

# **Training Plan**

40th Judicial Secretary Programme  
(Open Competition)

2014-2015

**Centre for Legal Studies**  
**Initial Training**

# **Training Plan**

## **40th Judicial Secretary Programme (Open Competition)**

### **2014-2015**

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# 1. INTRODUCTION

## TRAINING, THE RIGHT OF JUDICIAL SECRETARIES AND A DUTY TO SOCIETY.

The quality of justice largely depends on the training received by Judges, Prosecutors and Judicial Secretaries, as it is this training that leads to the provision of a better public service.

Training is not only the right of all Judicial Secretaries, it also constitutes a real duty to society. Training helps to improve professional skills, allows greater and quicker adjustment to job roles, and makes career advancement possible, as was made clear in article 96 of the Organic Regulation of the Body of Judicial Secretaries.

Training must be a pre-emptive priority for Judicial Secretaries throughout their professional career. Accordingly, one of the objectives of the initial training period is for trainee Judicial Secretaries to discover the need for constant, dynamic and transforming training as an instrument for improvement and for achieving standards of efficiency and professional excellence.

The focus of the initial training period is both theoretical and practical. The aim is not only to increase the knowledge of trainee Judicial Secretaries, but also to learn to use the theoretical knowledge that has already been acquired during the civil service examination process and hone their professional skills. To achieve this, room is given for reflection and debate on the role played by Judicial Secretaries in the framework of the social and democratic rule of law.

The design of the syllabus has sought to focus on both areas to find the necessary balance between theory and practice.



The Syllabus has been designed based on three strategic learning paths:

**1. To deepen knowledge of the organisational and functional model of the Administration of Justice**, in which Judicial Secretaries play an essential role as they are given important responsibilities subject to the principles of legality and impartiality, autonomy and independence in exercising public judicial faith, coordinated action and hierarchical responsibility in all other duties.

In exercising these responsibilities, the leadership of the Judicial Office is particularly important. Its guiding operating principles are diligence, effectiveness and efficiency, the streamlining of work, responsibility for management, coordination and cooperation between public bodies, and the guarantee to provide an accessible, quality legal service to citizens with respect for the principles contained in the Charter of Rights of Citizens in Courts of Law.

**2. To foster among trainee Judicial Secretaries a professional identity through the acquisition of the professional competencies, skills and abilities that are necessary for their profession.** The aim, therefore, is not only to consolidate knowledge that has already been acquired during the civil service examination process, but also to apply it to those scenarios where Judicial Secretaries must carry out the duties legally conferred on them.

**3. To discover the professional and social environment in which Judicial Secretaries carry out their duties, by gaining a knowledge of the roles played by other legal professionals and the contexts in which they work, both in and out of court, as well as the social context in which they will carry out their duties as Judicial Secretaries.**

The students will learn that initial training is not limited only to mere legal knowledge, which, although essential for Judicial Secretaries, is not sufficient to fulfil the need for professionalism and multidisciplinary qualifications demanded by today's society. A primary objective of the initial training plan is therefore to provide a deeper knowledge of social phenomena and the effects that the exercise of the professional duties of a Court Clerk has on society.

Lastly, initial training should also aim to improve comprehension of the ambit of the European Union (Judicial and Police Co-operation), for example, the consequences of cross border lawsuits among member states, as well as being ready to take on the demands and challenges inherent to a common area of Justice and Home Affairs, themes brought up in the Communication of the European Commission of 2011 on legal training in the European Union.

These strategic lines inspire the choice of the course content and themes, as well as its focus in terms of methodology and teaching.



Within the framework offered by these strategic lines, the period of initial training (a selective course, as the second part of the selection process) will seek to achieve the following aims relating to skills and competencies:

○ **Technical skills.**

- To deepen knowledge of substantive and procedural law and of the practical application of laws in real terms.
- To learn the techniques needed to draft records, proceedings and rulings, inherent to the work of a Judicial Secretary.
- The application of the ICT (Information and Communications Technologies) tools necessary for the optimal and efficient exercise of the duties of a Judicial Secretary.

