



# Court staff and bailiffs' training in European civil and criminal law

A modern and practical approach to judicial training for court staff and bailiffs in Europe



Co-funded by  
the European Union

 <https://csab.legaltraining.eu>

# About the project

Under the Justice Programme 2021-2027, ERA is implementing a new training project for court staff and bailiffs in partnership with the European Judicial Training Network (EJTN), the Belgian Judicial Training Institute (IGO-IFJ), the Bulgarian National Institute of Justice (NIJ), the Romanian National School of Clerks (NSC) and with the support of 13 national judicial training institutions and the European Union of Judicial Officers (UEHJ).

Recent studies and reports show that court staff and bailiffs receive insufficient training in EU law. Building on the knowledge and experience gained from the implementation of previous court staff training projects, and following the recommendations made in the recent "Study on the training needs of court staff on EU law in the EU", ERA and the project consortium will tackle the deficiencies of court staff and bailiffs' training by adopting a modern and practical approach to EU judicial training and by developing coherent and innovative training packages for future use.

## Objectives

- To train ca. 500 court staff and 50 bailiffs by organising 21 interactive and practical legal training activities on EU civil and criminal law matters
- To provide up-to-date standardised training packages to set up interactive seminars for court staff and bailiffs
- To provide advanced training on selected EU instruments in civil and criminal matters, tailored to their everyday tasks
- To offer stand-alone e-tools for legal English in civil and criminal law matters
- To improve the necessary basic language skills in terms of legal terminology in English amongst court staff and bailiffs to facilitate cross-border communication and cooperation
- To make use of the network of court staff training providers established by EJTN and provide a platform for exchange of best practices, information and knowledge in a practice-oriented way

## Methodology

The project will deal with EU civil and criminal law matters relevant for the judicial work of court staff and bailiffs as well as digitalisation. To better accommodate the various training needs of the target groups, reflecting different levels of prior knowledge and experience in applying EU instruments, the legal seminars will be offered at both basic and advanced level. Some activities will offer legal English language training parallel to legal training thus enhancing the linguistic skills of court staff and bailiffs in legal areas with added practical value. To make the activities more accessible and inclusive, they will be offered in various formats (face-to-face, hybrid, online).

Thus, this project will cover the following instruments:

### EU civil law

- Brussels Ia Regulation
- European Enforcement Order
- European Payment Order
- European Small Claims Procedure
- Service of documents
- Taking of evidence

### EU criminal law

- European Arrest Warrant
- European Investigation Order
- Directives for pre-trial detention, custodial sentences, supervision of probation measures and alternative sanctions Freezing, seizure and confiscation

The training materials for the provision of legal training will mainly consist of case studies covering the abovementioned EU instruments, including the case scenario, suggested solution as well as the necessary background materials and methodological advice for their implementation.

For the provision of language training, two manuals with language exercises will be developed by linguistic expert. The exercises will focus on developing four skills: reading, writing, speaking and listening.





## Our project in numbers

Our mission is to train around 500 court staff and 50 bailiffs by organising interactive and practical legal training activities on EU civil and criminal law matters.

**21**  
training events

**15**  
countries  
directly involved

**9**  
different venues

**550**  
court staff &  
bailiffs trained

**2**  
e-tools for legal  
English

**2**  
training packages  
in EU civil &  
criminal law

Do you know how many court staff in European Member States require, or may require, training in European law?

**Approximately 180,000!**



# Calendar of activities



## Series of pan-European legal seminars

The pan-European legal seminars will focus on specific aspects of cross-border civil and criminal law matters. They will be held in English and will be hosted by the consortium in various EU Member States. A fair balance between the topics of the seminars will be sought – five seminars dealing with EU civil law, five with EU criminal law and one with legal writing.

They will be offered at two different levels, introductory and advanced.

Each event will have a duration of 1.5 days and will be attended by max. 30 participants from different EU Member States.

## Series of language training events on European cross-border civil and criminal procedures

In parallel to the organisation of the purely legal seminars, a series of ten English language training events will be implemented (five focusing on EU civil law and five on EU criminal law). The legal English training events will be conducted by professional linguists together with legal experts.

