LAW OF MONGOLIA

22 May 2012
Ulaanbaatar city

LAW ON JUDICIAL ADMINISTRATION

CHAPTER ONE
GENERAL PROVISIONS

Article 1. Purpose of the law

1.1. The purpose of this law is to regulate the relations concerning the functions, organization, operational principles of the judicial administration, and to determine the legal status of the judicial administrative staff.

Article 2. Legislation on judicial administration

2.1. The legislation on judicial administration consist of the Constitution of Mongolia, the Law on Courts, the Law on Legal Status of Judges, the Law on Legal Status of Lawyers, the Law on Civil Service, this Law and other legislative acts enacted in conformity with thereto.

Article 3. Judicial administration

3.1. Judicial administration shall consist of the Judicial General Council and its administrative office, the secretariats of courts at all levels, the research center and other support units.

/This section was revised by the Law of 12th December 2013/

3.2. Judicial administration shall have the main functions to provide working conditions by rendering methodological, information, research, financial, operations, technical and organizational assistance, for the adjudication of cases and disputes by a judge and/or a bench of judges.

Article 4. Operational principles of Judicial administration

4.1. Judicial administration shall uphold and adhere to the following principles in their operations:

4.1.1. Be independent and impartial;

4.1.2. Prohibit the interference or influence on the judicial proceedings;
4.1.3. Be professionally specialized and sustainable;
4.1.4. Ensure the quality and accessibility of judicial services.

CHAPTER TWO
FUNCTIONS AND POWERS OF THE JUDICIAL GENERAL COUNCIL

Article 5. Powers of the Judicial General Council
(This section’s title was revised by the Law of 12th December 2013/)
5.1. The Judicial General Council shall exercise the following functions besides as prescribed in Article 3.2 of this Law:
(This section was revised by the Law of 12th December 2013/)
5.1.1. Organize the tasks for ensuring the independence of courts and impartiality of judges;
5.1.2. Administer the administrative operations of courts;
5.1.3. Selection of judges from among Lawyers;
5.1.4. Protect the rights and legitimate interests of judges;
5.1.5. Implement human resource management for courts.
5.2. The Judicial General Council shall be report to the conferences of judges of the courts at first instance, appeal and cassation levels.
(This section was added by the Law of 17th January 2013/)

Article 6. The Judicial General Council’s power to ensure impartiality of judges and independence of judiciary
6.1. The Judicial General Council shall exercise the following powers within the framework of its functions to ensure the independence of courts:
6.1.1. Plan and develop the operational and investment budgets of courts of all instances, and thereafter to submit and introduce them directly to the State Great Khural /Parliament/;
(This section was revised by the Law of 12th December 2013/)
(This section was invalidated by the Law of 9th June 2016/)
6.1.2. Organize the tasks for ensuring the economic, financial, labour, working conditions and other guarantees of courts, and if necessary, introduce the economic and social security matters, materials supply and equipment, for decision-making by the Government;
6.1.3. Prepare draft of legislation and legal acts to be adhered and implemented in the frameworks of the judiciary, provide comments and convey them to legislatures;

6.1.4. Convey and submit proposals to the President of Mongolia (hereinafter referred to as “President”), upon consultation with the Government, on locating, establishing, modifying or liquidating the courts, except for the Supreme Court; and organize the enforcement of decisions made thereof.

/This article was revised by the Law of 12th December 2013/

6.1.5. Research and develop the proposals and decision drafts on improving the judicial organization and structure, and convey it to the concerned organizations;

6.1.6. Conduct relevant proceedings pursuant to Article 22 of the Law on Legal Status of Judges;

6.1.7. Ensure the safety and sanitary conditions of the court premises; and approve and enforce the relevant rules and regulation thereof;

6.1.8. Organize necessary measures on timely manner in order to ensure the security of the judges and their family members;

6.1.9. Plan and estimate the resources necessary for investment in the construction and renovation of the court premises, the court hearing rooms and other facilities that conforms the security standards, and to manage the construction plans and cost of facilities and ensure its execution, in order carry out the normal administration of justice, implementation of the adversarial principles, openness to the general public.