○ **Relational skills.**

- To further their understanding of the structure and purposes of the Supreme Judicial Body of Judicial Secretaries and the current challenges and specific problems facing the institution that they are about to join.
- To discover and understand the institutional, social, political, economic and cultural contexts in which Judicial Secretaries are to exercise their functions and interpret this reality and the effects that it has on their future role.
- To promote the communicational relationship between the future Judicial Secretary and other law professionals, as well as with defendants, litigants and citizens in general.
- To discover and foster the strategic aspect of the Judicial Secretary's work as part of a coordinated team in the different areas of action and intervention.
- To learn to manage and control the stress and tension that may arise as part of their professional duties.

○ **Personal skills.**

- The knowledge and application of constitutional values in the provision of legal services to the public.

○ **Abilities.**

- To acquire the communication skills needed to take part in proceedings and oral hearings.
- To plan and organize working hours, and to properly manage information.
- To foster conceptual analysis and the analysis of problems, critical thinking, communication of results, and self evaluation.



## 2. STRUCTURE OF THE THEORETICAL - PRACTICAL COURSE

### A. METHODOLOGY

#### 1. Commitment to case study methodology in small groups

Students will be allocated to permanent groups, which will allow students to work better and get to know each other better.

In order to achieve the two objectives mentioned above, the Case Study Method is considered to be the most appropriate and adequate for the learning process. The so-called Case Study Method is a suitable methodological tool for working on the technical skills involved in the duties assigned to Judicial Secretaries. This method consists of giving a student a real problem to face under the guidance of a teacher, with the aim of resolving the problem through the exercise of the student's rational faculties.

The application of the Case Study Method is based on the following stages:

- a) proper selection of the cause or problem in accordance with the objectives that are being pursued and that have been previously identified;
- b) preparation of the appropriate training material by professionals;
- c) prior study and preparation by trainees of the controversies identified (individually or in groups);
- d) debate and reflection on the different positions during the classroom sessions; and
- e) conclusions drawn by the trainer.

The use of the Case Study Method must make it possible not only to analyse the decisions that are adopted after due consideration of the interests that are in conflict, but also to create the very procedural context that stands as a framework in which the Judicial Secretary is to act.

The contrast between the participants' opinions and the reasoning used to support these opinions gives added value to the Case Study Method. What matters is not the decision itself, but rather the arguments and reasoning which justify the decision that is eventually taken.

The success of this method depends on the student's level of active involvement and participation in group debates.

The trainer's role is not merely to provide knowledge, but rather to become involved by fostering debate among the participants and guiding the discussion.

## **2. Other methodologies used**

As well as the Case Study Method, educational activities will be carried out in other formats:

### **2.1. Role Plays**

In order to discover the different dimensions of the fair-trial concept in a way that goes beyond the classic procedural point of view, appropriate training methods must be used that are not limited to explaining this concept as a mere succession of events with a specific timing. Role playing the hearings that take place during a trial in which the Judicial Secretary is required to take an active part is an ideal training method for achieving this objective.

The so-called role play method reveals the communicative dimension of the process, i.e., its consideration as an area for communication involving all participants. It also makes it possible for future Judicial Secretaries to acquire the essential communication skills and abilities needed for the profession in a procedural context that is predominantly verbal (holding the stage, language skills, non-verbal interpretation, etc.).

These role plays must place the Judicial Secretaries in real-life situations in which they must carry out the duties that are their sole responsibility, such as carrying out reconciliations, appearances for carrying out inventories of valuable goods, marital financial payments, mediation (when this is finally introduced), and all other situations that must be carried out in the presence of a Judicial Secretary.

In short, role-play-based training stands as an appropriate instrument for future Judicial Secretaries to acquire the knowledge that they need of speaking techniques that will allow them to carry out the duties with which they have been tasked.

In regard to the execution of this method, it is important to note that it is not limited to the role play itself; there is also the preparation that goes into selecting and preparing the cases. This task corresponds to the teaching staff, who must precisely identify the problem areas that will be addressed during the role play. The preparation also requires preliminary work by the trainees (individually or in groups) to identify the problems and find a solution, which they must then act out during the role play. The role play must be followed by debate (feedback) chaired by the trainer who is responsible for the activity. This debate must be open to all those taking part in the activity.

