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**TERMS OF REFERENCE
FOR THE “SOLUTION
EXPLORER” WEB-APPLICATION
SOFTWARE DEVELOPMENT**

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1. WEB-APPLICATION GOAL AND PURPOSE

1.1. WEB-APPLICATION GOAL AND PURPOSE

A web – based platform with easy navigation and attractive design, created to enable filing an electronic complaint against an administrative offense order to the court or police, as well as file an electronic lawsuit to terminate a marriage and claim child support.

1.2. WEB-APPLICATION TARGET AUDIENCES

The Web-application target audience is as follows:

- drivers who seek to challenge an order on an administrative violation of traffic rules;
- one of the spouses who intends to divorce by a lawsuit;
- a parent who is raising common children and intends to claim child support payment.

1.3. WEB-APPLICATION LANGUAGES

The Web-application interface and content should be in Ukrainian. The Web-application must provide for the possibility to support additional interface languages.

1.4. RELATED/INTEGRATED WEB-APPLICATION ELEMENTS

The Web-application must be integrated with the electronic court of Ukraine (<https://cabinet.court.gov.ua/login>) to enable the possibility of filing a court application using the EDS.

1.5. WEB-APPLICATION ACCESS MODE

The site must be accessible to anonymous users without having to register on the site.

1.6. SAVING AND CONTINUING TO WORK WITH THE APPLICATIONS

The user must be able to save the application and continue its creation in the future.

To do this, each application must have a unique code that must be stored on the site. The user must be able to open the application by the code and be able to edit it.

1.7. FRONT PAGE

Web-application front page must contain the following elements:

1. Web-application header with logo.
2. Language selector.
3. For each application type, the Web-application must have a graphic element with the application type name, which, when clicked, must display a mode window with a disclaimer text. The disclaimer must contain the text to be created and edited in the administration bar. Text sample: “This Web-application does not provide legal aid. This Web-application services are developed by lawyers. I accept the service conditions”.
4. The item to enter the existing application code to continue the application editing. This element must have the Captcha function to prevent bots from creating and editing applications.
5. Photo carousel (photos must be added and deleted through the Web-application administration bar).
6. Useful links (to be added and deleted in the administration bar).
7. Web-application footer.



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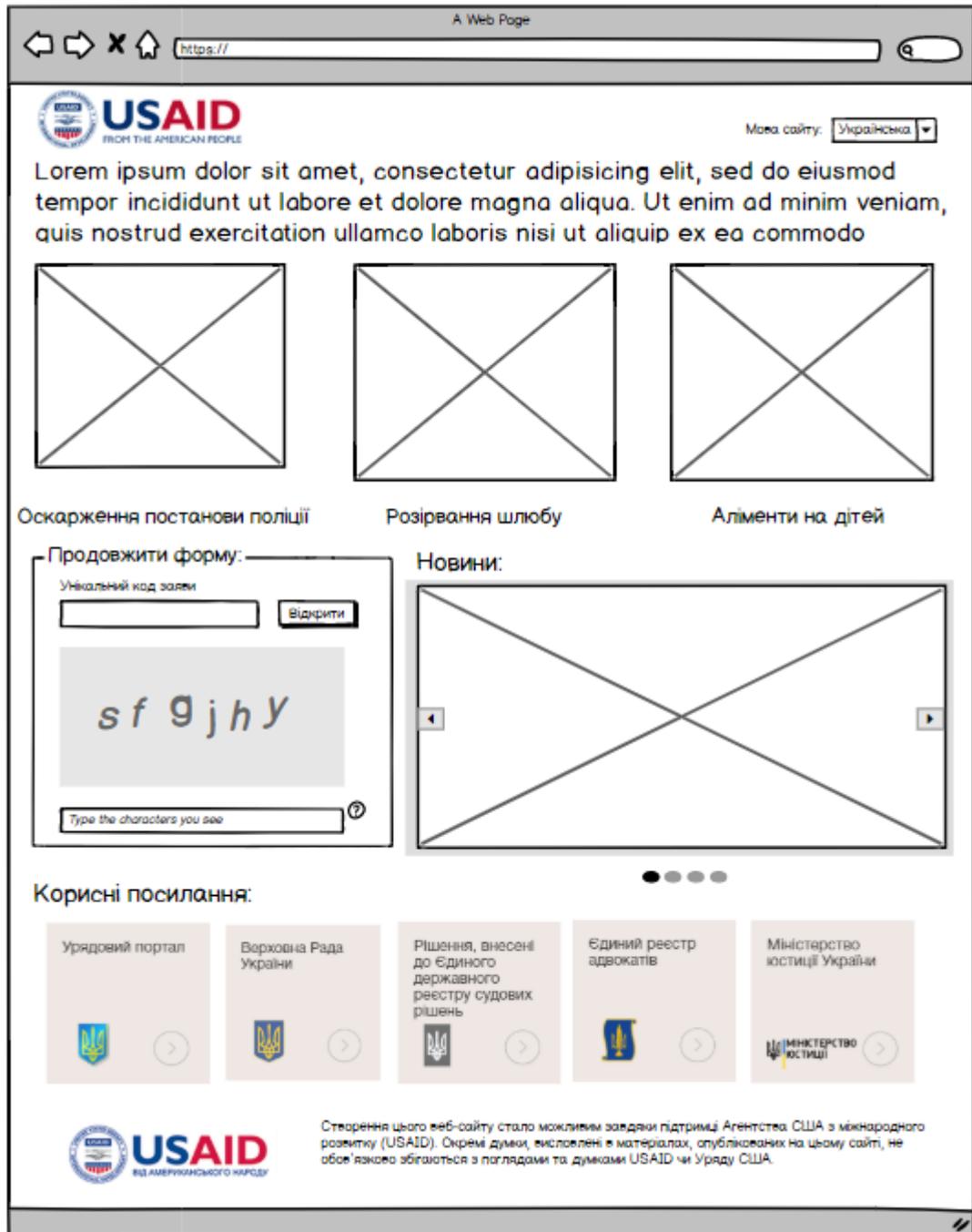


Fig. 1.1 An example of the front page template

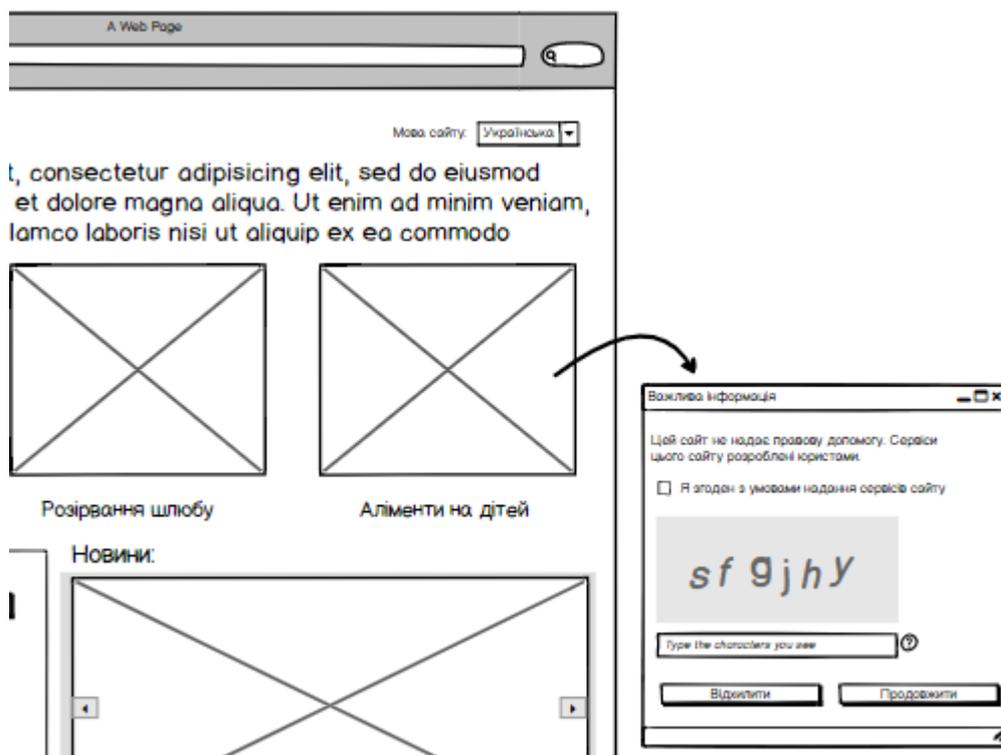


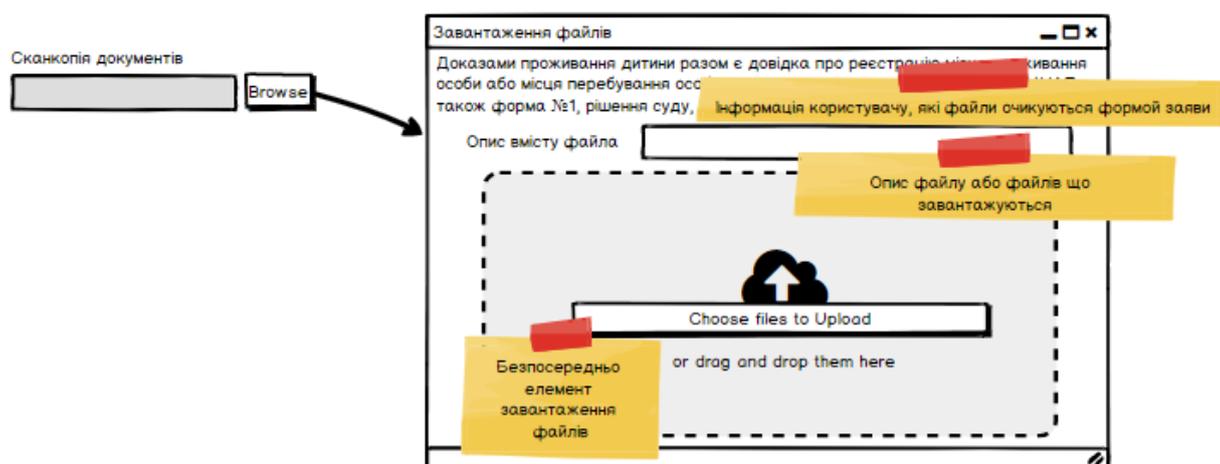
Fig. 1.2 Mode window. Home page disclaimer

1.8. FILE UPLOADING IN THE FORMS

The application forms must have a function of the file upload.

The file upload window must contain fields for the user to enter the file description text.

Moreover, there should be an option to display text for the user with the information on which files are expected to be uploaded in this case.





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Fig. 1.3 File upload window example.

1.9. CLARIFICATIONS IN THE FORMS

The application forms must be able to display qualification, the text of which may depend on the user responses.

The clarification text must be managed from the Web-application administration bar.

The image shows a web form interface. On the left is a sidebar with three menu items: "Розмір аліментів", "Вибір суду", and "Електронна заява". The main content area displays a section titled "Роз'яснення щодо твердої суми або проценту" followed by a paragraph of text in Ukrainian: "Мінімальний розмір аліментів на одну дитину не може бути меншим 30 відсотків прожиткового мінімуму для дитини відповідного віку. Прожитковий мінімум для дітей відповідного віку встановлюється Законом України «Про Державний бюджет України». Варто зазначити, що зміна законодавства в частині визначення мінімального розміру аліментів на одну дитину не є підставою для перегляду постановлених раніше судових рішень про їх стягнення."

Fig. 1.4 Example of clarification in the form.

2. APPLICATION GENERATION PROCESS AND FORM

The user must be able to choose the type of application to the authority to which they wish to apply.

The Web-application should be able to create the following types of applications:

1. Appeal against a police order.
2. Divorce.
3. Child support payments.

It must be possible to appeal against a police order both to the court and to the police.

Applications for divorce and child support payments should only be available in court.

After selecting the specific type of application that the user intends to submit, the Web-application should display a set of forms to be filled out by the user according to the application type.

2.1. APPEALING AGAINST THE POLICE ORDER

According to Art. 289 of the Code of Ukraine on Administrative Offenses, an appeal against an order on an administrative offense case can be filed within ten days from the date of the ruling, and for orders on an administrative offense involving traffic safety, including those recorded in the automatic mode, – within ten days from on the day of delivery of such order. If the deadline is missed for valid reasons, the deadline may be renewed by the institution (the official) competent to consider the complaints upon the statement of the person with regard to whom the decision was made.

