

335/2022

Rules of Procedure of the Supreme Court

Under section 18 of the Supreme Court Act (665/2005) enacted on 26 August 2005, the Supreme Court confirmed the following Rules of Procedure for the Supreme Court in a plenary session held on 20 April 2022:

Chapter 1

General provisions

Section 1

Scope of application

In addition to what is provided in the Supreme Court Act and other legislation, these Rules of Procedure include provisions on the processing of matters and other work at the Supreme Court.

Section 2

Decision-making bodies and leadership

The Supreme Court considers and decides on judicial matters in chambers or plenary session, as laid down in law and these Rules of Procedure.

Financial and other administrative matters are considered and decided in plenary session, by the office commission or another administrative body, as laid down in law and these Rules of Procedure.

The President of the Supreme Court leads the Supreme Court and is responsible for its performance.

The Chief Secretary acts as the closest adviser to the President in ensuring that the operations of the Supreme Court are successful.

Section 3

Plenary session

The Supreme Court convenes at a plenary session when summoned by the President to decide on administrative and judicial matters. The President acts as the chairperson of the plenary session. If the President is absent or prevented from acting as the chairperson, the most senior-ranking member will act as the chairperson.

Temporary members do not participate in plenary sessions when the plenary session is considering the Rules of Procedure of the Supreme Court, the position of a member of the Supreme Court or a fixed-term position or appointments to such positions.

In a plenary session, the Chief Secretary acts as the referendary in administrative matters. The President may appoint another court official to act as the referendary in place of the Chief Secretary.

Chapter 2

Proceeding of judicial matters

Section 4

Expedition of processing

Judicial matters shall be processed and decided expediently.

Matters that must be considered urgently under law or matters that otherwise require urgent consideration shall be considered urgently. In assessing the urgency of a matter, account shall also be taken of the nature of the matter and its overall pendency.

Section 5

Allocation of cases to referendaries

The registry shall divide judicial matters into categories based on their subject matter.

The head of the case category group shall allocate the cases for preparation by referendaries primarily by rotation. Factors also taken into consideration in allocation of cases include the nature and urgency of the case, expertise and experience required for the preparation of the case, a connection between pending cases and equal distribution of work. In so far as possible, cases that are processed in Swedish are allocated to referendaries whose native language is Swedish or who have good Swedish language skills. If necessary, a case can also be allocated to a referendary of another case category group.

If the case category group has referendaries who have expertise in specific matters, cases concerning such matters may be primarily allocated to such referendaries.

Section 6

Assignment of an additional referendary

More than one referendary may be assigned to a single case, if the nature of the legal questions to be decided or exceptional extent of the case requires the assignment of an additional referendary for a special reason.

The composition deciding the case decides on whether an additional referendary is necessary and on the distribution of work between the referendaries. Additional referendaries are assigned by the Chief Secretary.

Section 7

Reallocation of a case

A case allocated to a referendary may be reallocated against the will of the referendary in question only if there are serious grounds for this due to the illness of the referendary, a delay in the case, the workload of the referendary, or another corresponding factor. The Chief Secretary decides on the reallocation of a case.

With the consent of the referendary, a case may be reallocated to another referendary, if it is justified considering a connection between cases, work situation of the referendaries or equalising of workload. The head of the case category group decides on the reallocation of the case.

Section 8

Order of presentation

Each referendary shall present the cases allocated to the referendary in the order the cases have arrived, unless there are grounds for deviating from this due to urgency of a case, a connection between cases, or another corresponding factor.

Section 9

Preparation of cases

Once a case has been allocated to a referendary, the referendary shall assess without delay whether the case is urgent and whether there are grounds for prohibition or stay of enforcement.

The referendary is responsible for appropriate preparation of the case. The purpose of preparations is to determine questions relevant to deciding the matter, so that the case is as ready for decision as possible.

In the preparation of a case, the referendary shall:

- 1) reserve interested parties an opportunity to supplement their application or response;
- 2) request a response from the opposing party after leave to appeal has been granted, unless request has been made when processing the application for leave to appeal; and
- 3) in a matter concerning extraordinary appeal, request a response from the opposing party, if necessary, and obtain other clarification.

