



## EUROPEAN CROSS-BORDER CIVIL PROCEDURES

Legal English for Court Staff and Bailiffs

Brussels, 18-20 September 2024

EXCELLENCE IN  
**EUROPEAN LAW**<sup>7</sup>

### Speakers

**Aude Fiorini**

Senior Lecturer in Law, Dundee Law School

**Remigijus Jokubauskas**

Clerk, Supreme Court of Lithuania, Vilnius

**Anna Plevri**

Attorney-at-Law, Arbitrator & Mediator, Trainer for Mediators,  
Thessaloniki

**Eva Samaniego Fernández**

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

**Tanja Vybiralova**

Linguist, Trainer, Judicial Academy, Slovak Republic

### Key topics

- Legal framework of cross-border civil cases
- Brussels I Regulation (recast)
- Service of documents
- Taking of evidence
- European Payment Order
- European Small Claims Procedure

Language  
English

Event number  
124DT15

Organisers  
ERA (Anastasia Patta) in  
cooperation with the European  
Judicial Training Network (EJTN)

Location  
European Judicial Training Network  
Rue du Commerce, 123  
1000 Brussels, Belgium



# European Cross-border Civil Procedures

## Wednesday, 18 September 2024

- 08:45 Arrival of participants
- 09:00 **Opening session: Welcome words and introduction to the project**  
*Representative of EJTN*  
*Anastasia Patta, ERA*
- 09:10 **Key legal terminology in EU civil law**  
*Eva Samaniego Fernández*
- 10:30 Coffee break
- 11:00 **Setting the scene: The Brussels I Regulation (recast) and key aspects of the EU *acquis* in civil matters**  
*Remigijus Jokubauskas*
- 12:30 Lunch break
- 13:30 **GROUP A: Cross-border service of documents**  
Forms and methods of service  
*Remigijus Jokubauskas*
- GROUP B: Legal language training (Part I)**  
Exercises for developing listening skills  
*Eva Samaniego Fernández*
- 15:00 Coffee break
- 15:30 **GROUP A: Legal language training (Part I)**  
Exercises for developing listening skills  
*Eva Samaniego Fernández*
- GROUP B: Cross-border service of documents**  
Forms and methods of service  
*Remigijus Jokubauskas*
- 17:00 End of the first day
- 19:00 Seminar dinner at the restaurant Bouillon, Rue des Dominicains 7-9

## Thursday, 19 September 2024

- 09:00 **GROUP A: Taking of evidence abroad**
- What falls under "evidence"?
  - Request and procedure
  - The use of new technologies
- Anna Plevri*
- GROUP B: Legal language training (Part II)**  
Exercises for enhancing speaking skills  
*Eva Samaniego Fernández*
- 10:30 Coffee break
- 11:00 **GROUP A: Legal language training (Part II)**  
Exercises for enhancing speaking skills  
*Eva Samaniego Fernández*
- GROUP B: Taking of evidence abroad**
- What falls under "evidence"?
  - Request and procedure
  - The use of new technologies
- Anna Plevri*
- 12:30 Lunch break

## Objective

The purpose of this interactive seminar is twofold: firstly, to introduce participants to the law and practice of cross-border civil procedures and, secondly, to improve their English-language skills.

Participants will be encouraged to solve practical case studies on the subject matter, while they will also receive the tools and develop the ability to communicate effectively in English in cross-border situations.

## Who should attend?

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

## Your contacts



Anastasia Patta  
Project Manager  
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Barbara Hense  
Assistant  
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13:30 **GROUP A: Solving case studies and practical exercises on service of documents and taking of evidence**  
*Anna Plevri*

**GROUP B: Legal language training (Part III)**

Exercises for enhancing reading skills  
*Tanja Vybiralova*

15:00 Coffee break

15:30 **GROUP A: Legal language training (Part III)**

Exercises for enhancing reading skills  
*Tanja Vybiralova*

**GROUP B: Solving case studies and practical exercises on service of documents and taking of evidence**

*Anna Plevri*

17:00 End of the second day

19:00 Seminar dinner at Ristorante Dai Sardi Caralis, Rue Belliard 181

## Friday, 20 September 2024

09:00 **Legal language training (Part IV)**  
Exercises for improving writing skills  
*Tanja Vybiralova*

10:30 Coffee break

10:45 **Recovering cross-border debts in the EU**

- European Payment Order
- European Small Claims Procedure

*Aude Fiorini*

11:45 **WORKSHOP: Solving case studies on the European Payment Order**  
*Aude Fiorini*

12:30 **Discussion of the workshop results in plenary**

13:00 **Closing remarks**

Further training offers for court staff and bailiffs by ERA and EJTN  
*Chrystelle de Coligny, Senior Project Manager, EJTN*

13:15 End of the seminar

## About the project

The seminar is part of a large-scale project co-funded by the European Commission entitled "Training court staff and bailiffs in European cross-border civil and criminal law procedures". The project brings together 18 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 11 pan-European legal seminars will be offered in face-to-face, hybrid and online formats.

## Project partnership

### Beneficiaries

European Judicial Training Network (EJTN)  
**Belgium** – Judicial Training Institute  
**Bulgaria** – National Institute of Justice  
**Romania** – National School of Clerks

### Associated partners

European Union of Judicial Officers (UEHJ)  
**Austria** – Federal Ministry of Justice  
**Croatia** – Judicial Academy  
**Czech Republic** – Judicial Academy  
**Estonia** – Estonian Prosecutor's Office  
**Finland** – National Courts Administration  
**France** – National School for Clerks  
**Lithuania** – National Courts Administration  
**North Macedonia** – Academy for Judges and Public Prosecutors "Pavel Shatel"  
**The Netherlands** – Training and Study Centre for the Judiciary  
**Poland** – National School of Judiciary and Public Prosecution  
**Slovenia** – Ministry of Justice, Judicial Training Centre  
**Spain** – Centre for Legal Studies

## Project webpage

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

[csab.legaltraining.eu](https://csab.legaltraining.eu)

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Programme may be subject to amendment.

The content of this seminar represents the views of the author only and is his/her sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains.

# EUROPEAN CROSS-BORDER CIVIL PROCEDURES

Brussels, 18-20 September 2024 / Event no.: 124DT15



## Terms and conditions of participation

### Selection

1. Participation is on selection and free of charge. The number of places available is limited (24 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 **12 July 2024**. 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 will 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. No supporting documents are needed. 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 will not take account of the participant's actual travel costs.

Travel costs from outside Belgium (distance more than 400km): participants can calculate the contribution to which they will be entitled on the European Commission website (<https://era-comm.eu/go/calculator> - Table 1). The distance should be calculated from their place of work to the seminar location. For a distance less than 400km, please consult p.11 on <https://era-comm.eu/go/unit-cost-decision-travel>.

For those travelling within Belgium, the contribution for travel is fixed at €46 (for a distance between 50km and 400km). Please note that no contribution will be paid for travel under 50km. For more information, please consult p.10 on <https://era-comm.eu/go/unit-cost-decision-travel>.

4. Accommodation will be booked and paid for directly by the organiser for three nights for international participants and national participants travelling more than 50km one-way.
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 package.

### 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 after the end of the seminar.

### Location

European Judicial Training Network  
Rue du Commerce, 123  
1000 Brussels

### Language

English

### Contact

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