



# **USER GUIDE**

This document is intended for users of the e-Curia application wishing to exchange procedural documents electronically with the Registries of the Courts that constitute the Court of Justice of the European Union.

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## 1 INTRODUCTION

### 1.1 PREREQUISITE

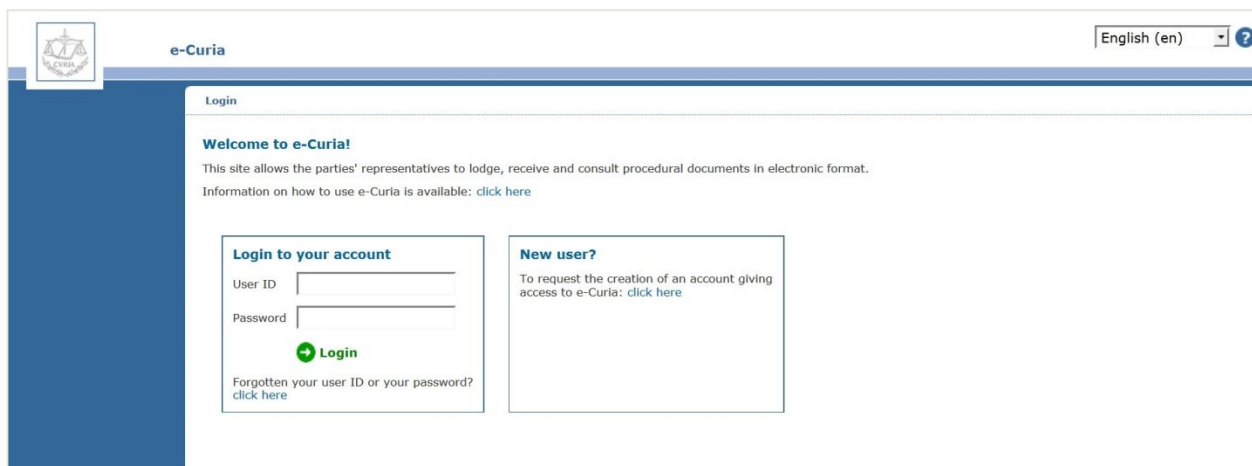
The prerequisites for access to e-Curia are an Internet connection and a valid email address.

In order to make full use of e-Curia, you must have a user account provided or validated by the Court of Justice of the European Union. This account will enable you to:

- lodge and receive procedural documents electronically;
- consult the history of actions performed;
- manage your personal details (email address, password, etc.);
- register one or more assistants.

Features specific to the General Court: In urgent situations, you may open an account on a provisional basis in order to lodge procedural documents with the General Court only. The account will have to be validated in accordance with the procedure set out below. The provisional opening of an account does not enable you to register one or more assistants. That functionality will become available once the account has been validated by the General Court.

e-Curia is accessible via the internet at: <https://curia.europa.eu/e-Curia>



The screenshot shows the e-Curia login interface. At the top left is the e-Curia logo and the text 'e-Curia'. At the top right is a language dropdown menu set to 'English (en)'. The main content area is titled 'Login' and includes a 'Welcome to e-Curia!' message. Below the welcome message, there are two main sections: 'Login to your account' and 'New user?'. The 'Login to your account' section contains input fields for 'User ID' and 'Password', a green 'Login' button with a plus sign, and a link for 'Forgotten your user ID or your password? click here'. The 'New user?' section contains a link for 'To request the creation of an account giving access to e-Curia: click here'.

### 1.2 HOW TO REPORT A PROBLEM

If there is a problem, you can contact our help desk using the contact form available in e-Curia.

## 2 MAIN FUNCTIONALITIES

### 2.1 REQUEST TO OPEN AN ACCOUNT

#### 2.1.1 Obtaining an account

The procedure for opening an account varies depending on whether the user follows the standard procedure or the special procedure.

The standard procedure enables an account to be opened in order for procedural documents to be exchanged with the Court of Justice or the General Court. It is available to a party's representative ('representative' account), or, in the context of a request for a preliminary ruling before the Court of Justice, to a person acting on behalf of a court or tribunal of a Member State ('court' account) or to a person authorised, under national procedural rules, to represent a party before the courts of his Member State ('authorised person' account). It will take several days to process the request and you will be informed by email of its progress.

The special procedure is intended for urgent situations and enables an account to be opened provisionally in order for procedural documents to be lodged with the General Court only.

		Standard procedure (Request to open an account)		Special procedure (Provisional opening of an account for immediate lodging of procedural documents)	
		Court of Justice	General Court	Court of Justice	General Court
Capacity	Court				
Representative: - Lawyer - Agent - University teacher		Yes	Yes	No	Yes
	Person who does not have the status of agent or lawyer but who, under national procedural rules, is nevertheless authorised to represent a party before the court or tribunal of a Member State in preliminary ruling proceedings	Yes	No	No	No
	Person acting on behalf of a court or tribunal of a Member State in preliminary ruling proceedings	Yes	No	No	No

**Summary table of the accounts through which procedural documents may be lodged with a court of the Court of Justice of the European Union using the standard procedure or the special procedure**

- On the main page, select the display language required. 1
- Then click on the link 'click here'. 2
- Follow the instructions displayed. 3

The screenshot shows the e-Curia login page. At the top right, there is a language selection dropdown menu with 'English (en)' selected. Below the header, there is a 'Login' section with a 'Welcome to e-Curia!' message. To the left, there is a 'Login to your account' form with fields for 'User ID' and 'Password', and a 'Login' button. To the right, there is a 'New user?' section with a 'click here' link. Below the login page, there are two sections: 'Standard procedure' and 'Special procedure (General Court only)'. The 'Standard procedure' section includes a description of the account opening process and a 'Request to open an account' button. The 'Special procedure' section includes a description of the provisional opening of an account and a 'Provisional opening of an account' button.

