

THE EUROPEAN COURT OF HUMAN RIGHTS QUESTIONS & ANSWERS FOR LAWYERS

September 2016



This guide is directed at lawyers intending to bring a case before the European Court of Human Rights (“the Court”).

Nonetheless, this practical guide offers only key information. It cannot replace reference to the relevant primary documents, in particular those available on the website of the Court (www.echr.coe.int), the case law of the Strasbourg bodies, and general literature on the law of the European Convention on Human Rights (“the Convention”).

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Foreword by Guido Raimondi, President of the European Court of Human Rights

The first edition of the practical guide for lawyers representing applicants before the European Court of Human Rights (the Court) proved to be a great success. Crafted under the auspices of the Council of Bars and Law Societies of Europe (CCBE), this publication allowed lawyers to better understand the sometimes lesser known proceedings of the Court.

Nevertheless, our judicial proceedings are constantly changing. Our goal is always to make them simpler and more coherent. A second edition of the guide was therefore necessary, and I am delighted that the CCBE took the initiative to write it.

The first publication of the guide coincided with the entry into force of Rule 47 of the Rules of the Court. Since then, this rule has undergone adjustments, which have been taken into account in this new edition.

As always, the guide had to focus on the subsidiarity of the mechanisms of the European Convention on Human Rights. It is the national judge who is the ordinary judge for the assessment of the infringements of the rights guaranteed by the Convention. However, for them to be able to correctly remedy the alleged violations, lawyers must be able to put forward, at national level, the pleas with regards to the application of the Convention.

It is, therefore, essential to raise awareness amongst the members of European Bars and Law Societies about human rights, if we want for our Court to, one day, only deal with the most essential questions, leaving the national judges with the responsibility of ensuring the daily protection of human rights.

This is the reason why I, as President of the Court, am delighted with the work done by the CCBE, which allows lawyers and applicants to better understand the intricacies of our proceedings.

In this regard, the practical guide contributes to the shared responsibility I hope for, and I welcome its publication.

Guido Raimondi

NATIONAL PROCEEDINGS PRIOR
TO THE SUBMISSION OF A CASE
TO THE EUROPEAN COURT OF
HUMAN RIGHTS

#1



1. *At what stage during proceedings before national courts should human rights violations be pleaded?*

Violations of the European Convention on Human Rights (“the Convention”) must be pleaded throughout the proceedings before the national court, so that a potential application to the European Court of Human Rights (“the Court”) can be prepared from the outset. Moreover, where a case involves violations of fundamental rights, lawyers should seek to have those violations established by the national court: if the national court finds there is a violation, no subsequent application to the European Court of Human Rights may be required. Violations of Articles of the Convention must be pleaded substantively at first instance, with specific reference to the applicable Convention Articles. It is essential to plead the same Convention arguments on appeal and to the highest national court, or any other constitutional court or court of cassation which acts as a court of last resort. The principle of subsidiarity requires that national courts must have the opportunity to consider and redress the alleged violation(s). If they fail to provide redress an application may be made to the Court.

2. *Is it mandatory to appeal to the highest court before making an application to the European Court of Human Rights?*

A case should always be appealed to a State’s highest court before an application is made to the Court to avoid the risk that the Court may otherwise declare the application inadmissible because of a failure to exhaust domestic remedies, as required by Article 35(1) of the Convention. In some States there may be instances in which an appeal to the highest court is not required, for example if that court has already ruled on the point of law in issue. In such circumstances the lawyer concerned should analyse carefully the relevant domestic law, the position of the national court of last resort, and the Court’s case law. The Convention only requires the exhaustion of domestic remedies which are relevant to the alleged violations, and which are adequate and effective to redress them.

3. *Is it important to exhaust all effective available domestic appeal procedures?*

The exhaustion of all effective available domestic appeal procedures is essential. Lawyers should find out the Court’s case law as to whether there is an effective remedy in the specific area of law applicable to their case. Failure to appeal to all national courts up to and including the State’s court of last resort may result in an application being declared inadmissible by the Court, in accordance with Article 35 of the Convention. The Convention system is premised on the principle of subsidiarity. Where an applicant has failed to exhaust domestic remedies, the Court will conclude that the national legal system has been deprived of the opportunity to review the complaints under the Convention.

4. *How should a violation of the Convention be pleaded?*

Any violation of the Convention must be substantively pleaded. It is highly advisable to plead breaches of specific Articles of the Convention, rather than a general or abstract violation of legal principles. Similarly, precision is needed as to the alleged consequences the court is asked to draw from the violations. For example, if a violation of the right to trial within a reasonable time (Article 6(1) of the Convention) is pleaded in the context of a national criminal trial, the remedy sought should be clearly stated: termination of the proceedings, or the recognition of extenuating circumstances (which are the alternative consequences for a violation of the right to a fair trial under the Court’s case law).

5. *How should the Court case law be invoked in the national proceedings?*

It is appropriate to rely on Court case law before the national courts, and in doing so to refer to precedent decisions of the Court regarding violations of the Convention Article(s) at issue. The Court judgments regarding such violations must be fully referenced, including reference to the specific paragraphs concerning the violation which have been relied on in the Court’s judgments in similar cases. Lawyers should not limit themselves to considering only the Court judgments concerning the same respondent State. It is advisable to consider all Court judgments concerning the relevant Article of the Convention arising in other countries with a similar legal system.

6. *Should violations of fundamental rights always be raised in writing?*

It is highly advisable for allegations of violations of the Convention to be made in writing, such as in written submissions, written notes to the court, or other written conclusions. In the first place, the appropriateness of pleading human rights violations is no longer disputable, and national judges must determine these issues. Moreover, where violations have been pleaded in writing the lawyer will be able to produce those documents ultimately before the Court to show that the relevant arguments have been made at every stage of the national proceedings.

7. *What advice should be given to a client?*

It is important for lawyers to advise their clients as fully and accurately as possible and so to pinpoint the relevant legal issues. A vague analysis of the issues is unhelpful to the client, and may lead prematurely to failure before the Court. To that end, the relevant facts should be established as precisely as possible. Precise identification of the factual matrix is necessary to avoid ambiguity or inaccuracy regarding the relevant Convention Articles and imprecision in the decisions of national courts, which may result from an oversimplified analysis of the rights allegedly breached.

8. *How should a violation of the Court be presented?*

Lawyers should avoid pleading abstract violations of one or more Convention rights. Alleged violations should be pleaded precisely, identifying the infringement of one or more specific fundamental rights protected by Article(s) of the Convention or one of its Protocols. Very specific extracts of previous Court judgments should be cited, and their relevance explained (including judgment citation and paragraph references).

9. *How should a case be prepared during national proceedings?*

Lawyers should not forget to build up a well-documented case file as soon as the national proceedings begin, updating it at every level of proceedings in order to have a comprehensive file when the proceedings conclude in the highest court. The case file should include the evidence, all court documents (pleadings, written submissions, court orders etc), extracts from human rights commentaries as well as relevant national judgments and the Court's case law.

