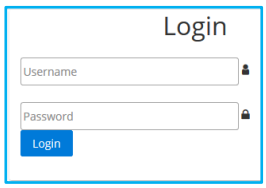
InterLex Editor Tool
User Manual

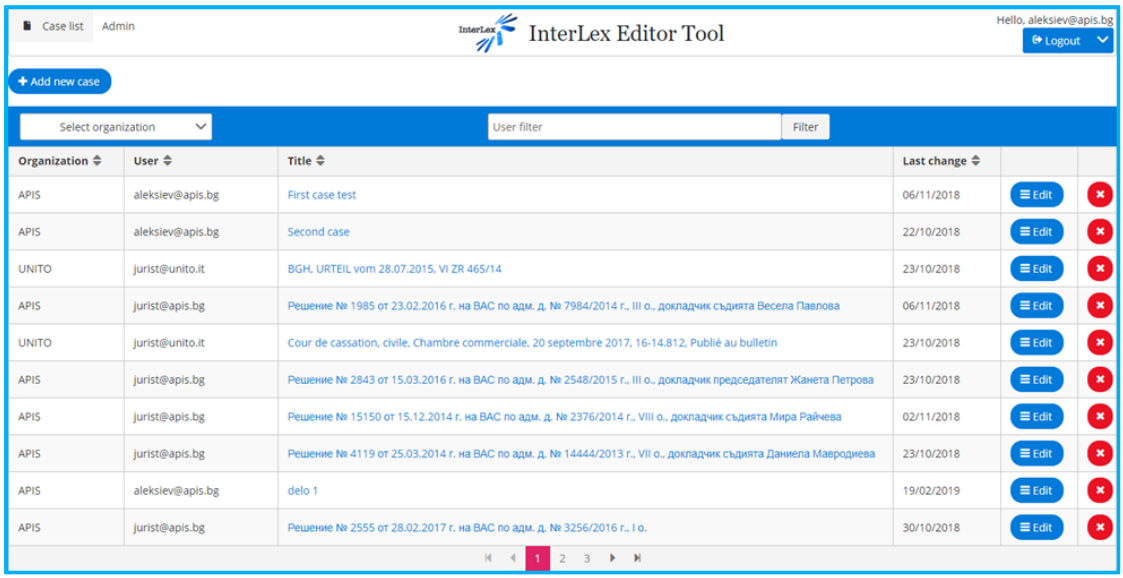
1. *Login*

In order to login into the InterLex Editor Tool, each editor needs to provide a username and password.



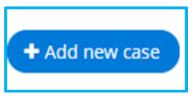
2. *Case List*

After successful login, a list with the already uploaded cases can be seen on the initial screen presenting a list of cases uploaded by InterLex editors. For each case in the list, the editor can edit / update the available information or delete the case by using the buttons on the right-hand side of the list.