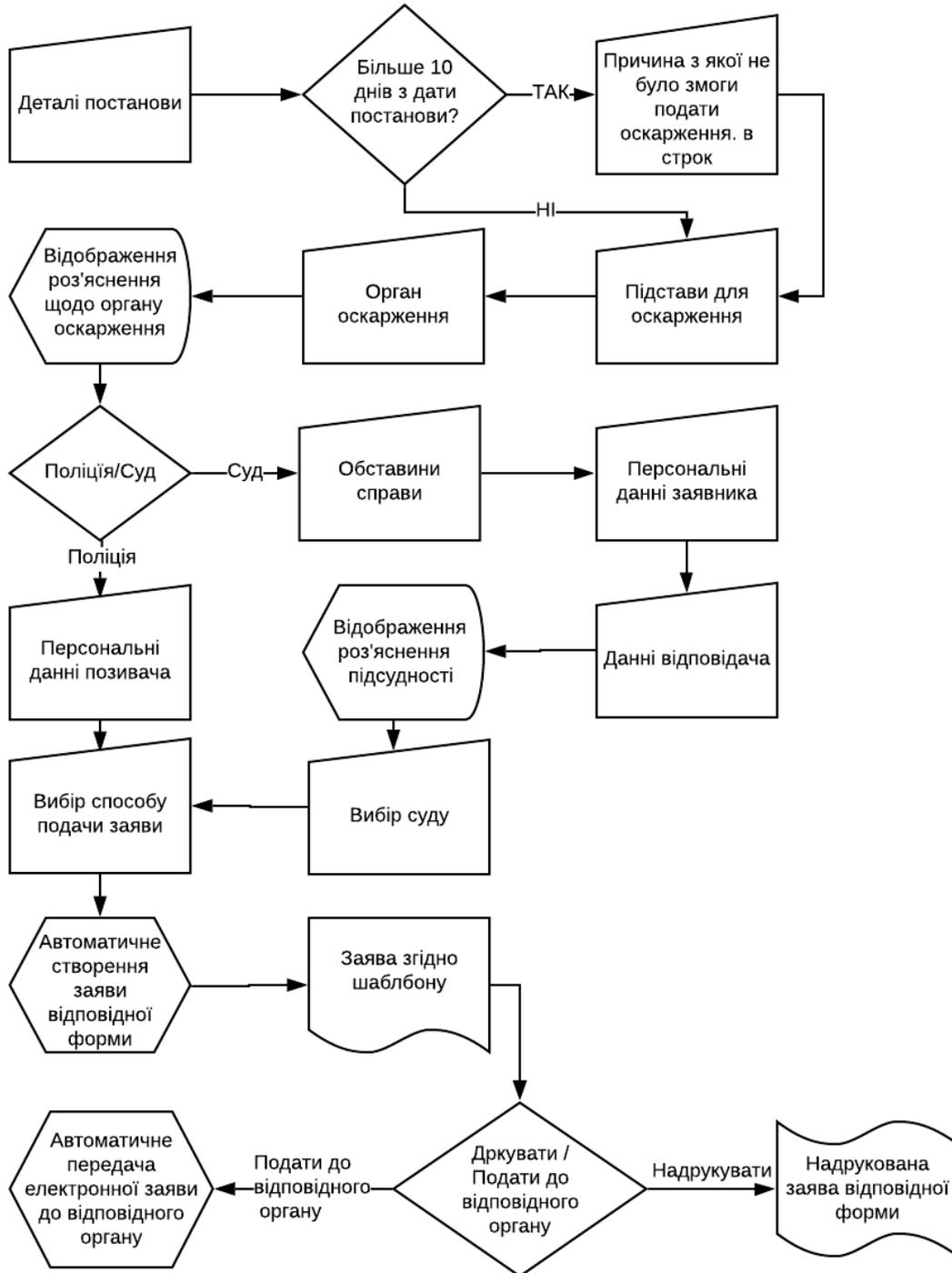


Fig. 1.5. Algorithm of electronic appealing against a police order

2.1.1. OFFENSE RECORDING DETAILS

Fig. 1.6 Offense recording details form

Offense recording details form should have the following fields:

1. "Did you obtain an order?"- Select one of the two options.
 - a. Yes
 - b. No – if the user chooses NO, it's necessary to provide clarification. An example of clarification: "If you did not receive a police order on administrative offense, you must contact the police bodies with the request to provide the order copy. Once you received a reply from the police, continue filling an application (click "Continue")."
2. "Do you recognize the order?" Select one of the two options:
 - a. Yes – a mode window appears with the text: "If you agree to the order, you must pay a fine. The fine must be paid not later than 15 days after the order was handed to you, except for cases envisaged by [Art. 300](#)¹ of the Code of Administrative Offense." and the buttons "Back to the application" (closes the mode window), "Complete the application" (completes the application process).
3. "Another person was actually driving" – a checkbox, not selected by default.
4. "Order in automatic mode?" (Without stopping the vehicle) – a checkbox, not selected by default.



5. "Last Name" is a text input field.
6. "Name" is a text input field.
7. "First name" is the text input field.
8. "Registered Residence" is a text input field.
9. "Scans of evidence (if any)" – element for file upload.
10. "Comment" is a text input field.
11. "Continue" – button that moves to the next form. **If the "Did you obtain an order?" checkbox is selected, then the "Continue" button should open the "Violation recording details" form.**

2.1.2. POLICE RESPONSE

Fig. 1.7 Form "Police response"

"Violation recording details" form must be displayed only if the checkbox "Did you obtain an order" was selected on the "Violation recording details" form.

The "Police response" form must contain the following fields:

1. "I have a police response to a request for a copy of an administrative violation order" – a checkbox, not selected by default.

2. "Response Scan" is an element of file upload.
3. "Comment" is a text input field.
4. "Continue" – button that moves to the next form.

2.1.3. ORDER DETAILS

The screenshot shows a web browser window with the address bar containing 'https://'. The main content area displays a form titled 'Деталі постанови'. On the left, there is a vertical sidebar with buttons for navigation: 'Деталі фіксації порушення', 'Відповідь поліції', 'Деталі постанови', 'Підстави для оскарження', 'Орган оскарження', 'Обставини справи', 'Персональні дані заявника', 'Дані відповідача', 'Вибір суду', and 'Електронна заява'. The main form contains the following fields and elements:

- 'Посадова особа що винесла постанову' (text input field)
- 'Номер постанови' (text input field)
- Checkbox: 'В протоколі посадова особа вказана нерозбірливо' (not selected)
- 'По якій статті' (text input field)
- 'Дата постанови' (date selector)
- 'Сканкопія постанови або інших документів' (file upload field with 'Browse...' button)
- 'Дата отримання постанови (якщо відрізняється від дати постанови)' (date selector)
- 'Причина порушення терміну подачі оскарження' (dropdown menu with options: '-Хвороба', '-Відрадження', '-Несвоєчасно отримана постанова', '-Інше')
- 'Сканкопія доказів отримання постанови пізніше дати постанови' (file upload field with 'Browse...' button)
- Checkbox: 'Постанова отримана в органах поліції' (not selected)
- 'Роз'яснення' (text area) containing text about the 10-day deadline for appeals according to Article 289 of the Administrative Procedure Code.
- 'Продовжити >>' button at the bottom right.

Two yellow callout boxes are present:

- One points to the 'Дата постанови' field with the text: 'Відображається якщо пройшло більше ніж 10 днів з дати постанови'.
- Another points to the 'Роз'яснення' text area with the text: 'Роз'яснення що до строків оскарження'.

Fig. 2 "Order details" form

The "Order detail" form should contain the following fields:

1. "The officer who passed the order" – the text input field.
2. "The officer's name is non – readable in the order" – a checkbox, not selected by default.
3. "The officer's name is non – readable in the order" – a checkbox, not selected by default.
4. "Article number related to the violation" is the text input field.
5. "Order No." – the text input field.
6. "Scanned copy of an order or other documents" is an element for file upload.
7. "Order date" – selector of the order (on administrative violation) date.
8. "Date of the order receipt (if different from the order date)" – date selector (date when the order was received, if later than the order passing date).
9. "Reason for violation of the appeal deadline " – the text field, displayed if more than 10 days have passed since the order date.



10. "Scanned copy of proof of receipt" – an element for file upload (proof of receipt of order later than the passing date).
11. "Order obtained in the police bodies" – a checkbox, not selected by default.
12. "Explanation" – information text that is set by the site administrator,
13. "Continue" – button that moves to the next form.

2.1.4. GROUNDS FOR APPEALING

Fig. 3 "Grounds for appealing" form

"Grounds for appealing" form must contain the following fields:

1. "Indicate one or several grounds for appealing" – a checkbox list allowing to select several options:
 - a. I did not commit an offense
 - b. My rights have not been clarified
 - c. No evidence was provided
 - d. My evidence was not taken into account (photos, videos, witnesses)
 - e. No legal assistance provided
 - f. The punishment does not correspond to the violation
 - g. Another person was driving the vehicle – if selected, it displays the following fields:
 - h. "Surname" – text input field.
 - i. "Name" – text input field.

- j. "Patronymic" – text input field.
 - k. "Registered place of residence" – text input field.
1. Other
 2. "Evidence of your innocence" – file upload element.
 3. "Rationale for the reasons to appeal" – formatted text input field.
 4. "Continue" – the button which moves to the next form.

2.1.5. THE INSTITUTION TO WHICH THE APPEAL IS FILED

Fig. 4 "The institution to which the appeal is filed" form

"The institution to which the appeal is filed" form shall have the following fields:

1. "The institution to which you intend to file a statement on the order cancellation" – a selector for choosing one of the possible options:
 - a. Police
 - b. Court
 - c. Court and police
2. "Explanation" – information text that is set by the site administrator,
3. "Continue" – button that moves to the next form.



2.1.6. CASE CIRCUMSTANCES

Обставини справи

Дата та час правопорушення / / Місце правопорушення

Вкажіть обставини справи

07 травня 2018 року поліцейським УПП в Кіровоградській області рядовим поліції відносно мене винесена постанова про накладення адміністративного стягнення по справі про адміністративне правопорушення у сфері забезпечення безпеки дорожнього руху, зафіксоване не в автоматичному режимі.
Як зазначено в постанові, я керував ТЗ без поліса обов'язкового страхування, чим порушив п. 2.1 ПДР.
Мені поставлено в обов'язок сплатити грошовий штраф у розмірі 425 грн.
Доказом, що підтверджує дані обставини, є постанова по справі про адміністративне правопорушення, яка додається.

Продовжити >>

Fig. 5 "Case circumstances" form

The "Case circumstances" form must have the following fields:

1. "Date and time of offense" – the date and time selector (time, day, month, year).
2. "Offense" – the text input field.
3. "Specify the circumstances of the case" – the formatted text input field.
4. "Continue" – button that moves to the next form.

2.1.7. PERSONAL DATA OF THE APPLICANT

The screenshot shows a web browser window with a form titled "Персональні дані заявника". The form is divided into several sections:

- Personal data of the applicant:**
 - Прізвище (відповідно до паспорту) - text input field
 - Ім'я (відповідно до паспорту) - text input field
 - По батькові (відповідно до паспорту) - text input field
 - Регістроване місце проживання - text input field
 - Фактичне місце проживання - text input field
- Application submission:**
 - Заява подається:
 - Особисто
 - Представником
 - Дата народження - text input field with a calendar icon
 - ІНН - text input field
 - Сканкопія ІНН, паспорту або довідка з міграційного реєстру - text input field with a "Browse" button
 - Контактний телефон - text input field
 - Електронна адреса - text input field
- Consent:**
 - Я згоден на обробку моїх персональних даних, обробку моїх персональних даних, та ознайомлений з моїми правами згідно положень про обробку персональних даних та ЗУ «Про захист персональних даних»
- Navigation:**
 - Продовжити >> - button

A sidebar on the left contains the following links: Деталі фіксації порушення, Відповідь поліції, Деталі постанови, Підстави для оскарження, Орган оскарження, Обставини справи, Персональні дані заявника (highlighted), Дані представника (indicated by a red arrow), Дані відповідача, Вибір суду, Електронна заява.

Fig. 6 "Personal data of the applicant" form

"Personal data of the applicant" form must have the following fields:

1. "Surname (as in the passport)" – the text input field.
2. "Name (as in the passport)" – the text input field.
3. "Patronymic (as in the passport)" – the text input field.
4. "Application is submitted:" – select one of the following (if **"By representative"** is selected – the **"Representative data"** form should follow after clicking **"Continue"** button).
 - a. Personally
 - b. By representative
5. "Email" – a text input field (the field should contain a check of the email address format).
6. "Date of birth" – a text input field.
7. "ITN" – a text input field (numbers only).
8. "Scan of ITN, Passport or Migration Register Certificate" – element for file upload.
9. "Contact phone" – a text input field (numbers only).
10. "Registered residence" – a text field.
11. "Actual residence" – a text field.
12. "I agree to the processing of my personal data, and I have been explained my rights under the provisions on processing of personal data and the Law of Ukraine "On Personal Data Protection" – a checkbox, disclaimer on consent to the personal data collection and storage, not selected by default.
13. "Continue" – button that moves to the next form.



