

# Annex 1

Name SURNAME \_\_\_\_\_

Please **specify in details** which are your key functions(

<p><b>GROUP F1</b></p> <p>Court staff with functions primarily related to the <b>administration and management of court LEADERS (DIRIGENTI)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> General management</li> <li><input type="checkbox"/> Human Resources</li> <li><input type="checkbox"/> Organisation of legal registries</li> <li><input type="checkbox"/> Providing information about access to justice and legal aid</li> <li><input type="checkbox"/> Budget and book keeping</li> <li><input type="checkbox"/> Court programming</li> <li><input type="checkbox"/> Secretariat</li> <li><input type="checkbox"/> Collecting documents and statistical data</li> <li><input type="checkbox"/> Organising files and correspondence tasks related to the management of court</li> <li><input type="checkbox"/> Other (Please indicate) _____</li> </ul>
<p><b>GROUP F2</b></p> <p>Court staff whose functions include providing assistance to judges and prosecutors <b>in case preparation and research</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Involvement in research and analysis</li> <li><input type="checkbox"/> Preparing memos on legal questions</li> <li><input type="checkbox"/> Preparing official version of decisions</li> <li><input type="checkbox"/> Other (Please indicate) _____</li> </ul>
<p><b>GROUP F3</b></p> <p>Court staff whose tasks include some <b>judicial functions</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enforcement of court decisions</li> <li><input type="checkbox"/> Service of judicial and extra-judicial documents</li> <li><input type="checkbox"/> Taking of evidence</li> <li><input type="checkbox"/> Judicial decisions in specific cases (e.g. under a given value) and/or fields of law</li> <li><input type="checkbox"/> Other (Please indicate) _____</li> </ul>
<p><b>GROUP F4</b></p> <p>Court staff whose tasks include <b>procedural functions of a cross-border nature</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completing requests to courts in other countries or receiving such requests from other countries In procedures with cross- border impacts, completing forms under their responsibility or preparing the forms that will be signed by the judge.</li> <li><input type="checkbox"/> Observance of procedural rights in criminal / civil cases (e.g.Human rights, Access to justice).</li> <li><input type="checkbox"/> Other (Please indicate) _____</li> </ul>

**Stamp and signature of the Head of office, Responsible at the Court/Prosecution office for Court Staff**

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