



Court staff categories in the EU

Spain

Information provided by: Centro de Estudios Juridicos

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DESCRIPTION OF CATEGORIES OF COURT STAFF in Spain

1. Court staff category / profession

Name of Court Staff Category	In Spanish: Tramitación Procesal y Administrativa
	In English: Processing clerks
Legal basis / regulatory documents	<p>Real Decreto 249/1996, por el que se aprueba el reglamento orgánico de los cuerpos de oficiales, auxiliares y agentes al servicio de la Administración de Justicia.</p> <p>Ley Orgánica 6/85. Organic Law of the Judiciary which sets out the legal framework for the judiciary and all the members of the Court Staff</p>

2. Access to the category / profession

Main Access conditions	<p>Qualifications: Secondary school/high school diploma</p> <p>Aspects of EU law : N/A</p>
Access process	<p>Recruitment procedure: takes place at national and regional level</p> <ul style="list-style-type: none"> • State/public exam
Alternative access routes	<p>Transfer routes from other professions : Yes - Internal exams for civil servants.</p> <p>However, only certain category of civil servants (Auxilio Judicial)</p>

	may take the internal exams
<i>3. Responsibilities / Duties</i>	
General responsibilities	<ul style="list-style-type: none"> • Management <p>Mainly collaboration on the procedural activities of high level</p> <p>Procedural activities, organization of attendances, documentation of certain judicial acts: seizures, confiscations. Also, register of documents, writing notes for the procedure</p>
Role in process with EU law aspects	<p>Main duties: Management</p> <p>In particular: Support to the procedural activities through the mechanical and the computer tools. Registration and classification of the incoming mail. Preparation of the communication documents. Organization of files</p> <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Service of judicial and extra-judicial documents • Access to justice <p>Aspects of EU law: are not relevant to the exercise of their duties</p>
<i>4. Organisation of the category / profession</i>	
Organising Structure	Ministerio de Justicia
Training providers	CENTRO DE ESTUDIOS JURÍDICOS (only initial training) Continuous training is provided by the Ministry of Justice, Trade Unions and Autonomus Communities
	<p>numbers</p> <ul style="list-style-type: none"> • Trade unions organise courses • 10-20 public sector structures
	types Public sector structures
	Name(s)
Professional organisation(s)	<p>Trade Unions:</p> <p>CCOO www.ccoo.es</p> <p>UGT www.ugt.es</p> <p>CSIF www.csi-f.es</p> <p>STAJ http://sindicato-staj.blogspot.com/</p>

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