If a reporting member has been appointed to the case, the referendary shall negotiate with the reporting member on the preparation of the case, if necessary.

Section 10

Proposal for a decision and draft decision

Before presenting a case, the referendary shall prepare a reasoned proposal for a decision in the case. Unless the content of the decision has been confirmed during the presentation of the case, the referendary shall prepare a draft decision without delay after the presentation of the case.

Section 11

Assigning of a reporting member

If the consideration of a case by the Supreme Court requires leave to appeal, a reporting member may be assigned to the case immediately after leave to appeal has been granted. In other cases, a reporting member shall be assigned in the session plan. A reporting member can be assigned earlier if this is necessary due to the nature or extent of the case.

The President is responsible for the assignment of reporting members.

Section 12

Selecting a reporting member

In assigning reporting members, it shall be ensured that the workload between members is divided equally. Insofar as possible, in view of equal distribution of work, the reporting member shall be selected in accordance with the following principles:

- 1) in a case for which leave to appeal has been granted, a member who has taken part in making the decision on the leave to appeal is primarily assigned as the reporting member, unless the reporting member is assigned in accordance with subsection 2 or 3;
- 2) in a case for which the language of the proceedings is Swedish, a member whose native language is Swedish or who has good Swedish language skills is primarily assigned as the reporting member;
- 3) in a case in which the delivery of a decision requires special expertise in a specific branch of law, a member who has special knowledge with the branch of law is primarily assigned as the reporting member;
- 4) in other cases, the reporting member is assigned randomly.

Section 13

Duties of the reporting member

Before a case is presented, the reporting member must closely familiarise himself or herself with the court documents, negotiate with the referendary on the preparation of the case if necessary, and for his or her part ensure that the case is as ready for decision as possible. After the case has been presented, the reporting member shall review the draft decision drawn up by the referendary and make any necessary proposed changes to the draft.

Section 14

Duties of other members

The members of the composition must familiarise themselves with the case in advance to an extent that the case can be decided in connection with the presentation of the case.

After the reporting member has drawn up a draft decision, each member shall, in turn, review the draft and the changes made by the previous member and make any necessary proposed changes.

Section 15

Duties of the chairperson

The chairperson shall supervise that the case is processed and decided expediently.

During the presentation of the case, the chairperson shall ensure that all questions before the court are considered thoroughly.

The chairperson shall bring to the attention of the other members and the referendary any relevant changes to the decision proposed after the presentation of the case. If necessary, new deliberations shall be held in the case.

The chairperson shall decide on questions of phrasing related to the language of the decision.

Section 16

Holding sessions

Judicial matters are decided in sessions of chambers, unless they have been ordered or transferred to be decided in a plenary session or in a session of an enhanced composition. A chamber consists of the members assigned to the composition in the session plan.

Sessions are held in accordance with the session plan. The President is responsible for drawing up the session plan and amending it as necessary, in so far as this duty does not fall under the responsibility of the Chief Secretary according to the Rules of Procedure. Decision on an amendment that concerns a single session and does not affect the composition deciding the case can also be made by the chairperson of the session.

For a special reason, the chairperson may decide that a session other than an oral hearing be held so that the members and the referendary or some of them participate in the session via video conference connection or other suitable technological means of communication (remote session).

If the question under consideration is straightforward, the chairperson may decide that the case be decided without convening a session or in a remote session.

Section 17

Grounds for forming a composition

In assigning members to compositions, the workload of members is primarily divided equally, also taking into consideration holidays, other absences and duties. Unless otherwise follows from this aim or subsections 2–6, members are assigned to compositions randomly.

If a reporting member has been assigned to a case before the session plan has been drawn up, the reporting member is a part of the composition. In other cases, a member that will be part of the composition considering the case shall be assigned as the reporting member in the session plan.