10. *What approach should be adopted at the end of the national proceedings?*

When all appeals before the national courts have been exhausted, it is advisable for the lawyer to prepare comprehensive advice on the chances of success before the Court. The advice should identify clearly the time limit for applying to the Court, which is currently six months from the date of the final national decision (a period which will be reduced to four months when all Member States have ratified Protocol 15). The advice should include a review of the latest relevant judgments in the Court HUDOC database. The lawyer should carefully and honestly explain the prospects of a finding of admissibility and any foreseeable difficulties. In doing so, the lawyer should consider and explain key topics such as the single judge procedure, inadmissibility statistics, the length of proceedings in Strasbourg, the estimated costs of proceedings and the rules on just satisfaction. It is important to tell clients clearly and repeatedly that the Court is not a further appeal or 'fourth instance'. Care is needed as to the exact expiry of the time limit to lodge an application, such as if it falls on a weekend, because national rules may differ to those of the Court. Similarly, attention should be given to specific issues such as the calculation of the time limit for making an application to the Court in the case of multiple non-consecutive periods of pre-trial detention (See *Idalov v. Russia*, Application No. 5826/03). Only lodging a complete application with the relevant documents interrupts the 6-month period. Sending documents by fax or email is not sufficient, and will not constitute a filing within the time period (see below, questions 16 and 17).



11. What steps should be followed where a lawyer is first instructed following completion of the national proceedings?

If a lawyer is first consulted after the end of national proceedings, i.e. if he/she takes a case over at this stage, the whole case should be reviewed in order for the lawyer to advise substantively on the prospects of success before the Court. The relevant documents will have to be prepared and drafted in a timely manner (letter of authority, application form, etc.) and lawyers must, of course, ensure their effective expertise in the field of the Convention.

12. What other issues may arise in these cases?

Lawyers must be ready to address specific issues and advise their client if they arise. Such issues include interim measures, proceedings before the Grand Chamber, pilot judgments, the execution of a judgment after a finding of a violation, legal aid, electronic submissions, friendly settlements, requests for anonymity, unilateral declarations, and which languages may be used, as well as procedural problems which may arise, such as coordination when several lawyers are instructed, communication with the Court, and the relevance of other international proceedings. Lawyers are advised to check the Court website on a regular basis for information on communicated cases, to frequently consult the database of the Court and its library, and to use the demonstration application provided on the Court's website. Finally, lawyers should check for any changes to the Court's procedure. If the client changes lawyer, in order to ensure continuity of representation the former lawyer should transfer the case file to the new lawyer, along with all information on the proceedings pending before the Court and the Court should be informed.

13. Is it possible to make an application to the Court in respect of an act of the European Union?

An application cannot be made directly to the Court regarding violations arising from of a decision or act of the European Union institutions (see the factsheet, case Law concerning the European Union available on the Court website). It is for national courts to refer a question of the interpretation of Union law or of the validity of acts adopted by the institutions, bodies, offices or agencies of the Union to the Court of Justice of the European Union (CJEU) for a preliminary ruling. An alleged violation of the Convention may ultimately be raised in an application to the Court, following a judgment from the CJEU on the same point (see, for example, the *Bosphorus* judgment of the Grand Chamber of 30 June 2005, Application No 45036/98 and the more recent Grand Chamber case of *Avotiņš v. Latvia* (Application No. 17502/07) of 26 May 2016).

14. How important is continuing education on Human Rights?

Continuing education on Human Rights is fundamental for lawyers. Lawyers are strongly advised to attend training and seminars on substantive Human Rights issues, such as the ones organised by the national Bar associations and to follow developments in the Court case law. Reading specialised texts and journals is also highly recommended. There is a European Programme in Human Rights Education for Legal Professionals (the HELP Programme), of which the CCBE is a partner. This Programme supports the Council of Europe Member States in implementation of the Convention at national level and applies particularly to lawyers. The HELP website provides free online access to training materials and tools on the Court. It is available for any interested user at <http://www.coe.int/help>. Finally, command of the official languages of the Court (English and French) is very desirable to properly represent and assist a client.

15. What tools are available for parties and their lawyers?

Many tools are available to inform both parties and lawyers about the procedure before the Court and about human rights law. The Court website (<http://www.echr.coe.int>) provides a simplified summary of the Convention procedure as well as the text of the Convention and its Protocols together with access to the HUDOC database, information notes on case law, a practical guide on admissibility, and many other resources (see question 39). Many national websites also provide information on Human Rights.

PROCEEDINGS BEFORE THE
EUROPEAN COURT OF HUMAN
RIGHTS

#2



16. What is the time limit for lodging an application with the Court?

The Court may only deal with a matter which is lodged within six months of the date on which the final domestic decision was taken (Article 35(1)). It should be noted that Protocol 15, which will enter into force after ratification by all 47 Member States of the Council of Europe, reduces that period from 6 months to 4 months (32 Member States have ratified it so far).

This period runs from the date of the final decision of the highest national competent authority, in the course of the exhaustion of domestic remedies. The six-month period starts on the day after the announcement of the decision (see *Papachelas v. Greece* 31423/96 § 30, ECHR 1999-II, *Sabri Güneş v. Turkey* 29 June 2012).

For example:

- When no notice is provided under national law, the date to be taken into account should be the day on which the parties have effective notice of the content of the relevant decision;
- When it is clear from the outset that the applicant has no effective remedy, the six-month period starts on the date of the reported acts or measures complained about or on the date on which the applicant becomes aware of the acts or measures or suffers their effects or injury from them;
- If the alleged violation constitutes a continuing situation against which there is no remedy in domestic law, it is only upon termination of the situation that a six-month period actually begins. As long as the situation continues, the six-month remains inapplicable.

The start of the period is therefore either the date of the court decision, or the date on which the decision was notified to the applicant and/or their lawyer. The period ends on the last day of the six-month period, even if that day falls on a Sunday or a bank holiday.

Ideally, lawyers should post an application to the Court to the Court Registry as soon as possible, and in any event before the time limit expires. Time will cease to run only on the despatch to the Court of a complete application meeting the requirements of Rule 47 of the Rules of the Court. See background note on Rule 47 on the Court's website.

The application will only be registered when the Court receives a complete application, including all necessary documents. Should any essential document be missing, the Registry will not open the case. Lawyers are therefore strongly advised to send the application form several weeks before the expiration of the six-month period to allow, if necessary, for additions to the application form or the provision of further documents within the 6-month period and to avoid risk of the application being rejected without consideration when it is too late to resubmit it correctly.

17. What should be included in the new official application form available on the Court's website?

Application forms are provided by the Registry and are available in PDF format on the "Applicants" section of the Court's website. Rule 47 of the Rules (the new text of which entered into force on 1 January 2016) lists the information that must be included in the application. A leaflet which is available on the Court's website explains how to complete the application. Applications may be completed in any official language of a Member State of the Council of Europe.

It is essential that all the information required in an application is provided as precisely and accurately as possible. Failure to provide precise and accurate information may result in an application not being considered by the Court. Supplementary information not exceeding a maximum of 20 pages may be attached to the application form if necessary.

The President of the Court has issued a practice direction on filing a case at the Court, which explains the steps for individual applications under Article 34 of the Convention: see the Court's website.

The authority to act given by an applicant to his/her lawyer is now part of the application form (page 3) and will need to be completed, dated and signed (original signature) by the applicant. The representative will also need to sign the 'Authority' section in the application form (page 3 as well).

A separate authority will only be accepted if a proper explanation is given, when the application is filed,

for the lack of information and signature in the application form. A plausible explanation should be given to the Registry explaining why it was objectively impossible to produce the authority provided for in the application form. For example, an applicant might be in a distant country while only a few days are left before the expiry of the six-month period.

