

COURT STAFF TRAINING

Questionnaire on the training needs of court staff

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Developed in the framework of the project „Better applying European cross-border procedures: legal and language training for court staff in Europe“

Grant Agreement number: 806998

In partnership with the European Judicial Training Network



and the support of 22 national organisations:



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Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in AUSTRIA

1. Name of court staff category (to be targeted by this project):

Rechtspfleger

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes

☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

„Rechtspfleger“ issue European Enforcement Order (EEO) certificates and can rectify or withdraw an EEO certificate if it has been issued by a „Rechtspfleger“. If a decision given by a court of a foreign state should be enforced in Austria, the declaration of enforceability or the adjustment of the foreign decision is left to a judge. The judge stays competent for the whole procedure until the declaration of enforceability or the adjustment becomes legally binding.

If there is no need for a declaration of enforceability the whole procedure falls within the competence of the „Rechtspfleger“. Only decisions that require the application of foreign law or the refusal of enforcement are left to a judge.

☐ European small claims procedures. If yes, in what way?

☐ European payment orders. If yes, in what way?

☒ Service of documents. If yes, in what way?

Within the fields of their competences, „Rechtspfleger“ often have to order the service of documents, whether or not the addressee lives in a foreign state. Only if a decision requires the application of foreign law, the decision is left to a judge. As EU legislative acts are not considered as foreign law „Rechtspfleger“ have to apply the Regulation on the service of documents.

☒ Taking of evidence. If yes, in what way?

The same goes for the regulation on the taking of evidence.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in AUSTRIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Rechtspfleger - Company Register

Personal talks or telephone calls to representatives of foreign head offices concerning entries into the company register regarding foreign subsidiaries/branch offices.

Rechtspfleger – Land Registry

As a result of the liberalization of the real estate market a lot of foreign investors (especially in western Austria) buy real estate. The communication with these foreign owners is usually only possible in English.

If an English language death certificate is submitted without a certified translation, the authorization to delete personal rights in the land register is admissible despite the absence of the certified translation.

Rechtspfleger – in general

- filling in the forms, reading explanations (e.g. e-justice portal)
- talking to clients
- reading letters from foreign authorities in different cases (not only member states)
- looking for further information (concerning other legal systems) for decisions from other member states

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in BELGIUM



1. Name of court staff category (to be targeted by this project):

Clerk

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☒ No

To become a clerk, you have two possibilities:

- To have a Bachelor or a Master in law degree: in this case, you can directly be appointed as a clerk (after being heard by examiners depending of the concerned court)
- If you don't have any of the abovementioned degrees, you have to pass exams organised by the State and being heard by examiners depending of the concerned court. In that condition you cannot be appointed directly as a clerk, but have to pass all the levels one by one (level D to B).

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

The clerk prepares the forms, checks the documents and the judge signs the form. The judge decides and the clerk fills in the forms and checks if the procedure is properly applied (delays, languages conditions, costs).

☒ European small claims procedures. If yes, in what way?

These procedures are under the jurisdiction of the judge of peace. The clerk prepares the forms, check the documents and the judge signs the form. The judge decides and the clerk fills in the forms and checks if the procedure is properly applied (delays, languages conditions, costs).

☒ European payment orders. If yes, in what way?

These procedures is under the jurisdiction of the judge of peace. The clerk prepares the forms, check the documents and the judge signs the form. The judge decides and the clerk fills in the forms and checks if the procedure is properly applied (delays, languages conditions, costs).

☒ Service of documents. If yes, in what way?

The clerks in the civil courts are appointed as requesting authorities for Belgium. This means that they can fill in and sign the forms and they check the attached pieces.

☒ Taking of evidence. If yes, in what way?

The clerks are appointed as requested courts for Belgium. This means that they have to respect the provisions of the Regulation in order to perform the taking of evidence.

