REPUBLIC OF SERBIA

ADMINISTRATIVE COURT

INFORMATION BULLETIN

Belgrade, 2010–2026

9, Nemanjina St., 11000 Belgrade, Republic of Serbia

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1. GENERAL INFORMATION ON THE ADMINISTRATIVE COURT AND THE INFORMATION BULLETIN

According to the Article 39 of the Law on Free Access to Information of Public Importance ("Official Gazette of the RS" Nos. 120/2004... 105/2021), the Instructions for the preparation and publication of the Information Bulletin on the work of public authorities ("Official Gazette of the RS" No. 68/2010 and 10/2022) and Article 61 of the Court Rules of Procedure ("Official Gazette of the RS", Nos. 110/2009... 18/2022) it announces:

1.1. INFORMATION BULLETIN

The Information Bulletin of the Administrative Court is the annual Bulletin, the purpose of which is to present the manner in which the Court is organized, as well as the position and jurisdiction, therefore the seekers of information may be informed on its legally based rights and the manner on how to achieve them. The Information Bulletin shall be updated within the year, if necessary. The data accuracy and completeness review is performed on a monthly basis.

The Information Bulletin was published on 31st December 2010 for the first time.

The Information Bulletin for 2026, as on 17th July is published in the electronic form on the website of the Administrative Court, thus all the interested parties may download an electronic copy of the Information Bulletin on the following link: http://www.up.sud.rs/english/information-bulletin.

All interested parties have the right to access the Information Bulletin in the premises of the Administrative Court both in the Court Seat and Court Units. Upon a request of the interested party, the Information Bulletin may be recorded to the requested media or printed out. The interested parties may file a request at the reception desk in the Court Seat of the Administrative Court (office 0.39) which is located in a lobby, on the entrance side of the courts building, near the reception desks of other courts, at 9 Nemanjina Street.

A person responsible for the accuracy and completeness of data contained in the Information Bulletin, as well as for the correct preparation and its publishing, as well as for its regular update is the Acting President of the Administrative Court, Judge Nenad Stojanović.

1.2. BASIC DATA ABOUT COURT

Name of the Court	Administrative Court	**TAX ID number**	106399789
ID number	17772767	**Current account**	840-1620-21
Activity Code	75230	**Organizational Code**	30210
Web page	www.up.sud.rs	**Current account – court fees**	840-29762845-93
E-mail address	pisarnica@up.sud.rs	**Register number**	6012664223

1.3. CONTACTS

Court Seat:
Switchboard: 00 381 (0) 11 360 46 06
360 46 07

Administrative Officer Ivana Kostić
Office of the President: 00 381 (0) 11 363 51 74
fax: 00 381 (0) 11 363 52 85
e-mail: kabinet@up.sud.rs

Spokesperson Milka Murganić
00381 (0) 11 363 50 99
e-mail: portparol@up.sud.rs

Head of the Office of the Court President Dragana Vasić
00 381 (0) 11 363 51 74
e-mail: dragana.vasic@up.sud.rs

Head of the Accounting Department Jelena Simić
00 381 (0) 363 50 54
e-mail: jelena.simic@up.sud.rs

Court Secretary Danijela Dupor
00381 (0) 363 51 74
e-mail: danijela.dupor@up.sud.rs

Head of the Registry Office Dejan Đurić
00 381 (0) 11 363 52 48
fax: 00 381 (0) 11 363 52 84
e-mail: dejan.djuric@up.sud.rs

International Cooperation, Professional Development and Training Ivana Nenadović and Sonja Vujčić
00 381 (0) 11 363 5224
e-mail: ivana.nenadovic@up.sud.rs
e-mail: sonja.vujcic@up.sud.rs

Case status and information
00 381 (0) 11 363 52 32
00 381 (0) 11 360 52 37

Head of the HR Department Milena Simić
00 381 (0) 363 52 61
email: kadrovska@up.sud.rs

Court units outside the Court Seat:

- **Kragujevac**
  00 381 (0) 34 617 00 31

- **Niš**
  00 381 (0) 18 415 00 92

- **Novi Sad**
  00 381 (0) 21 661 68 93

1.4. COURT SEAT AND COURT UNITS OUTSIDE THE COURT SEAT

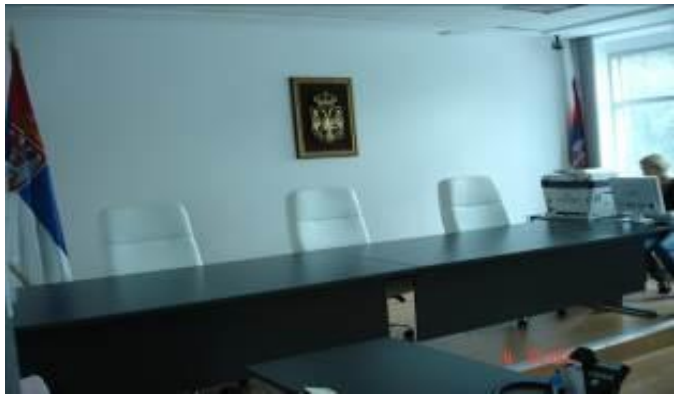
Court Seat of the Administrative Court
9, Nemanjina St, 11 000 Belgrade
e-mail: kabinet@up.sud.rs

Units of the Administrative Court outside the Court Seat

Kragujevac (for the territory of higher courts in Jagodina, Kragujevac, Kruševac, Kraljevo, Novi Pazar, Užice and Čačak)
Address: Slobode St., 4, Palace of Justice
34000 Kragujevac
Phone: 00 381 (0) 34 617 00 31

Niš (for the territory of higher courts in Vranje, Leskovac, Niš, Prokuplje and Pirot) address:
Vojvode Putnika St, nn 18106 Niš

Phone: 00 381 (0) 18 415 00 92



Novi Sad (for the territory of higher courts in Zrenjanin, Novi Sad, Šabac, Sombor, Sremska Mitrovica and Subotica) address: Blvd. Mihajla Pupina, No. 6
21101 Novi Sad
Phone: 00 381 (0) 21 661 68 93

2. ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE COURT

Judges: By Decision of the High Judicial Council on Amendment of the Decision on number of judges in Courts ("Official Gazette of the RS" Nos. 88/15 …83/25) it is prescribed that the Administrative Court operates with 68 judges and the President of the Court). Currently judicial function is performed by the Acting President of the Court and 57 judges. Administrative Court Judges are divided in panels within the Court Seat and Court Units in Kragujevac, Novi Sad and Niš, according to the Annual Calendar of Tasks for 2026, Su I-2 166/25-1 as of 27th October 2025, (which shall be applied as of 1st January 2026).

Employees: According to the Rulebook on Internal Organization and Systematization of Workplaces in the Administrative Court, there are 39 systematized filled job positions with 228 employees for performing tasks within the court, as follows: 200 civil servants and 28 state employees. Job titles are: senior judicial advisor 58, independent advisor 23, advisor 17, associate 8, court staff 94 and state employees 28. On 29th September 2026 this Court operates with 197 employees with an indefinite-term contract (173 civil servants and 24 state employees); appointed in 39 systematized job positions. The overview of job positions is published in the Chapter 2.3.

In the Court Seat the following departments are formed: Preliminary Proceedings Department and Case Law Department:

- Preliminary Proceedings Department
- Case Law Department

Judges in charge of the Administrative Court and organizational departments:

Acting President of the Court: **Judge Nenad Stojanović**

The First Deputy President of the Court: **Judge Gordana Bogdanović**

The Second Deputy President of the Court: **Judge Zorica Kitanović**

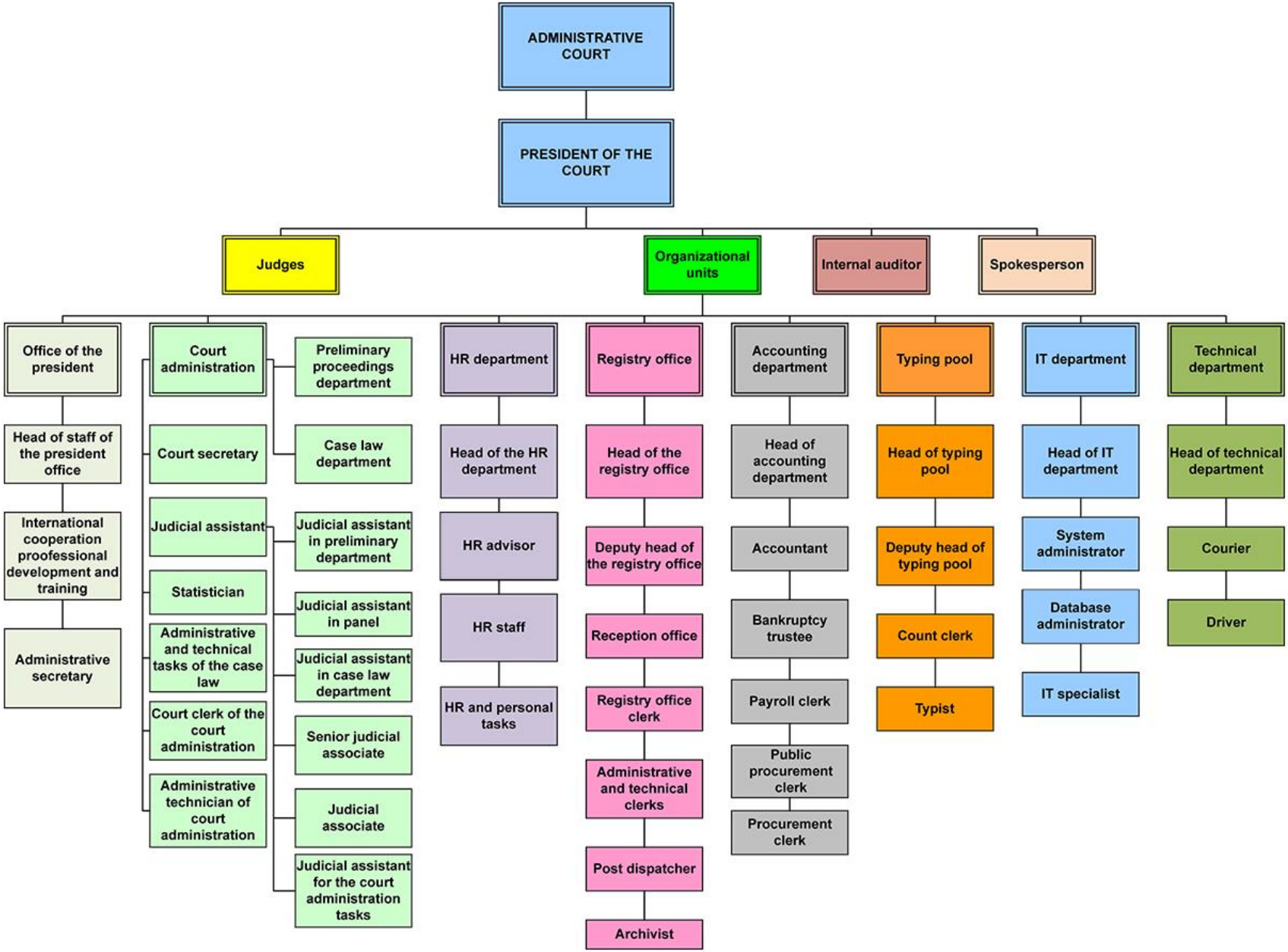
Head of the Preliminary Proceedings Department: **Judge Maja Panić**

Deputy Head of the Preliminary Proceedings Department: **Judge Elena Petrović**

Head of the Case Law Department: **Judge Vera Marinković**

Deputy Head of the Case Law Department: **Judge Dragan Jovanović**

2.1. ORGANIZATIONAL CHART OF THE ADMINISTRATIVE COURT



2.2. NARATIVE PRESENTATION OF THE ORGANIZATIONAL CHART OF THE COURT

Internal organization and work of the Administrative Court is regulated by the Law on Judges (“Official Gazette of the RS“, No. 10/2023 … 80/26), Law on Organization of Courts (“Official Gazette of the RS”, No. 10/2023) and Court Rules of Procedure (“Official Gazette of the RS“, Nos. 110/2009... 18/2022).

2.2.1. OFFICE OF THE PRESIDENT

In the Office of the Court President, there are tasks carried out that contribute to the performance of the function of the Court President, tasks related to international cooperation, projects and European integration; professional development and training, as well as other administrative tasks within the competence of the work of the Court President, for the demands of the commissions, working groups and other bodies; in addition, files of the Office of the President are distributed and mail of the President is answered; there is evidence on meetings and obligations of the Court President; meetings are organized and documents for meetings are prepared presided over or attended by the Court President; there are also performed protocol tasks for the Court President, translation tasks, public relation tasks, on the website presentation there are published court decisions and other information related to the work of the Court; Information Bulletin on the Work of the Court in English is updated and other tasks determined by the Rulebook on Internal Organization and Systematization of Workplaces.

The work of the organizational unit of the Office of the Court President is managed by the Head of the Office who plans, directs and supervises the work and performs the most complex tasks within the scope of work of this organizational unit. Head of the Office of the Court President is responsible for lawful, regular and timely work of this organizational unit and is responsible for his/her work to the Court President.