The application form must be accompanied with supporting documents stating that the representative of the legal person is, under domestic law, entitled to act on their behalf, for example by producing an extract from the commercial register or the minutes of the company's general meeting.

Please note that an application which the Court finds incomplete will not be registered by the Court. Where an incomplete application has been made, lawyers must therefore re-submit a new application form, duly completed and with any attachments, within the 6-month period provided for in Article 35(1).

18. What documents should be attached to an application?

The application form should be supported with copies (never the original documents, translations are not required) of the decisions of the national courts, documents to confirm compliance with the 6-month time limit (such as formal notice of the final decision), and pleadings and submissions in the proceedings at first instance, on appeal and before the highest administrative instance, court or constitutional court showing that the Convention was relied upon before the national courts. The latter should be included as judgments do not always address points of law regarding the Convention which have been raised by lawyers in the proceedings because sometimes national decisions do not mention the arguments raised before them. (See [Guide to good practice in respect of domestic remedies](#))

Other documents related to the decisions or to the measures which are challenged can be attached to an application (such as transcripts, medical or other reports or witness statements). Copies of all such documents and judgments must be numbered chronologically with exact reference to the document titles.

This application form (with the relevant documents from the national proceedings) is the only document taken into account by the Court when assessing compliance with Rule 47. The Court regards any supporting submission (which may be added but may not exceed 20 pages) which develops arguments already raised in the application form as ancillary.

In any case, no documents should be submitted by fax, except requests for interim measures.

19. How and to whom must the application and documents be sent?

The application and attached documents must be sent, by post, to the Registrar of the Court. It is strongly recommended to use recorded delivery/registered post in order to have written and official evidence of the date of lodging the application, which is the date of posting. The Registry no longer acknowledges receipt of correspondence.

An application sent by fax is not deemed to be complete and will not interrupt the 6-month period, because the Court must receive the original signed application form.

When an applicant or lawyer files applications concerning different facts for several applicants, a duly completed application form must be used for each applicant, and documentation relating to each individual applicant must be attached to the appropriate application form.

If an application is lodged for more than 5 applicants, their lawyer must provide - in addition to the application forms - a table in Microsoft Excel format of the names and details of each of the applicants. The table template can be downloaded from the Court's website: [Addendum for multiple applicants](#).

If an application is lodged on behalf of several applicants and involves strictly identical facts, the application form will be the same for all applicants - an Excel table listing the addresses and civil status of each applicant will simply need to be added with their individual signatures on the authority on page 3.

Lawyers will be informed by the Court, by post, that an application has been registered (if it is complete), and will receive a case number and a set of bar code labels which should be affixed to all further communications with the Registry of the Court.



20. How should applicants and/or lawyers communicate with the Registry?

The procedure provides for the Court to inform the applicant of the registration of their application.

The Court informs the applicant of registration in different ways depending upon the procedure to be applied to the case, such as obviously inadmissible cases, where the applicant's lawyer will receive the decision by a single judge (Rule 52 A), cases not declared inadmissible immediately, which are registered for further examination, and cases which are communicated to the respondent Government (Rule 54 § 2b).

Correspondence with the Registry is exclusively in writing. It is not possible to communicate orally with the Registry regarding an application.

Every communication with the Registry must be by post, whether it is a question, a request for information, an additional document, or notification of the change of address or marital status of an applicant.

When the Registry writes to an applicant's lawyer about the registration of the application or that the application has been communicated to the respondent Government, that letter will set out the registration number of the application and the practical steps for following it as well as the lawyer's responsibilities for the rest of the proceedings.

The Registry will similarly write to the lawyer with any request for documents or information or for any explanation that may be needed in relation to the application.

Lawyers must ensure they respond promptly to questions from the Registry. If a lawyer does not respond or gives a late response, the Registry may assume the applicant does not intend to pursue an application, and the application may be struck off the Court's list of cases.

21. How can interim measures be obtained?

Pursuant to Rule 39 of its Rules, the Court may issue interim measures which are mandatory for the State concerned. Interim measures are only granted in exceptional cases, mainly concerning expulsion and extradition.

The Court may decide that it should indicate to the relevant State that the applicant's removal should be deferred.

Detailed rules on requests for interim measures are set out in a practice direction issued by the President of the Court, last amended in 2011 and annexed to the Rules of the Court:

Requests for interim measures under Rule 39 are dealt with in writing. Refusals of requests under Rule 39 are not subject to appeal.

The Court pays particular attention to the obligations to be met by lawyers within the framework of interim measures.

Requests must be explained, and must state, in detail, the grounds on which the applicant's fears are based, the nature of the risks alleged, and the provisions of the Convention which it is alleged are or will be violated.

In order for the request to be considered by the Court, decisions of the national courts and other domestic bodies must be attached to the request.

Requests for interim measures must be sent by fax or by post - not by e-mail - as soon as possible after the final domestic decision or exceptionally even before the final decision has been taken if the position is critical in order to give the Court enough time to address the matter.

The Court has set up a special fax number for requests for interim measures: +33 (0)3 88 41 39 00, from Monday to Friday, from 8.00 to 16.00. Requests sent after 16.00 will not be dealt with until the following working day. Lawyers requesting interim measures must respond to any letters and information requests sent by the Registry of the Court.

If possible, lawyers should inform the Court of the date and time on which a deportation, removal or extradition decision will be implemented.

Once the request for interim measures is introduced, the applicant or their lawyer is asked to follow them up.

In particular, it is essential to immediately inform the Court of any change in the administrative status or any other status of the applicant (e.g. obtaining a residence permit or return to their country of origin).

It is up to the applicant's representative to take the initiative to promptly inform the Court of any possible loss of contact with his/her client.

If a request for interim measures is rejected, it is necessary to inform the Court as to whether the substantive application will be maintained.

22. What are the requirements for written observations (Rule 38 of the Court Rules)?

Written observations will only be required if an application is not clearly inadmissible or considered repetitive. Observations on admissibility and merits will first be requested from the Respondent Government. When those observations are received by the Chamber, the Registry will forward them to the applicant's lawyer.

Written observations may only be filed within the time limit set by the President of the Chamber or by the Judge-Rapporteur.

A practice direction amended in September 2014 sets out the procedure for such pleadings.

Any documents and observations requested by the Court must be sent by post in triplicate.

The requirements for written pleadings set out in Articles 10-13 of the practice direction must be followed. Note that if pleadings exceed 30 pages a brief summary must be attached.

As far as the content of the observations is concerned the Court follows a set procedure. The Court's questions should be answered precisely.

First, the applicant's lawyer and or the Respondent Government may be asked to respond to specific factual questions from the Court.

Secondly, where the Court requests written observations they are first provided by the Respondent Government and then the applicant's representative is invited to reply.

The Court generally sets a time limit for the submission of observations. Parties may exceptionally request an extension of the time limit, provided the request is received before the time limit expires.

The applicant's lawyer should inform the Court of any development of national law, whether legislative or arising from case law, relating to the subject matter of the application. Lawyers must answer promptly any letters sent by the Registry. Any delay or failure to respond to correspondence from Registry may lead the Court to strike out an application from its list of cases, or to declare it inadmissible.

Failure to inform the Court of important facts may be considered an abuse of the right of individual application.

23. How should a claim for just satisfaction be submitted?

Claims for just satisfaction should be made at the same time as submitting written observations in reply to the Government.

