

USER MANUAL

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Product Overview

ConsumerCases Application is a web based service providing multilingual access to **legislation and case law of the European Union and 6 EU Member States** (Austria, Bulgaria, France, Germany, Italy and the United Kingdom) in the area of consumer protection law.

Content scope of the service

EU legislation

ConsumerCases service contains the full text and the bibliographic notices of around 500 legislative acts of the EU (in force as well as repealed) in the area of consumer law, protection of health, food and product safety – regulations, directives and decisions. Documents are available in four language versions: Bulgarian, English, French and German.

EU case law

The service contains a collection of around 450 judgments of the EU Court of Justice in the area of consumer law in four language versions: Bulgarian, English, French and German.

National legislation

The service includes metadata and full texts of a selection of the most important legislative acts in the field of consumer protection law of the following six EU Member States – Austria, Bulgaria, France, Germany, Italy and the United Kingdom.

National case law

ConsumerCases service contains a collection of more than 10,500 decisions presented in full text and metadata of the supreme courts, courts of appeal and lower instance courts of Austria, Bulgaria, France, Germany, Italy and the United Kingdom.

Legal doctrine

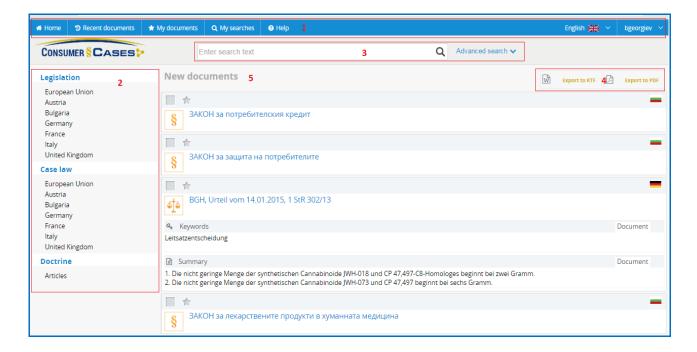
The service provides access also to articles in the area of consumer protection law published in open access journals.

Key Functionalities

Home page

When you open the application, you are taken to the Home page. It consists of several sections.

- 1. Horizontal menu bar, which also incorporates the language setting for the interface and user settings.
- 2. Panel on the left of your screen where you can find the document tree divided by category.
- 3. Search box for Quick and Advanced search.
- 4. Options to export in PDF and RTF file formats for documents or lists of documents.
- 5. New documents: those are the most recent documents added to the application's database.



Search

Quick search

You can search the entire database by entering your search query in the Search box. The user enters the search term or phrase and clicks the Q icon or presses Enter to start the search.



You can search for an individual word or for a phrase, e.g. "credit" or "recognition of tax credit".

As a result of your search, the application will return a list of documents containing different versions of your search term, such as credit, credits, crediting, etc.

The Search functionality operates in the same way for search phrases containing two or more

words. If you search for "tax credit", you will receive a list of documents which contain either the exact phrase or combinations of the words in different forms, such as "tax credits". The list will also have documents which contain the two words separated from each other in different parts of the document. You will find such documents towards the end of the list of results.

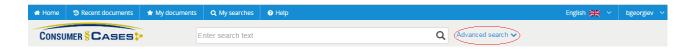
This will give you a more comprehensive list of results and users will not miss out on any relevant information when they enter search phrases.

In some cases, it is more useful to search for the root of the word with all its possible endings. To do this, please add an asterisk * to the root of the word. In this way, you will find all documents containing the root and all possible endings. For example, taxa* will result in taxation but not in taxes or taxing. Therefore, you may use tax* to retrieve more results containing words with this root.

When you search for phrases of two or more words, it is possible to search for documents that contain an exact match of the phrase. To do this, please *place the search phrase between quotes*. For example "tax credit" will only retrieve documents containing this exact phrase and will exclude documents containing the two words but in different order or separated.

Advanced search

You can open Advanced search from the option next to the quick search box. When you select Advanced search, you will see a drop-down panel.



Advanced search consists of two sections: EU legislation and Case law.

Search in EU legislation

Advanced search in EU legislation only allows you to search for documents of legislative nature that are part of EU law, such as regulations, directives, etc.