<p><b>Standard procedure</b></p>	<p>Under the standard procedure you may request an account for the exchange of procedural documents with the Court of Justice or the General Court. This request may be made by a representative of a party ('representative' account) or, in the context of a request for a preliminary ruling before the Court of Justice, a person acting on behalf of a court of a Member State ('court' account) or a person authorised by virtue of national procedural rules to represent a party before the courts of his State ('authorised person' account).</p> <p>Please note that it will take several days to process your request. You will receive an email informing you of the progress of your request.</p> <p><a href="#">Request to open an account</a></p>
<p><b>Special procedure (General Court only)</b></p>	<p>If you have not taken the steps required to open an account under the standard procedure in good time before the expiry of a time limit for lodging a procedural document with the General Court, it is possible for you to open an account on a provisional basis in order to lodge that document under the special procedure.</p> <p>This procedure is reserved for persons authorised to represent a party before the General Court, in accordance with Article 19 of the Statute of the Court of Justice of the European Union.</p> <p><a href="#">Provisional opening of an account</a></p>

2.1.2 Standard procedure 1

Under the standard procedure, you can ask for an account to be created.

- Click on the button **'Request to open an account'**.



- You must provide full details of your identity. 2

- Click on the button **Next step**.



- You must provide full details of your contact information. 3

- Click on the button **Next step**.



- You must provide the additional information, if necessary. 4

- Click on the button **Next step**.






- Please take note of the Conditions of Use of e-Curia.

Please note the instructions for validation of your account


CONDITIONS OF USE OF E-CURIA

1. E-Curia is a computer application common to both Courts of the Court of Justice of the European Union. This application allows procedural documents to be lodged and served electronically, and makes them available for consultation.
2. Users are asked to read the following information carefully and to give the undertakings set out at the end of this document.

- Select the check box once you have taken note of the Conditions of Use. 5

- Validate your request by clicking on the  button.

5  I have taken note of the Conditions of Use set out above.

 Validate

\* Fields marked with an asterisk are obligatory.



- Once all the information has been entered, a pre-filled account request form will be sent to you by email.
- This form must be completed, printed, dated, signed by hand, and then sent by post or physically delivered to one of the two Registries, together with the necessary supporting documents.
- Any request for access will be subject to checks by the Registries. The request for access will not immediately result in the opening of a user account, which can take several days. If your request is approved, a login user ID and temporary password will be sent to you by separate emails.

2.1.3 Special procedure (General Court only) 1

If you have not taken the steps required to open an account under the standard procedure in good time before the expiry of a time limit for lodging a procedural document with the General Court, it is possible for you to open an account on a provisional basis in order to lodge that document under the special procedure.

The screenshot shows the e-Curia interface for requesting an account. It includes a header with the e-Curia logo and a language dropdown set to English (en). The main content area is titled 'Request to open an account' and contains an introductory paragraph. Below this, there are two main sections: 'Standard procedure' and 'Special procedure (General Court only)'. The 'Special procedure' section is highlighted with a red circle and a '1' in a red circle. At the bottom of this section, there is a green button labeled 'Provisional opening of an account'.

- Click on the button 'Provisional opening of an account'.



- You must provide full details of your identity. 2

The 'Identity' form contains the following fields: Title (with radio buttons for Ms and Mr), Surname, Forename(s), Capacity (with radio buttons for Lawyer, Agent, University teacher, Person authorised to represent a party in preliminary ruling proceedings, and Persons acting on behalf of a national court), and Please state your professional title or status. A 'Next step' button is located at the bottom right. A red circle with the number '2' is positioned in the top right corner of the form area.

- Click on the button 'Next step'.



- You must provide full details of your contact information. 3

The 'Contact details' form contains the following fields: Full address (with multiple lines for input), E-mail, Confirm your e-mail, Telephone number (with a field for international dialling code), and Fax number (with a field for international dialling code). A 'Next step' button is located at the bottom right. A red circle with the number '3' is positioned in the top right corner of the form area.

- Click on the button 'Next step'.



- You must provide the additional information, if necessary. **4**

- Click on the button **Next step**.

- Please choose your password, enter a personal question and provide the answer. **5**

- Click on the button **Next step**.

- Please take note of the Conditions of Use of e-Curia.

- Select the check box once you have taken note of the Conditions of Use. **6**

- Please enter the characters displayed. **7**

- Validate your request **Validate**.

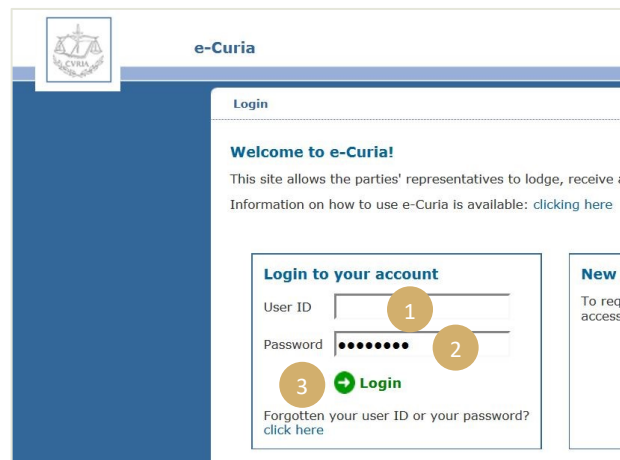


- Once all the information has been entered, you will receive an email in your inbox, containing a link that will enable you to activate your account. You will have 24 hours to do so.
- After activating your account, you will be able to log in to e-Curia and lodge your procedural document with the Registry of the General Court. The document must be lodged within 48 hours of the activation of your account and, in any event, before expiry of the time limit for lodging the procedural document in question. If no document is lodged within 48 hours of the activation of your account, the account will be cancelled automatically.
- After lodging your procedural document, you will be able to access the e-Curia account request form. This form must be printed, dated, signed by hand, and sent in paper form by registered post or physically delivered to the Registry of the General Court, together with the necessary supporting documents. If the paper version of the form, duly completed, dated, signed by hand and accompanied by the necessary supporting documents does not reach the Registry of the General Court within 10 days of the date on which the procedural document was lodged via e-Curia, the General Court will declare the procedural document lodged via e-Curia to be inadmissible. That time limit cannot be extended and the extension on account of distance provided for in Article 60 of the Rules of Procedure of the General Court does not apply.