If there is any difficulty in submitting written observations within the time limit provided by the Court, the lawyer may ask for an extension of the deadline - such extensions are usually granted.

Although it is not mandatory to do so, in the light of the eligibility criterion relating to damages it is advisable for applicants to specify the damage caused to them in their application form. An application may be declared inadmissible if the Court considers the applicant has suffered 'no significant disadvantage' (see Article 35(3)(b) of the Convention).

As the application form includes no paragraph relating to financial loss, the point will need to be developed - if the issue deserves attention - in the 20-page paper that can be attached to the application.



Claims for just satisfaction must be made in accordance with the practice direction issued by the President of the Court in March 2007.

Claims for just satisfaction will be granted only if the internal law of the Respondent State allows only partial reparation to be made and where it is necessary to do so.

Rule 60 of the Rules of the Court sets out the time limit and other formal conditions regarding the submission of claims for just satisfaction.

The Court requires claims for just satisfaction to be itemised and accompanied by any supporting documents. If claims are not itemised and supported, no award will be made.

Just satisfaction may be afforded in respect of three types of loss and damage: pecuniary damage, non-pecuniary damage (compensation for anxiety, inconvenience and uncertainty resulting from the violation), and costs and expenses.

Regarding pecuniary damage the Court may decide on an equitable basis not to award the full loss suffered.

The Court may also make an award for non-pecuniary loss to a legal person, such as damage to the reputation of the company, uncertainty in planning decisions, disturbance of company management, and anxiety and inconvenience to the members of the management bodies of a company (see, for example, *Comingersoll v. Portugal*, Application No. 35382/97, judgment of 6 April 2000). Loss of this kind may have subjective and objective elements, and does not lend itself to exact quantification.

The principle applied in claims for just satisfaction is that of *restitutio in integrum*: that the applicant should be placed in the situation in which (s)he would have been had the violation not occurred. This principle is set out in the practice direction.

As to non-pecuniary damage, the Court will make an assessment on an equitable basis. Lawyers should evaluate objectively the compensation claimed under the heads of pecuniary and non-pecuniary damage, but should be aware that even where an evaluation is based on supporting documentation the Court may award a lower amount than the sum claimed.

Where no application for just satisfaction is made, the Court will not make any award.

Compensation for non-pecuniary loss is tax-free. However, compensation for pecuniary loss may be subject to tax. Awards for costs and expenses are tax free for the applicant, but amounts received by lawyers may be subject to tax.

24. Can costs and expenses be reimbursed?

Compensation for costs and expenses is different from the other awards of just satisfaction. It is also addressed in the practice direction issued by the President of the Court. If the Court decides to grant compensation in respect of costs and expenses it will be calculated and granted in Euros. It may include the cost of legal assistance, as well as legal costs such as court registration fees.

The Court may order the reimbursement of costs and expenses incurred by an applicant in trying to prevent a violation or to obtain redress both in national proceedings and in proceedings before the Court.

As set out in the practice direction, the Court is guided by three key principles in its calculation of reimbursement for costs and expenses. Claims will be upheld only where the costs and expenses were actually incurred, were necessary to prevent the violation or to obtain redress for it, and where they are reasonable as to quantum and fully supported with evidence. With regard to lawyers' fees, the applicant must show that the fees were paid or that they were legally required to be paid.

The Court has discretion in awarding lawyers' fees, which often leads to a lower award than the sum claimed by the applicant, even where claims are evidenced and supported by invoices and fee statements. The Court is not bound by national rules as to the calculation of lawyers' fees.

It is necessary to provide the Court with detailed fee statements and/or invoices, including confirmation that they have been receipted. A statement from the lawyer concerned certifying that the payment was made is sufficient.

The Court will not order reimbursement of fees paid by an applicant in respect of domestic proceedings

where those fees were unrelated to the violation of the Convention found by the Court.

The lawyer will therefore have to explain the exact nature of the services performed, especially those devoted exclusively to pleading the violations described in various written submissions before domestic courts and obviously before the Court as well.

In light of the above, lawyers should not be surprised that the Court frequently reduces awards under this head even though the claim appears substantiated.

Payment of compensation and costs and expenses awarded by the Court may be made directly to the applicant's bank account or that of their lawyer, dependent on the instructions sent to the Registry of the Court.

25. *When and how do hearings before the Court take place?*

Hearings only take place in exceptional circumstances. In most cases there will not be a hearing, as proceedings before the Court are mainly conducted in writing.

However, hearings before the Chambers do take place in some cases. Hearings are mandatory in cases before the Grand Chamber.

Rules 63 to 70 of the Rules of the Court set out how hearings should be conducted.

Hearings are, in principle, public, subject to the exceptions set out in the Rules. Hearings ordinarily last for 2 hours.

There is no obligation for applicants to appear in person.

Simultaneous interpretation in English and French is provided, but with the permission of the Court lawyers may use an official language of one of the Member States of the Council of Europe.

Written submissions and/or notes which will be relied on must be received by the Registry no later than 24 hours before the hearing, to allow for their communication to the interpreters. Such written submissions do not need to be followed to the letter at the hearing.

Written comments may not be filed at hearings, unless requested by the Court.

The duration of the hearing is determined by the President in agreement with the parties prior to the hearing. Up to 30 minutes are usually granted to each party, and each party is usually given an additional 10 minutes to reply.

There will usually be a break in the hearing following the parties' submissions and any questions put by members of the Chamber, to allow lawyers to prepare to answer questions. Lawyers are not required to wear robes, but may do so if they wish.

Applicants' travel expenses will be reimbursed if the court finds against the Respondent Government.

All hearings are recorded, and can be streamed live or watched after the event.

26. *Is it possible to ask for a case to be referred to the Grand Chamber, and if so, how?*

Pursuant to Article 43 of the Convention, requests for a reference to the Grand Chamber are analysed by a panel of five Grand Chamber judges. The request must be made within 3 months of the judgment of the Chamber. Requests will only be granted where a case is exceptional in at least some respects. The panel will take this requirement into account when considering referral requests. Chamber decisions that a complaint is inadmissible, findings of fact by the Chamber, and decisions that apply well-established case law cannot be referred to the Grand Chamber.

Between 1 November 1998 - when Protocol N°11 entered into force - and October 2011, the panel analysed 2,129 referral requests. Only 110 were accepted and led to the referral of the case to the Grand Chamber. (See "The general practice followed by the panel of the Grand Chamber when deciding on requests for referral in accordance with Article 43 of the Convention", published by the Court in October 2011.)



27. Can applicants obtain legal aid in respect of proceedings before the Court?

The Court does not grant legal aid at the outset of proceedings. In the later stages of proceedings, after the Court has decided to communicate an application to the respondent Government in order to obtain its written observations, applicants can receive legal aid if they cannot afford to instruct a lawyer and if the Court considers it is necessary to grant such assistance for the proper conduct of the case.

Rules 100 to 105 of the Court's Rules set out the details of such legal aid.

The President of the Chamber may only grant legal aid after the respondent Government have submitted their written observations on the application.

The applicant must complete and the national authorities must certify a statement indicating the applicant's income, financial resources and financial commitments towards their dependants.

The President of the Chamber may ask the respondent Government to comment on the request for legal aid.

The Registrar will inform the parties if legal aid is granted or refused. The Registrar will determine the applicable fee rate and any appropriate payments in respect of travel, accommodation and other expenses.