2.2.2. COURT ADMINISTRATION

In the court administration, there are tasks performed in the service of judicial authority and which fulfil the conditions for proper and timely work and operations of the Court, and in particular: internal operations in the Court, regulation of internal business in the Court, consideration of complaints and petitions, dealing with plea/objections for adjudication within reasonable period of time, preparation of papers for professional/working meetings and tasks related to professional training of judges and court staff, dealing with statistics and creation of reports, financial and material and administrative technical operation of Court, tasks related to the Preliminary Proceedings Department and Case Law Department, professional tasks related to the exercise of the rights, obligations and responsibility of court staff and judges in the Court, adoption of general and individual acts regarding systematization, internal organization, employment issues and other general acts which regulate the internal relations and work of the Court, tasks related to the collection of court fees and other tasks related to the internal organization and operation of the Court.

President of the Court manages the court administration, and he/she can be substituted by two deputies among judges, whose specific duties, powers and responsibilities are determined by **the Annual Calendar of Tasks of the Court**. Court Secretary shall assist to the Court President and for his/her work is responsible to the Court President.

- internal organization of the court operation;
- reviewing of plea/complaints and applications;
- keeping statistics and drafting reports;
- financial and material operation of the court;
- professional activities related to the exercise of rights, obligations and responsibilities of the court staff in the court;
- adoption of general and individual acts regarding classification, internal organization, employment issues and other general acts which regulate relations;
- tasks regarding professional education and training of judges and court staff;
- tasks related to the management of court buildings and immovable properties which are assigned to the court for use;
- tasks regarding internal organization and court operation, if it is regulated by law or other act of court.

The Annual Calendar of Tasks of the Administrative Court for 2026 Su I-2 166/25-1 as of 27th October 2025, the Section "Court Administration", determines as follows:

Upon complaints to speed up the procedure shall act the President of the Administrative Court (from 11th September 2026) shall act Acting President of the Administrative Court Judge Nenad Stojanović and judges: Jasminka Vukašinović, Jelena Tišma Jovanović, Mira Stević Kapus, Gordana Bogdanović, Ksenija Ivanović, Vera Marinković, Zorica Kitanović, Biljana Šunderić, Elena Petrović, Vesna Čogurić and Katarina Pecić Ilić.

Judge Jasmina Minić acts upon requests for access to information of public importance and personal data protection, deputy judge for these requests is Tamara Brešković Stanišljević, assisted by spokesperson, senior advisor Milka Murganić and senior advisor Stefan Gojković.

Judge Jelena Tišma Jovanović acts and decides upon information for breaching of regulations, violation of human rights, exercising public authority contrary to the purpose for which it was entrusted, dangers to life, public health, safety, the environment, as well as to prevent large-scale damage (protection of whistleblowers), assisted by the advisor Dušica Popović.

Judges responsible for the reception of parties:

- Judge Gordana Bogdanović,
- Judge Ksenija Ivanović,

- Judge Jasminka Vukašinović
- Judge Tija Bošković.

Senior advisor Danijela Dupor, responsible for the tasks within court administration, is a Court Secretary and is assisted by senior advisor Marija Josifov Alimpijević.

Spokesperson of the Court is senior advisor Milka Murganić.

2.2.3. PRELIMINARY PROCEEDINGS DEPARTMENT

Preliminary Proceedings Department is responsible for examination of validity of procedural requirements for conducting the proceedings, provided by provisions of Articles 25-32 of the Law on Administrative Disputes ("Official Gazette of the RS" No. 111/09). The Preliminary Proceedings Department is organized in the Seat of the Administrative Court.

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/26-1 as of 27th October 2025 determines judges and judicial assistants – senior advisors responsible for tasks within the Preliminary Proceedings Department.

The Amendment to the Annual Calendar of Tasks for 2025, Su I-2 336/24-1 as of 27th December 2024 amends the Section IV "Preliminary Proceedings Department" as follows:

Judge Maja Panić is appointed as a Head of the Preliminary Proceedings Department, while Judge Elena Petrović is appointed as a Deputy Head of the Preliminary Proceedings Department.

Judicial Assistants appointed to perform their tasks in the Preliminary Proceedings Department are as follows:

1. Aleksandra Markićević,
2. Nebojša Ćojbašić,
3. Aleksandra Gvozdenović,
4. Snežana Nikolić,
5. Nebojša Simić,
6. Vesna Otašević,
7. Slobodan Stošić
8. Dejan Mišić, Judicial Academy,
9. Vladan Marjanović, Judicial Academy,

10. Teodora Zmijanjac, advisor on fixed term contract.

2.2.4. CASE LAW DEPARTMENT

Case Law Department monitors and examines the case law of domestic and international judicial bodies and international institutions that supervise protection of human and minority rights and informs judges, judicial assistants and judicial interns about the legal opinions of courts. Case Law Department is comprised of two judges from the Court Seat and one judge from the Court Unit outside the Court Seat, determined by the Annual Calendar of Tasks. The Head of the Case Law Department in court with larger number of judges is led by the judge appointed by the Court President. The Case Law Department is organized in the Seat of the Administrative Court.

Annual Calendar of Tasks of the Administrative Court for 2026 Su I-2 166/25-1 as of 27th October 2025 determines judges and judicial assistants – senior advisors responsible for tasks within the Case Law Department.

The appointed judges for the Case Law Department are as follows:

1. Vera Marinković, appointed as the Head of the Case Law Department,
2. Dragan Jovanović, appointed as the Deputy Head of the Case Law Department,
4. Snežana Aleksić,
5. Mira Stević Kapus,
6. Minja Bikicki,
7. Tatjana Popara,
8. Ljiljana Koruga.

Certain tasks in this department are performed by the judicial assistants – senior advisors, as follows:

1. Mirjana Savić,
2. Sanda Grujić,
3. Elena Petković, Secretary of the Case-Law Department
4. Miloš Bakalić,
5. Vesna Bilbija,
6. Ana Kovačević,
7. Jasmina Ristić.

At the Session of the Case Law Department, proposals are determined and prepared on issues of jurisprudence that will be presented at the Session of All Judges in order to take a certain position to unify application of the case law within jurisdiction of the Administrative Court.

The Case Law Department is responsible for the preparation of the Session of All Judges and for this purpose may consult presidents of the panels, Head of Case Law Department of other courts or experts from a certain scientific field.

The Session of All Judges is held for the purpose of uniform application of laws from the jurisdiction of the Administrative Court.

The Session of All Judges is called by the President of the Court at his/her own initiative, on the proposal of the court units outside the Court Seat or on the proposal of at least one third of all judges. Session of All Judges is managed by the President and decisions are made if there are more than half of judges.

The scope of the work of session is as follows:

- consideration of the Report on work of court and judges;
- decision to initiate the procedure for assessing the constitutionality and legality of rules and other general acts;
- consideration of the application of rules by which judicial issues may be regulated;
- verification of the Annual Calendar of Tasks;
- consideration of the Proposal of the Program for Resolving of old cases;
- giving opinions on candidate who apply for a judge;
- determine legal opinions for the unique application of relevant laws;
- decides on other issues important for the work of the court.

Judicial assistants also participate in the work of the Session of All Judges.

In order to harmonize the work of the court in general, within Case Law Department there is Case Law Data Base of the Administrative Court from 2010 with decisions, legal opinions, sentences and conclusions.

Legal attitudes, opinions and relevant decisions of the Administrative Court can be found on the website presentation of the Administrative Court within the title „CASE LAW; also citizens may learn more about legal opinions and conclusions of the Administrative Court within the „CASE LAW BULLETIN“ of the Administrative Court, on the website of the Court.

2.2.5. JUDICIAL PANELS IN THE COURT SEAT

The Annual Calendar of Tasks of the Administrative Court for 2026 Su I-2 166/25-1 as of 27th October 2025, the composition of panels from the Section VI "Judicial panels in the Court Seat" is as follows:

1st PANEL	9. judge **Jasminka Vukašinović** – president of the panel
	14. judge **Tamara Brešković Stanišljević** – member
	4. judge **Maja Panić** – member
2nd PANEL	3. judge **Jelena Tišma Jovanović** – president of the panel
	28. judge **Jasmina Minić** – member
	21. judge **Snežana Bjelanović** – member
	22. judge **Vesna Danilović** – member
3rd PANEL	5. judge **Mira Stević-Kapus** – president of the panel
	12. judge **Zorana Brajović** –member
	7. judge **Ljubo Ergić –** member
4th PANEL	24. judge **Gordana Bogdanović** – president of the panel
	16. judge **Minja Bikicki** – member
5th PANEL	13. judge **Ksenija Ivanović** – president of the panel
	10. judge **Tija Bošković** – member
	6. judge **Mira Vasilijević –** member
	11. judge **Vera Marinković** – president of the panel in her cases
6th PANEL	1. judge **Zorica Kitanović** – president of the panel
	2. judge **Zoran Reljić** – member
	26. judge **Vesna Ikonić** – member
7th PANEL	17. judge **Biljana Šunderić** – president of the panel
	27. judge **Mirjana Popović** – member
	30. judge **Olivera Novaković** – member
8th PANEL	18. judge **Elena Petrović -** president of the panel
	25. judge **Nataša Babić**– member

	19. judge **Luka Čelebić**– member
9th PANEL	15. **Vesna Čogurić**, president of the panel
	25. judge **Tatjana Popara** – member
	29**.** judge **Milica Zlatar**– member

The president of the panel will be substituted by the first member of the same panel.

In cases appointed to judge Vesna Danilović, the first and second member of the panel shall alternately be appointed by Judge Jasmina Minić and Judge Snežana Bjelanović.

In the cases appointed to Judge Vera Marinković, the first and second member of the panel shall alternately be appointed by Judge Tija Bošković and Judge Mira Vasilijević.

Regular appointment of judicial panels until the composition of three and five judges is reached will be made among members of the 1st and 2nd panel, 3rd and 4th panel, 5th and 6th panel, 7th and 8th judicial panel, 9th and 1st panel. Members of the judicial panel will be appointed alternately between the second and the first member of the panel, starting from the second member of the panel. The president of the panel will be appointed in case both members of the panel are absent.

In case the panel appointed for the filling of panels until the composition of three and five judges is reached is prevented from the appointment, the filling of the panel will be transferred to panel which is to be filled and the panel specified as first panel on an ordinal scale after the panel designated for the panel filling referred to in previous paragraph.

2.2.6. JUDICIAL PANELS IN THE COURT UNIT OF THE ADMINISTRATIVE COURT IN KRAGUJEVAC

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VII "Judicial panels outside the Court Seat – Department I in Kragujevac",** as follows:

I-1 PANEL	5. judge **Snežana Aleksić** – president of the panel
	6. judge **Predrag Bataveljić** – member
	8. judge **Slobodan Marijan** – member
I-2 PANEL	7. judge **Radmila Simić** – president of the panel

	4. judge **Dragana Maksimović** - member
	2. judge **Ljiljana Todorović** – member
I-3 PANEL	1. judge **Biljana Stojanović** – president of the panel
	3. judge **Dragana Ilčić** – member
	9. judge **Marija Ristić –** member

The president of the panel shall be replaced by the first member of the same panel.

Regular appointment of judicial panels until the composition of three judges is reached will be made among members of the 1st and 2nd judicial panel, 2nd and 3rd judicial panel and 3rd and 1st judicial panel. Members of the judicial panel will be appointed alternately between the second and the first member of the panel, starting from the second member of the panel. The president of the panel will be appointed in case both members of the panel are absent.

In case of incapacity of the panel appointed for the filling of panels to reach the composition of three judges, the appointment of the panel will be transferred to the Seat of the Court, according to the Annual Schedule of Tasks, starting from the 1st panel.

2.2.7. JUDICIAL PANELS IN THE COURT UNIT OF THE ADMINISTRATIVE COURT IN NIŠ

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VII "Judicial panels outside the Court Seat – Department I in Niš",** as follows:

II-1 PANEL	4. judge **Dragan Jovanović** – president of the panel
	2. judge **Nataša Kocić Filipović** – member
II-2 PANEL	3. judge **Nenad Stojanović** (**By the decision of the High Judicial Council No. 119-05-605/2026-01 as of September 10, 2026, Judge Nenad Stojanović was appointed as Acting President of the Administrative Court, from September 11, 2026)**
	13. judge **Jelena Đorić Vujačić** – member
	12. judge **Snežana Petrović** – member
II-3 PANEL	5. judge **Sandra Paunović** – president of the panel

	1. judge **Jasmina Krstić** – member
	14. judge **Milena Simović** – member
II-4 PANEL	7. judge **Biserka Savić –** president of the panel
	10. judge **Jelena Nikolić –** member
II-5 PANEL	11. judge **Katarina Pecić Ilić –** president of the panel
	7. judge **Danijela Popović** – member
	8. judge **Ivana Ivanović**– member

The President of the panel will be substituted by the first member of the same panel.

Regular appointment of 1st, 2nd, 3rd and 4th judicial panels, until the composition of three judges is reached, will be made by the members of the 1st and 2nd panel, and 3rd and 4th judicial panel. Members of the judicial panel will be appointed alternately between the second and the first member of the panel, starting from the second member of the panel. The president of the panel will be appointed in case both members of the panel are absent.

In case of incapacity of the panel assigned for panel filling until the composition of three judges is reached, the panel filling will be appointed among panels that are being appointed and panels designated with an ordinary number as first panel following the panel appointed for the panel filling described in the previous paragraph.

