



THE NATIONAL JUDICIAL COLLEGE

Lessons Learned from Around the World About Managing Courts in a Pandemic

Thursday, 23 March, 2020

8:00 a.m. Pacific / 9:00 Mountain / 10:00 Central / 11:00 Eastern / 4:00 p.m. W. Europe (Lisbon)
/ 5:00 p.m. Central Europe (Brussels) / 6:00 p.m. E. Europe / 11:00 p.m. South Korea

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European Judicial
Training Network

HON. PEDRO FELIX ÁLVAREZ DE BENITO, MAGISTRATE, DIRECTOR OF DEPARTMENT, SENIOR JUDGE, AND HEAD OF THE DIVISION

Judge Pedro Félix Álvarez de Benito is a magistrate, director of the department, senior judge, and head of the division at the Foreign Affairs Division of the Spanish General Council for the Judiciary in Madrid, Spain. He has a degree in Political Science, specializing in International Relations, from the Complutense University of Madrid. He also holds a diploma in Economics. He served as the magistrate-judge dean of the Party of Alcalá de Henares until 2015. He has served as the director of International Relations of the General Council of the Judiciary of the Kingdom of Spain since 2017. He is a former executive permanent secretary and member of the Permanent Commission for the Coordination and Follow-up of the Summit Iberoamerican Judicial. He has served as an international consultant in numerous Ibero-American countries and in the environment of the European Union, in Serbia, Bulgaria, Ukraine, Albania, Romania, Morocco, Egypt, and Mozambique. He is an expert in Institutional Relations and International Development Cooperation. Judge Álvarez de Benito joined the faculty of The National Judicial College in 2020.

**HON. NATHAN L. HECHT, CHIEF JUSTICE OF THE SUPREME COURT OF TEXAS
PRESIDENT, CONFERENCE OF CHIEF JUSTICES**

Nathan L. Hecht is the 27th chief justice of the Supreme Court of Texas. He has been elected to the court six times, first in 1988 as a justice, and most recently in 2014 as chief justice. He is the longest-serving member of the Court in Texas history and the longest-tenured Texas judge in active service. Throughout his service on the court, he has overseen revisions to the rules of administration, practice, and procedure in Texas courts, and was appointed by the chief justice of the United States to the federal Advisory Committee on Civil Rules. He is also active in the court's efforts to assure that Texans living below the poverty level, and others with limited means, have access to basic civil legal services. Chief Justice Hecht was appointed to the district court in 1981 and was elected to the court of appeals in 1986. Before taking the bench, he was a partner in the Locke firm in Dallas. He holds a B.A. degree with honors in philosophy from Yale University, and a J.D. degree *cum laude* from the SMU School of Law, where he was a Hatton W. Sumners Scholar. He clerked for Judge Roger Robb on the U.S. Court of Appeals for the District of Columbia Circuit and was a lieutenant in the U.S. Navy Reserve Judge Advocate General Corps. He is president of the national

Conference of Chief Justices, chair of the National Center for State Courts, a life member of the American Law Institute, and a member of the Texas Philosophical Society. He joined the faculty of The National Judicial College in 2020.

PROFESSOR EUN SIL KIM, PROFESSOR AT THE JUDICIAL RESEARCH AND TRAINING INSTITUTE (JRTI) OF THE SUPREME COURT OF KOREA AND DIRECTOR, INTERNATIONAL JUDICIAL COOPERATION CENTER OF THE JRTI

Eun Sil Kim is an invited professor at the Judicial Research and Training Institute (JRTI) of the Supreme Court of Korea. She has held this position since 2009. Dr. Kim is also the director of the International Judicial Cooperation Center of the JRTI. Currently, Professor Kim is extensively involved with collaboration with foreign judiciaries and judicial training institutions. Her current duties include directing programs for foreign judiciaries and overseeing the JRTI's international judicial relations through the institute's International Judicial Cooperation Center. In 2019, the JRTI welcomed 109 foreign judges and judicial officials from 29 countries for a total of 166 days of training and educational programs. Prior to assuming her current position at the JRTI, Professor Kim worked as a judicial law clerk in the Supreme Court of Korea's Research Division. As for academics, she has lectured at Chung-Ang University Law School, Soong-sil University, Konkuk University, and Sangmyung University. She is also the author of more than 20 articles published in major law journals and other publications, and the co-author of *Challenges of Public Policy and Administration in the 21st Century*. Professor Kim is a member of the Illinois State Bar and is on the reviewing committee for the *JISTAP* journal. Professor Kim graduated from the University of Iowa with Honors and earned her Juris Doctor and Master of Laws degree from the Indiana University, Maurer School of Law. She also holds a Ph.D. in Law from the Yonsei University, South Korea. She joined the faculty of The National Judicial College in 2020.

HON. CHRISTOPH REICHERT, PRESIDENT OF THE REGIONAL COURT

Dr. Christoph Reichert (52) is president of the Regional Court in Offenburg, Germany. Dr. Reichert was born and raised in Munich, Bavaria, and went to law school there. After practicing as a criminal defense lawyer in Munich, he was a scholar at the University of Augsburg, Germany, and the University of Pennsylvania Law School in Philadelphia, PA. In 2002, he was accepted into the judicial service of Baden-Wuerttemberg and served as a civil law judge in Baden-Baden and as a

prosecutor in Freiburg before being transferred to the state ministry of justice, where he served in the human resources department (recruiting and promoting other judges). After that, he served as chief prosecutor in the city of Pforzheim before being appointed a presiding judge at the court of appeals in Karlsruhe. Finally, in 2016 Reichert was appointed president of the Regional Court in Offenburg. Judge Reichert joined the faculty of The National Judicial College in 2020.

HON. MARINA TAVASSI , PRESIDENT, COURT OF APPEAL OF MILAN

In July 2016, she was appointed as president of the Court of Appeal of Milan, that is the biggest Court of Italy and is also the head of the District including 9 courts (3/4 of the Lombardy Region) for a total of 850 judges. Since February 2020, she is in charge of the organization of the entire district during the Covid-19 pandemic, including the organization of the judicial activity, administrative staff and the provision of protective equipment. In this role she has assumed also the role of co-president of the Specialized Court of Enterprises of the second degree (specialized in Patents, Intellectual Property law, Company law and Competition law). In March 2018, she was appointed as professor (contract professor) at the University of the Studies of Pavia for the course on Patents and Competition Law. In September 2017, she was confirmed (second mandate) as Italian member of the Enlarged Board of Appeal of the European Patent Office. Since June 2014, she has been a member of the European Expert panel for the drafting of the Rules of Procedure of the Unitary Patent Courts. These courts will have jurisdiction over the area that includes 26 European countries. Judge Tavassi is one of the eligible judges of these courts. From 2009 to 2016, she was president of the Specialized Section of Enterprises (antitrust, company law, IP) at the Milan Court of first instance. From 2014-2018, she was counsellor judge of the Supreme Court. Since joining the judiciary in 1978, she has been involved in commercial law, European law, antitrust law and intellectual property, as judge of the court of first instance, then counsellor of the Court of Appeals. She is president of the AECJ - Association of European Competition Law Judges, and vice president of IPJA, Intellectual Property Judges Association. She has taken part in several seminars, as speaker and chairperson, in the field of IP and competition law, publishing numerous articles and monographs. She is responsible for drafting the section, Private Enforcement,

of the “Competition and Market” Journal. She joined the faculty of The National Judicial College in 2020.