## 2.2 LOGGING IN TO E-CURIA

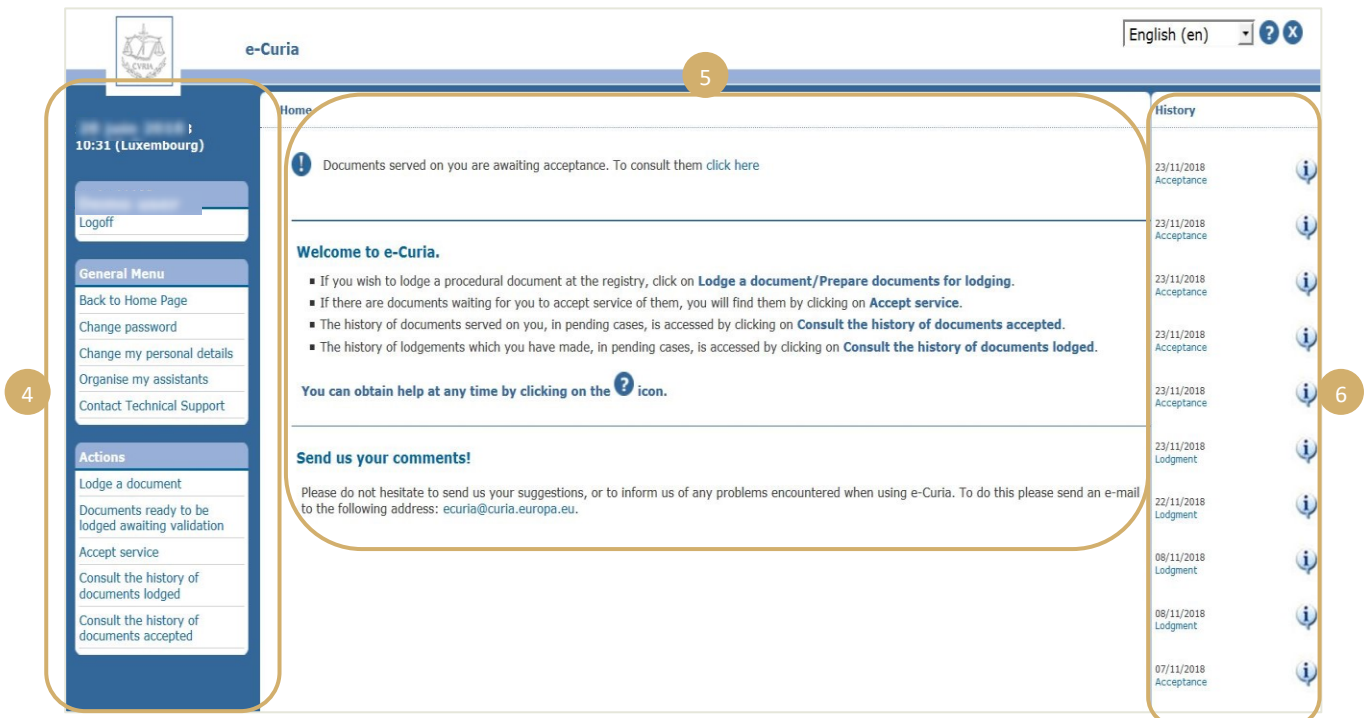
To log in to e-Curia:

- Enter the login user ID. 1
- Enter the password. 2
- Click on + Login, or press 'Enter' on the keyboard. 3



If you have opened an account using the standard procedure, you will be asked to change your original password the first time you log in to e-Curia.

- You will then find yourself on the e-Curia home page.
- This consists of a menu 4 a central panel 5 and a history of the 10 most recent actions, provided they have been performed within the last 30 days. 6



It is strongly recommended that whenever you have finished using e-Curia, you log off either by clicking on Logoff in the menu on the left side of the screen or by clicking on the X button in the top right corner of the screen.

## 2.3 LODGING PROCEDURAL DOCUMENTS

### 2.3.1 Lodging a document

- !
  - Before lodging a procedural document, the various files making up the document to be lodged should be prepared on your computer.
  - Files must be in Portable Document Format (PDF) (image plus text) and no file may exceed 30 MB.
  - It is possible to lodge up to 50 files of annexes.

The procedural document must comply with the rules of procedure in force in the court with which the document is lodged.

The texts governing procedure can be consulted on the Curia site (<https://curia.europa.eu>).

#### Practical guidance:

- ✓
  - Each file must include clear wording identifying the document lodged (Procedural document, Annexes Part 1, Annexes Part 2, Covering letter, etc).
  - The procedural document does not have to bear a handwritten signature. You are advised to create the PDF file by saving the document in that format directly from your word-processing software. Digitisation of a printed document should be avoided, if at all possible.
  - The procedural document must include the schedule of annexes.
  - The annexes must be contained in one or more separate files that are distinct from the file containing the procedural document. A file may contain several annexes and there is therefore no need to create one file per annex. In that case, it is recommended that you create a bookmark for each annex in the PDF file.

A bookmark is a reference that is added to the PDF file and makes it easier to navigate to a specific part of the document. Bookmarks can be created automatically by most PDF-generating tools on the basis of the internal structure of an office document (table of contents) or on the basis of the filename when assembling several files in a single PDF document.

To lodge a procedural document:

- In the **'Actions'** menu 1
- Click on the link **'Lodge a document'**. 2



- Select the court with which the document is to be lodged, if your account gives you the option of doing so. 1
- Select the type of procedural document from the dropdown list. 2
- If the document is being lodged in a pending case, enter the case number. 3
  - In joined cases, you only need to provide one number for all the joined cases.

- Enter the name of the party on whose behalf the document is being lodged (optional field). 4
- Select the language in which the document being lodged has been drawn up. 5
- Click on to proceed with lodging or on to return to the home page. 6

This information enables the Registry to proceed with preliminary processing of the document. However, in terms of adding the document to the case file, only the content of the files making up the document is taken into account.

A file selection page enables you to proceed with lodging:

- Click on the **'Browse...'** button and select the PDF file on your computer that contains the procedural document. 7
- It is possible to add files of annexes to the procedural document by clicking on the button **'To add a file of annexes, click here ...'**. 8

- Once transferred, the document appears above the **'Browse...'** button. 9
- If you wish to amend it, you must click on **'Remove'** and start again. 10
- Please click on to proceed with lodging, to return to the document identification stage, or to return to the home page. 11



Once all the files (procedural document, any annexes and covering letter) have been selected, a validation page appears. This summarises the information previously entered and is used as follows:

- Clicking on the name of the document allows you to view it and to check the files. **1**
- Additional information (size of file, number of pages, hash) may be viewed by clicking on the **+** sign next to the name of the document. **2**



- Enter your password (if an assistant has prepared the document for lodging, see 'Validation of lodging of documents' on page 14). **3**

**Validation**

Please verify the information entered.