### **2.2. Skills workshops and managing difficult situations.**

In these workshops, which will be carried out in very small groups, the aim is to make the students aware of the importance of professional skills. They will be given some key skills in rhetoric and oratory, techniques that will allow them to speak in public fluently and effectively, and recommendations on how to convey information in difficult or tense

situations. It will also be possible to practice in front of a camera to learn how to handle the media and put the techniques that they have learned into practice.

### **2.3. Round tables and talks**

Round tables and talks allow new and current subjects to be raised from various, differing viewpoints, based on the involvement of a variety of experts. In this way, participants get the opportunity to compare different points of view and outlooks, thereby enriching their knowledge of the topics raised.

### **2.4. Court Office visits and work experience**

The main aim of the visits is to allow future Judicial Secretaries to get to know the structure of a Court Office and how it functions in accordance with the provisions of the Organic Law on Judicial Authority, as well as the problems arising from its implementation and the solutions developed to solve these.

Dialogue with its various members (Magistrates, Judicial Secretaries and other Officials) in turn allows a global view of the Judicial Office.



### **2.5. Visits to organisations and institutions**

The visits to organisations and institutions, such as the Congress of Deputies, the Senate and the Supreme Court, among others, are designed to complement the students' view of their future duties as Judicial Secretaries through a closer knowledge of these institutions, particularly regarding how they relate to the Administration of Justice.



### **3. Supplementary training activities**

The course Syllabus includes two crucial activities that are intended to help students gain language and IT skills that will permit them to carry out their duties within the framework of globalisation and the New Technologies.

- There will be lessons in legal English, French, Italian and German based on a distance (online) training system.
- Explanations of the content on the Web Portal of the Centre for Legal Studies, and how it works: database management, document searches, course requests, online courses, the Judicial Secretary forum, EPICO, etc.



## *B. SUBJECTS*

### **CONTENT AND DEVELOPMENT OF STRATEGIC SUBJECTS**

Classroom teaching, a core educational resource on which this Initial Training Training Plan is based, is structured around four strategic subjects, some of which are divided into sections according to the specific material involved.

#### **SUBJECT 1. CORE SUBJECTS**

- Parte 1<sup>a</sup>: The role of the Judicial Secretary in procedural law, as opposed to civil or criminal liability.
- Parte 2<sup>a</sup>: The role of the Judicial Secretary in civil proceedings.
- Parte 3<sup>a</sup>: The role of the Judicial Secretary in civil enforcement and in enforcement procedures.
- Parte 4<sup>a</sup>: The role of the Judicial Secretary in criminal proceedings.

#### **SUBJECT 2. OTHER DUTIES OF JUDICIAL SECRETARIES**

- Section 1: Practical aspects of the skills needed by a Judicial Secretary.

#### **SUBJECT 3. ORGANISATIONAL SUBJECTS**

- Section 1: Organisational aspects of Judicial Secretaries.

#### **SUBJECT 4. INTERDISCIPLINARY SUBJECTS**

- Section 1: IT management within legal proceedings.
- Section 2: The managerial responsibilities of the Judicial Secretary.
- Section 3: The GCJB and the Administration of Justice

## C. SELECTIVE COURSE PROGRAMME

The targeted programme lasts six months and is divided into two phases:

- **The theoretical-practical phase**, which begins on 6 October 2014 and ends on 5 December 2014.
- **The tutored work experience phase**, which follows on from the previous phase and ends on 5 April 2015.

Below is the course programme for the theoretical-practical phase, divided into subjects.

