



Court staff training systems in the EU

Latvia

Information provided by: **Latvian Judicial Training Centre**

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DESCRIPTION OF THE NATIONAL TRAINING SYSTEM FOR COURT STAFF in Latvia

1. Training of court staff

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| Legal basis/ regulatory documents on training | There is an agreement between Court Administration and the Latvian Judicial Training Centre – the Court Administration has delegated the function of providing continuous training for judges and court staff to the Latvian Judicial Training Centre. |
| Categories/ professions concerned | Assistants to judges, hearing secretaries, court interpreters, Court Chancellery Officer / Court Officer |

2. Induction period

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| Is there an induction period? | NO |
| Structure responsible for rules | <ul style="list-style-type: none"> • National Ministry of Justice • Regional Court Service |
| Compulsory | NO |
| Description | Length: N/A |
| | Form: N/A |
| | Set Curriculum & main topics: N/A |
| | EU law content: NO |

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| Options | Linguistic training: NO |
| | Training in another MS: NO |
| 3. Continuous training system | |
| Continuous training available? | YES |
| Financial support by | Court Services |
| Specificities | Compulsory: NO |
| | Obligations: <ul style="list-style-type: none"> • There is no obligation regarding the training; it is advisable to attend training events |
| | Training method: <ul style="list-style-type: none"> • Attending face-to-face training sessions • Watching webinars |
| | Continuous training programme: YES The continuous Programme is available online link: http://mis.ltmc.lv/autorizeties |
| Training in another MS as part of continuous training: | NO |
| | Conditions to fulfill: Unfortunately it is considered that expenses for international events are covered only for judges; court staff is not perceived as an important part of judicial system; there is no system which would stimulate court staff to learn foreign languages in order to participate in international events. |
| Participation in training activities taking place in another MS | NO |

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| | Reasons: <ul style="list-style-type: none"> • It is too costly • It is not relevant for the discharging of court staff duties |
| | Specific conditions: N/A |
| | Exchanges: N/A |
| Continuous training impact on professional evaluation of a person | YES - If the employee has not attended any training events, this will be always mentioned during evaluation. |
| 4. Evaluation of training activities | |
| Regarding induction period training activities | N/A |
| Regarding continuous training activities | YES Responsible structure and procedure: The training provider (Latvian Judicial Training Centre) is responsible for evaluations. Each training activity is evaluated with evaluation forms targeting the questions on the content, trainer's skills, practical use of the content etc. |
| 5. Assessment of needs | |
| Assessment scheme description | YES Responsible structure and procedure: The training provider (Latvian Judicial Training Centre) is responsible for the evaluation. The needs are identified through 1) training evaluation form, 2) questionnaire on training needs once per year; 3) observations by the staff of the Centre or/and other institutions. |

6. Foreseen reform

N/A

No reform foreseen at the moment

Source: Pilot Project - European Judicial Training: "*Lot 3 – State of play of training of court staff in EU law and promotion of cooperation between training providers at EU level* ", carried out by the European Institute of Public Administration (EIPA) together with a consortium