

SERVICE TO CITIZENS THROUGH THE CITIZEN SERVICE CENTERS (CSC)

Under the provisions of Article 31, L.3013/2002 (JO 102/A/1.5.2002) «Upgrading Civil Protection and Other Provisions», Citizen Service Centres (CSC) have been established within the Offices of the Regional Administration, as well as both degrees of Local Government, i.e. Municipalities and Prefectures. These Centres aim to provide the citizens with information regarding administrative procedures, and assist them all the way through, from the moment of filing the application form up to the issuance of the desired document, in cooperation with the competent services.

Joint ministerial decisions issued by the Minister for the Interior, Public Administration and Decentralization and the competent Minister in each case have specified the administrative procedures to be processed through the CSC.

The Ministry of Justice, in cooperation with the Ministry for the Interior, Public Administration & Decentralization have issued four (4) joint decisions so far (namely: DIADP/A/15016/2.8.2002 (JO 1049B/9.8.2002), DIADP/A1/1062/8.1.2003 (JO 61B/24.1.2003), DIADP/A1/10138/29.5.2003 (JO 707B/4.6.2003) and DIADP 15555/11.8.2003 (JO 1192B/26.8.2003) specifying several administrative procedures within the competency of the Ministry of Justice as well as their respective forms, which may also be processed through the Citizens Service Centres (CSC). Said procedures fall within the scope of the Council of State, Appellate Courts, Public Prosecutors of Appellate Courts, Administrative Appellate Courts, First Instance Courts, Public Prosecutor's Offices of the First Instance Courts, Courts of Peace throughout the territory, as well as the Criminal Records Bureau of the Ministry of Justice.

For all these procedures, the citizen is obliged to fill in an application form, to be found at the CSC.

Other services provided by the CSC are as follows:

- Attestation of copies of administrative documents.
- Authentication of signatures
- Issuance of payments vouchers, affidavits etc.
- Issuance of tax clearance certificates, on line with TAXIS system.

Below you will find day in court fixings for the procedures falling within the competency of the Ministry of Justice, which can be processed through the CSC:

I. 18 PROCEDURES INCLUDED IN DIADP/A/15016/2.8.2002 (JO 1049B/9.8.2002)

1a. Criminal Record Copy for General Purposes

Issued in replacement of Criminal Record Copies Type B, and Criminal Records Abstracts.

Competent Agency: For native applicants, the Public Prosecutor's Office of the applicant's hometown. If the applicant was born abroad or is of unknown residence, the Criminal Records Bureau of the Ministry of Justice.

Documents required: The application form to be filled in by the applicant can be found at the CSC.

Cost: Gratis¹

1b. Criminal Record Copy for Judicial Purposes

Issued in replacement of Criminal Record Copies Type A.

Competent Agency: For native applicants, the Public Prosecutor's Office of the applicant's hometown. If the applicant was born abroad or is of unknown residence, the Criminal Records Bureau of the Ministry of Justice.

Documents required: The application form to be filled in by the applicant can be found at the CSC.

Cost: Gratis

2. Certificate on the non-institution of liquidation proceedings

¹ Free of charge

(Regarding S.A., LTD, General Partnerships, Limited Partnerships)

Competent Agency: The local Court of First Instance of the Company's registered office

Documents required: Certified photocopy of the Identity Card
Two revenue stamps² worth € 0,5 each.

Cost: € 1 (one euro)

3. Certificate on the non-filing of a petition for liquidation

Competent Agency: The local Court of First Instance of the Company's registered office

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

4. Certificate on the non-institution of compulsory administration proceedings

Competent Agency: The local Court of First Instance of the Company's registered office

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

5. Certificate on the non-filing of a petition for compulsory administration

Competent Agency: The local Court of First Instance of the Company's registered office

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

6. Certificate of non-insolvency

Competent Agency: The local Court of First Instance of the Company's registered office

² A stamp that is put on an object to show that a government tax has been paid

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

7. Certificate on the filing of an insolvency petition

Competent Agency: The local Court of First Instance of the Company's registered office

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

8. Certificate on the amendment of the Articles of Association - on the non-dissolution of the Company.

Competent Agency: The local Court of First Instance of the Company's registered office

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

9. Certificate on the non-challenging of the legality of elections in Associations or Societies

Competent Agency: The local Court of First Instance of the registered office of the Association or Society

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

10. Certificate on the renunciation or non-renunciation of inheritance

Competent Agency: The local Court of First Instance of the individual's domicile

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

11. Certificate on the non-challenging or attack of a right to inheritance

Competent Agency: The local Court of First Instance of the individual's domicile

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

12. Certificate on the admission or not of a will to probate

Competent Agency: The local Court of First Instance of the individual's domicile

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

13. Certificate on non-revocation/amendment/ withdrawal of a certificate of inheritance

Competent Agency: The local Court of First Instance of the individual's domicile

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

14. Certificate on non-placement under curatorship of an individual

Competent Agency: The local Court of First Instance of the individual's domicile

Documents required: Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

15. Certificate on the non-dissolution of marriage

Competent Agency: The local Court of First Instance of the individual's domicile

Documents required:

- Certificate of Family Status
- In case of death, Next of Kin Certificate or Sworn Affidavit before the Court of Peace.

