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DIRECTORATE-GENERAL FOR JUSTICE AND CONSUMERS

REFERENCE IMPLEMENTATION

SoD&ToE User Manual

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Table 2: Document History

Table of Contents

1.	Introduction	28
1.1.	Objective of the document	28
1.2.	Intended Audience	29
1.3.	Applicable documents.....	29
1.4.	Documents conventions	29
2.	Getting started	30
2.1.	Accessing the application	30
2.2.	Authority types	32
2.2.1.	Creating a new legal case (the main form).....	32
2.2.2.	Selecting an executing authority at issuing side.....	33
2.2.3.	Receiving a case forward	33
2.3.	User roles	34
2.4.	Electronic communication with Authority in another Member State	34
3.	Common Layout and Navigation	36
3.1.	The header.....	36
3.1.1.	Select desired language of SoD & ToE application	36
3.1.2.	User's Profile	37
3.1.3.	Switching authority	38
3.1.4.	Logout/Exit the application.....	39
3.2.	The top bar	40
3.2.1.	Display support information	40
3.2.2.	Notification bell	41
3.2.2.1.	E-mail notification	43
3.3.	The left-hand menu	45
3.3.1.	Hide/unhide left menu.....	45
3.3.2.	Start new request.....	46
3.3.3.	Dashboard	46
3.3.4.	Cases	47
3.3.5.	Downloads	49
4.	Search for a case	50
4.1.	View closed cases	51
4.2.	Clear all filters	52
5.	View a case	53
6.	Case ownership	54
7.	Service of documents	55
7.1.	Introduction.....	55
7.1.1.	Overview.....	55
7.1.2.	High Level End to End Process	55

7.2.	Create SoD.....	55
7.2.1.	Initiate a legal case creation	55
7.2.1.1.	Starting a new case - SODA.....	55
7.2.1.2.	Choosing Executing Authority.....	57
7.2.1.3.	Starting a new case - SODB.....	60
7.2.1.4.	Choosing Executing Authority.....	62
7.2.1.5.	Starting a new case – SODX.....	64
7.2.1.6.	Choosing Executing Authority.....	65
7.2.1.7.	Authority that accepts/does not accept electronic communication	66
7.2.1.8.	Mandatory fields	67
7.2.1.9.	Pushing a case to the next step.....	68
7.2.1.10.	Review	69
7.2.1.11.	Signature step.....	71
7.3.	Withdraw SODA.....	83
7.4.	Withdraw SODB.....	84
7.5.	Execute SoD	85
7.5.1.	Acknowledgement of Receipt SODA	85
7.5.2.	Acknowledgement of Receipt SODB	89
7.5.3.	Provide Decision	90
7.5.3.1.	SODA – Form F.....	90
7.5.3.2.	SODA – Form K	95
7.5.3.3.	SODB – Form C.....	100
7.5.4.	Forward SODA	105
7.5.4.1.	SODA – Form G	109
7.5.4.2.	SODA – Form H	110
7.5.5.	Forward SODB	113
7.5.6.	Terminate a process upon withdrawal of the request	118
7.6.	Deadlines execution.....	119
7.6.1.	Deadlines execution SODA	119
7.6.2.	Deadlines execution SODB.....	119
7.6.3.	Viewing deadline information in the Dashboard tab.....	120
7.6.4.	Viewing deadline information in the Issuing Requests tab	120
7.6.5.	Viewing deadline information in the Received Requests tab.....	121
7.6.6.	Viewing deadline information on case level via Overview tab.....	122
8.	Taking of Evidence	123
8.1.	Introduction.....	123
8.1.1.	Overview.....	123
8.1.2.	High Level End to End Process	123
8.2.	Create ToE.....	124
8.2.1.	Initiate a legal case creation	124
8.2.1.1.	Starting a new case - TOEA.....	124
8.2.1.2.	Choosing Executing Authority.....	125
8.2.1.3.	Starting a new case – TOEL.....	127
8.2.1.4.	Choosing Executing Authority.....	129
8.2.1.5.	Starting a new legal case – TOEX	131

8.2.1.6.	Choosing Executing Authority.....	133
8.2.1.7.	Mandatory fields	134
8.2.1.8.	Pushing a case to the next step.....	135
8.2.1.9.	Review	136
8.2.1.10.	Signature step.....	138
8.3.	Withdraw TOEA.....	142
8.4.	Withdraw TOEL	144
8.5.	Execute ToE.....	145
8.5.1.	Acknowledgement of Receipt TOEA	145
8.5.2.	Acknowledgement of Receipt TOEL.....	149
8.5.3.	Provide Decision	150
8.5.3.1.	TOEA – Form K	150
8.5.3.2.	TOEL – Form M	155
8.5.4.	Forward TOEA	161
8.5.5.	Forward TOEL.....	167
8.5.6.	Terminate a process upon withdrawal of the request	170
8.6.	Deadlines execution.....	171
8.6.1.	Deadlines execution TOEA.....	171
8.6.2.	Deadlines execution TOEL.....	171
8.6.3.	Viewing deadline information in the Dashboard tab.....	171
8.6.4.	Viewing deadline information in the Issuing Requests tab	172
8.6.5.	Viewing deadline information in the Received Requests tab.....	173
8.6.6.	Viewing deadline information on case level via Overview tab.....	174
9.	Statistics handling.....	175
9.1.	SOD	175
9.1.1.	Transmitted	175
9.1.2.	Received.....	175
9.1.3.	Technical Error Messages	176
9.2.	TOE.....	176
9.2.1.	Transmitted	176
9.2.2.	Received.....	176
9.2.3.	Technical Error Messages	176
9.3.	Create Statistics Report.....	176
10.	Basic functionalities.....	179
10.1.	Communication between Authorities.....	179
10.1.1.	View incoming message	179
10.1.2.	SODA: Send a request for additional information (Form E)	180
10.1.3.	SODA: Reply to a request for additional information (Form E Reply)	185
10.1.3.1.	SODA: Send a request for information on service or non-service of documents 186	
10.1.3.2.	SODA: Send a reply request for information on service or non-service of documents	189
10.1.4.	TOEA: Send a request for additional information (Form D)	192
10.1.5.	TOEA: Reply to request for additional information (Form D Reply)	197
10.1.6.	TOEA: Acknowledgement of receipt of deposit or advance (Form E)	198

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

10.1.7.	TOEA/TOEL: Request for information on delay (Form F)	201
10.1.8.	TOEA/TOEL: Reply to request for information on delay (Form G)	204
10.1.9.	TOEA: Notification concerning the request for special procedures and/or for the use of communications technologies (Form H)	207
10.1.10.	TOEA: Notification of the date, time, place of the taking of evidence and the conditions for participation (Form I).....	212
10.1.11.	TOEA: Notification of delay (Form J).....	215
10.1.12.	TOEA/TOEL: Information on technical practicalities for holding a videoconference or using other distance communications technology (Form N) 217	
10.1.13.	Send other information (Issuing Authority)	220
10.1.14.	Send other information (Executing Authority)	222
10.1.15.	Reply to ‘Send other information’ message	224
10.1.16.	SoD Form L generation.....	226
10.1.17.	Document signatures.....	227
10.2.	Technical Evidence.....	228
10.3.	Copy case.....	229
10.4.	Download the complete case.....	231
10.4.1.	Deleting files from DOWNLOADS.....	232
10.5.	Internal Comments.....	233
10.6.	Workflow menu	234
10.7.	Close case	235
10.7.1.	Re-open closed case	236
10.8.	Download PDF and Print	236
10.9.	Attaching files to a case	237
10.10.	Mandatory fields	237
10.11.	Virus checking	238
10.12.	Save a draft	239
10.13.	Toast Notifications: errors, warnings, and success confirmation	240
10.14.	Change subject of a draft case.....	241
10.15.	Delete a case	241
10.16.	Cases and tabs content	242
10.16.1.1.	Overview tab.....	242
10.16.1.2.	Change of authority.....	243
10.16.1.3.	Selecting correct Executing Authority	244
10.16.1.4.	Creating a link to another case	245
10.16.2.	Event & Message Timeline.....	247
10.17.	Assigning Users to a case	248
10.17.1.	Display roles	250
10.17.2.	Assign users to a draft/issued/received case.....	251
10.17.3.	Assign users pop-up from the Overview tab:.....	253
10.17.4.	Assigns users from a different authority to a case (sharing the case).....	253
10.18.	Revoking access to a case	257
10.18.1.	Revoking access.....	258
10.18.2.	Revoking access to the case from the Overview tab	260
10.19.	Access restrictions for Assigner.....	261
10.20.	Translate	262

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

10.21. Language used for communication262

 10.21.1. Human translation263

 10.21.2. eTranslation.....263

 10.21.2.1. Requesting for eTranslation263

11. Reference Implementation Support.....266

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Table of Figures

Figure 1: Home Page of the Reference Implementation without having roles assigned to the user..... 28

Figure 2: Keycloak authentication screen 31

Figure 3: Select Authority screen 32

Figure 4: User roles – matrix..... 34

Figure 5: A visual representation of an authority that is unable to receive electronic communication via the Reference Implementation 35

Figure 6: Common Layout and Navigation..... 36

Figure 7: Language switch icon 36

Figure 8: Select language 37

Figure 9: User's profile 38

Figure 10: User details..... 38

Figure 11: Switch authority selection..... 38

Figure 12: Select Authority screen 39

Figure 13: Logout/Exit the application..... 39

Figure 14: Support information 40

Figure 15: Contact Support 41

Figure 16: Notification bell 41

Figure 17: Notifications..... 42

Figure 18: Notifications settings 43

Figure 19: Adding e-mail address in Keycloak..... 43

Figure 20: Hide/unhide left menu..... 45

Figure 21: Hide left menu..... 46

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 22: User’s dashboard..... 47

Figure 23: Issued requests 47

Figure 24: Deadlines tab..... 48

Figure 25: Received requests..... 48

Figure 26: Draft cases..... 49

Figure 27: Search for a case 50

Figure 28: ‘Search filters’ button 50

Figure 29: Search criteria fields 51

Figure 30: Searching for closed cases 51

Figure 31: Applying filters to search for closed cases 52

Figure 32: ‘Clear all filters’ button..... 52

Figure 33: Viewing case details 53

Figure 34: Viewing case details: Overview tab..... 53

Figure 35: SoD - ‘Start new request’ button 56

Figure 36: SoD - Selecting the request type and entering the request subject 56

Figure 37: SoD Form A sections 57

Figure 38: SoD Form A section 2. RECEIVING AGENCY 57

Figure 39: SoD Form A: Selecting an Executing Authority 58

Figure 40: SoD Form A: Searching for a receiving agency: business parameters 58

Figure 41: SoD Form A: Searching for a receiving agency – search results 59

Figure 42: SoD Form A section 2. RECEIVING AGENCY autocompletion 60

Figure 43: SoD Form A: Executing authority name displayed in the Overview tab 60

Figure 44: SoD - ‘Start new request’ button 60

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 45: SoD - Selecting the request type and entering the request subject 61

Figure 46: SoD Form B sections 61

Figure 47: SoD Form B section 2. REQUESTED AUTHORITY 62

Figure 48: SoD Form B: Selecting an Executing Authority..... 62

Figure 49: SoD Form B: Searching for a requested authority (business parameters)..... 63

Figure 50: SoD Form B: Searching for a requested authority – search results 64

Figure 51: New legal case creation 64

Figure 52: Create new SODX request 64

Figure 53: SODX draft request..... 65

Figure 54: SODX selecting executing state..... 65

Figure 55: SODX searching for an executing authority 66

Figure 56: A visual representation of an authority that is unable to receive electronic communication via the Reference Implementation 67

Figure 57: SoD Form B validation 68

Figure 58: SoD Form B mandatory fields 68

Figure 59: SoD Form A send to review..... 69

Figure 60: SoD Form A: Accepting review 70

Figure 61: SoD Form A: ‘Positively reviewed’ status 70

Figure 62: SoD Form A preparation for signature 71

Figure 63: SoD Form A signing 72

Figure 64: SoD Form A download 72

Figure 65: Opening SoD Form A in a PDF form 73

Figure 66: Signing SoD Form A in a PDF: ‘Tools’ tab 73

Figure 67: Signing SoD Form A in a PDF: ‘Digitally Sign’ icon 74

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 68: Signing SoD Form A in a PDF: Digital signature instructions..... 74

Figure 69: Signing SoD Form A in a PDF: Choosing appropriate area..... 75

Figure 70: Signing SoD Form A in a PDF: Selecting Digital ID 75

Figure 71: Signing SoD Form A in a PDF: Selecting ‘Sign’ button..... 76

Figure 72: Signing SoD Form A in a PDF: Choosing a location to save the signed document 76

Figure 73: Signing SoD Form A in a PDF: Entering your PIN number 77

Figure 74: Uploading Signed SoD Form A 77

Figure 75: Browsing for a signed PDF..... 78

Figure 76: Submitting SoD Form A 78

Figure 77: Error message during the wrong PDF upload..... 79

Figure 78: Sending SoD Form A..... 80

Figure 79: Sending SoD Form A: Confirmation message..... 80

Figure 80: SODA Workflow State: ISSUED (Open)..... 81

Figure 81: SODB Workflow State: ISSUED (Open) 82

Figure 82: SODA Workflow State: CLOSED..... 82

Figure 83 Figure 84: SODB Workflow State: CLOSED 82

Figure 85: Withdraw SODA..... 83

Figure 86: Steps to withdraw SODA case 83

Figure 87 SODA: Send Withdrawal confirmation 84

Figure 88: Withdraw SODB 84

Figure 89: Steps to withdraw SODB case 85

Figure 90: SODB: Send Withdrawal confirmation 85

Figure 91: Creating SoD Form D: Acknowledgement of receipt..... 86

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 92: SoD Form D draft version displayed 86

Figure 93: SoD Form D: Acknowledgement of receipt – send button..... 87

Figure 94: Sending SoD Form D..... 87

Figure 95: Signature SoD Form D..... 88

Figure 96: Signed SoD Form D uploaded 88

Figure 97: SoD Form D: Send..... 89

Figure 98: SoD Form D: case sent 89

Figure 99: SoD Form B - checking delivery status 90

Figure 100: SODA: Create Form F 91

Figure 101: SODA: Form F draft version 91

Figure 102: SoD Form F: send to review option..... 92

Figure 103: SoD Form F: accept review option 92

Figure 104: SoD Form F: preparation for signature 93

Figure 105: Signing SoD Form F 93

Figure 106: SoD Form F: upload document..... 94

Figure 107: Signature SoD Form F 94

Figure 108: SoD Form F confirmation pop-up..... 95

Figure 109: SODA: Workflow dropdown list – Create Form K..... 96

Figure 110: SODA: Form K draft version..... 96

Figure 111: SoD Form K: send to review 97

Figure 112: SoD Form K: accept review..... 97

Figure 113: SoD Form K: preparation for signature 98

Figure 114: Signing SoD Form K 98

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 115: SoD Form K: uploading document 99

Figure 116: SoD Form K document with signature 99

Figure 117: SoD Form K: document upload confirmation pop-up 100

Figure 118: SoD Form K: sending 100

Figure 119: SODB: Workflow dropdown list – Create Form C 101

Figure 120: SODB: Form C draft version 101

Figure 121: SoD Form C: send to review 102

Figure 122: SoD Form C: accept review 102

Figure 123: SoD Form C: preparation for signature 103

Figure 124: Signing SoD Form C..... 103

Figure 125: SoD Form C: uploading document 104

Figure 126: Signature SoD Form C..... 104

Figure 127: SoD Form C: document upload confirmation..... 105

Figure 128: SoD Form C sending..... 105

Figure 129: SODA: Workflow dropdown list – Forward + Create Form G 106

Figure 130: SODA: Forward + Create Form G pop-up window 106

Figure 131: SODA forward: Searching for an appropriate receiving agency 107

Figure 132: SODA forward: Searching for an appropriate receiving agency – search results
..... 108

Figure 133: SODA: Forward + Create Form G pop-up window and filled in data of the
appropriate receiving agency..... 108

Figure 134: SODA: Form G draft 109

Figure 135: SoD Form G: upload document 109

Figure 136: SoD Form G: upload signed document..... 110

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 137: SoD Form H creation 111

Figure 138: SoD Form H: draft form 111

Figure 139: SoD Form H: upload document 112

Figure 140: SoD Form H: download, sign and upload a document 112

Figure 141: SoD Form H confirmation pop-up 113

Figure 142: SoD Form H sending 113

Figure 143: SODB: Workflow dropdown list – Forward + Create Notice of retransmission 114

Figure 144: SODB: Forward + Create Notice of retransmission pop-up window 114

Figure 145: SODB forward: Searching for an appropriate requested authority 115

Figure 146: SODB forward: Searching for an appropriate requested authority – search results 116

Figure 147: SODB: Forward + Create Notice of retransmission pop-up window and filled in data of the appropriate requested authority 117

Figure 148: SODB: Notice of retransmission 117

Figure 149: SODB: Sending Notice of retransmission 118

Figure 150: SODA Create withdrawal acknowledgement 118

Figure 151: SODA complete and send withdrawal acknowledgement 119

Figure 152: Viewing deadline information in the Dashboard tab 120

Figure 153: Viewing deadline information in the Issuing Requests tab 120

Figure 154: Deadline information in the Issuing Requests tab 121

Figure 155: Viewing deadline information on case level in the Overview tab 122

Figure 156: ‘Start new request’ button 124

Figure 157: ToE: Selecting the request type and entering the request subject 124

Figure 158: ToE Form A sections 125

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 159: ToE Form A section 3. REQUESTED COURT 125

Figure 160: ToE Form A: Selecting an Executing Authority..... 126

Figure 161: ToE Form A: Searching for a requested court 126

Figure 162: ToE Form A: Searching for a requested court – search results 127

Figure 163: ‘Start new request’ button 127

Figure 164: TOEL: Selecting the request type and entering the request subject 128

Figure 165: ToE Form L sections..... 128

Figure 166: ToE Form L section 4. Central Body/ Competent Authority..... 129

Figure 167: ToE Form L: Selecting an Executing Authority 129

Figure 168: ToE Form L: Searching for a Central Body/ Competent Authority 130

Figure 169: ToE Form L: Searching for a Central Body/ Competent Authority – search criteria..... 131

Figure 170: 'Start new request' button 131

Figure 171: Create new TOEX legal case 132

Figure 172: TOEX draft legal case..... 132

Figure 173: TOEX selecting executing state..... 133

Figure 174: TOEX: selecting executing authority..... 133

Figure 175: TOEX searching for executing authority 134

Figure 176: ToE Form L validation..... 135

Figure 177: ToE Form L mandatory fields..... 135

Figure 178: ToE Form L send to review 136

Figure 179: ToE Form L: accepting review 137

Figure 180: ToE Form L: ‘Positively reviewed’ status 137

Figure 181: ToE Form L: preparation for signature 138

Figure 182: Signing ToE Form L 139

Figure 183: ToE Form L download and upload signed document 139

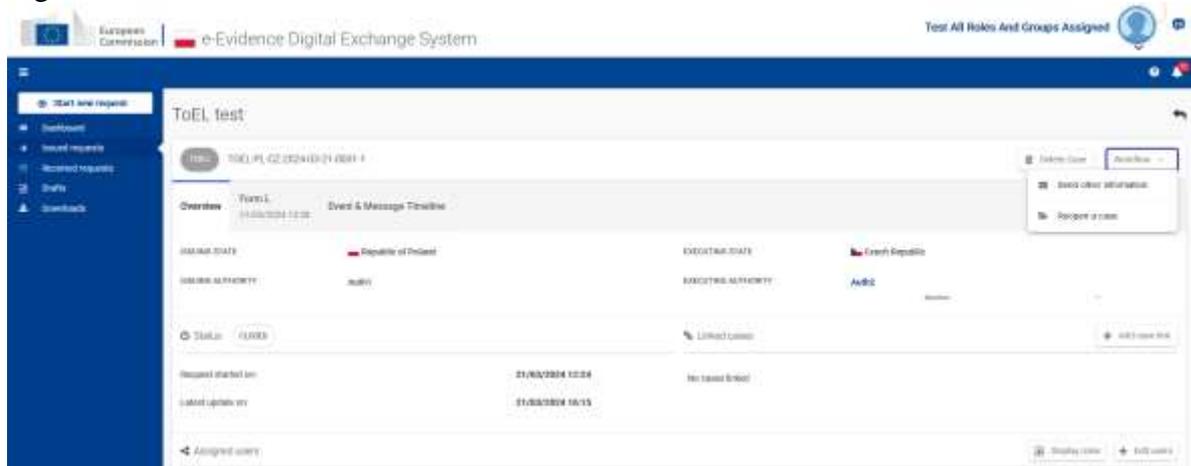
Figure 184: Sending ToE Form L 140

Figure 185: Sending ToE Form L: Confirmation message 140

Figure 186: TOEA Workflow State: ISSUED (Open) 141

Figure 187: TOEL Workflow State: ISSUED (Open) 141

Figure 188: TOEA Workflow State: CLOSED



..... 142

Figure 189: TOEL Workflow State: CLOSED 142

Figure 190: Withdraw TOEA 142

Figure 191: Steps to withdraw a TOEA legal case..... 143

Figure 192 TOEA: Send Withdrawal confirmation 143

Figure 193: Withdraw TOEL 144

Figure 194: Steps to withdraw a TOEL legal case 144

Figure 195: TOEL: Send Withdrawal confirmation..... 145

Figure 196: TOEA: Creating Form B: Acknowledgement of receipt 146

Figure 197: TOEA: Form B draft version displayed..... 146

Figure 198: TOEA: Form B: Acknowledgement of receipt – send button 147

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 199: TOEA: Sending Form B 147

Figure 200: TOEA Signature Form B 148

Figure 201: Signed document of ToE Form B uploaded 148

Figure 202: TOEA Form B: Send 149

Figure 203: TOEL – Form details view and delivery status 150

Figure 204: TOEA: Workflow dropdown list – Create Form K 151

Figure 205: TOEA: Form K draft form 151

Figure 206: TOEA Form K: send to review 152

Figure 207: TOEA: Form K accept review 152

Figure 208: TOE Form K: preparation for signature 153

Figure 209: TOEA: Signature Form K 153

Figure 210: ToE Form K uploading document 154

Figure 211: ToE Form K: upload signed document 154

Figure 212: ToE Form K: confirmation pop-up 155

Figure 213: ToE Form K sending 155

Figure 214: TOEL: Workflow dropdown list – Create Form M 156

Figure 215: ToE Form M draft form 156

Figure 216: TOEL Form M: send button 157

Figure 217: TOEL: Form M accept review 157

Figure 218: ToE Form M: preparation for signature 158

Figure 219: Signing ToE Form M 158

Figure 220: ToE Form M: upload document 159

Figure 221: Signature ToE Form M 159

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 222: ToE Form M confirmation pop-up 160

Figure 223: ToE Form M sending 160

Figure 224: ToE Form M section 6 completed 161

Figure 225: ToE Form M automatic forward and 'Notification of forward' 161

Figure 226: TOEA: Workflow dropdown list – Forward + Create Form C..... 162

Figure 227: TOEA: Forward + Create Form C pop-up window 162

Figure 228: TOEA forward: Searching for an appropriate requested court..... 163

Figure 229: TOEA forward: Searching for an appropriate requested court – search results 164

Figure 230: TOEA: Forward + Create Form C pop-up window and filled in data of the appropriate requested court 164

Figure 231: TOEA: Form C 165

Figure 232: TOEA: Sending Form C 165

Figure 233: TOEA: Signature Form C 166

Figure 234: ToE Form C confirmation pop-up 166

Figure 235: TOEL: Workflow dropdown list – Forward + Create Notification of forward 167

Figure 236: TOEL: Forward + Create Notification of forward pop-up window 167

Figure 237: TOEL forward: Searching for an appropriate executing authority 168

Figure 238: TOEL forward: Searching for an appropriate executing authority – search results..... 169

Figure 239: TOEL: Forward + Create Notification of forward pop-up window and filled in data of the appropriate executing authority 169

Figure 240: TOEL: Notification of forward..... 170

Figure 241: TOEL: Sending Notification of forward..... 170

Figure 242: Viewing deadline information in the Dashboard tab 171

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 243: Viewing deadline information in the Issuing Requests tab 172

Figure 244: Deadline information in the Issuing Requests tab 173

Figure 245: Viewing deadline information on case level via Overview tab 174

Figure 246: Selecting Report and Time Frame 177

Figure 247: Confirmation of the report generation 177

Figure 248: Downloads section 178

Figure 249: SoD A: Overview tab 179

Figure 250: SoD A: Attachments on the Overview tab 180

Figure 251: SODA: Creating Form E: Request for additional information or documents for the service of documents 181

Figure 252: SODA: Form E draft version displayed 181

Figure 253: SODA: Form E: Request for additional information or documents for the service of documents sending to review 182

Figure 254: SoD For E: accept review 182

Figure 255: SoD Form E: preparation for signature 183

Figure 256: Signing SoD Form E 183

Figure 257: SoD Form E: upload document 184

Figure 258: SoD Signature Form E 184

Figure 259 SODA: Signed document of Form E uploaded 185

Figure 260: SODA: Reply to request for additional information: Clicking ‘Reply’ button 185

Figure 261: SODA: Steps to reply to a request for additional information 186

Figure 262: SODA: Send reply to a request for additional information 186

Figure 263: SoD create Form I 187

Figure 264: SoD Form I draft form 187

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 265: SoD Form I document upload..... 188

Figure 266: Download, sign and upload SoD Form I 188

Figure 267: SoD Form I confirmation pop-up 189

Figure 268: SoD Form J creation 189

Figure 269: SoD Form J draft..... 190

Figure 270: SoD Form J upload document..... 190

Figure 271: SoD Form J: download, sign and upload document 191

Figure 272: SoD Form J confirmation pop-up 191

Figure 273: TOEA: Creating Form D: Request for additional information for the taking of evidence..... 192

Figure 274: TOEA: Form D draft version displayed..... 193

Figure 275: TOEA: Form D: Request for additional information for the taking of evidence 193

Figure 276: TOEA: Form D accept review 194

Figure 277: ToE Form D: preparation for signature 194

Figure 278: Signing SoD Form D 195

Figure 279: SoD Form D: upload document 195

Figure 280: TOEA: Signature Form D 196

Figure 281: TOEA: Signed document of Form D uploaded 196

Figure 282: TOEA: Reply to request for additional information: Clicking ‘Reply’ button 197

Figure 283: TOEA: Steps to reply to a request for additional information..... 198

Figure 284: TOEA: Send reply to a request for additional information..... 198

Figure 285: ToE Form E creation..... 199

Figure 286: ToE Form E draft 199

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 287: ToE Form E upload document 200

Figure 288: Download, sign and upload document..... 200

Figure 289: ToE Form E confirmation pop-up..... 201

Figure 290: ToE Form E sending 201

Figure 291: ToE Form F creation 202

Figure 292: ToE Form F draft 202

Figure 293: ToE Form F: upload document 203

Figure 294: ToE Form F: download, sign and upload document..... 203

Figure 295: ToE Form F sending 204

Figure 296: ToE Form G creation 204

Figure 297: ToE Form G draft..... 205

Figure 298: ToE Form G upload document 205

Figure 299: ToE Form G: download, sign and upload document 206

Figure 300: ToE Form G: confirmation pop-up 206

Figure 301: ToE Form G sending..... 207

Figure 302: ToE Form H creation 207

Figure 303: ToE Form H draft..... 208

Figure 304: ToE Form H send to review 208

Figure 305: ToE Form H accept review 209

Figure 306: ToE Form H: preparation for signature 209

Figure 307: ToE Form H: signing 210

Figure 308: ToE Form H: upload document 210

Figure 309: ToE Form H: Download, sign and upload document 211

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 310: ToE Form H: confirmation pop-up 211

Figure 311: ToE Form I creation..... 212

Figure 312: ToE Form I draft 212

Figure 313: ToE Form I upload document 213

Figure 314: Download, sign and upload document..... 213

Figure 315: ToE Form I: confirmation pop-up..... 214

Figure 316: ToE Form I sending 214

Figure 317: ToE Form J creation..... 215

Figure 318: ToE Form J draft..... 215

Figure 319: ToE Form J upload document..... 216

Figure 320: ToE Form J download, sign and upload document..... 216

Figure 321: ToE Form J confirmation pop-up 217

Figure 322: ToE Form J sending 217

Figure 323: ToE Form N creation 218

Figure 324: ToE Form N draft..... 218

Figure 325: ToE Form N upload document 219

Figure 326: ToE Form N: download, sign and upload document 219

Figure 327: ToE Form N: confirmation pop-up 220

Figure 328: ToE Form N sending..... 220

Figure 329: Send other information (Issuing Authority): Workflow menu 221

Figure 330: Send other information (Issuing Authority): Fields to fill-in..... 221

Figure 331: Send other information (Issuing Authority): Editing a draft message..... 222

Figure 332: Sending other information to an Executing Authority..... 222

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 333: Send other information (Executing Authority): Workflow menu..... 223

Figure 334: Send other information (Executing Authority): Fields to fill-in..... 223

Figure 335: Send other information (Executing Authority): Editing a draft message ... 224

Figure 336: Sending other information to the Issuing Authority 224

Figure 337: Reply to ‘Send other information’ button..... 225

Figure 338: Reply to ‘Send other information’ message pop-up window 225

Figure 339: Reply to ‘Send other information’ message: Editing a draft message..... 226

Figure 340: Sending a reply to ‘Send other information’ message..... 226

Figure 341: SoD Form L generation 227

Figure 342: SoD Form L language selection..... 227

Figure 343: Warning in Overview tab..... 228

Figure 344: Warning in attachment section..... 228

Figure 345: Technical Evidence 229

Figure 346: ‘Copy Case’ button 230

Figure 347: ‘Copy Case’ pop-up window 230

Figure 348: Copy Case: New case creation..... 230

Figure 349: ‘Download’ button 231

Figure 350: Downloading a ZIP file..... 231

Figure 351: Download confirmation 232

Figure 352: ‘Downloads’ section 232

Figure 353: Deleting files from ‘Downloads’ section..... 232

Figure 354: ‘Comment’ button..... 233

Figure 355: Adding internal comments 233

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 356: Comments displayed in the ‘Event and Message Timeline’	234
Figure 357: Workflow menu	234
Figure 358: Closing a case: Workflow menu	235
Figure 359: Reopening a case: Workflow menu	236
Figure 360: ‘Get PDF / Print’ button.....	236
Figure 361: Attaching files to a case	237
Figure 362: Mandatory fields	238
Figure 363: Virus checking	238
Figure 364: Successful virus scan icon	239
Figure 365: Virus checking: Receiving authority’s side	239
Figure 366: Saving a draft	239
Figure 367: Unsaved data notification	240
Figure 368: Success.....	240
Figure 369: Warning.....	240
Figure 370: Error	241
Figure 371: Changing the title of the case.....	241
Figure 372: Saving case title	241
Figure 373: ‘Delete Case’ button	242
Figure 374: Deleting a case	242
Figure 375: Cases and tabs content	243
Figure 376: Change of authority.....	244
Figure 377: Change of authority: search tool	244
Figure 378: Creating a link to another case.....	245

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 379: Add case link: Typing reference number or the subject 245

Figure 380: Add case link: Selecting the reference number..... 246

Figure 381: Add case link: Saving the selected link 246

Figure 382: Linked cases displayed 246

Figure 383: Removing linked references 247

Figure 384: Event & Message Timeline: Overview 247

Figure 385: Event and Message Timeline: Confirmation that a sent message has successfully reached its destination..... 248

Figure 386: Assigning users to a case: ‘Display Roles’ button..... 250

Figure 387: Assigning users to a case: ‘Hide Roles’ button 250

Figure 388: Assign users to a draft/issued/received case 251

Figure 389: ‘Assign users to the case’ pop-up window 251

Figure 390: Assigning selected user to the case..... 252

Figure 391: Assign users to the case: Names of newly added users displayed..... 252

Figure 392: Assign users pop-up from the Overview tab..... 253

Figure 393: Assigns users from a different authority to a case (sharing the case)..... 253

Figure 394: Assigns users from a different authority to a case (sharing the case): Edit users 254

Figure 395: Assigns users from a different authority to a case (sharing the case): Changing authority..... 254

Figure 396: Assigns users from a different authority to a case (sharing the case): Selecting authority..... 255

Figure 397: Searching a Supervisor from another authority 255

Figure 398: Assigning a Supervisor from another authority 256

Figure 399: Assigning a Supervisor from another authority: Assigned users section ... 256

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Figure 400: Assigning a Supervisor from another authority: Assigned users section displayed in the Overview tab 257

Figure 401: Revoking access to a case: Overview tab 258

Figure 402: Revoking access to a case 258

Figure 403: Revoking access to a case: Warning message 259

Figure 404: Revoking access to a case: Assigned users section 259

Figure 405: Revoking access to the case from the Overview tab..... 260

Figure 406: Revoking access to the case from the Overview tab: Notification 260

Figure 407: Revoking access to the case from the Overview tab: Assigned users section 261

Figure 408: Warning message: language of the document 262

Figure 409: Requesting for eTranslation 264

Figure 410: Requesting for eTranslation: selected languages 264

Figure 411: eTranslation successfully requested toast notification..... 265

Figure 412: eTranslations folder 265

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Table 1: Document Control Information 2

Table 2: Document History **Error! Bookmark not defined.**

Table 3: Applicable documents 29

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

1. INTRODUCTION

1.1. Objective of the document

This manual provides information on how to use the SoD & ToE Reference Implementation. This system is built in the context of:

- The Regulation (EU) 2020/1784 of the European Parliament and of the Council of 25 November 2020 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents), and on
- The Regulation (EU) 2020/1783 of the European Parliament and of the Council of 25 November 2020 on cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters (taking of evidence).

It describes the SoD & ToE Reference Implementation's functionality allowing the management and exchange of requests for the following judicial instruments:

- SoD
- ToE

In this document, the 'SoD & ToE Reference Implementation' or 'RI Portal' will be referred to as the 'SoD & ToE application'.

By using the RI Portal, authorized users, assigned to appropriate roles, can fill in the available forms. They can then send these legal forms to Competent Authorities in other Member States. Users without appropriate roles do not have access to application and cases.

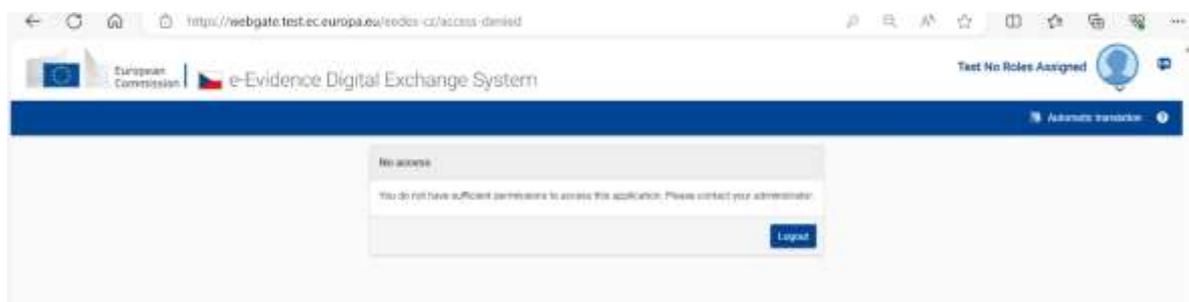


Figure 1: Home Page of the Reference Implementation without having roles assigned to the user

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

1.2. Intended Audience

The intended audience of this document is composed of the following stakeholders:

- DG JUST technical and business staff
- MS technical and business staff adopting/using the RI

1.3. Applicable documents

ID	Document title	Reference
[AD1]	The Regulation (EU) 2020/1784 of the European Parliament and of the Council of 25 November 2020 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents).	Regulation (EU) 2020/1784
[AD2]	The Regulation (EU) 2020/1783 of the European Parliament and of the Council of 25 November 2020 on cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters (taking of evidence).	Regulation (EU) 2020/1783

Table 3: Applicable documents

1.4. Documents conventions

Referenced documents are shown in brackets [].

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

2. GETTING STARTED

The aim of the SoD & ToE application was to make it as intuitive and as mistake proof as possible, and to retain the same look and feel across the SoD and ToE instruments. Where a function enabling doing something is active, an appropriate button is visible and clickable. Where an action is permissible, an appropriate button is enabled. Where a function is inactive, that function button is disabled.

A user's role allows execution of certain actions depending on the context. As a result, some of the screenshots in this manual may have additional or missing icons and functionalities that practitioners are unlikely to experience in their real-life use. For example, the user role Supervisor can add and/or remove users to all cases in their authority. It is likely that relatively few users will have this role, but the user manual describes the addition and/or removal of users with screenshots of icons that may be invisible to most.

2.1. Accessing the application

Below is an example on how to access the SoD & ToE application via the Keycloak route. It is likely, however, that each Member State will have a different national access method.

The SoD & ToE application can be accessed only by authorised and authenticated users. There is no public access page. One will need either a configured and enabled **Keycloak account** to access the Reference Implementation or **a national method that will be provided by national representatives.**

Follow the steps described below to access the SoD & ToE application via Keycloak:

- ① Enter the address of the Reference Implementation in your web browser.
- ② You will be redirected to the Keycloak page:

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

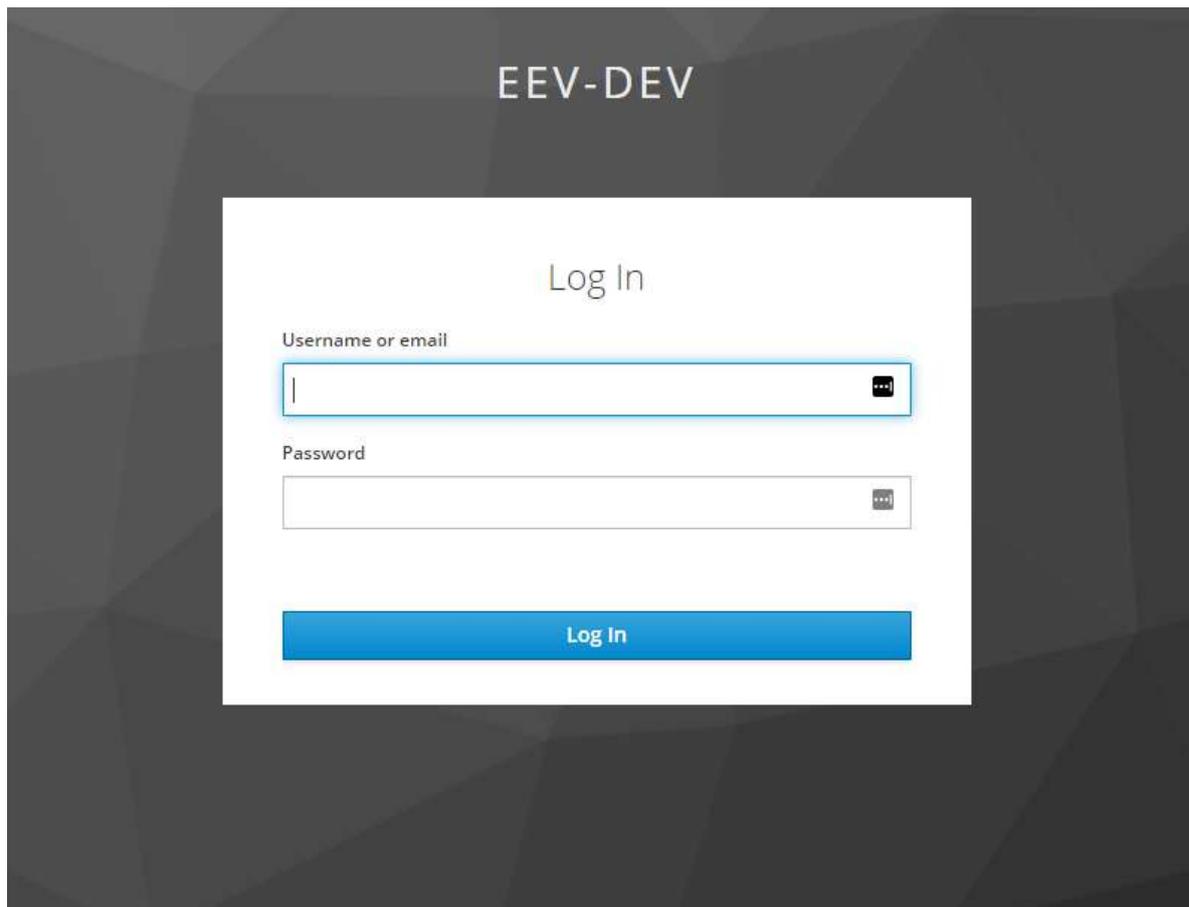


Figure 2: Keycloak authentication screen

- ③ Sign in with your Keycloak credentials.
- ④ If you belong to only one authority, you will be automatically redirected to it.
- ⑤ If you are assigned to more than one authority, you will be redirected to the 'Select Authority' page, where you can choose the authority to which you would like to log in.

NOTE: There is an option to remember the authority choice so that the System automatically redirects you to the selected authority after entering your credential set. You can change this authority any time. The process for changing it is described in section: [3.1.3 Switching authority](#). After selecting 'Remember my choice in this browser', this screen will not appear again until you clear cookies in your browser.

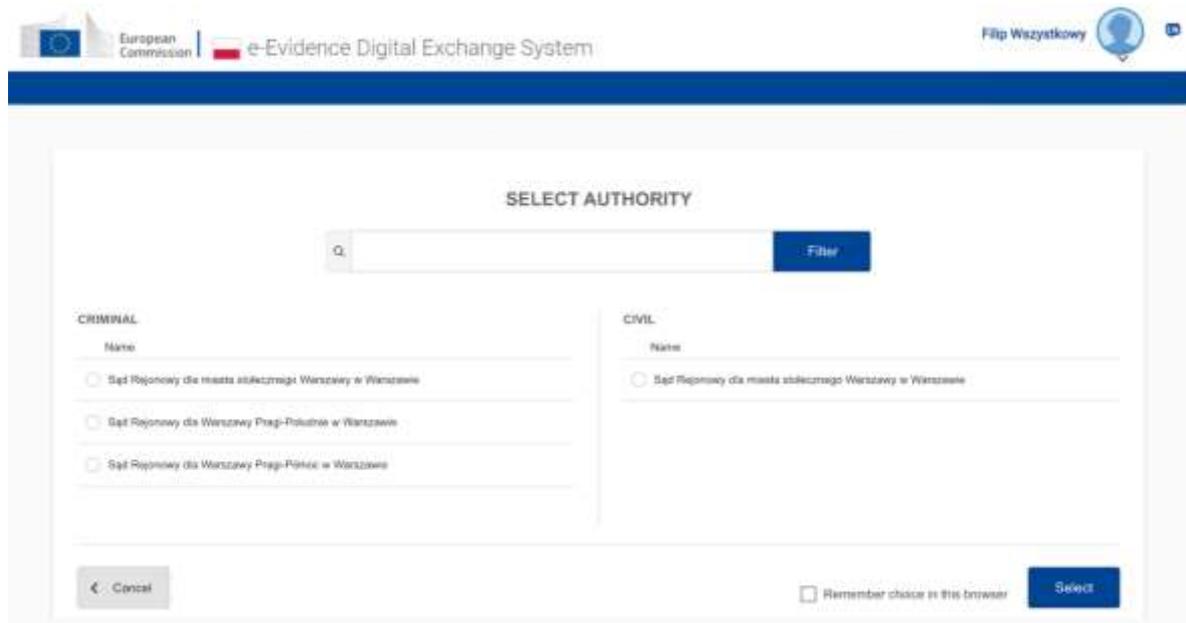


Figure 3: Select Authority screen

Exceptions

- **Access to the SoD & ToE application is denied** - an error occurred during the connection to the SoD & ToE application in the following cases:
 - You have no access to the domain(s) and sub-domain(s) of Reference Implementation,
 - You have no right to access the page of the SoD & ToE application you wanted to access.
- **Error message** - if the provided login and password are incorrect, an error is raised by Keycloak. In that case, a message is displayed explaining that the authentication failed.

2.2. Authority types

Each authority which participates in SoD & ToE processes (creates and sends a case, receives a case and receives a case forward) needs to exist in CDB and have a correct pair of instrument and competence assigned. The following rules have been defined:

2.2.1. Creating a new legal case (the main form)

The application restricts types of legal cases that can be created by authority according to instrument and competence. The following instrument and competence need to be assigned to an authority to enable legal case creation:

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

SODA - instrument: SD, competence: Transmitting Agency or Central Body

SODB - instrument: SD, competence: Transmitting Agency or Central Body

SODX – instrument: SD, competence: any

TOEA - instrument: TE, competence: RI - Requesting Court or Central Body

TOEL - instrument TE, competence: RI - Requesting Court or Central Body

TOEX – instrument: TE, competence: any

2.2.2. Selecting an executing authority at issuing side

During creating a new cross-border legal case (main form), the user selects an executing authority. The application limits executing authorities according to the below rules (only authorities with appropriate instrument and competence can be selected in a search tool and can receive a new legal case):

SODA - instrument: SD, competence: Receiving Agency or Central Body

SODB - instrument: SD, competence: Assisting Authority

SODX – instrument: SD, competence: any

TOEA - instrument: TE, competence: Requested Court or Central Body

TOEL - instrument TE, competence: Competent Authority or Central Body

TOEX – instrument: TE, competence: any

2.2.3. Receiving a case forward

During sending a case forward, application should limit executing authorities according to the following rules:

SODA - instrument: SD, competence: RI – Forwarded Authority

SODB - instrument: SD, competence: RI – Forwarded Authority

TOEA - instrument: TE, competence: RI – Forwarded Authority

TOEL - instrument TE, competence: RI – Forwarded Authority

NOTE: Forward was not implemented for SODX/TOEX cases.

2.3. User roles

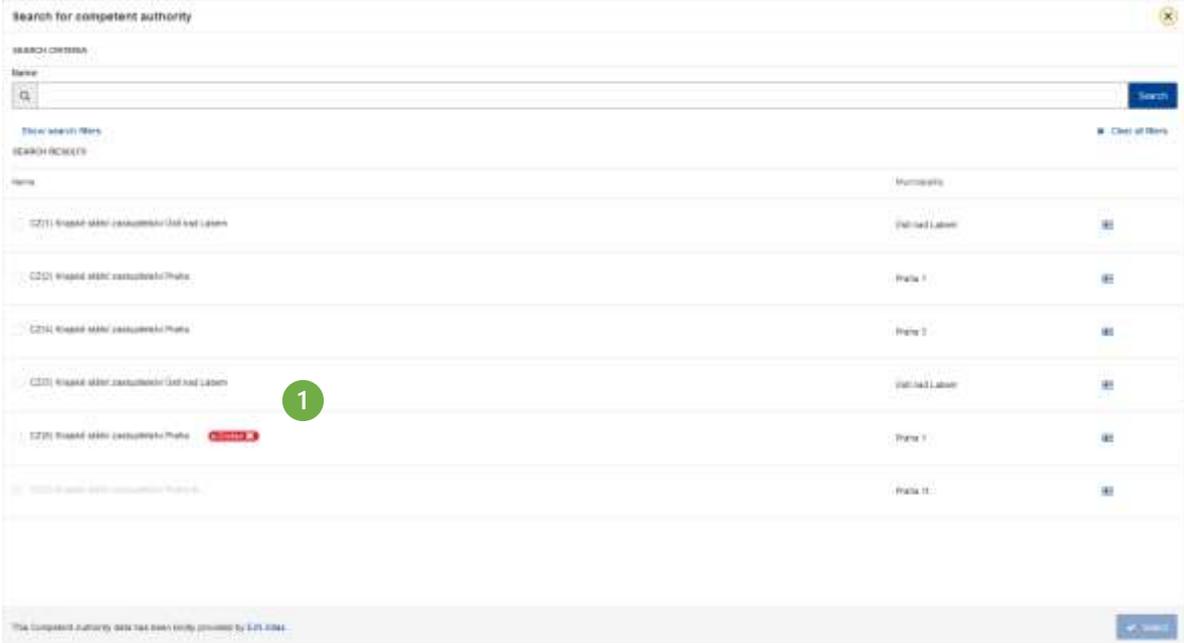
The SoD & ToE application supports a role-based access control to ensure that access to online data and to the features of the system is limited only to user roles that have been previously granted such access rights. The set of access rights of a given user consists of all the combined access rights of all the roles granted to the respective user.

Feature	Author	Reviewer	Sender	Supervisor	Assigner	Dispatcher	Viewer/ Guest	Statistics Handler
Creating a case	Y	N	N	N	N	N	N	N
Viewing a case	Y	Y	Y	Y	Y	Y	Y	N
Editing the main form in 'Draft' and 'Ready to review' states	Y	Y	N	N	N	N	N	N
Editing case subject	Y	N	N	N	N	N	N	N
Deleting a case in draft status	Y	N	N	Y	N	N	N	N
Searching for a case	Y	Y	Y	Y	Y	Y	Y	N
Attaching/deleting files to any draft message to which this user has access	Y	Y	Y	Y	N	EA	N	N
Exporting a case (to .zip file)	Y	Y	Y	Y	Y	Y	Y	N
Importing a case (from a .zip file)	Y	N	N	N	N	N	N	N
Printing the content of a case (form)	Y	Y	Y	Y	Y	Y	Y	N
Dispatching the case to another authority (by forward)	N	N	N	N	N	N	Y	N
Pushing the case to the next phase: Review	Y	N	N	N	N	N	N	N
Pushing the case to the next phase: Sign & Send	N	Y	N	N	N	N	N	N
Sending a case (the main form)	N	N	Y	N	N	N	N	N
Signing a case (the main form)	N	N	Y	N	N	N	N	N
Signing a sub-form (any form that is not a main form)	Y	Y	Y	Y	N	N	N	N
Sending a sub-form (any form that is not a main form)	Y	Y	Y	Y	N	N	N	N
Withdrawing a case (which has already been sent)	Y	Y	N	N	N	N	N	N
Sending service messages (conversation mechanism)	Y	Y	Y	Y	Y	Y	N	N
Acknowledging withdrawal - creating and sending a predefined message	Y	Y	Y	Y	N	N	N	N
Forwarding a case - creating and sending	Y	Y	Y	Y	N	Y	N	N
Rejecting a case	N	Y	Y	N	N	N	N	N
Sharing a case with Supervisor (+ Resigner) of another authority	N	N	N	Y	N	N	N	N
Reading permission for all cases (reading mode)	N	N	N	Y	Y (EA)	Y	N	N
Adding next applicant (SoD Form A, section 2)	Y	Y	N	N	N	N	N	N
Adding next claimant/petitioner (ToE Form A, section 4)	Y	Y	N	N	N	N	N	N
Adding representatives of the claimant/petitioner (ToE Form A, section 5)	Y	Y	N	N	N	N	N	N
Adding defendant/respondents (ToE Form A, section 6)	Y	Y	N	N	N	N	N	N
Adding representatives of the defendant/respondent (ToE Form A, section 7)	Y	Y	N	N	N	N	N	N
Pushing back the case to the previous phase: Draft	N	Y	N	N	N	N	N	N
Pushing back the case to the previous phase: Review	N	N	Y	N	N	N	N	N
Adding (assigning) users to a case/removing user's assignment	Y	N	N	Y	Y	N	N	N
Downloading files from attachments to all messages	Y	Y	Y	Y	Y	Y	Y	N
Closing a case/opening closed case	Y	Y	Y	Y	Y	Y	N	N
Deleting closed case	Y	Y	Y	Y	N	N	N	N
Commenting a case/editing existing comment/deleting comment	Y	Y	Y	Y	Y	N	N	N
Copying a case	Y	N	N	N	N	N	N	N
Access to all received cases	N	N	N	Y	Y	Y	N	N
Managing statistics	N	N	N	N	N	N	N	Y
Legend								
	Y							
	N							
EA								

Figure 4: User roles – matrix

2.4. Electronic communication with Authority in another Member State

As Member States begin to use the Reference Implementation, Authorities will be connected and able to communicate electronically. If an Authority exists in CDB but has no eCodexPartyId parameter assigned, the 'eCODEX' icon will be presented to the user. Because of the missing configuration, the user will not be able to send any message to this Authority.



Name	Jurisdiction	Status
CZ11: Krajová správa geodézie a katastru ČR - Ústřední úřad	Ústřední úřad	OK
CZ12: Krajová správa geodézie a katastru ČR - Praha	Praha 1	OK
CZ14: Krajová správa geodézie a katastru ČR - Praha	Praha 2	OK
CZ15: Krajová správa geodézie a katastru ČR - Ústřední úřad	Ústřední úřad	OK
CZ25: Krajová správa geodézie a katastru ČR - Ústřední úřad	Praha 1	Error
CZ26: Krajová správa geodézie a katastru ČR - Praha	Praha 11	OK

Figure 5: A visual representation of an authority that is unable to receive electronic communication via the Reference Implementation

① A visual representation of an **authority** that is **unable to receive electronic communication** via the Reference Implementation.

3. COMMON LAYOUT AND NAVIGATION

Following successful log in to the SoD & ToE application, you can see the content of the application, and its persistent navigational elements:

- ① The header
- ② The top bar
- ③ The left-hand menu



Figure 6: Common Layout and Navigation

3.1. The header

In the header, in addition to the Commission logo, the site name and the Member State flag, you can find the following actionable elements: a language switch, information about user's profile and log out button.

3.1.1. Select desired language of SoD & ToE application

- ① Click **the language switch**, located at the top right corner of the header:



Figure 7: Language switch icon

② Select the language from a pop-up window:

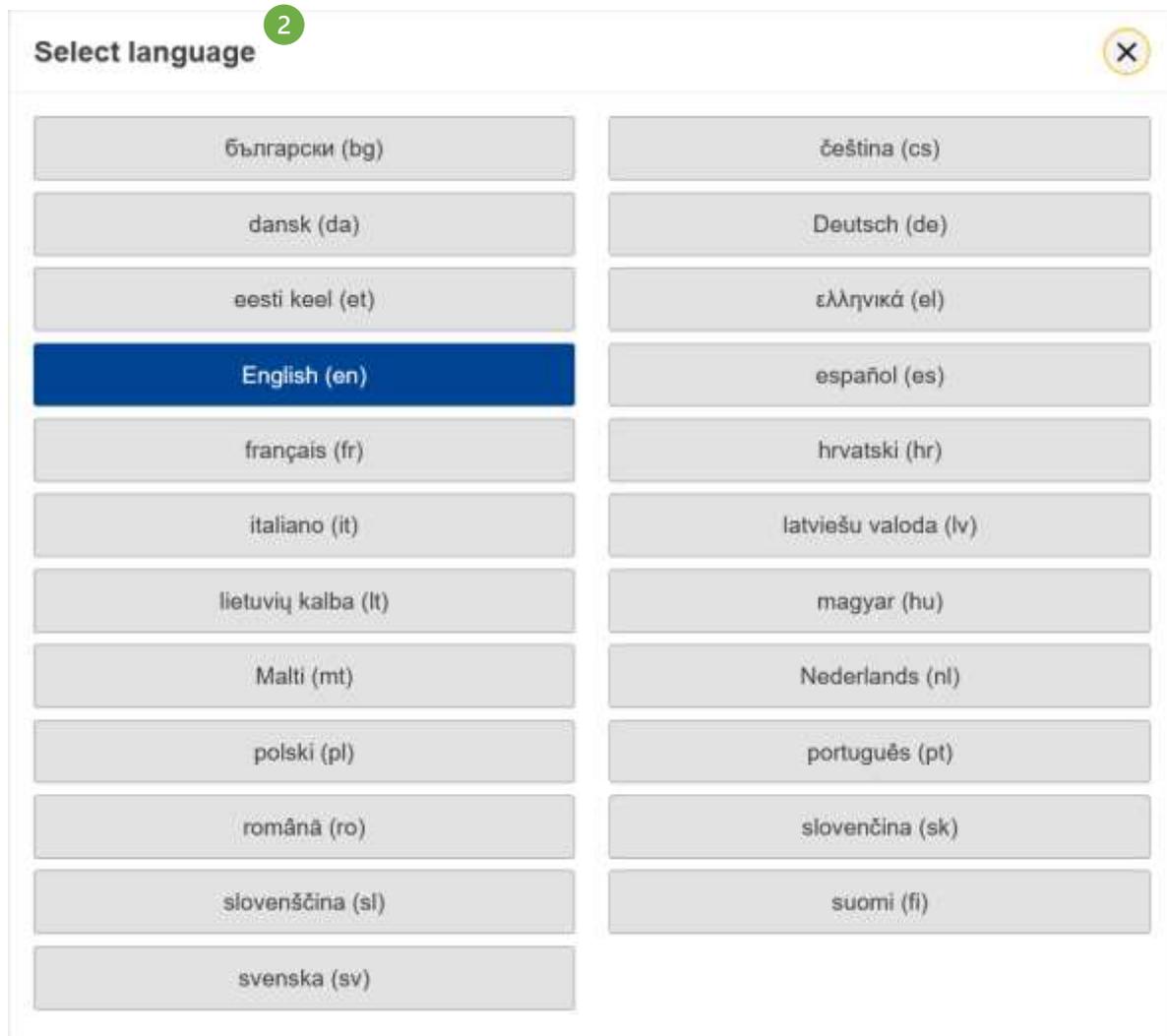


Figure 8: Select language

The language of the portal will switch to your selected language.

NOTE: Due to some languages not being delivered yet, this may cause errors in Reference Implementation.

3.1.2. User's Profile

At the top right corner, you can find information about the logged in user.

① Click **the profile picture** to display additional buttons:

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------



Figure 9: User's profile

- See my profile
- Switch authority
- Logout

② When selecting ‘**See my profile**’, one will see the ‘User details’ pop-up window displaying the name of the authority which the user belongs to, and the roles they have been assigned to, as shown in the picture below.

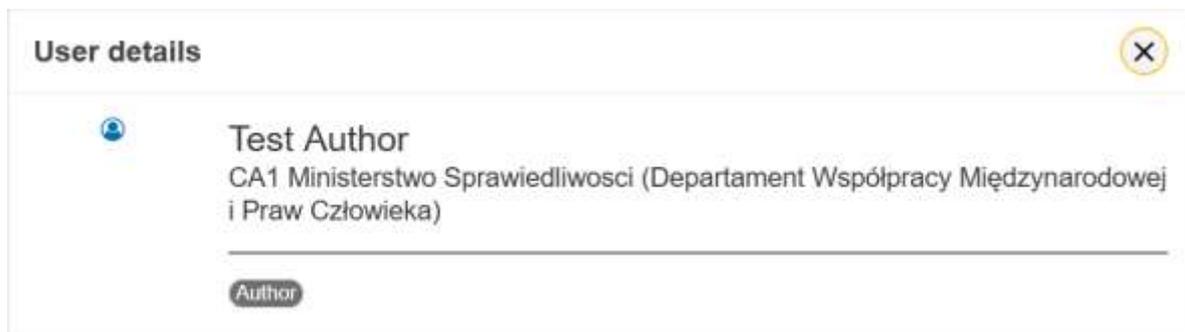


Figure 10: User details

3.1.3. Switching authority

At the top right corner, you can find information about the logged in user.

① Click **the profile picture** to display additional buttons:

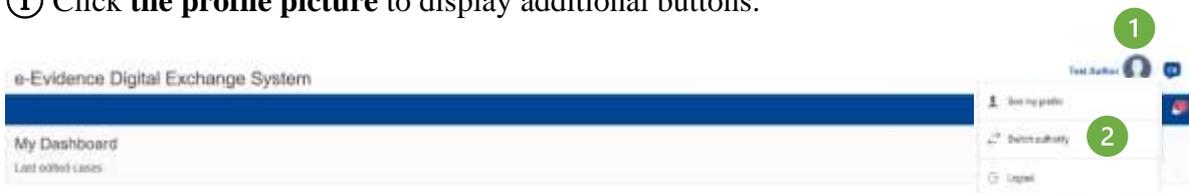


Figure 11: Switch authority selection

② Click **Switch authority** from a dropdown menu.

Then the System displays ‘Select Authority’ page.

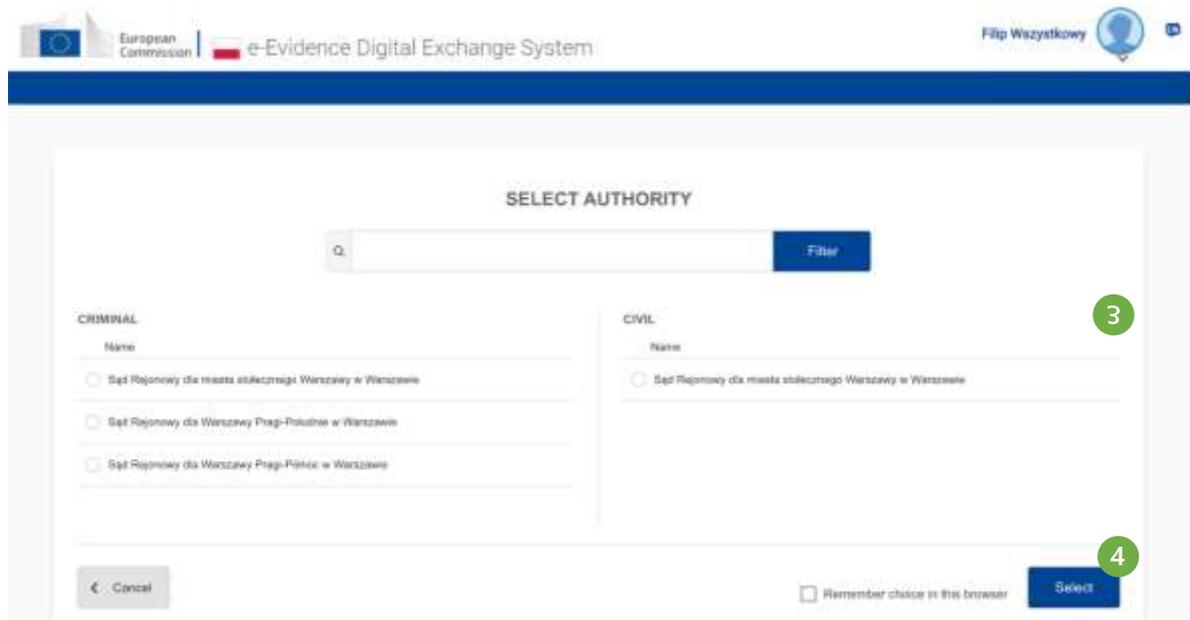


Figure 12: Select Authority screen

③ Select appropriate Authority

④ Click **Select**.

When the switching authority process succeeds, you will be transferred to the selected Authority.

NOTE: If you select ‘Remember choice in this browser’ here in Switch authority option, you will be automatically redirected to the authority which you are selecting every time you log in. If you want to restore the authority selection page during login, please clear your cookies in your browser, or select authority you want to log in to automatically each time from this position.

3.1.4. Logout/Exit the application



Figure 13: Logout/Exit the application

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

If you want to exit the application, the most secure way is to log out from your account:

- ① Click **your profile picture** at the top bar:
- ② Click **Logout** from a dropdown menu.

When the logout process succeeds, you will experience a successful logout and application closure.

3.2. The top bar

At the top bar, you can find additional actionable functionalities:

- Support information
- Notification bell
- Automatic translation

3.2.1. Display support information

- ① Click the **question mark** icon located on the right side of the top bar.

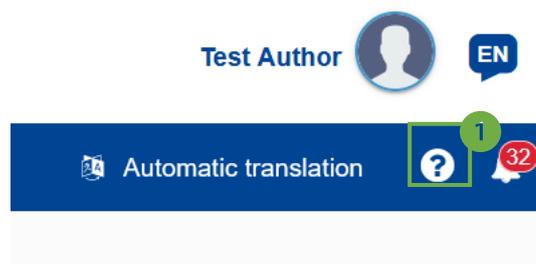


Figure 14: Support information

The information box about how to contact your national support will appear. Click anywhere outside the information box to close the information.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

Contact Support

For usage issues with the e-Evidence portal please contact the Local Service Desk.

Please include all relevant information such as: your contact details, problem description, name of your internet browser, received error messages, screen shots and any other relevant information.

The Service Desk should be contacted via email:

*.example.com

Figure 15: Contact Support

3.2.2. Notification bell

① Click the **Notification bell** icon located on the right side of the top bar.

This icon also features a red circle with a number relating to the number of notifications available.



Figure 16: Notification bell

When the Bell is selected, all open actions and unread messages are listed.

If one of the notifications is selected by the mouse pointer (i.e., action 'read'), the number will decrease by one and the user will be redirected to that case which the selected notification refers to.

② Alternatively, all notifications can be cleared by selecting 'Clear notifications'.

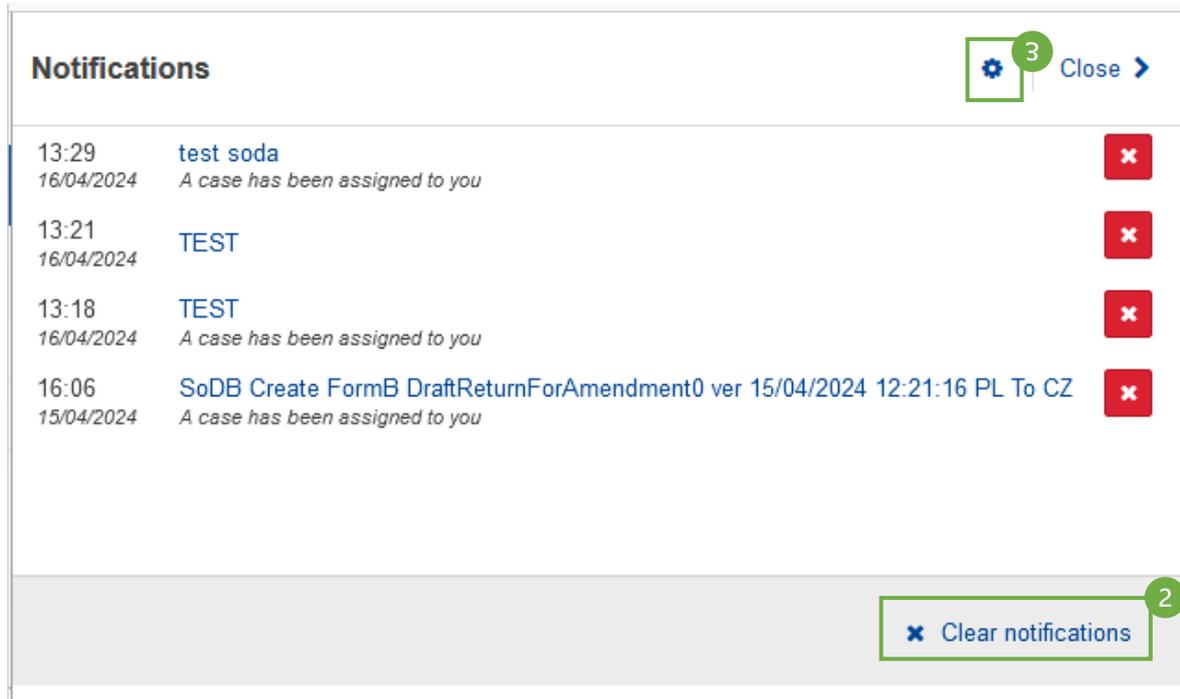


Figure 17: Notifications

Users are also able to choose the type of notifications they want to receive.

③ Select settings icon.

The following pop-up window should appear:

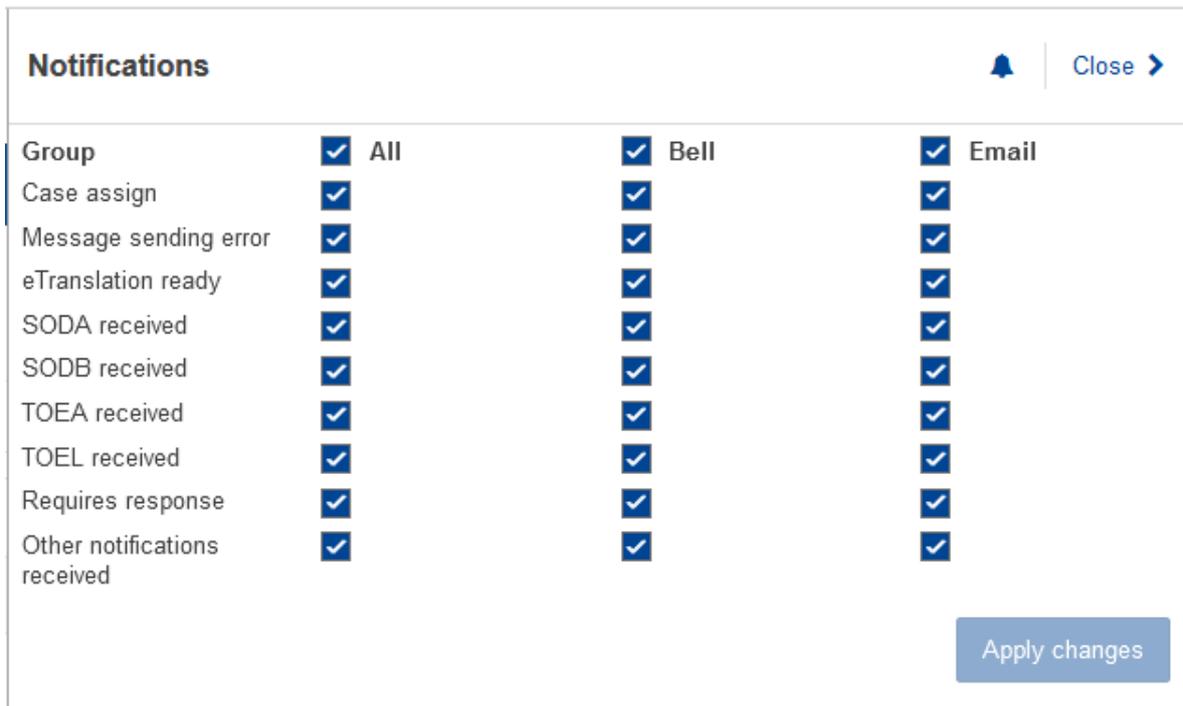


Figure 18: Notifications settings

From this perspective, the user can check/uncheck all the types of notifications listed in the picture above that he/she/they wants to receive.

3.2.2.1. E-mail notification

For a given user to receive the e-mail notification, two conditions must be met.

1. The given user's e-mail address must be added in Keycloak:

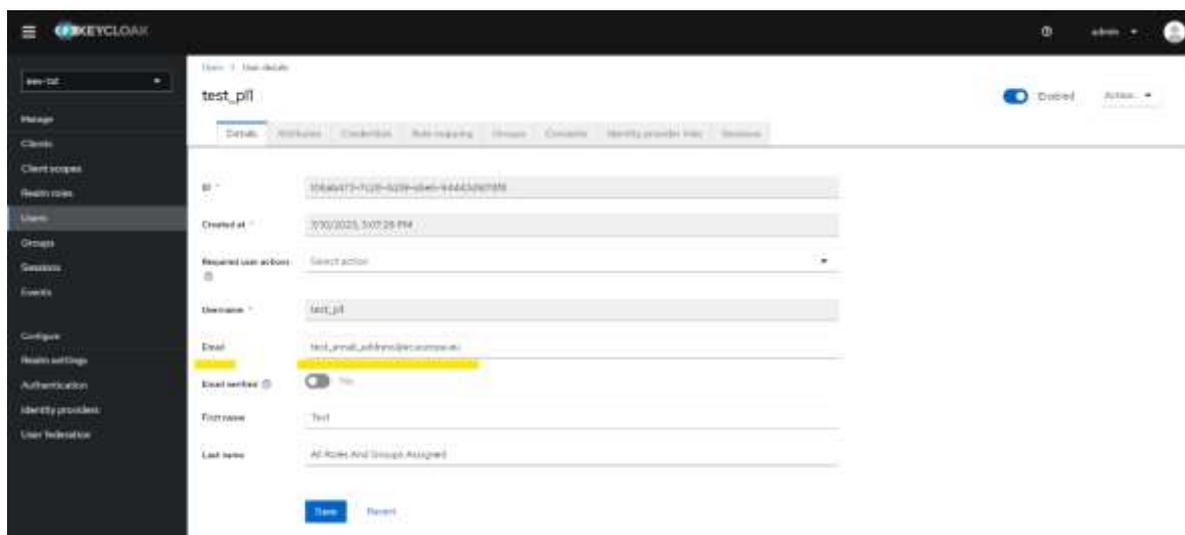


Figure 19: Adding e-mail address in Keycloak

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

2. Make sure that the e-mail checkboxes in the notification's settings in the portal are selected.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

3.3. The left-hand menu

In the navigation menu you can find links to the main Portal sections:

3.3.1. Hide/unhide left menu

Get more space for the content of the page by hiding the menu:

- ① Click an icon located on the left side of the top bar.

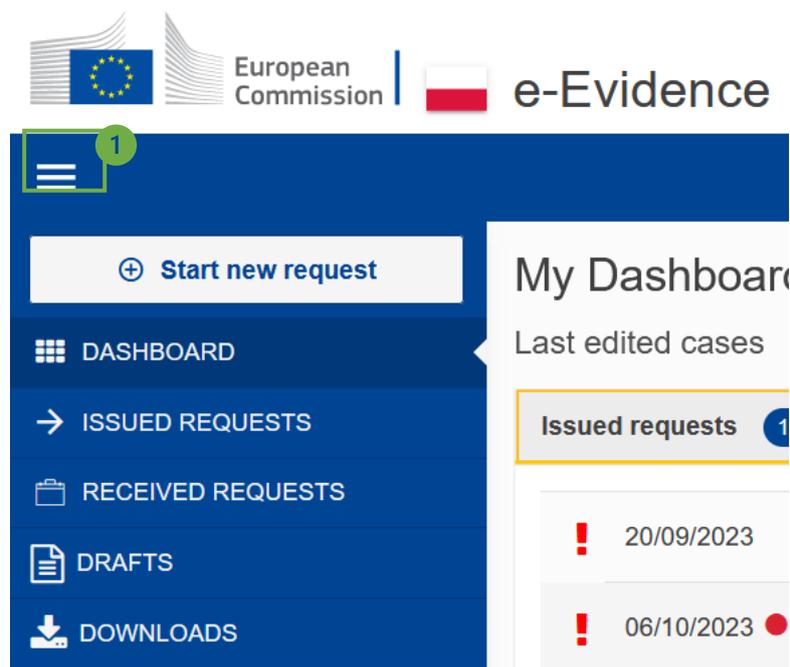


Figure 20: Hide/unhide left menu

- ② The menu will collapse. If you want to unhide the full menu again, click the same icon again.

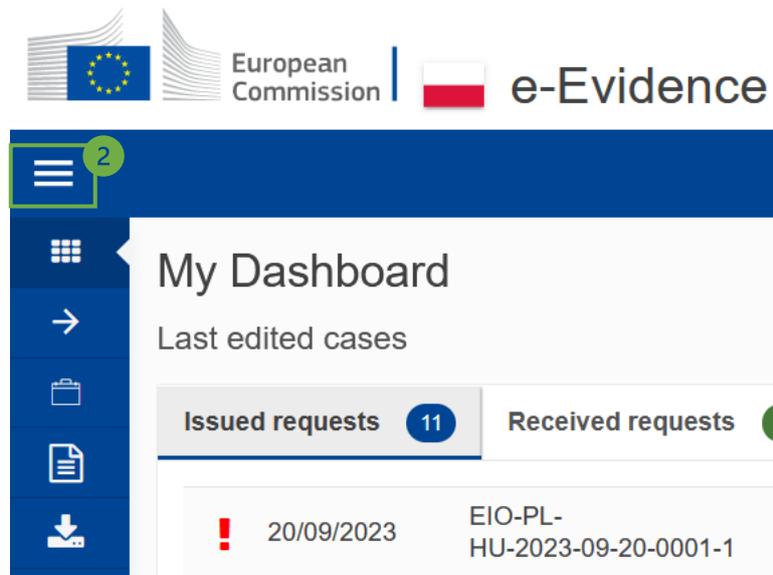


Figure 21: Hide left menu

3.3.2. Start new request

(Please note that the ‘Start new request’ button is only visible to users with roles that can initiate a new request who are assigned to authorities with appropriate instrument and competence. If a role cannot initiate a new request or authority does not have a competence to create and issue a legal case, this button will not be available to the user).

3.3.3. Dashboard

This view appears right after logging in.

- ① On this page, the user will find all basic issues divided to Issued requests, Received requests, and Drafts.
- ② Additionally, all users, except the Guest role, see ‘My tasks’ table on the right side of the screen, where they can see the cases to which they are assigned.

NOTE: Assigner, Supervisor, Dispatcher, Guest, and Statistics handler do not see any tasks in My tasks label.

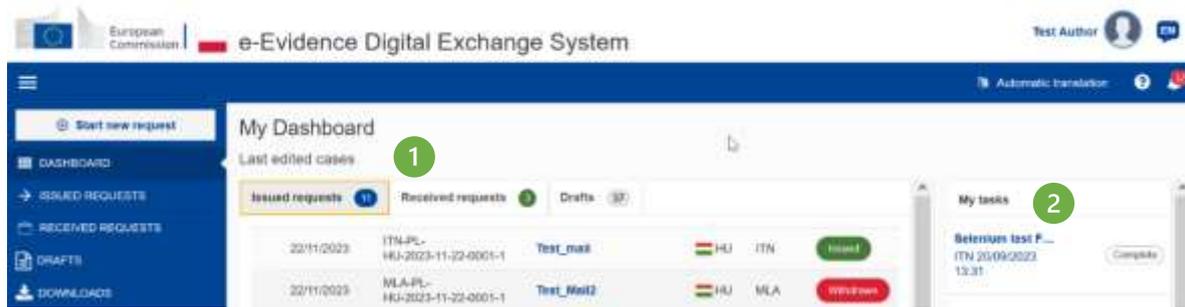


Figure 22: User's dashboard

3.3.4. Cases

Cases are divided to several different categories depending on their case advancement status:

- **ISSUED REQUESTS** - in this section, the user sees all cases that are in the Issued status and to which they are assigned/have access. When a case is sent to an Executing Authority, it is moved from DRAFTS to a list of ISSUED REQUESTS. To access the list:

① Click **Issued requests** in the menu.