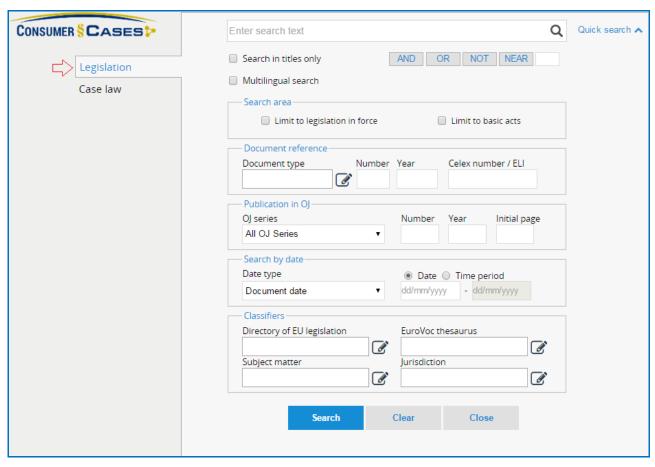
In addition to the search term or phrase, you can also select certain search criteria.

You can limit your search to "Search in titles only", which will retrieve documents that contain your search query in their title only.

You can use Boolean expressions with the operators AND, OR, NOT or NEAR.

If you use the Boolean operator AND to connect the terms, you will receive documents containing all your search terms.

If you use the Boolean operator OR to connect the terms, you will receive documents containing at least one of your search terms.



If you use the Boolean operator NOT to connect the terms, you will receive documents containing the search terms but excluding one or more of them that were specified.

If you use the Boolean operator NEAR to connect two terms, you will receive documents containing the two words in close proximity. Proximity can be expressed in number of words in between and can be additionally specified.

For example, if you use the expression *tax [AND] credit [NOT] corporate*, you will obtain a list of all documents containing "tax" and "credit" but not containing "corporate".

Similarly, you can use the expression *status* [NEAR] refugee and a proximity value of 5, which means that the documents retrieved will contain the two words that will be 5 words apart.

The box where you can set the proximity value (the number of words) is located right next to the *NEAR* button.



Advanced search in EU legislation also allows you to choose from the following criteria:

- Option to limit your Search area only to legislation in force (not repealed) or to basic acts of primary law (Limit to basic acts);
- By document type: click the icon to open a new window where you can select types of acts you want to limit your search to, such as treaties, regulations, directives, etc.;
- By Celex number or ELI: you can use one of those identifiers for your search.

The Celex Number is a unique identifier used in the official electronic platform of the EU, known as EUR-Lex. Each document published on this database is assigned a Celex number, which is

formed according to strict rules.

ELI (European Legislation Identifier) national identifier: ELI is a unique number used to identify European and national legislative documents in a harmonized and consistent manner which enables a quicker and more efficient system for data search and exchange accessible to citizens or specialized users, such as legislators, magistrates or lawyers.

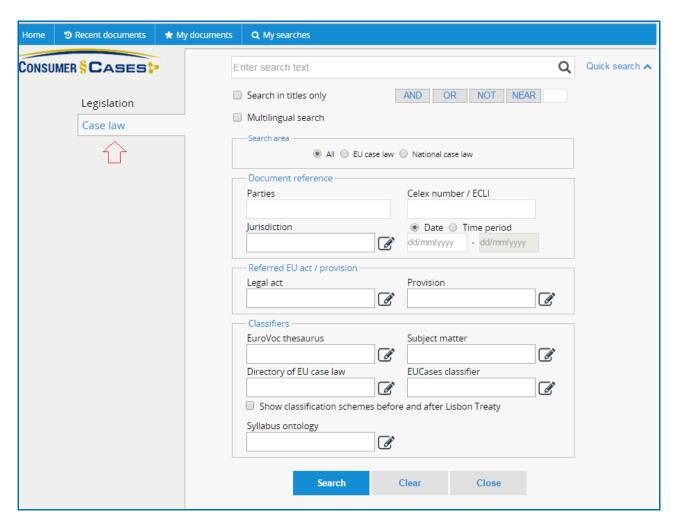
- By Publication in the Official Journal (date, number, initial page): you can enter the date of publication of the legislative act;
- By classifiers (Directory of EU legislation, EuroVoc thesaurus and Subject matter).