Court at which the document is to be lodged	General Court
Type of procedural document	Defence
Case number	[Redacted]
Party on whose behalf the document is being lodged	Defendant
Language in which the document is drawn up	English
Documents lodged	<ul style="list-style-type: none"> <li>Defence                             <ul style="list-style-type: none"> <li>Defence.pdf</li> </ul> </li> <li>Annex                             <ul style="list-style-type: none"> <li>Annexes Part 1.pdf</li> <li>Annexes Part 2.pdf</li> </ul> </li> <li>Covering letter                             <ul style="list-style-type: none"> <li>Covering letter.pdf</li> </ul> </li> </ul>
Lodgment effected by	[Redacted]

Please enter your e-Curia password in order to confirm your identity.

\* Password: [Redacted]

Buttons: Previous, Validate, Cancel

\* Fields marked with an asterisk are obligatory.

- Click on **Validate** to confirm the lodging of the document, **Previous** to return to the file selection stage, or **Cancel** to abandon lodging and return to the home page. **4**

Once the lodging of the document has been validated, this is recorded by the e-Curia application and a summary displayed on the screen. The summary is sent by email to the representative and to the assistant, if the assistant prepared the document for lodging (see 'Preparation of lodging by an assistant' on page 12), and may be saved by clicking on the button **Save**. **5**

**Lodgment is confirmed and has been registered under the reference:** [Redacted]

Lodgment effected by	[Redacted]
Court at which the document is to be lodged	General Court
Date of lodgment	[Redacted] (Luxembourg)
Type of procedural document	Defence
Case number	[Redacted]
Party on whose behalf the document is being lodged	Defendant
Language in which the document is drawn up	English
Documents lodged	<ul style="list-style-type: none"> <li>Defence: Defence.pdf</li> <li>Annex: Annexes Part 1.pdf</li> <li>Annex: Annexes Part 2.pdf</li> <li>Covering letter: Covering letter.pdf</li> </ul>

You can save the confirmation of the lodgment immediately by clicking on 'Save'. A copy of the confirmation will be sent to you by e-mail. Please note that, for technical reasons, that e-mail may be sent several hours after you lodged the document.

Buttons: Save

Please keep your confirmation notice as proof that your procedural document has been lodged at the Registry.



- The date of lodging is the date on which the lodging of the document(s) is validated.
- The time of lodging is the time in the Grand Duchy of Luxembourg.

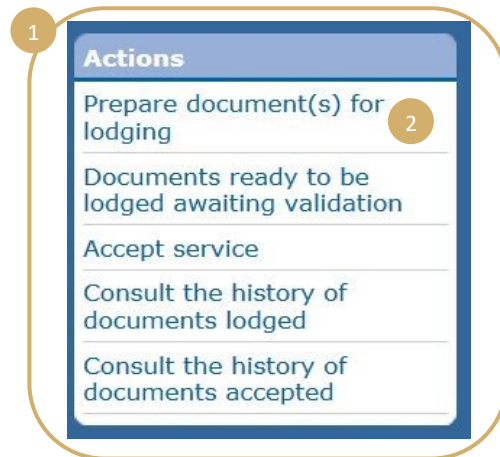
### 2.3.2 Preparation of lodging by an assistant

An assistant may prepare a document for lodging on behalf of a representative. The preparation of the document for lodging will require validation by the representative. Any lodging of documents not validated within 48 hours will be removed from the list of documents awaiting validation.

The preparation process is similar to that of lodging, except with regard to the validation page.

To prepare a document for lodging:

- In the 'Actions' menu 1
- Click on the link 'Prepare document(s) for lodging'. 2



- Proceed as you normally would when lodging a document, until you reach the validation stage.
- On that page, select the representative on whose behalf the lodging of the document has been prepared. 3

- Click on  . 4

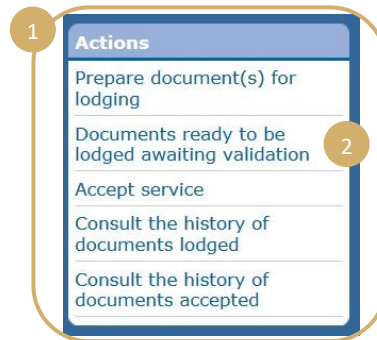


- The lodging of the document is not taken into account by the Registry at this stage.
- Lodging will be effective only after validation by the representative concerned.
- The date of lodging is the date on which the lodging of the document(s) is validated.
- The time of lodging is the time in the Grand Duchy of Luxembourg.



Assistants have access to a page on which they can monitor the preparation of documents for lodging still awaiting validation.

- In the 'Actions' menu 1
- Click on the link 'Documents ready to be lodged awaiting validation'. 2



- The screen shows documents that are ready to be lodged and awaiting validation.
- The lodging reference, case, type of document, date of preparation and representative responsible for validation are displayed.
- Entries are sorted by date of registration (from the oldest to the most recent).

Reference	Case	Type of procedural document	Registered on	Awaiting validation by
[REDACTED]	[REDACTED]	Defence	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Reply	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Statement in Intervention	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	Reply	[REDACTED]	[REDACTED]

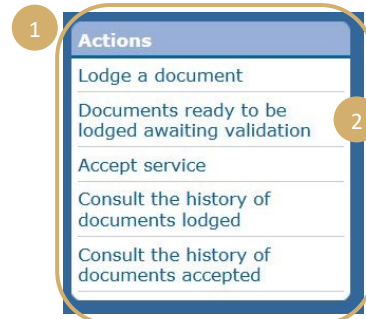



- A document that is ready to be lodged cannot be removed by an assistant.
- If a mistake has been made that requires correction, preparation of the document(s) for lodging must be started afresh.
- The document incorrectly prepared for lodging will be removed automatically after 48 hours, provided the lodging of that document has not been validated by the representative.

### 2.3.3 Validation of lodging of documents previously prepared

Representatives have access to a page on which they can monitor the preparation of documents for lodging still awaiting their validation.

