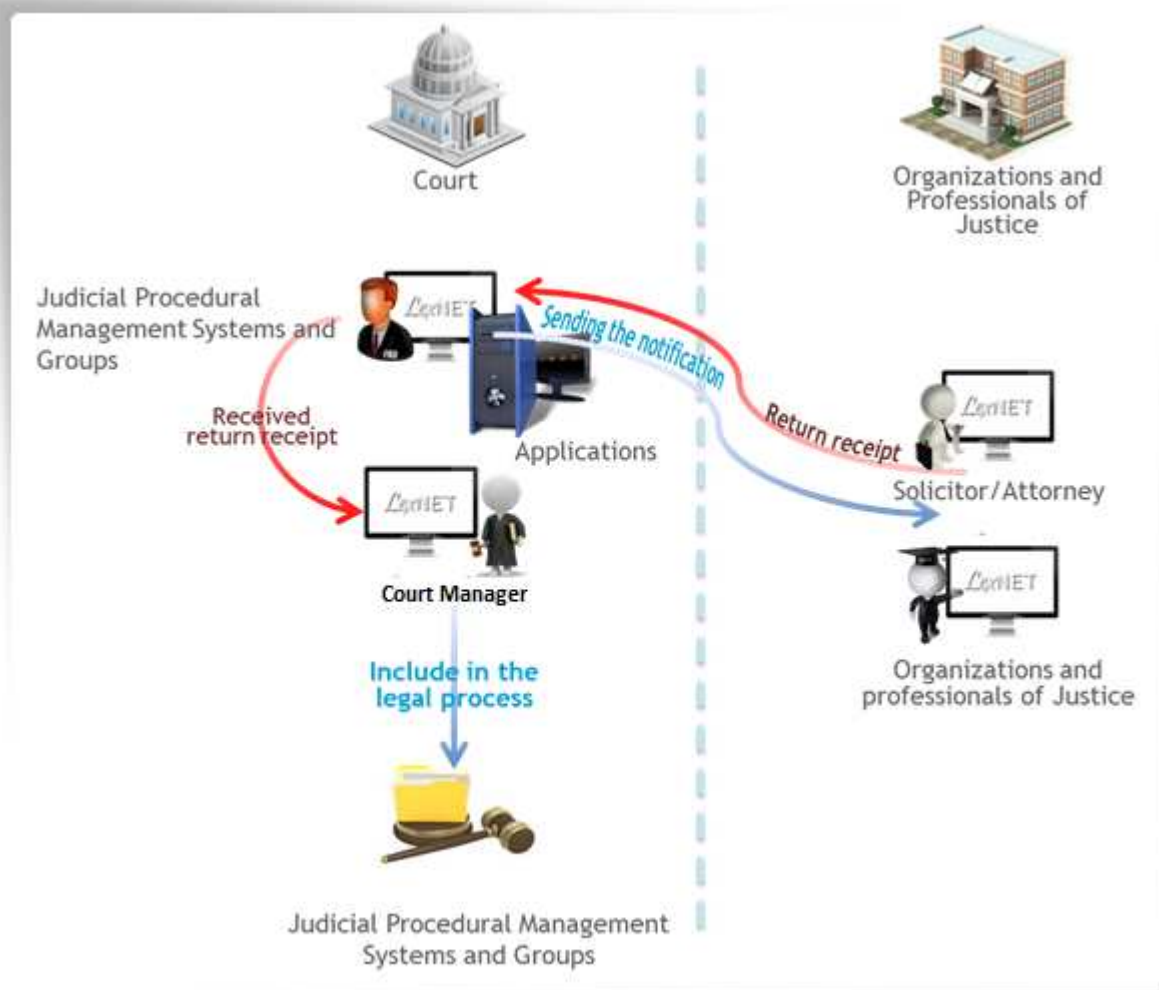


Illustration 28 – Reception of Electronic Notifications



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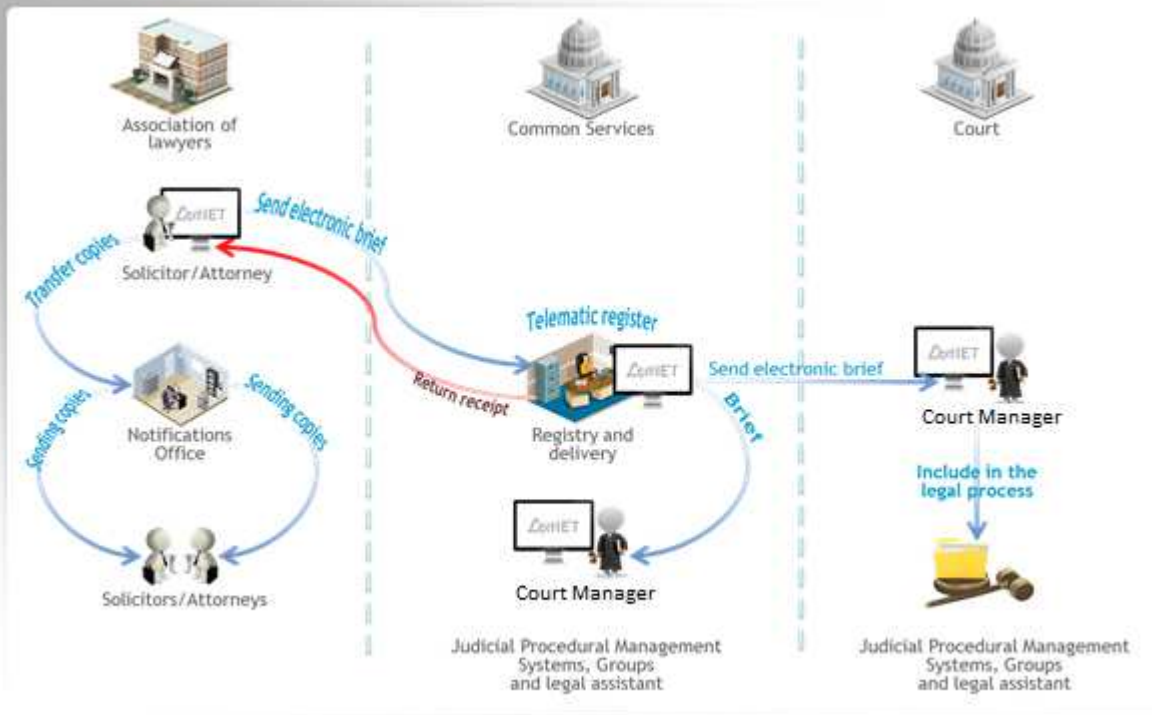


Illustration 29 – Sending written (Civil solicitor)

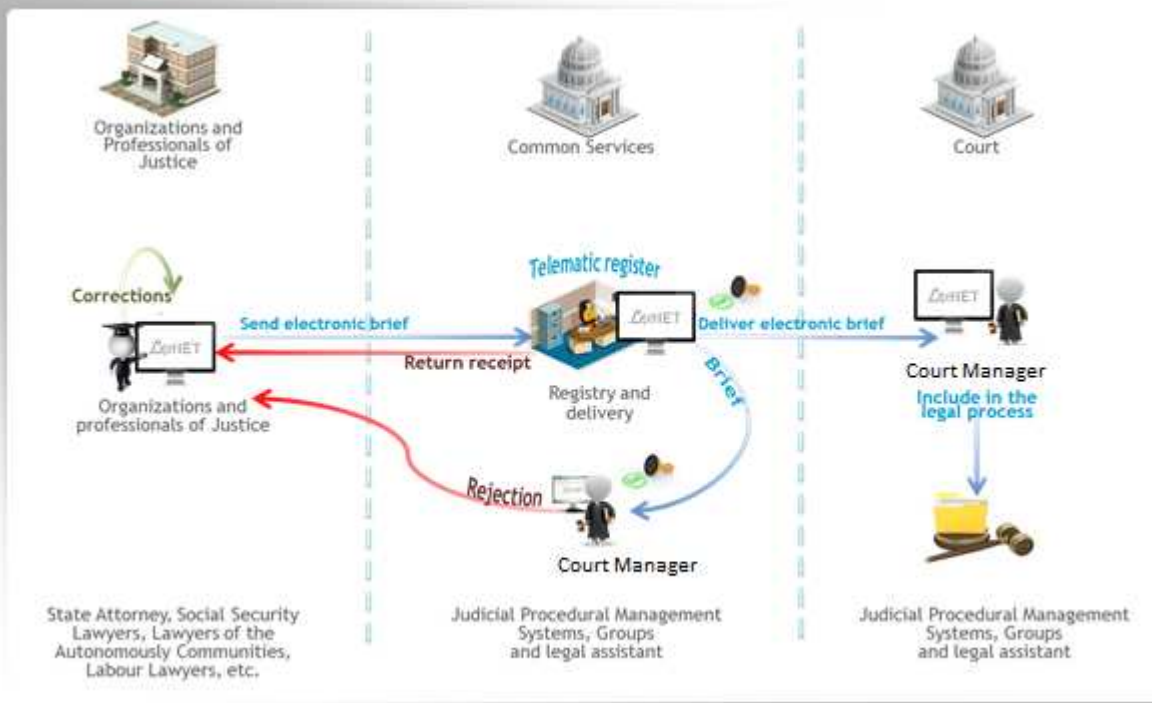


Illustration 30 – Sending acts of referral (Lawyers, Social Graduates and Organizations)



