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Training sample for the ECHR application form

A readable accompanying example organized by the sections of the official application form. All persons, events, addresses, and documents are fictitious. This is not the official form and is not an application intended for filing. Signatures are omitted. Date prepared: 05.10.2026.

Official form: https://www.echr.coe.int/documents/d/echr/application_form_eng

A. Applicant — individual

Surname: TRAINING SAMPLE — Koval

First name: Olena (fictitious person)

Date of birth: 1985-03-12

Place of birth: Training example: Ukraine

Nationality: Ukraine

Address: FICTIONAL ADDRESS: 1 Navchalna St., Pryklad, 00000, Ukraine. Do not use for filing.

Email address: sample@example.invalid

Sex: female. Telephone omitted in this example; an actual application must state current contact details.

B. Respondent State

Ukraine. The complaint concerns acts of the domestic courts, not the private counterparty.

C–D. Representation

The applicant is proceeding without a representative before the ECHR. Section D for a legal entity is not applicable. The representative in the domestic proceedings is mentioned solely to explain the date on which the final decision was received.

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E. Statement of facts

TRAINING SAMPLE. All events and information are fictitious. Do not send to the Court.
1. On 15.09.2025, the applicant filed a civil claim to recover UAH 180,000 transferred to a private counterparty. The contract and bank record referenced the payment number. She asked the court to obtain bank confirmation of the recipient because she could not obtain it herself.
2. On 20.01.2026, the court refused to obtain the document without explaining why the evidence was irrelevant. On 30.01.2026, it dismissed the claim because transfer of the funds to the defendant had not been proven. The judgment did not address the argument that the applicant could not obtain the bank information herself and that the court needed to obtain it (enclosures 1–3).
3. The applicant appealed. In her appeal of 15.02.2026, she expressly raised the unjustified refusal to obtain decisive evidence and the failure to address that argument. On 20.04.2026, the court of appeal upheld the judgment without addressing it (enclosures 4–5).
4. In her cassation appeal of 15.05.2026, the applicant repeated those points. For this training sample, cassation review is assumed to have been available and effective. On 06.07.2026, the court of cassation considered the appeal and upheld the judgment without addressing the argument. The applicant and her representative in the domestic proceedings received the final decision on 10.07.2026 (enclosures 6–8).
5. The applicant does not ask the ECHR to decide the contractual dispute in place of the domestic courts. Her complaint concerns the fairness of the proceedings: refusal to obtain evidence whose absence became the basis for dismissing her claim, and the courts' failure to give a reasoned response to that argument.

F. Complaints under the Convention

Article 6 § 1 of the Convention (civil limb)

TRAINING SAMPLE. The applicant complains that the proceedings as a whole were unfair. The court refused to obtain bank information she could not obtain herself, then dismissed the claim because transfer of the funds was not proven. The refusal to obtain the evidence was not adequately reasoned. The appellate and cassation courts did not address the argument linking those points.
The dispute concerned a private pecuniary right. The complaint is against Ukraine for acts of its courts, not against the counterparty. Enclosures 2–7 show the request, the decisions, and the raising of this issue on appeal.
Losing the dispute alone does not establish a violation. The ECHR determines the merits and admissibility; this text illustrates how the argument may be presented and does not establish a violation.

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G. Admissibility criteria

Article 6 § 1: refusal to obtain decisive evidence and failure to provide a reasoned response to the relevant argument.

TRAINING SAMPLE.
First instance: judgment dated 30.01.2026 (enclosure 3).
Appeal: appeal dated 15.02.2026 and decision dated 20.04.2026 (enclosures 4–5).
Cassation: cassation appeal dated 15.05.2026 and final decision dated 06.07.2026 (enclosures 6–7).
Receipt of the final decision by the applicant and her representative in the domestic proceedings: 10.07.2026 (enclosure 8).
Planned mailing date for the complete package: 05.10.2026. Under the assumptions of this example, the four-month period expires on 10.11.2026. In an actual case, the date of mailing is evidenced by the postmark. Case numbers are not fabricated in this sample: the actual application form must state the exact number of the relevant proceedings.

Within the assumptions of this hypothetical example, there are no unused available and effective domestic remedies. This answer must not be carried over to another case without verification.

H. Other international proceedings and previous applications

Under the assumptions of this example, the matter has not been submitted to another procedure of international investigation or settlement.

Under the assumptions of this example, no previous applications have been lodged with the ECHR.

I. List of enclosures

The list below is hypothetical. The documents do not exist and are not attached. In an actual application, each item must match an actual copy and the page numbering.

1. Claim dated 15.09.2025 with contract and payment record — pages 1–6.

2. Request to obtain evidence and refusal dated 20.01.2026 — pages 7–9.

3. First-instance judgment dated 30.01.2026 — pages 10–14.

4. Appeal dated 15.02.2026 — pages 15–18.

5. Court of appeal decision dated 20.04.2026 — pages 19–23.

6. Cassation appeal dated 15.05.2026 — pages 24–28.

7. Final decision of the court of cassation dated 06.07.2026 — pages 29–33.

8. Confirmation of receipt of the final decision on 10.07.2026 — pages 34–35.

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Date, signature, and correspondence

TRAINING SAMPLE prepared by «Правова Допомога» on 05.10.2026. The events, person, and address are fictitious. The listed documents do not exist and are not enclosed. This is an example of completion, not a ready-to-file application. Signatures are intentionally omitted. An actual application requires accurate information, case numbers, copies of the evidence, and the original signature.

Applicant: Olena Koval. FICTIONAL ADDRESS: 1 Navchalna St., Pryklad, 00000, Ukraine. Sample with no representative before the ECHR.

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