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INVITATION



The **National School of Clerks (NSC)**, in partnership with the **National Institute of Magistracy (NIM)** and other national training institutions responsible for the training of judges and court clerks in five EU Member States – Bulgaria, Italy, Poland, Portugal, and Spain – announces the launch of a **selection procedure** for participation in the **fourth transnational training cycle** of the **CiviLink Project** – including *three video tutorials, a preliminary webinar, and a transnational seminar* on cross-border judicial cooperation in civil matters and e-CODEX. The project is co-funded by the European Union under the name “*CiviLink: Connecting Borders through e-CODEX Judicial Training*” (Grant Agreement 101189956).



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PERIOD AND VENUE

The **webinar** will take place on **5 March 2026**, and the **seminar** will be held on **17-18 March 2026** in Sofia, Bulgaria. Prior to the webinar, participants will be required to follow **three short tutorials**, in order to be adequately prepared for practical discussions and exercises.

TARGET GROUP:

This fourth transnational training cycle will bring together 30 participants from Bulgaria, Italy, Poland, Portugal, Romania, and Spain – 22 judges and 8 court staff. For this cycle, **4 places are allocated to Romanian court clerks**. The National School of Clerks will also create a reserve list in case of an increase in available spots, participant withdrawals, or the inability of initially selected candidates to attend.

WORKING LANGUAGE

The video tutorials, webinar, and seminar will be conducted in English. Participants must have a good command of English (minimum level B2).

DESCRIPTION

CiviLink: Connecting Borders through e-CODEX Judicial Training is a European project coordinated by the National Institute of Magistracy (NIM - Romania), in collaboration with the Centre for Judicial Studies (CEJ – Portugal), the Judicial School of the General Council for the Judiciary (CGPJ – Spain), the National Institute of Justice (NIJ – Bulgaria), the National School of Judiciary and Public Prosecution (KSSiP – Poland), the School of the Judiciary (SSM – Italy), and the European Judicial Training Network (EJTN).

The project aims to strengthen cross-border judicial cooperation in civil matters by equipping judges and court staff with practical skills for using the e-CODEX system in the application of Recast Regulations (EU) 2020/1783 and 2020/1784 on the service of documents and the taking of evidence.

Through a comprehensive blended learning cycle, the project combines six transnational seminars - each preceded by an introductory webinar - and supported by e-learning tools including tutorials and reflective podcasts, all conducted in English. This structured approach not only enhances practical skills but also fosters cross-border dialogue among justice professionals, facilitating a harmonized application of EU law in civil cases across six Member States.



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CiviLink Training Cycle Description

The CiviLink project offers a structured, blended learning path for European judges and court staff, combining digital and in-person training to enhance cross-border cooperation in civil matters using e-CODEX and the Recast Regulations (EU) 2020/1783 and 2020/1784.

The training cycle includes:

- Short video tutorials for introductory familiarisation with the e-CODEX system
- Interactive webinars for conceptual grounding and practical understanding
- In-person transnational seminars for practical, case-based exercises and simulations
- Reflective podcasts for post-training consolidation of key concepts
- A final conference to share experiences and project results at the European level

Tutorials

Three short video tutorials:

- Are available online: <https://inm-lex.ro/CiviLink/tutorials>
- Cover e-CODEX functionalities, workflows for the service of documents and the taking of evidence, and data protection principles
- Should be followed by participants before the March 2026 webinar to ensure they are prepared for practical discussions and exercises.

Pre-training Webinar (half-day online - 5 March 2026) will:

- Introduce the Recast Regulations and their practical relevance
- Present the structure, legal value, and Reference Implementation of the e-CODEX system
- Demonstrate workflows for the Service of Documents (SoD) and the Taking of Evidence (ToE)
- Cover data protection and cybersecurity requirements in digital judicial cooperation
- Provide a preview of the practical seminar and address participant questions.

The 1.5-day seminar (17-18 March 2026, Sofia, Bulgaria) will:

- Apply the Recast Regulations in simulated cross-border civil cases
- Provide hands-on training on using e-CODEX for SoD and ToE procedures
- Discuss practical challenges and troubleshooting in digital cooperation
- Cover GDPR compliance and data protection responsibilities
- Facilitate cross-border peer learning and professional networking among EU judges and court staff.

FUNDING

According to the rules established by the Grant Agreement concluded with the European Commission, and in accordance with the provisions of the Consortium Agreement between NIM and NSC:

- Accommodation expenses (including reservation) shall initially be covered by the participants and will be reimbursed after attending the seminar, upon submission of the relevant supporting documents, up to a limit of 120 EUR per night for a maximum of 2 nights.
- Transportation costs, within a limit of 450 EUR/roundtrip, shall also be initially covered by the participants and reimbursed under the same conditions as above.



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- Participants will be reimbursed for daily subsistence costs up to 57 EUR per day, for a maximum of 2 days. The reimbursable amount may be adjusted to reflect any catering / social dinner costs / other costs, should the organizers choose to arrange such services.
- NSC / NIM does not provide or reimburse travel medical insurance. Participants may choose to obtain such insurance at their own expense or to use the European Health Insurance card or an equivalent supporting document, which grants access to emergency medical services free of charge within the EU.



Important notice: before making any arrangements, participants must wait for confirmation from the National Institute of Magistracy (NIM) coordinator. NIM will notify all applicants whether their participation has been confirmed.

Court clerks on the reserve list may be invited in the event of an increase in available spots, participant withdrawals, or if initially selected candidates are unable to attend. If, after the selection process, a selected participant is unable to attend the fourth cycle of training, they are kindly requested to inform both the National School of Clerks (NSC) and the National Institute of Magistracy (NIM) immediately.