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CCAA Rmte		Número Mensajes											Total			
		NOTIFICACION														
		2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004				
ANDALUCÍA	D	6.497.993	7.800.102	6.374.358	994.206	107.537	299									21.774.495
ARAGÓN	D	1.630.888	1.975.224	1.965.576	1.509.848	497.175	56.311									7.635.022
ASTURIAS	D	1.420.036	1.770.060	894.387												4.084.483
C. DE MADRID	D	683.705	482.633	66.698	1.678	3.418	3.084	200								1.241.416
C. LA MANCHA	D	2.000.746	2.426.074	2.291.718	1.618.505	1.001.761	199.508	28.551								9.566.863
C. VALENCIANA	D	5.942.862	7.075.446	4.355.605	2.706.619	1.833.587	1.034.953	172.192	80.308	35.008						23.236.580
C. Y LEÓN	D	3.021.045	3.737.465	3.167.630	2.107.401	1.861.662	1.280.196	366.756	80.258	46.573	39.282	23.180				15.731.448
CANARIAS	D	1.513.155	1.629.853	17.182												3.160.190
CATALUÑA	D	4.757.421	5.484.248	3.733.208	2.568.174	2.331.970	1.893.856	1.283.457	125.044							22.177.378
CEUTA	D	111.484	133.715	140.619	103.419	54.640	7.953									551.830
EXTREMADURA	D	1.167.935	1.390.546	1.335.404	1.041.523	662.921	310.949	39.200								5.948.478
GALICIA	D	3.379.328	4.022.014	2.626.319	1.206.791	286.119	142.051									11.662.622
I.BALEARS	D	1.573.415	1.937.174	1.926.199	1.581.706	860.861	42.916			742	2.265	12.484				7.937.762
LA RIOJA	D	377.480	453.103	435.505	363.185	232.623	136.580	3.669								2.002.145
MELILLA	D	105.527	148.350	139.246	113.009	72.868	6.331									585.331
ORGANOS CENTRALES	D	955.799	1.225.036	989.310	678.975	639.286	415.187	62.288	561							4.966.442
R. DE MURCIA	D	1.663.233	1.962.432	1.562.678	1.048.151	872.577	202.029	650								7.311.750
Total Año		36.802.052	43.653.475	32.021.642	17.643.190	11.319.005	5.732.203	1.956.963	286.171	82.323	41.547	35.664				149.574.235

Illustration 31 – LexNET statistics messages per autonomous region

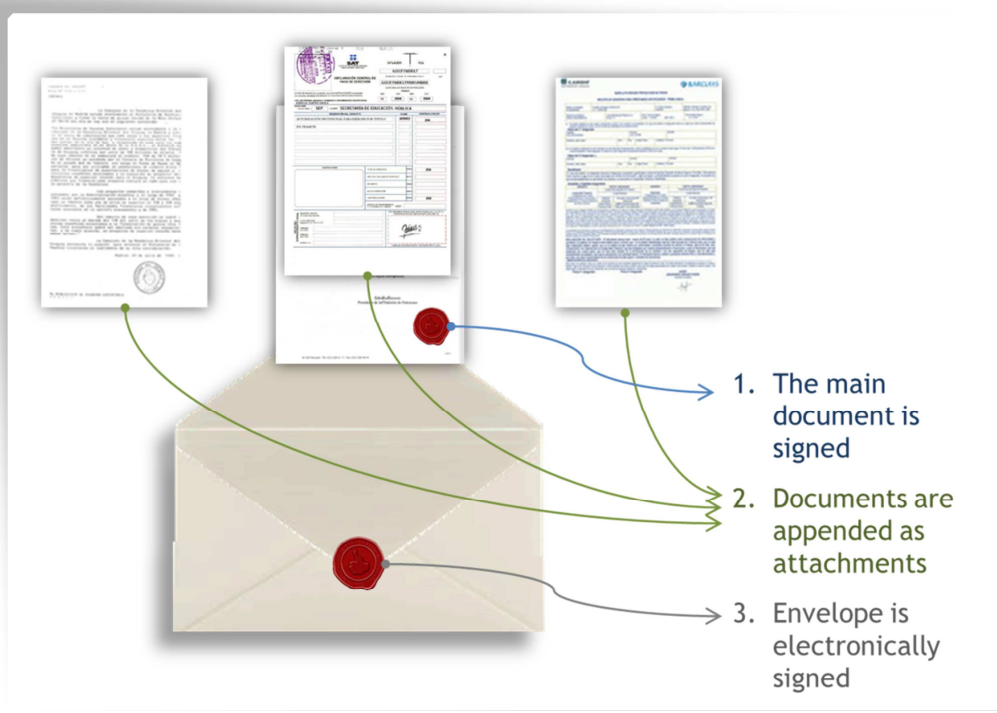


Illustration 32 – Conceptual framework of delivery via LexNET



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Involved stacked holders:

- **Court house:** Court managers, courthouse staff and prosecutors.
- **Justice Professionals:** Lawyers and others professional related with the judicial process.
- **Public Administrations:** State attorneys, Ministerial departments, Social Security, etc.

2.6.3 Advantages and benefits:

- Deployment to **national** level.
- **Saving** paper, toner and space.
- Drastic reduction of **shipping times**.
- **Avoid** unnecessary travel.
- **Electronic** continuity principle.
- Available and accessible **24/7**.

For further information:

https://www.boe.es/diario_boe/txt.php?id=BOE-A-2007-2954&lang=es

2.7 EXECUTIVE DASHBOARD

The strategic objective of this system is to provide structured and valued information to the Ministry of Justice executive level, to support the decision-making.

Therefore, Executive Dashboard aims to agglutinate the information generated in each of the courts through, in order to provide a *“big picture”*. This information is updated daily with the most significant judicial activity. Pendency, workloads, duration, elapsed times... are just a few examples of the indicators that are obtained through the use of dashboard.

2.7.1 Data flows

As shown in the following graphic, the information is gathered from each courthouse. As Minerva, the current Case Management System, is a distributed system, data extraction has to be performed individually from each courthouse. All the data extracted is consolidated in a unique data model. Once this data model is available, integration and depuration tasks are performed. After all the information has been processed it is available to users through the executive dashboard user interface.



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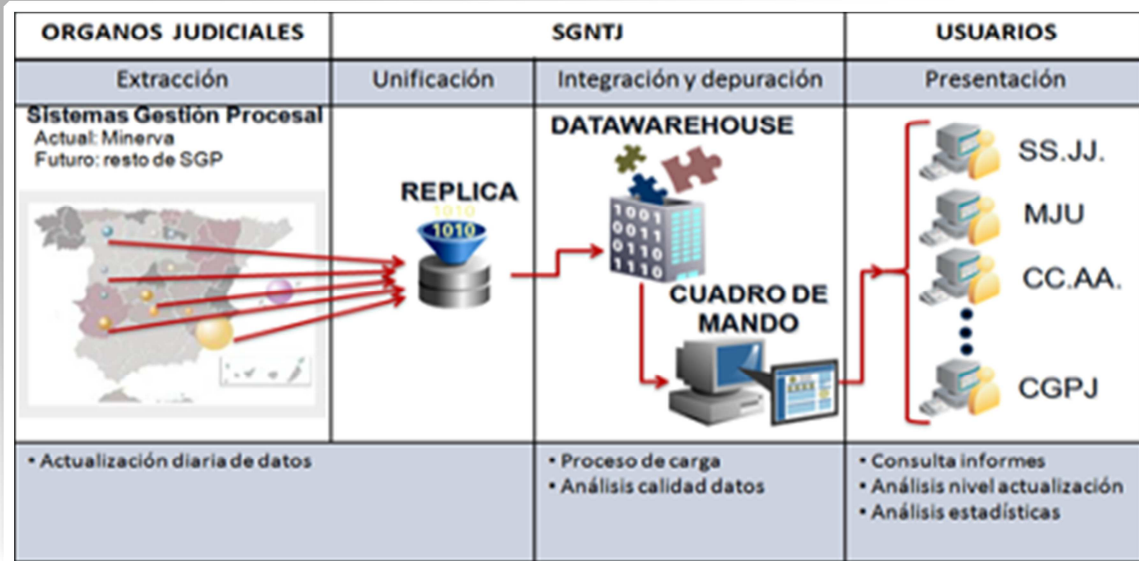


Illustration 33 – Information Flow CCM.



Illustration 34 – Summary of management quality



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GPR - Incoados - Terminados ANUAL

Evolución a través de los años del número de asuntos incoados versus el número de asuntos terminados.