3. *Adding a New Case*

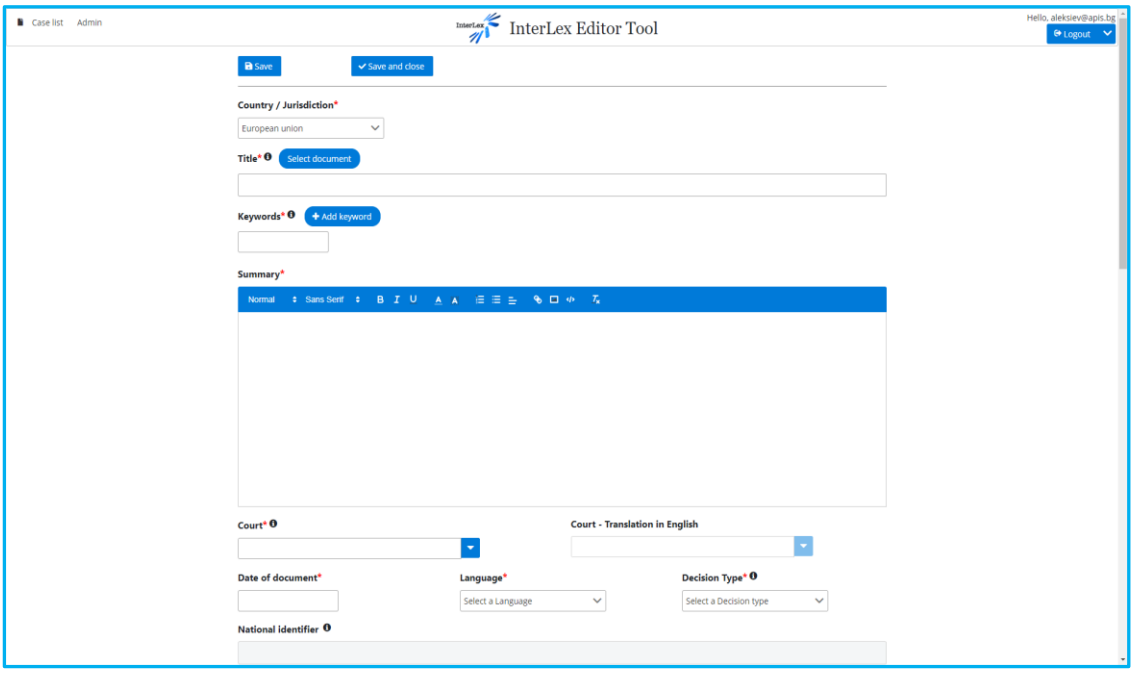
To add a new case, the editor should click the “Add new case” button, which is placed on the left-hand side of the screen above the Case list.



4. *“Edit Case” Page*

The “Add new case” button retrieves a new page that allows the user to add/edit metadata information about a particular case, write a summary of the case and insert the full text of the court decision by using copy-paste.

The editor can at any time press the “Save” button to save the entered data or press the “Save and close” button to leave the Edit Case page. The only mandatory field to save a new case is “Title”. All other fields marked with an asterisk symbol are also considered mandatory, but the editor can leave the program and fill these fields in the next sessions.



Below is provided a brief description of the metadata and text fields available on the Edit Case Page.

5. *Country / Jurisdiction*

The first information that the editor has to provide is about the Country / Jurisdiction from where the case originates. This field is mandatory. It should provide information about the name of the country or the international structure, which the issuing court belongs to. The editor can choose from a list with the names of the 12 EU Member States, which Internet-related case law in the area of private international law has to be covered by InterLex partners.

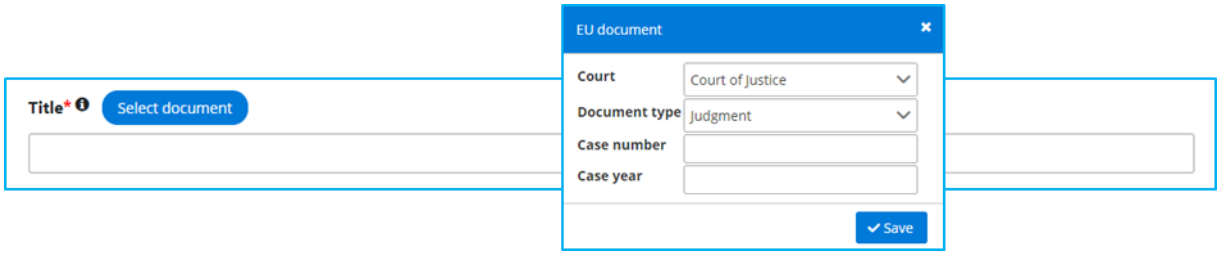
For cases of the CJEU the correct entry is “European Union”. If this entry is chosen, the InterLex Editor Tool automatically adds two additional metadata fields that are specific for EU cases: “National legislation” and “National case law – link to the follow-up decision of the national court”. At the same time the name of the “Text” field is changed to “Decision of the court”.

