



Bundesverwaltungsgericht



**Seminar organized by the Federal Administrative Court of
Germany and ACA-Europe**

**Harmonising Administrative Legal Documentation in
Europe**

Leipzig, 10-12 March 2021

Questionnaire



Seminar co-funded by the «Justice » program of the European Union

Questionnaire on Documentation by ACA members

This questionnaire addresses the documentation units or departments of ACA Europe member courts ("ACA members" as follows). We want to find out how documentation units of ACA members are organised and which rules apply to the documentation of court decisions and other legal content.

It is essential not only for judges but also for practitioners to have access to court decisions. Therefore the questionnaire also contains two sections on external and internal legal information systems ("LIS" as follows), where court decisions and other legal contents are published. Presumably, the way LIS are structured and who operates them (e.g. state monopoly, private company, PPP) varies considerably from one Member state to another. The questions in the respective section may therefore not fully apply to your national system(s). Please keep this in mind and interpret the questions so that they apply best to your system(s).

The last three sections of the questionnaire are dedicated to judicial cooperation between ACA members in the further dissemination of legal content, to our proper ACA Europe database "JuriFast" and to the new European database for preliminary procedures "Judicial Network of the European Union" (JNEU). In this regard it is very interesting to know how the different ACA members use the databases and which improvements they suggest. This is especially true against the background that the ECJ wants to expand its databases.

When all the answers have been received, we should have a clear picture about ACA member's documentation units, their structure, their competences, their work. Maybe we can even distinguish between different types of documentation units.

The results will also enable us to find out what ACA documentation units already have in common or if there are common goals among ACA members when it comes to documentation. Do we encounter similar difficulties which we could tackle together, do we lack tools which we could develop together? How can we learn from each other? Which challenges do we see for the work of documentation units in the future? And last but not least, how do we keep relevant for those who use our documentation services?

The results of this questionnaire will be presented and discussed at the ACA Europe seminar "Harmonising Legal Documentation in Europe?" at the Federal Administrative Court in Leipzig from April 22 to 24, 2020.

If you have any questions, please contact the following e-mail address, quoting the question number: acadocumentation@bverwg.bund.de (<mailto:acadocumentation@bverwg.bund.de>)

Thank you in advance for your time and effort!

Please note:

The printed version was automatically generated from the online questionnaire.

You can find the online questionnaire at the following address:

<http://survey.bverwg.de/survey/index.php/955912?lang=en> (<http://survey.bverwg.de/survey/index.php/955912?lang=en>)

General questions

In the following section we ask you some general questions about your institution, e.g. in which country it is located and which legal areas your institution is responsible for.

For which institution do you answer this survey? *

Please write your answer here:

What is your position? Please name the field of work (e.g. documentation unit or library) and your specific task (e.g. documentalists or lawyer). *

Field of Work

Task

In which country is your institution located? *

Please write your answer here:

Which areas of law is your institution ultimately responsible for? Please select the appropriate answers. *

Please choose **all** that apply:

Administrative law

Constitutional law

Tax law

Social law

Other:

For the purpose of this questionnaire “administrative law” is defined as the organisation, powers, duties, and functions of public authorities of all kinds engaged in administration; their relations with one another and with citizens and nongovernmental bodies; legal methods of controlling public administration; and the rights and liabilities of officials, e.g. police law, environmental law, asylum law.

How many organisational units (e.g. panels, chambers) deal with administrative law? *

Please write your answer here:

For the purpose of this questionnaire “administrative law” is defined as the organisation, powers, duties, and functions of public authorities of all kinds engaged in administration; their relations with one another and with citizens and nongovernmental bodies; legal methods of controlling public administration; and the rights and liabilities of officials, e.g. police law, environmental law, asylum law.

Does your institution also have the task of advising the Government (Council of State)? *

Please choose **only one** of the following:

Yes

No

Your institution advises the government. What are your tasks as Council of State? *

Please choose **all** that apply:

- Government advice on draft legislation
- Government advice on ordinances
- Advise the Government on international agreements that the Government would like to conclude
- Review of legislative proposals from the middle of Parliament
- Matters on which the Government deems it necessary to consult the Council
- Other matters required by an Act/the Constitution

You advise the Government on matters, where it deems it necessary to consult the Council. Please provide examples on the basis of your experience. *

Please write your answer here:

You advise the government in other matters required by an Act/the Constitution. Please provide examples. *

Please write your answer here:

Documentation of administrative case law, literature and other documents or pieces of information

In the following section we ask you some general questions about the documentation activities of your institution. Please answer the questions as far as possible for your institution as a whole. If the answers given do not apply to you, please use the "other" field and explain how documentation is provided in your institution.

For the purpose of this questionnaire, **documentation** is understood as follows: The documentation collects information about a print document (e.g. judgement, article in a legal magazine) or a digital piece of information (e.g. articles from websites, blog entries). This may include on the one hand **objective, formal information** (e.g. author, publishing date) and on the other hand **information about the content of the document or piece of information** (e.g. headnote of a judgement, subject area of a legal article). The information thus obtained makes the document/piece of information easily accessible and usable.

However, for the purpose of this questionnaire documentation **does not include justice administration processes such as case management systems, electronic filing or the work of registries.**

What do you document? (Check all that apply.) *

Please choose **all** that apply:

- Decisions in court proceedings (e.g. judgments, decisions that are not judgments)
- Advice/recommendations of a Council of State
- Literature (e.g. articles from judicial magazines, monographs, articles from websites)
- Other

You will be asked more detailed questions about all the answer options you can select above as the survey progresses. If, for example, you do not state here that you are also documenting literature, e.g. legal articles, you will not be able to provide any further information in the further course of the survey. Please select "Other" if none of the above answers applies to you, but you do document legal information in your institution.

Please specify which other documents or content you document. *

Please answer the question only if you selected "Other" in the previous question.

Please write your answer here:

Metadata is structured data that provides information about other data. They can be used to describe the content and/or form of the other data. Do you agree with this definition? *

Please choose **only one** of the following:

Yes

No

You disagree with the statement. Please define what you mean by metadata. *

Please answer the question only if you selected "No" in the previous question.