If a case concerning an appeal is urgent or it is considered by a composition of three members, all members who participated in making the decision on the leave to appeal are primarily assigned to the composition.

If the case is considered by a composition of five members, one member is primarily assigned in accordance with the principles specified in section 12, subsections 1–3, if the reporting member has not been assigned in accordance with these principles.

At least one male member and one female member is primarily assigned to a composition considering an appeal, if:

- 1) the case concerns parenthood, child maintenance, child custody or right of access;
- 2) the case concerns an offence referred to in Chapter 20 of the Criminal Code of Finland; or
- 3) this can otherwise be considered to increase trust in equal consideration of the case considering the nature of the case.

Pending cases that concern the same legal question or that are otherwise connected shall primarily be considered by the same composition.

Section 18

Enhancing a composition with an additional member

The President decides on enhancing the composition with an additional member in cases referred to in Chapter 2, section 11 of the Code of Judicial Procedure.

The decision is made in connection with drawing up the session plan or on the proposal of the composition after the plan has been drawn up.

If the composition is enhanced after the session plan has been drawn up, the additional member is chosen by drawing lots.

Section 19

On-call members

In the session plan, specific members and referendaries can be assigned to process, during a specific period, cases that involve consideration of prohibition or stay of enforcement or that are urgent for another reason.

Section 20

Session plan changes concerning the composition

The Chief Secretary is responsible for assigning an additional member or members into a composition, if it emerges after the drawing up of the session plan that a case to be processed at a session must be considered by a larger composition, or if the composition decides to transfer the case to be considered by a larger composition.

The Chief Secretary is responsible for assigning a new member to the composition to replace another member, with the member's consent, if the replacement is necessary due to illness, disqualification that was noticed after drawing up the session plan, or another

corresponding change in circumstances. If a member who is no longer included in the composition was assigned as the reporting member, a new member or an original member of the composition is assigned as the reporting member.

When a member is assigned to a composition under subsection 1 or 2, they may be released, with their consent, from participating in the consideration of another case included in the session plan, if it is necessary for appropriate work arrangements or equal distribution of work.

Reallocation in cases other than those referred to in subsections 2 and 3 is provided for in Chapter 8, section 8 of the Courts Act (673/2016).

Section 21

Single member composition sessions

Single member composition sessions are not entered in the session plan. Such sessions are held as necessary and they can be held as provided in section 16, subsection 4.

The Chief Secretary is responsible for ensuring that cases referred to in subsection 1 are distributed to members randomly and taking into consideration equal division of workload.

Section 22

Determining the chairperson

If the President does not participate in the session, the session is led by the most senior-ranking member of the composition.

The composition may, for a special reason, decide that the session shall be led by a composition member other than the member referred to in subsection 1. The decision can only be made at the proposal of the last-mentioned member. The decision may concern all aspects of the processing of the case or a specific stage of processing.

Section 23

Publishing of decisions

Decisions that are important with respect to the application of law in other similar cases or uniformity of legal practice are published as precedents. The composition that decided on the case shall decide on whether or not the decision will be published.

A case in which a decision is published must be decided by a composition consisting of at least five members.

The composition deciding the case shall write a title for the published decision, which constitutes a summary of the legal question based on which the case is published, as well as explanatory information on the case and grounds for the decision, if necessary. The chairperson will confirm the phrasing of the title.

The grounds for publishing shall be confirmed in a plenary session.

Section 24

Notice of a decision to the President

Before a decision is published, the composition shall bring it to the attention of the President, if:

- 1) the decision differs from an earlier legal principle or interpretation of the law adopted by the Supreme Court or the Supreme Administrative Court;
- 2) the composition finds that a decision made by the Supreme Court should be annulled or reversed; or
- 3) the matter is otherwise far-reaching or of major importance as a matter of principle.

Section 25

Composition of an enhanced composition

The enhanced composition comprises the members still in office who have considered the matter previously and the necessary number of additional members drawn from other members.

Section 26

Archival record

The referendary shall ensure that the archival record of the decision corresponds to the draft.