6. *Title*

The next field is “Title”. It has a help message that explains the requirements for the title of the case – it should be provided according to the national rules or best practices and in the language of the case. If such rules or best practices do not exist, this information should be written down in the following format: <Court-name>, [<Court-chamber>, <Decision type>,] <Date-of-decision>, <National-identifier>.

Examples: *BVerwG, Urteil vom 25.01.2017 – 6 C 15.16* *CAA de LYON, 2ème chambre - formation à 3, 30/08/2018, 17LY03755, Inédit au recueil Lebon* *Sentenza penale n. 39176 del 2017 sez. 1 della Corte Suprema di Cassazione*

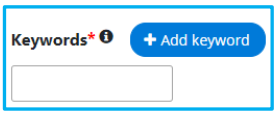
Important notice: *For* ***EU cases*** *the editor should use the "Select document" button and then provide the required information on the respective case of the CJEU in the form "EU document":*



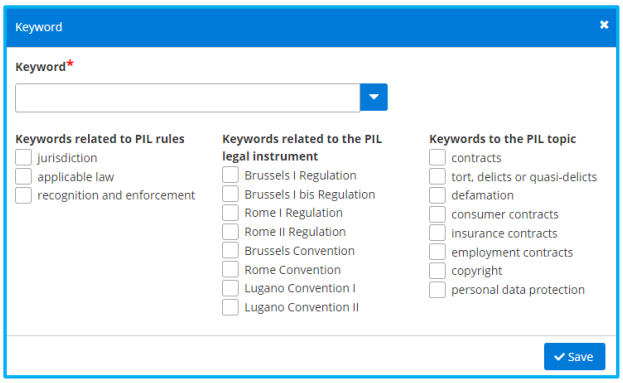
For all cases of the CJEU where the "Select document" function has been used for identification of the decision, a web service communicating with the InterLex Editor Tool ensures automated completion of the metadata in the following fields: *Title, Court, Date of document, Language, Judgment, ECLI, Source* and *Source URL*.

7. Keywords

After the "Title" has been added, the editor should provide keywords related to the main legal issues that are specific to this case. To this end, the editor shall click the on "Add keyword" button.



A separate form appears where the editor can choose standard keywords from a list or fill in new ones formulated by him/her in the text box.



The purpose of the standard keywords, according to Deliverable 2.1 "Methodological notes", is to achieve consistency when users will search for case law in the InterLex Find Law Module.

The standard keywords in the list are provided in three groups:

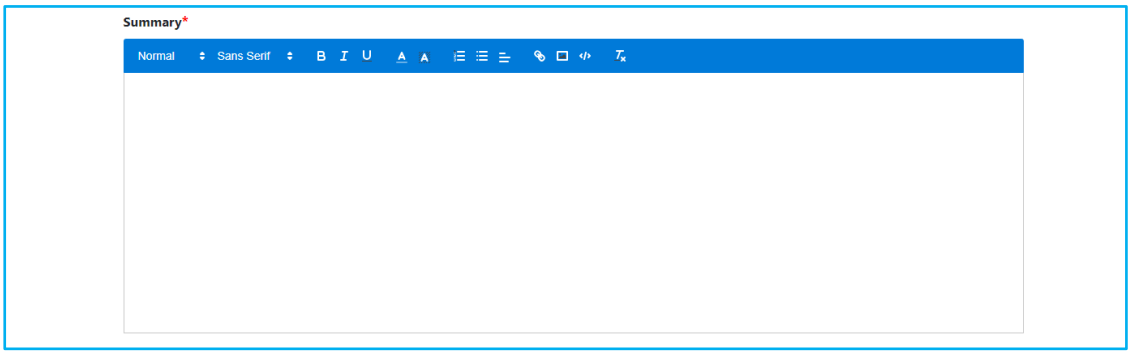
- *Keywords related to the PIL rules* – jurisdiction / applicable law / recognition and enforcement
- *Keywords related to the PIL legal instrument* – Brussels I Regulation / Brussels I bis Regulation / Rome I Regulation / Rome II Regulation / Brussels Convention / Rome Convention / Lugano Convention I / Lugano Convention II

- *Keywords related to the topic* – contracts / tort, delicts or quasi-delicts / defamation / consumer contracts / insurance contracts / employment contracts / copyright / personal data protection.

