



# Court staff categories in the EU

## Estonia

Information provided by: Estonian Ministry of Justice (Justiitsministeerium)

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### DESCRIPTION OF CATEGORIES OF COURT STAFF in Estonia

#### 1. Court staff category / profession

|                                    |                                      |
|------------------------------------|--------------------------------------|
| Name of Court Staff Category       | In Estonian: <b>Kohtudirektor</b>    |
|                                    | In English: <b>Director of court</b> |
| Legal basis / regulatory documents | <a href="#">Courts Act</a>           |

#### 2. Access to the category / profession

|                        |   |
|------------------------|---|
| Main Access conditions | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• <b>Higher education degree</b></li> </ul> <p>A Director of Court must have completed higher education studies</p> <p><b><u>Aspects of EU law:</u> are optional</b></p> |
| Access process         | <p>Recruitment procedure: takes place at national level</p> <ul style="list-style-type: none"> <li>• Interview by recruitment jury</li> <li>• Selection through written application</li> </ul>  |

|   |   |
|---|---|
| Alternative access routes                           | Transfer routes from other professions : N/A  |
| <i>3. Responsibilities / Duties</i>                 |   |
| General responsibilities                            | <ul style="list-style-type: none"> <li>• Management</li> <li>• Administrative tasks</li> </ul> <p>The Director of Court:</p> <ul style="list-style-type: none"> <li>• organises the administrating of affairs of the judicial institution;</li> <li>• organises the use of the assets of the judicial institution (the court);</li> <li>• prepares the draft budget of the judicial institution and submits the draft budget to the Minister of Justice;</li> <li>• controls the budgetary funds of the judicial institution;</li> <li>• is responsible for the organisation of accounting of the judicial institution;</li> <li>• appoints court officers to office and releases them from office</li> </ul> <p><b>This court staff category plays an important role in:</b></p> <ul style="list-style-type: none"> <li>• Management of Courts (E-justice, data protection, human resources/personnel issues, budget, health &amp; safety, building administration)</li> </ul> |
| Role in process with EU law aspects                 | <b>Aspects of EU law:</b> are not relevant to the discharge of their duties   |
| <i>4. Organisation of the category / profession</i> |   |
| Organising Structure                                | <p><a href="#">Ministry of Justice - Republic of Estonia</a></p> <p>The Ministry of Justice (together with the courts where the Directors of the Courts are appointed to office) is responsible for the training.</p> <p>Training is based on the demand of the courts. Information about the demand is collected by the Ministry of Justice once a</p>   |

|                              |         |  |
|------------------------------|---------|--|
|                              |         | year.  |
| Training providers           |         |  |
|                              | numbers | <ul style="list-style-type: none"> <li>• 2-5 national level private sector structures</li> <li>• 2-5 public sector structures</li> </ul>         |
|                              | types   | <ul style="list-style-type: none"> <li>• Public sector structures</li> </ul>   |
|                              | Name(s) | <ul style="list-style-type: none"> <li>• <a href="#">Estonian Ministry of Justice</a></li> <li>• Courts where Directors are appointed</li> </ul> |
| 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