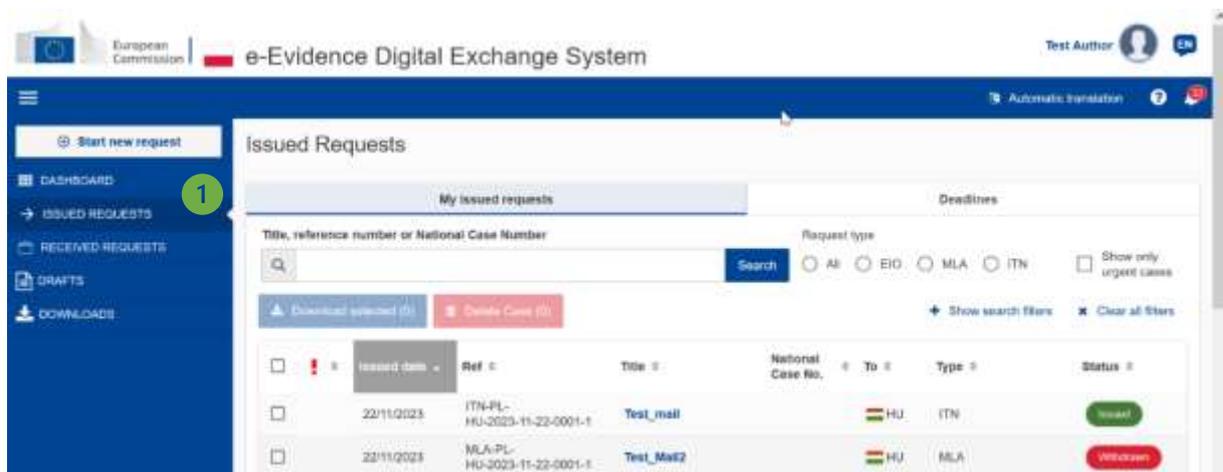


Figure 23: Issued requests

An issued case can be accessed only by:

- Users who are assigned to that case
- Privileged users with the 'Supervisor' and 'Assigner' role.

You can also find deadlines list for all issued cases in 'Deadlines' tab.

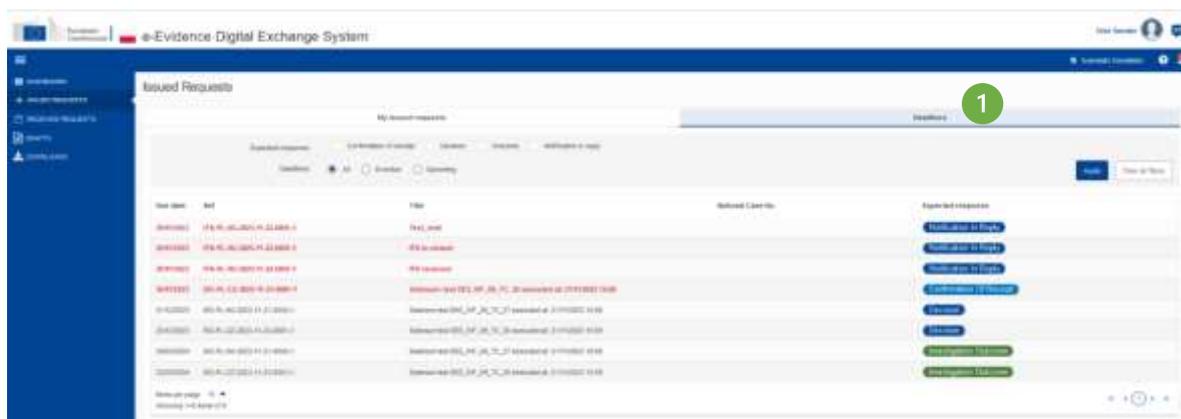


Figure 24: Deadlines tab

- RECEIVED REQUESTS - in this part, the user sees all cases that are in the Received status and to which they are assigned/have access. When a case is received from another Competent Authority, it is visible on a list of RECEIVED REQUESTS. To display the list:

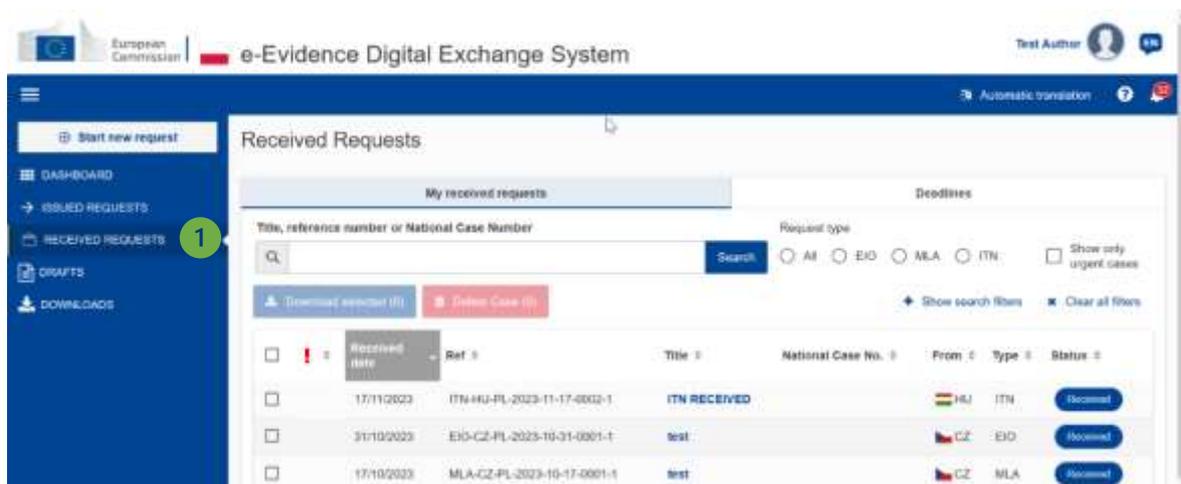


Figure 25: Received requests

- DRAFTS - in this part, the user sees all cases that are in draft status and to which they are assigned/have access. Cases which have not yet been sent to other Competent Authorities are stored in the list of drafts.

NOTE: Kindly remind that the **draft stage** is the status of entire case from its creation to the moment of sending. All statuses that the user will see, e.g., in the Overview tab, will be presented in capital letters.

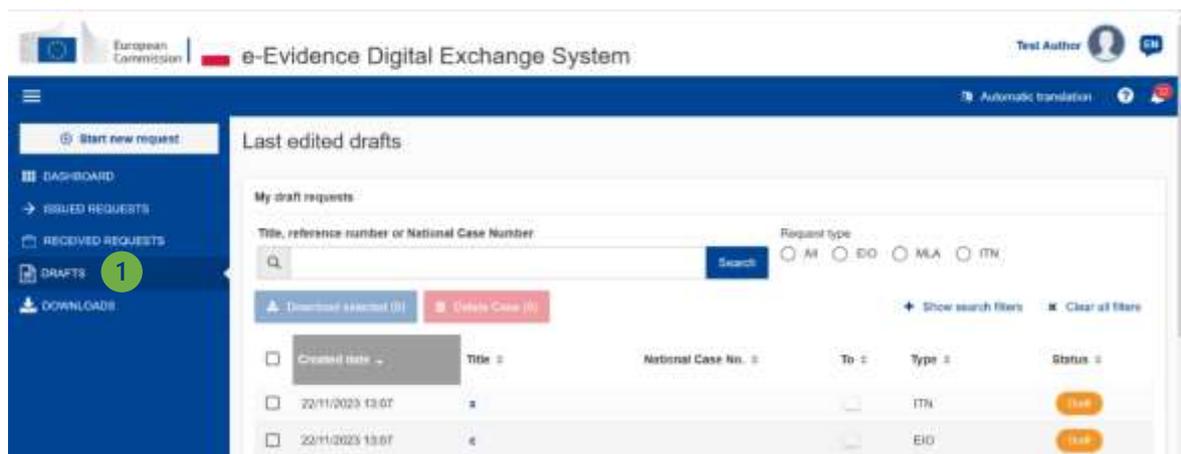


Figure 26: Draft cases

A draft case can be accessed only by:

- The 'Author' of a draft (a user who created that case), as long as the case is still assigned to that user
- Users with the 'Supervisor' role
- Other users (such as Reviewer, Sender or Guest) who have been assigned to that case by a 'Supervisor' or 'Assigner'.

3.3.5. Downloads

This section contains files that have been downloaded by users using the Download button in the specific case view. To see more details please go to chapter '[9.8 Download PDF and Print](#)'.

4. SEARCH FOR A CASE

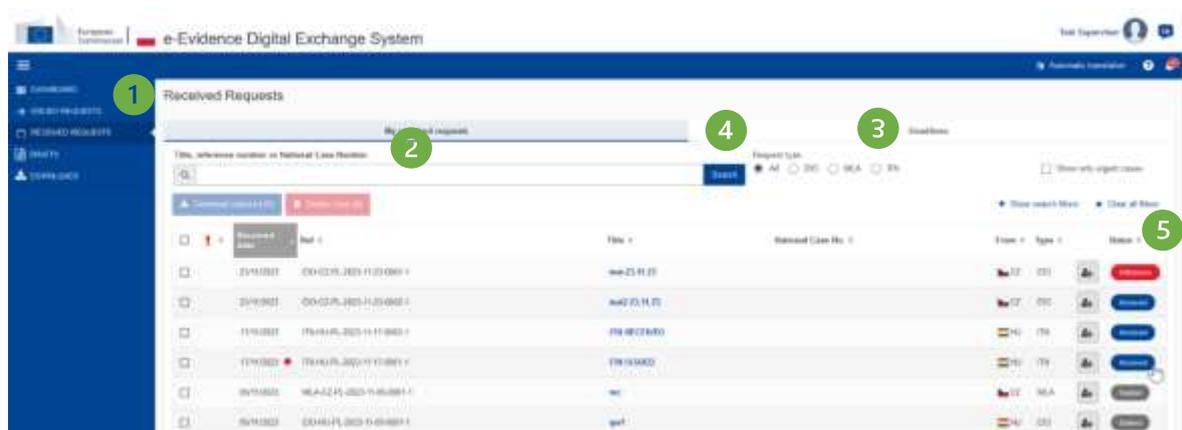


Figure 27: Search for a case

- ① Open a list of draft/issued/received case requests in the menu, which will indicate the context of a search.
- ② Enter full or partial **title** or **reference number** or **National Case number** of the case you are searching for.
- ③ Select the type of a case you are searching for.
- ④ Click **Search**.
- ⑤ Matching search results from: Title or Reference Number will be returned.

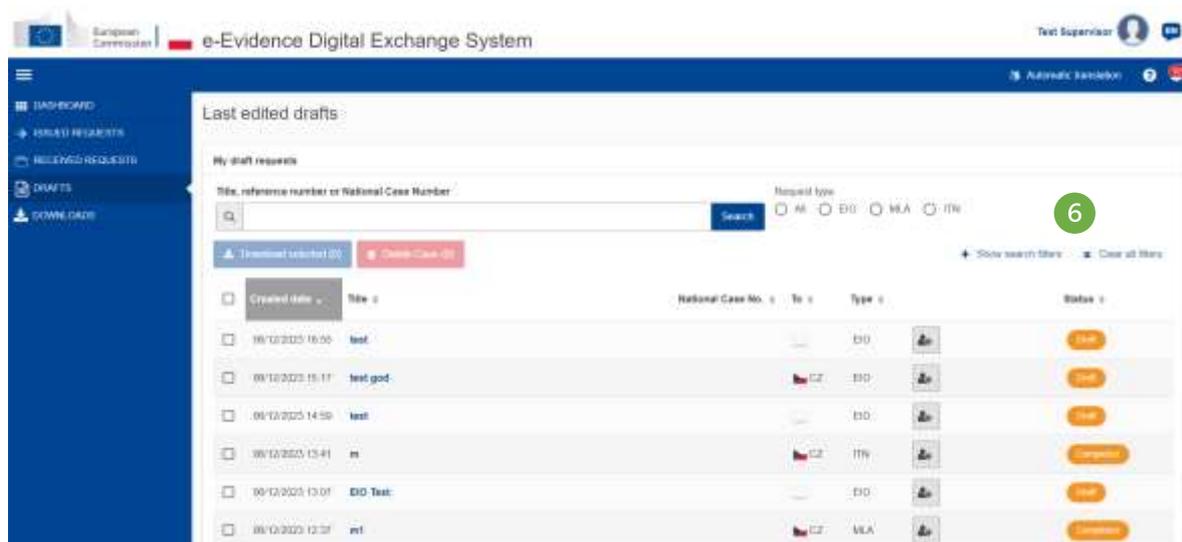


Figure 28: 'Search filters' button

Optionally, you can filter the list of draft/issued/received requests by applying filters:

- ⑥ Click **Show search filters** to expand the panel.

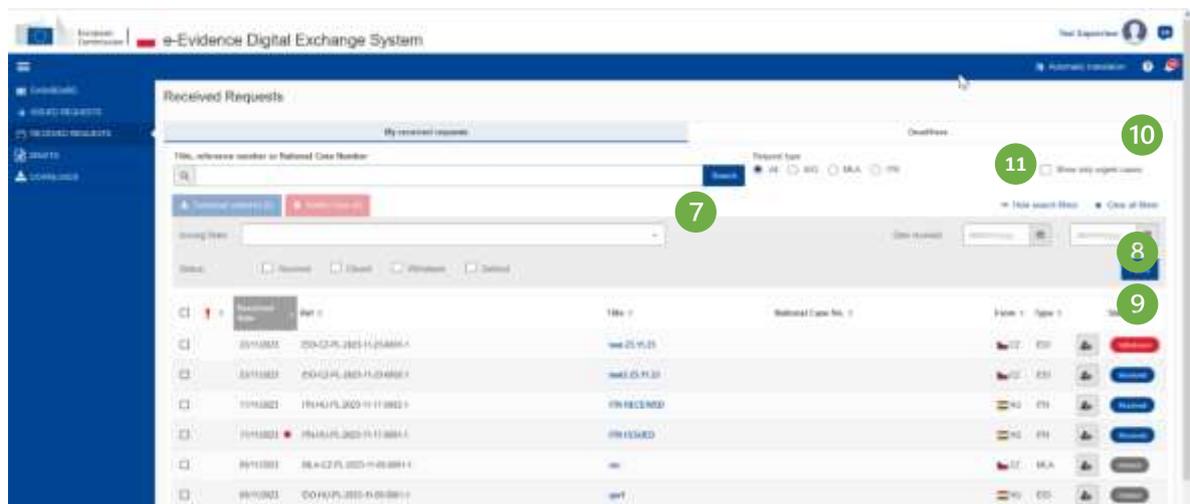


Figure 29: Search criteria fields

- ⑦ Select filtering options on the panel.
- ⑧ Click **Apply**.
- ⑨ Results will be returned.
- ⑩ You can filter out cases that are not urgent using the embedded filter ‘Show only urgent cases’.
- ⑪ To collapse the expanded view, click **Hide search filters**.

4.1. View closed cases

If a user wants to view closed cases, whether issued or received, they should choose the relevant category from the left-hand menu to see the type of case they are interested in.



Figure 30: Searching for closed cases

- ① Select ‘**Show search filters**’



Figure 31: Applying filters to search for closed cases

- ② Select Closed checkbox and then ③ ‘Apply’ button.

All Closed cases will be shown.

To narrow down the search criteria further, additional search filters can be added such as to/from which State, between dates, or with a specific title or National Case Number.

4.2. Clear all filters

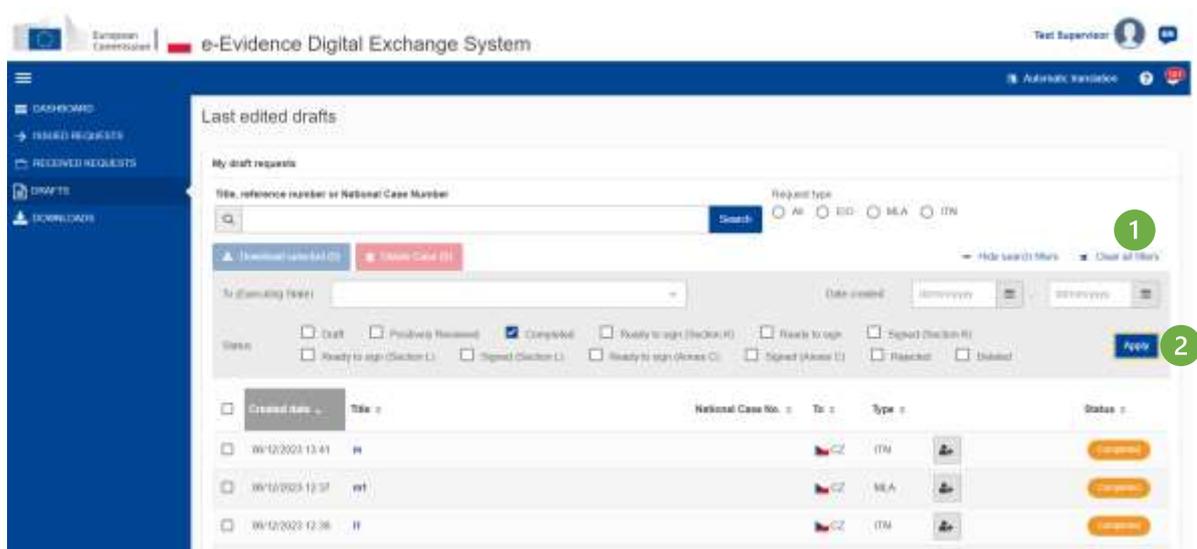


Figure 32: ‘Clear all filters’ button

- ① Click clear all filters
② Click **Apply** button.

A list will be refreshed to a default state.

5. VIEW A CASE

To view details of a case:

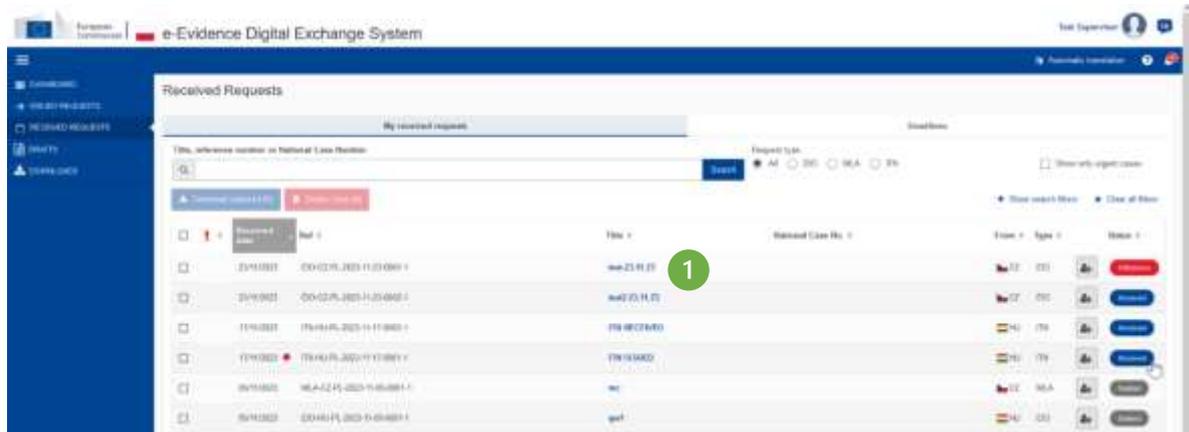


Figure 33: Viewing case details

① Click an individual row from a list of Issued/Received requests or Drafts.

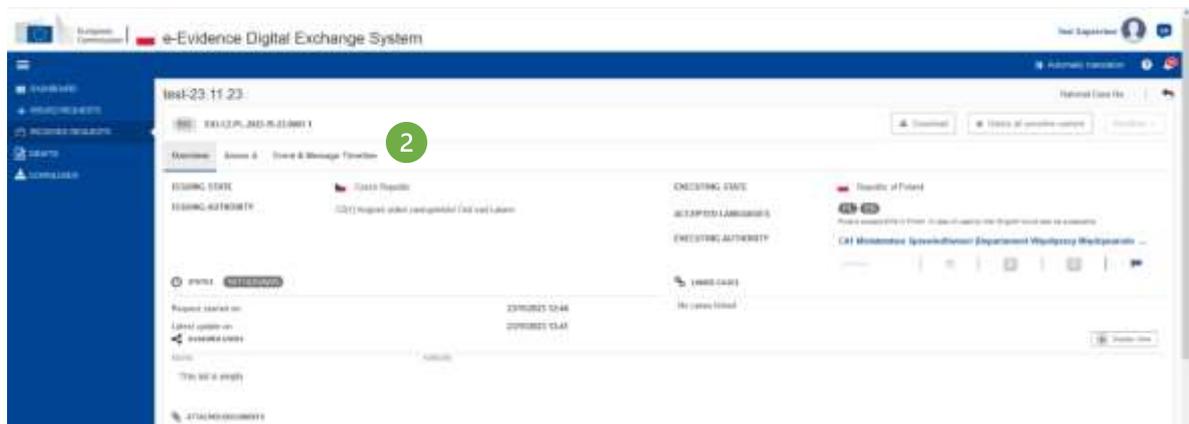


Figure 34: Viewing case details: Overview tab

② A case with details will be displayed. Click through available tabs to view available information.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

6. CASE OWNERSHIP

Each case marked with a Global Case ID can have many local instances.

The first instance of the case appears in the moment of a new case creation. This instance is owned by the Issuing Authority to which the creating user with an Author role belongs.

Comments added to the Case are never sent to another Authority. They are accessible only locally, to users of one Case instance.

Every time the Case is being received by a Competent Authority, either from another country, or within one Member State via forward from another Competent Authority, a **new Case instance** is being created, owned by a Competent Authority that received the Case.

Please remember that communication between Competent Authorities via Service Messages (free text messages) is always two-way only, never multi-party. In case we have two Executing Authorities that can communicate with the Issuing Authority, they do it independently as there is no way of direct communication between the two executing authorities, because each of them has a separate Case Instance. Service Messages can be exchanged only cross-nationally (no internal communication within one Member State available).

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

7. SERVICE OF DOCUMENTS

7.1. Introduction

A Service of Documents (SoD) is a cross-border service of judicial and extrajudicial documents in civil or commercial matters in the Member States in accordance with [AD.1].

The SoD may also be issued for assistance in address enquiries where the address of the person to be served with the judicial or extrajudicial document in another Member State is not known.

7.1.1. Overview

The process between creating a new case and sending it occurs in the **Internal Workflow**. During that process, the case is accessible only for authorized users from your Issuing Authority.

When all steps of Internal Workflow are completed, the case can be sent to a chosen Executing Authority.

The process of communication between Issuing Authority and Executing Authority occurs in the **External Workflow**.

7.1.2. High Level End to End Process

1. A user with Author role in a competent authority creates the SoD.
2. The SoD request is reviewed by a user with Reviewer role.
3. The SoD is being signed and sent by a user with Sender role to an appropriate Executing Authority in another Member State.
4. Communication between Issuing and Executing Authorities takes place.
5. The receipt of the SoD request should be acknowledged within seven days.
6. A decision is provided within thirty days of SoD receipt.
7. The case can be withdrawn by Issuing Authority, and/or forwarded by Executing Authority to another Competent Authority for full SoD execution.

7.2. Create SoD

7.2.1. Initiate a legal case creation

7.2.1.1. Starting a new case - SODA

Steps below are only applicable to users with 'Author' role.

To begin a process of requesting for service of documents, create a new case.



Figure 35: SoD - 'Start new request' button

- 1 Click **Start new request** button in the left-hand menu.

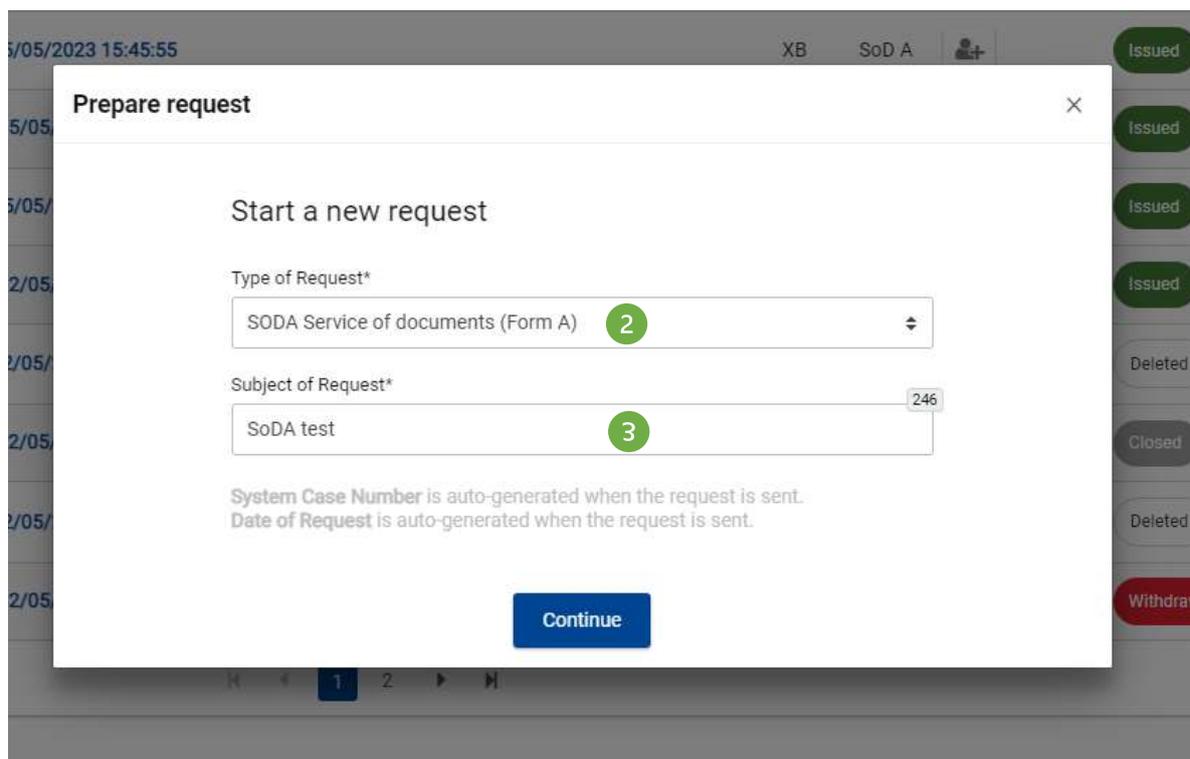


Figure 36: SoD - Selecting the request type and entering the request subject

- 2 A pop-up window will appear. Select SODA from the **Type of request** dropdown list.
- 3 Fill in **Subject of request** and click **Continue**. If you wish to cancel, click 'x' button at the top right corner of the pop-up.



Figure 37: SoD Form A sections

- ④ A new draft will be created and displayed with Form A ready for completion.
- ⑤ Complete **sections 1-9 and Request for Service of Documents section and Signature and Date section** of Form A by using the List of Sections menu.

NOTE: If the user with an Author role who initiated the SoD does not have additional roles of Reviewer and/or Sender, then the Author should assign additional users with the relevant roles required to review and send the request or ask Supervisor for adding those users.

7.2.1.2. Choosing Executing Authority

Steps below are applicable to users with 'Author' and 'Reviewer' role.



Figure 38: SoD Form A section 2. RECEIVING AGENCY

- ① Select **Section 2. RECEIVING AGENCY** in List of Sections.
- ② Select **Country** from the list.

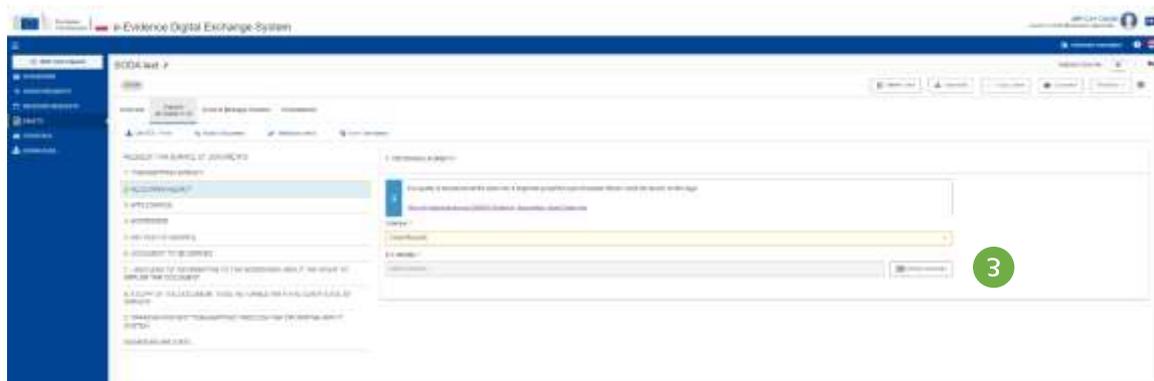


Figure 39: SoD Form A: Selecting an Executing Authority

③ Click **Choose Authority** button.

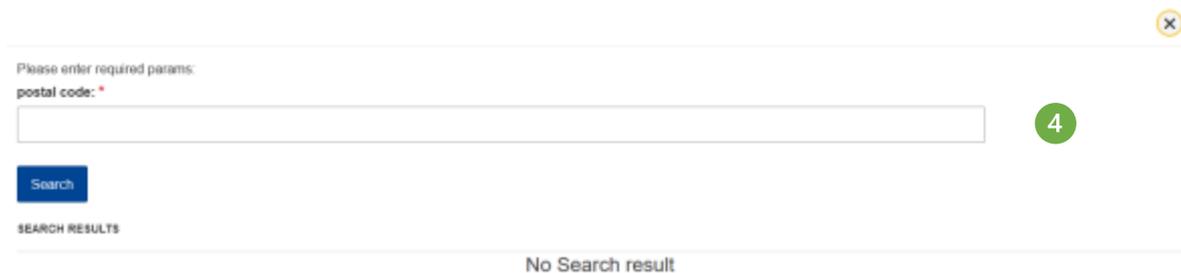


Figure 40: SoD Form A: Searching for a receiving agency: business parameters

④ To find and select the correct authority, the user needs to provide correct business data according to the business rules required by the Executing State. At the example above, the user should enter a postal code and click **Search** button.

The authority search tool will display a list of all Executing Authorities in the chosen Member State which have the right pair of instrument and competence to accept this type of legal case.

Please enter required params:
postal code: *

praha

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

Name	Municipality
<input type="radio"/> CZ(1) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha 1
<input type="radio"/> CZ(3) Krajské státní zastupitelství Praha ts	Praha ts

Select

Figure 41: SoD Form A: Searching for a receiving agency – search results

- ⑤ Select Authority from the list of results by clicking a radio button.
- ⑥ Click Select.

After selecting the Executing Authority, SoD Section 2. RECEIVING AGENCY will look like the screenshot below:

Figure 42: SoD Form A section 2. RECEIVING AGENCY auto completion

The name of the Executing Authority will also appear in the Overview Tab.

Figure 43: SoD Form A: Executing authority name displayed in the Overview tab

7.2.1.3. Starting a new case - SODB

Steps below are only applicable to users with 'Author' role.

To begin a process of requesting to determine the address of the person to be served, create a new case.

Figure 44: SoD - 'Start new request' button

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

- ① Click **Start new request** button in the left-hand menu.

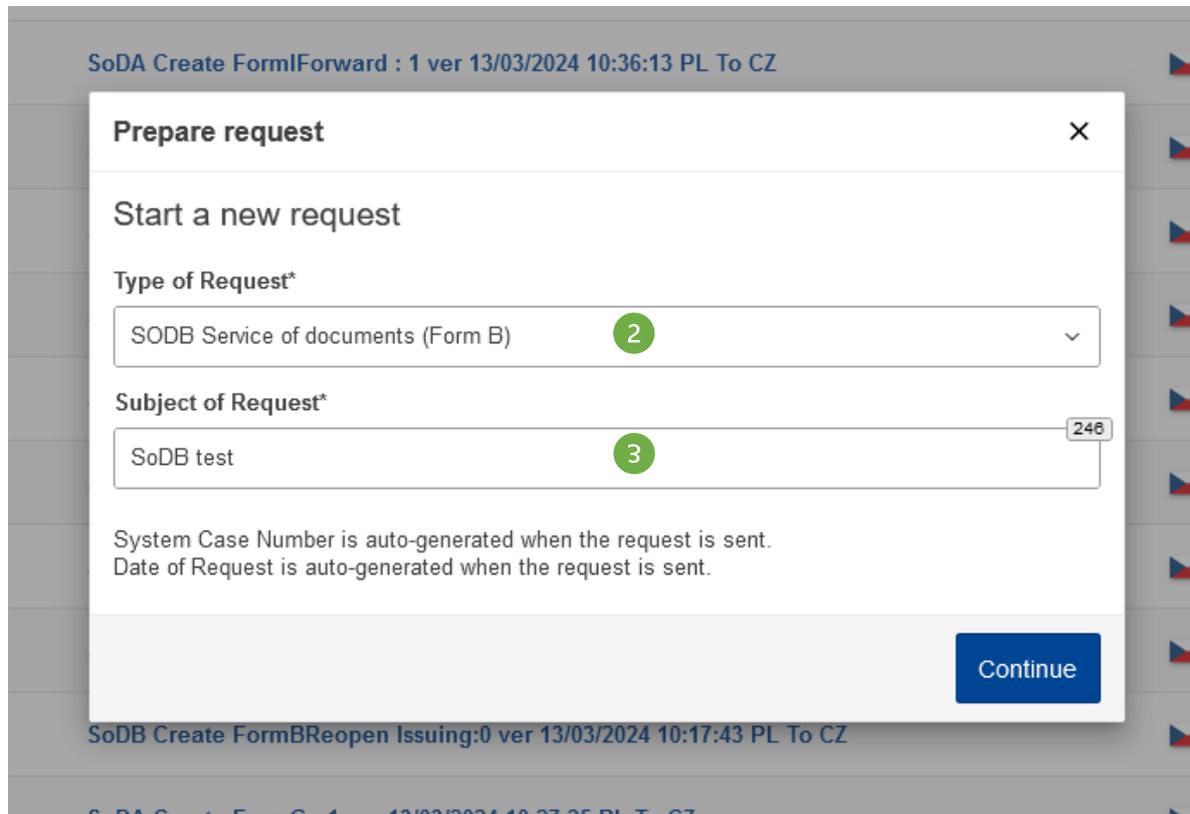


Figure 45: SoD - Selecting the request type and entering the request subject

- ② A pop-up window will appear. Select SODB from the **Type of request** dropdown list.
- ③ Fill in **Subject of request** and click **Continue**. If you wish to cancel, click 'x' button at the top right corner of the pop-up.



Figure 46: SoD Form B sections

- ④ A new draft will be created and displayed with Form B ready for completion.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

⑤ Complete **sections 1-3 and Request to determine the address of the person to be served section and Signature and Date section** of Form B by using the List of Sections menu.

NOTE: If the user with an Author role who initiated the SoD does not have additional roles of Reviewer and/or Sender, then the Author should assign additional users with the relevant roles required to review and send the request or ask Supervisor for adding those users.

7.2.1.4. Choosing Executing Authority

Steps below are applicable to users with 'Author' and 'Reviewer' role.



Figure 47: SoD Form B section 2. REQUESTED AUTHORITY

- ① Select **Section 2. REQUESTED AUTHORITY** in List of Sections.
- ② Select **Country** from the list.



Figure 48: SoD Form B: Selecting an Executing Authority

- ③ Click **Choose Authority** button.

Figure 49: SoD Form B: Searching for a requested authority (business parameters)

④ To find and select the correct authority, the user needs to provide correct business data according to the business rules required by the Executing State. At the example above, the user should enter a postal code and click **Search** button.

The authority search tool will display a list of all Executing Authorities in the chosen Member State which have the right pair of instrument and competence to accept this type of legal case.

CENTRAL BODY		Municipality
<input type="radio"/> CZ(1) Krajské státní zastupitelství Ústí nad Labem		Ústí nad Labem
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha		Praha 1
<input type="radio"/> CZ(3) Krajské státní zastupitelství Praha tb		Praha 11

Figure 50: SoD Form B: Searching for a requested authority – search results

- ⑤ **Select** Authority from the list of results by clicking a radio button.
- ⑥ Click **Select**.

7.2.1.5. Starting a new case – SODX

Steps below are only applicable to users with 'Author' role.

To begin a process of an exceptional case, create a new case.



Figure 51: New legal case creation

- ① Click **Start new request** button in the left-hand menu.

Figure 52: Create new SODX request

- ②

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

② A pop-up window will appear. Select ‘SODX Exceptional service of documents’ from the **Type of request** dropdown list.

③ Fill in **Subject of request** and click **Continue**. If you wish to cancel, click ‘x’ button at the top right corner of the pop-up.

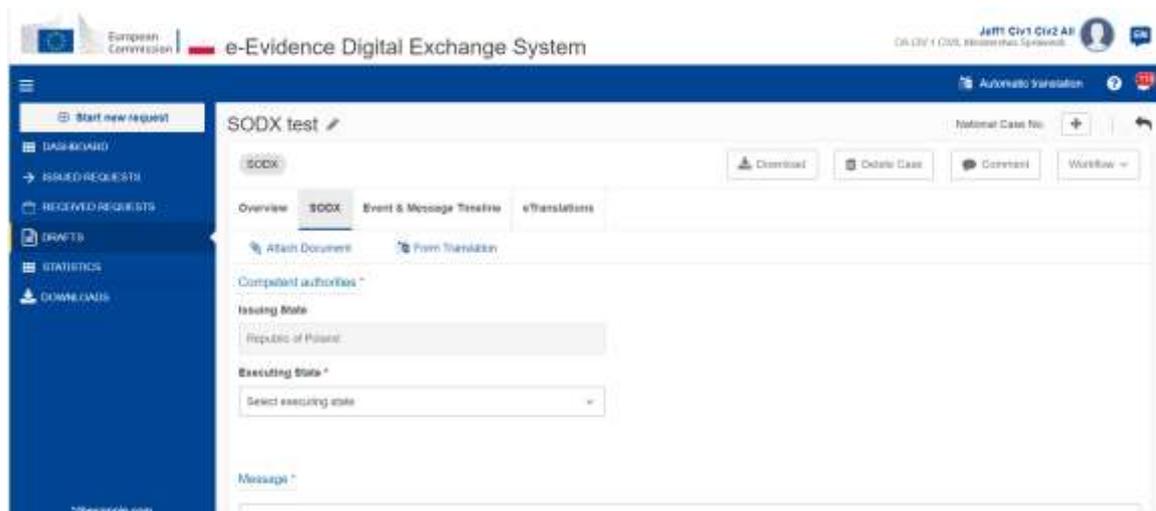


Figure 53: SODX draft request

A new draft will be created and displayed with SODX ready for completion.

7.2.1.6. Choosing Executing Authority

Steps below are applicable to users with ‘Author’ role.

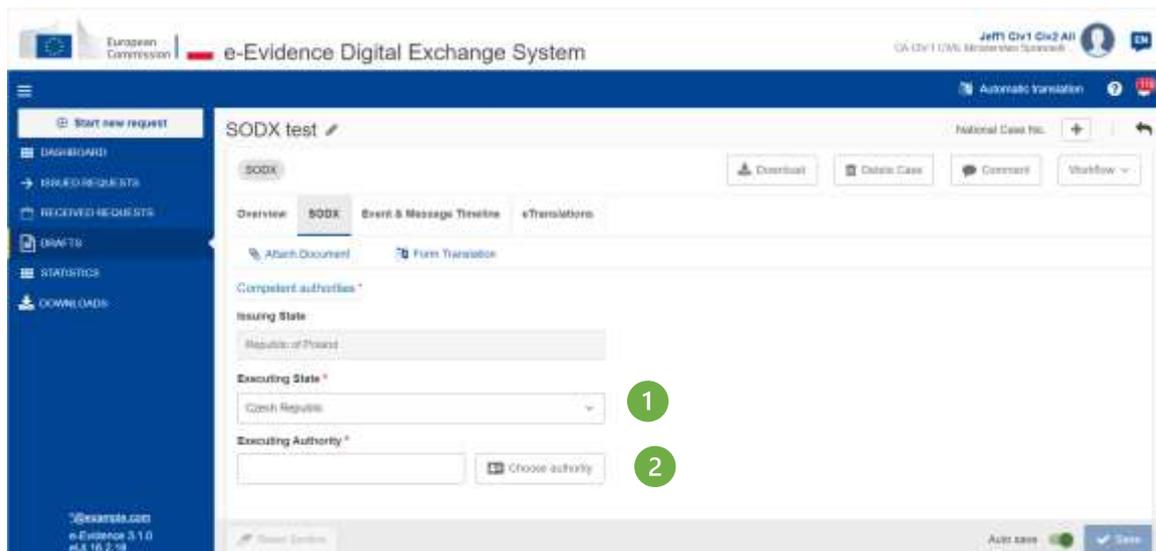


Figure 54: SODX selecting executing state

① Select **Executing State** from the list.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

② Click **Choose Authority** button.

For selection of the executing authority of exceptional cases, the Portal displays all authorities that have a relevant instrument assigned in CDB (for SODX instrument SD – service of documents - is relevant) in the chosen Executing State. The user selects the correct Executing Authority from the list (filters can be used for easier selection).

Figure 55: SODX searching for an executing authority

③ **Select** Authority from the list of results by clicking a radio button.

④ Click **Select**.

After choosing **Executing Authority**:

5. Type a free text message (mandatory field) and attach documents (optional).

NOTE: SODX case can be sent only by a user with Sender role. If the user with an Author role who initiated the SoD does not have additional Sender role, then the Author should assign a Sender or ask Supervisor for adding the Sender.

The SODX does not have SIGNATURE AND DATE section. A user can attach a signed document via **Attach Document** button from the action bar (optional).

The SODX cannot be forwarded or withdrawn.

7.2.1.7. Authority that accepts/does not accept electronic communication

As Member States begin to use the Reference Implementation, more and more Authorities will be connected and able to communicate electronically. However, there will be authorities in the system that will not be able to send and receive requests/messages via the Reference Implementation. These authorities will be clearly distinguished from those that can.

These authorities should be contacted via the traditional route such as registered mail.

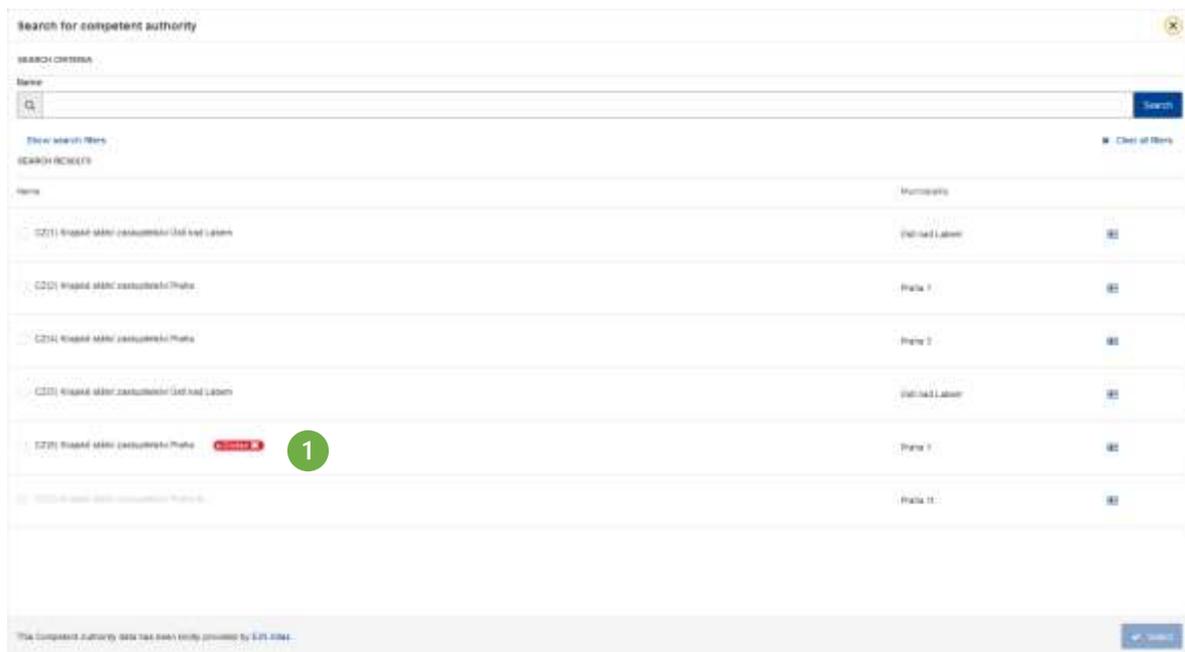


Figure 56: A visual representation of an authority that is unable to receive electronic communication via the Reference Implementation

① A visual representation of an **authority** that is **unable to receive electronic communication** via the Reference Implementation.

7.2.1.8. Mandatory fields

All mandatory fields must be completed before the SoD can be electronically submitted. These mandatory fields are checked by a validation check. This validation consists of set of syntactical and semantical validations of the data contained in the form. A check is performed to verify that all required (mandatory) fields of Form A or Form B have been filled. You can **trigger validation manually** at any time, while you edit a Form A or Form B.

To trigger validation:

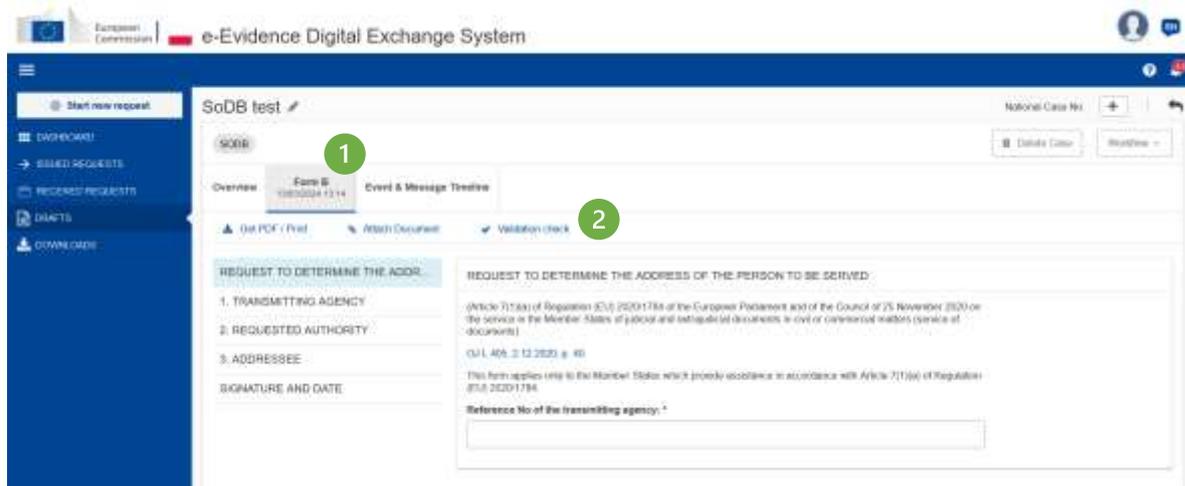


Figure 57: SoD Form B validation

- ① View a case and select **Form A/ Form B** tab.
- ② Click **Validation check**.

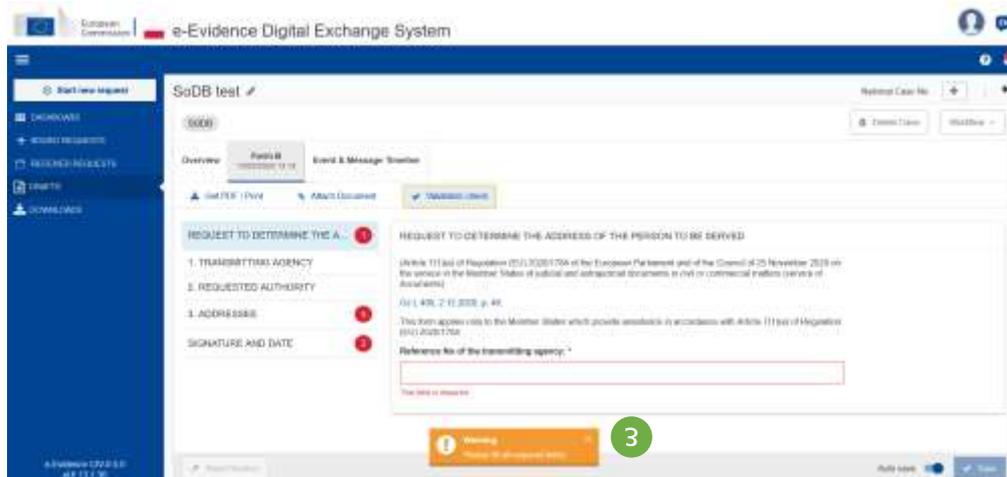


Figure 58: SoD Form B mandatory fields

- ③ Validation will be performed and the toast notification with warning or success will be displayed. If there are validation errors, fields and sections containing errors will be highlighted red.

7.2.1.9. Pushing a case to the next step

Steps below are applicable to users with 'Author' role.

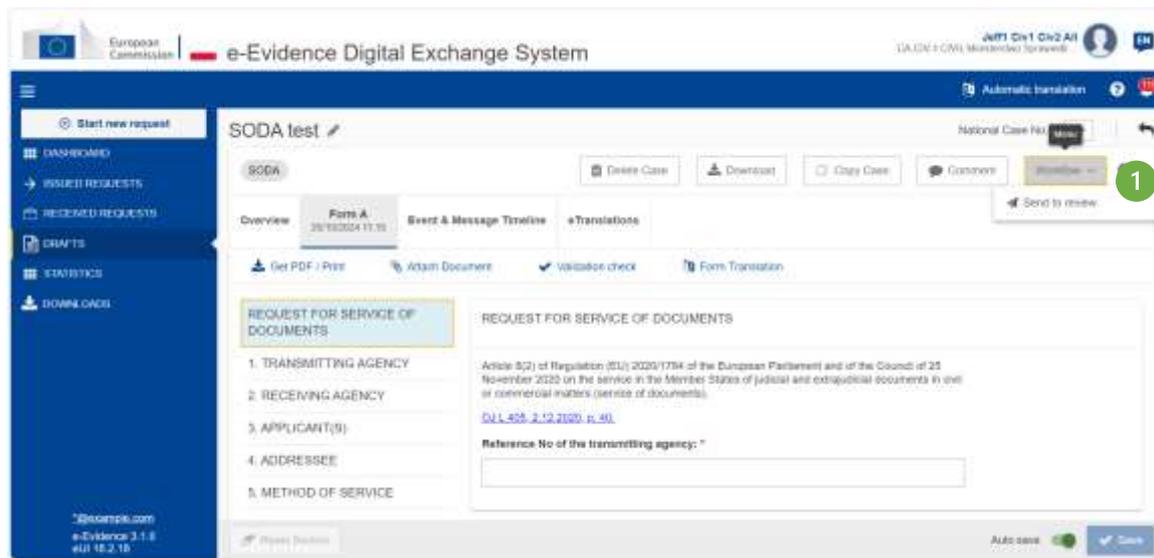


Figure 59: SoD Form A send to review

① In the edited case click **Workflow > Send to review:**

- A toast notification (success) will show up at the bottom.
- A new timestamp: 'Ready to review' will show up on the **Event & Message Timeline**.
- If a user has no other roles except Author, the workflow button will be disabled, as there are no other actions that can be performed.

7.2.1.10. Review

The next step in the workflow of a case is to review it and mark it as 'Positively Reviewed' or return it for amendment, or to reject completely if needed. Edition of the form is also possible.

Steps below are applicable to users with 'Reviewer' role.

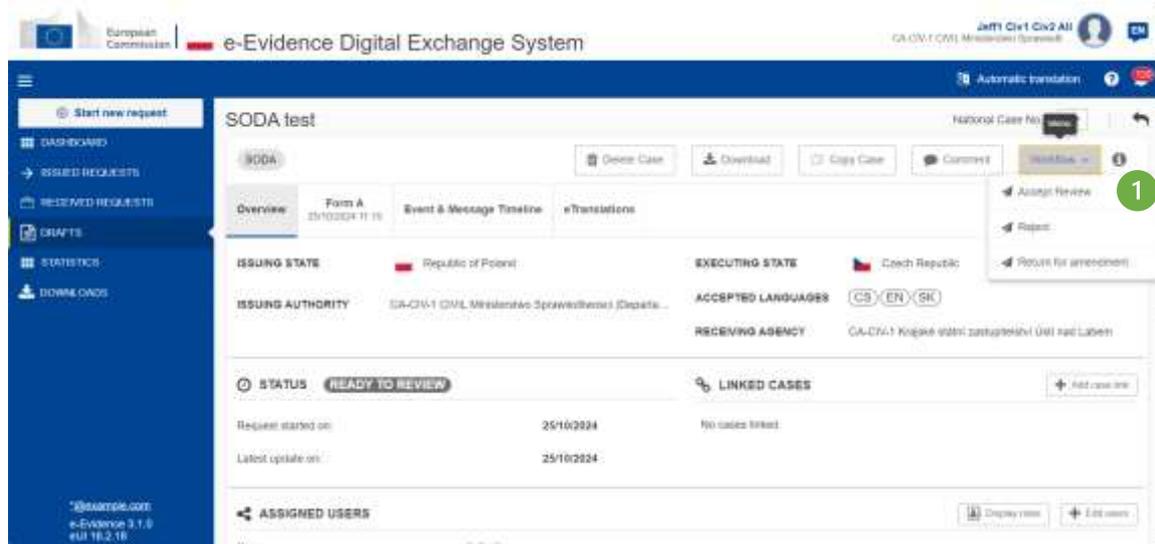


Figure 60: SoD Form A: Accepting review

① In a reviewed case click **Workflow > Accept review:**

- A new timestamp: 'Positively Reviewed' will show up on the **Event & Message Timeline**.
- If user has no other roles except Reviewer, the workflow button will be disabled, because there are no other actions for you to perform.

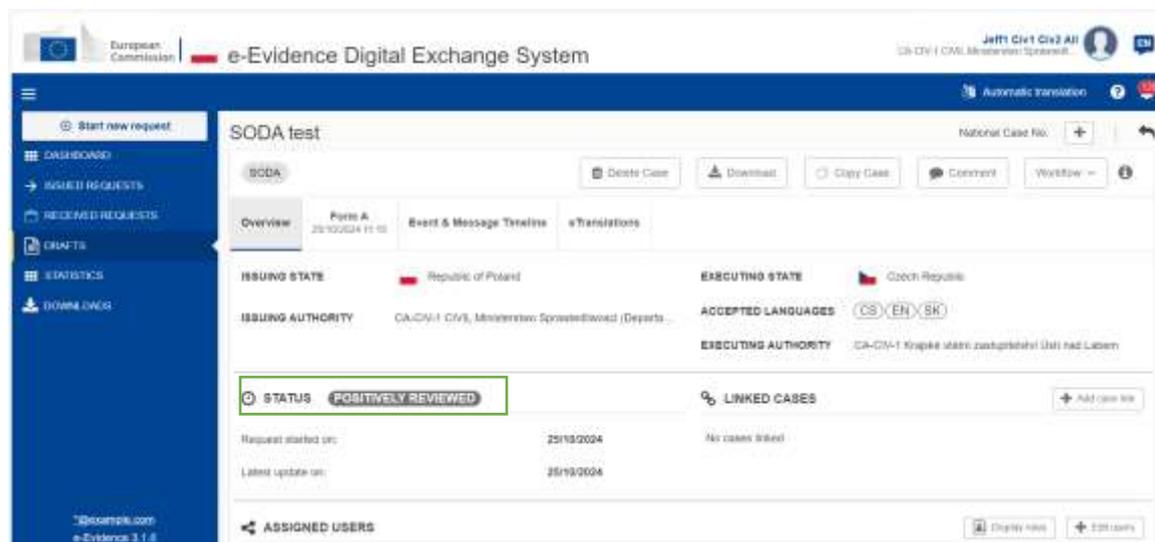


Figure 61: SoD Form A: 'Positively reviewed' status

Alternatively:

- A. Click **Workflow > Return for amendment** and enter optional message - the case will go back to a draft editable by Author role. The Author will have to make amendments and click again **Workflow > Send to review**.
- B. Click **Workflow > Reject** – the case will be rejected, and no more actions of Workflow buttons can be performed by users.
- C. Reviewer is also able to edit a case.

7.2.1.11. Signature step

In the next step of the workflow, a user with the Sender role needs to attach the signed document to the Form. Please note that at this stage, a user the Sender role is not able to edit the case.

Steps below are applicable to users with 'Sender' role.

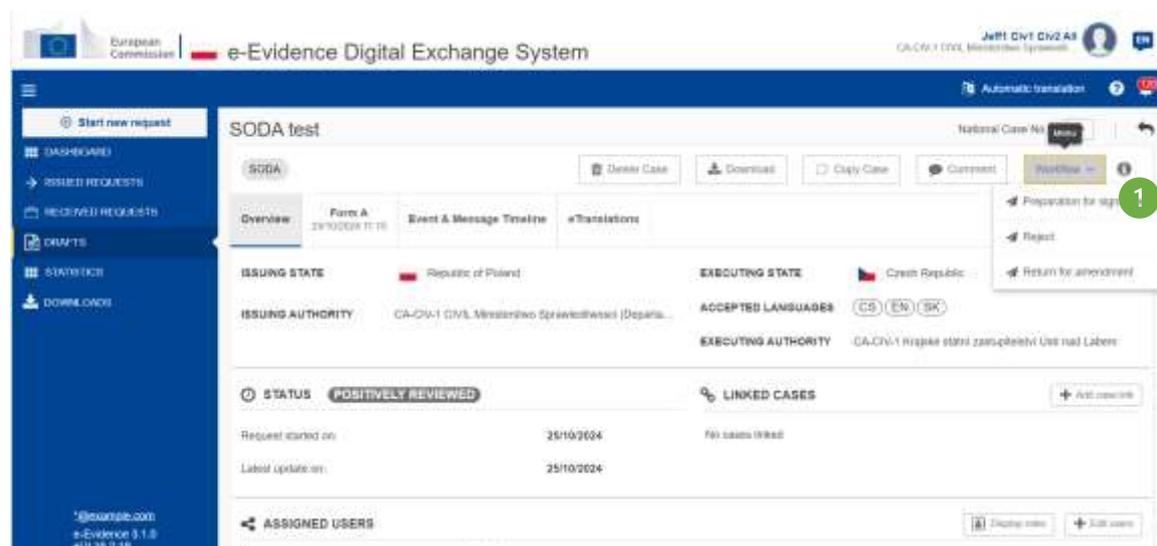


Figure 62: SoD Form A preparation for signature

① In a reviewed case click **Workflow > Preparation for signature**:

- A. Click **Workflow > Return for amendment** - the case will go back to Reviewer step in which the form can be edited by the user with Reviewer role. The Reviewer will have to make amendments and click again **Workflow > Complete**.
- B. Click **Workflow > Reject** – the case will be rejected, and no more actions of Workflow buttons can be performed by users.

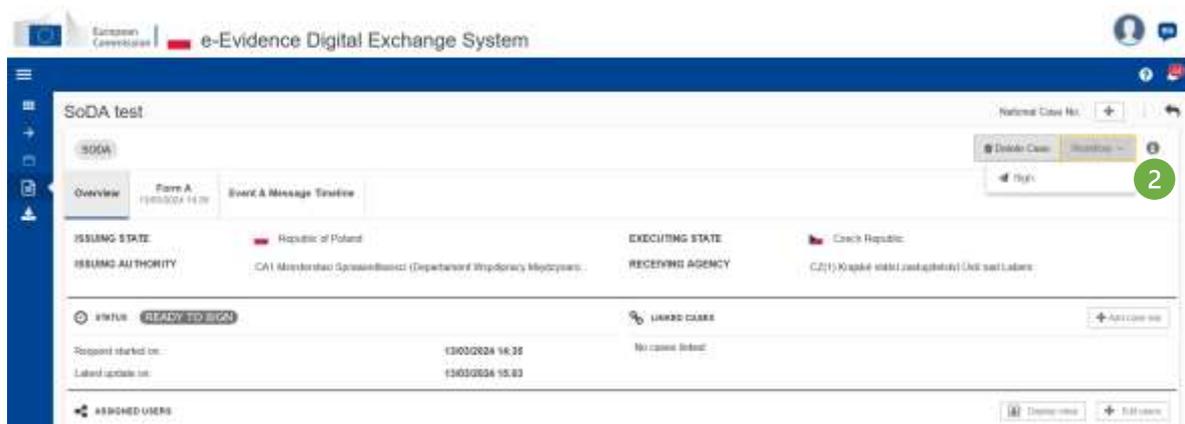


Figure 63: SoD Form A signing

② After the user clicks **Sign** in Workflow, ③ then the RI Portal displays a pop-up window. At this step, the user has the option to choose whether they want to sign the document in PAdES format or select other type of signature (non-PAdES format).

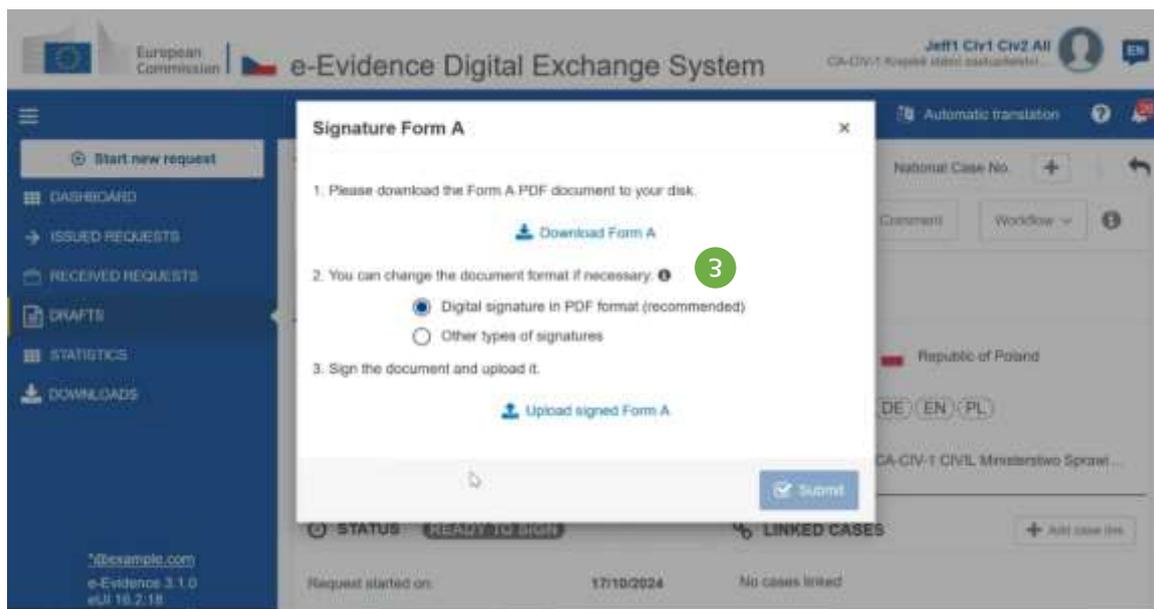


Figure 64: SoD Form A download

7.2.1.11.1. PDF download

Download PDF to your computer by clicking Download Form A.

Keep radio button 'Digital signature in PDF format (recommended)' – marked by default.

Open the PDF in **Adobe Acrobat Reader** software.

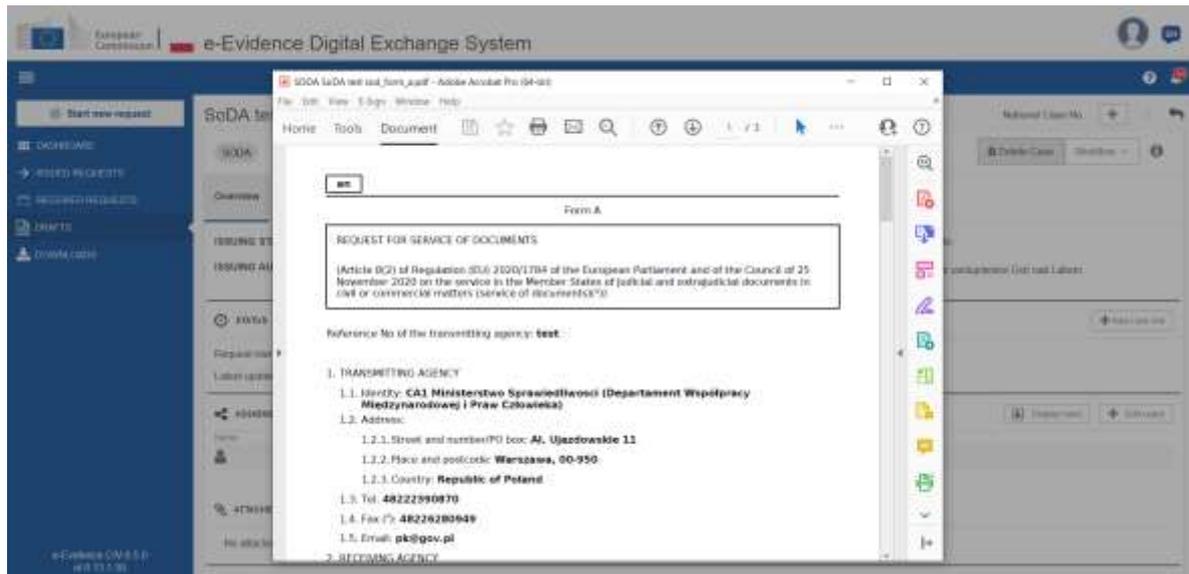


Figure 65: Opening SoD Form A in a PDF form

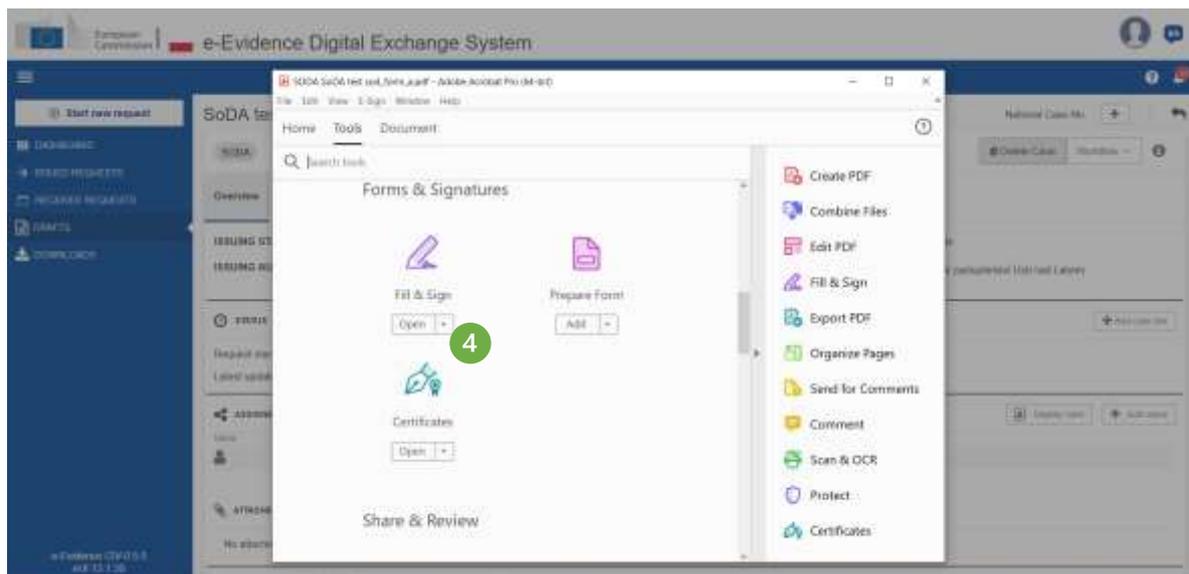


Figure 66: Signing SoD Form A in a PDF: 'Tools' tab

④ Click **Tools > Certificates**.

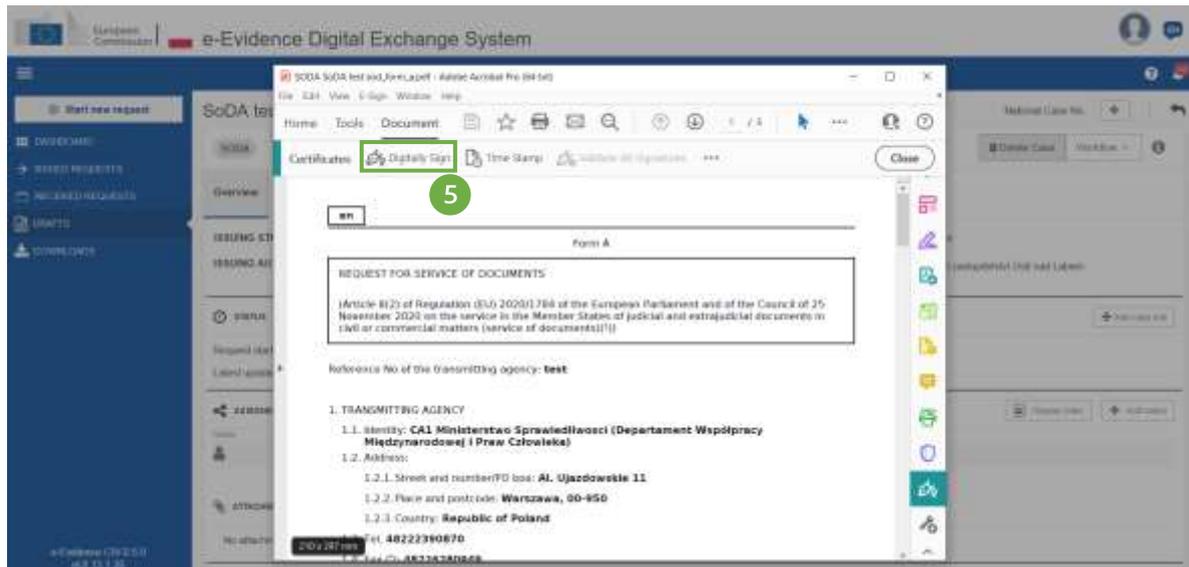


Figure 67: Signing SoD Form A in a PDF: 'Digitally Sign' icon

⑤ Click **Digitally Sign**.

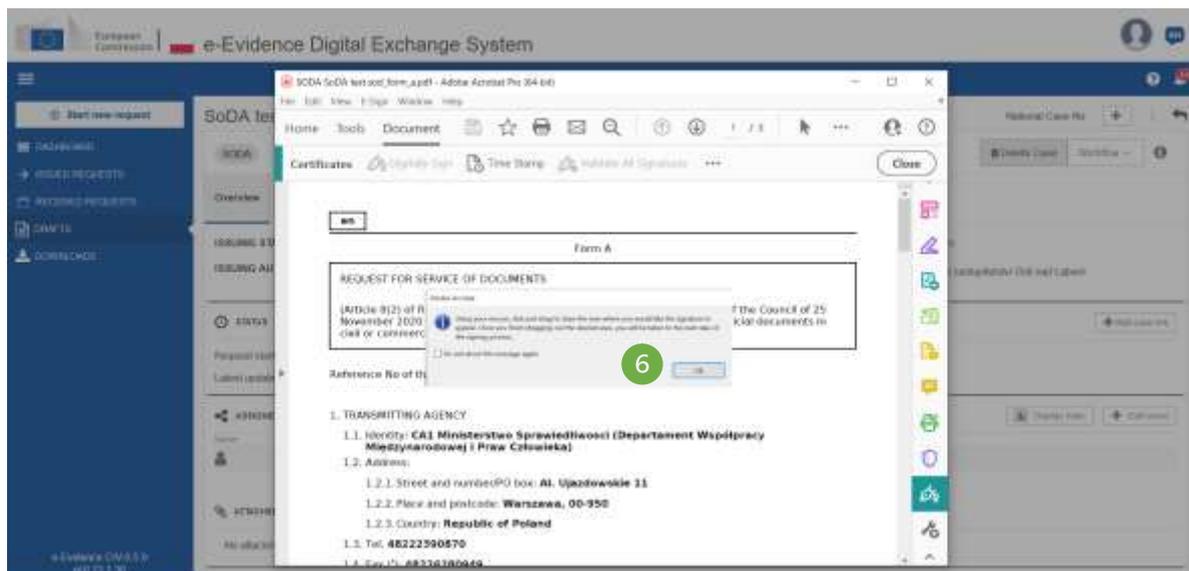


Figure 68: Signing SoD Form A in a PDF: Digital signature instructions

⑥ Read the instructions and click **OK**.

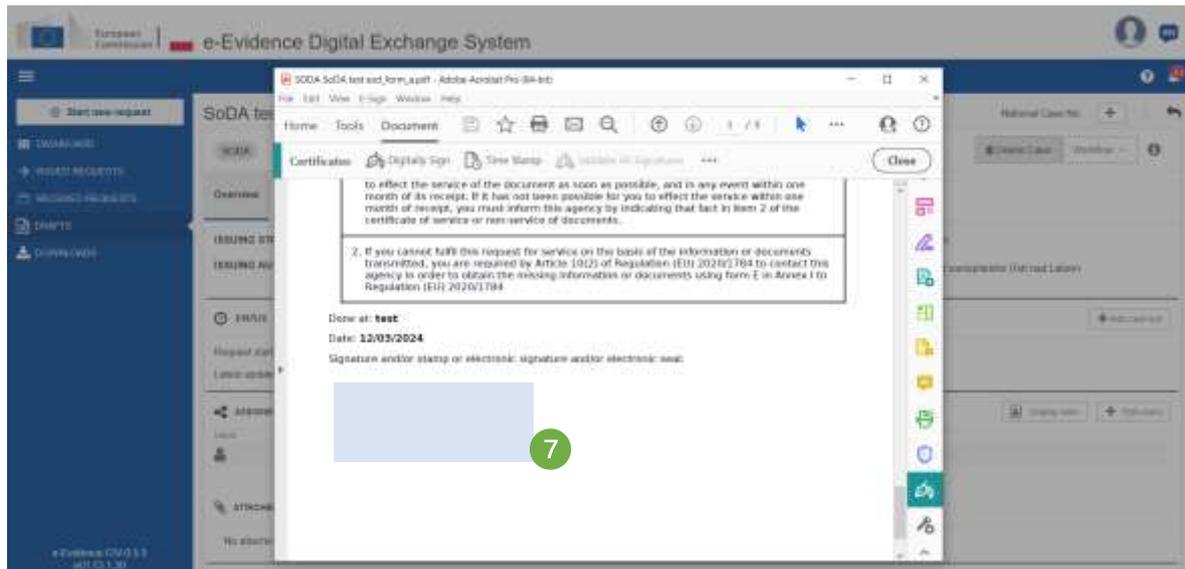


Figure 69: Signing SoD Form A in a PDF: Choosing appropriate area

- ⑦ Using your mouse, click and drag to draw the area where you would like the signature to appear.

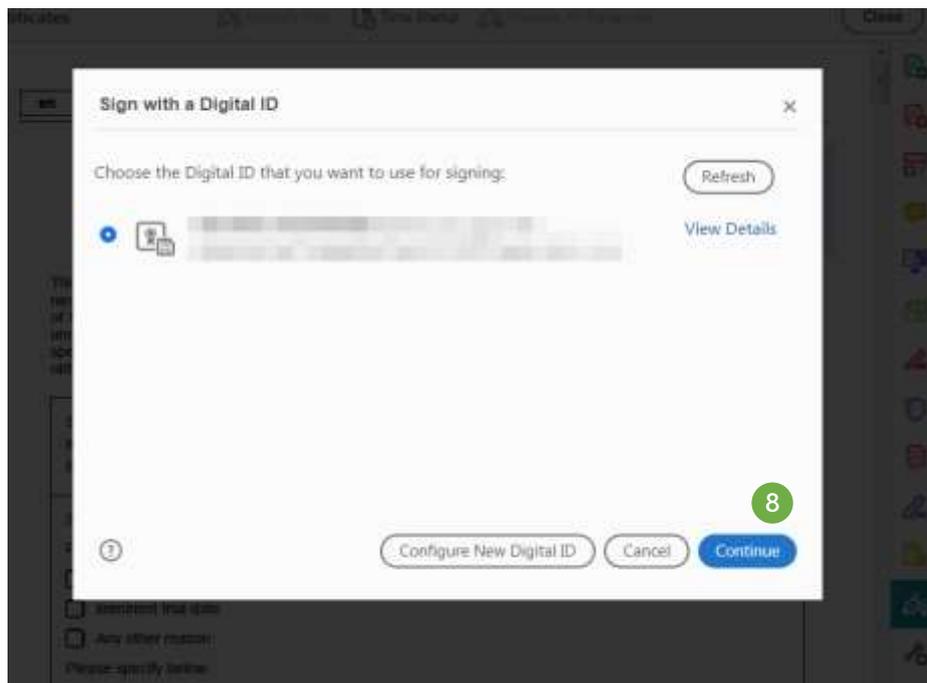


Figure 70: Signing SoD Form A in a PDF: Selecting Digital ID

- ⑧ A modal window will appear. Select Digital ID that you want to use for signing and click **Continue**.

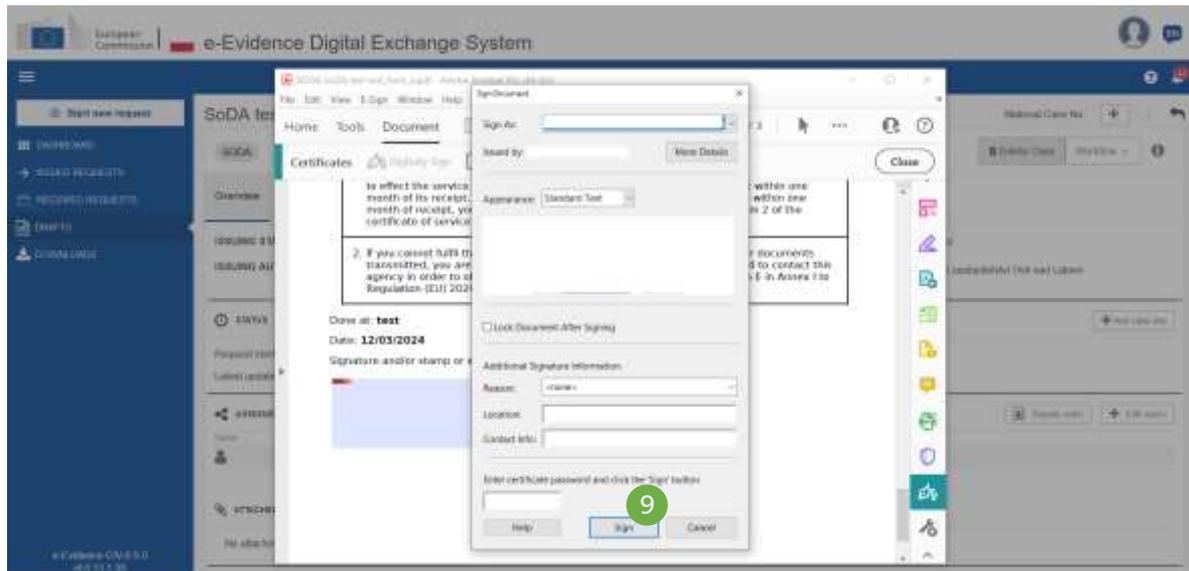


Figure 71: Signing SoD Form A in a PDF: Selecting 'Sign' button

- ⑨ A modal window will appear. Click **Sign**.