You can open each classifier by clicking the icon. Legislative acts and case law are assigned to terminology categories under the three classifiers. If you select a specific classifier term, your search will be limited to the documents, which are assigned to it.

The classifiers - Directory of EU legislation, EuroVoc thesaurus and Subject matter, are developed and used by the EUR-Lex official electronic platform of the EU.

Search in Case law

Advanced search in Case law only applies to documents created by EU or Member States' courts or specialized jurisdictions, excluding any documents of legislative nature.



In addition to the search term or phrase, you can also select certain search criteria:

- You can limit your search to "Search in titles only", which will retrieve documents that

contain your search query in their title only;

You can use Boolean expressions with the operators AND, OR, NOT or NEAR;

For example, if you use the expression *tax [AND] credit [NOT] corporate*, you will obtain a list of all documents containing "tax" and "credit" but not containing "corporate".

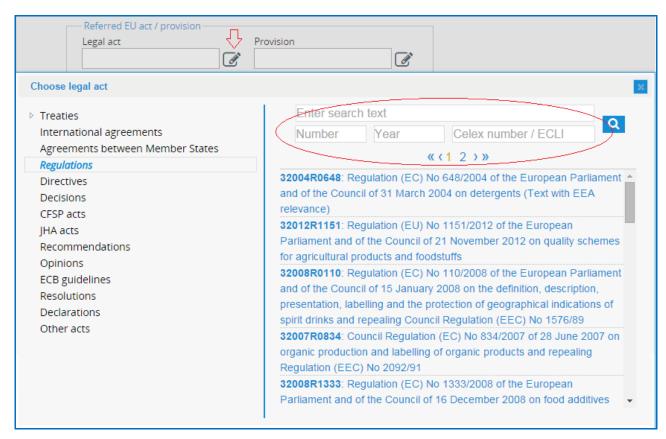
Similarly, you can use the expression *status* [NEAR] refugee and a proximity value of 5, which means that the documents retrieved will contain the two words that will be 5 words apart.

The box where you can set the proximity value (the number of words) is located right next to the *NEAR* button.



You can limit your Search area only to EU case law or National case law.

You can search for a specific EU legal act or a provision thereof. To do that, click the icon. An additional window will open where you can now reenter your search for case law relevant to the EU act you are interested in.



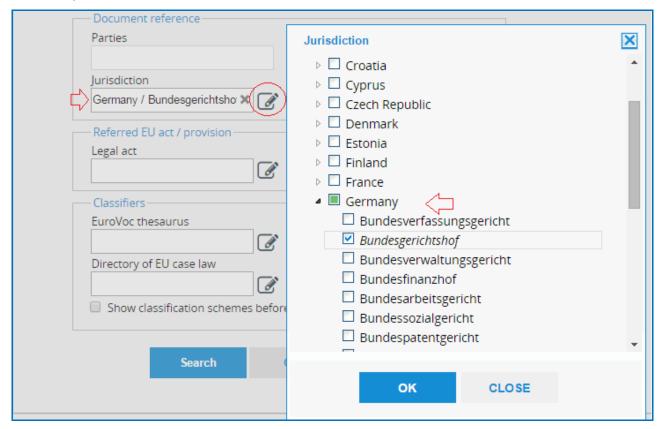
 Search by Celex number/ECLI: You can search for a document using its Celex or ECLI number. You need to enter the number in the respective box.

The *Celex Number* is a unique identifier used in the official electronic platform of the EU, known as EUR-Lex. Each document published on this database is assigned a Celex number, which is formed according to strict rules.