Please write your answer here:

In your documentation system, do you distinguish between formal metadata (related to the external appearance of the document, e.g. file reference, decision date) and content metadata (refers to the content of the decision)? *

Please choose **only one** of the following:

Yes

No

Which of the following pieces of information do you define as formal metadata? (Check all that apply.) *

Please choose **all** that apply:

- Author
- Date (e.g. decision or publishing date)
- Publisher (e.g. court or publishing house)
- Identifier (e.g. ECLI, file number, document ID)
- Type of document (e.g. decision, article, act)
- Language
- Title
- Version
- Relation to other documents
- Coverage (e.g. country)
- Access and exploitation rights
- Other:

Do you assign formal and content-related metadata for documents or digital pieces of information? *

Please choose the appropriate response for each item:

	Yes	No
Formal metadata (e.g. decision date, author)	<input type="radio"/>	<input type="radio"/>
Content-related metadata (e.g. keywords, legal provisions on which a decision is based)	<input type="radio"/>	<input type="radio"/>

At this stage, please do not differentiate between decisions, recommendations, literature or other and answer the question in general.

Who assigns formal metadata, employees of your institution or an external service provider? (Check all that apply.) *

Please answer the question only if you assign formal and content metadata.

Please choose **all** that apply:

- Staff of the institution
- External agent(s) on behalf of the institution

You indicated that external agent(s) assign formal metadata on behalf of the institution. Who do they work for? (Check all that apply.) *

Please answer the question only if you selected "External agent(s)" in the previous question.

Please choose **all** that apply:

- Another court
- Another public institution (e.g. library, Ministry of Justice, public agency)
- Private company
- As freelancer
- Other:

You indicated that external agent(s) assign formal metadata on behalf of your institution. Do they do this on a main or a part-time basis? *

Please answer the question only if you selected "External agent(s)".

Please choose **only one** of the following:

- Main job
- Part-time job
- Other:

Do you assign formal metadata on a manual or automated basis? *

Please answer the question only if you assign formal metadata.

Please choose **only one** of the following:

- Manually
- On an automated basis
- Both
- Other:

Why do you assign formal metadata manually and on an automated basis? (Check all that apply.) *

Please answer the question only if you selected "Both" in the previous question.

Please choose **all** that apply:

Automated recording is not yet completely possible

Organisational reasons

For reasons of control or quality assurance

Other:

Who assigns content metadata in your institution? (Check all that apply.) *

Please answer the question only if you assign formal and content metadata.

Please choose **all** that apply:

Staff of the institution

External agent(s) on behalf of the institution

You indicated that external agent(s) assign content metadata on behalf of your institution. Who do they work for? (Check all that apply.) *

Please answer the question only if you selected "External agent(s)" in the previous question.

Please choose **all** that apply:

Another court

Another public institution (e.g. library, Ministry of Justice, public agency)

Private company

As freelancer

Other:

You indicated that external agent(s) assign content metadata on behalf of your institution. Do they do this on a main or on a part-time basis? *

Please answer the question only if you selected "External agent(s)".

Please choose **only one** of the following:

Main job

Part-time job

Other

Do you have any experience with automated assignment of content metadata? *

Please choose **only one** of the following:

- Yes (please share your experiences with us in the comment field)
- No

Make a comment on your choice here:

Do you record formal and content metadata separately, i.e. in different work steps and/or by different persons? (Check all that apply.) *

Please choose **all** that apply:

- Yes, in separate work steps
- Yes, by different persons
- No

Other:

Have the persons documenting in your institution completed a law degree? (If some of them have and others have not, please select both answers.) *

Please choose **all** that apply:

- Yes, they are trained lawyers
- No, they do not have a law degree

Other:

You indicated that non-lawyers perform documentation activities in your institution. What qualifications do these people have? (Check all that apply.) *

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

With higher education degree in

...

Trained in ...

Other:

You indicated that trained lawyers perform documentation activities in your institution. Are they judges?

Please choose **only one** of the following:

Yes

No

How many persons perform documentation activities in your institution? (Please enter a number.) *

Please write your answer here:

Please give us only the number of persons who document judgements, legal articles, statements of Councils of State etc. The question does not refer to justice administration activities such as electronic filing, case management or registry. Please estimate the number if necessary.

How many full-time posts does the above mentioned number correspond to? (Please enter a number, decimal places are allowed.)

Please write your answer here:

Please estimate the number if necessary.

Are foreign language skills — beyond your official languages — compulsory for documentalists in your institution? *

Please choose **only one** of the following:

- Yes
 No

Which foreign languages do you require? Please name the languages in the comment field. *

 Comment only when you choose an answer.

Please choose all that apply and provide a comment:

<input type="checkbox"/> 1. language	
<input type="checkbox"/> 2. language	
<input type="checkbox"/> 3. language	
<input type="checkbox"/> 4. language	

What language level referring to the Common European Framework of Reference for Languages (CEFR) do you require for documentalists?

Please answer the questions only if you have specified one or more languages.

Please choose the appropriate response for each item:

	A1	A2	B1	B2	B3	C1	C2	individual, not CEFR
1. language	<input type="radio"/>							
2. language	<input type="radio"/>							
3. language	<input type="radio"/>							
4. language	<input type="radio"/>							

You indicated that external agent(s) perform documentation activities for your institution. What is the annual budget of your documentation unit/department in Euro? *

Only numbers may be entered in this field.

Please write your answer here:

You indicated that external agent(s) perform documentation activities for your institution. Do you award the contract by means of an external call for tenders? *

Please choose **only one** of the following:

Yes

No

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

External legal information systems

In the following section we ask you questions about external legal information systems. For the purpose of this survey, an "external legal information system" means an information system that provides legal information (such as decisions of your national courts, legal essays/articles and/or national legal provisions), that primarily relates to the national law of your country, that is accessible (also) from outside your institution and is intended for use by external persons. We assume that these information systems are digital. If not, please describe your analog system at the end of this section.

Presumably, the way those systems are structured and who operates them (e.g. state monopoly, private company or PPP) varies considerably from one Member state to another. Please keep this in mind and interpret the questions and answers so that they apply best to the information system(s) in your country.

In your country, do you have one or several external legal information systems?

Please choose **only one** of the following:

- Yes, one (Please continue with the block "Only one external information system".)
- Yes, several (Please continue with the block "Several external information systems".)
- None (Please continue with the block "Internal information system".)

