



Special Initial Training for Court Staff

Procedures and Content

1. The Aim of the Training Course

The aim of the Special Training for court staff (assistant to judge, court clerk, other judicial officers) (hereinafter - Training Course) is to provide the judiciary with highly qualified personnel having the required theoretical knowledge and practical skills.

2. General Description of the Training Course

The duration of a Training Course is 2 months. The maximum number of listeners per course shall be 60, and the Director of the High School of Justice shall determine the number of groups and of listeners in a group for each training course. Independent Council of the High School of Justice shall determine the number of training courses throughout the year. When determining the number of training courses, the needs of common courts and the existing material and technical resources of the High School of Justice shall be taken into account. The Director of the High School of Justice shall determine the start date of a training course.

Training will be conducted in the High School of Justice and include both theoretical learning and practical activities. Training will be conducted on every working day from 10:00 to 18:00. If necessary, by the Decision of the Directorate of the High School of Justice, training can also be conducted on weekends. Two 15-minutes breaks and one one-hour break will be provided throughout the day.

Given the topics of a training course, the Director of the High School of Justice, in agreement with the Independent Council of the High School of Justice, shall approve a detailed program of the training course.

Within the framework of the training course, in general, acting judges will be given the preference to conduct trainings on legal matters and issues related to judicial activities, and trainings on other issues will be conducted by invited professionals of relevant fields.

If a training course listener skips 25% of training activities, the listener may by the Decision of the Directorate of the High School of Justice be expelled from the course with or without the refund of the cost of training to the listener. Procedures for expelling listeners shall be determined in accordance with Article 15 of the Internal Regulations of the High School of Justice.

3. Cost of the Training

Training course is chargeable and its cost amounts to GEL 800. The cost of applying for a training course amounts to GEL 25 and it will not be returned to the applicant. Application fee of the applicant admitted to the course will be included in the cost of training.

Within the limits of the quota approved by the Independent Council of the High School of Justice, acting staff of the common courts system of Georgia admitted to the training course shall by the Decision of the Director of the High School of Justice be exempt from the payment of the cost of training course and fee of applying for the course.

4. Admission of Listeners to the Training Course

Admission to the Training course shall be announced by High School of Justice. Announcement on the start of admission to the training course shall be published on the website of the High School of Justice. Applicants shall be given no more than 14 days to apply for the course. Starting and ending times for applying shall be determined by the Director of the High School of Justice. Applications are accepted on working days from 10:00 to 18:00.

Listener of the training course may be a legally capable Georgian national with a higher legal education, who has reached 21 years, and knows the state language of Georgia. Applicant must submit the following documents: a) a statement requesting admission to the training course; b) autobiography (CV); c) a copy of an identity card of Georgian national; d) a copy of Diploma; e) documents certifying record of service (if any) f) two color photographs, size 3X4, also written to a digital disc; g) a document certifying the payment of the application fee.

If the number of those wishing to participate in the training course exceeds the number of or the maximum number of listeners to be admitted to the course, an entrance test shall be conducted. Testing shall be conducted in writing or electronically. Person shall be given 2 astronomical hours to take the test exam. Persons who are late for a test shall not be allowed on testing. The Director of the High School of Justice shall form a Commission for the conduct of admissions tests, the manner of activities whereof shall be determined in accordance with Article 15 of the Charter of the High School of Justice.

Applicant may enjoy the right to submit a claim in relation to the results of admissions tests before the end of working hours of the day following the announcement of entrance test results. The claim may be submitted to the High School of Justice during fixed working hours. Examination Commission shall consider the claim submitted and take a decision in connection therewith no later than within 2 working days after the submission of a claim.

Entrance test consists of 50 questions. Each of the questions of the test consists of two parts: the first one – a descriptive part includes the description of a legal case and/or a question, and the second part includes four possible options (answers) for the legal solution of the case. Examinee's task is to identify the correct answer and mark/circle the letter of the alphabet which corresponds the answer. Only one option is correct out of the four answers of the test. Examinee shall mark/circle one answer only. If two or more answers are circled or none of the options are circled, the test solution shall score 0 (zero) points. Correct answer shall score 1 (one) point, and an incorrect answer - 0 (zero) point as to each question of the test.

Acting staff of the common courts system of Georgia to be admitted to the training course within the limits of the quota approved by the Independent Council of the High School of Justice, shall not take the entrance tests and the Director of the High School of Justice shall decide the issue of their

admission to the training course on the basis of the recommendation of the Chairperson of the respective court.

As a result of the tests, applicants with the best scores will be admitted to the training course within the limits of the maximum number of listeners to be admitted to the course (given the number of persons enrolled in the training course by the Decision of the School Director within the quota determined by the Independent Council). In case of scoring equal points in the tests, the preference shall be given to the applicant who has more extensive experience of working in the legal profession. If applicants, who have scored equal points in the tests, have the same experience of working in the legal profession, then the preference shall be given to the applicant, who was the first to submit an application to the School in order to enroll in the training course.

5. Final Examination of the Training Course

Testing shall be conducted at the end of the training course. Testing shall be conducted at least 3 days after the end of course, the decision whereof shall be taken by the Director of the High School of Justice. Final testing of the training course shall be conducted by the Examination Commission, the procedure for formation and activities whereof shall be determined in accordance with Article 15 of the Charter of the High School of Justice.

Testing shall be conducted in writing or electronically. Person shall be given 5 astronomical hours to take the test exam. Persons who are late for the test shall not be allowed on testing. Tests shall include the issues from the topics learned under the course, generally in accordance with the respective proportions. There shall be a total of 100 tests, and testing shall be considered successful if 75 or more correct answers are given.

If a training course listener scores at least 70 points, he/she may enjoy the right to submit a claim within 2 days after the announcement of final test results. Claims may be submitted to the High School of Justice during fixed working hours. The claim submitted shall be considered by the Examination Commission, which shall take a decision in connection therewith no later than within 3 working days after the submission of the claim. Listener, who has failed the exam, may be allowed only once to re-take the exam on the next final examination of the training course - together with the

next training course. If a listener scored less than 60 points, he/she shall not be allowed on the next final examination of the training course.

Listener, who successfully completes a training course, will be given a Certificate of Completion of the training course at the High School of Justice.

6. Topics of the Training Course

TOPIC		DURATION
Topic N1	Tendencies in Judicial Reform and Organization of Judicial System	0,5 day
Topic N2	Legislation on Public Service	1 day
Topic N3	Rules of Ethics for Court Staff	1 day
Topic N4	Communication Standards for Court Personnel	2 days
Topic N5	Constitutional Law	2 days
Topic N6	Human Rights Law	3 days
Topic N7	Criminal Law	2 days
Topic N8	Criminal Procedure	3 days
Topic N9	Civil Law	3 days
Topic N10	Civil Procedure	2 days
Topic N11	Administrative Law	3 days
Topic N12	Administrative Procedure	2 days
Topic N13	General Management	2 days
Topic N14	Human Resource Management	1 day
Topic N15	Public Relations Management/ Preparation of a Presentation	1 day
Topic N16	Classified Records Management, Caseflow Management	1 day
Topic N17	Information Technologies, Office Programs and Cyber Security	0,5 day
Topic N18	Electronic Records Management and Its Use, Receiving and Processing Statistical Data	2 days
Topic N19	Applied Psychology/ Adult and Adolescent Psychology	2 days
Topic N20	Coherent Speech and Writing Standards for Court Staff	3 days
Topic N21	Criminal Law –Mock Trial	2 days
Topic N22	Civil Law- Mock Trial	2 days
Topic N23	Administrative Law - Mock Trial	2 days