It should be noted that the amount allocated by way of legal aid is low, and represents only a contribution to the legal costs. Any amount received in legal aid will be deducted from compensation that may be awarded by way of just satisfaction for costs and expenses.

28. Can cases brought before the Court be settled?

Rule 62 of the Rules of the Court sets out the conditions under which an agreement may be reached between the applicant and the respondent Government so as to end their dispute.

The Court always encourages parties to reach a friendly settlement.

Lawyers must always submit their written observations within the deadline set by the Court.

Settlement negotiations are confidential, and may result in a financial payment, provided that the Court considers that respect for human rights does not require it to continue to examine the application.

Lawyers play a key role in settlement negotiations. They should be able to advise their clients as to whether to accept a settlement, especially as regards to the amount of any offer made by the respondent Government.

29. What is a unilateral declaration?

Where there has been failure to reach a friendly settlement, the respondent Government may submit a unilateral declaration to the Court under Rule 62A of the Rules. By such a declaration, the respondent Government acknowledges there has been a violation of the Convention and commits to provide the applicant with an appropriate remedy.

A unilateral declaration is usually submitted after failed friendly settlement negotiations and may be proposed at the stage of the proceedings addressing just satisfaction.

Submission of a unilateral declaration is public (unlike confidential settlement negotiations conducted with a view to a friendly settlement).

30. Useful publications by the Court

The Court's website offers many publications that will be of interest to lawyers during the making of an application and in proceedings before national courts.

a) Case-Law Information Note

This monthly publication contains summaries of cases (judgments, admissibility decisions, communicated cases and cases pending before the Grand Chamber) considered to be of particular interest. Each summary has a headnote and is classified by the Convention Article(s) to which the case relates, and by keywords. The Case-Law Information Note also provides news about the Court and Court publications.

b) Admissibility guide

This practical guide on criteria of admissibility is aimed mainly at lawyers intending to bring a case to the Court. It sets out the conditions for admissibility of an application.

c) Case-law research reports

Research reports are reports prepared by the Court's Research Division. They are not binding on the Court. They cover case law relevant to pending cases as well as covering decided cases.

d) Factsheets, guides and reports on case-law

The Court's Press service compiles factsheets by theme on the Court's case-law and pending cases. There are also guides and research reports on the Court's case-law.

e) Joint publications by the Court and EU Agency for Fundamental Rights (FRA)

- [Handbook on European non-discrimination law](#)

This handbook - published jointly by the Court and the European Union Agency for Fundamental Rights (FRA) in 2010 - is the first comprehensive guide to European non-discrimination law. It covers relevant European case-law, the context and background to types of discrimination and potential defences, and the scope of the law, including who is protected and the protected grounds such as sex, disability, age, race and nationality. The case-law update to the handbook covers the period from July 2010 to December 2011.

- [Handbook on European law relating to asylum, borders and immigration](#)

This handbook - the second joint publication by the Court and the FRA - is the first comprehensive guide to European law relating to asylum, borders and immigration. It focuses on the law relevant to third-country nationals in Europe and covers a broad range of topics, including access to asylum procedures, forced deportations, detention and restrictions on freedom of movement.

- [Handbook on European personal data protection law](#)

By serving as a main reference source, the aim of this handbook is to raise awareness and improve knowledge of data protection rules in European Union and Council of Europe Member States. It is designed for non-specialist legal professionals, judges, national data protection authorities and others working in the field of data protection.

- [Handbook on European law relating to the rights of the child](#)

This handbook published in 2015 is a compilation of Council of Europe and European Union law relating to the protection and promotion of children's rights.

- [Handbook on European law on access to justice](#)

This handbook published in 2016 summarises the main key issues concerning access to justice by outlining the law including case law in this area.

f) The library of the Court

Created in 1966, the library has built a substantial collection of general human rights literature. It is possible to access this resource by appointment.



g) The HUDOC database available on the Court website

The [HUDOC database](#) provides access to the case-law of the Court, the European Commission of Human Rights and the Committee of Ministers.

The legal issues addressed in each case are summarised in a list of keywords. Keywords are taken from a lexicon of terms found in the text of the Convention and the Protocols thereto.

h) The HELP Programme (see question 14)

CONTENT AND EXECUTION OF
JUDGMENTS OF THE COURT
IN CASES OF INDIVIDUAL
APPLICATIONS – APPEALS
AGAINST SUCH JUDGMENTS

#3



31. *Can judgments of the Court be appealed?*

Inadmissibility decisions and judgments delivered by Committees or the Grand Chamber cannot be appealed. If a Chamber has delivered a judgment the parties can, however, request the referral of the case to the Grand Chamber for fresh consideration. Such re-consideration is exceptional (see question 26).

32. *What is the main content of a judgment of the Court?*

In a judgment, the Court will state whether there has been a violation by the Respondent State, and if so which Articles of the Convention or the Protocols have been violated. Where an applicant has made a claim for just satisfaction the Court will also state whether the applicant shall receive such an award (typically by way of a monetary compensation) from the Respondent State.

33. *What else may a judgment of the Court contain?*

In cases of systemic shortcomings, typically of a legislative kind, the Court can identify legislation which a State should pass, modify, or repeal. In exceptional cases, the Court may mandate specific measures and set a deadline for that action. When legislating, States are bound by the Convention as interpreted by the Court, subject to a margin of appreciation. In exceptional cases, the Court can mandate that a State take specific individual action, such as reopening of unfair proceedings, the release of an applicant from detention or the enforcement of an applicant's right to access to a child over which they have custody. The Court is not competent to quash any national law or judgment (see question 36).

34. *What is a pilot judgment?*

The pilot judgment procedure is followed when the Court receives a significant number of applications deriving from the same root cause, or when the facts of an application reveal the existence of a structural or systemic problem or other similar dysfunction in the State concerned which may give rise to similar applications. The Court may then select one or more applications for priority treatment, adjourning the remainder. In dealing with the priority cases, the Court will seek to achieve a solution that extends beyond the particular case so as to cover all similar cases raising the same issue. When delivering its pilot judgment, the Court will mandate the State to comply with its obligations under Article 46 by bringing its legislation into line with the requirements of the Convention so that all other actual or potential applicants are granted relief and pending applications are also resolved. If the State fails to take appropriate action, the Court may be expected to find violations in all of the adjourned applications. The Court may at any time during the pilot judgment procedure examine an adjourned application where the interests of the proper administration of justice so require. If the parties to the pilot case reach a friendly settlement, such settlement must comprise a declaration by the State as to the implementation of the general measures identified in the pilot judgment, and must set out the redress to be afforded to other actual or potential applicants. The execution of pilot judgments is a priority for the Committee of Ministers of the Council of Europe.

35. *How can the pilot judgment procedure be initiated?*

The Court will decide *ex officio* whether to initiate the pilot judgment procedure. A lawyer can, however, request that the Court adopt the pilot judgment procedure, on the basis that the applicant's case is representative of a multitude of other cases with the same root cause in domestic law.

36. *Can the Court invalidate laws or decisions of national courts that violate the Convention?*

No. The Court can only state that certain actions, omissions, laws, or national court decisions on the part of a State violate the Convention. It cannot invalidate or annul such acts. States are, however, bound by the findings of the Court, and a major aim of the Committee of Ministers of the Council of Europe (CM) supervision of the execution of the Court's judgments is to ensure that continuing violations of the Convention are brought to an end, and that no such violations occur in the future.