ACKNOWLEDGMENTS

This webinar could not have occurred without the leadership and support of Judge Markus Brückner, secretary general, of the European Judicial Training Network in Brussels, Belgium. The National Judicial College would also like to thank Carmen Domuta, Quentin Balthazart, and José María Asencio Gallego for their invaluable contributions. Finally, President Benes Aldana proposed that NJC offer this webinar. Without this idea, the webinar would not have happened.

WEBINAR DESCRIPTION AND LEARNING OBJECTIVES

Court systems and judges from around the world are impacted by COVID-19. In this extraordinary webcast, we will have the opportunity to hear from judges in Italy, Spain, Germany, and the U.S. discuss how they are managing the pandemic crisis. Sponsored by the State Justice Institute, this webcast will be presented by The National Judicial College in collaboration with the European Judicial Training Network and the Judicial Research and Training Institute in South Korea.

After participating in this webinar, the participants will be able to:

1. Describe how different countries are managing COVID-19 challenges;
2. Summarize processes and procedures that other countries are using successfully; and
3. Recite what individual judges can do to ensure justice for their citizens in this unprecedented time of need.

Lessons Learned from Around the World About Managing Courts in a Pandemic

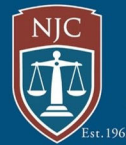


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Faculty

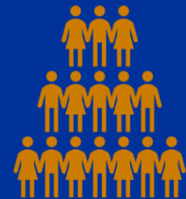
- Hon. Christoph Reichert, President of the Regional Court Offenburg, Baden-Württemberg (Germany)
- Hon. Marina Tavassi, President of the Court of Appeal of Milan (Italy)
- Hon. Pedro Félix Álvarez de Benito, Senior Judge, Head of Division, Foreign Affairs Division, Spanish General Council for the Judiciary (Spain)
- Eun Sil Kim, Professor, Director of International Judicial Cooperation Center, Judicial Research & Training institute of the Supreme Court of Korea
- Hon. Nathan L. Hecht, Chief Justice, the Supreme Court of Texas and President, Conference of Chief Justices (U.S.)

Challenges

- Keeping the virus out of the court
- Keeping public hearings public while maintaining safety and setting case priorities in times of crisis
- Keeping the courts at work with reduced staff
- Limitations on working from home

Covid-19 at Your Court

Have any judges or other employees at your court already been infected?

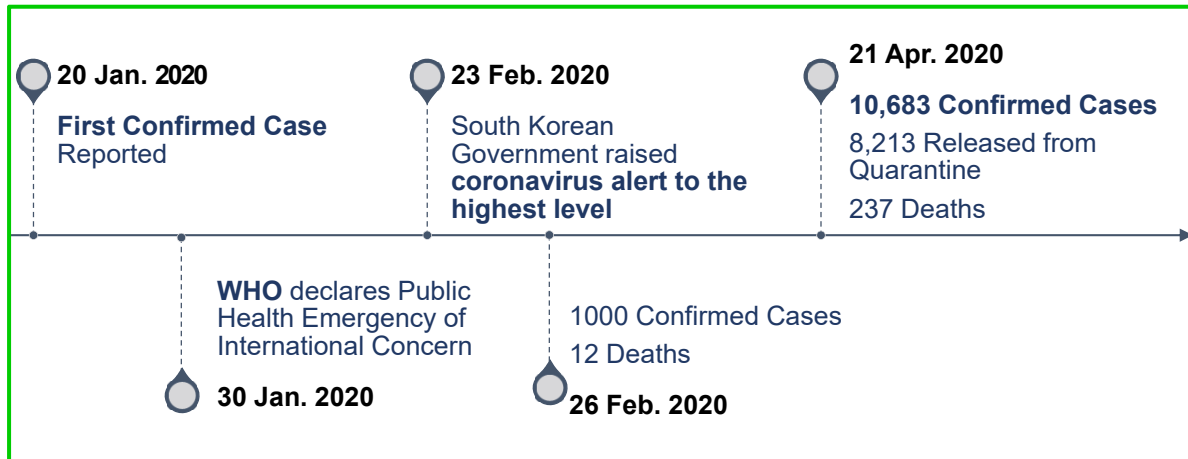


= Yes



= No

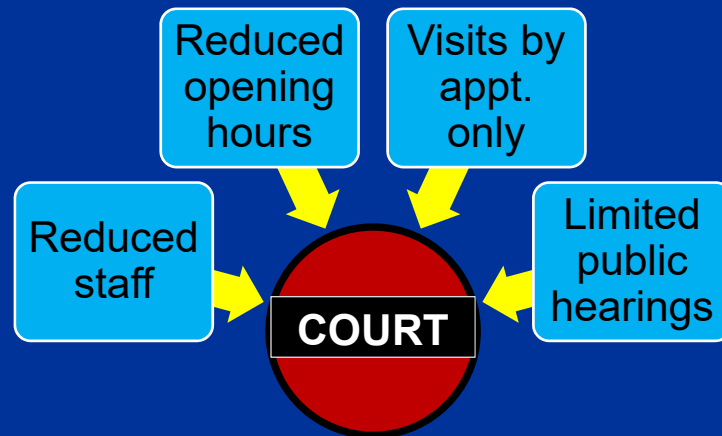
Korea's COVID-19 Outbreak



COVID-19 Cases in the Korean Judiciary



Keeping the Virus out of the Court



Reduction in Staff?

Has your court reduced staff due to Covid-19?



= Yes



= No

	Europe	Other	U.S.
Yes			
No			

Korean Courts: Reduction in Staff



**FLEXIBLE
WORKING
HOURS**



**WORK FROM
HOME ONCE
A WEEK**



**STAGGERED
LUNCH
BREAKS**

Keeping the Virus out of the Court (2)

**Reduced
staff**

Home office where possible

Two shifts per unit

Risk groups stay home (paid leave)

Parents w/o child care stay home

Keeping the Virus out of the Court (3)

**Reduced
opening
hours**



09:00 a.m. – 12:00 noon

Attendant behind glass window

**Public hearings in separate
building**

Korean Courts' Measures Relating to COVID-19



**Court
Premises**

Managing the Court Premises Against Infections



OPEN MAIN
ENTRANCE
ONLY



TEMPERATURE
CHECK



CAFETERIA
OPERATION



SCREENING
STATIONS



DISINFECT
FACILITIES

Court Building Entrance



Court Building Entry Procedure

STEP 1



Court Building Entry Procedure

STEP 2





Manual Temperature Check

Court Building Entry Procedure

STEP 3





**Face Mask
Required**





Disinfection

Korean Courts' Measures Relating to COVID-19



Judicial
Workers

Protecting Judges, Judicial Officers and Staff Against Infections

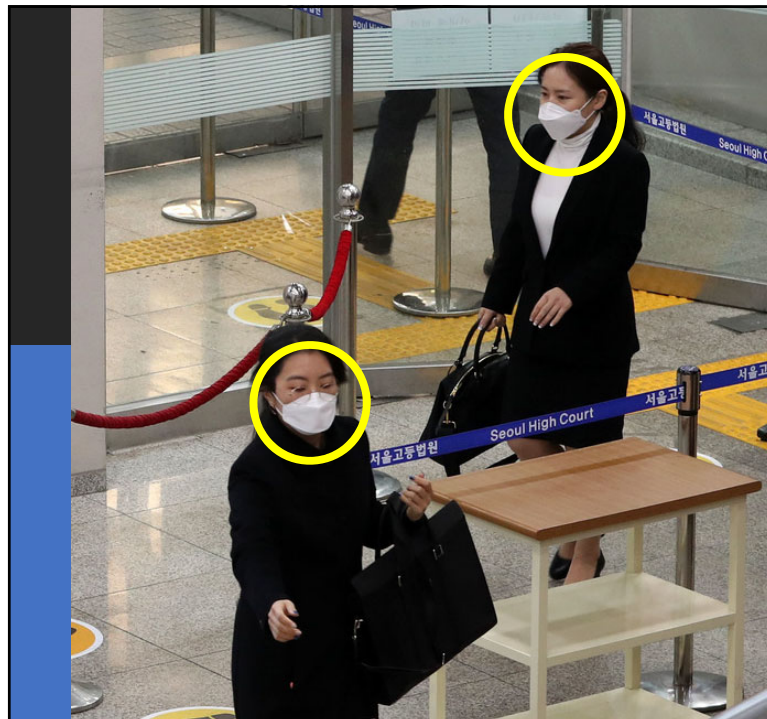
Face Masks (Mandatory)