The names of the members who decided the case and the name of the referendary shall be included in the archival record. The archival record shall be appended with the report of the referendary and the opinions of the dissenting members.

The archival record shall be signed by the members who participated in making the decision, or the chairperson of the composition and the referendary. However, the referendary may sign the document alone, if:

- 1) the archival record concerns a decision on an application for leave to appeal;
- 2) the archival record concerns a decision on extraordinary appeal, unless the application is accepted or the decision is published;
- 3) the archival record concerns a decision on a precautionary measure, prohibition or stay of enforcement, or other temporary measure;
- 4) the archival record concerns a decision on an interim measure, conducting of an oral hearing or judicial inspection, or other processing of the case in the Supreme Court; or
- 5) the archival record is a public version of a decision that has been ordered to be kept secret.

If an archival record of a decision is not drawn up, the decision and other measures, the report of the referendary and the opinions of dissenting members are entered in the minutes of the session. The chairperson signs the minutes.

Section 27

Document containing the decision

The document containing the decision can be signed by the referendary or another court official assigned by the Chief Secretary. The person signing the document must ensure that the document corresponds to the archival record.

The provisions of section 26, subsection 2 on the archival record apply to the document containing the decision.

Section 28

Issue and disclosure of a decision

The chairperson may decide the date of issue of a decision. If the chairperson has not decided the date of issue, it shall be decided by the registry.

The decision of the Supreme Court shall be confidential until the decision has been made available to the interested parties. However, the interested parties or the interested official may be informed about decisions on the granting of leave to appeal or prohibition of enforcement immediately after the decision has been made.

Chapter 3

Administrative bodies

Section 29

Administrative duties of a plenary session

In addition to that which is provided in the Supreme Court Act and other legislation, a plenary session decides on matters concerning:

- 1) rules of procedure of the Supreme Court;
- 2) statements on Acts submitted to the President of the Republic for confirmation as provided in section 77 of the Constitution of Finland;
- 3) proposals to the Government for initiation of legislative action and statements on legislative issues;
- 4) proposals for establishment or termination of positions of members;
- 5) declaring positions of members or fixed-term positions open for application or proposal for appointment of a member or fixed-term member;
- 6) relieving the President, a member or other judge from their duties in cases referred to in Chapter 16, sections 1 and 2 of the Courts Act;
- 7) granting leave of absence to a member, unless the decision falls under the responsibility of the office commission;
- 8) establishment or termination of a position of referendary, or the title of a referendary;
- 9) appointment of a Chief Secretary or other position of referendary to permanent positions and fixed-term positions, unless the decision falls under the responsibility of the office commission;
- 10) relieving the Chief Secretary or other referendary from their duties in cases referred to in Chapter 16, sections 1 and 2 of the Courts Act;
- 11) granting leave of absence to the Chief Secretary or other referendary, unless the decision falls under the responsibility of the office commission or the Chief Secretary;
- 12) ordering the President, a member or other judge to examinations referred to in section 19 of the Act on Public Officials in Central Government (750/1994);
- 13) appointment of members and deputy members of the board of directors of the National Courts Administration or the Judicial Appointments Board; or
- 14) other matters that fall under the responsibility of the Supreme Court, unless otherwise provided in these Rules of Procedure or other legislation.

A record shall be kept of matters other than judicial matters considered in a plenary session. The record shall be signed by the Chief Secretary or other referendary, as well as the least senior-ranking member who participated in considering the case.

Section 30

Office commission

The office commission comprises the President and four other members. The President appoints to the office commission one of the three most senior-ranking members and a plenary session appoints the other members for two years at a time. The parties making the appointments may supplement the office commission during its term or appoint a total of no more than four deputy members.

The President summons the office commission and acts as the chairperson. If the President is absent or prevented from acting as the chairperson, the most senior-ranking member of the office commission will act as the chairperson. The office commission has a quorum when at least four members or deputy members of the office commission are present.

The Chief Secretary acts as the referendary in the office commission, unless otherwise ordered by the President. Other persons invited by the President may also participate in sessions of the office commission.

