



# Court staff categories in the EU

## Spain

Information provided by: Centro de Estudios Juridicos

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### DESCRIPTION OF CATEGORIES OF COURT STAFF in Spain

#### 1. Court staff category / profession

Name of Court Staff Category	In Spanish: <b>Gestión Procesal y Administrativa</b>
	In English: <b>Process Management</b>
Legal basis / regulatory documents	<p><a href="#">Real Decreto 249/1996</a>, por el que se aprueba el reglamento orgánico de los cuerpos de oficiales, auxiliares y agentes al servicio de la Administración de Justicia.</p> <p><a href="#">Ley Orgánica 6/85</a>. Organic Law of the Judiciary which sets out the legal framework for the judiciary and all the members of the Court Staff</p>

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

Main Access conditions	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• University Degree</li> </ul> <p><b>Aspects of EU law:</b> not relevant</p> <p>In the public exam to become members of the Process Management candidates are tested a subjects of EU</p>
Access process	<b>Recruitment procedure:</b> takes place at <b>national and regional level</b>

	<ul style="list-style-type: none"> <li>• State/public exam</li> </ul>	
Alternative access routes	<p><b>Transfer routes from other professions:</b>  <b>Yes</b> - Internal exams for civil servants</p> <p>However, only certain category of civil servants (Tramitación Procesal) may take the internal exams.  In all cases there is an induction training period.</p>	
<b>3. Responsibilities / Duties</b>		
General responsibilities	<ul style="list-style-type: none"> <li>• Management</li> <li>• Mainly collaboration on the process activities of high level:</li> </ul> <p>Procedure activities, organisation of attendances, documentation of certain judicial acts: seizures, confiscations. Also, register of documents, writing notes for the procedure</p>	
Role in process with EU law aspects	<p><b>This court staff category plays an important role in:</b></p> <ul style="list-style-type: none"> <li>• E-justice (organisation of Information Technology &amp; Communication, videoconferencing)</li> <li>• Data protection</li> <li>• Service of documents, access to justice</li> </ul> <p><b>Aspects of EU law:</b> are not relevant to the exercise of their duties</p>	
<b>4. Organisation of the category / profession</b>		
Organising Structure	<a href="#">Ministerio de Justicia</a>	
Training providers	<ul style="list-style-type: none"> <li>• <a href="#">CENTRO DE ESTUDIOS JURÍDICOS</a>( only initial training)</li> <li>• Ministry of Justice, Autonomous Communities and Trade Unions (Continous training)</li> </ul>	
	numbers	<ul style="list-style-type: none"> <li>• Trade unions organise courses</li> <li>• 10-20 public sector structures</li> </ul>
	types	Public sector structures
	Name(s)	
Professional organisation(s)	<b>N/A.</b>	

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