

CrossJustice Editor – National Legislation

User Manual

In order to add a national legislative instrument, the CrossJustice editor must click on the “Legislation” button from the home screen of the CrossJustice Editor.



A list of acts already uploaded by CrossJustice editors can be seen on the initial screen. For each national legislative instrument in the list, the editor can edit/update the available information or delete the act using the buttons on the right side of the list. Uploaded acts can be sorted according to the following criteria: “Organization” (name of a project partner, e. g. UNIBO, APIS), “User” (e-mail of the user who created this record), “Title” of the document (in the national language), “Date of document” (the date on which the national legislator has adopted the act) and “Last change” (the date on which the document was last modified by CrossJustice editor).

To add a new act to Legislation database, the editor must click on the "Add new act" button.

It retrieves a new page that allows the editor to add metadata information about a national legislative instrument.



1. Country

In this field, which is mandatory, the editor must select from the drop-down list the name of the respective EU Member State from which the act originates.

2. Title

This mandatory field should include the full title of the national legislative instrument in the language in which the national legislative instrument was promulgated.

Example: *codice di procedura penale*

Country *

Country / Jurisdiction

- European union
- Italy
- France
- Spain
- Romania
- Portugal

Title *

Important notice: To save the current record for the national legislative instrument you need to enter at least the country and title of the act. After saving the act appears in the list of acts in “Legislation” and you can log in to fill in the remaining metadata or to edit the already entered one.

Save Save and close

Country *

Bulgaria

Title *

Наказателен кодекс

3. Title in English

The next field is for the title in English. It is a mandatory field and it should include the translation in English of the full title of the national legislative instrument.

Title in English *

Example: *Criminal Procedure Code*

4. Short Title

In the next field, the editor should insert a “Short title” of the national legislative instrument, in the language of the national legislative instrument, if there is an official one available.

Example: *Europäisches Haftbefehlsgesetz*

Short title

5. Abbreviation

The next field is for the “Abbreviation” of the title of the national legislative instrument if there is any available. It should be provided in the language of the national legislative instrument.

Example: *c.p.p., StPO, etc.*

Abbreviation

6. Language

The mandatory field “Language” is foreseen for the language in which the national legislative instrument is published.

The CrossJustice editor chooses the language from a drop-down list.

Language *

Select a Language

Italian
French
Spanish
English
Romanian
Portuguese

7. Act Type

Act type *

Select Act type

Law / Statutes
Legislative decree
Law decree
Ministerial decree
Regulation
Organic Law

The type of the act is chosen from a drop-down list. The field is mandatory.

There are several different options for choosing the type of the national legislative instrument.

The editor should contact the WP4 leader if s/he considers that the list of act types should be supplemented with further entries.

8. ELI

The next metadata field concerns the European Legislation Identifier (ELI). The ELI is used to identify the national legislative instrument in cases, where the respective country has introduced the ELI standard (e.g., France introduced ELI recently for legislative instruments published over the past few years). It is a non-mandatory field.

ELI (European Legislation Identifier)

9. Publication Reference

The field “Publication reference” is mandatory and should give a reference to the publication of the national legislative instrument in the Official Journal of the respective EU Member State. The syntax of the reference should comply with the national rules for such type of references.


Example: BGBl. I 2008, 2044 - 2045

Publication reference *

10. Date of Document

“Date of document” is a mandatory field that should contain the date on which the national legislator has adopted the national legislative instrument (NOT the date on which it was published). The predefined format is DD/MM/YYYY. The date should be typed or chosen by using the calendar control.

Date of document *



< | January | 2020 | >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

11. Date of Publication

The CrossJustice editor should type (or choose with the calendar control) the date of publication of the national legislative instrument. It is a mandatory field and should include the date on which the national legislative instrument has been published in the Official Journal of the respective EU Member State. This field must be completed even when the date of publication is part of the text inserted in the “Publication reference” field above.


Date of publication *



12. Date of Effect

The “Date of effect” field is for the date on which the national legislative instrument has entered into force. It is a mandatory field.


Date of effect *



13. Date of End of Validity

The editor should provide information on the “Date of end of validity” of the national legislative instrument, if such date is known. It means the date on which the national legislative instrument was or will be no longer in force. In most cases, this field will not be completed.