2.1.9. REPRESENTATIVE DATA

The screenshot shows a web browser window with the address bar containing 'https://'. The main content area displays a form titled 'Дані представника'. On the left side, there is a vertical sidebar with the following menu items: 'Деталі фіксації порушення', 'Відповідь поліції', 'Деталі постанови', 'Підстави для оскарження', 'Орган оскарження', 'Обставини справи', 'Персональні дані заявника', 'Дані представника', 'Дані відповідача', 'Вибір суду', and 'Електронна заява'. The 'Дані представника' form contains the following fields and elements:

- Прізвище (відповідно до паспорту) - text input field
- Сканкопія документів надаючих право бути представником - file upload button labeled 'Browse'
- Ім'я (відповідно до паспорту) - text input field
- Зареєстроване місце проживання - text input field
- По батькові (відповідно до паспорту) - text input field
- Контактний телефон - text input field
- Продовжити >> - button at the bottom right of the form

Fig. 6.1 "Representative data" form

The "Representative data" form must be displayed only if the "Application is submitted: by representative" is selected.

The "Representative data" form must have the following fields:

1. "Surname (as in the passport)" – the text input field.
2. "Name (as in the passport)" – the text input field.
3. "Patronymic (as in the passport)" – the text input field.
4. "Scanned copy of documents authorizing to act as a representative" – element for file upload.
5. "Contact phone" – text input field (numbers only).
6. "Registered residence" is a text field.
7. "Continue" – button that moves to the next form.

2.1.10. PERSONAL DATA OF THE DEFENDANT

Fig. 7 "Defendant data" form

The "Defendant data" form must have the following fields:

1. "The officer who passed the order" – the text display box (the official is automatically specified in the "Order Details" form).
2. "The authority of the officer who passed the order" – selects the authority from the list.
3. "Other (specify if not found in the authority list)" – the text input field.



The Judicial institution selection form should be displayed only if the user has selected a court as an authority for filing a claim.

Fig. 8 "Court selection" form

Data for the court list are available at <https://court.gov.ua/>.

The "Court selection" form should have the following fields:

1. Oblast – element to be selected from the list.
2. District – element to be selected from the list (districts of a specific selected oblast).
3. Court – element to be selected from the list (courts of a specific selected district).
4. "Clarification" – information text that is set by the site administrator.
5. "Continue" – button that moves to the next form.

The clarification should include information on the principles of jurisdiction and provide information to which courts can apply, such as: "You can apply at the place of registration of the claimant (that is, your place of registration) or at the location of the authority which passed the order."

Fig. 9 "Electronic application" form

The "Electronic application" form must contain the following fields:

1. "Police", "Court" – Navigation tabs according to the choice of the appeal institution by the user earlier in the form. These tabs display an automatically generated electronic application for a user – selected authority (court and/or police).
2. "Electronic application" – a text input field that displays an automatically generated statement with the possibility to edit the application and format the text.
3. "Save" – a button that allows to save the application in pdf, rtf format to your computer
4. "Email" is a button that allows to submit an application to the appropriate authority.
5. "Submit via electronic signature" – a button that allows to sign an application with an electronic digital signature and submit an electronic application to the relevant authority.
6. "Print" – a button that allows to send a command to the local printer.

2.2. DIVORCE

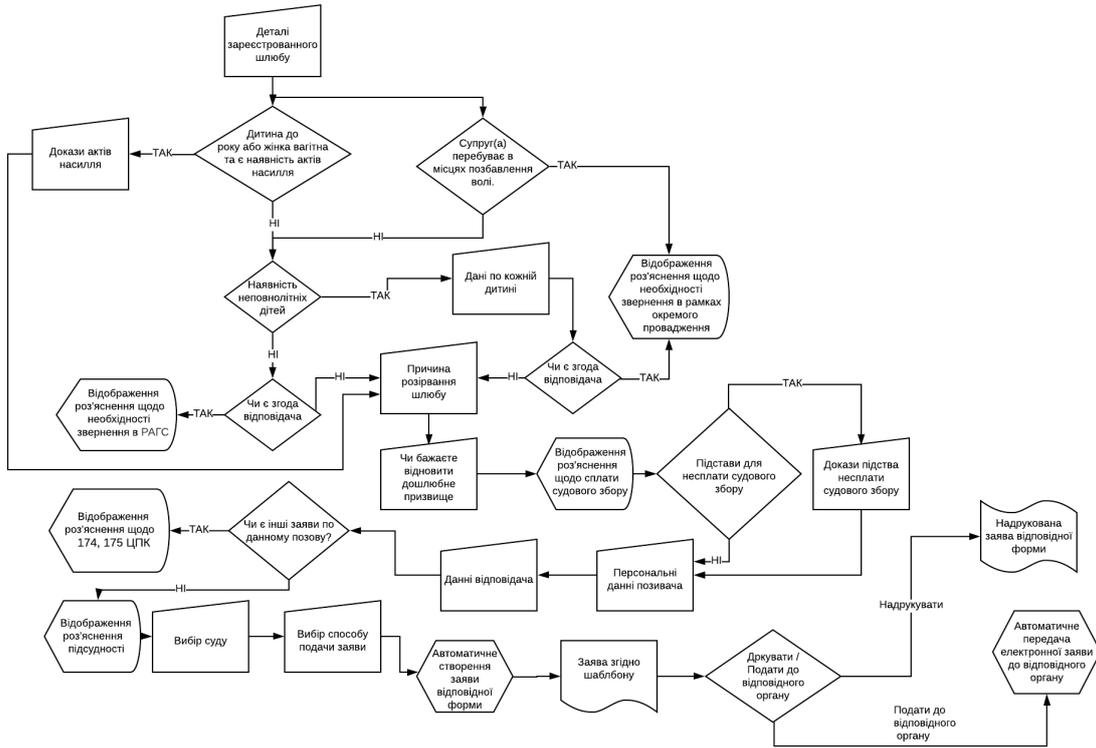


Fig. 10 Algorithm of electronic divorce form

2.2.1. MARRIAGE DETAILS

Fig. 11 "Marriage details" form

Fig. 11.1 Modus window on the impossibility to terminate an unregistered marriage

The "Marriage details" form must contain the following fields:

1. "Are you in a registered marriage?" – selector of one of the possible options:
 - a. "Yes"



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- b. "No" – if the user chooses "No", then a modus window must open with the text "In your case the marriage is not registered, marriage termination is impossible". Modus window must have the following elements:
 - i. Return to the application – returns the user to the application editing form.
 - ii. Complete the application – completes the application process and takes the user back to the homepage.
2. "Where and by whom is the marriage registered?" – a text input field.
3. "Registration date" – date selector (day, month, year).
4. "Registration entry No." – a text input field.
5. "Does the original copy of the marriage certificate exist?" – selector to choose one of the possible variants:
 - a. Yes
 - b. No
6. "I commit to provide the copy of the marriage certificate" – checkbox, not selected by default.
7. "Scanned copy of the marriage certificate" – element for file upload.
8. "Do you have underage children?" – selector to choose one of the possible variants:
 - a. Yes
 - b. No
9. "Continue" button moves to the next form.
10. "Explanation on receiving duplicates or appealing to the court" – information text set up by the Web-application administrator.

Explanation sample (https://minjust.gov.ua/m/str_8349)

"The duplicate certificate is issued by the civil status acts registration departments of district, district in cities, city (cities of oblast importance), oblast, Kyiv and Sevastopol city departments of justice and the Main Department of Justice of the Ministry of Justice of Ukraine in the Autonomous Republic of Crimea, as well as consular offices and diplomatic missions of Ukraine on the basis of a civil record upon requests of the citizens for whom the record was made.

Duplicate certificates for the registration of civil acts of foreigners, stateless persons and citizens of Ukraine residing abroad are required through diplomatic and consular institutions of Ukraine abroad, as well as through the Consular Department of the Ministry of Foreign Affairs of Ukraine upon a statement or questionnaire signed by a person requiring a certificate. "

2.2.2. CHILDREN

The screenshot shows a web browser window with the address bar containing 'https://'. The page title is 'A Web Page'. On the left, there is a sidebar with the following menu items: 'Деталі шлюбу', 'Діти', 'Причина розірвання шлюбу', 'Персональні дані заявника', 'Дані відповідача', 'Вибір суду', and 'Електронна заявка'. The main content area is titled 'Діти' and contains the following text: 'Заповнюється лише інформацію по неповнолітнім дітям'. Below this, there is a question: 'Чи проживають діти з вами?' with radio buttons for 'Так' (selected) and 'Ні'. To the right, there is a label 'Скани доказів проживання дитини разом' and a 'Browse' button. Underneath, there is a section 'Дані дитини' with input fields for 'Прізвище', 'Ім'я', and 'По батькові'. There is also a 'Дата народження' field with a date selector and a 'Скан свідоцтва про народження' field with a 'Browse' button. At the bottom of this section, there is a button with a plus sign and the text 'Добавити дані по ще одній дитині'. At the very bottom of the form, there is a 'Продовжити >>' button.

Fig. 12 "Children" form

The "Children" form must contain the following fields:

1. "Do the children live with you?" – selector for choosing one of the possible options:
 - a. Yes
 - b. No
2. "Scans for the evidence that the child lives with you" – file upload element.
3. "Add data of another child" – the button allowing to add information about another child with the following fields:
 - a. "Surname" – a text input field.
 - b. "Name" – a text input field.
 - c. "Patronymic" – a text input field.
 - d. "Birth date" – date selector (day, month, year).
 - e. "Birth certificate scan" – file upload element.
4. "Continue" button moves to the next form.



Fig. 13 "Grounds for divorce" form

"Grounds for divorce" form must have the following fields:

1. "Your sex:" – selector of one of the possible options:
 - a. Female
 - b. Male
2. "Are you pregnant?" – **displayed only if the sex is Female**, selector of one of the possible options:
 - a. Yes
 - b. No
3. "Did the incidents of violence happen?" – selector of one of the possible options:
 - a. Yes
 - b. No
4. "Scanned copy of evidence of violence" – element for file upload.
5. "Do you wish to restore your maiden surname?" – **displayed only if the sex is Female**, selector of one of the possible options:
 - a. Yes
 - b. No
6. "Your maiden surname" – **displayed only if the sex is Female**, text field.
7. "Time of termination of marriage relations" – date selector (month, year).
8. "Evidence of divorce not attached to the application" – a text box.

9. "Describe the cause of the divorce" – a text input field.

10. "Continue" Button – moves to the next form.

2.2.3.1 Clarification about an incident of violence

When clicking the "Help" icon with regard to the question "Did the incidents of violence happen?", a modus window with the clarification text must appear.

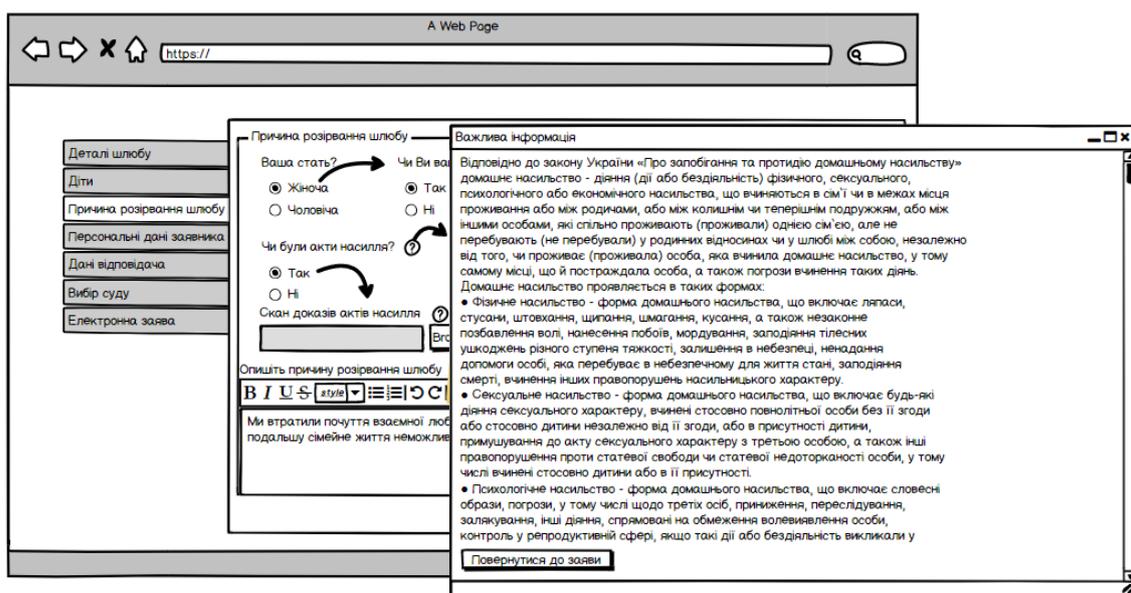


Fig. 13.1 Modus window with information about incidents of violence

There should be the option to change the clarification text in the administration bar of the Web-application.