Article 7. The Judicial General Council’s power on administering of the administrative of courts

7.1. The Judicial General Council shall exercise the following functions concerning the administering of administration of courts:

7.1.1. Approve the standards, rules and regulations related to the court administration, organization and operations and ensure the enforcement thereof;

7.1.2. Ensure the organizational conditions for normal and continuous operations of the courts;

7.1.3. Deliver professional and methodological support to all court administration organizations at all instances;

7.1.4. Appoint and dismiss the Executive Secretary of the Judicial General Council, the Heads of the Judicial Qualification and Judicial Ethics Committees, the head of the Judicial Research and Information body, and heads of the court secretariats;

/This article was revised by the Law of 12th December 2013/

7.1.5. Conduct research on the workload of judges and judicial administrative staff, and undertake necessary measures thereof and protect their rights pursuant to this Law and relevant laws;

/This article was revised by the Law of 12th December 2013/
7.1.6. Define the job descriptions of the heads of court secretariats and assess the quality and results of their work performance;

/This article was revised by the Law of 12th December 2013/

7.1.7. Undertake the video and audio recordings of the court hearings, and approve the regulations for archiving thereof;

/This article was revised by the Law of 12th December 2013/

7.1.8. To provide citizen representatives of court hearings with necessary information and references on their rights and duties prescribed by law; undertake the necessary measures to prevent any undue influence on them, monitor the prohibited conducts of the citizen’s representatives and refer to relevant organizations if such misconduct is committed;

/This article was revised by the Law of 12th December 2013/

7.1.9. Ensure the organization of operations of the Judicial Ethics Committee as stipulated in Article 32 of this Law;

7.1.10. Ensure the organization to operations of the mediation activities at the courts;

7.1.11. Receive the proposals, petitions and complaints from citizen’s and organize the actions to provide the methodological support to review and resolve thereof;

7.1.12. Communicate and cooperate with the Bar Association and other organizations within the framework for implementing its functions;

/This article was revised by the Law of 12th December 2013/

7.1.13. Allocate the court budget in accordance with its purposes, and organize effectively the budget performance;

7.1.14. Organize, manage and monitor the court’s finance, economic and accounting operations units;

7.1.15. Approve and implement the integrated policy on providing the courts with modern technology and equipment;

7.1.16. Organize the utilization, protection and maintenance of the court’s transportation, communication, information analysis, and software facilities;

7.1.17. Organize the registration, bookkeeping, possession, utilization and protection of the court assets, while taking measures for ensuring its safety and orderly maintenance;

7.1.18. Provide the courts with equipment and its operating specialists, and organize its repair and maintenance services;

7.1.19. Establish the integrated information networks between the courts and judicial administrative organizations, and provide the technical working conditions thereof;

7.1.20. Supply the courts with officially published bare-texts of the laws of Mongolia, and organize the task for registry and reference services of legislative acts.
7.1.21. Implement in the following forms its functions of the case management:

7.1.21.a. Receive and register the courts cases, claims, complaints and petitions, and adopt the standards and methodology for the court sessions preparation and provide the guidance thereof;

7.1.21.b. /This article was invalidated by the Law of 17th January 2013/

7.1.21.c. Adopt and enforce the uniform standards for each duration for preparatory and post-period stages of the case adjudication by examining the case flow;

7.1.21.d. Adopt and enforce the uniform standards and model forms for publishing and archiving of the court resolutions and decisions and the verdicts and orders by judges;

    /This sub-article was revised by the Law of 12th December 2013/

7.1.21.e. Establish a case management monitoring and information system;

7.1.21.f. Adopt and enforce the methodology and regulations for optimally setting a court hearing date based on the average hours of duration of its continuation, in compliance with the period prescribed by law, while ensuring the presence of litigants to a case;

7.1.21.g. Register each stage of the case adjudication in a database and conduct monitoring thereof;

7.1.21.j. Provide information concerning the case management to the courts and the general public.

Article 8. The Judicial General Council’s power on selection of judges from lawyers

8.1. The Judicial General Council shall exercise the following functions to select judges from among lawyers;

8.1.1. Organize the registration and selection of candidates for a judge, according to the procedure prescribed in the Law on Legal Status of Judges;

8.1.2. Submit and introduce to the President proposals for an appointment, rotation, transfer, release or dismissal of judges;

8.1.3. Provide the management and organization of the Judicial Qualifications Committee, and appoint or release the heads and members of this Committee in accordance with Article 23 of this Law;

8.1.4. Evaluate the qualifications and requirements of judges, develop the regulation for selection together with the Judicial Qualifications Committee and organize its implementation.