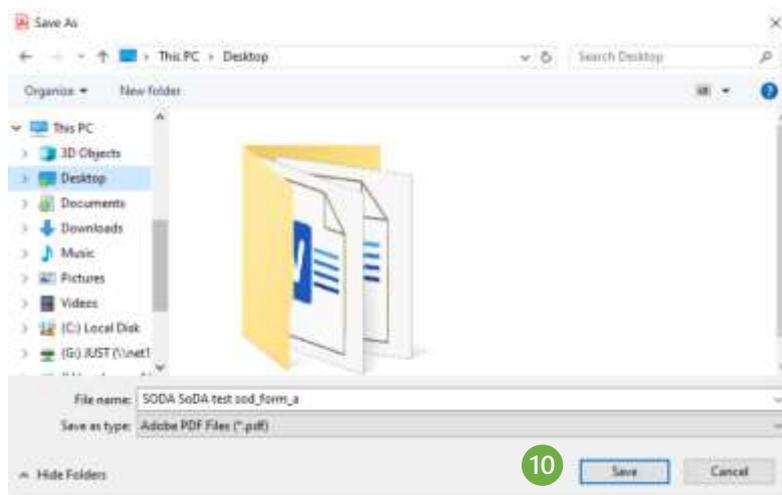


Figure 72: Signing SoD Form A in a PDF: Choosing a location to save the signed document

- ⑩ Choose a location to save the signed document. Click **Save**. Use your own authority signing method. A possible method is outlined below.

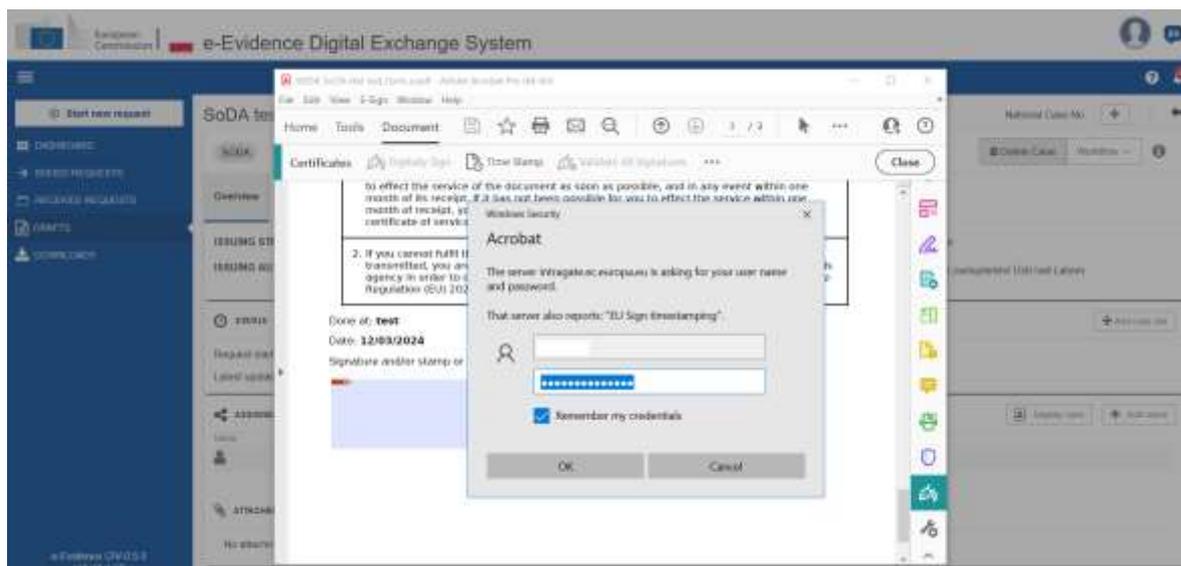


Figure 73: Signing SoD Form A in a PDF: Entering your PIN number

⑪ Enter your username and password and click **OK**. A signed document will be generated and saved.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

7.2.1.11.2. Upload signed document

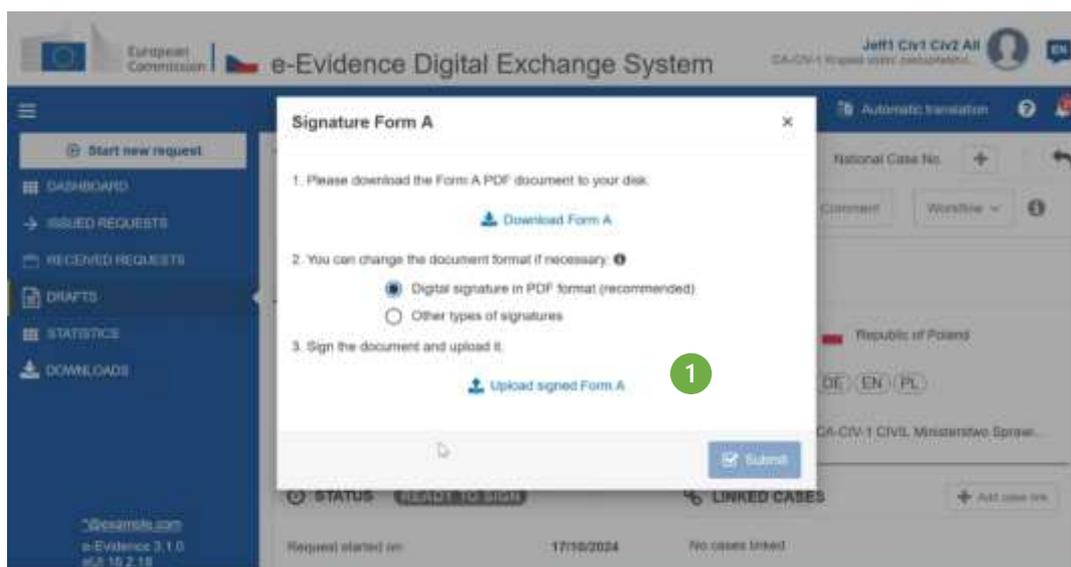


Figure 74: Uploading Signed SoD Form A

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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① Return to the Reference Implementation and click **Upload Signed Form A**.

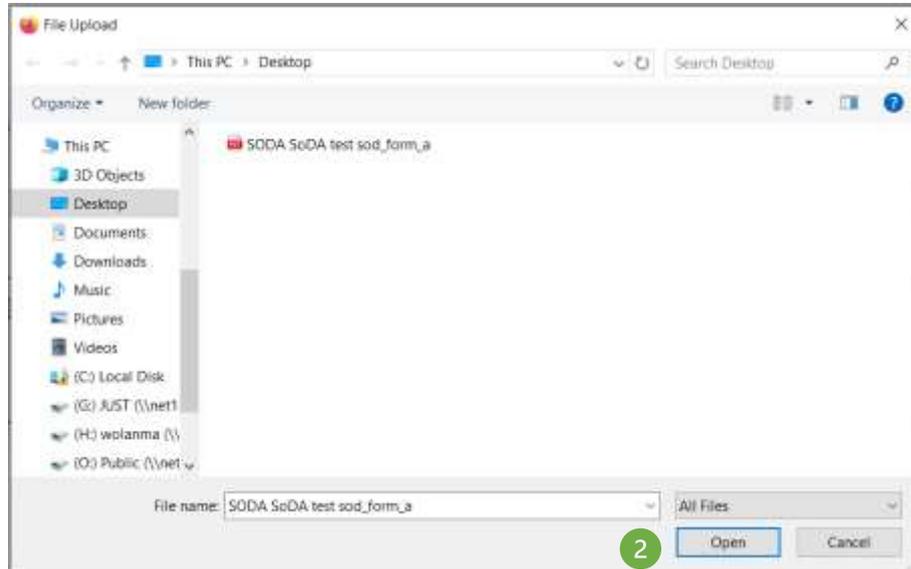


Figure 75: Browsing for a signed PDF

② Browse for **your signed** PDF file and click **Open**.

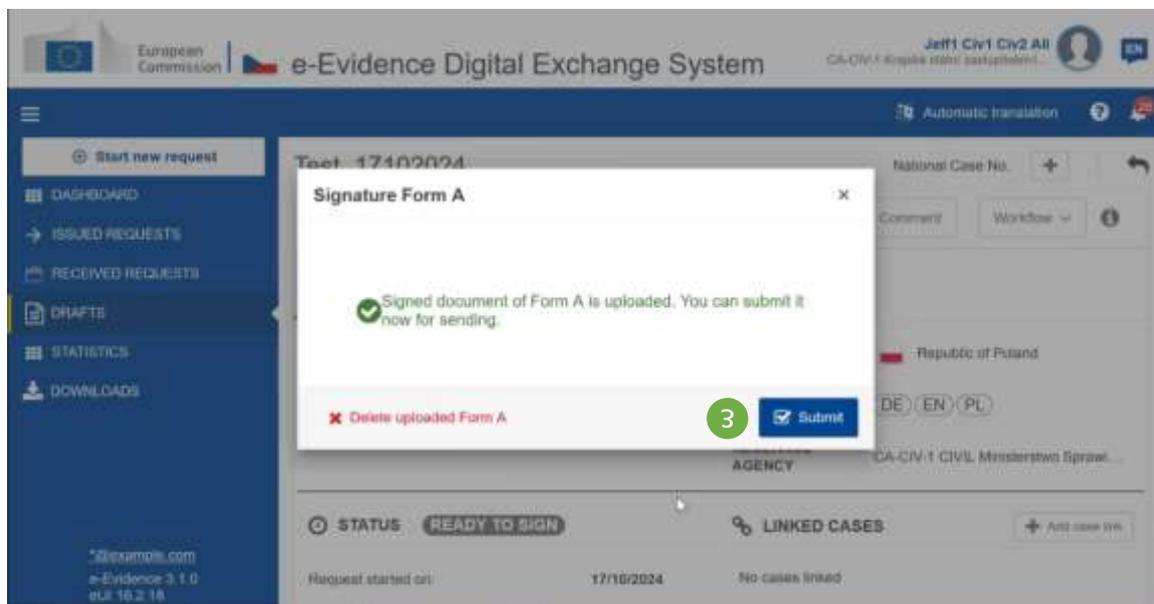


Figure 76: Submitting SoD Form A

③ If the signature is positively verified during the upload, a toast notification (success) will appear. Click **Submit**.

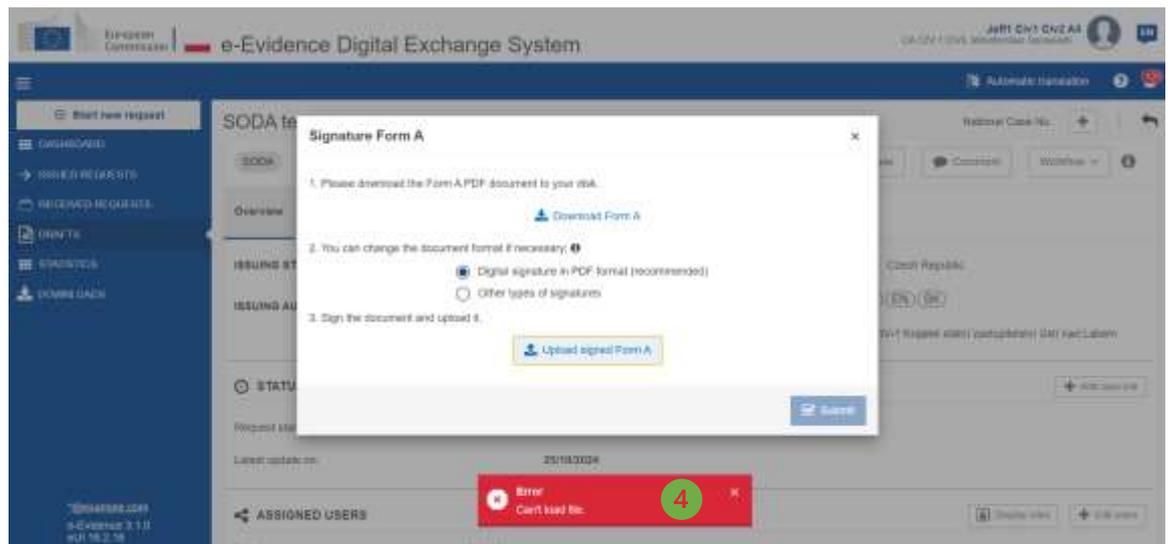


Figure 77: Error message during the wrong PDF upload

④ If the signature is not positively verified or a wrong file has been selected for upload, an error message will appear. Check that you have logged in to the correct web browser.

Remarks: The status of a case will change to 'Signed'.

Sending Form A:

The last step of internal workflow is to send the case to the selected Executing Authority.

Steps below are applicable to users with 'Sender' role.

① Open a case.

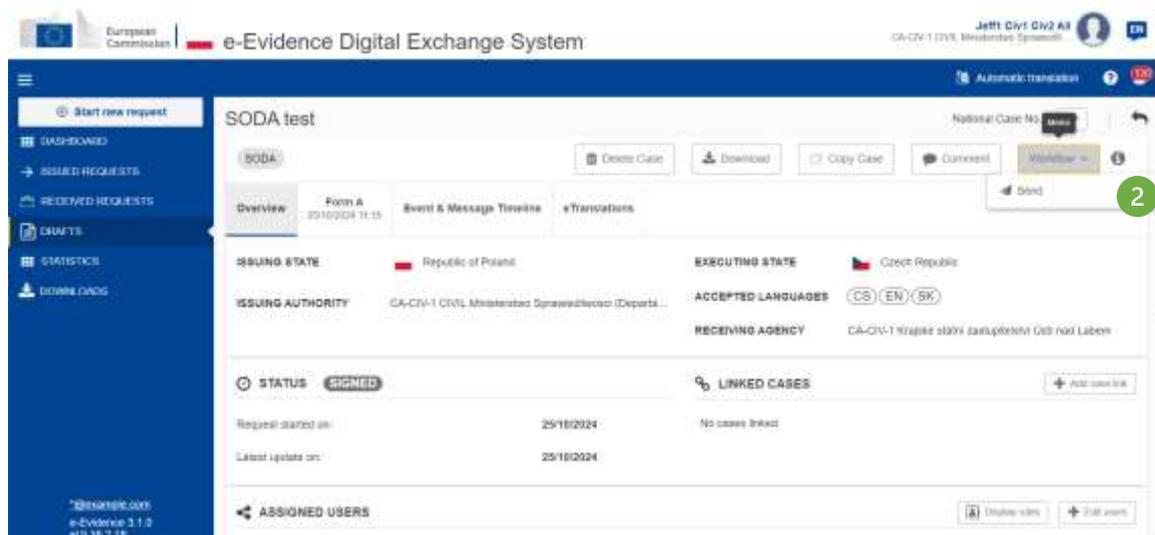


Figure 78: Sending SoD Form A

② Click **Workflow** > **Send**

③ System sends Form A and confirmation message appears.

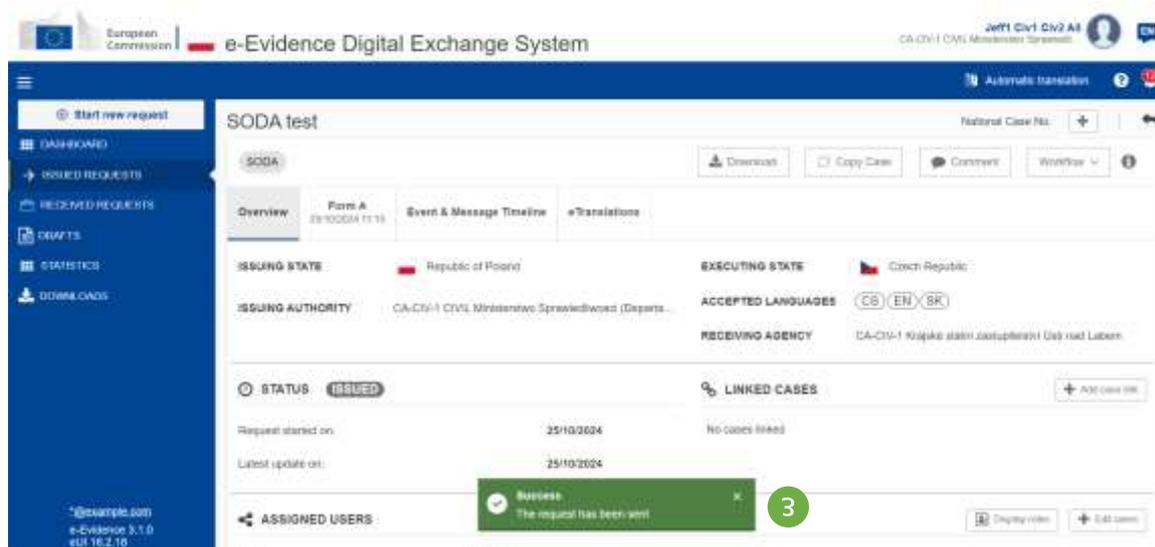


Figure 79: Sending SoD Form A: Confirmation message

The system will perform a validation check. If validation is performed successfully, the case will be sent, and the status will change to 'Issued'.

Exceptions: Sending error – in this situation a user with Sender role will be able to resend a request to Executing Authority using a **Resend** button on the Timeline.

After sending a SODA request to an Executing Authority, before receiving a reply, the Workflow menu of an Issued Request will allow to perform the following actions:

- Send other information
- Close a case / Reopen a case
- Withdrawal

After sending a SODB request to an Executing Authority, before receiving a reply, the Workflow menu of an Issued Request will allow to perform the following actions:

- Send other information
- Close a case / Reopen a case
- Withdrawal

Please keep in mind, that the content of the Workflow menu is changing according to the status of the SoD.

Workflow State: ISSUED (Open)

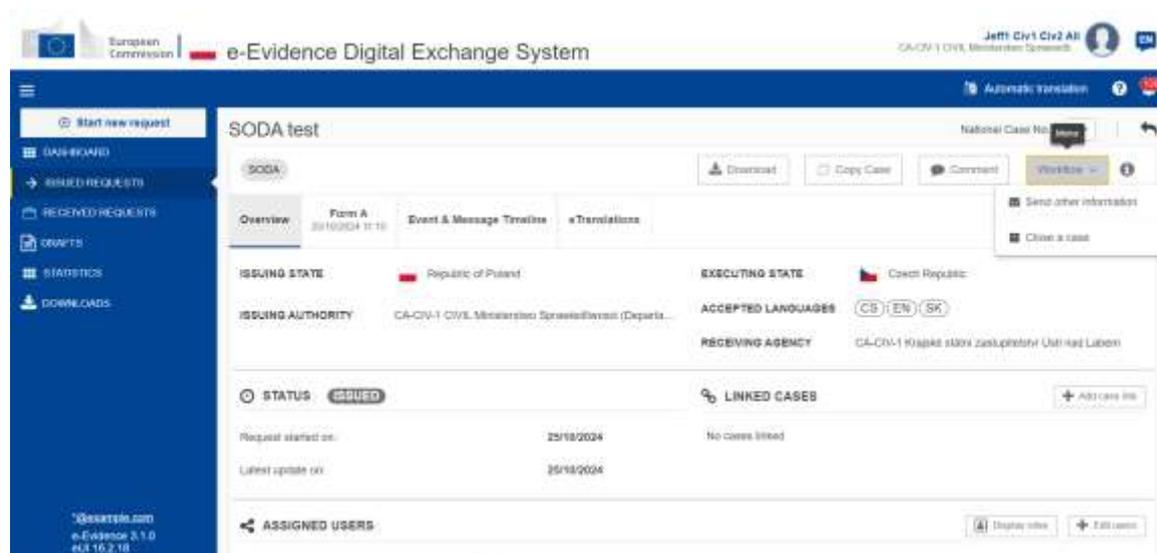


Figure 80: SODA Workflow State: ISSUED (Open)

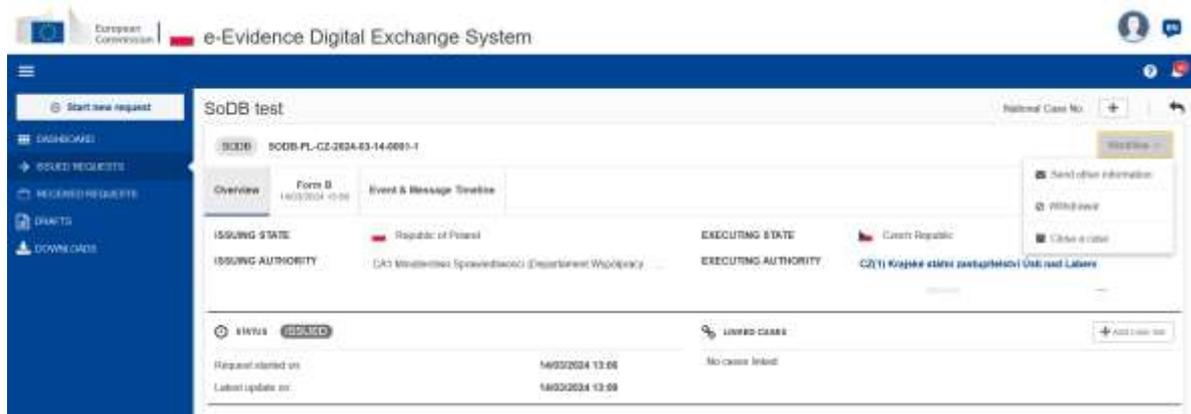


Figure 81: SODB Workflow State: ISSUED (Open)

Workflow State: CLOSED

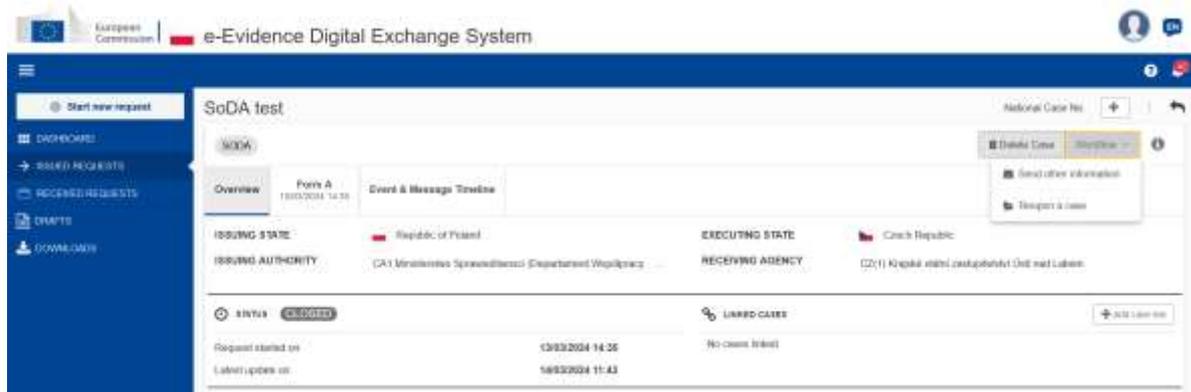


Figure 82: SODA Workflow State: CLOSED

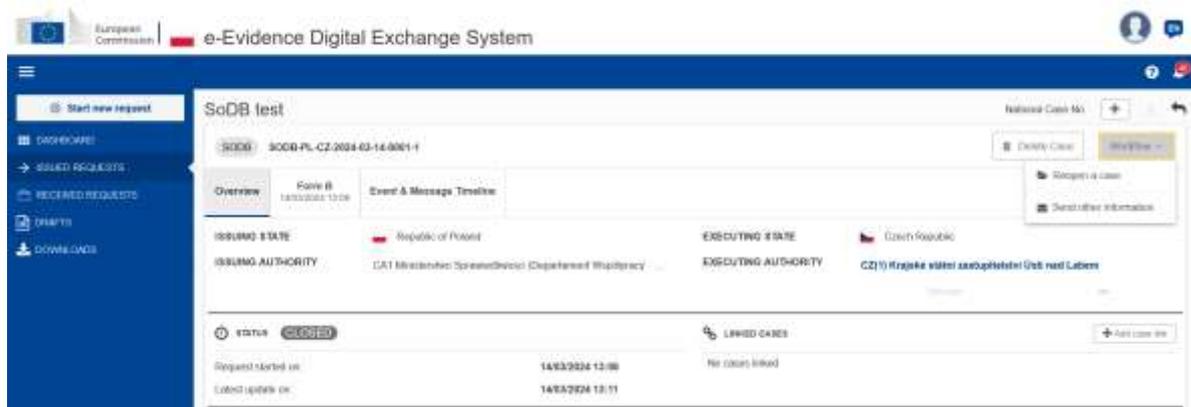


Figure 83 Figure 84: SODB Workflow State: CLOSED

7.3. Withdraw SODA

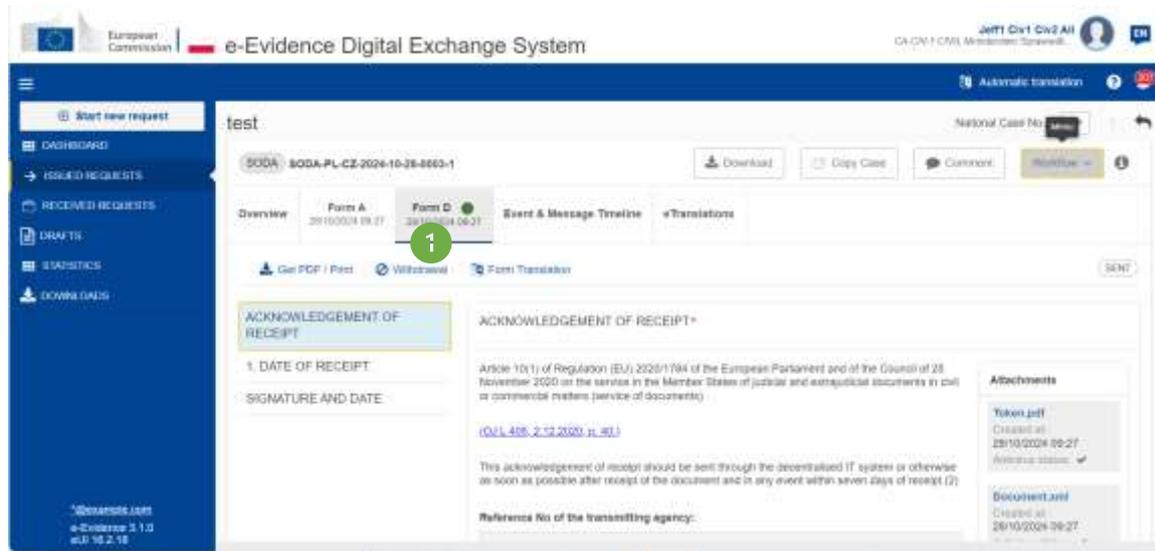


Figure 85: Withdraw SODA

- ① Go to **Form D/Form H** tab. Click **Withdrawal** in action bar

Then, the SoD & ToE application displays a draft version of Withdrawal Form and confirmation message.

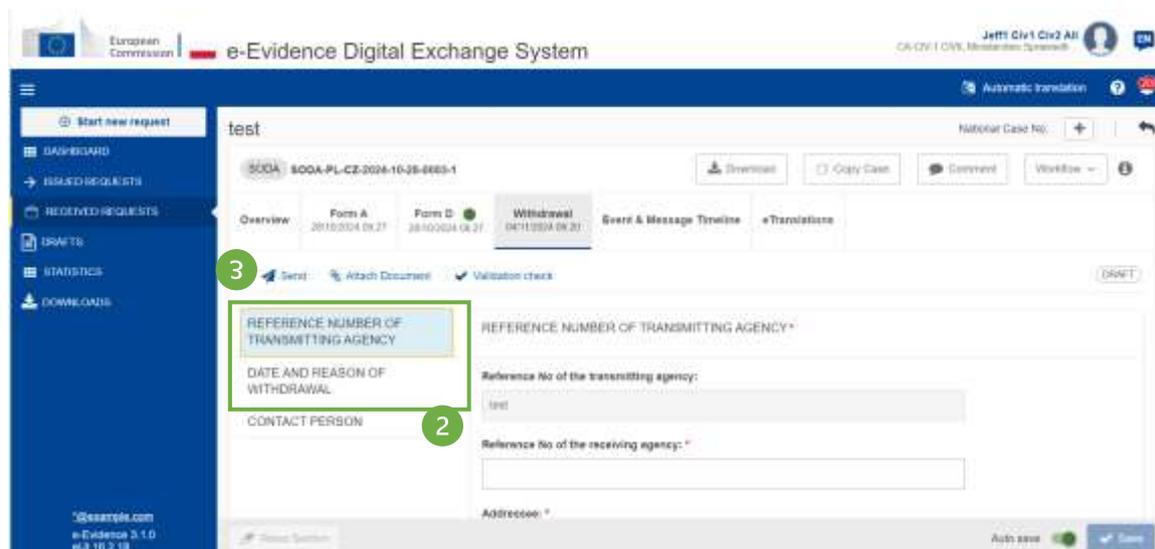


Figure 86: Steps to withdraw SODA case

- ② Complete all mandatory fields of **Reference number of Transmitting Agency**, **Date and Reason of withdrawal** and **Contact person** sections of Withdrawal Form by using the List of Sections menu.

③ Click **Send** to send the Withdrawal Form to the Executing Authority.

④ System displays a pop-up window. Click **Yes** to confirm that you want to send a Withdrawal Form.



Figure 87 SODA: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

7.4. Withdraw SODB

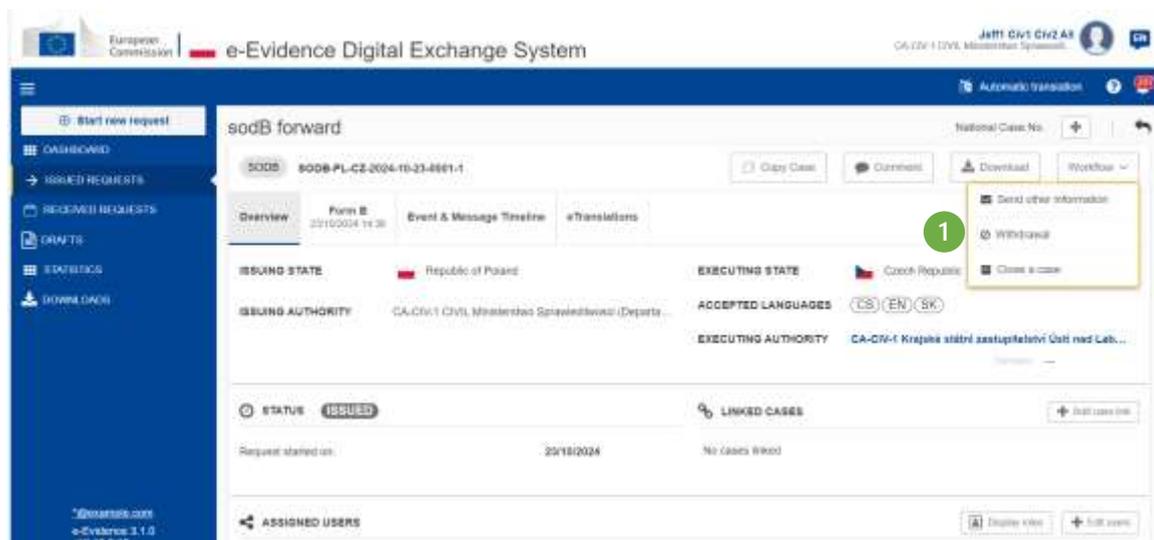


Figure 88: Withdraw SODB

① Click **Workflow > Withdrawal**

Then, the RI Portal displays a draft version of Withdrawal Form and confirmation message.

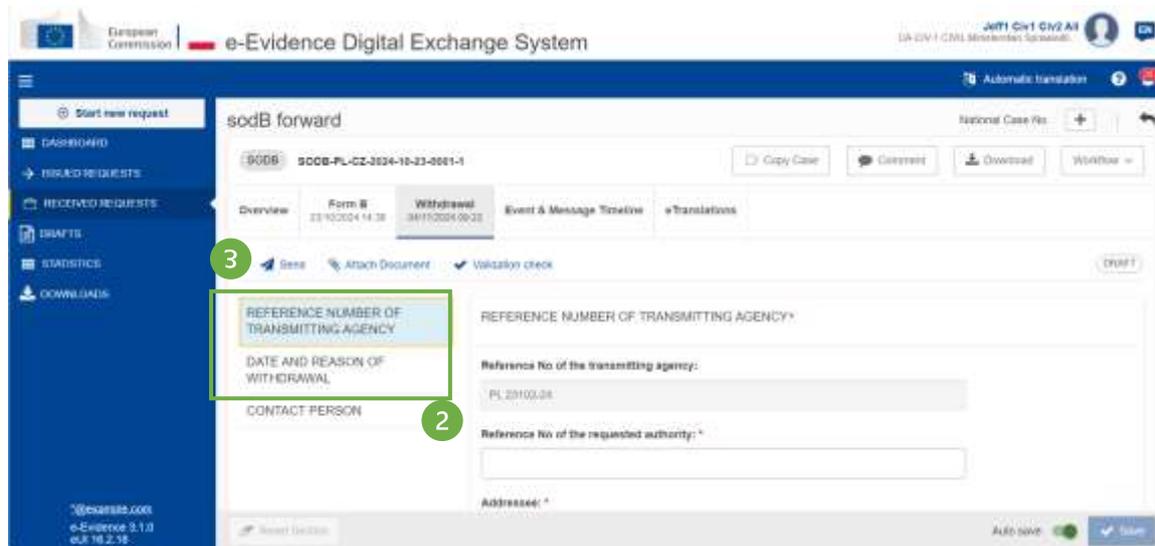


Figure 89: Steps to withdraw SODB case

- ② Complete all mandatory fields of **Reference number of Transmitting Agency**, **Date and Reason of withdrawal** and **Contact person** sections of Withdrawal Form by using the List of Sections menu.
- ③ Click **Send** to send the Withdrawal Form to the Executing Authority.
- ④ System displays a pop-up window. Click **Yes** to confirm that you want to send Withdrawal Form.



Figure 90: SODB: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

7.5. Execute SoD

7.5.1. Acknowledgement of Receipt SODA

When Executing Authority receives SODA request, system automatically sends partially completed Form D.

Sending manual (fully completed) confirmation of the receipt (Form D) to the Issuing State is divided to two (2) steps:

Step 1. Creating Form D:

- 1 View the incoming request.

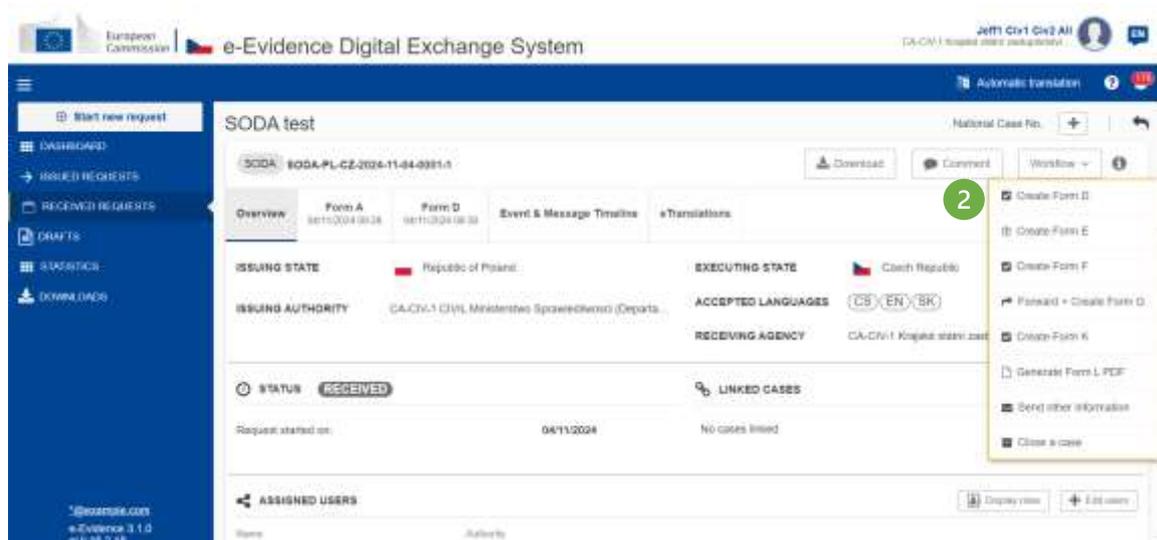


Figure 91: Creating SoD Form D: Acknowledgement of receipt

- 2 Click **Workflow > Create Form D**.

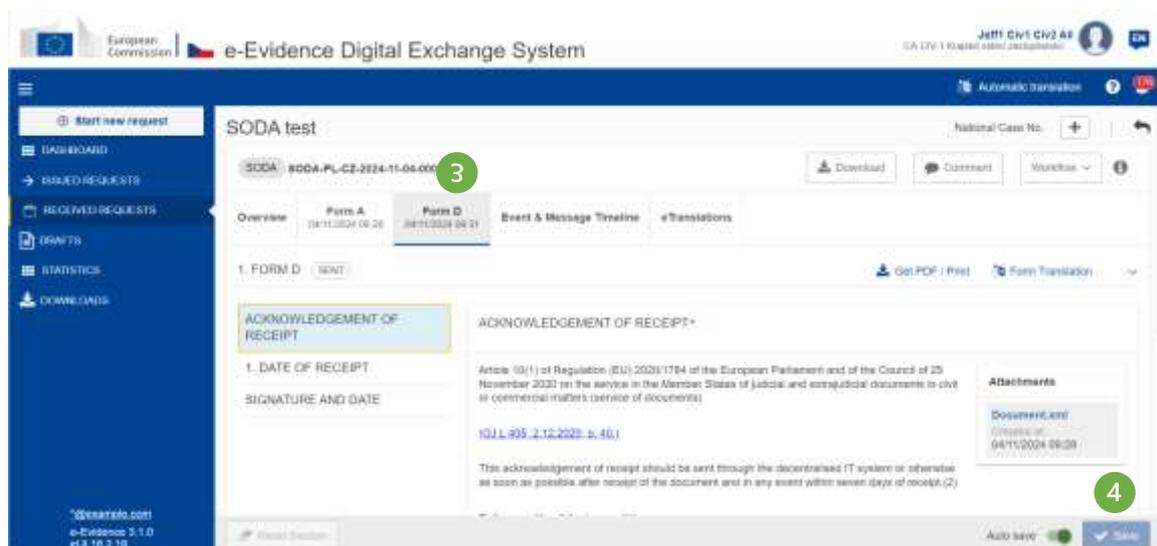
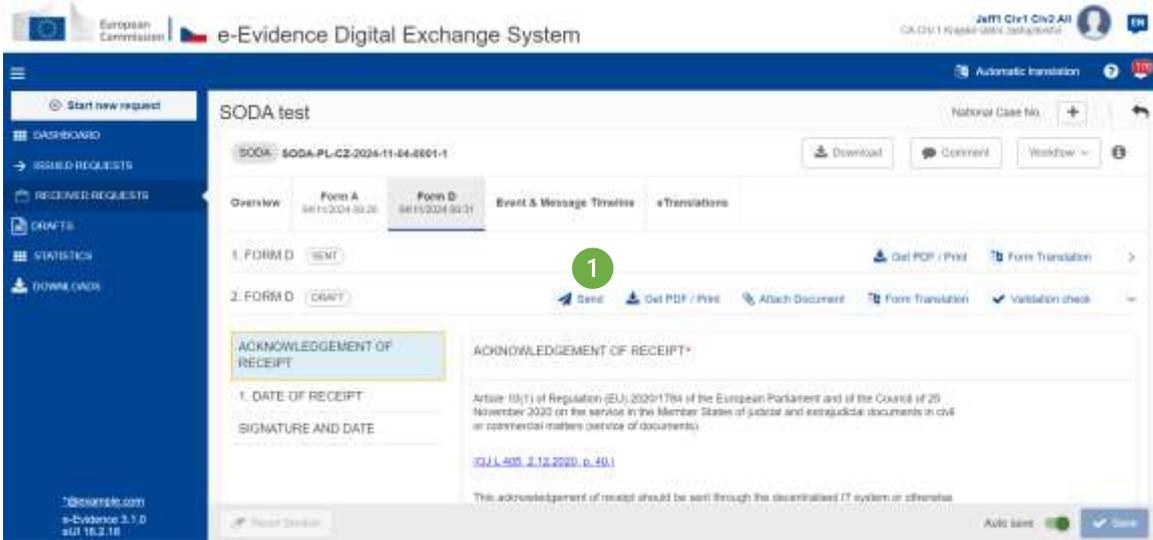


Figure 92: SoD Form D draft version displayed

- 3 Form D draft version will be created and displayed.

- ④ While filling data in Form D sections, remember to save your data.

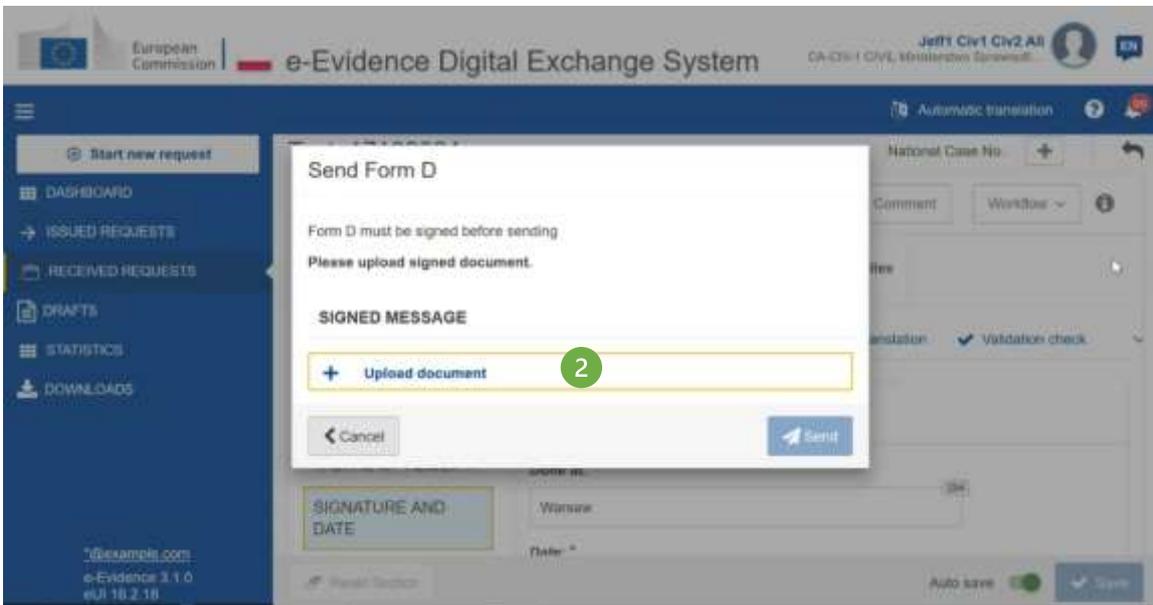
Sending Form D:



The screenshot displays the 'e-Evidence Digital Exchange System' interface. The main content area shows a case titled 'SODA test' with a 'SODA' ID of 'SODA-PL-CZ-2024-11-04-0001-1'. The 'Form D' tab is active, showing a table with two rows: '1. FORM D' (SENT) and '2. FORM D' (DRAFT). The '2. FORM D' row has a 'Send' button highlighted with a green circle containing the number '1'. Below the table, there are sections for 'ACKNOWLEDGEMENT OF RECEIPT' and 'ACKNOWLEDGEMENT OF RECEIPT*'. The 'ACKNOWLEDGEMENT OF RECEIPT' section includes fields for 'DATE OF RECEIPT' and 'SIGNATURE AND DATE'. The 'ACKNOWLEDGEMENT OF RECEIPT*' section contains text about Article 10(1) of Regulation (EU) 2020/1784 and a link to 'OJ L 405 2.12.2020, p. 40'. At the bottom right, there is an 'Add save' button and a 'Send' button.

Figure 93: SoD Form D: Acknowledgement of receipt – send button

- ① Click **Send** button on action bar to send Form D to Issuing Authority.



The screenshot shows a 'Send Form D' dialog box overlaid on the system interface. The dialog box contains the following text: 'Send Form D', 'Form D must be signed before sending', and 'Please upload signed document.' Below this text is a 'SIGNED MESSAGE' section with an 'Upload document' button highlighted by a green circle with the number '2'. There are also 'Cancel' and 'Send' buttons at the bottom of the dialog box.

Figure 94: Sending SoD Form D

- ② Click **Upload document**.

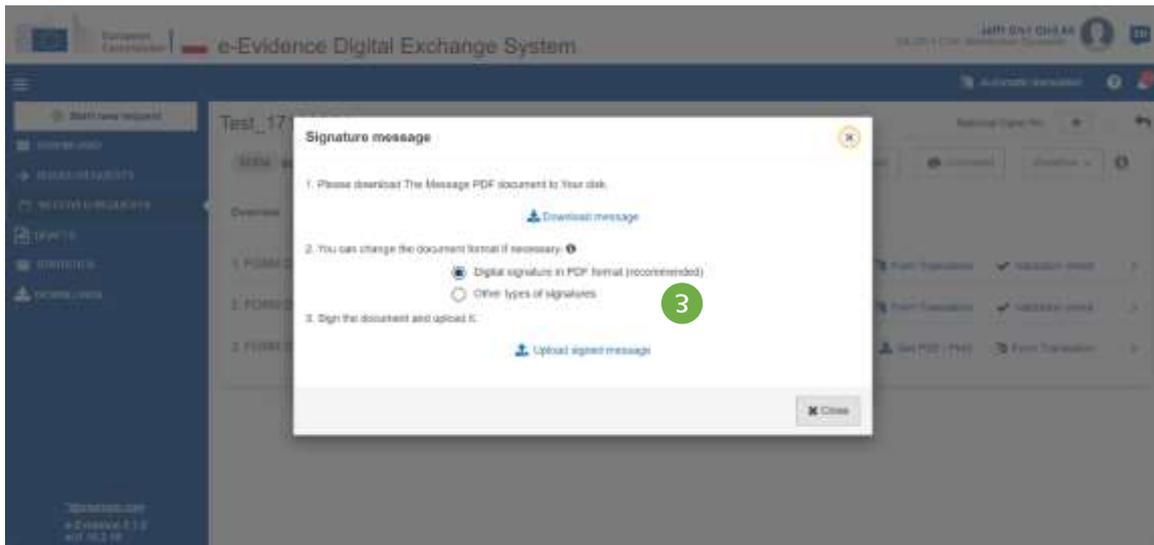


Figure 95: Signature SoD Form D

③ Download, sign and upload the document as described in ‘[7.2.1.9 Sign chapter](#)’.

NOTE: When ‘Other types of signatures’ option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

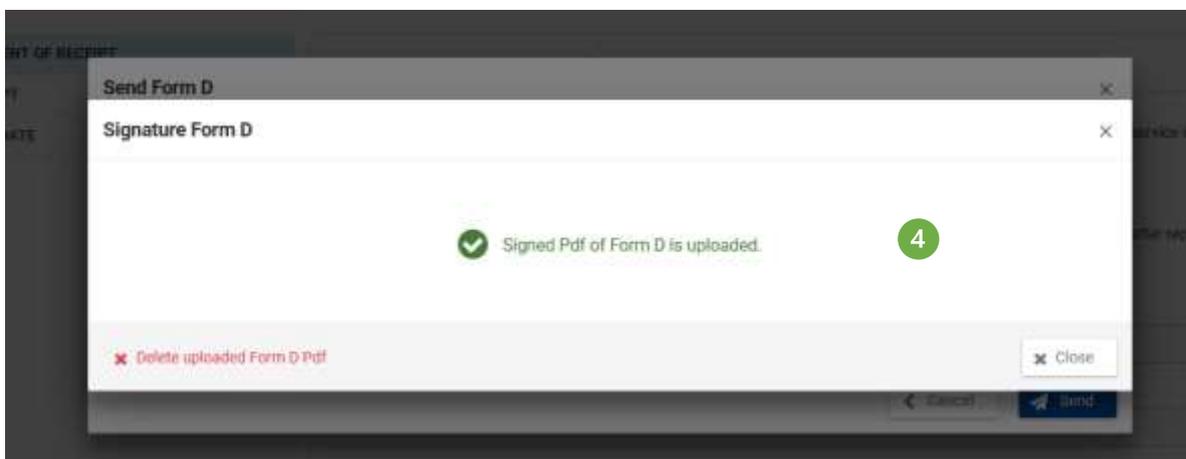


Figure 96: Signed SoD Form D uploaded

④ Signed Form D will be uploaded.

Figure 97: SoD Form D: Send

⑤ Click **Send** button

Figure 98: SoD Form D: case sent

⑥ Status Sent will be displayed in a form tab and in **Event & Message Timeline** tab.

7.5.2. Acknowledgement of Receipt SODB

For SODB (Request to determine the address of the person to be served) there is no dedicated form for acknowledging receipt.

To check if the request was received by the Executing Authority, user at Issuing Authority needs to perform 2 steps:

- ① Go to the **Event & Message timeline** tab in the request.
- ② Click on 'Service of Documents (SODB)'. Form details with information about the receipt will be displayed.

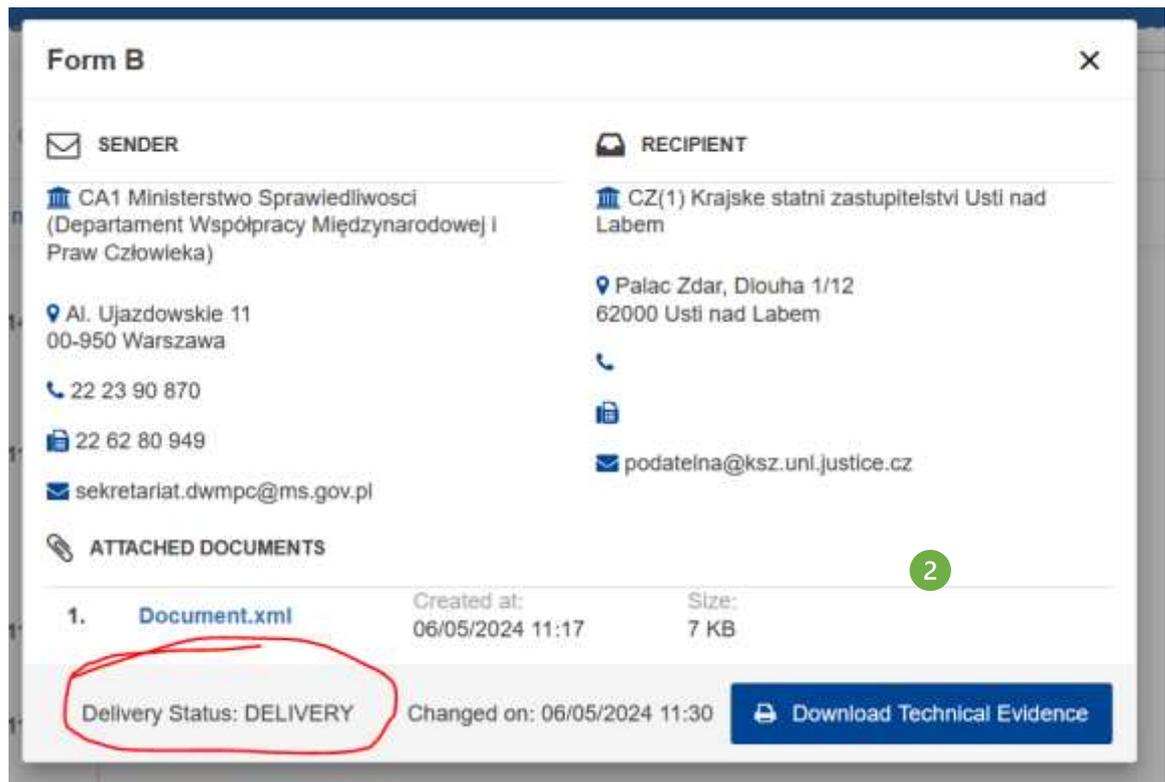


Figure 99: SoD Form B - checking delivery status

7.5.3. Provide Decision

7.5.3.1. SODA – Form F

Return of SODA covers situations provided under Article 10(3) of the Regulation (EU) 2020/1784 of the European Parliament and of the Council [AD1]:

‘Where the request for service is manifestly outside the scope of this Regulation or where non-compliance with the formal conditions required makes service impossible, the request and the documents transmitted shall be returned to the transmitting agency upon receipt, without undue delay, together with a notice of return, using form F in Annex I.’

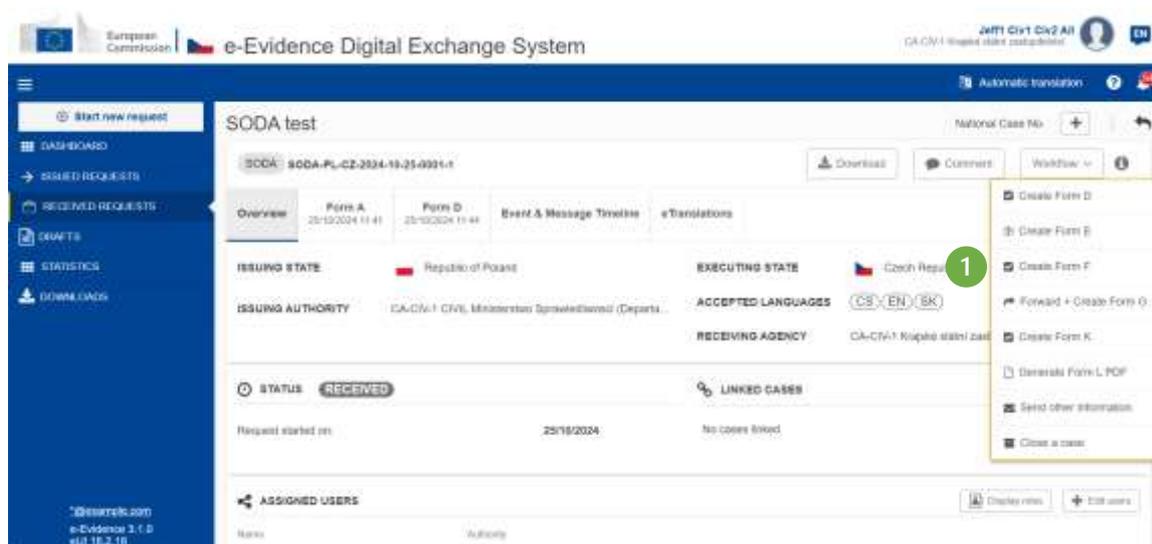


Figure 100: SODA: Create Form F

① Click **Workflow > Create Form F**.

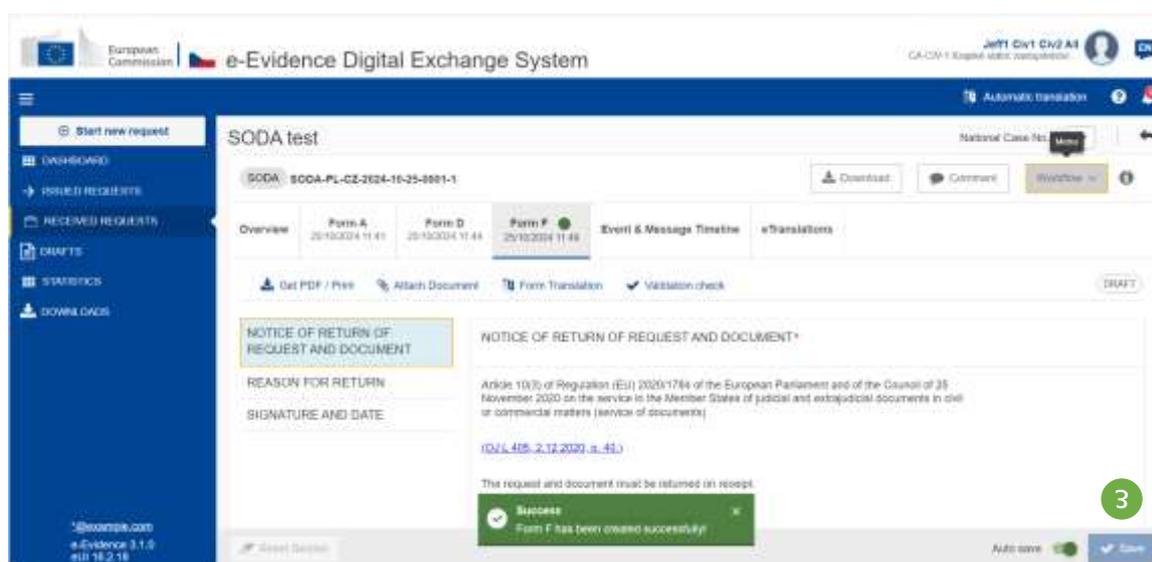


Figure 101: SODA: Form F draft version

② Form F draft version will be created and displayed.

③ While filling data in Form F sections, remember to save your data.

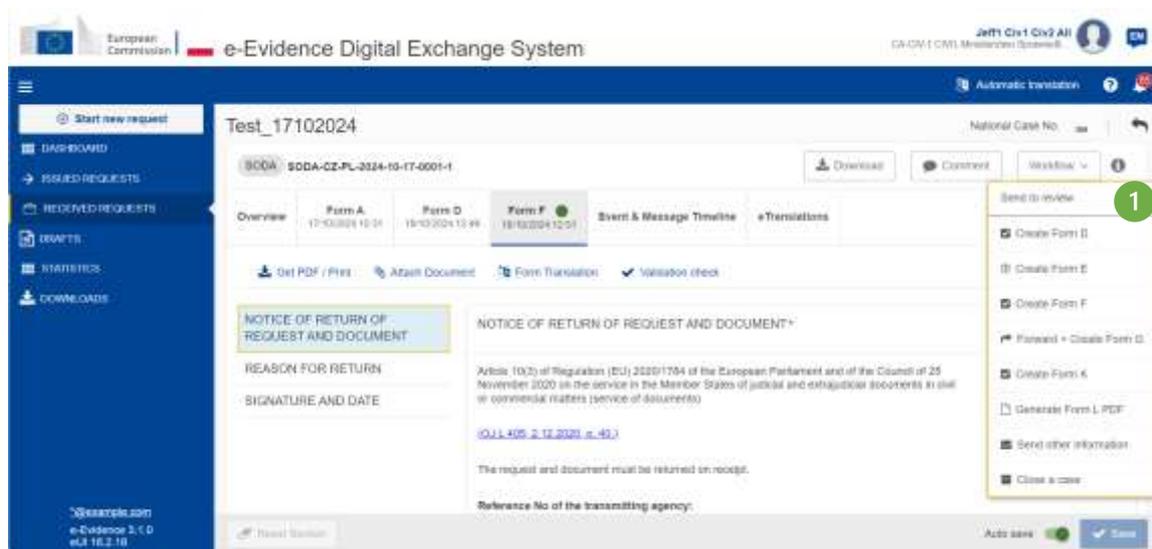
Sending Form F:

Figure 102: SoD Form F: send to review option

① Click **Send to review** button from Workflow.

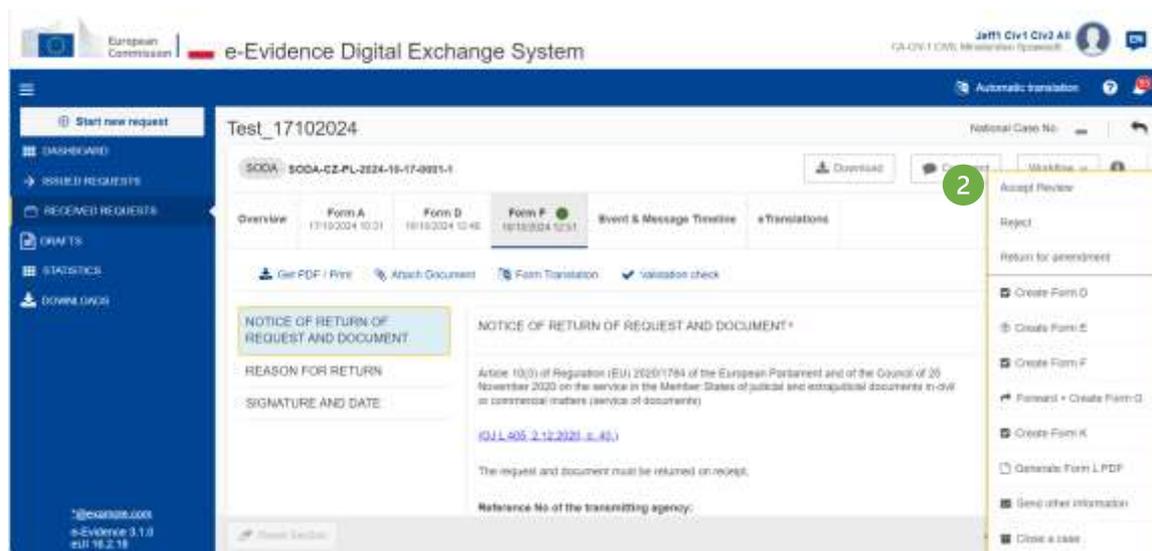


Figure 103: SoD Form F: accept review option

② The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

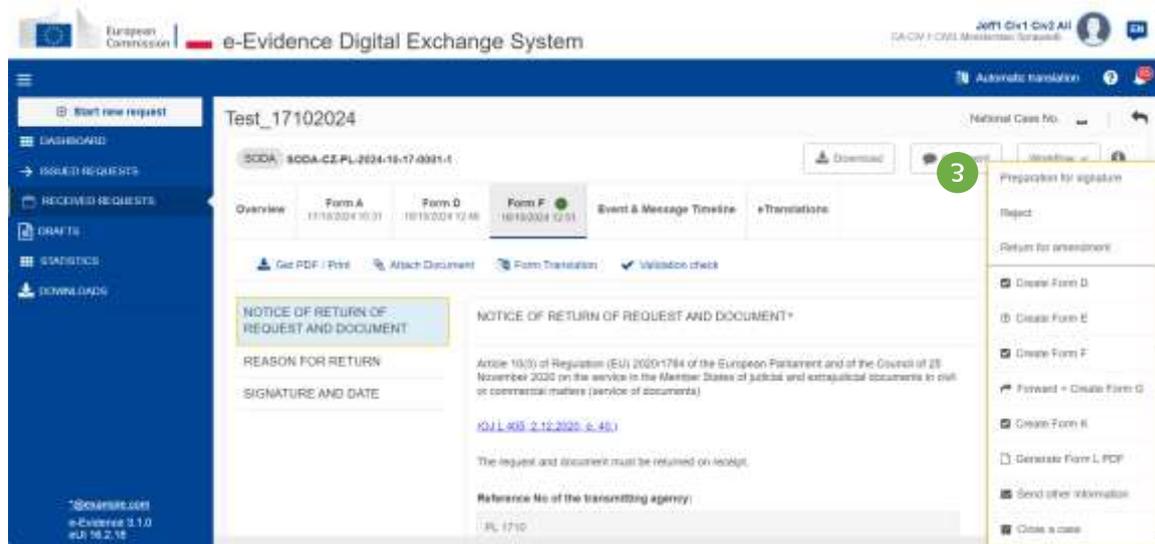


Figure 104: SoD Form F: preparation for signature

③ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.

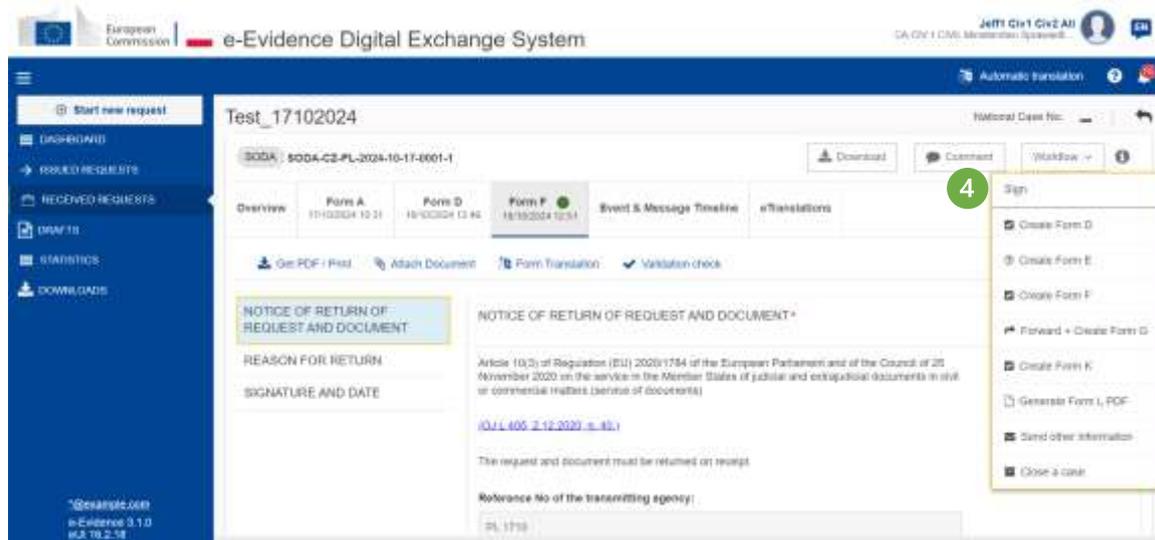


Figure 105: Signing SoD Form F

④ The user with Sender role should select **Sign**.

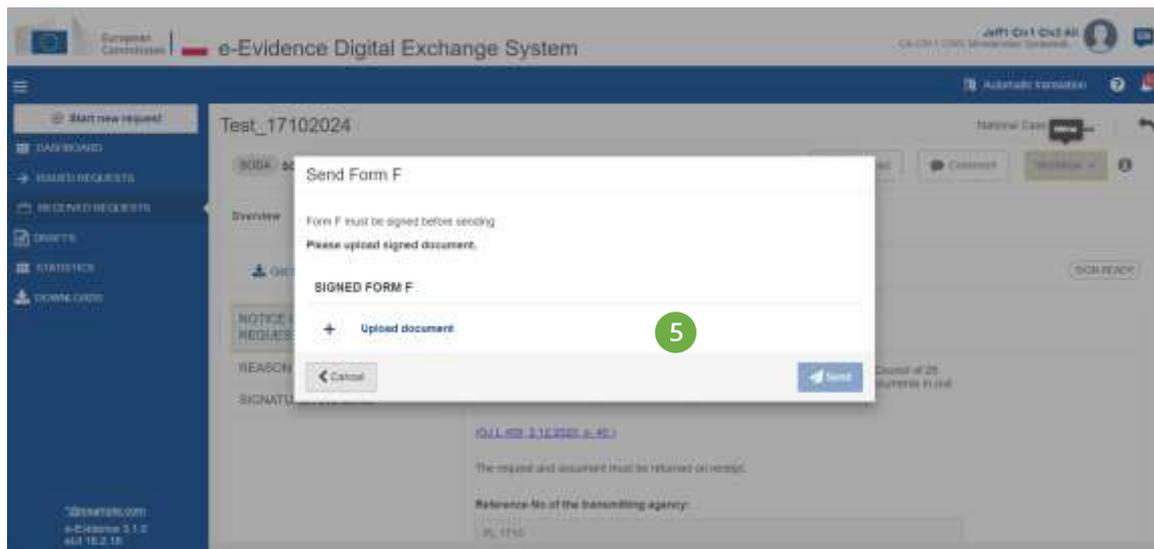


Figure 106: SoD Form F: upload document

⑤ Click **Upload document**.

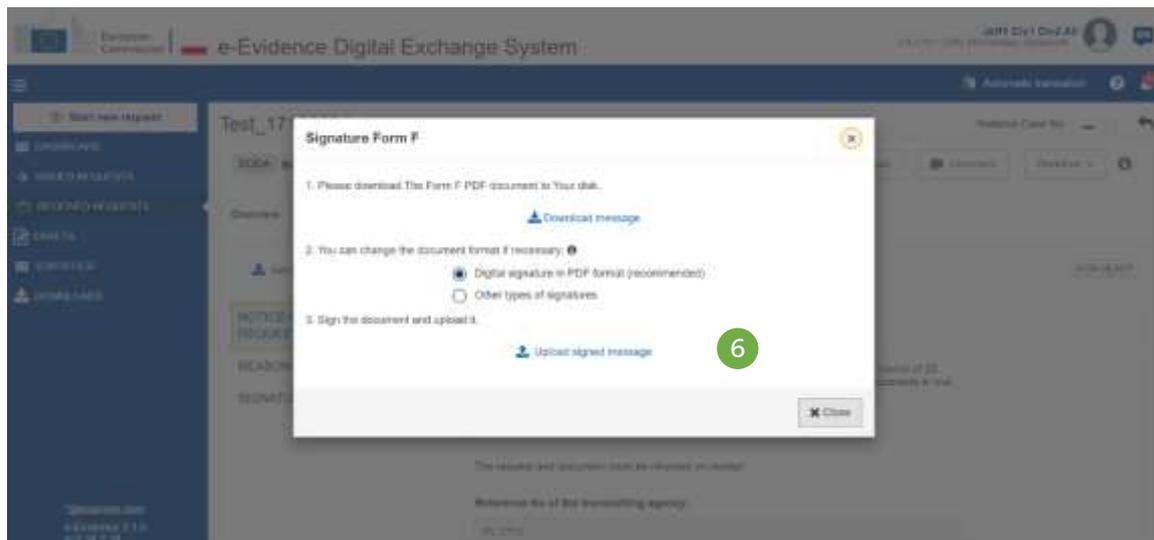


Figure 107: Signature SoD Form F

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

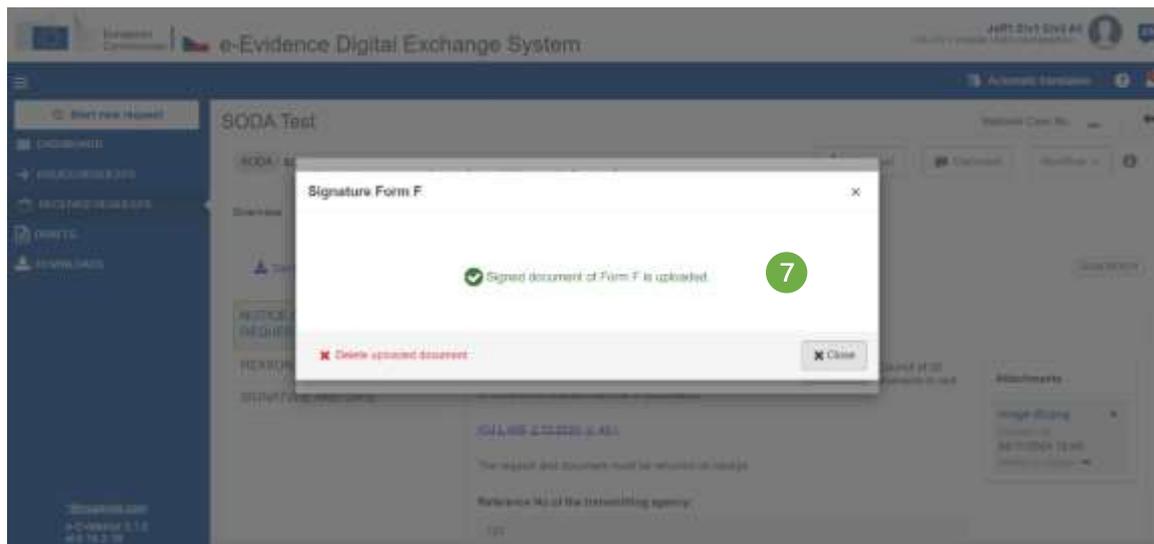
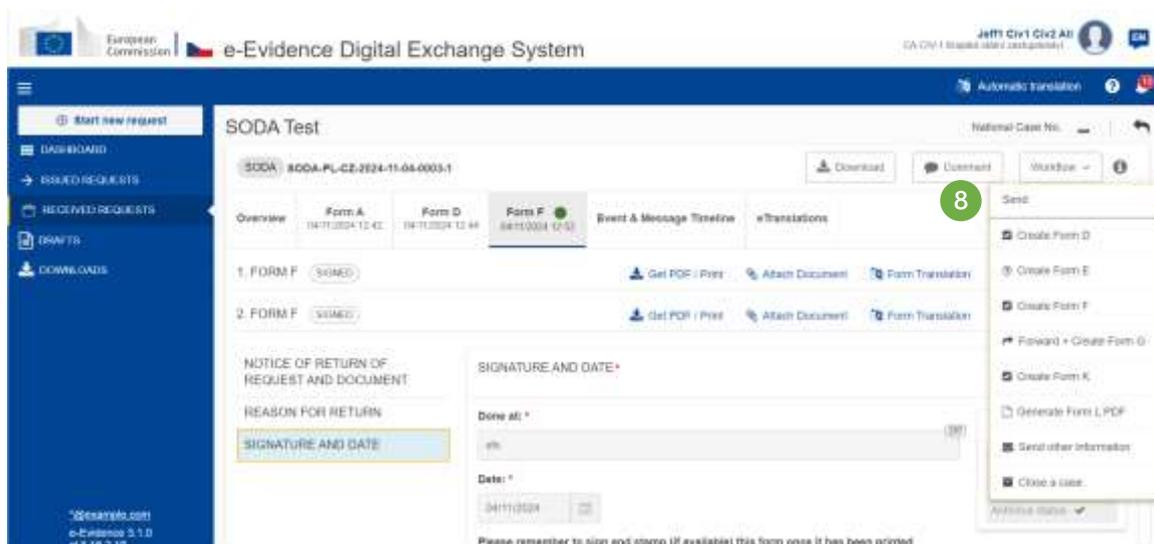


Figure 108: SoD Form F confirmation pop-up

⑦ Close the confirmation pop-up.



⑧ Send the form by using Send button from a Workflow dropdown list.

7.5.3.2. SODA – Form K

Executing Authority sends Form K to the Issuing Authority to communicate the result of processing SODA legal case. The following results are possible:

- service of documents has been successfully completed;
- or it was not possible to effect service within one month of receipt;
- or document was refused by the recipient;
- or reason for non-service of document shall be provided.

To create Form K, an assigned user should:

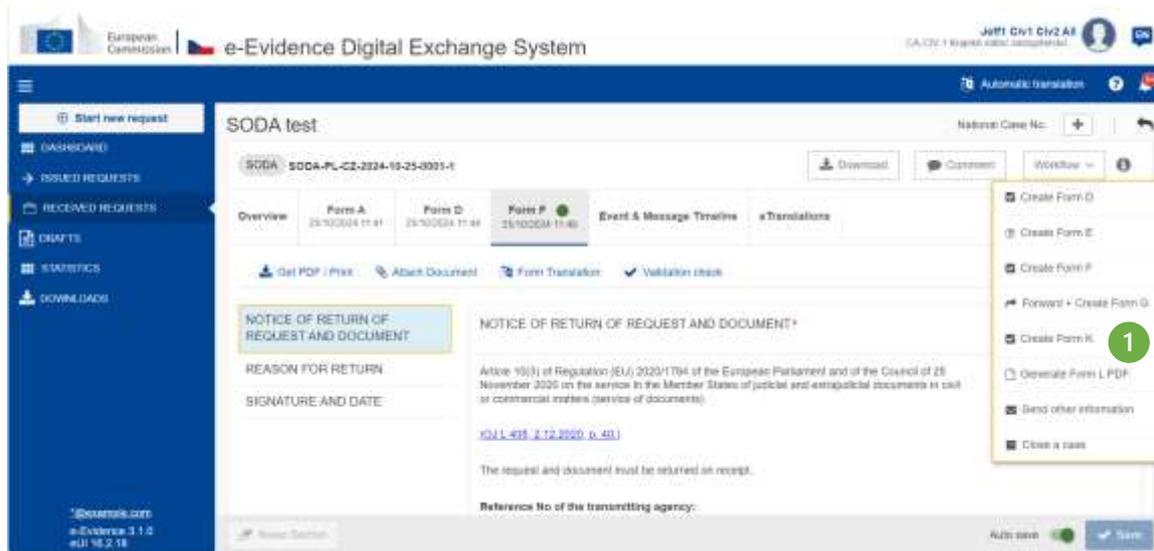
① Click **Workflow > Create Form K**.

Figure 109: SODA: Workflow dropdown list – Create Form K

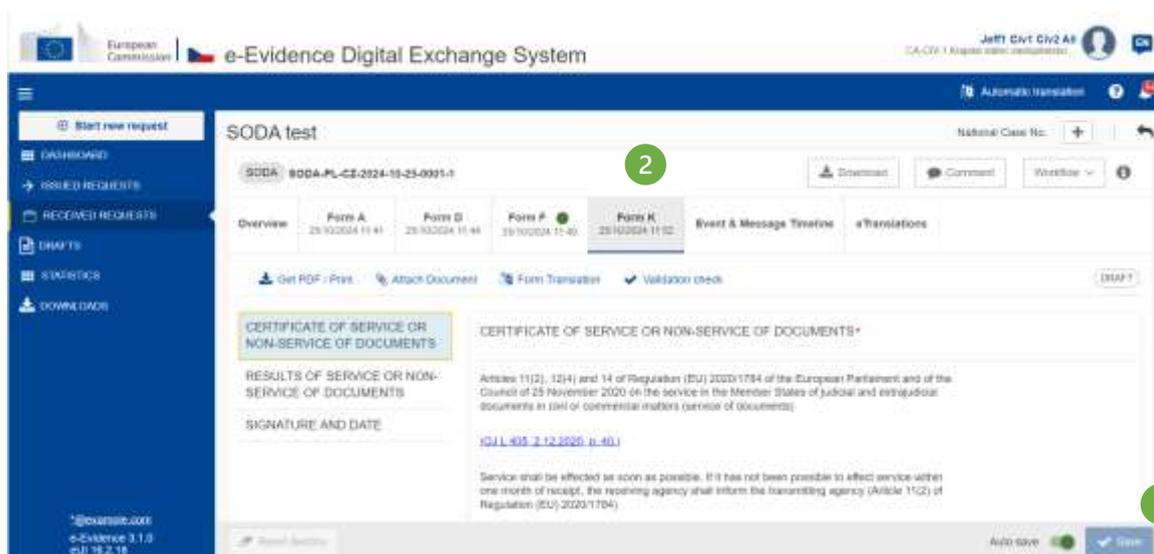


Figure 110: SODA: Form K draft version

② Form K draft version will be created and displayed.

③ While filling data in Form K sections, remember to save your data.

Sending Form K:

The screenshot displays the 'e-Evidence Digital Exchange System' interface. The main content area shows a form titled 'SoDA: SoDA-CZ-PL-2024-10-17-0001-1'. The form is divided into several sections: 'Overview', 'Form A', 'Form D', 'Form F', and 'Form K'. The 'Form K' section is active, showing a 'SIGNATURE AND DATE' field with a 'Done at:' dropdown menu and a 'Date:' field. A green circle with the number '1' highlights the 'Send to review' button in the top right corner of the form. A dropdown menu is open, showing options such as 'Send to review', 'Create Form D', 'Create Form E', 'Create Form F', 'Forward - Create Form G', 'Create Form K', 'Generate Form L PDF', 'Send other information', and 'Close a case'.