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other. Please specify: <i>IT knowledge+implementation in the national system</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

To fill in the forms and to make the communication with the foreign counterparts easier.
But the survey showed that this aspect of the Regulations are not always well understood by the court staff.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in BULGARIA

1. Name of court staff category (to be targeted by this project):

Court Clerks (Registry Service); Court Secretaries; Court Assistants (where applicable)

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes
☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Yes, the Court Clerks (Registry Service) and the Court Secretaries are responsible for the proper preparation of the documents and the correct completion of the European Judicial Atlas in civil matters. They must be well aware of the organisation of the judicial system of the recipient-country, so that they can direct / send the relevant forms correctly.

☒ European small claims procedures. If yes, in what way?

Yes, this procedure (regulation) falls within the competences of the Regional Courts in Bulgaria. The Court Clerks (Registry Service) and the Court Secretaries are responsible for the proper preparation of the documents and the correct completion of the European Judicial Atlas in civil matters. They must be well aware of the organisation of the judicial system of the recipient-country, so that they can direct / send the relevant forms correctly.

☒ European payment orders. If yes, in what way?

Yes, this procedure (regulation) falls within the competences of the District Courts in Bulgaria. The Court Clerks (Registry Service) and the Court Secretaries are responsible for the proper preparation of the documents and the correct completion of the European Judicial Atlas in civil matters. They must be well aware of the organisation of the judicial system of the recipient-country, so that they can direct / send the relevant forms correctly.

☒ Service of documents. If yes, in what way?

Yes, the Court Clerks (Registry Service) and the Court Secretaries are responsible for the proper preparation of the documents and the correct completion of the European Judicial Atlas in civil matters. They must be well aware of the organisation of the judicial system of the recipient-country, so that they can direct / send the relevant forms correctly. For this task can be involved the Court Assistants as well for their knowledge in law, but it depends on the Judge's decision.

☒ Taking of evidence. If yes, in what way?

Yes, the Court Clerks (Registry Service) and the Court Secretaries are responsible for the proper preparation of the documents and the correct completion of the European Judicial Atlas in civil matters. They must be well aware of the organisation of the judicial system of the recipient-country, so that they can direct / send the relevant forms correctly. For this task can be involved the Court Assistants as well for their knowledge in law, but it depends on the Judge's decision.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in BULGARIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.		X	<input type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	X
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	X	<input type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	X
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	X	<input type="checkbox"/>
Writing	<input type="checkbox"/>	X	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	X	<input type="checkbox"/>
Reading	<input type="checkbox"/>	X	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

All cross-border civil procedures are in Bulgarian, including the European Judicial Atlas in civil matters as a fundamental tool / system. Where the need of clarification of information by both sides is important (by telephone or by email), clerks may accept or transmit information in English, which includes some basic knowledge of terminology.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in CROATIA (Department of Civil Proceedings)

1. Name of court staff category (to be targeted by this project):

court's counselors

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☐ Enforcement of court decisions. If yes, in what way?

☒ European small claims procedures. If yes, in what way?

In conducting the whole procedure

☒ European payment orders. If yes, in what way?

In conducting the whole procedure

☒ Service of documents. If yes, in what way?

Initiating a service of documents according to EU Regulation

☒ Taking of evidence. If yes, in what way?

Initiating a procedure of taking evidence according to EU Regulation

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in CROATIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Understanding of content of received documents (acknowledgment of receipt) research of a case law.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in CROATIA (Department of enforcement)

1. Name of court staff category (to be targeted by this project):

COURT ADVISORS

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Decision-making process under supervision of judge who is mentor to court adviser

☒ European small claims procedures. If yes, in what way?

Decision-making process under supervision of judge who is mentor to court adviser

☒ European payment orders. If yes, in what way?

Decision-making process under supervision of judge who is mentor to court adviser

☐ Service of documents. If yes, in what way?

Individually

☐ Taking of evidence. If yes, in what way?

No

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in CROATIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in CROATIA (Department of Land Registry)

1. Name of court staff category (to be targeted by this project):

court counselors

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☐ Enforcement of court decisions. If yes, in what way?

No

☐ European small claims procedures. If yes, in what way?