Only one external information system

Please state the name of the system.

Please write your answer here:

What content is provided by the information system? (Check all that apply.)

Please choose **all** that apply:

- Judgments and other decisions
- Advice/recommendations by a Council of State
- Literature (articles, monographs, commemorative publications ...)
- Statements or reports (e.g. by associations, national parliaments, etc.)
- Other:

Is the system provided for a fee or free of charge? *

Please choose **only one** of the following:

- Free of charge
- Fee-based
- Both, depending on the chosen subscription or contract
- Other

Who operates the system?

Please choose **only one** of the following:

- Run by the state
- Run by a private operator on behalf of the state
- Run by a private operator (without state influence)
- Unsure

Other

Does the system provide content in full text? (Multiple selection, please select as appropriate.) *

	Yes (always full text)	No, only extracts	Full text against payment	Is not provided	I do not know
Court decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliaments, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the external legal information system use metadata you assigned? *

Please choose **only one** of the following:

Yes, for the whole content

Yes, for the content free of charge

Yes, for the fee-based content

No

Unsure

Other

Does the system provide for a search function? *

Please choose **only one** of the following:

Yes

No

Does the search function allow to search for *

Please answer the question only if you selected "Yes" in the previous question.

Please choose the appropriate response for each item:

	Yes	Uncertain	No
Full text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Author	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title (e.g. of a legal magazine, a legal essay/article)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File reference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pendency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Document reference of the information system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Document type (e.g. judgment, legal essay/article)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ECLI (European Case Law Identifier)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision name (e.g. for the ECJ: "Cassis de Dijon")	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search within important components of a decision (e.g. headnote, guiding principles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal norm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citation of case-law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time range	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does the system offer a sorting function for the hits (e.g. by topicality or decision date)? *

Please choose **only one** of the following:

- Yes
- No

Can the institution for which you are responding have a say in the search functions of the external information system? *

Please answer the question only if the system has a search function.

Please choose **only one** of the following:

- Yes, the documentation department/unit
- Yes, the court itself - please briefly state in the comment field who has a say in the process
- Co-determination in some cases - please elaborate in the comment field
- No

Make a comment on your choice here:

Several external information systems

Please name the most important legal information systems in your country. (Please enter the name in the comment field.)

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

<input type="checkbox"/>	
1.	<input type="text"/>
<input type="checkbox"/>	
2.	<input type="text"/>
<input type="checkbox"/>	
3.	<input type="text"/>
<input type="checkbox"/>	
4.	<input type="text"/>
<input type="checkbox"/>	
5.	<input type="text"/>

You can specify up to 5 information systems.

Is legal information divided between different information systems (e.g. one system for court rulings, one system for legal magazines and essays/articles)? *

Please choose **only one** of the following:

- Yes
 No

Are the systems subdivided according to jurisdiction or document types? *

Please choose **only one** of the following:

- According to jurisdiction (e.g. database for public law, database for criminal law)
 According to type of document/information (e.g. database for court rulings, legal literature, parliamentary documents)

Other

Which content do the legal information systems provide? (Check all that apply.)

	Judgments and other decisions	Advice/recommendations by a Council of State	Literature (e.g. legal articles, monographs, commemorative publications)	Statements or reports (e.g. by associations, national parliaments)	Does not apply
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For each legal information system, there is one line (1.-5.) available. Please indicate for each system separately which contents are made available (multiple choice possible). If you have less than five legal information systems, please select "Does not apply" in the empty lines.

Are the systems provided for a fee or free of charge? *

Please choose the appropriate response for each item:

	Free of charge	Fee-based	Both, depending on the chosen subscription or contract	Does not apply
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Who operates the systems?

Please choose the appropriate response for each item:

	Run by the state	private operator on behalf of the State	private supplier (freely active in the market)	unsure
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does the system "1." provide content in full text? (Multiple selection, please select as appropriate.) *

	Yes (always full text)	No, only extracts	Full text against payment	Is not provided	I do not know
Court decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliaments, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the system "2." provide content in full text? (Multiple selection, please select as appropriate.) *

	Yes (always full text)	No, only extracts	Full text against payment	Is not provided	I do not know
Court decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliaments, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the system "3." provide content in full text? (Multiple selection, please select as appropriate.) *

Answer was at question '49 [Ext1Mehr01]' (Please name the most important legal information systems in your country. (Please enter the name in the comment field.))

	Yes (always full text)	No, only extracts	Full text against payment	Is not provided	I do not know
Court decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliaments, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the system "4." provide content in full text? (Multiple selection, please select as appropriate.) *

	Yes (always full text)	No, only extracts	Full text against payment	Is not provided	I do not know
Court decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliaments, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the system "5." provide content in full text? (Multiple selection, please select as appropriate.) *

	Yes (always full text)	No, only extracts	Full text against payment	Is not provided	I do not know
Court decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliaments, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which search functions do the systems support?

	1.	2.	3.	4.	5.	All systems support the function.
Full text	<input type="checkbox"/>					
Author	<input type="checkbox"/>					
Title (e.g. of a legal magazine, a legal essay/article)	<input type="checkbox"/>					
File reference	<input type="checkbox"/>					
Pendency	<input type="checkbox"/>					
Date of issue	<input type="checkbox"/>					
Document reference of the information system	<input type="checkbox"/>					
Document type (e.g. judgment, legal essay/article)	<input type="checkbox"/>					
ECLI (European Case Law Identifier)	<input type="checkbox"/>					
Decision date	<input type="checkbox"/>					
Decision name (e.g. for the ECJ: "Cassis de Dijon")	<input type="checkbox"/>					
Court	<input type="checkbox"/>					
Search within important components of a decision (e.g. headnote, guiding principles)	<input type="checkbox"/>					
Legal norm	<input type="checkbox"/>					
Subject area	<input type="checkbox"/>					
Citation of case-law	<input type="checkbox"/>					
Time range	<input type="checkbox"/>					

Do the legal information systems offer a sorting function for the hits (e.g. by topicality or decision date)? *

Please choose the appropriate response for each item:

	Yes	No	Does not apply
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Can the institution for which you are responding have a say in the search functions of the external information systems? *

Please choose the appropriate response for each item:

	Yes, the documentation in the department/uniprocess	Yes, the court itself - please briefly state in the comment field who has a say in the process	Co-determination in some cases - please elaborate in the comment field	No	Does not apply
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The court can influence the search functions in the system "1." Please explain who has a say and/or in which cases it is used. *

Please answer the question only if you selected "Yes, the court itself" or "Co-determination in some cases" in the previous question for system 1.

