

Source: Pilot Project - European Judicial Training:
 Lot 3 – Study on the state of play of court staff training in EU law
 and promotion of cooperation between court staff training providers at EU level",
 Carried out by the European Institute of Public Administration (EIPA) and a consortium

Mapping court staff tasks and roles

based on Q1 - A - question 9 - tasks list

country	category	civil law & procedures		commercial law & procedures		criminal law & procedures		procedural rights in criminal cases	service of judicial - extrajudicial documents	enforcement court decisions
			cross-border		cross-border		cross-border			
AT	Kanzleitleiter									
AT	Bezirksanwalt	X	X					X		
AT	Gerichtsvollzieher									X
AT	Rechtspfleger	X	X	X	X					X
BE	personeel griffies	X	X	X	X	X	X	X	X	X
BG	Sedébni Slujiteli	X	X	X	X	X	X			
CZ	Asistent	X	X	X	X	X	X	X		
CZ	Vyšší soudny úředník	X		X		X				X
CZ	Čekatel	X	X	X	X	X	X			X
DE	Rechtspfleger	X	X	X	X	X	X		X	
DE	Justizfachangestellter	X	X	X	X	X	X		X	X
DE	Gerichtsvollzieher	X	X						X	X
DE	Justizwachtmeister									
DK	Kontorpersonale							X	X	
EE	Kohtudirektor									
EE	Kohtuistungi sekretär									
EE	Kohtunikabi	X	X	X	X					
EL	Dikastikoí ypálliloí	X	X	X	X	X				
EL	Epimelités Dikastirion	X	X						X	
EN & WL	Court & Tribunal clerks	X	X	X	X	X	X	X	X	X
ES	Gestión Procesal y Administrativa								X	
ES	Secretario Judicial	X	X	X	X	X	X	X		X
ES	Tramitación Procesal y administrativa								X	
FI	Kanslianhenkilöstö	X	X	X	X					
FR	Greffier de Tribunal de Commerce	X	X	X	X				X	
FR	Greffier de commerce (salarié)			X	X				X	X
FR	Greffier en chef	X	X			X	X			
FR	Greffier	X	X			X	X	X		X
FR	Assistant de justice	X	X			X	X			
HR	Sudski savjetnici	X	X	X	X	X	X		X	
HU	Tisztviselő	X	X	X	X	X	X	X	X	X
HU	Titkár	X	X	X	X	X	X	X	X	X
HU	Fogalmazó	X	X	X	X	X	X	X	X	X
HU	Fizikai dolgozók									
IE	Court officers	X	X	X	X	X	X	X	X	X
IT	Funzionario giudiziario	X	X	X	X	X	X			
LT	Teismo posėdžių	X	X	X	X	X	X			
LT	Teisėjo padėjėjas	X	X	X	X	X	X			
LT	Kancleris									
LT	Vyriausiasis specialistas									
LT	Skyriaus vedėjas									
LU	Greffiers et secrétaires des parquets	X	X	X	X	X	X		X	X
LV	Tiesas tulks							X		
LV	Tiesneša palīgs	X	X	X	X	X	X		X	