A record is kept of matters considered by the office commission, and the document is signed by the referendary.

Section 31

Duties of the office commission

If necessary, the office commission will prepare matters considered in a plenary session and make proposals for development of operations of the Supreme Court.

Unless the President has transferred the matter to be decided in a plenary session, the office commission shall decide matters concerning:

- 1) budget and performance targets of the Supreme Court;
- 2) appointment of a judge other than a head of court to a fixed-term position in a court of appeal, labour court or district court;
- 3) assignment of a qualified judge or service of a judge in another court under Chapter 14, section 1, subsection 1 or section 2 of the Courts Act;
- 4) declaring a position or fixed-term position of referendary open for application, appointment of a referendary other than the Chief Secretary to of less than six months and assignment of a referendary for an individual case;
- 5) granting the President or a member leave of absence based on law or a collective bargaining agreement, and granting other leave of absence to a member, the Chief Secretary or other referendary for a period of no more than a month or more than 30 percent part-time;
- 6) granting an outside employment permit to the President or a member, other judge or a referendary;
- 7) providing a statement concerning a referendary to the Judicial Appointments Board or a court;
- 8) issuing a certificate on the termination of a public-service relationship of the President, a member or a referendary in cases provided in section 35 of the Act on Public Officials in Central Government;
- 9) suspending the President, a member, other judge or a referendary from office under Chapter 15, section 2 of the Courts Act;
- 10) establishment, termination or change of an office position;
- 11) a communication plan or other plan, instructions or statement concerning the operations of the Supreme Court, if they do not fall under the responsibilities of the President or the Chief Secretary; or
- 12) other administrative matter concerning the Supreme Court, unless otherwise provided or ordered and unless the nature of the matter requires that it be considered in a plenary session.

The office commission may also process other matters assigned to it by the President.

Section 32

Deciding certain matters

A five-member composition decides

- 1) matters concerning pardons, autonomy of Åland, extradition on the basis of an offence and other matters relating to administration of justice, as referred to in section 3, subsections 2–5 of the Supreme Court Act; and
- 2) matters concerning granting access to a document in the possession of the Supreme Court or information contained in such document, as referred to in section 14, subsection 1 of the Act on the Openness of Government Activities (621/1999), which are not decided as judicial matters.

In assigning members to a composition for matters concerning autonomy of Åland, special expertise of members concerning these matters shall be taken into consideration.

The President may transfer the consideration of a matter referred to subsection 1 to the extent necessary to a plenary session, following applicable provisions of section 7 of the Supreme Court Act.

Section 33

Duties of the President

In addition to what is provided above, the President acts as the chairperson of the composition on judicial matters to the extent that the President's other duties allow.

In addition to what is provided elsewhere, the President shall decide administrative matters that concern:

- 1) judge's affirmation, as referred to in Chapter 1, section 7 of the Courts Act;
 - 2) confirmation of annual leave plans of members;
 - 3) filling a position of a head of communications, information services manager, administrative lawyer, administrative secretary or senior planning officer, and appointment to a position or fixed-term position;
 - 4) issuing a member, other judge or a referendary with a written warning, as referred to in Chapter 15, section 1 of the Courts Act;
 - 5) ordering a referendary or court office official to examinations, as referred to in section 19 of the Act on Public Officials in Central Government;
 - 6) making an application for relieving a member, other judge or a referendary from office in cases referred to in Chapter 16, section 2 of the Courts Act;
 - 7) dismissal, termination of a public-service relationship or suspension from office of a court office official;
- and
- 8) issuing a member or the Chief Secretary with a travel order for official travel.

The President shall decide the matters specified above upon being presented with the matter by the Chief Secretary. The President may also assign another court official as the referendary of a specific case. The President shall decide other matters within their competence without the matter being presented.

The President acts as the administrative superior to each member and the Chief Secretary. The President shall ensure fair distribution of judicial work and other duties between members. The President may grant a member exemption from attending sessions for the performance of a special duty.