Please write your answer here:

The court can influence the search functions in the system "2." Please explain who has a say and/or in which cases it is used. *

Please answer the question only if you selected "Yes, the court itself" or "Co-determination in some cases" in the previous question for system 2.

Please write your answer here:

The court can influence the search functions in the system "3." Please explain who has a say and/or in which cases it is used. *

Please answer the question only if you selected "Yes, the court itself" or "Co-determination in some cases" in the previous question for system 3.

Please write your answer here:

The court can influence the search functions in the system "4." Please explain who has a say and/or in which cases it is used. *

Please answer the question only if you selected "Yes, the court itself" or "Co-determination in some cases" in the previous question for system 4.

Please write your answer here:

The court can influence the search functions in the system "5." Please explain who has a say and/or in which cases it is used. *

Please answer the question only if you selected "Yes, the court itself" or "Co-determination in some cases" in the previous question for system 5.

Please write your answer here:

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

Internal legal information systems

In the following section we ask you questions about internal legal information systems. This refers to information systems in which legal information is made available to the judges and staff of your institution which cannot normally be used by external persons and whose content mainly covers the areas of law for which your institution is ultimately responsible. If you have more than one internal information system (e.g. decision database, library catalogue) please answer for all systems in summary.

Does your institution offer an internal legal information system?

Please choose **only one** of the following:

- Yes
 No

Who can use this information system?

Please choose **all** that apply:

- All staff members
 Judges
 Academic assistants/assistants to the panels of judges
 Library staff
 Staff of the documentation unit/department
 Administrative staff

Other:

What content is made available? (Check all that apply.)

Please choose **all** that apply:

- Judgments and other decisions of your institution
- Judgments and other decisions of other institutions
- Advice/recommendations by a Council of State
- Literature (e.g. articles, monographs, commemorative publications)
- Statements or reports (e.g. by associations, national parliaments)

Other:

Does the internal information system provide the content in full text? (Please, check all that apply.)

	Yes, always in full text	Partially in full text	No, only extracts	Is not provided	I do not know
Judgments and other decisions of your institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgments and other decisions of other institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice/recommendations (Council of State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal essays/articles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monographs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commemorative publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compilations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinions and reports (e.g. from associations, parliament)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are metadata provided to the users?

Please choose **only one** of the following:

- Yes
- No

Why are no metadata provided?

Please answer the question only if you selected "No" in the previous question.

Please write your answer here:

Does the internal information system provide for a search function?

Please choose **only one** of the following:

- Yes
- No

Does the search function allow to search for:

Please answer the question only if you selected "Yes" in the previous question.

Please choose the appropriate response for each item:

	Yes	Partially	Uncertain	No
Full text	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Author	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title (e.g. of a legal magazine, a legal essay/article)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
File reference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pendency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Date of issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Document reference of the information system	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Document type (e.g. judgment, legal essay/article)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ECLI (European Case Law Identifier)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decision name (e.g. for the ECJ: "Cassis de Dijon")	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Court	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search within important components of a decision (e.g. headnote, guiding principles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal norm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Subject area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Citation of case-law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time range	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Does the information system provide a sorting function (e.g. by actuality/date)?

Please choose **only one** of the following:

Yes

No

Who defines the search function in your institution? Please name the organizational areas or departments involved.

Please write your answer here:

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

Documentation of decisions (judgments and other decisions in court proceedings)

In the following section, we ask you questions about how your institution's decisions are documented. We distinguish between publication and documentation. As far as the following questions refer to publication, this means that a decision will be announced and made available to the public, e.g. on the website of the court. For the purposes of this questionnaire, documentation means that information about the document (formal metadata) and about the content of the document (content-related metadata) is collected and made available to the user, for example via a search engine that can be used to search for, filter or exclude specific content.

Below you will often be given the answer option "Documentalist". With documentalist we mean the person who documents decisions in your institution. Please select this answer option if none of the other answers applies and explain at the end of the section what vocational training and position this person has.

How many decisions does your institution render each year?

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

Number of decisions

Not possible to specify a number because

Do you document all decisions?

Please choose **only one** of the following:

Yes

No

What is the assessment rate in percent?

Please answer the question only if only selected decisions are documented.

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

The assessment rate is

Not possible to specify because

Who makes the selection, which decisions are documented? (Please check all that apply.)

Answer was 'No' at question '81 [DokEnt02]' (Do you document all decisions?)

	Head of independent (e.g. librarian)	Head of unit/department	Court panel/judge	President/board	Head of administration	High/supreme courts together	One high/supreme court	Other external specification
For judgments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For decisions that are not judgments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please name the court that makes the selection.

Please answer the question only if you selected "One high/ supreme court" in the previous question.

Please write your answer here:

You indicated that there are external specifications. Please explain who creates these specifications.

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

For judgments

For decisions that are not judgments

Other:

Please answer in keywords, e.g. Ministry of Justice, Supreme Court, legal information system service provider, etc.

Which decisions are published and / or documented?

Please choose the appropriate response for each item:

	Publishing				Documentation		
	All	Only a selection	None		All	Only a selection	None
Decisions terminating proceedings in a contentious case	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Final decisions in non-contested proceedings (e.g. due to settlement of dispute, withdrawal of action)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decisions suspending the proceedings and transferring them to a higher instance court (e.g. submissions to higher national courts, preliminary proceedings before the ECJ, submissions to other higher international courts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Procedural decisions (e.g. separation or conjunction of proceedings, decisions on evidence or postponement, decisions on refusal of legal aid, decisions on summons)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decisions on the value in dispute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Court settlements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dismissals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Termination of the proceedings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If a decision has not been documented immediately after promulgation, can it be documented retrospectively?

Please choose **only one** of the following:

- Yes
 No

**What are the reasons for a decision to be retrospectively documented and published?
Please explain.**

Please answer the question only if you selected "Yes" in the previous question.

Please write your answer here:

If a decision already published is amended or corrected, will this be indicated where the decision was published (e.g. on the website of the court or in the legal information system)?