Figure 111: SoD Form K: send to review

① Click **Send to review** button from Workflow.

The screenshot displays the 'e-Evidence Digital Exchange System' interface. The main content area shows a form titled 'Test_17102024'. The form is divided into several sections: 'Overview', 'Form A', 'Form D', 'Form F', and 'Form K'. The 'Form K' section is active, showing a 'CERTIFICATE OF SERVICE OR NON-SERVICE OF DOCUMENTS' field. A green circle with the number '2' highlights the 'Accept Review' button in the top right corner of the form. A dropdown menu is open, showing options such as 'Accept Review', 'Reject', 'Return for amendment', 'Create Form D', 'Create Form E', 'Create Form F', 'Forward - Create Form G', 'Create Form K', 'Generate Form L PDF', 'Send other information', and 'Close a case'.

Figure 112: SoD Form K: accept review

② The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

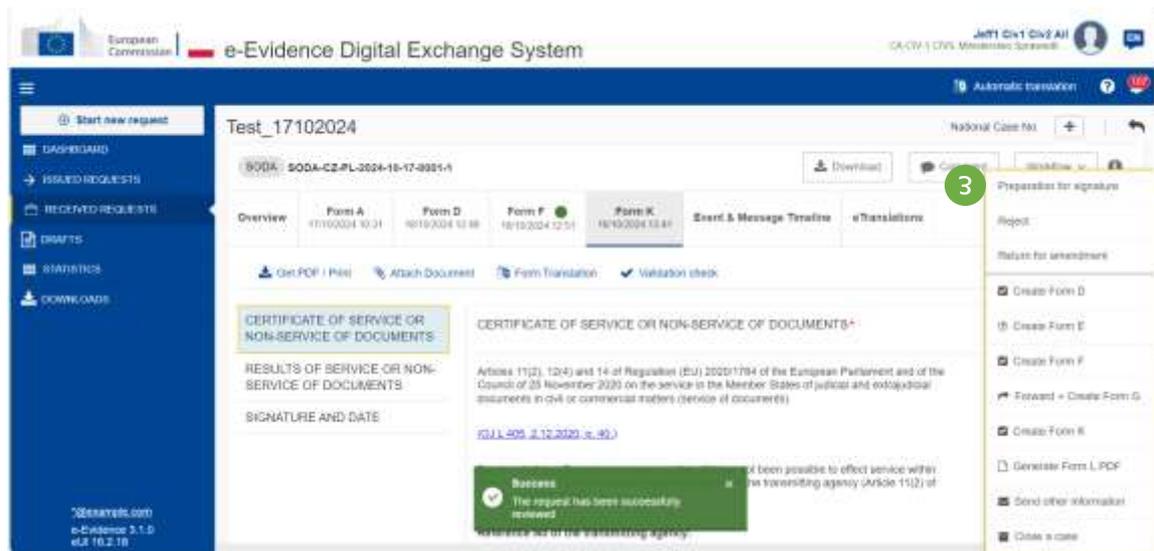


Figure 113: SoD Form K: preparation for signature

③ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.

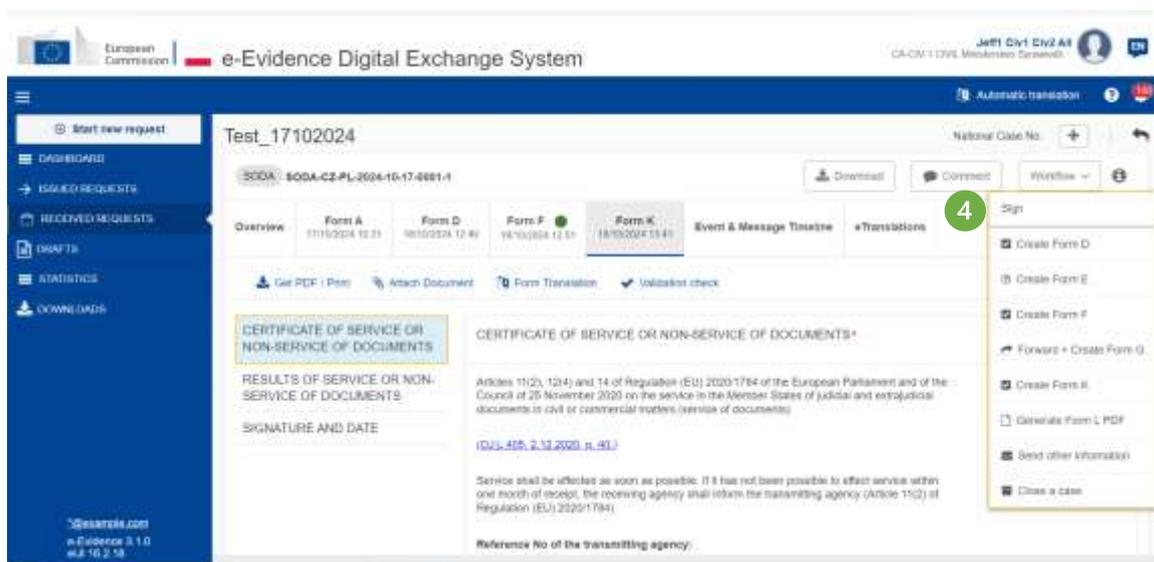


Figure 114: Signing SoD Form K

④ The user with Sender role should select **Sign**.

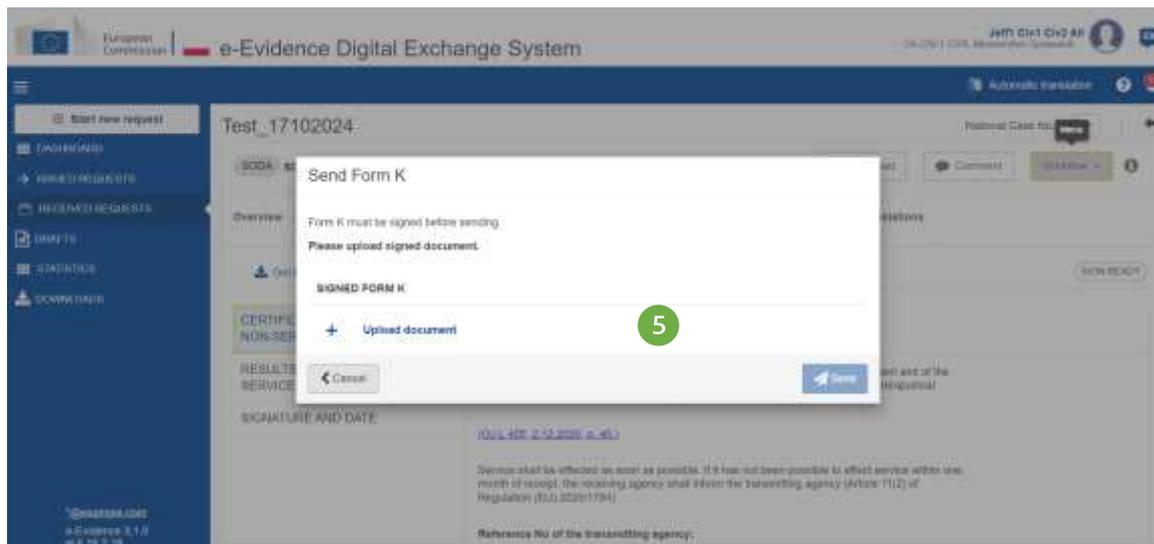


Figure 115: SoD Form K: uploading document

⑤ Click **Upload document**.

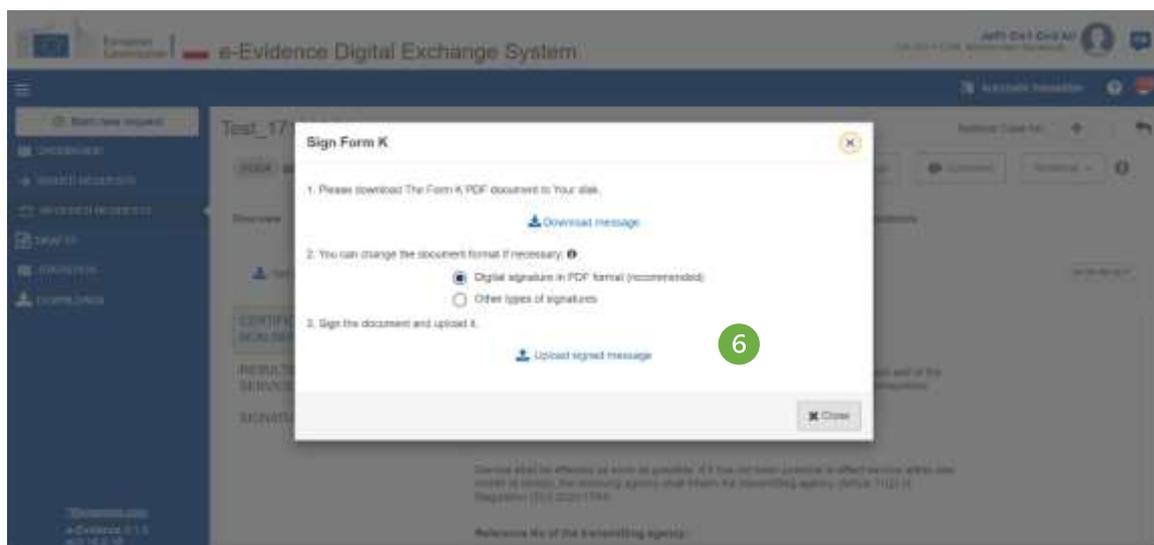


Figure 116: SoD Form K document with signature

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

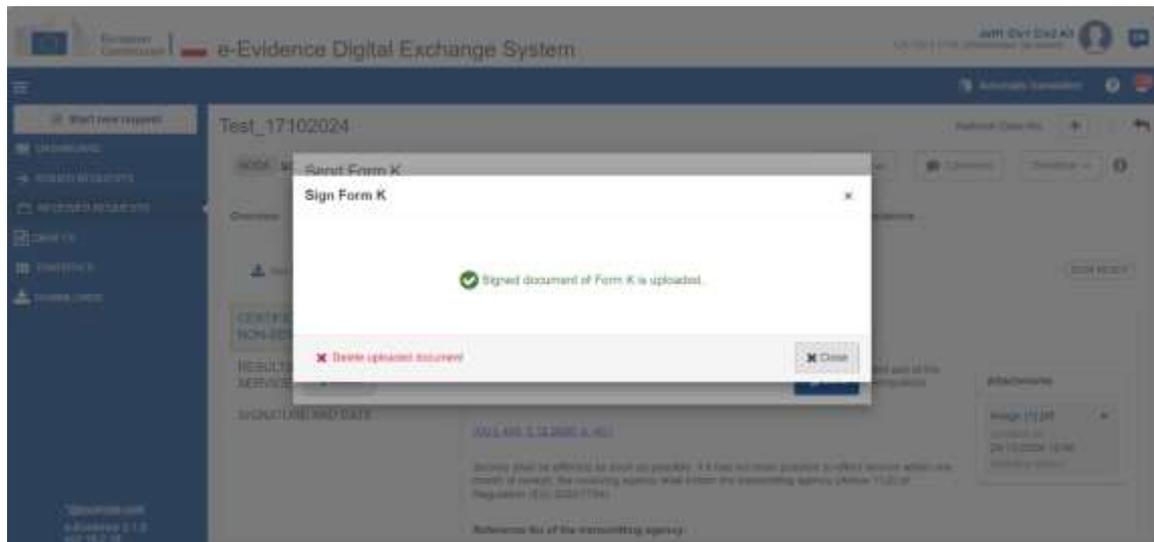


Figure 117: SoD Form K: document upload confirmation pop-up

⑦ Close the confirmation pop-up.

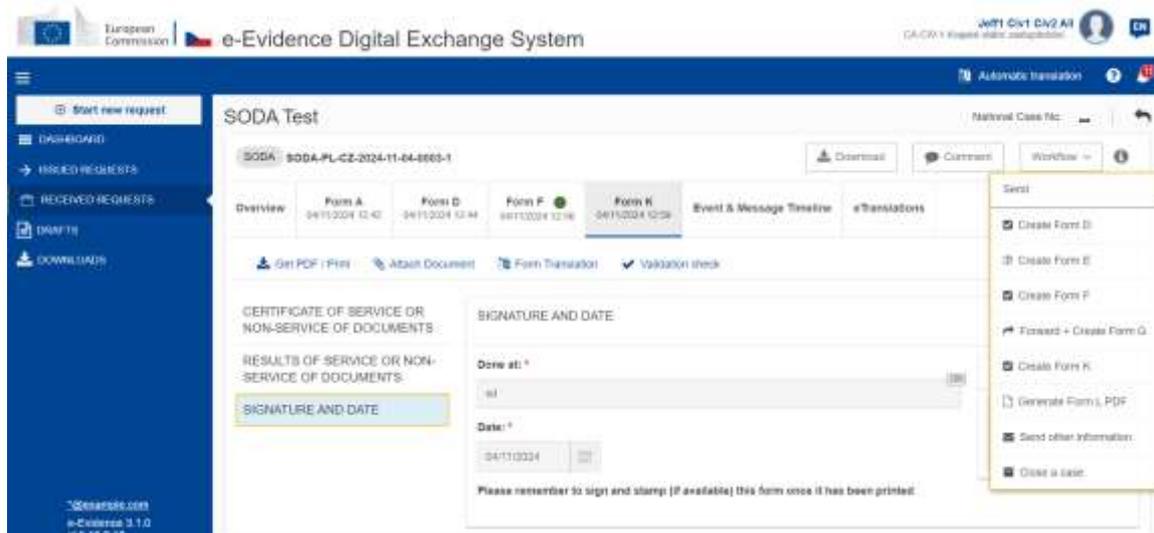


Figure 118: SoD Form K: sending

⑧ Send the form by using Send button from a Workflow dropdown list.

7.5.3.3. SODB – Form C

To provide address of the person to be served as a reply to the SoD Form B an assigned user should:

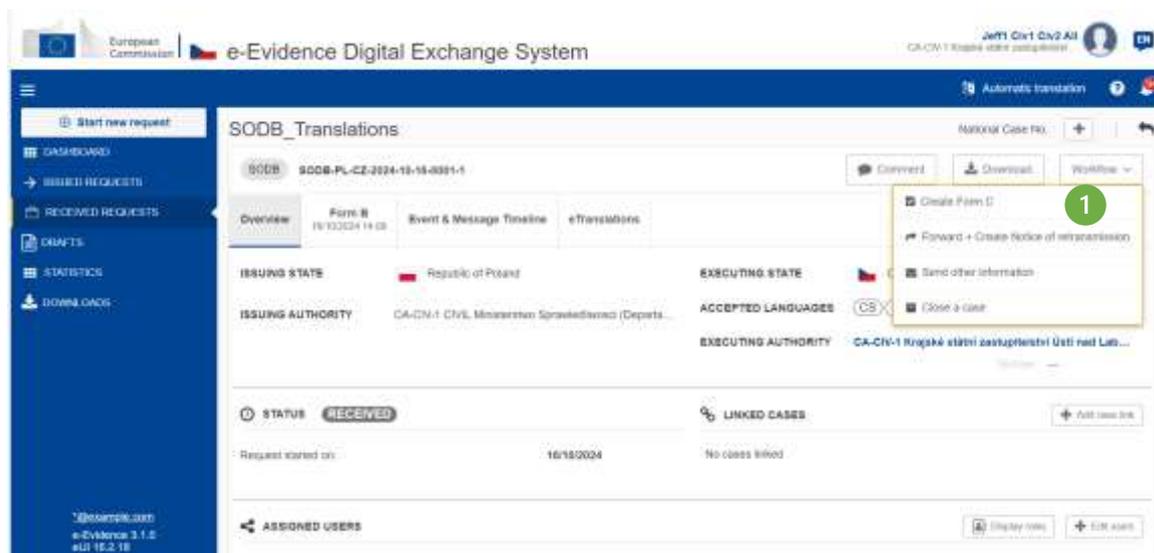


Figure 119: SODB: Workflow dropdown list – Create Form C

Click **Workflow > Create Form C**.

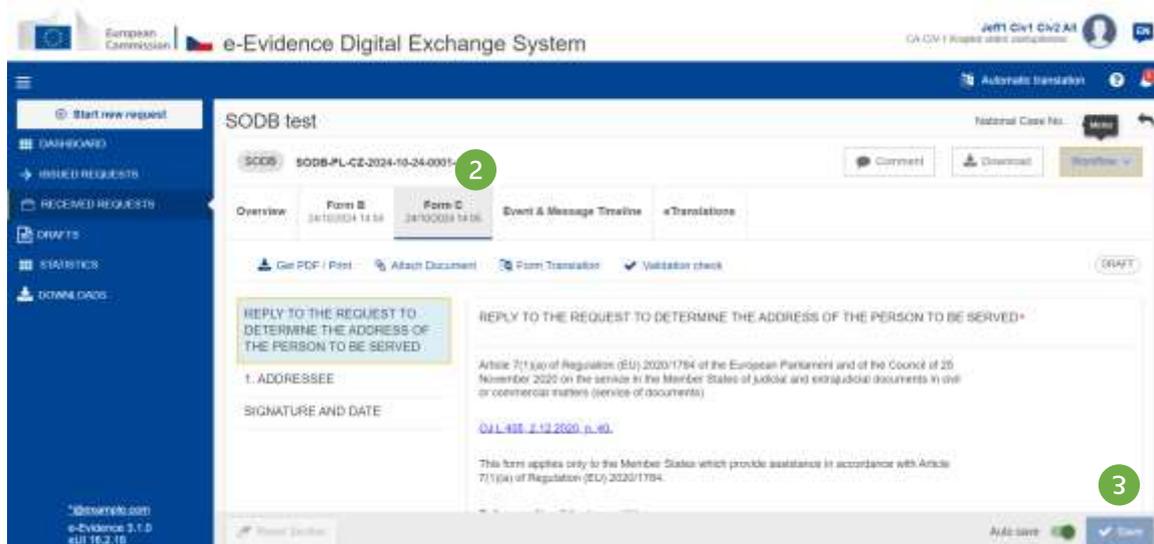


Figure 120: SODB: Form C draft version

- ② Form C draft version will be created and displayed.
- ③ While filling data in Form C sections, remember to save your data.

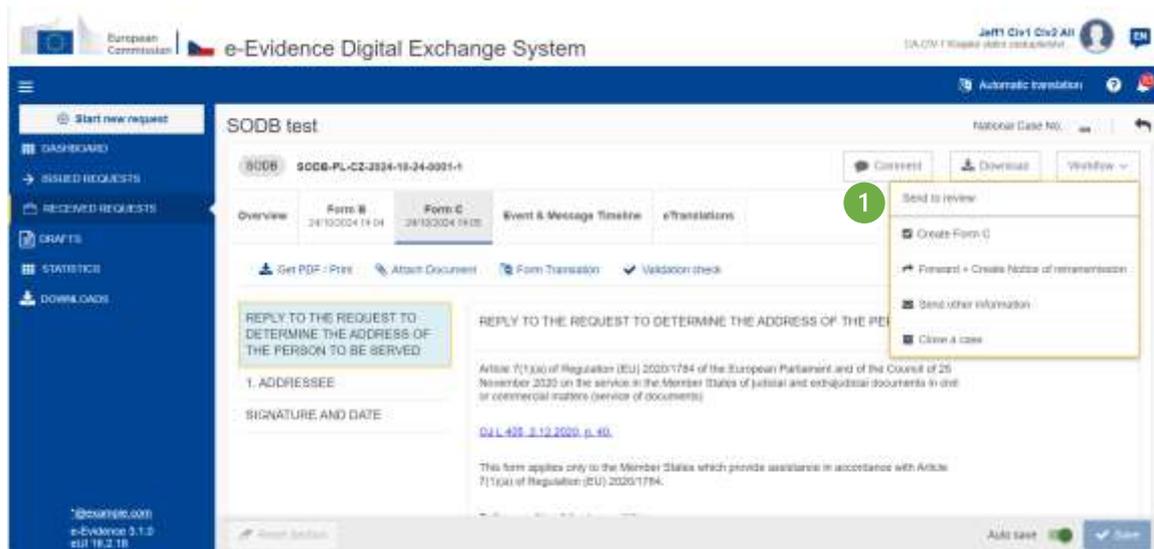
Sending Form C:

Figure 121: SoD Form C: send to review

① Click **Send to review** button from Workflow.

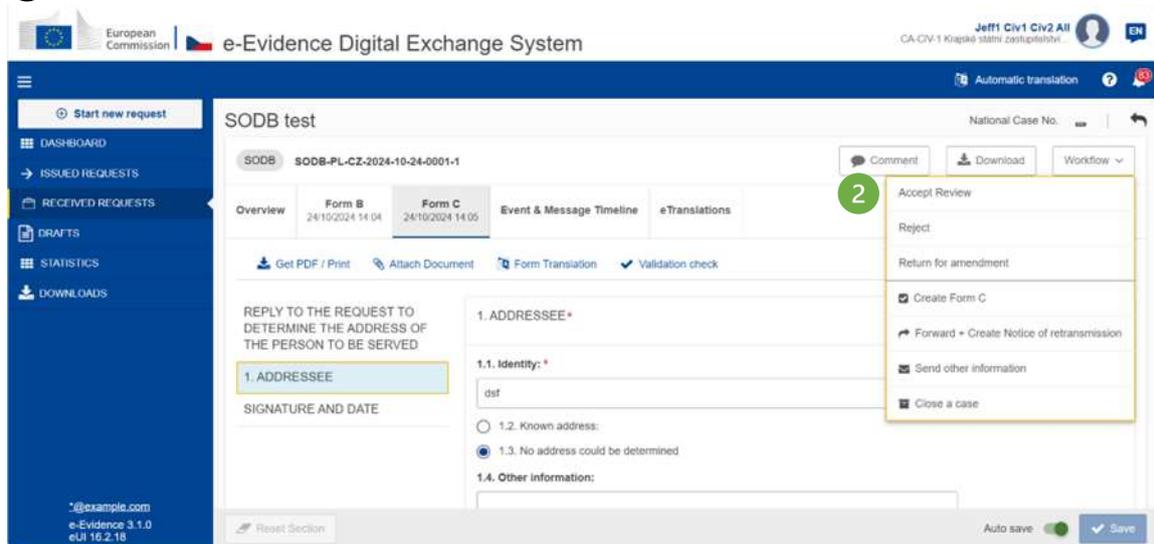
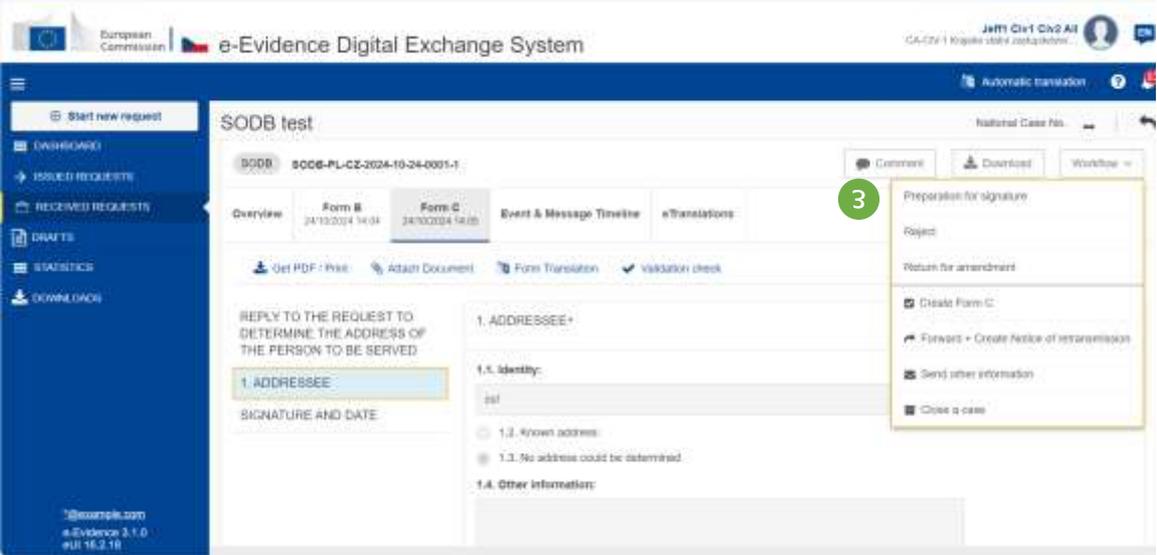


Figure 122: SoD Form C: accept review

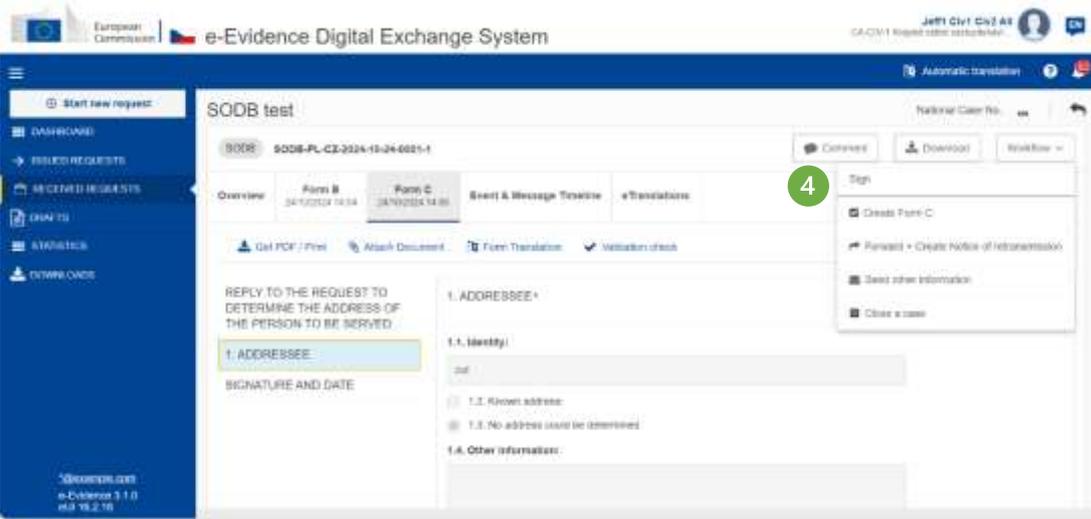
② The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.



The screenshot displays the 'e-Evidence Digital Exchange System' interface. The main content area shows a case titled 'SoD test' with details for 'Form C' (dated 24/10/2024 14:05). A dropdown menu is open, showing options: 'Preparation for signature', 'Reject', 'Return for amendment', 'Check Form C', 'Forward - Create Notice of Retransmission', 'Send other information', and 'Close a case'. A green circle with the number '3' is placed over the 'Preparation for signature' option.

Figure 123: SoD Form C: preparation for signature

③ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.



The screenshot displays the 'e-Evidence Digital Exchange System' interface. The main content area shows a case titled 'SoD test' with details for 'Form C' (dated 24/10/2024 14:05). A dropdown menu is open, showing options: 'Sign', 'Check Form C', 'Forward - Create Notice of Retransmission', 'Send other information', and 'Close a case'. A green circle with the number '4' is placed over the 'Sign' option.

Figure 124: Signing SoD Form C

④ The user with Sender role should select **Sign**.

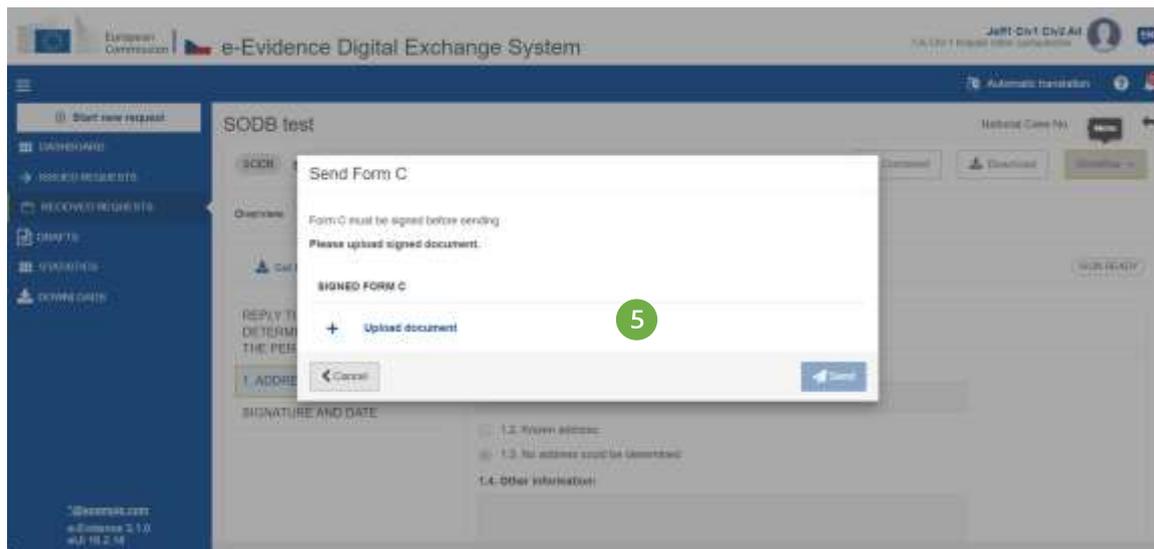


Figure 125: SoD Form C: uploading document

⑤ Click **Upload document**.

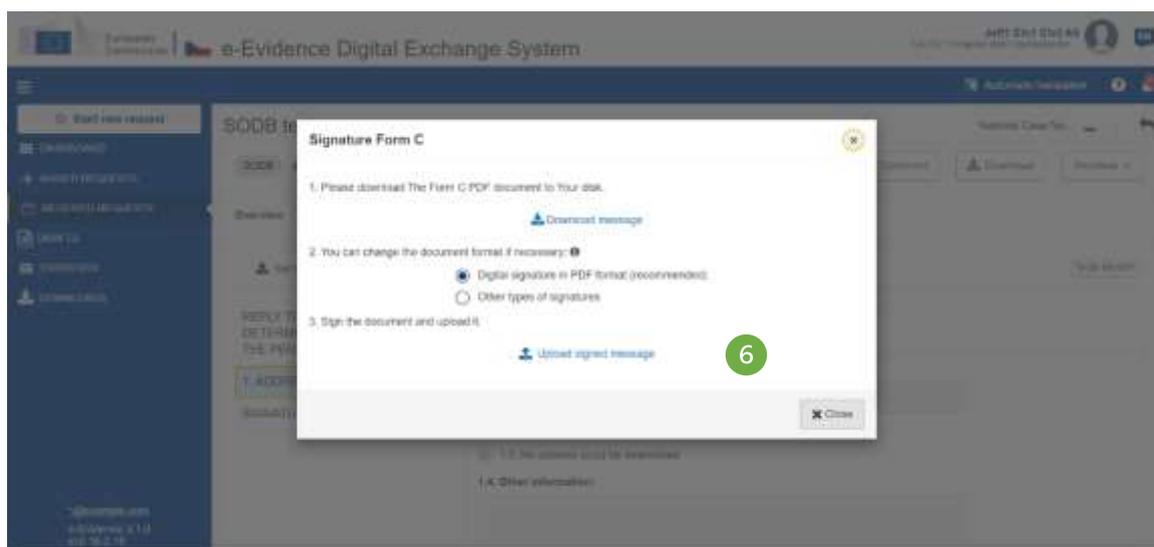


Figure 126: Signature SoD Form C

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

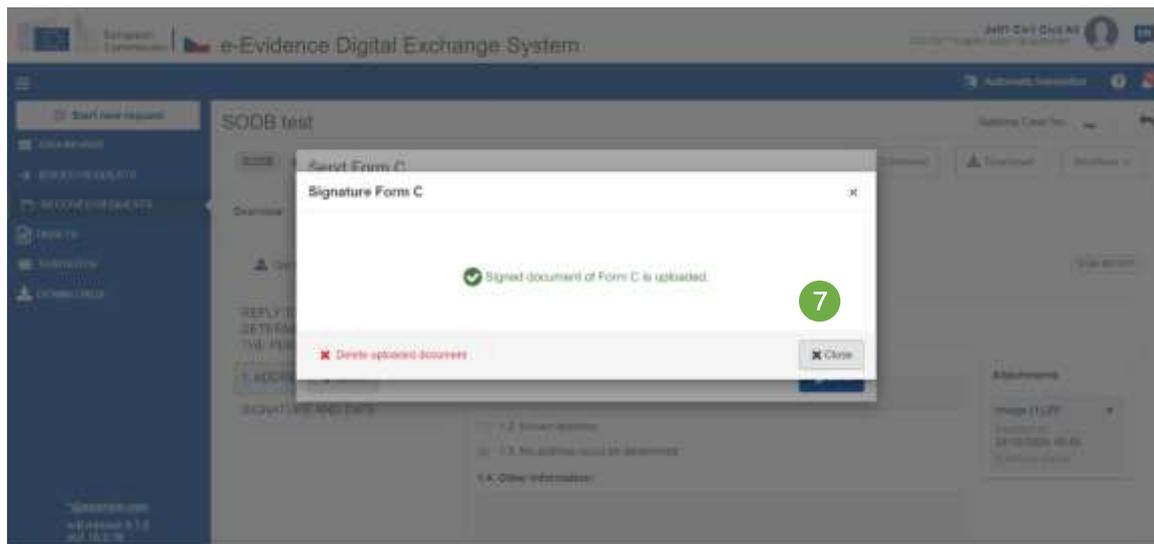


Figure 127: SoD Form C: document upload confirmation

⑦ Close the confirmation pop-up.

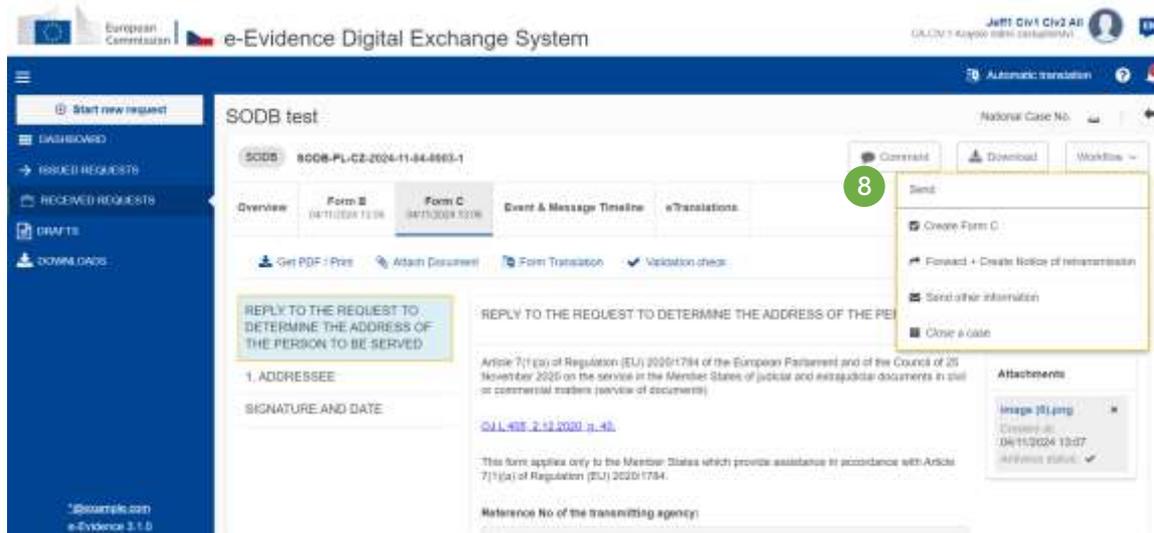


Figure 128: SoD Form C sending

⑧ Send the form by using Send button from a Workflow dropdown list.

7.5.4. Forward SODA

To forward a SODA request to another Executing Authority an assigned user should:

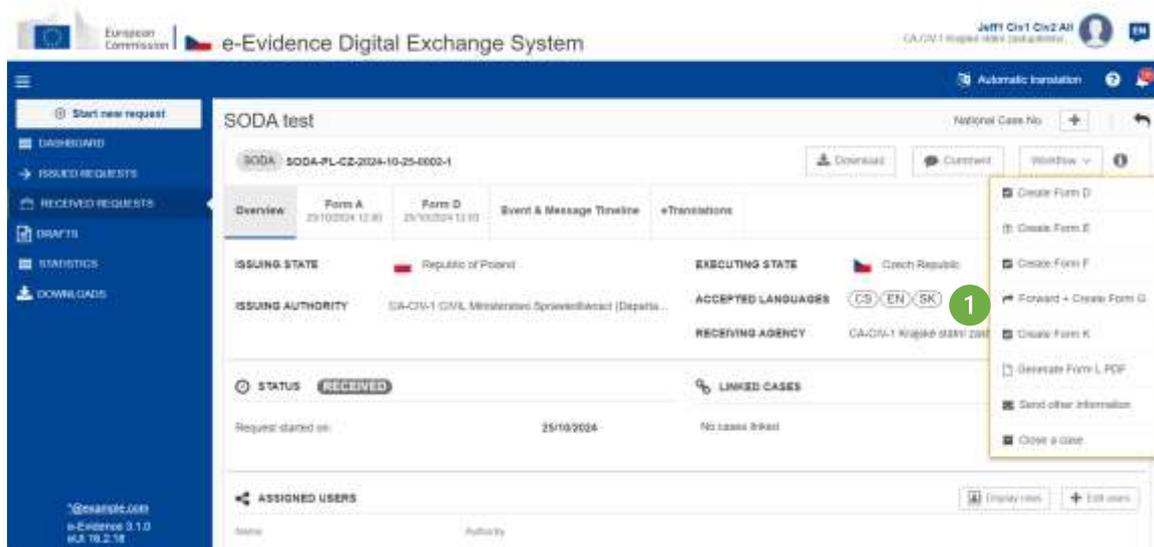


Figure 129: SODA: Workflow dropdown list – Forward + Create Form G

① Click **Workflow > Forward + Create Form G**.



Figure 130: SODA: Forward + Create Form G pop-up window

② Click **Choose Authority** button.

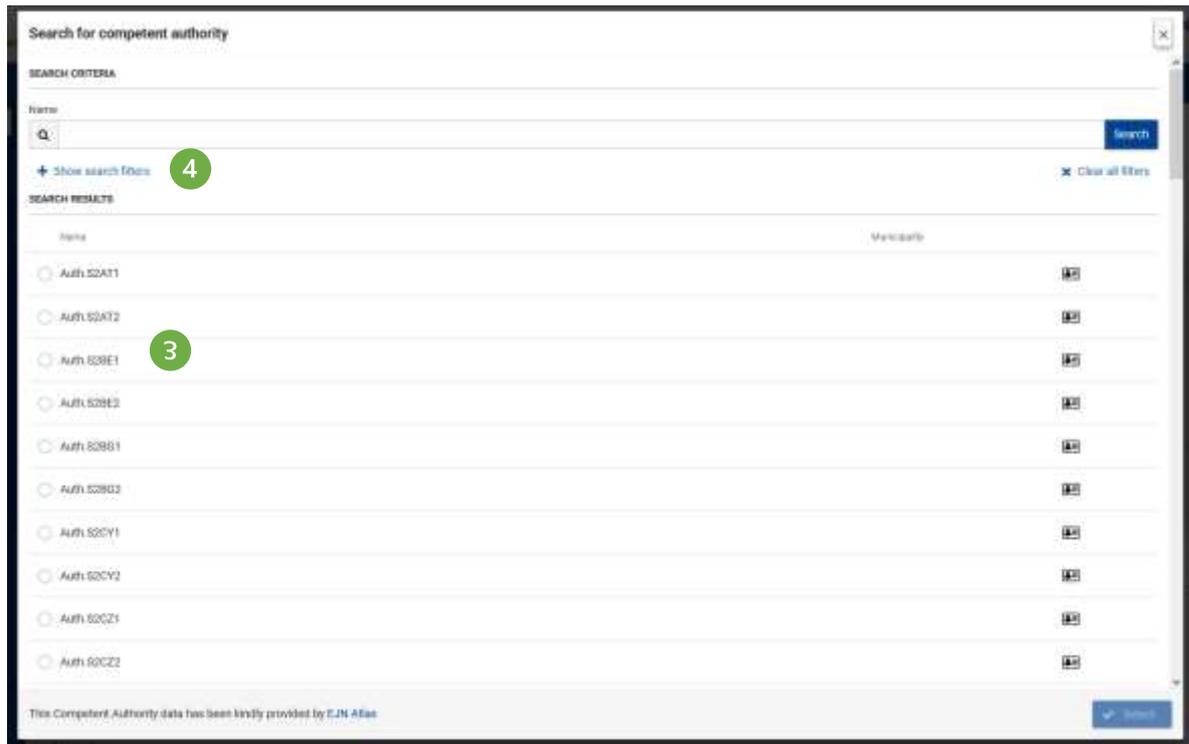


Figure 131: SODA forward: Searching for an appropriate receiving agency

- ③ All Executing Authorities in the chosen Member State which have the right pair of instrument and competence will be presented.
- ④ To find and select the correct authority, the user can scroll down the list or expand and use search filters by selecting the '+ **Show search filters**' button.

Search for competent authority

SEARCH CRITERIA

Name: 6 Search

Hide search filters 5 Clear all filters

Municipality: Postal Code:

Address:

SEARCH RESULTS

Name	Municipality	
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha I	
<input type="radio"/> CZ(3) Krajské státní zastupitelství Praha	Praha I	
<input type="radio"/> CZ(7) Krajské státní zastupitelství Praha I b	Praha I b	
<input type="radio"/> HU(3) Krajské státní zastupitelství Praha II	Praha II	
<input type="radio"/> HU(4) Krajské státní zastupitelství Praha	Praha II	

7 8 Select

This Competent Authority data has been kindly provided by E.J.N Atlas

Figure 132: SODA forward: Searching for an appropriate receiving agency – search results

- ⑤ Optional fields can be filled in with already known authority details such as Municipality or Address.
- ⑥ Clicking the **Search** button will return the authorities that match the entered criteria.
- ⑦ Select Authority from the list of results by clicking a radio button.
- ⑧ Click **Select**.

After selection, ‘Forward + Create Form G’ pop-up window will look like the screenshot below:

Forward + Create Form G

SENDER

- Auth2
- address: 12345 undefined
- 12345678
- 4356789

RECIPIENT

- Auth3
- address: 12345 undefined
- 12345678
- 4356789

Attach document 9 Change Cancel Send

Figure 133: SODA: Forward + Create Form G pop-up window and filled in data of the appropriate receiving agency

⑨ Click **Send** button to forward the request to another Authority in the same Executing State.

7.5.4.1. SODA – Form G

When a legal case is being forwarded by inappropriate receiving agency to the appropriate receiving agency, the inappropriate receiving agency should complete and send Form G to the Issuing Authority.

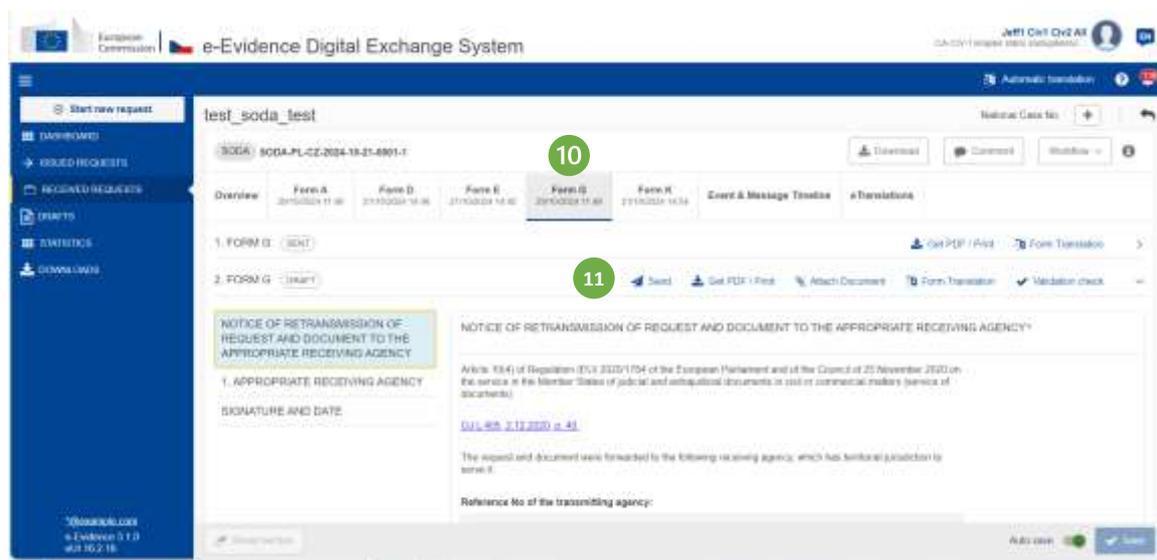


Figure 134: SODA: Form G draft

⑩ Form G tab with filled in data of the appropriate receiving agency will be displayed.

⑪ Fill in Form G and click **Send** button on action bar to send Form G to Issuing Authority.

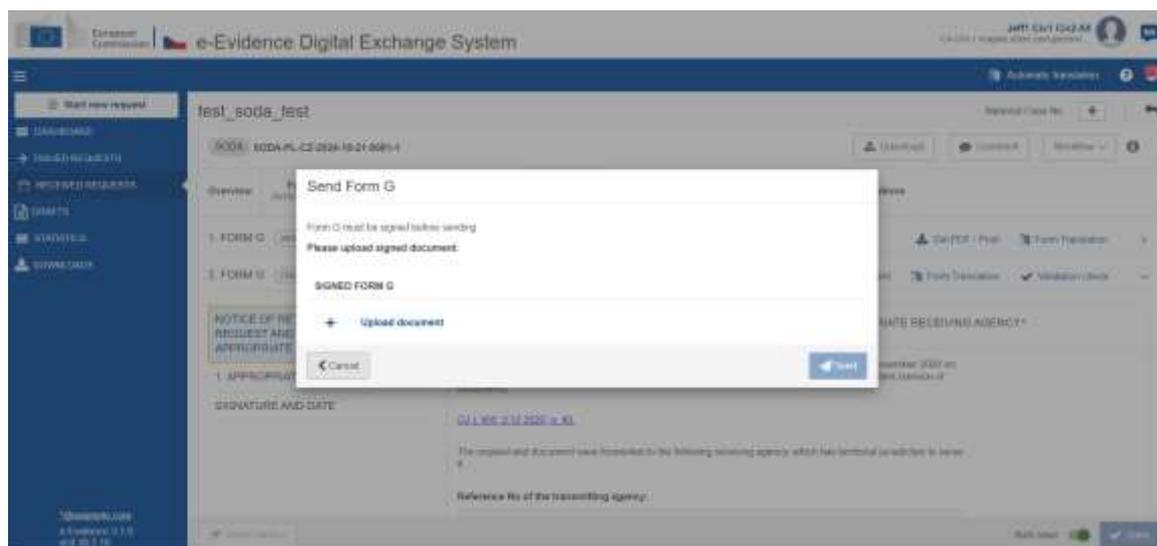


Figure 135: SoD Form G: upload document

Click on **Upload document**.

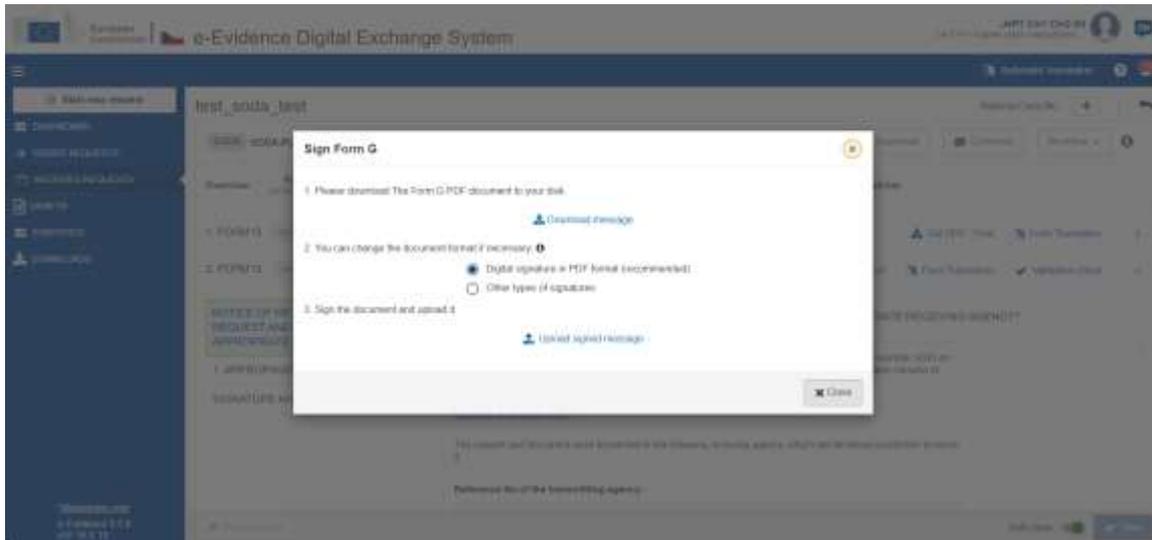


Figure 136: SoD Form G: upload signed document

Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

Close the confirmation pop-up.

Send the form by using Send button from a Workflow dropdown list.

7.5.4.2. SODA – Form H

When appropriate receiving agency receives a forwarded legal case, it should send Form H to the Issuing Authority.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main content area is titled 'SODA test' and displays a form for 'REQUEST FOR SERVICE OF DOCUMENTS'. The form is divided into two columns: 'REQUEST FOR SERVICE OF DOCUMENTS' and 'REQUEST FOR SERVICE OF DOCUMENTS'. The left column contains a list of fields: 1. TRANSMITTING AGENCY, 2. RECEIVING AGENCY, 3. APPLICANT(S), 4. ADDRESSEE, 5. METHOD OF SERVICE, 6. DOCUMENT TO BE SERVED, and 7. LANGUAGE OF INFORMATION TO THE ADDRESSEE ABOUT THE RIGHT TO REFUSE THE DOCUMENT. The right column contains a text area for 'Reference No of the transmitting agency:'. A dropdown menu is open on the right side, showing options: 'Create Form E', 'Create Form F', 'Forward + Create Form G', 'Create Form H', 'Create Form K', 'Download Form L PDF', 'Send other information', and 'Close modal'. A red circle '1' highlights the 'Create Form H' option.

Figure 137: SoD Form H creation

① Select **Create Form H** from Workflow.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main content area is titled 'SODA test' and displays a form for 'ACKNOWLEDGEMENT OF RECEIPT BY THE APPROPRIATE RECEIVING AGENCY HAVING TERRITORIAL JURISDICTION TO THE TRANSMITTING AGENCY'. The form is divided into two columns: 'ACKNOWLEDGEMENT OF RECEIPT BY THE APPROPRIATE RECEIVING AGENCY HAVING TERRITORIAL JURISDICTION TO THE TRANSMITTING AGENCY' and 'ACKNOWLEDGEMENT OF RECEIPT BY THE APPROPRIATE RECEIVING AGENCY HAVING TERRITORIAL JURISDICTION TO THE TRANSMITTING AGENCY'. The left column contains a list of fields: 1. DATE OF RECEIPT and SIGNATURE AND DATE. The right column contains a text area for 'Reference No of the transmitting agency:'. A red circle '2' highlights the 'Send' button in the action bar.

Figure 138: SoD Form H: draft form

② Complete all mandatory fields, save your data and click **Send** button on the action bar.

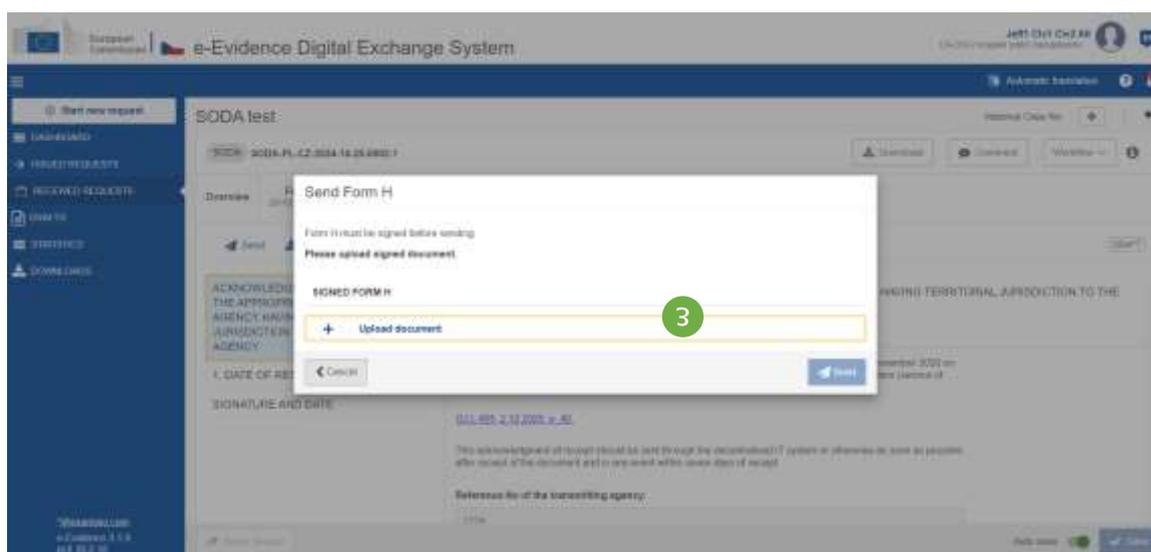


Figure 139: SoD Form H: upload document

③ Click on **Upload document**.

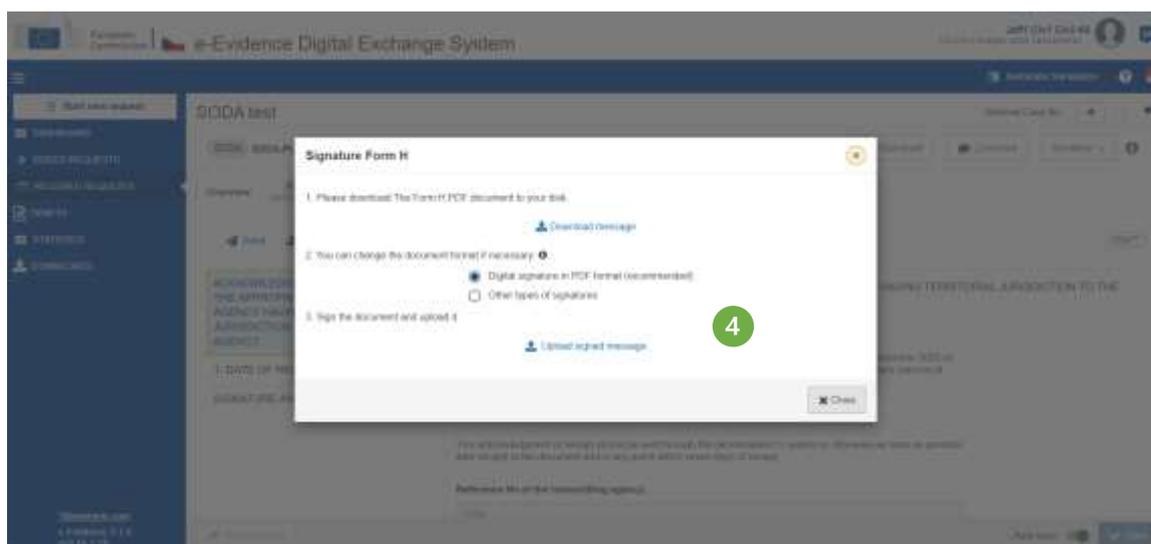


Figure 140: SoD Form H: download, sign and upload a document

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

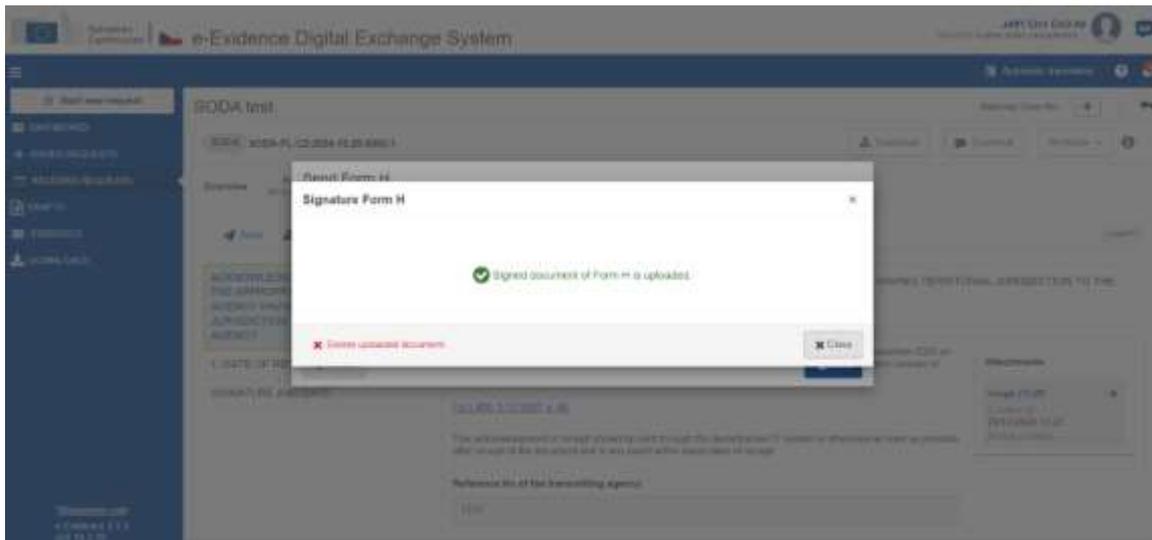


Figure 141: SoD Form H confirmation pop-up

- ⑤ Close confirmation pop-up.

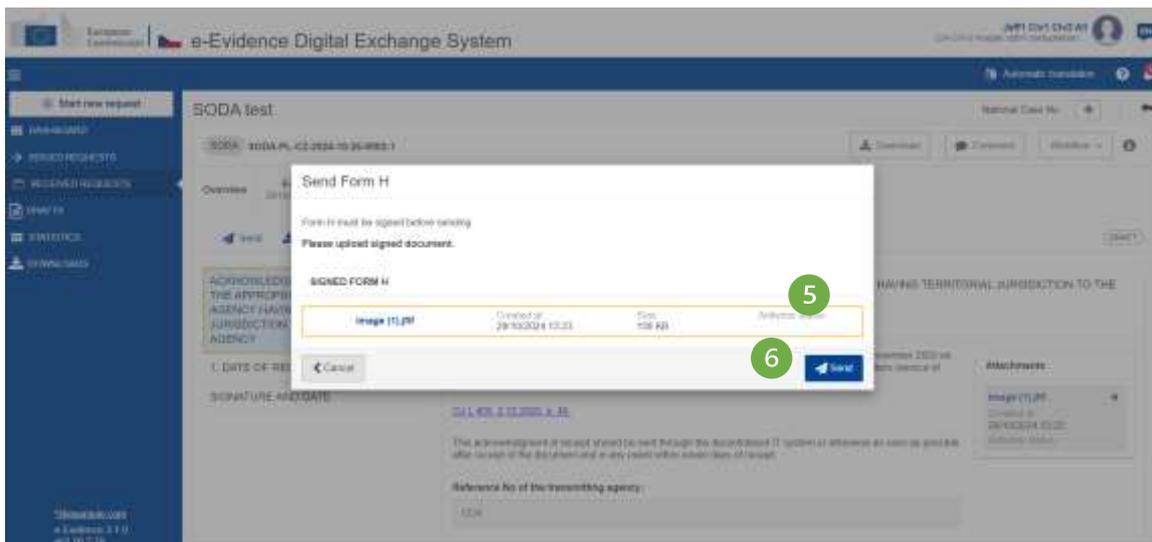


Figure 142: SoD Form H sending

- ⑥ Click **Send**.

7.5.5. Forward SODB

To forward a SODB request to another Executing Authority an assigned user should:

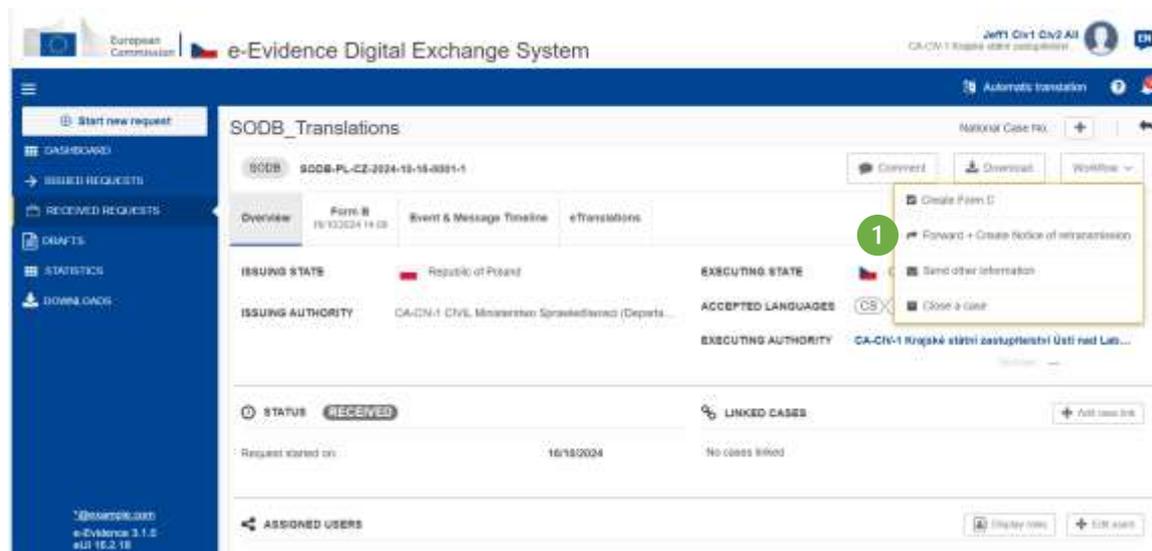


Figure 143: SODB: Workflow dropdown list – Forward + Create Notice of retransmission

- ① Click **Workflow > Forward + Create Notice of retransmission**.



Figure 144: SODB: Forward + Create Notice of retransmission pop-up window

- ② Click **Choose Authority** button.



Figure 145: SODB forward: Searching for an appropriate requested authority

- ③ All Executing Authorities in the chosen Member State which have the right pair of instrument and competence will be presented.
- ④ To find and select the correct authority, the user can scroll down the list or expand and use search filters by selecting the '+ **Show search filters**' button.

SEARCH CRITERIA		
Name		6
Search		
Hide search filters		
Municipality	Postal Code	
praha		
Address		
5		
SEARCH RESULTS		
Name	Municipality	
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha 1	7
<input type="radio"/> CZ(6) Krajské státní zastupitelství Praha	Praha 1	7
<input type="radio"/> CZ(7) Krajské státní zastupitelství Praha tb	Praha 11	7
<input type="radio"/> HU(3) Krajské státní zastupitelství Praha tb	Praha 11	7
<input type="radio"/> HU(4) Krajské státní zastupitelství Praha	Praha 3	7
This Competent Authority data has been kindly provided by E.J.N. Allan		
Select		

Figure 146: SODB forward: Searching for an appropriate requested authority – search results

- ⑤ Optional fields can be filled in with already known authority details such as Municipality or Address.
- ⑥ Clicking the **Search** button will return the authorities that match the entered criteria.
- ⑦ Select Authority from the list of results by clicking a radio button.
- ⑧ Click **Select**.

After selection, 'Forward + Create Notice of retransmission' pop-up window will look like the screenshot below:



Figure 147: SODB: Forward + Create Notice of retransmission pop-up window and filled in data of the appropriate requested authority

⑨ Click **Send** button to forward the request.

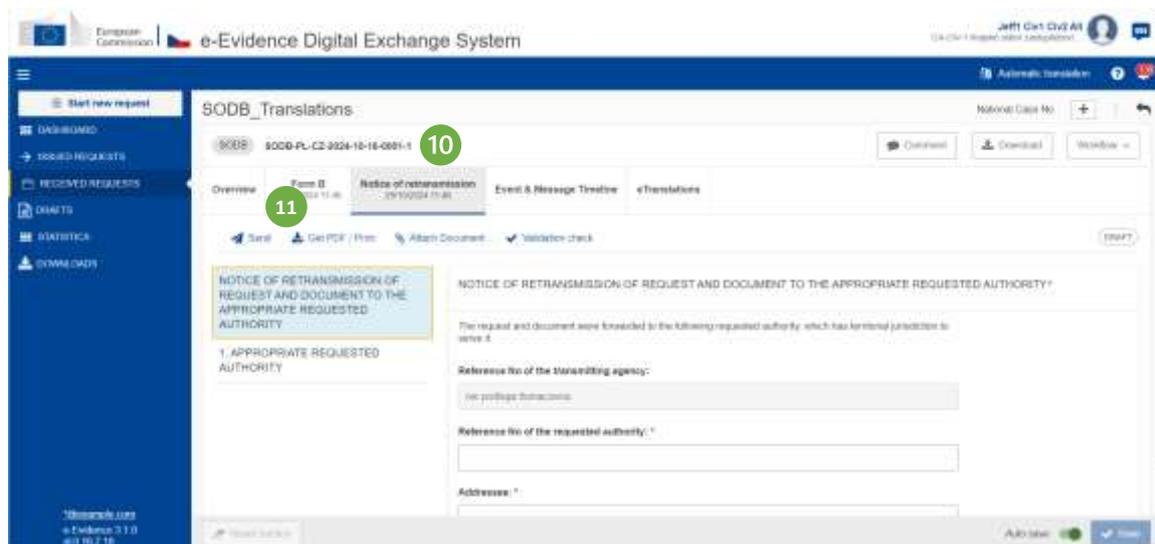


Figure 148: SODB: Notice of retransmission

⑩ Notice of retransmission tab with filled in data of the appropriate receiving agency will be displayed.

⑪ Fill in Notice of retransmission and click **Send** button on action bar to send the Notice of retransmission to Issuing Authority.



Figure 149: SODB: Sending Notice of retransmission

7.5.6. Terminate a process upon withdrawal of the request

If you receive a Withdrawal request from the Issuing Authority, then you should abort all ongoing actions and send confirmation to Issuing Authority. The SoD status will be changed to Withdrawn.

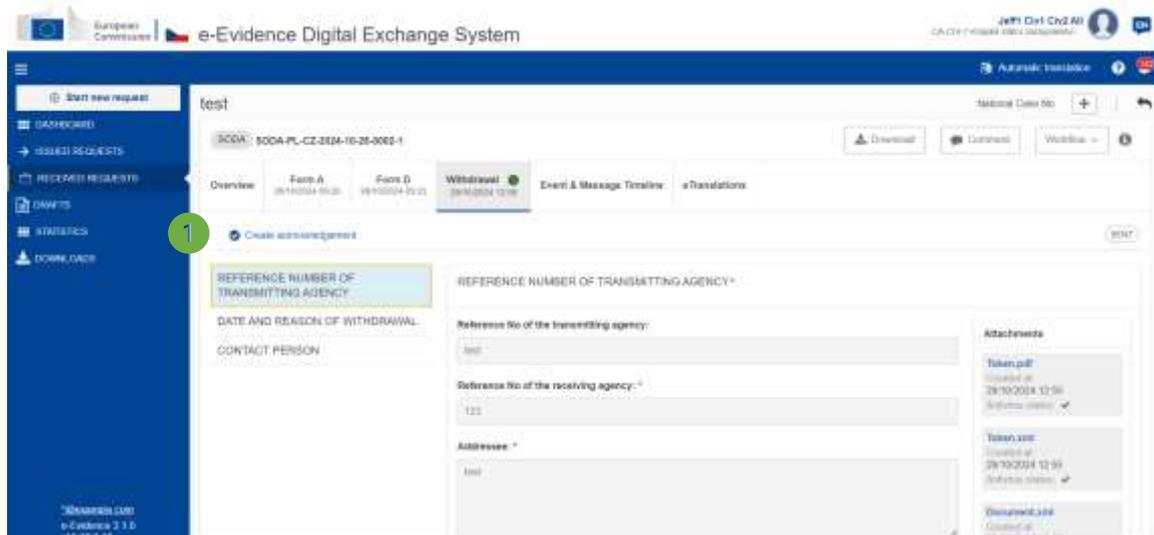


Figure 150: SODA Create withdrawal acknowledgement

- ① Click **Create acknowledgement** on the action bar.

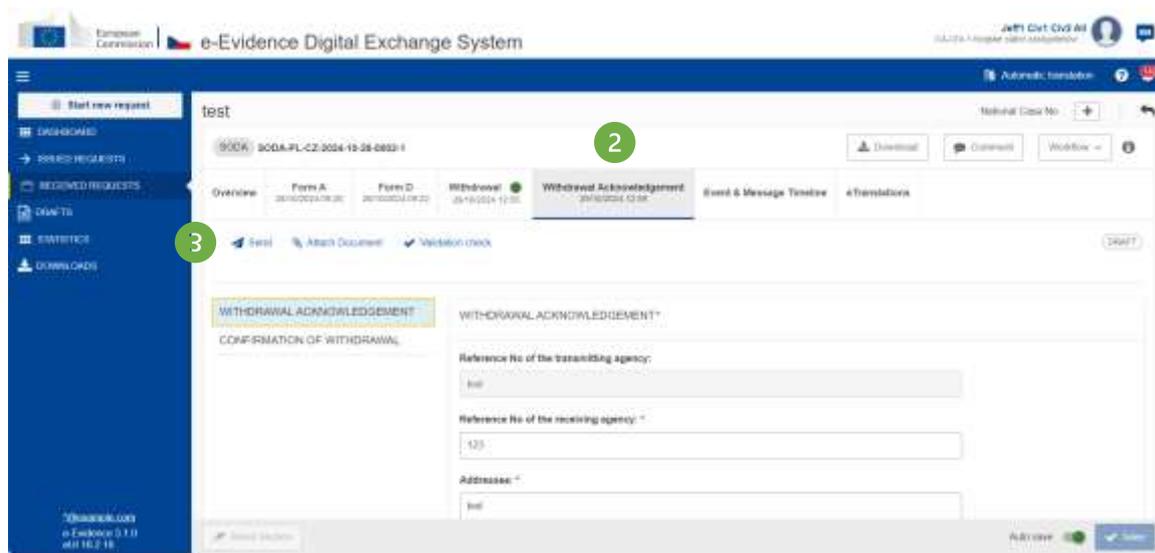


Figure 151: SODA complete and send withdrawal acknowledgement

- ② Application creates a new tab: Withdrawal Acknowledgement.
- ③ Complete and send the withdrawal acknowledgement by clicking **Send** on the action bar.

The process of creating withdrawal acknowledgement is the same for SODA and SODB.

7.6. Deadlines execution

7.6.1. Deadlines execution SODA

This feature shows whether:

1. Manual SoD Form D (Acknowledgement of receipt) or SoD Form H (Acknowledgement of receipt by the appropriate receiving agency having territorial jurisdiction to the transmitting agency) has been sent within seven days of the SoD Form A receipt.
2. SoD Form K (Certificate of service or non-service of documents) has been sent within thirty days of the SoD Form A receipt.

7.6.2. Deadlines execution SODB

Currently, no deadlines for SODB instrument implemented.

7.6.3. Viewing deadline information in the Dashboard tab

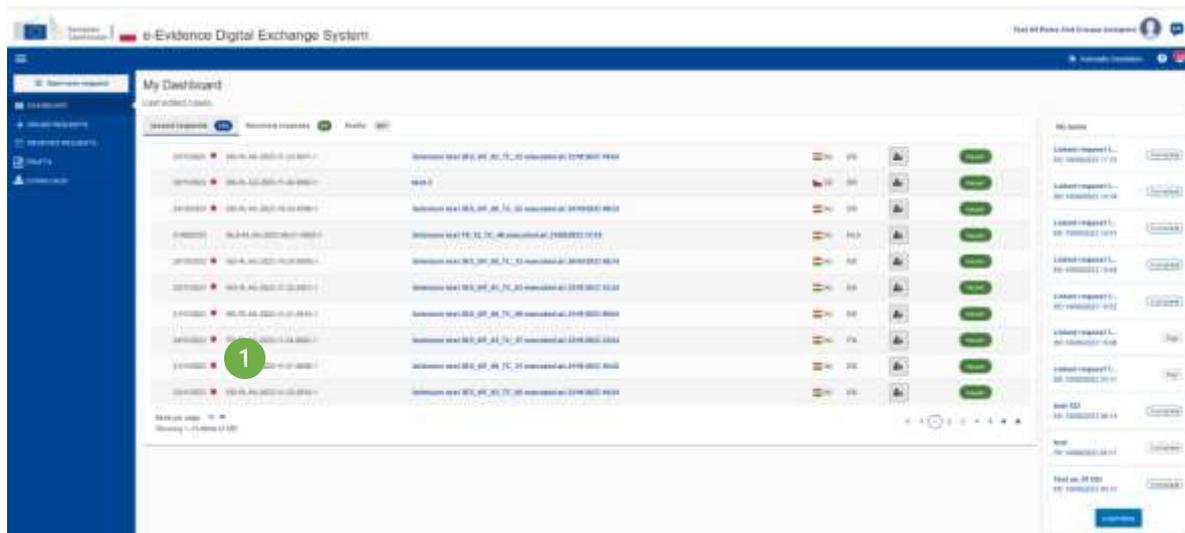


Figure 152: Viewing deadline information in the Dashboard tab

① Cases with an overdue deadline (one or many) are marked with a red dot. A deadline that expires on today's date is also leading to the case being displayed with a red dot.

7.6.4. Viewing deadline information in the Issuing Requests tab

Two tabs provide information:

- ① My Issued Requests: list of all issued open cases.
- ② Deadlines: list of all deadlines for a case, both upcoming and overdue.

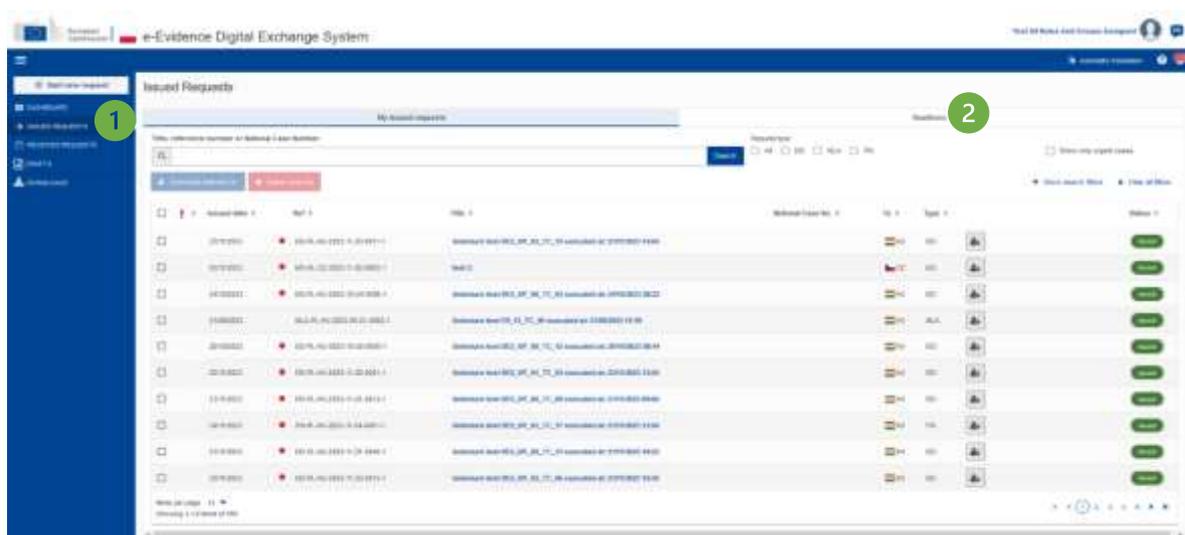


Figure 153: Viewing deadline information in the Issuing Requests tab

My Issued Requests Tab: similarly to the dashboard, overdue cases or cases for which a deadline is due today are marked with a red dot.

Click **Deadlines**: a list of all overdue and upcoming deadlines is displayed by default. The overdue or those with a deadline due today are marked in red.

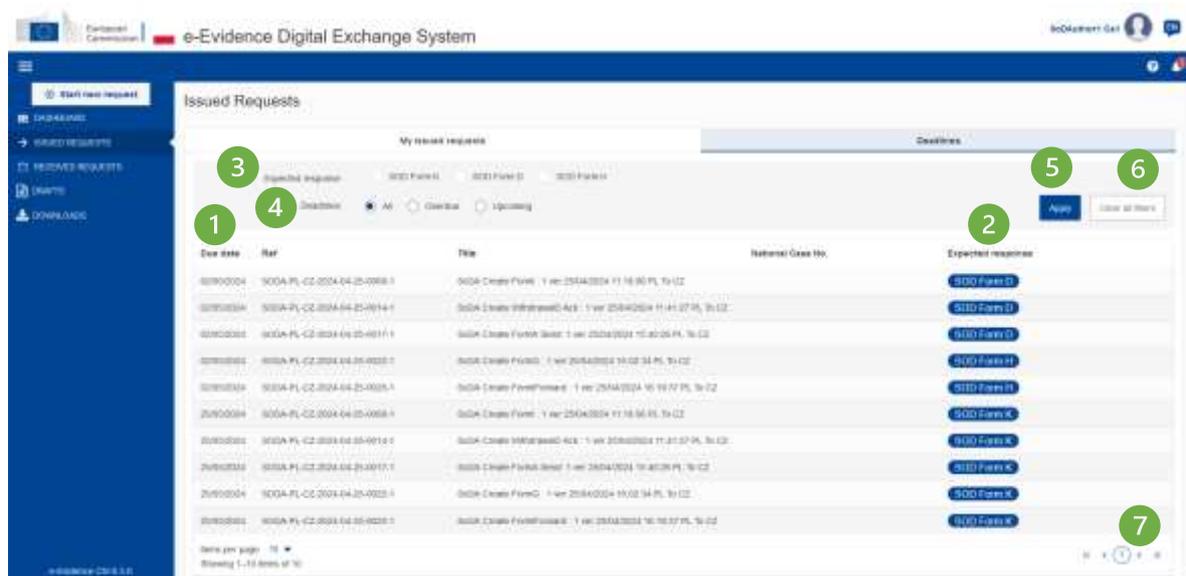


Figure 154: Deadline information in the Issuing Requests tab

① Due date: displays the deadline date.

② Expected Response: indicates what response subject to a deadline is expected.

Filtering possibilities are provided to narrow down the list of cases displayed.

③ Expected Response: 3 tick boxes allow the search on a specific deadline. Depending on the selection, a particular subset of cases is returned. It is possible to select several response types at the same time.