No

☐ European payment orders. If yes, in what way?

No

☐ Service of documents. If yes, in what way?

No

☐ Taking of evidence. If yes, in what way?

Yes, evaluating documents, hearings, investigations, expertise

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in CROATIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Using foreign legal literature

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in FINLAND

1. Name of court staff category (to be targeted by this project):

Court staff who handles international matters or are interested in to handle them in the near future

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes

☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Court staff don't make any decisions, they prepare matters for judges. They check e.g. that all requirements are fulfilled, all documents needed are included etc.

☒ European small claims procedures. If yes, in what way?

Court staff don't make any decisions, they prepare matters for judges. They check e.g. that all requirements are fulfilled, all documents needed are included etc.

☒ European payment orders. If yes, in what way?

Court staff don't make any decisions, they prepare matters for judges. They check e.g. that all requirements are fulfilled, all documents needed are included etc.

☒ Service of documents. If yes, in what way?

Court staff don't make any decisions, they prepare matters for judges. They check e.g. that all requirements are fulfilled, all documents needed are included etc. And e.g. in service of summons cases they prepare documents to be ready for, they find out which way the service of summons can be done (EU-country, country belonging to Haag.contract or other).

☒ Taking of evidence. If yes, in what way?

Court staff don't make any decisions, they prepare matters for judges. They check e.g. that all requirements are fulfilled, all documents needed are included etc.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in FINLAND

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Our court staff don't make any decisions in international matters. They concentrate to prepare matters in all categories, but the judges make the decisions. For example, if there is a foreign judgement, court secretary checks its requirement for enforcement and prepares resolution which a judge checks and signs. Court staff need to know little bit more than the basic about all to be able to prepare things.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in GERMANY (North Rhine-Westphalia)

1. Name of court staff category (to be targeted by this project):

Rechtspflegerinnen und Rechtspfleger (judicial officers)

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

They need to recognise in certain cross-border enforcement procedures that a supplementary regional court certification is required. Judicial officers working in regional courts have the task to grant this certification. Furthermore, judicial officers grant enforcement clauses in certain cases, p.e. regarding legal successors and enforceability depending on fulfilling a certain condition.

☐ European small claims procedures. If yes, in what way?

☒ European payment orders. If yes, in what way?

Judicial officers check their enforceability.

☒ Service of documents. If yes, in what way?

They organise and initiate the delivery of court documents in foreign countries.

☒ Taking of evidence. If yes, in what way?

Their task is mainly to assist the judges in taking of evidence. For example, they organise the translation of court documents and initiate their delivery. In doing so, they need to ensure the compliance of formal requirements in taking of evidence.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in GERMANY (NRW)

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Judicial officers need to understand the foreign court's documents because in some cases the foreign court does not need to translate their documents into German. The procedure's language is English in these cases.

Furthermore, it can be useful if a judicial officer can fill out certain documents, p.e. certificates of delivery, in English so that the document does not need to be translated by a sworn translator.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in GERMANY (Baden
Württemberg)

1. Name of court staff category (to be targeted by this project):

Rechtspfleger

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

- Lohnpfändungen aufgrund eines europäischen Zahlungsbefehls // wage garnishment on the basis of European payment order
- Vollstreckungssachen, insbesondere Pfändungs- und Überweisungsbeschlüsse // enforcement proceedings, in particular attachment and transfer orders
- Kostenfestsetzungsanträge im Europäischen Verfahren für geringfügige Forderungen // requests for the fixing of costs in a European small claims procedure
- Klauselerteilung nach dem AVAG // Granting of clauses
- Bestätigung nach §§ 1079 ff. ZPO // Confirmation according to the German Code of Civil Procedure
- Bescheinigung nach §§ 1110 ff. ZPO // Certificate according to the German Code of Civil Procedure

Please click here to fill in text.

☐ European small claims procedures. If yes, in what way?

For this procedure the judges are responsible. Rechtspfleger/innen are rarely involved in this. There are, however, some points of contact when for e.g. creating the "Form D".