In order to choose a standard keyword from the list, the editor should tick the respective check box. S/he can provide also keywords (single words or phrases) not presented in the list of standard keywords by typing directly in the text box. Keywords that have been already assigned to other cases uploaded in the InterLex Editor Tool are available for re-use from a drop-down list. After choosing one or more standard keywords or adding a case-specific keyword, the editor should press the "Save" button. The above steps shall be repeated, if the editor would like to add further keywords.

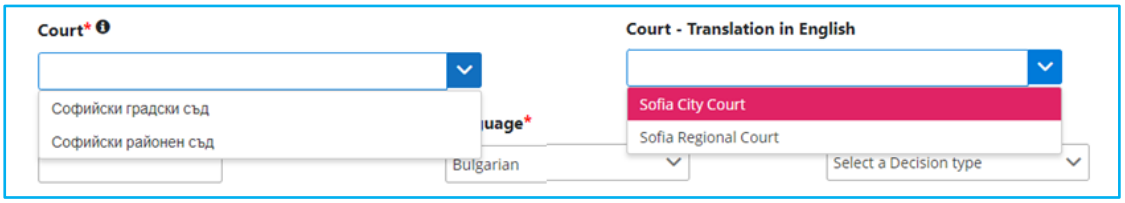
8. Summary

The keywords are followed by a box where the editor must provide a summary of the case. There is no word limitation. The box offers simple text formatting features provided with an editor toolbar.



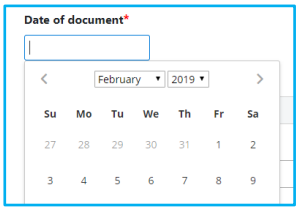
9. Court

In the next two fields, the editor should insert the name of the issuing court in the language of the case and in English, respectively. The first word of the name must be capitalised. The other words in the name shall be capitalised only if this is required by the national syntax rules. To facilitate the editor, the court names already entered for the respective EU Member State are available from a drop-down list.

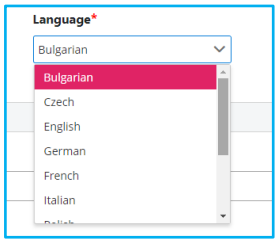


10. Date of Document

For entering the date of the document, i.e. the date on which the court decision has been rendered, the editor can use a calendar, or type it.

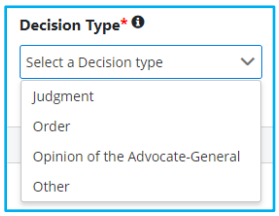


11. Language



The next metadata field concerns the language of the court decision, which can be selected from a drop-down list. By default, the tool selects the official language of the EU Member State that the editor has already chosen it in the field "Country/Jurisdiction".

12. Decision Type



The field "Decision type" is for choosing "Judgment" for final decisions on the subject matter of the case, "Order" for decisions on procedural matters, "Opinion of the Advocate-General" for this specific type of acts of the CJEU and "Other" for decisions of any other type.

13. National Identifier

In this field, the editor should provide the number (if any) used in the national case law repositories to identify uniquely the case and/or the decision of the national court.

Examples: *7 Ob 1/18z* *17LY01833* *8 AZR 860/15* *3 Sžf/116/2009*

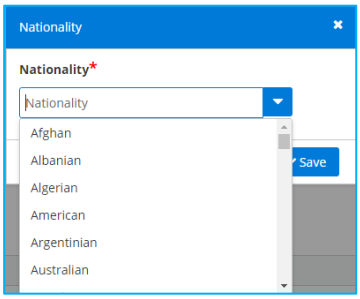
14. ECLI

In this field the editor should provide the European Case Law Identifier (ECLI) of the decision (if any).