- In the 'Actions' menu 1
- Click on the link 'Documents ready to be lodged awaiting validation'. 2



- The screen shows documents that are ready to be lodged and are awaiting validation.
- The lodging reference, case, type of document, date of preparation and identity of the assistant who prepared the document for lodging are all displayed.
- Entries are sorted by date of registration (from the oldest to the most recent).
- This icon  enables you to navigate to the validation page. 3

Home > Documents ready to be lodged awaiting validation

Reference	Case	Type of procedural document	Registered on :	Registered by	Consult
		Defence			

- The validation page is the usual validation of lodging page.
- The representative can check the identification details and files and, if necessary, amend the lodging of the document(s) prior to validation.

**Validation**

Please verify the information entered.

Court at which the document is to be lodged	General Court
Type of procedural document	Defence
Case number	
Party on whose behalf the document is being lodged	Defendant
Language in which the document is drawn up	English
Documents lodged	<p>Click on the cross for detailed information. Click on the name of the file to open it and check its contents.</p> <p><b>Defence</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Defence.pdf</li> </ul> <p><b>Annex</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annexes Part 1 .pdf</li> <li><input type="checkbox"/> Annexes Part 2 .pdf</li> </ul> <p><b>Covering letter</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Covering letter.pdf</li> </ul>
Lodgment effected by	

Please enter your e-Curia password in order to confirm your identity.

\* **Password**

\* Fields marked with an asterisk are obligatory.



- Documents will be removed 48 hours after their preparation for lodging if not validated.
- They will no longer appear in the list of documents ready to be lodged awaiting validation.
- The purpose of this time limit is to limit the volume of files kept on the system.
- The date of lodging is the date on which the lodging of the document(s) is validated.
- The time of lodging is the time in the Grand Duchy of Luxembourg.

## 2.4 LODGING ADDITIONAL MATERIAL TO ACCOMPANY A PROCEDURAL DOCUMENT

This section covers the lodging of certain additional material that might accompany a procedural document.

### 2.4.1 Lodging additional material including formal documents

In the case of certain procedural documents, the screen reproduced below allows formal documents to be lodged (lawyers' practising certificates, proof of the existence in law of a legal person governed by private law, authority, proof that the authority to act has been properly conferred).

If that option is not available, formal documents can be lodged under **'Other type of procedural document'**, or as an annex to the main document being lodged.

This file selection screen operates in the same way as the screens that appear when selecting the procedural document.

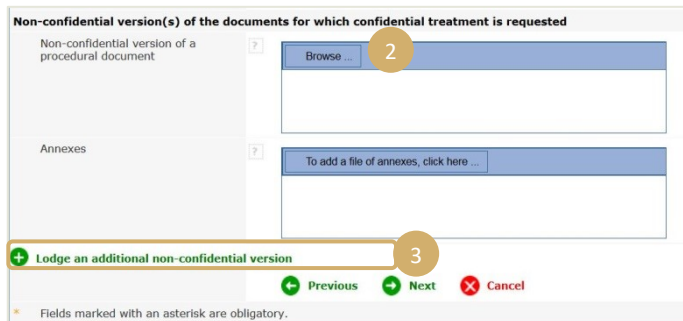
It is possible to add the formal documents to the procedural document by clicking on **'Browse ...'**. 1



### 2.4.2 Lodging additional material to accompany a request for confidential treatment

Where the procedural document in question is a request for confidential treatment in the General Court, the screen reproduced below allows you to add any material specific to the lodging of that type of request:

- Click on the **'Browse...'** button and select the PDF files containing the non-confidential version of the pleading and its annexes, which will be attached to the request for confidential treatment. 2
- To add one or more non-confidential versions of other documents, click on the button + Lodge an additional non-confidential version 3 at the bottom of the screen. 3



### 2.4.3 Lodging additional material to accompany a request for an expedited procedure

Where the procedural document in question is a request for an expedited procedure, the screen reproduced below allows you to add any material specific to the lodging of that type of request.

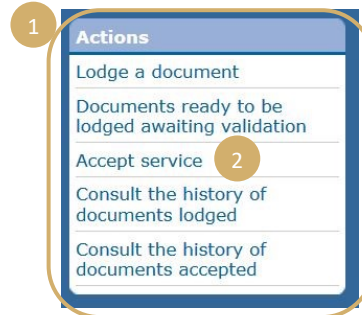
- In the case of a request lodged in the General Court, click on the **'Browse...'** button 4 and select the PDF files containing the abridged version of the application and its annexes 5, which will be attached to the request for an expedited procedure.



## 2.5 ACCEPTING SERVICE

To accept service of a document sent to you and to view its contents:

- In the **'Actions'** menu 1
- Click on the link **'Accept service'**. 2



Home > Accept service

Case	e-Curia recipients	Available since	Status	Note	Access documents
[Redacted] (Reference for a preliminary ruling)	[Redacted]	[Redacted]	Awaiting acceptance	[Redacted]	
[Redacted] (Reference for a preliminary ruling)	[Redacted]	[Redacted]	Awaiting acceptance	[Redacted]	

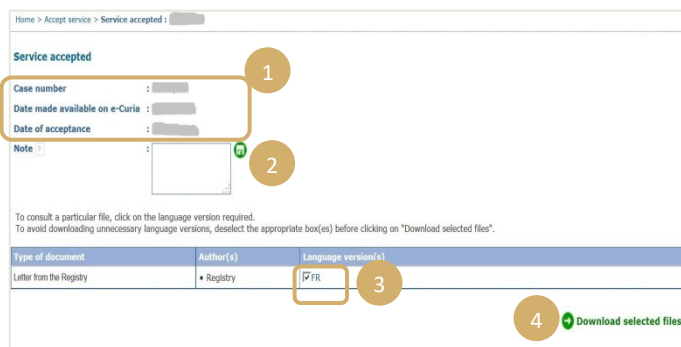
- The central panel displays a list of the documents served which have been sent to you.
- This list is sorted by default by the date on which the documents were made available, with those most recently served appearing first.
- The list also includes the status of the documents served, which will be one of the following:
  - Awaiting acceptance;
  - Accepted, with an indication of the name of the person who accepted service and the date of acceptance;
  - Acceptance presumed, with an indication of the date of presumed acceptance.
- In the **'Note'** field you may consult information entered by you or by another assistant or representative on whom the same document has been served (see 2 on the next page).