Example of the clarification text:

“According to the law of Ukraine “On Prevention and Countering Domestic Violence”, domestic violence - acts (actions or omissions) of physical, sexual, psychological or economic violence perpetrated in the family or in the household, or between relatives or former or current spouses, or between other persons who cohabit (used to cohabit) as one family but are not (have not been) in a family or marriage relationship, regardless of whether the perpetrator of the domestic violence resides in the same place as the person affected, as well as the threats of committing such acts.

Domestic violence is manifested in the following forms:

- Physical violence - a form of domestic violence involving slaps, kicks, pushing, pinching, lashing, biting as well as unlawful imprisonment, beating, snorting, bodily harm of varying severity, leaving



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in danger, not assisting a person in a life-threatening condition, causing death, committing other violent offenses.

- Sexual violence - a form of domestic violence involving any sexual act committed against an adult without their consent or against the child regardless of their consent, or committed in the presence of a child, coercion to a sexual act with a third party, and other offenses against sexual freedom or sexual integrity of a person, including those committed against or in the presence of a child.
- Psychological abuse - a form of domestic violence involving verbal abuse, threats, including against third parties, humiliation, harassment, intimidation, other acts aimed at restricting the will of the individual, reproductive control, if such acts or omissions made the victims fear for their own safety or that of third parties, have caused emotional uncertainty, an inability to protect themselves or harmed the mental health of the person.
- Economic violence - a form of domestic violence that includes the deliberate deprivation of housing, food, clothing, other property, money or documents, or prevention from using them, leaving without care or assistance, obstructing access to necessary treatment or rehabilitation services, prohibition to work, forced labor, prohibition to study and other economic offenses”.

2.2.3.2 Clarification about the evidence of violence

When clicking the "Help" icon of the “Scan of the evidence of violence” button, a modus window with clarification text should display.

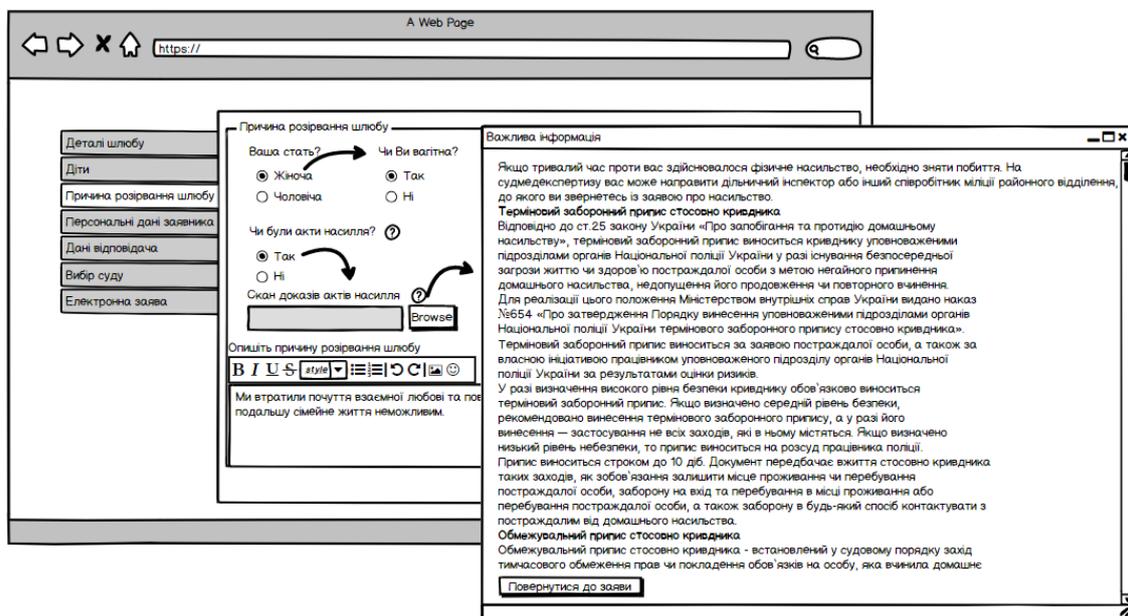


Fig. 13.2 Modus window with information on the evidence of violence.

It should be possible to change the clarification text through the Web-application administration panel.

An example of the clarification text:

If you have been physically abused for a long time, you must obtain a medical record of injuries. You may be referred to a forensic examination by a district inspector or other police officer of the district department, to whom you submit a statement of violence.

Urgent restraining order against the perpetrator.

According to Article 25 of the Law of Ukraine "On Prevention and Countering Domestic Violence", an urgent restraining order shall be issued against the perpetrator by authorized units of the National Police of Ukraine in the case of a direct threat to the life or health of the affected person for the immediate termination of domestic violence and prevention of domestic violence re-offending. In order to implement this provision, the Ministry of Internal Affairs of Ukraine issued an order No. 654 "On approval of the Procedure for the issuance of urgent restraining orders by the authorized units of the bodies of the National Police of Ukraine". An urgent restraining order is issued upon the appeal of the victim, as well as on the initiative of the officer of the authorized unit of the National Police of Ukraine following the risk assessment. If a high level of security is determined, the perpetrator has an urgent restraining order issued against him. If a medium level of security is determined, it is



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recommended that an urgent restraining order be issued, and then not all the actions contained therein are applied. If a low level of danger is identified, the order may be issued at the discretion of the police officer. The order is made up to 10 days. The document imposes such obligations on the perpetrator as to leave the victim's place of residence or stay, a ban on entering and staying at the victim's place of residence and accommodation, and a ban on any contact with a victim of domestic violence.

Protection order against a perpetrator.

Protection order against a perpetrator – a temporary restriction of the rights or duties of a person who has committed domestic violence by court, aimed at ensuring the safety of the victim. In particular, Part 2 of Art. 26 of the Law of Ukraine “On Prevention and Countering Domestic Violence” states that the protection order imposes one or more of the following actions to temporarily limit the rights of the perpetrator or impose duties on them:

1. Prohibition to stay in the place of joint residence (stay) with the affected person;
2. Elimination of obstacles in the use of property that is the subject of the right of joint ownership or a personal private property of the victim;
3. Restricting communication with the affected child;
4. Prohibition to approach a certain distance to the place of residence (stay), study, work, other places which the affected person frequently visits;
5. Prohibition to search for the affected person, personally and through third parties, if they stay in a place, unknown to the offender, on their own will, to stalk them and in any way to communicate with them;
6. Prohibition of correspondence, telephone conversations with or contact with the affected person through other means of communication personally and through third parties.

Not only the victim, but also parents or other legal representatives of the child, relatives of the child, as well as the guardianship and care authorities may apply to the court in the case of domestic violence against the child, and in the case of domestic violence against the incapacitated person, the caregiver, custodian of a guardianship authority may do the same. The protection order is issued for a term of one to six months and may be extended by a court for a period not exceeding six months after the expiration of the term.”

2.2.4. PERSONAL DATA OF THE APPLICANT

Fig. 14 "Personal data of the applicant" form

"Personal data of the applicant" form must have the following fields:

1. "The application is filed:" – select one of the following (if "by the representative" – the "Representative data" form must follow when clicking the "Continue" button).
 - a. Personally
 - b. By representative
2. "Surname" – a text input field.
3. "Name" – a text input field.
4. "Patronymic" – a text input field.
5. "Contact phone" – a text input field (numbers only).
6. "Email" – a text input field (the field should contain the email address format check).
7. "Contact phone" – a text input field (numbers only).
8. "Registered Residence" – a text field.
9. "Actual residence" – a text field.
10. "Date of birth" – date selector (day, month, year).
11. "ITN" – a text input field (numbers only).
12. "Scan of ITN, Passport or Migration Register Certificate" – element for file upload.
13. "Continue" Button – navigates to the next form.



2.2.5. REPRESENTATIVE DATA

A Web Page

https://

Дані представника

Прізвище (відповідно до паспорту)

Сканкопія документів надаючих право бути представником

Бrowse

Ім'я (відповідно до паспорту)

Зареєстроване місце проживання

По батькові (відповідно до паспорту)

Контактний телефон

Продовжити >>

Fig. 14.1 "Representative data"

The "Representative data" form must be displayed only if "Application is submitted by a representative" is selected on the form "Personal data of the representative".

The "Representative data" form must have the following fields:

1. "Surname (as in the passport)" – a text field.
2. "Name (as in the passport)" – a text input field.
3. "Patronymic (as in the passport)" – a text input field.
4. "Scanned copy of documents authorizing to act as a representative" is an element for file upload.
5. "Contact phone" – a text input field (numbers only).
6. "Registered residence" – a text input field.
7. "Continue" – button that moves to the next form.

2.2.6. DEFENDANT DATA

The screenshot shows a web browser window with the address bar containing 'https://'. The page title is 'A Web Page'. On the left, there is a vertical menu with the following items: 'Деталі шлюбу', 'Діти', 'Причина розірвання шлюбу', 'Персональні дані заявника', 'Дані представника', 'Дані відповідача', 'Вибір суду', and 'Електронна заява'. The main content area is titled 'Дані відповідача' and contains the following fields and options:

- Прізвище (Surname): text input field
- Ім'я (Name): text input field
- По батькові (Patronymic): text input field
- Електронна адреса (за наявності) (Email): text input field with a checkbox for 'Невідомо' (Unknown)
- Адреса проживання або остання відома адреса проживання (Residence address or last known residence address): text input field with a checkbox for 'Адреса проживання невідома' (Residence address unknown)
- Адреса реєстрації (Registration address): text input field
- Контактний телефон (Contact phone): text input field
- Дата народження (Date of birth): date selector
- Чи є згода відповідача? (Is the defendant's consent obtained?): radio buttons for 'Так' (Yes) and 'Ні' (No)
- Чи перебуває відповідач в місцях позбавлення волі? (Is the defendant staying in the prison facilities?): radio buttons for 'Так' (Yes) and 'Ні' (No)

Below the form, there is a section titled 'Роз'яснення вашого випадку' (Clarification of your case) with the following text: 'Випадки, в яких шлюб розривається органом державної реєстрації актів цивільного стану... Шлюб розривається органом державної реєстрації актів цивільного стану за заявою... дітей та за заявою одного з подружжя, якщо другий з подружжя визнаний безвісно відсутнім... Шлюб розривається незалежно від наявності між подружжям майнового спору.' A yellow sticky note is placed over this text with the text: 'Роз'яснення в залежності від причин розірвання шлюбу та згоди'. At the bottom right of the form, there is a button labeled 'Продовжити >>' (Continue >>).

Fig. 15 "Defendant data" form

The "Defendant data" form has the following fields:

1. "Surname" – a text input field.
2. "Name" – a text input field.
3. "Patronymic" – the text input field.
4. "Contact phone" – a text input field (numbers only).
5. "Email" – a text input field (the field should contain the email address format check).
6. "Unknown" – a checkbox if the email address is unknown.
7. "Residence address or last known residence address" – the text field.
8. "Residence address unknown" – a checkbox not selected by default.
9. "Registration address" is a text input field.
10. "Date of birth" – date selector (day, month, year).
11. "Is the defendant consent obtained?" – selector to choose one of the possible options:
 - a. Yes
 - b. No
12. "Is the defendant staying in the prison facilities?" – selector to choose one of the possible options:
 - a. Yes



b. No

13. "Continue" – a button moving to the next form.

14. "Your case explanation" – an information text generated automatically with regard to answers on the form, explaining to which authority one should apply.

