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TJPE

# SERVICES MANUAL OF THE JUDICIARY OF PERNAMBUCO

For Consular Representations in Recife





A detailed line-art illustration of a mangrove forest. The scene is filled with various types of mangrove plants, including tall trees with dense foliage and large, intricate prop roots that arch over the water. The water is depicted with wavy lines, suggesting a shallow, tidal environment. The overall style is clean and graphic, using only black lines on a white background.

# **SERVICES MANUAL OF THE JUDICIARY OF PERNAMBUCO**

For Consular Representations in Recife

# Introduction

Welcome to the Services Manual of the Judiciary of Pernambuco, specially prepared with the purpose of bringing Pernambuco's Judiciary closer to individuals from other countries who live, work, or visit our state.

The Supreme Court of Pernambuco believes in the importance of strengthening ties with Consular Representations in Recife, facilitating access to judicial services, and ensuring that the specific needs of foreign individuals are met efficiently and welcomingly.

We recognize that access to the local Justice System is essential to guaranteeing rights, resolving conflicts, and promoting citizenship.



In this material, you will find a practical guide to both judicial and extrajudicial services, including general information, phone numbers, emails, and useful addresses for those in need of them. Additional information can also be found on the website of the Supreme Court of Pernambuco.

Count on us!

<https://portal.tjpe.jus.br/>

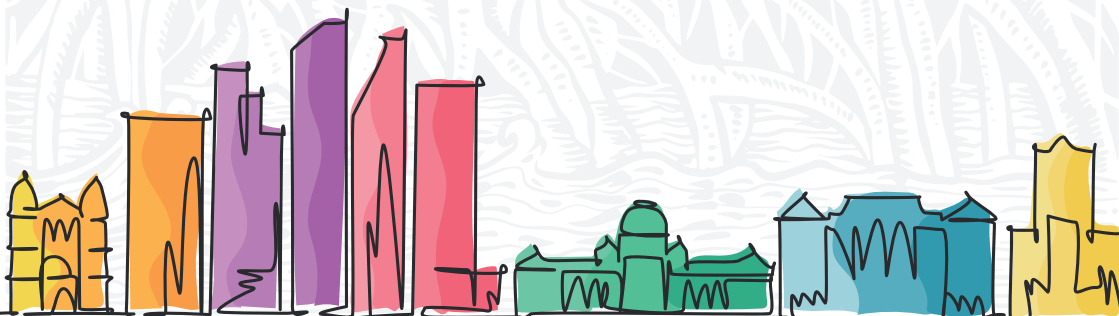


**Justice Ricardo Paes Barreto**  
**President of the Supreme Court of**  
**Pernambuco**



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## 2. Judicial Services

Before detailing the services provided by the Judiciary of Pernambuco to citizens and foreign individuals, it is necessary to provide a brief explanation of this Power's structure.

The Judiciary of Pernambuco is organized into two levels or instances of jurisdiction.

The **First Level of Jurisdiction** consists of state judges operating in judicial districts (territorial jurisdictions where one or more judges exercise their authority).

The judicial districts in the State of Pernambuco are classified into three judicial divisions, as established in Article 10 of State Complementary Law No. 100, of November 21, 2007 (Judicial Organization Code of Pernambuco – COJE).

- The **3rd Judicial Division** comprises the Judicial District of Recife.
- The **2nd Judicial Division** includes 36 (thirty-six) judicial districts.
- The **1st Judicial Division** encompasses 93 (ninety-three) established judicial districts.

The **Second Level of Jurisdiction**, in turn, is represented by the Supreme Court of Pernambuco (TJPE), which is headquartered in



Recife and has jurisdiction over the entire state territory. Its powers are defined in Article 61 of the Pernambuco State Constitution and Article 26 of the COJE.