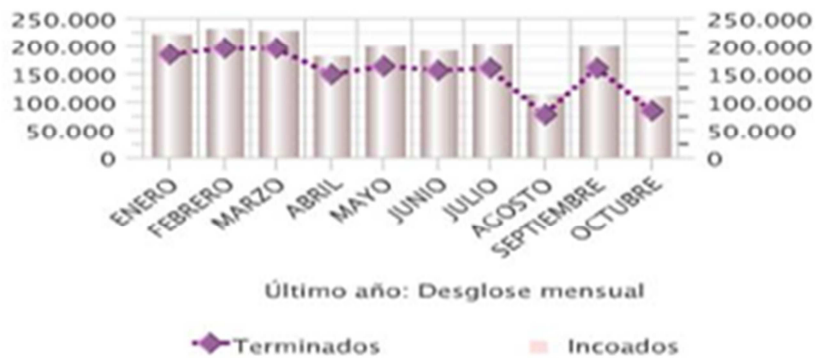


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Illustration 35 – Proceedings initiated annual statistical

GPR - Incoados - Terminados Último AÑO

Evolución mensual durante el último año del número de asuntos incoados versus el número de asuntos terminados.



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Illustration 36 – Proceedings initiated monthly statistical



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GPR - Resumen Clase Proc menor y mayor tiempo de terminación

Tiempos medios de terminación por clase de procedimiento en el año 2014 y orden jurisdiccional seleccionado.

Gráfico



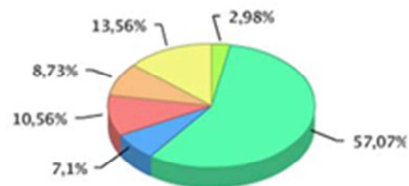
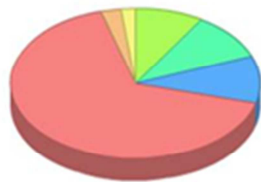
Illustration 37 – Summary of termination procedure time

GPR - Resumen Oficina Judicial

Porcentaje de procedimientos incoados en 2014 por tipología del procedimiento (primer gráfico) y media en días de terminación de cada tipo de procedimiento incoado en 2014 (segundo gráfico); en el año y orden jurisdiccional seleccionados.

Distribución Tipologías Procedimientos

Duración media de terminación



- Principal
- Recurso Interpuesto
- Ejecuciones
- Recurso
- Auxilio Judicial
- Pieza Separada

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Illustration 38 – Summary Judicial Office



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2.7.2 Advantages and benefits

- **Judicial statistics.** One of the main sources of information for the statistical bulletins, base of the annual report of the Judicial Statistics and reports CGPJ.
- **Effort efficient.** Saving court managers' time and work required to obtain and format data. It also helps with the calculation of complex indicator and ensures a higher degree of reliability the data.
- **Centralized repository.** Provides a unique access to the current situation of courthouses (depending of the rights level of the user).



2.8 IDENTITY MANAGEMENT

Identity Management system is a technological platform that enables the creation and management of a centralized identities repository. This repository is integrated with a set of distributed and heterogeneous systems. Each one of this system has it owns repository for authentication and authorization purposes. The Identity Management system is able to manage all this repositories, allowing a centralized provision of users and roles.

Among the different features of this system, it is important to highlight the following:

- Centralized Control and provision of roles, users and permissions on the systems and applications. The organization processes related to user management could be implemented in a significant degree on this system.
- Single sign-on capabilities, which improves the user experience and security for the systems accessed by the users.
- Drastic reduction of user credentials that user currently is in force to memorize (or write down).

The Ministry of Justice state of art in relation with Identity Management is described in the following illustration:

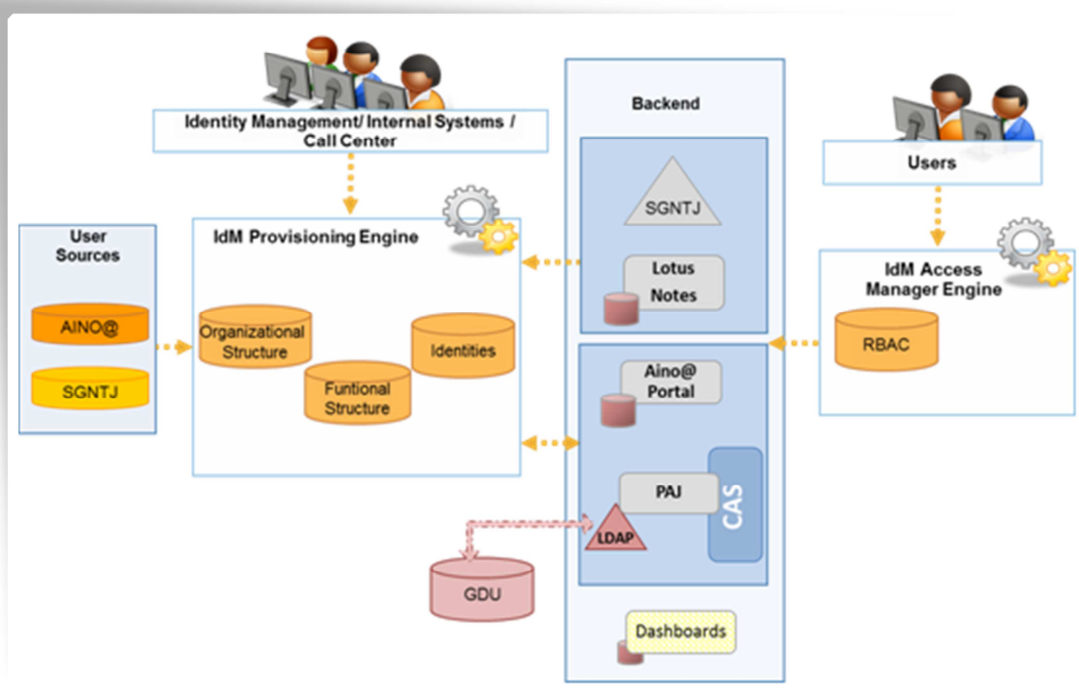


Illustration 39 – Identity Management Architecture



2.9 JUDICIAL ACTIVITY SUPPORT REGISTRIES SYSTEM (SIRAJ)

SIRAJ is system which integrates several administrative registers required for the Judicial Activity. From this unified user interface, users are able to access, manage and update registries information, boosting judicial procedures.

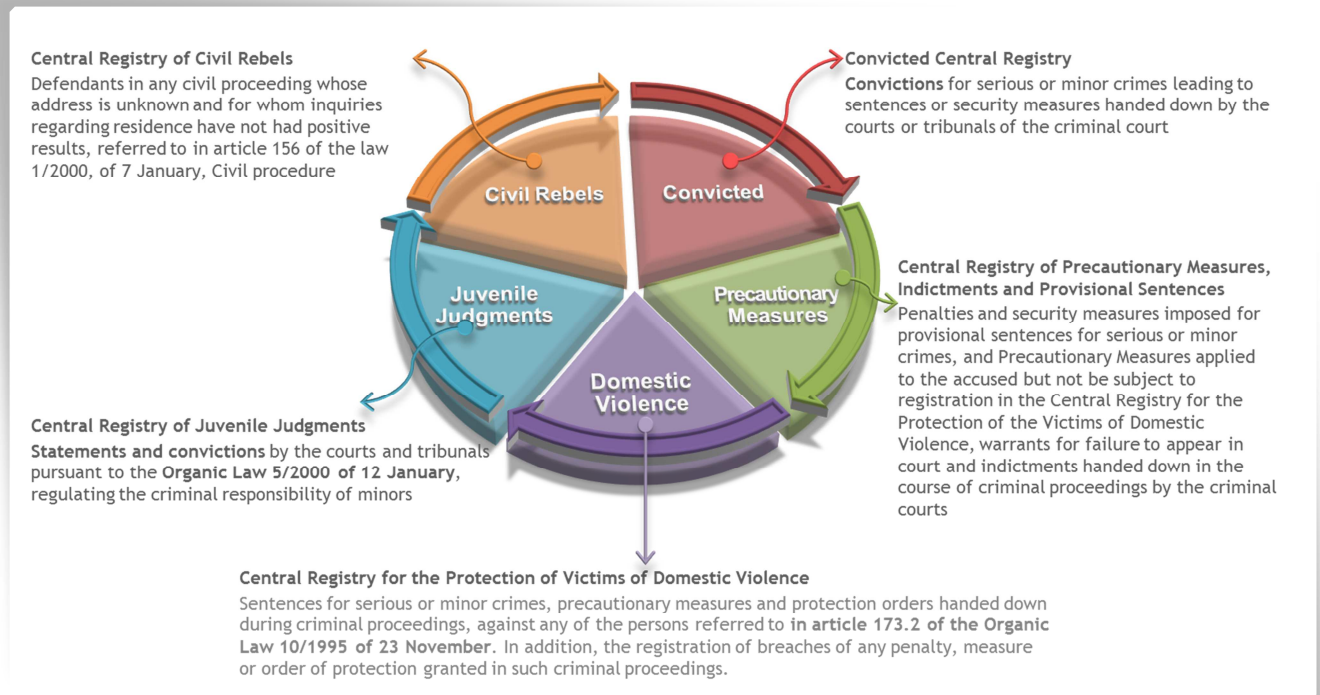


Illustration 40 – SIRAJ

2.9.1 Registries available through SIRAJ

Official Central Registries such as Convicts and Fugitives, Precautionary Measures, Domestic Violence and Juvenile Final Judgments.