In case of incapacity of the panel assigned for panel filling until the composition of three judges is reached, from the previous paragraph, the panel filling will be made among judges from the 5th panel. In case of incapacity of judges from the 5th panel, the panel filing will be appointed to the judges from the Seat of the Court, according to the Annual Schedule of Tasks, starting from the 1st panel.

In cases resolved in closed session, regular appointment of the 5th panel until the composition of three judges is reached, will be appointed to the judges from the Seat of the Court, according to the Annual Schedule of Tasks, starting from the 1st panel.

Regular appointment of the 5th judicial panel, until the composition of three judges is reached in cases deciding in public hearings, will be made by the members of the 1st, 2nd, 3rd and 4th panel, starting from the 1st panel. Members of the judicial panel will be appointed alternately between the second and the first member of the panel, starting from the second member of the panel. The president of the panel will be appointed in case both members of the panel are absent. In case the panel appointed for the filling of panels until composition of three judges is reached is

prevented from the appointment, the filling of the panel will be transferred to the Seat of the Court, according to the Annual Schedule of Tasks, starting from the 1st panel.

2.2.8. JUDICIAL PANELS IN THE COURT UNIT OF THE ADMINISTRATIVE COURT IN NOVI SAD

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VII "Judicial panels outside the Court Seat – Department I in Novi Sad",** as follows:

III-1. PANEL	4. judge **Gordana Suknović Bojadžija** – president of the panel - a judicial function was terminated on 11th July 2026, due to retirement age limit
	10. judge **Vesna Slijepćević –** member
	1. judge **Vesna Martinović** – member
III-2. PANEL	5. judge **Jasmina Savić –** president of the panel
	3. judge **Ljiljana Koruga –** member
	6. judge **Miroslav Đisalov –** member
III-3. PANEL	11. judge **Gordana Nikolić Vrbaški –** president of the panel
	2. judge **Jelena Iskić –** member
	7. judge **Danijela Marjanović Čolaković** – member

The president of the panel shall be substituted by the first member of the same panel.

Regular appointment of judicial panels until composition of three is reached will be made among members of 1st and 2nd judicial panel, 2nd and 3rd judicial panel and 3rd and 1st judicial panel. The president of the panel shall be appointed for panel filling in case both members of the panel are absent.

In case of incapacity of the panel assigned for panel filling until the composition of three judges is reached, the panel filling will be assigned to judges from the Seat of the Court, according to the Annual Schedule of Tasks, starting from the 1st panel.

2.2.9. SPECIAL PANELS

THE COURT SEAT

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VIII"– Special Judicial Panel", "The Court Seat",** as follows:

1.PANEL	9. judge **Jasminka Vukašinović**
	3. judge **Jelena Tišma Jovanović**
	22. judge **Vesna Danilović**
2. PANEL	5. judge **Mira Stević Kapus**
	24. judge **Gordana Bogdanović**
	13. judge **Ksenija Ivanović**
3. PANEL	11. judge **Vera Marinković**
	1. judge **Zorica Kitanović**
	17. judge **Biljana Šunderić**
4. PANEL	18. judge **Elena Petrović**
	15. judge **Vesna Čogurić**

A judge rapporteur is at the same time and the President of the Panel in his/her cases.

Regular appointment of judicial panels until composition of three is reached will be made among members of the 1st and 2nd panel, then 2nd and 3rd judicial panel and 3rd and 1st Panel, in accordance with the schedule prescribed by the Annual Calendar of Tasks.

Closed session in cases "Uv" will be held every third Tuesday of the month.

COURT UNIT IN KRAGUJEVAC

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VIII"– Special Judicial Panel", "The Court Unit in Kragujevac"**, as follows:

1. PANEL	5. judge **Snežana Aleksić**
	7. judge **Radmila Simić**
	1. judge **Biljana Stojanović**

A Judge rapporteur is acting also as the President of the Special Judicial Panel in his/her cases.
Closed panel sessions in cases from the register "Uv" will be held every second Tuesday of the month.

COURT UNIT IN NIŠ

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VIII"– Special Judicial Panel", "Court Unit in Niš",** as follows:

1. PANEL	4. judge **Dragan Jovanović**
	3. judge **Nenad Stojanović**
	11. judge **Katarina Pecić Ilić**
2. PANEL	5. judge **Sandra Paunović**
	6. judge **Biserka Savić**

Judge rapporteur is acting also as the President of the Special Judicial Panel in his/her cases.
Regular appointment of panels will be made among members of the first and the second panel.
Closed sessions in cases from the register "Uv" will be held every third Tuesday of the month.

COURT UNIT IN NOVI SAD

The Annual Calendar of Tasks of the Administrative Court for 2026, Su I-2 166/25-1 from 27th October 2025, determines the composition of panels in the **Section VIII"– Special Judicial Panel", "Court Unit in Novi Sad",** as follows:

1. PANEL	4. judge **Gordana Suknović Bojadžija** - a judicial function was terminated on 11th July 2026, due to retirement age limit
	5. judge **Jasmina Savić**
	11. judge **Gordana Nikolić Vrbaški**

Judge rapporteur is acting also as the President of the Special Judicial Panel in his/her cases.
Closed sessions in cases from the register "Uv" will be held every second Friday of month.

2.2.10. COURT REGISTRY OFFICE

The Court Registry Office is responsible for performing administrative and technical tasks within the jurisdiction of the court, activities related to the report on work of court and judges, as well as tasks regarding reception of documents, archives office and delivery office.

Head of Court Registry Office is in charge of internal organization of Registry Office and he/she plans, manages and monitors work of department and performs the most complex tasks within the scope of the Registry Office. Head of Court Registry Office is responsible for the lawful, current and timely operation of the Registry Office and is under authority of the Court President.

The Administrative Court deals with the following registers:

"U"	administrative dispute
"Uo"	stay of execution of a court ruling before lodging a lawsuit
"Uv"	objection to the decision of a single judge
"Up"	repetition of administrative court proceedings
"Ui"	enforcement of judgment of the Administrative Court
"Ur"	various administrative cases
"Už"	appeals in electoral cases
"Uip"	claims within the procedure for the election of members of national councils for national minorities
"U-uz"	lawsuits in connection with the Law on protection of Whistleblowers

„R4 U“ complaint to trial within reasonable period of time

“U-ću” for the cases formed upon a claim due to silence of administration

„Pom Ig“ outgoing international requests/requisitory letter „Pom” Ug“ incoming international requests/requisitory letter

Data on number of cases registered by mentioned registers in the current year may be reached on the website of the Court: „DATA IN THE CURRENT YEAR“.

RECEPTION OF DOCUMENTS

Reception office is located in the Court Seat in Belgrade, Nemanjina St. 9, in the lobby of the Court building. Working hours are from Monday to Friday from 7.30 to 15.30.

The Court Rules (Article 114 Paragraph 7) determines that the initial act, by which an administrative dispute is initiated, shall be submitted in the Court Seat of the Administrative Court, in accordance with a law.

All written documents, case files, packages and other documents (hereinafter: briefs) shall be received in the certain place in the reception office.

Court staff responsible for the reception of documents may not reject briefs from parties. If a brief contains some formal irregularities (for example no signature, no attachment that are specified in text, no address of the party and other), court clerk may indicate/inform to the applicant to these irregularities and also propose how to resolve it. If the Court is not authorized to act upon that brief, a court clerk may warn the applicant about it and inform him about authorized body. If the applicant still requests to file a brief, a court clerk shall receive it and shall make a notification that party is fully informed and warned.

Briefs shall be received within working hours and are submitted to a court clerk responsible for the reception of briefs. Outside the regular working hours, as well as during non-working days the court is obliged to receive only written documents related to cases on which it is obliged to act. Written documents are submitted to the person-court clerk designated for that purpose by the decision of the Court President.

Apart from personal delivery, the Reception Office also receives all registered mail addressed to the Court via Public Postal Service, as well as electronic documents in the form of an original electronic document supplied with a suitable electronic signature and integrated with a tome stamp may be received in the court via program for receiving of electronic documents, after the electronic signature and time stamp are checked using appropriate technical means.

DISPATCH DEPARTMENT/EXPEDITION

The Dispatch Department is responsible for sending out the judicial documents (court decisions, summons to parties, and other) and for receiving of all delivery notes, as proof of receipt of judicial acts.

Delivery of judicial documents is made by regular mail or through judicial couriers.

ARCHIVE

Legally resolved cases are archived and kept in the separate premise of the court registry office based on the written decision of a judge, while cases that are recently completed, may be kept in the registry office no longer than two years. There are many documents from previous years in the archives office, if not necessary for the current operation.

Archivist is responsible for the work of archives and he/she keeps, makes evidence and classifies archives documents.

Period for keeping and manages of archives documents is prescribed by the Court Rules of Procedure.

Application for access and copy of archives documents shall be submitted to the President of the Court.

2.2.11. ACCOUNTING DEPARTMENT

Accounting Department is responsible for the tasks related to the Accounting, the Bookkeeping, tasks related to the realization of public procurement activities of small and big values, tasks related to the office materials, reception and materials, record of that materials, record of basic assets and small inventory, as well as other financial tasks in accordance with regulations from the area of accounting and finance.

The work of the Accounting Department is managed by the Head of Accounting Department who plans, directs and supervises the work and performs the most complex tasks within the scope of Accounting Department. Head of the Accounting Department is responsible for lawful, accurate and timely work of this Organizational Unit, under the supervision of the Court President.

2.2.12. TYPING POOL

Typing Pool is responsible for the tasks related to the keeping of records during the sessions of panel, public hearings, trials, typing of decisions, letters, performing of transcripts, keeping records of all typed judicial documents, as well as other administrative tasks necessary for accurate operation of Court, with respect to Court Rules of Procedure.

The work of Typing Pool Department is managed by the Head of Typing Pool Department who plans, directs and supervises the work and performs the most complex tasks within the scope of this organizational unit. Head of the Typing Pool Dept. is responsible for lawful, accurate and timely work of this organizational unit, under supervision of the President of the Court.

2.2.13. SERVICE DEPARTMENT

Service Department is responsible for driving judges and court staff for official purpose, tasks related to the judicial documents both within court buildings and out of court buildings to other state bodies, organization, institutions and citizens, as well as other technical tasks necessary for accurate operation of the Court with respect to the Court Rules of Procedure.

Head of Service Department is responsible for its work and he/she plans, directs and supervises work and performs the most complex tasks within this Organizational Unit. Head of Service Department is responsible for the lawful, accurate and timely work of Service Department, under supervision of the President of the Court.

2.2.14. IT DEPARTMENT

IT and Analyst Department is responsible for performing of the operational informative tasks regarding establishment and maintenance of informative communication technologies and electronic data base, keeping and transposition of information in the Court, implementation of training within the area of system software, providing and ensuring of technical assistance to the customer.

Head of IT Department id responsible for the IT Department and he/she makes plan, directs and supervises the most complex work of this organizational unit. Head of IT Department is responsible for the lawful, accurate and timely work of the organizational unit, under supervision of the President of the Court.

2.3. OVERVIEW OF THE JOB POSITIONS

Name of working place	Position	Up to Systematization	Filled	Empty	
INTERNAL AUDITOR	Senior Advisor	1	1	0	
SPOKESPERSON	Senior Advisor	1	1	0	
HEAD OF THE OFFICE OF THE COURT PRESIDENT	Senior Advisor	1	1	0	
INTERNATIONAL COOPERATION, PROFESSIONAL DEVELOPMENT AND TRAINING	Independent advisor	2	2	0	
ADMINISTRATIVE TASKS OF THE COURT PRESIDENT	Associate	1	1	0	
COURT (GENERAL) SECRETARY	Senior Advisor	1	1	0	
JUDICIAL ASSISTANT IN PRELIMINARY PROCEEDINGS DEPARTMENT	Senior Advisor	10	10	0	
JUDICIAL ASSISTANT IN PANEL	Senior Advisor	30	28	2	

JUDICIAL ASSISTANT IN CASE LAW DEPARTMENT	Senior Advisor	10	8	2	
HIGHER JUDICIAL ASSISTANT	Independent Advisor	19	10	9	
JUDICIAL ASSISTANT	Associate	13	12	1	
JUDICIAL ASSISTANT FOR COURT ADMINISTRATION TASKS	Senior Advisor	1	1	0	
STATISTICIAN	Associate	1	1	0	
ADMINISTRATIVE TASKS IN COURT ADMINISTRATION	Associate	1	1	0	
ADMINISTRATIVE TASKS IN CASE LAW DEPARTMENT	Court Clerk	1	1	0	
TYPIST IN THE COURT ADMINISTRATION	Court Clerk	2	2	0	
HEAD OF HR DEPARTMENT	Senior Advisor	1	1	0	
HR STAFF	Associate	1	1	0	

HR STAFF	Associate	1	1	0	
HR STAFF	Court Clerk	2	2	0	
HEAD OF REGISTRY OFFICE	Associate	1	1	0	
DEPUTY HEAD OF REGISTRY OFFICE	Clerk	1	1	0	
COURT CLERK IN REGISTRY OFFICE	Clerk	6	5	1	
COURT CLERK IN REGISTRY OFFICE	Clerk	10	8	2	
COURT CLERK FOR ADMINISTRATIVE TASKS	Clerk	40	38	2	
CLERK RESPONSIBLE FOR SENDING DOCUMENTS	Clerk	3	2	1	
ARCHIVIST	Clerk	3	3	0	
HEAD OF ACCOUNTING DEPARTMENT	Senior Advisor	1	1	0	
ACCOUNTANT	Independent Advisor	1	1	0	

ACCOUNTING DEPT. STAFF RESPONSIBLE FOR SALARY FROM BUDGET	Court clerk	2	1	1	
ACCOUNTING DEPT STAFF RESPONSIBLE FOR SALARY	Advisor	1	1	0	
PUBLIC PROCUREMENT STAFF	Associate	1	0	1	
COURT CLERK FOR OFFICE MATERIALS	Court clerk	1	1	0	
HEAD OF TYPING POOL	Associate	1	1	0	
DEPUTY HEAD OF TYPING POOL	Associate	1	1	0	
TYPIST	Court clerk	23	21	2	
TYPIST	Court clerk	15	9	6	
HEAD OF IT DEPARTMENT	Senior Advisor	1	1	0	
SYSTEM ADMINISTRATOR	Independent Advisor	1	1	0	
DATA BASE ADMINISTRATOR	Advisor	1	0	1	

IT STAFF	Associate	1	1	0	
HEAD OF TECHNICAL SERVICE	Court clerk	1	1	0	
COURIER	Court clerk	6	4	2	
DRIVER	Court clerk	6	6	0	
TOTAL		**228**	**199**	**29**	

3. *FUNCTION OF THE COURT PRESIDENT AND JUDGES*

3.1. *PRESIDENT OF THE COURT*

Election of the Court President is regulated according to provisions of the Law on Judges.

