



Court staff categories in the EU

Bulgaria

Information provided by: National Institute of Justice

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DESCRIPTION OF CATEGORIES OF COURT STAFF in Bulgaria

1. Court staff category / profession

Name of Court Staff Category	In Bulgarian: Съдебни служители
	In English: Court Clerks /Court Administration
Legal basis / regulatory documents	Regulations on the administration of the Regional, District, Administrative, Military and Appellate courts (in Bulgarian: ПАРОВАС)

2. Access to the category / profession

Main Access conditions	<p>Qualifications:</p> <ul style="list-style-type: none"> • None • Secondary-school/high-school diploma • Higher education master • Higher education master in law <p>Professional experience (previous experience in court system for court clerks in the Specialised Penal Court, Appellate Specialised Penal Court and the Specialised prosecutor's Office)</p> <p>Aspects of EU law: are optional</p>
Access process	Recruitment procedure: takes place at court level

	<p>Procedure:</p> <ul style="list-style-type: none"> • Interview by recruitment jury • Interview by head of court • Selection through written application • Practical tests (testing practical skills)
Alternative access routes	Transfer routes from other professions: N/A
3. Responsibilities / Duties	
General responsibilities	<ul style="list-style-type: none"> • Specific competences regarding judicial decisions • Procedures • Management • Administrative tasks • Assistance to the judiciary in drafting decisions • Competences in public administration <ul style="list-style-type: none"> - main duties of court assistants and prosecutorial assistants: Specific competences regarding judicial decisions, procedures and assistance to the judiciary in drafting decisions - main duties of court administrators, administrative secretaries and heads of units: Management, administrative tasks (some knowledge in public administration is a prerequisite for appointment to these posts). <p>This court staff category plays an important role in:</p> <ul style="list-style-type: none"> • Civil law and procedures • Commercial law and procedures • Criminal law and procedures • Access to justice • Courts management
Role in process with EU law aspects	<p><u>Aspects of EU law:</u></p> <ul style="list-style-type: none"> • exist but constitute only a small aspect of the overall duties • EU law aspects are also becoming more important as more EU legislative instruments are being adopted
4. Organisation of the category / profession	

Organising Structure		<ul style="list-style-type: none"> • The Supreme Judicial Council of the Republic of Bulgaria is in charge of the overall organisation of the profession • The State Commission on Information Security (government authority, which conducts the classified information protection policy of the Republic of Bulgaria – It organizes and coordinates the training for operation with classified information)
Training providers		
	numbers	<ul style="list-style-type: none"> • 2 public sector structure • 1 professional organisations • 10-20 regional public sector structures (District and Appellate courts)
	types	Public sector structures/ private sector structures/European training provider
	Name(s)	<ul style="list-style-type: none"> - National institute of Justice provides initial and continuous training on a national level as a public sector structure - District and Appellate courts provide training on regional level. - the State Commission on Information Security (ДКСИ in BG) provide training on both national and regional level. - The National Association of Court Clerks
Professional organisation(s)		National Association of Court Clerks

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