☒ European payment orders. If yes, in what way?

Rechtspfleger/innen are solely responsible for the examination of the application and its necessary requirements. Furthermore, they fill out the form and check if the claim can be confirmed. In addition, they create the respective final decision (Abschlussverfügung). For the verification of the payment order as well as the legal proceedings the judge is responsible.

☒ Service of documents. If yes, in what way?

In civil cases Rechtspfleger are responsible for the service of documents in the event of an incoming request for legal assistance, in proceedings under the Auslandsunterhaltsgesetz also for outgoing requests. Rechtspfleger will either fill out the form for the service themselves or will check the already existing form on its completeness and correctness. They also have to decide which form together with which annex, in which language, if necessary with translations, apostilles etc. are to be used in each case.

☐ Taking of evidence. If yes, in what way?

Rechtspfleger/innen are not dealing or are dealing to a very small extent with this subject.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in GERMANY (BWL)

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other. Please specify: - Information on effective service in EU countries or third countries (especially Switzerland). – Information on jurisdiction (judges, Rechtspfleger, service units)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Thank you!

Project – Court Staff Training (Number 806998)
Short questionnaire on court staff in HUNGARY

1. Name of court staff category (to be targeted by this project):

assistant judge

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes
☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☐ Enforcement of court decisions. If yes, in what way?

Yes. Issue a certificate, deem the decision implementable, make out order for enforcement.

☐ European small claims procedures. If yes, in what way?

No. Notary is in charge.

☐ European payment orders. If yes, in what way?

No. Notary is in charge.

☐ Service of documents. If yes, in what way?

Yes. Delivery of document is scope of assistant judge.

☐ Taking of evidence. If yes, in what way?

Yes. Taking evidence and hearing witnesses: scope of assistant judge.

Project – Court Staff Training (Number 806998)
Short questionnaire on court staff in HUNGARY



4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	x
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	x
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	x	<input type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	x	<input type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	x	<input type="checkbox"/>
Writing	<input type="checkbox"/>	x	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	x	<input type="checkbox"/>
Reading	<input type="checkbox"/>	x	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

In cases when procedure is initiated in inappropriate form (e.g. rectification - supplying missing evidence), when hearing foreign witnesses.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in ITALY

1. Name of court staff category (to be targeted by this project):

"PERSONALE GIUDIZIARIO" that includes: BAILIFFS, CLERKS, judicial assistants, judicial trainees, judicial "operators"

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Bailiffs have competences in enforcement proceedings cause they are instructed by the judge for the execution

☒ European small claims procedures. If yes, in what way?

Clerks are competent for the tasks reserved for them by national law

☒ European payment orders. If yes, in what way?

Clerks are competent for the tasks reserved for them by national law

☒ Service of documents. If yes, in what way?

UNEP (office for notifications, enforcement and protest) as:

1) Transmitting agencies (UNEP at the judicial offices)

2) Receiving agencies (UNEP Rome)

☒ Taking of evidence. If yes, in what way?

Italians courts are competent for the performance of taking of evidence according to Regulation No. 1206/2001. Clerks are involved in this activity.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in ITALY

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other. Please specify: applicable law	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

In cross-border disputes, it may happen that one of the parties lodges documents in English; the registrar must understand its contents in order to proceed with its obligations.

Italy provided the Commission with the information pursuant to art. 2, par. 4 of article 2 reg. 1393/2007: the languages that may be used for the completion of the standard form set out in Annex I are also english and french.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in LATVIA

1. Name of court staff category (to be targeted by this project):

Assistant to Judge

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes

☒ No

Note. Legal framework does not determine that Assistant to Judge must receive higher education prior to accessing the profession, but the necessity of higher education is stated in the job description of this court staff category.

3. In cross-border civil procedures, does this court staff category have competences in any of the following (tick all relevant boxes):

☐ Enforcement of court decisions. If yes, in what way?

-

☒ European small claims procedures. If yes, in what way?