37. Who enforces the Court's judgments?

It is the State in question that is responsible for the enforcement of judgments of the Court. That enforcement is supervised by the CM. When implementing the Court's judgments States have a margin of appreciation, except in respect of specific measures or actions ordered by the Court. In every case States must ensure that existing violations of the Convention are brought to an end and that future violations are prevented.

38. What must a State do when the Court has found that one or more decisions of national courts or administrative acts violate the Convention?

The State must ensure that the consequences of the violation(s) for the applicant(s) are erased, or otherwise that *restitutio in integrum* is, to the extent possible, achieved – i.e. take so called individual measures - see notably CM recommendation (2000)2 to the member States and Rule 6 of the CM's Rules for the supervision of execution). Redress may take many forms depending on the violations established, the situation of the applicant and the nature and scope of any just satisfaction awarded by the Court (which may for example have provided full compensation for loss of opportunity or pecuniary and non-pecuniary damage suffered).

States may for example be required to ensure that:

- impugned decisions/judgments can be re-opened (e.g. in cases concerning unfair or otherwise unjust proceedings, in particular in criminal matters),
- the matter can otherwise be re-examined (frequently in family cases where *res judicata* is weak),
- compensation can be awarded (e.g. for loss of opportunity if the re-opening of civil or administrative proceedings is not possible – see below),
- expulsion orders violating the Convention are annulled, possibly combined with other measures such as the granting of a residence permit,
- criminal investigations are engaged/reopened/resumed in cases involving violations of Articles 2 and 3 of the Convention,
- personal information gathered by the State in violation of the Convention is destroyed,
- non-executed domestic judgments are executed,
- persons kept in inhuman detention are transferred to proper detention facilities.

The right to have unfair or otherwise unjust criminal proceedings reopened is generally recognised. Many States also have rules for the re-opening of administrative procedures or judicial proceedings in civil and administrative matters following an adverse judgment by the Court (taking due account of the requirements of legal certainty and the rights of good faith third parties).

If the violation affects other cases or situations, the State is also required to take general measures to stop those violations, for example by extending the right of reopening of proceedings also to such cases, and to prevent new ones in future for example by changing domestic case-law, administrative practice, or relevant legislation (see also questions 39 and 40 and CM recommendations (2004)5 and (2004)6 and Rule 6 of the CM's Rules for the supervision of execution).

39. What is a State required to do if the Court judgment reveals that domestic legislation violates the Convention?

The State will first have to consider whether a violation of the Convention can be avoided (in the case at hand and in all future cases) by interpreting the relevant domestic law in accordance with the Convention. If this is not possible, the State should amend the legislation in the light of the Court's judgment. The choice of remedial action will be at the basis of the action plan for the execution which is to be submitted to the CM within 6 months at the latest after the judgment becomes final and that action plan will provide the basis for the CM's supervision of execution of the judgment (see also question 42 below).



40. *What is a State required to do if the Court judgment reveals that a State's constitution violates the Convention?*

The obligation for respondent States to abide by the Court's judgments is unconditional and national constitutional law must also comply with the Convention requirements as interpreted by the Court in judgments rendered against the State. The question whether the State considers the Convention to be on the same level as, or below, its constitution is mainly relevant for allocating the responsibility for this re-interpretation to the national constitutional court or the national legislature. The State should thus amend the relevant provision of its constitution, unless it can be interpreted in a way that is consistent with the Convention (numerous changes of constitutions have also taken place in order to give full effect to judgments of the Court - for example in Armenia, Greece, Hungary, Slovakia, and Turkey).

41. *Who monitors a State's compliance with judgments of the Court?*

The CM is responsible for supervising the enforcement of the Court's judgments. The Committee is assisted by the Department for the execution of judgments of the Court.

42. *What is the Committee of Ministers' approach to its supervisory duty?*

Supervision is in principle public and based on a twin track procedure. New cases are rapidly classified under either standard or enhanced supervision, enhanced supervision being reserved for cases requiring urgent individual measures, pilot judgments, inter State cases, or cases revealing, as identified either directly by the Court in its judgment or subsequently in the procedure before the CM, major structural or complex issues. The CM specialist human rights committee (CMDH) concentrates attention on cases under enhanced supervision, but the execution of all cases is monitored by the Department for the execution of judgments of the Court.

Supervision is based on action plans submitted by States and, once execution is terminated, action reports. In the course of the supervision procedure applicants and their representatives, NGO's and national institutions for the protection of Human Rights (Ombudsmen, research institutes and other similar institutions, as defined in national legislation) may submit communications to the CM as provided in Rule 9 of the CM Rules for the supervision of execution.

The execution of cases under enhanced supervision is subjected to more detailed examination at CM meetings, normally the quarterly CMDH meetings. The CM provides encouragement, recommendations or other incentives to promote and facilitate execution. In cases under standard supervision, the CM is in principle limited to taking note of the action plans submitted by the respondent State.

The Department for the Execution of Judgments provides assistance and advice to the CM and follows the execution of Court's judgments in all cases in order to help solve execution problems. The status of execution in all pending cases is presented on the Department's website. The Department confers regularly with respondent States, notably as regards the elaboration of action plans, and also offers various forms of support and assistance whenever requested, including multilateral meetings to allow all member States concerned by a given problem to share experience with the participation of expert bodies.

43. *Where can information on pending cases, the status of execution, and other relevant information be found?*

A list of all pending cases, together with a summary of the status of their execution, can be found on the website of the Department for the execution of judgments. CM decisions and communications submitted to it are in principle public (see Rule 8 of the CM's Rules for its supervision of execution) and are published both on the Department's website (mainly on a case by case basis) and on that of the CM (mainly on a meeting basis). A new search engine, similar to HUDOC for judgements of the Court, allows for searching for cases subject to execution. The Department also publishes other materials of relevance for execution, including information on CM recommendations to member States and the results of multi-lateral roundtables or other similar events. Link to the CM website: www.coe.int/cm: Link to the Department's website: www.coe.int/en/web/execution.

44. What can be done if a State fails to comply with its duty to pay an applicant monetary compensation or has not adequately remedied a violation of the Convention?

The vast majority of awards of just satisfaction are paid promptly by the State concerned. However, where payment is not achieved within the period specified in the judgment, which is usually three months from the date the judgment becomes final, default interest is due as specified in the Court's judgment. Where payment is nevertheless urgent, the lawyer concerned should indicate this to the relevant state authorities, and if necessary also refer the matter to the CM using the Rule 9(1) procedure.

Similarly, if individual measures have not been taken, or other problems arise, the lawyer should point this out to the CM as soon as possible, whether by commenting on Action Plans or Action Reports, or by separate submissions under Rule 9(1). If the right or freedom violated is one which can be waived by the applicant, such complaints are important to ensure adequate CM responses (not all applicants wish e.g. to have unfair criminal proceedings reopened and the CM will thus not look into possible obstacles to reopening of its own motion). If the right at issue is not of such a nature, e.g. in many cases of violations of Articles 2 and 3, the CM will, on the other hand ex officio follow up the question of individual measures (e.g. to ensure that effective criminal investigations are carried out to identify and, where appropriate, punish the State agents responsible).