The TJPE is composed of 58 (fifty-eight) Justices (Desembargadores), four of whom form the Board of Directors, elected for a two-year term. For the 2024–2026 term, the Board of Directors of TJPE includes:

- **Ricardo Paes Barreto**, President
- **Fausto de Castro Campos**, 1st Vice-President
- **Eduardo Sertório Canto**, 2nd Vice-President
- **Francisco Bandeira de Mello**, Corregedor-Geral da Justiça (General Justice Inspector)



A full list of judicial districts, phone numbers, emails, and physical addresses of each judicial and administrative unit of the Court can be accessed at the following link:



<https://portal.tjpe.jus.br/web/portal/servicos/consultas/contatos>

The progress of cases at all levels and districts can be tracked through the Process Consultation System at the following link:

<https://portal.tjpe.jus.br/web/portal/servicos/consulta-processual/processos-do-1-e-2-grau>



To receive email notifications whenever a specific case is updated, users must register in the PUSH PJe System:

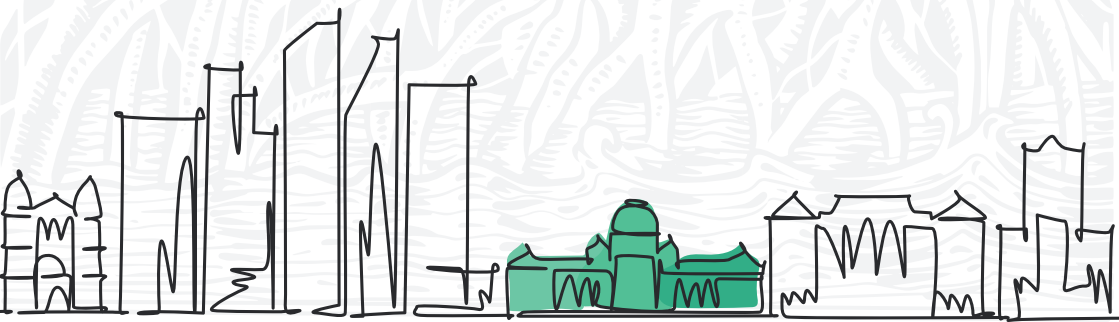
### For 1st Level cases



<https://pje.cloud.tjpe.jus.br/1g/Push/loginPush.seam>

## For 2nd Level cases

<https://pje.cloud.tjpe.jus.br/2g/Push/loginPush.seam>



## 2.1.CERTIFICATES

The issuance of certificates is among the most utilized services available through the website of the Supreme Court of Pernambuco.

Interested parties can request and validate the following certificates online:

- **Negative Criminal Record Certificate**

This document provides information on whether an individual has a criminal record based on current computerized records.



<https://portal.tjpe.jus.br/web/antecedentes-criminais/>

- **Civil Certificate – Electronic Cases**

This document indicates whether electronic cases exist in the 1st and 2nd Levels of Jurisdiction against individuals or legal entities.

<https://www.tjpe.jus.br/certidaopje/xhtml/main.xhtml>



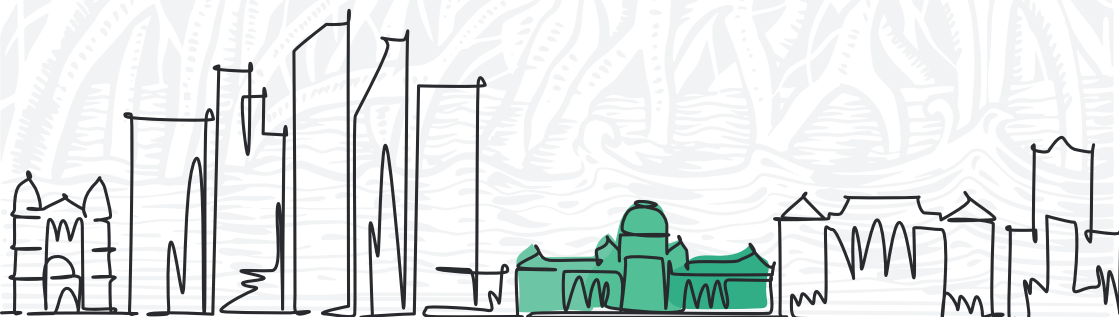
## • Civil Certificate – Physical Cases

Issued by the Civil Directorate of the 1st Level of Jurisdiction, this document indicates the existence or absence of physical cases against individuals or legal entities. Requests for these certificates must be sent via email to:

- **certidao.capital@tjpe.jus.br (civil cases)**
- **distribuicao04.capital@tjpe.jus.br (child and adolescent matters)**

## • Specific Certificate of Case Status

This document provides details about a specific case, issued by the unit processing the case or by the 1st Level Civil Directorate. Certifications for criminal enforcement cases are issued by the respective courts.