Please choose **only one** of the following:

- Yes
 No

Other

Do you document decisions rendered by other institutions?

Please choose **only one** of the following:

- Yes
 No

Please indicate whose decisions you document. (Please check all that apply.)

Please answer the question only if you selected "Yes" in the previous question.

Please choose **all** that apply:

- National courts of instance
- Other national supreme courts
- International supreme courts
- Court of Justice of the European Union with reference to administrative law
- General Court of the European Union with reference to administrative law
- European Court of Human Rights with reference to administrative law

Other:

Please name the national supreme courts whose decisions are documented.

Please write your answer here:

Decisions of other international supreme courts are documented? In which language are these decisions written? (Please name the languages.)

Please write your answer here:

Where are the decisions of your institution published? (Please check all that apply.)

Please choose **all** that apply:

- Institution's homepage
- Internal information system/database
- External legal information system/database - fee-based
- External legal information system/database - free of charge
- External legal information system/database - fee-based and free of charge
- Legal journal
- Collection of legal decisions
- Official journal

Other:

Do you assign an ECLI to decisions of your institution?

Please choose **only one** of the following:

- Yes
- No

How do you document your national decisions? (Please check all that apply.)

Please choose **all** that apply:

- We assign keywords.
- We refer actively to other content (not merely judgments) in the respective database.
- We award a headline for decisions.
- We write a headnote (a brief summary of a particular point of law is added to the text of the court decision).
- We provide a summary or abstract of the decision.
- We cite national provisions referred to in the decision.
- We cite national and european provisions referred to in the decision.
- We cite also older versions of legal provisions referred to in the decision.
- We document case law referred to in the decision.
- We record when and where the decision is cited.
- We set direct links within the decision (e.g. links in the headnote to relevant paragraphs, links from footnotes to relevant recitals, etc.)

Other:

Do you use a thesaurus or an index with controlled vocabulary to assign keywords? (Please check all that apply.)

Please answer the question only if you selected "We assign keywords" in the previous question.

Please choose **all** that apply:

- Yes, our own thesaurus
- Yes, we use Eurovoc
- Yes, we use a keyword index or a list of controlled terms.
- No, but we extract keywords from the text
- No

Other:

Do you cite the legal provisions of the decision manually or automatically?

Please choose **only one** of the following:

- Manually
- On an automated basis

Who sets the rules on documentation and recording? (Please check all that apply.)

Please choose **all** that apply:

- The documentalist
- All documentalists of the documentation unit/department together
- The head of the documentation unit/department
- A central body within your institution
- A central body outside your institution
- The external agent
- The operator of the information system where the decision will be uploaded
- The Highest Court
- The Ministry of Justice

Other:

How is the central body in your institution composed?

Please answer the question only if you selected "A central body within your institution" in the previous question.

Please write your answer here:

How is the central body outside your institution composed?

Please answer the question only if you selected "A central body outside your institution" in the previous question.

Please write your answer here:

Are there common rules for your supreme/highest courts according to which decisions are documented? (Please check all that apply.)

Please choose **all** that apply:

Yes, we have a set of written guidelines, which all supreme/highest courts follow and modify, if necessary

Yes, we meet with our colleagues from other documentation units/departments in other supreme/highest courts regularly

Yes, we use an internet forum to discuss documentation issues with our colleagues from other supreme/highest courts

No

Other:

Do you consult with the courts of instance regarding the documentation of decisions? (Please check all that apply.)

Please choose **all** that apply:

Yes, we have a set of written guidelines, which all courts follow and modify, if necessary

Yes, we meet with our colleagues from other documentation units/departments in other courts regularly

Yes, we use an internet forum to discuss documentation issues with our colleagues from other courts

No

Other:

You indicated that you work together with external agents. Do the documentation rules also apply to the external agents who enter metadata on behalf of your institution?

Please choose **only one** of the following:

Yes

No

Which specifications/guidelines do you give to the external agents for the documentation?

Please answer the question only if you selected "No" in the previous question.

Please write your answer here:

Do you check the work of the external agents internally with your own staff?

Please choose **only one** of the following:

- Yes, all
- Yes, random samples
- No, no control
- Other:

Are documented decisions also translated?

Please choose **only one** of the following:

- Yes
- No
- Other, please explain briefly in the comment field.

Make a comment on your choice here:

What languages are the decisions translated into?

Please answer the question only if you selected "Yes" or "Other" in the previous question.

Please choose **all** that apply:

- English
- French
- Other:

Is a terminology database used for the translation?

Please answer the question only when translating decisions.

Please choose **only one** of the following:

- Yes
- No

Was this terminology database developed in-house or adopted by a foreign institution?

Please answer the question only if you selected "Yes" in the previous question.

Please choose **only one** of the following:

- Developed by ourselves
- Acquired from another institution, please name the institution in the comment field

Make a comment on your choice here:

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

Documentation of advice/recommendations of a Council of State

You indicated that your institution also acts as Council of State. Please provide information on how the results of

your institution's work will be documented when it decides/acts as a Council of State.

Please answer the questions in this section only if you document 'advice/recommendations by a Council of State'.

How many statements (advice/recommendations/other) does your institution provide each year?

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

Number of statements

Not possible to specify a number because

Do you document all statements?

Please choose **only one** of the following:

Yes

No

Who makes the selection? (Please check all that apply.)

Please answer the question only if you selected "No" in the previous question.

Please choose **all** that apply:

The documentalist

Management of the documentation department/unit

Determined by judicial panels/judges

The external agent

The operator of the information system where the opinion/recommendation is uploaded

A central body within the institution

A central body outside the institution

The Highest Court

The Ministry of Justice

Other:

How is the central body in your institution composed?

Please answer the question only if you selected "A central body within the institution" in the previous question.

Please write your answer here:

How is the central body outside the institution composed?

Please answer the question only if you selected "A central body outside the institution" in the previous question.

Please write your answer here:

What are the selection criteria? Please explain what is not documented and why not.

Please answer the question only if you document only selected 'advice/recommendations'.

Please write your answer here:

What is the assessment rate (ratio of documented advice/recommendations to all advice/recommendations) in percent?

Please answer the question only if you document only selected 'advice/recommendations'.