All experts will have at their disposal the training materials (case studies and linguistic manuals) specially developed for the implementation of these training events.

Each event will have a duration of 2.5 days and will be addressed to maximum 24 court staff and bailiffs from various EU Member States.

2023		2024	
Bucharest 4-5 May 2023	Criminal Law Introductory seminar	Krakow 1-2 February 2024	Criminal Law Introductory seminar
Brussels 5-6 June 2023	Civil Law Introductory seminar	Sofia 14-15 March 2024	Civil Law Introductory seminar
Madrid 19-20 October 2023	Civil Law Advanced seminar	Trier & Online 6-7 June 2024	Criminal Law Introductory seminar
Zagreb 9-10 November 2023	Criminal Law Advanced seminar	Vilnius 10-11 October 2024	Criminal Law Advanced seminar
Trier & Online 7-8 December 2023	Civil Law Introductory seminar	Vienna 21-22 November 2024	Civil Law Advanced seminar
2025			
Trier 30-31 January 2025	Legal writing		

2023		2024	
Trier 8-10 May 2023	Criminal Law	Brussels 5-7 February 2024	Civil Law
Online 19-21 June 2023	Criminal Law	Brussels 17-19 April 2024	Criminal Law
Trier 25-27 September 2023	Civil Law	Trier 12-14 June 2024	Civil Law
Brussels 29 Nov - 1 Dec 2023	Criminal Law	Brussels 18-20 September 2024	Civil Law
		Trier 13-15 November 2024	Criminal Law
		Online 2-4 December 2024	Civil Law

### Participation conditions

#### Registration

Participation is on selection and free of charge. The number of places available is limited. Interested court staff may register via their respective national training institutions. Interested bailiffs may register via UEHJ.

Participants should have a working knowledge of English.

#### Travel & Accommodation

Participants will receive a fixed contribution towards their travel and accommodation expenses and are asked to book their own travel and accommodation. The condition for payment of this contribution is to sign all attendance sheets at the event.

No supporting documents are needed. The amount of the contribution will be determined by the EU unit cost calculation guidelines, which are based on the distance from the participant's place of work to the seminar location and will not take account of the participant's actual travel and accommodation costs.

Successful applicants will be sent the relevant claim form and information on how to obtain payment of the contribution to their expenses. Please note that no payment is possible if the registered participant cancels their participation for any reason.

#### Other services

Beverages consumed during the event, lunch(es) and one joint dinner are offered by ERA. No per diems will be offered.

### e-Tools for Legal English

The goal of the developed interactive e-tools is to assist users who wish to improve their level of English.

- [e-Tool on European Cross-border Civil Procedures](#)
- e-Tool on European Criminal Justice

### Project website

More information about the seminar series and free access to the specially developed training materials, available under:

<https://csab.legaltraining.eu>

The content of the webpage will be updated regularly.



# Partnership



## Associated partners

European Union of Judicial Officers (UEHJ)

### Austria

Federal Ministry of Justice (MoJ)

### Croatia

Judicial Academy

### Czech Republic

Judicial Academy

### Estonia

Estonian Prosecutors Office

### Finland

National Courts Administration (NCA)

### France

National School of Clerks (ENG)

### Lithuania

National Courts Administration (NCA)

### The Netherlands

Training and Study Centre for the Judiciary (SSR)

### North Macedonia

Academy for Judges and Public Prosecutors

### Poland

National School of Judiciary and Public Prosecution (KSSiP)

### Slovenia

Ministry of Justice, Judicial Training Centre

### Spain

Centre for Legal Studies (CEJ)



Federal Ministry  
Republic of Austria  
Justice



REPUBLIC OF SLOVENIA  
MINISTRY OF JUSTICE



## Beneficiaries

### EJTN

European Judicial Training Network

### Belgium

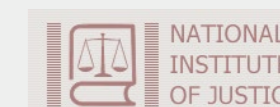
Judicial Training Institute (IGO-IFJ)

### Bulgaria

National Institute of Justice (NIJ)

### Romania

National School of Clerks



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