④ Deadlines: by default, all deadlines are shown when entering this tab. Three tick boxes allow the search to be narrowed down to either only upcoming or only overdue ones.

⑤ Click **Apply** to activate the filter.

⑥ Click **Clear all filters** to revert to the default display mode (All).

⑦ Clicking the arrows enables switching to next or previous pages.

7.6.5. Viewing deadline information in the Received Requests tab

Two tabs provide information:

1. My Received Requests: list of all received open cases.
2. Deadlines: list of all deadlines, both upcoming and overdue

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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The same functionality is provided as for the issued cases (Overdue marking, filtering).

7.6.6. Viewing deadline information on case level via Overview tab

As soon as the case is issued, two relevant deadlines are displayed on the Overview Tab. This is applicable to both issued and received cases.

The main difference being here that on Issued cases, in case a forward occurred by the initial Executing Authority, deadlines are displayed next to each other for all authorities involved.

⌚ DUE DATE	
CZ(1) Krajské státní zastupitelství Ústí nad Labem	
Form D:	02/05/2024 00:00
Form K:	25/05/2024 00:00

Figure 155: Viewing deadline information on case level in the Overview tab

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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8. TAKING OF EVIDENCE

8.1. Introduction

A Taking of Evidence (ToE) is a cross-border cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters [AD.2].

The ToE may also be issued to the central body or the competent authority to request for the direct taking of evidence. The central body or the competent authority may assign a court of its Member State to take part in the direct taking of evidence in order to ensure that this Article is properly applied and that the conditions under which the direct taking of evidence is to be carried out are compliant with.

8.1.1. Overview

The process between creating a new case and sending it occurs in the **Internal Workflow**. During that process, the case is accessible only for authorized users from your Issuing Authority.

When all steps of Internal Workflow are completed, the case can be sent to a chosen Executing Authority.

The process of communication between Issuing Authority and Executing Authority occurs in the **External Workflow**.

8.1.2. High Level End to End Process

1. A competent authority creates the ToE.
2. The ToE request is reviewed by a user with Reviewer role.
3. The ToE is being sent to an appropriate Executing Authority in another Member State.
4. Communication between Issuing and Executing Authorities takes place.
5. The receipt of the ToE request is confirmed within seven days.
6. A decision is provided within ninety days of ToE receipt.
7. The case can be withdrawn by Issuing Authority, and/or forwarded by Executing Authority to another Competent Authority for full ToE execution.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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8.2. Create ToE

8.2.1. Initiate a legal case creation

8.2.1.1. Starting a new case - TOEA

Steps below are applicable to users with 'Author' role.

To begin a process of requesting for the taking of evidence, create a new case.



Figure 156: 'Start new request' button

- ① Click **Start new request** button in the left-hand menu.

Figure 157: ToE: Selecting the request type and entering the request subject

- ② A pop-up window will appear. Select TOEA from the **Type of request** dropdown list.
- ③ Fill in **Subject of request** and click **Continue**. If you wish to cancel, click 'x' button at the top right corner of the pop-up.

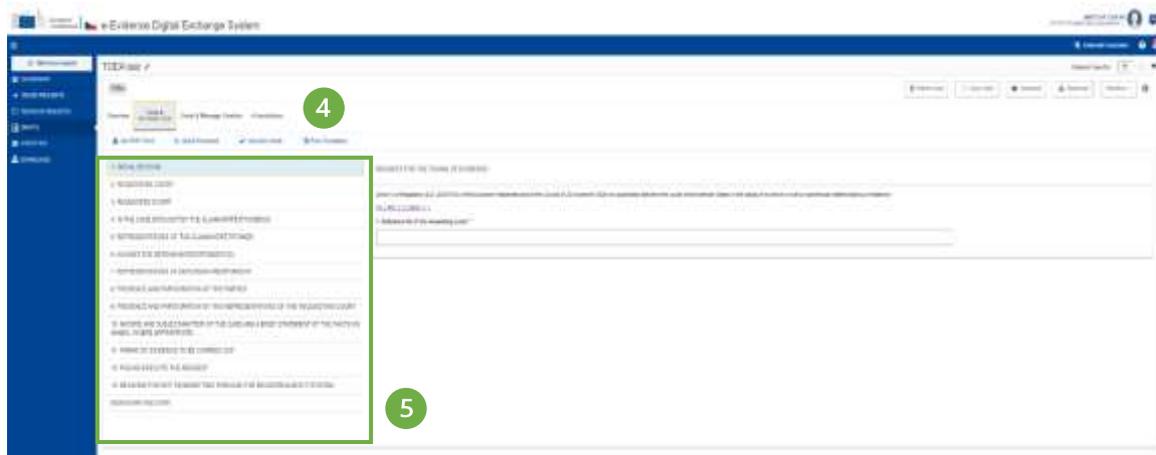


Figure 158: ToE Form A sections

- ④ A new draft will be created and displayed with Form A ready for completion.
- ⑤ Complete sections 1-13 and Signature and Date section of Form A by using the List of Sections menu.

NOTE: If the user with an Author role who initiated the SoD does not have additional roles of Reviewer and/or Sender, then the Author should assign additional users with the relevant roles required to review and send the request or ask Supervisor for adding those users.

8.2.1.2. Choosing Executing Authority

Steps below are applicable to users with 'Author' and 'Reviewer' role.

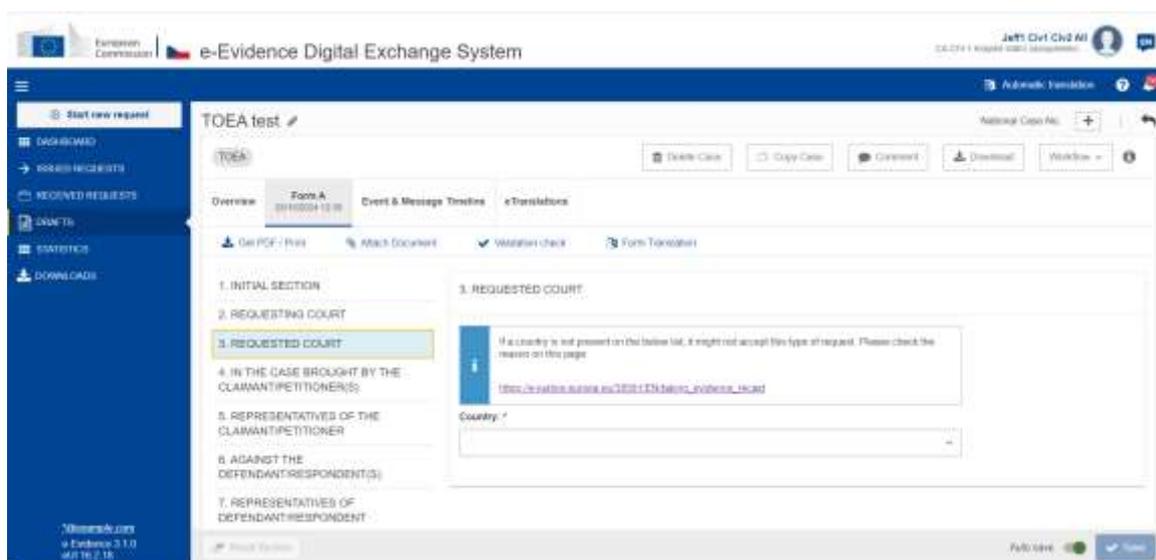


Figure 159: ToE Form A section 3. REQUESTED COURT

Figure 160: ToE Form A: Selecting an Executing Authority

① Click **Choose Authority** button.

Figure 161: ToE Form A: Searching for a requested court

② To find and select the correct authority, the user needs to provide correct business data according to the business rules required by the Executing State. At the example above, the user should enter a postal code and click **Search** button.

The authority search tool will display a list of all Executing Authorities in the chosen Member State which have the right pair of instrument and competence to accept this type of legal case.

Please enter required params:
postal code: *

praha

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

Name	Municipality
<input type="radio"/> CZ(1) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha 1
<input type="radio"/> CZ(3) Krajské státní zastupitelství Praha 1b	Praha 1b

Select

Figure 162: ToE Form A: Searching for a requested court – search results

- ③ Select Authority from the list of results by clicking a radio button.
- ④ Click **Select**.

8.2.1.3. Starting a new case – TOEL

Steps below are only applicable to users with 'Author' role.

To begin a process of requesting for the direct taking of evidence, create a new case.



Figure 163: 'Start new request' button

- ① Click **Start new request** button in the left-hand menu.

NOTE: If the user with an Author role who initiated the SoD does not have additional roles of Reviewer and/or Sender, then the Author should assign additional users with the relevant roles required to review and send the request or ask Supervisor for adding those users.

8.2.1.4. Choosing Executing Authority

Steps below are applicable to users with 'Author' and 'Reviewer' role.

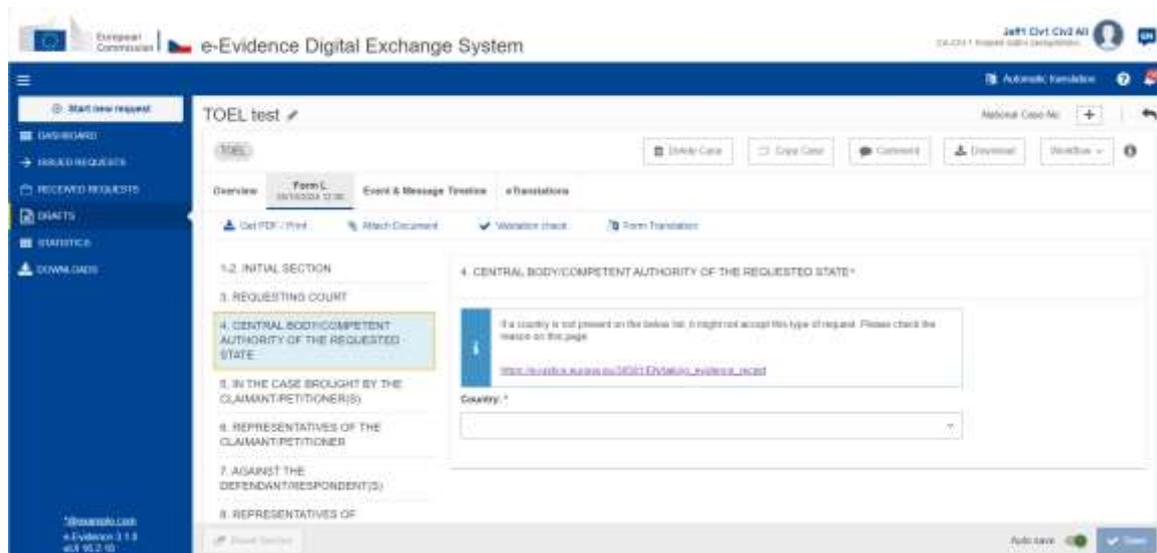


Figure 166: ToE Form L section 4. Central Body/ Competent Authority

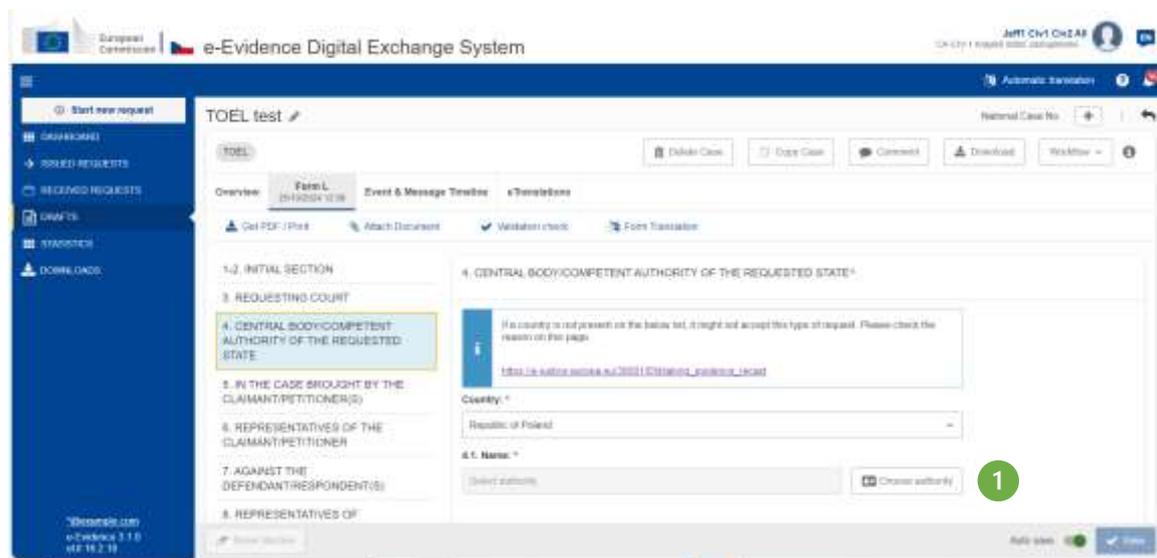


Figure 167: ToE Form L: Selecting an Executing Authority

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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① Click **Choose Authority** button.

Please enter required params: postal code: *

2

Search

SEARCH RESULTS

No Search result

Select

Figure 168: ToE Form L: Searching for a Central Body/ Competent Authority

② To find and select the correct authority, the user needs to provide correct business data according to the business rules required by the Executing State. At the example above, the user should enter a postal code and click **Search** button.

The authority search tool will display a list of all Executing Authorities in the chosen Member State which have the right pair of instrument and competence to accept this type of legal case.

Please enter required params:
postal code: *

praha

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

Name	Municipality
<input checked="" type="radio"/> CZ(1) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha 1
<input type="radio"/> CZ(3) Krajské státní zastupitelství Praha 1b	Praha 1b

Select

Figure 169: ToE Form L: Searching for a Central Body/ Competent Authority – search criteria

- ③ Select Authority from the list of results by clicking a radio button.
- ④ Click **Select**.

8.2.1.5. Starting a new legal case – TOEX

Steps below are only applicable to users with 'Author' role.

To begin a process of an exceptional case, create a new case.



Figure 170: 'Start new request' button

- ① Click **Start new request** button in the left-hand menu.

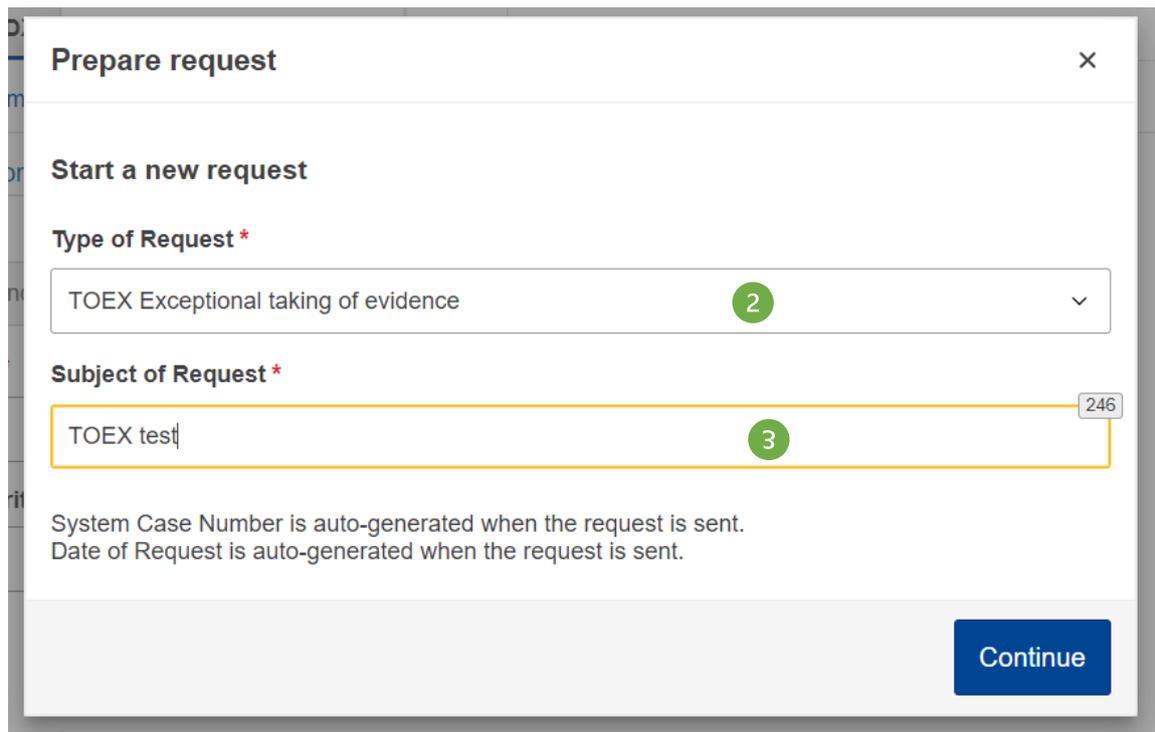


Figure 171: Create new TOEX legal case

- ② A pop-up window will appear. Select ‘TOEX Exceptional service of documents’ from the **Type of request** dropdown list.
- ③ Fill in **Subject of request** and click **Continue**. If you wish to cancel, click ‘x’ button at the top right corner of the pop-up.

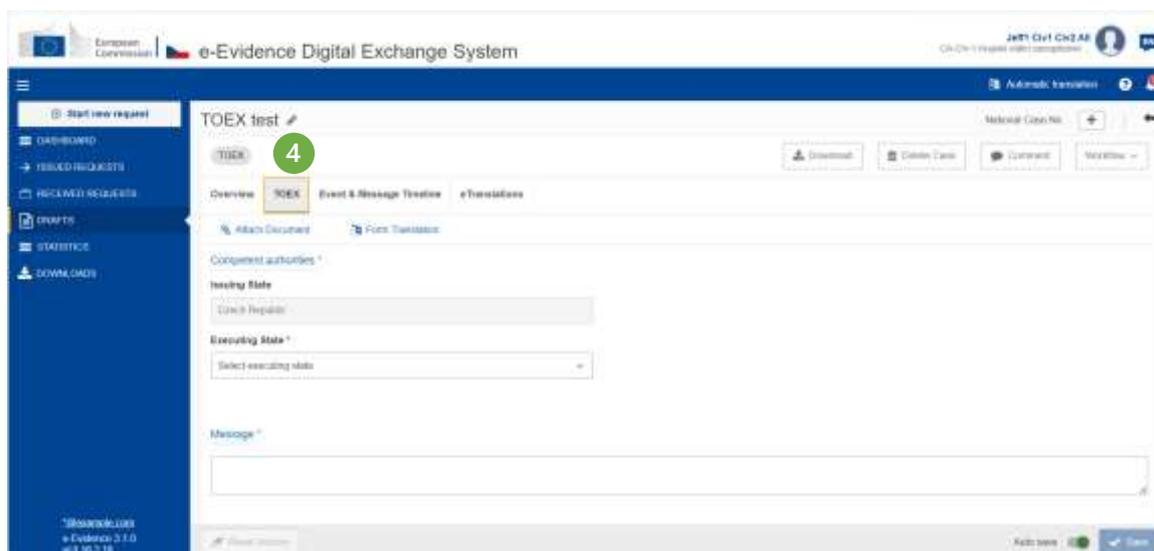


Figure 172: TOEX draft legal case

- ④ A new draft will be created and displayed with TOEX ready for completion.

8.2.1.6. Choosing Executing Authority

Steps below are applicable to users with 'Author' role.

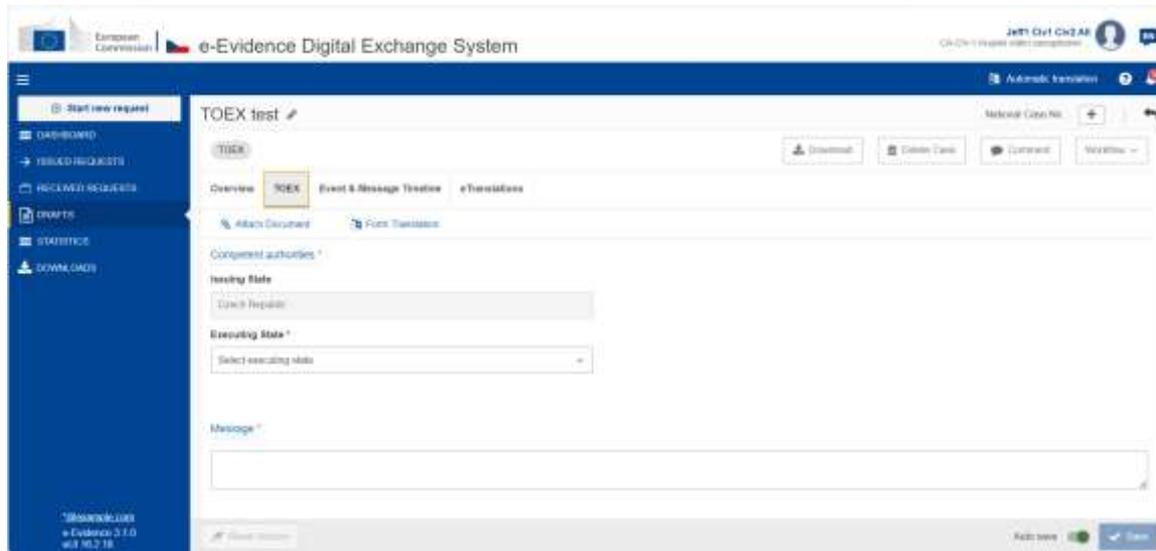


Figure 173: TOEX selecting executing state

- ① Select **Executing State** from the list.

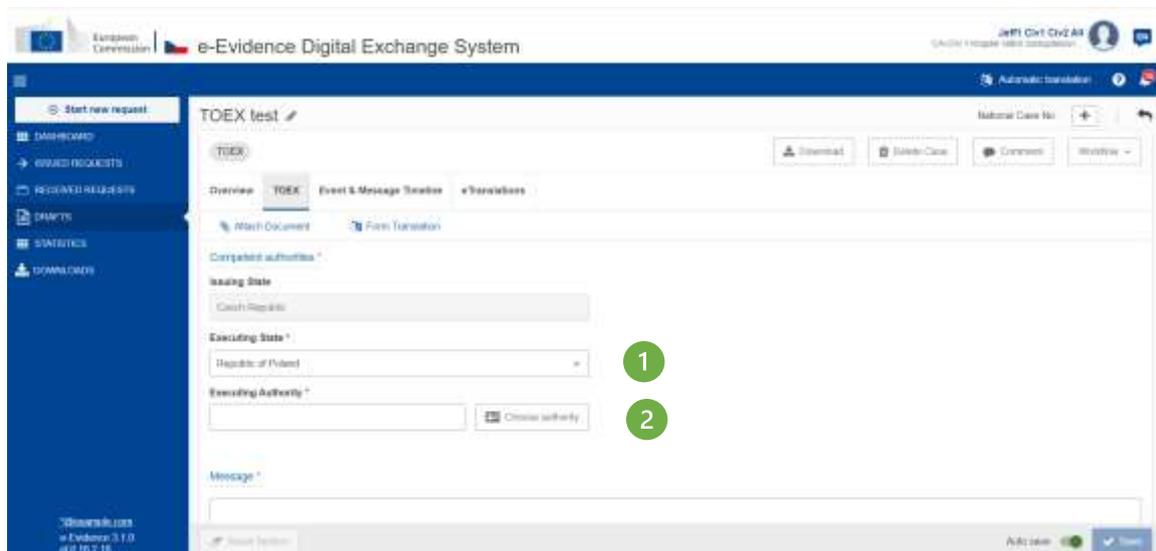


Figure 174: TOEX: selecting executing authority

- ② Click **Choose Authority** button.

For selection of the executing authority of exceptional cases, the Portal displays all authorities that have a relevant instrument assigned in CDB (for TOEX instrument TE – service of documents - is relevant) in the chosen Executing State. The user selects the correct Executing Authority from the list (filters can be used for easier selection).

The screenshot shows a search interface for a competent authority. At the top, there is a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there is a table of search results. The table has two columns: 'Name' and 'Municipality'. There are three rows of results, each with a radio button in the 'Name' column. A green circle with the number '3' is next to the first radio button. A green circle with the number '4' is next to the 'Select' button at the bottom right of the table.

Figure 175: TOEX searching for executing authority

- ③ Select Authority from the list of results by clicking a radio button.
- ④ Click **Select**.

After choosing **Executing Authority**:

- ⑤ Type a free text message (mandatory field) and attach documents (optional).

NOTE: TOEX case can be sent only by a user with Sender role. If the user with an Author role who initiated the ToE does not have additional Sender role, then the Author should assign a Sender or ask Supervisor for adding the Sender.

The TOEX does not have SIGNATURE AND DATE section. A user can attach a signed document via **Attach Document** button from the action bar (optional).

The TOEX cannot be forwarded or withdrawn.

8.2.1.7. Mandatory fields

All mandatory fields must be filled in before the ToE can be electronically submitted. These mandatory fields are checked by a validation check. This validation consists of set of syntactical and semantical validations of the data contained in the form. A check is performed to verify that all required (mandatory) fields of ToE Form A or Form L have been filled. You can **trigger validation manually** at any time, while you edit a Form A or Form L.

To trigger validation:



Figure 176: ToE Form L validation

- ① View an edited case and select **Form A/ Form L** tab.
- ② Click **Validation check**.

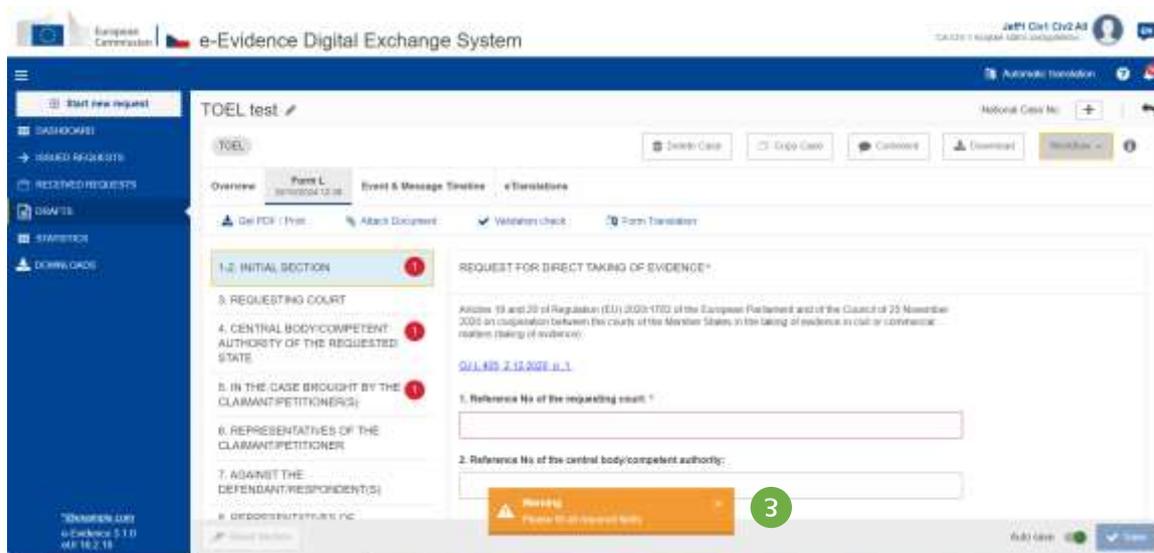


Figure 177: ToE Form L mandatory fields

③ Validation will be performed and the toast notification (warning or success) will be displayed. If there are validation errors, fields and sections containing errors will be highlighted in red colour.

8.2.1.8. Pushing a case to the next step

Steps below are applicable to users with 'Author' and/or Supervisor role.

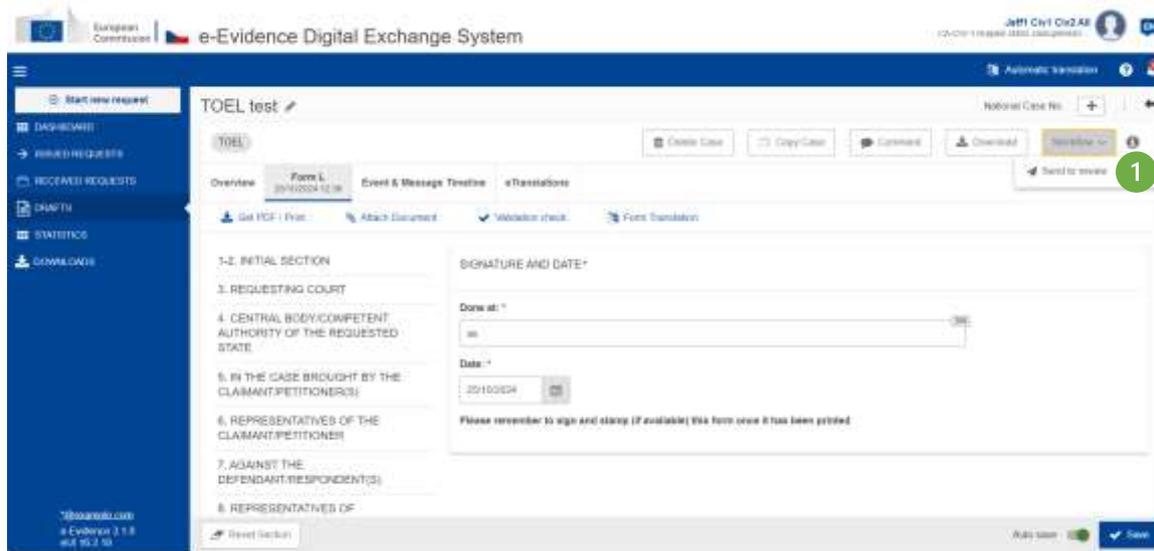


Figure 178: ToE Form L send to review

① In the edited case click **Workflow > Send to review:**

- A toast notification (success) will show up in the bottom.
- A new timestamp: 'Ready to review' will show up on the **Event & Message Timeline**.
- If you have no other roles except Author, the workflow button will be disabled, as there are no other actions that can be performed.

8.2.1.9. Review

The next step in the workflow of a case is to review it and mark it as 'Positively Reviewed' or return it for amendment, or to reject completely if needed. Edition of an ToE is also possible.

Steps below are applicable to users with 'Reviewer' role.

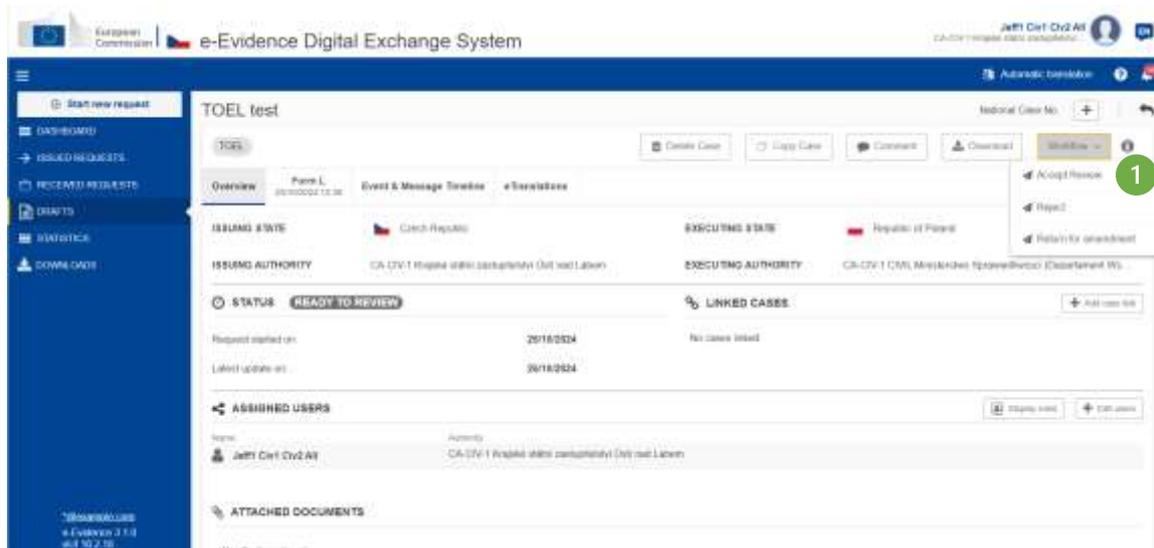


Figure 179: ToE Form L: accepting review

① In a reviewed case click **Workflow > Accept review:**

- A new timestamp: 'Positively Reviewed' will show up on the **Event & Message Timeline**.
- If you have no other roles except Reviewer, the workflow button will be disabled, because there are no other actions for you to perform.

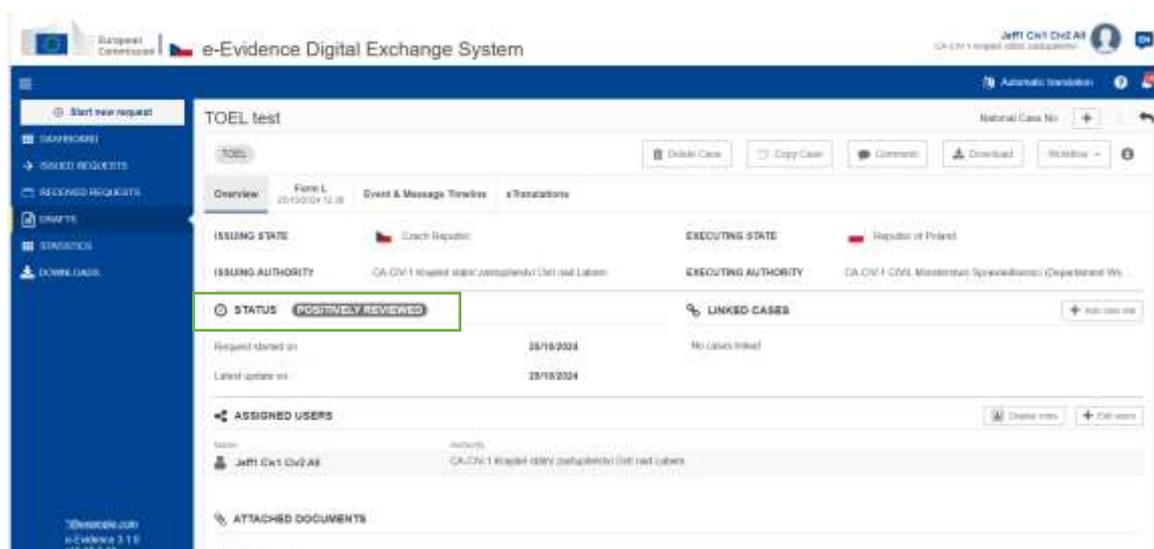


Figure 180: ToE Form L: 'Positively reviewed' status

Alternatively:

1. Click **Workflow > Return for amendment** and enter optional message - the case will go back to a draft editable by Author role. The Author will have to make amendments and click again **Workflow > Send to review**.
2. Click **Workflow > Reject** – the case will be rejected, and no more actions of Workflow buttons can be performed by users.
3. Reviewer is also able to edit a case.

8.2.1.10. Signature step

The next step in the workflow, after positively reviewing, is to add a signature to ToE Form A/ ToE Form L. Edition of the ToE request is also possible.

Steps below are applicable to users with Sender role.

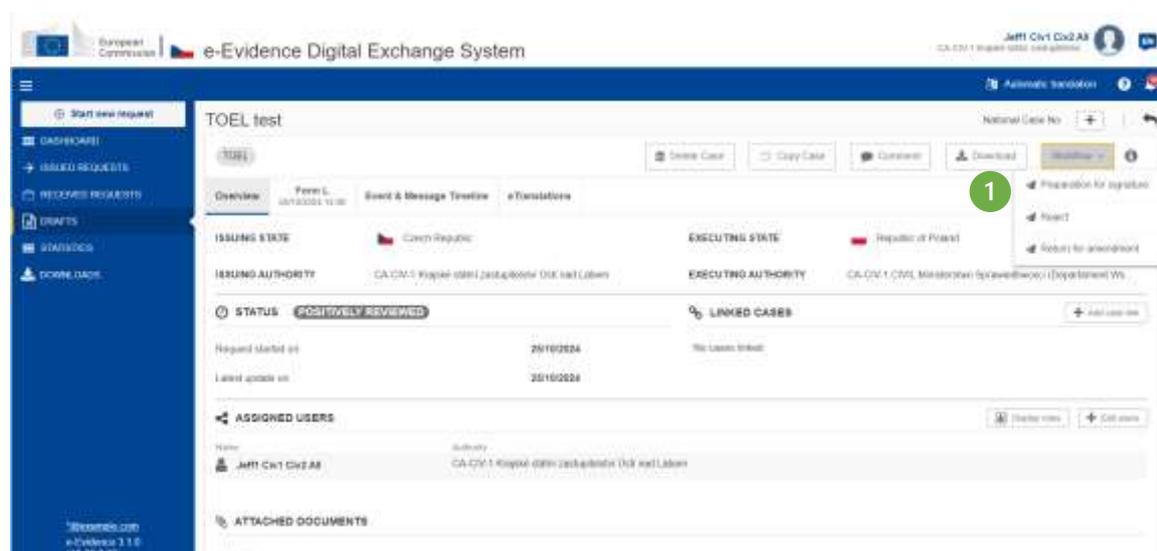


Figure 181: ToE Form L: preparation for signature

- ① In a reviewed case click **Workflow > Preparation for signature:**
 - C. Click **Workflow > Return for amendment** - the case will go back to a draft editable by Reviewer role. The Reviewer will have to make amendments and click again **Workflow > Accept Review**.
 - D. Click **Workflow > Reject** – the case will be rejected, and no more actions of Workflow buttons can be performed by users.
 - E. Sender is not able to edit case.

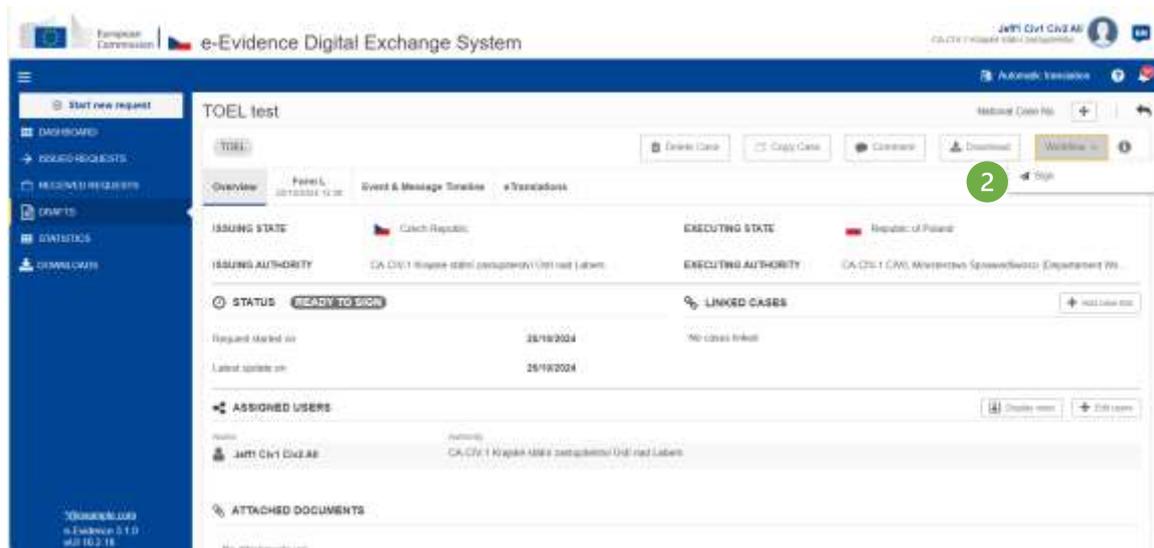


Figure 182: Signing ToE Form L

② After the user clicks **Sign** in Workflow, then the SoD & ToE application displays a pop-up window.

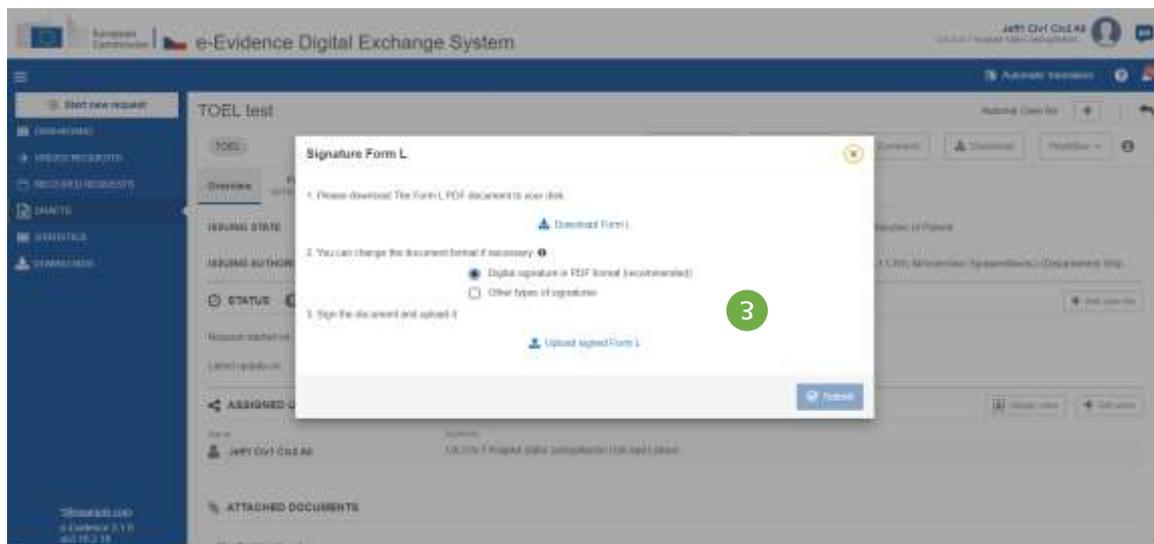


Figure 183: ToE Form L download and upload signed document

③ To download and upload ToE Form A/ ToE Form L request, follow the steps described in '[7.2.1.9 Sign chapter](#)'.

Sending Form L:

The last step of internal workflow is to send the case to the selected Executing Authority.

Steps below are applicable to users with 'Sender' role.

① Open a case.

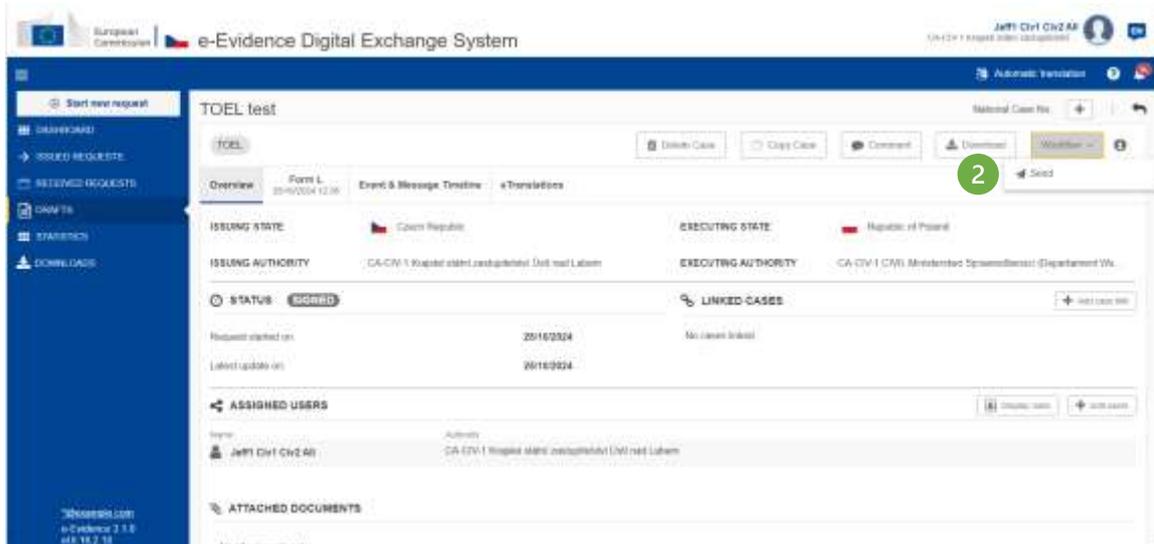


Figure 184: Sending ToE Form L

② Click **Workflow > Send**

③ System sends ToE Form A/ ToE Form L and confirmation message appears.

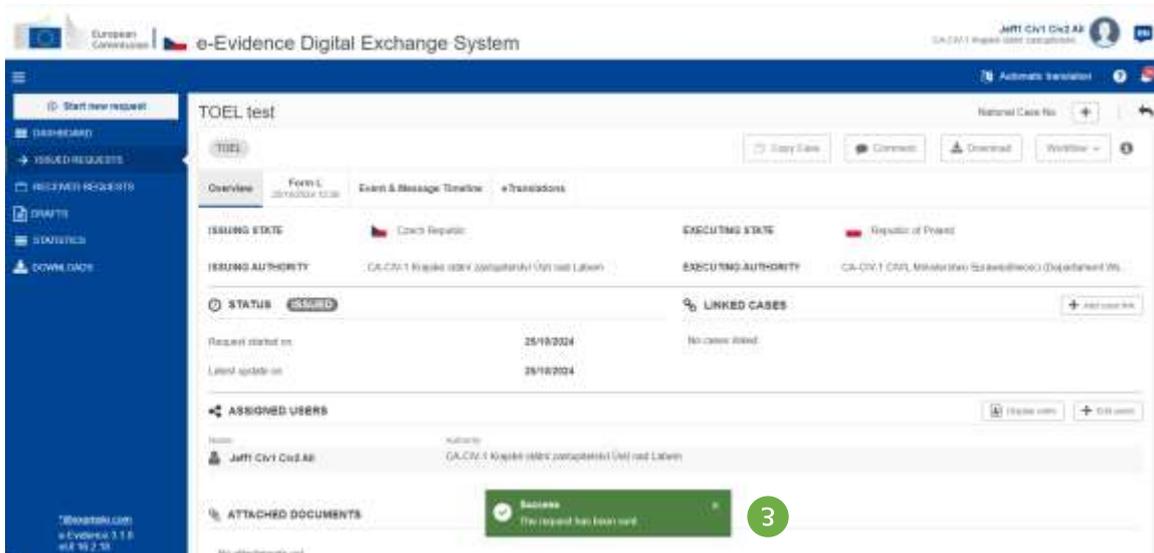


Figure 185: Sending ToE Form L: Confirmation message

The system will perform a validation check. If validation is performed successfully, the case will be sent, and the status will change to ‘Issued’.

Exceptions: Sending error – in this situation a user with Sender role will be able to resend a request to Executing Authority using a **Resend** button on the Timeline.

After sending a TOEA request to an Executing Authority, before receiving a reply, the Workflow menu of an Issued Request will allow to perform the following actions:

- Create Form N
- Create Form F
- Withdrawal
- Send other information
- Close a case / Reopen a case

After sending a TOEL request to an Executing Authority, before receiving a reply, the Workflow menu of an Issued Request will allow to perform the following actions:

- Create Form N
- Create Form F
- Withdrawal
- Send other information
- Close a case / Reopen a case

Please keep in mind, that the content of the Workflow menu is changing according to the status of the ToE.

Workflow State: ISSUED (Open)

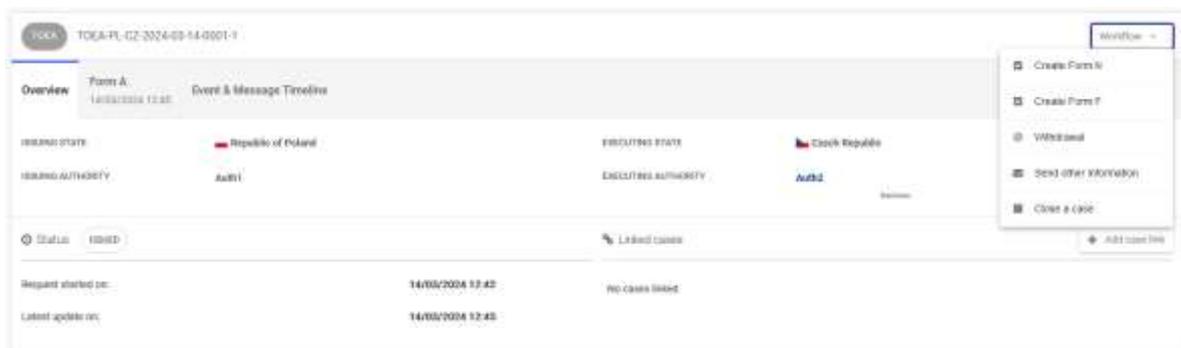


Figure 186: TOEA Workflow State: ISSUED (Open)

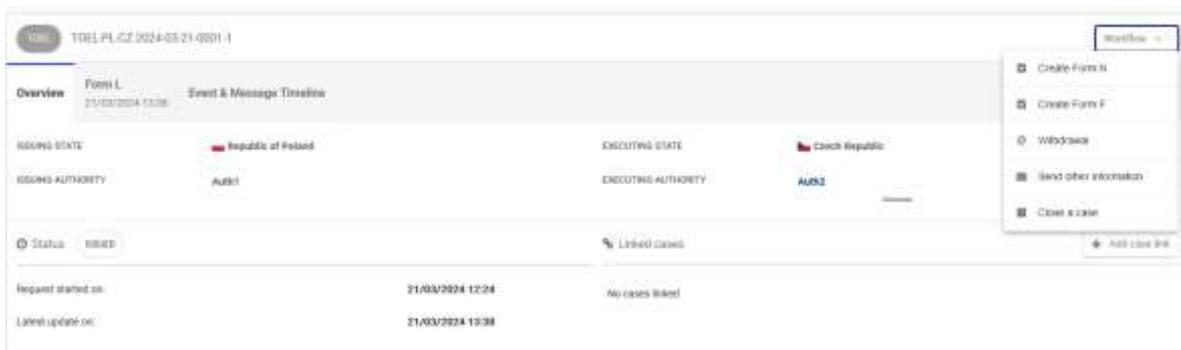


Figure 187: TOEL Workflow State: ISSUED (Open)

Workflow State: CLOSED

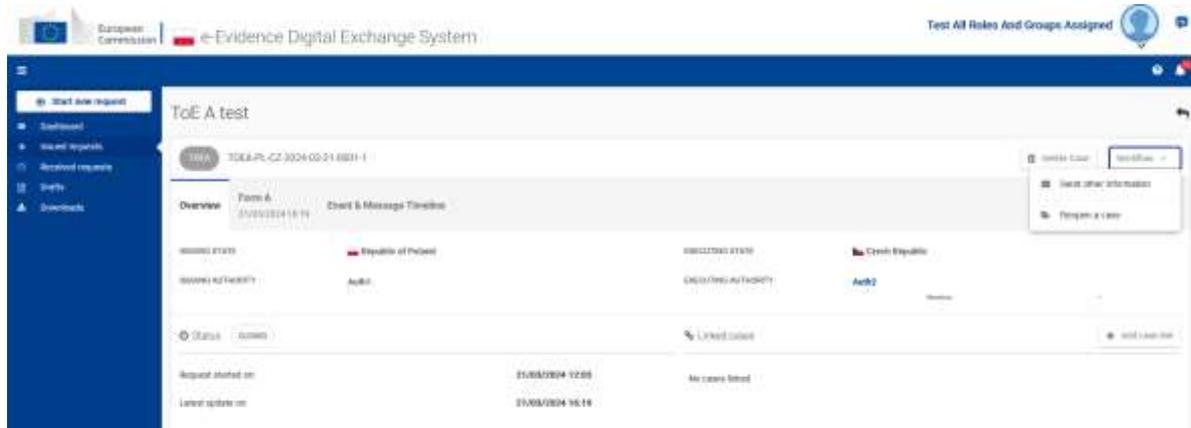


Figure 188: TOEA Workflow State: CLOSED

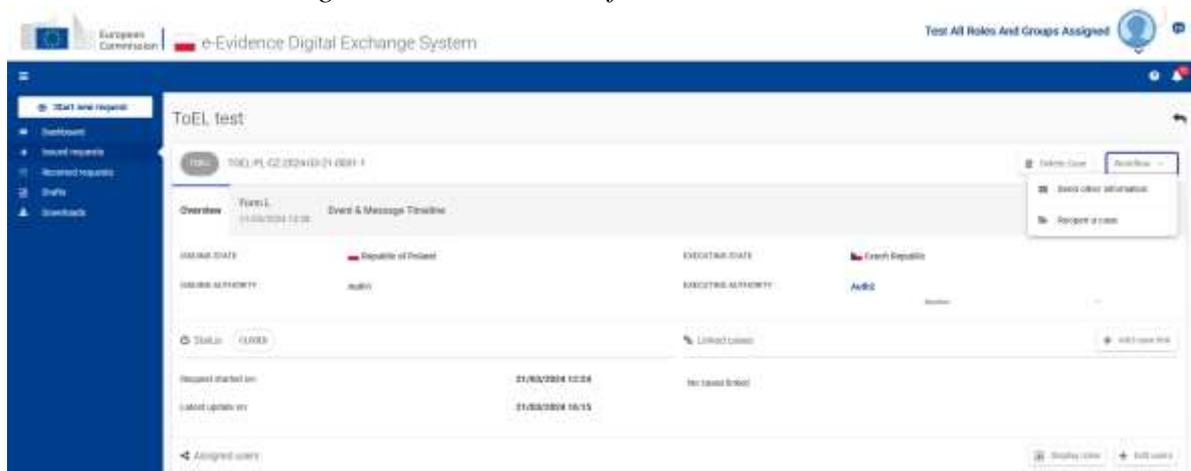


Figure 189: TOEL Workflow State: CLOSED

8.3. Withdraw TOEA

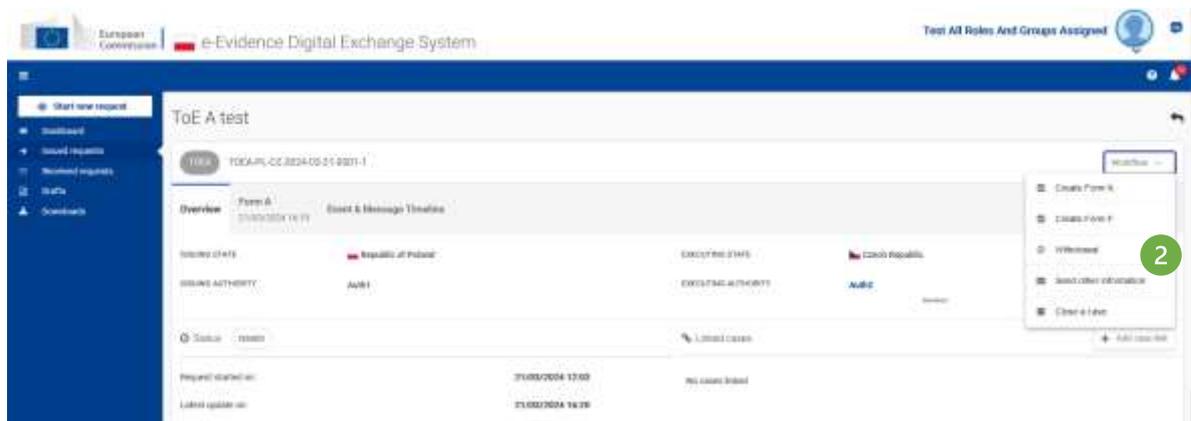


Figure 190: Withdraw TOEA

- ① Open a case.
- ② Click **Workflow > Withdrawal**

Then, the SoD & ToE application displays a draft version of Withdrawal Form.

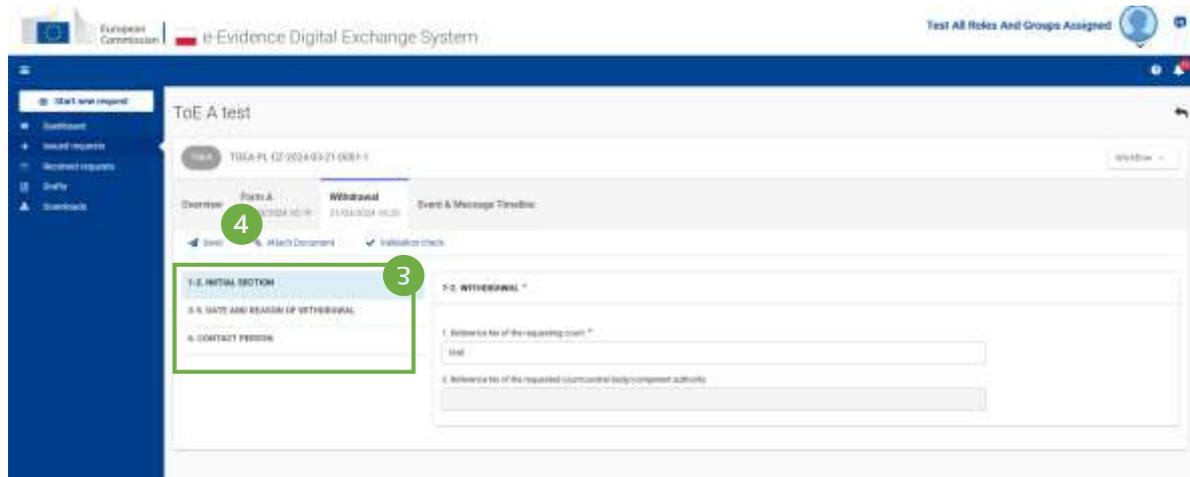


Figure 191: Steps to withdraw a TOEA legal case

- ③ Complete all mandatory fields of **Initial section, Date and Reason of withdrawal and Contact person** sections of Withdrawal Form by using the List of Sections menu.
- ④ Click **Send** to send the Withdrawal Form to the Executing Authority.
- ⑤ System displays a pop-up window. Click **Yes** to confirm that you want to send Withdrawal Form.



Figure 192 TOEA: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

8.4. Withdraw TOEL

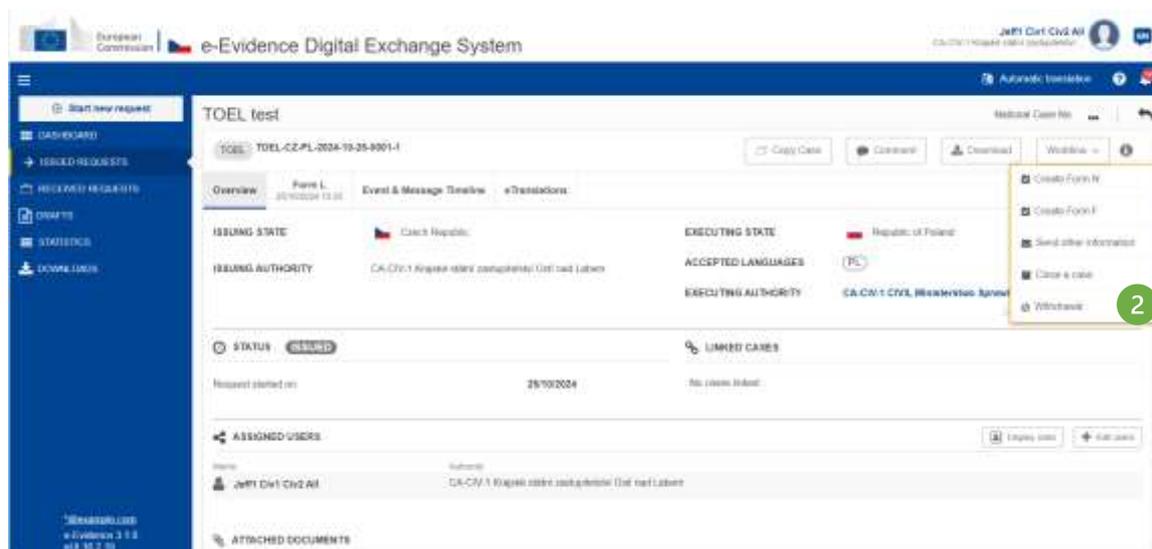


Figure 193: Withdraw TOEL

- ① Open a case.
- ② Click **Workflow > Withdrawal**

Then, the SoD & ToE application displays a draft version of Withdrawal Form.

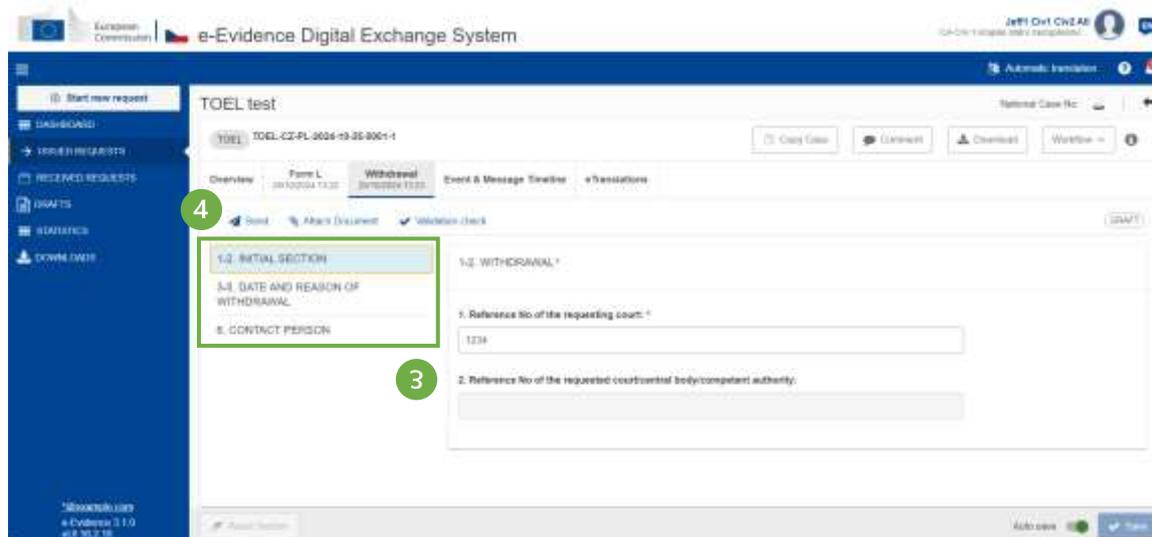


Figure 194: Steps to withdraw a TOEL legal case

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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- ③ Complete all mandatory fields of **Initial section, Date and Reason of withdrawal** and **Contact person** sections of Withdrawal Form by using the List of Sections menu.
- ④ Click **Send** to send the Withdrawal Form to the Executing Authority.
- ⑤ System displays a pop-up window. Click **Yes** to confirm that you want to send Withdrawal Form.



Figure 195: TOEL: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

8.5. Execute ToE

8.5.1. Acknowledgement of Receipt TOEA

When Executing Authority receives TOEA request, it needs to send Acknowledgement of receipt of a request for the taking of evidence.

Sending manual confirmation of the receipt (Form B) to the Issuing State is divided to two (2) steps:

Step 1. Creating Form B:

- ① View the incoming request.

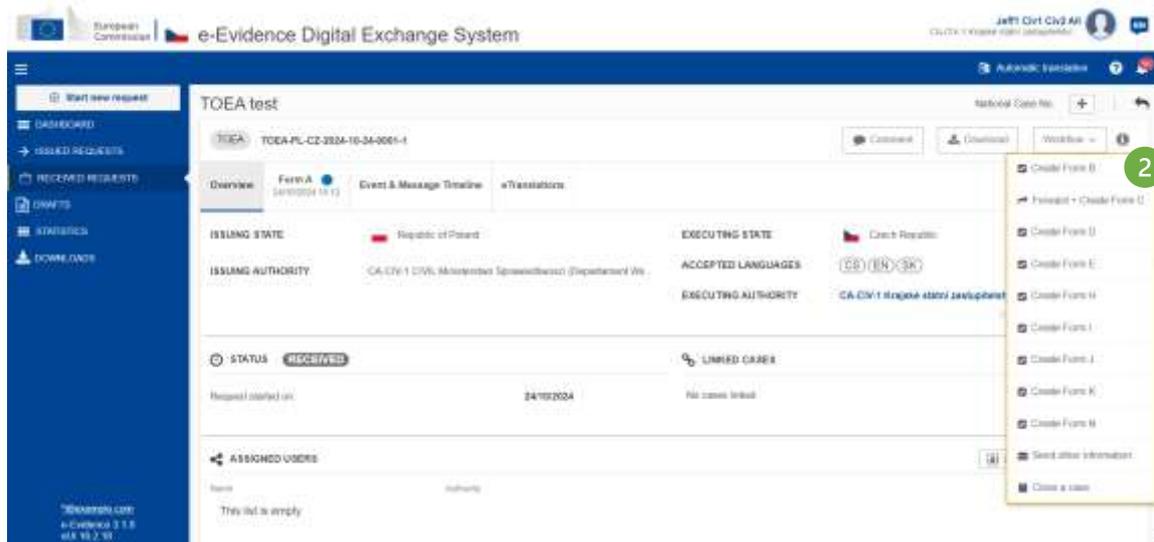


Figure 196: TOEA: Creating Form B: Acknowledgement of receipt

② Click **Workflow > Create Form B**.

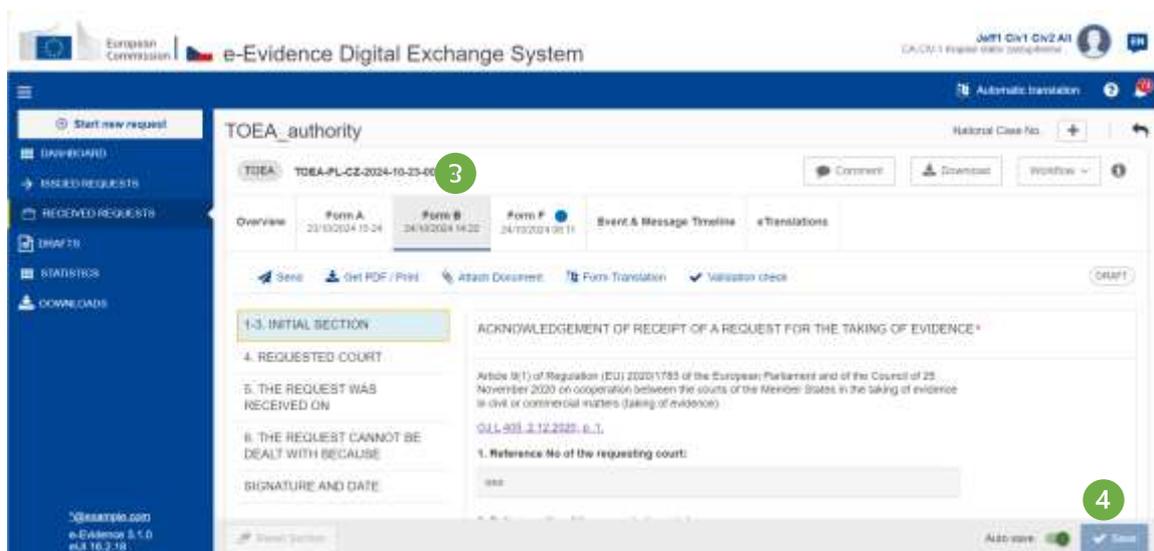


Figure 197: TOEA: Form B draft version displayed

③ Form B draft version will be created and displayed.

④ While filling data in Form B sections, remember to save your data.

Sending Form B:

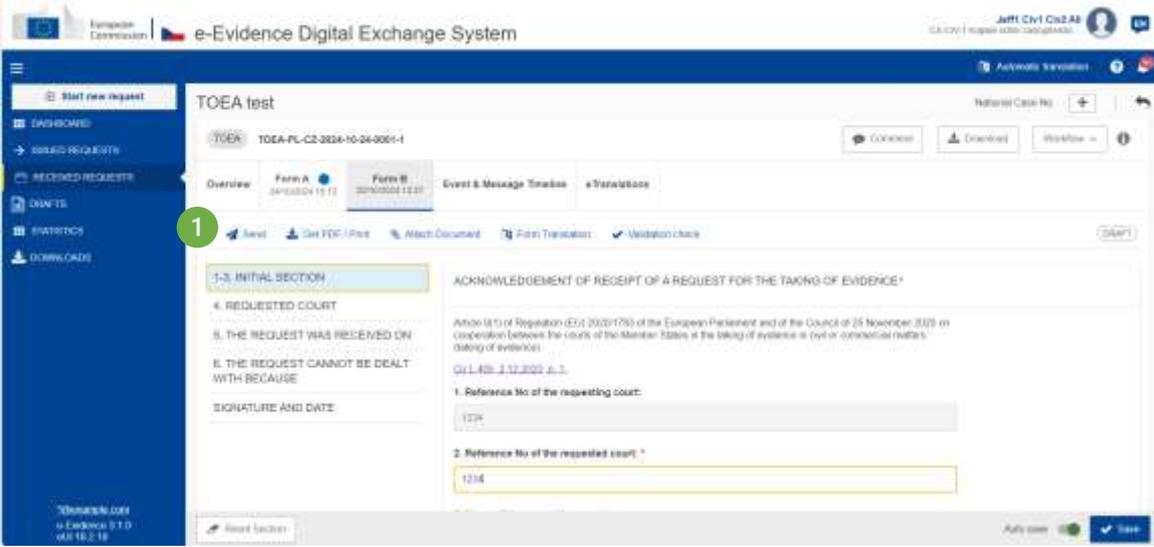


Figure 198: TOEA: Form B: Acknowledgement of receipt – send button

① Click **Send** button on action bar to send Form B to Issuing Authority.

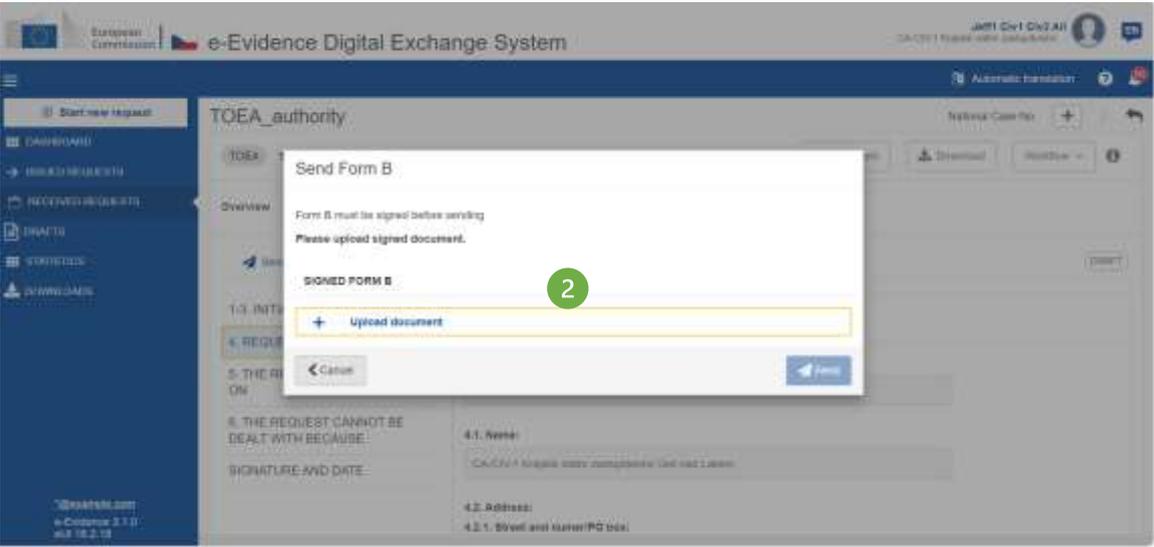


Figure 199: TOEA: Sending Form B

② Click **Upload document**.

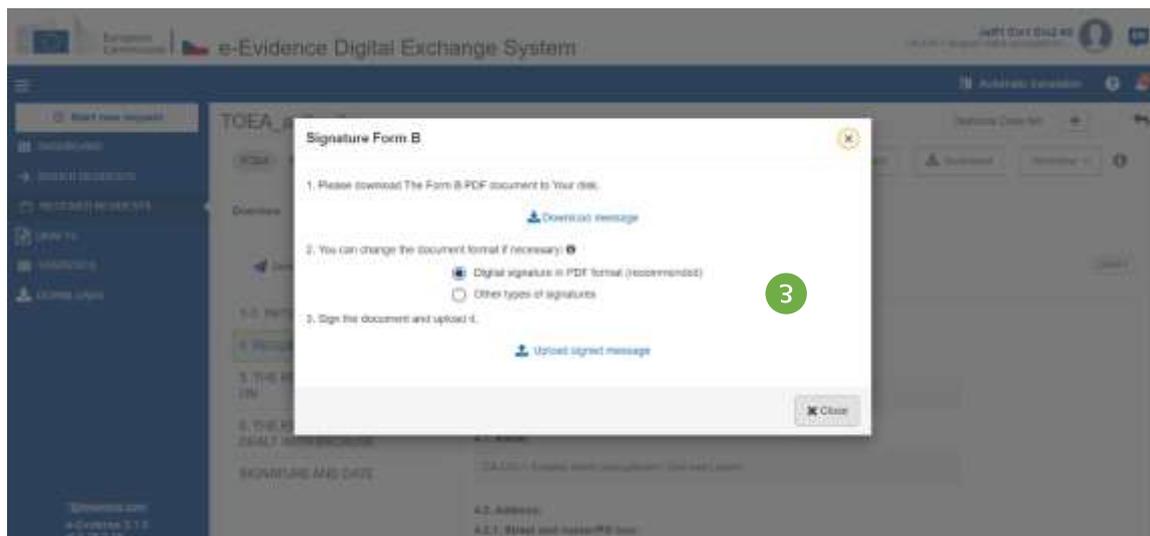


Figure 200: TOEA Signature Form B

- ③ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

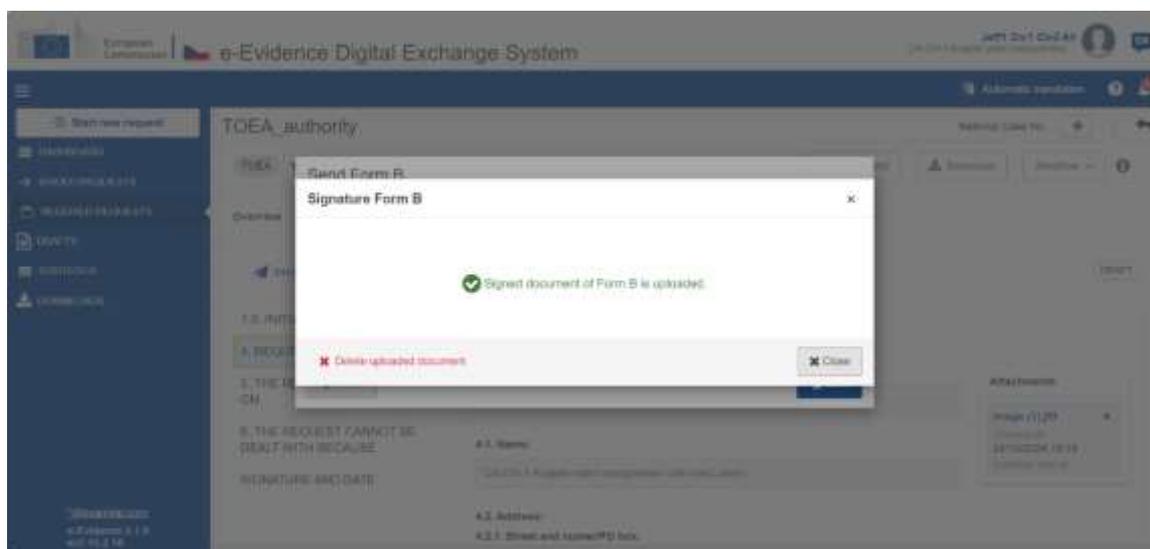


Figure 201: Signed document of ToE Form B uploaded

- ④ Signed document should be uploaded.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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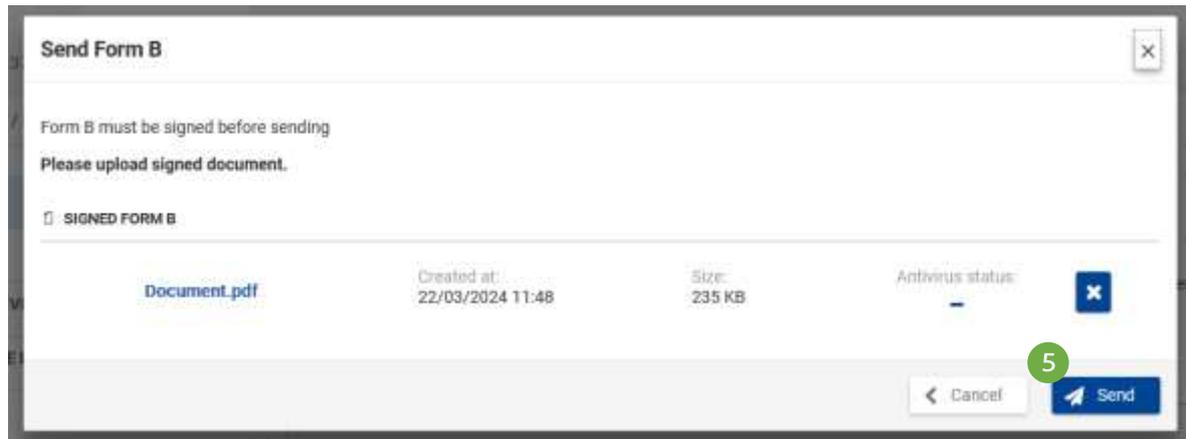


Figure 202: TOEA Form B: Send

- ⑤ Click **Send** button.
- ⑥ And status Sent will be displayed in **Event & Message Timeline** tab.

8.5.2. Acknowledgement of Receipt TOEL

For TOEL (Request for direct taking of evidence) there is no dedicated form for acknowledging receipt.

To check if the request was received by the Executing Authority, a user at Issuing Authority needs to perform the following steps:

- ① Go to the **Event & Message timeline** tab in the request.
- ② Click on 'Form L'. Form details with information about the receipt will be displayed.

Form L

SENDER

CA1 Ministerstwo Sprawiedliwosci
(Departament Współpracy Międzynarodowej i
Praw Człowieka)

Al. Ujazdowskie 11
00-950 Warszawa

22 23 90 870

22 62 80 949

sekretariat.dwmpc@ms.gov.pl

RECIPIENT

CZ(1) Krajske statni zastupitelstvi Usti nad
Labem

Palac Zdar, Dlouha 1/12
62000 Usti nad Labem

podatelna@ksz.unl.justice.cz

ATTACHED DOCUMENTS

	Created at:	Size:
1. Document.xml	25/04/2024 15:40	9 KB

Delivery Status: DELIVERY Changed on: 25/04/2024 15:49

[Get PDF / Print](#) [Download Technical Evidence](#)

Figure 203: TOEL – Form details view and delivery status

8.5.3. Provide Decision

8.5.3.1. TOEA – Form K

Form K is being used to send a decision that a received TOEA:

- has been executed,
- has been refused.

A user assigned to the case should:

- ① Click **Workflow > Create Form K**.