Verify citizen ID information, by accessing to the National Police ID Registry.

2.9.2 Advantages

- **User friendly interface.** As it is an integrated system, the access to the registries is performed in a similar way through a unique web application.
- **Data quality.** As it is not required to maintain the data in several systems, SIRAJ improves the quality of the data and minimize maintenance work.



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- **Services Integration.** SIRAJ allows the integration with third parties' systems through a set of web services.
- **Interoperability.** SIRAJ is currently connected with the European Criminal Records Information System.

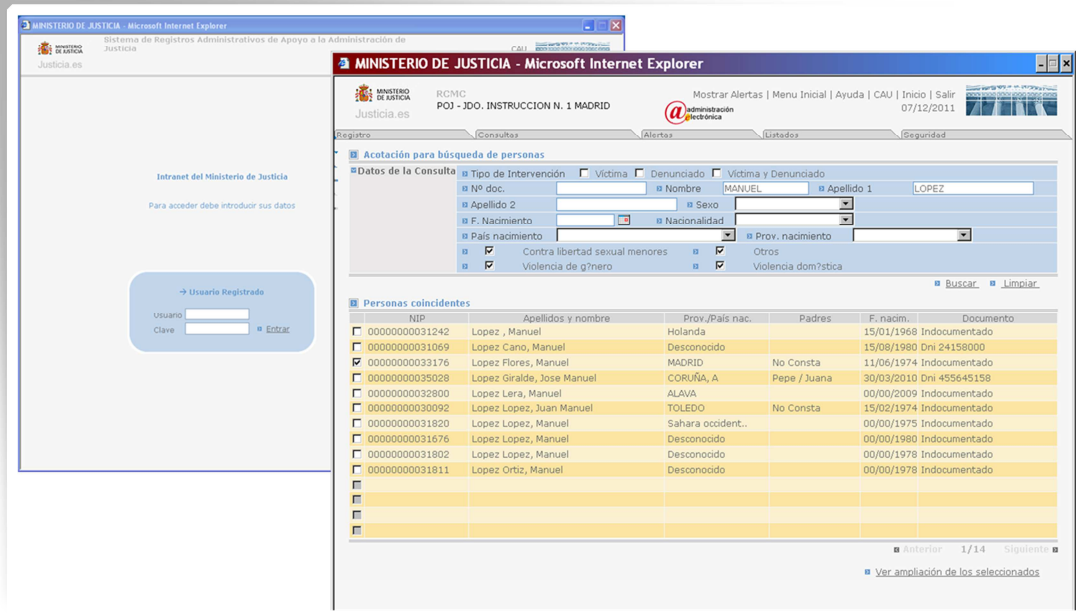


Illustration 41 – (SIRAJ) Screens of judicial support registry system



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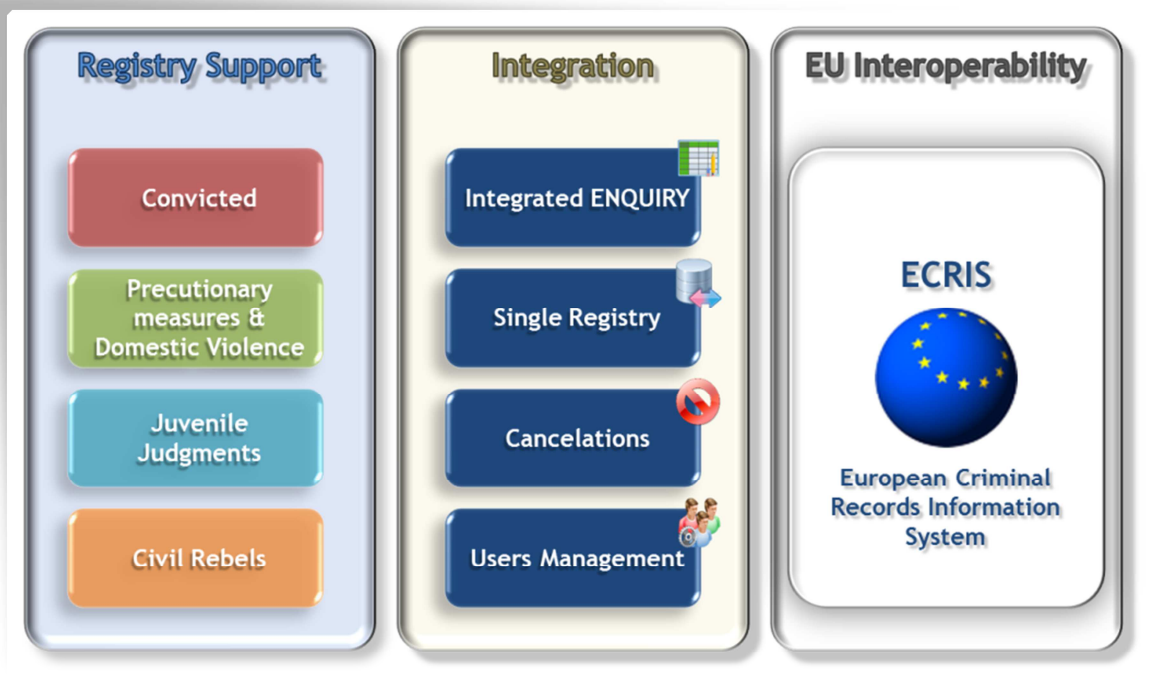


Illustration 42 – Applications that compose it

2.10 Judicial administration portal

The Judicial Administration Portal gathers all the information and services provided by the Ministry of Justice. This portal contributes to narrow the gap between the Justice Administration and the citizen. Also it provides an online desktop with many tools to Justice Administration Officials, Court Managers, Third parties and Citizens.

2.10.1 Features

- The portal is accessed through the Internet, offering information and relevant news to citizens and justice administration stakeholders.
- The portal has a private section (authentication via user/pass or digital certificate is required) with personal information (payroll and tax info, profile data, etc...), several judicial services and applications accessible via single sign on.
- It allows the citizens to have a detailed knowledge of the judicial organization and the working procedures of the judiciary.
- It has an advanced search feature, multi-language capabilities and makes feasible to share news and articles.
- In the near future, the Justice Administration Portal will be complemented with the Judicial Electronic Office, which will offer a whole new set of applications.



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2.10.2 Advantages and benefits

- **Save costs.** The portal unifies all the previously existing web portals of the Ministry of Justice. This strategy implies a drastic reduction of cost, licenses and maintenance tasks.
- **Single Point of Electronic Contact.** All justice stakeholders will get the information in a centralized portal. It is not required to browse among several web pages or portal to find the information.
- **Communication.** Specialized channels for specific user's requirements.
- **Easier way to work.** Enhances productivity and performance through online desktop.
- **HR information.** One of the top services of the portal is the HR related ones, which allows judicial staff to download the payroll, modify the personal data, etc.



Illustration 43 – (PAJ) Judicial Administration Portal



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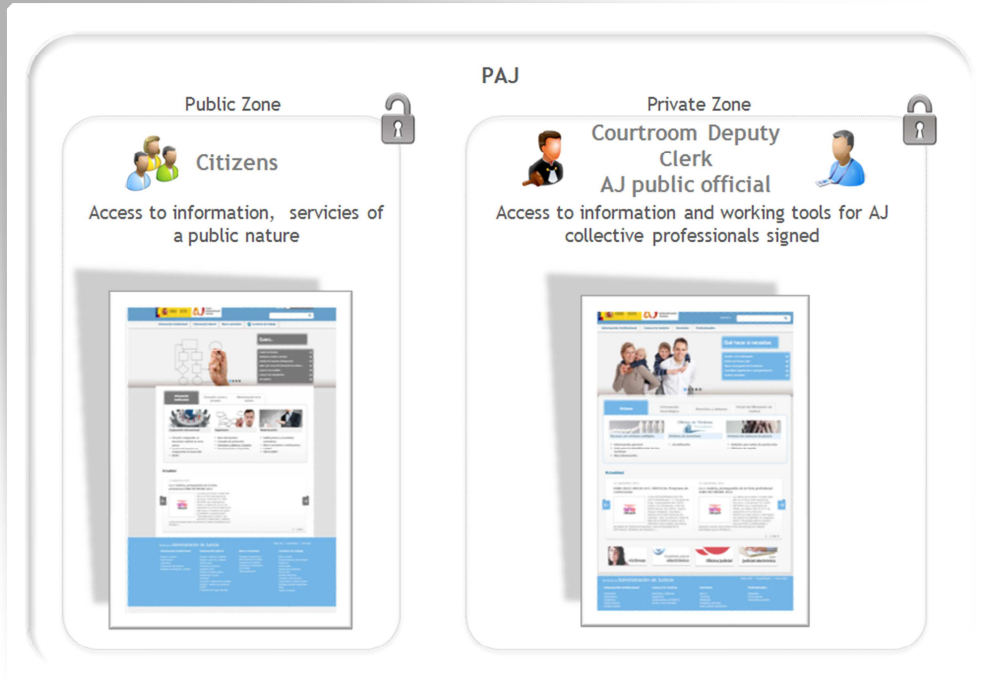


Illustration 44 – Public area and private area of PAJ



Illustration 45 – Access to Judicial Auctions through PAJ



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For further information:

<https://www.administraciondejusticia.gob.es>



3 BEST PRACTICES

The following best practices have been identified as key practices to make easier the development and deployment of new systems and applications in the field of Justice. The best practices have been categorized in dimensions. All of these dimensions have to be taken into consideration; the lack of one of them may produce a massive impact in the improvement process.

