



ОБЩ СЪД НА ЕВРОПЕЙСКИЯ СЪЮЗ  
TRIBUNAL GENERAL DE LA UNIÓN EUROPEA  
TRIBUNÁL EVROPSKÉ UNIE  
DEN EUROPÆISKE UNIONS RET  
GERICHT DER EUROPÄISCHEN UNION  
EUROOPA LIIDU ÜLDKOHUS  
ΓΕΝΙΚΟ ΔΙΚΑΣΤΗΡΙΟ ΤΗΣ ΕΥΡΩΠΑΪΚΗΣ ΕΝΩΣΗΣ  
GENERAL COURT OF THE EUROPEAN UNION  
TRIBUNAL DE L'UNION EUROPÉENNE  
CÚIRT GHINEARÁLTA AN AONTAIS EORPAIGH  
OPĆI SUD EUROPSKE UNIJE  
TRIBUNALE DELL'UNIONE EUROPEA

EIROPAS SAVIENĪBAS VISPĀRĒJĀ TIESA  
EUROPOS SAJUNGOS BENDRĖSIS TEISMAS  
AZ EURÓPAI UNIÓ TÖRVÉNYSZÉKE  
IL-QORTI ĠENERALI TAL-UNJONI EWROPEA  
GERECHT VAN DE EUROPESE UNIE  
SAÐ UNII EUROPEJSKIEJ  
TRIBUNAL GERAL DA UNIÃO EUROPEIA  
TRIBUNALUL UNIUNII EUROPENE  
VŠEOBECNÝ SÚD EURÓPSKEJ ÚNIE  
SPLOŠNO SODIŠČE EVROPSKE UNIJE  
EUROOPAN UNIONIN YLEINEN TUOMIOISTUIN  
EUROPEISKA UNIONENS TRIBUNAL

## AIDE-MÉMOIRE – HEARING OF ORAL ARGUMENT <sup>1</sup>

### *BEFORE THE HEARING*

- **General calendar of hearings before the General Court:** available on the website <http://curia.europa.eu> under ‘Calendar’.
- **Notice to attend the hearing:** without prejudice to special circumstances, the parties will be given notice to attend the hearing by the Registry at least one month before it takes place (please take note of the time of the hearing).
- **Dispatch of the summary report for the hearing:** the Court will make every effort to ensure that the parties’ representatives receive a summary report for the hearing three weeks before the hearing.
- **Participation in the hearing:** any party who will not be present at the hearing must inform the Court. It is also necessary to **warn** the Registry of any possible **delay** or difficulty concerning the attendance of a party’s representative or of other persons summoned to the hearing (telephone: (+352) 43 03 1; fax: (+352) 43 03 21 00; e-mail: [GC.Registry@curia.europa.eu](mailto:GC.Registry@curia.europa.eu)). Please ensure that the Registry has **appropriate telephone numbers** to enable it to contact the parties’ representatives. If a representative does not arrive on time for a hearing, it will proceed in his absence.
- **Interpretation:** in order to facilitate interpretation, parties’ representatives are requested to send any text or written notes for their submissions to the Interpretation Directorate of the Court of Justice of the European Union in advance by e-mail ([interpret@curia.europa.eu](mailto:interpret@curia.europa.eu)). Notes for submissions will not be forwarded to the Judges or placed on the case-file.

<sup>1</sup> This aide-mémoire is a practical guide and is not exhaustive. For further information, please refer to the Rules of Procedure of the General Court and the Practice Rules for the Implementation of the Rules of Procedure of the General Court.

- **Request for the use of technical facilities:** any request to use technical facilities for the purposes of a presentation must be made as soon as possible and at least two weeks before the date of the hearing.
- **Location of the hearing:** depending on the case, hearings are held in the courtrooms of the ‘C’, Erasmus or Thomas More buildings (entrance in Rue du Fort Niedergrünwald or Boulevard Konrad Adenauer, L-2925 Luxembourg). The courtroom will be confirmed to parties’ representatives on arrival by the reception staff of the Court of Justice of the European Union.
- **Map of Court buildings:** available on the website <http://curia.europa.eu> under ‘The Institution/Visiting the Court/Access map’.
- **Parking:** for security reasons, parties’ representatives and anyone accompanying them may not park in the car parks of the Court and must therefore use external parking facilities.
- **Entry into Court buildings: an identity document** must be presented to security staff. In view of the security measures in place to control access to the buildings of the Court of Justice of the European Union, it is recommended that the parties’ representatives take the necessary steps to ensure that they are present in the courtroom in good time.

### ***YOUR ARRIVAL IN THE COURTROOM***

- **At least 15 minutes** before the hearing is due to start.
- **Contact the court usher** so that he may:
  - record attendance;
  - be informed of any change of or additional representative and as to the representative(s) who will be making oral submissions;
  - be informed, if applicable, of the attendance of persons accompanying the representative(s).
- **The Judges** meet the parties’ representatives, wearing court dress, 5 to 10 minutes before the hearing begins (follow the court usher’s directions).

### ***CONDUCT OF THE HEARING***

- The parties’ representatives are required to **present oral argument in court dress, standing behind the lectern provided for that purpose**. Each representative must bring his own gown.
- The parties are seated as follows, seen from the audience:

- table on the right: applicant’s representative(s);
- table on the left: defendant’s representative(s);
- the representative(s) of the intervener(s) will generally be seated behind the representative of the party in whose support the intervention is made (depending on the courtroom).
- Speakers standing behind the lectern must always use the **microphone**; it can be switched on and off using the button at the base of the microphone. For the purpose of providing simultaneous interpretation, speakers are advised to **speak slowly**.
- The use of electronic recording equipment is prohibited.
- **Mobile telephones:** mobile telephones must be switched off (‘silent’ mode does not prevent interference with the systems used for the purpose of providing interpretation)
- **Order of events** (save in special cases):
  - ✓ the President opens the hearing;
  - ✓ if appropriate, delivery of judgments in other cases;
  - ✓ the case in question is called by the Registrar;
  - ✓ opening argument of the applicant’s representative(s);
  - ✓ if appropriate, opening argument of the representative(s) of the intervener(s) in support of the applicant;
  - ✓ opening argument of the defendant’s representative(s);
  - ✓ if appropriate, opening argument of the representative(s) of the intervener(s) in support of the defendant;
  - ✓ if appropriate, replies to the Judges’ questions;
  - ✓ closing submissions of the applicant’s representative(s);
  - ✓ closing submissions of the representative(s) of the intervener(s) in support of the applicant;
  - ✓ closing submissions of the defendant’s representative(s);
  - ✓ closing submissions of the representative(s) of the intervener(s) in support of the defendant;
  - ✓ the President closes the hearing.
- **Time allowed for oral argument:** do not exceed the time allowed for opening argument as indicated in the letter of notice to attend the hearing. In principle, in cases other than

intellectual property cases, each main party will be allowed 15 minutes and each intervener will be allowed 10 minutes to present oral submissions. In intellectual property cases, each party will be allowed 15 minutes, except for interveners admitted under Article 144 of the Rules of Procedure.

- **Lodging of documents:** if, exceptionally, a main party proposes to produce evidence at the hearing, he should ideally bring sufficient photocopies for the Judges sitting in the case, the Registry, the other parties, the interpreters and the Judge-Rapporteur's legal secretary.
- **Interpretation:** the lectern from behind which the representatives speak is equipped with a simultaneous interpretation system.
- **Sound recording:** the oral proceedings are recorded on audiotape.