As to provisions of that Law, the President of the Court shall be elected, between judges of the same or higher instance, on the period of four years and may be reelected. A judge, elected as the President of the Court performs its judicial function in that court as well. President of the Court shall be elected by the National Assembly of the Republic of Serbia, on the proposal of the High Judicial Council.

Powers and duties of the President of the Court are regulated by the Law on Judges, the Law on Internal Organization of Courts and Court Rules of Procedure. Pursuant to these provisions, the President of the Court:

- represents the Court and is responsible for accurate and timely work of the Court;
- organizes the work in the Court;
- ensures the independence of judges and reputation of the Court;
- manages the court administration;
- deals with realization and proper implementation of the Court Rules of Procedure, thus giving orders and instructions;
- monitors the work of court units and departments;

- ensures lawful and accuracy operation in the court, thus ordering elimination of irregularities and preventing delays in work;
- performs tasks regarding professional development and training of judges and judicial assistants;
- considers complaints of parties and other participants in the court procedure, who consider that proceedings have been delayed, or irregular or if there is any influence on its course and its outcome and takes appropriate measures in accordance with a law;
- president of the higher court has right to monitor the court administration of lower court and brings acts of lower court within its competence;
- enacts the Program for Resolving Old Cases if, while considering the Annual Report on work, determines that there is large number of backlog cases;
- performs the tasks determined by law and Court Rules of Procedure.

Court President has two deputies who perform tasks if he/she is out of office or has some other obligations. Some of activities of the court administration the President may delegate to his/her deputy or to presidents of departments. This does not apply to activities relating to decide on the rights of judges on the basis of work, establishment of the Annual Calendar of Tasks, decision on labor relations of court staff provided by law, as well as the removal of judges and lay judges from office.

Court Secretary shall assist to the President of the Court in performing tasks related to the court administration.
Acting President of the Administrative Court is Judge Nenad Stojanović**.**

3.1.1. CURRICULUM VITAE OF THE PRESIDENT OF THE COURT

Judge Radojka Marinković was born on 27th December 1964. She graduated from the Faculty of Law, the University in Zagreb on 14th July 1987, with average grade 9.67. She passed the Bar exam on 27th May 1989, after passing an internship in Public Prosecutor's Office. From 2003 she is dealing with administrative dispute. She was elected as Administrative Court judge on 25th November 2013. She worked in the Case Law Department from 1st January 2015, and from 13th December 2018 as the Head of Case Law Department.

She participated in many seminars and professional meetings in the field of justice and is author of many professional papers, handbooks and papers for verification of legal attitudes and sentences, published in Bulletin of the Case Law of the Administrative Court.

She was appointed as the Acting President of the Administrative Court on 23rd June 2022 by the decision of the President of the Supreme Cassation Court.

The National Assembly of the Republic of Serbia elected Judge Radojka Marinković as the President of the Administrative Court, on the Third Sitting of the Second Regular Session in 2022, held on 9th December 2022 ("Official Gazette of the RS", No. 138/2012), based on the proposal of the High Judicial Council. According to the vacancy published in the "Official Gazette of the RS", No. 67/22 of 17th June 2022, the

High Judicial Council, during the Session held on 13th October 2022, issued a decision on the proposal of Judge Radojka Marinković as a candidate for the President of the Administrative Court.

At the Twenty-First Solemn Session of all Judges held on 23rd December 2022, Judge Radojka Marinković assumed the position of the President of the Administrative Court.

She is married and has two children.

3.2. JUDGES

The judge and the Court President shall be elected and the termination of their office shall be decided by the High Judicial Council in accordance with a Constitution and Law.

A judge may be a citizen of the Republic of Serbia who meets the general requirements for employment in state bodies, who is a Law School graduate, who has passed the bar exam and who is professional, trained and deserving of judgeship.

Number of judges shall be determined by the High Judicial Council. Number of Administrative Court judges shall be determined for each Court Unit outside the Court Seat.

The High Judicial Council shall review number of judges and lay judges in each court every five years.

The High Judicial Council, upon its own initiative or on the proposal of the Court President, the President of the immediate higher court, the President of the Supreme Court and the Minister responsible for judiciary and based on the annual inflow of cases, may review number of judges and lay judges and before the expiration of the 5-year period.

A judge has the right to perform his judicial duty permanently in the Court to which he/she was elected, except in cases prescribed by Constitution or this law.

A judge may only be permanently transferred or temporarily assigned from one court to another with his/her consent, or referred to the High Judicial Council, Ministry of judiciary, Judicial Academy or international organization in the area of judiciary.

Consent is given in writing and must precede the adoption of a decision on a permanent transfer, temporary assignment or assignment.

Ethical principles for judges are: independence, impartiality, responsibility and dignity.

A judge is obliged to sustain in every occasion confidence in its independence and impartiality.

The judge is obliged to maintain confidence in his independence and impartiality at every opportunity. All public authorities and public officials are obliged to maintain trust in the independence and impartiality of judges and courts by their actions and behavior.

In order to improve the ethical principles of the judicial function, the High Judicial Council shall adopt the Code of Ethics, which more closely regulates the ethical principles of the judicial function.

The judge is obliged to conduct the proceedings impartially according to his conscience, in accordance with his own assessment of the facts and interpretation of the law, while ensuring a fair trial and respecting the procedural rights of the parties guaranteed by the Constitution, confirmed international treaties, the law and generally accepted rules of international law.

Judges are obliged to comply with the Code of Ethics at every opportunity.

Offices, jobs and procedures incompatible with the function of a judge are determined by law.

The work of judges and court presidents is subject to regular evaluation, except for judges and presidents of the Supreme Court and judges who have reached the age of 60. The work of a judge who has reached the age of 60 is evaluated at the personal request of the judge and on proposal of the Court President.

The evaluation includes all tasks performed by the judge, i.e. the president of the court, where working conditions are especially taken into account.

The evaluation is carried out on the basis of publicly announced, objective, unique and comprehensive criteria that are based on qualitative as well as quantitative indicators. The evaluation of the judge's work does not include the assessment of the application of the personal opinion of the judge in the evaluation of evidence and interpretation of regulations.

The evaluation is carried out based on the following criteria: professional knowledge and ability to apply it; the ability to think analytically and resolve legal issues; ability to make a decision within a reasonable time; the skill of conducting discussion and hearing; the ability of oral and

written expression and argumentation; the ability to organize the work of judges; the ability to perform the task of a leadership position, if the judge is appointed to such a position; taking over an additional work and responsibilities.

Criteria and indicators for evaluation, manner and procedure for evaluation of the work of judges, and President of the Court are closely regulated by the Act of the High Judicial Council.

Pursuant to the Decision on the number of judges in courts („Official Gazette RS" No. 119/22) Administrative Court has one President and 63 judges.

The Annual Calendar of Tasks of the Administrative Court for 2023 determines the kind of judicial tasks for each judge, presented in this Information Bulletin within the tittle:

- Panels in Court Seat
- Panels in Court Unit in Kragujevac
- Panels in Court Unit in Niš
- Panels in Court Unit in Novi Sad

4. DESCRIPTION OF RULES RELATED TO THE TRANSPARENCY OF THE WORK OF THE COURT

This chapter provides an overview and description of rules related to transparency of the work, in accordance with the Instruction for preparing and publishing information bulletin of the state body.

4.1. TAX ID NUMBER OF THE ADMINISTRATIVE COURT

Tax ID number of the Administrative Court is: 106399789.

4.2. WORKING HOURS AND JUDICIAL VACATION

4.2.1. WORKING HOURS

Working hours of the Administrative Court is from 7.30 to 15.30. Regardless the prescribed working hours, there are some activities that are considered urgent by the provisions of certain laws, so these actions are not subject to delay.

President of the Court assigns judges and court staff for performing some urgent actions, namely who will be alternately in the Court on days and time when court is closed or who will be on standby mode to come to the Court and also who will perform such actions when necessary.

4.2.2. ANNUAL LEAVE

The Annual leave plan is determined according to the Annual leave schedule. When determining the mentioned schedule, it shall be provided sufficient number of judges and court staff for processing some urgent cases.

4.3. CONTACT E-MAILS AND PHONES

Acting President of the Administrative Court, judge Nenad Stojanović

- Contact phone: 00 381 (0) 11 363 51 74
- Fax: 00 381 (0) 11 363 52 85
- E-mail: predsednik@up.sud.rs

Spokesperson **Milka Murganić**

- Contact phone: 00 381 (0) 11 363 50 99
- Fax: 00 381 (0) 11 363 52 85
- E-mail: portparol@up.sud.rs

Head of the Office of the Court President **Dragana Vasić**

- Contact 00 381 (0) 11 363 52 06
- Fax 00 381 (0) 11 363 52 85
- E-mail: dragana.vasic@up.sud.rs

Registry Office **Dejan Djurić**

- Contact phone: 00 381 (0) 11 363 52 48
- Fax: 00 381 (0) 11 363 52 84
- E-mail: pisarnica@up.sud.rs

E-mail address of the Administrative Court for the reception of electronic documents: **pisarnica@up.sud.rs** .

4.4. PUBLIC NOTIFICATION ON WORK OF THE COURT

The Administrative Court timely, one day before at the latest, shall inform media representatives on trial schedule in cases of specific public importance.

Media representatives and other interested parties may learn more about cases of public importance on the web page of the Court. http://www.up.sud.rs/obavestenja

Interested parties and media may be informed on cases by e-mail and fax, and communication may be performed orally. If necessary, Administrative Court may organize press conference.

President of the court and spokesperson of the court are responsible for providing notification on work of the court and particular cases. Protected data, whose publishing is prohibited or limited by law, shall not be announced.

Trial schedule is published on the website of the Administrative Court. http://www.up.sud.rs/raspored-sudjenja

Spokesperson of the Administrative Court is Milka Murganić

Phone: 00 381 (11) 363 50 99
Fax: 00 381 (11) 363 52 85
e-mail: portparol@up.sud.rs

4.5. DESCRIPTION AND COURSE OF THE PROCEDURE FOR OBTAINING IDENTIFIERS TO MONITOR THE WORK OF THE PUBLIC AUTHORITIES

An appearance and a description of the procedure for obtaining identification characteristics for monitoring the work of the Administrative Court, **is not applicable.**

4.6. DESCRIPTION OF OFFICIAL ID CARD OF JUDGES AND COURT STAFF

Administrative Court judges have their official ID card. President of the Court shall prescribe who is obliged to possess official identity card (courier, driver, and others).

After dismissal, termination of employment or at the discretion of the Court President, the ID shall be returned and canceled.

The ID card is of dimension 10 x 6,5 cm, prescribed by the Court Rules of Procedure („Official Gazette of the RS Nos. 110/2009, 70/2011, 19/2012, 89/2013, 96/15, 104/15, 113/15, 39/16, 56/16, 77/16, 16/18, 43/19, 93/13 and 18/22).

President of the Court did not specify that judges and court staff should have an ID card.

4.6.1. OFFICIAL ID CARD OF JUDGE

External appearance

	Coat of arms of the Republic of Serbia ID CARD OF JUDGE

Internal appearance

Su Photo ---Court In--------- ----------Name ----------Surname ----------Issue date	I certify that designated judge is a judge of this court and that he/she is entitled to all rights to act in accordance with the provisions of the Law on Judges and laws on judicial procedures President of the Court

4.6.2. OFFICIAL ID CARD OF COURIER, DRIVER AND OTHER COURT STAFF

External appearance

	Coat of arms of the Republic of Serbia ID CARD OF JUDICIAL COURIER, DRIVER AND OTHER COURT STAFF

Internal appearance

Su Photo ---Court In--------- ----------Name ----------Surname ----------issue date	I certify that designated courier/driver/other court staff, is working in the Court and that he/she is entitled to all rights to act in accordance with the provisions of laws on judicial procedures Court President

4.7. ACCESS TO THE COURT BUILDING FOR PEOPLE WITH DISABILITIES

Administrative Court is located in the court building in Nemanjina 9, together with the Supreme Cassation Court, Commercial Appellate Court and Appellate Court in Belgrade. The building was rebuilt in order to ensure access for people with disabilities.

