

Annex 1

Name SURNAME _____

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

<p>GROUP F1</p> <p>Court staff with functions primarily related to the administration and management of court. (LEADERS/ DIRECTORS)</p>	<p><input type="checkbox"/> General management</p> <p><input type="checkbox"/> Human Resources</p> <p><input type="checkbox"/> Organisation of legal registries</p> <p><input type="checkbox"/> Court programming</p> <p><input type="checkbox"/> Other (Please indicate) _____</p>
<p>GROUP F2</p> <p>Court staff whose functions include providing assistance to judges and prosecutors in case preparation and research</p>	<p><input type="checkbox"/> Involvement in research and analysis</p> <p><input type="checkbox"/> Preparing memos on legal questions</p> <p><input type="checkbox"/> Preparing official version of decisions</p> <p><input type="checkbox"/> Other (Please indicate) _____</p>
<p>GROUP F3</p> <p>Court staff whose tasks include some judicial functions</p>	<p><input type="checkbox"/> Enforcement of court decisions</p> <p><input type="checkbox"/> Service of judicial and extra-judicial documents</p> <p><input type="checkbox"/> Taking of evidence</p> <p><input type="checkbox"/> Other (Please indicate) _____</p>
<p>GROUP F4</p> <p>Court staff whose tasks include procedural functions of a cross-border nature</p>	<p><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.</p> <p><input type="checkbox"/> Observance of procedural rights in criminal / civil cases (e.g.Human rights, Access to justice).</p> <p><input type="checkbox"/> Other (Please indicate) _____</p>

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