



DIGITALISATION OF EU CRIMINAL JUSTICE COOPERATION

A Practical Language Training for Court Staff and Bailiffs

Madrid, 23-25 September 2026

EXCELLENCE IN
EUROPEAN LAW

Speakers

Jorge Espina

Prosecutor, Deputy National Member, Spanish Desk at Eurojust, The Hague

Maija Hedvall

EJN Contact Point, Prosecutor, Public Prosecution Office, Riga

Katarzyna Krysiak

Public Prosecutor, Warsaw

Neil McMahon

Translator, Clifford Chance, Madrid; Legal English trainer, Spanish Council of the Judiciary, Madrid

Eva Samaniego Fernández

Professor, Department of Foreign Languages, National Distance Education University (UNED), Madrid

Key topics

- English language training focusing on the terminology necessary for judicial cooperation in criminal matters in the EU.
- Legal language training together with legal training in the fields of mutual legal assistance, the European Arrest Warrant, the European Investigation Order, and freezing and confiscation.

Language
English

Event number
326DT122

Organiser
ERA (Jaroslav Opravil) in cooperation with the Spanish Centro de Estudios Jurídicos (CEJ)



Co-funded by
the European Union

DIGITALISATION OF EU CRIMINAL JUSTICE COOPERATION

A Practical Language Training for Court Staff and Bailiffs

Wednesday, 23 September 2026

08:45 Arrival and registration of participants

09:00 **Welcome and introduction**

*CEJ Representative
Jaroslav Opravil*

09:15 **Tour de Table**

Eva Samaniego

10:30 Coffee break

I. EU Criminal Justice: Legal Vocabulary, Practical Procedures, and Digital Tools

11:00 **Group A: Introduction to Legal Vocabulary for EU Criminal Justice Cooperation**

- Core terminology used in cross-border criminal proceedings
- Common phrases and structures in EU judicial communication
- Avoiding typical language pitfalls in written and oral exchanges

Eva Samaniego

Group B: Presentation

EU Criminal Justice Cooperation and Digitalisation: A Practical Overview

- How EU criminal justice cooperation works in practice for court staff and bailiffs
- Key mutual recognition instruments and their operational implications
- EU digitalisation strategy: what it changes in daily case handling
- Using e-Codex, eEDES and related tools in cross-border proceedings

Katarzyna Krysiak

12:30 Lunch break

13:30 **Group A: Presentation:**

EU Criminal Justice Cooperation and Digitalisation: A Practical Overview

- How EU criminal justice cooperation works in practice for court staff and bailiffs
- Key mutual recognition instruments and their operational implications
- EU digitalisation strategy: what it changes in daily case handling
- Using e-Codex, eEDES and related tools in cross-border proceedings

Katarzyna Krysiak

Group B: Introduction to Legal Vocabulary for EU Criminal Justice Cooperation

- Core terminology used in cross-border criminal proceedings
- Common phrases and structures in EU judicial communication
- Avoiding typical language pitfalls in written and oral exchanges

Eva Samaniego

15:00 Coffee break

15:30 **Plenary presentation:**

The Role of the European Judicial Network (EJN) in Daily Practice

- How court staff and bailiffs can use the EJN for problem-solving
- Practical examples of support in cross-border cases
- When and how to contact EJN points of contact

Maija Hedvall

16:15 Discussion

16:30 End of the first seminar day

19:00 Seminar dinner

Objective

This event aims to equip court staff and bailiffs with the practical Legal English skills and procedural knowledge required to work effectively with EU criminal justice cooperation instruments in a digitalised context. By combining targeted language training with hands-on legal sessions, participants will enhance their ability to manage cross-border cases, communicate confidently with international counterparts, and support judicial proceedings more efficiently.

Methodology

Participants will be divided into two groups upon assessment of their linguistic strengths. This will guarantee a workable number of in-depth language training and will not influence the transnational character of the event. This approach will also allow parallel sessions during which one group will receive legal and the other one language training. The seminar will offer a mixture of training methods, varying from lectures to interactive workshops. The seminar will be conducted by legal experts and linguists.

