



Court staff categories in the EU

Hungary

Information provided by: Hungarian Academy of Justice

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DESCRIPTION OF CATEGORIES OF COURT STAFF in Hungary

1. Court staff category / profession

<p>Name of Court Staff Category</p>	<p>In Hungarian: tisztviselő (ide értendő a bírósági ügyintéző, végrehajtási ügyintéző, törvényszéki végrehajtó, végrehajtó-helyettes, végrehajtó-jelölt, rendőrség szakértői szervénél foglalkoztatott technikus is)</p>
	<p>In English: Clerk (including court administrator, court bailiff, deputy and candidate bailiffs, technicians employed at a police expert body)</p>
<p>Legal basis / regulatory documents</p>	<p>Act LXVIII of 1997 on the service status of judicial employees</p> <p>In Hungarian:</p> <p><u>1997. évi LXVIII. törvény az igazságügyi alkalmazottak szolgálati jogviszonyáról</u></p>

2. Access to the category / profession

<p>Main Access conditions</p>	<ul style="list-style-type: none"> • Secondary school / high school diploma • Higher education degree <p>Aspects of EU law: Not known</p>
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Access process	<p>Recruitment at which level: It depends on the court level where the employee shall take up their duties</p> <p>Recruitment procedure:</p> <ul style="list-style-type: none"> • Interview by recruitment jury • Interview with the Head of court • Selection through written application
Alternative access routes	Transfer routes from other professions: YES
<i>3. Responsibilities / Duties</i>	
General responsibilities	<ul style="list-style-type: none"> • Procedures • Administrative tasks • Management <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures • Commercial law and 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 • Assistance to judges • Management of Courts (E-justice, data protection, authentication of judicial and extra-judicial documents, court programming / management of court agendas, human resources/personnel issues, budget, health and safety, building administration)
Role in process with EU law aspects	<p><u>Aspects of EU law:</u></p> <ul style="list-style-type: none"> • are important for this court staff category • exist but constitute only a small aspect of the overall duties
<i>4. Organisation of the category / profession</i>	
Organising Structure	<ul style="list-style-type: none"> • National Office for the Judiciary (The Hungarian Academy of Justice is not an independent professional organisation but is the educational body of the National Office for the Judiciary)

		<ul style="list-style-type: none"> court in which they are appointed
Training providers		<p>Hungarian Academy of Justice, H-1022 Budapest, Tóth Lőrinc u. 6.</p> <p>The Hungarian Judicial Academy is not an independent professional organisation; it is the educational body of the National Office for the Judiciary</p> <p>Website:</p> <p>http://mia.birosag.hu/engine.aspx?page=mba_kezdo</p>
	numbers	
	types	Public sector structures
	Name(s)	<ul style="list-style-type: none"> National Office for the Judiciary (Hungarian Academy of Justice) National courts
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