Examples: *ECLI:DE:BGH:2018:130918BVZB2.18.0* *ECLI:ES:TSJCL:2018:2331* *ECLI:FR:CECHR:2018:408594.20181001*

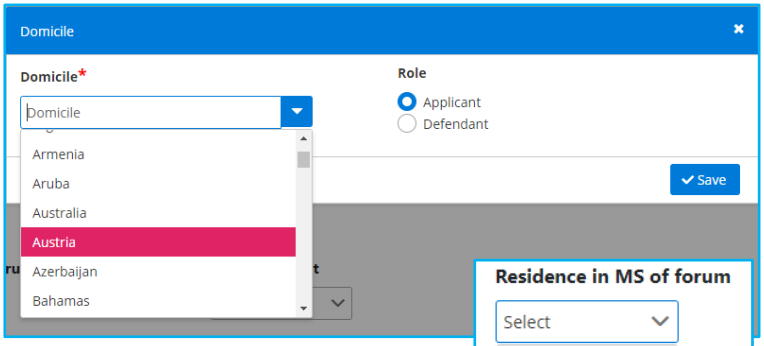
15. Nationality of the Parties

In this field the editor should provide the nationality of the parties to the case. The field allows multiple entries. Each entry can be made by using a drop-down list of nationalities in English.

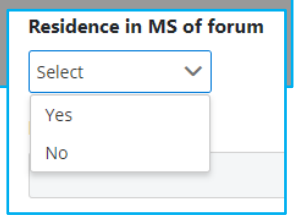


16. Domicile of the Parties

In the field "Domicile of the parties", the editor chooses from a drop-down list the name of the country where the parties to the case are domiciled and their role in the case – applicant or defendant. The field allows multiple entries.

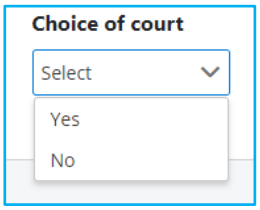


17. Residence in MS of Forum



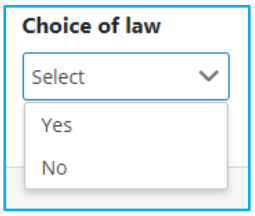
In this field "Residence in MS of forum" the editor shall choose "Yes" or "No" depending on whether the applicant has or does not have its domicile in the EU Member State of the court before which the case is heard.

18. Choice of Court



In this field the editor must should answer with "Yes" or "No" to the question if the parties to the case have agreed (in an explicit of tacit way) on the choice of court that would have had jurisdiction, but afterwards one of the parties has decided to sue the counterparty before a different court. For cases of the CJEU, the editor should choose the answer in accordance to Article 25 of the Brussels I bis Regulation.

19. Choice of Law

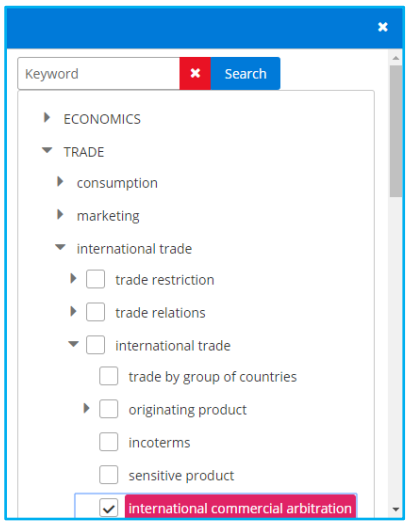


In this field "Choice of law" the editor should answer with "Yes" or "No" to the question if the parties to the case have agreed on the applicable law irrespective of the fact whether this law was applied by the court that has rendered the decision being summarised by the InterLex editor. It is enough for answering positively that the parties have chosen a substantive law applicable to their case.

20. InterLex Ontology

This field is temporally inactive. The InterLex Ontology will be developed at a later stage of the project implementation (deadline in project month 12 – August 2019). InterLex editors will be required to choose one or more concepts from the InterLex Ontology which present the subject matter of the case in the best way.