- Two revenue stamps worth € 0,5 each.
- Sworn Affidavit of L. 1599/86 (included in the application) where it is mentioned that: “ My marriage to the (spouse’s name) has not been dissolved until today” OR “My marriage to (spouse’s name) had not been dissolved till the date of his/her death on (date of death).

Cost: € 1 (one euro)

16. Certificate on the non-exercise of stay of proceedings to a pay order

Competent Agency: The local Court of First Instance

Documents required:

- Certified copy of the pay order
- Certified photocopy of the Identity Card
- Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

17. Certificate on the non-exercise of stay of proceedings to an order for the surrender of a rented property

Competent Agency: The local Court of First Instance

Documents required:

- Certified copy of the order for the surrender of the property
- Certified photocopy of the Identity Card
- Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

18. Certificate on the exercise or non-exercise of legal remedy on civil procedure judgments.

Competent Agency: The local Court of First Instance

Documents required:

- Certified copy of the judgment
- Certified photocopy of the Identity Card
- Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

II. 15 PROCEDURES INCLUDED IN DIADP/A1/1062/8.1.2003 (JO 61B/24.1.2003)

1. Certificate of non-exercise of legal remedy

Competent Agency The Council of State

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

2. Certificate of establishing a date of hearing

Competent Agency The Council of State

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

3. Certificate of hearing of a legal remedy

Competent Agency The Council of State

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

4. Issuance of purview

Competent Agency The Council of State

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

5. Certificate of exercise or non-exercise of means of redress against a ruling

Competent Agency The Local Appellate Court

Documents required Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

6. Certificate of exercise or non-exercise of means of redress against the judgment of a criminal court

Competent Agency The Local Appellate Court

Documents required Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

7. Certificate of exercise or non-exercise of means of redress against the judgment of a civil court

Competent Agency The Local Appellate Court
Documents required Certified photocopy of the Identity Card
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

8. Certificate of non-prosecution for felony in any case, or for misdemeanour specifically for individuals under special jurisdiction.

Competent Agency The Public Prosecutor's Office of the Appellate Court

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

9. Certificate of non-alteration of the articles of association of a cooperative

Competent Agency The local Court of Peace

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

10. Certificate of non-declaration of a cooperative in a state of insolvency

Competent Agency The local Court of Peace

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

11. Certificate of non-exercise of stay of execution of a judgment

Competent Agency The local Court of Peace

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

12. Certificate of non-filing of process of referred allegations

Competent Agency The local Court of Peace

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

13. Certificate of exercise or non-exercise of means of redress against the judgment of a Court of Peace

Competent Agency The local Court of Peace

Documents required Certified copy of the judgment
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

14. Certificate of non-exercise of stay of execution of a pay order entered by the Court of Peace

Competent Agency The local Court of Peace

Documents required Certified copy of the pay order
Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

15. Certificate of non-exercise of stay of execution of a judgment ordering restoration of leasehold property

Competent Agency The local Court of Peace

Documents required Two revenue stamps worth € 0,5 each.

Cost: € 1 (one euro)

III. 23 PROCEDURES INCLUDED IN DIADP/A1/10138/29.5.2003 (JO 707B/4.6.2003)

1. Issuance of certified copy of a judgment

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

2. Issuance of a certified copy of a court record or attestation of process

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

3. Certificate of filing of a legal remedy (appeal, petition of annulment, petition for suspension of judgement, intervention)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

4. Certificate of filing of a means of redress (petition for revision, for rectification or construction of a judgment, stay of proceedings of a default judgment, stay of proceedings by a third party, appeal, counter-appeal, cassation)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

5. Certificate of abeyance

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue

stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.
Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

6. Certificate of entry of an absolute judgment

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

7. Certificate of filing or non-filing of an appeal

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

8. Certificate of day in court fixing of a means of redress (petition for revision, for rectification or construction of a judgment, stay of proceedings of a default judgment, stay of proceedings by a third party, appeal, counter-appeal, cassation)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

9. Certificate of day in court fixing of a legal remedy (appeal, petition of annulment, petition for suspension of judgement, intervention)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

10. Certificate of hearing or not of a means of redress (same as above)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

11. Certificate of hearing or not of a legal remedy (same as above)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

12. Certificate of nolle prosequi (waiver from the hearing of an action)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