Where the violation is a continuing one, or where the obstacles encountered may be seen as new facts raising new questions under the rights and freedoms protected by Articles 2-18 of the Convention, it may also be possible to lodge a new application to the Court (see: *Bochan v. Ukraine* (no 2) [GC] no 22151/08). Numerous issues of *restitutio in integrum* may, however, be considered to fall outside of the scope of the rights protected by these Articles (for example the right to obtain the restitution of a residence permit unjustly annulled or the right to obtain the reopening of unfair criminal proceedings), and the chances of success of new applications to the Court are thus very limited. If such applications are lodged with the Court, the CM is likely to await their outcome before pursuing supervision further.

If general measures are not taken promptly or are otherwise inadequate to redress the violations found, the CM will use the different tools at its disposal – see e.g. the summary contained in the CM's Annual Report 2014 – in order to induce compliance. If the ordinary tools to support the execution process are not successful in resolving matters, the CM can take a number of actions, usually in the form of an interim resolution, possibly including a declaration that the State is not respecting its obligations under the Convention and/or as a member State of the Council of Europe. Since 2010 when Protocol No. 14 entered into force, the CM has been empowered to seek a declaration from the Court (under Article 46(4) of the Convention) that a State is not respecting its obligations under Article 46 of the Convention, but to date this possibility has not been exploited.

Instances of real refusal to comply are very rare and may lead to different further responses, including calls on member States to take whatever action they deem appropriate to ensure execution, and ultimately exclusion from the Council of Europe (the CM has clearly stated that the respect for judgments of the Court is a condition for membership of the organisation – see notably interim resolution ResDH (2006)26).

45. What can be done if the execution of a judgment of the Court is hindered because it is difficult to interpret?

Execution may raise issues related to the interpretation of the judgment, or of relevant case law of the Court. A number of avenues exist to overcome such problems, notably relying on the competence of the Department for the execution of judgments and the competence of the CM itself. In a number of situations, the problems are so closely linked with the exact wording of the judgment that the best avenue may be to seek an interpretation from the Court. The parties may seek such an interpretation within the time-limits provided by the Rules of Court (Rule 79 – one year from the date of delivery, i.e. usually some 5-9 month from the date the judgment becomes final). If such a request has not been submitted, notably where the problems arise only after the deadline has expired, the CM may itself, by virtue of a new competence accorded by Protocol No. 14, seek the interpretation of the final judgment where it considers that the supervision of the execution is hindered by a problem of interpretation of the judgment. No time limit is foreseen here.



46. What can be done if there are mistakes in decisions or judgments of the Court?

Rule 81 of the Rules of the Court allows the Court to rectify clerical errors, errors in calculation or obvious mistakes in a decision or judgment of its own motion or at the request of a party, where a request is made within one month of the decision or judgment.

47. Can a party ask for a judgment to be reviewed?

Rule 80 of the Rules of the Court sets out the circumstances in which a party may ask the Court to review a judgment in a decided case. A party may do so where a fact which by its nature could have exerted a decisive influence on the outcome of the case, has been discovered which was not known to the Court at the time of the judgment and could not reasonably have been known by a party.

48. Can a State refuse to execute a judgment of the Court on the basis that, according to the State's highest court or constitutional court, no violation of national constitutional law or the Convention exists?

Under Article 46 a State is bound to abide by a judgment to which it is a party and so their supreme and constitutional courts are bound by the Court's interpretation of the Convention and findings as to a violation of the Convention. There are many States in which the human rights protection provided by the Convention goes beyond the protection provided by national constitutions. If the court or the supreme or constitutional courts of a State are of the opinion that the origin of a violation is a result of the State's constitution, the national courts should first seek to interpret the national constitution in accordance with the Convention. If and to the extent this is not possible, the State should amend its constitution to bring it in line with the Convention (as interpreted by the Court). This is the case even where a State's national constitution has a higher rank in the State's hierarchy of laws than the Convention (see also question 40).

PRACTICAL TIPS ON PROCEDURE
WHEN LODGING AN
APPLICATION

#4



The Court has amended Rule 47 of the Rules of Court which relates to lodging an Application as a natural or legal person, group of individuals or an NGO. The Court has considerably changed its practice in processing applications when they are first lodged. This Section of Practical Tips concentrates on the new practice. It is therefore intended to draw attention to these major changes and to alert practitioners to sources of information about the new practice.

Applicants and lawyers should be aware that the formal requirements for lodging an application with the Court are applied strictly and that any departure from the rules and practice may only be accepted if it is properly explained and is justified. Applications which are determined not to comply with these strict requirements are treated as not having been submitted and are wholly ineffective. You have been warned.

49. *Does the Registry answer enquiries about how to lodge an application?*

There is extensive information and guidance on the Court's website and press releases dealing with how to lodge an application, the application form to use and how to complete it, as well as examples of common mistakes in completing the application form and how the application will be processed, see the Applicants' section on the Court's website. If a first letter to the Court expressing an intention to submit an individual application does not meet the requirements of Rule 47 of the Rules of Court, the sender will be sent an information pack with detailed information on how to submit a valid application. Subject to this, however, unless there are valid reasons for an exception, the Court does not correspond about individual questions concerning an intended application.

50. *Can an application be lodged in stages or through supplementing an existing submission?*

No: unless there is a valid explanation, which must be explained (such as difficulty in corresponding with a client applicant who is in prison) an application form can only be lodged once and completely. If it is incomplete or fails to comply with a strict interpretation of Rule 47, it will be rejected and must be resubmitted correctly and completely. No account will be taken of the previously incorrectly submitted form. In particular, only a correctly completed application form can interrupt the running of the six-month time limit in Article 35 and result in a registered application.

51. *Can an application be lodged without using the official application form available on the website?*

No: an application can only be lodged using an up to date application form, available from the Court's website: which must furthermore:

- Be signed both by the applicant and the lawyer (a separate power of attorney is not acceptable);
- The original form containing both original signatures must be filed;
- Be self-standing, without any 'continuation sheet' and succinctly
 - set out the whole facts,
 - complaints and
 - description of the domestic remedies.

52. *Must the application form alone set out the whole complaint as a stand-alone document?*

Yes: The Court requires that the whole complaint, all the relevant facts and all the steps in the domestic proceedings are summarised in the application form so that that form provides all that is required to make an initial assessment of the application. Be brief!

53. *Documents which must be attached to the application form*

All relevant domestic court decisions must be attached, including evidence establishing that domestic remedies have been exhausted, such as by filing copy pleadings in the final domestic appeal.

54. Additional material which may be filed with the application form

In addition, further material, strictly limited to a maximum of twenty pages, may be filed developing the facts, complaints and how domestic remedies have been exhausted. This additional material should not add points which have been omitted from the application form. If more supporting material is submitted its necessity must be clearly and convincingly shown.

55. Are the requirements different where an application is made for a group of individuals?

The requirements are essentially the same for group applications, where a number of applicants complain about the same situation and were parties to the same domestic proceedings, so that it is necessary to obtain the individual personal details and signatures, in the original, of every member of the group and for the first two pages of the usual application form to be counter-signed by the lawyer representative for each member of the group: Start gathering signatures early! The Court requires groups of more than five applicants to provide their personal information in a table which is made available on request to the Registry and referred to on the Court's website; larger groups may be directed to file their application electronically in addition to their original hard copy application forms. Note that where applicants complain about the operation of a common domestic legal position but the facts of their cases and the domestic proceedings which they have pursued are different from one another, their applications do not involve a 'group of individuals': each individual will need to lodge an independent application.