3.1.1 Legal dimension

- **Electronic Judicial Administration Legislation:** in order to establish an appropriate framework for e-Justice, it is necessary to have a set of laws to provide legal support to the Judicial Electronic actions and IT Systems. Some of the most important aspects that should be regulated:
 - Rights and obligations for citizens, professionals and other organisms and administrations.
 - New civil servants duties.
 - Electronic Judicial Office.
 - Digital Signature: Usage in electronic justice administration.
 - Electronic Judicial File and Document regulation and definition.
 - Electronic copies management.
 - Electronic archive for files and documents (both, paper and electronic based).
 - Electronic Judicial Registry.
 - Deadlines for electronic-based communications.
 - Electronic delivery, procedure writings and acts of referral.
 - Electronic board for official announcements and communications.
 - Electronic Case Management.
 - Interoperability with other organisms and administrations.
 - Legal base for technical regulation.
- **Electronic Signature Legislation:** Electronic Signature legislation must be adapted to the European Union Regulation. Last regulation in this field is the UE Regulation 910/2014 on electronic identification and trust services. This regulation is a milestone to provide a predictable regulatory environment to enable secure and seamless electronic interactions between businesses, citizens and public authorities. In this regard, the regulation:
 - Ensures that people and businesses can use their own national electronic identification schemes (eIDs) to access public services in other EU countries where eIDs are available.
 - Creates an European internal market for Trusted Services by ensuring that they will work across borders and have the same legal status as traditional paper based processes. Only by providing certainty on the legal validity of all these services, businesses and citizens will use the digital interactions as their natural way of interaction.
- **Electronic Delivery and Notification Legislation:** It is necessary to regulate how electronic notifications are going to work with citizens, business, professional or other organisms. It must be defined when electronic notifications are mandatory, optional or is not feasible. In addition, this



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regulation must establish access mode (user/pass, digital certificate...) and at least the legal deadlines.

- **Judicial Interoperability and Security Framework:** the judicial interoperability and security framework is aimed mainly to ensure the access, integrity, availability, authenticity, privacy, traceability and preservation of the information in electronic form used by the Judicial System in the due course of its activities. The bases of this framework must be articulated according to the following dimensions:
 - Organizational-institutional. Its objective will be to guarantee coordination and alignment of administrative procedures involved in the Administration of Justice.
 - Semantic-Legal. Its main object is to lay the common bases of intercommunication between judicial institutions.
 - Technical. Allow common technical instruments to transfer data and transparent invocation of services to the underlying networks and existing IT systems.

3.1.2 Organizational dimension

- **Sponsorship** of the program. A justice Modernization program requires an executive high level support and leadership.
- **Strategic Plan:** Necessary to plan with at least 3 years in advance the actions required to achieve the final goals. This plan will guide all the actions plans it must be followed by all the stakeholders involved in the justice modernization process. The Strategic Plan must be reviewed in direction committee, and updated if it is required.
- **Juridical Definition Unit is completely necessary:** This unit would be the official authority empowered with the competence to define the judicial process and the user requirements of the systems that will support them:
 - Workflows
 - Master Data Values
 - Priorities for new developments
 - Legal compliant
 - Demand Management: Validating or rejecting changes required by users or new legal framework
- **Homogenize IT Policies for all Courts:** IT allows huge synergy gains and consequently, an important economic saving and an increase in service quality (the different kinds of error sources decrease, IT experts can share knowledge, best practices and error solutions, etc.).
 - **Hardware provisioning and maintenance policy:** Minimize the number of platforms reduces the maintenance efforts and also produces economic saves due to economies of scale.
 - **Base Software selection and licenses:** Standardizing operative system, antivirus, office suites and taking advantage of big licenses packages.



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- 🔗 **Demand management or functionalities required:** An efficient requirement management to reduce software versions development costs. It is important to keep compatibility, technical and semantic, of Court case management data.

3.1.3 Security dimension

- 🔗 **Restricted access:** IT Experts, under a common policy of MoJ, should permit and grant restricted access to whoever needed, only when it is really needed, and always for short periods. In addition, these accesses must be audited by a third party to assure that at any case IT experts are able to give access to somebody in a malicious mode.
- 🔗 **A traceability and alerts system** must be installed in order to detect as soon as possible intrusions, non-authorized access, non-permitted changes in data, etc. There are many options to do it, but it should be taken in account in a global IT Strategy.
- 🔗 A detailed and deep study over **Data Protection Directive must be published.** It is advised to carry out a full and detailed study about Data Protection in the European Union. EU has issued the European Directive 95/46/EC of the European Parliament and of the Council marks the trajectory in terms or data protection.
- 🔗 **Usage of Digital Cryptographic Safe-Deposit Box for Digital Documents.** As it has been mentioned before, as Courts are paper based, all important documents are printed out and handwritten signed. Once the Organization is ready to approach removing paper and to work only with digital documents, a safe repository must be available in order to store those documents digital signed. A Document Management System with special security capabilities could be a good choice but, once again, it should be taken into account into a Global IT Strategy.

3.1.4 Technological dimension

- 🔗 **Centralize and Consolidate database.** It is very important to be able to share and consolidate information among different courts in order to access to all judicial information as needed. In a distributed scenario, it is necessary to carry synch process out to be able to consolidate information to an unique database to make possible integrated reporting, statistics, access to information to internal and external organisms, etc. In addition, there are other technical aspects that are important to bear in mind when thinking about a centralized database which have been mentioned in the issues section: single point of control, easier to maintain, etc.
 - 🔗 **Network considerations:** it must be able to support all users accessing to the same node.
 - 🔗 Server considerations:
 - Must be configured previously of High Availability.
 - Different services must be separated for each layer: Applications Server, Database, Active Directory, etc.
 - 🔗 **Performance, Stress and Load Tests:** must be performed in order to make an accurate dimensioning and to have clear the Scalability Plan if necessary.
- 🔗 **Towards a free licensing software:** if the technology selected by MoJ would have been Java instead .NET, the server licenses could have been free of payment, choosing like Operative System for servers one of the available Linux distributions, like Red Hat, SuSe, etc. It is a good way to save a lot



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of many for the public budget. It will be a point that will also be analysed when we talk about the user stations.

- **Developing frameworks to achieve quality software:** Nowadays it is very important to do a good and accurate selection of technologies. Today all organizations must choose the technology and frameworks that they want to use as a strategic decision: the future of organizations is marked by this decision. All software developed for the same organization should use the same technology and frameworks to be able to facilitate integration, maintainability, IT resources optimization, etc.

The selected framework (set of different frameworks and technologies) is the central link in the development of applications in the MoJ scope. The framework is not just a set of classes and configuration files, but also a guide proposes a series of recommendations on the application design (design patterns, packet structure, etc.).

This achieves on the one hand, applications that use it are homogeneous, which improves maintainability, and on the other hand, it reduces the time spent at the start of project development and the framework itself solves the initial basic needs of any application (security, data access, application architecture, user controls, user interface, processing, etc.).

In addition, the updates being made in the framework as a result of developments in technology mean that, indirectly, all applications will benefit.

- **Multi-language:** It is desirable that multi-language is present in all the software development, even if it is not used by the moment.

Most important developing languages already support in fact multi-language in a native manner. Only is needed to have in consideration when programing. Texts written in other languages can be added later and it is possible to have multi-language applications automatically. Following these directives, it is really easy to choose the language to work with application, selecting between different languages, dialects, etc.

- **Approaching to accessibility international standards:** Web accessibility aims to enable all users to have equal access to information and functionalities on the web. More specifically, Web accessibility means that all people with abilities and disabilities can perceive, understand, navigate, and interact with the Web. Also related with accessibility, it is mandatory to talk about system user help. Help tooltips, manuals, how to, etc. should be accessible in the software windows, and not only like a document for final users. Each window should show a link to the help of that window, what to do, examples, etc. It is highly recommended to include it in order to improve the final user experience.

- **SOA.** If the Court Management System is not built from the beginning with SOA architecture, it will be almost impossible adapting it when it will be needed. How will be integrated with other potential systems like prisoner's database, forensics systems, etc.? Additionally, how to exchange judicial data with European Union when needed? It is a really strategic and capital point to keep in mind.

The principal SOA benefits are:

- **Agility to enable innovative solutions quickly** and adapt to market changes as they occur.
- **Interoperability** with other information systems, internal or external to the organization, and to be able to exchange data, information and messages.



