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the limits of the written mandate	**Dispatch, tracking of returns, chasing of undelivered items**	**The mandate is withdrawn on a word; a batch stops for as long as it has not gone out**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

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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.**

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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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