Hand Sanitizers

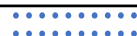
Precautionary Measure Guidelines

Face-to-face Meetings Prohibited

Reduction in Staff

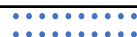


Face Masks (Mandatory)



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Hand Sanitizers (Available Almost Everywhere)



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Anti-virus Films



Chief Judges' Meeting

**Face-to-face
Meetings
Prohibited**



**Courthouse
Cafeteria**



Courthouse Cafeteria

Restrictions on Entering the Court (Italy)

- Limit number of judges and staff present in court
- Restrict public access inside Justice Palaces
- No access to Palaces for staff and public coming from «red zone»
- Request that lawyers come to hearings alone without assistants or parties if not strictly necessary
- Eliminate meetings, conferences, and training
- Close bars & food services inside justice buildings





Interpreters' Booths in Spanish Court



Small Spanish Tribunal

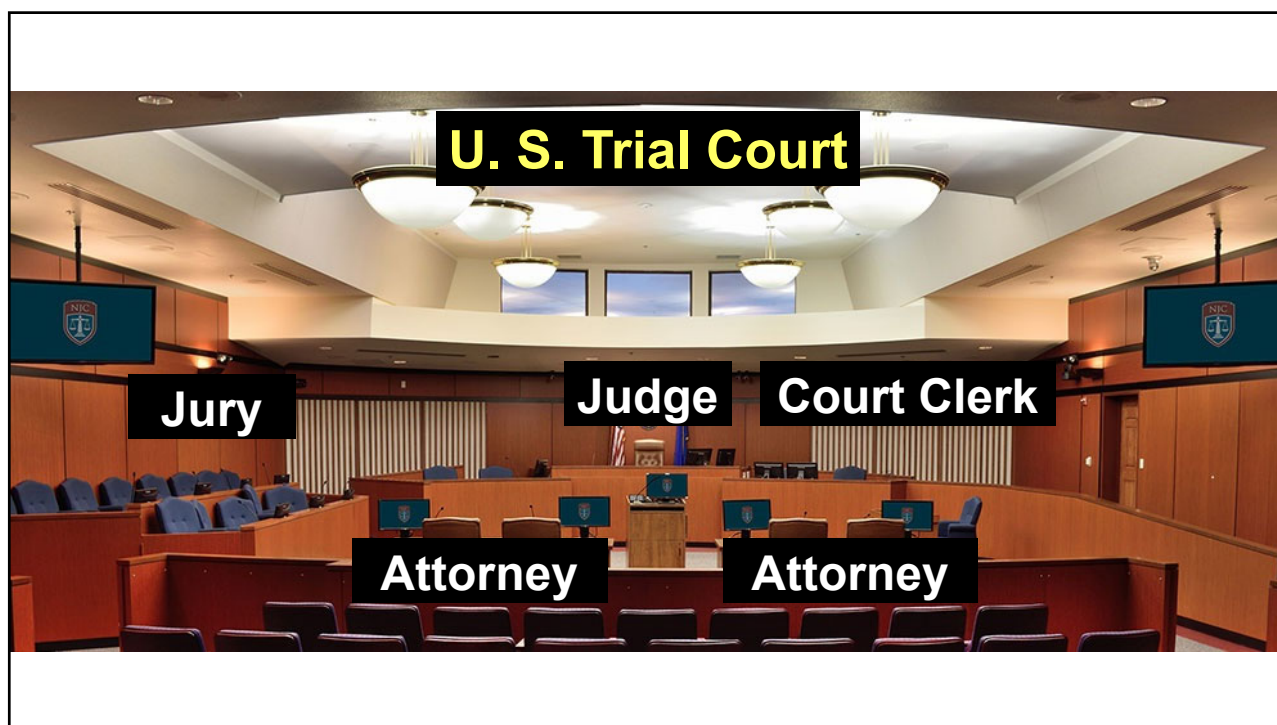


Large Spanish Tribunal

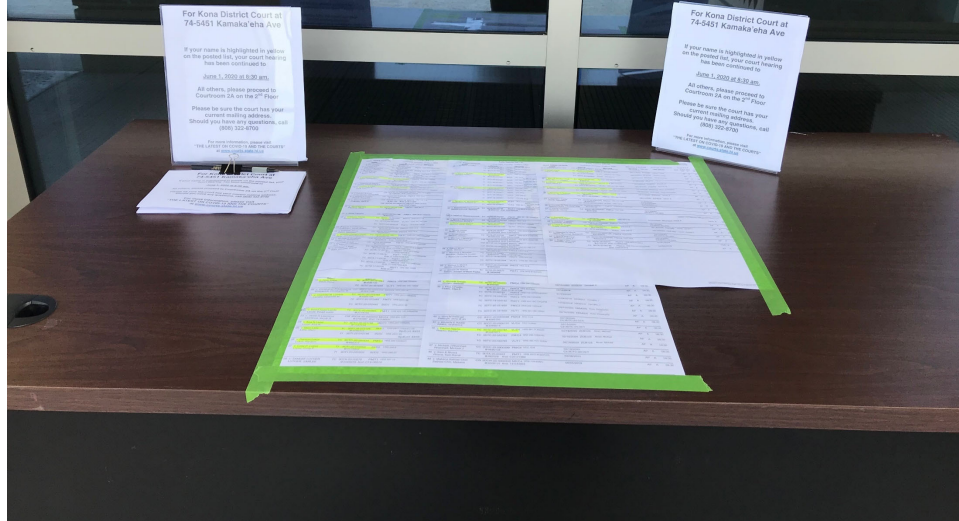


Protection for Detainees in Spanish Court



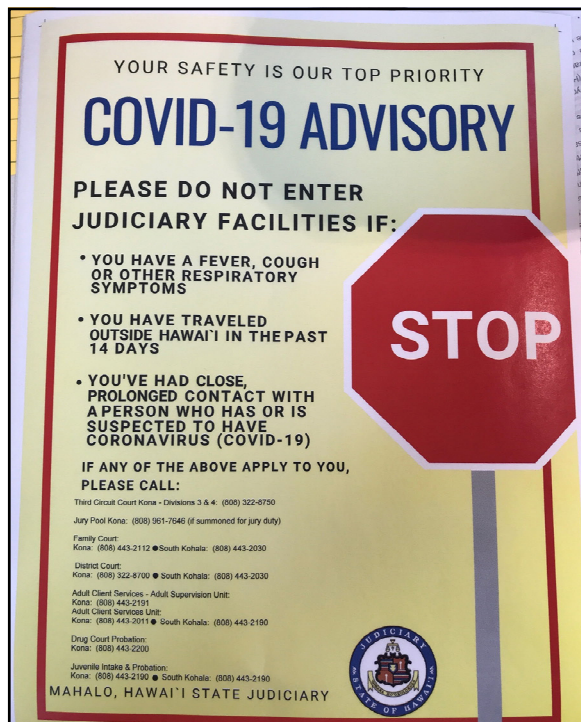


Notice about Postponed Cases for Trial Hawaiian Trial Court



Waiting Room with Notices About Social Distancing





Please do not enter judiciary facilities if:

- You have a fever, cough, or other respiratory symptoms
- You have traveled outside Hawai'i in the past 14 days
- You've had close prolonged contact with a person who has . . . COVID-19



Bailiffs Holding Signs About Social Distancing



Bailiff's (Improvised) Personal Protective Equipment

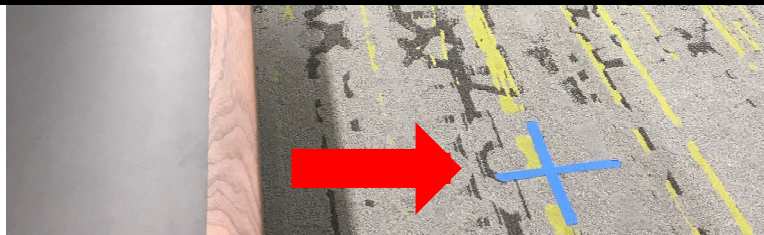




**Judge's (Improvised)
Personal Protective Equipment**

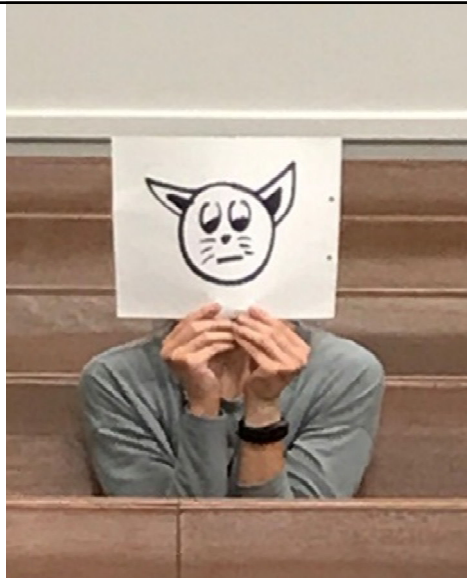


**Marking Standing Areas for
Attorneys for Social Distancing**





**Courtroom with Tape Markings
for Social Distancing**



**Retaining a Sense of Humor
in Trying Times. 😊**



Texas Supreme Court



Texas Supreme Court Gallery View





Keeping the Virus out of the Court (4)

Visits by
appointment
only

No walk ins

Written submissions where possible

Single person appointments

Maintaining safe distance (2m / 6 ft.)

Regular disinfection

No access for people w/ symptoms



Measures Adopted in Italy

- Wearing masks and gloves for public, judges, and staff
- Frequent hand disinfection (at least 40 seconds)
- Maintain interpersonal safety distance (of at least 1 meter or 3 feet)
- Ban gatherings of people (avoiding groups of more than two people)
- Monitoring body temperature to access buildings (Not recorded in compliance with privacy regulations)

Which types of trials / hearings should continue despite the crisis? (Select all that apply.)

- a) All criminal proceedings
- b) All hearings / trials involving detainees / habeas corpus
- c) Any other urgent proceedings (e.g., in family law, civil law, etc.)
- d) There should be no restrictions on the type of cases heard to avoid backlog

Keeping the Virus out of the Court (5)



Hearings in Italy

- Hearings held by conference call (with a few exceptions) using Microsoft Teams, among judges (a panel of 3 judges), clerk, prosecutor, and defenders, possibly with their clients (remotely or present at the defender's bureau)
- Criminal hearings with detainees by videoconference (detainees provided with a mobile phone to talk confidentially with their lawyers)



Italian Criminal Court



Keeping Hearings Public

- Health requirements during hearings are the responsibility of the judge
- Court management must provide resources
- Small courtrooms closed (distancing not possible)
- Distances on the bench can mostly be maintained

Availability of Protective Gear?

Does your court provide sufficient protective gear such as face masks and disinfectant?



= Yes



= No

	Europe	Other	U.S.
Yes			
No			



Korean Courts' Measures Relating to COVID-19



Courtrooms

Protective Measures

Temporarily closed for two weeks in March

From mid-March courts are now in business

Hearings conducted for urgent civil case proceedings and criminal proceedings involving persons in custody

Limit the number of persons in the courtroom

Assign staggered commencement timing for hearings



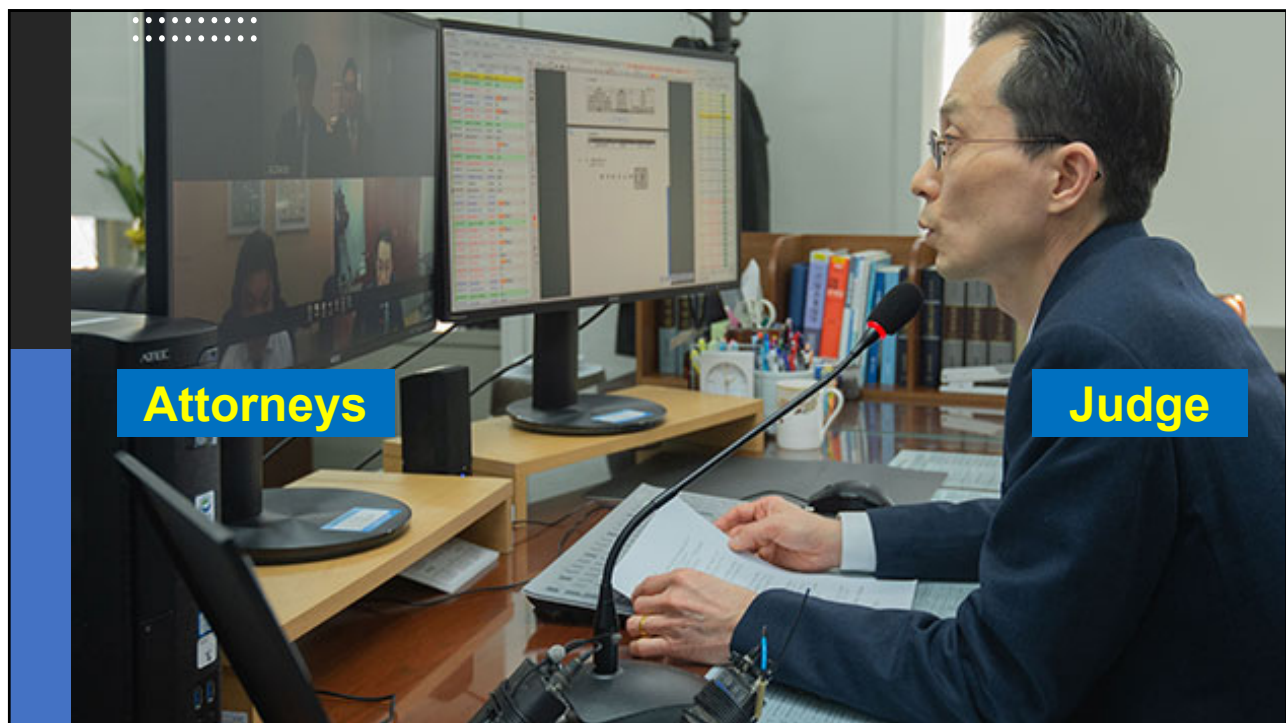
Seoul High Court

Courts were temporarily closed for (two weeks in March)



