

Court staff categories in the EU

France

Information provided by: École nationale des Greffes

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DESCRIPTION OF CATEGORIES OF COURT STAFF in France

1. Court staff category / profession

Name of Court Staff Category	In French: Greffier
	In English: Court Clerk
Legal basis / regulatory documents	Décret n°92-414 du 30 avril 1992 portant statut particulier des greffiers des services judiciaires

2. Access to the category / profession

Main Access conditions	<p>Qualifications:</p> <ul style="list-style-type: none"> • Higher education degree • Professional experience: at least 4 years of completed public service <p>Aspects of EU law: not known</p>
Access process	<p>Recruitment procedure: takes place at national level</p> <p>Procedure:</p> <ul style="list-style-type: none"> • State exam
Alternative access	Yes

routes	<ul style="list-style-type: none"> • 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 <p>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.</p>
3. Responsibilities / Duties	
General responsibilities	<ul style="list-style-type: none"> • Specific competences regarding judicial decisions • Procedures • Administrative tasks <p>Greffiers are responsible for receiving persons, providing information to the public, as well as vocational education</p> <p>Court clerks play an important role in:</p> <ul style="list-style-type: none"> • 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	<p>Ministère de la justice, Direction des services judiciaires, Sous-direction des ressources humaines des greffes</p> <p>13 place Vendôme 75001 PARIS</p> <p>Website: http://www.justice.gouv.fr/</p>
Institution in charge of training activities	Ecole nationale des greffes

Training providers	<p>5 boulevard de la Marne CS27109 21071 Dijon cédex</p> <p>Téléphone:0033380605600 Télécopie:0033380605800 Courriel : courrier.eng-dijon@justice.fr</p> <p>Website: http://www.eng.justice.fr</p>
	<p>numbers</p> <p>1 national private sector structures</p> <p>10-20 regional public structure structures</p>
	<p>types</p> <p>National and regional institutions</p>
	<p>Name(s)</p> <p>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)</p>
<p>Professional organisation(s)</p>	<ul style="list-style-type: none"> • 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-uns-sj@justice.fr Site Web: 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 • 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

	<ul style="list-style-type: none">• Syndicat national FO des services judiciaires Cour d'appel de Toulouse - Syndicat FO SJ - 10 Place du Salin - BP 7008 - 31068 TOULOUSE CEDEX 7 tél 00335 61 33 72 34 fo-justicesj@fagefo.fr• Syndicat des greffiers de France Force ouvrière 12 rue Chabanais 75002 Paris tél 00331.40.15.09.61 - fax 00331.40.15.09.32 mail address : synd-sdgf@justice.fr Website : http://www.lesgreffiers.com
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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