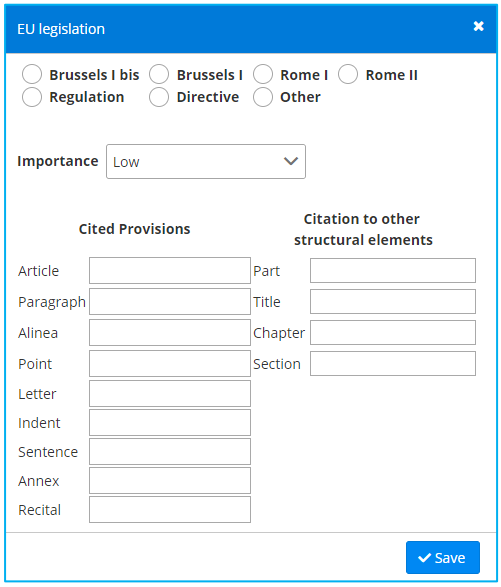
21. *EuroVoc Descriptor*



The editor should press the "Add EuroVoc term" button and then, in the appeared form, browse in the hierarchical structure of the EuroVoc Thesaurus or make searches in order to choose one more terms (concepts) that relate most precisely to the main legal issues discussed in the decision. At least one of the selected terms should always be chosen from "LAW => international law => private international law". In most cases terms related to Internet law and ITC can be found in "EDUCATION AND COMMUNICATIONS => communications => communications systems => Internet", "EDUCATION AND COMMUNICATIONS => information technology and data processing" or "EDUCATION AND COMMUNICATIONS => information and information processing".

22. *EU Legislation*

In the field "EU legislation", the editor should add one or more references to provisions of EU legislative instruments cited in the decision. This can be done by clicking the "Add citation" button. A form for entering structured information about the cited EU legislative instrument and a particular provision thereof appears.



First, the cited EU instrument should be chosen by selecting the respective radio button: "Brussels I bis" (Recast Reg. 1215/2012), "Brussels I" (Reg. 44/2001 – repealed), "Rome I" (Reg. 593/2008) or "Rome II" (Reg. 864/2007). For citations of other EU regulations or directives, the editor should select the "Regulation" or the "Directive" radio button, respectively. Then the number and the year of the cited document should be typed. For other types of EU instruments (decisions, international agreements, rules of procedure, etc.) the radio button "Other" must be selected and the CELEX number of the document must be typed (available in EUR-Lex).

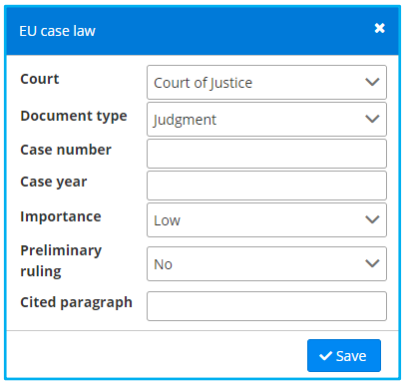
Next, the number of the cited provision and its sub-elements – article, paragraph, alinea (i.e. unnumbered paragraph), point, letter, indent, sentence etc. should be filled in. The editor cannot use opening and/or closing parentheses. Citations to recitals in the preamble are also possible. Citations to annexes or appendices and their sub-

elements should be inserted as one single entry in the "Annex" text box by using the following syntax: "II, Article 2(3)(b)".

Finally, the "Importance" of the citation by choosing "Low" or "High" should be defined.

23. EU Case Law

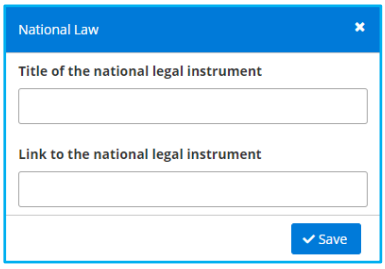
In the field "EU case law" the editor should add one or more references to decisions of the EU Court of Justice cited in the decision being summarised (if any). This can be done by clicking the "Add citation" button. A form for entering structured information about the cited CJEU decision and a particular numbered paragraph thereof appears.



