



# Court staff categories in the EU

## Poland

Information provided by: National School of Judiciary and Public Prosecution (Krajowa Szkoła Sądownictwa i Prokuratury)

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### DESCRIPTION OF CATEGORIES OF COURT STAFF in Poland

#### 1. Court staff category / profession

Name of Court Staff Category	In Polish: <b>Urzędnik sądowy</b>
	In English: <b>Court secretaries</b>
Legal basis / regulatory documents	<p>In Polish: <a href="#">Ustawa z dnia 18 grudnia 1998 r.o pracownikach sądów i prokuratury</a></p> <p>In English: Act of 18 December 1998 on court and public prosecutor office employees</p>

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

Main Access conditions	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Secondary school/high school diploma</li> </ul> <p><b>Aspects of EU law:</b> are not relevant to the their duties</p>
Access process	<p><b>Recruitment procedure:</b> takes place at <b>court level</b></p> <p><b>Procedure:</b></p> <ul style="list-style-type: none"> <li>• The Court announces posts to be filled</li> <li>• Formal selection of the written applications</li> </ul>

	<ul style="list-style-type: none"> <li>• Practical skills test</li> <li>• Interview by recruitment jury That procedure refers to applying for in-job-training. After that period there is a final exam. If passed, one can be employed as a regular court secretary.</li> </ul> <p>One does not have to take part in an in-job-training if he/she has undergone the initial training organised by <a href="#">Krajowa Szkoła Sądownictwa i Prokuratury</a> (KSSIP).</p>
Alternative access routes	<p>Transfer routes from other professions: <b>NO</b></p> <p>Candidates may become court secretaries provided that they hold a secondary school diploma and spend 6 months on an in-job-training; therefore there are no transfer routes.</p>
<b>3. Responsibilities / Duties</b>	
General responsibilities	<ul style="list-style-type: none"> <li>• Administrative tasks</li> <li>• Procedures</li> </ul> <p><b>This court staff category plays an important role in:</b></p> <ul style="list-style-type: none"> <li>• Civil law and procedures (Cross-border civil procedures)</li> <li>• Commercial law and procedures (Cross-border commercial procedures)</li> <li>• Criminal law and procedures (Cross-border criminal procedures)</li> <li>• Procedural rights in criminal procedures (such as access to interpretation &amp; translation, access to a lawyer, access to information, etc.)</li> </ul> <p>All above mentioned: They write, type, answer phones and send correspondence in every kind of cases</p> <ul style="list-style-type: none"> <li>• Access to justice: They make copies of documents for the parties, give some information etc.</li> <li>• Assistance to judges and public prosecutors: taking minutes, taking notes sending correspondence</li> </ul>
Role in process with EU law aspects	<b>Aspects of EU law:</b> are not relevant to the discharging of court secretaries duties
<b>4. Organisation of the category / profession</b>	

Organising Structure	<ul style="list-style-type: none"> <li>• The Director of the respective court is their superior/supervisor</li> <li>• They are employed by courts and their work is organised at court level. Therefore, there is no central organising structure</li> </ul>	
Training providers		
	numbers	<ul style="list-style-type: none"> <li>• National Courts (induction and continuous training)</li> <li>• KSSiP (for continuous training)</li> </ul>
	types	Public sector structure
	Name(s)	<b>National School of Judiciary and Public Prosecution</b> <b>(<a href="#">Krajowa Szkoła Sądownictwa i Prokuratury</a>)</b>
Professional organisation(s)	<p><b>Court staff Unions:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Związek Zawodowy Pracowników Wymiaru Sprawiedliwości Rzeczypospolitej Polskiej</a></li> <li>• <a href="#">Solidarność Pracowników Sądownictwa</a></li> <li>• <a href="#">Niezależny Samorządny Związek Zawodowy Pracowników Wymiaru Sprawiedliwości Rzeczypospolitej Polskiej</a></li> </ul>	

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