Seoul High Court Courtroom





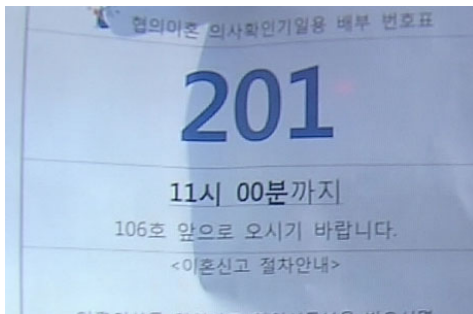


Keeping Hearings Public (2)

- Distances among parties and interpreters difficult to maintain
 - Face masks required?
- Distances among spectators achieved by . . .
 - Taking out seats
 - Mandating vacant seats in between spectators
- Video feed prohibited by German law



Korean Court's Approach: Staggered Hearings



Ticket Queue System



Social Distance



Korean Courtroom

Keeping Public Hearings Public While Maintaining Safety

- In Italy, criminal hearings are public, civil hearings are not (reserved only for parties and defenders)
- Hearing “behind closed doors” for reasons of hygiene and health
- From 9 March 2020 to 11 May 2020, hearings in civil and criminal proceedings pending in all courts shall be **postponed** *ex officio* after 11 May 2020, with some exceptions.

Keeping Public Hearings Public While Maintaining Safety (2)

From 9 March 2020 to 11 May 2020, **time limits** shall be **suspended** for ...

- Preliminary investigation stage
- Filing of decisions
- Filing of opinions
- Filing of documents of proceedings
- Filing of enforcement proceedings
- Appeals and
- All other procedural time limits

Setting Case Priorities in Times of Crisis

1

Cases re: people to be placed in custody / under arrest

2

Domestic violence cases / orders of protection

3

Cases re: people to be placed in custody for lack of legal capacity & a danger to themselves or others

4

Cases in which a permanent loss of rights or grave interests is possible

5

All other cases

Keeping the Courts at Work (1)

Reduced staff mandated by state government

- Risk groups excluded
- Not more than one person per room
- Home office where possible
- Parents without childcare on paid leave

Keeping the Courts at Work (2)

No access for staff ...

- With symptoms of COVID-19
- Having been in contact with infected persons within last 14 days
- Having been in a foreign country
- Special problem: Judges residing in France (permanently excluded?)

Keeping the Courts at Work (Civil Cases – Italy)

The following cases are considered **essential** and are not deferred:

- Juvenile court cases;
- Protection of fundamental human rights
- Cases relating to custody, child support, litigant capacity or mental illness
- Protection orders against family abuse

Keeping the Courts at Work (Criminal Cases – Italy)

The following cases are considered **essential** and are not deferred :

- Hearings to validate custody or detention
- When custodial security measures have been requested or applied and when detainee or defendants expressly request that proceedings be initiated

Keeping the Courts at Work (Criminal Cases – Italy)

The following cases are considered **essential** and are not deferred:

- Where precautionary or security measures have been applied in proceedings against juvenile defendants
- Proceedings against juvenile defendants
- When there is the need to obtain evidence that can no longer be postponed

Keeping the Courts at Work (Criminal Cases – Italy)

The following cases are considered **essential** and are not deferred:

- European Evidence Warrant and European Arrest Warrant -- an arrest warrant valid throughout member states of the European Union (EU). Once issued, it requires another member state to arrest and transfer a criminal suspect or sentenced person to the issuing state so that the person can be put on trial or complete a detention period.

Keeping the Courts at Work (Technology in Italy)

Management of civil cases has been fully electronic for more than 10 years.

- Document filing
- Transmitting communications and notifications
- Consulting court clerk records
- Consulting files and case law

Keeping the Courts at Work (Technology in Italy)

- We are pilot testing virtual courts in **criminal** cases.
Concern: Defense counsel want to make their pleas in front of the judges, and the accused wants to see the accusers.
- Documents are submitted by electronic filing
- Taxes and fees may be paid through an automated “telematic” payment system

Keeping the Courts at Work (Technology in Italy)

- Hearings can now be held remotely via conference call (video and/or audio)

If not possible, due to presence of many parties, many defendants, or very complex trials, hearings are held face-to-face with proper social distancing

Keeping the Courts at Work (Spain)

- Established Joint Follow-Up Committees in all High Courts of Justice and the National High Court to organize cases
- Created a specific e-mail account for the reception of all information related to the health crisis (secretaria.covid19@cgpj.es)
- Created a dedicated e-mail account for the communication of cases of positive results or isolations necessary due to possible COVID-19 contamination of judiciary members (aattcovid@cgpj.es)

Keeping the Courts at Work (Spain)

- Established on-call equipment to ensure the normal functioning of domestic violence courts
- Keep domestic violence court permanently open (24 hours/day) with human attention via telephone available.
- Presidents of the High Courts of Justice, Provincial Courts and Presidents of Districts are taking all appropriate measures to cease activity in the judicial offices where appropriate
- If access to judicial premises is not possible, the Monitoring Committee shall, in coordination with the relevant regional or State administration, authorize that Duty courts provide service

Availability of Electronic Filing System?

Can your judges access complete court files electronically from home?



= Yes



= No

	Europe	Other	U.S.
Yes			
No			

Korean Courts' Digitalization

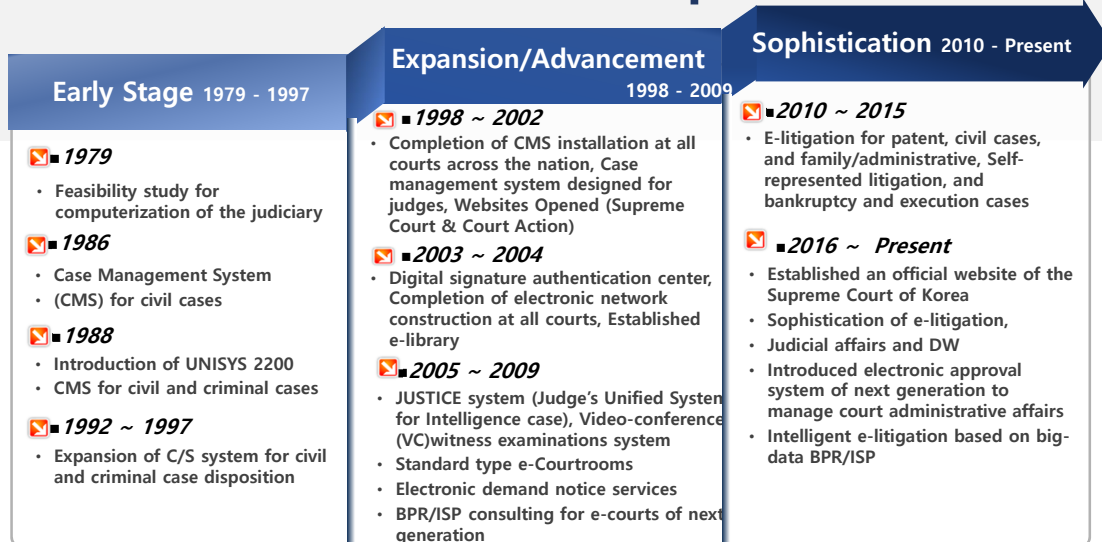




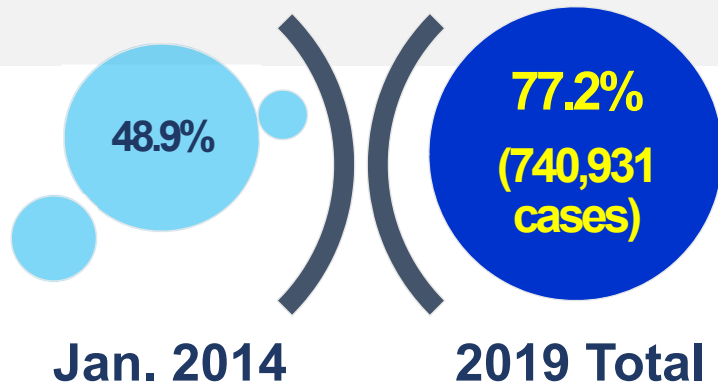
Judicial Informatization

Korean Supreme Court IT Center was established in 2008.

