



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  
SĄD 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 – APPLICATION <sup>1</sup>

### LODGED IN PAPER FORMAT

#### *GENERAL INFORMATION*

- **Address** for any postal communication or lodging of documents: Registry of the General Court of the European Union, Rue du Fort Niedergrünwald, L-2925 Luxembourg.
- **In the case of prior transmission by fax:** a full copy of the original of the application bearing the handwritten signature of the representative, including the schedule of annexes, may be transmitted to the Registry by fax to fax number (+352) 43 03 21 00. The date on which the application is lodged by fax shall then be deemed to be the date of lodgement for the purposes of compliance with the time-limit for bringing an action only if the original document bearing the handwritten signature of the representative that was transmitted by fax is lodged at the Registry no later than 10 days thereafter.
- **Certified copies:** the first page of each set of copies must be endorsed with the words 'certified copy', initialled underneath by the applicant's representative.
- **Requisite number of certified copies:**
  - for all cases, save as set out below, **four** complete sets of the pleading, schedule and annexes referred to in the schedule;
  - for intellectual property cases involving another party to the proceedings before the Board of Appeal: **five** complete sets of the pleading, schedule and annexes referred to in the schedule.

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<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.

## *PRESENTATION OF THE APPLICATION*

- Medium:** A4 paper on one side of the page only, **not bound, glued or stapled**
- Text:** in a commonly-used font (such as Times New Roman, Courier or Arial) in at least 12 point in the body of the text and at least 10 point in the footnotes, with single line spacing, and upper, lower, left and right margins of at least 2.5 cm
- Page numbering:** the pages of the application must be numbered consecutively
- Paragraph numbering:** paragraphs must be numbered consecutively
- Maximum number of pages:** **50** pages for the application in a direct action other than an action brought pursuant to Article 270 TFEU; **30** pages for the application in an action brought pursuant to Article 270 TFEU; **20** pages for the application in an intellectual property case; **15** pages for an appeal

## *CONTENT OF THE APPLICATION*

- Title** of the pleading
- Identity of the applicant:** name(s) and address(es) of the applicant(s)
- Identity of the representative(s):** name – status – address
- Identity of the defendant:**

*For direct actions:* specify the defendant institution, body, office or agency or, if the action is based on an arbitration clause, the natural or legal person, as the case may be

- For intellectual property cases:* specify the defendant **Office** and the name(s) of **any other party** to the proceedings before the Board of Appeal, as well as (1) the address(es) given by them for the purposes of notifications before the Office, and (2) the **date of notification** of the decision of the Board of Appeal
  
- For appeals:* specify the **other party/parties** to the proceedings before the European Union Civil Service Tribunal and the **date of service** of the decision under appeal (order or judgment)
  
- Indication of the method of service chosen:**
  - acceptance of service by means of the e-Curia application;
  - acceptance of service by fax (stating a single fax number)

### STRUCTURE OF THE APPLICATION

- Subject-matter of the dispute:** type of action, basis, brief account of the facts and legal context
  
- Legal arguments** set out and grouped by reference to the pleas in law to which they relate (admissibility and substance) **with a heading for each plea in law put forward**
  
- Form of order sought:** precise wording thereof (at the beginning or at the end of the application)
  
- Handwritten signature of the party's representative at the end of the application** (no stamp, photocopy, electronic or scanned signature, signature *per procuracionem* or signature in the name of a firm of lawyers). The handwritten signature must not appear on its own on the last page of the application. Where more than one representative is acting for the party concerned, the handwritten signature of one representative is sufficient.

## PRESENTATION OF ANNEXES

The parties should be rigorous in their selection of relevant documents for the purposes of the proceedings. Case-law of the Courts of the European Union and acts published in the *Official Journal of the European Union* that are cited in the procedural documents should not be produced.

- Schedule of annexes** at the end of the application indicating (i) the number of the annex, (ii) a short description of the annex, (iii) the page numbers of the first and last pages of the annex, according to the consecutive page numbering, and (iv) the page reference and paragraph number where the item is mentioned
- Numbering of annexes:** by reference to the procedural document to which the items are annexed, using a letter and a number. For example, for annexes to the application: Annex A.1, A.2,

**Pagination of annexes:** in the top right-hand corner of each page, in ascending order and consecutively, but separately from the application

- Annexes in the language of the case** (a translation may be requested if not supplied)

## MANDATORY ANNEXES

- Any lawyer representing a party or assisting an agent** must produce a certificate that he is authorised to practise before a court of a Member State or of another State which is a party to the Agreement on the European Economic Area (reference may be made to a document previously lodged at the Registry of the Court)
- If the applicant is a legal person governed by private law, the lawyer must in addition produce:**
  - recent proof of the existence in law of that legal person (extract from the register of companies, firms or associations or any other official document)and
  - an authority to act

- Save in the case of an appeal against a decision of the European Union Civil Service Tribunal, the representative must produce one of the following, as appropriate:**
- **the measure the annulment of which is sought** (action for annulment)
- or
- **documentary evidence of the date on which the institution was requested to act** (action for failure to act)
- or
- **the complaint within the meaning of Article 90(2) of the Staff Regulations and the decision responding** to that complaint (action brought pursuant to Article 270 TFEU)
- or
- **the contract** containing the arbitration clause establishing the Court's jurisdiction (action brought under an arbitration clause)

### *SUMMARY OF THE PLEAS IN LAW AND MAIN ARGUMENTS*

- For all cases, except for intellectual property cases, the representative must lodge a **summary of the pleas in law and main arguments** to facilitate the drafting of the notice in the *Official Journal of the European Union*. That summary must:
- consist of no more than 2 pages;
  - be prepared in the language of the case;
  - accord with the model available online on the website of the Court of Justice of the European Union under 'General Court/Procedure';
  - be produced separately from the body of the application and the annexes mentioned therein;
  - be sent by e-mail, as an ordinary electronic file produced using word-processing software, to [GC.Registry@curia.europa.eu](mailto:GC.Registry@curia.europa.eu), indicating the case to which it relates.