



Court staff categories in the EU

Denmark

Information provided by: The Danish Court Administration (Domstolsstyrelsen)

May, 2014

DESCRIPTION OF CATEGORIES OF COURT STAFF in Denmark

1. Court staff category / profession

Name of Court Staff Category	In Danish: Kontorpersonale
	In English: Court Staff
Legal basis / regulatory documents	Law on The Danish Court Administration

2. Access to the category / profession

Main Access conditions	<ul style="list-style-type: none"> Professional experience Office training <p><u>Aspects of EU law:</u> are compulsory</p>
Access process	Recruitment procedure: takes place at local level in the administrative departments of each court or board
Alternative access routes	<ul style="list-style-type: none"> Transfer routes from other professions Apprenticeship in lieu of a degree

3. Responsibilities / Duties

General responsibilities	<ul style="list-style-type: none"> Management Administrative tasks
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	<ul style="list-style-type: none"> • Service (guarding, cleaning) <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Procedural rights in criminal procedure • Service of judicial and extra-judicial documents • Access to justice • Management of Courts (e-justice, data protection, authentication of judicial and extra-judicial documents, court programming / management of courts agendas, human resources / personnel issues, budget, health and safety, building administration) 	
Role in process with EU law aspects	Aspects of EU law: are becoming more important as more EU legislative instruments are being adopted	
<i>4. Organisation of the category / profession</i>		
Organising Structure	The Danish Court Administration (and ultimately its Board of Governors) http://www.domstol.dk/om/organisation/domstolsstyrelsen/Pages/default.aspx	
Training providers		
	numbers	<ul style="list-style-type: none"> • 1 public sector structure
	types	Public sector structure
	Name(s)	Domstolsstyrelsen - Contact details: post@domstolsstyrelsen.dk www.domstolsstyrelsen.dk
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