Activities include the preparation of draft documents (the final documents are signed only by judge) as well as sending the documents.

☒ European payment orders. If yes, in what way?

Activities include the preparation of draft documents (the final documents are signed only by judge) as well as sending the documents.

☒ Service of documents. If yes, in what way?

Activities include the preparation of draft documents (the final documents are signed only by judge) as well as sending the documents.

☒ Taking of evidence. If yes, in what way?

Activities include the preparation of draft documents (the final documents are signed only by judge) as well as sending the documents.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in LATVIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

- To understand a document obtained from foreign court, its nature;
- To send forms;
- To find a foreign competent authority or to contact with it;
- To search and obtain information about correct application of cross-border procedures. For example, find out on the websites of the relevant institutions of other countries whether, by sending court documents to another country for the purpose of handing out to the party, the legal framework determines and the relevant country agrees that the documents can be delivered directly to the party itself or it must be done through the relevant competent authority;
- To prepare documents within cross-border procedures;
- To learn about the legal framework and case law of other countries;
- To read the relevant case law of EU Court of Justice and international courts (especially European Court of Human Rights).

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in LITHUANIA

1. Name of court staff category (to be targeted by this project):

Assistant to a judge

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Judge's assistants check (examine and evaluate) the parties' requests to issue certificates required for the enforcement of judgments by Lithuanian courts abroad, prepare appropriate forms for the enforcement of Lithuanian decisions in other EU Member States in accordance with EU regulations, in particular, but not limited to Brussels Ibis, European Enforcement Order regulation, etc.

☒ European small claims procedures. If yes, in what way?

Inspects European small claims received by the court, assesses whether they meet the requirements of the European small claims procedure under Regulation (EC) No 861/2007, prepares and sends to the parties the appropriate forms in accordance with Regulation (EC) No 861/2007.

☒ European payment orders. If yes, in what way?

Examine the applications for the European order for payment, assess whether it complies with the European order for payment procedure and whether the European order for payment can be issued; if the European order of payment can be issued, prepares and sends to the parties the European order for payment and other forms under Regulation (EC) No 1896/2006.

☒ Service of documents. If yes, in what way?

Prepares Lithuanian courts' as transferring agencies (within the meaning of Article 2 of Service Regulation (EC) No 1348/2000) requests for service of documents. Takes in and examines Service of Documents Regulation by the courts of other EU Member States for persons residing or staying in Lithuania received by Lithuanian courts' as receiving agencies (within the meaning of Article 2 of Service of Documents regulation (EC) 1348/2000), fills in the appropriate forms according to the Service of Documents Regulation (EC) No 1348/2000 on behalf of the receiving agency, communicates with the transferring and receiving agencies of other EU Member States regarding the service of documents, organizes the execution of the Requests for service of documents of other EU Member States and the service of judicial and extrajudicial documents in Lithuania (but do not serve the documents themselves because it is done by a judge - it is already a procedural action, so the assistant to a judge only perform preparatory-technical actions).

☒ Taking of evidence. If yes, in what way?

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in LITHUANIA

Prepares requests on behalf of Lithuanian courts as transferring agencies (within the meaning of Article 2 of Service Regulation (EC) No 1206/2001). Receives and checks requests from the courts of other EU Member States in the Lithuanian courts as receiving agencies (within the meaning of Article 2 of Taking of evidence regulation (EC) No 1206/2001), fills in appropriate forms according to Taking of evidence regulation (EC) No 1206/2001, on behalf of the Receiving Agency, communicates with the transferring and receiving agencies of other EU Member States regarding the taking of evidence, organizes the execution of the Requests for the taking of evidence from other EU Member States and the taking of evidence in Lithuania (but does not collect the evidence itself. This is done by the judge as it is already a procedural action. The assistant to a judge only perform preparatory-technical actions).

