

Hungarian Association of Judicial Officers

Filling instructions

The services of the Electronic Delivery System of Enforcement Documents can be used after registration. *Registration is free.*

Five registration groups are distinguished:

- Natural person acting as professional legal representative
- Organisation acting as professional legal representative
- Obligated to join based on the law (Banks and savings cooperatives)
- Other natural person
- Other organisation

As the first step in filling out the registration form, you must select the appropriate registration group using the drop-down menu!

Fields marked with an asterisk() are mandatory*

Natural person acting as professional legal representative

This includes, for example, the private lawyer.

In the registration form, you must attach the following using the "Add attachment" button:

- an electronic copy of the applicant's identity document and certificate of domicile (in pdf. or jpg. format)
- in the case of a party with an agent for service of process, an electronic copy of the mandate contract concluded with agent for service of process (in pdf. or jpg. format)
- an electronic copy of the document certifying the existence of the legal relationship entitling the person to proceed as a representative, or in the case of a lawyer, an electronic copy of the lawyer's ID card (in pdf. or jpg. format)

The application for registration has to be signed with a signatory's certificate which certifies the existence of the signatory's bar association membership, and in the case of other authorized persons, that the signer is entitled to sign on behalf of the representative based on the power of attorney.

The applicant must identify himself as a user. In addition, additional users can be specified.

Organisation acting as professional legal representative

This includes, for example, the Law firm.

In the registration form, you must attach the following using the "Add attachment" button:

- in the case of a non-corporate organization, an electronic copy of the decision on its registration (in pdf. or jpg. format),
- an electronic copy of the identity document and certificate of domicile of the legal representative (in pdf. or jpg. format),
- in the case of a party with an agent for service of process, an electronic copy of the mandate contract concluded with agent for service of process (in pdf. or jpg. format)
- an electronic copy of the document certifying the existence of the legal relationship entitling the person to proceed as a representative, or in the case of a Law firm, an electronic copy of the user member's lawyer's ID card (in pdf. or jpg. format)

The application for registration has to be signed with a signatory's certificate which certifies the existence of the signatory's bar association membership, and in the case of other authorized persons, that the signer is entitled to sign on behalf of the organization represented by proxy.

The applicant may indicate in his application as a user acting on his behalf a person who is authorized to transmit and receive documents on his behalf, and to get to know their data. Multiple users can be marked.

Fields marked with as asterisk() are mandatory*

Obligated to join based on the law (Banks and savings cooperatives)

Banks and savings cooperatives are obliged to join the system based on the law from 1 september 2012.

If a bank or savings cooperatives want to use the services of VIEKR not only as a body addressed, they must also request registration as another organization.

In the registration form, you must attach the following using the "Add attachment" button:

- in the case of a non-corporate organization, an electronic copy of the decision on its registration (in pdf. or jpg. format),
- an electronic copy of the identity document and certificate of domicile of the legal representative (in pdf. or jpg. format),
- in the case of a party with an agent for service of process, an electronic copy of the mandate contract concluded with agent for service of process (in pdf. or jpg. format)

The applicant may indicate in his application as a user acting on his behalf a person who is authorized to transmit and receive documents on his behalf, and to get to know their data. Multiple users can be marked.

Fields marked with as asterisk() are mandatory*

Other natural person

Other natural persons can be, for example, the private judgment creditor, private debtor or even an individual entrepreneur who as employer withholds the amount specified in an earnings withholding order. The notary public can request his own registration in the Electronic Delivery System of Enforcement Documents as other natural person.

In the registration form, you must attach the following using the "Add attachment" button:

- an electronic copy of the applicant's identity document and certificate of domicile (in pdf. or jpg. format)
- in the case of an applicant with a legal representative (for example, a minor) an electronic copy of the identity document and certificate of domicile of the legal representative (in pdf. or jpg. format),
- in the case of a party with an agent for service of process, an electronic copy of the mandate contract concluded with agent for service of process (in pdf. or jpg. format)

The applicant must identify himself as a user. In addition, additional users can be specified.

Fields marked with as asterisk() are mandatory*

Other organisation

Other organisation can be for example, the judgment creditor, the debtor or even an employer who withholds the amount specified in an earnings withholding order. Any state body, organization, court or authority processing significant data traffic with independent court bailiffs and thus can save money and human resources by electronic communication (for example: mayor's offices, real estate authorities, etc.) can request the registration in the Electronic Delivery System of Enforcement Documents as other organisation.

The notary's office can request his own registration in the Electronic Delivery System of Enforcement Documents as other organisation.

In the registration form, you must attach the following using the "Add attachment" button:

- in the case of a non-corporate organization, an electronic copy of the decision on its registration (in pdf. or jpg. format),
- an electronic copy of the identity document and certificate of domicile of the legal representative (in pdf. or jpg. format),
- in the case of a party with an agent for service of process, an electronic copy of the mandate contract concluded with agent for service of process (in pdf. or jpg. format)

The applicant may indicate in his application as a user acting on his behalf a person who is authorized to transmit and receive documents on his behalf, and to get to know their data. Multiple users can be marked.

Fields marked with as asterisk() are mandatory*

If you have filled in all the required fields correctly, and if you have correctly attached the document or certificate, by clicking on the "send data" button, the System will automatically start generating the electronic file. Save the e-file with the .es3 extension returned by the system, then open it with the e-signo application. The MICROSEC e-Signature electronic signature program can be downloaded [here](#) for free. The electronic file must be signed by the applicant (legal representative) with at least his advanced electronic signature, and after the signature must be encrypted for the Hungarian Association of Judicial Officers after installing their certificates.

You can download the certificate containing the recipient's public encryption key below:

[Hungarian Association of Judicial Officers](#)

Your signatory's certificate, encryption certificate and authentication certificate can be downloaded from your service provider. in the case of Microsec: [Download Certificate](#)

in the case of Netlock: [Download Certificate](#)

If you do not have one of the certificates, request it from your service provider.

If you need more information about registration, please use our helpdesk service.

Best regards:

IT and Infocommunications Office of the Hungarian Association of Judicial Officers