For physical cases stored in the General Archive, the archive itself issues the certificates.

For questions about issuance and validation, users may contact the following numbers:

- (81) 3181-0470
- (81) 3181-0476
- (81) 3181-0465

Or visit the Criminal Records Sector, located on the ground floor of the **Desembargador Rodolfo Aureliano Courthouse** on **Joana Bezerra Island, Recife.**



## 2.2. REGULAR BUSINESS HOURS

### 2.2.1. FIRST LEVEL OF JURISDICTION

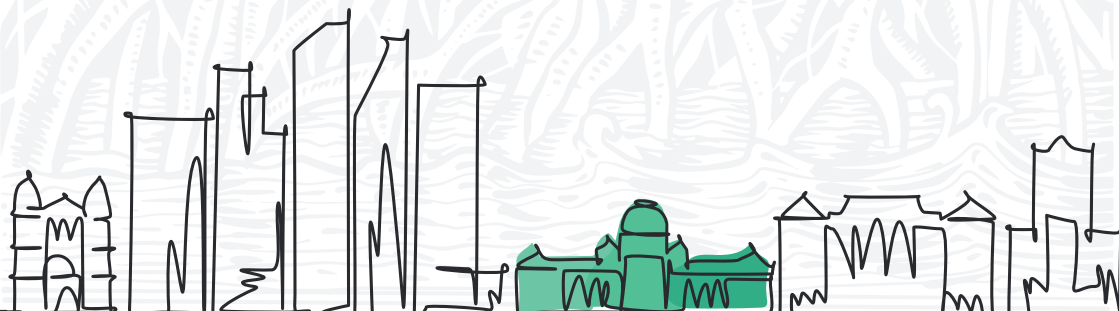
On business days, the hours for public service at the units and bodies of the First Level of Jurisdiction of the Judiciary of Pernambuco are from **8:00 a.m. to 2:00 p.m.**

Currently, the **Special Civil Courts** operate in two shifts:

- First shift: from **7:00 a.m. to 1:00 p.m.**
- Second shift: from **1:00 p.m. to 7:00 p.m.**

### 2.2.2. SECOND LEVEL OF JURISDICTION

For the administrative units and judicial bodies of the Second Level of Jurisdiction, public service hours are from **8:00 a.m. to 5:00 p.m.**



## 2.2.3. TECHNOLOGY DEPARTMENT

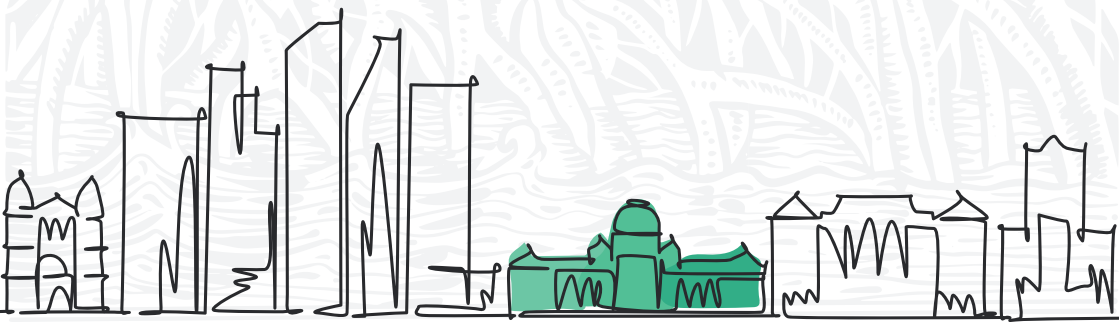
The IT Service Center of the **Technology and Communication Department (SETIC)** is available on business days through the following service channels:

- **Web Portal:** [www.tjpe.jus.br/atendimentotic](http://www.tjpe.jus.br/atendimentotic);
- **Support via Chat or Phone:** (81) 3181-0001 (from 7:00 a.m. to 7:00 p.m.);
- **E-mail:** [setic.centraiservicos@tjpe.jus.br](mailto:setic.centraiservicos@tjpe.jus.br).