The image shows a web browser window titled "A Web Page" with a URL starting with "https://". The main content is a form titled "Дані відповідача" (Defendant data). On the left is a sidebar menu with items: "Деталі шлюбу", "Діти", "Причина розірвання шлюбу", "Персональні дані заявника", "Дані представника", "Дані відповідача", "Вибір суду", and "Електронна заява". The main form contains several input fields: "Прізвище", "Ім'я", "По батькові", "Електронна адреса (за наявності)", "Адреса проживання або остання відома адреса проживання", and "Адреса реєстрації". There are also checkboxes for "Невідома" and "Адреса проживання невідома". Radio buttons are used for "Чи є згода відповідача?" (Yes/No) and "Чи перебуває відповідач в місцях позбавлення волі?" (Yes/No). A "Продовжити >>" button is at the bottom right. Below the form, two "Важлива інформація" (Important information) windows are shown. The first window contains text about returning to the civil status registration office (РАЦС) if the spouse has no consent for children. The second window contains text about returning to court if the spouse is in a place of deprivation of liberty. Both windows have "Повернутися до заяви" and "Закінчити заяву" buttons.

Fig. 15. Defendant data form.

Fig. 15.1 "Defendant data" form – modus windows under the indicated source data, the logic is defined in the table below.:

1. If the answer to the question "Is the defendant's consent obtained?" Is "Yes", the modus window "Important information" should be displayed when clicking the "Continue" button on the form "Respondent data". This window should have "Continue" and "Return to Application" buttons. **The**

"Continue" button of the modus window should open the "Application to the Civil Status Registration Office (CSRO)" form and hide the "Choosing the court" tab. The Return to Application button returns the user to the Respondent Data form. The modus window should include the following text: **"In your case, you have the consent of the spouse and have no minor children. You must contact the Civil Status Registration Office (CSRO)."**

2. If the answer to the question "Is the defendant staying in the prison facilities?" is "Yes", the "Important information" modus window should be displayed when clicking "Continue" on the "Defendant data" form. This window should have the "Complete application" and "Return to application" buttons. If the user clicks "Complete application", then the main page should open, and if "Return to application" is chosen, then the system takes the user back to the "Defendant data" form. **The modus window should include the following text: "In your case, if the spouse is in detention. You should apply to court for a separate trial. Please consult a legal professional for this matter".**

The rule explaining to which authority one should apply and the options to which the Web-application functionality is applied:

Cases supported by the functionality of the developed Web-application		
Is there a spouse consent?	Are there children under 18?	Where to apply
NO	NO	Application to the COURT, possibly the application can be submitted through the Web-application under development
NO	YES	
YES/NO	If the child is under 1 year old and the mother is pregnant, or if there were incidents of violence If there were incidents of violence, provide evidence (scanned copies) - Order of the police bodies - Court verdict or restraining order	
YES	YES	



Cases NOT supported by the functionality of the developed Web-application		
Is there a spouse consent?	Are there children under 18?	Where to apply
YES	NO	Civil status registration acts departments
If the spouse is in prison facilities		Apply to the COURT in separate proceedings

Table. 1 Divorce cases supported and not supported by the Web-application

2.2.7. COURT SELECTION

Fig. 15 "Court selection" form

"Court selection" form must have the following fields:

1. "Oblast" – an item to select from the list.
2. "District" – an item to select from the list (areas of a specific selected area).
3. "Court" – an item to select from the list (courts of a particular selected district).
- 4.

"Clarification of jurisdiction, amounts and grounds for exemption of court fees" – information text, which is set by the site administrator. The explanation should include information on Article 28 of the CPC, for example: "

According to the Civil Procedure Code of Ukraine (Article 28.)

Divorce lawsuits may also be filed at the complainant's registered place of residence or stay even if he or she has underage or minor children, or if he or she is unable to visit the defendant's place of residence for reasons of health or other valid reasons. By agreement of the couple, the case may be considered at the registered place of residence or stay of any of them.

According to the Civil Procedure Code of Ukraine (Article 28.)

Divorce lawsuits may also be filed at the complainant's registered place of residence or stay even if he or she has underage or minor children, or if he or she is unable to visit the defendant's place of residence for reasons of health or other valid reasons. By agreement of the couple, the case may be considered at the registered place of residence or stay of any of them.

Pursuant to Article 5 on court fees, the following shall be exempt from payment of court fees in the course of a case in:

item 9 – persons with disabilities of category I and II, legal representatives of children with disabilities and incapacitated persons with disabilities;

clause 10 – complainants – citizens classified in categories 1 and 2 of victims of the Chornobyl disaster. "

5. "Scanned copy of documents (form No. 1 ЖЕД or other)" – element for file upload.
6. "Are there grounds for the court fee exemption?" – choice of one option (Yes/No).
7. "Grounds for exemption of court fees" – **Displayed if there are grounds for exemption, the text field** (displayed if there are grounds for exemption of court fees).
8. "Scans of evidence for court fee exemption" – **Displayed if there are grounds for exemption**, element for file upload (displayed if there are grounds for court fees exemption).
9. "Court fee amount" – **Displayed as text input field, if there is no reason for exemption** (displayed if there is no reason for exemption).
10. "Expected legal assistance expenses" – a text box.
11. "Other identical claims have not been filed" – checkbox, not selected by default.
12. "Continue" button – moves to the next form.

2.2.8. APPLICATION TO THE CSRO



Заява в РАЦС

Назва відділу державної реєстрації актів цивільного стану

Позивач

Громадянство: Україна

Відношення до військової служби:

Де перебуває на обліку

Назва міста та номер поштової скриньки військової частини, де служить

Який за рахунком шлюб (перший, другий тощо)

Яке прізвище бажає мати після розірвання шлюбу

узятє при державній реєстрації шлюбу

дошлюбне

Назва документа, що посвідчує особу: паспорт або паспортний документ (серія, номер, яким органом та коли виданий)

Відповідач

Громадянство: Україна

Відношення до військової служби:

Де перебуває на обліку

Назва міста та номер поштової скриньки військової частини, де служить

Який за рахунком шлюб (перший, другий тощо)

Яке прізвище бажає мати після розірвання шлюбу

узятє при державній реєстрації шлюбу

дошлюбне

Назва документа, що посвідчує особу: паспорт або паспортний документ (серія, номер, яким органом та коли виданий)

Продовжити >>

Fig. 15.1 "Application to CSRO" form

The "Application to the CSRO" form must be displayed only if the answer to the question "Is the defendant consent obtained" is "Yes", and the "Continue" button was clicked in the modus window "Important information".

"Electronic application" form must have the following fields:

1. "Name of the civil status registration office" – text input field.
2. "Claimant" – a group of the following fields:
 - a. "Citizenship" – selector of one of the possible option (country list).
 - b. "Military service:" – a group of the following fields:
 - i. "Military service registration place" - text input field.
 - ii. "City and the name of postal box of the military unit of service" - text input field.
 - c. "Which marriage by order (first, second etc)" - text input field.
 - d. "Which surname after the divorce is preferred" - selector of one of the possible options:
 - i. "Taken during the state registration of marriage"

- ii. “The one used prior to the marriage”
 - e. “The name of identity document: passport or passport document (series, number, issuing body, date of issue)” - text input field.
- 3. “Defendant” – a group of the following fields:
 - a. “Citizenship” – selector of one of the possible option (country list).
 - b. “Military service:” – a group of the following fields:
 - i. “Military service registration place” - text input field.
 - ii. “City and the name of postal box of the military unit of service” - text input field.
 - c. “Which marriage by order (first, second etc)” - text input field.
 - d. “Which surname after the divorce is preferred” - selector of one of the possible options:
 - i. “Taken during the state registration of marriage”
 - ii. “The one used prior to the marriage”
 - e. “The name of identity document: passport or passport document (series, number, issuing body, date of issue)” - text input field.
- 4. "Continue" button navigates to the next form.

2.2.9. CLAIM FORMATION

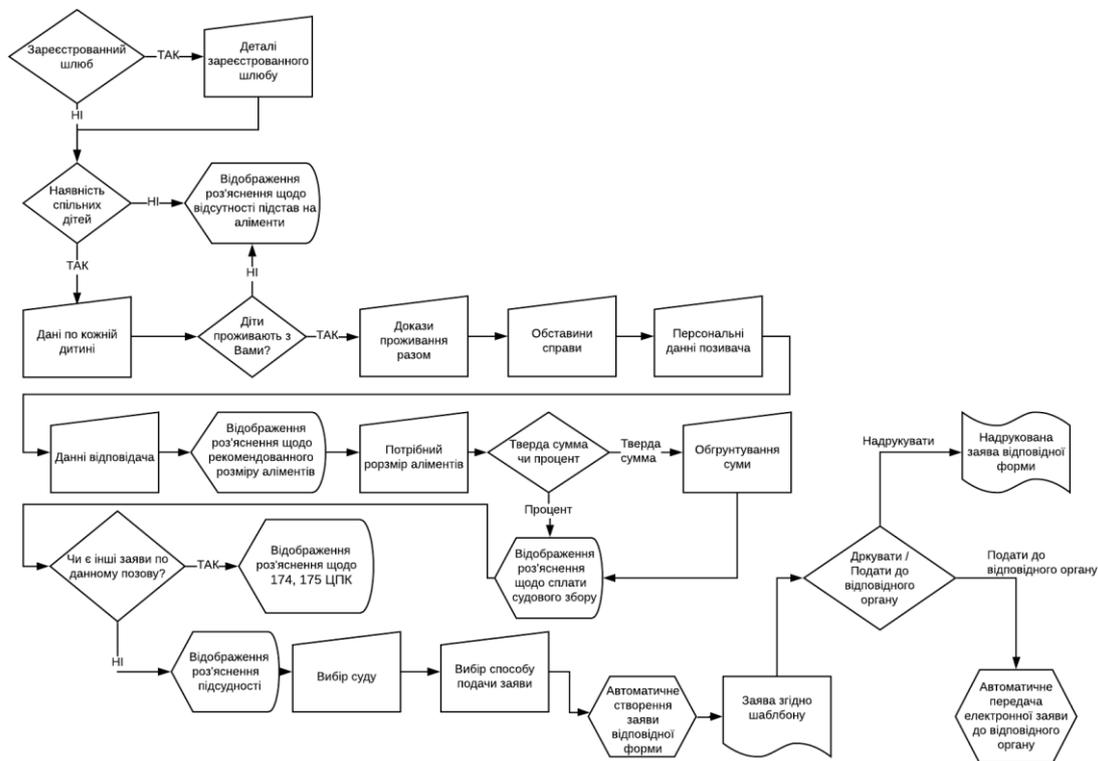
Fig. 16 "Electronic claim" form

The "Electronic claim" form must have the following fields:



1. "Electronic application" – a text input field that displays an automatically generated application with the possibility to edit it and format the text.
2. "Save" – a button that allows saving an application in pdf, rtf format on your computer.
3. "Email" is a button that allows to submit an application to the appropriate authority.
4. "Submit with electronic signature" – a button that allows to sign an application with an electronic digital signature and submit an electronic application to the relevant authority.
5. "Print" – a button that allows to print the application at a local printer.

2.3. CHILD SUPPORT PAYMENTS



2.3.1 FAMILY STATUS

The image shows a web browser window displaying a form titled "Сімейний стан" (Family Status). The form is divided into several sections:

- Сімейний стан:** A radio button selector for "Чи перебуваєте ви в зареєстрованому шлюбі?" (Are you in a registered marriage?).
- Сканкопія свідоцтва про шлюб або розірвання шлюбу:** A text input field and a "Browse" button.
- Ким та де зареєстрований шлюб?:** A text input field.
- Дата реєстрації:** A date selector (// / /).
- Номер актового запису:** A text input field.
- Чи є спільні діти?:** A radio button selector.
- Чи проживають діти з вами?:** A radio button selector.
- Сканкопія доказів проживання дітей разом:** A text input field and a "Browse" button.
- Чи був зареєстрований шлюб розірван?:** A radio button selector.
- Коли та ким розірван шлюб:** A text input field.
- Роз'яснення щодо доказів проживання дітей разом:** A text area containing explanatory text.

Yellow callout boxes with red arrows point to specific fields:

- "відображаються якщо вибрано шлюб зареєстрований" points to the "Ким та де зареєстрований шлюб?" field.
- "відображаються якщо діти проживають разом" points to the "Сканкопія доказів проживання дітей разом" field.
- "відображаються якщо шлюб розірван" points to the "Коли та ким розірван шлюб" field.
- "відображаються якщо діти НЕ проживають разом та коли коаистувач натиснув 'Продовжити'" points to the "Продовжити >>" button.

A modal dialog box titled "Важлива інформація" (Important Information) is shown below the form, containing the text: "Ви не маєте права на стягнення аліментів, якщо дитина проживає окремо від вас." (You do not have the right to claim alimony if the child lives separately from you.) It has two buttons: "Повернутися до заявки" (Return to application) and "Закінчити заявку" (Finish application).

