



**Republika e Kosovës
Republika Kosova - Republic of Kosovo**

Qeveria – Vlada – Government

Ministria e Drejtësisë - Ministarstvo Pravde – Ministry of Justice

**ADMINISTRATIVE INSTRUCTION MoJ- NO. 08/2025
ON AMENDING AND SUPPLEMENTING ADMINISTRATIVE INSTRUCTION
NO. 02/2013 ON THE PROGRAM AND MANNER OF TAKING THE EXAM FOR
PRIVATE ENFORCEMENT AGENTS¹**

¹Administrative Instruction MoJ-No.08/2025 on amending and supplementing Administrative Instruction No. 02/2013 on the program and manner of taking the exam for Private Enforcement Agents signed by the Acting Minister of Justice on 03.10.2025, by Decision No. 393/2025, dated 03.10.2025.

Minister of Justice,

Pursuant to Article 335 (paragraph 2) of Law No. 04/L-139 on Enforcement Procedure, as amended and supplemented by Law No. 05/L-118 and Law No. 08/L-102, and based on Article 11 (paragraph 1, subparagraph 1.5) of Law No. 08/L-117 on the Government of the Republic of Kosovo,

Issues the following:

**ADMINISTRATIVE INSTRUCTION MoJ –NO. 08/2025 ON AMENDING AND
SUPPLEMENTING ADMINISTRATIVE INSTRUCTION NO. 02/2013 ON THE
PROGRAM AND MANNER OF TAKING THE EXAM FOR PRIVATE
ENFORCEMENT AGENTS**

**Article 1
Purpose**

The purpose of this Administrative Instruction is to amend and supplement Administrative Instruction No. 02/2013 on the program and manner of taking the examination for Private Enforcement Agents (hereinafter: the Basic Instruction).

Article 2

1. Article 4 of the Basic Instruction is reworded as follows:

1. The Ministry of Justice (hereinafter: the Ministry) shall prepare and publish the announcement for application to the examination for Private Enforcement Agent (hereinafter: the exam) on the Electronic System for Free Legal Professions (hereinafter: ESFLP) and on the official website of the Ministry no later than thirty (30) days before the exam.

2. The application for the exam is submitted online through the e-Kosova platform. The application shall contain the following information:

- 2.1. first name, parent's name, and surname;
- 2.2. date and place of birth;
- 2.3. information on education and acquired knowledge;
- 2.4. personal identification number;
- 2.5. information on work experience;
- 2.6. email address;
- 2.7. phone number;

- 2.8. address of residence or domicile;
- 2.9. when applicable, information that the candidate is entitled to exemption from payment;
- 2.10. consent or refusal regarding the publication of personal data.
3. When applying to take the exam for Private Enforcement Agent, candidates must provide evidence proving that they meet the conditions set out in Law on Enforcement Procedure (hereinafter: the Law), including:
- 3.1. A certified copy of the Law Faculty diploma according to the four (4) year program, or a completed master's degree. If the candidate has completed Law studies at a university outside of Kosovo, the diploma must be recognized by the Ministry of Education, Science and Technology, along with relevant proof confirming the nostrification of the diploma;
- 3.2. proof of work experience in accordance with the Law.
4. During the application, candidates must also submit information and documentation proving whether they are beneficiaries of the social scheme or belong to a category exempt from payment, where applicable.
5. During the application process, the candidate selects the official language in which they will take the exam.
6. In cases where it is not possible to apply online through the e-Kosova platform, the application may be submitted through other means as foreseen by the rules for submitting requests under the relevant Law on General Administrative Procedure.
7. The Ministry shall review all applications and assess whether candidates meet the conditions to take the exam.
8. For candidates who meet the legal requirements, the Minister shall issue a decision allowing the candidate to take the private enforcement agent exam.
9. The signing of the decision on whether or not the candidate meets the conditions for taking the exam, as referred to in paragraph 8, shall be done in accordance with the rules set out in the relevant Law on General Administrative Procedure.
10. Notification of candidates is carried out through the e-Kosova platform via SMS or email and includes:
- 10.1. for candidates who meet the conditions: information on the exam session, method, and amount of payment, as well as a warning that if payment is not made, the candidate will not be allowed to take the exam;
- 10.2. for candidates who do not meet the conditions: legal remedy including instructions for filing a complaint online via the e-Kosova platform.

Article 3

1. Article 14 of the Basic Instruction, paragraph 2, is reworded as follows:

2. The Commission referred to in paragraph 1 of Article 14 of the Basic Instruction may authorize the Secretary of the Commission to notify each candidate via the e-Kosova platform by SMS or email about the result of the written exam. Candidates who pass the written exam shall also be informed, within the same notification, about the oral exam.

Article 4

1. Article 18 of the Basic Instruction, paragraph 4, is reworded as follows:

4. The final list of candidates who have passed the exam shall be entered into the ESFLP by the Chairperson of the Commission within five (5) working days after the conclusion of the oral exam. Exceptionally, this action may also be carried out by the Secretary of the Commission with authorization from the Chairperson.

2. In Article 18 of the Basic Instruction, after paragraph 4, a new paragraph 4.a is added with the following text:

4.a. The notification of candidates regarding the final result is done through the ESFLP and includes:

4.a.1. the candidates who have successfully passed the exam, along with instructions on the next steps for certification.

Article 5

1. Article 20 of the Basic Instruction is reworded as follows:

1. A candidate who believes that their final result, or the result of one part of the exam, has not been fairly assessed may submit a complaint to the Commission within three (3) days from the date of the final result notification, through the e-Kosova platform.

2. The Commission is obliged to decide on the complaint within two (2) days from the date of receipt.

3. If the complaint is approved, the Commission may order a re-examination in one or more subjects or amend the previously given evaluation or the overall result.

4. The decision of the Commission regarding the exam is final.

5. The signing of the decision referred to in paragraph 4 of this Article shall be done in accordance with the rules established by the relevant Law on General Administrative Procedure.

1. In Article 21 of the Basic Instruction, after paragraph 1, a new paragraph 1.a is added with the following text:

1.a. the minutes shall be drafted by the Secretary in the ESFLP.

2. Article 21, paragraph 2, subparagraph 2.14 of the Basic Instruction is reworded as follows:

2.14. the minutes shall be signed by the Chairperson, the members, and the Secretary of the Commission, in accordance with the rules established in the applicable Law on General Administrative Procedure.

Article 7

1. Article 22 of the Basic Instruction, paragraphs 1, 2, and 3 are reworded as follows:

1. For candidates who have applied for the exam and those who have passed it, the Ministry shall maintain an electronic record generated by the ESFLP. For candidates who have passed the exam, a physical register shall also be maintained.

2. The register shall be kept separately for each calendar year and shall be closed on the last working day of the respective year. At the end of the calendar year, the register shall be downloaded from the ESFLP, certified by the Ministry, and archived in accordance with the applicable legal provisions.

Article 8

1. Article 23 of the Basic Instruction, paragraph 3, subparagraph 3.7 is reworded as follows:

3.7. the certificate shall be signed in accordance with the rules established in the applicable Law on General Administrative Procedure.

2. In Article 23 of the Basic Instruction, after paragraph 3, a new paragraph 3.a is added with the following text:

3.a. an electronic certificate shall be generated in the ESFLP, containing all elements specified in paragraph 3 of Article 23 of the Basic Instruction, and shall have the same legal value as the physical certificate. The candidate may download it at any time through the e-Kosova platform.

Article 9

Entry into Force

This Administrative Instruction shall enter into force seven (7) days after its publication in the Official Gazette.

Blerim SALLAHU

03/10/2025