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

The assessment rate is

Not possible to specify because

This refers to the ratio of documented reports/recommendations to all reports/recommendations. If you enter the number "55" here, we assume that 55 percent of all reports/recommendations are documented.

Do you document advice/recommendations from other institutions?

Please choose **only one** of the following:

Yes, please name the institutions in the comment field.

No

Make a comment on your choice here:

Where do you publish the advice/recommendations of your institution?

Please choose **all** that apply:

Institution's homepage

Internal information system

External legal information system/database - fee-based

External legal information system/database - free of charge

External legal information system/database - fee-based and free of charge

Legal journal

Official journal

Other:

How do you document advice/recommendations? (Please check all that apply.)

Please choose **all** that apply:

- We assign keywords.
- We refer actively to other content (not only advice/recommendations) in the respective database.
- We award a headline.
- We write a headnote (a brief summary of a particular point of law is added to the text of the advice/recommendation).
- We provide a summary of the advice/recommendation.
- We cite national provisions referred to in the advice/recommendation.
- We cite national and european provisions referred to in the advice/recommendation.
- We cite also older versions of legal provisions referred to the advice/recommendation.
- We document case law referred to in the advice/recommendation.
- We record when and where the advice/recommendation is cited.
- We set direct links within the advice/recommendation (e.g. links in the headnote to relevant paragraphs, links from footnotes to relevant recitals, etc.)

Other:

Do you use a thesaurus or an index with controlled vocabulary to assign keywords? (Please check all that apply.)

Please answer the question only if you selected "We assign keywords" in the previous question.

Please choose **all** that apply:

- Yes, our own thesaurus
- Yes, Eurovoc
- Yes, we use a keyword index or a list of controlled terms.
- No, but we extract keywords from the text
- No

Other:

Do you cite the legal provisions of the advice/recommendation manually or automatically?

Please choose **only one** of the following:

- Manually
- On an automated basis

Who sets the rules on documentation and recording?

Please choose **all** that apply:

- The documentalist
- All documentalist of the documentation unit/department together
- The head of the documentation unit/department
- A central body within your institution
- A central body outside your institution
- The external agent
- The operator of the legal information system where the advice/recommendation will be uploaded
- The Highest Court
- The Ministry of Justice

Other:

What is the composition of the central body in your institution?

Please answer the question only if you selected "A central body within your institution" in the previous question.

Please write your answer here:

How is the central body outside your institution composed?

Please answer the question only if you selected "A central body outside your institution" in the previous question.

Please write your answer here:

Do the documentation rules also apply to external agents who enter metadata on behalf of your institution?

Please choose **only one** of the following:

- Yes
- No

Which specifications/guidelines do you give to the external agents for the documentation?

Please answer the question only if you selected "No" in the previous question.

Please write your answer here:

Do you check the work of the external agents internally with your own staff?

Please answer the question only if you selected "Yes" or "No" in the previous question.

Please choose **only one** of the following:

- Yes, all
- Yes, random samples
- No, no control

Are documented advice/recommandations also translated?

Please choose **only one** of the following:

- Yes
- No
- Other, please explain briefly in the comment field.

Make a comment on your choice here:

What languages are the advice/recommendations translated into?

Please answer the question only if you selected "Yes" in the previous question.

Please choose **all** that apply:

English

French

Other:

Is a terminology database used for the translation?

Please answer this question only if you translate 'advice/recommendations'.

Please choose **only one** of the following:

Yes

No

Do you use the same terminology database for the translation of advice/recommendations as for decisions?

Please answer this question only if you translate 'advice/recommendations'.

Please choose **only one** of the following:

Yes

No, please explain briefly in the comment field

Make a comment on your choice here:

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

Documentation of legal literature (articles, monographs, commemorative publications, etc.)

In the following section, we ask you questions about how exactly administrative literature is documented. Please use the definition of "administrative law" given above ("For the purpose of this questionnaire administrative law is defined as the organisation, powers, duties, and functions of public authorities of all kinds engaged in administration; their relations with one another and with citizens and nongovernmental bodies; legal methods of controlling public administration; and the rights and liabilities of officials, e.g. police law, environmental law, asylum law"). As in the section on documentation of court decisions, a distinction is made between publication and documentation. As far as the following questions refer to publication, this means that a piece of literature will be published and made available to the public, e.g. by being placed in a legal information system. Documentation for the purposes of this questionnaire means, however, that information about the document (formal metadata) and about the content of the document (content metadata) is collected and made available to the user, for example via a search engine that can search for, filter or exclude specific content.

Please answer the questions in this section only if you document 'legal literature'.

Do you document literature on administrative law?

Please choose **only one** of the following:

- Yes
- No

Who makes the selection? (Please check all that apply.)

Please choose **only one** of the following:

- The documentalist
- Management of the documentation department/unit
- The external agent
- The operator of the information system where the piece of literature is uploaded
- Other

What are the selection criteria? Please explain what is not documented and why not.

Please write your answer here:

Where will the literature that your institution documents be published?

Please choose **all** that apply:

- Institution's homepage
- Internal information system/database
- External legal information system/database - fee-based
- External legal information system/database - free of charge
- External legal information system/database - fee-based and free of charge
- Internal library catalogue
- External library catalogue
- Legal journal
- Other:

How do you document literature?

Please choose **all** that apply:

- We assign keywords.
- We refer actively to other content (not merely essays/articles) in the respective database.
- We provide a summary or abstract of the piece of literature.
- We cite national provisions referred to.
- We cite national and european provisions referred to.
- We cite also older versions of legal provisions referred to.
- We document case law referred to.
- We record when and where the piece of literature is cited.
- We set direct links within the piece of literature (e.g. links in the headnote to relevant paragraphs, links from footnotes to relevant recitals)

Other:

Do you use a thesaurus or an index with controlled vocabulary to assign keywords? (Please check all that apply.)

Please answer the question only if you selected "We assign keywords" in the previous question.

Please choose **all** that apply:

- Yes, our own thesaurus
- Yes, Eurovoc
- Yes, we use a keyword index or a list of controlled terms.
- No, but we extract keywords from the text
- No

Other:

Do you cite the legal provisions of the decision manually or automatically?

Please choose **only one** of the following:

- Manually
- On an automated basis

Who sets the rules on documentation and recording? (Please check all that apply.)