Fig. 17 "Family status" form

The "Family status" form must have the following fields:

1. "Are you in the registered marriage?" – selector to choose one of the possible options:
 - a. Yes
 - b. No
2. "By whom and where is the marriage registered?" – (**displayed only if the marriage is registered**) text input field.
3. "Registration date" – (**displayed only if the marriage is registered**) date selector (day, month, year).
4. "Registration act entry No." – (**displayed only if the marriage is registered**) text input field.
5. "Was the registered marriage terminated?" – (**displayed only if the marriage is registered**) selector to choose one of the possible options:
 - a. Yes
 - b. No
6. "When and by whom is the marriage terminated" – (**displayed only of the registered marriage is terminated**) text input field.



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7. "Scanned copy of the marriage or marriage termination certificate" – file upload element.
8. "Do you have common children?" – selector to choose one of the possible options:
 - a. Yes
 - b. No
9. "Do the children live with you?" – **(displayed only if there are common children)** – selector to choose one of the possible options:
 - a. Yes
 - b. No
10. "Scanned copy of the evidence that the children live with you" – **(displayed only of the children live with you)** file upload element.
11. Explanation of evidence that children live together with the applicant" – information text on evidence of the fact of children living together with the applicant, for example: "Evidence of the fact that a child lives together with the applicant is a certificate of registration of the place of residence or the place of stay of a person, which can be obtained at the offices of the Centers of Administrative Services, also form No. 1, court decision, agreement between spouses, etc.
12. "Continue" button – moves to the next form. **If the children DO NOT live together with the applicant**, a modus window must be displayed with the following text: "You are not entitled to child support payments, if the child does not live with you". The modus window must have the following options:
 - a. Return to the application – closes a modus window, the user may edit the "Family status" form
 - b. Complete the application – completes the application creation process and opens the home page.

Fig. 18 "Common children" form

"Common children" form must have the following fields:

1. "Surname" – a text input field.
2. "Name" – a text input field.
3. "Patronymic" – a text input field.
4. "Was the child born in marriage?" – selector for choosing one of the possible variants:
 - a. Yes
 - b. No
5. "Birth date" – date selector (day, month, year).
6. "Scanned copy of the birth certificate" – file upload element.
7. "Add data on another child" – a bullet allowing to add data on one more child.
8. "You are not entitled to collect child support payments, if the child does not live with you" – explanation displayed only if the children do not live together with the applicant.
9. "Continue" button moves to the next form.

2.3.3 CASE CIRCUMSTANCES



A Web Page

https://

Сімейне положення

Спільні діти

Обставини справи

Персональні дані заявника

Дані відповідача

Розмір аліментів

Вибір суду

Електронна заява

Обставини справи

Час, з якого відповідач припинив утримувати дитину

Опишіть обставини справи

Протягом кількох місяців діти не мають можливості на покупку найнеобхідніших речей.

зазначаємо про фактичні шлюбні відносини, коли такі відносини виникли та припинились.

Продовжити >>

Fig. 19 "Case circumstances" form

1. "Describe case circumstances" – formatted text input field.
2. "The time, since which the defendant stopped paying child support" – date selector (month, year).
3. "Continue" button moves to the next form.

2.3.4 PERSONAL DATA OF THE APPLICANT

Fig. 20 "Personal data of the applicant" form

The "Personal data of the applicant" form must contain the following fields:

1. "The application is submitted:" – select one of the following (**if selected "By representative" – the "Representative data" form should be displayed next after clicking the "Continue" button**).
 - a. Personally
 - b. By representative
2. "Surname" – a text input field.
3. "Name" – a text input field.
4. "Patronymic" – a text input field.
5. "Contact phone" – a text input field (numbers only).
6. "Email" – a text input field (the field should contain the email address format check).
7. "Contact phone" – a text input field (numbers only).
8. "Registered residence" – a text field.
9. "Actual residence" – a text field.
10. "Date of birth" – date selector (day, month, year).
11. "TIN" – a text input field (numbers only).
12. "Scanned copy of TIN" – element of for file upload.
13. "Continue" Button – moves to the next form.

2.3.5 REPRESENTATIVE DATA



A Web Page

https://

Сімейний стан

Спільні діти

Обставини справи

Персональні дані заявника

Дані представника

Дані відповідача

Розмір аліментів

Вибір суду

Електронна заява

Дані представника

Прізвище (відповідно до паспорту)

Ім'я (відповідно до паспорту)

По батькові (відповідно до паспорту)

Сканкопія документів надаючих право бути представником

Browse...

Зареєстроване місце проживання

Контактний телефон

Продовжити >>

Fig. 20.1 "Representative data" form

"Representative data" form must be displayed only if the form "Application submitted: by representative" is selected on the form "Personal data of the representative".

The "Representative data" form must have the following fields:

1. "Surname (as in the passport)" – a text field.
2. "Name (as in the passport)" – a text input field.
3. "Patronymic (as in the passport)" – a text input field.
4. "Scanned copy of documents authorizing to act as a representative" is an element for file upload.
5. "Contact phone" – a text input field (numbers only).
6. "Registered residence" – a text input field.
7. "Continue" – button that moves to the next form.

The screenshot shows a web browser window with the title 'A Web Page' and a search bar containing 'https://'. The main content area displays a form titled 'Дані відповідача' (Defendant data). On the left, a sidebar menu lists various options: 'Сімейний стан', 'Спільні діти', 'Обставини справи', 'Персональні дані заявника', 'Дані представника', 'Дані відповідача' (highlighted), 'Розмір аліментів', 'Вибір суду', and 'Електронна заява'. The main form contains the following fields and options:

- Прізвище (Surname) - text input field
- Ім'я (Name) - text input field
- По батькові (Patronymic) - text input field
- Електронна адреса (Email) - text input field with a checkbox for 'Невідомо' (Unknown)
- Адреса проживання або остання відома адреса проживання (Residence address or last known residence address) - text input field with a checkbox for 'Адреса проживання невідома' (Residence address unknown)
- Контактний телефон (Contact phone) - text input field
- ІНН (ITN) - text input field
- Дата народження (Date of birth) - date selector
- Витребувати ІНН з фіскальної служби (Request ITN from the fiscal service) - checkbox

A 'Продовжити >>' (Continue) button is located at the bottom right of the form.

Fig. 21 "Defendant data" form

The "Defendant data" form must contain the following fields:

1. "Surname" – a text input field.
2. "Name" – a text input field.
3. "Patronymic" – a text input field.
4. "Contact phone" – a text input field (numbers only).
5. "Email" – a text input field (the field should contain the email address format check).
6. "Unknown" – a checkbox if the email address is unknown.
7. "Residence address or last known residence address" – the text field.
8. "Residence address unknown" – a checkbox not selected by default.
9. "Date of birth" – date selector (day, month, year).
10. "ITN" – a text input field:
11. "Request ITN from the fiscal service" – checkbox not selected by default
12. "Continue" – a button moving to the next form.

2.3.7 CHILD SUPPORT PAYMENT AMOUNT



Fig. 22 "Child support payment amount" form

The "Child support payment" form must have the following fields:

1. "In what form are child support payments charged?" – a selector for choosing one of the possible options:
 - a. Fixed amount
 - b. Percentage of income
2. "Justification of the child support amount" – a field for the formatted text input.
3. "Scanned copies of income evidence" – element for file upload (displayed if "Percentage of income" is selected).
4. "Fixed amount" – text input field (displayed if "Fixed amount" is selected).
5. Continue Button – moves to the next form.
6. "Explanation of the fixed amount or percentage" is an explanation text set by the Web-application admin in the admin panel of the site.

Explanation example;

"The minimum guaranteed amount of support payments per child may not be less than 50% of the subsistence minimum for a child of the appropriate age.

The minimum recommended amount of support payment per child is the subsistence minimum for a child of the appropriate age and may be awarded by a court if the child supporting payment earns sufficient earnings. The subsistence minimum is set every year in the state budget of Ukraine.

In 2019 the subsistence minimum per child in Ukraine is:

Aged under 6:

from January 1 – UAH 1,626;

from July 1 – UAH 1,699;

from December 1 – UAH 1,779,

Aged 6 to 18:

from January 1 – UAH 2,027;

from July 1 – UAH 2,118;

from December 1 – UAH 2,218.

However, there are exceptions. If the child support payer has an irregular income, the court may determine the fixed amount to be indexed annually.

The parent with whom the child resides has the right to apply to the court for an order for a child support payment of 50% of the subsistence minimum for a child of the appropriate age.

The law provides for cases where child support can be collected for a past time, but not more than 10 years, and separate grounds when child support payment is collected for all time.

Child support for one child, as a rule, should make up 1/4 (25%) of the earnings of a single parent, 1/3 of the earnings for two children, up to 50% for three children or more. Child support payment may not exceed 10 subsistence minimums for a child of the appropriate age (see part 5 of Article 183 of the Family Code of Ukraine)".



2.3.8 COURT SELECTION

A Web Page

https://

Сімейний стан

Спільні діти

Обставини справи

Персональні дані заявника

Дані представника

Дані відповідача

Розмір аліментів

Вибір суду

Електронна заява

Вибір суду

Область

Київська

Очікувані витрати за надання правової допомоги

Район

Бориспільський

Суд

Бориспільський міськрайонний су

Роз'яснення щодо підсудності та відсутності необхідності сплати судового збору

Позовна заява може подаватися за зареєстрованим місцем проживання чи перебування позивача, з дотримання вимог ст.ст. 118-120 ЦПК України. Відповідно до Закону України «Про судовий збір» від сплати судового збору звільняються позивачі – за подання позовів про стягнення аліментів.

Згідно Цивільно процесуальному кодексу України (Стаття 28.)

Частина 1. Позови про стягнення аліментів, збільшення їх розміру, оплату додаткових витрат на дитину, стягнення неустойки (пені) за прострочення сплати аліментів, індексацію аліментів, зміну способу їх стягнення, про визнання батьківства відповідача, позови, що виникають з трудових правовідносин, можуть пред'являтися також за зареєстрованим місцем проживання чи перебування позивача.

Продовжити >>

Fig. 23 "Court selection" form

The "Court selection" form must contain the following fields:

1. "Oblast" – an item to select from the list.
2. "District" – an item to select from the list (areas of a specific selected area).
3. "Court" – an item to select from the list (courts of a particular selected district).
4. "Expected costs of legal assistance" – a text input field.
5. "Clarification of jurisdiction and court duty exemption" – informational text provided by the site administrator. The explanation should include information on the principles of jurisdiction and the court fee exemption according to 118 – 120 CPC of Ukraine, for example:

"A claim can be filed at the registered place of residence or stay of the complainant, in compliance with the requirements of Art. 118 – 120 of the CPC of Ukraine. According to the Law of Ukraine "On Court Fee", the complainants are exempted from paying the court fee for filing lawsuits for collecting child support payments.

According to the Civil Procedure Code of Ukraine (Article 28.)

Part 1. Claims for collection of child support payments, increase of their amount, payment of additional expenses for the child, recovery of penalties (fines) for late payment of child support, indexation of child support, change of the way of their recovery, recognition of paternity of the defendant, claims arising from labor legal relations also appear at the complainant's registered place of residence or stay".

7. "Continue" button moves to the next form.

2.3.9 ELECTRONIC APPLICATION

Fig. 24 "Electronic application" form

The "Electronic application" form must contain the following fields:

1. "Electronic application" – a text input field that displays an automatically generated application with the possibility to edit it and format the text.
2. "Save" – a button that allows saving an application in pdf, rtf format on your computer.
3. "Email" is a button that allows to submit an application to the appropriate authority.
4. "Submit with electronic signature" – a button that allows to sign an application with an electronic digital signature and submit an electronic application to the relevant authority.
5. "Print" – a button that allows to print the application at a local printer.



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3. DOCUMENT TEMPLATES

Legend:

{If marriage is terminated} is the condition of displaying the text located between the characters *# *#

[Date of birth] is the attribute whose value is taken from the form and inserted in the template.

3.1. TEMPLATE: APPEAL AGAINST ADMINISTRATIVE ORDER TO BE FILED WITH POLICE

To: [Authority which issued the administrative order]

[Official who issued the administrative order]

[Information on the third party]

From:

[Full name of the complainant]

[Actual residence place of the complainant]

[Registered residence place of the complainant]

E – mail: [Address of the complainant]

Tel. [Telephone number of the complainant]

Complaint

of Unlawful Actions of Police Officer

[Date of administrative order] of the year of

{If the official name is unreadable in the administrative order}

#* individual not identified by me *#

{If the official is specified in the administrative order}

#*[Official who issued the administrative order] *#

(hereinafter referred to as the "Defendant") Administrative Order **[number of the administrative order]** {if received later} was issued concerning me

#*, which I received on **[date of receiving the Administrative Order]** ***#**

on imposing an administrative sanction pursuant to Article **[Article number]** (hereinafter referred to as the "Administrative Order").