For further details, access the service channels of SETIC:



<https://portal.tjpe.jus.br/web/central-de-servicos/central-de-servicos>





## 2.3.JUDICIAL DUTY

Judicial duty ensures the continuity of judicial services during days and hours when regular business is not conducted. This service is exclusively dedicated to urgent matters.

### 2.3.1.FIRST LEVEL OF JURISDICTION

#### 2.3.1.1. WEEKDAYS

During weekday judicial duty, the attending judges only handle urgent matters filed in the **PJE System** between **2:00 p.m. and 8:00 p.m.**

Urgency is determined when the measure cannot objectively be requested during regular hours and requires resolution on the same day or by the beginning of the next working day to prevent significant or irreparable harm.

The roster of judges and staff on duty during weekdays, along with virtual desk and phone contacts, can be accessed at:

<https://portal.tjpe.jus.br/web/plantao-judiciario/1-grau/dias-uteis>



### 2.3.1.2. WEEKENDS, HOLIDAYS, AND RECESSES

Judicial duty during weekends, holidays, and recesses operates from **1:00 p.m. to 5:00 p.m.**

The roster of judges and staff on duty for these periods, along with their emails, phone numbers, and virtual desk contacts, can be accessed at:



<https://portal.tjpe.jus.br/web/plantao-judiciario/1-grau/final-de-semana-feriado-recesso>

### 2.3.2. SECOND LEVEL OF JURISDICTION

#### 2.3.2.1. WEEKDAYS

In the Second Level of Jurisdiction, urgent requests after regular hours are forwarded to the President of the Court for prompt review.

Contact for the **Second-Level Duty** (phone/WhatsApp): **(81) 9 9922-7719**

## 2.3.2.2.WEEKENDS, HOLIDAYS, AND RECESSES

Judicial duty for these periods operates from **1:00 p.m. to 5:00 p.m.**

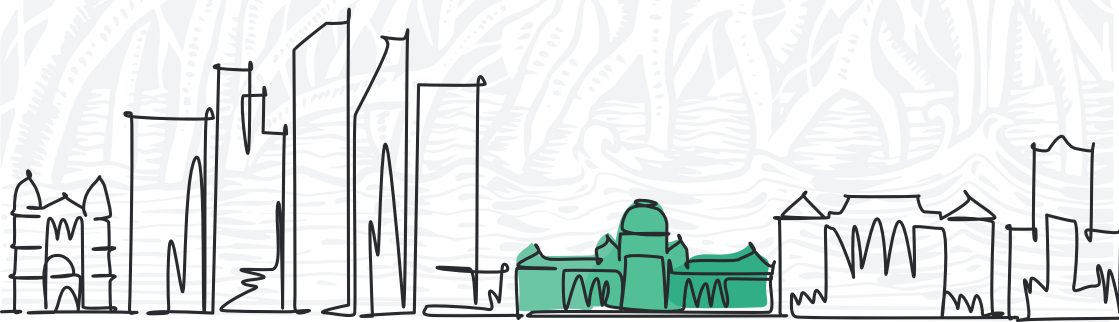
The roster of judges and staff on duty, along with emails, phone numbers, and virtual desk contacts, can be accessed at:

<https://portal.tjpe.jus.br/web/plantao-judiciario/2-grau/final-de-semana-feriado-recesso>



## 2.3.3.PRESIDENCY DUTY

The Presidency Duty operates from **1:00 p.m. to 5:00 p.m.** during holidays, weekends, recess periods within the State Judiciary, and business days when regular working hours are exceptionally reduced.



External users can contact the duty service via email at **presidencia.plantao@tjpe.jus.br** or through WhatsApp at **(81) 9 9922-7719**.

