**TO SUBMIT AN APPEAL**

Consideration of appeals and inquiries and personal reception are guaranteed by the Constitution of Ukraine and are an integral part of the Prosecutor’s Office’s activities. The Prosecutor’s Office aims to unconditionally adhere to a human-centred approach when considering appeals, which is defined as one of its strategic priorities.

In accordance with the Constitution of Ukraine, the Laws of Ukraine ‘On Amendments to the Constitution of Ukraine (regarding Justice)’ and ‘On the Prosecutor’s Office’, the Prosecutor’s Office is vested with the following functions: supporting public prosecution in court; organising and procedurally guiding pre-trial investigation, resolving other issues in criminal proceedings in accordance with the law, supervising covert and other investigative and detective actions of law enforcement agencies; representing the interests of the state in court in exceptional cases and in accordance with the procedure established by law. The Prosecutor’s Office continues to supervise the observance of laws in the execution of court decisions in criminal cases, as well as in the application of other coercive measures related to the restriction of personal freedom of citizens.

The current legislation **does not provide for the function** of the prosecutor’s office **to supervise the observance and application of laws**, conduct inspections on these issues, as well as **represent citizens** in court.

Therefore, **the prosecutor’s office can be contacted in the following cases:**

* **pre-trial investigation:**

- on pre-trial investigation in criminal proceedings by pre-trial investigation authorities, procedural guidance in specific criminal proceedings; supervision of covert and other investigative and detective actions of law enforcement agencies - participants in criminal proceedings or persons whose rights or legitimate interests are restricted during pre-trial investigation;

- on international cooperation in criminal proceedings or interaction with competent institutions of foreign states and international organisations;

- in relation to the commission of a criminal offence, corruption or corruption-related offence;

* **support of public prosecution in court;**
* **representing the interests of the state in court:**

- on representation of the state’s interests in the budgetary sphere, child protection, state and municipal property, land relations, and environmental protection;

- on compensation for damage caused by criminal offences;

* **supervision over the observance of laws in the execution of court decisions in criminal cases, as well as in the application of other coercive measures related to the restriction of personal freedom of citizens.**

A complaint against actions or decisions of a state authority, local self-government authority, enterprise, institution, organisation, association of citizens, media, or official shall be filed in the order of subordination to a higher authority or official, which does not deprive a citizen of the right to apply to court in accordance with applicable legilstaion, and in the absence of such an authority or if a citizen disagrees with the decision made on the complaint, directly to court. A complaint against the decision that was appealed may be filed with a higher-level authority or official within one year of its adoption, but not later than one month after the citizen has been made aware of the decision.

**Appeals against decisions, actions or omissions of pre-trial investigation bodies or the prosecutor** during the pre-trial investigation, as well as against verdicts, decisions, rulings, and resolutions of courts are considered **in the manner and within the limits** provided for by criminal, civil, and commercial procedural legislation, taking into account decisions and opinions of the Constitutional Court of Ukraine.

At the regional prosecutor’s office, appeals are accepted for consideration **after** the heads of the district prosecutor’s offices have made a decision. A copy of the decision (response) to be appealed is attached to the appeal.

**The appeal may be submitted:**

- **by post** (49044, Dnipro city, 38 Dmytra Yavornytskoho Avenue)

- **by e-mail to** zvern@dnipr.gp.gov.ua;

- **by calling the hotline** (056) 718-14-55;

- **in person** (49044, Dnipro city, 38 Dmytra Yavornytskoho Avenue, side entrance);

- **through the ‘Box for incoming correspondence’** installed **in the premises** of the regional prosecutor’s office (central entrance).

**The appeal must contain** the surname, name, patronymic, place of residence, the essence of the issue raised, comments, suggestions, statements or complaints, requests or demands. **A written** appeal **must be** printed or handwritten legibly and clearly, signed by the applicant and dated.

The **electronic** application **must also contain** an electronic mail address to which the applicant may be sent a response or information on other means of communication with him/her. The use of a qualified electronic signature is not required when sending an electronic application. **An electronic** appeal **is accepted** to a specific email address or by filling in and sending an electronic form posted on the official website of the regional prosecutor’s office.

An electronic appeal **without an electronic signature shall be sent in the form of** a scanned or photocopy of the appeal with the applicant’s signature and date. An electronic signature may be used to identify the author of an electronic appeal.

An application **that does not comply** with the above requirements, as well as if it does not contain the data necessary to make a reasoned decision, **shall be returned to the applicant**. A written appeal without indication of the place of residence, not signed by the author and from which it is impossible to establish the authorship, is **recognised as anonymous** and is not subject to consideration.