<b>SUBJECT 1</b>	<b>CORE SUBJECTS</b>	<b>Date</b>
Section 1:	The role of the Judicial Secretary in procedural law, excluding civil and criminal law.	<b>7 to 10 October</b>
<ul style="list-style-type: none"> <li>▪ The role and responsibilities of the Judicial Secretary in contentious administrative procedures. The electoral process.</li> <li>▪ The role and responsibilities of the Judicial Secretary in matters of social order, with special reference to intra-procedural conciliation.</li> <li>▪ Bankruptcy. Influence on other jurisdictional divisions.</li> <li>▪ Legal aid: court challenges. Interest settlement. Legal fees.</li> </ul>		
Section 2:	Duties of Judicial Secretaries in civil proceedings.	<b>13 to 17 October</b>
<ul style="list-style-type: none"> <li>▪ Admission of the suit. Dealing with rectifiable and non-rectifiable defects.</li> <li>▪ Matters relating to fees and interest settlements. Recovery of legal fees.</li> <li>▪ Alternative ways of resolving conflicts.</li> <li>▪ Voluntary jurisdiction.</li> <li>▪ Special processes. Particular reference to the European small claims procedure.</li> </ul>		
Section 3	The role of the Judicial Secretary in civil enforcement and in collection procedures.	<b>20 to 24 October</b>
<ul style="list-style-type: none"> <li>▪ General regulations on legal enforcement.</li> <li>▪ Monetary attachment. Legal procedures for collection.</li> <li>▪ Foreclosure.</li> <li>▪ Practical problems relating to register entries and notations.</li> <li>▪ Execution of foreign orders.</li> </ul>		
Section 4	The role of the Judicial Secretary in criminal proceedings.	<b>27 to 31 October</b>
<ul style="list-style-type: none"> <li>▪ The role of the Judicial Secretary in Examining Magistrates' Courts: Technical coordination and procedural diligence. Access to information and data protection.</li> <li>▪ Restriction of Fundamental Rights Monitoring and handling communications. Habeas Corpus.</li> <li>▪ The role of the Judicial Secretary in the Duty court (Fast Track Trials and Detainees' Rights). Powers of search and entry.</li> <li>▪ The role of the Judicial Secretary in Examining Magistrates' Courts: Criminal judgements. Statute of limitations. Civil Liability. Legal costs.</li> <li>▪ Domestic and gender violence.</li> </ul>		

<b>SUBJECT 2</b>	<b>OTHER DUTIES OF JUDICIAL SECRETARIES</b>	<b>Date</b>
Section 1:	Practical aspects of the skills needed by a Judicial Secretary.	<b>4 to 7 November</b>
<ul style="list-style-type: none"> <li>▪ Drafting rulings, records and court orders, both criminal (search and entry, removal of the corpse, police line-ups, visual inspections, etc.) and civil (court orders, decrees, eviction notices, attachment orders).</li> <li>▪ Appearances made before the Judicial Secretary, and the Judicial Secretary's role in these.</li> <li>▪ Acts of communication with legal parties, professionals, other judicial bodies and entities, and non-judicial authorities.</li> <li>▪ International legal assistance (civil and criminal).</li> <li>▪ Assessment of fees and interest settlements.</li> <li>▪ European small claims procedure from a practical point of view.</li> </ul>		

<b>SUBJECT 3</b>	<b>ORGANISATIONAL SUBJECTS</b>	<b>Date</b>
Section 1:	Organisational aspects of Judicial Secretaries.	<b>12 to 14 November</b>
<ul style="list-style-type: none"> <li>▪ <b>Personal Statute of the Judicial Secretary:</b> Categories; handicaps, incompatibilities and prohibitions; abstention and objections; emoluments; provision of posts; substitutions.</li> <li>▪ <b>Hierarchical organisation:</b> The Secretary-General of the Administration of Justice; superior Bodies: Government Secretaries and Provincial Coordinating Secretaries; communications and regulations; consultations, disciplinary procedure.</li> <li>▪ <b>Relations with the Ministry of Justice, GCJB and Autonomous Communities with powers relating to matters of justice.</b> Determining the organisational and functional role occupied by the Court Clerk and establishing the duty of collaboration with different administrations.</li> <li>▪ <b>2012-2015 Action Plan:</b> The strategic lines of the Secretary-General of the Administration of Justice; action plans; coordination mechanisms, following up on and monitoring the progress of proceedings.</li> <li>▪ <b>Implementation of the Court Office (CO):</b> General ideas on the CO; with particular emphasis on Common Procedural Services; role of Judicial Secretaries as directors of these services.</li> </ul>		

