Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulation of:

5 December 2023 [shall come into force on 1 January 2024].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 585

Adopted 20 September 2022

**By-laws of the Court Administration**

*Issued pursuant to*

*Section 16, Paragraph one of the State Administration Structure Law*

**I. General Provisions**

1. The Court Administration is an institution of direct administration which is subordinate to the Minister for Justice.

2. The purpose of the operation of the Court Administration is to provide support for the efficient work and development of district (city) courts and regional courts (hereinafter – the court), provide support for the work and development of other authorities in the justice sector, and also, in the cases and in accordance with the procedures laid down in legal acts, provide the State ensured legal aid (hereinafter – the legal aid) and disbursement of compensations to victims.

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**II. Functions, Tasks, and Rights of the Court Administration**

3. The Court Administration shall have the following functions:

3.1. to organise and ensure the administrative work of courts and also to organise and ensure the administrative work in the institutions subordinate to the Ministry of Justice in accordance with the procedures and to the extent laid down in the internal legal acts in the field of administrative activities of institutions;

3.2. to ensure the operation and development of the State information systems managed or held by the Court Administration and the operation of the Register of Forensic Experts;

3.3. to ensure the administrative work of the Council of Forensic Experts and judicial self-government bodies;

3.4. to manage the funds intended for legal aid;

3.5. to manage the funds intended for State compensations to victims and also provide informative support to victims of crimes.

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4. For the purpose of ensuring the performance of functions, the Court Administration shall carry out the following tasks:

4.1. carry out the tasks specified in the law On Judicial Power;

4.2. maintain and improve the Court Information System, the State Unified Computerised Land Register, the Register of Enforcement Cases, the Electronic Insolvency Accounting System, the Register of State Ensured Legal Aid, and the State Compensation Register;

4.3. ensure the public accessibility of the services provided in the State information systems managed or held by the Court Administration;

4.4. develop and implement projects for the development of the court system and State information systems managed or held by the Court Administration;

4.5. may delegate the planning and provision of training for judges and court employees;

4.6. provide support to courts for communication with the public and implement information measures;

4.7. ensure the accounting of State fees to be paid for the activities performed in court;

4.8. ensure the accounting of State fees to be paid for the submission of an enforcement document to a sworn bailiff for enforcement;

4.9. provide an opinion on the reimbursement of funds in the cases specified in Annex to this Regulation, reimburse or divert funds;

4.10. provide courts with the services necessary for their work;

4.11. in cooperation with the Ministry of Justice, ensure the analysis and planning of court operations;

4.12. prepare and submit to the Ministry of Justice reports, proposals, and recommendations concerning the situation in courts and also the funding from the State budget necessary for the implementation of the measures envisaged in legal acts and policy planning documents and the carrying out of the tasks of the institution;

4.13. maintain the Register of Forensic Experts;

4.14. ensure the administrative work of the Judges’ Conference;

4.15. ensure auctions for the sale, lease, or rent of a property of a public entity (including property transferred under the possession or holding of an institution or capital company) and also auctions for the sale, lease, or rent of a property of legal persons governed by private law in accordance with the legal acts governing the activities to be performed on the website of electronic auctions;

4.16. [5 December 2023];

4.17. disburse the funds intended for legal aid;

4.18. enter into legal aid contracts with persons who may act as legal aid providers in accordance with the State Ensured Legal Aid Law and assign them to provide legal aid;

4.1.19. disburse State compensations to victims;

4.20. ensure the operation of the helpline 116006 “Helpline for Victims of Crime” by entering into a delegation contract and implementing functional supervision;

4.21. ensure the recovery of State budget funds disbursed for legal aid and State compensations in the cases and in accordance with the procedures laid down in legal acts;

4.22. implement any other tasks laid down in the external legal acts.

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5. The Court Administration has the right to provide paid services.

**III. Structure of the Court Administration and Competence of the Officials Thereof**

6. Work of the Court Administration shall be managed by the director of the Court Administration. The director of the Court Administration shall be appointed to and dismissed from the position by the Minister for Justice.

7. The director of the Court Administration may have deputies. The competence and responsibility of the deputy directors of the Court Administration shall be determined by the director of the Court Administration.

8. The units of the Court Administration are departments, department divisions, independent divisions, and sectors, if such are established. Functions and tasks of the units of the Court Administration shall be determined by the director of the Court Administration.

**IV. Ensuring the Rule of Law of the Operation of the Court Administration and Reporting on the Operation of the Court Administration**

9. The rule of law of the operation of the Court Administration shall be ensured by the director of the Court Administration.

10. Decisions and actual actions of the director of the Court Administration may be contested before the Ministry of Justice. The decision of the Ministry of Justice may be appealed before a court.

11. The Court Administration shall prepare and submit to the Minister for Justice an annual report on the performance of the functions of the Court Administration and the use of the funds allocated from the State budget to the Court Administration.

**V. Closing Provisions**

[*5 December 2023*]

12. Cabinet Regulation No. 589 of 30 September 2014, By-laws of the Court Administration (*Latvijas Vēstnesis*, 2014, No. 196; 2018, No. 157), is repealed.

13. Cabinet Regulation No. 869 of 15 November 2005, By-laws of the Legal Aid Administration (*Latvijas Vēstnesis*, 2005, No. 186), is repealed.

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14. In ensuring the operation of the helpline 116006 “Helpline for Victims of Crime”, the Court Administration shall, as the successor in title of the Legal Aid Administration, be bound by the contract entered into with the association Skalbes.

[*5 December 2023*]

**Informative Reference to European Union Directive**

[*5 December 2023*]

The Regulation includes the legal norms arising from Directive 2012/29/EU of the European Parliament and of the Council of 25 October 2012 establishing minimum standards on the rights, support and protection of victims of crime, and replacing Council Framework Decision 2001/220/JHA.

Prime Minister A. K. Kariņš

Deputy Prime Minister, Minister for Justice J. Bordāns

**Annex**

Cabinet Regulation No. 585

20 September 2022

**Competence of the Court Administration in the Reimbursement and Diversion of Funds**

1. The Court Administration shall, upon request, provide an opinion on the reimbursement of the paid State fee and fine imposed by the court if:

1.1. a person has incorrectly paid the State fee;

1.2. a person has overpaid or incorrectly paid the fine imposed by the court;

1.3. a complaint, application, or request for corroboration of a person has not been submitted to the court;

1.4. an enforcement document has not been submitted to a sworn bailiff for enforcement;

1.5. a person has withdrawn an application or complaint submitted to the court before the issue of the following has been decided:

1.5.1. the acceptance of the application or complaint and initiation of a case;

1.5.2. the refusal to accept the application or complaint;

1.5.3. leaving the application or complaint not proceeded with.

2. The Court Administration shall, upon request and in accordance with a court ruling (if such is provided for in legal acts), reimburse the payment made from the account opened for the Court Administration with the Treasury if:

2.1. a person has overpaid or incorrectly made a payment;

2.2. a complaint, application, or request for corroboration of a person has not been submitted to the court;

2.3. a person has withdrawn an application or complaint submitted to the court before the issue of the following has been decided:

2.3.1. the acceptance of the application or complaint and initiation of a case;

2.3.2. the refusal to accept the application or complaint;

2.3.3. leaving the application or complaint not proceeded with.

3. The Court Administration shall, on its own initiative, upon request, and in accordance with a court ruling (if such is provided for in legal acts), divert the incorrectly made payment from the account opened for the Court Administration with the Treasury to the appropriate account.