Please choose **all** that apply:

- The documentalist
- All documentalists of the documentation unit/department together
- The head of the documentation unit/department
- The external agent
- The operator of the legal information system where the piece of literature will be uploaded
- Other:

You indicated that you work together with external agents. Do the documentation rules also apply to the external agents who enter metadata on behalf of your institution?

Please choose **only one** of the following:

- Yes
- No

Which specifications/guidelines do you give to the external agents for the documentation?

Please answer the question only if you selected "No" in the previous question.

Please write your answer here:

Do you check the work of the external agents internally with your own staff?

Please answer the question only if you selected "Yes" or "No" in the previous question.

Please choose **only one** of the following:

- Yes, all
- Yes, random samples
- No, no control

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

Documentation of Other

The following section will ask you how you document other legal documents/information, that did not fit any of the categories above. Please answer the questions with regard to documents/information that relate to administrative law (as defined above).

Please answer the questions in this section only if you document 'other' material.

Do you document all other materials with reference to administrative law?

Please choose **only one** of the following:

- Yes
- No

What other materials do you document? Please explain on the basis of examples.

Please write your answer here:

Who makes the selection?

Please choose **all** that apply:

- The documentalist
- The head of the documentation unit/department
- External agent
- The operator of the legal information system where the material will be uploaded
- A central body within your institution
- A central body outside your institution
- The Highest Court
- The Ministry of Justice

Other:

How is the central body in your institution composed?

Please answer the question only if you selected "A central body within your institution" in the previous question.

Please write your answer here:

What is the composition of the committee outside the institution?

Please answer the question only if you selected "A central body outside your institution" in the previous question.

Please write your answer here:

What are the selection criteria? Please explain what is not documented and why not.

Please write your answer here:

How do you document changes to material that has already been published?

Please write your answer here:

Where will the other materials that your institution documents be published? (Please check all that apply.)

Please choose **all** that apply:

- Institution's homepage
- Internal information system/database
- External legal information system/database - fee-based
- External legal information system/database - free of charge
- External legal information system/database - fee-based and free of charge
- Legal journal
- Internal library catalogue
- External library catalogue

Other:

How do you document other materials? (Please check all that apply.)

Please choose **all** that apply:

- We assign keywords.
- We refer actively to other content in the respective database which is cited in the documented material.
- We provide a summary or abstract of the documented material.
- We cite national provisions referred to in the other material.
- We cite national and european provisions referred to in the other material.
- We cite also older versions of legal provisions referred to in the other material.
- We document case law referred to in the other material.
- We record when and where the other material is cited.
- We set direct links within the document (e.g. links in the headnote to relevant paragraphs, links from footnotes to relevant recitals, etc.)

Other:

**Do you use a thesaurus or an index with controlled vocabulary to assign keywords?
(Please check all that apply.)**

Please answer the question only if you selected "We assign keywords" in the previous question.

Please choose **all** that apply:

- Yes, our own thesaurus
- Yes, we use Eurovoc
- Yes, we use a keyword index or a list of controlled terms.
- No, but we extract keywords from the text
- No

Other:

Do you cite the legal provisions of the decision manually or automatically?

Please choose **only one** of the following:

- Manually
- On an automated basis

Who sets the rules on documentation and recording? (Please check all that apply.)

Please choose **all** that apply:

- The documentalist
- All documentalists of the documentation unit/department together
- The head of the documentation unit/department
- The external agent
- The operator of the legal information system where the decision will be uploaded
- A central body within your institution
- A central body outside your institution

Other:

How is the central body in your institution composed?

Please answer the question only if you selected "A central body within your institution" in the previous question.

Please write your answer here:

How is the central body outside your institution composed?

Please answer the question only if you selected "A central body outside your institution" in the previous question.

Please write your answer here:

You indicated that you work together with external agents. Do the documentation rules also apply to the external agents who enter metadata on behalf of your institution?

Please choose **only one** of the following:

- Yes
- No

Which specifications/guidelines do you give to the external agents for the documentation?

Please answer the question only if you selected "No" in the previous question.

Please write your answer here:

Do you check the work of the external agents internally with your own staff?

Please answer the question only if you selected "Yes" or "No" in the previous question.

Please choose **only one** of the following:

- Yes, all
- Yes, random samples
- No, no control

Other

Do you have any comments on this block of questions or would you like to explain one of the answers in more detail?

Please write your answer here:

Judicial cooperation

The following section will ask you questions about judicial cooperation in documenting court decisions. It will address cooperation between ACA members as well as cooperation with the ECJ.

How could the ECJ assist ACA member courts in the further dissemination of ECJ rulings and important national case law in national legal information systems (e.g. labelling of key decisions)?

Please write your answer here:

Which information could an ACA member court provide to the ECJ in order to assist with the publication of decisions in the Judicial Network of the European Union (JNEU)?

Please write your answer here:

Can you imagine that ACA member courts assign uniform metadata according to ECLI 2.0 standards in the future?

Please choose **only one** of the following:

Yes

No

Explanation of ECLI 2.0 metadata available at: <https://data.consilium.europa.eu/doc/document/ST-12087-2019-REV-1/en/pdf> (<https://data.consilium.europa.eu/doc/document/ST-12087-2019-REV-1/en/pdf>) (table starting on page 26)

Which metadata listed in ECLI 2.0 would you assign to judgments and to decisions that are not judgments?

Please choose **all** that apply:

- Abstract
- Case number
- Contributor (not party, judge or other professionals - can be used if no distinction can be made)
- Coverage (Country or territory in which the court is seated)
- Creator (name of the rendering court)
- Date of judgment
- Date of deposit
- Description (descriptive elements, be it in the form of keywords or headnotes)
- Division (name of the chamber or division within the court that rendered the decision)
- Global alias (this can be any 'nickname', 'common name' 'style of cause' or 'case name' that is used within the legal community to refer to a court decision)
- Importance level (low, medium, high - this is a lowest common denominator for any kind of (legal) importance classification)
- The ECLI identifier [Contains both the colon variant (in the preferred casing) and the slash variant (lowercased, as a relative URI)]
- Judge
- Neutral citation (in some (common law) countries a 'neutral citation' is used for vendor and medium neutral identification of a court decision, e.g. <https://libanswers.liverpool.ac.uk/faq/49340>)
- Official Language
- Party
- Preferred Form (of ECLI - uppercase, lowercase, mixedcase)
- ProfNonJudge (involved professionals, other than judges)
- Reference
- Replaced by (is used for specific situations only - another decision)
- Replaces (the replaced decision)
- Fixed alias (This contains the absolute URI work identifier at [http\(s\)://ecli.eu](http(s)://ecli.eu).)
- Subject
- Title
- Type of document (type of decision)

Explanation of ECLI 2.0 metadata available at: <https://data.consilium.europa.eu/doc/document/ST-12087-2019-REV-1/en/pdf> (<https://data.consilium.europa.eu/doc/document/ST-12087-2019-REV-1/en/pdf>) (table starting on page 26)

In your opinion, what is the reason against ACA member courts assigning uniform metadata according to ECLI 2.0?