    /This article was revised by the Law of 12th December 2013/

    /This section was revised by the Law of 14th May 2015/

Article 9. Protecting rights and legitimate interests of judges
9.1. The Judicial General Council shall exercise the following powers within the framework of its functions to protect the rights and legitimate interests of judges:

9.1.1. To implement activities to protect the rights and legitimate interests of judges pursuant to the Law on Legal Status of Judges and to take measures if violated;

9.1.2. To take measures for instances for conditions of undue influence to the impartiality and the immunity of the judges, rights and legitimate interests are at stake of violations and to preventive measures.

9.2. The Judicial General Council shall protect the rights and legitimate interests of the judicial administrative personnel as prescribed by this Law and in other laws.

/This section was invalidated by the Law of 12th December 2013/

Article 10. Judicial human resources

10.1. The Judicial General Council shall exercise the following functions regarding the human resources management:

10.1.1. Organize the human resources registry, research, planning, assignment and implementation;

10.1.2. Manage the judicial human resources deployment based on the courts demand and research;

10.1.3. Set forth the number of positions for assistants to judges and for judicial administrative staff;

10.1.4. Organize the internships and professional development training for judges and judicial administrative staff in cooperation with the Bar Association, the Civil Service Commission, and with other training institutions;

/This article was revised by the Law of 17th January 2013/

10.1.5. Establish and implement the criteria and regulations for evaluating the performance of the judicial administration organization, as well as determining the work skills, professional qualification level of the judicial administrative personnel;

10.1.6. Grant the professional service ranks to the judicial administrative staff members in accordance with the legislation, and nominate them for the State awards and honorary titles.

Article 11. Judicial research and information

11.1. The Judicial General Council shall provide following information to the courts:

11.1.1. Issue statistical data on judiciary and criminal cases;

11.1.2. Issue the integrated judicial statistical reports and data, conduct research and processing thereof;

11.1.3. Research the practical trends of adjudication and the judicial administrative work;
11.1.4. Establish the judicial data-base in electronic and other forms;

11.1.5. Create, update and organize the utilization of an inventory of research database and handbooks on legal theory and practice.

Article 12. Provision of providing information to the public

12.1. The Judicial General Council and the Court Secretariats shall provide information to the general public in the following manner:

12.1.1. Provide information on a regular basis through websites and media outlets concerning the implementation of powers for ensuring the independence of courts, judicial administration, selection of judges, and protection of legitimate interests of judges;

12.1.2. Compile and publish the court decisions and regulations, and upload on the website of courts on a regular basis;

12.1.3. Update the website of courts on a regular basis;

12.1.4. Provide information regarding the court operations and adjudicated cases and disputes to the general public;

12.1.5. Organize the information and referral services;

12.1.6. Organization for receiving comments/recommendations from the general public concerning the court operations in written and electronic forms.

CHAPTER THREE

COMPOSITION AND STRUCTURE OF THE JUDICIAL GENERAL COUNCIL

Article 13. The General Council composition and term of office

13.1. The Judicial General Council shall be composed of a Chairperson and four other members, including one person nominated each by the conferences of judges from the courts of first instance, appeal and cassation levels, one person from the Bar Association, and one person by the Central State administration authority in charge of justice matters, subject to the approval by the President of Mongolia.

/This section was revised by the Law of 7th September 2012/

13.2. The Chairperson of the General Council shall be nominated from among the members of the General Council from its session, and a person, who obtained a majority of votes from its members, shall be proposed to and appointed by the President.

/This section was added by the Law of 7th September 2012/
13.3. The Chairperson and members of the General Council shall serve on a full-time basis and their term of office shall for three years.

/This section was revised by the Law of 7th September 2012/
/This section was revised by the Law of 17th January 2013/

13.4. The Chairperson and members of the General Council may be re-appointed once.

/This section was added by the Law of 17th January 2013/

13.5. Members of the General Council shall be remunerated with a salary befitting a rank and position of the high official of state and/or equivalent rank of an official, and enjoy the other privileges that are necessarily required, and to be provided with guarantees prescribed by law.

/This section was added by the Law of 17th January 2013/

13.6. In a case when a member of the General Council has been released from office based on respectful reasons, then he/she may be transferred to another job or official position according to his/her profession without decreasing his/her salary and remuneration.

/This section was added by the Law of 17th January 2013/

13.7. If a term of office for the Chairperson or a member has been expired or has been released prior to his/her term expiry, then the competent authority shall appoint a new member within 30 days of such vacancy.