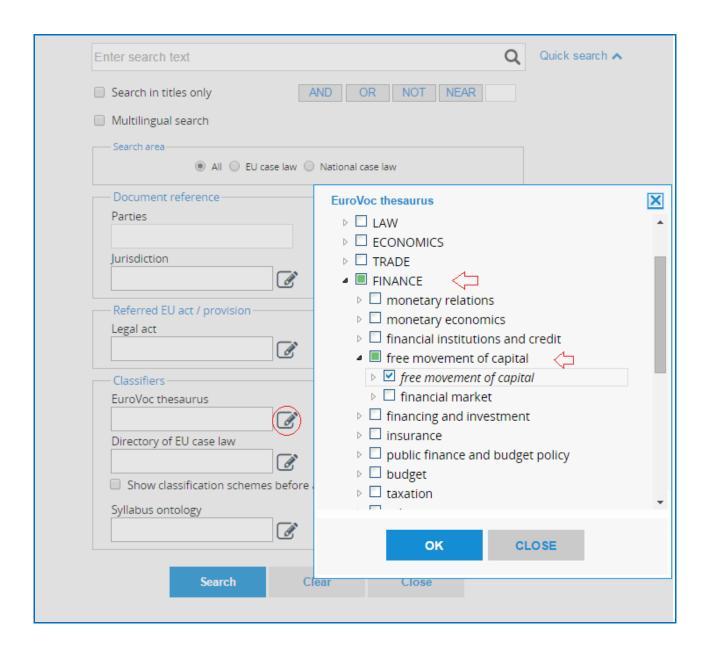
The ECLI national identifier is a unified identifier having the same recognizable format for all

Member States and EU courts. A fictitious example of an ECLI number is *ECLI:NL:HR:2009:384425*, which may be deciphered as Judgement 384425 of the Supreme Court (HR) of the Netherlands (NL) of 2009.

Search by jurisdiction (Member State or a specific court): you can use it by clicking the icon and selecting the Member State or court which the judgment you search for is relevant to;



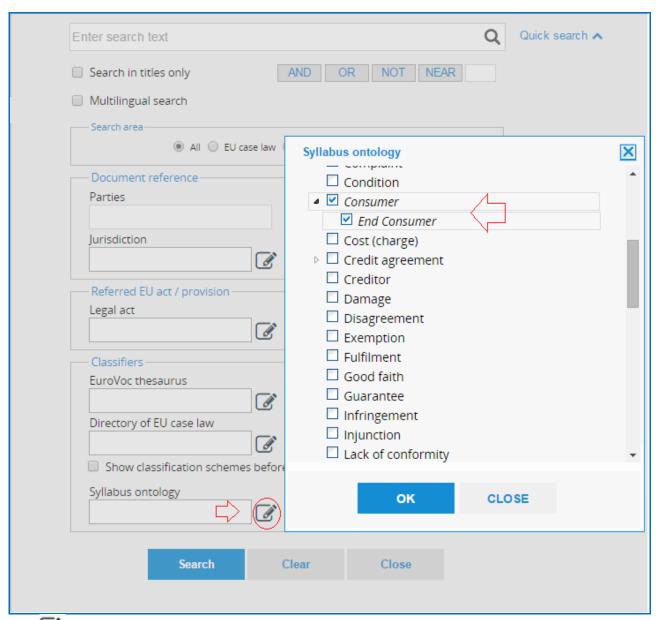
- By date of the legal act or by time period: date or period in which the document was created;
- By classifiers (EuroVoc thesaurus, Directory of EU case law and Subject matter classifier).
 You can open each classifier by clicking the icon.



Legislative acts and case law are assigned to terminology categories under the three classifiers. If you select a specific classifier term, your search will be limited to the documents, which are assigned to it.

The classifiers - Directory of EU legislation, EuroVoc thesaurus and Subject matter, are developed and used by the EUR-Lex official electronic platform of the EU.

 - By ontology "Sillabus" - multilingual ontology which contains terms specific to the subject field - consumer law.



The icon reveals the hierarchical structure of Syllabus ontology. Selection and deselection of terms and closure of the dialog are performed in the same way as it is made in the Courts dialog.

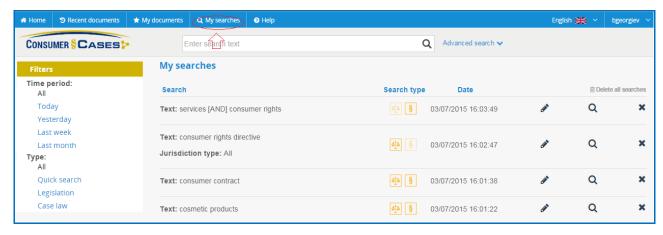
Search in the body of the document

When you open a document from the list of results, the search term or phrase is highlighted. If you searched for a phrase of two or more words, both the phrase as a whole and the individual words will be highlighted.

