



## Detailed Procedures (2013)

1	Plaintiff requests payment: Plaintiff or his lawyer asks Defendant orally or in writing to comply with the contract
2	Plaintiff hires a lawyer to represent him before the court.
*	Plaintiff files a summons or complaint with court (orally or in writing).
*	Plaintiff's payment of court fees: Plaintiff pays court duties, stamp duties, or any other type of court fee.
3	Registration of court case: The court administration registers the lawsuit or court case. This includes assigning a reference number to the lawsuit or court case.
*	Assignment of court case to a judge.
*	Application for pre-judgment attachment: Plaintiff submits an application in writing for the attachment of Defendant's property prior to judgment.
*	Decision on pre-judgment attachment: The judge decides whether to grant Plaintiff's request for pre-judgment attachment of Defendant's property and notifies Plaintiff and Defendant of the decision.
4	Pre-judgment attachment.: Defendant's property is attached prior to judgment. Attachment is either physical or achieved by freezing, registering, marking or separating and restricting Defendant's movement of specific movable assets.
5	Custody of assets attached prior to judgment: Defendant's attached assets are put under enforcement officer's or (private) bailiff's care.
6	Report on pre-judgment attachment: Court enforcement officer or (private) bailiff issues and delivers a report on the attachment of Defendant's property to the judge.
7	Defendant files an answer to Plaintiff's claim: Defendant files a written pleading which includes his defense or answer on the merits of the case.
8	Deadline for Plaintiff to answer Defendant's defense or answer: Judge sets the deadline by which Plaintiff will be allowed to answer Defendant's defense or answer.
9	Plaintiff's written response to Defendant's defense or answer: Plaintiff responds to Defendant's defense or answer with a written pleading, which may or may not include a witness statements or expert (witness) statements
10	Filing of pleadings: Plaintiff and Defendant file written pleadings and submissions with the court and transmit copies of the written pleadings or submissions to one another. The pleadings may or may not include witness statements or expert (witness) statements.
*	Court appointment of independent expert: Judge appoints, either at the parties' request or at his own initiative, an independent expert to decide whether the quality of the goods Plaintiff delivered to Defendant is adequate.
11	Notification of court-appointment of independent expert: The court notifies both parties that the court is appointing an independent expert
*	Delivery of expert report by court-appointed expert: The independent expert appointed by the court delivers his or her expert report to the court.
*	Setting of date(s) for oral hearing or trial: The judge sets the date(s) for the oral hearing or trial.
*	List of (expert) witnesses: The parties file a list of (expert) witnesses with the court.
12	Oral hearing (prevalent in Civil Law): The parties argue the merits of the case at an oral hearing before the judge. Witnesses and a court-appointed independent expert may be heard and questioned at the oral hearing.
13	Judgment date. The judge sets a date for delivery of judgment.
14	Notification of judgment in court: The parties are notified of the judgment at a court hearing.
15	Writing of judgment: The judge produces a written copy of the judgment.
16	Registration of judgment: The court office registers the judgment after receiving a written copy of the judgment.



17	Plaintiff's receipt of a copy of written judgment: Plaintiff receives a copy of the written judgment in favor of the Plaintiff.
18	Appeal period: By law, Defendant has the opportunity to appeal the judgment during a period specified in the law. Defendant decides not to appeal. Judgment becomes final the day the appeal period ends
*	Plaintiff hires a lawyer: Plaintiff hires a lawyer to enforce the judgment or continue to be presented by a lawyer during the enforcement of the judgment phase.
*	Plaintiff's request an enforcement order: Plaintiff applies to the court to obtain the enforcement order ('seal' on judgment).
19	Plaintiff advances enforcement fees: Plaintiff pays the fees related to the enforcement of the judgment.
20	Attachment of enforcement order to judgment: The judge attaches the enforcement order ('seal') to the judgment.
*	Delivery of enforcement order. The court's enforcement order is delivered to a court enforcement officer or a private bailiff.
21	Request to Defendant to comply voluntarily with judgment: Plaintiff, a court enforcement officer or a (private) bailiff requests Defendant to voluntarily comply with the judgment, giving Defendant a last chance to comply voluntarily with the judgment.
22	Call for public auction: The judge calls a public auction by, for example, advertising or publication in the newspapers.
23	Sale through public auction: The Defendant's movable property is sold at public auction.
24	Judge's decision on bids: The judge determines the adequacy of the bids presented at public auction.
25	Payment: Judge orders that the proceeds of the public auction or the direct sale be delivered to Plaintiff.