- Click on the icon below **'Access documents'** in order formally to accept service and to open the details page on which you can consult the document served on you.
- The document is deemed to have been served the first time you click on the icon.

Once service has been accepted, the screen reproduced below appears. Here you can:

- 1 ■ View a summary of information regarding service (including the date on which service was accepted).
- 2 ■ Enter information for your own administrative purposes. These notes will then be visible to others on whom the same document has been served, on the **'Consult the history of documents accepted'** page.
- Documents are listed in the following order: first, the letter from the Registry, then the procedural documents, in ascending order of document number.
- 3 ■ A particular language version can be consulted by clicking on its ISO 639-1 code. Each language code is a hyperlink through which a specific file can be opened.
- 4 ■ Once the relevant files have been selected, you can obtain a ZIP file containing all the files by clicking on [Download selected files](#).

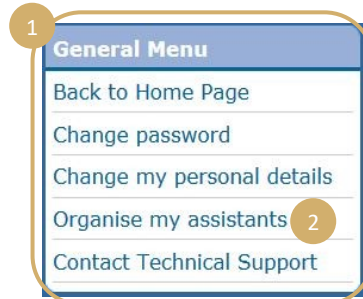


### 3 ASSISTANTS' ACCOUNTS

#### 3.1 ORGANISATION OF ASSISTANTS' ACCOUNTS

A representative can register one or more assistants. To register an assistant:

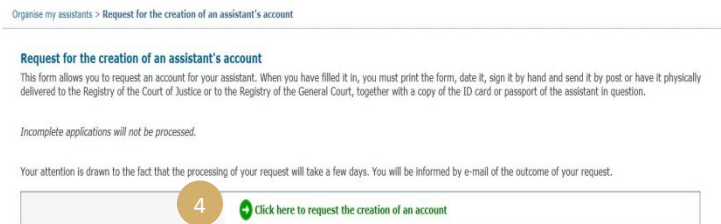
- In the 'General Menu' **1**
- Click on the link 'Organise my assistants'. **2**



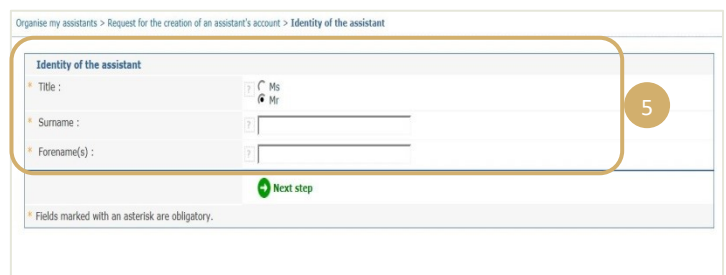
- Click on 'Register a new assistant'. **3**
- Follow the instructions displayed.



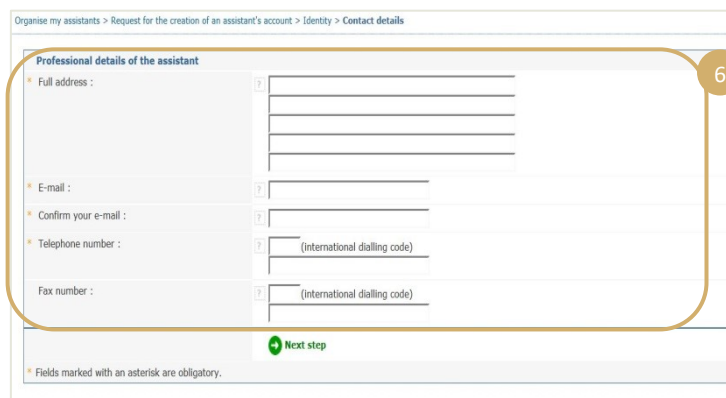
- Click on [Click here to request the creation of an account](#) **4**



- You must provide full details of the assistant's identity. **5**
- Click on [Next step](#).



- You must enter the assistant's contact information. **6**



- Click on [Next step](#).

- Enter the additional information concerning that assistant. **1**

Organise my assistants > Request for the creation of an assistant's account > Identity > Contact details > **Additional information**

**Additional information** **1**

Does this assistant already have an e-Curia account?  yes  no

If yes, please enter his/her user ID

[Next step](#)

- Click on [Next step](#).

Organise my assistants > Request for the creation of an assistant's account > Identity > Contact details > Additional information > **Confirmation**

The account request form that you have filled in will be sent to your email address in the next few minutes. You must print it, date it, sign it by hand and send it by post or have it physically delivered to us, together with the supporting documents requested, so that we can process your request.

Addresses :

<p style="text-align: center;"><b>Registry of the Court of Justice</b></p> <p style="text-align: center;">Rue du Fort Niedergrünwald L-2925 Luxembourg</p>	<p style="text-align: center;"><b>Registry of the General Court</b></p> <p style="text-align: center;">Rue du Fort Niedergrünwald L-2925 Luxembourg</p>
--	---

[Return to 'Organise my assistants'](#)

- If the assistant already has an e-Curia account, state their user ID. Otherwise, a pre-filled account request form will be sent to you by email once the request has been confirmed.
- The form must be printed, dated, signed by hand, then sent by post or physically delivered, together with the supporting document requested. The request must be signed by the representative and the conditions of use must be signed by the assistant.
- Any request for access will be subject to checks by the Registries. The request for access will not immediately result in the opening of a user account, which can take several days. Two separate emails will be sent to the assistant with details of their user ID and a temporary password.
- The password will have to be changed the first time the assistant logs in to e-Curia. An email will also be sent to the representative confirming registration of the assistant.
- Representatives must keep the list of their assistants up to date.
- Whenever a representative changes their password, that representative will be invited by e-Curia to confirm the list of assistants registered.
- If there is a change in an assistant's responsibilities or termination of activity, the representative must delete that assistant's name from the **'My assistants'** list. **2** To do so, click on the corresponding  sign as shown below. **3**



Organise my assistants

An assistant's account allows an assistant to receive documents served and to consult all procedural documents sent to you. It also allows an assistant to prepare the lodgment of a procedural document which, once prepared, must be validated by you.