Who should attend?

Court staff and bailiffs from EU Member States who need to work with EU criminal law instruments to fulfil judicial or procedural functions. Participation is only possible upon nomination by the project partners.

Venue

Centro de Estudios Jurídicos (CEJ)
Calle Juan del Rosal, 2
28040 Madrid

Your contacts



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Thursday, 24 September 2026

II. WORKING WITH THE EUROPEAN ARREST WARRANT (EAW)

- 09:00 **Group A: Communicating Effectively in EAW Procedures**
- Understanding and completing EAW-related documentation
 - Using precise and appropriate language in urgent cases
 - Clarifying procedural issues with foreign counterparts
- Eva Samaniego*
- Group B: Managing EAW Cases – Practical Issues and Case Studies**
- Common challenges in the execution of EAWs
 - The role of court staff and bailiffs in EAW procedures
 - Discussion of real-life cases and solutions from different Member States
- Katarzyna Krysiak*
- 10:30 Coffee break
- 11:00 **Group A: Managing EAW Cases – Practical Issues and Case Studies**
- Common challenges in the execution of EAWs
 - The role of court staff and bailiffs in EAW procedures
 - Discussion of real-life cases and solutions from different Member States
- Katarzyna Krysiak*
- Group B: Communicating Effectively in EAW Procedures**
- Understanding and completing EAW-related documentation
 - Using precise and appropriate language in urgent cases
 - Clarifying procedural issues with foreign counterparts
- Eva Samaniego*
- 12:30 Lunch break

III. WORKING WITH THE EUROPEAN INVESTIGATION ORDER (EIO)

- 13:00 **Group A: Language Skills for EIO Case Handling**
- Drafting and interpreting EIO requests and responses
 - Explaining procedural requirements clearly in English
 - Coordinating investigative measures across borders
- Neil McMahon*
- Group B: Practical Handling of European Investigation Orders**
- Typical procedural difficulties in EIO cases
 - Time limits, communication flows, and follow-up actions
 - Sharing best practices from national experience
- Maija Hedvall*
- 14:30 Coffee break
- 15:00 **Group A: Practical Handling of European Investigation Orders**
- Typical procedural difficulties in EIO cases
 - Time limits, communication flows, and follow-up actions
 - Sharing best practices from national experience
- Maija Hedvall*

About the Project

The seminar is part of a large-scale project co-funded by the European Commission entitled "Training court staff and bailiffs/judicial officers on the digitalisation of judicial cooperation in civil and criminal law procedures". The project brings together 25 organisations from different countries that will tackle the deficiencies of court staff and bailiffs' training by adopting a modern and practical approach to EU judicial training. 10 language training events and 4 pan-European legal academies will be offered in face-to-face, hybrid and online formats.

✓ Project webpage:

If you are interested in more information about the project or would like to have free access to the specially developed training materials, please visit our project webpage:

<https://csab.legaltraining.eu/>

✓ e-tool on European Criminal Law: Legal English for Court Staff

Do you wish to improve your level of English in the field of European criminal law? This interactive e-tool introduces users to the main difficulties of dealing with the specific topic in English, but it also aims to improve their listening, reading and writing skills in English.

Click here to start the e-tool

Project partnership

Beneficiaries

Belgium: Judicial Training Institute
Bulgaria: Institute of Justice
Poland: National School of Judiciary and Public Prosecution
Romania: School of Clerks
UEHJ: European Union of Judicial Officers

Group B: Language Skills for EIO Case Handling

- Drafting and interpreting EIO requests and responses
- Explaining procedural requirements clearly in English
- Coordinating investigative measures across borders