(see the "Search in document" section below).

My searches

My searches is an option, which retrieves a list of the user's search queries.



On the left of the screen, you can find two types of filters:

Time period: it defines the period in which those searches were run and

Type of search: it defines the type of search (Quick or Advanced) and specifies the corpus searched (Legislation or Case law).

On the right of the screen, you can see a list of all the searches, including:

- The text of the search query;
- An icon identifying the type of search: legislation, case law or all (in which case both icons are active) ;
- Date of search;
- Possibility to populate the search query in the Search field ;
- Direct execution of the same search query Q;
- Possibility to delete the search query from the list .

Working with document lists

Generating lists

Lists can be generated as a result of opening folders on the Home page or running a search.

When the application is open in the Home page, on the left of the screen you will find document trees divided in different categories.



Sorting

By default, results are listed in order of relevance to your search. The list can be rearranged alphabetically or by document date.



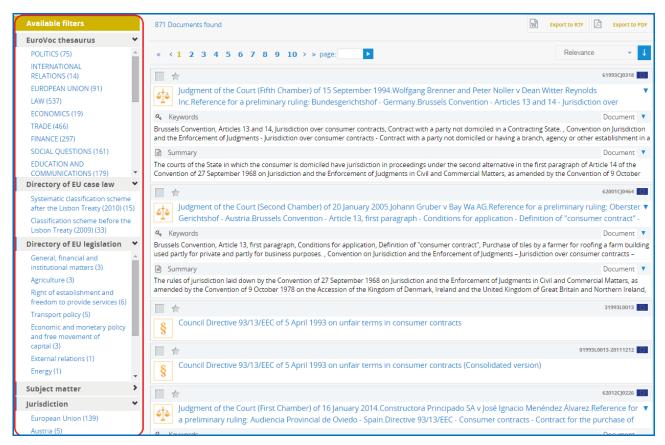
You can also switch between ascending and descending order.

If the document list was not generated by a search but by opening levels in the document tree, you cannot arrange the list by relevance.

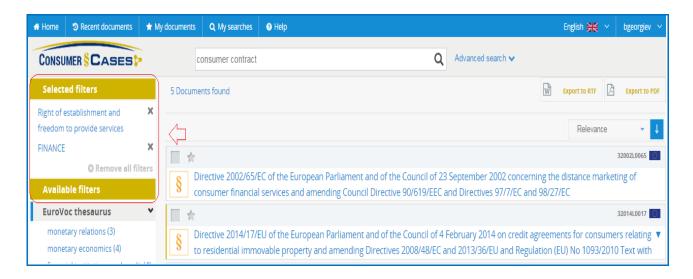
Filters

When a list of documents is displayed, you can see filters in the panel on the left of the screen.

Those filters are based on the three classifiers to which documents can be assigned. You can use them to filter the list of displayed documents and show only documents assigned to your selected thematic category.



When you choose a classification, the application runs a new search and shows relevant documents again clustered by filers. On top of the panel, above the classifiers, you can see the filters that are set and you can remove them from there.



Pagination

Document lists are arranged in pages of 50 documents each and you can use pagination to mine the list in several ways:

- You can choose a page number;
- You can enter a page number;
- You can go to the next/previous page;

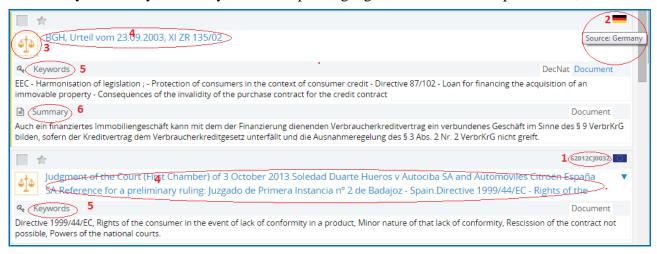
You can go to the first/last page;



Document attributes

Each document in the list is displayed with the following attributes (if available):

