

FAQs

concerning the Federal Office of Justice register

We have put together a list of the most important questions and answers regarding the registration process.

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General information about the claims register

What is the claims register?

All model case actions brought forward are published in the claims register of the Federal Office of Justice (Bundesamt für Justiz; BfJ). The [official announcements](#) of the model cases are published on the BfJ [website](#) along with details of each individual action. Under section eight of each action there are also forms for registering, deregistering and notifying changes.

What does it cost to register a claim?

Registration is free.

What is the cut-off date for registering my claim in the claims register under the model case procedure?

According to the law on model case proceedings, the last opportunity for consumers to enrol in the claims register is on the day before the case is heard. It is possible to register your claim much sooner and it is advisable to do so because you will need a reference number from the Federal Office of Justice if you wish to deregister. There is some delay between registering a claim and receiving this reference number. The date of the first hearing of a model case is also published on the Federal Office of Justice [website](#).

How can I join a model case action?

It is a two-stage process. First the consumer has to submit an 'Application to enrol', and then the claim is entered in the register by the Federal Office of Justice. Registration is confirmed by letter, but this can take a while. The BfJ [website](#) contains all published information about a case.

The application

How can I apply to have my claim registered?

The Federal Office of Justice recommends using the online form to ensure that applications are processed quickly. Online forms are provided for every lawsuit that has been published. The website also contains tips on how to fill in the form and further information about the case.

Can I send my application by email, fax or post instead?

All three ways are possible. The law requires only that an application be made in writing. However, the Federal Office of Justice recommends electronic registration using the online form. This ensures that the application includes all the information that is required by law.

How do I use the online form?

Please complete all mandatory fields and provide assurance that 'all the information provided is correct' by placing a cross in the relevant box. Then click the 'Send' button. If you have filled in all the mandatory fields, the application will be forwarded to the Federal Office of Justice.

Who do I name as representative in section II of the form?

Consumers do not need a legal advisor or any other representative to enrol in the claims register. You can leave this section blank. Please do NOT enter 'Federation of German Consumer Organisations'/'vzbv' or similar as your representative. The relevant association will be bringing the model case action as the claimant. That association is not generally your representative.

You only need to enter information in section II if you are represented by a legal counsel, an advisor or another person entitled to act on your behalf. In that case, it would make sense for the representative to fill in the form.

Please note: confirmation that the claim has been entered in the register will also be sent to the representative, if you have named one.

What do I enter in the field 'Subject matter of and reason for the claim or legal relationship'?

Please give a brief description of the facts of your case. Explain how your claim or legal relationship is dependent on the points on which a declaratory judgment is being sought (as set out in the claims register). No legal explanations are required. You should answer the following questions:

- What is the claim about?
- On what contract it is based?
- On what date did you enter into the contract?
- What happened?

Please also note any additional information provided by the association bringing the action.

What should I put in the 'Amount of claim' field?

You can leave this field blank.

In what languages can the form be completed?

Please complete the form in German.

What documents do I have to include in my application?

No additional documents are required for your application to enrol in the claims register. Please do not send any additional documents with your application as they will be disregarded.

After you have registered

What happens after you have registered?

The Federal Office of Justice will send a written confirmation that the claim has been registered. This written confirmation will always be sent by letter, not online or by email. The confirmation will include a reference number under which your claim is registered. Important: Please keep this written confirmation safely for later use.

When will I receive confirmation of enrolment?

The applications will be processed as quickly as possible. Depending on the number of applications, it may be that not all consumers receive a confirmation promptly. Please note that vzbv has no information about the status of your application. We are therefore unable to answer any enquiries.

Should I report any change of name or address?

You should notify the Federal Office of Justice if you change your name or your address. The Federal Office of Justice provides [forms](#) for this purpose.

Can I deregister?

You can withdraw your registration – but only up to the ‘end of the first day of the court hearing’. If you wish to withdraw your claim, you must therefore do so before midnight on the day on which the first hearing is held before the higher regional court. The Federal Office of Justice also has an [online form](#) for claimants wishing to withdraw their registration. Please note that the time at which your declaration is received by the Federal Office of Justice determines whether it has been received within the time limit.

How can I find out what is happening in a model case proceeding?

Directions and decisions of the court will be published in the claims register if this is necessary to provide information on the progress of a case. All announcements are published on the [BfJ's website](#). vzbv will issue news alerts on developments in model case actions it is involved in.