ERA

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in LITHUANIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

English is needed for:

- filling in the forms according to the regulations and understanding the received forms due to the fact that according to most regulations Lithuania accepts standard forms in English;
- searching information in the European e-justice portal, on the national pages of EU member states, etc. (since not all information is available in all EU languages)
- effective communication with transmitting and receiving agencies (courts) in other EU Member States, both in writing, including e-mail and verbally (e.g. by phone), especially through videoconferencing for the taking of evidence (in particular for the personal interview).

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in THE NETHERLANDS

1. Name of court staff category (to be targeted by this project):

The court staff of the District Courts and Courts of Appeal

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

In interim injunctions and notifications.

☒ European small claims procedures. If yes, in what way?

Consumers credit and other cases which are dealt with in the Subdistrict Courts

☒ European payment orders. If yes, in what way?

Electronic contracting, EU basic law on Private law, general terms and conditions

☒ Service of documents. If yes, in what way?

Legality of signatures, birth certificates

☒ Taking of evidence. If yes, in what way?

International legal assistance requests, hearing of Dutch witnesses in foreign cases

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in THE NETHERLANDS

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify: Knowledge of EU Law	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

The court staff need to have good knowledge of English for different kinds of cases but especially the commercial cases. They also need it for giving presentations about their work to judges from abroad.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in POLAND

1. Name of court staff category (to be targeted by this project):

Court clerk

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes

☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☐ Enforcement of court decisions. If yes, in what way?

☐ European small claims procedures. If yes, in what way?

☐ European payment orders. If yes, in what way?

☒ Service of documents. If yes, in what way?

Court staff:

1. fills out the forms on base on EU Regulation 1393/2007, and sends it to appropriate authority in EU countries

2. transmits application receives from abroad to addressee in Poland.

☒ Taking of evidence. If yes, in what way?

Court staff:

1. Fills out forms on base EU Regulation 1206/2001 and sends it to appropriate authority in EU countries.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in POLAND

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

1. To fill EU forms concerning service of documents and taking evidence.
2. To deal with documents received from other EU country.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in PORTUGAL

1. Name of court staff category (to be targeted by this project):

Escrivão-adjunto

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes

☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

In some cases, it is responsible for enforcing decisions, applying coercive measures in order to enforce the decision

☒ European small claims procedures. If yes, in what way?

Help applicants complete forms through forms; verify that the application meets the requirements of the Regulation and refer the request to the judge; notifications via the mandatory forms.

☒ European payment orders. If yes, in what way?

Help applicants complete forms through forms; verify that the application meets the requirements of the Regulation and refer the request to the judge; notifications via the mandatory forms.

☒ Service of documents. If yes, in what way?

It is responsible for service of documents complying with the rules laid down by Regulation (EC) 1393 with the specific characteristics of each Member State concerned.

☒ Taking of evidence. If yes, in what way?

It is responsible for the requests on taking of evidence complying with the rules laid down by Regulation (EC) 1206 with the specific characteristics of the requested Member State concerned.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in PORTUGAL

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

One of the examples where there are great difficulties in communication is when we are in the scope of taking of evidence through videoconference.

Court Staff needs to test equipment in advance, and most of the times they don't have the skills of the most common language such as English, which becomes an obstacle.

Sometimes the courts receive requests for information in English and Court Staff must know what it is about and return or respond accordingly.

If he does not know an English minimum will be unable to execute the request.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in ROMANIA

1. Name of court staff category (to be targeted by this project):

Clerks

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Clerks have competences in using the e-justice portal and identifying the relevant applicable legal instrument. They are competent to identify the correct forms and to fill in the European Enforcement Order.

☒ European small claims procedures. If yes, in what way?

Clerks have to identify the correct forms and to properly fill in the answer forms; they find out languages that should be used and they know and calculate the terms before a final judgement is given.

☒ European payment orders. If yes, in what way?

Clerks are competent in using the e-justice portal and identifying the relevant applicable legal instrument; they identify the correct forms and fill them in. Clerks distinguish the terms before an European payment order is issued, they calculate the terms for statement of opposition, they determine languages to be used.

☒ Service of documents. If yes, in what way?