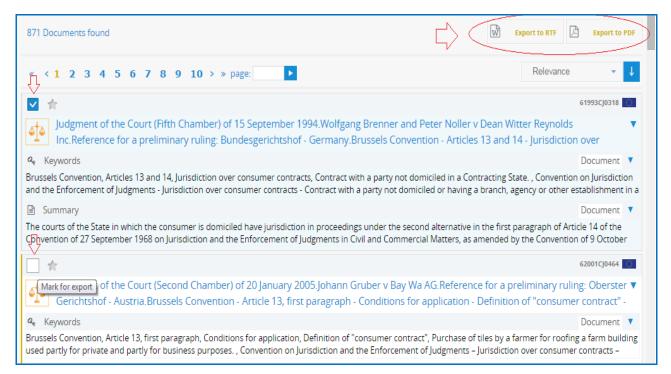
- 1. Document number;
- 2. Source country: you will see the flag of the country/jurisdiction and a hint with its name;
- 3. Document type: you will see an icon indicating whether the document is part of case law or a legal act;
- 4. Document title: the title is in the language of the document (if several language versions are available, the list will display only the one which coincides with the language of the interface);
- 5. Keywords: keywords may be in multiple languages and/or from multiple sources;



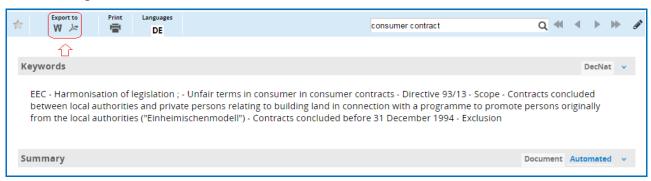
- 6. Summary: summaries may be in multiple languages and/or from multiple sources;
- 7. Press summary: this is a special type of summary, which may be in multiple languages and/or from multiple sources.

Document export

When a list of documents is generated, the user can select the documents for export by checking the relevant box and then select the format of the exported file by clicking either the PDF or the RTF button. Each export package can contain up to 10 documents.

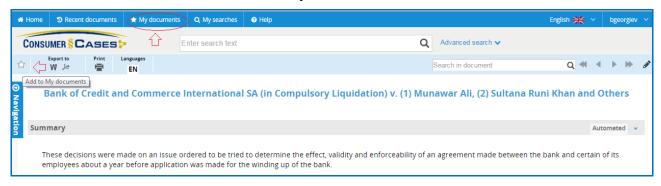


If you open a document, you can also export it from that window and you still have the PDF и RTF file format options available.



Adding information in My documents

Users can run this option to compile their own lists of documents they wish to have available. To add documents to that list, you have to make sure that the icon is enabled; if it becomes yellow, that means the document was added in the My documents custom list.

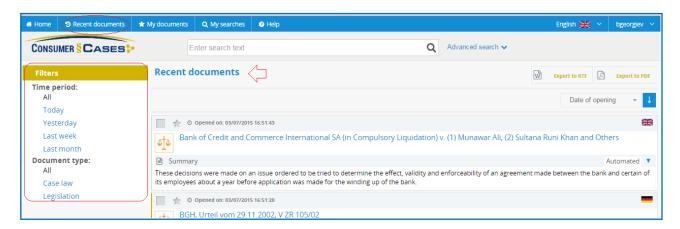


This function is available in a list of documents as well as in an open document.

Recent documents

This is an automatically generated list of the most recent 100 documents opened by the user. The application generates and saves automatically the most recent 100 documents that were opened and

if the number exceeds 100, it automatically deletes the oldest. By default, the list starts with the most recent documents and proceeds with less recent ones.



On the left of the screen, you can find two types of filters:

Time period: it defines the period in which those documents were opened.

and

Document type: it defines the type of documents opened by the user: All, Legislation, Case law.

Working with documents

Changing the language version

This option is available for EUR-Lex documents only (EU Law, EU Case Law) by selecting a language from the language bar above the document title.



Print

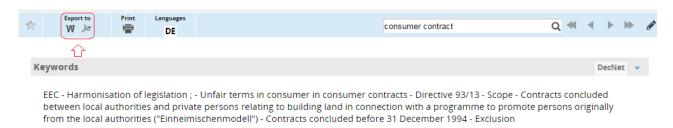
When you click the Print icon, the standard Print window appears in your browser.



Document export

The user can choose to export the document either in RTF or in PDF format and can save the file in

a destination (folder) of his/her choice.