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- ✎ **Flexibility** to reduce implementation time and costs, and to have a flexible architecture that allows evolution, change and business growth.
 - ✎ Get better **visibility of information** throughout your organization.
 - ✎ **Optimize** your business processes.
 - ✎ **Savings in TCO** (Total Cost of Ownership) of software components and applications built using these components.
 - ✎ Ability to **reuse and enhance** other applications such as ERP's, CRM's, etc.
- **Business Process Management (BPM)** tools are very recommendable. BPM platform is a tool designed to service projects involving technological processes, providing a logical architecture that meets the needs common to all these projects so that common features are developed only once and are used by all projects concerned. The direct consequence of this approach should be an increase in productivity in the development of automated processes and reduced cost of projects that implement these processes. An important consequence of this centralization functional derivative is minimizing duplication technology and abstraction of the complexity of integration.

Some benefits of using BPM tools are:

- ✎ The BPM can achieve the reduction of processing times by providing visibility into performance metrics and enabling processes to identify bottlenecks that must be overcome to optimize the business process.
 - ✎ The BPM can achieve increased productivity of staff involved in the processes by implementing a single point of access to the tasks to be performed, providing a people-oriented rather than applications oriented model.
 - ✎ BPM provides its user management and organization flexibility in allocating resources, and tools for measuring the activity of processes that, together, enable the rationalization and optimization of resources.
- A **Document Management System** incorporated to the IT Infrastructure is able to manage the Corporation's document library. Document management is defined as the set of technical standards and practices used to manage the flow of documents of all types in an organization, allow recovery of information from them, determine the time that the documents should be stored, remove no longer serve and secure the indefinite preservation of valuable documents, applying principles of streamlining and economy.

Document Management Systems (DMS) computerize the records management of electronic documents of an organization by managing the location, classification, access and security. They also provide interfaces to automate interoperability between different systems, so that the storage of documents becomes a task transparent to the user but keeps all existing document management criteria. Document management covers a range of needs inherent in the management of electronic documents that are either similar to those of a similar exercise on paper, or arise from the peculiarities of the systems. Document management systems have evolved to meet these needs in a holistic manner.

The main benefits of Document Management Systems are:

- ✎ **Indexing:** The documents are marked with different rates, both external (business codes belonging to the documents own, manage judicial, governmental, etc...) And internal to the document manager. Through knowledge of these codes the information retrieval is



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immediate. This is the main location method used by external applications that communicates with the document management system.

- 📎 **Classification:** The documentary elements are also classified into different categories, depending on business needs and corresponding Documentary Model. Through these classifications, and considering the nature of the document, you can locate the desired documents.
- 📎 **Search:** The DMS provide different search mechanisms, ranging from the basics (search by name and basic data) to the most advanced and full-text search (search for content in the text of the document) to allow, by introducing natural language terms, locating those elements whose content or data coincide with the sought.

Even Document Management Systems (DMS) are not much less mandatory, those are highly recommended to all organizations that work daily with documents, creating, storing and recovering. Again, this is a strategic decision for future.

- 📎 **Digital Signature:** the Electronic Signature capabilities adoption is a strategic decision for future, because a certain level of maturity is required to the legal framework, also PKI infrastructure, and specific regulation for both citizens and civil servants. As a result of compliance with the requirements for making an advanced digital signature, the main benefits obtained would be:
 - 📎 **Authentication** (or authenticity) is the accreditation, by electronic means, the identity of a person, entity or agency. The use of digital certificates can establish a secure connection that uniquely identifies the caller. Confidentiality: understood in the field of computer security, like the protection of data and information exchanged between a sender and one or more recipients against third parties.
 - 📎 **Integrity:** the possession of a document against alteration or modification. The electronic document cannot be changed without the further intervention of its licensors, so that electronic signatures should detect any change
 - 📎 **Non-repudiation:** the above requirements allow comply. It is used to ensure that neither party can deny the authorship of a transaction or a particular document. So when a message is sent, the receiver can verify that indeed was the alleged sender who sent the message, the same way, and the sender can verify that, indeed, was the intended recipient who received the message.
 - 📎 **Time Stamping:** allows secure, by a trusted third party that a particular document was signed at a time without controversy on the hour. Time stamping means sign, by an external service and depending on a reliable time source, a hash of the document. It is useful in the registration process and to determine that, at any given time, a certificate was valid even at a later date has been revoked (shutdown, loss or theft).



4 CONCLUSIONS AND NEXT STEPS

4.1.1 Conclusions

After reviewing and analyze the Spanish technological systems that support the Administration of Justice, interoperability and interconnectivity initiatives and the best practices, the main conclusions are the following:

- **ICT.** The Spanish Judicial System has been benefited by the use of the Information and Communication Technologies - ICTs.
- **Savings.** The ICTs usage provides a significant reduction of direct and indirect costs. For example the use of electronic notifications via LEXNET (approximately 44.000.000 notifications during 2013) has saved significant amounts of money which can be allocated for new projects or optimize existing ones. But there are also indirect cost reductions that should be taken into consideration: save time for the courthouse staff and lawyers, shorten duration of the judicial process, reduce the paper and toner consumption, etc.
- **Multiple dimensions actions.** A real change in the Justice Administration cannot be addressed just from a Technological perspective. In Spain, technological efforts have been required, but also strong legal and organizational actions.
- **Interoperability.** Technical and semantic interoperability between applications of the Ministry of Justice and between the applications of the Ministry of Justice and other stakeholders' application is a key success factor. This interoperability combined with an Integrated Electronic Case Management System boosts the efficiency of the courthouse work.
- **Detailed Judicial Process.** It is necessary to evolve the way the work is conducted in courthouse. Spain is working towards the detailed judicial processes definition which is implemented in the Electronic Case Management System. Working with this type of process enables the Ministry of Justice and General Council of the Judiciary to extract a realistic statistics of the current courthouse work and clear picture of the actual situation of the Justice to be able to led continuous improvement.

4.1.2 Next steps

Once this activity has been finished, next steps will be to analyze the Croatian IT Systems used for enforcement process in order to be able to detail the state of art in Croatia. After that, both IT scenarios will be compared in order to be able to determine accurate conclusions aimed to improve the Croatian IT used for enforcement processes.

For each Information System analyzed, recommendations will be made in order to dertermine which is the best option in each case: adapt an Existing Spanish System, ,to proceed with Croatian System/to adapt the Croatian system, or even to carry out a new IT solution compliant with the organizational and legal framework of Croatia.

These described tasks will be realized in next mission 2.2.2 *“Conducting screening of the IT systems (analysis of IT structure and business processes from IT aspect) regarding implementation of the enforcement system in stakeholders’ institutions and relevant public administrative bodies and preparing*



report with recommendations on at least two models which could be applied to Croatian enforcement system”.

5 APPENDIXES

5.1 APPENDIX I – GLOSSARY OF INSTITUTIONS AND RELATED TOOLS NPC

5.1.1 General Council of the Judiciary

According to article 122 of the Spanish Constitution, the General Council of the Judiciary (CGPJ) is the governing body of the judicial authority of Spain. Its main role is to guarantee the independence of the judges and magistrates with respect to the other branches of the Government. Therefore, the CGPJ is a constitutionally autonomous body, composed of judges and other jurists, which exercises governmental functions of the judicial authority.

The main competences of the CGPJ are:

- The Proposal for appointment, by a majority of three-fifths, of the members of the highest judicial institutions of state (Supreme Court, Constitutional Court, etc...).
- The inspection of courts and tribunals.
- Selection, training and development, provision of posts, promotions, administrative status and discipline of judges.
- Regulatory power with regard to its personnel, organization, operation and other aspects according to the Organic Law of Judicial Power.
- The official Publication of the judgments and other decisions reached by the Supreme Court and other courts.
- Reporting on draft law and general provisions of the State and regions of certain matters, such as organization, demarcation and judicial organization



For further information:

 <http://www.poderjudicial.es/cgpi/>

5.1.2 Central Register of Convictions

The Central Register of Convictions is subordinate to the Ministry of Justice. In particular, the management of the register corresponds to the General Department of Administrative Registers of the Judicial Support Activity (SIRAJ). In this register the final verdicts and sentences of crimes or offenses are recorded, handed down by courts of criminal jurisdiction.



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For further information:



http://www.mjusticia.gob.es/cs/Satellite/es/1215197983369/Estructura_P/1288781229521/Detalle.html

5.1.3 Tax Agency (AEAT)

The Tax Agency mission is to promote compliance by citizens of their tax obligations. It develops two action areas:

- To provide information services and assistance to taxpayers to minimize the indirect costs associated with the compliance of tax obligations.
- The detection and regularization of tax noncompliance through control actions.

The Tax Agency was created by article 103 of Law 31/1990 of 27th December, on General Budgets of the State for 1991, becoming an entity of public law.

The Tax Agency's is responsible for the effective implementation of national tax and customs system, as well as those resources or other national public administrations or those of the European Union, whose management is entrusted by law or agreement.