/This section numbering was revised by the Law of 7th September 2012/
/This section numbering was revised by the Law of 17th January 2013/


14.1. The Judicial General Council shall have it administrative office with functions to provide assistance to its own members in executing their duties, and to ensure regular operations of the General Council, and its executive secretary shall be in charge of day-to-day management of the administrative office.

/This section was revised by the Law of 10th November 2016/

14.2. The General Council shall determine its own structure and organization, and operation of its administrative office shall be regulated by the prescribed regulation.

14.3. The executive secretary of the administrative office shall act as a general manager of the General Council, and shall exercise the following powers:

14.3.1. Provide the daily management to the administrative office;

14.3.2. Appoint and release a staff member of the administrative office;

14.3.3. Administer the budget expenditure of the administrative office, and report on thereof;
14.3.4. Present to and be accountable for the operational reports of the administrative office to the General Council;

14.3.5. Other powers as prescribed by law.

14.4. The General Council shall use a seal, a stamp and an official letterhead for made under the prescribed design.

**Article 15. The General Council sessions and decisions thereof**

15.1. The Judicial General Council’s main form operation shall be the Council sessions /hereinafter referred to as “session”./

*This section was revised by the Law of 12th December 2013*

15.2. The General Council shall consider the matters under its mandate at its sessions, discuss and render resolutions by a majority vote of the General council as prescribed in Article 15.1 of this Law.

*This section was revised by the Law of 12th December 2013*

15.3. A complaint may be lodged with the administrative court, in relation to the decisions by the General Council.

15.4. The General Council shall determine its own rules of procedure for its sessions.

15.5. Extraordinary sessions of the General Council shall be held at its Chairperson’s initiative, or at the demand of at least one third of its members.

15.6. Sessions of the General Council shall be considered as valid with a quorum of the majority of its members present, whereas a session shall be conducted open to the general public, and voting by the members shall be carried through in an open manner.

*This section was revised by the Law of 12th December 2013*

15.7. Resolutions of the General Council as prescribed in Article 15.2 of this Law shall become promulgated upon signing by the Chairperson and affixing a seal.

**Article 16. Qualifications requirement for the General Council chairperson and members**

16.1. A member of the General Council shall fulfill the following requirements:

16.1.1. Be a citizen of Mongolia;

16.1.2. Have a higher level of legal education;

16.1.3. Have no less than five years of professional experience;

16.1.4. Have no criminal record;

16.1.5. Have an integrity and high ethics;
16.1.6. Have the ability to independently assess without any undue influence the knowledge, skills and experience of candidates for judges.

16.2. A Chairperson of the General Council shall fulfill the following requirements in addition to the requirements prescribed in Articles 16.1.1, 16.1.2, 16.1.4-16.1.6 of this Law:

16.2.1. Have at least ten years of professional working experience;

16.2.2. Have the managerial work experience and practice.

**Article 17. Powers of the General Council members**

17.1. Members of the General Council shall exercise the following powers:

17.1.1. Be responsible for the functions within the framework of the General Council mandate;

17.1.2. Propose specific issues for consideration at the General Council sessions;

17.1.3. Participate in the General Council sessions with voting rights;

17.1.4. Ensure the implementation of the General Council decisions;

17.1.5. Convene sessions for the General Council;

17.1.6. Other powers as prescribed by law.

17.2. Salary amounts for the Chairperson and the members of the Judicial General Council shall be set forth by the State Great Khural /Parliament/.

**Article 18. Power of the General Council chairperson**

18.1. Chairperson of the General Council shall exercise the following powers:

18.1.1. Provide general management of the administrative office of the General Council;

18.1.2. Represent the General Council, and communicate with the President, the State Great Khural /Parliament/, the Government on matters pertaining to its Own powers;

18.1.3. Address the position of the General Council at the plenary and the Standing committee sessions of the State Great Khural /Parliament/ and the Cabinet sessions and have it decided upon;

18.1.4. Convene, preside, and organize the preparations of the General Council sessions, and undertake measures to implement the decisions;

18.1.5. Monitor enforcement of the General Council’s decisions;

18.1.6. Nominate a candidate for the executive secretary of the administrative office of the General Council, as well as for the chief of court secretariats;

/This article was revised by the Law of 12th December 2013/
18.1.7. The chairperson of the General Council shall act as the general budget manager for the administrative office of the general council, as well as for courts of provincial, capital city, soum and/or inter-soum, district and specialized courts;

18.1.8. Present and introduce the work reports of the General Council on annual basis to the President;

18.1.9. Convey and submit the work reports to the courts at all levels,

18.1.10. Inform a proposal on either releasing or removing the General Council member on the grounds prescribed by Article 19 of this Law within ten working days since of such circumstances have arisen, to the authority that nominated that member,

18.1.11. Other powers as prescribed by law.

18.2. The chairperson of the General Council shall have the guarantees and privileges equivalent to that of a member of the government when exercising his/her powers.

