

## ENTERING DATA IN JURIFAST

### 1. GENERAL INFORMATION

To allow for maximum accessibility, the documents should be entered in PDF format, ensuring that the authorisation to copy or extract the content is maintained in the document protection options<sup>1</sup>.

Members will be systematically informed by e-mail whenever the "save" button is clicked on the case addition or modification screen. This button should therefore only **be pressed when all of the content has been entered** to avoid sending more than one alert for the same case.

### 2. SUMMARIES

#### 2.1. FORMAL ASPECTS

These summaries should be presented in a uniform manner to make them easier to consult by other readers.

The following guideline should be applied:

[Member state] – [Jurisdiction] – [Decision reference] – [Decision date]

[Subject (identical to the "subject" section below)]

Optional: [identification of the parties]

[Text of the summary]

A commonly employed font should be used, preferably "Times New Roman".

#### 2.2. CONTENT

In view of the target audience, namely one which is normally interested and well-informed but often faced with multiple information sources, the following recommendations apply:

---

<sup>1</sup>Documents entered in Word format cannot be read by all users but documents in PDF format can be read using the Adobe Reader software which is downloadable free of charge. However, in order to facilitate translation, a version in Word format must always be sent to the following address : [jurifast@aca-europe.eu](mailto:jurifast@aca-europe.eu). For any questions concerning the printing of documents in PDF format, please contact [christophe.stassart@aca-europe.eu](mailto:christophe.stassart@aca-europe.eu).

**2.2.1. Limit the volume** of texts to arouse the readers' interest without burdening them with what is probably superfluous information, particularly by:

2.2.1.1. only mentioning the decisions issued by the courts including appeals or other courts in as far as this is necessary to understand the case ;

2.2.1.2. leaving out any information which is presumed to be known by visitors to the website, for example cases in which a preliminary question can or may be submitted;

2.2.1.3. only mentioning references to national law in as far as this is useful for most readers (nationals will find further details in the decision, containing the full text).

Experience has shown that except in special circumstances it is perfectly possible to keep to summaries of **a maximum of 300 words** (not including the possible preliminary question).

**2.2.2. Use suitable language**

Most recipients of the summaries consult them in a language which they only use as their second language. With this in mind you should use only day-to-day language and short sentences.

On this point, you should avoid abbreviations other than those commonly used in the European Union such as CJEU, EU, etc., unless their meanings are explained in the summary.

**2.2.3.** If possible, avoid referral to "paper version only" references

These summaries are usually consulted online and the reader does not always have the necessary "paper" documents at hand to be consulted. With this in mind, it is a good idea to provide **hypertext links**(web links) in the summary, providing immediate access to these sources.

### 3. ADDING A NEW CASE

On JuriFast's homepage, click the window providing access to the "Logon" module

Reserved to member jurisdictions

Reserved to member jurisdictions

Login

Password

**LOGIN**

After entering the login and password, click on "Login": if you are not on the following screen:

*Last decisions transmitted*

**Consult latest decisions**

Click on "Add"

**Home**    1703 documents    **Add**

*Last decisions transmitted*

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [>](#) [>>](#)

You then reach the data entry screen:

*Add / Modify a file*

**Type of decision**

Preliminary question     Without preliminary reference

The "Decision without preliminary reference" box is activated by default.

If this is a case with a preliminary question, click on "Preliminary question"

**Type of decision**

Preliminary question  Without preliminary reference

The State and jurisdiction will be displayed based on the login.

If this data does not match that which you want to enter, click on the desired State and enter the jurisdiction concerned.

Enter the decision date:

**Date of the decision**

▼ ▼ ▼

DOMAIN

Click on the domain which best matches the decision. If you cannot find a satisfactory domain, don't enter anything

**Domain**

▼

INTERNAL NUMBER

**Internal number**

ECLI NUMBER

The ECLI number (European Case Law Identifier) should be entered in the next box. Please ensure that you enter this number in full, which must always begin with "ECLI:".

**ECLI Number**

SUBJECT (the question dealt with)

Complete the section (**50 words maximum**).