Section 34

Duties of the Chief Secretary

In addition to what is provided elsewhere, the Chief Secretary is responsible for:

- 1) leading and supervising appropriate distribution of judicial matters and bringing these matters before a chambers for a decision;
- 2) leading and supervising the operations of the office;
- 3) appointing court office officials to permanent positions and fixed-term positions, unless decision in the matter falls under the responsibility of the President;
- 4) deciding on the granting of length-of-service bonus to referendaries and court office officials;
- 5) preparing a competence classification for duties of office staff and deciding on the personal performance portion of their pay;
- 6) deciding on granting referendaries leave of absence based on law or a collective bargaining agreement and granting court office officials leave of absence;
- 7) confirming annual leave plans of referendaries and court office officials;
- 8) deciding on the issuing of written warnings to court office officials;

- 9) processing declarations of private interests submitted to the Supreme Court;
- 10) deciding matters concerning outside employment of court office officials and processing declarations of termination of outside employment;
- 11) approving matters related to expenditure and finances of the Supreme Court; the President may reserve decision in a single matter referred to in this section;
- 12) processing requests for access to a document in the possession of the Supreme Court or information contained in such document as provided in section 14, subsections 2 and 3 of the Act on the Openness of Government Activities; and
- 13) deciding matters concerning internal operations comparable to the matters specified above.

The Chief Secretary shall decide matters within their competence without the case being presented.

The Chief Secretary acts as a superior to heads of case category groups and office superiors. The Chief Secretary shall ensure fair distribution of judicial work and other duties between referendaries. The Chief Secretary may grant a referendary exemption from presentation duties for the performance of a special duty.

The President may order the Chief Secretary to also present judicial matters.

The most senior-ranking head of a case category or other official assigned by the President acts as a substitute for the Chief Secretary.

Section 35

Cooperation and occupational health and safety

A cooperation committee representing different personnel groups functions as a cooperative body, as referred to in the Act on Cooperation within Central Government Agencies and Institutions (1233/2013), to which provisions that have been separately provided and agreed apply.

Occupational health and safety is organised and implemented in accordance with the occupational health and safety plan.

The President shall appoint the head of occupational health and safety at the Supreme Court.

Section 36

Committees and working groups

A plenary session may set up committees and appoint members to committees for the purpose of preparation, planning and development of operations of the Supreme Court.

A plenary session, the office commission and the President may set up working groups and appoint members to working groups for the purpose of preparing matters.

Section 37

Signing of decisions

In matters other than judicial matters, decisions, statements and letters shall be signed by the chairperson or the person deciding the matter and the referendary.

Chapter 4

Referendaries and the office

Section 38

Case category groups of referendaries

Judicial matters processed by the Supreme Court are divided into case categories as

confirmed by the office committee.

Referendaries of the Supreme Court are assigned to case category groups as ordered by the Chief Secretary.

In deciding on case categories and assignment of referendaries to case category groups, special attention shall be paid to the nature and quantity of cases processed by case category groups, the expertise required for processing cases, development of referendaries' expertise and equal distribution of work.

Section 39

Head of case category group

Each case category group is headed by a referendary assigned by the President for at most three years at a time. The task shall be declared open for applications from referendaries. The person to be assigned to the task must have the personal characteristics and leadership skills required for the task. The President may revoke the assignment for a justified reason.

The head of a case category group acts as the administrative superior to the case category group's referendaries, allocates cases within the case category to referendaries and for their part ensures that cases in the case category are processed appropriately and expediently.

Section 40

Duties of referendaries

In addition to what is provided elsewhere, referendaries are responsible for:

- 1) preparing and presenting cases assigned to them;
- 2) ensuring that notices and declarations laid down in law are issued on decisions;
- 3) ordering court fees or, if a composition has not taken waiving of the court fee under consideration, order that the fee is not charged;
- 4) ensuring that other duties related to issuing a decision are performed; and
- 5) processing requests for access to a document in the possession of the Supreme Court or information contained in such document as provided in section 14, subsections 2 and 3 of the Act on the Openness of Government Activities.