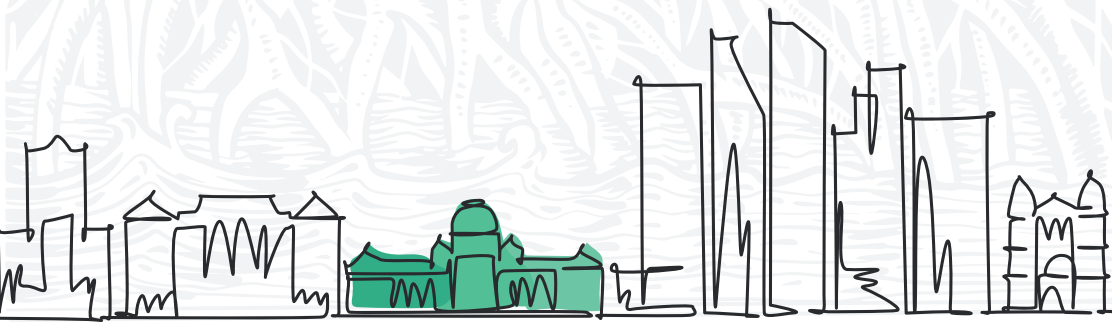
For more information, visit the following link:



<https://portal.tjpe.jus.br/pt/web/plantao-judiciario/presid%C3%Aancia>

When contacting the duty service, the requester must provide identification, address, telephone number, and email for guidance and subsequent response if necessary. Anonymity is not permitted.

It is important to note that issues related to judicial duty that are not urgent will not be addressed by the Presidency Duty. These matters should be handled through appropriate platforms during regular working hours.



## 2.3.4.GENERAL INSPECTORATE OF JUSTICE DUTY

According to Normative Instruction CGJ/PE No. 01/2022, the duty service of the General Inspectorate of Justice of Pernambuco (CGJ/PE) operates from 1:00 p.m. to 5:00 p.m. on holidays, weekends, recess periods within the State Judiciary, and business days with reduced regular working hours.

External users can contact the service via:

- **Email:** [cgj.plantao@tjpe.jus.br](mailto:cgj.plantao@tjpe.jus.br)
- **WhatsApp:** (81) 9 9960-6484

For further information, visit:

<https://portal.tjpe.jus.br/web/corregedoria/atendimento/plantao-judiciario/informacoes-gerais>



Similarly to the Presidency Duty, the requester must identify themselves, and non-urgent matters or issues falling under judicial duty will not be addressed.

## 2.3.5. TECHNOLOGY DEPARTMENT DUTY

During weekends, holidays, and recess periods, the IT Service Center of the **Technology and Communication Department (SETIC)** operates as follows:

- **Web Portal:** [www.tjpe.jus.br/atendimentotic](http://www.tjpe.jus.br/atendimentotic) ;
- **Support via Chat:** from **8:00 a.m. to 8:00 p.m.**
- **Phone Support:** (81) 3181-0001 (from **10:00 a.m. to 4:00 p.m.**)
- **E-mail,** [setic.centraiservicos@tjpe.jus.br](mailto:setic.centraiservicos@tjpe.jus.br).

For further details, visit:



<https://portal.tjpe.jus.br/web/central-de-servicos/central-de-servicos>

## 2.4. VIRTUAL DESK

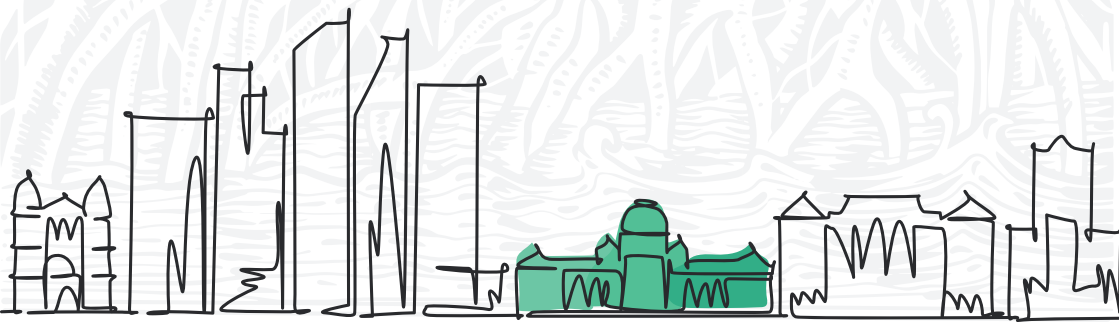
The Virtual Desk is a videoconference platform for virtual meetings with parties, attorneys, and other interested individuals regarding ongoing cases within the Judiciary of Pernambuco.