Unless this is necessary to make it easier to understand the subject, do not mention references to Union law (this information will already be contained in the links)

### Subject in French

### Subject in English

### COMMENTS

#### Comments

This zone should be used economically and must be written in a manner likely to be understood in both English AND in French.

FULL TEXT: Click "Browse" –browse to the text (in pdf format) on your computer - Click "Open".

#### Full text (PDF file only)

 

SUMMARY: click "Browse" - browse to the text (in pdf format) on your computer - click "Open". If there is no summary yet, don't do anything, the wording "No summary yet" will appear automatically.

#### Summary in French (PDF file only)

 

#### Summary in English (PDF file only)

 

*Remember: **do not press** the "Save" button on this page before having entered all of the provisions of European Union law.*

PROVISIONS OF EUROPEAN UNION LAW:

Click "Add":

**Provision(s) of European Union law** [Add](#)

*You will be taken to another page:*

**Type of provision**

**Year**

**Number**

**Import**

**Title of the provision in English**

**Title of the provision in French**

**Article(s)**

**Save** **Cancel**

**Type of the provision (Celex terminology)**

**Year of the provision**

**Number of the provision or article of the treaty**

Click on "Import" to get the title from the website of the European Union

**Concerned article(s) of the provision**

TYPE OF PROVISION: scroll down and click on the type of provision concerned

**Type of provision**

NOTE : there is also the possibility to enter rulings from the European Court of Justice here which are mentioned in the summary

YEAR : click on the year concerned:

**Year**

- For the Treaty on the Functioning of the European Union (TFEU), click on the consolidated Lisbon version– 2008
  - For the Treaty establishing the European Community (TEC), click on the consolidated Nice version – 2002
  - For the Charter of Fundamental Rights of the European Union, click on 2007
- NUMBER:

**Number**

Enter THREE figures if this is an article of the TFEU, of the TEC or of the Charter of Fundamental Rights of the European Union (possibly preceded by one or two zeros).

Enter FOUR figures for the reference number of another provision (possibly preceded by one, two or three zeros).

Click on "Import"

**Import**

The title of the treaty or provision concerned is imported in both languages.

ARTICLE(S)

**Article(s)**

State the number or numbers of the article, **except** for treaties and for the Charter of Fundamental Rights, as this information is already provided by the "number" information above. Please note: as this information must be understood in both French and English, it is better to write "&" for example instead of "and" or "par." instead of paragraph.

Click on

**Save**

which **saves** the European law data, returning to the previous screen. If you need to mention another provision of European law, click on "add" once again

and proceed as before

For a case with a preliminary question, if the case number is known, you should enter it here:

Year  No

The case number must include four figures (it should therefore be preceded by as many zeros as are unnecessary)

This information, accompanied by the date on which the ruling was issued, makes it possible to enter this ruling in the case file.

Save

You must confirm that you wish to save the file:



Are you sure you want to save this file ?

Oui

Non

## 4. MODIFICATION

### 4.1. MODIFICATIONS - GENERAL INFORMATION

Find the decision to be modified.

Once you have found it, click on the window providing access to the "Logon" module.

Reserved to member jurisdictions



*Add/Modify a national final decision*

**State**  
 Belgium (FR) ▼

**Jurisdiction**  
 Conseil d'Etat

**Date of the decision**  
 ▼ ▼ ▼

**Internal number**

**ECLI Number**

**Full text (PDF file only)**  
 Parcourir...

**Summary in French (PDF file only)**  
 Parcourir...

**Summary in English (PDF file only)**  
 Parcourir...

**Summary in national language (PDF file only)**  
 Parcourir...

Member state of the jurisdiction

Jurisdiction which took the decision

Date of the national decision

Number of the decision assigned by the national jurisdiction

European Case Law Identifier, see Council conclusions (2011/C 127/01)

Join the full text of the decision

Join the summary of the decision in French

Join the summary of the decision in English

Join the summary of the decision in national language

**Save** **Cancel**

When the data has been entered, click on "Add", which will take you back to the previous screen. You then need to click on "Save".



You must confirm that you wish to save the file :

 Are you sure you want to save this file ?