<b>SUBJECT 4</b>	<b>INTERDISCIPLINARY SUBJECTS</b>	<b>Date</b>
Section 1:	IT management within legal proceedings. IT.	<b>17 to 21 November</b>
<ul style="list-style-type: none"> <li>▪ Reference to the legal framework regarding IT. Secretary-General's 2012-2015 Action Plan.</li> <li>▪ Protection of IT data.</li> <li>▪ Procedural management systems and developments regarding electronic court records.</li> <li>▪ Peripheral modules. Practicalities: auctions, systems for recording visits and documentation, files and digital signatures. Control panels. IT communication systems. Lexnet. Portal of the Administration of Justice. (PAJ).</li> <li>▪ Ministry of Justice applications.</li> <li>▪ IT Security. Means of guaranteeing confidentiality in judicial applications.</li> <li>▪ Administrative records supporting the Administration of Justice: SIRAJ.</li> </ul>		

Section 2	The managerial responsibilities of the Judicial Secretary.	<b>25 to 28 November</b>
<ul style="list-style-type: none"> <li>▪ The managerial responsibilities of the Judicial Secretary. Leadership. Performance appraisal.</li> <li>▪ Management of the Office as a workspace.</li> <li>▪ Management skills, Managing change. Time management. Skills and motivation.</li> </ul>		
Section 3	The General Council of the Judiciary and the Administration of Justice.	<b>1 and 2 December</b>
<ul style="list-style-type: none"> <li>▪ Charter of Citizens' Rights and Transparency Plan (1).</li> <li>▪ Charter of Citizens' Rights and Transparency Plan (2).</li> <li>▪ Provisions set out by the General Council of the Judiciary in relation to the Judicial Secretary and the Judicial Secretary's duties.</li> </ul>		

Also, visits will be made to the Congress of Deputies, the Senate and criminal laboratories, penitentiary centres, and Court Offices.

### 3. TUTORED WORK EXPERIENCE

The tutored work experience phase of the initial training aims to complement the training received in the theoretical-practical phase. This second phase will take place in courts and court offices, in accordance with the places decided on and offered by the Centre for Legal Studies prior to the start of the theoretical-practical course.

#### Specific training objectives

Given that the role of the Judicial Secretary is considered a public service, provided in society's interest and in the defence of public interest, with growing involvement in matters that are not strictly associated with legal affairs, trainee Judicial Secretaries are required to receive comprehensive training from their tutors and via their professional experience, making them aware from the beginning of the important task assigned to them by Book V of the Organic Law on Judicial Authority as a key figure in the organisation of the Administration of Justice and the defence of citizens' fundamental rights and public freedoms.

The aim of training is to produce competent professionals, both on a technical as well as a personal level, capable of carry out the duties assigned to Judicial Secretaries (art. 452 LOPJ), with respect to the Charter of the Rights of Citizens in Courts of Law.

As part of this constitutional framework, the specific training objectives to be achieved in this second tutored work experience phase are as follows:

- To learn more about the basic legal institutions for the exercise of the Judicial Secretary's functions and complement said knowledge from a practical point of view.
- To acquire the competencies and skills needed to exercise the many duties assigned to Judicial Secretaries according to the legal framework established in art. 4 of the Organic Regulation of the Body of Judicial Secretaries.
- To learn about the organisation and operation of the courts and court offices, and how to make good use of the material and human resources at their disposal.

- To understand the social environment in which the Judicial Secretary carries out their duties, as well as learning the standards of conduct for professional relationships with other members (judges, prosecutors, administrators, case officers, legal assistants, lawyers, solicitors, police officers, litigants, etc.).



It should be noted that in order to achieve these aims, the Centre for Legal Studies is required to collaborate with a wide range of bodies (Deputy Director of the Modernization Programme of the Ministry of Justice, Government Secretaries of the High Courts, Provincial Coordinating Secretaries, and the mentor Judicial Secretaries assigned by the Centre for Legal Studies).