The service operates during regular business hours without the need for prior scheduling, similar to in-person service.

For meetings with judges' offices or their staff, scheduling is required, except for urgent matters with proper justification.

To access the virtual rooms, service hours, phone numbers, and email addresses of each judicial unit, visit:

<https://portal.tjpe.jus.br/pt/web/portal/balcao-virtual/atendimento>



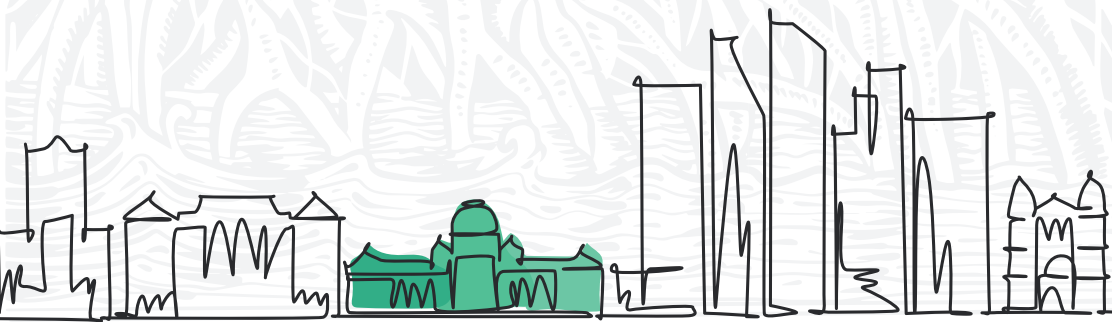
## 2.5. JUDICIAL CONCILIATION CENTERS

The **Judicial Centers for Conflict Resolution and Citizenship (CEJUSCs)** are auxiliary judicial units conducting mediation and conciliation sessions for cases within the Court's jurisdiction or pre-litigation situations where no case has been filed yet.

These centers also carry out citizenship activities that bring the Judiciary closer to the public.

For a list of CEJUSCs and contact information, visit:

<https://portal.tjpe.jus.br/web/resolucao-de-conflitos/cejuscs-camaras/cejuscs>





## 2.5.1. "CONCILIE AQUI" (CONCILIATE HERE)

Any individual or legal entity seeking to resolve a conflict through a mutual agreement between the involved parties can request a conciliation session. The service is free and conducted online.

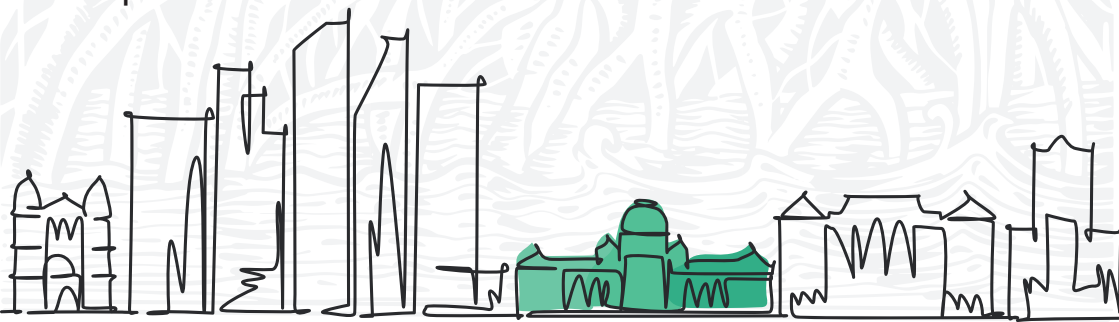
To request a session, the applicant must complete the online form at:



<https://portal.tjpe.jus.br/web/resolucao-de-conflitos/cejuscs-camaras/cejuscs>

It is crucial to fill in all required fields accurately to ensure effective communication with the chosen CEJUSC unit.