country	category	civil law & procedures		commercial law & procedures		criminal law & procedures		procedural rights in criminal cases	service of judicial - extrajudicial documents	enforcement court decisions
			cross-border		cross-border		cross-border			
LV	Kancelejas darbinieks									X
LV	Tiesas sežu sekretārs	X	X	X	X	X	X			
MT	Deputat Registratur	X	X	X	X	X	X			
MT	Assistent Gudizzjarju	X	X	X	X	X	X			
MT	Skrivani tar-Registru, Attwarji u Assistenti fil-Qorti	X	X	X	X	X	X			
NL	Juridisch mederwerker									X
PL	Asystent sędziego	X	X	X	X	X	X	X		
PL	Urzędnik sądowy	X	X	X	X	X	X	X		
PL	Referendarz sądowy	X	X	X	X	X	X	X		
PT	Oficial de Justiça	X	X	X	X	X	X			
RO	Grefier	X	X	X	X	X	X	X	X	X
SCOT	Support Grade Band 1	X	X	X	X	X	X			
SCOT	Support Grade Band 2	X	X	X	X	X	X			
SCOT	Typing manager	X	X	X	X	X	X	X		
SCOT	Sheriffdom Business Manager	X	X	X	X					
SCOT	Sheriff Clerk	X	X	X	X					
SCOT	Senior Executive Officer - Supreme Courts	X	X	X	X	X	X	X		
SCOT	Administrative Officer (criminal) Sheriff & JP Courts					X	X	X		
SCOT	Administrative Officer (civil) Sheriff & JP Courts	X	X	X	X				X	
SCOT	Administrative Assistant Sheriff & JP Courts	X	X	X	X	X	X		X	
SCOT	EO Manager (criminal) Sheriff & JP Courts					X	X	X		
SCOT	EO Manager (civil) Sheriff & JP Courts	X	X	X	X				X	
SCOT	EO Manager (Depute in charge of a court)					X	X	X		
SCOT	Judicial Assistant (SEO) Supreme courts	X	X	X	X	X	X	X		
SCOT	Grade 7 , Supreme Courts	X	X	X	X	X	X	X		
SCOT	Higher Executive Officer (Middle manager) S. Courts	X	X	X	X	X	X	X		
SCOT	HEO Sheriff Clerk, grade 7	X	X	X	X	X	X	X		
SCOT	HEO Office Manager (Civil) Sheriff & JP courts	X	X	X	X	X	X	X		
SE	Förvaltningsrättsnotarie	X	X	X	X	X	X	X		
SE	Tingsrättsnotarie	X	X	X	X	X	X	X		
SI	Sodniški pomočnik	X	X	X	X					X
SK	Súdny tajomník	X	X	X	X	X	X		X	
SK	Asistent sudcu najvyššieho súdu	X	X	X	X	X	X			
SK	Hlavný referent-asistent								X	
SK	Vyšší soudny úradník	X	X	X	X	X	X			X

Mapping court staff tasks and roles

Annex C

country	category	Human rights	access to justice	rights of the victim	rights of the child	administrative law and procedure	competition law and procedures	environmental law and procedures	assistance to judges / prosecutors
AT	Kanzleitleiter								
AT	Bezirksanwalt	x							
AT	Gerichtsvollzieher								
AT	Rechtspfleger	x			x				
BE	personeel griffies	x	x	x	x	x	x	x	x
BG	Sedebni Slujitel		x						x
CZ	Asistent			x	x	x		x	x
CZ	Vyšší soudny úředník			x					x
CZ	Čekatel								x
DE	Rechtspfleger					x			
DE	Justizfachangestellter					x			x
DE	Gerichtsvollzieher								x
DE	Justizwachtmeister								
DK	Kontorpersonale		x						
EE	Kohtudirektor								
EE	Kohtuistungi sekretär								
EE	Kohtunikabi					x			
EL	Dikastikoí ypálliloí					x			x
EL	Epimelités Dikastiríon					x			x
EN & WL	Court & Tribunal clerks	x	x	x	x	x	x	x	x
ES	Gestión Procesal y Administrativa		x						
ES	Secretario Judicial	x	x	x	x	x		x	x
ES	Tramitación Procesal y administrativa		x						
FI	Kanslianhenkilöstö					x			x
FR	Greffier de Tribunal de Commerce		x				x		x
FR	Greffier de commerce (salaré)					x			x
FR	Greffier en chef		x						
FR	Greffier		x						
FR	Assistant de justice								x
HR	Sudski savjetnici					x	x		x
HU	Tisztviselő								x
HU	Titkár	x	x	x	x	x	x	x	x
HU	Fogalmazó	x	x	x	x	x	x	x	x
HU	Fizikai dolgozók		x						x
IE	Court officers	x	x		x	x	x	x	x
IT	Funzionario giudiziario								x
LT	Teismo posėdžių					x	x		
LT	Teisėjo padėdėjas								x
LT	Kancleris								
LT	Vyriausiasis specialistas								
LT	Skyriaus vedėjas								
LU	Greffiers et secrétaires des parquets			x					x
LV	Tiesas tulks								
LV	Tiesneša palīgs	x	x	x	x	x	x	x	x