By submitting the application documents, candidates agree that, if selected, their participation will take place exclusively under the financial conditions specified by the National Institute of Magistracy (NIM) coordinator.



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WHO CAN APPLY?

- Court staff with experience in cross-border civil (family law included) or commercial proceedings
- English language proficiency is required (the training will be conducted in English)
- Participants committed to attend both the webinar and seminar in full and to follow the tutorials
- Participants willing to contribute to the project's reflective learning podcasts by sharing their experience and feedback after the seminar
- Participants motivated to apply the acquired knowledge and disseminate it within the judiciary

Gender and age balance, jurisdictional diversity, and geographical diversity will be pursued during selection.



EXPECTED OUTCOMES

Through this cycle, participants will:

- Strengthen their practical skills for implementing EU cross-border judicial procedures digitally
- Gain confidence in using e-CODEX in light of its mandatory implementation
- Enhance their understanding of the Recast Regulations' impact on civil judicial cooperation
- Develop networks with EU colleagues to support the uniform application of EU law
- Receive a certificate of participation upon successful completing the full cycle (the short video tutorials, one webinar, one seminar)





REQUIRED DOCUMENTS FOR REGISTRATION

- Completion of the online registration form available at the following link: <https://forms.gle/yziLunANMV6J4VsX9>
- Updated CV in English
- Motivation letter in English
- A language proficiency certificate or any other document attesting knowledge of English – minimum level B2. If the candidate does not possess such a certificate, they must indicate their level of English proficiency in the registration form; the indicated level may be verified, if deemed necessary, through a phone interview.

With the exception of the online form, which must be completed at the indicated link, the above-mentioned documents (*CV, motivation letter, language certificate, if available*) must be sent by e-mail, to the attention of Mrs. Izabela Chiriac, at civilink@grefieri.ro.

!! Participants must have the **approval from the president of the court for their participation in the transnational training cycle** of the CiviLink Project – including *three video tutorials, a preliminary webinar, and a transnational seminar*.

REGISTRATION DEADLINE

The deadline for registration is **4 January 2026**.

For any further information, please do not hesitate to contact **Mrs Izabela Chiriac**, Department of International Relations, National School of Clerks at: civilink@grefieri.ro .



For more details, please visit the project website - <https://inm-lex.ro/CiviLink/> or http://www.grefieri.ro:808/?page_id=18856 .

The content of this invitation to participate represents solely the position of the National School for Court Clerks and is its exclusive responsibility. The invitation does not necessarily reflect the official position of the European Commission, which assumes no responsibility for its content or use.



In accordance with the requirements of Law No. 129/2018 amending and supplementing Law No. 102/2005 on the establishment, organization, and functioning of the National Supervisory Authority for Personal Data Processing, as well as repealing Law No. 677/2001 on the protection of individuals with regard to the processing of personal data and the free movement of such data, and in light of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, the National School of Clerks is a personal data controller and will process personal data for the purpose of project implementation and in subsequent phases (e.g., audit missions, reporting).



According to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, individuals whose personal data are processed have the following rights: the right to be informed, the right of access to data, the right to rectification, the right to object, the right not to be subject to an individual decision, and the right to appeal to the courts.

To exercise these rights, you may submit a written, dated, and signed request to the National School of Clerks, located at 53 Regina Elisabeta Boulevard, postal code 050014, Sector 5, Bucharest, Romania, or by email at: – dcp@grefieri.ro. You also have the right to contact the National Supervisory Authority for Personal Data Processing at any time.





Draft agenda

Pre-training Webinar

Cross-Border Judicial Cooperation and e-CODEX

5 March 2026



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5 March 2026	
09.00 – 09.20	Welcome Introduction to the CiviLink Project and goals of the training
09.20 – 10:00	Legal Framework Overview of Recast Regulations 2020/1783 & 2020/1784
10:00 – 10.30	e-CODEX System: Overview Technical structure, legal value, and role of the Reference Implementation (RI)
10.30 – 11.00	Functionalities in Practice (Live Demo) Creating and managing a case in e-CODEX: SoD (Service of Documents) and ToE (Taking of Evidence) workflows
11.00 – 11.30	Interactive Q&A / Break Practical questions from participants
11.30 – 12.00	Data Protection & Cybersecurity e-CODEX compliance with GDPR, secure transmission, role of digital signatures
12.00 – 12.30	Terminology & Forms Legal terminology and standard forms used in the RI interface
12.30 – 13:00	Wrap-up & Feedback Summary, seminar preview, and participant feedback form

*Agenda may be subject to change



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Draft agenda

Transnational Seminar

Cross-Border Judicial Cooperation and e-CODEX

17-18 March 2026, Sofia, Bulgaria



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17 March 2026	
09.00-09.15	Registration of participants
09.15-09.45	Welcome & Icebreaker Project overview, plenary introductions
09.45-11.00	Legal Framework Recast Regs 2020/1783 & 1784 – obligations, procedures
11.00-11.30	Coffee Break (Group Photo)
11.30-13.00	Introduction to e-CODEX Technical structure, user roles, authority setup
13.00-14.00	Lunch break
14.00 – 15.30	Hands-on: Service of Documents Step-by-step case simulation in the RI
15.30 – 16.00	Coffee Break
16.00 – 17.30	Hands-on: Taking of Evidence Use case: full ToE scenario in RI
18 March 2026	
9.00 – 10.30	Data Protection & Common Errors -Workshop GDPR compliance, common issues in SoD/ToE
10.30 – 11.00	Coffee Break
11.00 – 12.30	Wrap-up & Evaluation Lessons learned, feedback, Q&A

**Agenda may be subject to change*