People with disabilities can access the building using the special elevator (picture 1). The Elevator is located very close to stairs of the main entrance of the building. Near to the elevator there is an interphone (picture 2) and the security staff in the building provides people with assistance.

(picture 1)

(picture 2)

The elevator guides to the ground-floor of the court building, where the reception lobby and registry office are located *(picture 3 and 4).* Parties may use four elevators nearby the elevator for people with disabilities, in order to make access to courtrooms of the Administrative Court.

(picture 3)

(picture 4)

There is parking place nearby the Court building in Nemanjina Street, reserved for people with disabilities (nearby crossroad of Hajduk Veljkov venac and Nemanjina Street).

4.7.1. POSITION OF PEOPLE WITH DISABILITIES IN THE PROCEDURE BEFORE THE ADMINISTRATIVE COURT

In an administrative dispute court decides based on the established facts held at the oral public hearing.

Hearing of people with disabilities

If a person has a hearing problem, he/she shall be asked in written form, and he/she shall receive a written reply. If necessary, the Court may call an interpreter in order to achieve effective communication.

4.8. ACCESS TO TRANSPARENCY OF WORK OF THE COURT

The Rules related to the access of transparency are regulated by the Law on Administrative Dispute, Law on Free Access to Information on Public Importance and Court Rules of Procedure.

Transparency of the activities in the Court may be achieved in following ways:

- by publishing the Annual Publication of Court – Information Bulletin on work of the court, including basic data of court, its organization, jurisdiction, code of rules, schedule premises, annual calendar of tasks, reception of parties, reports, statistics, etc.;
- by publishing the periodical brochure – bulletins;
- by acting upon requests for free access to information of public importance;
- by posting the time, place and subject matter of trial in a visible place outside the premise where the trial will be held or in other appropriate manner;
- by enabling presence at public hearings for all adult citizens and media representatives;
- by giving notification to interested parties and media about the court procedure, by performance of the court president and person responsible for public relations;
- by publishing court decisions;
- by publishing legal opinions;
- with creation of the official website presentation, updated with information connected to the court activities.

4.8.1. PRESENCE AT PUBLIC HEARINGS

In administrative dispute the Court adjudicates based on the facts determined during the public hearing. All citizens and media representatives have right to attend public hearings in the Court.

If there is high-profile trial, the court administration shall ensure premises that can accommodate a large number of persons.

The panel of judges may exclude the public for the whole trial or during the specific part of trial, if there are reasons for protecting a national security interest, public order and ethnics as well as protection juveniles' interest or privacy of participants in the proceedings.

The Court renders a decision on exclusion of public, which shall be explained and published.

4.9. PHOTOGRAPHING AND VIDEO RECORDING

Photographing, audio and video recording at the court hearings shall be allowed only with a previous written approval of the president of the court, with the previously obtained agreement of the presiding judge, judge and written agreement of parties and persons featured in photographs or recordings.

After the approval is obtained, photographs, audio and video recordings at the courtroom shall be made under supervision of judge, in such way as to ensure an unimpeded course of the trial and order at the courtroom.

When the approval for photographs is granted, care will be taken about the interest of public, interest of procedure, privacy and safety of participants within procedure.

4.9.1. MEDIA ACCREDITATION

Since the hearings are public the accreditation is not necessary if someone only wants to attend public hearings.

The accreditation is required if the journalists and photo team are interested in taking photos inside the court building and with the pre-referral written requests **no later than five day in advance**, so the decision could be made timely.

An approval for taking photos and recording in the building shall be issued by the President of the Supreme Cassation Court in written form. President of the Administrative Court may issue an approval for taking photos and recording inside the court premises: the courtrooms and waiting rooms in front of them.

Accreditation request can be downloaded from the official website presentation of the Administrative Court from the caption: „media accreditation“ under the title „TRANSPARENCY“.

Request may be submitted in written form, by filing it at the reception desk or via fax 00 381 11 363 52 85, as well as via e-mail: portparol@up.sud.rs or kabinet@up.sud.rs.

5. *LIST OF FREQUENTLY REQUESTED INFORMATION OF PUBLIC IMPORTANCE*

1. Is particular case registered in the Administrative Court and under which number?

This information is frequently requested at the reception desk of the Court, directly or by phone, as well as in written form, by registered mail and e-mail. Cases transferred on 1st January 2010 from administrative departments of former district courts and Supreme Court of Serbia, are registered under new numbers in the Administrative Court. For more information, please see the Information Bulletin on work within the Chapter: „Services to interested parties provided by the Administrative Court".

2. When a particular case will be resolved?

This information is frequently requested in written form, by filing a complaint on work of court or as a request for access to information of public importance. For more information please see the Information Bulletin on work within the Chapter: „Services to interested parties provided by the Administrative Court".

Citizens may learn more about the Program for Resolving of Old Cases for 2022, issued by the President of the Court in order to determine whether their case is covered by this Program and when the specific case may be resolved.

3. Requests regarding case file

In requests for access to information of public importance citizens often request delivering a copy of case file or other documents from a particular case. These requests are often submitted in a written form. Further actions of the court depend on whether the applicant is party in the procedure or not.

If a seeker of information is from Belgrade or from cities in which Court Units of the Administrative Court are located, and if a party wishes access to the case file in person and to make a copy of them, he/she is referred to the Registry Office, thus allowing him/her access to file and copy of requested documents. If a party is not from those cities or if a party has difficult immediate access to court, photocopies of requested information shall be sent by registered mail. Acting upon requests for access to information of public importance, if the conditions are met, the Court shall submit copies of documents by registered mail also to other persons.

For more information please see the Information Bulletin on Work within the Chapter: „Services to interested parties provided by the Administrative Court".

4. How can I learn more about the Case Law of the Administrative Court?

This question may be submitted to the Court electronically or in written form.

Case Law of the Administrative Court is available on the website of the Court www.up.sud.rs/sudska-praksa. The Court regularly announces Case Law Bulletin in electronic form, which is available at www.up.sud.rs/bilten.

6. JURISDICTION OF THE ADMINISTRATIVE COURT

Jurisdiction of the Administrative Court is regulated by the Law on Internal Organization of Courts („Official Gazette", No. 10/23) and the Law on Seats and Territories of Courts and Public Prosecutors („Official Gazette RS", No. 101/2013). These laws stipulate that Administrative Court:

- adjudicates in administrative disputes,
- provides international legal aid within its competence and performs other tasks in accordance with a law,
- decides in panel of three judges, if it is not regulated otherwise by the Law on Administrative Dispute,
- decides on legality of final administrative acts, except of those where other judicial protection is prescribed and also decides on the legality of final individual acts thus deciding on rights, obligation or legally based interest, in respect of which in a particular case other judicial protection is not provided,
- decides on legality of other final acts, when provided by law,

Provisions of the Law on Administrative Disputes that refer to the administrative acts, shall be applied to other acts against which an administrative dispute may be initiated.

7. DESCRIPTION OF PROCEDURE BEFORE THE ADMINISTRATIVE COURT

Administrative dispute can be initiated by filing a lawsuit. Lawsuit shall be submitted exclusively in the Court Seat in Belgrade, directly at the reception desk or by registered mail to the address 9, Nemanjina Street, 11000 Belgrade.

Lawsuits and other briefs may be submitted before the Administrative Court and via electronic mails, exclusively via e-mail of the Administrative Court for reception of electronic documents pisarnica@up.sud.rs. Notification on the manner of submission of lawsuits and other briefs can be found on the website presentation of the Court: http://www.up.sud.rs.

In addition to lawsuit, parties are obliged to submit an original or copy of documents or copy of challenged act and, in case of „silence of administration“, a prof of submission to the authority in accordance with the regulation of the Article 22 paragraph 3 of the Law on Administrative dispute.

General deadline for filing a lawsuit is 30 days from the submission of the administrative act to the party.

Parties in the administrative dispute are a plaintiff /a party, an accused party and an interested party. A plaintiff in an administrative dispute may be a natural person, a legal entity or any other person, if he/she believes that some of his/her rights or statutory interests have been violated. An Accused party in an administrative dispute is an authority whose document is being disputed, or an authority that upon a request, or an appeal by a party failed to issue an administrative act. An interested party is a person who would suffer detrimental effect in case an administrative act is annulled.

The Court adjudicates in administrative dispute in accordance with a law and within reasonable time, based on the facts determined in an oral public hearing.

The Court decides in the panel of three judges, unless Law on Administrative Dispute provides otherwise. As to the rule, the Court adjudicates after an oral hearing, but court may adjudicate in closed session/hearing, if a subject matter is such that obviously does not require direct oral hearing of parties and/or special establishment of facts or if parties expressly accept it.

The oral hearing is required in case of complex dispute or for a better understanding of the matter, as well as in case when many parties with opposite interest participated in the administrative dispute or when the court shall establish the facts in order to resolve the dispute of full jurisdiction (when a judgment fully replaced the annulled administrative act).

The absence of the invited party to an oral hearing, does not postpone its maintenance.

The Court adjudicates and delivers a decision/judgment, therefore a lawsuit may be accepted or rejected as inadmissible. The Court makes a decision by majority vote.

The decision issued in the administrative dispute shall not be appealed.

The Court shall dismissed a claim if it is confused, submitted untimely or too early, if a challenged act does not constitute an act whose legality is considered in an administrative dispute or if, in addition to lawsuits due to silence of administration, there are no evidence submitted, if a challenged administrative act does not affect the right of plaintiff, if after a filing of complaint challenged administrative act is already annulled

on the lawsuit of other party, if an appeal may be submitted against administrative challenged act, and the appeal is not at all or not filed on time, or an appellant withdrew the appeal during the second instance procedure or if there is already final judgement rendered in the administrative dispute on the same matter.

The Court shall suspend a proceeding from all legally prescribed reasons.

Motion to review a court decision – Against final judgement of the Administrative Court a party and authorized public prosecutor may file motion to review a court decision before the Supreme Court within 30 days from the submission of decision to party, as well as authorized public prosecutor.

Reopening of a procedure – a procedure finished by final judgement or a decision of the court, may be reopened in cases prescribed by law, by the parties no later than 30 days from the date when a party found the grounds for reopening.

On the website presentation of the Court you can learn more on the manner of work, organizational structure, jurisdiction and procedure, annual calendar of tasks, periodical and annual reports, statistics, right to access to information of public importance, case law, trial schedule, electronic bulletin board and other services provided by court. www.up.sud.rs.

Useful information on: judicial control of administration in general, difference between the administrative procedure and administrative dispute, when to initiate an administrative dispute, who the parties in the administrative dispute are, how to initiate an administrative dispute, postponement of enforcement of the administrative act, the deadline for initiating an administrative dispute, the course of procedure before the Administrative Court, decision making on the claim, establishing of facts, decision making in partial and full jurisdiction, extraordinary legal remedies, the costs of procedure, the enforcement of decisions of the Administrative Court, can be find in the brochure: "Guidelines for Administrative Dispute", published in 2024, which can be downloaded from the website of the Court. The case law of the Court through practical examples is explained in the Case Law Bulletin and in a searchable Database of Anonymized Decisions.

8. LIST OF REGULATIONS

Jurisdiction of the Administrative Court is regulated by the Law on Organization of Courts and Law on Seats and Territories of Courts and Public Prosecutors.

The Administrative Court in its work applies following laws:

http://www.up.sud.rs/latinica/propisi

The Administrative Court in its work applies many bylaws, that are very numerous and not presented within the Information Bulletin. Most of them may be found on the website of various bodies which enacted them (the Government, ministries, the National Bank, the Agency for Fight against Corruption and many others).

9. SERVICES PROVIDED BY THE ADMINISTRATIVE COURT TO THE INTERESTED PARTIES

The instruction of Commissioner, in point 29, provides in the Information Bulletin „shall contain data about services which state body, within its scope determined by law, provides to interested natural and legal parties“. On the other hand, services provided only to other state bodies, its employees or members shall not be described in the Information Bulletin. A service is defined as „certain activity of state body, regarding which, based on the law and other regulations, natural and legal persons have right or ability to request from authority to act in a certain way“. The service is also „activity of state body, which a state body could not perform based on the law or other regulations, but it performs it, providing to interested persons ability to request from state body to act in a certain way“.

For this broad definition „services“, categorized as most of activities performed by the Administrative Court, within its competence. Thus, when party institutes administrative dispute, he/she requires from Administrative Court „to act on a specific way“. Acting of Administrative Court within its basic competences is explained in chapter 7 of the Information Bulletin. This chapter and following chapter describe activities of the Administrative Court performed on the request of parties and other persons who participate in proceedings before the Court, activities which Administrative Court performs on request of other interested parties and activities which Administrative Court performs in favor of an unidentified group of persons.

The Administrative Court, within its work apart from decision making procedure, provides interested parties with following services:

- information about cases;
- reception of parties;
- acting upon complaints of citizens on work of court;
- reception of complaint, appeal and request for access to information of public importance in oral form on the record;
- acting upon requests of citizens for access to information of public importance;
- bulletin board and electronic bulletin board of the Court;
- trial schedule;
- Open day.

