Public Authority	Courts of Justice
Description of the department/directorate/entity's structure	The Court of Justice is divided into three Directorates: the Civil Courts Directorate, the Criminal Courts Directorate and the Support Services Directorate.
	For more information please refer to:
	https://justice.gov.mt/en/COJ/Pages/Law_Courts.aspx
Description of the department/directorate/entity's	The Court of Justice is divided into three Directorates: the Civil Courts Directorate (Civil
functions and responsibilities	<i>Courts and Tribunals), the Criminal Courts Directorate (Criminal Courts and Tribunals)</i>
	and the Support Services Directorate (Administration : Finance, Human Resources,
	Operations and Legal Services).
General description of the categories of documents the	Judicial Files (including judgements) and Administrative Files.
department/directorate/entity holds (including exempt	Human resources files include: employee files and applications for calls for applications.
documents)	All applications of candidates who did not obtain the post are retained for a period of one
	year subsequent to the validity period of the relevant call for applications.
Description of all manuals and similar types of	
documents which contain policies, principles, rules or	The Public Administration Act and the PSMC apply.
guidelines in accordance with which decisions or	
recommendations are made in respect of members of	
the	
public (including bodies corporate and employees of	
the public authority in their personal capacity)	
Statement of the information that needs to be available	FOI Officer
to members of the public who wish to obtain access to official documents from the	Courts of Justice, Republic Street, Valletta, VLT 1112 25902335/25902536
	foia.courts@gov.mt
public authority, which statement shall include particulars of the officer or officers to whom requests	
for such access should be sent	
Details of Internal Complaints Procedure	An applicant whose request for information is refused, or who is otherwise not satisfied
	with the information provided, its format or the extension of the deadline for the
	submission of the notification indicating whether a request would be met or not, may
	address a complaint to the Courts of Justice.

	The complaint should be addressed to the Director General. He will review the complaint with the help of the Directors who are responsible for the respective complaint. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta). The officer responsible shall inform the applicant of the decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Ministry, and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.
Other Information	Working Hours- 1 October-15 June 07.45-16.30   16 June-30 September 07.30-13.30
	Request and Internal Complaints can be forwarded to the generic e-mail of the Freedom of Information officer at the Courts of Justice or by using the online form or via e-ID through the FOI portal www.foi.gov.mt.
	Address: Courts of Justice, Republic Street, Valletta, VLT 2000.
	Payments can be made in cash or by cheque to the Director General, Courts of Justice in the following address: Office of the Director General, Courts of Justice, Republic Street,

	Valletta, VLT 2000.
Public Authority Contact Details	Courts of Justice Courts of Justice, Republic Street, Valletta, VLT 1112
	Website: <u>courts.gov.mt</u>
	MJCL FOI Website: <u>https://justice.gov.mt/en/ministry/Pages/Freedom-of-</u> Information.aspx