Section 41

Areas of responsibility of the office and office superiors

The office of the Supreme Court has areas of responsibilities determined by the Chief Secretary. The Chief Secretary assigns office staff to areas of responsibility.

The Chief Secretary assigns court office officials to act as superiors of specific areas of responsibilities.

Superiors are tasked with acting as a superior to court office officials under their area of responsibility and for their part ensuring that duties within their area of responsibility are carried out appropriately and expediently.

Section 42

Office positions and duties of officials

The Supreme Court may have a position of head of communications, information services manager, administrative lawyer, administrative secretary, senior planning officer, registrar and administrative officer, as well as positions of department secretary, office secretary and senior attendant and other necessary office positions.

Duties of court office officials are confirmed by the Chief Secretary.

Notwithstanding confirmed division of work, each official shall be responsible for

performing any duties assigned to them by the President or the Chief Secretary.

Section 43

Required qualifications for office positions

Required qualifications for:

1) head of communications, information services manager, administrative secretary, senior planning officer, registrar and administrative officer include an applicable higher education degree or other education and experience required for the successful performance of the duties of the position;

2) an administrative lawyer include a master's degree in law other than a master's degree in international and comparative law, and experience required for the successful performance of the duties of the position;

3) other officials include applicable education and skills and abilities required for the successful performance of the duties of the position demonstrated through previous work or activities.

Chapter 5

Miscellaneous provisions

Section 44

Supervision of judicial procedure

The Supreme Court supervises the judicial procedure within its field of competence. This duty is carried out by maintaining and building connections to other courts and the National Courts Administration, and by monitoring uniformity, quality and expediency of judicial procedure in connection with deciding matters.

Section 45

Communications

The Supreme Court shall provide information on its decisions and operations on its website, in its annual report, in public events and by other appropriate means. Principles of communications are defined in more detail in the communications plan.

Section 46

Information management and recording of information

Case registers are maintained for the purpose of processing judicial matters and administrative matters. Information concerning cases, processing of cases and documents is entered in the case registers. Other information resources needed for performing the duties of the Supreme Court or other operations are also maintained. The Supreme Court maintains an information management model referred to in section 5 of the Act on Information Management in Public Administration (906/2019).

Judicial procedure cases received by the Supreme Court are entered in the case register for judicial matters. Other cases are entered in the case register for administrative matters. If a letter received by the Supreme Court does not include any demands and a question to be decided in judicial procedure or administrative decision-making procedure is not presented even after any guidance or request for supplementation, the case is registered as a letter in the case register for administrative matters, unless this is evidently unnecessary.

Section 47

Deciding on the publicity of documents

The President shall assign a referendary or other official to lead documentation services of the Supreme Court for a fixed period, as well as assign a deputy for them. They are tasked with guiding disclosure of documents at the Supreme Court and processing requests for access to a document in the possession of the Supreme Court or information contained in such document as provided in section 14, subsections 2 and 3 of the Act on the Openness of Government Activities.

Section 48

Education and training

Each member of staff of the Supreme Court must maintain and develop their professional skills. Each member of staff must participate in training and meetings necessary for the performance of their duties, and, if necessary, provide training, guidance and advise to other staff.

The Supreme Court shall provide training to its staff in accordance with the training plan. Superiors shall ensure that members of staff receive the training they need for the performance of their duties and that they receive sufficient orientation for their duties.

Section 49

Detailed instructions

If necessary, the President shall issue detailed guidelines or instructions on the application of the Rules of Procedure and work practices.

Section 50

Entry into force

These Rules of Procedure enter into force on 1 June 2022.

These Rules of Procedure repeal the Rules of Procedure (576/2006) approved on 17 May 2006.

Before these Rules of Procedure enter into force, measures required for their implementation can be taken. The first term of the office commission shall be the term ending on 31 December 2023.

Helsinki, Finland, 20 April 2022

President of the Supreme Court

Tatu Leppänen

Chief Secretary Wilhelm Norrman