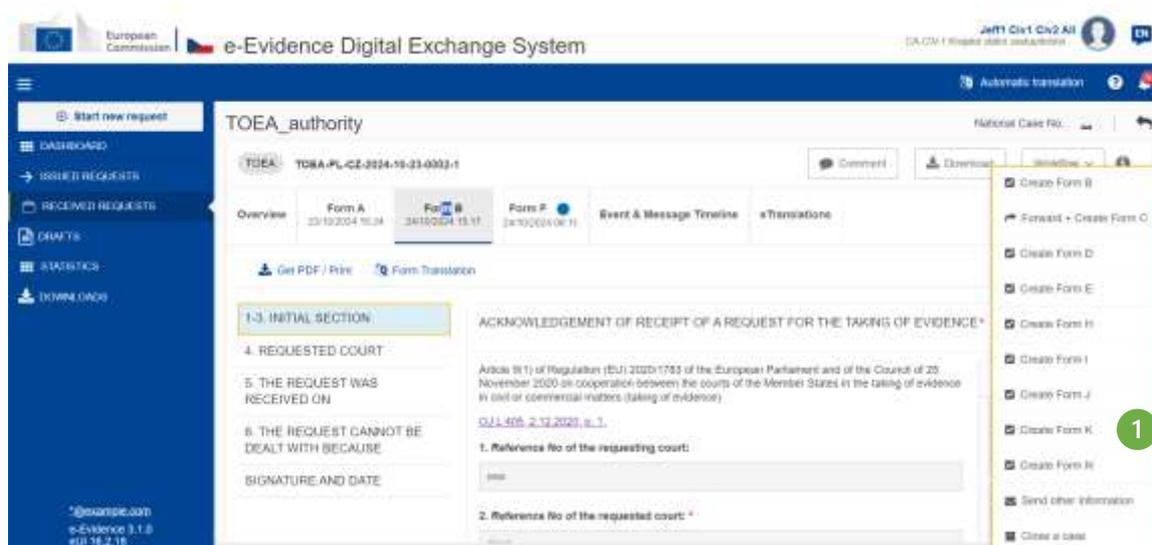


Figure 204: TOEA: Workflow dropdown list – Create Form K

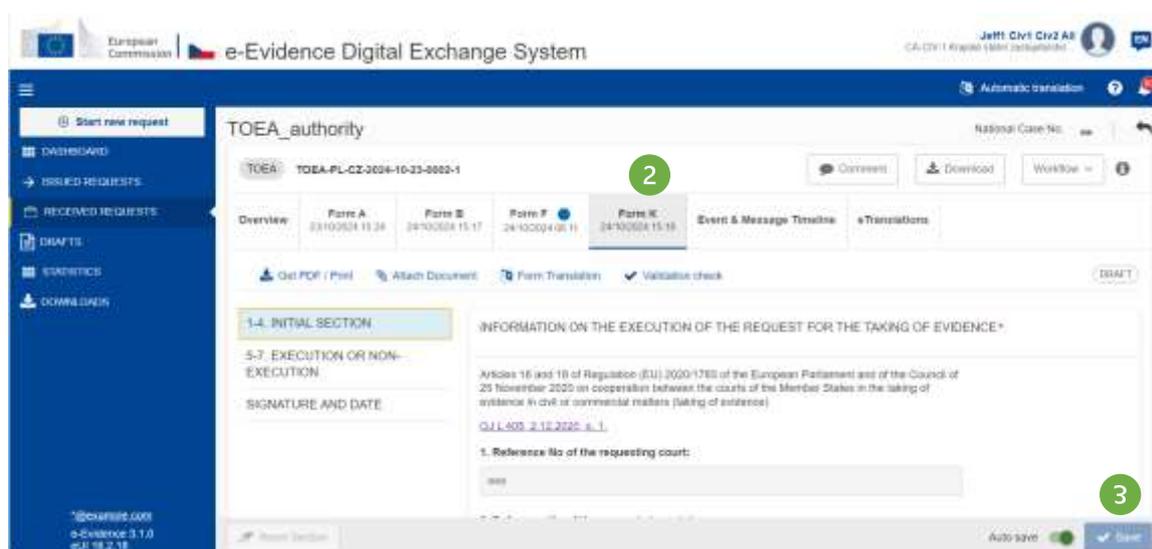


Figure 205: TOEA: Form K draft form

- ② Form K draft version will be created and displayed.
- ③ While filling data in Form K sections, remember to save your data.

Sending Form K:

The screenshot shows the 'TOEA_authority' form in the 'e-Evidence Digital Exchange System'. The form is titled 'TOEA: TOEA-PL-CZ-2024-10-23-0003-1'. It has a navigation bar with 'Overview', 'Form A', 'Form B', 'Form F', and 'Form K'. The 'Form K' tab is active. The main content area shows the 'SIGNATURE AND DATE' section, which is highlighted with a yellow box. On the right side, there is a 'Send to review' button, which is circled in red with the number 1. Below this button is a list of 'Create Form' options (A through N) and a 'Send other information' button.

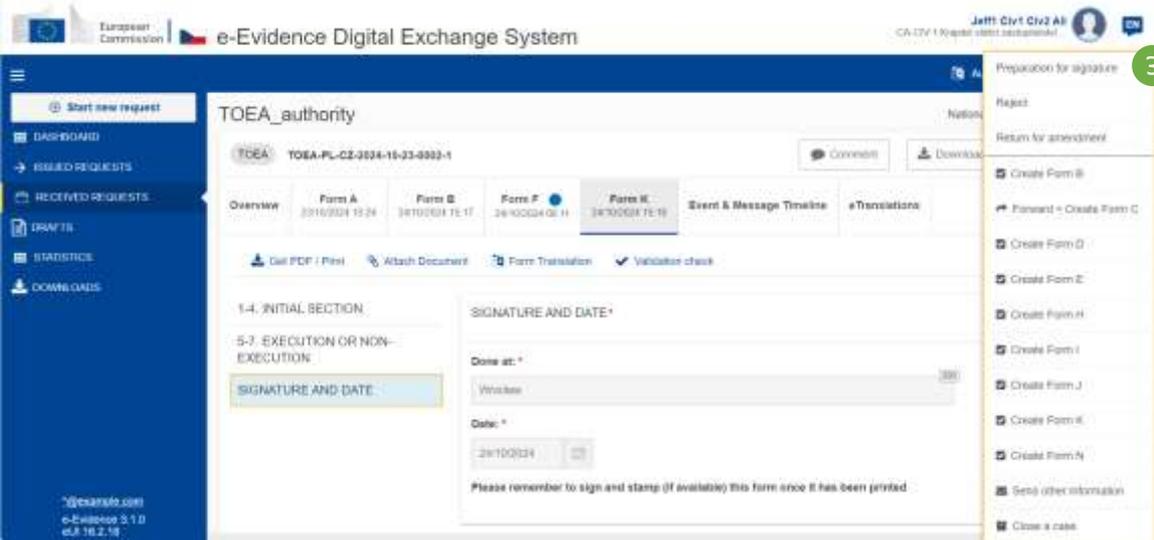
Figure 206: TOEA Form K: send to review

① Click **Send to review** button from Workflow.

The screenshot shows the 'TOEA_authority' form in the 'e-Evidence Digital Exchange System'. The form is titled 'TOEA: TOEA-PL-CZ-2024-10-23-0002-1'. It has a navigation bar with 'Overview', 'Form A', 'Form B', 'Form F', and 'Form K'. The 'Form K' tab is active. The main content area shows the 'SIGNATURE AND DATE' section, which is highlighted with a yellow box. On the right side, there is a 'Accept Review' button, which is circled in red with the number 2. Below this button is a list of 'Create Form' options (A through N) and a 'Send other information' button.

Figure 207: TOEA: Form K accept review

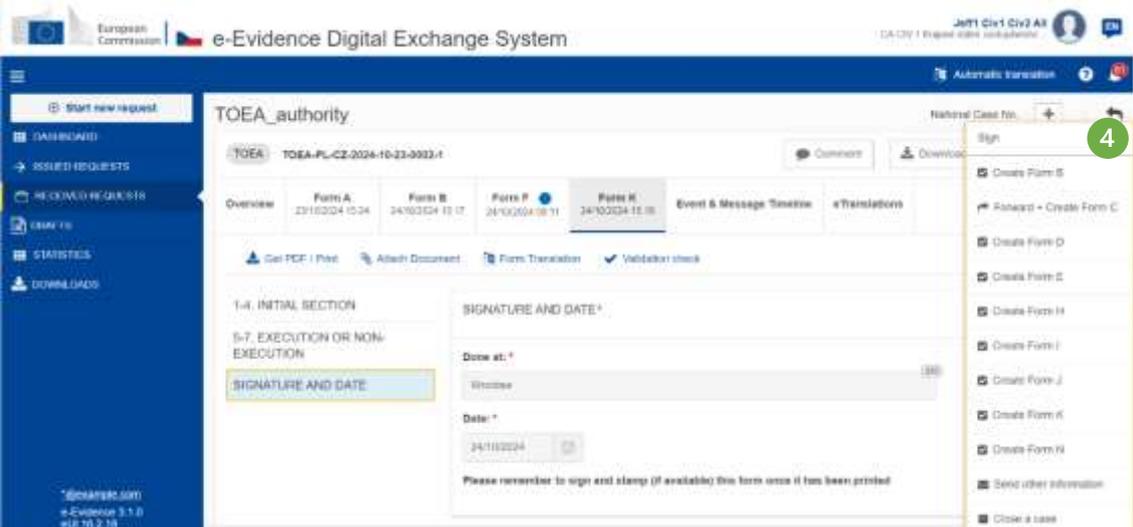
② The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.



The screenshot displays the 'TOEA Authority' interface for case TOEA-PL-CZ-2024-10-23-0003-1. The main content area shows the 'SIGNATURE AND DATE' section, which includes a 'Done at:' field with a 'Write' button and a 'Date:' field set to 24/10/2024. A note below the date field reads: 'Please remember to sign and stamp (if available) this form once it has been printed.' A dropdown menu is open on the right side of the interface, with the 'Preparation for signature' option highlighted and marked with a green circle containing the number 3. Other options in the menu include 'Reject', 'Return for amendment', and a list of 'Create Form' options (A through N), along with 'Send other information' and 'Close a case'.

Figure 208: TOE Form K: preparation for signature

③ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.



The screenshot displays the 'TOEA Authority' interface for case TOEA-PL-CZ-2024-10-23-0003-1. The main content area shows the 'SIGNATURE AND DATE' section, which includes a 'Done at:' field with a 'Write' button and a 'Date:' field set to 24/10/2024. A note below the date field reads: 'Please remember to sign and stamp (if available) this form once it has been printed.' A dropdown menu is open on the right side of the interface, with the 'Sign' option highlighted and marked with a green circle containing the number 4. Other options in the menu include 'Create Form B', 'Forward - Create Form C', 'Create Form D', 'Create Form E', 'Create Form F', 'Create Form G', 'Create Form H', 'Create Form I', 'Create Form J', 'Create Form K', 'Create Form L', 'Send other information', and 'Close a case'.

Figure 209: TOEA: Signature Form K

④ The user with Sender role should select **Sign**.

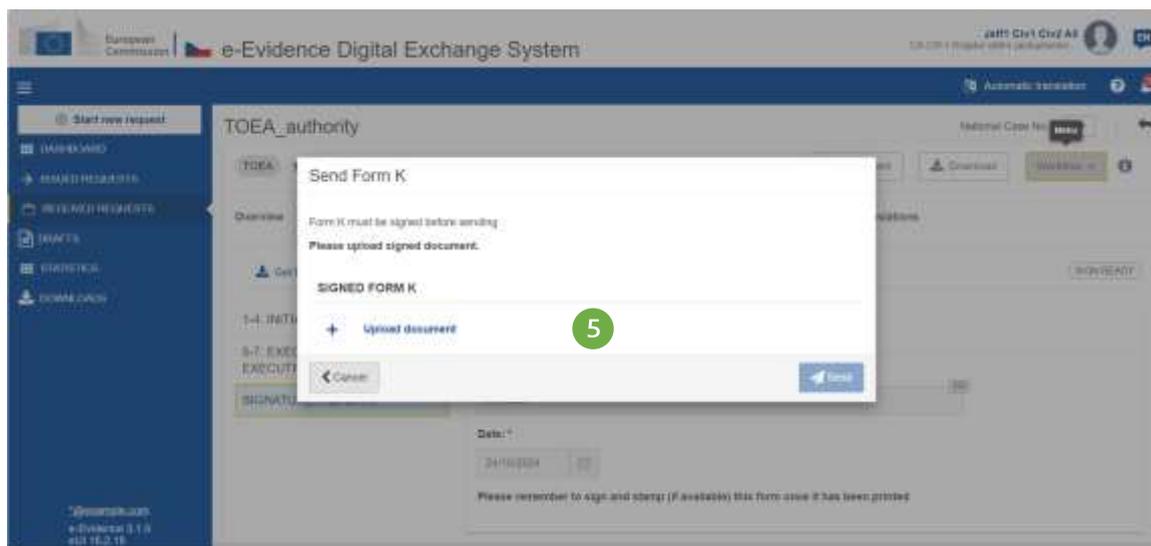


Figure 210: ToE Form K uploading document

⑤ Click **Upload document**.

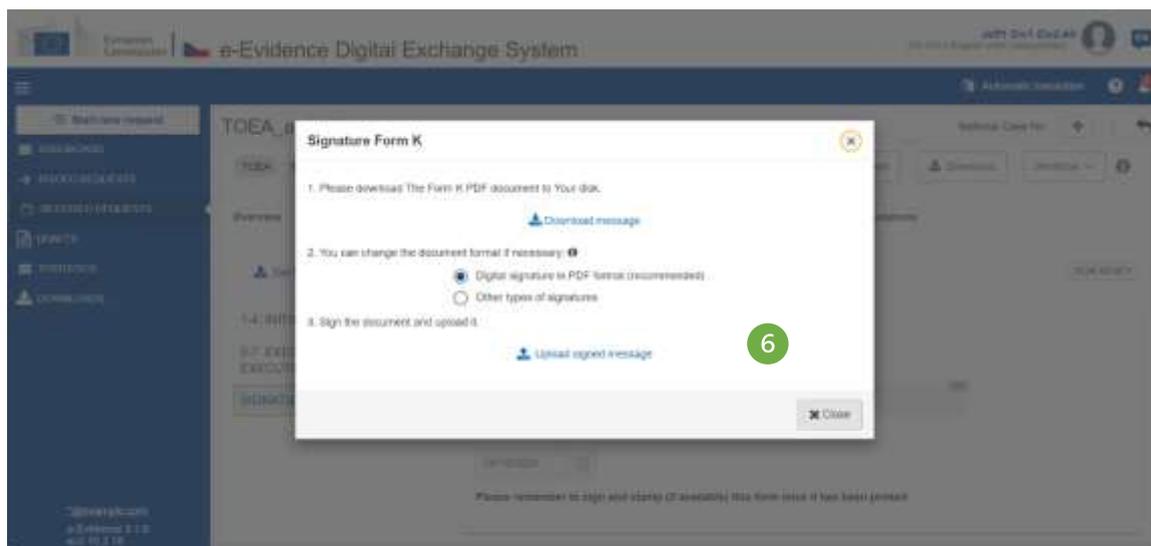


Figure 211: ToE Form K: upload signed document

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

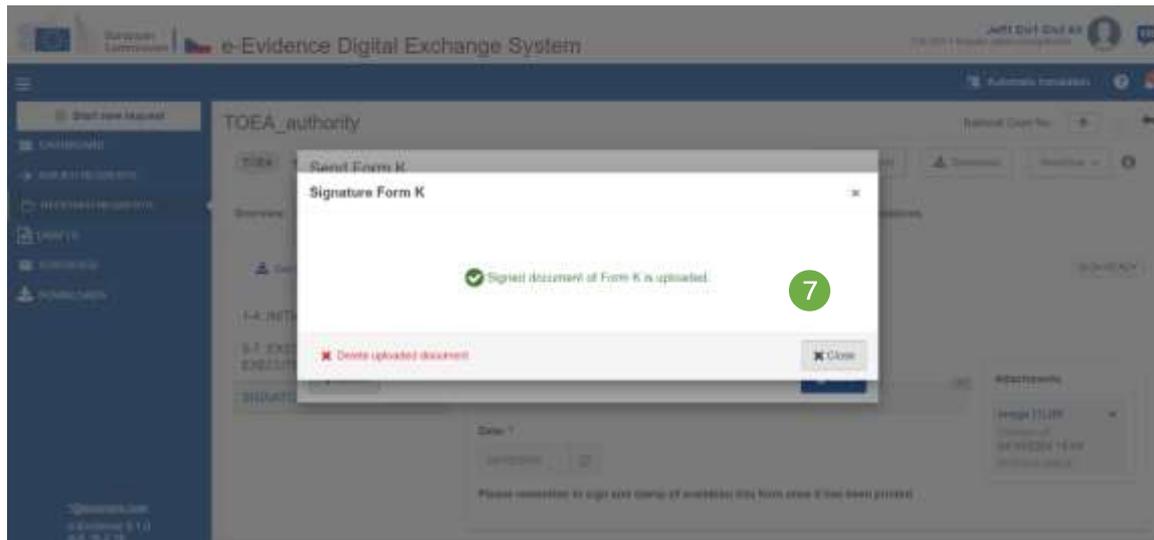


Figure 212: ToE Form K: confirmation pop-up

⑦ Close the confirmation pop-up.

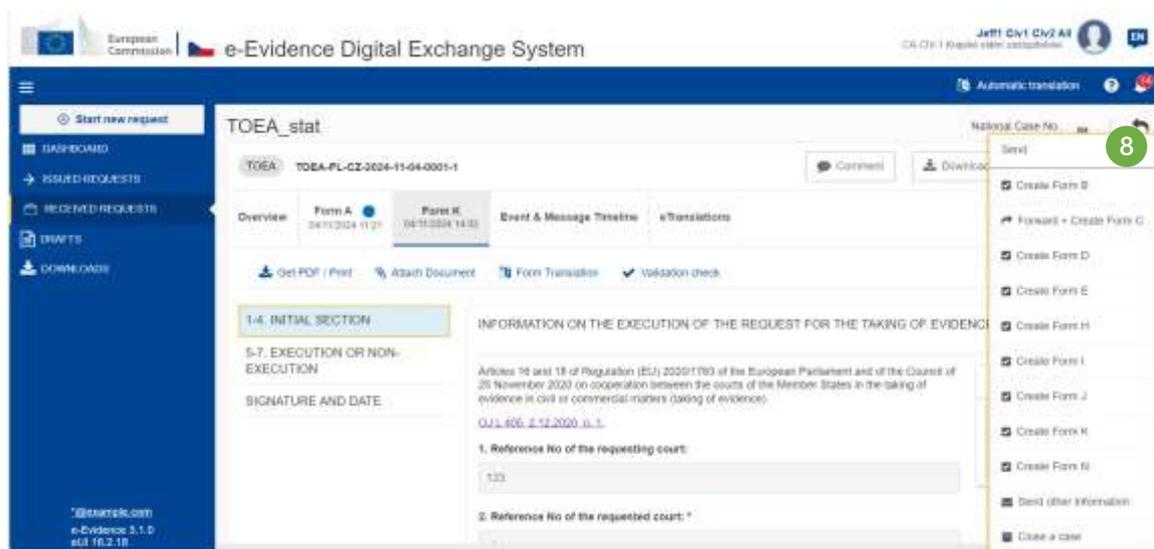


Figure 213: ToE Form K sending

⑧ Send the form by using Send button from a Workflow dropdown list.

8.5.3.2. TOEL – Form M

To reply to a request for direct taking of evidence an assigned user should:

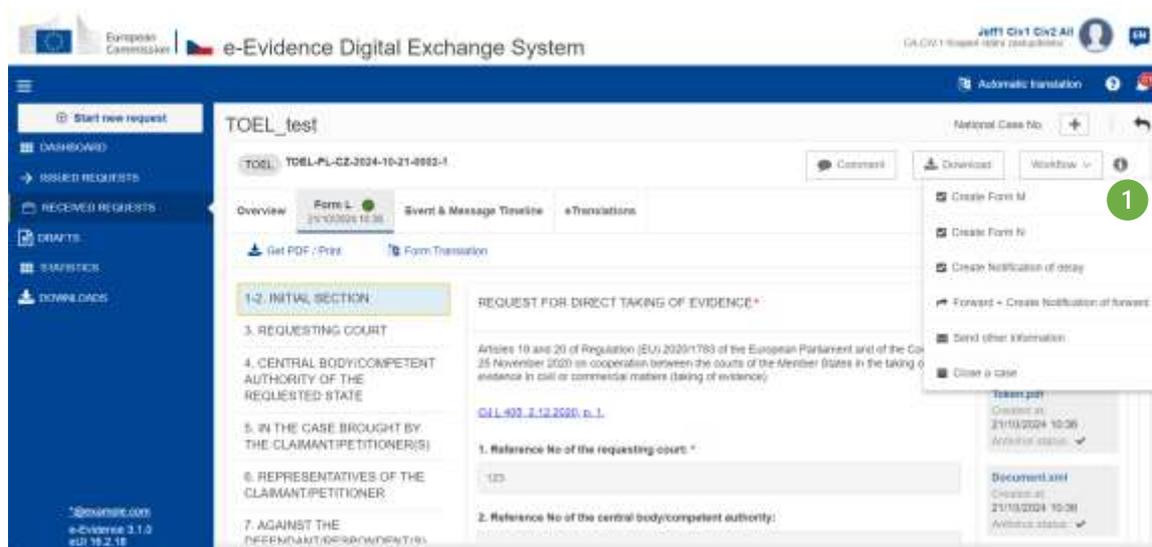


Figure 214: TOEL: Workflow dropdown list – Create Form M

① Click **Workflow > Create Form M**.

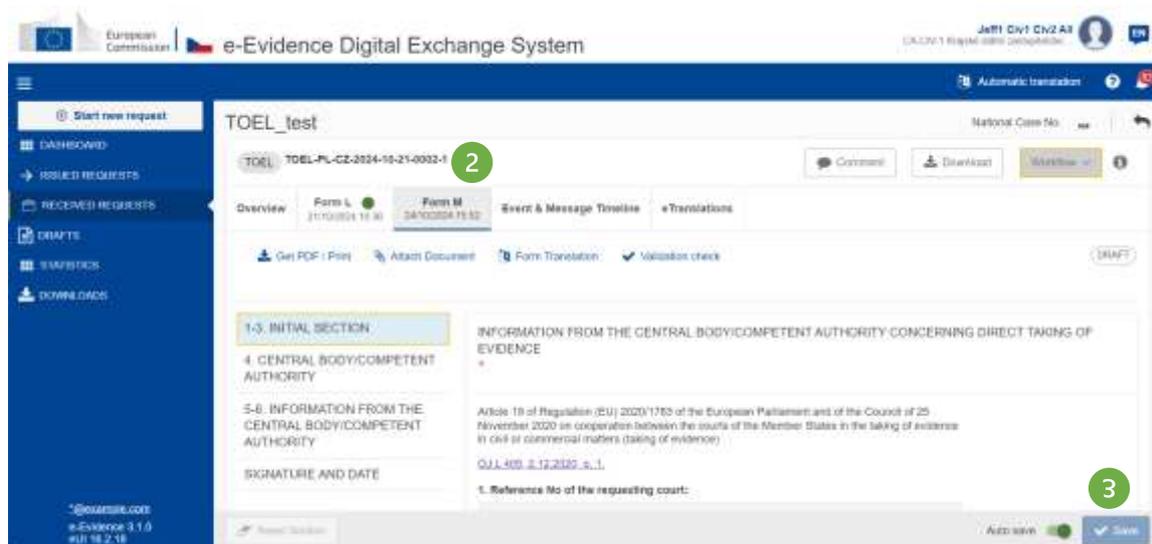


Figure 215: ToE Form M draft form

② Form M draft version will be created and displayed.

③ While filling data in Form M sections, remember to save your data.

Sending Form M:

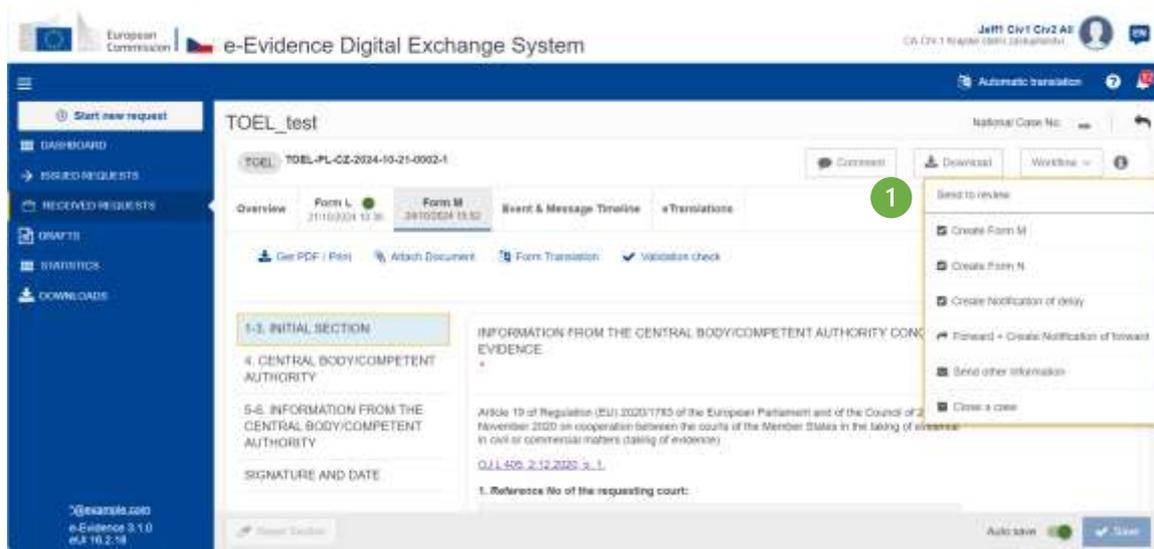


Figure 216: TOEL Form M: send button

① Click **Send to review** to move Form M to the next step.

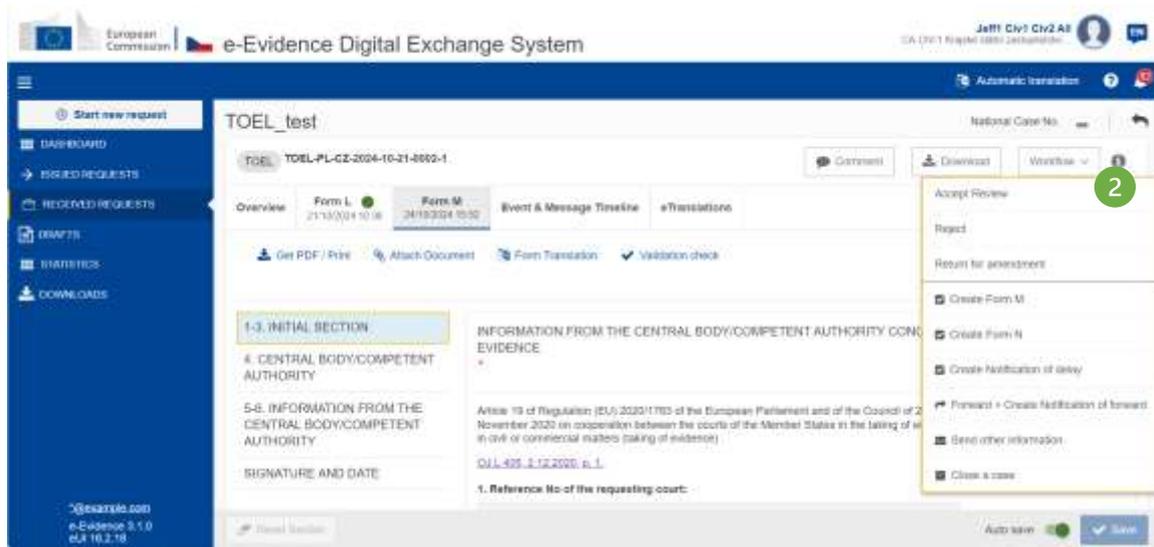


Figure 217: TOEL: Form M accept review

② The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

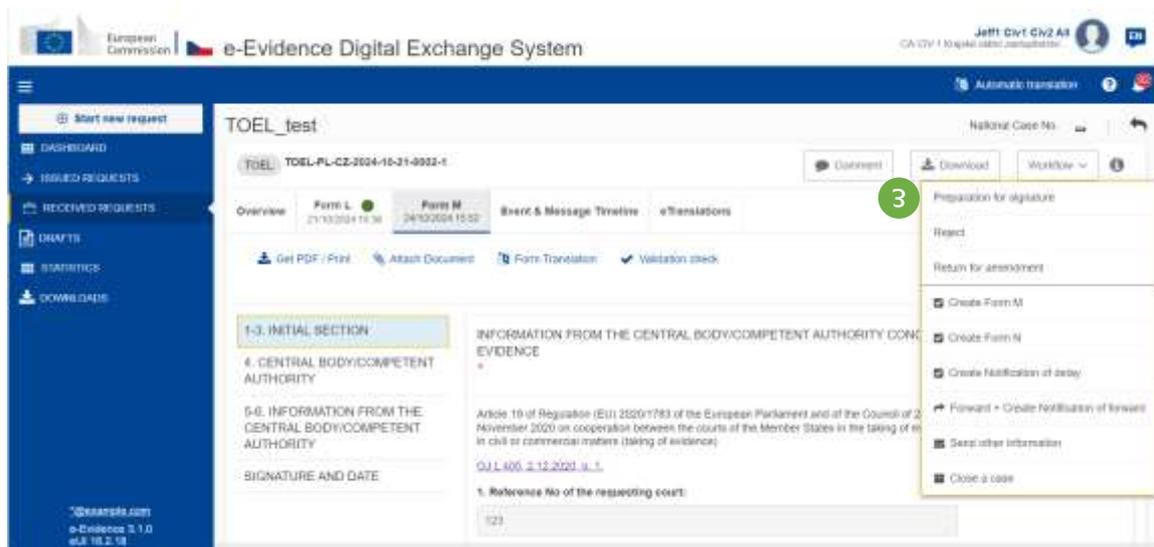


Figure 218: ToE Form M: preparation for signature

③ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.

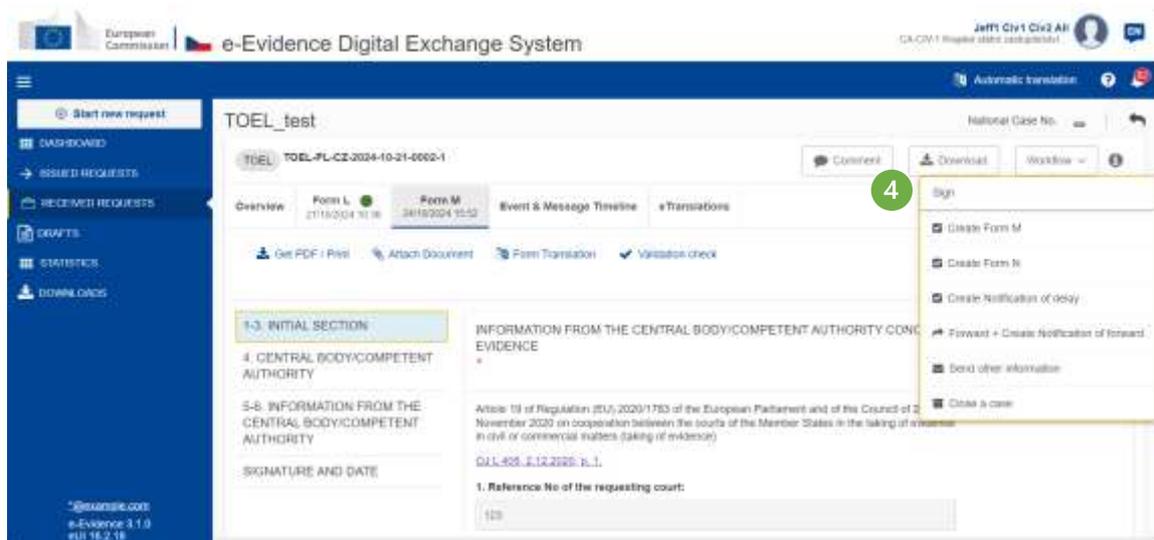


Figure 219: Signing ToE Form M

④ The user with Sender role should select **Sign**.

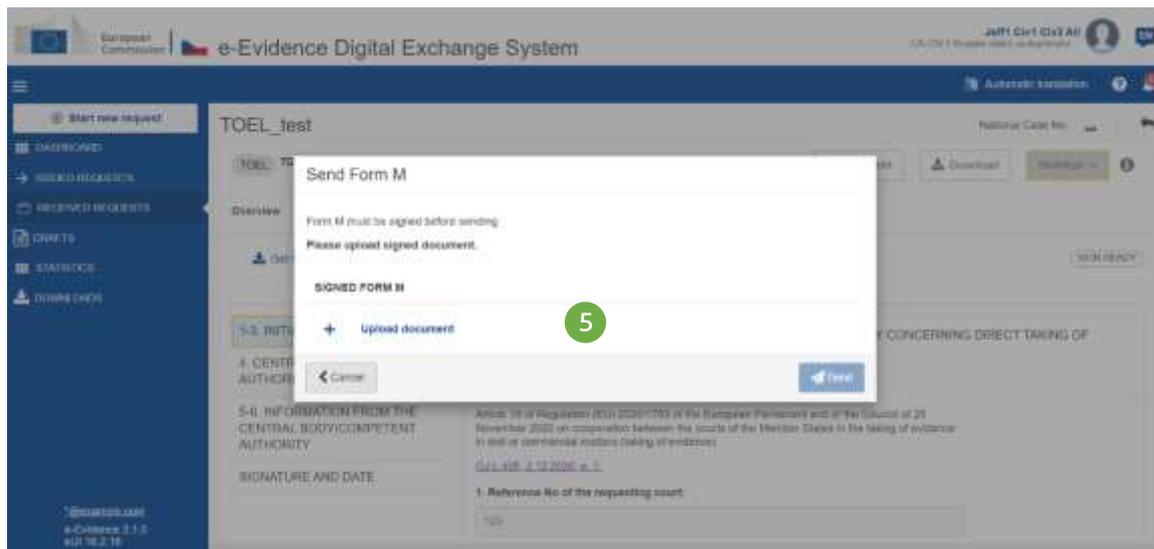


Figure 220: ToE Form M: upload document

⑤ Click **Upload document**.

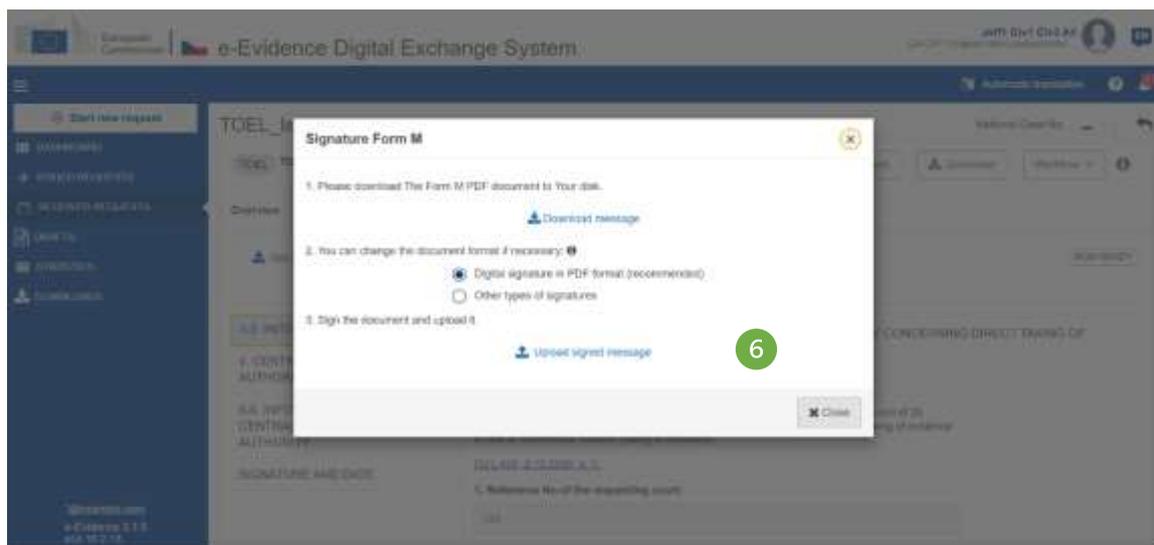


Figure 221: Signature ToE Form M

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

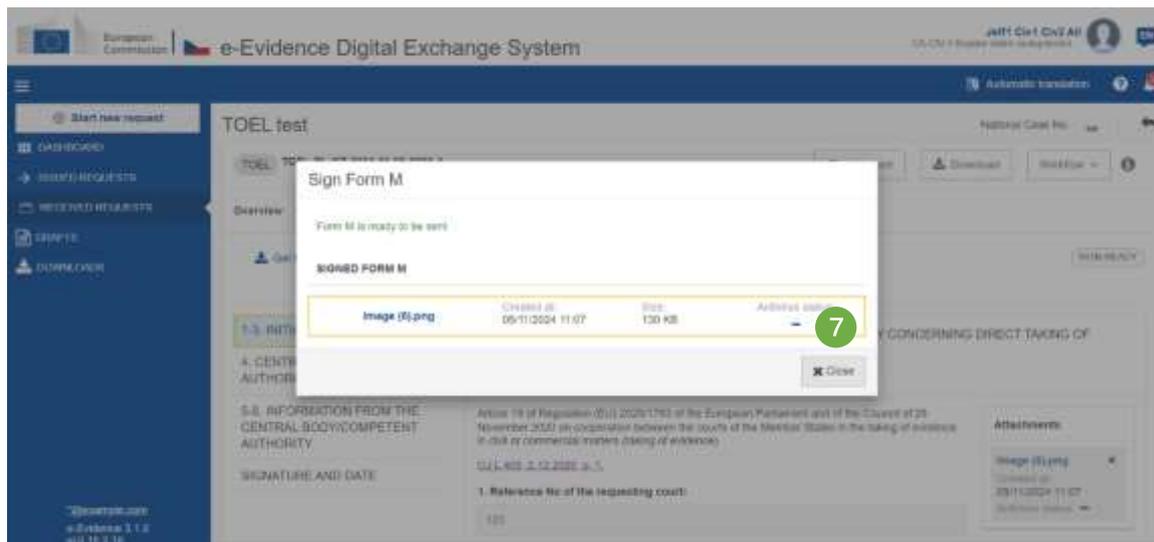


Figure 222: ToE Form M confirmation pop-up

⑦ Close the confirmation pop-up.

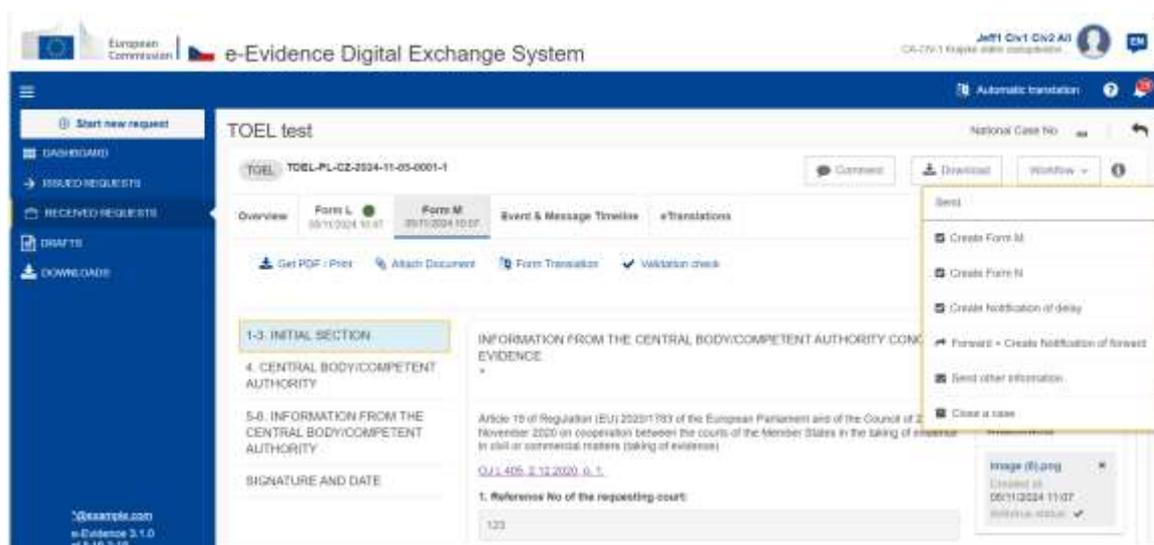


Figure 223: ToE Form M sending

⑧ Send the form by using Send button from a Workflow dropdown list.

Figure 224: ToE Form M section 6 completed

NOTE: If in TOEL Form M point '6. The following court was assigned to provide practical assistance in the direct taking of evidence' there was an assisting court indicated, Form M is being automatically forwarded to the assisting court. In that case, after sending Form M the application automatically creates 'Notification of forward' tab.

Figure 225: ToE Form M automatic forward and 'Notification of forward'

⑨ The user should complete and send the [Notification of forward](#).

8.5.4. Forward TOEA

To forward a TOEA request to another Executing Authority an assigned user should:

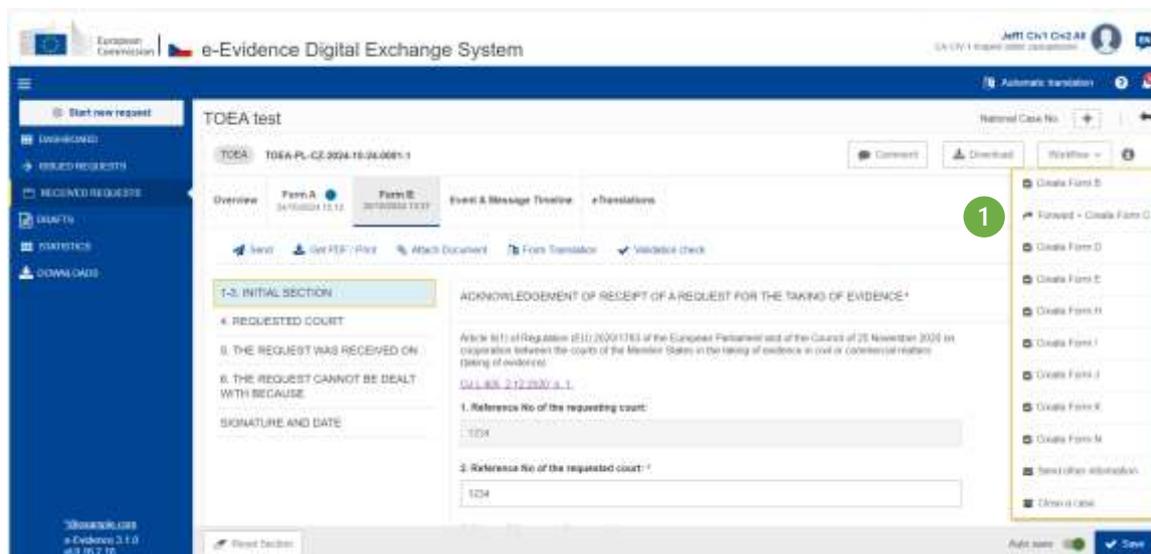


Figure 226: TOEA: Workflow dropdown list – Forward + Create Form C

① Click **Workflow > Forward + Create Form C**.



Figure 227: TOEA: Forward + Create Form C pop-up window

② Click **Choose Authority** button.

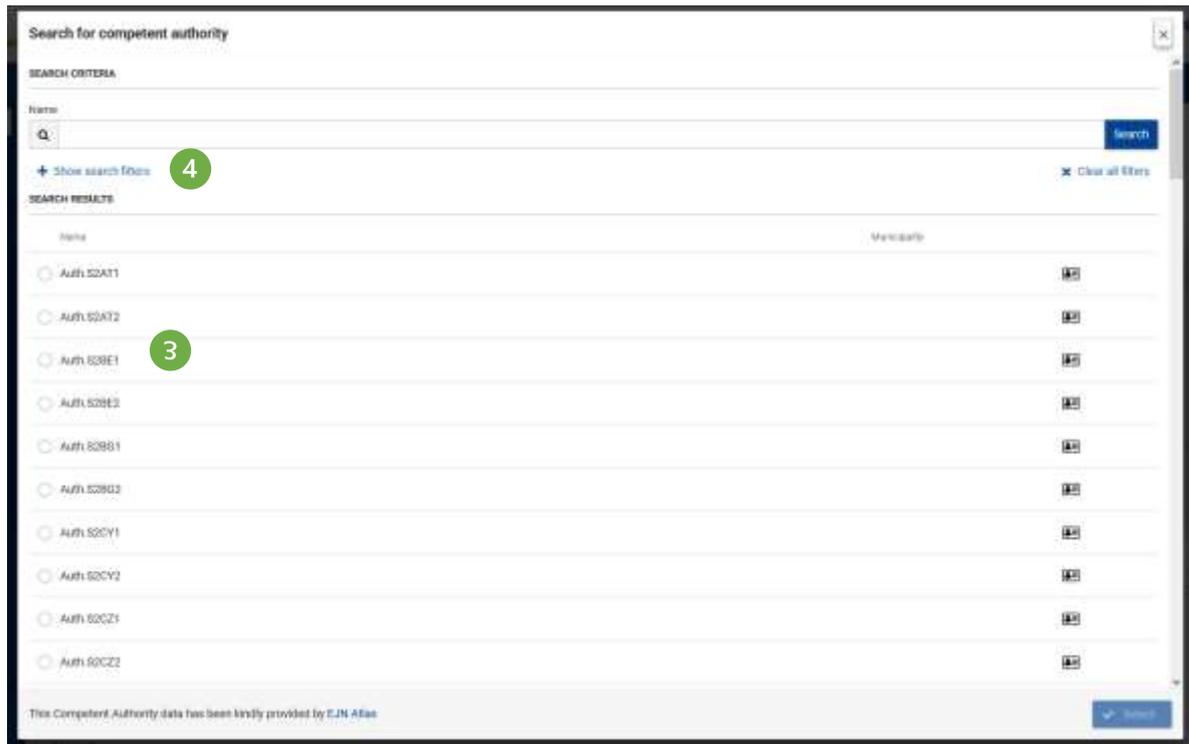


Figure 228: TOEA forward: Searching for an appropriate requested court

- ③ All Executing Authorities in the chosen Member State which have the right pair of instrument and competence will be presented.
- ④ To find and select the correct authority, the user can scroll down the list or expand search filters by selecting the '+ **Show search filters**' button.

Figure 229: TOEA forward: Searching for an appropriate requested court – search results

- ⑤ Optional fields can be filled in with already known authority details such as Municipality or Address.
- ⑥ Clicking the **Search** button will return the authorities that match the entered criteria.
- ⑦ Select Authority from the list of results by clicking a radio button.
- ⑧ Click **Select**.

After selection, ‘Forward + Create Form C’ pop-up window will look like the screenshot below:

Figure 230: TOEA: Forward + Create Form C pop-up window and filled in data of the appropriate requested court

⑨ Click **Send** button to send forward the request.

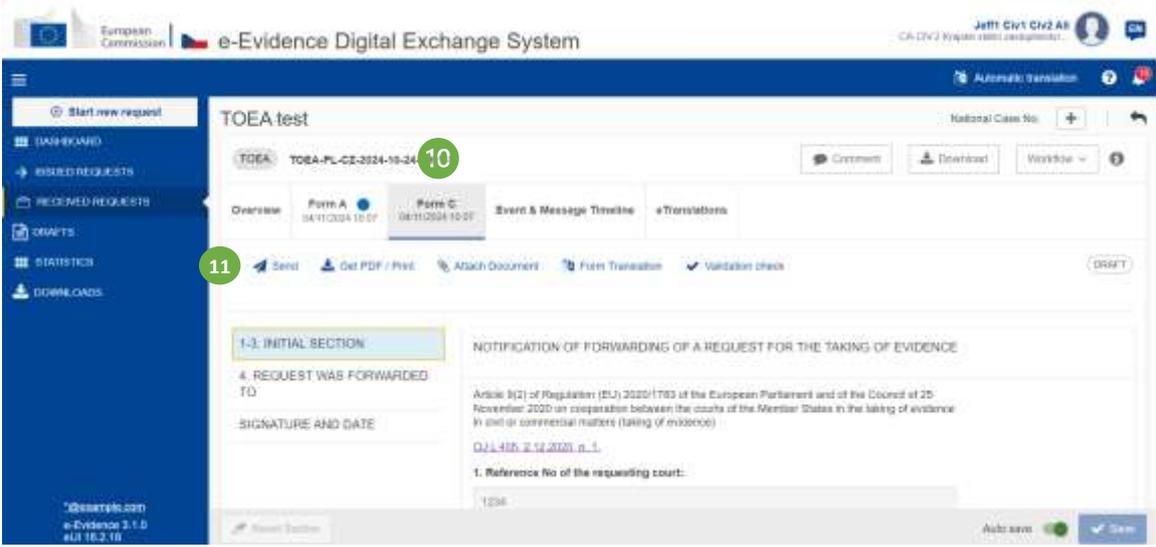


Figure 231: TOEA: Form C

⑩ Form C tab with filled in data of the appropriate requested court will be displayed.

⑪ Fill in Form C and click **Send** button on action bar to send Form C to Issuing Authority.

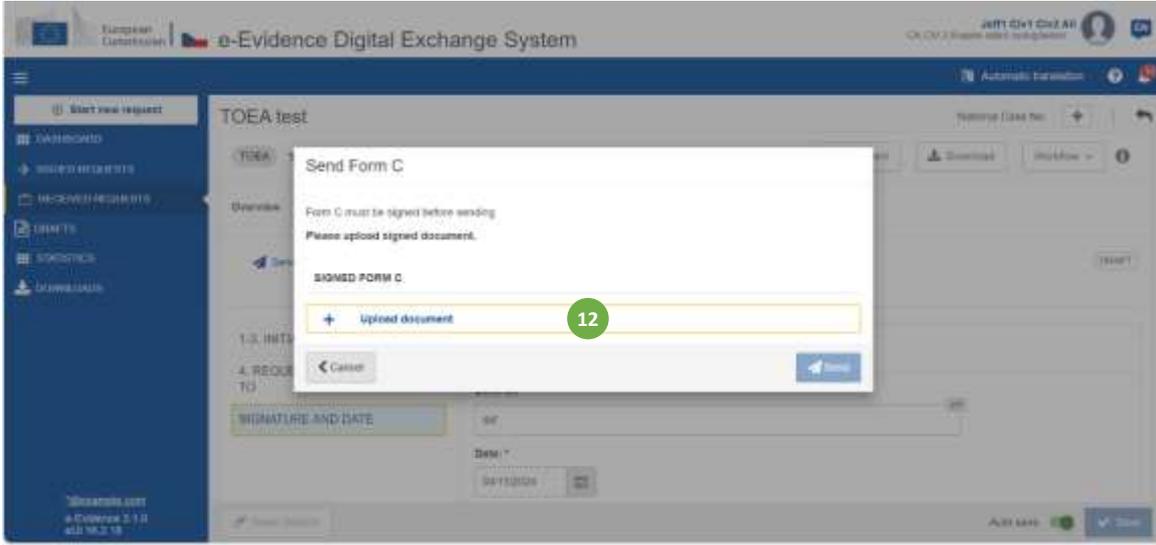


Figure 232: TOEA: Sending Form C

⑫ Click **Upload document**.

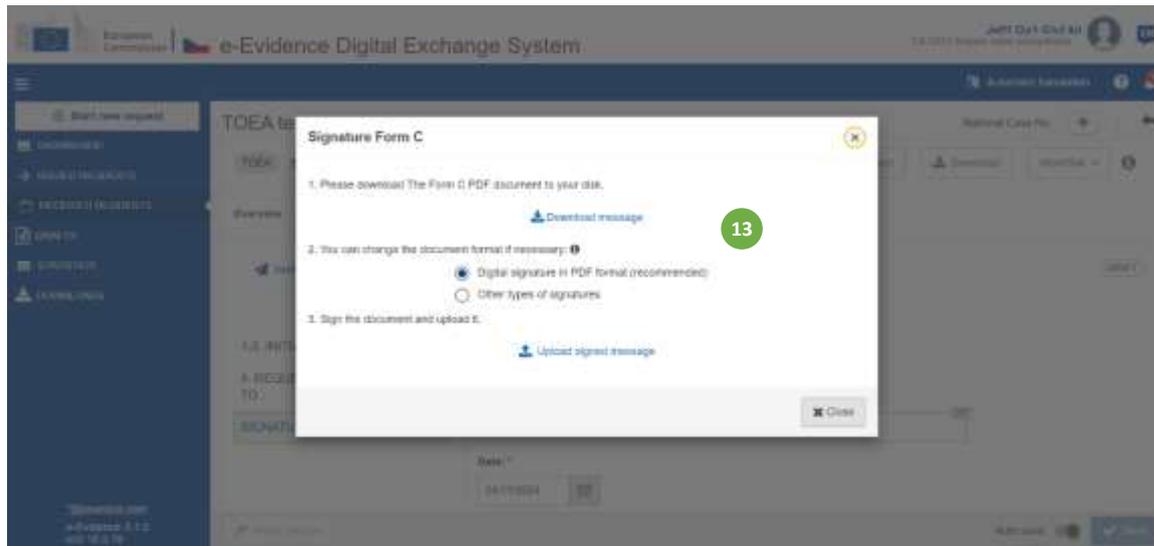


Figure 233: TOEA: Signature Form C

⑬ Download, sign and upload the document as described in ‘[7.2.1.9 Sign chapter](#)’.

NOTE: When ‘Other types of signatures’ option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

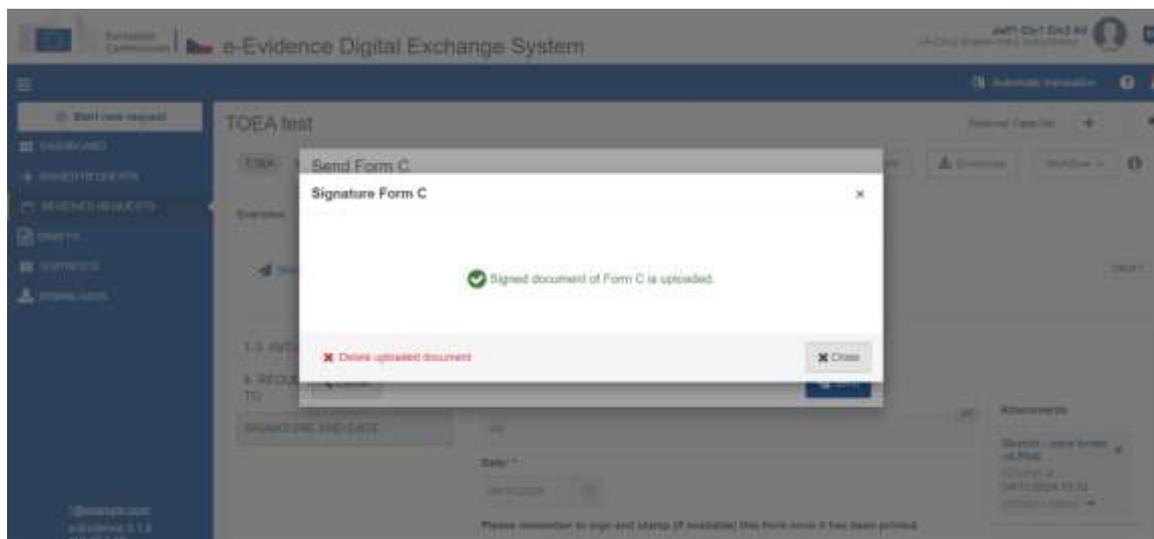


Figure 234: ToE Form C confirmation pop-up

Close the confirmation pop-up and click Send.

8.5.5. Forward TOEL

To forward a TOEL request to another Executing Authority an assigned user should:

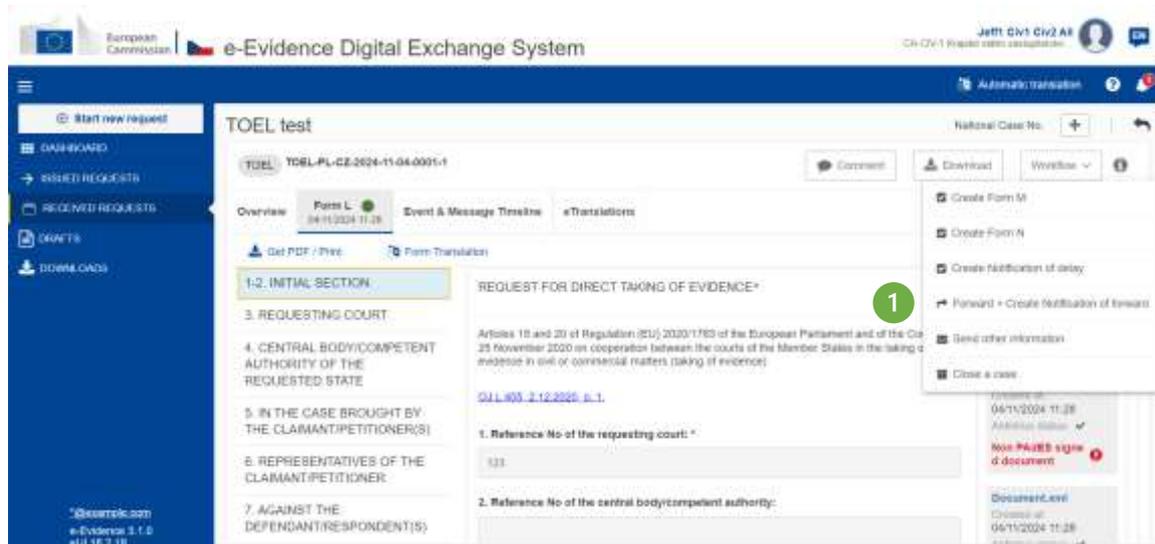


Figure 235: TOEL: Workflow dropdown list – Forward + Create Notification of forward

① Click **Workflow > Forward + Create Notification of forward**.



Figure 236: TOEL: Forward + Create Notification of forward pop-up window

② Click **Choose Authority** button.



Figure 237: TOEL forward: Searching for an appropriate executing authority

- ③ All Executing Authorities in the chosen Member State which have the right pair of instrument and competence will be presented.
- ④ To find and select the correct authority, the user can scroll down the list or expand search filters by selecting the '+ **Show search filters**' button.

Search for competent authority

SEARCH CRITERIA

Name

Municipality: praha

Address

SEARCH RESULTS

Name	Municipality
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha 1
<input type="radio"/> CZ(6) Krajské státní zastupitelství Praha	Praha 1
<input type="radio"/> CZ(7) Krajské státní zastupitelství Praha tb	Praha 11
<input type="radio"/> HU(3) Krajské státní zastupitelství Praha tb	Praha 11
<input type="radio"/> HU(4) Krajské státní zastupitelství Praha	Praha 3

This Competent Authority data has been kindly provided by E.J.N. Allan

Figure 238: TOEL forward: Searching for an appropriate executing authority – search results

- ⑤ Optional fields can be filled in with already known authority details such as Municipality or Address.
- ⑥ Clicking the **Search** button will return the authorities that match the entered criteria.
- ⑦ Select Authority from the list of results by clicking a radio button.
- ⑧ Click **Select**.

After selection, ‘Forward + Create Notification of forward’ pop-up window will look like the screenshot below:

Forward + Create Notification of forward

SENDER

Auth2

address: 12345 undefined

12345678

4356789

RECIPIENT

Auth3

address: 12345 undefined

12345678

4356789

Change

Attach Document

Cancel

Send

Figure 239: TOEL: Forward + Create Notification of forward pop-up window and filled in data of the appropriate executing authority

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

⑨ Click **Send** button to forward the request.

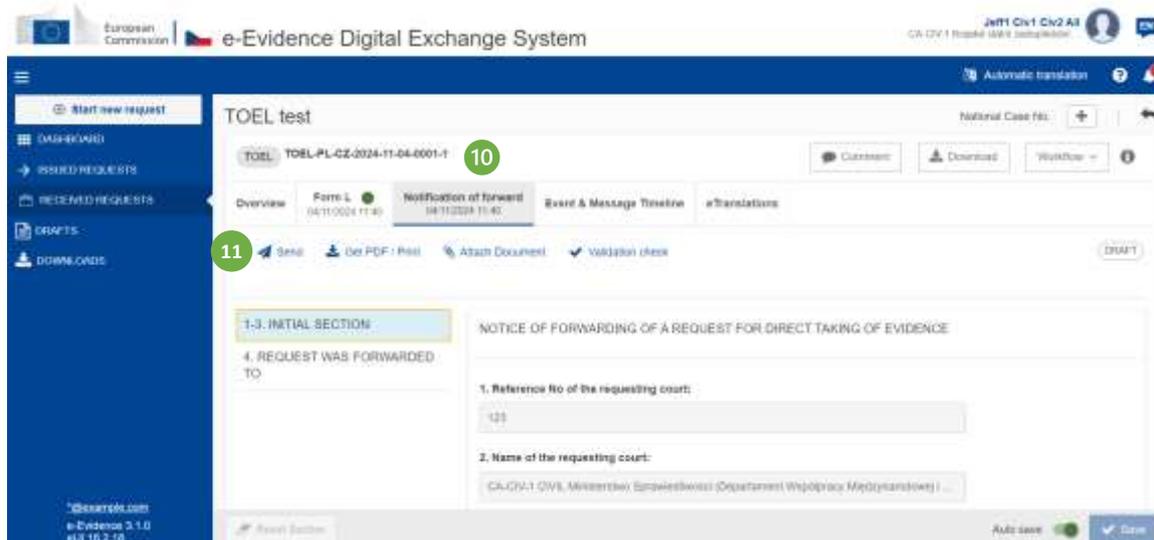


Figure 240: TOEL: Notification of forward

⑩ Notification of forward tab with filled in data of the appropriate executing authority will be displayed.

⑪ Fill in Notification of forward and click **Send** button on action bar to send Notice of forward to Issuing Authority.

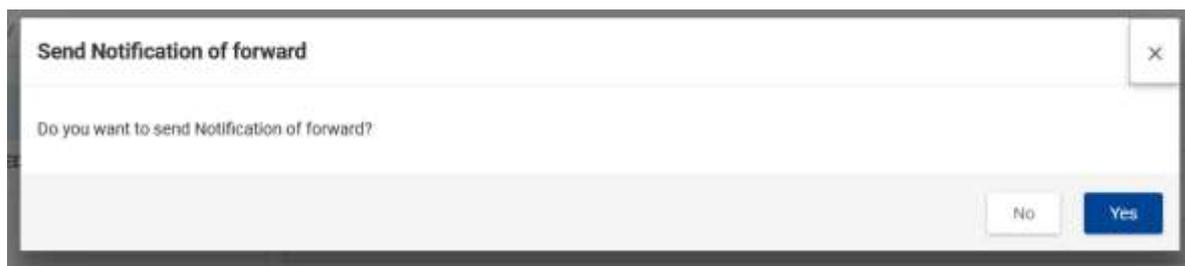


Figure 241: TOEL: Sending Notification of forward

8.5.6. Terminate a process upon withdrawal of the request

If you receive a Withdrawal request from the Issuing Authority, then you should abort all ongoing actions and send confirmation to the Issuing Authority. The ToE status will change to WITHDRAWN.

8.6. Deadlines execution

8.6.1. Deadlines execution TOEA

This feature shows whether:

1. ToE Form B (Acknowledgement of receipt of a request for the taking of evidence) has been sent within seven days of the ToE Form A receipt.
2. ToE Form K (Information on the execution of the request for the taking of evidence) has been sent within ninety days of the ToE Form A receipt.
3. ToE Form D Reply (Reply to request for additional information for the taking of evidence) has been sent within sixty days of ToE Form D receipt.
4. ToE Form E (Acknowledgement of receipt of deposit of advance) has been sent within 10 days of Form D Reply receipt.

8.6.2. Deadlines execution TOEL

This feature shows whether:

1. ToE Form M (Information from the central body/competent authority concerning direct taking of evidence) has been sent within thirty days of the ToE Form L receipt.

8.6.3. Viewing deadline information in the Dashboard tab

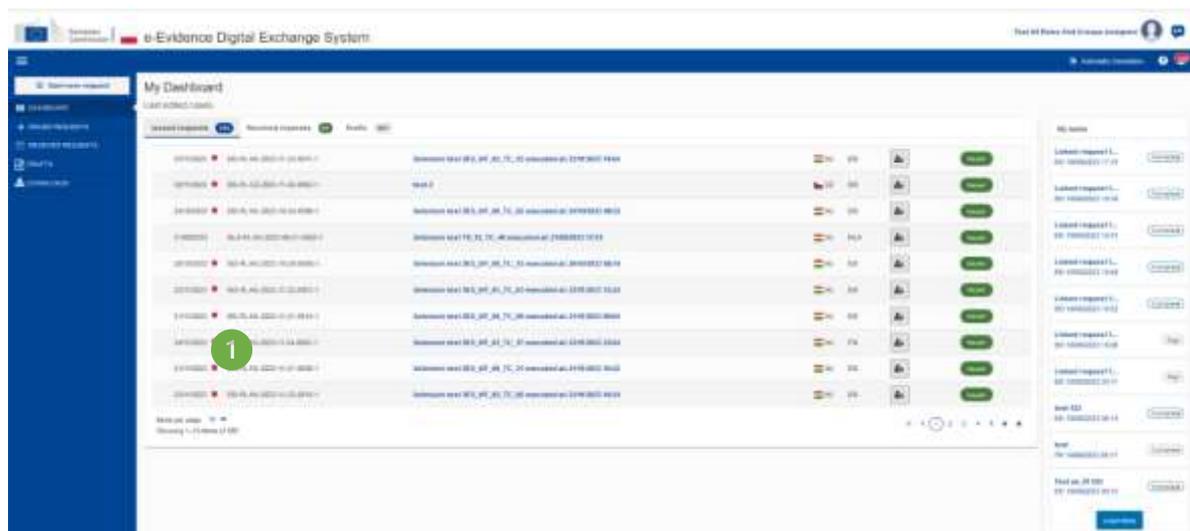


Figure 242: Viewing deadline information in the Dashboard tab

① Cases with an overdue deadline (one or many) are marked with a red dot. A deadline that expires on today's date is also leading to the case being displayed with a red dot.

8.6.4. Viewing deadline information in the Issuing Requests tab

Two tabs provide information:

1. My Issued Requests: list of all issued open cases.
2. Deadlines: list of all deadlines for a case, both upcoming and overdue.

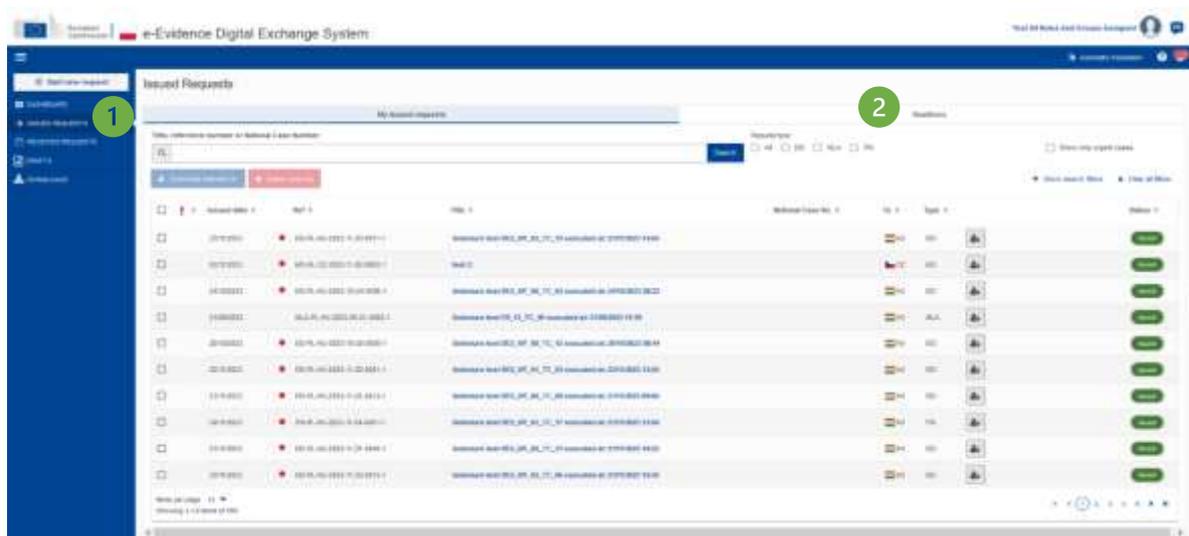


Figure 243: Viewing deadline information in the Issuing Requests tab

① My Issued Requests Tab: similarly to the dashboard, overdue cases, or cases for which a deadline is due today are marked with a red dot.

② Click **Deadlines**: a list of all overdue and upcoming deadlines is displayed by default. The overdue or those with a deadline due today are marked in red.

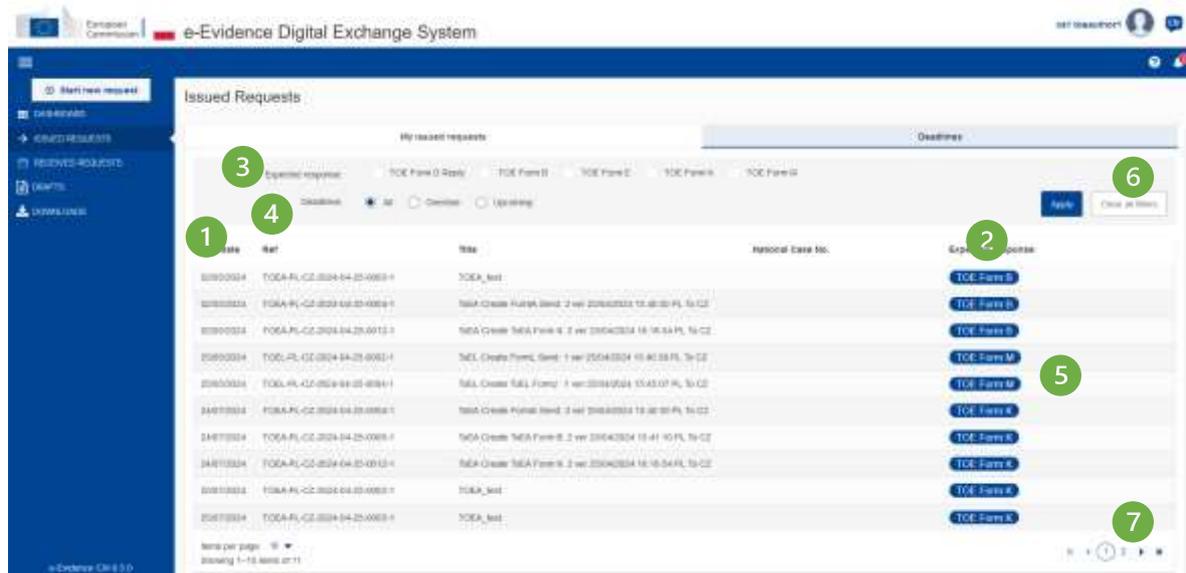


Figure 244: Deadline information in the Issuing Requests tab

- ① Due date: displays the deadline date.
- ② Expected Response: indicates what response subject to a deadline is expected.

Filtering possibilities are provided to narrow down the list of cases displayed.

③ Expected Response: 5 tick boxes allow the search on a specific deadline. Depending on the selection, a particular subset of cases is returned. It is possible to select several response types at the same time.

④ Deadlines: by default, all deadlines are shown when entering this tab. Three tick boxes allow the search to be narrowed down to either only upcoming or only overdue ones.

⑤ Click **Apply** to activate the filter.

⑥ Click **Clear all filters** to revert to the default display mode (All)

⑦ Clicking the arrows enables switching to next or previous pages.

8.6.5. Viewing deadline information in the Received Requests tab

Two tabs provide information:

3. My Received Requests: list of all received open cases.
4. Deadlines: list of all deadlines, both upcoming and overdue

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

The same functionality is provided as for the Issued Cases (Overdue marking, filtering).

8.6.6. Viewing deadline information on case level via Overview tab

As soon as the case is issued, 2 relevant deadlines are displayed on the Overview Tab. This is applicable to both issued and received cases.

The main difference being here that on Issued cases, in case a forward occurred by the initial Executing Authority, deadlines are displayed next to each other for all authorities involved.

DUE DATE	
CZ(1) Krajske statni zastupitelstvi Usti nad Labem	
Form B:	02/05/2024 00:00
Form K:	24/07/2024 00:00

Figure 245: Viewing deadline information on case level via Overview tab

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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9. STATISTICS HANDLING

Statistics handling is a system module that allows users with Statistics Handler role to generate one or any number of statistical reports for any selected period based on monthly reports. This functionality enables creation of customized summaries according to the specific criteria based on the SoD and ToE Regulations. Users can flexibly choose the time range, allowing for more accurate and precise monitoring of results over the selected period. The date range will be limited to selection from May 2025 to the current date.

The ability to generate the statistics is available within a single RI instance. The reports will be created manually – where a user with the Statistics Handler role can select any report of their choice. The System will generate reports in CSV format.

Currently, we distinguish the following reports for individual legal instruments:

9.1. SOD

9.1.1. Transmitted

- Request for Service of Documents (Form A)
- Request to Determine the Address of The Person to be Served (Form B)
- SODX + Reasons for not Transmitting (SODX + Form A Section 9)
- Completion of Service (Form K - Section 1)
- Refusal of Document (Form K - Section 3)
- Reason for Non-Service of Document (Form K - Section 4)
- Consolidated Report for Transmitted SOD – this report will present the consolidated number of all sent messages for all forms within the SOD instrument.

9.1.2. Received

- Request for Service of Documents (Form A)
- Request to Determine the Address of The Person to be Served (Form B)
- SODX + Reasons for not Transmitting (SODX + Form A Section 9)
- Consolidated Report for Received SOD - this report will present the consolidated number of all received messages for all forms within the SOD instrument.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

9.1.3. Technical Error Messages

- This report will present the consolidated number of errors for messages/forms within: Form A, Form B, SODX

9.2. TOE

9.2.1. Transmitted

- Request for the Taking of Evidence (Form A)
- Request for Direct Taking of Evidence (Form L)
- TOEX + Reasons for not transmitting through the decentralised IT system (TOEX + Form A Section 13)
- Information on the execution of the request for the Taking of Evidence (Form K Section 5)
- Information from the Central Body/Competent Authority Concerning Direct Taking of Evidence (Form M - Section 5.1 and Section 5.2)
- Consolidated Report for Transmitted ToE - this report will present the consolidated number of all sent messages for all forms within the TOE instrument.
-

9.2.2. Received

- Request for the Taking of Evidence (Form A)
- Request for Direct Taking of Evidence (Form L)
- TOEX + Reasons for not transmitting through the decentralised IT system (TOEX + Form A Section 13)
- Consolidated Report for Received ToE - this report will present the consolidated number of all received messages for all forms within the TOE instrument.

9.2.3. Technical Error Messages

- This report will present the consolidated number of errors for messages/forms within: Form A, Form L, TOEX

9.3. Create Statistics Report

Steps below are only applicable to users with 'Statistics Handler' role.

The first screen after logging in will be the Statistics Dashboard, where the user can see all available reports.

- ① Select the report from the presented list.
- ② Select time frame.
- ③ Click **Generate**.

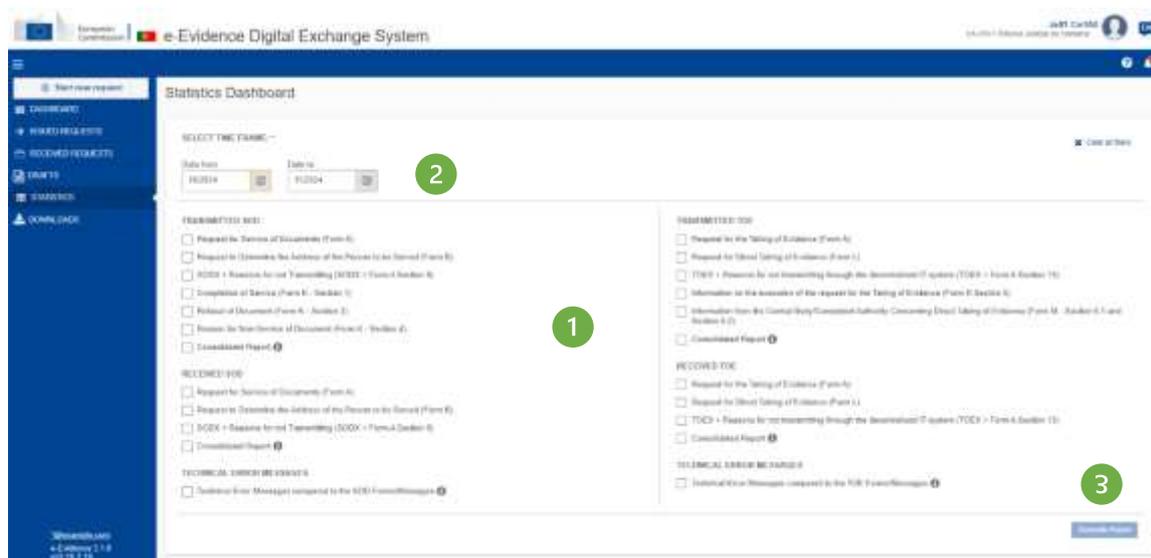


Figure 246: Selecting Report and Time Frame

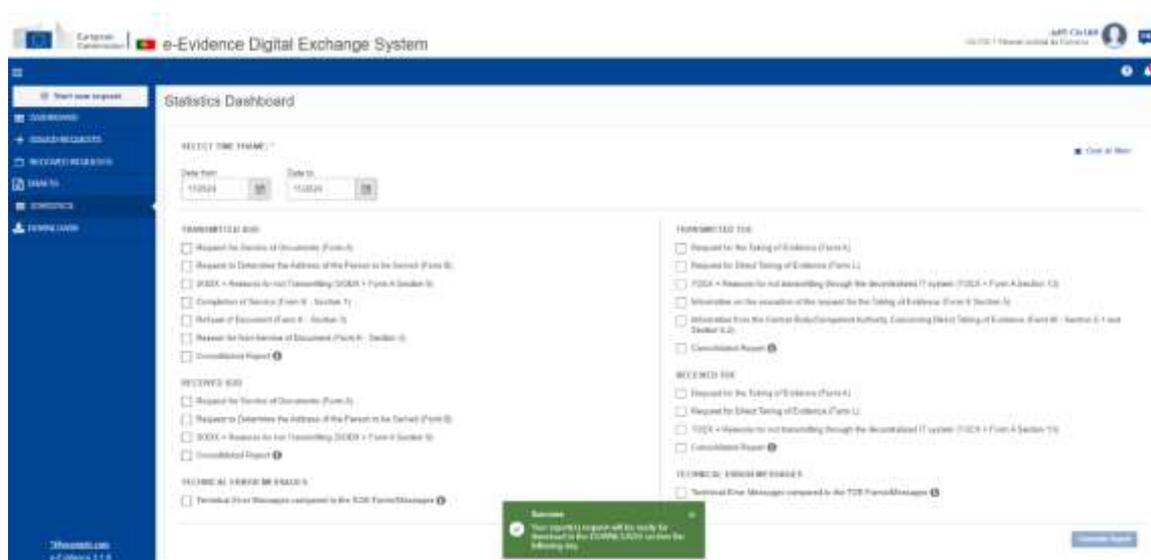


Figure 247: Confirmation of the report generation

Next, the system will display a pop-up informing that the reports will be available in the **Downloads** section on the left-hand menu.

