



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: Referendarz sądowy
	In English: Senior Judicial Clerk (equivalent to the German "Rechtspfleger")
Legal basis / regulatory documents	In Polish: Ustawa z dnia 27 lipca 2001 r. – Prawo o ustroju sądów powszechnych

2. Access to the category / profession

Main Access conditions	<p>Qualifications:</p> <ul style="list-style-type: none"> • Higher education state diploma in law • Master in Law • Professional exam for judges, prosecutors, legal advisers, barristers notary public or graduation from one-year initial training organised by KSSiP <p><u>Aspects of EU law:</u> are compulsory</p>
Access process	Recruitment procedure: takes place at court level

	<p>Procedure:</p> <ul style="list-style-type: none"> • Competition organised by the Courts. • Written exam: test and two questions based on cases (only Civil law) 	
Alternative access routes	Transfer routes from other professions: NO	
<i>3. Responsibilities / Duties</i>		
General responsibilities	<ul style="list-style-type: none"> • replacing the judiciary in taking decisions • performing duties especially in civil cases, making decisions concerning costs of proceedings, appointment of a professional counsel • performing acts with respect to domestic and cross-border legal assistance, as well as in enforcement-warrant and enforcement proceedings <p>This court staff category plays 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 procedures) • Procedural rights in criminal procedures (such as access to interpretation & translation, access to a lawyer, access to information) • Access to justice 	
Role in process with EU law aspects	Aspects of EU law: exist but constitute only a small part of the overall activities	
<i>4. Organisation of the category / profession</i>		
Organising Structure	<ul style="list-style-type: none"> • National Courts (The President of the Court is their superior) 	
Training providers		
	numbers	1 National level structure
	types	Public sector structure
	Name(s)	National School of Judiciary and Public Prosecution (Krajowa Szkoła Sądownictwa i Prokuratury - KSSIP)

Professional organisation(s)	Ogólnopolskie Stowarzyszenie Referendarzy Sądowych
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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