Judicial Informatization Development Process



Civil Cases Filed Using e-Filing



Technologies in the Courtrooms





Enhanced Digital Support for Effective Proceedings

Screen sharing of multimedia materials on personal laptop computer



- HDMI connection
- Shared with everyone in the courtroom in high definition without delay or lag
- Compatible with Windows and Mac OS

Screen sharing of multimedia materials on mobile devices – tablet PC, smart phones



- Screen sharing with Apple devices - iPad, iPhone, etc.
- Screen sharing with Android devices - smart phones and tablet PCs of Samsung, LG, etc.
- Screen sharing conveniently enabled with a few clicks without downloading applications
- Security remains intact as the devices are not connected to the internal court network



Video Conference Trials



- Thorough examination of evidences
- Convenient for witnesses residing in remote locations
- Prevents delays in scheduled court dates

- Better equip to receive advices from foreign experts
- Cost reduction (i.e., transportation cost for witnesses)

Limitations on Working from Home (1)

Courts with electronic court file system

- Currently being introduced in a number of states
- Covid-19 hit in the midst of the roll-out in Baden-Wuerttemberg
- Allows complete access to all court documents with secure access from home for judges

Limitations on Working from Home (1)

Courts with electronic court file system

- Allows electronic access to files by parties or their attorneys through federal portal
- Theoretically, also permits access to secretarial staff from home, but access is currently not granted due to budget and net capacity restraints

Limitations on Working from Home (2)

Courts without electronic court file system

- Currently still the rule in Germany
- Paper files necessary to do the work
- Judges can take and bring paper files
- Secretarial staff must do work at the court
- No outbound electronic communication by the court → Physical mailing still necessary

Working from Home Possible?

Is working from home possible in your court **for judges**?



= Yes



= No

	U.S.	Europe	Other
Yes			
No			

Working from Home Possible?

Is working from home possible in your court **for court staff**?



= Yes



= No

	Europe	Other	U.S.
Yes			
No			

Lessons Learned from the COVID-19 Pandemic



Court Management



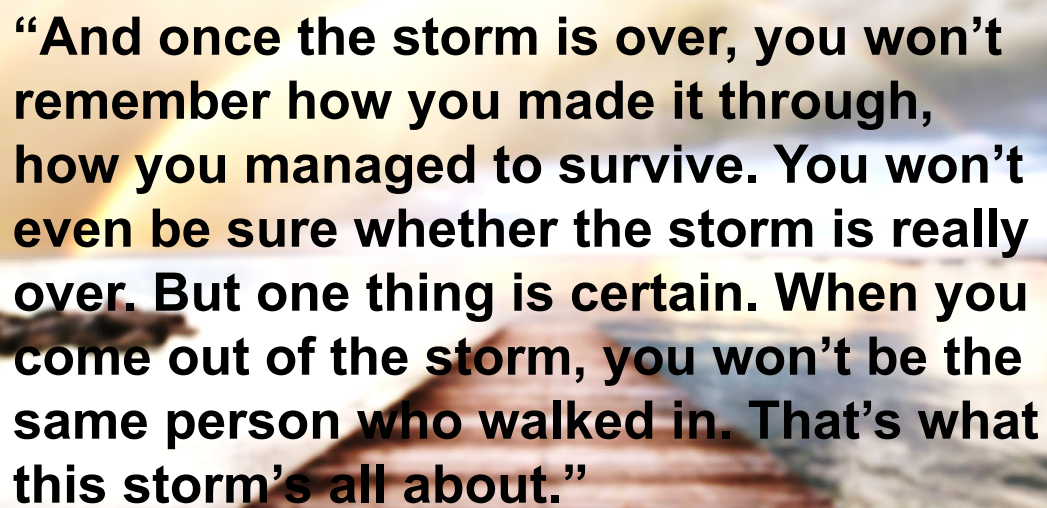
Digitalization of the Judiciary



Courtroom Technology



JUDICIAL RESEARCH & TRAINING INSTITUTE



“And once the storm is over, you won’t remember how you made it through, how you managed to survive. You won’t even be sure whether the storm is really over. But one thing is certain. When you come out of the storm, you won’t be the same person who walked in. That’s what this storm’s all about.”

~ Haruki Murakami

Factsheet on judicial measures in Spain against the Pandemic Covid-19

SPAIN

1.- LEGAL FRAMEWORK

Constitutional State	Alarm
National legislation	<ul style="list-style-type: none">• Royal Decree 463/2020 of 14 March 2020 on the Alarma State Declaration• RDL 10/2020 of 29 March on essential services
The federal and/or regional legislation	—
State legislation on justice	<ul style="list-style-type: none">• Resolution of the State of Justice of 14 March on essential minimum services
Other	—

2.- ORGANIC LEGAL RULES

General Legislation	<ul style="list-style-type: none">• Instructions from the General Council of the Judiciary concerning the Performance of the Judiciary on the situation created by Covid-19 of 11 March
Specific rules for the entire national territory	<ul style="list-style-type: none">• Extraordinary Resolution of the Standing Committee (SCR) of 11 March on the provision of the public service• SCR of 13 March on the partial suspension of legal proceedings and deadlines• SCR of 14 March on the total suspension of legal proceedings• SCR 16 March on identification of essential services• SCR of 18 March on judicial proceedings• SCR of 19 March on mutual recognition instruments and essential services• SCR on custody, visiting, recording, strengthening and suspension of the hearings.

By Judge Pedro Alvarez de Benito

Factsheet on judicial measures in Spain against the Pandemic Covid-19

Specific rules for part of the national territory	<ul style="list-style-type: none"> The Governance Boards of the Courts acquire the power to organize the minimum services in their territory and jurisdiction.
Setting up specific organizational structures	<ul style="list-style-type: none"> Establishment of Joint Follow-Up Committees in all the High Courts of Justice and the National High Court. Establishment within the Council of a Coordination and Monitoring Committee composed of the Secretary-General, Cabinet of the President, Technical Department, Inspection Service, Communications Office, Human Resources and the Prevention Bureau. Creation of a single and specific e-mail account for the reception of all information related to the health crisis (secretaria.covid19@cgpj.es). Creation of a single, dedicated e-mail account for the communication of situations of positives or isolation due to possible contamination by COVID-19 of members of the judiciary (aattcovid@cgpj.es).