Clerks are competent in using the e-justice portal and identifying the relevant applicable legal instrument; they identify the correct forms and fill them in, identify the competent transmitting and receiving agencies, languages to be used, bear of costs, possible means of communication and they establish the date of service.

☒ Taking of evidence. If yes, in what way?

Clerks are competent in using the e-justice portal and identifying the relevant applicable legal instrument; they identify the correct forms and fill them in, identify the competent transmitting and receiving agencies, languages to be used, possible means, bear of costs, steps to follow in direct taking of evidence by the requesting court.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in ROMANIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify: Knowledge of English or other language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

- Filling in forms spaces that are not automatically translated into English when using European tools;
- The informal exchanges of information in cases where European procedures do not foresee;
- When one of the parties or the persons to be heard during a trial does not know the Romanian language, if the parties agree, the clerk can make the translation office;
- Providing the necessary information regarding the files to the parties or to their attorneys when they do not know the Romanian language.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in SLOVENIA

1. Name of court staff category (to be targeted by this project):

Legal assistants (samostojni sodniški pomočniki in sodniški pomočniki)

2. Has this court staff category received higher education in law prior to accessing the profession?

☐ Yes

☒ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (*tick all relevant boxes*):

☒ Enforcement of court decisions. If yes, in what way?

Yes, they have to fill out forms and give some explanations.

☒ European small claims procedures. If yes, in what way?

Yes, they have to fill out forms and partly determine the manner of enforcement.

☒ European payment orders. If yes, in what way?

Yes, they have to fill out forms and partly determine the manner of enforcement.

☒ Service of documents. If yes, in what way?

Yes, they have to fill out forms.

☒ Taking of evidence. If yes, in what way?

Yes, they have to assist judges.

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in SLOVENIA

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

Legal assistants need to use English for writing various documents, filling in forms, reading the documents and for communication.

Thank you!

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in SPAIN

1. Name of court staff category (to be targeted by this project):

Judicial Counsellor ("Letrados de la Administración de Justicia" in Spanish language)

2. Has this court staff category received higher education in law prior to accessing the profession?

☒ Yes

☐ No

3. In cross-border civil procedures, does this court staff category have competences in any of the following (tick all relevant boxes):

☒ Enforcement of court decisions. If yes, in what way?

Judicial Counsellors are competent in the enforcement cases in Spain. They are in charge of the execution

According with the Civil procedure Law, the Judicial Counsellor after the court order has been issued by the Judge, shall issue an order with the measures of the enforcement (seizure, freezing of bank accounts, ...)

☒ European small claims procedures. If yes, in what way?

The Judicial Counselor is in charge of the admission and processing of the small claims proceeding

☒ European payment orders. If yes, in what way?

The Judicial Counselor is in charge of the admission and processing of the payment orders, pronouncing the respective resolution

☒ Service of documents. If yes, in what way?

According with the statements of Spain of the Regulation 1393/2007, Judicial Counsellors are the competent authority to transmitting and receiving the documents and to serve them

☒ Taking of evidence. If yes, in what way?

Judicial Counsellors transmit the Rogatory Letters to taking evidence abroad

Project – Court Staff Training (Number 806998)

Short questionnaire on court staff in SPAIN

4. Which of the following skills are deemed important for the fulfilment of this court staff category's tasks in cases with EU law aspects:

	Not important	Quite important	Very important
Ability to identify the EU legal instrument applicable in a concrete case.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of properly filling in the forms provided by the EU legal instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge about the conduct and the conclusion of the procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of all other technical aspects regarding the procedure, such as language to be used, bearer of the costs, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Please specify: In general, about the Regulations and Directives of UE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. In regard to English language skills, which of the following skills need to be improved and practised further?

	Not important	Quite important	Very important
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Please provide us with a few examples of specific cases/tasks for which the court staff category will need to use English as well as for what purpose.

On many occasions some information provided by the International Agreements and Treaties is in English (e.g. Statements of MS in E-justice, Hague Convention, ...), so it is necessary to have skills reading and understanding this language.

Thank you!