For each of the listed services, in the Chapter 10 Procedure for providing services, it is stated whether it is a matter of enforcing legal obligations or what the service consist of, which categories of people are entitled to the service what conditions they should meet in order to provide services, how the services was obtained, what is the deadline for providing the service and whether the service is provided electronically.

10. PROCEDURE FOR PROVIDING SERVICES

This Chapter describes a procedure for providing services, stated in the Chapter 9 of this Information Bulletin.

10.1. INFORMATION ABOUT CASES, INSIGHT INTO AND COPYING OF CASE FILES

In the Court Seat parties may be informed about cases initiated before the court, every working day at the reception desk, **from 7.30 to 15.30.** The right to have insight into documents may be performed every working day from 9.00 to 13.00. Reception desk is located in the lobby of the Court building.

At the reception desk parties may learn more about following information such as:

- **A number of case** (registered number of case in the Registry Office of the Administrative Court)
- **A name of judge to whom a case is allocated/judge rapporteur** (data regarding to a judge reporter in a particular case)
- **phase of case** (based on the data from the official records of the court register and case file – only basic information about the phase of the procedure and other similar notification)
- **a party may have access to a case file and request copy of case file in a designated place and under supervision of a court clerk at the Registry Office** (a proof that a party had insight into case is pasted into case file by the court clerk).

Parties shall prepare their ID card as a proof of identification, while an attorney is obliged to submit a power of attorney.

Basic information shall be given to parties in written form or in other appropriate manner, while brief and urgent information shall be given via phone, if possible.

Phones for information: **(00 381 11) 363 52 32**
(00 381 11) 363 52 37

Providing information on cases is an obligation for the Court, especially with regards to „parties, their representatives/attorneys and other authorized persons“.

An overview, a copy and a transcript of the case file are also under responsibility of the Court, when it comes to parties of the proceedings.

These obligations derive from Article 97 and Article 98 of the Court Rules of Procedure.

Right of third parties to access, copy and overwriting of file is regulated separately, while two scenarios are possible. If a request refer to „information of public importance“, President of the Court decides on request, applying the provisions of the *Law on Free Access to Information of Public Importance*. In other cases, „parties who have a legitimate interest to review, copy and overwrite“ particular file, shall be given a permission. That permission, after finality of the procedure, is given by the President of the Court. Before reviewing, drafts of decisions, official notes of judges and evidence in relation to which the public is excluded, shall be extracted from a case file.

Obtaining of information at the reception desk shall be done informally. Upon request for viewing, copying, transcript and duplicating the file it is necessary to submit a request on the forms prescribed by the Court Rules of Procedure (form no. 134, 135 and 136).

Information are granted immediately (the deadline is not granted). Requests for review, copy, transcript or copy the case file shall be granted immediately, if possible. According to the Court Rules of Procedure, there is an obligation to inform party within deadline of 24 hours from the time when a request is submitted and to announce in appropriate way notice on the time when the insight into the case file may be performed.

10.2. RECEPTION OF PARTIES

In order to improve access to justice the Administrative Court organizes the reception of parties on Tuesdays, from 10.00 to 13.00 in the Court Seat of the Administrative Court in Belgrade, located in the Court building, Nemanjina Street 9, on the third floor, in the courtroom number 2.

Making appointments for the reception of parties is carried out exclusively by phone: 00381(11)3635111 and 00381(11)3604735, on Mondays from 10.00 to 13.00.

Reception is granted to people who are parties in the administrative dispute (a plaintiff, an accused/attorney, a legal representative, an interested party), therefore for making appointment it is necessary that a party in procedure is familiar with a number of his/her case, that information may be obtained by calling the information number of the Registry Office of the Court on the following phone numbers: 00381(11)3635232 and 00381(11)3635237.

It is necessary that the parties in the administrative dispute, who have a term of reception, arrive 10 minutes before the scheduled term.

Parties, who have scheduled a reception will receive a request form/or form of urgency on the reception day, which should be filed before interviews with judge, who is in charge of reception of parties according to established order and submit it directly to judge who is responsible for the reception of parties.

Judges responsible for the reception of parties are:

- Judge Gordana Bogdanović
- Judge Ksenija Ivanović
- Judge Jasminka Vukašinović
- Judge Tija Bošković.

Reception of parties and other people is prescribed by the Article 95 and 96 of the Court Rules of Procedure. These provisions prescribe that President of the Court may determine under the Calendar of Tasks, specific time for performing some activities, however after this time, the reception of parties may be accepted in specific situation such as „parties who, due to distance or other reasons, have difficulties to return again to the court“ and in other „urgent and justified“ situations.

10.3. ACTING UPON COMPLAINTS OF CITIZENS ON THE WORK OF THE COURT

A right to lodge a complaint, a deadline and a procedure for deciding upon complaint are regulated by the Law on Organization of Courts and the Court Rules of Procedure.

A Party and other participant in the court procedure have right to lodge a complaint on work of the court if they consider that the procedure is delayed, or if the procedure is irregular or if there is any illegal impact to its outcome.

A subject of the complaint cannot be the manner of managing the procedure or legal opinion approved by the judicial panel, although it will be subject to request upon extraordinary legal remedy submitted before the Supreme Cassation Court.

All complaints on work of judges and court staff may be submitted in written form to the Court President, by sending a registered mail or by sending it directly at the reception desk, as well as via e-mail: pisarnica@up.sud.rs, official e-mail for submission of electronic documents. There is a form, which may be used for lodging a complaint.

Written complaint shall consist of:

- title “for the Court President”
- number of related case (or if party does not know the case number, therefore name and surname, or name of parties in dispute)
- reason for submission
- full name and surname and correct address of the applicant

By submitting a proper complaint the applicant avoids the possibility that his/her complaint be returned for amendment due to incompletion, thus shortening the time necessary to consider the merits of the complaint.

Complaints on work of all courts may be filed before the High Judicial Council and Ministry of Justice of the Republic of Serbia.

President of the Court is obliged to inform the petitioner in the written form about admissibility of the complaint within 15 days from day of submission.

In order to determine the merits of the complaint, the Court President shall determine when the initial act is submitted in that legal matter, what kind activities have been undertaken, whether the procedure at some stage was interrupted, if a procedure takes a long time whether a judge rapporteur takes all necessary measures according to law to exercise the right of parties to a trial within reasonable time, if necessary he/she shall obtain a statement of judge or employee to whom the complaint concerned and so forth.

If the President of the Court determines that complaint is admissible, he/she takes measures authorized by law in order to remove mentioned irregularities.

10.4. RECEPTION OF LAWSUIT, APPEAL AND REQUEST FOR ACCESS TO INFORMATION OF PUBLIC IMPORTANCE ON THE RECORD

A lawsuit, an appeal and a request for access to information of public importance may be submitted in oral form, on the record, in the Court Seat of the Administrative Court, in Belgrade, Nemanjina 9, during working days from 08.00 to 15.00, in the Registry Office.

10.5. DECIDING UPON REQUESTS OF CITIZENS FOR FREE ACCESS TO INFORMATION OF PUBLIC IMPORTANCE

The manner of exercising rights to access information of public importance and procedure upon requests to information of public importance is described in the Chapter 20 of this Information Bulletin.

10.6. BULLETIN BOARD AND ELECTRONIC BULLETIN BOARD

Bulletin board is located in the Court Seat, Belgrade, Nemanjina 9, within the Reception Office. On the Bulletin Board there are announced court vacancies, notification and submissions made by the procedural laws, as well as all notification regarding reception of parties and other persons, in situation where summons are not addressed.

Taking into consideration the fact that most of parties before the Administrative Court are not resident in Belgrade, the Court publishes submissions performed by procedural laws on its website presentation within „ELECTRONIC BULLETIN BOARD“.

Publication of Bulletin Board is an obligation derived from the Article 92 of the Court Rules of Procedure. Notification of Electronic Bulletin Board is a possibility, but not an obligation of the court. The access to Bulletin Board and Electronic Bulletin Board is not limited.

10.7. TRIAL SCHEDULE

Parties and interested parties may find more about terms and place of scheduled public hearings in the Court Seat and Court Units of the Administrative Court via link „TRIAL SCHEDULE“. Publication of trial schedule is obligation derived from Article 92 of the Court Rules of Procedure.

10.8. OPEN DAY

On the occasion of the European Day of Civil Justice, in the Court Seat of the Administrative Court in Belgrade, it is held an event called „Open day“, that encompasses a visiting tour of a reception desk, an attendance during presentation of work of the Administrative Court and visiting one office of judge. The event is held in accordance with the agenda that is previously set, on which you can find more information on the main page of the official website of the court within the menu „**NEWS**“.

11. OVERVIEW OF PROVIDED SERVICES

This Chapter represents data from Annual Report of Administrative Court in the area of information of public importance and data protection. When it comes to information about services, provided by the court within other reports, due to the volume or due to fact that this data is updated on a weekly basis, therefore there are links directing to the appropriate pages of the website presentation of the Court.

11.1. REPORT ON WORK OF THE COURT

- Chart of the Annual Report on Work of the Court
- Narrative Annual Report on Work of the Court
- Chart of the Six-Months Report on Work of the Court

11.2. REPORTS IN THE AREA OF INFORMATION OF PUBLIC IMPORTANCE AND PERSONAL DATA PROTECTION

Table 1. – Application of the Law on Free Access to Information of Public Importance in 2025

1) Requests:

Ordinal number	Seeker of information	Number of lodged requests	No. of adopted – partly adopted of requests	Number of dismissed requests	Number of rejected requests
1.	Citizens	75	60	10	5
2.	Media	1	1	0	0

3.	Non-governmental organizations and other associations of citizens	7	7	0	0
4.	Political parties	0	0	0	0
5.	Public authorities	2	2	0	0
6.	Other	15	15	0	0
7.	Total	100	85	10	5

2) Appeals:

Ordinal number	Seeker of information	Total number of lodged appeals	Number of appeals for failure to act upon request	Number of appeals due to rejected request	Number of appeals on the conclusion on request dismissal	Number of other appeals
1.	Citizens	7	1	1	0	5
2.	Media	0	0	0	0	1

3.	Non-governmental organizations and other associations of citizens	0	0	0	0	0
4.	Political parties	0	0	0	0	0
5.	Public authorities	0	0	0	0	0
6.	Others	1	0	0	0	1
7.	Total	8	1	1	1	5

3) Costs of procedure:

All costs charged	No charges
Total amount	Account Number
-	**840-0000029762845-93**

4) Information Bulletin on Work

Date of creation	Published on the Internet	Date of the last update	Created/not published	Not created	State reasons, if not created
2010	**Yes**	**31st December 2025**	-	-	-

Training of employees

Training Conducted	State reasons, if not realized
No	In 2025 training in this topic was not prescribed by the Training Program of the Judicial Academy

Service of the information carriers

Held regularly	State reasons, if not realized
Yes	-

11.3. ANNUAL REPORT OF COMPLAINTS ON WORK OF THE COURT

- Annual Report of Complaints on work of the court

11.4. ANNUAL REPORT ON REQUESTS FOR URGENCY IN CASES

- Annual Report of requests for urgency in cases

11.5. PUBLIC PROCUREMENT REPORT

The Report on realized Public Procurement is presented in Chapter 13 of this Information Bulletin.

11.6. DATA IN THE CURRENT YEAR

- number of received cases

- number of received requests within the area of availability of information of public importance
- number of received requests in the area of personal data protection
- number of received complaints on work of the court
- number of received requests for accelerations upon cases
-

12. INCOME AND EXPENSES DATA

Financial assets for the work of the Administrative Court are provided from the Budget of the Republic of Serbia, pursuant to the Law on Budget for 2023 („Official Gazette of the RS“No. 94/24) while the organization and manner of the work of the Accounting Department of the Administrative Court are regulated by the Rulebook of the Budget of the Accounting Department of the Court.