For further information:



<http://www.agenciatributaria.es/>

5.1.4 DNI, NIF, NIE

- **DNI:** The National Identity Card is the document that certifies the identity, personal details and Spanish nationality of the holder. The DNI is issued by the Minister for Home Affairs.
- **NIF:** Tax identification number. It consists of a key that identifies individuals performing commercial activities in Spain.
- **NIE:** Foreign identification number. This number is issued by the General Management of Police, to those non-citizens who have permission to reside in Spain.



For further information:



<http://www.dnielectronico.es/Asi es el dni electronico/>



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5.1.5 The Real Estate Cadaster

The Real Estate Cadaster is subordinate to the Ministry of Finance and Public Administration, and describes the rural and urban real estate, and those with special features. It is regulated by the Consolidated Text of the Law of Real Estate Cadaster. The registration is mandatory and free of charge, which differentiates it from Land Registry.

The cadastral description of the property includes the physical, legal and economic characteristics: its location, cadastral reference, surface, use, cultivation, Graphic presentation value and cadastral titleholder.



For further information:



<http://www.catastro.meh.es/>



[Texto Refundido de la Ley del Catastro Inmobiliario](#)

5.1.6 National statistics institute (INE)

The National Statistics Institute (INE) is a legally independent administrative autonomous institution assigned to the Ministry of Economy and Competitiveness via the Secretary of State for the Economy and Business Support. It is mainly governed by the Law 12/1989 of 9 May, on the Public Statistical Function (LFEP), which regulates activity for state purposes which is the exclusive competence of the State. It's also regulated by Statute approved by Royal Decree 508 / 2001 of 11 May.

The Law assigns the National Statistics Institute an important role in public statistical activity, expressly placing it in charge of large scale of statistical operations (demographic and economic censuses, national accounts, demographic and social statistics, economic and social indicators, coordination and maintenance of company directories, Electoral Census training...)



For further information:



<http://www.ine.es/>



[Ley 12/1989, de 9 de mayo, de la Función Estadística Pública](#)



[Real Decreto 508/2001 de 11 de mayo, por el que se aprueba el Estatuto del Instituto Nacional de Estadística.](#)

5.1.7 National Traffic Authority (DGT)

The National Traffic Authority (DGT) is subordinate to the Spanish Ministry of Interior. It's an autonomous agency, responsible for the implementation of road policy.

The territorial administration consists of 50 provincial traffic departments: One for each province, 2 local traffic headquarters in Ceuta and Melilla and 14 local traffic offices that perform processing on the ownership of vehicles (enrollment, transfers, cancellations, etc...), drivers (permitting tests and driving licenses, issue and renewal of permits, etc.) and disciplinary proceedings for traffic offences in the interurban area.



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For further information:



<http://www.dgt.es/>



[Real Decreto Legislativo 339/1990, de 2 de marzo, por el que se aprueba el texto articulado de la Ley sobre Tráfico, Circulación de Vehículos a Motor y Seguridad Vial.](#)

5.1.8 The State Public Employment Service (SEPE)

The State Public Employment Service (SEPE) is an autonomous institution, subordinate to the Ministry of Employment and Social Security. SEPE and Public Employment Services of the regions comprise the National Employment System. Their main functions are:

- Plan and put forward proposals for employment policies focused on the needs of individuals and of companies (professional guidance by means of individual and personalized itineraries, job training, employment promotion programmer, etc).
- Administer the unemployment benefits, making the right of unemployed people to protection effective.
- Carry out research, studies and analysis, of state and provincial scope, about the job market situation and measures for improving it.



For further information:



<http://www.sepe.es/>

5.1.9 National Police of Spain (CNP)

The National Police of Spain (CNP) is an armed institution of civil nature of the Minister for Home Affairs.

The National Police Agency, with its structure and direct current name has its origin in the Constitution of 1978, which defines two basic missions: "to protect the free exercise of rights and freedoms and to ensure public safety."

From this constitutional mandate, the Law on the Security Forces, which unified National Police Corps and Superior Police in the current National Police, was enacted. The two sections were very different in nature, since the upper body was engaged in research, while other body was essentially a police force of public policy.



For further information:



<http://www.policia.es/>



[Ley Orgánica 2/1986, de 13 de marzo, de Fuerzas y Cuerpos de Seguridad](#)



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5.1.10 Association of Registrars of Spain

The work of the Association of Registrars is to try to make the task entrusted to the Registrar as easy as possible. The Registrar is a public official and also a legal professional who controls the legality of the documents authorized by the Public Notaries, issued by Magistrates, by the administration or signed by individuals.

- **Land Registry:** Used to register and publicize the ownership of property and the rights that fall upon them.
- **Registry of Companies:** Allows providing security in commercial activities by publishing the legal and economic data, about the companies and others who are part of it and who are their representatives.
- **Real Property Registry:** Is a register kept by the Registrars of the Land and Business, serving under the Ministry of Justice, which aims is to advertise the property and encumbrances on property as well as the general conditions of the agreement.



For further information:

 <http://www.registradores.org/>

5.1.11 Association of lawyer of Madrid (ICAM)

Founded in 1596, the Law Society of Madrid's main mission is to defend the corporate interests of the lawyers and the citizens they serve. It also ensures their independence and realization of fundamental professional values, and also provides services to its members that they need to improve the performance of their work.



For further information:

 <http://web.icam.es/>

5.1.12 Prison Administration

The Prison Administration, dependent on the General Administration of State (AGE), is an organization of Prisons and Social Integration Centers distributed in all Spanish regions (except in Cataluña, which has transferred the powers on prisons).

Each prison institution has its own structure, although it is similar in all of them. This structure allows the proper internal functioning of each center, and enables ongoing relationship and coordination with Head Office located in Madrid.



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For further information:



<http://www.institucionpenitenciaria.es/>



[Ley Orgánica 1/1979, de 26 de septiembre, General Penitenciaria](#)



[Reglamento Penitenciario aprobado por Real Decreto 190/1996, de 9 febrero](#)

5.1.13 Public Notary

The Public Notary is a public State official who provides citizens the legal certainty in extra-judicial transactions. At the same time he or she is a legal professional who works in a competitive environment. This double quality guarantees their independence.

The public notary must provide legal advice, interpret, configure and authenticate the legality of an agreement before all involved parties, with special attention given to those who need more protection.

As a civil servant, the public notary can, with the agreement of the parties involved, modify documents following applicable law, as well as verify the legality of the transaction.



For further information:



<http://www.notariado.org/>



[Decreto de 2 de junio de 1944, por el que se aprueba con carácter definitivo el Reglamento de la organización y régimen del Notariado](#)

5.1.14 Civil Registry

The Civil Registry is a register in which the facts concerning the civil status of persons are inscribed. It is divided into four sections:

- Births and general.
- Marriages.
- Deceases.
- Guardianship and legal representation.

Institutionally the Civil Registry is unique and is composed of the Municipal Registers under the responsibility of 1st Instance civil Judges assisted by the Court Manager for Consular Records, the consuls of Spain abroad and the Central Registry.



For further information:



<http://www.mjusticia.gob.es/cs/Satellite/es/1215197983408/EstructuraOrganica.html>



[Ley 20/2011, de 21 de julio, del Registro Civil.](#)



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5.1.15 Social Security

Social security is a group of measures by which society provides for its members, in order to avoid economic and social changes that, if left unresolved, would mean the reduction or loss of income due to contingencies such as sickness, accidents, maternity or unemployment, amongst others.

The Social Security depends on the Ministry of Employment and Social Security.



For further information:



<http://www.seg-social.es/>



[Real Decreto Legislativo 1/1994, de 20 de junio, por el que se aprueba el texto refundido de la Ley General de la Seguridad Social.](#)

5.1.16 Judicial Documentation Centre (CENDOJ)

Judicial Documentation Centre (CENDOJ) is the technical body of the General Council of Judiciary that deals with the official publication of the law, as well as the other competences in the area of documentation and knowledge management services.

In the exercise of this mission, the CENDOJ provides support services and information to members of the Judicial Service. This provides access to all kinds of documentary sources (case law, legislation and publications) that are used in the development of judicial activity, provides documentation search and handles both network judicial libraries and the development of web environments of the General Council of the Judiciary, Supreme Court, and High Court of Justice.



For further information:



<http://www.poderjudicial.es/cgpj/es/Temas/Documentacion-Judicial/El-Centro-de-Documentacion-Judicial--Cendoj-->



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5.2 APPENDIX II – PNJ XSD

Some examples of data information exchange design. All data exchange schemas are designed carefully in order to be able to standardize the messages between different IT Systems.