Neil McMahon

16:30 End of the second seminar day

19:00 Seminar dinner

Friday, 25 September 2026

IV. ELECTRONIC EVIDENCE

09:00 **Group A: Language for Digital and Electronic Evidence Cases**

- Key terminology related to electronic evidence and service providers
- Drafting requests and correspondence concerning digital data
- Communicating technical issues clearly and accurately

Neil McMahon

Group B: Dealing with Electronic Evidence in Cross-Border Criminal Proceedings

- Practical challenges in obtaining and preserving electronic evidence
- The European Production Order and European Preservation Order in practice
- Cooperation with service providers: roles, responsibilities, and limits

Jorge Espina

10:30 Coffee break

11:00 **Group A: Dealing with Electronic Evidence in Cross-Border Criminal Proceedings**

- Practical challenges in obtaining and preserving electronic evidence
- The European Production Order and European Preservation Order in practice
- Cooperation with service providers: roles, responsibilities, and limits

Jorge Espina

Group B: Language for Digital and Electronic Evidence Cases

- Key terminology related to electronic evidence and service providers
- Drafting requests and correspondence concerning digital data
- Communicating technical issues clearly and accurately

Neil McMahon

12:30 **Closing remarks**

Jaroslav Opravil

12:45 End of the seminar

For programme updates: www.era.int

Programme may be subject to amendment.

Associated partners

Albania: School of Magistrates
Austria: Federal Ministry of Justice
Czechia: Judicial Academy
Estonia: Office of the Prosecutor General
EJTN: European Judicial Training Network
Spain: Centre for Legal Studies
EUR: European Union of Rechtspfleger
Finland: National Courts Administration
France: National School of Clerks
Croatia: Judicial Academy
Lithuania: National Courts Administration
Latvia: Judicial Academy
Moldova: National Institute of Justice
Malta: Court Services Agency
The Netherlands: Training and Study Centre for the Judiciary
Slovenia: Ministry of Justice - Judicial Training Centre
Ukraine: Prosecutor's Training Center
Ukraine: National School of Judges
Kosovo: Academy of Justice



Terms and conditions of participation

Selection

1. Participation is on selection and free of charge. The number of places available is limited (22 places). Participants should have a working knowledge of English.
2. Interested court staff may register via their respective national training institutions. Interested bailiffs may register via UEHJ. Applications should be submitted before **24 June 2026**. A response will be sent to every applicant after this deadline. **We advise you not to book any travel before you receive our confirmation.**

Travel and Accommodation

3. Participants can receive a fixed contribution towards their travel expenses and are asked to book their own travel. The condition for payment of this contribution is to sign all attendance sheets at the event. 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 do not take account of the participant's actual travel costs.

No travel and accommodation cost is paid for local participants travelling less than 50 km one-way from their place of work to the venue.

Participants travelling a distance of 50-400 km one-way from their place of work to the venue can receive contributions according to the EU's respective unit costs. (Brussels, 31.7.2024 C(2024)5405 final)

A fixed sum of €365 can be paid for travel of a distance of 401-1600 km one-way from the place of work to the venue.

A fixed sum of €429 can be paid for travel over a distance of 1600 km one-way from the place of work to the venue.

4. In Madrid, a fixed sum of €140 per night can be paid for accommodation (maximum 3 nights). Participants are responsible for booking their own accommodation
5. 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

6. Beverages consumed during the event, two lunches and two joint dinners are offered by the organiser. No per diems will be offered. Participants will receive a seminar documentation.

Participation

7. Participation at the whole seminar is required and participants' presence will be recorded.
8. A list of participants including each participant's address will be made available to all participants unless ERA receives written objection from the participant no later than one week prior to the beginning of the event.
9. The participant will be asked to give permission for their address and other relevant information to be stored in ERA's database in order to provide information about future ERA events, publications and/or other developments in the participant's area of interest.
10. A certificate of attendance will be distributed at the end of the seminar.

Location

Centro de Estudios Jurídicos (CEJ)
Calle Juan del Rosal, 2
28040 Madrid

Language

English

Contact

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