

Annexe 6 – Questionnaire 1, Factsheet Summary

This Annexe comprises the following information:

- Definition of Type and Functions: Page 18
- Global Statistics: Page 20

1- DEFINITION OF TYPE AND FUNCTIONS

a. Type:

- i. 1 – Court staff performing tasks which ‘require the application of EU law’
- ii. 2 – Court staff performing tasks which ‘might require the application of EU law’
- iii. 3 – Court staff not performing tasks ‘that require the application of EU law’

b. Four groupings of court staff categorised on the basis of their key Functions (F1-F4)

GROUP F1 Court staff with functions primarily related to the administration and management of the courts.	GROUP F2 Court staff whose functions include providing assistance to judges and prosecutors in case preparation and research.	GROUP F3 Court staff whose tasks include some judicial functions.	GROUP F4 Court staff whose tasks include procedural functions of a cross-border nature.
<ul style="list-style-type: none"> - General management - HR - E-justice - Organisation of legal registries - Providing information about access to justice and legal aid - ICT system and maintenance 	<ul style="list-style-type: none"> - Cross-border judicial cooperation in <ul style="list-style-type: none"> o civil o commercial o criminal and o family cases. - Involvement in research and analysis 	<ul style="list-style-type: none"> - Enforcement of court decisions - Service of judicial and extra-judicial documents - Taking of evidence - Judicial decisions in specific cases (e.g. under a given value) 	<ul style="list-style-type: none"> - Cross-border judicial cooperation in <ul style="list-style-type: none"> o civil o commercial o criminal and o family cases - (e.g. completing requests to courts in other countries or receiving such

<ul style="list-style-type: none"> - Budget and bookkeeping - Court programming - Secretariat - Collecting documents and statistical data - Organising files and correspondence tasks related to the management of courts 	<ul style="list-style-type: none"> - Preparing memos on legal questions - Preparing official version of decisions 	<p>and/or fields of law</p>	<p>requests from other countries)</p> <ul style="list-style-type: none"> - In procedures with cross-border impacts, court staff have to fill in forms or prepare the forms that will be signed by the judge - Observance of procedural rights in criminal cases (e.g. Human rights, Access to justice) - In procedures with cross-border impacts, court staff have to fill in forms under their responsibility or prepare the forms that will be signed by the judge - Rights of the child Administrative law and procedures - Competition law and procedures - Environmental law and procedures
--	---	-----------------------------	--