



Court staff categories in the EU

Malta

Information provided by: Courts of Justice Department

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DESCRIPTION OF CATEGORIES OF COURT STAFF in Malta

1. Court staff category / profession

<p>Name of Court Staff Category</p>	<p>In Maltese: Skrivani tar-Registru, Attwarji u Assistenti fil-Qorti</p> <p>In English: Registry Clerks, Receivers of Acts, Court Assistants</p> <p>Court assistants: Court assistants are assigned to a judge or magistrates and their main duty is to transcribe court recordings. They are assigned to the Courts from general public service grades.</p>
<p>Legal basis / regulatory documents</p>	<p>(1) Article 8 of the following document (Civil Courts): http://justiceservices.gov.mt/DownloadDocument.aspx?app=lo&itemid=9037&l=1</p> <p>(2) Article 2 of the following document (Criminal Courts) referring to previous document: http://justiceservices.gov.mt/DownloadDocument.aspx?app=lo&itemid=8980&l=1</p> <p>(3) Chapter 12 of the Laws of Malta (Civil Courts) http://justiceservices.gov.mt/DownloadDocument.aspx?app=lo</p>

	<p>m&itemid=8577&l=1</p> <p>(4) Chapter 9 of the laws of Malta (Criminal Courts)</p> <p>http://justiceservices.gov.mt/DownloadDocument.aspx?app=lo&itemid=8574&l=1</p>
<i>2. Access to the category / profession</i>	
Main Access conditions	<p>Qualifications:</p> <ul style="list-style-type: none"> • Secondary school/high school diploma (they are not required to have legal qualifications) <p><u>Aspects of EU law:</u> are compulsory</p>
Access process	<p>Recruitment procedure: takes place at national level</p> <ul style="list-style-type: none"> • this category of staff may be assigned to the courts after an external general public service call for applications • Interview by recruitment jury
Alternative access routes	<p>Transfer routes from other professions:</p> <p>Yes - court assistants, receivers of acts and registry clerks may be transferred to the courts from other government departments.</p>
<i>3. Responsibilities / Duties</i>	
General responsibilities	<ul style="list-style-type: none"> • Procedures • Assistance to the judiciary in drafting decisions <p>Duties include: data inputting in the computer system with regard to court cases, receiving judicial acts, typing of court records of proceedings, typing of court decrees, issuing notices of first hearing of court cases, transcribing evidence registered by digital means</p> <p>These court staff categories play an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures (cross-border civil procedures) • Commercial law and procedures (cross-border commercial procedures) • Criminal law and procedures (cross-border criminal

		<p>procedures)</p> <ul style="list-style-type: none"> • Administrative law and procedures • Competition law and procedures • Environmental law and procedures • Assistance to judges and/or public prosecutors
Role in process with EU law aspects		Aspects of EU law: exist but constitute only a small aspect of the overall duties
<i>4. Organisation of the category / profession</i>		
Organising Structure		Courts of Justice Department
Training providers		<ul style="list-style-type: none"> • CDRT - Centre for Development, Research and Training (optional) • Courts of Justice Department • University of Malta: Diploma Course in the Laws of Procedure (optional): The objective of this Diploma course is to teach the application of procedure law, civil, administrative, constitutional, criminal, ecclesiastical, European law and industrial law. Although this is not a diploma leading directly to the pursuit of a specific legal profession, the areas covered equip students with knowledge and skills which may be utilised in a career at the Courts of Justice Department. This Diploma course may be sponsored. <p>Website: http://www.um.edu.mt http://cdrt.gov.mt/home?l=1 https://opm.gov.mt/en/justice/Pages/Justice-in-Malta.aspx</p> <p>Website: http://cdrt.gov.mt/home?l=1</p>
	numbers	1 public sector training provider
	types	Public sector structure
	Name(s)	
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