56. Are the requirements different where an application is made for a company, other legal person or an NGO?

The director or other authorised person under the internal rules of the company or other legal person should complete and sign the application form and must in addition provide evidence of their entitlement to bind the company or other legal person by their decision to undertake legal proceedings. For example, an extract from the national companies' register may establish the authority of a given director. The Court's guidance on how such authority is sufficiently established is sparse. Again, their original signature on the application form will be required together with that of the lawyer representative.

57. TIP

These are merely examples of the formality with which the Court now treats applications when first lodged and the intricate nature of the requirements for lodging an application successfully. These requirements must be painstakingly followed in every detail if the application is to be treated as successfully lodged. As an added precaution lawyers should try to lodge applications well within the six-month time limit, so that, if the Court rejects an application form as non-compliant with Rule 47, there may still be time to re-lodge a perfected application form.

58. Can an application form which was incomplete be resubmitted if it is revised and perfected?

Where an application has been attempted which did not comply with Rule 47, the Registry will write to the lawyer concerned pointing out the deficiencies in the application form which has been submitted. The Registry's letter will then continue: "As a result your complaints cannot be examined by the Court. Please note that no documents or submissions you have provided have been kept. If you wish the Court to examine your complaints, you must submit a complete and valid application form with all supporting documents as required by Rule 47." It follows that a fresh application must be filed with a correctly completed, self-standing, application form and with all the necessary supporting documents such as domestic decisions and the pleadings in the domestic appeals which show that the arguments now made to the Court have been relied on before the domestic courts. A complete new application is required, with no reference to the previous submission which the Court has rejected as incomplete.

59. How should an application be lodged?

An application must be lodged by post or by physical delivery to the Court. Post has the advantage that the date of posting (as evidenced by the post stamp) constitutes the date of introduction of the



application, whereas the date of receipt by the Court in working hours is the relevant date of introduction of applications lodged at the Court. Applications should never be lodged by fax (with the exception of Rule 39 requests for interim measures see TIP 65).

60. *Can an application be lodged electronically?*

Applications against certain Member States can be lodged electronically. The Registry has been experimenting with electronic filing in these jurisdictions. Further strict rules govern the format and content of material lodged electronically.

61. *Can the entire proceedings be conducted in a language other than French or English?*

The Court has two official languages, namely English and French (Rule 34 § 1 of the Rules of Court). The application and its supporting documents can be submitted in a language other than English or French provided that the language used is an official language of one of the Contracting Parties (Rule 34 § 2 of the Rules of Court). There is no need to translate documents or judgments from the domestic procedures. After the date on which an application is communicated to the respondent Government pleadings must be made in English or French.

62. *Can the applicant's identity be kept confidential, including from the respondent Government?*

In principle, the procedure of the Court is public (with the exception of settlement negotiations, Article 38 § 2 of the Convention). Rule 47 § 4 of the Rules of Court provides, however, for the possibility of keeping the applicant's identity confidential from the public. The applicant must give reasons when submitting such a request to the President. Even where the President grants such a request, the applicant's identity will be revealed to the respondent Government if the case is communicated to them for observations, because at that stage the application and all supporting documents are copied and sent to the respondent Government concerned. In appropriate circumstances the applicant may also request that the documents in the case file should be kept confidential from the public, but just as with the applicant's identity, this material will be made available to the respondent Government if the case is communicated to them for observations.

63. *When and why will the Registry contact the applicant's lawyer?*

There are generally five reasons why the Registry may contact the applicant's lawyer at the initial stages of the application process during which applications are assessed for compliance with Rule 47, plainly inadmissible cases are promptly rejected, applications are accorded an appropriate degree of priority and examined accordingly:

- a. if the application form does not comply with Rule 47 and so no application has been lodged successfully. The Registry will indicate what information is missing without which the application is incomplete;
- b. the Registry will notify the applicant's lawyer if the application is declared inadmissible. The letter will state that there is no recourse against that decision and that the file will be destroyed within 12 months;
- c. The Registry will send a separate letter of registration if the application is not immediately declared inadmissible;
- d. the Registry may request information or documents which the Court needs for its examination of the case,
- e. the Registry will notify the applicant's lawyer if the application has been communicated to the respondent Government for observations on admissibility and merits. The letter will enclose the statement of facts prepared by the Registry and the questions which the Respondent Government have been asked to respond to. The applicant's lawyer will be asked to reply to those observations within a time limit of six weeks, once the Government's observations are filed with the Registry.

In any case applicants' lawyers should always send applications and any other correspondence to the Court by registered post with proof of delivery, because the assessments implicit in the steps summarised above may take time.

64. *Does the Registry tell the applicant's lawyer the registered number of an application when the application is registered?*

On registration an application will be given a registration number to which the lawyer should refer in any correspondence with the Court. In cases which are identified as plainly inadmissible, the lawyer may only receive notification of the registered number in a letter recording the outcome of the application. Once they know the registered number of their application, applicants and their lawyers can track the stage which their application has reached by entering the number in the Court's State of Proceedings (SOP) search engine on the Court's website.

65. *Can the applicant seek interim measures from the Court?*

Where the case is urgent and the applicant is at imminent risk of his or her life or personal safety a request may be made for interim measures under Rule 39 of the Rules of Court. The procedure is set out in a Practice Direction available on the website of the Court and exceptionally a request for interim measures may be made by fax to a dedicated fax number at the Registry. The request should specify with as much precision as possible the precise threat to the applicant, the cause or source of that threat and the expected timetable for the remedies or other appeals which are being attempted to prevent the threat from materialising. This information should be provided to the Registry in advance of the anticipated threat in such a way and with sufficient detail as to enable the Court to intervene under Rule 39 if the facts warrant this step. Interim measures are in practice reserved for cases of imminent threat of treatment contrary to Articles 2 or 3 of the Convention.

66. *Can an application be given priority treatment?*

Yes: The Court has published its criteria for granting priority under Rule 41 of the Rules of Court and applicants' lawyers should consider invoking these criteria in the application form to justify requests for priority examination of applications. The Court applies these priority criteria to all new applications to determine which need to be examined more promptly than otherwise.

67. *Can a lawyer request the acceleration of the examination of a pending application?*

Yes: a request for priority may be submitted at any stage of the proceedings.

68. *Can the applicant or his representative contact the Committee of Ministers to complain about execution if a violation is found or if a friendly settlement is not respected?*

Yes: the CM's Rules for the supervision of execution of judgments of the Court and the terms of friendly settlements allow applicants and their lawyers to submit written communications to the CM (to be addressed to the CM and the Department for the execution of the Court's judgments) as regards the question of individual redress to the applicant. NGO's and NHRI (National Human Rights Institutions) also have the right to submit comments on the issue of general measures. Communications are in principle public and rapidly made accessible over the internet. These matters are regulated in Rules 8 and 9.

Communications should be submitted as rapidly as possible after relevant events to allow the communications to be taken into account by the CM and the Department. The calendar of the CM's special HR meetings can be found on the CM's web site and on that of the Department. Note that CM decisions in individual cases may provide for examination of cases also at other meetings. Communications, should to the extent possible, be formulated in English and French as this will speed up handling. There is no provision for representatives to be heard orally before the CM.