



Court staff categories in the EU

England and Wales

Information provided by: HM Courts & Tribunals Service (HMCTS)

DESCRIPTION OF CATEGORIES OF COURT STAFF in England and Wales

1. Court staff category / profession

Name of Court Staff Category	Her Majesties Courts and Tribunals Service (All courts & Tribunals staff in HMCTS England, Scotland & Wales)
Legal basis / regulatory documents	The Courts Act 1971:

2. Access to the category / profession

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 <p>Aspects of EU law: not known</p>
Access process	<p>Recruitment procedure: the recruitment procedure takes place at regional level</p> <ul style="list-style-type: none"> • Interview/jury recruitment

Alternative access routes	<p>YES</p> <ul style="list-style-type: none"> • Internal exams for civil servants • Internal interview for civil servants
3. Responsibilities / Duties	
General responsibilities	<ul style="list-style-type: none"> • Specific competences regarding judicial decisions • Procedures • Administrative tasks • Assistance to the judiciary in drafting decisions • Provide legal assistance to lay magistrates <p>Court staff play an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures • Criminal law and procedures • Commercial law and Procedures • Procedural rights in criminal procedures • Service of judicial and extra-judicial documents • Enforcement of courts 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 • Assistants to judges and/or public prosecutors • Court Management
Role in process with EU law aspects	<p>Aspects of EU law:</p> <p>are becoming more important as more EU legislative instruments are being adopted</p>
4. Organisation of the category / profession	
Organising Structure	Ministry of Justice
Training providers	

	number s	1 public sector structure 1 professional organisation
	types	Public sector structures
	Name(s)	<ul style="list-style-type: none"> • HMCTS internal staff • Civil Service Learning <p>Website(s): https://civilservicelearning.civilservice.gov.uk/learning/</p>
Professional organisation(s)	Justices' Clerks' Society	

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