Register a new assistant

**My assistants** **Delete**

	<input type="checkbox"/> <b>3</b>
--	-----------------------------------

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## 3.2 FUNCTIONALITIES OF ASSISTANTS' ACCOUNTS

### 3.2.1 Preparation of lodging

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The assistant can prepare a document for lodging on behalf of a representative (see '**Preparation of lodging by an assistant**' on page 12).

### 3.2.2 Consultation of the history of documents lodged

---

The assistant has full access to the history of documents lodged by the representative by whom that assistant was registered (see '**Consulting the history of documents lodged**' on page 21).

### 3.2.3 Acceptance of service

---

The assistant has full access to all documents served on the representative by whom that assistant was registered. Emails alerting the recipient to service of a new document are also sent to the assistant.

The assistant can formally accept service of a document on behalf of the representative to whom the document was sent. The document is deemed to have been served at the time of that acceptance.

### 3.2.4 Consultation of the history of documents accepted

---

The assistant has full access to the history of documents served on the representative by whom that assistant was registered (see '**Consulting the history of documents**' on page 23).

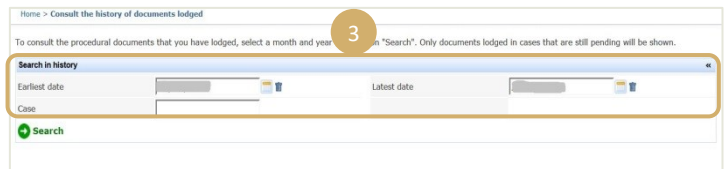
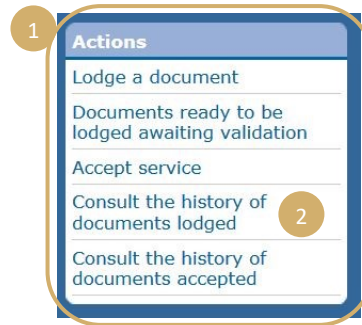


## 4 ADDITIONAL FUNCTIONALITIES


### 4.1 CONSULTING THE HISTORY OF DOCUMENTS LODGED

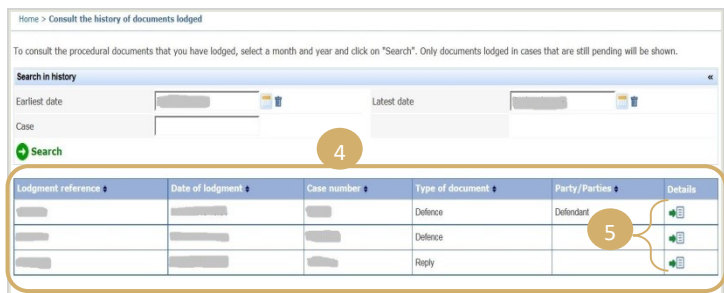
To view the history of documents you have lodged:

- In the 'Actions' menu **1**
- Click on the link 'Consult the history of documents lodged' **2**
- Select the period required (earliest and latest dates) and/or the case number entered when the document was lodged, then click on the **Search** button to initiate the search. **3**



- NB: A search by case number will proceed only on the basis of the information entered by the user when the document was lodged.
- The search takes no account of documents lodged without reference to a case number (for example, lodging of an Application or an Appeal).
- Only documents in respect of which you stated a case number when lodging them will be displayed.

- The central panel then displays a list of the documents you have lodged in cases that are pending. **4**
- Click on the icon  below 'Details' to consult the document lodged. **5**



On the 'Details' page, you will be able to view:

- 1
  - The lodging reference.
  - The date and time of lodging.
  - The case number (displayed when a document is lodged in connection with a pending case).
  - The type of document.
  - The party on whose behalf the document was lodged, if that information was entered at the time of lodging.
  - The language of the document.
- 2
  - Confirmation of lodging.
- 3
  - Details of the files that make up the document (type, number of pages, size, hash).
- 4
  - The files lodged.

Home > Consult the history of documents lodged > [redacted] - Defence - [redacted]

**Lodgment reference** : [redacted] 1

**Date of lodgment** : [redacted]

**Case number** : [redacted]

**Type of document** : Defence

**Party on whose behalf the document was lodged** : Defendant

**Language of the document** : English

[See confirmation of lodgment](#) 2

File(s)

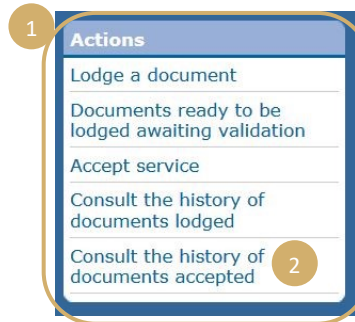
Description	Size (KB)	Number of pages	Hash (SHA-512)	Consult
Defence	83394	1	60baF948c6332fc477468c2c11b85334cf121beab7...aa5afe8894d1acdc6bc8853ddf7d78ddfc130a223e2	
Defence - Annex(es)	517212	96	7f6585dd34367d911c61326aef6a2adad15c60d26de...5b43fbd6d99d5d09a41b80df26823b42e4f131a789	
Defence - Annex(es)	517212	96	7f6585dd34367d911c61326aef6a2adad15c60d26de...b43fbd6d99d5d09a41b80df26823b42e4f131a789	
Covering letter	83394	1	60baF948c6332fc477468c2c11b85334cf121beab7...aa5afe8894d1acdc6bc8853ddf7d78ddfc130a223e2	


3 4

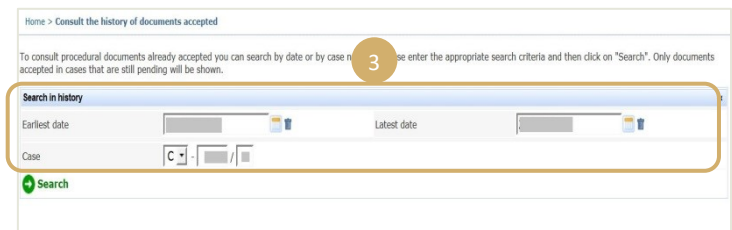
## 4.2 CONSULTING THE HISTORY OF DOCUMENTS ACCEPTED

To consult the history of documents accepted:

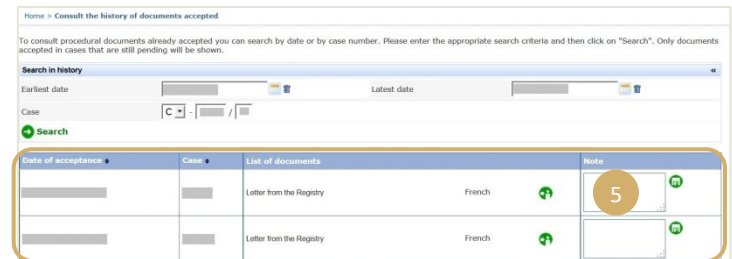
- In the 'Actions' menu **1**
- Click on the link 'Consult the history of documents accepted' **2**




- Enter one or more search criteria. **3**
- Click on the  button to initiate the search.