3 — Government measures

Determination of the on-call duty services	<ul style="list-style-type: none"> The Monitoring Committees agree to establish on-call equipment which is deemed necessary to ensure the normal functioning of standby and violence courts on women.
Duty Courts	<ul style="list-style-type: none"> Such Courts shall be in permanent opening (24 hours), with specific attention and permanent telephone care.
Using of premises	<ul style="list-style-type: none"> The Presidents of the High Courts of Justice, Provincial Courts and Presidents of Districts shall take all appropriate measures relating to the cessation of activity in the judicial offices in which their seats are located, and to close or vacate them where appropriate, making it known and in coordination with the competent monitoring committee.
Alternative dependencies	<ul style="list-style-type: none"> In the event that access to the judicial premises is not possible, the Monitoring Committee shall, in coordination with the relevant regional or State administration, authorize the premises to ensure the functioning and continuity of the Duty Courts.

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Staff reinforcement	<ul style="list-style-type: none"> The Monitoring Committee, through the Government Board and in coordination with the relevant regional or State administration, will strengthen the staff of the Civil Registry, the Civil Registry, the Public and Professionals Service and the General Joint Service, where they exist.
Shift work	<ul style="list-style-type: none"> The mechanism of rotating shifts between judges and magistrates is authorized.

4.- Procedural measures

Suspension of procedural time-limits and deadlines	Yes
Essential services	<ol style="list-style-type: none"> Any action that if not taken, which would cause irreparable damage. Internal urgencies laid down in Article 763 of the Law on Civil Procedure. Precautionary measures or other actions not deferred, such as measures for the protection of minors under Article 158 CC. Civil Register: The issue of licenses for burial; the celebration of marriages <i>in articulo mortis</i>; and birth registrations within the prescribed time limit. On-call services, solely for the purposes of detainees and incidents. The measures to be taken in custody and others that are not deferred, such as the adoption of urgent precautionary measures, searches of corps, entries and searches, etc. Any action taken in relation to prisoners and/or detainees. Orders for protection and any precautionary measures on violence against women and children. Urgent measures in the field of prison supervision. In the Administrative jurisdiction, the authorizations of urgent sanitary measures Similarly, procedures for the authorization or judicial ratification of measures which the health authorities consider as urgent and necessary for public health and involving deprivation or restriction of liberty or another fundamental right. In the Labor Jurisdiction holding of urgent and precautionary proceedings which have been declared urgent and/or precautionary measures. In general, proceedings involving an alleged violation of fundamental rights and which are urgent (i.e. those whose postponement would prevent or make very burdensome the obtaining of the requested judicial protection).

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Timetable	<ul style="list-style-type: none"> • Temporary relaxation of working hours of staff of the judicial bodies concerned, adapted to the circumstances and with due regard to scheduled and non-suspended court hearings and legal proceedings. • It is recommended that telematics, SMS, or any other system available to the judicial body be used to inform data subjects immediately in order to minimize disruption to professionals and citizens. 	
Citizens' attention	<ul style="list-style-type: none"> • Establishment of a data repository of every district including a list of persons responsible for crisis management and their contact (land phone, mobile, e-mail address, fax), to be kept constantly updated. • The press office of every High Court will immediately make public the contact details (postal and telephone addresses) of the Civil Registry and Civil Registry Cases; as well as the disclosure of the agreements to be adopted, by press release, on the website of the High Court of Justice and, where appropriate, by email to the professional associations, the delegation of the Government, the Bars and other units deemed appropriate, as the case may be. • In order to provide information and to coordinate the attention of the media, there will be a single head, depending on the Monitoring Committee, which will, unless otherwise agreed, become Director of the Communication Cabinet of the High Court of Justice concerned. • Within 48 hours after the occurrence of an event, the President of the High Court of the Autonomous Community in which he has taken place shall inform the General Council of the Judiciary of the instructions and other measures adopted. 	
(a) Minimum human resources (collegiate bodies as well as the courts)	The Supreme Court	10 % of Clerks An official of P.A. Management Corps and/or Processing P.A. ¹ . An officer of P.A. Management Corps and/or Processing P.A. in the Technical Office. An official of P.A. Management Corps and/or processing office (P.A.) in the Government Secretariat. An official of P.A. Management Corps and/or Processing P.A.
	National High Court	20 % of Clerks

¹ Officers/Assistants

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		An official of the P.A. Management Corps or of processing P.A. in each of the Chambers and, where appropriate, Sections. An official of the Judicial Assistants' Corps in the Criminal Division.
	High Courts of Justice	10 % of Clerks An official of P.A. Management Corps or processing office in each of the Chambers.
	Provincial courts	10 % of Clerks An official of the P.A. Management Corps or interim management corps and in each section of the Judicial Centre.
	The Supreme Court	10 % of Clerks An official of P.A. Management Corps and/or Processing P.A. An officer of P.A. Management Corps and/or Processing P.A. in the Technical Office. An official of P.A. Management Corps and/or processing office (P.A.) in the Government Secretariat. An official of P.A. Management Corps and/or Processing P.A.
(b) Minimum Human Resources (Clerks, Writers or Clerks in single-judge bodies)	Investigation Courts, Violence Against Women, and First Instance and not on-duty investigation Courts	1 Clerk for every five courts in each Judicial District. In judicial districts with 10 or less courts, this service will be provided by the clerk on-duty
	First Instance Courts and Commercial Court	1 Clerk for every ten courts in each Judicial Party.
	Administrative courts	1 Clerk for every eight courts in each Judicial Party.
	Labor courts	1 Clerk for every 10 courts.
	Criminal courts, minors courts and prison supervision courts	1 Clerk for every five courts in each Judicial Party.
	Common services	1 Clerk for the Common Services for the District Judiciary.

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(c) Human Resources Minimum (Other Civil Servants)	Criminal courts Administrative Courts for Contentious Administrative Proceedings Central Court for Children Central Court for Prison Supervision	An official of the P.A. management corps and/or processing office (P.A.) in each court.
	Criminal Court	An official of P.A. Management Corps and/or processing P.A. and one of the Judicial Assistants.
	Mixed Jurisdiction Court	An official of P.A. Management Corps and/or processing P.A.
	First Instance Courts (<i>Juzgados de Primera Instancia</i>). Criminal courts Administrative courts Social courts Commercial courts Juvenile courts	An official of the P.A. management corps and/or processing office (P.A.) in each court.
	Criminal courts Prison supervision courts	An official of P.A. Management Corps and/or processing P.A. and one of the Judicial Assistants.
	Courts for Violence against Women	An official of the management corps P.A., one of processing P.A. and one of the judicial assistants.
	Central Civil Register	An official of P.A. Management Corps and/or processing P.A.
	Criminal courts Administrative Courts for Contentious Administrative Proceedings Central Court for Children Central Court for Prison Surveillance	An official of the P.A. management corps and/or processing office (P.A.) in each court.
	Criminal Court	An official of P.A. Management Corps and/or processing P.A. and one of the Judicial Assistants.
	Mixed Jurisdiction Court	An official of P.A. Management Corps and/or processing P.A.

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	First Instance Courts Criminal courts Administrative courts Labour courts Commercial courts Juvenile courts	An official of the P.A. management corps and/or processing office (P.A.) in each court.
	Criminal courts Prison supervision courts	An official of P.A. Management Corps and/or processing P.A. and one of the Judicial Assistants.
	Courts for Violence against Women	An official of the management corps P.A., one of processing P.A. and one of the judicial assistants.
	Central Civil Register	An official of P.A. Management Corps and/or processing P.A.

