



You have applied for permission to appeal

In the attached letter, the Appeals Permission Board has today confirmed receipt of your application for permission to appeal. The purpose of these guidelines is to provide you with an overview of the Board's general procedure for the processing of applications. You can find further information at www.procesbevillingsnaevnet.dk.

The Appeals Permission Board

The Board's department for permissions to appeal processes applications at weekly meetings. The Board's secretariat prepares the cases for the Board.

The Board is independent and is not a part of the court system or the public administration. The department for permissions to appeal consists of a Supreme Court judge (Chairman), a High Court judge, a District Court judge, a Supreme Court attorney and a university lecturer in jurisprudence.

Application deadline

The deadline for applying for permission to appeal is two or four weeks. The application deadline is specified in the relevant rule. You can find an overview of the statutory rules on which the Board's authority is based on the [Board's website](#).

The deadline is calculated from the date on which the decision has been made. The application must have been received by the Board before the expiry of the deadline.

You can find more detailed information about the calculation of the application deadline on [the Board's website](#).

In some cases, the Board may exceptionally disregard a failure to meet the deadline if the application has been submitted later, but within six months or, in some cases, within one year. If you have failed to meet the deadline, it is important that you state the reason for your failure to do so, either in the application or in a new letter.

The Board will subsequently decide whether the deadline has been complied with and whether any failure to meet the deadline may exceptionally be disregarded.

Procedure

After receipt of your application, the Board has created a case. The Board's case number is stated in the attached letter. You must quote the case number on all inquiries to the Board regarding the case. The Board will inform your opposing party about the application, and the Board will decide whether the case records are to be obtained and whether the opposing party is to be requested to submit any comments on the application.

Once the Board has received the necessary material, the administrative case officer prepares the case for the Board. Among other documents, the administrative case officer prepares a memorandum containing a review of the factual and legal circumstances of the case. The memorandum (with relevant appendices) forms the basis for the Board's processing and decision of the case. Some case types are decided by the Chairman of the Board following authorisation from the Board.

The average application processing time is currently around seventeen weeks in the department for permissions to appeal. However, the application processing time depends on the specific case.

The Board's decision

After the Board has made its decision, it will be communicated to you in a letter. The letter will be sent as Digital Post to your e-Boks or virksomheden@virksomheden.dk. The decision will only be sent by regular mail if you are exempt from Digital Post.

As a basis for the Board's decisions, reference is made to the contents of the statutory rules that give the Board the authority to grant permission to appeal. In accordance with the legislation on the Board's activities, the Board cannot give further grounds for its decisions.

After the Board's decision

If you are granted permission to appeal, the Board's letter will contain information about how to bring the case before the court of appeal.

If you are not granted permission to appeal, you cannot complain to other administrative authorities or to the Ombudsman of the Folketing (the Danish Parliament).

However, the Board may reopen a case in certain circumstances. The reopening of a case requires that there is significant new information.

Further information

You can find further information on [the Board's website](#), where you can also read [the Board's rules of procedure](#) and [the Board's annual reports](#).

Moreover, the Board is not covered by the Danish Public Administration Act (*Forvaltningsloven*) and the Danish Access to Public Administration Files Act (*Offentlighedsloven*). It is therefore not possible to request the Board to be granted access to documents in the case in accordance with the rules in these Acts.

However, it is possible to request the Board to be granted access to documents in the case in accordance with the principles on access to documents laid down in the Danish Administration of Justice Act (*Retsplejeloven*). The right of access to documents does not include internal documents, such as the memorandum prepared by the secretariat for use for the Board's processing of the case. It will therefore typically not be possible to obtain access to any other documents than the case correspondence.

The next page provides you with information about data protection legislation.