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| <b>Public Authority</b>   | Courts of Justice   |
| <b>Description of the department/directorate/entity's structure</b>   | <i>The Court of Justice is divided into three Directorates: the Civil Courts Directorate, the Criminal Courts Directorate and the Support Services Directorate.<br/>For more information please refer to:<br/><a href="https://justice.gov.mt/en/COJ/Pages/Law_Courts.aspx">https://justice.gov.mt/en/COJ/Pages/Law_Courts.aspx</a></i>             |
| <b>Description of the department/directorate/entity's functions and responsibilities</b>  | <i>The Court of Justice is divided into three Directorates: the Civil Courts Directorate (Civil Courts and Tribunals), the Criminal Courts Directorate (Criminal Courts and Tribunals) and the Support Services Directorate (Administration : Finance, Human Resources, Operations and Legal Services).</i>   |
| <b>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</b>  | <i>Judicial Files (including judgements) and Administrative Files.<br/>Human resources files include: employee files and applications for calls for applications.<br/>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.</i> |
| <b>Description of all manuals and similar types of documents which contain policies, principles, rules or 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)</b> | <i>The Public Administration Act and the PSMC apply.</i>  |
| <b>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</b>                                   | FOI Officer<br>Courts of Justice, Republic Street, Valletta, VLT 1112<br>25902335/25902536<br><a href="mailto:foia.courts@gov.mt">foia.courts@gov.mt</a>  |
| <b>Details of Internal Complaints Procedure</b>   | <i>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.</i>                               |



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|   | Valletta, VLT 2000.   |
| <b>Public Authority Contact Details</b> | Courts of Justice<br>Courts of Justice, Republic Street, Valletta, VLT 1112<br><br>Website: <a href="http://courts.gov.mt">courts.gov.mt</a><br><br>MJCL FOI Website: <a href="https://justice.gov.mt/en/ministry/Pages/Freedom-of-Information.aspx">https://justice.gov.mt/en/ministry/Pages/Freedom-of-Information.aspx</a> |