The mentor Judicial Secretary should oversee the achievement of these objectives and ensure that trainee Judicial Secretaries acquire the skills and competencies needed to exercise their duties as a Judicial Secretary.

The regulations for mentor Judicial Secretaries can be found in the **“General Plan on the Practical Training of Judicial Secretaries: Content, methodology and evaluation. The new role of the Tutor”** available on the Online Community.

## Content of the tutored work experience phase

The tutored work experience phase lasts four months in total and the educational content is divided into compulsory and complementary activities. The latter shall take place on the initiative of the mentor Judicial Secretary or even on the initiative of the trainee Judicial Secretary.

### COMPULSORY ACTIVITIES

#### 1. CIVIL MATTERS

##### 1.1. General Section

- Preliminary procedures on the filing of a claim.
- Procedures during the proceedings - I (abstention, objections and bailment).
- Procedures during the proceedings - II (presenting writs and documents, publishing proceedings and issuing sentences, rulings and definitive decrees).
- Procedures during the proceedings - III (acts of communication).
- Hearings.

- The role of the Judicial Secretary in certain means of evidence.
- Assessment of costs.
- Auctions.
- Preliminary enquiries.
- Legal division of assets.
- Voluntary jurisdiction.
- Civil Register and/or enforcement.
- Judicial deposit and consignment accounts.

### **1.2. Special Section and Family Section**

- Special procedures for legal capacity, filiation and minors.
- Special procedures for annulment, separation and divorce.

## **2. CRIMINAL MATTERS**

### **2.1. General Section**

- Technical-procedural management.
- Administrative records supporting the Administration of Justice.
- Management of registers.
- Procedures during the proceedings - I (procedural duties relating to investigations).
- Procedures during the proceedings - II (procedural duties specific to the Judicial Secretary).
- Proceedings and being on duty.
- Public faith and documentation.
- Central registry of convicted offenders.

### **2.2. Special Section on violence against women**

- Central register of domestic violence.
- Procedural duties in the area of gender violence.
- Proceedings in the duty court.



### **3. GENERAL MATTERS**

- Statutory, organisational and management issues.
- Concurrent areas of activity.
- Interpersonal relations.
- Judicial transparency.

During the tutored work experience phase, trainee Judicial Secretaries will be assigned to courts and court offices where they will carry out their work experience under the supervision of a mentor, i.e., outside the Centre for Legal Studies. To ensure that this important phase of training is taken advantage of efficiently, students must send the following documentation to the Centre for Legal Studies on the dates below:

1. Initial registration document. This must be handed in in the same week that work experience starts with your mentor.
2. Supporting legal documents, which should be handed in as they are completed; the Centre for Legal Studies should be notified via the virtual community.
3. A reflective final Report, which should be handed in once the tutored work experience is over.

These documents will allow the students' activity in the judicial body to be monitored and evaluated, which will provide them with recommendations that can serve as references once the students take up their position as Judicial Secretary.

### **4. ASSESSMENT**

#### **Theoretical course - On-site at the Centre for Legal Studies (1st phase of the selective course)**

Attendance at theoretical-practical classes and activities is compulsory. In accordance with article 25.1 of the Statute of the Centre for Legal Studies, absence from more than

20% of classes of the theoretical-practical course (1st phase of the selective course) will result in failure to pass the course.

Each student will have a personal, non-transferable ID card used to clock in and out each day when entering and leaving the centre, using the classroom time-clocks, notwithstanding any sporadic check-sheets they may have to sign.

The Management of the Centre for Legal Studies is responsible for evaluating the theoretical-practical course on its completion.

At the end of every subject and/or section of a subject, the coordinator will prepare a practical case or paper relevant to the subject that the students must complete within the deadline set by the coordinator. This practical case or paper will be sent to the students through the Virtual Community of the 40th Judicial Secretary Programme (Centre for Legal Studies Web Portal).

The coordinator and teaching staff will be responsible for correcting and evaluating all students and sending their grades to the Centre for Legal Studies, with no need to be physically present.