Date of end of validity



14. Source Name

In the “Source name” field, which is a mandatory field, the editor should enter the name of the source, that has published the national legislative instrument. The name should NOT be translated in English. The CrossJustice editor provides in this field the name of the Official Journal or another publisher on which

website (portal, database) the text of the national legislative instrument is published. Whenever possible, the source chosen by the editor should be a publicly accessible database.

Examples: *Gesetze im Internet; Légifrance; Rechtsinformationssystem (RIS), Gazzetta Ufficiale, etc.*

Source name *

15. Version

This field is mandatory. The editor must provide information about the version of the national legislative instrument by choosing one of the following options from a drop-down list:

- *Basic version* – the initial version of the national legislative instrument as adopted by the legislator, or
- *Latest consolidated version* – the available most up-to-date version of the national legislative instrument integrating all successive amendments into its text.

Version

Version type *

Select version ▼

Basic version

Latest consolidated version

If the “Latest consolidated version” option is selected, the field right next to it (“Date of effect of the consolidated version”) becomes active and the editor must enter there the date from which this consolidated version is effective.

Version

Version type *

Latest consolidated version ▼

Date of effect of the consolidated version

Editor comment

If and when available, the editor should always provide the latest consolidated version of the national legislative instrument. “Latest” means the latest **available** consolidated version. For instance, it is possible that there are subsequent amendments, but the government has not yet published an updated consolidated version integrating these amendments into the text of the national legislative instrument. Thus, if there is no available consolidated version integrating the recent amendments of the act, the editor must provide either an earlier consolidated version and indicate this in the “Editor comment” field.

16. Act URL

Act URL

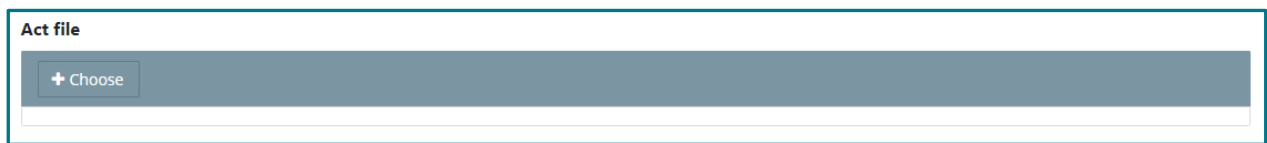
Open

The CrossJustice editor provides in this field the exact URL of the publication of the national legislative instrument in publicly accessible database (when available). After pasting the link, the editor should check with the "Open" button if the link is working properly.

If for any reason such URL could not be provided, then the editor should use the next field "Act File" in order to upload the text of the national legislative instrument as a file.

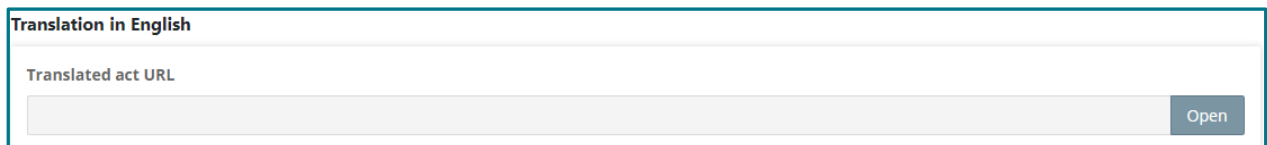
17. Act File

The "Act file" button shall be used for uploading a file with the text of the national legislative instrument, if for any reason the CrossJustice editor cannot provide a link (URL) to its online publication. The file should be in machine-readable format, preferably DOCX or PDF.



18. Translated act URL

In the "Translated act URL" field the editor should provide a link to the translation in English of the national legislative instrument (if available). After pasting the link, the editor should check by the "Open" button if the respective site is opened correctly through an Internet browser.



19. Translated act file



This field can be used for uploading a file with the translation in English of the text of the national legislative instrument in cases where the editor cannot provide a link to the translated text (e.g., because it is available only after running a search query in a database). The file should be in machine-readable format, preferably DOCX or PDF.

20. Translation source type

Translation source type
Official 
Official
Unofficial
CrossJustice Editor

In this field, the editor must provide information on whether the translation of the text is official. "Official" means a translation made by a governmental institution from the respective EU Member State. If the uploaded translation is not done by an official institution, "Unofficial" must be selected from the options available, or "CrossJustice Editor" if the act has been translated by a representative of the organisation to which the editor belongs.

After completing all the necessary metadata, the editor shall press the "Save and close" button, which saves the current document and returns the "Legislation" page.