18.3. During a temporary absence of the chairperson of the General Council, the most senior member by age shall act as ad interim.

18.4. Chairperson of the General Council shall issue the orders within his/her power.

**Article 19. Releasing the General Council chairperson and members from their office**

/\*The section title was revised by the Law of 12th December 2013/\*

19.1. Chairperson and members of the General Council shall be released from their office on the following grounds:

19.1.1. Upon the expiry of their term of office;

19.1.2. Attaining the retirement age, or unable to exercise power due to health or other respectful reasons;

19.1.3. Submitting his/her own request to resign, or upon the appointment or election to another job and official position.

19.1.4. If the joint conference of judges, the Bas Association or the Central State administration authority in charge of justice matters that have nominated a member to the General Council have made a decision to recall that member.

/\*This article was added by the law of 17th January 2013/\*

19.2. The chairperson and members of the General Council shall be suspended on the following grounds:

19.2.1. Repeated absence in a number of times from the sessions without any valid reasons;

19.2.2. committed a grave ethical misconduct;

19.2.3. Committing a criminal offense has been determined by the promulgated court decision.
CHAPTER FOUR
JUDICIAL ADMINISTRATIVE AUTHORITY

Article 20. Secretariats of courts

20.1. Courts shall have the secretariat.

20.2. Secretariats of the courts at all levels shall report to the Judicial General Council.

20.3. The Judicial General Council shall determine the organizational structure and a number of court secretariat staff, taking into consideration the workload as well as the specific conditions of respective courts.

20.4. The General Council shall determine the common regulation of operation for the court secretariats.

20.5. Court secretariats shall use a seal, stamp and an official letterhead.

Article 21. Functions of court secretariats

21.1. Court secretariats shall implement the following administrative management functions:

21.1.1. Organize the task for implementing the functions prescribed in Articles 6-12 of this Law at the respective courts;

21.1.2. Ensure the conditions for normal conduct of day-to-day operations at the courts;

21.1.3. Monitor the enforcement of division of labour at the courts and its internal regulations;

21.1.4. Receive and register the judicial cases or claims, complaints or requests to the courts;

21.1.5. Organize the operations for documentation, letter communication, post and archives;

21.1.6. Organize the registry, inventory, possession and protection of the court assets, and undertake the measures for ensuring the integrity of such assets;

21.1.7. Safekeeping and transportation of the case evidences and documentations.

Article 22. Powers of chief of court secretariat

22.1. Chiefs of court secretariats shall exercise the following powers:

22.1.1. Provide the day-to-day management for the court secretariat;

22.1.2. Appoint or release staff members of the court secretariat;

22.1.3. Administer the budget of the court secretariat and report on thereof;
22.1.4. Present and introduce the work reports of its court secretariat to their respective courts;
22.1.5. Other powers as prescribed by law.
22.2. Chiefs of court secretariat shall be accountable to report their activities to the General Council.
22.3. It is prohibited for a Chief Judge and judges to exercise the powers of a chief of court secretariat.

**Article 23. The Judicial Qualifications Committee**

23.1. The Judicial Qualifications Committee (hereinafter referred to as the "Qualifications Committee") shall be the only one at the nation-wide level.

23.2. The Qualifications Committee shall be established by the General Council with a composition of nine part-time members for a term of five years.

23.3. The Qualifications Committee shall be comprised of highly-qualified and specialized lawyers and judges with a legal or administration of justice experience of not less than ten years of work practice, and the General Council shall establish the Qualifications Committee upon the recommendation from the Bar Association.

23.4. It is prohibited for any personnel of the judges, General Council and the judicial administrative organizations, as well as attorney, and/or prosecutors to be included in the composition of the Qualifications Committee.

*This article was revised by the Law of 17th January 2013*

23.5. The Chairperson of the Qualifications Committee shall be appointed by the General Council upon the proposal from its members.