country	category	Human rights	access to justice	rights of the victim	rights of the child	administrative law and procedure	competition law and procedures	environmental law and procedures	assistance to judges / prosecutors
LV	Kancelejas darbinieks								
LV	Tiesas sežu sekretārs					X	X	X	X
MT	Deputat Registratur					X	X	X	X
MT	Assistent Gudizzjarju					X	X	X	X
MT	Skrivani tar-Registru, Attwarji u Assistenti fil-Qorti					X	X	X	X
NL	Juridisch mederwerker	X	X	X	X	X	X	X	X
PL	Asystent sędziego		X						X
PL	UrządNIK sądowy		X						X
PL	Referendarz sądowy		X						X
PT	Oficial de Justiça					X	X	X	X
RO	Grefier	X	X	X	X	X	X	X	X
SCOT	Support Grade Band 1	X	X			X	X	X	X
SCOT	Support Grade Band 2	X	X	X	X	X	X	X	X
SCOT	Typing manager		X	X	X	X	X	X	X
SCOT	Sheriffdom Business Manager	X	X	X	X			X	
SCOT	Sheriff Clerk	X	X	X	X			X	
SCOT	Senior Executive Officer - Supreme Courts		X	X	X	X	X	X	X
SCOT	Administrative Officer (criminal) Sheriff & JP Courts		X	X	X				
SCOT	Administrative Officer (civil) Sheriff & JP Courts		X						X
SCOT	Administrative Assistant Sheriff & JP Courts		X						X
SCOT	EO Manager (criminal) Sheriff & JP Courts		X	X	X				
SCOT	EO Manager (civil) Sheriff & JP Courts	X	X	X	X				X
SCOT	EO Manager (Depute in charge of a court)		X	X	X				
SCOT	Judicial Assistant (SEO) Supreme courts		X	X	X	X	X	X	X
SCOT	Grade 7 , Supreme Courts		X	X	X	X	X	X	X
SCOT	Higher Executive Officer (Middle manager) S. Courts		X	X	X	X	X	X	X
SCOT	HEO Sheriff Clerk, grade 7	X	X	X	X				
SCOT	HEO Office Manager (Civil) Sheriff & JP courts	X	X	X	X				X
SE	Förvaltningsrättsnotarie	X	X	X	X		X		X
SE	Tingsrättsnotarie	X	X	X	X		X		X
SI	Sodniški pomočnik								
SK	Súdny tajomník								
SK	Asistent sudcu najvyššieho súdu					X	X	X	X
SK	Hlavný referent-asistent								
SK	Vyšší súdny úradník					X	X	X	X