13. Certificate of filing a nolle prosequi and abatement of the hearing by a ruling of the Head Magistrate

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

14. Certificate of trial abatement by a judgment

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

15. Certificate stating that the judgment has been entered and is in the stage of engrossment

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

16. Certificate of a bill of indictment from another court and fixing of a date of hearing

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

17. Certificate of entry of an interlocutory judgment and fixing a new date of hearing or not.

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

18. Certificate for extension of a deadline fixed by an interlocutory judgment

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

19. Certificate for adjournment of hearing

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

20. Issuance of purview

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

21. Certificate of presence of an attorney or a witness

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

22. Certificate for the entry of a judgment of stay of execution of an administrative act (in annulling competence cases)

Competent Agency The local Administrative Appellate Court

Documents required Two revenue stamps worth € 0,5 each. In case the application is signed by an-attorney-at-law, € 7 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (one euro). € 8 (eight euros) in case the application is signed by an-attorney-at-law.

23. Certificate of non-prosecution for contumacy

Competent Agency The Public Prosecutor's Office of the local Court of First Instance

Documents required A certified copy of the Identity Card
Two revenue stamps worth € 0,5 each

Cost € 1 (One euro).

IV 28 PROCEDURES INCLUDED IN 15555/11.8.2003 (1192 B! 26.08.2003) common ministerial decision:

1. Certificate of filing or not of a judicial process (action, appeal, stay of proceedings, suspend execution, electoral objection, petition for annulment)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each
In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

2. Certificate of filing or not of a judicial process (action, appeal, stay of proceedings, suspend execution, electoral objection, petition for annulment) within a fixed period of time.

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each
In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

3. Certificate of filing or not of a means of redress (stay of proceedings of a default judgment, appeal, petition for revision, stay of proceedings by a third party, petition for rectification or construction of a judgment, cassation)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each.
In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

4. Certificate of filing or not of a means of redress (stay of proceedings of a default judgment, appeal, petition for revision, stay of proceedings by a third party, petition for rectification or construction of a judgment, cassation) within a fixed period of time.

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

5. Certificate of deliverance of absolute judgment (unappealable)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

6. Certificate of registration of a judicial process (action, appeal, stay of proceedings, suspend execution, electoral objection, petition for annulment)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

7. Certificate of registration of a means of redress (stay of proceedings of a default judgment, appeal, petition for revision, stay of proceedings by a third party, petition for rectification or construction of a judgment, cassation)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

8. Certificate of receipt of a judicial process sent by mail(action, appeal, stay of proceedings, suspend execution, electoral objection, petition for annulment) by the Court

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

9. Certificate of Court decision coming up

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

10. Certificate of filing for an appeal in cassation

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

11. Certificate of day in court fixing of a judicial process (action, appeal, stay of proceedings, suspend execution, electoral objection, petition for annulment)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

12. Certificate of day in court fixing of a means of redress (stay of proceedings of a default judgment, appeal, petition for revision, stay of proceedings by a third party, petition for rectification or construction of a judgment, cassation)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

13. Certificate of hearing of a judicial process (action, appeal, stay of proceedings, suspend execution, electoral objection, petition for annulment)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

14. Certificate of hearing of a means of redress (stay of proceedings of a default judgment, appeal, petition for revision, stay of proceedings by a third party, petition for rectification or construction of a judgment, cassation)

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

15. Certificate of engrossment (writing up) of a judgment

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

16. Certificate of filing a waiver from a legal document

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case
17. Certificate of filing a waiver from a legal document, whose day in court has not been fixed yet. Trial abatement by an Act of the Head of Court

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each.
In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case
18. Court trial abatement

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each
In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case
19. Certificate of deliverance of an interlocutory judgment and fixing the new day in court.

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

20. Certificate for the extension of a deadline fixed by an interlocutory judgment

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

21. Certificate of deliverance of a bill of indictment

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

22. Certificate of deliverance of a bill of indictment from another court and fixing or not a new date of hearing

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

23. Certificate of appearance of an attorney-at-law, or trainee attorney, or witness

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

24. Certificate of hearing adjournment

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

25. Issue of the decretal clause of a judgment

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

26. Issue of a certified copy of a judgment or legal document from the original.

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers

Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

27. Issue of a certified copy of a trial transcript

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

28. Issue of a certified copy of an attestation of summons

Competent Agency The local Administrative Court of First Instance

Documents required Two revenue stamps worth € 0,5 each

In case the application is signed by an-attorney-at-law, € 1,75 worth revenue stamps from the Lawyers Pension Fund, the Lawyers Auxiliary Insurance Fund and the Lawyers Welfare Fund are also required.

Cost € 1 (One euro)/ 2,75 in the second case

True translation into English from the Greek original.

The official translator Maria K. Karageorgou

Athens, Monday, 09 February 2004, 12:29:38 PM