- You will then see displayed, for each case, a list of documents service of which has been accepted. **4**

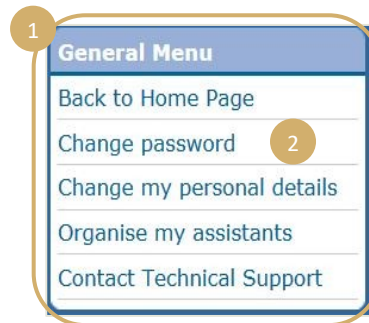


- A document served can be consulted by clicking on the green icon . If a document is available in more than one language version, click on the language required before clicking on the 'Consult' icon.
- The 'Note' field allows you to view notes entered for internal administrative purposes on acceptance of service of a document (see 'Accepting service' on page 16). The notes can also be amended here. **5**

### 4.3 CHANGING THE PASSWORD

To change the password for access to e-Curia:

- In the 'General Menu'. 1
- Click on the link 'Change password'. 2



- Enter the current password and the new password (twice). 3
- The password must contain between 8 and 16 characters and must include upper-case and lower-case letters and numbers.
- e-Curia will indicate to you when the password entered satisfies the security requirements.
- Enter an answer to the personal question that you entered on your first login. 4
- The personal question and answer can also be changed. They will be used to identify you if you forget your password.

A screenshot of the 'Change password' form. It includes fields for 'Current password', 'New password', and 'Confirm new password', each with a question mark icon. A circled '3' is next to the password fields. A note states: 'The password must contain between 8 and 16 characters consisting of upper-case letters, lower-case letters and numbers.' Below this are fields for 'Personal question' and 'Answer', with a circled '4' next to the question field and a circled '5' next to the answer field. At the bottom, there is a 'Delete' button with a checkbox, and 'Validate' and 'Cancel' buttons. A footer note says: 'Fields marked with an asterisk are obligatory.'



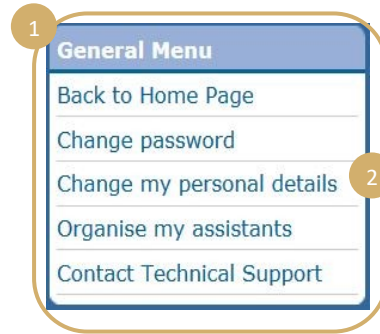
- The list of your assistants must be checked whenever you change your password.
- Click on the 'Delete' button  to remove accounts that are no longer in use. 5

- Click on  to confirm the changes made, or  to return to the home page without changing your password.

#### 4.4 CHANGING MY PERSONAL DETAILS

To change your email address or the language in which you wish to receive emails:

- In the 'General Menu'. 1
- Click on the link 'Change my personal details'. 2



- Make the necessary changes.
- You can, for example, provide up to two additional email addresses to which emails intended for you will be sent (except for receipts in respect of the resetting of your password, which will be sent only to your main email address).

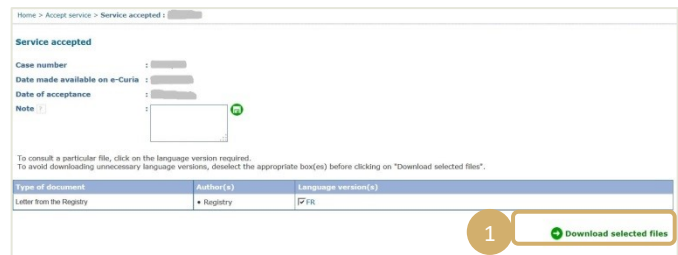
- Click on Validate to confirm the changes made, or Cancel to return to the home page without changing your personal details.



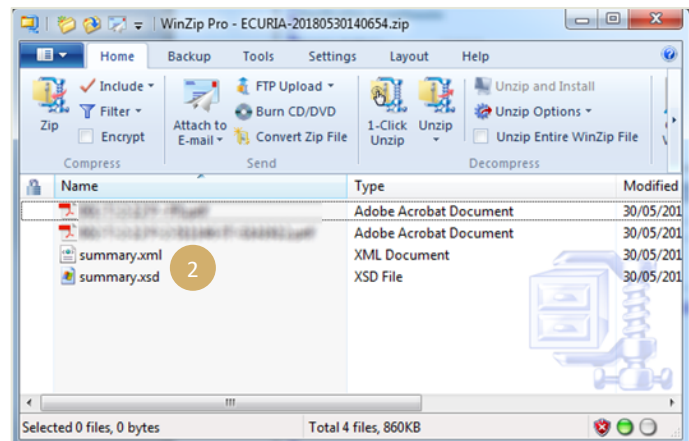
- If the contact email address has been changed, an email will be sent to the new address with a link for validation.
- The change will not take effect until it has been validated by you.

## 4.5 XML FILE FOR SUPPLYING THIRD-PARTY SYSTEMS

- When consulting documents served, you have the option of downloading as a ZIP file any files selected using the button 'Download selected files'. 1



- Two additional files are included in that ZIP file (*summary.xml* and *summary.xsd*) for possible use by a computer system. 2



- The XSD file (*summary.xsd*) defines the elements and attributes of the XML file (*summary.xml*) and may be used to validate the structure of the XML file.
- The XML file (*summary.xml*) contains the metadata linked to the acceptance of service and to the recipients, as well as the references of attached documents. This file can be used, where appropriate, by a computer system which it is each user's responsibility to set up, if it is considered helpful to do so.