Please remember that if you want to generate new reports, there is also a ‘Clear section’ option available, which will clear the entire section so you can select the desired reports again.

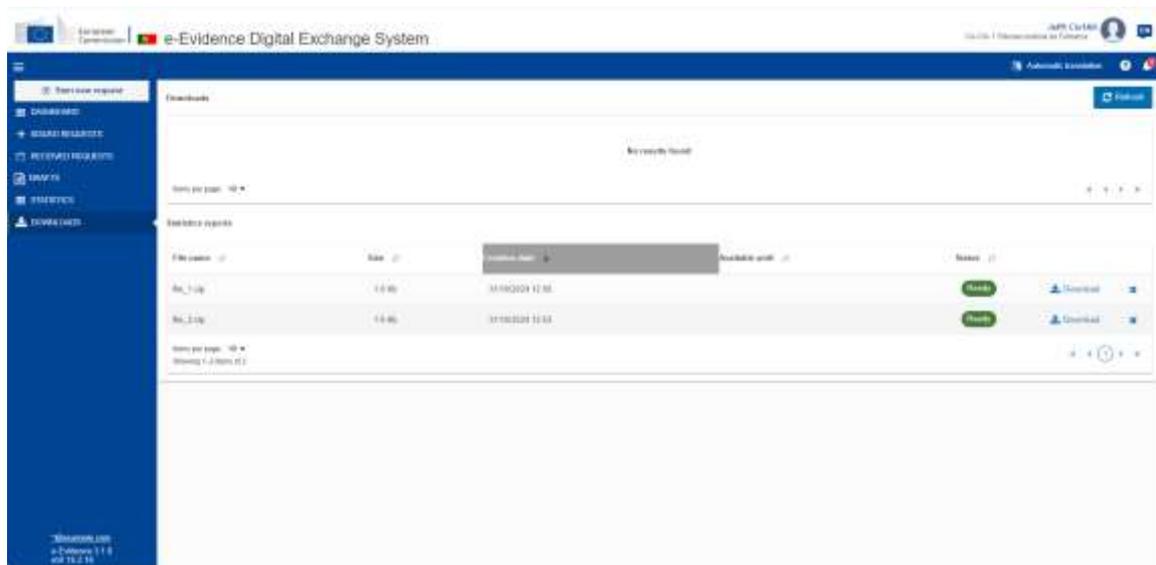


Figure 248: Downloads section

NOTE: We recommend scheduling report generation during nighttime hours due the potential system load, which may impact performance. However, the System Administrator has the flexibility to adjust the generation time as needed. For more information, please refer to the Architecture Guidelines and Software Design Document.

10. BASIC FUNCTIONALITIES

10.1. Communication between Authorities

10.1.1. View incoming message

To see a message received from an Executing Authority:

- ① Select **Issued or Received Requests**.
- ② Click a case you wish to view.

Depending on the type of a message:

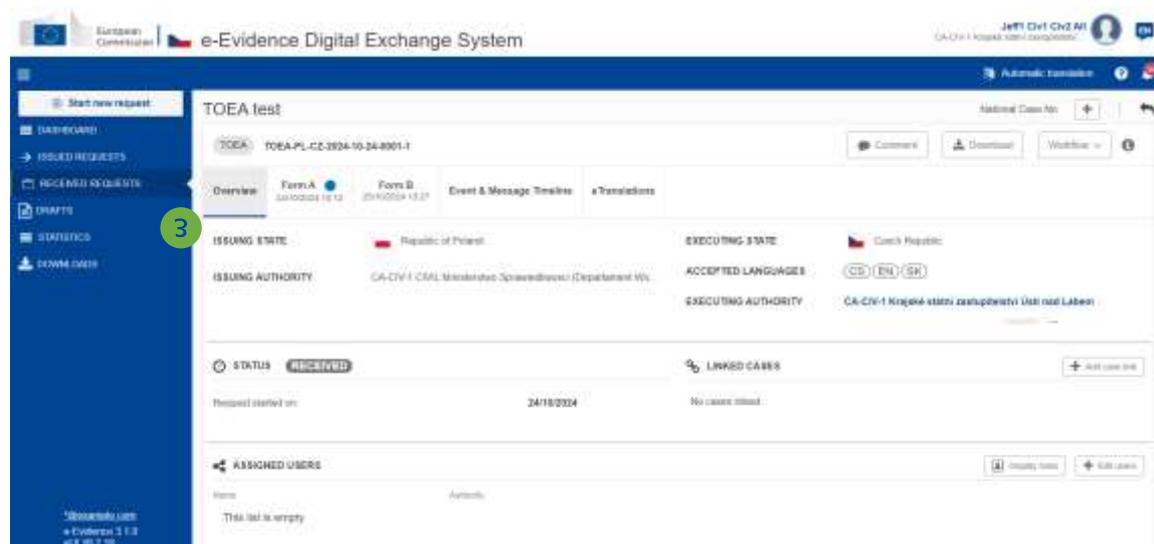


Figure 249: SoD A: Overview tab

- ③ If you receive a form, it will be visible in a separate tab. Click it to see the content.

The screenshot displays the 'test' request overview in the e-Evidence Digital Exchange System. The interface includes a sidebar with navigation options like 'Start new request', 'Initiated requests', 'Received requests', 'Stats', and 'Downloads'. The main content area shows the request details for 'SODA-PL-02-2024-03-03-0001-1'. It features tabs for 'Overview', 'Form A', and 'Form E', with 'Event & Message Timeline' selected. The 'Overview' section shows the request status as 'READY' and includes fields for 'Request started on' (15/03/2024 08:57) and 'Latest update on'. Below this, the 'Assigned users' section lists the user 'Test All Roles And Groups Assigned' with the role 'AUTH'. The 'Attached documents' section, highlighted with a green circle '5', lists three documents: 'tokens.pdf' (207 kB), 'document.pdf' (1 kB), and 'tokens.pdf' (1 kB). A green circle '4' highlights the 'Event & Message Timeline' section.

Figure 250: SoD A: Attachments on the Overview tab

- ④ Every type of sent/ received message is displayed on the **Event & Message Timeline**.
- ⑤ All attachments, messages exchanged in a process of communication, are displayed in the Overview tab and in corresponding tabs.

10.1.2. SODA: Send a request for additional information (Form E)

When Executing Authority receives SODA request, some additional information might be necessary. The Executing Authority sends Request for additional information or documents for the service of documents (Form E) to the Issuing State. This process is divided to two (2) steps:

Step 1. Creating Form E:

- ① View the incoming request.

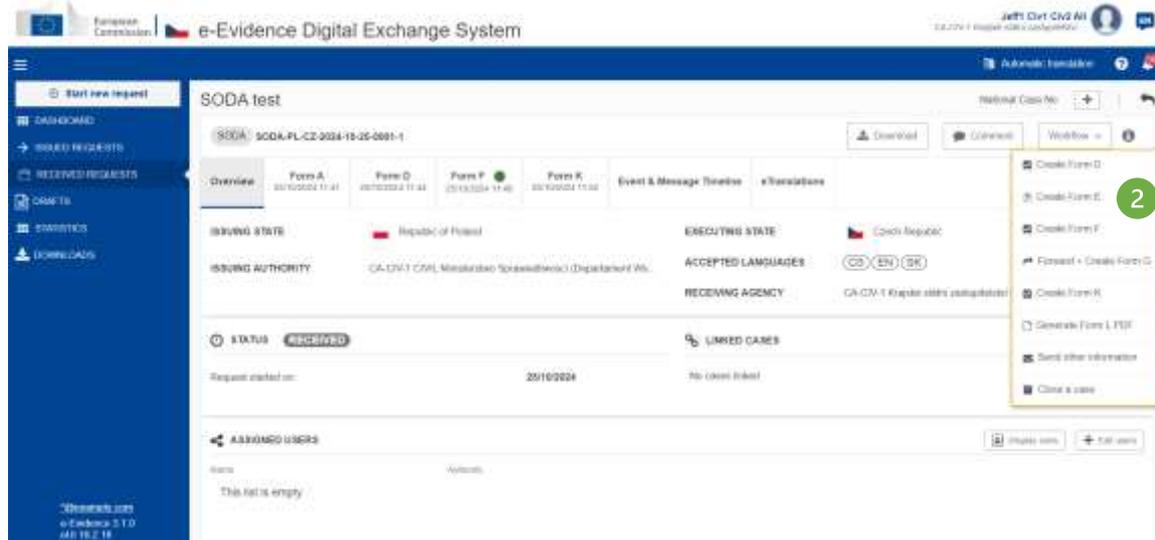


Figure 251: SODA: Creating Form E: Request for additional information or documents for the service of documents

- ② Click **Workflow > Create Form E**.

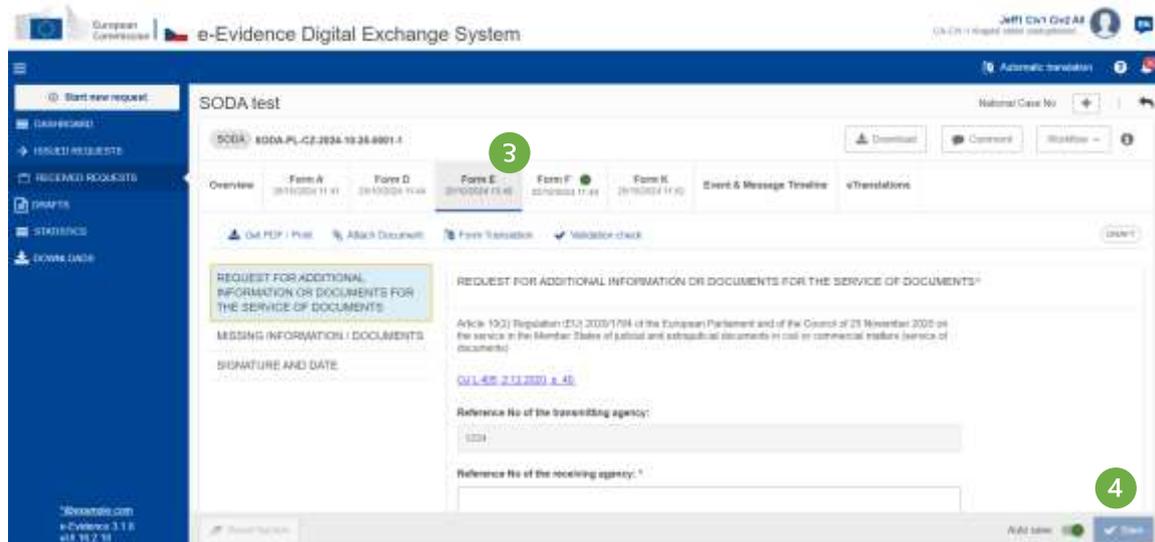


Figure 252: SODA: Form E draft version displayed

- ③ Form E draft version will be created and displayed.
- ④ While filling data in Form E sections, remember to save your data.

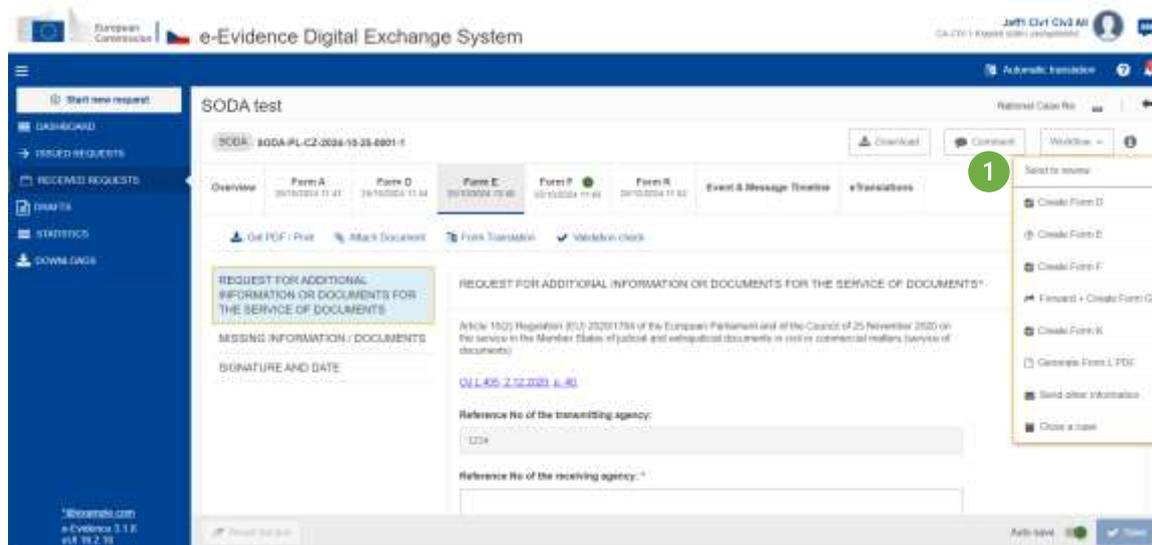
Sending Form E:

Figure 253: SODA: Form E: Request for additional information or documents for the service of documents sending to review

① Click **Send to review** button from Workflow.

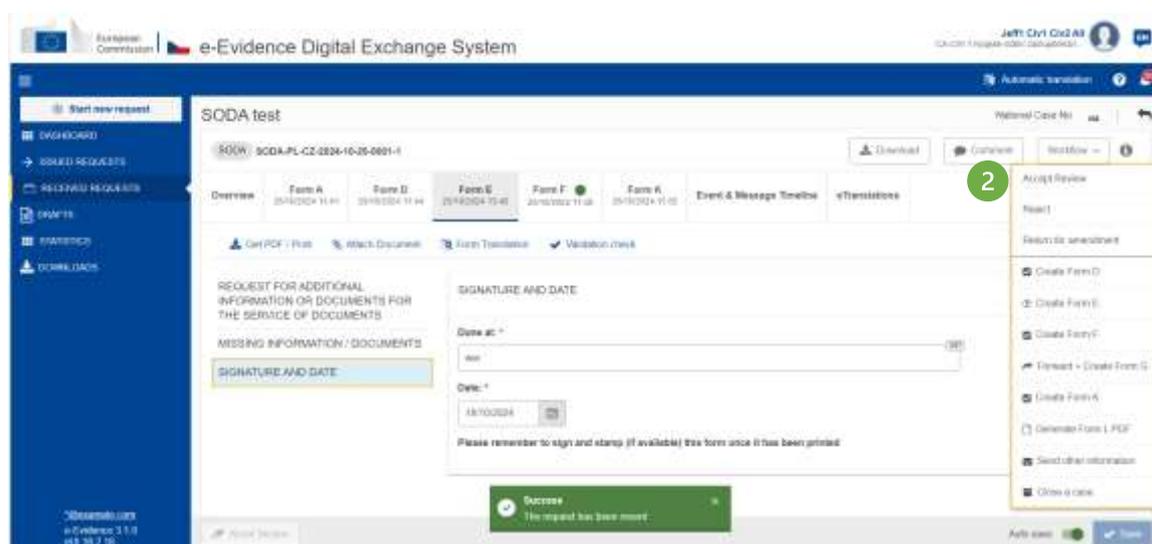


Figure 254: SoD For E: accept review

② The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

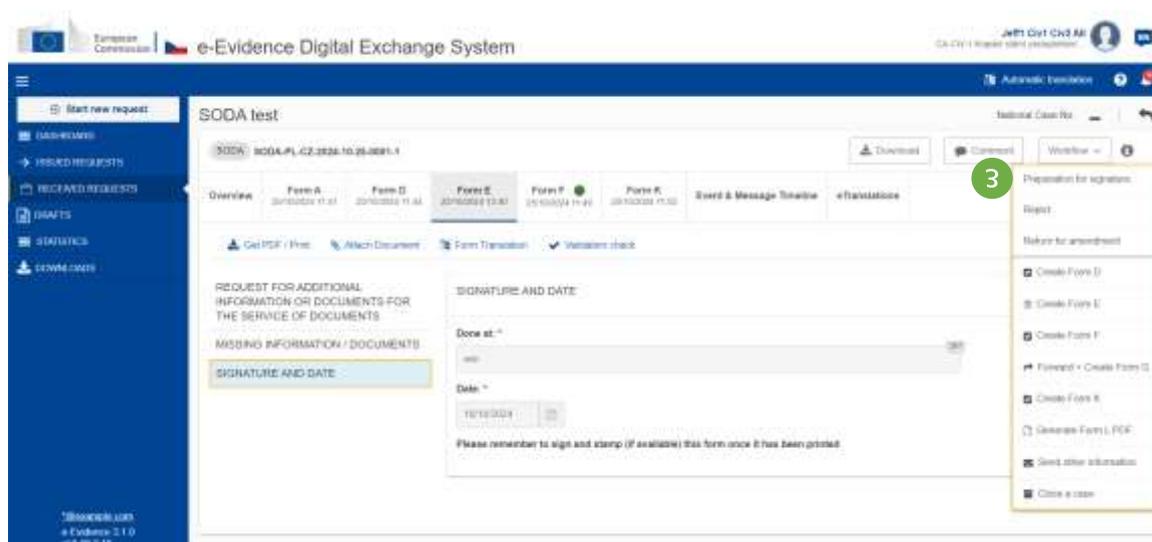


Figure 255: SoD Form E: preparation for signature

③ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.

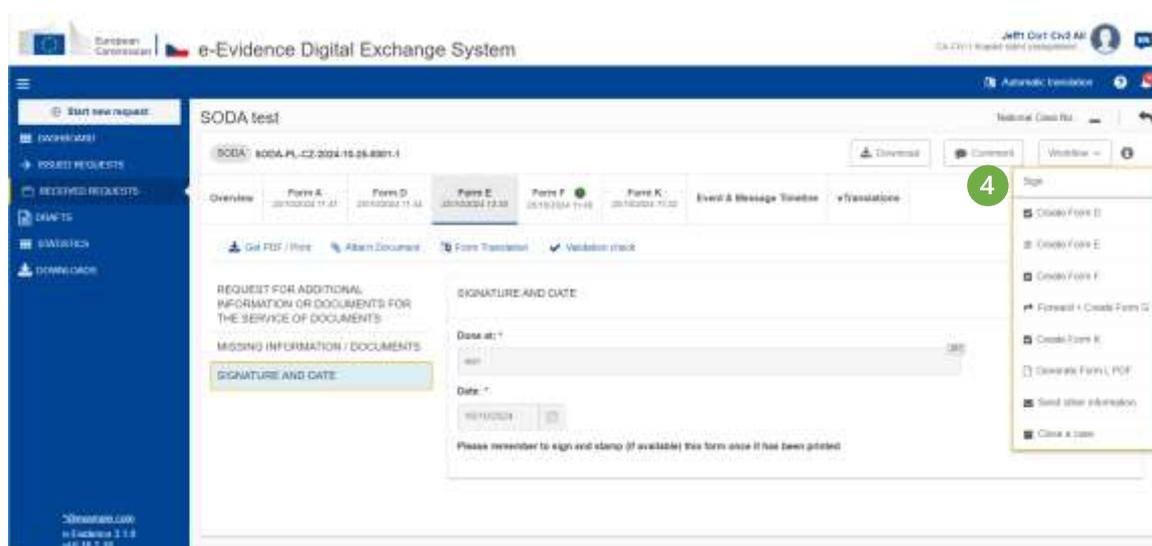


Figure 256: Signing SoD Form E

④ The user with Sender role should select **Sign**.

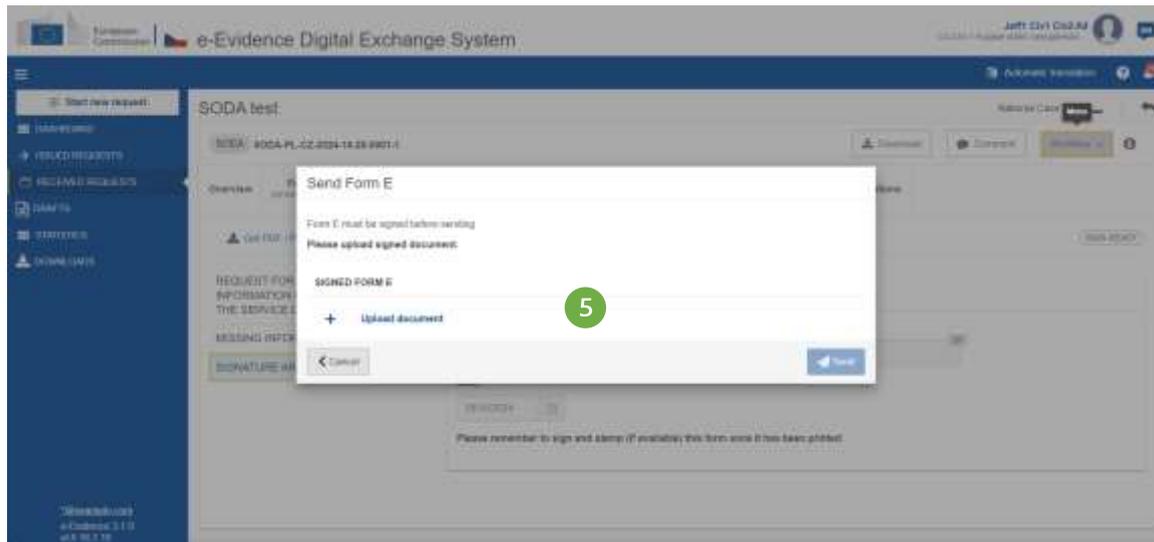


Figure 257: SoD Form E: upload document

⑤ Click **Upload document**.

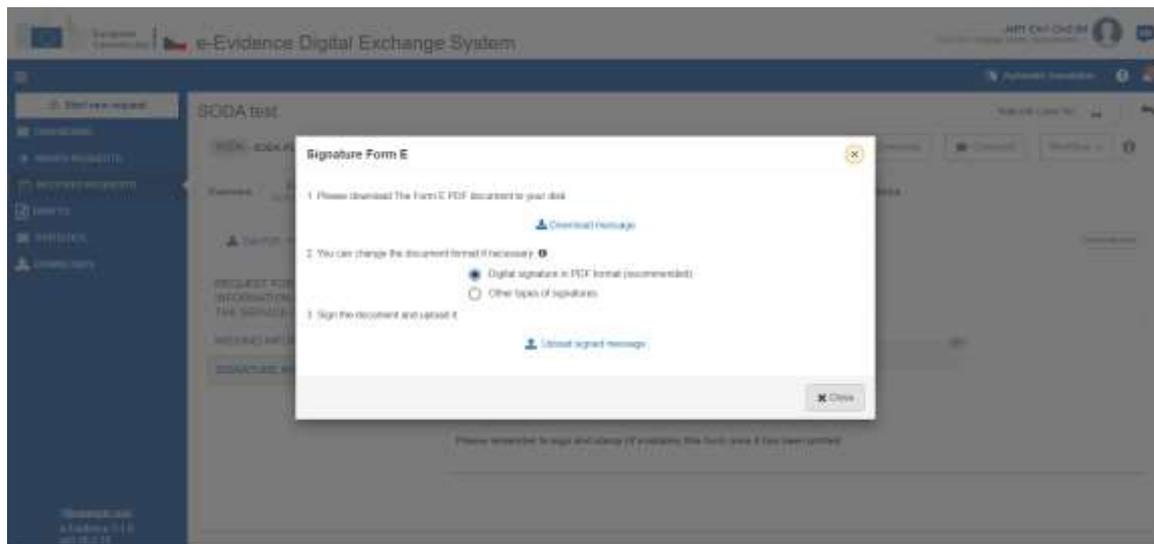


Figure 258: SoD Signature Form E

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

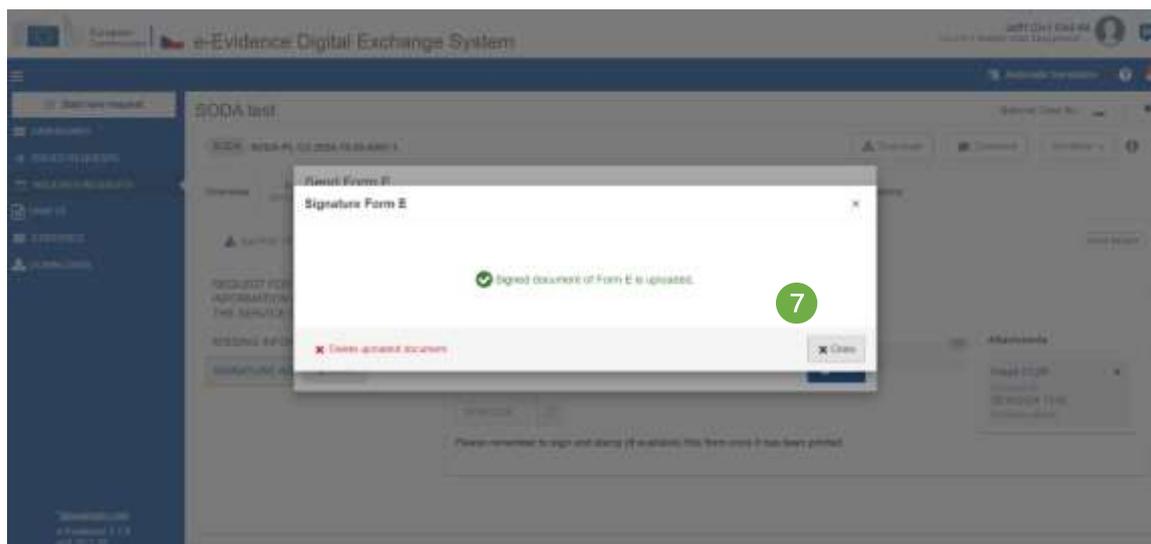


Figure 259 SODA: Signed document of Form E uploaded

- ⑦ Close the confirmation pop-up.
- ⑧ Send the form by using Send button from a Workflow dropdown list.

10.1.3. SODA: Reply to a request for additional information (Form E Reply)

You can reply to a request for additional information which you received from Executing Authority. Direct reply will make your response correlated with a request from Executing Authority.

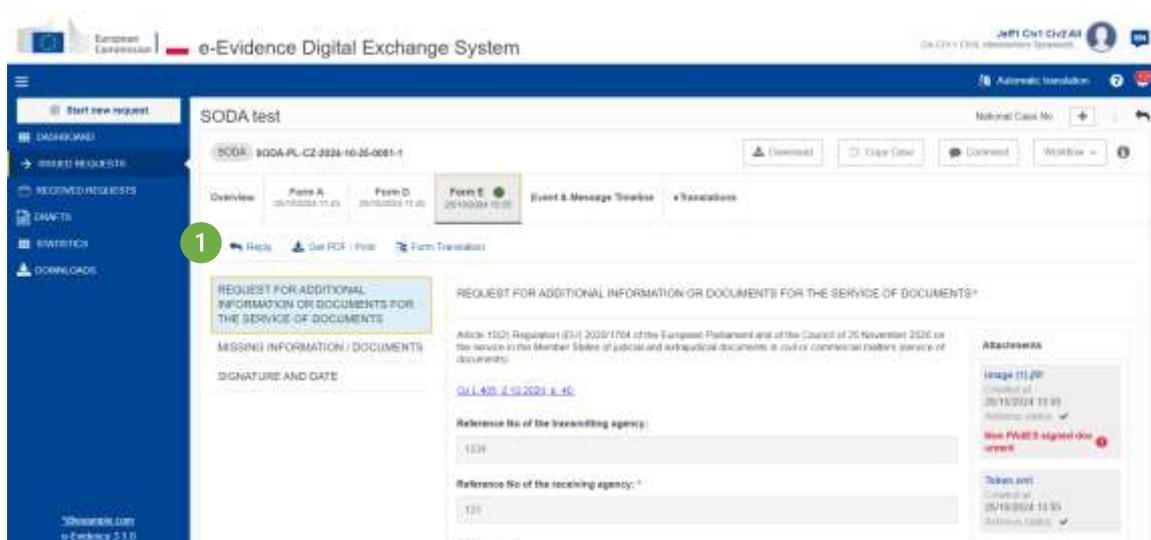


Figure 260: SODA: Reply to request for additional information: Clicking 'Reply' button

- ① View the **Request for additional information or documents for the service of documents** and click a **Reply** button.

Then, the SoD & ToE application displays a draft version of a Reply to a request for additional information (Form E Reply) and confirmation message.

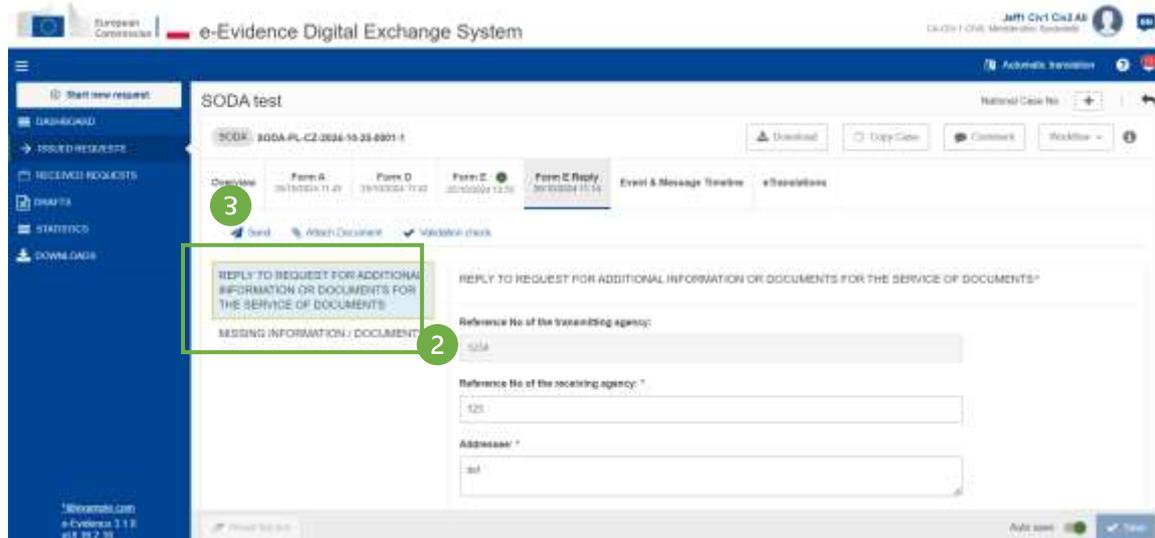


Figure 261: SODA: Steps to reply to a request for additional information

- ② Complete all mandatory fields of E Reply message by using the List of Sections menu.
- ③ Click **Send** to send Form E message to the Executing Authority.
- ④ System displays a pop-up window. Click **Yes** to confirm that you want to send Withdrawal Form.

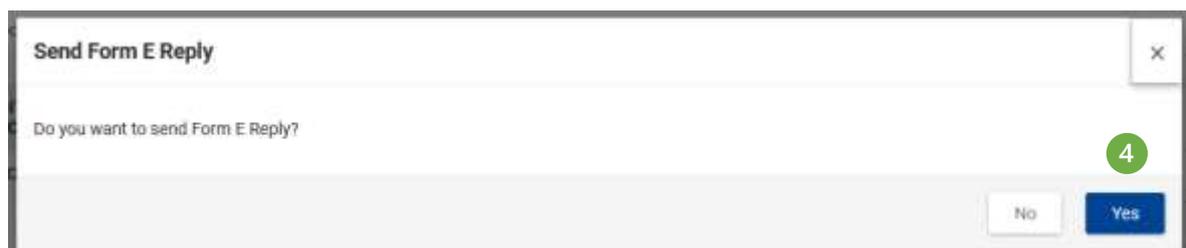


Figure 262: SODA: Send reply to a request for additional information

10.1.3.1. SODA: Send a request for information on service or non-service of documents

You can send a request for information on service or non-service of documents to the Executing Authority (Form I).

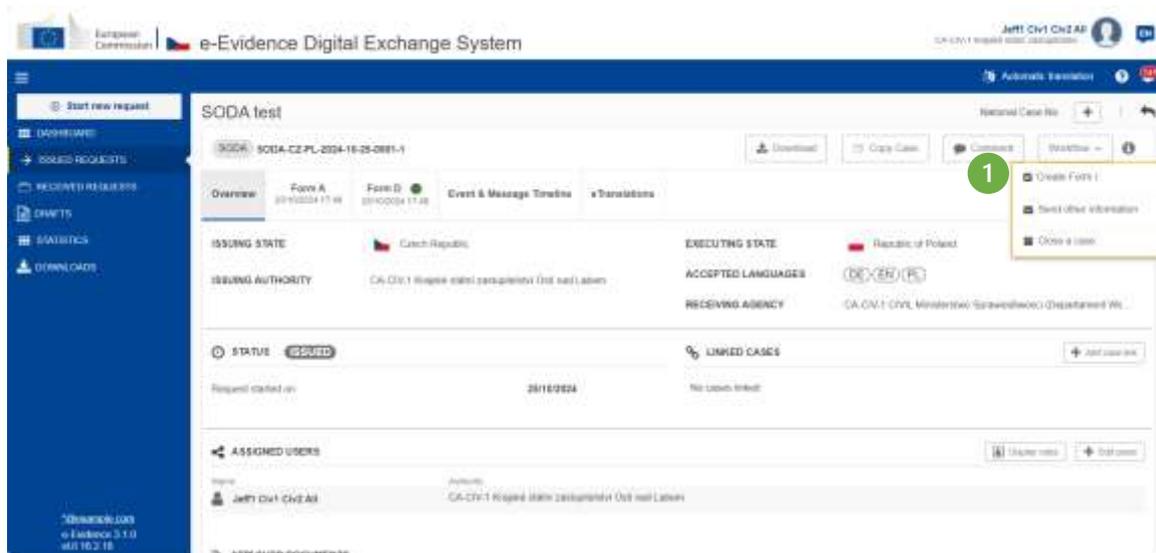


Figure 263: SoD create Form I

① Select **Create Form I** option from Workflow.

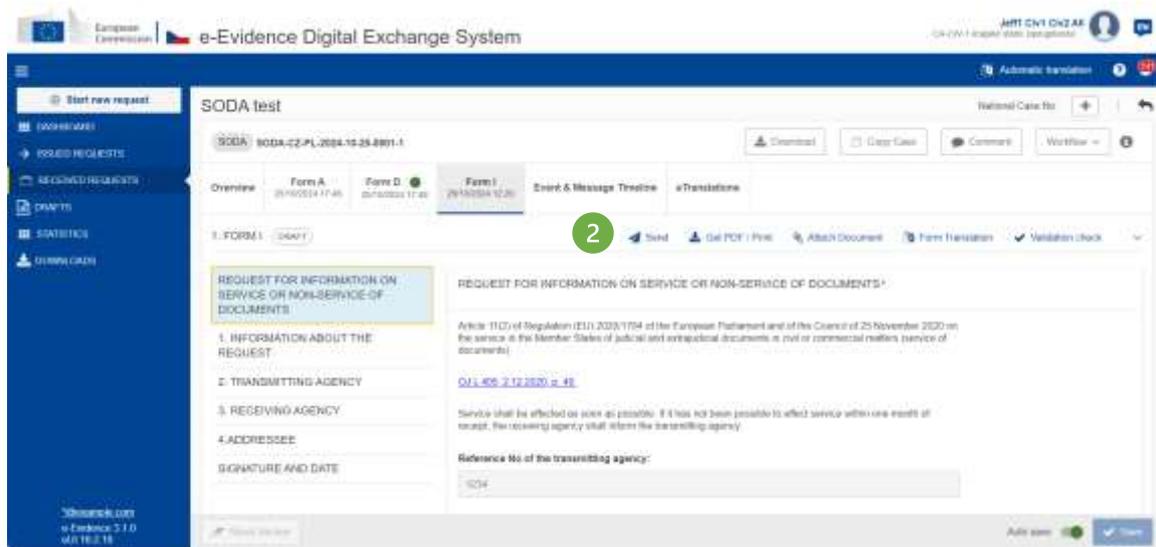


Figure 264: SoD Form I draft form

② Complete all mandatory fields, save your data and click **Send**.

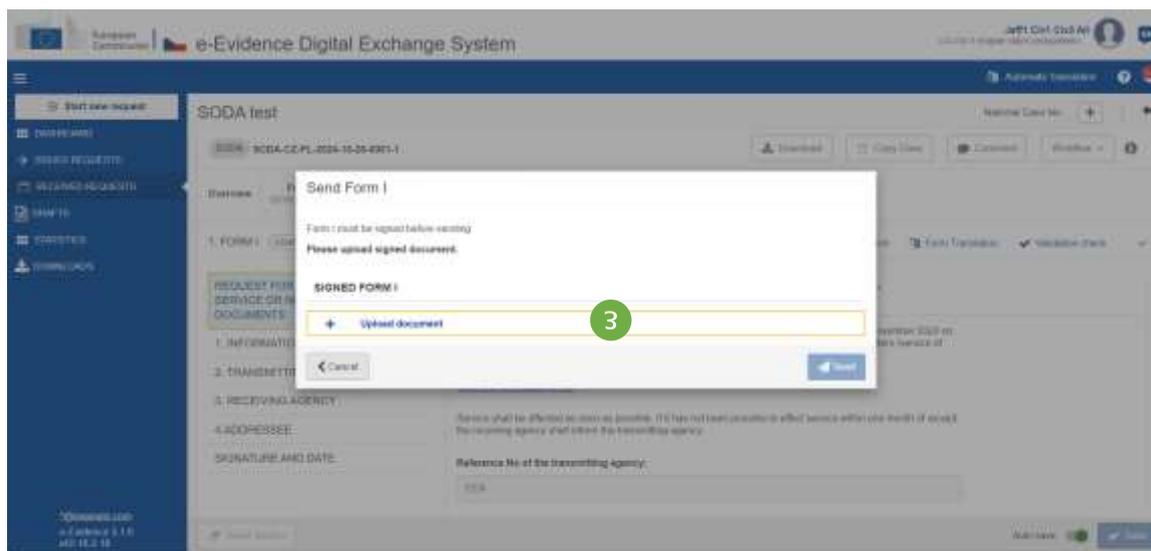


Figure 265: SoD Form I document upload

③ Click **Upload document**.

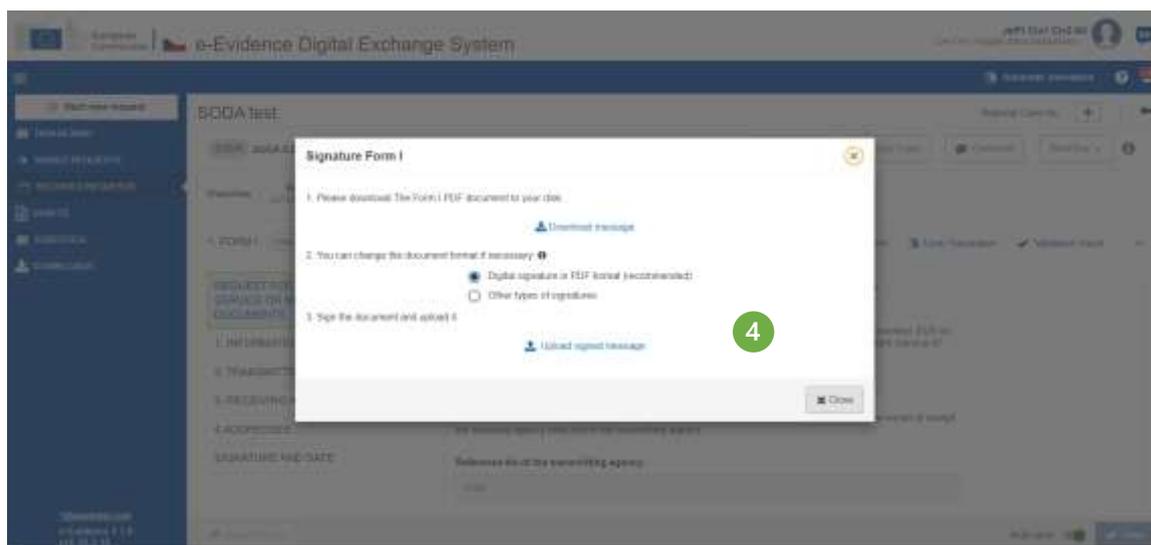


Figure 266: Download, sign and upload SoD Form I

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

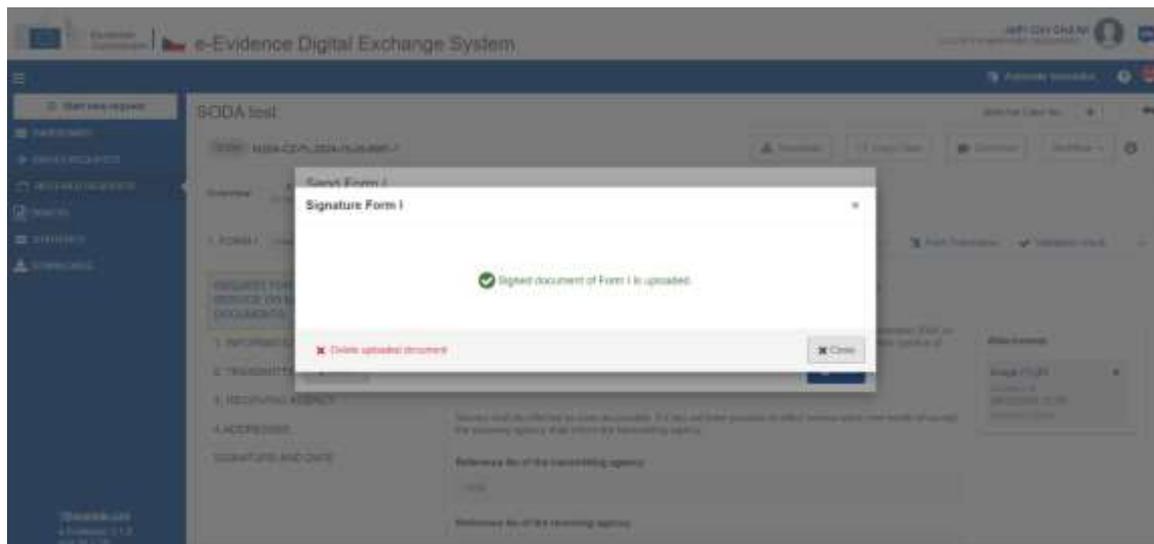


Figure 267: SoD Form I confirmation pop-up

- ⑤ Close the confirmation pop-up.
- ⑥ Send the form by using Send button from a Workflow dropdown list.

10.1.3.2. SODA: Send a reply request for information on service or non-service of documents

You can reply to a request for information on service or non-service of documents sent by the Issuing Authority (Form J).

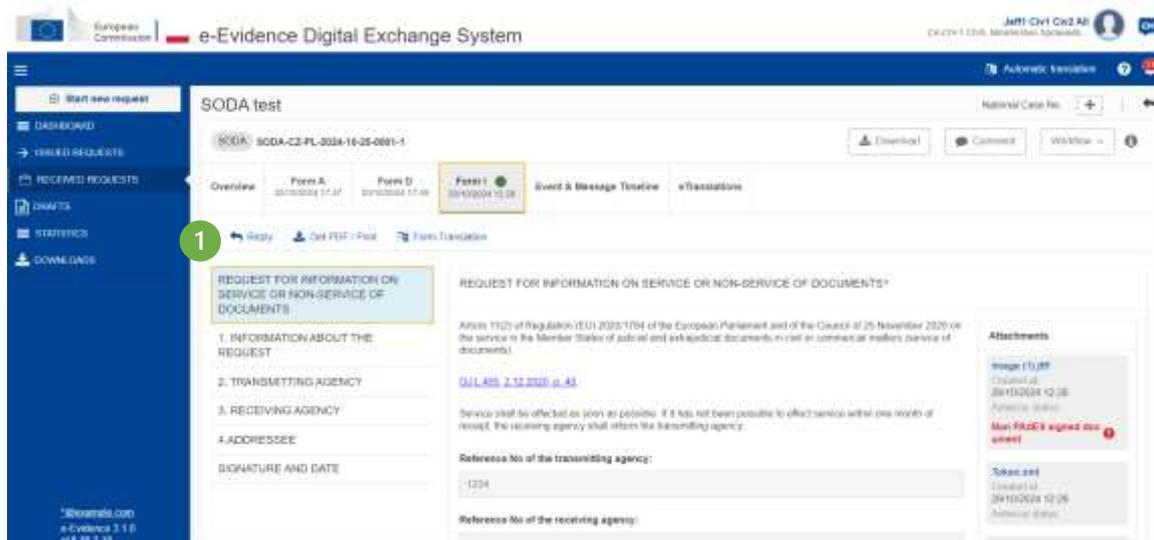
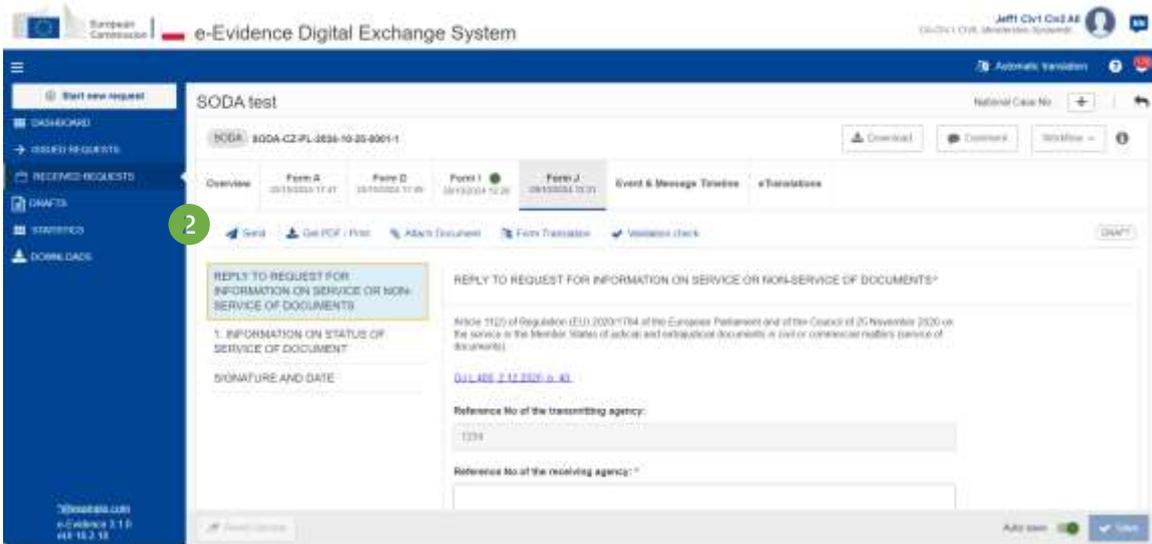


Figure 268: SoD Form J creation

- ① When Form I tab is open, click on **Reply** button.

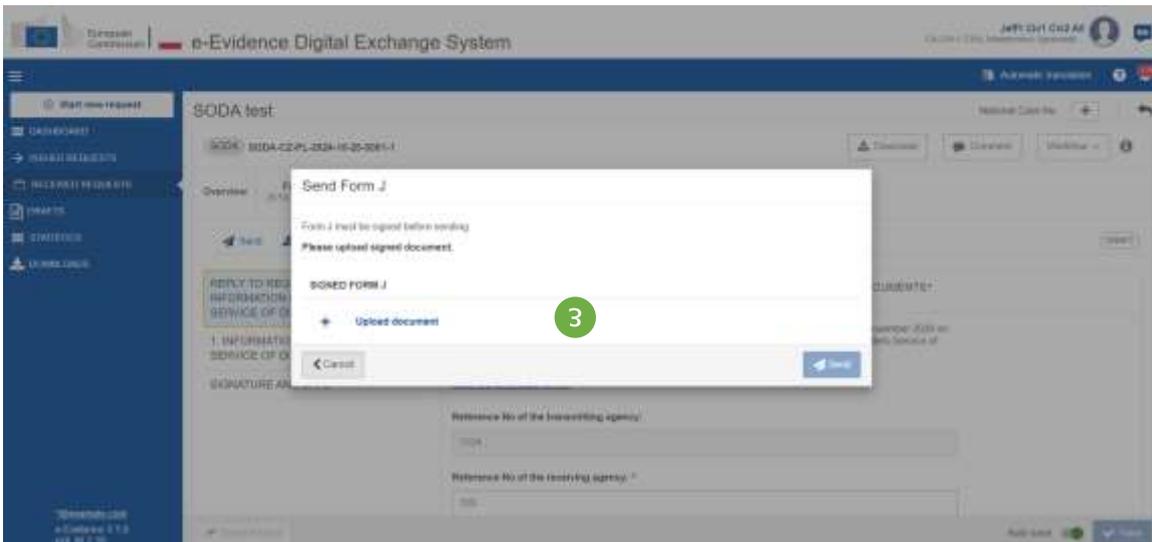


The screenshot shows the 'SODA test' case in the 'e-Evidence Digital Exchange System'. The 'Form J' tab is active, and the 'Send' button is highlighted with a green circle containing the number 2. The form contains the following fields:

- REPLY TO REQUEST FOR INFORMATION ON SERVICE OR NON-SERVICE OF DOCUMENTS
- 1. INFORMATION ON STATUS OF SERVICE OF DOCUMENT
- SIGNATURE AND DATE
- REPLY TO REQUEST FOR INFORMATION ON SERVICE OR NON-SERVICE OF DOCUMENTS*
- Article 11(2) of Regulation (EU) 2020/1784 of the European Parliament and of the Council of 25 November 2020 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents)
- DATE: 21.11.2024 9:40
- Reference No of the transmitting agency: 1234
- Reference No of the receiving agency: *

Figure 269: SoD Form J draft

② Application creates and displays Form J. Complete all mandatory fields and click **Send** button on the action bar.



The screenshot shows the 'SODA test' case in the 'e-Evidence Digital Exchange System'. A 'Send Form J' dialog box is displayed, prompting the user to upload a signed document. The 'Upload document' button is highlighted with a green circle containing the number 3. The dialog box contains the following text:

- Send Form J
- Form J must be signed before sending
- Please upload signed document.
- SIGNED FORM J
- Upload document
- Cancel
- Send

Figure 270: SoD Form J upload document

③ Click on **Upload document**.

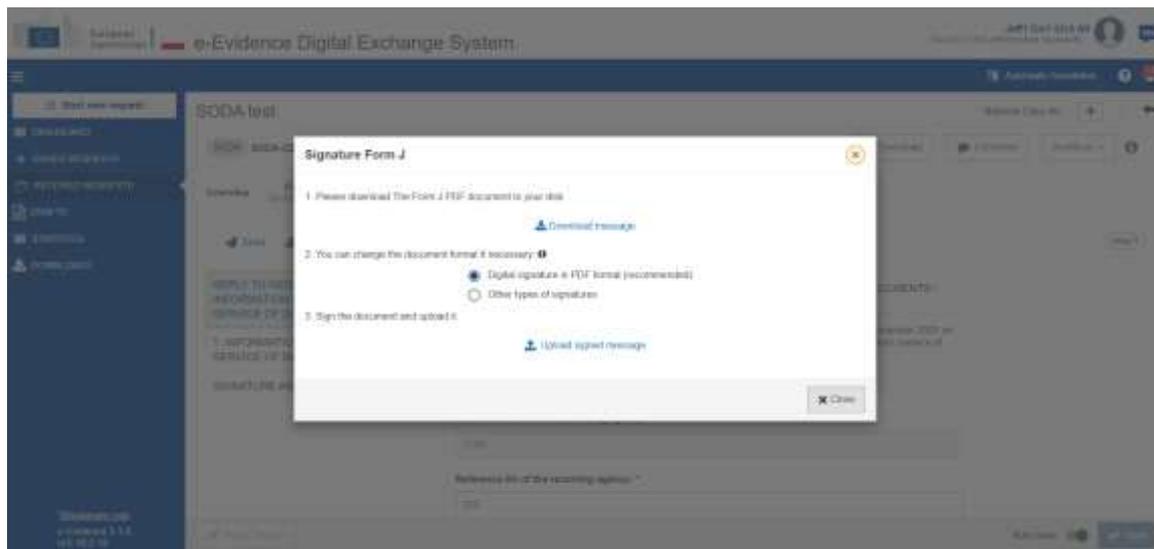


Figure 271: SoD Form J: download, sign and upload document

④ Download, sign and upload the document as described in ‘[7.2.1.9 Sign chapter](#)’.

NOTE: When ‘Other types of signatures’ option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

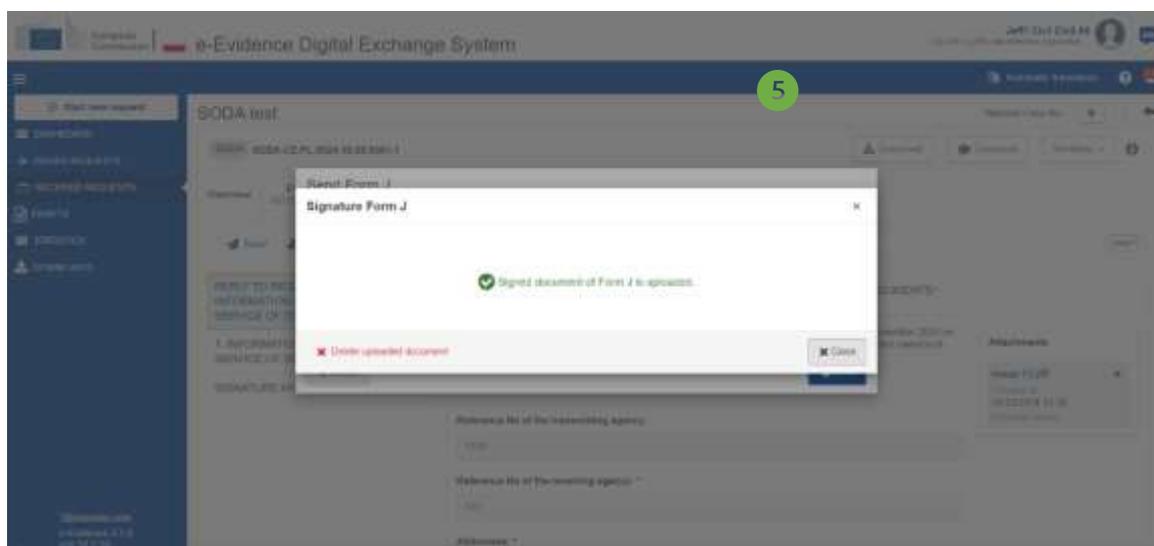


Figure 272: SoD Form J confirmation pop-up

⑤ Close confirmation pop-up.

⑥ Send the form by using Send button from a Workflow dropdown list.

10.1.4. TOEA: Send a request for additional information (Form D)

When Executing Authority receives TOEA request, and needs additional information, the authority can send a Request for additional information for the taking of evidence (Form D) to the Issuing State. This process is divided to two (2) steps:

Step 1. Creating Form D:

① View the incoming request.

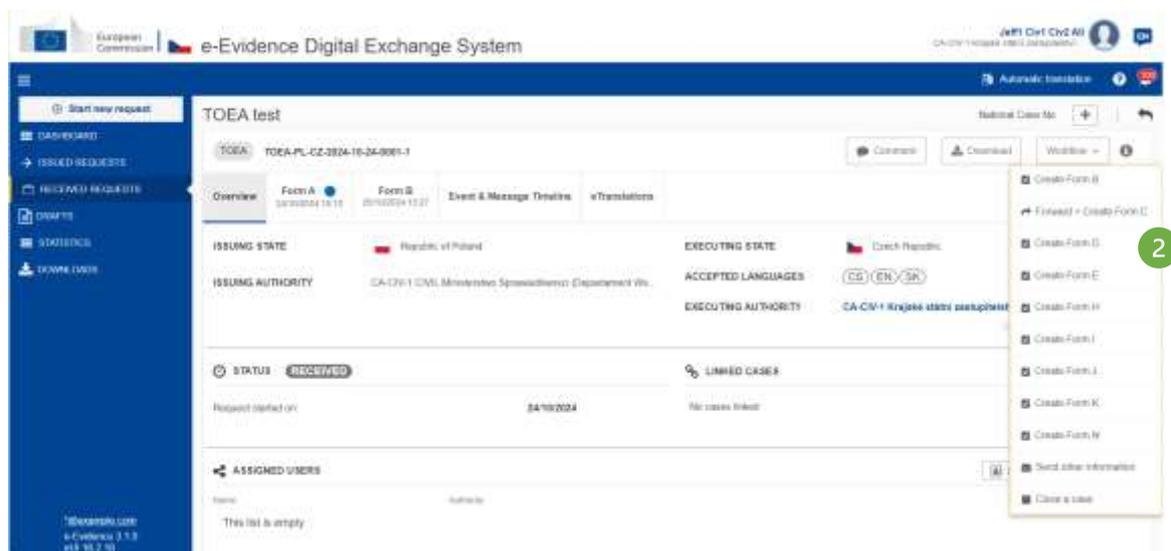


Figure 273: TOEA: Creating Form D: Request for additional information for the taking of evidence

② Click **Workflow > Create Form D**.

Figure 274: TOEA: Form D draft version displayed

- ③ Form D draft version will be created and displayed.
- ④ While filling data in Form D sections, remember to save your data.

Sending Form D:

Figure 275: TOEA: Form D: Request for additional information for the taking of evidence

- 1 Click **Send to review** from a Workflow dropdown list.

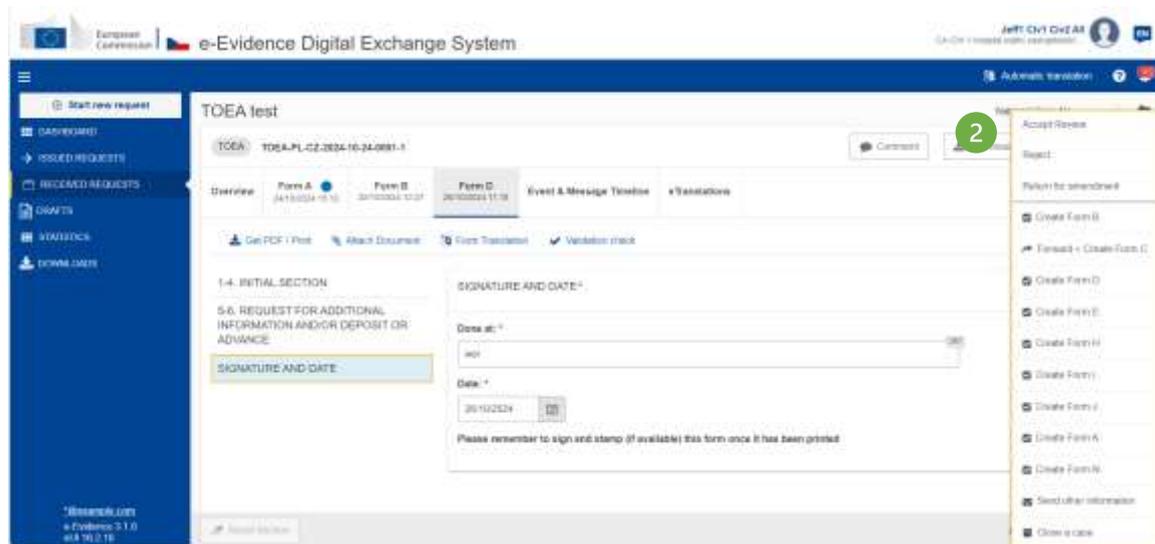


Figure 276: TOEA: Form D accept review

- 2 The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

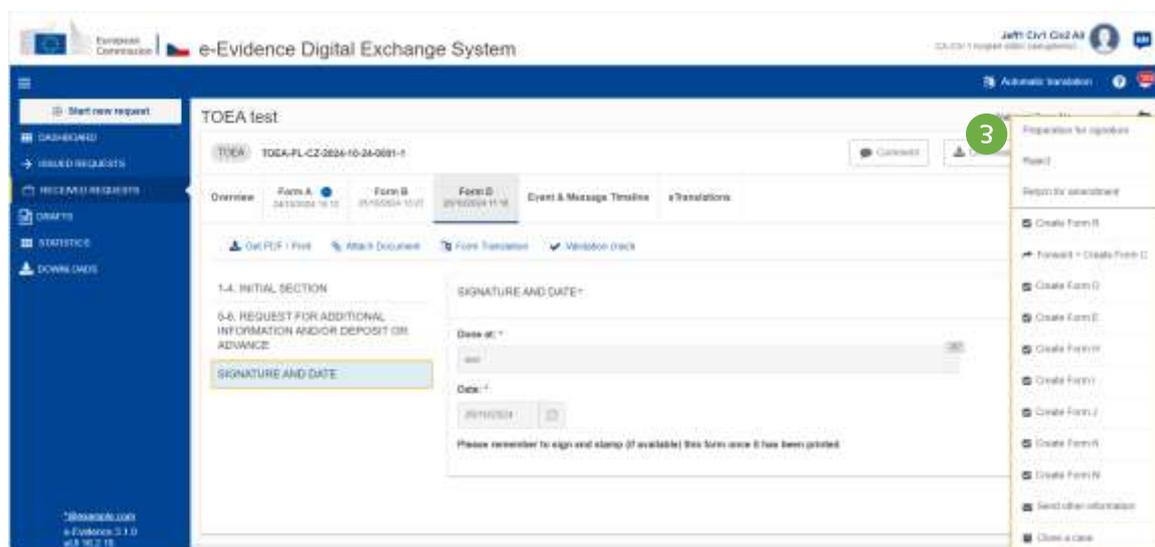
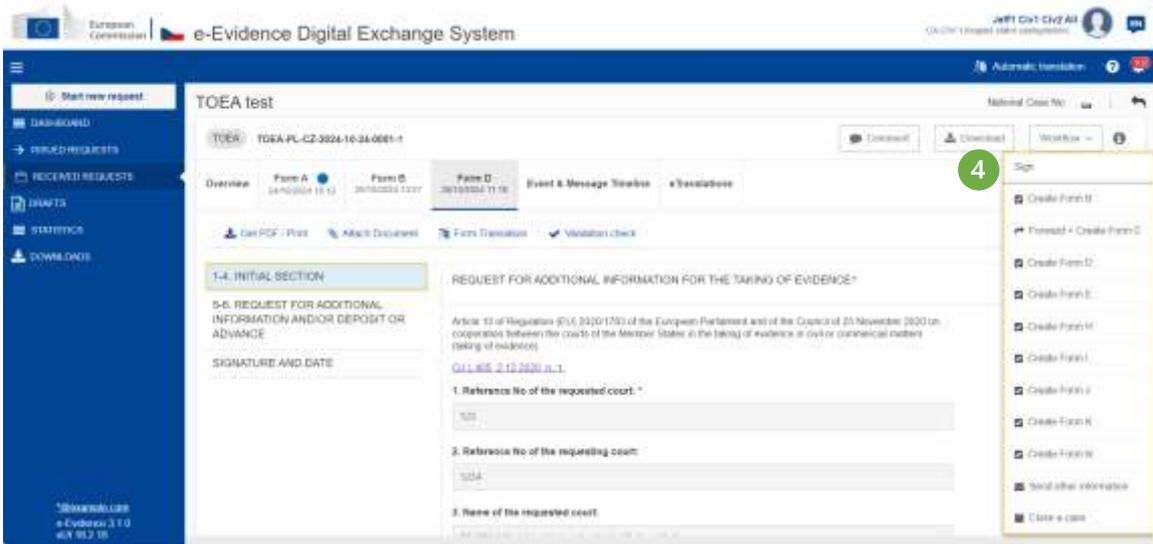


Figure 277: ToE Form D: preparation for signature

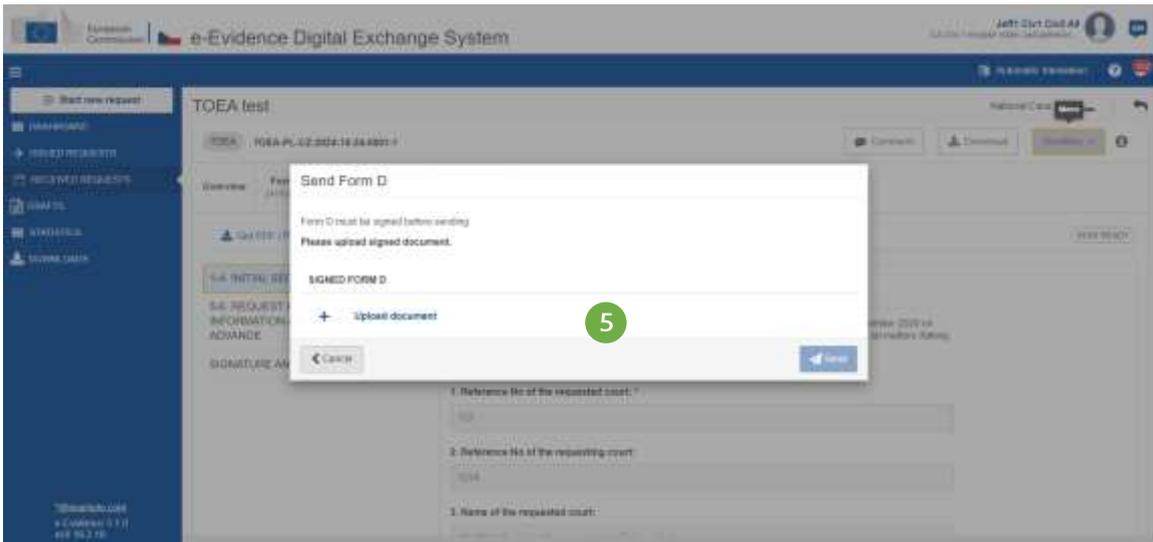
- 3 The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.



The screenshot displays the 'TOEA test' form within the 'e-Evidence Digital Exchange System'. The interface includes a left-hand navigation menu with options like 'Start new request', 'DRAFTS', and 'STATISTICS'. The main content area shows the form details, including a 'Sign' button highlighted with a green circle containing the number '4'. The form content includes a title bar with 'TOEA PL-CZ-2024-10-24-0001-1', a 'Download' button, and a 'Workflow' dropdown. Below this, there are tabs for 'Overview', 'Form A', 'Form B', and 'Form D'. The 'Form D' tab is active, showing a 'REQUEST FOR ADDITIONAL INFORMATION FOR THE TAKING OF EVIDENCE' form. The form includes a reference to Article 13 of Regulation (EU) 2020/1753 and a list of fields to be completed, such as '1. Reference No of the requested court:', '2. Reference No of the requesting court:', and '3. Name of the requested court:'. A right-hand sidebar contains a 'Sign' button and several 'Create Form' options.

Figure 278: Signing SoD Form D

④ The user with Sender role should select **Sign**.



The screenshot shows the same 'TOEA test' form as in Figure 278, but with a modal dialog box titled 'Send Form D' overlaid on top. The dialog box contains the text 'Form D must be signed before sending' and 'Please upload signed document.' Below this text, there is a '+ Upload document' button highlighted with a green circle containing the number '5'. The dialog also includes 'Cancel' and 'OK' buttons at the bottom.

Figure 279: SoD Form D: upload document

⑤ Click **Upload document**.

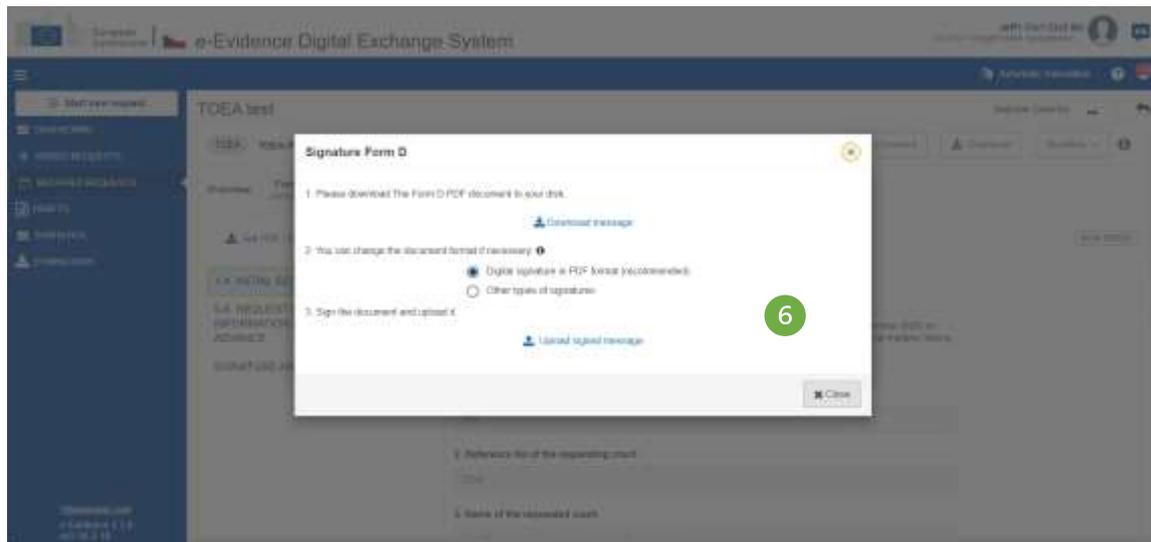


Figure 280: TOEA: Signature Form D

⑥ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

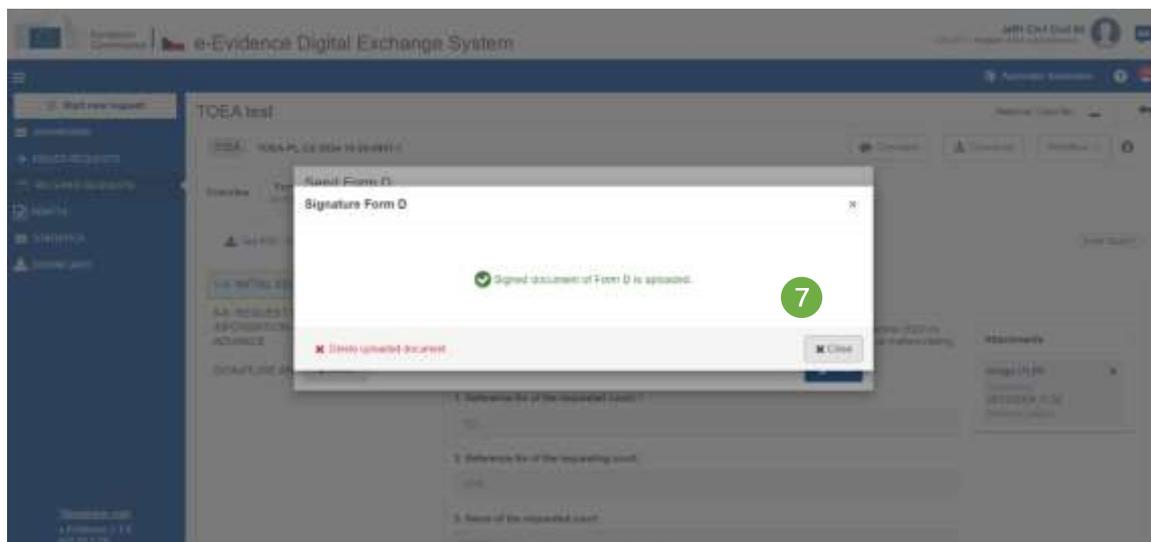


Figure 281: TOEA: Signed document of Form D uploaded

⑦ **Close** the confirmation pop-up.

⑧ Send the form by using Send button from a Workflow dropdown list.

10.1.5. TOEA: Reply to request for additional information (Form D Reply)

You can reply to a request for additional information, which you received from Executing Authority. Direct reply will make your response correlated with a request from Executing Authority.

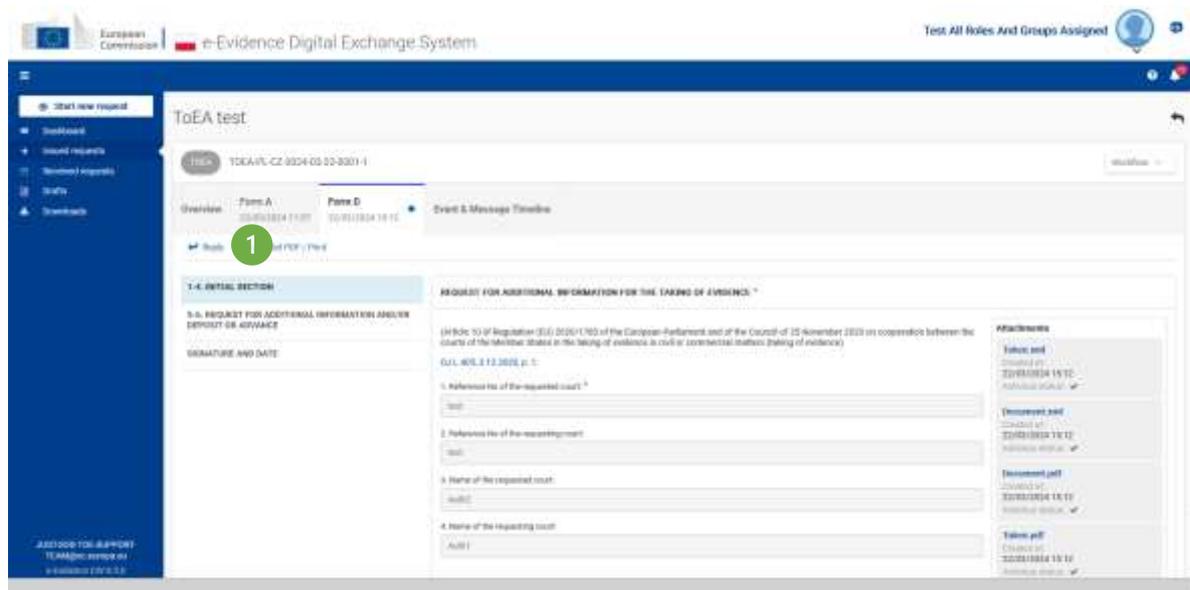


Figure 282: TOEA: Reply to request for additional information: Clicking 'Reply' button

① View the **Request for additional information for the taking of evidence** and click a **Reply** button.

Then, the RI Portal displays a draft version of a Reply to a request for additional information (Form D Reply) and confirmation message.

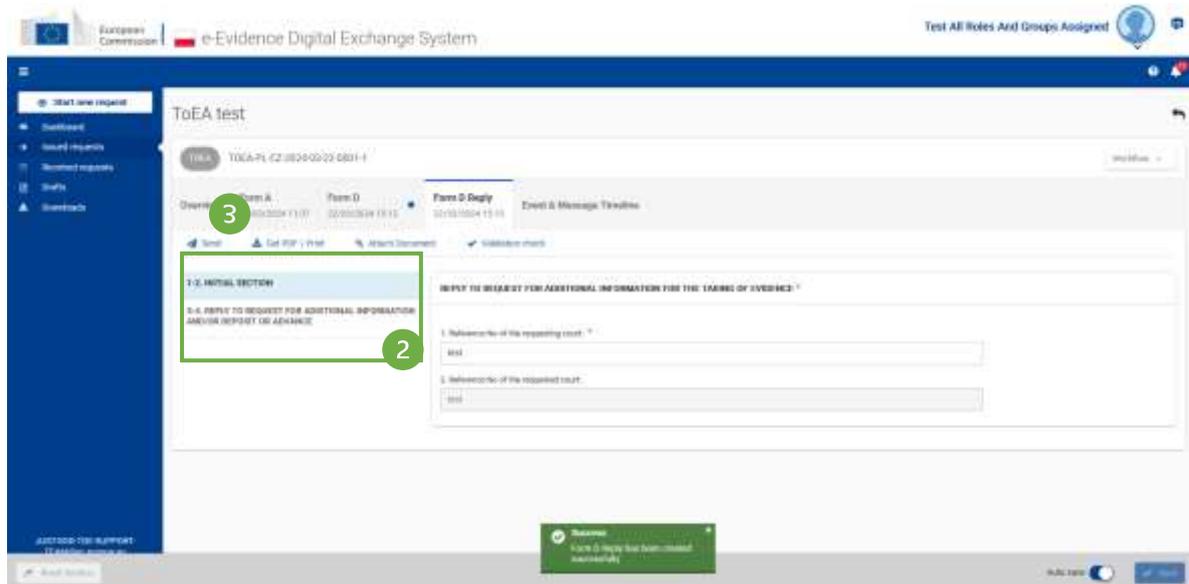


Figure 283: TOEA: Steps to reply to a request for additional information

- ② Complete all mandatory fields of D Reply message by using the List of Sections menu.
- ③ Click **Send** to send Form D Reply message to the Executing Authority.
- ④ System displays a pop-up window. Click **Yes** to confirm that you want to send D Reply message.



Figure 284: TOEA: Send reply to a request for additional information

10.1.6. TOEA: Acknowledgement of receipt of deposit or advance (Form E)

As a user at the requested court side, you can send Acknowledgement of receipt of deposit or advance to the Issuing Authority.

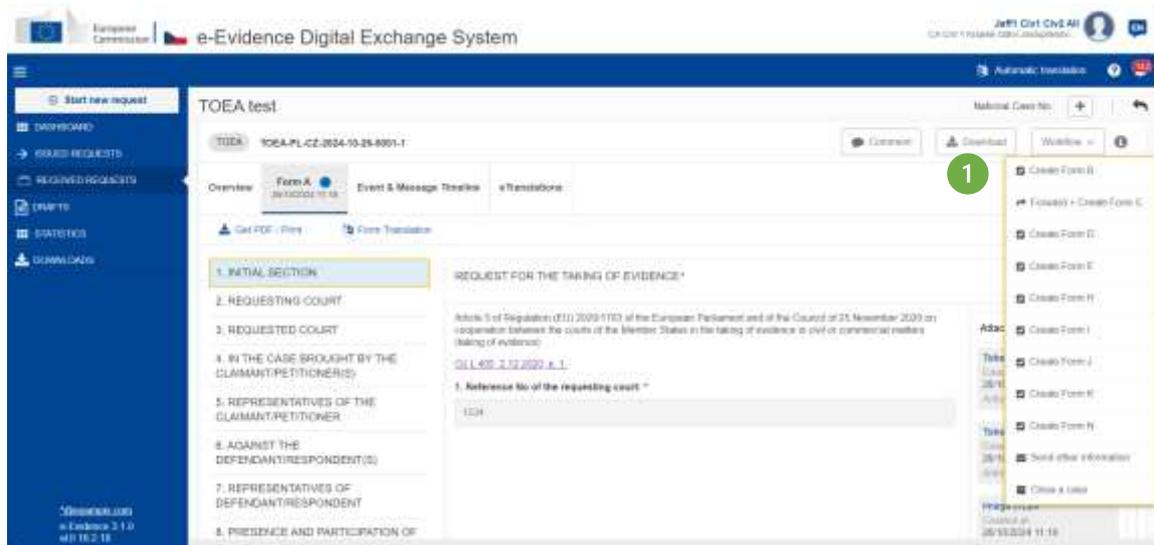


Figure 285: ToE Form E creation

- ① Select **Create Form E** from Workflow.

