



Court staff categories in the EU

Belgium

Information provided by: IGO – IFJ (Instituut voor Gerechtelijke Opleiding - Institut de Formation Judiciaire) May, 2014

DESCRIPTION OF CATEGORIES OF COURT STAFF in Belgium

1. Court staff category / profession

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| Name of Court Staff Category | <p>In Flemish: gerechtspersoneel: personeel griffies and van de parketsecretariaten</p> <p>In English: Judicial staff: court staff and secretaries at the prosecutor's office</p> |
| Legal basis / regulatory documents | <ul style="list-style-type: none"> • Gerechtelijk wetboek – code judiciaire, Titre VI: conditions de nomination et de carrière des magistrats et du personnel judiciaire • Loi du 25 avril 2007 modifiant le Code judiciaire, notamment les dispositions relatives au personnel judiciaire de niveau A, aux greffiers et aux secrétaires ainsi que les dispositions relatives à l'organisation judiciaire |

2. Access to the category / profession

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| Main Access conditions | <p>Qualifications:</p> <ul style="list-style-type: none"> • Secondary school/high-school diploma • Higher education degree • Higher education master • Higher education degree in law |
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| | <u>Aspects of EU law:</u> are optional |
| Access process | Recruitment procedure: takes place at national level <ul style="list-style-type: none"> • Selection through written application |
| Alternative access routes | Yes <ul style="list-style-type: none"> • Transfer routes from other professions • Internal exams for civil servants |
| 3. Responsibilities / Duties | |
| General responsibilities | <ul style="list-style-type: none"> • Specific competences regarding judicial decisions • Procedures • Management • Administrative tasks • Service (guarding, cleaning) <p>The duties are different for each type of civil servant because there is a difference between the civil servants of the prosecutors office and the civil servants of the courts. In each division there are functions of a different level (with a different tasks and responsibilities or /and order of difficulty).</p> <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures (cross-border civil procedures) • Commercial law and procedures (cross-border commercial procedures) • Criminal law and procedures (cross-border criminal procedures) • Procedural rights in criminal procedures • Service of judicial and extra-judicial documents • Enforcement of court decisions • Human rights • Access to justice • Rights of the victim • Rights of the child • Administrative law and procedures • Competition law and procedures • Environmental law and procedures • Assistance to judges and/or public prosecutors |

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| | <ul style="list-style-type: none"> • Management of Courts • E-justice • Data protection • Authentication of judicial and extra-judicial documents • Court programming/management of court agendas • Human resources/personnel issues • Health & safety, building administration | |
| Role in process with EU law aspects | Aspects of EU law: are becoming more important as more EU legislative instruments are being adopted | |
| <i>4. Organisation of the category / profession</i> | | |
| Organising Structure | Federal Ministry of Justice , Waterloolaan 115, 1000 Brussel | |
| Training providers | | |
| | numbers | 2 Public sector structures |
| | types | Public sector structure |
| | Name(s) | <ul style="list-style-type: none"> • IGO –IFJ (Instituut voor Gerechtelijke Opleiding - Institut de Formation Judiciaire), Louisalaan 54, 1050 Brussels • For non-judicial skills, the competent institute is SELOR (Selection Agency of the Federal Government), Bischoffsheimlaan 15, 1000 Brussel |
| Professional organisation(s) | N/A | |

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