Firstly, the editor shall specify the court that rendered the decision by selecting the court one of three possible entries – Court of Justice, General Court or Civil Service Tribunal, and **the document type** – Judgment, Order or Opinion of the Advocate-General. **Then the number and the year of the case** must be typed. After that, the "**Importance**" of the citation shall be defined by choosing "Low" or "High". Then the editor shall indicate whether the CJEU decision is a **preliminary ruling** requested in the main proceeding before a national court. The editor should choose "Yes" only if the cited case of the EU Court of Justice is a preliminary ruling that is part of the procedural history of the case that is being summarised. **Finally, the number of the referred paragraph** if the citation refers to a particular paragraph of the CJEU decision should be typed.

24. National Legislation

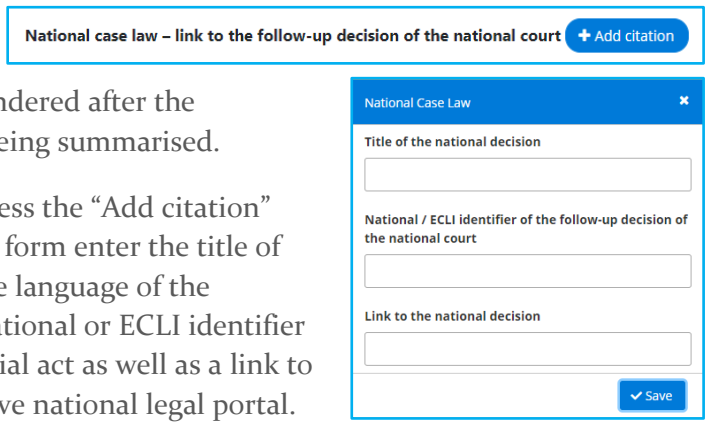
This field is visualised by the InterLex Editor Tool only for cases of the CJEU, i.e. cases where the editor has selected "European union" in the field "Country / Jurisdiction". In this field, the editor can add one or more references to national legislative instruments cited in the decision of the CJEU. To this end, the editor should press the "Add citation" button and then in the appeared form enter the official title of the national legal instrument in the language of the respective country followed in brackets by the its translation in English as well as a link to its text published by the respective national legal portal.



25. National Case Law – Link to the Follow-up Decision of the National Court

This field is visualised by the InterLex Editor Tool only for cases of the CJEU, i.e. cases where the editor has selected "European union" in the field "Country / Jurisdiction". In

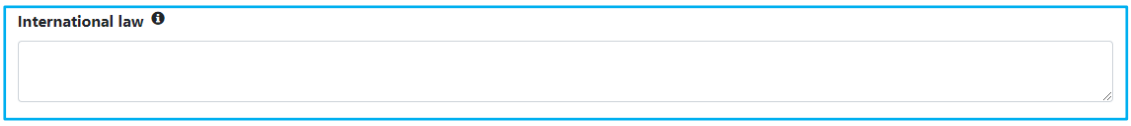
this field, the editor shall add a reference to the follow-up decision of the national court rendered after the preliminary ruling of the CJEU being summarised.



To this end, the editor should press the "Add citation" button and then in the appeared form enter the title of the national court decision in the language of the respective country followed, a national or ECLI identifier that identifies uniquely the judicial act as well as a link to its text published by the respective national legal portal.

26. International Law

In the field "International law", the editor should provide references to the provisions of international treaties and agreements cited in the decision (if any).