Search in document

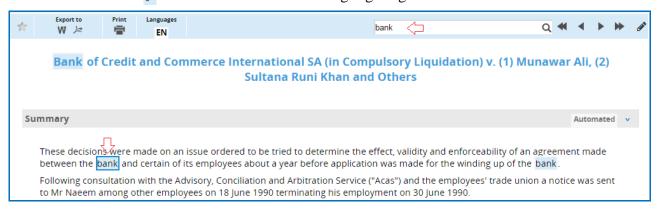
The local search box can be found in the context bar above the text of each document that you open. You can enter a search query, term or phrase, in the box and run the search by clicking the

Q icon or pressing Enter.



The application will highlight all hits, the current one being in a brighter colour. Using the local search bar, you can navigate the locations of the hits in the body of the text: you can go to the previous/next hit or the first/last hit.

You can also use the / icon to remove or restore highlighting in the entire document.



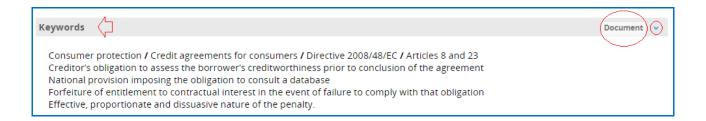
Document attributes

Keywords

Keywords are available for important national court decisions and for almost all CJEU acts. They can be in one or multiple languages from one or multiple sources.

When you open a document, you can find its keywords in a separate section, which may contain different elements depending on the number of sources and language versions. The Keyword section is expanded by default but you can collapse it using the arrow at the end of the bar.

At the end of the bar, which divides the section, you can find sources of keywords: they may be created by EuroCases or imported from an open source, such as the author of the document (court, jurisdiction), the DecNat, Jure, Reflets databases, automateg, etc.



Summary

Summaries are only available for important national court decisions and for almost all CJEU acts. They may be in one or multiple languages from one or multiple sources.

When you open a document, you can find its summary in a separate section, which may contain different elements depending on the number of sources and language versions. The Summary section is expanded by default but you can collapse it.

At the end of the bar, which divides the section, you can find sources of summaries: they may be created by EuroCases or imported from an open source, such as the relevant court, the DecNat, Jure, Reflets databases, etc.



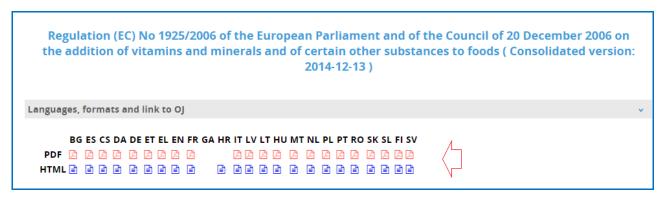
Press Summary

Press summaries are a special category of summary, which is most often created by the source of the document, e.g. the Press Office of a court. When you open a document, you can find its press summary in a separate section, which may contain different elements depending on the number of sources and language versions. The section is expanded by default but you can collapse it.



Languages, formats and links to OJ

Those data are located at the very beginning for EU legal acts only. They show the language versions and file formats available on the EUR-Lex website.



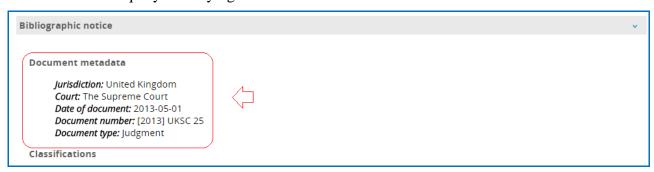
Bibliographic notice

For EUR-Lex documents the bibliographic notice is identical to the one in the EUR-Lex portal.

For national court decisions processed by APIS officers, the bibliographic notice contains document metadata, classifications, publication and references.

Document metadata

Those are data uniquely identifying the document.



Classifications

Each document is assigned to some category under one of the three classifiers and each term refers to a list of documents assigned to it.



- EuroVoc is a multilingual, multidisciplinary thesaurus covering the activities of the EU.
- Directory of EU Case Law is a hierarchical thematic classifier of CJEU case law. It is used as part of the Eur-Lex system.
- Subject matter is a classifier by topics to which legal documents are assigned.

The classifiers - Directory of EU legislation, EuroVoc thesaurus and Subject matter, are developed and used by the EUR-Lex official electronic platform of the EU.

