

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.
3. The rules relating to the use of e-Curia are contained in a number of documents.

At the Court of Justice, those rules are contained in:

- the Rules of Procedure of the Court of Justice;
- the decision of the Court of Justice of 4 September 2024 on the lodging and service of procedural documents by means of e-Curia.

At the General Court, those rules are contained in:

- the Rules of Procedure of the General Court;
- the decision of the General Court of 10 July 2024 on the lodging and service of procedural documents by means of e-Curia;
- the Practice Rules for the Implementation of the Rules of Procedure of the General Court.

Those documents, as well as the e-Curia User Guide which is common to both Courts, are available online on the website of the Court of Justice of the European Union.

4. The display screens in e-Curia include information about the steps to be followed, as well as a link to the e-Curia User Guide.

ACCESS TO E-CURIA

5. Access to e-Curia is free of charge.
6. A request to open an account may be submitted by:
 - a. an agent or a lawyer authorised to practise before a court of a Member State or of another State party to the Agreement on the European Economic Area;
 - b. a university teacher being a national of a Member State whose law accords him or her a right of audience.

The agent, lawyer or university teacher under (a) or (b) above shall be referred to in the remainder of this document as the holder of a ‘representative’ account.

For the purposes of preliminary ruling proceedings only, a request to open an account may also be submitted by:

- c. a person acting on behalf of a court or tribunal of a Member State, or of a non-member State, which is authorised to refer a request to the Court of Justice for a preliminary ruling;
- d. a person who does not have the status of agent or lawyer but who, under national procedural rules, is nevertheless authorised to be self-represented or to represent a party before the referring court or tribunal.

The persons under (c) and (d) above shall be referred to in the remainder of this document as the holders of a ‘court’ account and an ‘authorised person’ account, respectively.

PROCEDURE FOR OPENING AN ACCOUNT

7. In order to use e-Curia, users must submit a request to open an account in accordance with the procedure set out below.
8. 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. 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, applicable to both Courts

9. The account request form is available on the website of the Court of Justice of the European Union via the e-Curia login page. The form must be completed, dated, signed and then sent, electronically or by post, to the Registry of the Court of Justice or the Registry of the General Court, together with the necessary supporting documents.
10. Once the request to open an account has been validated by the Registry of the Court concerned, two separate emails are sent to the user. The first confirms the user's user ID, the second, his or her personal password. The user is required to change that password when first logging on to e-Curia, and subsequently at least once every six months.
11. Holders of a 'representative' account, a 'court' account or an 'authorised person' account may additionally request the opening of an account for every assistant they designate by name (an 'assistant' account). That account allows the assistant to receive documents served, to consult procedural documents lodged or served via e-Curia, and to prepare the lodging of a document, although such lodging, once prepared, must always be validated by the holder of the 'representative' account, 'court' account or 'authorised person' account with which the 'assistant' account is associated. The holder of the 'representative' account, 'court' account or 'authorised person' account is responsible for the use of the 'assistant' account and is required to update the list of assistants holding an 'assistant' account regularly and, in particular, in the event of a change in professional responsibilities or termination of activity, to cancel any such account.

Special procedure, applicable only to the General Court

12. Where the agent, lawyer or university teacher referred to in point 6(a) or (b) of this document has not taken the requisite steps 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, that agent, lawyer or university teacher may open an account on a provisional basis in order to lodge that document under the special procedure. In order for the creation of that account to be validated by the Registry of the General Court, the agent, lawyer or university teacher must complete the account request form online, date it, sign it and send it, electronically or by post, to the Registry of the General Court, together with the necessary supporting documents. If the paper or electronic version of the form, duly completed, dated, signed, 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 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 shall not apply.

DEACTIVATION OF AN ACCOUNT

13. Accounts that remain unused for a period of three years are deactivated automatically. In this scenario, a new request to open an account must be submitted.