5.2.1 Design schemas samples AEAT

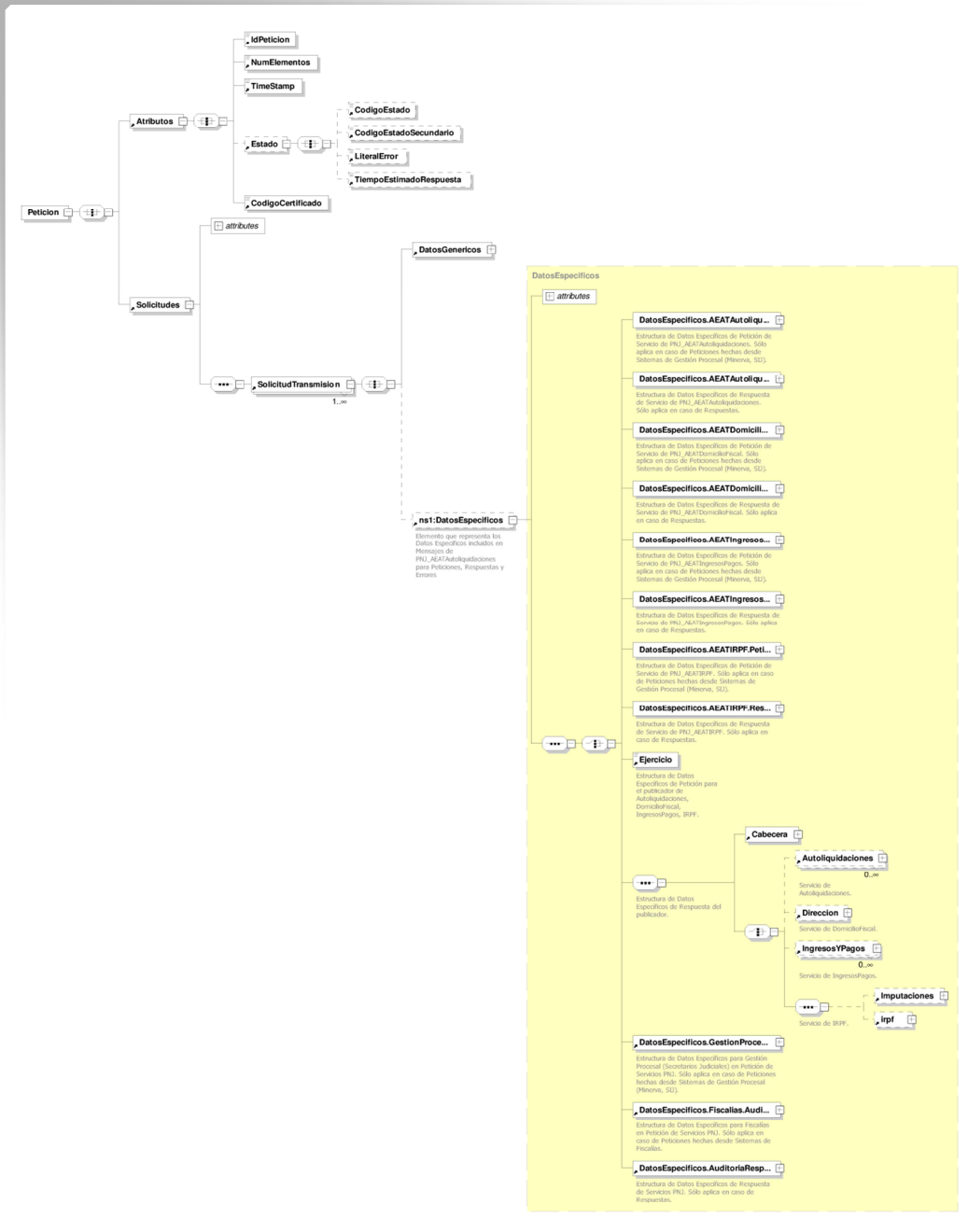


Illustration 46 – Request PNJ Services



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5.2.2 Exchanges of request and response specific data to the Cadaster

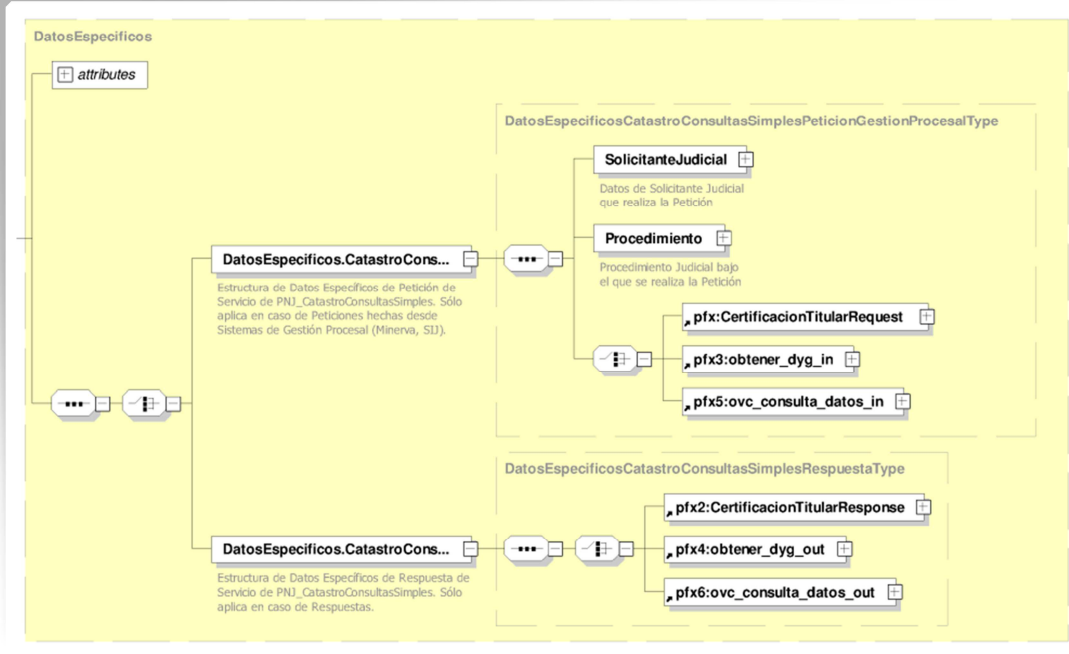


Illustration 47 - Request and response Cadastre specific data



Exchanges specific request and response data with the INSS

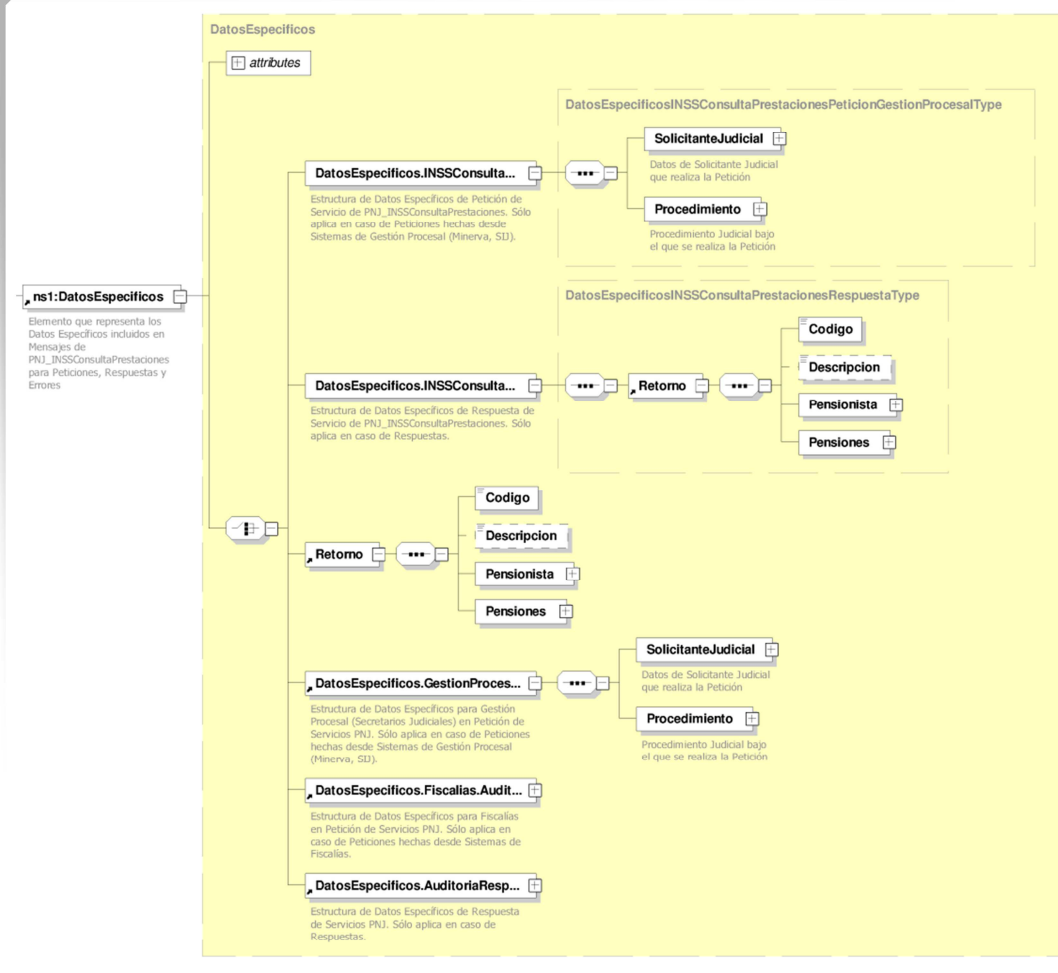


Illustration 48 - Request and response INSS specific data