23.6. The Qualifications Committee shall implement the following powers:

23.6.1. Provide evaluation concerning as to whether the candidates for a judge or chief judge fulfill the qualifications prescribed in Articles 4-7 of the Law on Legal Status of Judges;

23.6.2. Organize the task for establishing the professional activity qualification level of a judge in accordance with the guidelines from the General Council, as prescribed by Article 8.3 of the Law on Legal Status of Judges, and provide evaluation and make conclusions on thereof.

*This section was invalidated by the Law of 14th May 2015*

23.7. The evaluation prescribed in Article 23.6.1 of this Law shall be valid for a period of two years.

*This section was revised by the Law of 14th May 2015*

23.8. The regulation of the Qualifications Committee shall be approved by the President upon a recommendation from the General Council.

23.9. Members of the Qualifications Committee shall be conduct in an impartial manner, and shall prevent from any ethical misconduct, such as a conflict of interest or taking an advantage for themselves.
23.10. The General Council shall approve and enforce the codes of ethics and conflict of interest of the Qualifications Committee.

23.11. Members of the Qualifications Committee shall be prohibited from conducting the following activities:

23.11.1. Interfere with the judicial proceedings;

23.11.2. Have any form of undue influence on the impartiality of judges;

23.11.3. Disclosing beforehand any selection materials of the candidates and evaluation thereof, and examination documents, or publicly announcing his/her position with regard to a specific candidate through media outlets;

23.11.4. Changing the evaluation of a candidate, without any valid grounds.

23.12. The General Council shall create working conditions and facilities for the Qualifications Committee.

23.13. The Qualifications Committee shall have a full-time administrative office. The administrative office of the Qualifications Committee shall be responsible for organizational tasks that are towards assisting the Qualifications Committee, including compiling the materials for examining the legal knowledge of candidates to a judge as well as the qualification level and professional skills of judges, for reviewing such materials, for organizing a task of taking the examinations, and for making the candidates ready at the time set forth for such examinations.

23.14. The administrative office of the Qualifications Committee shall be under the jurisdiction to the administrative office of the Judicial General Council.

Article 24. Judicial research and information organization

24.1. The General Council shall have a judicial research and information organization with an obligation to support the General Council in its implementation on the functions prescribed in Articles 11 and 12 of this Law.

24.2. The General Council shall determine the functions, structure, number of positions, operating regulations and organize its enforcement.

24.3. A head of the judicial research and information organization shall be appointed or suspended by the General Council.

CHAPTER FIVE
LEGAL STATUS OF JUDICIAL ADMINISTRATIVE STAFF

Article 25. Judicial administrative staff
25.1. Judicial administrative staff shall be comprised from an assistant to judges, a secretary of the court hearings, and the staff members of court secretariats.

25.2. Judicial administrative staff shall fulfill the following requirements:

25.2.1. Be a citizen of Mongolia;

25.2.2. Fulfill the qualifications and requirements as prescribed by the Law on Civil Service and other laws;

25.2.3. Have no criminal record;

25.2.4. Fulfill the ethical requirements as prescribed by this Law;

25.2.5. Possess the expertise, education and experience required to performing that respective work duties.

**Article 26. Assistant to a judge**

26.1. A judge shall have assistant. Judges’ assistant shall have a legal background.

26.2. Assistant to the judge shall implement the following functions under the guidance of that judge:

26.2.1. Organize the completeness of documentation concerning the specific cases or disputes, and present to the judge;

26.2.2. Execute the tasks assigned by judges related to adjudication of cases or disputes;

26.2.3. Provide the technical and organizational assistance to activities of the judge;

26.2.4. Assist the judge in preparing information concerning the legislation and other information necessary for adjudication of cases or disputes;

26.2.5. Maintain the case files;

26.2.6. Upload the information concerning the specific cases and disputes to the integrated electronic database;

26.2.7. Participate in preparation and organization of the court hearings;

26.2.8. Prepare the drafts for the court decisions, verdicts, and for judge's order;

26.2.9. Check as to whether the stamp fee have been paid or not;

26.2.10. Other functions as prescribed by law and in the job description.

**Article 27. Court hearing secretary**

27.1. Court secretaries shall work at the courts of all levels.
27.2. A court secretary shall implement the following functions under the guidance of a judge presiding over the court hearings:

27.2.1 Organize the technical and organizational preparation of court hearings;

27.2.2. Take the minutes of meeting for the court hearings;

27.2.3. Verify the court hearings with an audio and video recording;

27.2.4. Introduce the minutes of meeting for court hearings to the litigants within a time period prescribed by law, get it verified by the judge, and attach it to the case file;

27.2.5. Other functions as prescribed in the job description approved by the General Council.

Article 28. Other judicial administrative staff

28.1. The General Council shall determine the functions for the staff of the court secretariats, responsible for such duties as the court organization and information, business operations and finance, archiving and documentation work, security and technical service.