5.- Measures for the protection and support of judicial staff

Cleaning personnel	declared essential
Supply of protection material	Use of face masks, alcoholic solutions, disposable gloves and paper in the court offices and in the entrances to the buildings, courtroom and other court facilities, in particular in the detention rooms and watch rooms
Disseminating health and prevention good practices	Yes
Limitations on access to the seats of the courts	The access of professionals and citizens to the courts shall be limited, except in the case of those procedures which are essential and without delay, and for the purpose of attending legal proceedings to which they are referred.
Special plans	Establishment of a Risk Prevention Plan for all judicial staff and the CGPJ Creation of a Teleworking Protocol
Travel authorization	All staff in duty for the administration of justice and professionals exercising the rights of representation and of the defense are conferred for turning up to: 1Court offices,

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	2Police stations or any other detention or detention facilities, 3Prison and prison facilities; 4Professional offices.
Other resources for the service of judicial staff	1. Recommendations and guides on cybersecurity and teleworking 2. <i>Online language courses</i> 3. Guide to Good Health Practice and Recommendations 4. Videos to manage the feeling of discomfort 5. Recommendations for psychological management during quarantine of the psychological illnesses of the Official College of Catalonia 6. Self-Health risk assessment self-check test for teleworking 7. Video course on workplace stress control techniques

6.- Forward planning

Special schemes	Drafting of an Emergency Plan for the resumption of judicial activity following the lifting of the state of alarm.
Objectives and proposals for the judiciary in view of the resumption of judicial activity	1. Avoiding the collapse of the Justice Administration 2. Speeding up the resolution of cases which may have a more negative impact in the economic recovery and in attention to the most vulnerable groups 3. Establishment of a task force for each design of measures to be taken 4. Proposal for procedural reforms 5. Proposed organizational measures to adapt the new situation.
Principles Applied	<ul style="list-style-type: none"> • Effectiveness (identification of measures with the most direct impact and faster implementation in each case), • Specificity (the measures will not be the same in all jurisdictions) and • Comprehensive: the range of possible actions will be considered, ranging from proposals for urgent procedural reforms that could be

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	<p>dealt with by means of Royal Decree-Law, to organizational measures of all kinds (concentration of cases, specialization, distribution rules, etc.), including the increase of the necessary human and/or material resources.</p> <ul style="list-style-type: none"> • Coordination: Internal and external (with Autonomous Communities, Ministry of Justice and Legal Operators)
Stages of the Plan	<ol style="list-style-type: none"> 1. First stage: establishment of a technical working group for each jurisdiction (civil, penal, labor and administrative) and other for general measures. A document shall be drawn up identifying problems and proposing appropriate measures. 2. Second stage: transfer of proposals to the presidents of High Courts of Justice for establishment their own working groups. 3. Third phase: setting up external working groups: one with the Ministry of Justice and the Autonomous Communities with devolved powers in this area, and the other with legal operators. 4. Final phase —Implementation, monitoring and permanent assessment of the impact plan, clearly determining the body responsible for implementing the measures in accordance with their nature, mechanism for monitoring and permanent evaluation
Main general measures proposed	<ul style="list-style-type: none"> • strengthening mechanisms for overburdened bodies; • laying down rules for the distribution and specialization of the courts in the civil jurisdiction, beyond the territorial scope of the judicial district, • Declare August as a working period for routine handling and settlement of court proceedings.
Main measures proposed in the civil jurisdiction (general)	<ol style="list-style-type: none"> 1. Proceedings through the oral procedure (summary) of: <ol style="list-style-type: none"> a. Individual actions on general procurement conditions. b. Actions based on the Horizontal Property Law.

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	<ul style="list-style-type: none"> c. Actions relating to tenancies of real estate values, urban or rural estate property. d. Amounts of up to EUR 15,000. <ol style="list-style-type: none"> 2. Adoption of urgent legislative measures allowing greater flexibility in actions such as: <ul style="list-style-type: none"> a. The possibility of issuing <i>precautionary enforcement orders</i> before the hearing is held b. requiring the parties to produce an email or telephone number in their pleadings to speed up summonses and notices 3. Establishment of procedures for the unification of interpretative criteria to avoid contradictory court responses 4. Discourage frivolous litigation by means of a specific regulation of costs of the proceedings, or the possibility of imposing a fine as a result of maintaining unjustifiable positions. 5. The possibility of giving reasoned oral rulings duly motivated and recorded on the relevant audiovisual media. 6. Incorporation of the 'effect extension' tool, that is that the favorable provisions of a final judgment can deploy its effects and reach those who have not been involved in the process in the same situation. 7. Incorporation of the tool referred to as "witness procedures", that is a single procedure for various identical claims.
Main measures proposed in the civil jurisdiction (family)	<ol style="list-style-type: none"> 1. Maintenance of the reinforcements agreed so far at the Family Courts, the 2. Immediate launch of new Courts scheduled for March and June 2020 3. Establishment of a rapid enforcement incident procedure for the resolution of requests for compensation of parental access schemes that could not have been taken during the period of the state of alarm during the period of validity of the state of alarm.

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	<ol style="list-style-type: none"> Requirement, as a condition for the admissibility of demands on separation and divorce proceedings in which there are minors involved, of a document on the regulation of the future exercise of parental responsibilities and — in the event of a claim for measures of property. — The issuing of a responsible declaration for economic information, asset and expenditure for minors or older children who have not been emancipated.
Main measures proposed in the civil jurisdiction (commercial)	<ol style="list-style-type: none"> Streamline the work of the judicial offices, so as to ensure that the insolvency proceedings are not dealt with as a result of insolvency proceedings. Speeding up the handling of insolvency proceedings for both companies and natural persons. Allow a further negotiation of its debt to those who are in compliance with a convention, an extrajudicial settlement of payments or a refinancing agreement, among others. <p><i>NOTE: some measures involve a reform of the Insolvency Law</i></p>
Main measures proposed in the criminal jurisdiction	<ol style="list-style-type: none"> Single step resolution of appeals against interlocutory rulings. Incorporation of new technologies to perform certain tests or to document essential procedural steps. The taking of oral rulings in cases of prosecution of minor offences or cases of conformity between the parties.
Main measures proposed in the administrative proceedings	<ol style="list-style-type: none"> Improve and extend the scope of the techniques of the ‘witness case’ and the ‘extension of the effects of the judgment’. Improve and make more flexible the simplified procedure and, in particular, exclude hearings where not necessary, and allow for the provision of oral sentences. On a transitional basis, while the effects of the measures taken to contain COVID-19 remain, the question arises as to whether ‘collective action’ is to be given to trade unions and associations to challenge certain decisions and to extend the administrative

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	remedies on contracts affected by the measures against the coronavirus.
Main measures proposed in the labor order	<ol style="list-style-type: none"> 1. Reforms in procedural material such as: <ol style="list-style-type: none"> a. extension of limitation periods in pre-trial mediation or conciliation, b. carrying out conciliation and trial events in two different calls; c. to generalise the telematic communication of the courts with the mediation services, FOGASA or organs of the administration d. Enhancing the delivery of oral rulings. 2. Introduce written response to social security processes. 3. With regard to temporal suspension of employment, amendments are proposed to facilitate challenges under the procedural mode of collective disputes. 4. Consider dismissal procedures as a matter of urgency. 5. Increase in the minimum amount of an appeal to EUR 6,000 6. Changes to the requirement of taxation in order to have access to the appeal, or that judgment by solving challenges to the temporal suspension of employment are not subject to appeal or, where appropriate, of ordinary appeal.