12.1. REPORT OF THE BUDGET EXECUTION

FOR PERIOD FROM 01st JANUARY UNTIL 31st DECEMBER 2025

Ec.cl	Ec.cl.	source	pr. activity	description	approved	executed
411	411000	01	0005	Salaries, allowances and compensations for permanent employees	203.628.000,00	203.083.394,29
	411000	04	0005	Salaries, allowances and compensations for permanent employees - 30% Judges	83.174.000,00	82.578.659,57
	411000	01	0006	Salaries, allowances and compensations for permanent employees	359.478.000,00	358.587.346,51
412	412000	01	0005	Social contributions due by the employer	30.865.000,00	30.767.135,68
	412000	04	0005	Social contributions due by the employer	12.601.000,00	12.510.665,60
	412000	01	0006	Social contributions due by the employer	54.462.000,00	54.326.010,80
413	413000	01	0005	Compensation in kind	120.000,00	120.000,00
	413000	01	0006	Compensation in kind	580.000,00	579.865,00
414	414000	01	0005	Social contributions due by the employer	1.376.000,00	1.187.487,42
	414000	01	0006	Social contributions due by the employer	1.740.000,00	1.675.940,25
	414000	04	0006	Social contributions due by the employer	25.000.000,00	21.318.763,01
415	415000	01	0005	Compensations of expenses due to employees	3.500.000,00	2.739.689,78
	415000	01	0006	Compensations of expenses due to employees	6.121.000,00	5.697.393,01

416	416000	01	0005	Awards for employees	2.436.000,00	2.435.258,04
	416000	01	0006	Awards for employees	2.634.000,00	2.627.741,60
421	421000	01	0005	Permanent expenses	30.281.000,00	27.451.669,61
422	422000	01	0005	Travel expenses	1.500.000,00	1.224.327,77
	422000	04	0005	Travel expenses	600.000,00	565.800,00
423	423000	01	0005	Services per contract	4.540.000,00	3.551.193,55
425	425000	01	0006	Ongoing maintenance and repairs	2.000.000,00	1.757.792,25
	425000	13	0006	Ongoing maintenance and repairs	600.000,00	300.638,40
426	426000	01	0005	Supplies	7.072.000,00	6.152.968,34
482	482000	01	0005	Taxes, obligatory fees, fines and penalties	100.000,00	46.071,00
483	483000	01	0005	Fines and penalties upon court decisions	6.071.000,00	5.432.004,14
512	512000	01	0006	Machine and equipment	1.000.000,00	751.662,00

Note:
source 01 – financial resources from the budget
source 04 – financial resources from court revenue – court fees
source 13 - undistributed surplus income from previous years

13. THE PUBLIC PROCUREMENT DATA

The Administration for Joint Services of the Republic Authorities, as the Contracting authority, has conducted open procedures for public procurement, based on the Law on Public Procurement (“Official Gazette RS” No. 124/2012, 14/2015, 68/2015, 91/19 and 92/23), the Regulation on the Administration of Joint Services of Republic Authorities ("Official Gazette RS" No. 63/2013, 73/2017 and 76/2017-4), the Regulation on subject, conditions and manner of conducting the centralized public procurement and conducting the public procurement procedure by the Administration of Joint Services of the Republic Authorities as centralized public procurement body (“Official Gazette RS” No. 93/15) and Article 43, para. 2 of the Law on Government (“Official Gazette RS” No. 55/05, 71/05-corrected, 101/07, 65/08, 16/11, 68/12 – US 44/14 and 30/18-other law), the Decision on the determination of list of contracting entities from Article 3, para. 1, point 1. of the Law on Public Procurement, (“Official Gazette RS” No. 85/2020), the website of the Contracting Authority, in order to conclude a framework agreement with the bidder **for a period of two or three years**, for the following cases of contracts for public procurement necessary for the Administrative Court:

13.1. PUBLIC PROCUREMENT IN 2025

PP No. 1/25 **Lot 8** – procurement of photoconductors for printers, including: Canon WT-202 Waste Toner Box -10 pieces **Total contract price: RSD 96.000,00 (excluding VAT)**	**Open procedure of public procurement CJN 3/2024** - The offer No. 1516/8 as of 30/05/2024 - Framework agreement No. 404-02-481/24-01 as of 20/6/2024 - Contract No. Su IV-28 1/25 as of 4/2/2025
PP No. 2/5 Fuel supply, including: EVRO PREMIUM BMB 95 – 4.000 liters EVRO DIZEL – 6.000 liters **Total contract price: RSD 1.453.340,00 (excluding VAT)**	**Open procedure for public procurement CJN 5/2023** Offer No. DWN122300/IZ-DO/003064/2023 from 23/05/2023 -Contract No.: Su IV-28 3/25 as of 11/04/2025
PP No. 3/25 Lot 8 – procurement of photoconductors for printers, including Lexmark 56F0Z00 – 15 pieces **Total contract price: RSD 121.500,00 (excluding VAT)**	**Open procedure for public procurement CJN 3/2024** - Offer No 1516/8 as of 30/5/2024 - Framework agreement No. 404-02-481/24-01 as of 20/06/2024 - Contract No: Su IV-28 6/25 as of 01/07/2025
PP No. 4/25	**Open procedure for public procurement CJN**

<u>Lot 1</u> – Procurement of IT supplies – toners, including: Canon I-Sensys LBP226DW, 057H - 25 pieces Canon IR2530, C-EXV 59 – 6 pieces Canon DX C5860i C-EXV58 BK – 5 pieces **Total contract price: RSD 580.620,00 (excluding VAT)**	**3/2024** - Offer No B/14 as of 30/05/2024 - Framework agreement No. 404-02-478/24-01 as of 21.06.2024 - Contract No: Su IV-28 7/25 as of 1/07/2025
PP No. 5/25 **Lot 9 –** Procurement of IT supplies - photoconductors for printers, including: Canon C-EXV 59 - 3 pieces **Total contract price: RSD 93.000,00 (excluding VAT)**	**Open procedure for public procurement CJN 13/24** - Offer No. 1413/19 as of 19/06/2025 - Framework agreement No 404-02-412/2025-01 as of 23/07/2025 The Contract No: Su IV-28 8/25 as of 3/09/ 2025
PP No. 6/25 **Lot 3 –** Procurement of IT supplies - toners, including: HP laser Jet Pro4003dn, HP 151 A – 35 pieces **Total contract price: RSD 890.400,00 (excluding VAT)**	**Open procedure for public procurement CJN 13/2024** - Offer No. BI/31-1 from 20/06/2025 - Framework agreement No 404-02-400/2025-01 as of 18/07/2025 - The Contract No: Su IV-28 9/25 as of 3/09/ 2025

13.2. PUBLIC PROCUREMENT IN 2024

<u>PP No. 1/24</u> Fuel supply, including:	**Open procedure for public procurement CJN 9/2023** - Offer No. DWN122300/IZ-DO/003064/2023 from

EVRO PREMIUM BMB 95 – 4.000 liters EVRO DIZEL – 6000 liters **Total contract price: RSD 1.453.340,00 (excluding VAT)**	23/05/2023 - Contract No. Su IV-28 2/24 from 16/05/2024
PP No. 2/24 **Lot 1** – Procurement of IT supplies – toners, including: Lexmark MS 512dn -30 pieces Lexmark MS 410dn/415dn – 50F5X00 – 4 pieces **Total contract price: RSD 514.240,00 (excluding VAT)**	**Open procedure for public procurement CJN 7/23** - Offer No. 23/2023 from 22/06/2023 - Framework Agreement No. 404-02-1521/23-01 from 2/8/2023 - Contract No. Su IV-28 3/24 from 18/06/24
PP No. 3/24 **Lot 3** – Procurement of IT supplies – toners, including: HP laser Jet M603dn – CE390A – 30 pieces **Total contract price: RSD 654.720,00 (excluding VAT)**	**Open procedure for public procurement CJN 12/2022** - Offer No. 0606-1/22 from 21/09/2022 - Framework Agreement No. 404-02-2047/2022-01 from 03/11/2022 - Contract No. Su IV-28 4/24 from 18/06/2024
PP No. 4/24 **Lot 5** – Procurement of IT supplies – toners, including: Lexmark MS 512dn -30 pieces	**Open procedure for public procurement CJN 7/2023** - Offer No. 23-2023 from 22/06/2023 - Framework Agreement No. 404-02-1521/23-

Total contract price: RSD 424.200,00 (excluding VAT)	01from 2/8/2023 - Contract No. Su IV-28 7/24 from 7/11/2024

The copies of abovementioned agreements are published on the official website presentation of the Court and are located within the main menu under the title: „VESTI I SAOŠTENjA/ JAVNE NABAVKE".

14. DATA ON STATE AID

The Administrative Court does not any grant state aid to other people on the basis which does not imply obligations of equal reciprocal giving to the state authority (transfers, subsidies, donations, participation in project financing, loans at preferential conditions, exemption of payment of fees, the transfer of land, privileged rental prices etc...).

15. DATA ON SALARIES OF JUDGES AND COURT STAFF IN THE ADMINISTRATIVE COURT

The right of the salary of the President of the Court and judges, as well as the manner of determination of its amount, is regulated by the Law on Judges and Labor Law, while the salaries of the court staff are regulated by the Law on Salaries of State Officials and Civil Servants.

Monthly overview of salaries of judges and court staff for all categories in 2025

Court President	315.462,77
Deputy Court President	279.801,76
Judge	252.370,21

Senior Advisor	136.980,40 – 192.671,93
Independent Advisor	109.307,59 – 133.175,39
Advisor	87.515,26
Associate	65.722,92 – 92.358,40
Court Clerk	53.616,07 – 75.408,40
Typist	59.150,63
Courier	59.150,63

16. DATA ON THE WORK EQUIPEMENT

This chapter provides an overview of work equipment on the 31st December 2025 after depreciation, and the premises of the Administrative Court.

Stanje evidencije sredstava

Na dan 31.12.2025.

Konto	Naziv	Nabavna vrednost	Ostpisana vrednost	Sadašnja vrednost	Broj
011211	Oprema za kopneni saobracaj	744,173.88	744,173.88	0.00	1
01121		744,173.88	744,173.88	0.00	
011221	Kancelarijska oprema	13,878,612.75	7,436,431.53	6,442,181.22	1007
011222	Racunarska oprema	51,035,696.08	39,548,295.61	11,487,400.47	837
011223	Komuniakaciona oprema	409,665.98	394,501.89	15,164.09	28
011224	Elektronska i fotografska oprema	7,949,639.16	6,140,375.96	1,809,263.20	274
011225	Oprema za domacinstvo i	162,838.00	162,838.00	0.00	2
01122		73,436,451.97	53,682,442.99	19,754,008.98	
011281	Oprema za javnu bezbednost	26,352.00	26,088.48	263.52	1
01128		26,352.00	26,088.48	263.52	
	UKUPNO	**Nabavna vrednost**	**Ostpisana vrednost**	**Sadašnja vrednost**	**Broj**
		74,206,977.85	**54,452,705.35**	**19,754,272.50**	**2150**

At this LINK you have a list of work equipment.

17. PREMISES OF THE ADMINISTRATIVE COURT

The Court Seat of the Administrative Court is located in the Court building in Belgrade, Nemanjina St, 9, where the Supreme Court, Commercial Court of Appeal and Court of Appeal in Belgrade are also located.

President of the Supreme Court, as a court of highest level, manages the Court Building where the Administrative Court is located.

President of the Court manages the schedule of the premises for trials, reception of parties, premises for President, Court Administration, judges, court units and panels, Registry Office and other departments in the court.

Premises of the Administrative Court in the Court Seat:

Premises	**Number of premises**
Courtrooms	5
Office of the President with court administration	3
Conference room with 15 places	2
HR Department	1
Office of judges and judicial assistants	50
Case law	1
Registry office	5
Reception office	1
Reception office and expedition	3
Archive	1
Accounting Department.	1
Typist Pool	4
IT Department	2

Premises of the Court Unit of the Administrative Court in Kragujevac:

Premises	Number of premises
Courtrooms	1
Office of judges and judicial assistants	20
Typist Pool	2
Registry office	1

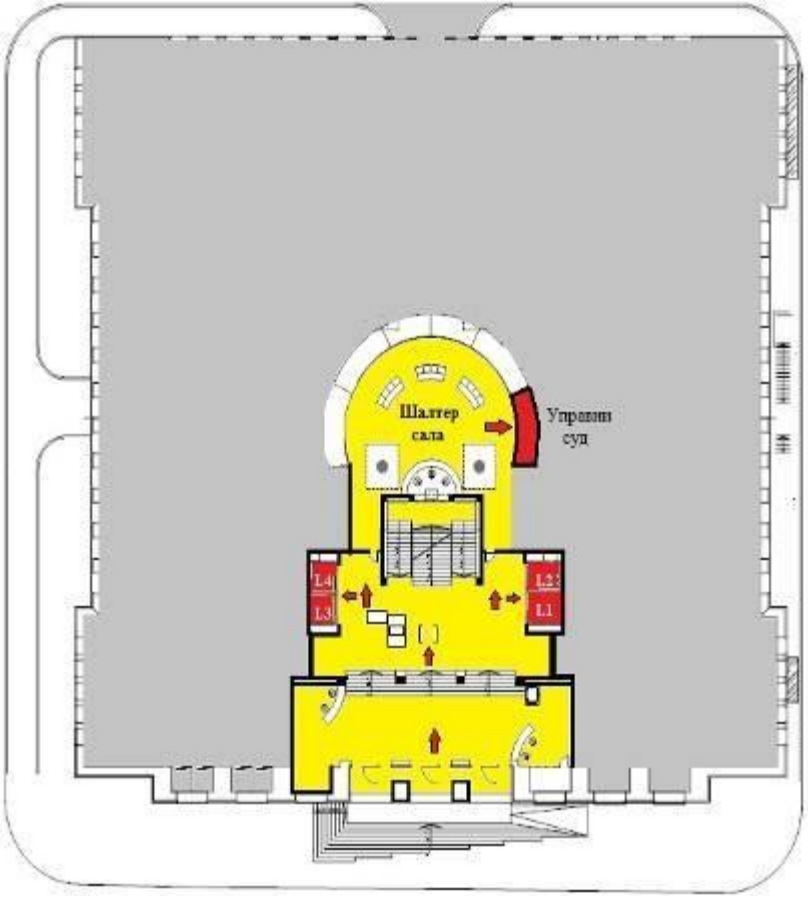
Premises of the Court Unit of the Administrative Court in Niš:

Premises	Number of premises
Courtrooms	1
Office of judges and judicial assistants	6
Registry office	1

Premises of the Court Unit of the Administrative Court in Novi Sad:

Premises	No. of premises
Courtrooms	1
Office of judges and judicial assistants	9
Registry office	1
Typist Pool	1

All interested parties may learn more about premises where the Court Seat and court units of the Administrative Court are located on the website of this Court under the title „GALLERY“.



