## Court staff categories in the EU

### France

Information provided by: École nationale des Greffes

May, 2014

### DESCRIPTION OF CATEGORIES OF COURT STAFF in France

1. **Court staff category / profession**

<table>
<thead>
<tr>
<th>Name of Court Staff Category</th>
<th>In French: <strong>Greffier</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In English: <strong>Court Clerk</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Main Access conditions</th>
<th>Qualifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Higher education degree</td>
</tr>
<tr>
<td></td>
<td>- Professional experience: at least 4 years of completed public service</td>
</tr>
</tbody>
</table>

**Aspects of EU law:** not known

<table>
<thead>
<tr>
<th>Access process</th>
<th>Recruitment procedure: takes place at national level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure:</td>
<td>- State exam</td>
</tr>
</tbody>
</table>

**Alternative access:** Yes
### 2. Routes

- Transfer routes from other professions (e.g. from the academic sector, law implementation sector, from public administration, etc.)
- Transfer routes from other professions
- Recruitment of employees recognised as disabled workers

Employees working as civil servants are assigned to Court clerk posts via secondment from public administration services for a certain period of time, possibly followed by an induction process.

### 3. Responsibilities / Duties

#### General responsibilities

- Specific competences regarding judicial decisions
- Procedures
- Administrative tasks

Greffiers are responsible for receiving persons, providing information to the public, as well as vocational education

**Court clerks play an important role in:**

- Civil law and procedures
- Criminal law and procedures
- Procedural rights in criminal procedures
- Enforcement of court decisions
- Access to justice

#### Role in process with EU law aspects

**Aspects of EU law:** exist but constitute only a small aspect of their overall duties

### 4. Organisation of the category / profession

#### Organising Structure

Ministère de la justice, Direction des services judiciaires, Sous-direction des ressources humaines des greffes

13 place Vendôme 75001 PARIS


#### Institution in charge of training activities

Ecole nationale des greffes
**Training providers**

5 boulevard de la Marne CS27109 21071 Dijon cédex

Téléphone:0033380605600
Télécopie:0033380605800
Courriel : courrier.eng-dijon@justice.fr

Website: [http://www.eng.justice.fr](http://www.eng.justice.fr)

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<table>
<thead>
<tr>
<th>numbers</th>
<th>1 national private sector structures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-20 regional public structure structures</td>
</tr>
</tbody>
</table>

| types | National and regional institutions |

| Name(s) | National training is organised by the École nationale des Greffes and it is completed by training organised by the Training managers of the Court of Appeal (continuous training) |

| Professional organisation(s) | • UNSa Services Judiciaires (UNSa/SJ)  
UNSA SJ - 14 rue des Cévennes  
3ème étage Balard - bureau 311  
75015 Paris  
tél 0331.44.77.75.30 - fax 00331.44.77.75.52  
mail address : synd-sg-unsa-sj@justice.fr  
Site Web: [http://usaj.justice.free.fr](http://usaj.justice.free.fr) |
|-------------------------------|--------------------------------------------------|
|                               | • Syndicat national CGT des chancelleries et des services judiciaires  
Tribunal de grande instance de Paris  
local syndical CGT - Palais de Justice  
75004 Paris  
tél 00331.44.32.58.60 - fax 00331.46.33.26.98  
mail address : synd-cgt-acsj@justice.fr -  
Site Web : [http://cgt-justice.fr](http://cgt-justice.fr) |
|                               | • FEDERATION INTERCO CFDT  
47/49 avenue Simon Bolivar  
75019 Paris  
tél 00331.56.41.52.52 - fax 00331.56.41.52.51  
mail address: interco@cfdt.fr |
<table>
<thead>
<tr>
<th>Syndicat national FO des services judiciaires</th>
<th>Syndicat des greffiers de France Force ouvrière</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cour d'appel de Toulouse - Syndicat FO SJ - 10 Place du Salin - BP 7008 - 31068 TOULOUSE CEDEX 7</td>
<td>12 rue Chabanais</td>
</tr>
<tr>
<td>tél 00335 61 33 72 34 <a href="mailto:fo-justicesj@fagefo.fr">fo-justicesj@fagefo.fr</a></td>
<td>75002 Paris</td>
</tr>
<tr>
<td></td>
<td>tél 00331.40.15.09.61 - fax 00331.40.15.09.32</td>
</tr>
<tr>
<td></td>
<td>mail address : <a href="mailto:synd-sdgf@justice.fr">synd-sdgf@justice.fr</a></td>
</tr>
<tr>
<td></td>
<td>Website : <a href="http://www.lesgreffiers.com">http://www.lesgreffiers.com</a></td>
</tr>
</tbody>
</table>

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