The theoretical-practical course will be graded in accordance with the terms of the announcement of the selective process and the Statute of the Centre for Legal Studies (on a scale from 0 to 10 points, 10 being the highest). To pass the theoretical-practical course (1st phase of the selective course) **a grade of at least 5 points** is required.

### **Tutored work experience in Courts and Tribunals (2nd phase of the selective course)**

The tutors will send the grades of the trainee Judicial Secretaries under their supervision during the tutored work experience phase to the Centre for Legal Studies.

Grading will be in accordance with the terms of the announcement of the selective process and the Statute of the Centre for Legal Studies (on a scale from 0 to 10 points, 10 being the highest). To pass the tutored work experience phase (2nd phase of the selective course) **a grade of at least 5 points** is required. Finally, the evaluation of the documentation handed in by students during this phase will be the basis for the student's grade being pass or fail.



## 5. ORGANISATION CHART AND ADDITIONAL INFORMATION

### A. Organisation chart:

#### Contact persons at the Centre for Legal Studies:

**Director:**

Antonio Zárate Conde

**Deputy Director, Head of Studies:**

Jaime Puchol Aiguabella

**Court Clerk, Advisor to the Director**

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**Ministry of Justice:**

**General Secretary of the Administration of Justice**

Joaquín Silguero Estagnan

**Deputy Director of the Modernisation Programme**

Alfonso Lozano de Benito

**Coordinator of the Judicial Secretaries Department**

**Deputy Director of the Modernisation Programme**

Javier Garrido Ramos

### B. Additional information

#### Delegates

With the aim of facilitating communications, students will choose one delegate per group, who will be responsible for communicating with the coordinators of the selective course and the Centre for Legal Studies.

#### Institutional e-mail addresses

Any queries or requests of an individual nature must be sent to the institutional e-mail address corresponding to the subject (this does not apply to requests for permits or licenses, which must always be made in writing and signed).

- Initial training ([finicial@cej-mjusticia.es](mailto:finicial@cej-mjusticia.es)): all queries relating to training issues, permits, licenses (maternity, marriage) or certifications.

- Human Resources ([rrhh@cej-mjusticia.es](mailto:rrhh@cej-mjusticia.es)): all queries relating to the pay of trainee functionaries (cessation certificate, administrative mutual aid society and social security, IRPF deductions, certificates of prior services).
- Online training ([fonline@cej-mjusticia.es](mailto:fonline@cej-mjusticia.es)): all queries relating to online training or the Virtual Community.

### **New Technologies:**

- **Computer rooms:** The Centre for Legal Studies has two computer rooms, both with over 20 computers and broadband Internet connection, used for holding IT classes. Room 8 (basement) is also available for students to use after classes.
- **Virtual Community of the 40th Judicial Secretary Programme (Open Competition):** administrative information and information on remuneration can also be consulted from the homepage of the Centre for Legal Studies Web Portal ([www.cej-mjusticia.es](http://www.cej-mjusticia.es)), on the Virtual Community specifically set up for this course, and is also accessible through the Centre for Legal Studies Web Portal.
- **Wifi Service:** the Centre for Legal Studies has a free Wifi service available (which requires a security password) for all students undergoing Initial Training and for those attending Further Training (n.b., it would be appreciated if students use the wifi connection in class exclusively for educational purposes).
- **Twitter:** Centre for Legal Studies students are encouraged to follow our twitter (<https://twitter.com/CEJMJUSTICIA>), which is also accessible from the web portal. In this way, future Judicial Secretaries will be able to receive up-to-date information on their computers and mobile devices (mobiles and tablets) about opportunities for further training and institutional activities organised by the Centre for Legal Studies.
- **Laptops for students:** the Centre for Legal Studies will equip those students who wish to have one with a laptop during the 1st phase of the selective course (theoretical-practical course held in the Centre for Legal Studies), subject to a declaration of responsibility for these items of public property.

### **Library**

The library is available to trainees from 09:30 to 14:00 from Monday to Friday and provides services such as the following:

- Reference materials.
- Reader service (advice and catalogue search, as well as documentary support).
- Library loans; three items can be taken out for a total period of 15 days.