Publication

This section contains information about publications of the court decision in professional law journals.



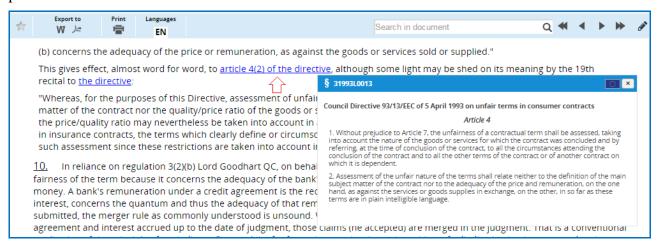
References

This section contains references to other acts related to the opened document. They are grouped in several clusters:

- EU Treaties:
- EU core provisions;
- Other referred EU provisions;
- EU case law;
- National core provisions;
- Other acts relevant to the case.

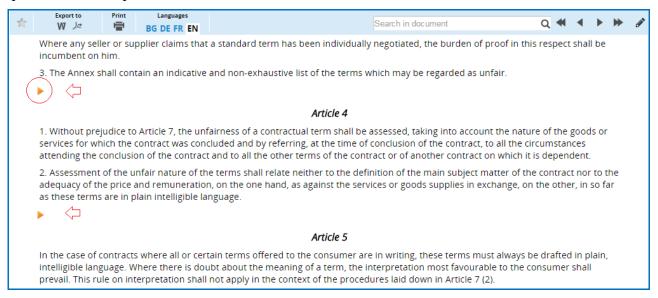
Outgoing references

Those are quotations of EU law or CJEU case law. They are marked in blue and when you hover over them, you get a hint with the title of the relevant act and, potentially, the text of the cited provision.



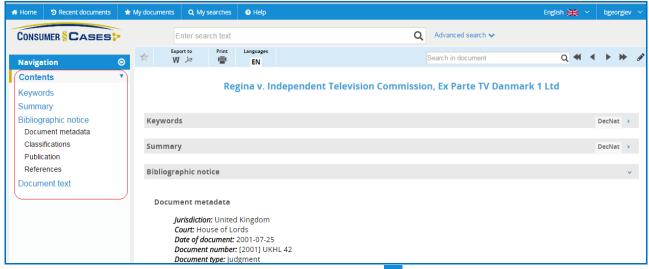
Incoming references

Those are references from other documents leading to a provision/paragraph of the opened document. The orange triangle icon next to each article retrieves a list of documents, which contain quotations of this provision.



Document Contents

In the left navigation panel, you can find the contents of a document and when you select an item from the table of contents, the application will take you to the relevant attribute of the document.



You can collapse and expand the Contents panel using the icon.



Source

At the end of each document, you can find references to the sources of information about that document online. Those can be sources of the text of the document or parts of it: summary, keywords, etc. In this way, you will be able to see the original source of information, if it is still available and access is free.

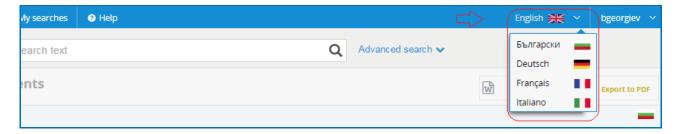


Change of interface language

Currently, the EuroCases interface is available in five main languages: Bulgarian, English, German, French, and Italian.

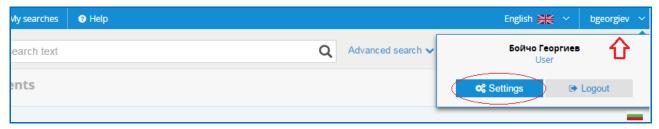
Changing the interface language will result in:

- Change of language of documents that have several language versions in a list of EU legislation and CJEU case law;
- Change of language of any open document that has several language versions;
- Change of language of all the menus, buttons, hints and other elements of the interface.



User Settings

You can find your user settings in the right corner of the horizontal menu bar where your user name and information are displayed. A dedicated Settings button is displayed.



Change password

You can change your password in the Settings menu. You need to repeat your new password for confirmation and then click the Save button to save it.

Preferred Languages

The user can select a language version which will open by default, if no version is available in the language of the interface.