THE FUNCTIONALITIES OF E-CURIA

Lodging of procedural documents

14. Procedural documents lodged via e-Curia must be transmitted as PDF files (image and text).
15. Documents transmitted to the Court of Justice and to the General Court are checked to ensure that transmission is secure. If such checks reveal an anomaly, the lodging of the document will be refused.
16. Confirmation of lodging stating, *inter alia*, the date and time of lodging is sent to the user by email.
17. As the time involved in preparing the lodging of documents and in uploading files can vary, users are advised not to wait until the very last moment before the expiry of a time limit before lodging a document.
18. Confirmation of lodging is generated by e-Curia and is without prejudice to the procedural admissibility of the documents transmitted.
19. The transmission of procedural documents is automatically encrypted. Every procedural document lodged is given a unique digital signature, in accordance with a standard procedure (SHA-512). That digital signature appears in the confirmation of lodging which users are advised to retain electronically for the duration of the proceedings. It is possible at any time to check that a procedural document has not been altered or amended; any change to that document will result in the allocation of a new digital signature.

Service of procedural documents

20. The user is notified by email when a procedural document awaiting service is available in e-Curia.
21. Where a party is represented by more than one person holding an e-Curia account, an email confirming that a procedural document is awaiting service is sent to each of them and, if applicable, to any assistants designated by them.
22. The date and time of service is the point in time at which the user requests access to the procedural document. Where a party is represented by more than one person, or where the holder of a ‘representative’ account, a ‘court’ account or an ‘authorised person’ account has opened an ‘assistant’ account for one or more of their assistants,

the point in time taken into account in the reckoning of time limits is the time when the first request for access was made, regardless of whether the person who made that request was the holder of the account or one of their assistants.

23. A procedural document is, however, deemed to have been served on the expiry of the seventh day following the day on which an email was sent to the user to notify him or her of the availability of the document in e-Curia. Users are advised to log on to e-Curia at least once a week.
24. The date of actual or presumed service of a procedural document is stated in e-Curia. In the event of service being presumed to have been effected, an email is sent to the user to notify him or her of the date of service.

Consultation of procedural documents

25. E-Curia allows users to consult the documents which they have lodged or which have been served on them via e-Curia.
26. The procedural documents in a case may be consulted until the expiry of a period of three months from the date of the decision closing that case in the Court concerned.

Technical impossibility of using e-Curia

27. If e-Curia cannot be used for technical reasons, users are invited to inform the Registry of the Court of Justice or of the General Court of this immediately and, where appropriate, to take all necessary steps in compliance with the procedural rules applicable in the Court concerned, as referred to in point 3 of this document.

**UNDERTAKINGS TO BE GIVEN BY ALL AGENTS, LAWYERS, UNIVERSITY
TEACHERS AND PERSONS AUTHORISED TO BE SELF-REPRESENTED OR TO
REPRESENT A PARTY IN A PRELIMINARY RULING CASE, AS WELL AS BY
ALL PERSONS AUTHORISED TO ACT ON BEHALF OF A REFERRING COURT
OR TRIBUNAL**

You are requested to give the following undertakings, breach of which may result in the deactivation of your account:

I have taken note of the Conditions of Use of e-Curia and I expressly undertake:

- not to communicate my personal password to third parties, any process carried out using my user ID and my password being deemed to have been carried out by me;
- to communicate without delay any change of my email address as entered in e-Curia and any termination of my professional activity or change in my responsibilities;
- to log on to e-Curia regularly and to consult the procedural documents awaiting service of which I am the intended recipient, accepting that any such procedural document will, if not consulted, be deemed to have been served on me on the expiry of the seventh day following the day on which an email was sent to notify me of the availability of that document in e-Curia;
- to update regularly the list of any assistants I may have and, in particular, in the event of a change in professional responsibilities or termination of activity, to cancel any account that I have assigned to them.

UNDERTAKING TO BE GIVEN BY ASSISTANTS

You are requested to give the following undertaking, breach of which may result in the deactivation of your account:

I have taken note of the Conditions of Use of e-Curia, and I expressly undertake not to communicate my personal password to third parties, any process carried out using my user ID and my password being deemed to have been carried out by me.

Luxembourg, 5 September 2024.

A. CALOT ESCOBAR

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