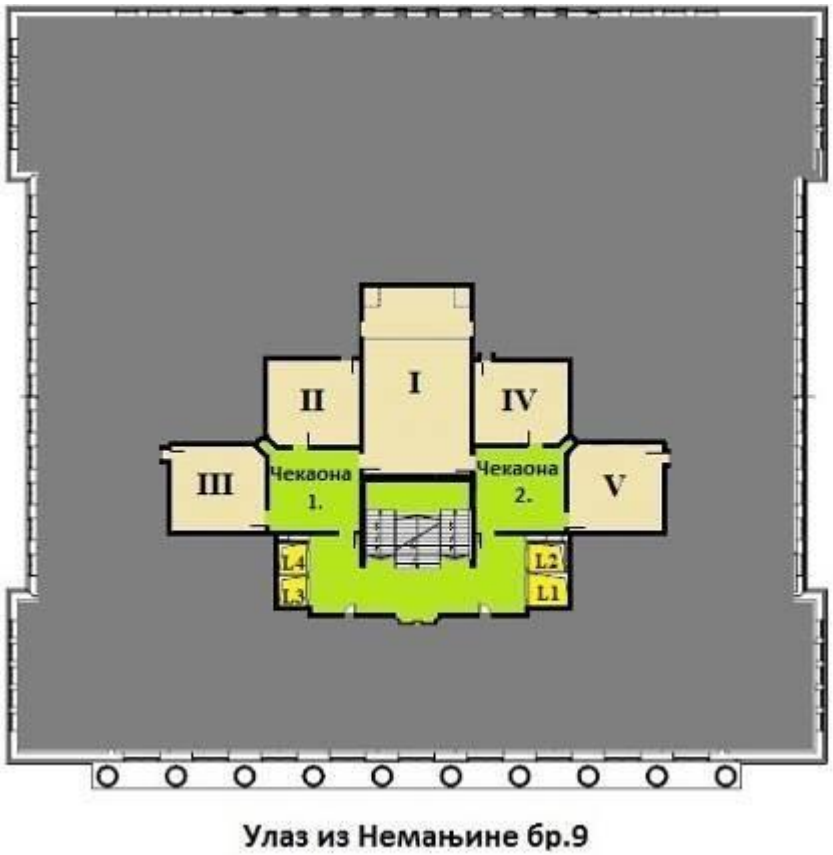
ENTRANCE LOBBY IN THE COURT
SEAT OF THE ADMINISTRATIVE
COURT
Belgrade, 9, Nemanjina St.

- information desk from the right side after entering the court building

- information desk from the right side after entering the court building is opened from
07.30 to 15.30

- L1, L2, L3 and L4 are elevators for parties, they can access to the third floor where courtrooms of the Administrative Court are located

COURTROOMS IN THE COURT SEAT OF THE ADMINISTRATIVE COURT



Entrance from Street Nemanjina 9

I – courtroom

II – courtroom

III – courtroom

IV – courtroom

V – courtroom

- L1, L2,L3 and L4 are elevators for parties, they can access to the third floor where courtrooms of *the Administrative Court are located*

18. INFORMATION CARRIERS

Information Carriers within the Administrative Court, resulting from its work or regarding its work, shall be kept in:

- **Court Registry Office:** in premises of the Administrative Court in Belgrade, Nemanjina Street 9 and in the Court Unit of the Administrative Court in Kragujevac, Palace of Justice, Slobode St., 4, in Niš, Vojvode Putnika nn and in Novi Sad, Blvd. Mihajla Pupina 6,
- **Archives of court**: in the premises of the Court Seat of the Administrative Court,
- **Electronic database:** in premises of the Court Seat of the Administrative Court, **it is kept by** the person authorized for administering the court network,
- **Financial documents on payments:** including documentation for salaries, procurement of equipment and other work equipment of the court, which are kept in the Accounting Department of the Administrative Court,
- **Other paper documentation:** in premises of the Court Administration of the Administrative Court in Court Seat in Belgrade and in court units.

Documentation, as well as information carriers has been stored by applying appropriate measures of protection.

19. DATA ON THE TYPES OF INFORMATION OWNED AND USED BY THE COURT

The Administrative Court has various types of information as follows:

- Information regarding pending cases before the court. This information is contained in various documents (decision of court, briefs of parties, attorneys, documents from other state bodies and many others). Part of information on pending cases is announced on the web page of the Administrative Court, within sections „CASE LAW“, „BULLETIN“, „ELECTRONIC BULLETIN BOARD and on the page „TRIAL SCHEDULE“

- Information regarding archive cases. Information is contained within various documents (court decision, briefs of parties, attorneys). Part of information contained in archive documents is announced on the web page of the Administrative Court, under the section „ CASE LAW“ и „ BULLETIN“.

- Report on work of the Court, referring to various areas (general report, report in the area of access to information and protection of personal data, report on public procurement, on urgent requests and complaints, on gender equality) and in different periods, and is published on the website presentation of the Administrative Court „REPORT ON WORK".

- Information regarding the Administrative Court's work, organization, employees and many others. Part of this information is available within the Information Bulletin on Work in the chapter „ Organizational Chapter of the Administrative Court" and "Function of the President of the Court and Judges", while more such information shall be available on the request. •
- Information and notification on work of the Administrative Court, also published within the folder „NOTIFICATIONS" and „EVENTS" on the web page.
- Electronic data base regulation.
- Internal acts of the Administrative Court.
- Information on work of the Administrative Court, Bulletins and other publications (for instance, "Guidelines for Administrative Dispute").
- Vacancies.
- Data on immovable and movable properties used by the Administrative Court.
- Data on cooperation with citizens and other institution from country and world

20. TYPES OF THE INFORMATION THAT THE ADMINISTRATIVE COURT PROVIDES ACCESS

Information in charge of Administrative Court, created during the work and related to work of this court, the Court will inform the seeker of information, provide him/her with the access to document containing the requested information or issuing a copy of document pursuant to provisions of the Law on Free Access to Information of Public Importance.

20.1. LEGAL BASIS FOR LIMITATING FREE ACCESS TO INFORMATION OF PUBLIC IMPORTANCE

Based on the Law on Free Access to Information of Public Importance, a public authority shall not allow an applicant to exercise the right to access information of public importance, if thereby:

- could be exposed to risk the life, health, safety or another vital interest of a person;
- shall jeopardize, obstruct or impede the prevention or detection of criminal offence, indictment of a criminal offence, pretrial proceedings, trial, execution of a sentence or enforcement of punishment, any other legal proceeding, or unbiased treatment and a fair trial; seriously threat national defense, national and public safety or international relations;
- shall substantially undermine the government`s ability to manage the national economic processes or significantly impede the achievement of justified economic interests; make available information or a document qualified by regulations or an official document based on the law as state, official, commercial or other secret, i.e. if such document is accessible only to a specific group of persons and its disclosure could seriously legally or otherwise prejudice the interests that are protected by the law and prevail the interest of access to information;
- violate the right to privacy, the right to protection of reputation or any other right of a person who is subject to information (except: if the person concerned has given his/her consent; if such information relates to a person, event or occurrence of public interest, especially in case of holder of public office or political figures, insofar as the information bears relevance on the duties performed by that person, if it relates to a person whose behavior, in particular concerning his/her private life, has provided sufficient justification for a request for such information).

A public authority shall not allow an applicant to exercise the right to access information of public importance if the applicant is abusing rights to access information of public importance, in particular where a request is unreasonable, frequent, where an applicant repeatedly requires the same information or information already obtained, or when too much information is requested.

A public authority may reject request when the requested information has already published in the Republic of Serbia or on the Internet.

It is important to know that these limitations apply extraordinary. Namely, Article 4 of the Law on Free Access to Information of Public Importance stipulates that justified public interests to know exist whenever information held by a public authority concerns a threat to, or protection of, public health and the environment. With regard to other information held by a public authority, it shall be deemed that justified public interest to know, unless the public authority concerned proves otherwise (rebuttable presumption).

Furthermore, Article 8 of the Law stipulates that rights provided for in this Law may in exceptional circumstances, be subject to limitations set out in this Law, to the extent necessary in a democratic society to prevent a serious violation of an overriding interest based on the Constitution or law. None provision of this law shall be construed as justifying the revocation of a right conferred by this Law or its limitation to an extent exceeding that provided for in paragraph 1 of this Article.

Thus, even in the situation that there are any of protected interests, it does not mean that access to information will be automatically denied, therefore the so called „three part test“ shall be applied. That procedure is described in detail and illustrated by examples in the Guide for the Implementation of the Law on Free Access to Information of Public Importance, pages 69-90, published by the Commissioner for Information of Public Importance and Personal Data Protection.

20.2. POSSIBILITY TO APPLY THE LIMITATIONS BY THE ADMINISTRATIVE COURT

In principle, all kinds of information, contained in a document available to the Administrative Court, made during the work and in connection to work of the Administrative Court, contained in the Chapter 18 of this Information Bulletin, may be obtained based on the request for access to information of public importance.

The access to information may be restricted or limited related to following types of information and for the following reasons:

If a request refers to some information which has already been published and made accessible in the country or on the Internet, Administrative Court may refer to the fact that requested information is already available on the Internet, and may act according to the provisions of Article 10 of the Law on Free Access to Information of Public Importance, therefore the court shall provide the applicant with information of the internet address indicating where the requested information was published and or where it can be downloaded.

When a request relates to some data, that authorized person of other public authority, in accordance with the Data Secrecy Law, has marked with certain degree of secrecy, the Administrative Court shall deny access to such information, under the provisions of Article 9, paragraph 5 of the Law on Free Access to Information of Public Importance, if substantive conditions for it are met regarding possibility of serious legal or other consequences for interests, that prevail over the access to information. In this case, the refusal of a request may be partially or fully, depending on whether the secret information may be extracted and may partially comply with a request or not.

Requests relating to some of stated kinds of information may be partly or fully denied based on the Article 14 of the Law on Free Access to Information of Public Importance. In all these cases, the applicant, in principle, will not be allowed access to personal data, and will be enabled in parts of document, when you get out information from it protected on this basis, in a manner specified by the Article 12 of the Law based on the Rulebook on Anonymization.

- Data on filed lawsuits, applications, complaints, requests (Administrative Court will deprive data on name and surname of appellant, address and other contacts, as well as personal information of other persons mentioned in these documents);

- Data on court staff in the Administrative Court (Administrative Court will deprive access to his/her personal data – for example: identification number, date of birth, home address and phone number, nationality, data on health status, social status and others);
- Some data on payments (Administrative Court will remove some personal data of persons who receive payments from the budget – bank account number, identification number, address).

When requesting information from some pending case before the Administrative Court, the Court will assess whether it is necessary to deny access to information temporarily, during the procedure, if it could jeopardize the further procedure.

Considering the fact that it is not entirely possible to predict in advance every situation, where it would be justified to deny access to any information, please note that it is possible within other categories of information, in addition to these explicitly mentioned in this chapter, to find some data with denied access based on the protection of privacy of persons to whom this data refer to.

It is important to emphasize that none of the mentioned restrictions do not affect the rights of participants in the proceedings before the Administrative Court, or their representatives and attorneys to access data related to their cases, regardless of pending cases or the archived cases. The manner of exercising this approach is closely described in the Chapter on Services provided by the Administrative Court.

21. EXERCISE THE RIGHTS OF ACCESS TO INFORMATION OF PUBLIC IMPORTANCE

Rights related to access to information of public importance, held by a public authority body, are regulated by the Law on Free Access to Information of Public Importance.

The aforementioned law specifies that information of public importance is the information held by a public authority body, created during or relating to the operation of a public authority body, which is contained in a document and concerns anything the public has a justified interest to know.

The access to information of public importance includes four basic rights:

- right of applicant to be informed whether the authority possesses certain information;
- right of applicant to access the document containing information of public importance, without charge;
- right of applicant to grant a copy of document containing information of public importance with fee;
- right of applicant to get a copy of documents containing information of public importance by registered mail, via fax, e-mail or in other manner, with fee.

The presumption is that the request of seeker for information of public importance is justified.

If the information of public importance has already been published and made accessible in the country or on the Internet, the authority is obliged to refer to the fact where and when the requested information is already published, unless it is generally known. If a requested

information of public importance contains parts that the public has no legitimate interests to know, the applicant will be given the other parts of that document.

21.1. PROCEDURE UPON REQEUSTS FOR FREE ACCESS TO INFORMATION OF PUBLIC IMPORTANCE

Based on the decision of the Court President, a person authorized to act upon Law on Free Access to Information of Public Importance is judge Jasmina Minić and deputy is judge Tamara Brešković Stanišljević.

Request for access to information of public importance, related to the work of the Administrative Court, may be submitted:

- in written form (or on the prescribed form) – by mail, by filing request at the reception office, or by fax (00 381 11) 363 52 85 or by submitting it directly in form of record before the court.
- electronically on the following address for e-mail: pisarnica@up.sud.rs
- orally in form of record in the Court Seat of the Administrative Court, Belgrade, 9, Nemanjina Street, during working days from 8 a.m. to 3 p.m., in the Registry Office.