The Administrative Order is illegal and must be repealed based on the following:

[Facts of the case]

Grounds for challenging the Administrative Order are as follows:

[List of grounds for challenging]

[Justification of grounds for challenging]

I hereby ask you to consider the appeal and make a decision on repealing the Administrative Order within the timeframe set forth by Article 20 of the Law of Ukraine "On Citizens' Appeals". Once the decision has been made please advise me thereof. If the timeframe is extended, please inform me of such extension.

Complainant:

[Full name of the complainant]

{If the appeal is submitted by an authorized representative}

***#**

Representative:

[Full name of the representative]

***#**

Application date:

[Date of submitting the application]

3.2. TEMPLATE: APPEAL AGAINST ADMINISTRATIVE ORDER TO BE FILED WITH COURT



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[Court name]

[Court address]

Complainant:

[Full name of the complainant]

[Actual residence place of the complainant]

[Registered residence place of the complainant]

Registration number of the taxpayer record
keeping card (PHOKIII)

[Individual taxpayer ID number of the complainant]

E – mail: [Eddress of the complainant]

Tel. [Telephone number of the complainant]

Defendant:

[Authority which issued the administrative order]

[Official who issued the administrative order]

[Information on the third party]

Administrative Claim

[Date of administrative order] of the year of

{If the official name is unreadable in the administrative order }

individual not identified by me

{If the official is specified in the administrative order }

##[Official who issued the administrative order] ##

(hereinafter referred to as the "Defendant") Administrative Order [number of the administrative order] {if received later} was issued concerning me

##, which I received on [date of receiving the Administrative Order] ##

on imposing an administrative sanction pursuant to Article **[Article number]** (hereinafter referred to as the "Administrative Order").

The Administrative Order is illegal and must be repealed based on the following:

[Facts of the case]

Grounds for challenging the Administrative Order are as follows:

[List of grounds for challenging]

[Justification of grounds for challenging]

According to Article 161 of the Ukrainian Code of Administrative Legal Proceedings, I hereby inform the following:

There are no other original written pieces of evidence.

I have not filed another claim (other claims) against the same defendant(s) concerning the same subject matter and on the same grounds.

Based on the above and being guided by Articles 160, 161 of the Ukrainian Code of Administrative Legal Proceedings; Part 1 of Article 126 and Articles 283, 288, 289 of the Ukrainian Code of Administrative Offences, Ukrainian Traffic Regulations as approved by Cabinet of Ministers Decree # 106 dated October 10, 2001,

I hereby ask that the Court:

Repeal Administrative Order **[Number of the Administrative Order]** on imposing an administrative sanction in case concerning the administrative offence in the sphere of ensuring traffic safety.

Attachment:

[List of documents attached in the form of scanned copies]

Complainant:

[Full name of the complainant]

{If the appeal is submitted by an authorized representative}



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*#

Representative:

[Full name of the representative]

*#

Application date:

[Date of submitting the application]

3.3. TEMPLATE: DIVORCE ACTION (SPOUSES DO NOT HAVE CHILDREN)

[Court name]

[Court address]

Complainant:

[Full name of the complainant]

[Actual residence place of the complainant]

[Registered residence place of the complainant]

Registration number of the taxpayer record
keeping card (PHOKIII)

[Individual taxpayer ID number of the complainant]

E – mail: [Address of the complainant]

Tel. [Telephone number of the complainant]

Defendant:

[Full name of the defendant]

[Address of the defendant]

Registration number of the taxpayer record keeping card (PHOKIII)

[Individual taxpayer ID number of the defendant]

E – mail: [Address of the defendant]

Tel. [Telephone number of the defendant]

(If the above data except for the address are unknown then "unknown" should be specified next to a corresponding field.)

Divorce Action

In the year of [year of entering into marriage] I, [full name of the complainant], born in [birth year of the complainant], entered into marriage with [full name of the defendant], born in [birth year of the defendant], which we registered in the year of [year of the marriage registration] with [who registered the marriage and where], and Act Record # [Number of the Act Record] was entered to this effect.

We do not have any children in this marriage.

There are following grounds for dissolving the marriage:

[Reason for dissolving the marriage]

According to Article 105 Part 3 of the Family Code of Ukraine, a marriage shall be terminated as a result of dissolution thereof in divorce action of one of spouses based on the court decision.

I do believe that our marriage with the defendant as a matter of fact does not exist any longer, and further life together and preservation of the marriage contravene my interests. For this reason, I insist on dissolving the marriage.

Pursuant to Article 109 of the Ukrainian Civil Procedure Code, actions against an individual are to be filed with a court located at the duly registered place of his/her residence or duly registered place of his/her stay.

A marriage shall be dissolved in a lawsuit filed by one of spouses according to Article 110 of the Ukrainian Family Code.

Pursuant to Article 175 Part 3 Item 6 of the Ukrainian Civil Procedure Code, I hereby inform that no pre – trial dispute settlement measures were taken.



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Pursuant to Article 175 Part 3 Item 7 of the Ukrainian Civil Procedure Code, I hereby inform that no measures to secure evidence were taken and no restraining order was issued.

Pursuant to Article 175 Part 3 Item 8 of the Ukrainian Civil Procedure Code, I hereby provide a list of documents and other pieces of evidence that are attached:

[List of documents attached in the form of scanned copies]

{If pieces of evidences are specified which are not attached}

*#

– I hereby specify piece of evidence which may not be provided together with the divorce action:

[Pieces evidencing dissolution of the marriage which are not attached to the divorce action.]

*#

Pursuant to Article 175 Part 3 Item 8 of the Ukrainian Civil Procedure Code, I hereby inform that the defendant (*or another person*) keeps original pieces of written or electronic evidence the copies of which are attached to the divorce action.

{If the amount of the court fee or cost of legal assistance is specified.}

#*

Pursuant to Article 175 Part 3 Item 9 of the Ukrainian Civil Procedure Code, I hereby inform that the expenses incurred by my amount to

{if the court fee amount is specified}

#*

[Court fee amount] (payment of the court fee),

#*

{if the cost of legal assistance is specified}

#*

[Cost of legal assistance] (The cost of legal assistance) which are confirmed by a receipt.

#*

#*

{If expected costs of legal assistance are specified}

#*

I expect to incur **[the expected costs of legal assistance]**.

#*

Pursuant to Article 175 Part 3 Item 10 of the Ukrainian Civil Procedure Code, I hereby confirm that I have not filed another claim (other claims) against the same defendant(s) concerning the same subject matter and on the same grounds.

{If the individual is NOT exempted from the court fee}

#*

I have paid the court fee in full based on Article 4 Part 2 Item 1.3 of the Law of Ukraine "On Court Fee".

#*

{If the individual is exempted from the court fee}

#*

I am exempted from the court fee based on Article 5 of the Law of Ukraine "On Court Fee".

There are following grounds for exempting the complainant from the court fee:

[Ground for the court fee exemption].

#*

In view of the above and being guided by Articles 110, 112 of the Family Code of Ukraine and Article 175 of the Civil Procedure Code of Ukraine,

I hereby ask

To dissolve the marriage entered by me, **[full name of the complainant]**, and **[full name of the defendant]**, which was registered on **[date of entering into the marriage]** with **[who registered the marriage and where]**, Act Record # **[Number of the Act Record]**.



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{ if the premarital surname needs to be resumed }

#*

I hereby ask to resume my premarital surname which is [the premarital surname].

#*

Attachment:

[List of documents attached in the form of scanned copies]

Complainant:

[Full name of the complainant]

{If the divorce action is submitted by an authorized representative}

*#

Representative:

[Full name of the representative]

*#

Divorce action date:

[Date of submitting the divorce action]

3.4. TEMPLATE: DIVORCE ACTION (SPOUSES HAVE UNDERAGE CHILDREN)

[Court name]

[Court address]

Complainant:

[Full name of the complainant]

[Actual residence place of the complainant]

[Registered residence place of the complainant]

Registration number of the taxpayer record
keeping card (PHOKIII)

[Individual taxpayer ID number of the complainant]

E – mail: **[Address of the complainant]**

Tel. **[Telephone number of the complainant]**

Defendant:

[Full name of the defendant]

[Address of the defendant]

Registration number of the taxpayer record keeping card (PHOKIII)

[Individual taxpayer ID number of the defendant]

E – mail: **[Address of the defendant]**

Tel. **[Telephone number of the defendant]**

(If the above data except for the address are unknown then "unknown" should be specified next to a corresponding field.)

Divorce Action

In the year of **[year of entering into marriage]** I, **[full name of the complainant]**, born in **[birth year of the complainant]**, entered into marriage with **[full name of the defendant]**, born in **[birth year of the defendant]**, which we registered in the year of **[year of the marriage registration]** with **[who registered the marriage and where]**, and Act Record # **[Number of the Act Record]** was entered to this effect.

We have {if one child} **#*** child in common **#*** {if several children} **#*** children in common **#***:

{For each child}

#*

[Full name of a child] born in the year of **[birth year of the child]**. There is no dispute with the defendant regarding the child's place of residence.

#*

There are following grounds for dissolving the marriage:



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[Reason for dissolving the marriage]

According to Article 105 Part 3 of the Family Code of Ukraine, a marriage shall be terminated as a result of dissolution thereof in divorce action of one of spouses based on the court decision.

I do believe that our marriage with the defendant as a matter of fact does not exist any longer, and further life together and preservation of the marriage contravene my interests. For this reason, I insist on dissolving the marriage.

Pursuant to Article 109 of the Ukrainian Civil Procedure Code, actions against an individual are to be filed with a court located at the duly registered place of his/her residence or duly registered place of his/her stay.

A marriage shall be dissolved in a lawsuit filed by one of spouses according to Article 110 of the Ukrainian Family Code.

Pursuant to Article 175 Part 3 Item 6 of the Ukrainian Civil Procedure Code, I hereby inform that no pre – trial dispute settlement measures were taken.

Pursuant to Article 175 Part 3 Item 7 of the Ukrainian Civil Procedure Code, I hereby inform that no measures to secure evidence were taken and no restraining order was issued.

Pursuant to Article 175 Part 3 Item 8 of the Ukrainian Civil Procedure Code, I hereby provide a list of documents and other pieces of evidence that are attached:

[List of documents attached in the form of scanned copies]

Pursuant to Article 175 Part 3 Item 8 of the Ukrainian Civil Procedure Code, I hereby inform that the defendant (*or another person*) keeps original pieces of written or electronic evidence the copies of which are attached to the divorce action.

{If the amount of the court fee or cost of legal assistance is specified.}

#*

Pursuant to Article 175 Part 3 Item 9 of the Ukrainian Civil Procedure Code, I hereby inform that the expenses incurred by my amount to

{if the court fee amount is specified}

#*

[**Court fee amount**] (payment of the court fee),

{If expected costs of legal assistance are specified}

#*

I expect to incur [**the expected costs of legal assistance**].

#*

Pursuant to Article 175 Part 3 Item 10 of the Ukrainian Civil Procedure Code, I hereby confirm that I have not filed another claim (other claims) against the same defendant(s) concerning the same subject matter and on the same grounds.

{If the individual is NOT exempted from the court fee}

#*

I have paid the court fee in full based on Article 4 Part 2 Item 1.3 of the Law of Ukraine "On Court Fee".

#*

{If the individual is exempted from the court fee}

#*

I am exempted from the court fee based on Article 5 of the Law of Ukraine "On Court Fee".

There are following grounds for exempting the complainant from the court fee:

[**Ground for the court fee exemption**].

#*

In view of the above and being guided by Articles 110, 112 of the Family Code of Ukraine and Article 175 of the Civil Procedure Code of Ukraine,

I hereby ask

To dissolve the marriage entered by me, [**full name of the complainant**], and [**full name of the defendant**], which was registered on [**date of entering into the marriage**] with [**who registered the marriage and where**], Act Record # [**Number of the Act Record**].



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Attachment:

{if the premarital surname needs to be resumed}

#*

I hereby ask to resume my premarital surname which is [the premarital surname].