28.2. Judicial administrative staff of the court secretariats shall implement the duties prescribed in this law and also, the special rights and duties prescribed in the respective Procedural Laws and general rights and duties prescribed by the Law on civil service as a Civil administrative servant.

Article 29. Ethics of judicial administrative staff

29.1. Judicial administrative staff shall comply with the following ethics requirements, in addition to the general rules and norms of ethics of civil servants:

29.1.1. Not to provide any professional assistance or information to litigants or interested parties concerning the cases or disputes under adjudication by court, and not to mediate to others in any form;

29.1.2. Not to express any personal hypotheses or preliminary conclusions regarding the cases or disputes that are not finally adjudicated by the court;

29.1.3. Not to establish any personal relationship with any litigants to the case,

29.1.4. Not to make any misconduct that would negatively affect a reputation of the courts during non-working hours;

29.1.5. Be respectful to work in the institutions that implement the judicial power and have good manners both in the office and in the general public.

Article 30. Complaints on ethical misconduct of judicial administrative staff and resolving

30.1. Any person may lodge a complaint to the chief of court secretariat, if considers that there was any professional or ethical misconduct committed by the judicial administrative staff.
30.2. A competent official shall hand over disciplinary sanction in accordance with the Law on Civil Service and the Law on Labour to the judicial administrative staff who have committed a breach in ethical requirements.

Article 31. Training of judicial administrative staff

31.1. Judicial administrative staff must be enrolled on mandatory basis in the regular professional development trainings organized by the General Council.

Article 32. The Judicial Ethics Committee

32.1. There shall be Judicial Ethics Committee (hereinafter referred to as the "Ethics Committee") shall be the only one at the nation-wide level.

32.2. The Ethics Committee shall be comprised of nine members consisting such as from distinguished legal professionals, academic scholars and researchers.

32.3. The Ethics Committee members shall be nominated one member from each of the conferences of judges from the courts of first instance, appeal and cassation levels, three persons from the Bar Association, and three persons by the Central State administration authority in charge of justice matters. It is prohibited for judges, General Council and judicial administrative staff, attorney, prosecutors to be a member of the Ethics Committee.

/This article was revised by the Law of 17th January 2013/

32.4. Composition and the regulations of the Ethics Committee shall be approved by the President.

32.5. A term of office for the members of the Ethics Committee shall be for a three years term, and they may be re-appointed once.

32.6. A Chairperson of the Ethics Committee shall be appointed by the President, as proposed from among the committee members.

32.7. Main form of the Ethical Committee operations shall be the committee sessions.

32.8. The Ethics Committee shall determine its own rules of procedure for its sessions.

32.9. The Ethics Committee shall have its administrative office, which shall be under the jurisdiction to the administrative office of the Judicial General Council.

Article 33. Rights and responsibilities of the Ethics Committee chairperson and members

33.1. The Chairperson of the Ethics Committee shall have the following rights and responsibilities:

33.1.1. Organize the operations of the Ethics Committee, and preside over sessions;
33.1.2. Appoint a chair of its sessions during his/her temporary absence;
33.1.3. Other rights as prescribed by the regulation.
33.2. Members of the Ethics Committee shall have the following rights and responsibilities:
33.2.1. To open or refuse a disciplinary case against a judge according to complaints and requests;
33.2.2. Review and make conclusions on such complaints and requests;
33.2.3. Ensure the preparations for review and decision-making of such disciplinary cases, and organize the tasks thereof;
33.2.4. Participate with voting rights in the Ethics Committee sessions.

CHAPTER SIX MISCELLANEOUS

Article 34. Promulgation of the law
34.1. This Law shall enter into force on 15th April 2013.

/The section was revised by the Law of 17th January 2013/

SPEAKER OF STATE GREAT KHURAL /PARLIAMENT/ D.DEMBEREL