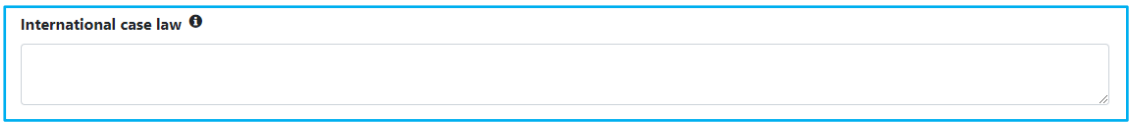


The citation shall contain the official title of the treaty. If there is a commonly used colloquial title, it shall be given after that in brackets. Cited provisions are given after a dash symbol in the following format: "Article 5(1)(2)(d), second item".

Important notice: International agreements concluded by the European Union with non-member countries or with international organisations, or agreements concluded jointly by the Member States and the European Union in areas of shared responsibility, which are considered an integral part of EU law and are published in EUR-Lex, ***must be put in the field "EU legislation"***.

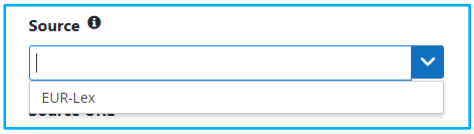
27. International Case Law

The field "International case law" is for information about references to cases of international courts cited in the decision (if any). The format of the reference shall follow the citation rules of the issuing court or common citation rules agreed by legal scholars.



28. Source

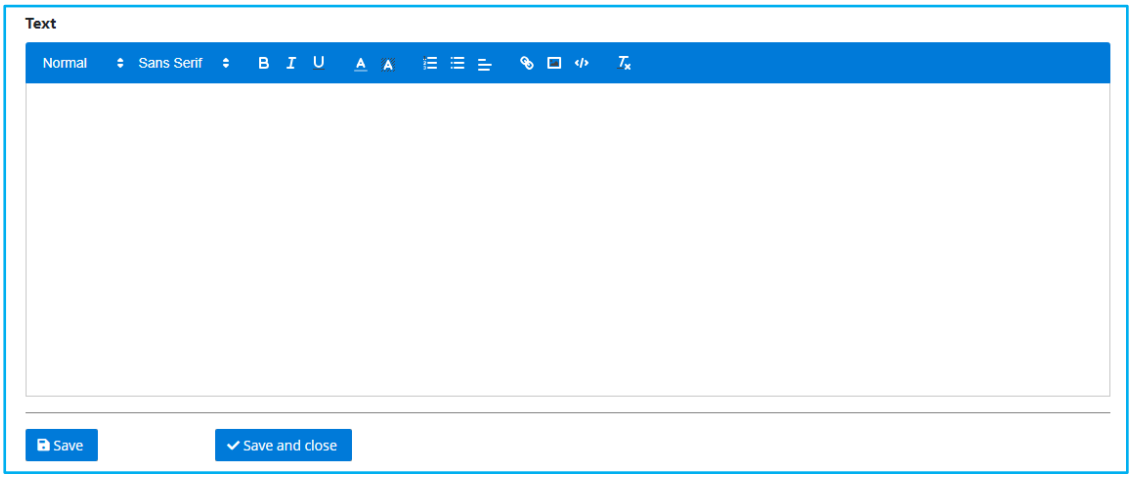
The "Source" field is for the name of the legal repository being source of the text and metadata information about case. It could be the website of the court or the national case law portal or



database. The editor should enter here the name of the same website, portal or database, which is referred in the next "Source URL" field. Already provided sources in previous cases appear in a drop-down list from which the editor can choose the correct entry.

29. *Source URL*

In the "Source URL" field, the editor should paste a link to the webpage where the text of the decision has been published by the source. If the decision is not published in HTML format, the editor should paste here a link to the file (docx, pdf, etc.) containing its text. After having inserted the link, the editor should test the correctness of the provided link by using the "Open" button. The link is correct, if the linked webpage is opened in editor's browser.

30. *Text / Decision of the Court*

In this text box, the editor should copy-paste the full text of the decision provided that no copyright restrictions have been imposed by the publisher. For cases of the CJEU, the name of this field is visualised as "Decision of the court", because the editor should copy-paste the operative part of the judgment only. Its full text will be downloaded in InterLex database automatically from the EUR-Lex Portal.