Please write your answer here:

What common documentation rules could you envisage that ACA member courts could agree on, for example with regard to the publication of decisions on the European e-Justice Portal?

Please choose **all** that apply:

Cooperation in the assignment of content metadata of documents (e.g. use a common thesaurus)

Cooperation on translations (e.g. use a common database for terminology)

Other:

Please give examples of common rules for the assignment of content metadata (e.g. common thesaurus, common subject areas)

Please write your answer here:

JuriFast

Please take your time for this section again. The following questions highlight various aspects of the JuriFast database such as technical functionalities, background information and possible cooperation in the future.

According to which criteria do you currently publish decisions of your institution in JuriFast? (Please check all that apply.)

Please choose **all** that apply:

- We upload references for a preliminary ruling.
- We upload national decisions following preliminary rulings of the ECJ.
- We upload purely national decisions of relevance to other members of the EU.
- Other:

Does your institution actively promote JuriFast within and outside the institution?

Please choose **only one** of the following:

- Yes
- No

Where and how do you actively promote JuriFast?

Please answer the question only if you selected "Yes" in the previous question.

Please write your answer here:

Which improvements would you like to see implemented? (Please check all that apply.)

Please choose **all** that apply:

- Develop topics of particular interest as selection criteria for JuriFast (e.g. data communication, technology & law, ACA seminars)
- Revise the document indicating how to write a JuriFast summary
- Provide an explanatory video for those who draft the summaries.
- Delete decisions that are too old
- Provide an indication that case law has changed in the meantime
- Provide a link to an automatic translation application to translate the judgment in its entirety
- Introduce a minimum number of decisions per year to be introduced per ACA Europe Member Court
- Implement a simplified search function alongside the current search functions
- Add "national number of the decision" as an additional search criterion.
- Improve interconnection with other databases (JuriFast, Dec.Nat., JNEU)
- Create a mobile application for JuriFast
- Create FAQ for JuriFast users
- Create a webinar for JuriFast users
- Publish JuriFast banners on the websites of various national and international associations

Other:

You have selected: Revise the document indicating how to write a JuriFast summary – please explain, which improvements you suggest

Please write your answer here:

You have selected: Implement a simplified search function. Please indicate, which criteria you find necessary for a simplified search.

Please write your answer here:

You have selected: Improve interconnection with other databases. Please explain how ...

Please write your answer here:

You have selected: Publish JuriFast banners on various Websites. Which websites would you suggest?

Please write your answer here:

Do you see any ways to improve and facilitate data input for those who upload decisions to Jurifast? (Please check all that apply.)

Please choose **all** that apply:

- Add the possibility to save a draft of the entered data
- Add the possibility to sort by case number when setting and updating national decisions
- Check the consistency of languages (to avoid unexpected switch to French)
- Increase session time to avoid disconnections
- Use only national flags (and not the EU flag)
- Improve the quality of links with EUR-Lex

Other:

Should the limit of 300 words for summaries in JuriFast be maintained?

Please choose **only one** of the following:

- Yes
- No - please explain, which word limit you suggest and why

Make a comment on your choice here:

Should contact and meetings with and between contact persons of JuriFast in ACA member courts be increased?

Please choose **only one** of the following:

- Yes - please explain in the comment field, what would be necessary to increase contacts and meetings
- No

Make a comment on your choice here:

How many meetings do you find necessary?

Please answer the question only if you selected "Yes" in the previous question.

Choose one of the following answers

Please choose **only one** of the following:

- Once every year
- Every two years

Other

JNEU - Judicial Network of the European Union

This section is intended for users of JNEU, i.e. essentially the judges of your institution as well as other trained lawyers working at your institution (e.g. research assistants of the chambers/panels, legal clerks). If possible, please have the following questions answered by a judge/lawyer of your institution or answer them from their point of view.

To what extent do the judges of your institution use JNEU?

Please choose **only one** of the following:

- Daily
- Weekly
- Monthly
- Less than once a month
- Never

Is the user interface sufficiently user-friendly?

Please choose **only one** of the following:

- Yes
- No - please explain in the comment field how the user interface could be made more user-friendly.

Make a comment on your choice here:

Please rate on a scale from 1 (very satisfied) to 10 (very dissatisfied) how satisfied you are with the following JNEU features.

Please choose the appropriate response for each item:

	1	2	3	4	5	6	7	8	9	10
Subject areas	<input type="radio"/>									
List by courts	<input type="radio"/>									
Text search	<input type="radio"/>									
Advanced search	<input type="radio"/>									

In your opinion, how could the operation and usability of JNEU be improved?

Comment only when you choose an answer.

Please choose all that apply and provide a comment:

Classification by subject areas

Classification by courts

Text search

Advanced search

Other:

Should it be possible to save a search request in the future?

Please choose **only one** of the following:

Yes

No

In your institution, is content from JNEU directly channeled to the practitioners (e.g. judges) or is it processed separately before being channeled to them?

Please choose **only one** of the following:

- Released without changes
- Prepared by documentation unit/department
- Prepared by library
- Prepared by legal clerks/lawyers

Other:

How does your institution provide access to JNEU?

Please choose **all** that apply:

- Link on the intranet
- Login via JNEU administrator and then via JNEU login page

Other:

Thank you!

If you have any questions, please contact the following e-mail address, quoting the question number:
acadocumentation@bverwg.bund.de (mailto:%20acadocumentation@bverwg.bund.de)

Submit your survey.

Thank you for completing this survey.