If the case involves an ongoing judicial process, the applicant must provide the process number and the relevant judicial unit. For new cases, the applicant should select the "new procedure" option.



Once the request is confirmed, a **Request for Conciliation/ Mediation Term** will be generated. The applicant must print, sign, and send a copy to the chosen unit within **10 days**, along with a copy of their identification document.

The documentation can be submitted through the system or directly via email to the chosen unit.

Failure to submit the documentation within the specified period will result in the cancellation of the request.

Once the documentation is received, the request will be registered, and the involved parties will be notified of the scheduled date for the conciliation session.

For further inquiries, contact the involved unit directly or the **TJPE Conciliation Nucleus (NUPEMEC)** at:

- (81) 3181-0461
- (81) 3181-0446

### 3. EXTRAJUDICIAL SERVICES

Extrajudicial (notarial and registry) services aim to ensure the publicity, authenticity, security, and effectiveness of legal acts. These services are carried out privately, under delegation from the President of the Supreme Court of Pernambuco, and are supervised by the **General Inspectorate of Justice (CGJ-PE)**.

In the State of Pernambuco, these services are provided through the following types of notary offices or extrajudicial registry units:

- **Notary Public Offices**
- **Protest Notary Offices**
- **Civil Registry Offices for Natural Persons**
- **Registry of Titles, Documents, and Legal Entities**
- **Real Estate Registry Offices**

The notarial and registry offices operate on business days from 9:00 a.m. to 5:00 p.m.

For a complete list of notarial and registry offices, access the link:

<https://portal.tjpe.jus.br/servicos/cartorios>



For inquiries and clarification, you may contact the **Auxiliary Inspectorate for Extrajudicial Services** through:

**Phone: (81) 3182-0845, (81) 3182-0846, (81) 3182-0847**

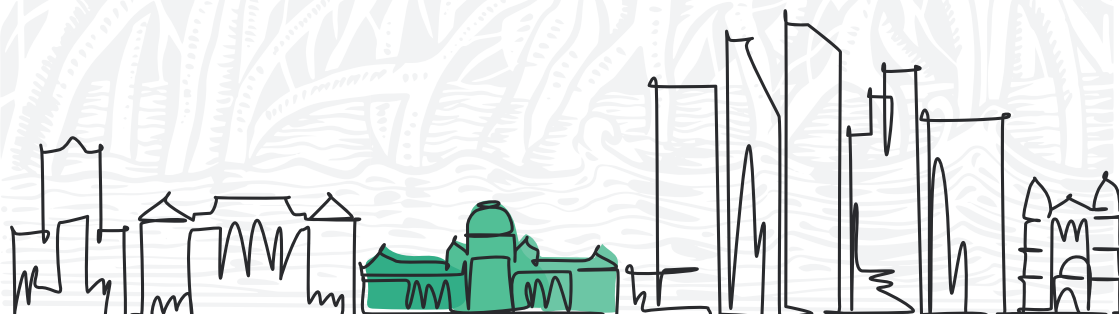
The extrajudicial services most frequently sought by foreign nationals in Pernambuco are provided by **Civil Registry Offices for Natural Persons** and include:

- **Apostilles**
- **Transfer of Foreign Records** for registration in **Book E**, including:
  - Birth registration of Brazilians born abroad
  - Marriage registration of Brazilians with foreign nationals celebrated abroad
  - Death registration of Brazilians occurring abroad

At **Notary Public Offices**, the most requested services by foreign nationals are related to apostilles.



At **Real Estate Registry Offices**, while there are no exclusive services for foreign nationals, these offices maintain a record of rural property acquisitions by foreigners, which are reported quarterly to CGJ-PE and the **National Institute of Colonization and Agrarian Reform (INCRA)**.



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Material produced by the Social Communication  
Office of the Supreme Court of Pernambuco  
(Ascom TJPE).