#*

[List of documents attached in the form of scanned copies]

Complainant:

[Full name of the complainant]

{If the divorce action is submitted by an authorized representative}

*#

Representative:

[Full name of the representative]

*#

Divorce action date:

[Date of submitting the divorce action]

3.5. TEMPLATE OF THE APPLICATION ON MARRIAGE DISSOLVING TO THE CSRO (THE COUPLE HAS NO CHILDREN)

To [name of the CSRO department]

by

Complainant:

[Full name of the complainant]

[Actual residence place of the complainant]

[Registered residence place of the complainant]

Registration number of the taxpayer record keeping card (PHOKIII)

[Individual taxpayer ID number of the complainant]

E – mail: [Address of the complainant]

Tel. [Telephone number of the complainant]

Defendant:

[Full name of the defendant]

[Address of the defendant]

Registration number of the taxpayer record keeping card (PHOKIII)

[Individual taxpayer ID number of the defendant]

E – mail: [Address of the defendant]

Tel. [Telephone number of the defendant]

The state registration of the marriage dissolution is scheduled at _____ (day, month, year) _____ (signature of the official who accepted the claim)

Marriage dissolution is registered _____, registration entry N _____. (day. Month, year) Place for the state duty payment receipt

Divorce Application

Of a couple having no children

We, the undersigned, hereby request to dissolve the marriage at our mutual consent according to the procedure established by law. We do not have common children. We provide the following information about us:

	{if claimant is the husband} *# HE *#	{if claimant is the husband} *# SHE*#
	{if claimant is the wife} # SHE*#	{if claimant is the wife} # HE*#



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1. Full name	[Full name of the claimant]	[Full name of the defendant]
2. Birth date and place	[Birth date of the claimant]	[Birth date of the defendant]
3. Citizenship	[Claimant citizenship]	[Defendant citizenship]
4. Military service data: a) where is registered; b) Name of the city and postal box of the military unit of service	[Where the claimant is registered] [Name of the city and postal box of the military unit of service of the claimant]	[Where the defendant is registered] [Name of the city and postal box of the military unit of service of the defendant]
5. Number of the marriage (first, second...)	[Number of the marriage of the claimant]	[Number of the marriage of the defendant]
6. Place of the state registration of the marriage to be dissolved. Number and date of the registration record	[Where and by whom the marriage is registered]	[Where and by whom the marriage is registered]
7. Preferred surname after marriage dissolution (the one taken at marriage registration or the one used before marriage)	[Which surname the claimant prefers after marriage dissolution]	[Which surname the defendant prefers after marriage dissolution]
8. Place of residence (full address)	[Claimant address]	[Defendant address]
9. Identity document: passport or passport document (series, number, when and by whom the document is issued)	[Claimant's identity document]	[Defendant's identity document]

We are familiarized with the marriage dissolution conditions and warned about the liability for providing intentionally incorrect data to the office of the civil status registration. Signatures of persons dissolving the marriage:

He _____ (surname in marriage)

She _____ (surname in marriage)

[Date of form filling] (day, month, year)

State duty in the amount of _____

Paid in _____ (financial entity)

Receipt N _____ dated _____ (day, month, year)

3.6. TEMPLATE: CHILD SUPPORT CLAIM

[Court name]

[Court address]

Complainant:

[Full name of the complainant]

[Address of the Complainant]

[Actual residence place of the complainant]

[Registered residence place of the complainant]

Registration number of the taxpayer record
keeping card (PHOKIIII)

[Individual taxpayer ID number of the complainant]

E – mail: [Address of the complainant]

Tel. [Telephone number of the complainant]



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Defendant:

[Full name of the defendant]

[Address of the defendant]

Registration number of the taxpayer record keeping card (PHOKIII)

[Individual taxpayer ID number of the defendant]

E – mail: [Address of the defendant]

Tel. [Telephone number of the defendant]

(If the above data except for the address are unknown then "unknown" should be specified next to a corresponding field.)

Child Support Claim

In the year of [year of entering into marriage] I, [full name of the complainant], born in [birth year of the complainant], entered into marriage with [full name of the defendant], born in [birth year of the defendant], which we registered in the year of [year of the marriage registration] with [who registered the marriage and where], and Act Record # [Number of the Act Record] was entered to this effect.

[Facts of the case]

In our relationship children were born as specified below:

{For each child}

*#

[Full name of the child], born in the year of [birth year of the child], which is evidenced by Birth Certificate # [Number of the child's birth certificate] dated [year of issuing the birth certificate].

*#

The child resides with me which is evidenced by the certificate of family composition.

{If the marriage was dissolved}

*#The marriage between me and the defendant is dissolved [who dissolved the marriage and when].

*#

Pursuant to Article 180 of the Family Code of Ukraine, parents are obliged to support a child until he/she comes of age. In so doing, the defendant has not been involved in raising and supporting our child in common since **[the time when the defendant stopped raising and supporting the child]**.

Pursuant to Article 150 of the Family Code of Ukraine, parents are obliged to raise the child in the spirit of respect of rights and liberties of other people, love to his/her family and household, his/her people and motherland. Parents are obliged to take care of child's health, his/her physical, spiritual, and moral development. Parents are obliged to ensure that the child gain full secondary education and prepare him/her for the life on his/her own. Parents are obliged to respect the child. Transferring the child to other custodians does not release the parents of the responsibility for taking care of the child.

Therefore, adequate living standards must be ensured for the child which is necessary for physical, mental, spiritual, moral, and social development of the child. Under no circumstance, can such adequate living standards be below the minimum subsistence level.

As I am not able to ensure such level, the father who is healthy and able – bodied can pay the child support in the amount of **[the fixed amount or percentage of income]**.

[Justification of the child support amount]

Pursuant to Article 141 of Family Code of Ukraine, the mother and father have equal rights and responsibility with regard to their child regardless whether or not they were married.

Dissolution of the parents' marriage or residence thereof separately from the child does not affect the scope of their rights or release them of the responsibilities with regard to the child.

Pursuant to Article 182 Part 2 of the Family Code of Ukraine the amount of child support must be sufficient to ensure harmonious development of the child

Therefore, payment by the defendant of the child support in the above mentioned amount will ensure our equality in fulfilling the responsibility for supporting the child.

Pursuant to Article 175 Part 3 Item 6 of the Ukrainian Civil Procedure Code, I hereby inform that no pre – trial dispute settlement measures were taken.

Pursuant to Article 175 Part 3 Item 7 of the Ukrainian Civil Procedure Code, I hereby inform that no measures to secure evidence were taken and no restraining order was issued.

Pursuant to Article 175 Part 3 Item 8 of the Ukrainian Civil Procedure Code, I hereby provide a list of documents and other pieces of evidence that are attached:

[List of documents attached in the form of scanned copies]

Pursuant to Article 175 Part 3 Item 8 of the Ukrainian Civil Procedure Code, I hereby inform that the defendant (or another person) keeps original pieces of written or electronic evidence the copies of which are attached to the claim.



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{If the amount of the court fee or cost of legal assistance is specified.}

*#

Pursuant to Article 175 Part 3 Item 9 of the Ukrainian Civil Procedure Code, I hereby inform that I expect to incur **[expected costs of legal assistance]**.

*#

Pursuant to Article 175 Part 3 Item 10 of the Ukrainian Civil Procedure Code, I hereby confirm that I have not filed another claim (other claims) against the same defendant(s) concerning the same subject matter and on the same grounds.

I am exempted from the court fee for filing the child support claim according to Article 5 Part 1 Item 3 of the Law of Ukraine "On Court Fee".

In view of the above and according to Articles 150, 180 through 184 of the Family Code of Ukraine and being guided by Articles 174, 175 of the Civil Procedure Code of Ukraine,

I hereby ask that the Court:

{If the child support is to be assessed on salary/wages}

*#

Collect from **[full name of the defendant]**, **[taxpayer ID number]**, born in **[birth year of the defendant]**, in favor of **[full name of the complainant]**, born in **[birth year of the defendant]**, child support to support the underage son (daughter) **[full name of the child]**, born in **[birth year of the child]**, in the amount of **[percentage of the income]** from all types of salary/wages (income), but no less than 50 percent of the minimum subsistence level of a child of a corresponding age on a monthly basis effective **[date of filing the claim]** until coming – of – age of the child.

*#

{if the child support is to be collected in the fixed amount}

*#

Collect from **[full name of the defendant]**, **[taxpayer ID number]**, born in **[birth year of the defendant]**, in favor of **[full name of the complainant]**, born in **[birth year of the complainant]**, child support to support the underage son (daughter) **[full name of the child]**, born in **[birth year of the child]**, in the amount of **[fixed amount]** on a monthly basis effective **[date of filing the claim]** until coming – of – age of the child.

*#

Complainant:

[Full name of the complainant]

{If the divorce action is submitted by an authorized representative}

***#**

Representative:

[Full name of the representative]

***#**

Claim date:

[Date of filing the claim]



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4. SUBMITTING APPLICATIONS TO A CORRESPONDING AUTHORITY ELECTRONICALLY

4.1. SENDING APPLICATIONS TO A CORRESPONDING AUTHORITY BY E – MAIL

A user should be able to file an application with the police or court by e – mail using a template to be sent by the site at the police address (the address must be specified by the Web-application administrator on the admin panel).

4.2. FILING APPLICATIONS WITH E – COURT USING ELECTRONIC DIGITAL SIGNATURE

A user should be able to file an application electronically by means of integration with e – court using a template to be sent by the site with the help of electronic digital signature.

5. ADMIN PANEL

The system must feature an admin panel, thus enabling authorized users:

1. To create applications of new types;
2. To create, delete or edit application forms;
3. To create, delete or edit fields in application forms;
4. To create, delete or edit application templates.
5. To add photos to the gallery.

An access to the admin panel will be strictly moderated and provided to authorized users only.

Authorization of a user of the admin panel must be ensured with a login form.

The login form must have the Login and Password fields.

The assess must be individual and be provided only to selected experts in administrative services. Materials will be posted no sooner than the Web-application administrator has confirmed issuance of the publication.



6. REQUIREMENTS TO DESIGN

6.1. GENERAL CONCEPT OF DESIGN

The user interface should ensure visual and intuitively understandable representation of the structure of information thereon as well as fast and logical transfer between sections. It should be built in the form of questions and answers, providing for interactive communication with the user, similar to the model used by the Canadian Civil Resolution Tribunal <https://civilresolutionbc.ca/>.

The general design of the Web-application's pages should be based on stable standards and should not use functionalities which are available in selected browsers only.

The Customer will provide photo – and other graphical materials needed for the Web-application development unless specified otherwise.

Font sizes and typefaces should ensure comfortable browsing/viewing by users.

Navigation tools should ensure clear understanding their content by users: links to pages should include captions, legends should be generally accepted. Graphical elements of navigation tools should include alternative labels.

Menu buttons should be clear, there must be clear division between them.

6.2. ADAPTABLE DESIGN

The Web-application design should be adaptive so that users could access it from smartphones, tablet, notebook or PC.

6.3. SUPPORT OF VARIOUS WEB BROWSERS

The Web-application design should be correctly displayed on major browsers, such as Microsoft Edge, latest versions of Mozilla Firefox, Chrome, Safari as well as major browsers used in mobile devices.

6.4. WEB-APPLICATION ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

The Web-application should be capable of visual scaling for people with disabilities.

6.5. SAVING THE FILES USERS UPLOAD ON A FORM

Each file the user uploads on the form should have the mandatory field "Filename" so that it is displayed on the application template correctly.

7. REQUIREMENTS TO TECHNICAL PART OF THE WEB-APPLICATION

7.1. REQUIREMENTS TO WEB-APPLICATION ARCHITECTURE

The Web-application architecture should ensure scalability and expansibility of the system. New functions should be added by adding new modules without substantial modernization of existing modules. The Web-application architecture should ensure independence of the module responsible for displaying information from the module responsible for saving and managing information. The Web-application architecture should ensure the operation of the system does not depend on the hardware platform and server operating system. The Web-application administration should ensure that basic operations can be carried out by people without special training in sphere of programming or html coding who have just general skills of working with a computer and web browser.

7.2. BACKUP COPYING

The system should be capable of creating backup copies and restoring arrays of information.

7.3. RELIABILITY AND SAFETY REQUIREMENTS

Web-application must be protected from SQL injections and other means of intervention in continues functioning of the Web-applications on the part of its software platform.

The Web-application software must ensure continues operation of the Web-application 7/24/365 (on the condition of fault-free performance of the hardware).

The Web-application software should not require breaks for regular maintenance and/or creation of backup copies of the Web-application informational content.

7.4. SOURCE CODE OWNERSHIP

The developer of the system shall transfer all rights to the source code to the client. The system shall not contain any modules the use of which is license-conditioned and require additional payment by the client, or which are not allowed for public or commercial use. The developer shall provide exhaustive information on any outside components used, modules, services and respective licensing agreements. Should the developer use any proprietary modules, services or off-the-shelf products, the client shall be indemnified from any financial obligations related to the use or upgrade of these modules, services or products.