



The automatic actions — three acts, and how each is undone

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Configuration settled by the head of registry, set-aside and withdrawal logs · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Three actions, not one more, and all three can be undone. None of the three touches the authentication of an act or the merits of a case.**

The three actions

Action	Trigger	What goes out	How it is undone
Qualified filing acknowledgement	Filing of a document or an act	Acknowledgement within the minute: case number, what is missing under the notice, the file's next time limit	If the document arrives the next day, the acknowledgement updates itself and the reminder does not go out

Action	Trigger	What goes out	How it is undone
Time limit or discrepancy alert	A rule in service is triggered	The alert goes to the clerk, with the act that sets the time limit and its date of service	The clerk sets it aside on a word, with the reason and the date — which corrects the nomenclature the following quarter
Tracking and chasing acknowledgements of receipt	A batch of summonses already reread and signed, within the limits of the written mandate	Dispatch, tracking of returns, chasing of undelivered items	The mandate is withdrawn on a word; a batch stops for as long as it has not gone out

The second action renders a service you only see the following quarter: every set-aside carries a reason and a date, **which produces the list of wrong readings of your nomenclature — and therefore the drafts to correct. That is how the 41 set-asides of the first quarter fell to 3 in the second, joinder of proceedings having been reclassified. An arrangement that does not record its false positives never improves.**

Everything else waits for a named decision

Act	Who takes it	Trace
Authentication and signature of an act	The clerk	Signature log: name, date, time
Entry made in the register	The clerk, after rereading the draft	Register of entries
Setting or changing a hearing date	The court	Hearing list, listing act

Act	Who takes it	Trace
Adjournment, striking out, joinder	The judge, in court	Decision, then entry in the register
Characterisation of a time limit with two readings	The clerk	Schedule log: hypothesis adopted, officer, date
Any answer on the merits of a case	The judge; for advice, a lawyer	Referral log

The individual indicator — what is produced on request, and the reservation that comes with it

Question	Answer
Can the agent calculate the number of acts prepared per clerk?	Yes, and it will produce it if the registry asks.
Is it prohibited?	No. An employer's power of oversight is recognised; the CNIL frames its conditions, not the principle.
On what conditions	Three, cumulative: proportionality of the indicator to the aim pursued; prior information of staff; consultation of the competent staff body before implementation.
The reservation, and it is not legal	It is mechanical: a per-clerk counter becomes a target; the target distorts the sorting; long files — a complex procedure, an unrepresented party who needs support — get pushed back in favour of routine batch work. The court would lose the instrument along with the measurement.
What is offered instead, and already prepared	Measurement by QUEUE: time to readiness, backlog by chamber, adjournment rate, age of the stock. It tells you where it jams without saying who.

Question	Answer
The exception, which is not really one	Who authenticates an act is named and dated. A signature is not a counter — it is what gives the act its force.

The reversibility rule, written once and for all: every automatic action stops on a word, instantly, and what the action produced remains consultable with the date and the reason for its withdrawal. Nothing is blocked permanently, nothing disappears. And the mandate moves in both directions: a scope that has been widened narrows as fast as it opened.

Automatic actions enabled — acknowledgement ☐ alert ☐ acknowledgement tracking ☐ — settled by: _____ on: _____

Queue-based measurement presented to the competent staff body on: _____

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