

ABSTRACT

The topic of this thesis is the **Preparation of Dispute Proceedings**. I am convinced, that particularly this part of proceedings is truly important, because everything else depends on it. If the proceedings is not perfectly prepared, subsequent proceedings is endangered with a risk of delay. Although, the preparation of the proceedings is fully in the hands of the judge, it must be taken seriously by all parties involved. After all, the proceedings may end at this stage, based on passivity of the parties, e.g. by judgment of acknowledgment. The ultimate instrument in preparation of proceedings is qualified summon, which I have paid the most attention to in terms of number of pages. However, all instruments entrusted to judge are mentioned in this thesis and evaluated in terms of their effectiveness. The thesis is divided into four chapters, introduction and conclusion not included. The first chapter focus on the key words definition and defining starting points of the work. Each of the following chapter is then devoted to one stage of the preparation of proceedings.