Mapping court staff tasks and roles

country	category	management of courts								
		general management	e-Justice	Data protection	Authentication of documents	Court Programming	Human Resources	Budget	Health & Safety	Organisation of legal registers
AT	Kanzleitleiter									X
AT	Bezirksanwalt									
AT	Gerichtsvollzieher									
AT	Rechtspfleger									X
BE	personeel griffies	X	X	X	X	X	X	X		
BG	Sedébni Slujiteli	X								
CZ	Asistent									
CZ	Vyšší soudny úředník			X						
CZ	Čekatel			X						
DE	Rechtspfleger	X		X	X	X	X	X	X	
DE	Justizfachangestellter		X	X	X	X	X	X		
DE	Gerichtsvollzieher									
DE	Justizwachtmeister									
DK	Kontorpersonale	X	X	X	X	X	X	X	X	
EE	Kohtudirektor	X	X	X	X	X	X	X	X	
EE	Kohtuistungí sekretär	X	X	X						
EE	Kohtunikabi									
EL	Δικαστικοί υπάλληλοι	X								
EL	Επιμελητές Δικαστηρίων									
EN & WL	Court & Tribunal clerks	X								
ES	Gestión Procesal y Administrativa		X	X						
ES	Secretario Judicial	X	X	X	X	X				
ES	Tramitación Procesal y administrativa									
FI	Kanslianhenkilöstö					X	X	X		
FR	Greffier de Tribunal de Commerce	X	X	X	X	X	X	X	X	X
FR	Greffier de commerce (salarie)	X	X	X	X	X	X	X	X	
FR	Greffier en chef	X	X	X	X	X	X	X	X	X
FR	Greffier									
FR	Assistant de justice									
HR	Sudski savjetnici									
HU	Tisztviselő	X	X	X	X	X	X	X	X	X
HU	Titkár									
HU	Fogalmazó									
HU	Fizikai dolgozók								X	
IE	Court officers	X	X	X	X	X	X	X	X	
IT	Funzionario giudiziario	X		X	X		X	X	X	
LT	Teismo posėdžių									
LT	Teisėjo padėdėjas									
LT	Kancleris	X								
LT	Vyriausiasis specialistas		X	X			X	X		
LT	Skyriaus vedėjas		X	X			X			
LU	Greffiers et secrétaires des parquets					X	X	X	X	X
LV	Tiesas tulks									
LV	Tiesneša palīgs									

country	category	management of courts								
		general management	e-Justice	Data protection	Authentication of documents	Court Programming	Human Resources	Budget	Health & Safety	Organisation of legal registers
LV	Kancelejas darbinieks	X								
LV	Tiesas sežu sekretārs									
MT	Deputat Registratur				X					
MT	Assistent Gudizzjarju									
MT	Skrivani tar-Registru, Attwarji u Assistenti fil-Qorti				X					X
NL	Juridisch mederwerker									
PL	Asystent sędziego									
PL	UrządNIK sądowy									
PL	Referendarz sądowy									
PT	Oficial de Justiça						X	X	X	
RO	Grefier	X	X	X	X	X	X	X	X	
SCOT	Support Grade Band 1	X								
SCOT	Support Grade Band 2	X	X	X					X	
SCOT	Typing manager			X			X	X		X
SCOT	Sheriffdom Business Manager	X	X	X	X	X	X	X	X	
SCOT	Sheriff Clerk	X	X	X		X	X	X	X	
SCOT	Senior Executive Officer - Supreme Courts	X	X	X		X	X	X	X	
SCOT	Administrative Officer (criminal) Sheriff & JP Courts		X	X	X				X	
SCOT	Administrative Officer (civil) Sheriff & JP Courts			X					X	
SCOT	Administrative Assistant Sheriff & JP Courts			X					X	
SCOT	EO Manager (criminal) Sheriff & JP Courts	X	X	X	X				X	
SCOT	EO Manager (civil) Sheriff & JP Courts	X	X	X	X	X	X	X	X	
SCOT	EO Manager (Depute in charge of a court)		X	X	X				X	
SCOT	Judicial Assistant (SEO) Supreme courts	X	X	X	X	X	X	X	X	
SCOT	Grade 7 , Supreme Courts	X	X	X	X	X	X	X	X	
SCOT	Higher Executive Officer (Middle manager) S. Courts	X	X	X	X	X	X	X	X	
SCOT	HEO Sheriff Clerk, grade 7		X	X	X	X	X	X	X	
SCOT	HEO Office Manager (Civil) Sheriff & JP courts		X	X	X	X	X	X	X	
SE	Förvaltningsrättsnotarie									
SE	Tingsrättsnotarie									
SI	Sodniški pomočnik									
SK	Súdny tajomník									
SK	Asistent sudcu najvyššieho súdu									
SK	Hlavný referent-asistent									X
SK	Vyšši súdny úradník									