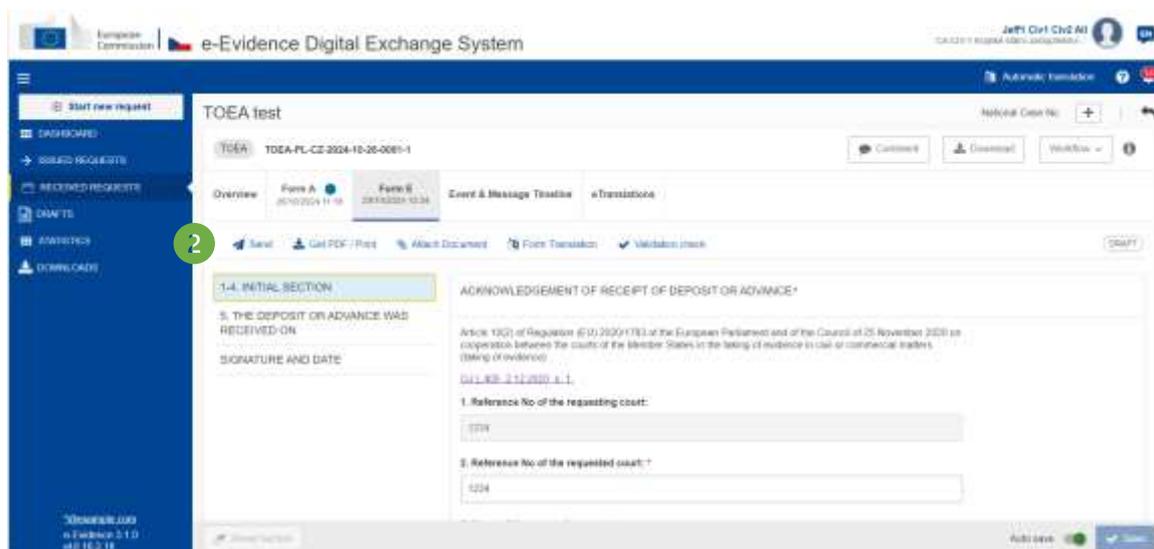


Figure 286: ToE Form E draft

- ② Complete all mandatory fields in Form E and click **Send** button.

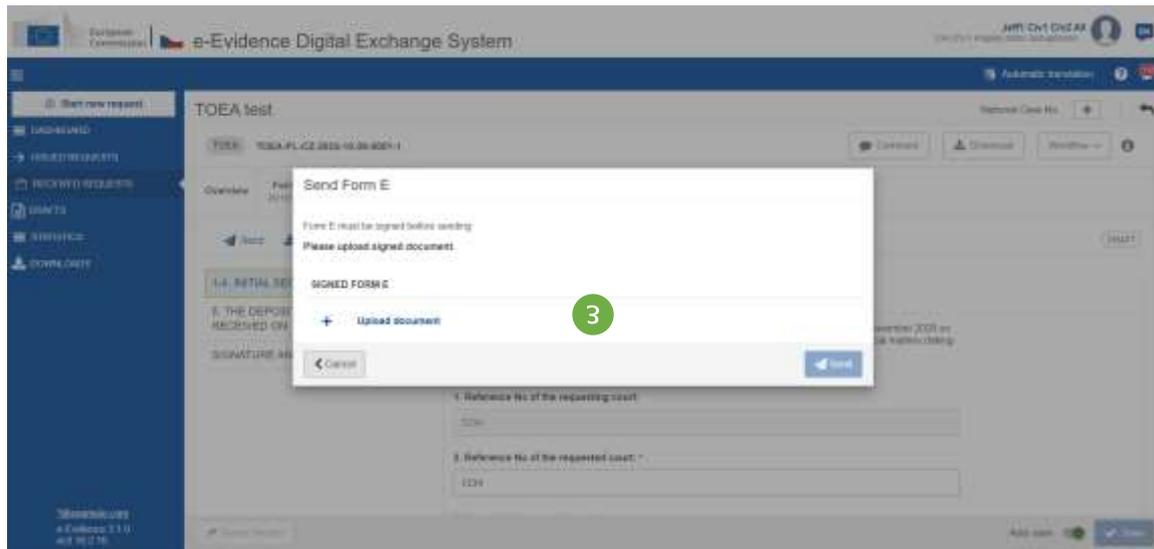


Figure 287: ToE Form E upload document

③ Click **Upload document**.

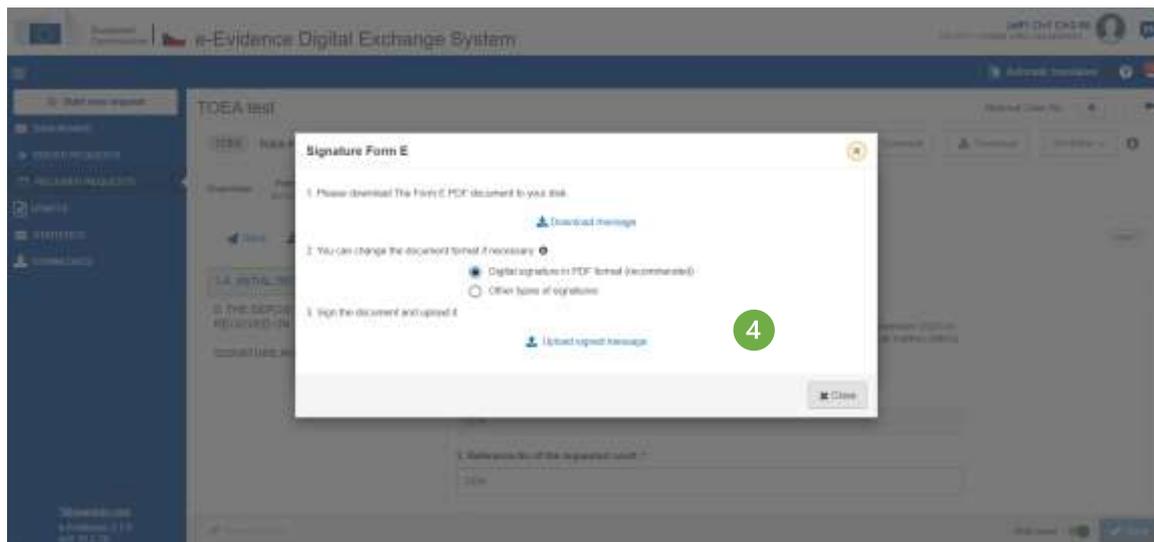


Figure 288: Download, sign and upload document.

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

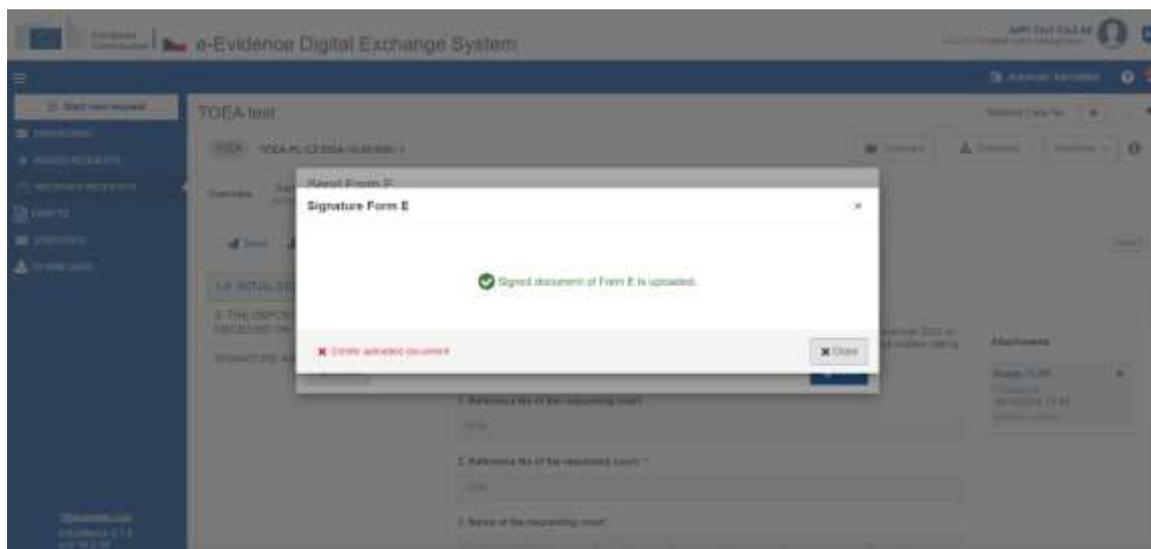


Figure 289: ToE Form E confirmation pop-up

⑤ Close confirmation pop-up.

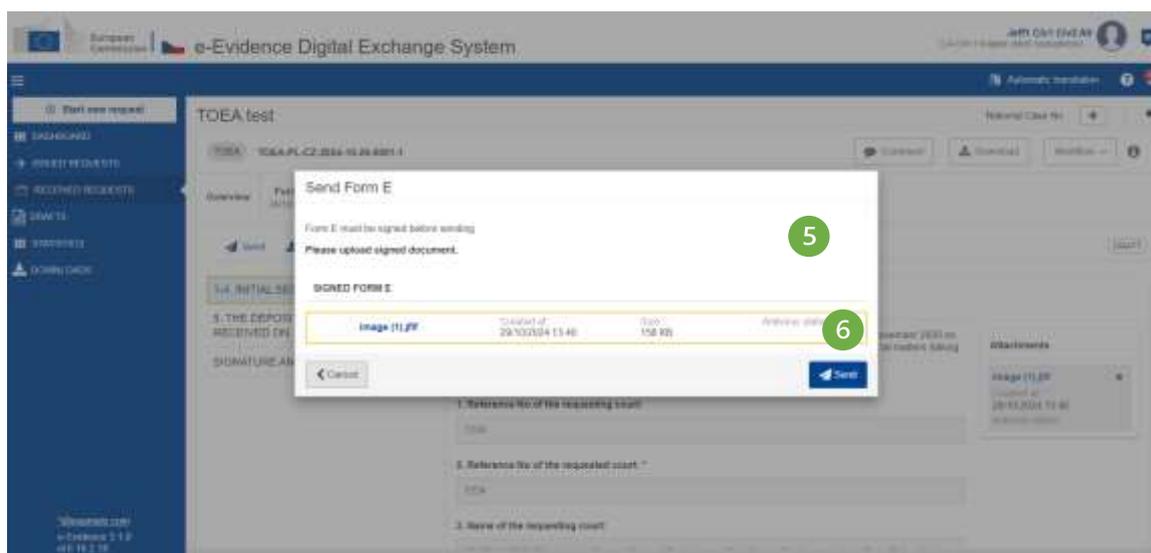


Figure 290: ToE Form E sending

⑥ Click on **Send** button.

10.1.7. TOEA/TOEL: Request for information on delay (Form F)

As a user of the requesting court, you can send a request for information on delay to the requested court.

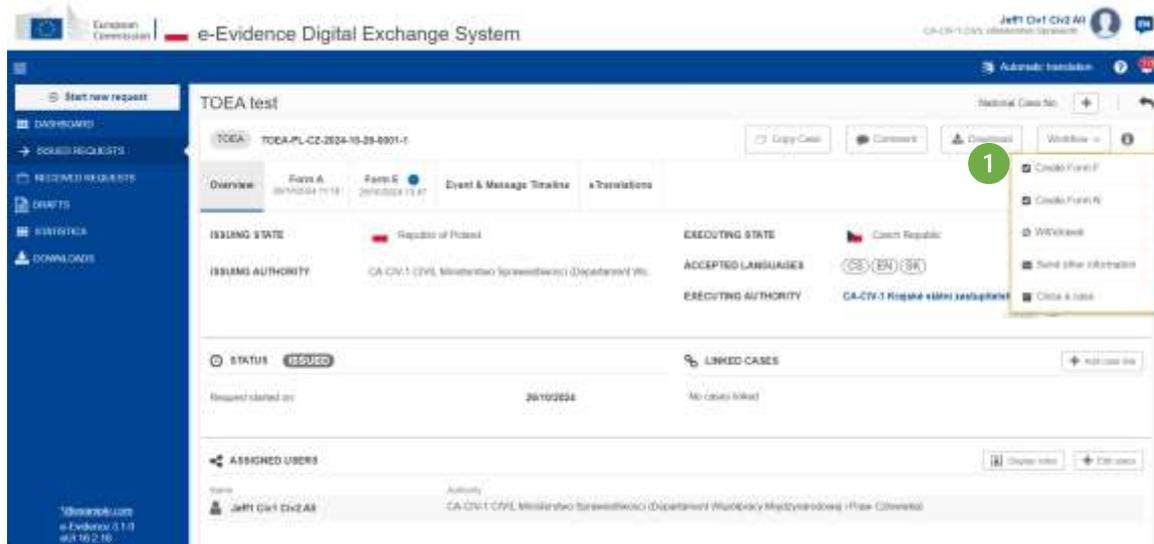


Figure 291: ToE Form F creation

- ① Select **Create Form F** from Workflow.

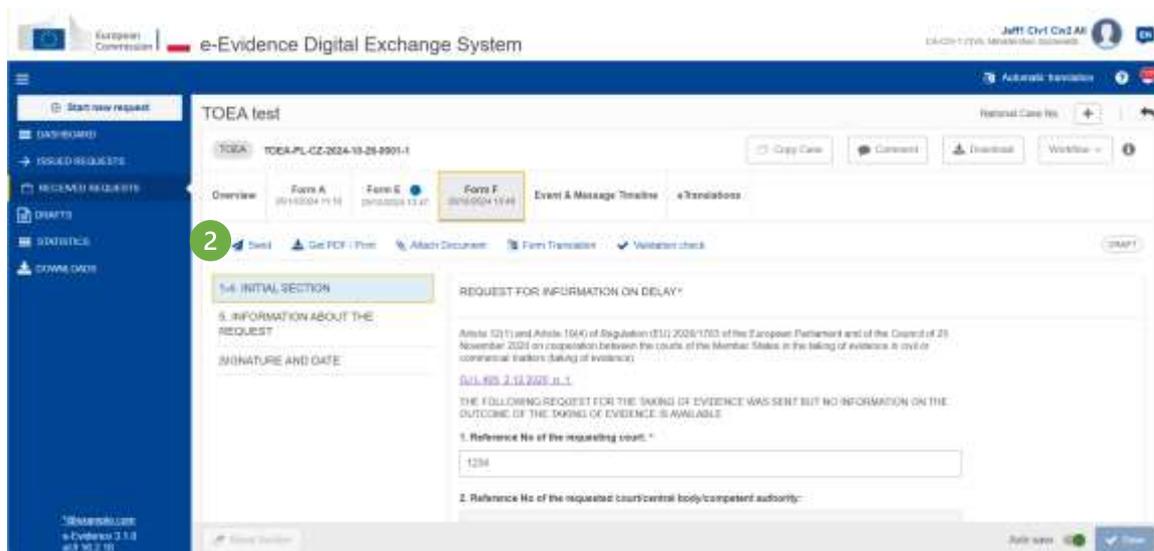


Figure 292: ToE Form F draft

- ② Application displays Form F draft. Complete all mandatory fields, save your data and click on **Send** button on the action bar.

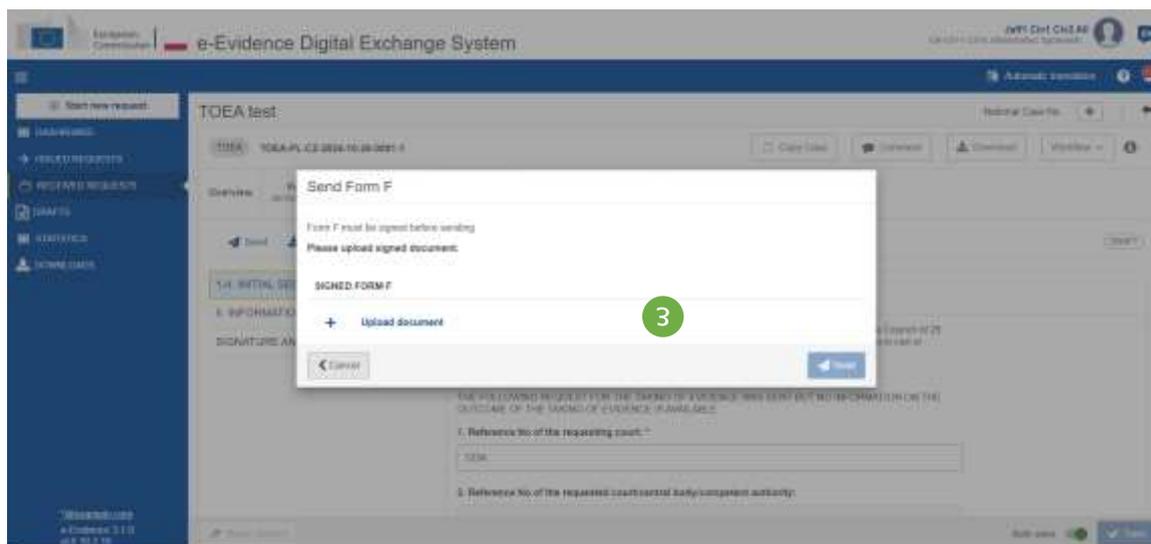


Figure 293: ToE Form F: upload document

③ Click **Upload document**.

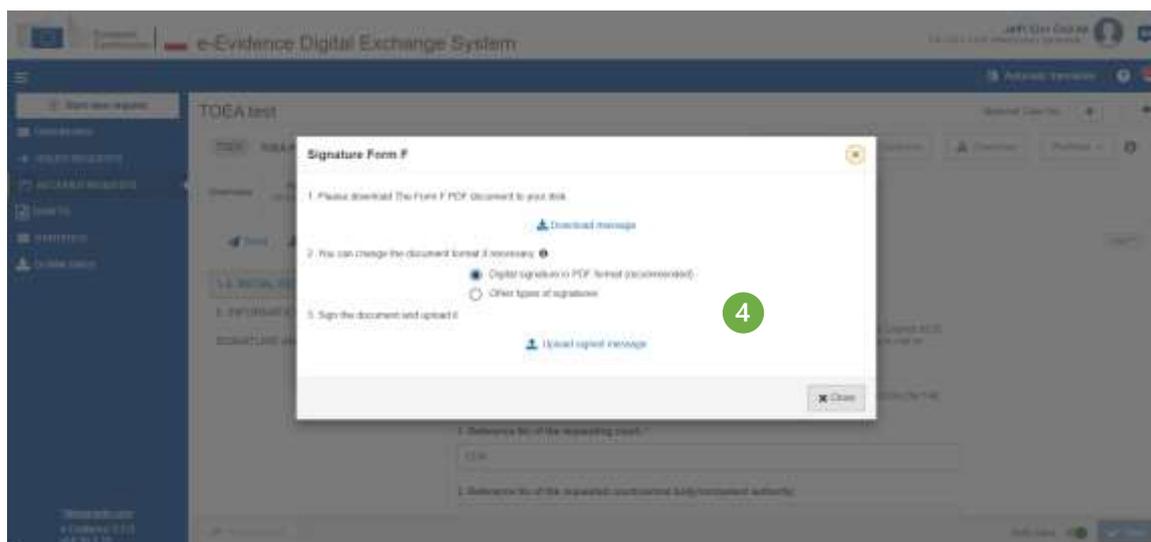


Figure 294: ToE Form F: download, sign and upload document

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

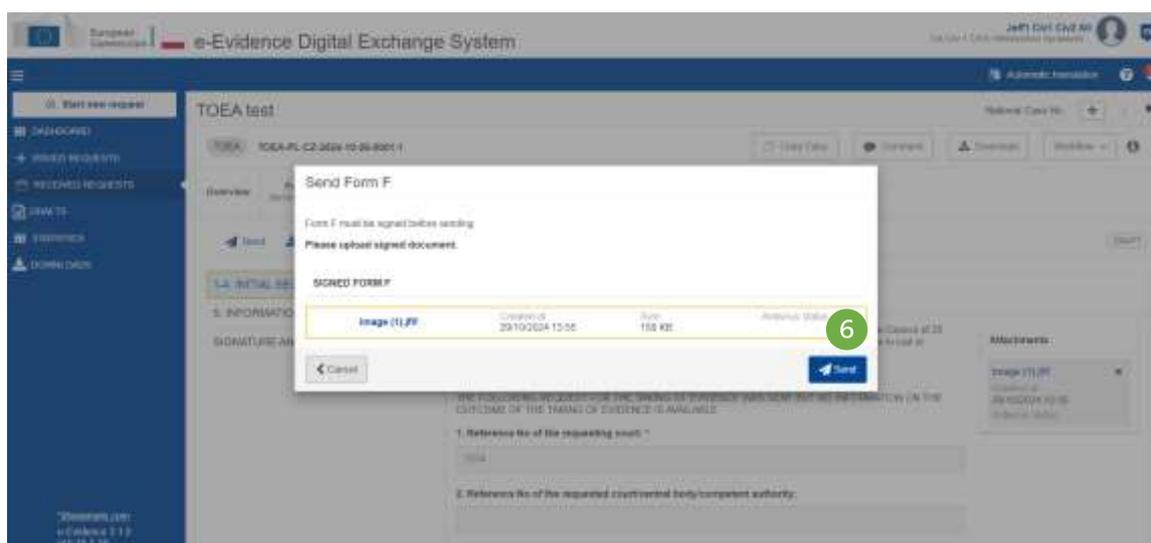


Figure 295: ToE Form F sending

- ⑤ Close confirmation pop-up
- ⑥ Click on **Send** button.

10.1.8. TOEA/TOEL: Reply to request for information on delay (Form G)

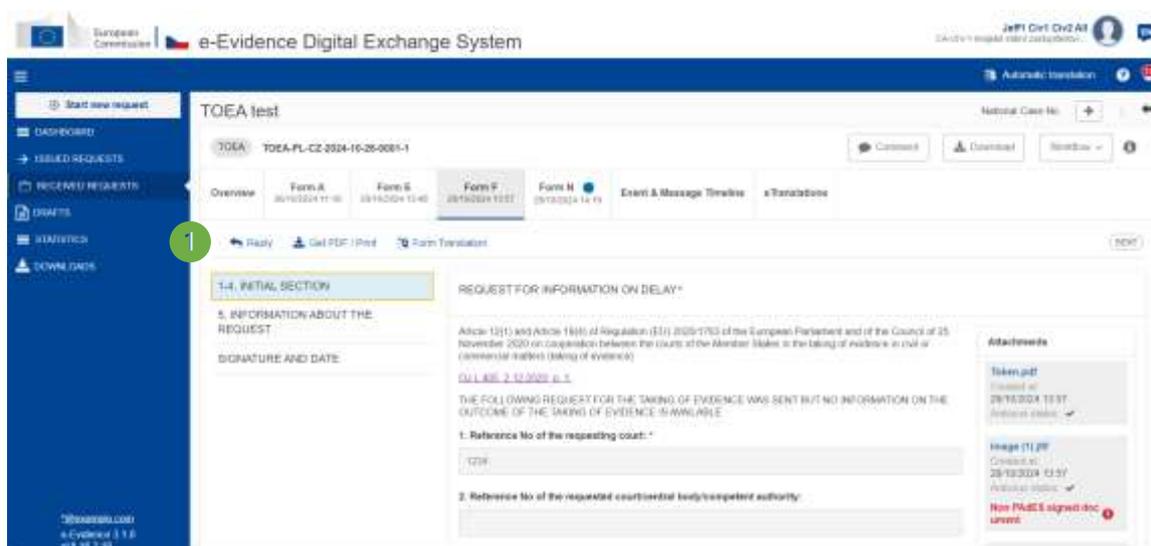


Figure 296: ToE Form G creation

- ① You can reply to a received Form F by clicking **Reply** button on the action bar.

Figure 297: ToE Form G draft

Application creates and displays Form G.

② Complete all mandatory fields, save your data and click **Send** button on the action bar.

Figure 298: ToE Form G upload document

③ Click **Upload document**.

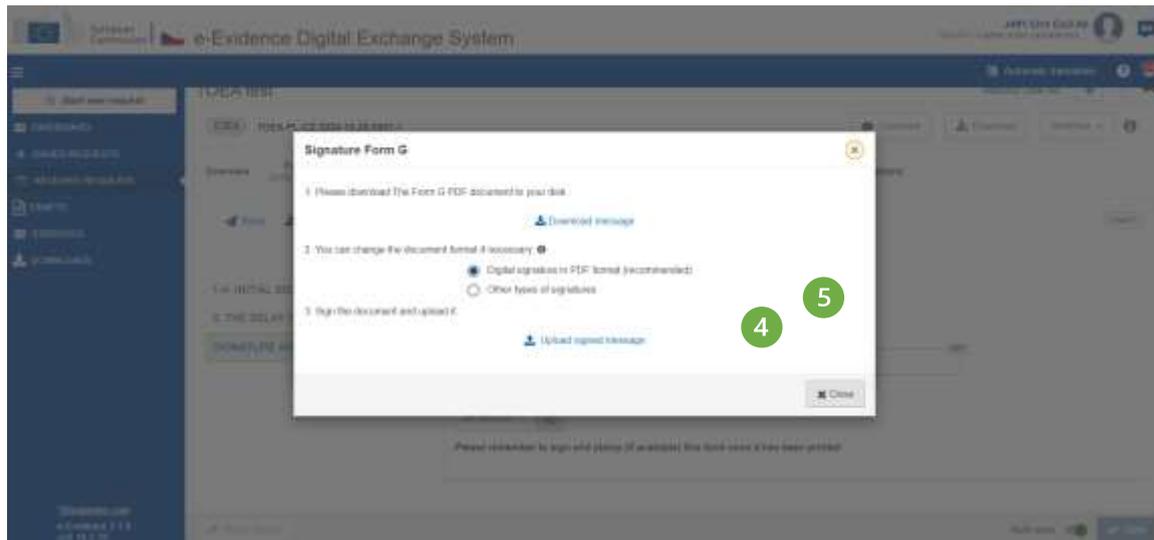


Figure 299: ToE Form G: download, sign and upload document

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

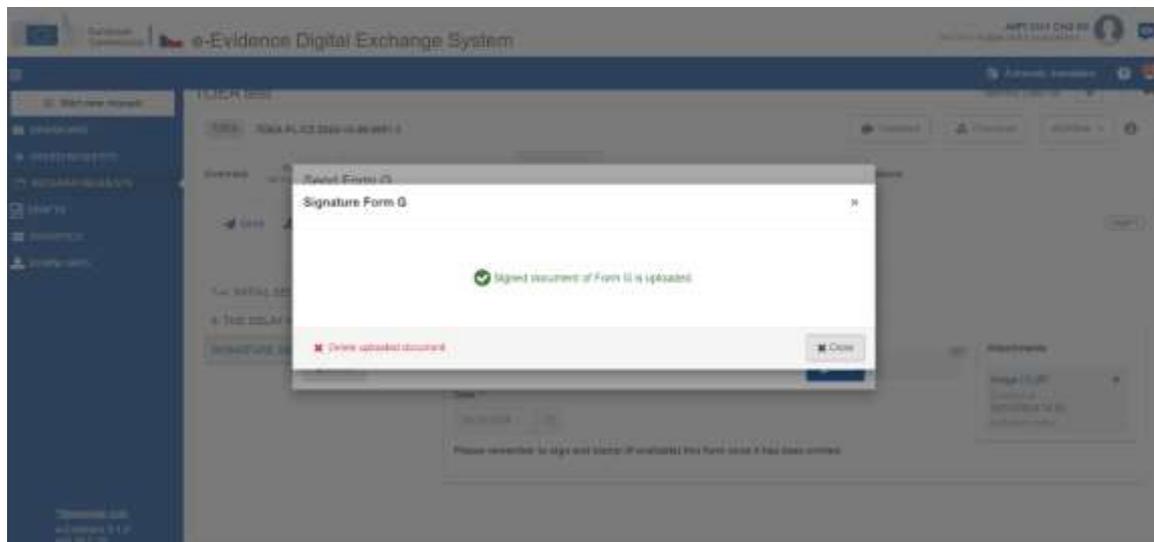


Figure 300: ToE Form G: confirmation pop-up

⑤ Close a confirmation pop-up.

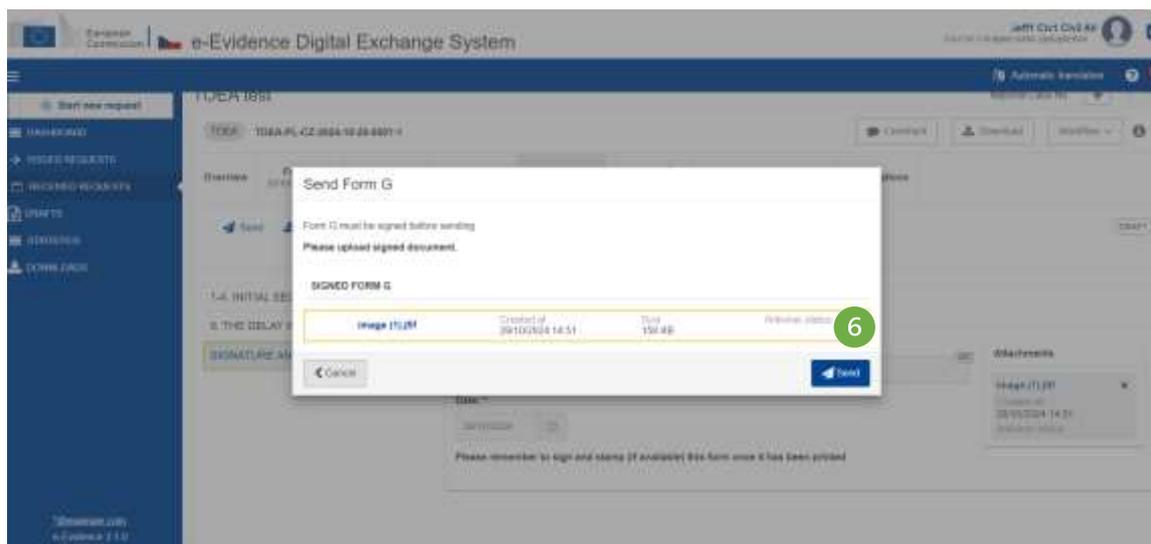


Figure 301: ToE Form G sending

⑥ Click on **Send** button.

10.1.9. TOEA: Notification concerning the request for special procedures and/or for the use of communications technologies (Form H)

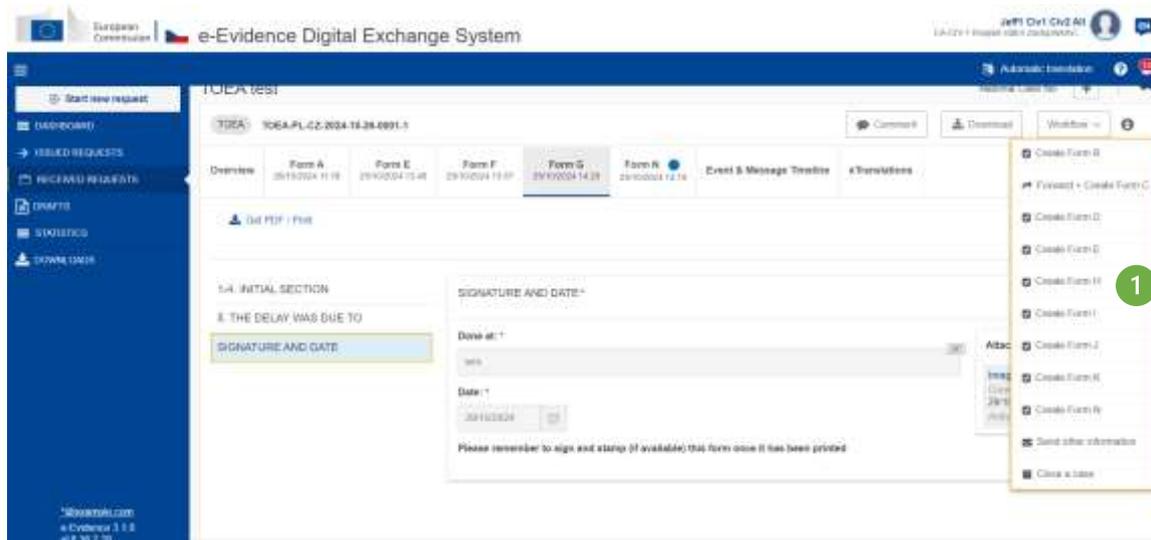


Figure 302: ToE Form H creation

① Select **Create Form H** option from Workflow.

The screenshot shows the 'TOEA test' form in the 'e-Evidence Digital Exchange System'. The form is in a 'DRAFT' state. The main content area displays the '1-4. INITIAL SECTION' and '5-6. THE CALL FOR EXECUTION OF THE REQUEST COULD NOT BE COMPLIED WITH'. Below this, there is a 'SIGNATURE AND DATE' field. The form also includes a 'NOTIFICATION CONCERNING THE REQUEST FOR SPECIAL PROCEDURES AND/OR FOR THE USE OF COMMUNICATIONS TECHNOLOGIES' section. The form is divided into several tabs: Overview, Form A, Form E, Form F, Form G, Form H (selected), Form I, and Event & Message Timeline. A green circle with the number '2' is overlaid on the form.

Figure 303: ToE Form H draft

② Complete all mandatory fields and save your data.

The screenshot shows the 'TOEA test' form in the 'e-Evidence Digital Exchange System'. The form is in a 'Send to review' state. The main content area displays the '1-4. INITIAL SECTION' and '5-6. THE CALL FOR EXECUTION OF THE REQUEST COULD NOT BE COMPLIED WITH'. Below this, there is a 'SIGNATURE AND DATE' field. The form also includes a 'NOTIFICATION CONCERNING THE REQUEST FOR SPECIAL PROCEDURES AND/OR FOR THE USE OF COMMUNICATIONS TECHNOLOGIES' section. The form is divided into several tabs: Overview, Form A, Form E, Form F, Form G, Form H (selected), Form I, and Event & Message Timeline. A green circle with the number '3' is overlaid on the form.

Figure 304: ToE Form H send to review

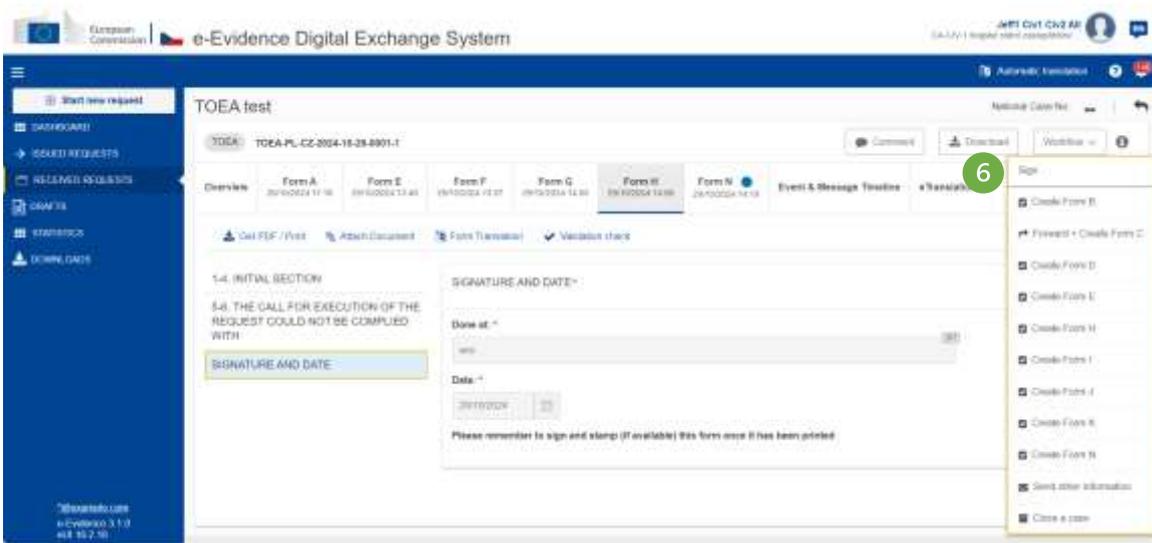
③ Select **Send to review** option from Workflow.

Figure 305: ToE Form H accept review

④ The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

Figure 306: ToE Form H: preparation for signature

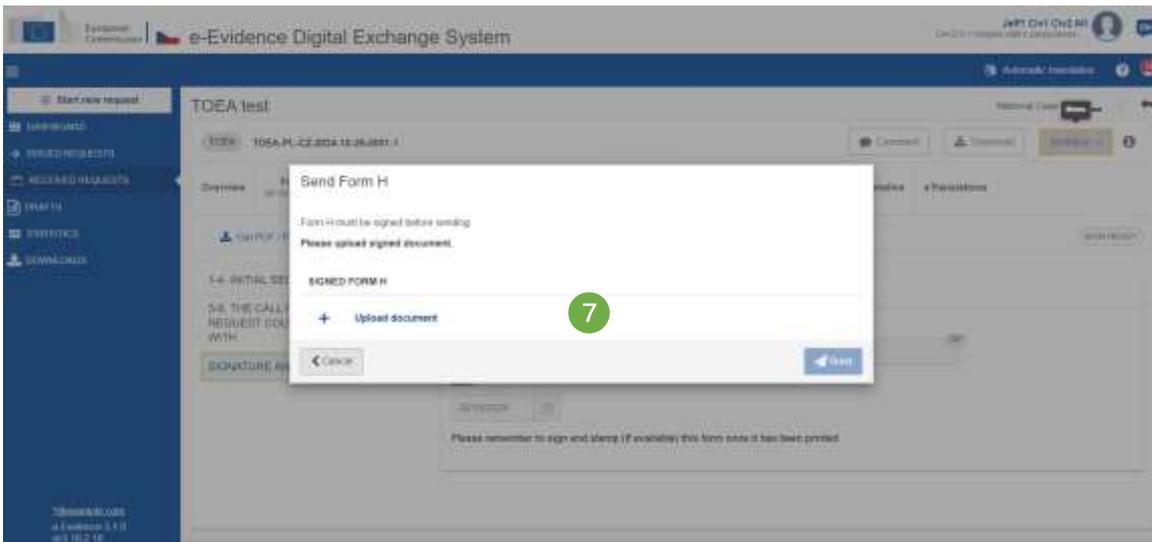
⑤ The user with Sender role should select **Preparation for signature** to sign and upload the signed document (other available options are: Reject and Return for amendment). The Sender cannot edit the case.



The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main content area displays the 'TOEA test' form, specifically Form H. The form is titled 'TOEA test' and includes a 'SIGNATURE AND DATE' section. A green circle with the number 6 highlights the 'Sign' button in the top right corner of the form. The form also includes a 'SIGNATURE AND DATE' section with fields for 'Date at' and 'Date'. The form is currently in the 'SIGNATURE AND DATE' section.

Figure 307: ToE Form H: signing

⑥ The user with Sender role should select **Sign**.



The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box titled 'Send Form H' is displayed over the form. The modal contains the text: 'Form H must be signed before sending. Please upload signed document.' Below this text is a section labeled 'SIGNED FORM H' with an 'Upload document' button. A green circle with the number 7 highlights the 'Upload document' button. The modal also has 'Cancel' and 'Send' buttons at the bottom.

Figure 308: ToE Form H: upload document

⑦ Click **Upload document**.

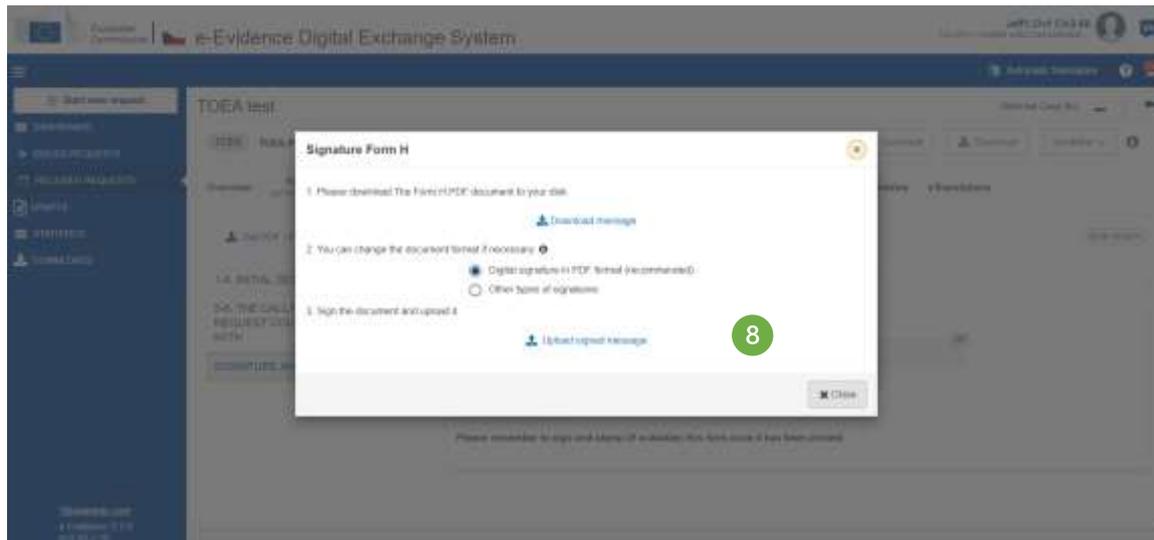


Figure 309: ToE Form H: Download, sign and upload document

⑧ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

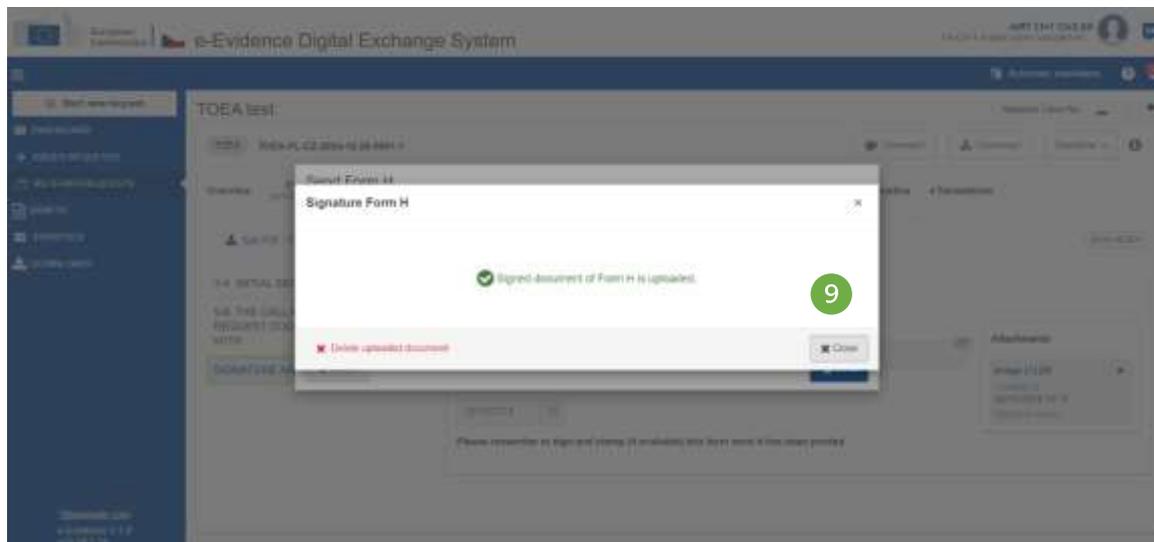


Figure 310: ToE Form H: confirmation pop-up

⑨ Close the confirmation pop-up.

⑩ Click on **Send** button from Workflow.

10.1.10. TOEA: Notification of the date, time, place of the taking of evidence and the conditions for participation (Form I)

The screenshot shows the 'TOEA test' interface in the e-Evidence Digital Exchange System. The main content area displays the test details, including the issuing state (Republic of Poland), executing state (Czech Republic), and issuing authority (CA.CIV.1 CIVL Městský soud v Praze). The status is 'RECEIVED'. A sidebar on the right contains a 'Workflow' menu with a green circle around the 'Create Form I' option.

Figure 311: ToE Form I creation

① Select **Create Form I** from Workflow.

The screenshot shows the 'TOEA test' interface in the e-Evidence Digital Exchange System, displaying the 'Form I' draft. The main content area shows the '1-2. INITIAL SECTION' and 'NOTIFICATION OF THE DATE, TIME, PLACE OF THE TAKING OF EVIDENCE AND THE CONDITIONS FOR PARTICIPATION'. The 'Send' button is highlighted in a green circle.

Figure 312: ToE Form I draft

② Complete all mandatory fields and click **Send** button on the action bar.

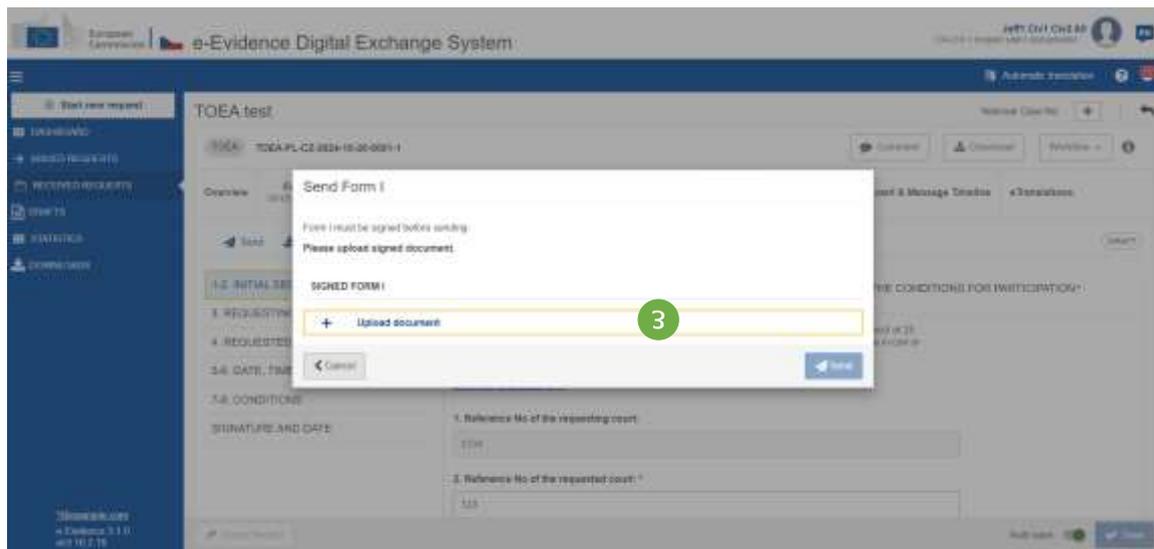


Figure 313: ToE Form I upload document

③ Click **Upload document**.

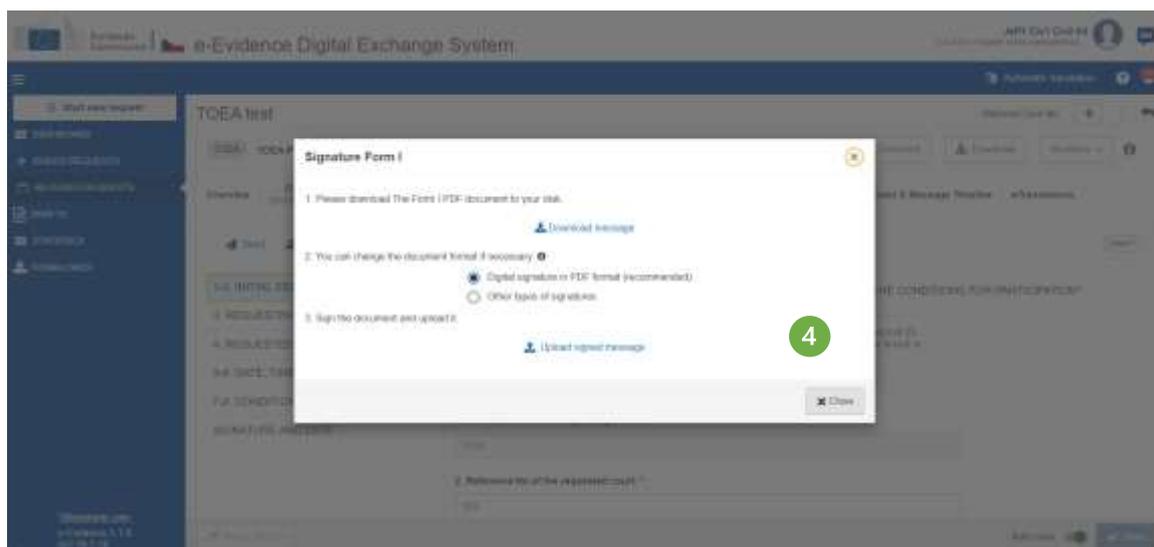


Figure 314: Download, sign and upload document

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

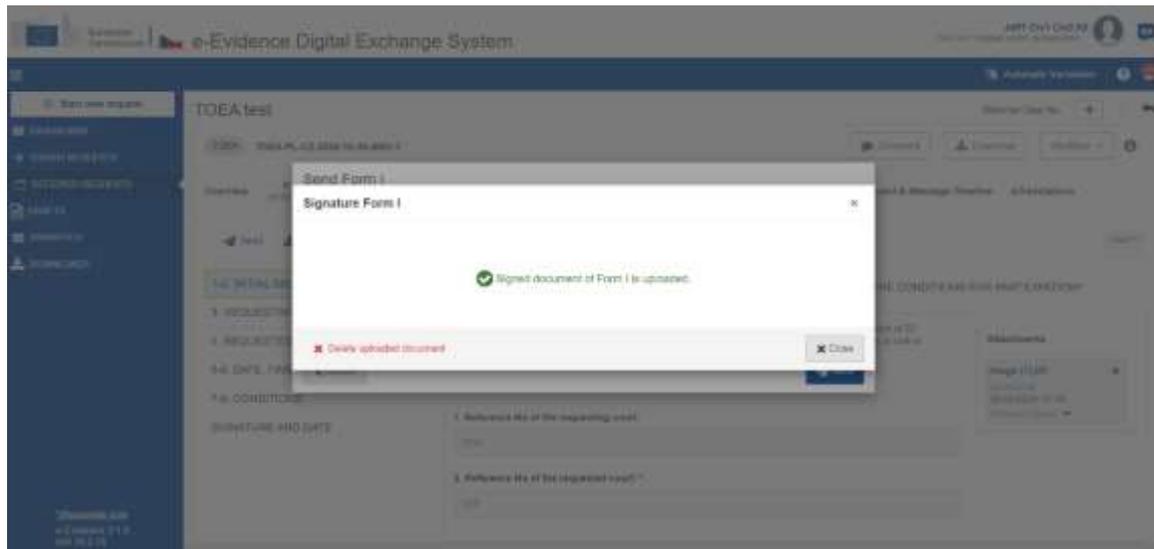


Figure 315: ToE Form I: confirmation pop-up

⑤ Close confirmation pop-up.

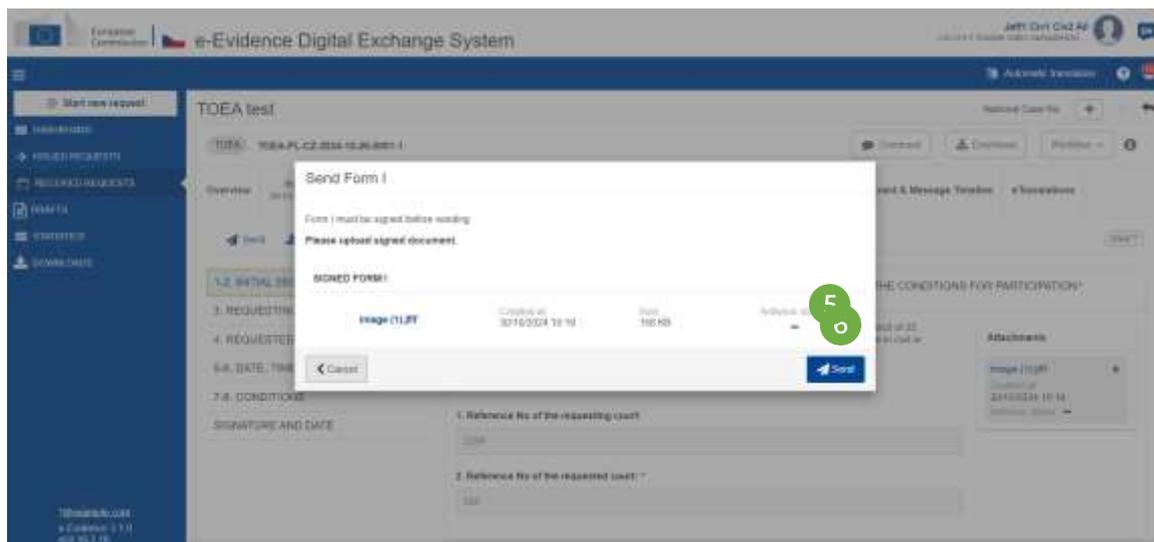


Figure 316: ToE Form I sending

⑥ Click on **Send** button.

10.1.11. TOEA: Notification of delay (Form J)

The screenshot shows the 'TOEA Test' interface. The left sidebar contains navigation options: 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', and 'DOWNLOADS'. The main content area displays the 'TOEA Test' form with tabs for 'Form A', 'Form J', 'Event & Message Timeline', and 'e-Translations'. The 'Form A' tab is active, showing the 'INITIAL SECTION' and 'REQUEST FOR THE TAKING OF EVIDENCE'. A green circle with the number '1' is placed over the 'Create Form J' option in the right-hand workflow menu.

Figure 317: ToE Form J creation

① Select **Create Form J** from Workflow.

The screenshot shows the 'TOEA Test' interface with the 'Form J' tab selected. The form is titled 'TOEA Test' and is currently in the 'Form J' tab. The 'Form J' tab shows the 'INITIAL SECTION' and 'NOTIFICATION OF DELAY'. A green circle with the number '2' is placed over the 'Send' button in the action bar.

Figure 318: ToE Form J draft

② Complete all mandatory fields and click **Send** button on the action bar.

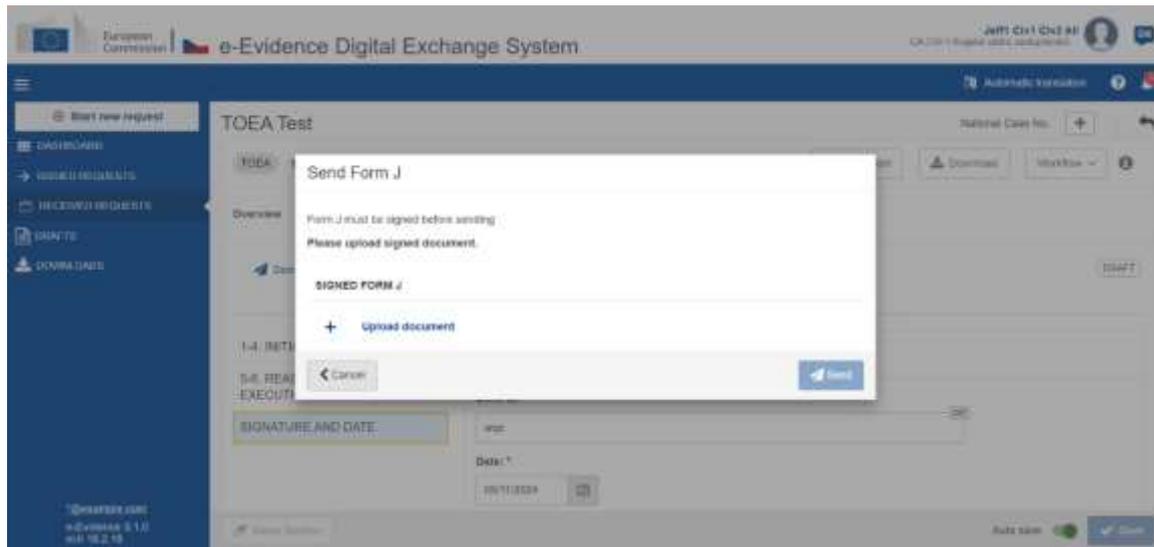


Figure 319: ToE Form J upload document

③ Click **Upload document**.

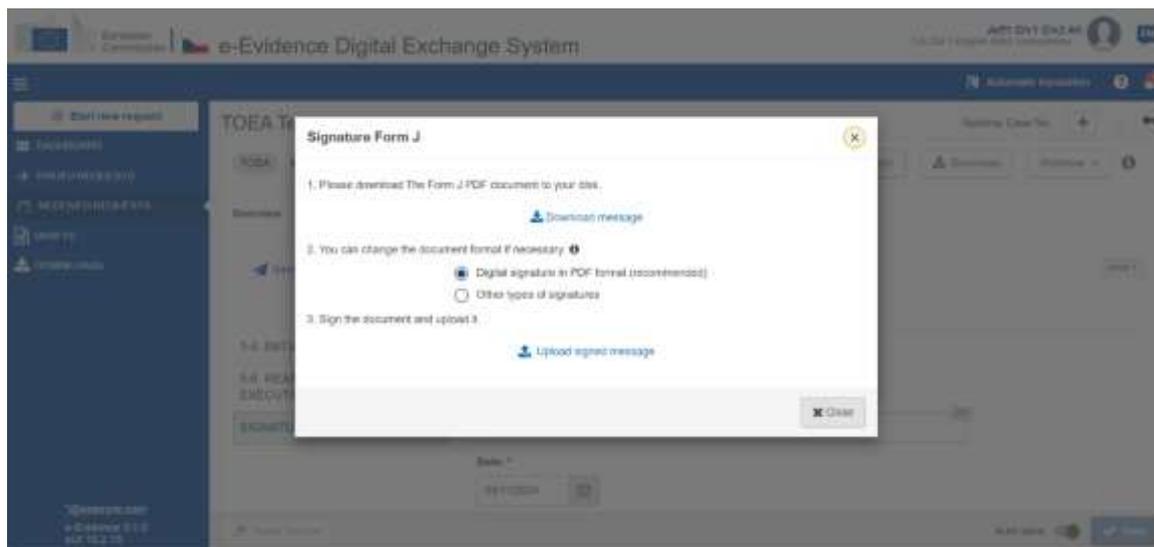


Figure 320: ToE Form J download, sign and upload document

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

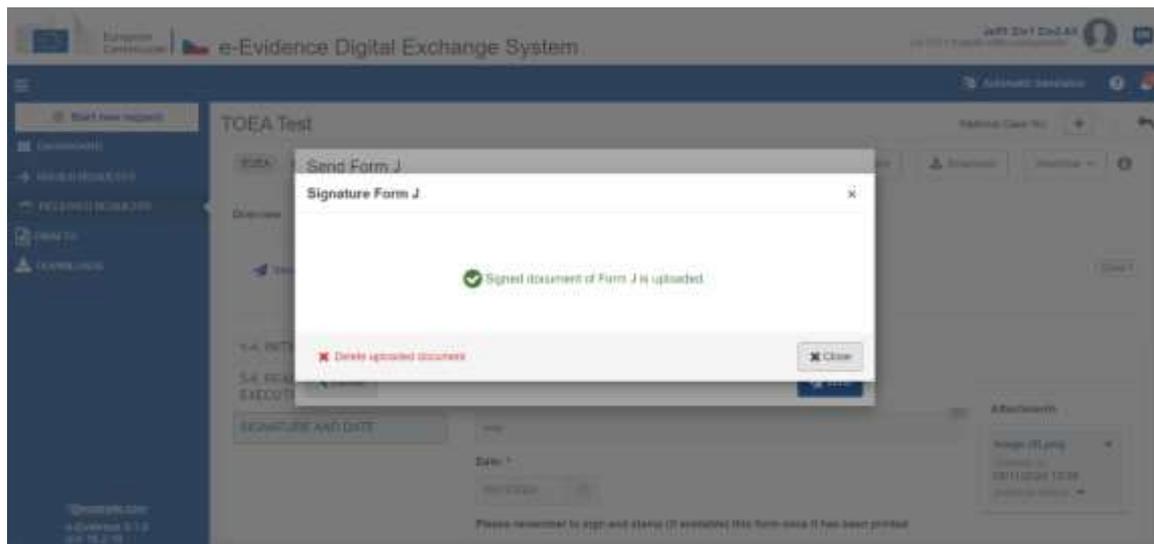


Figure 321: ToE Form J confirmation pop-up

- ⑤ Close the confirmation pop-up.

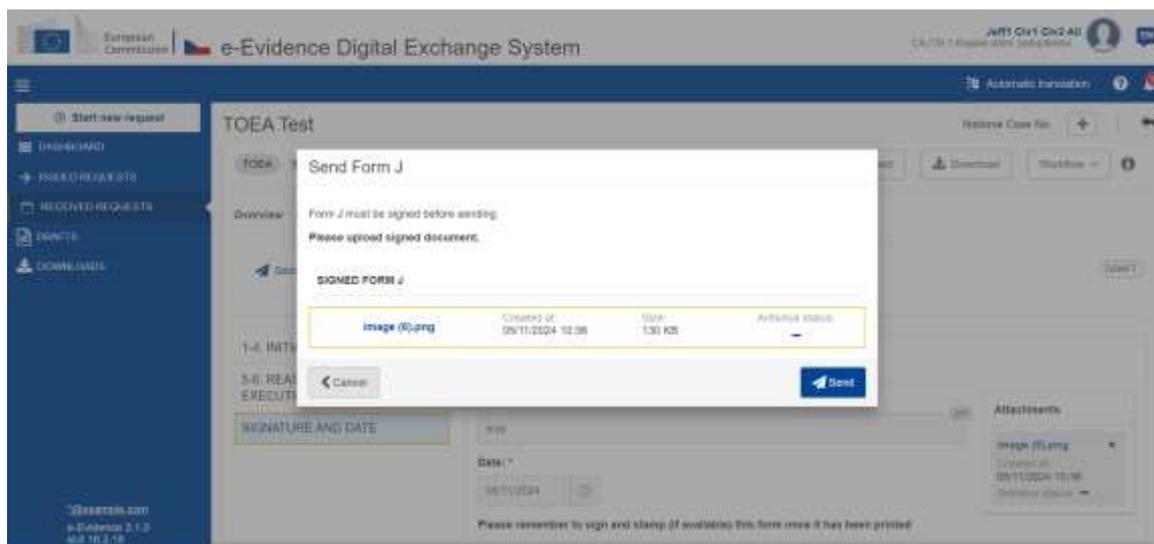


Figure 322: ToE Form J sending

- ⑥ Click on **Send** button.

10.1.12. TOEA/TOEL: Information on technical practicalities for holding a videoconference or using other distance communications technology (Form N)

ToE Form N can be created and issued by Issuing and Executing Authority.

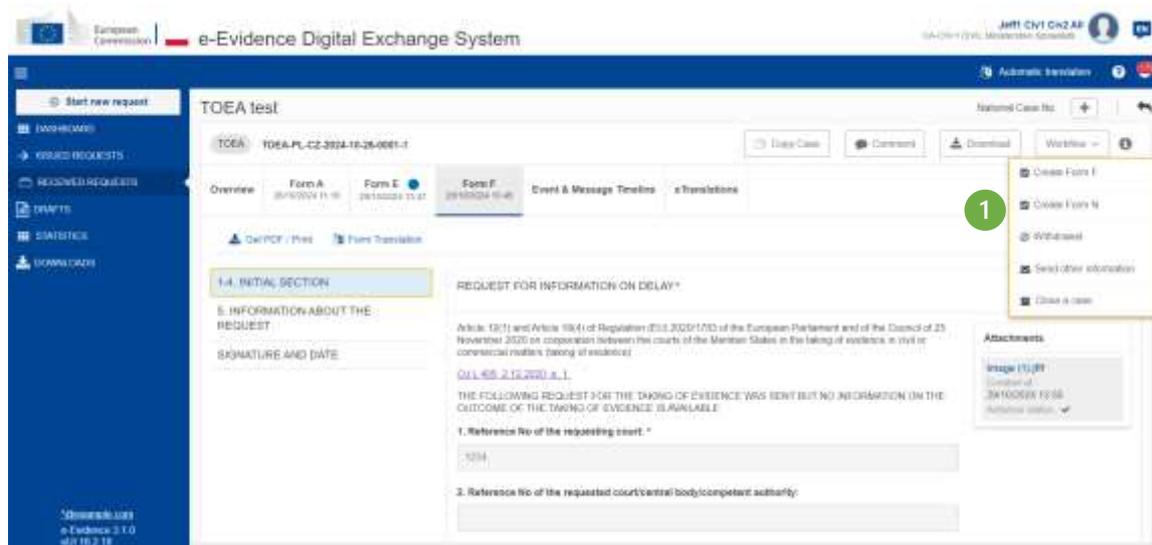


Figure 323: ToE Form N creation

① Select **Create Form N** from Workflow.

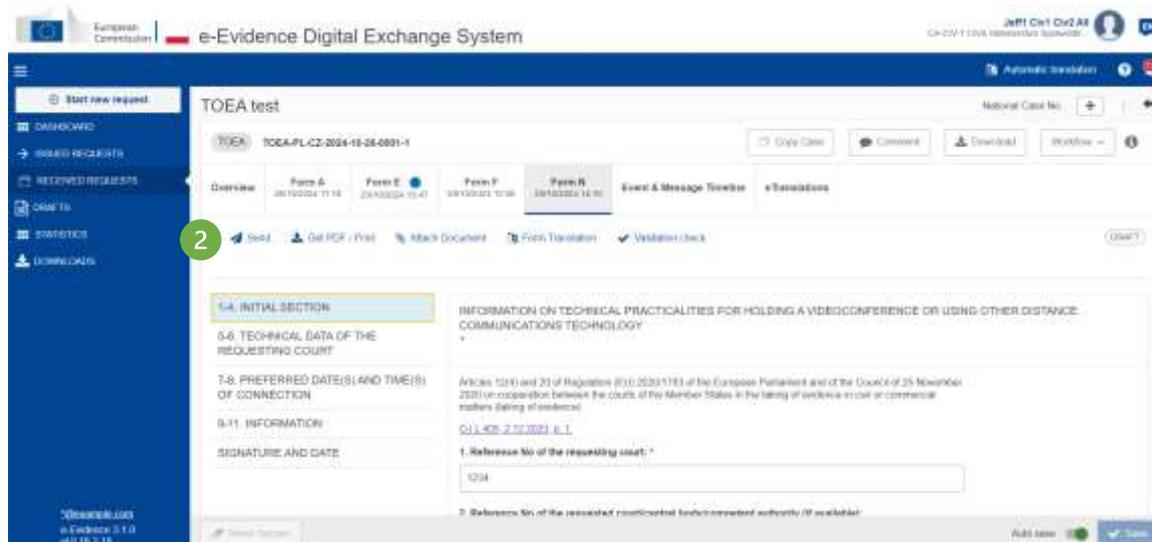


Figure 324: ToE Form N draft

② Complete Form N mandatory fields, save your data and click on **Send** button from the action bar.

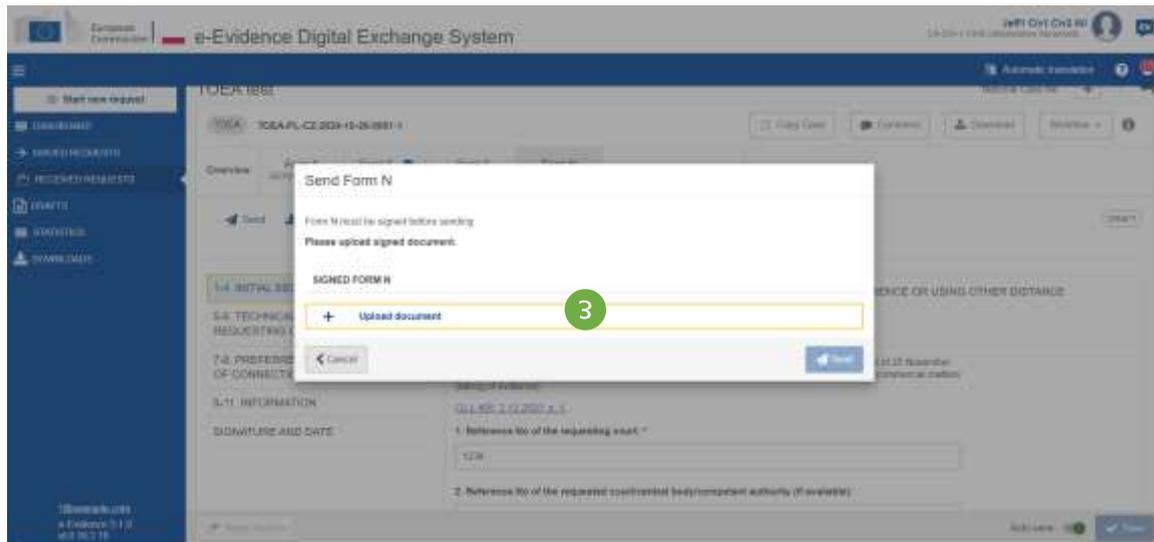


Figure 325: ToE Form N upload document

③ Click **Upload document**.

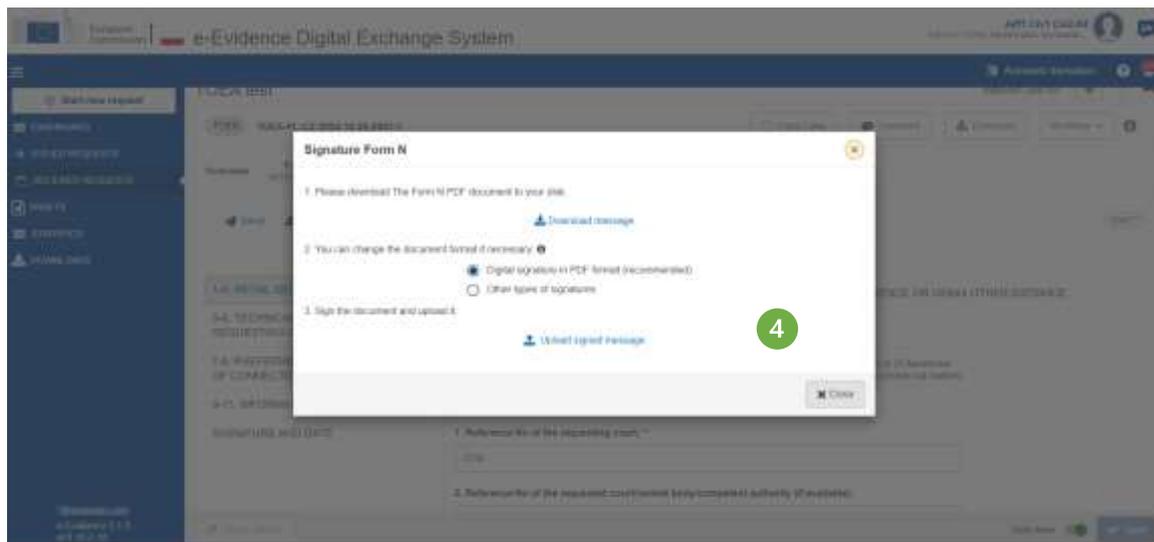


Figure 326: ToE Form N: download, sign and upload document

④ Download, sign and upload the document as described in '[7.2.1.9 Sign chapter](#)'.

NOTE: When 'Other types of signatures' option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

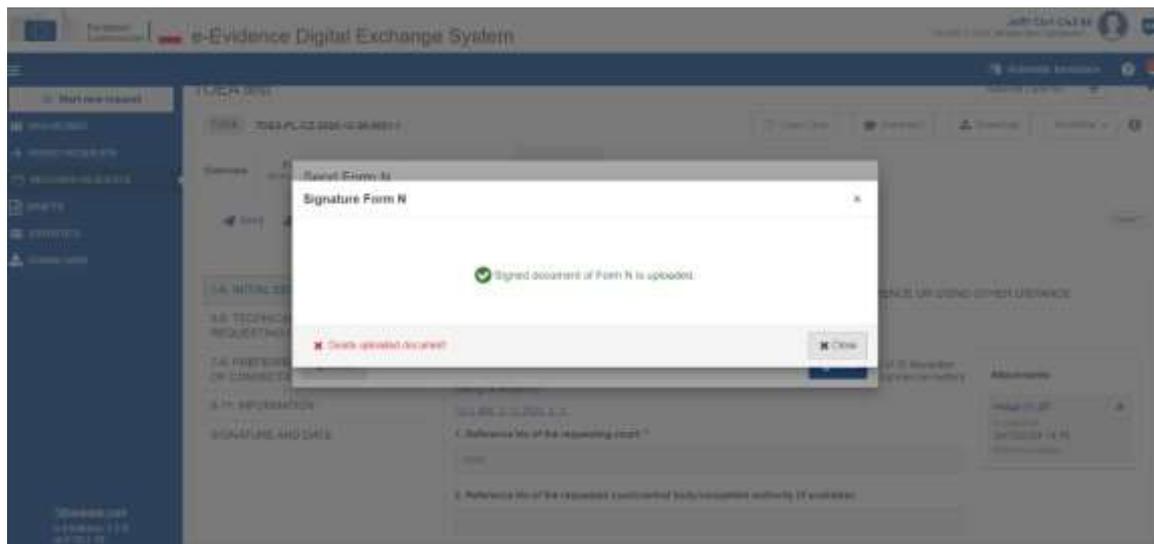


Figure 327: ToE Form N: confirmation pop-up

- ⑤ Close the confirmation pop-up.

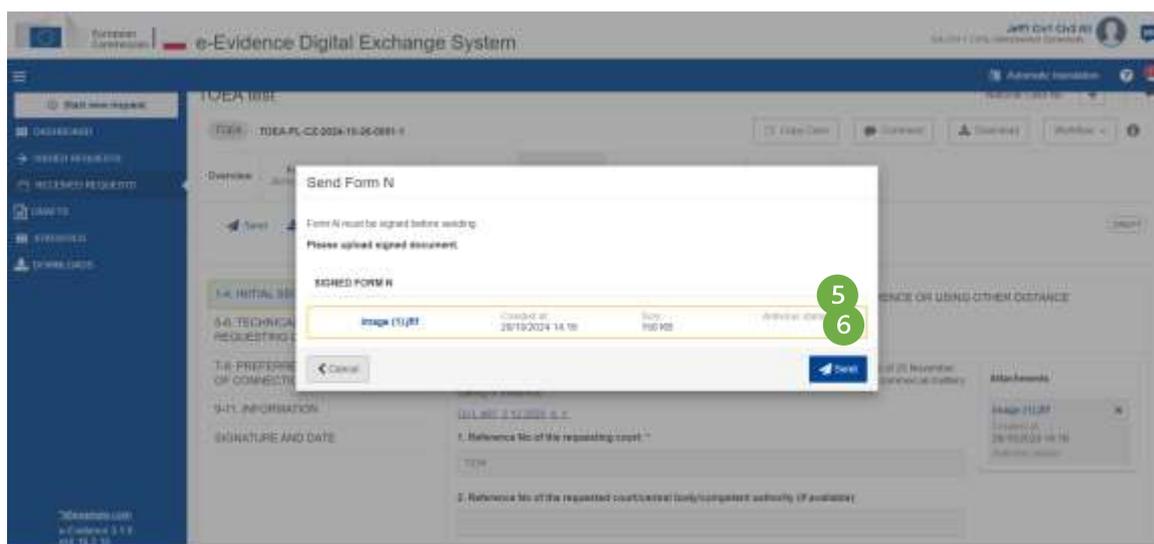


Figure 328: ToE Form N sending

- ⑥ Click on **Send** button.

10.1.13. Send other information (Issuing Authority)

Through the Workflow menu one can send any other information to the Executing Authority.



Figure 329: Send other information (Issuing Authority): Workflow menu

① Click **Workflow > Send other information**.

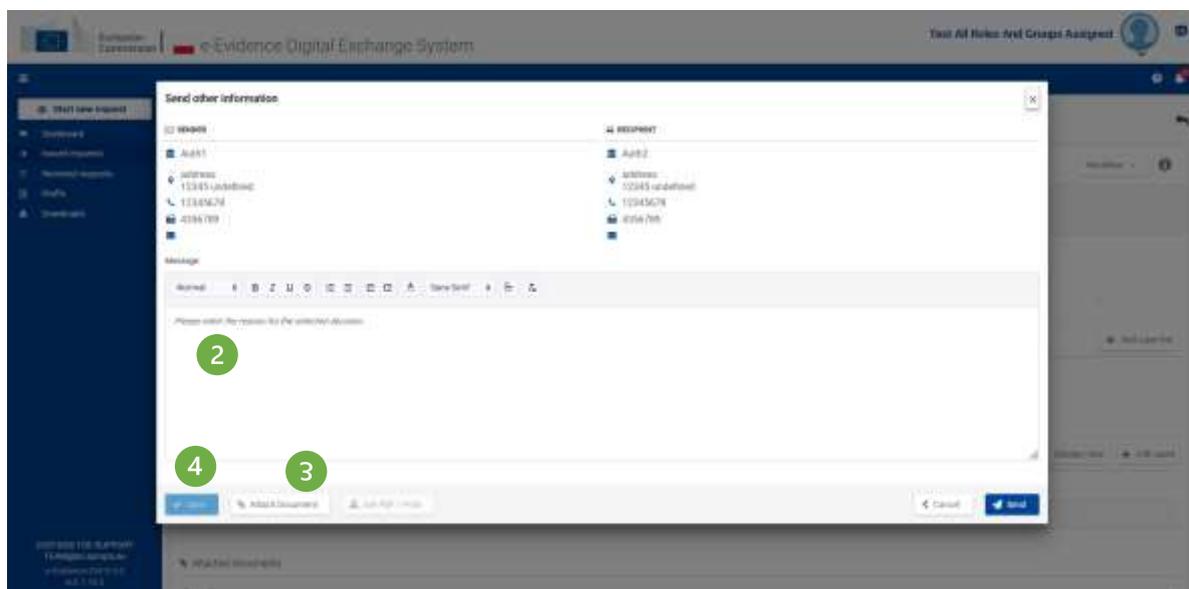


Figure 330: Send other information (Issuing Authority): Fields to fill-in

- ② Type a message in the text area.
- ③ Attach documents, if needed.
- ④ Click **Save** to keep the message in the system as a draft.

The draft will appear in **Event & Message Timeline** tab if the user clicks **Close**.

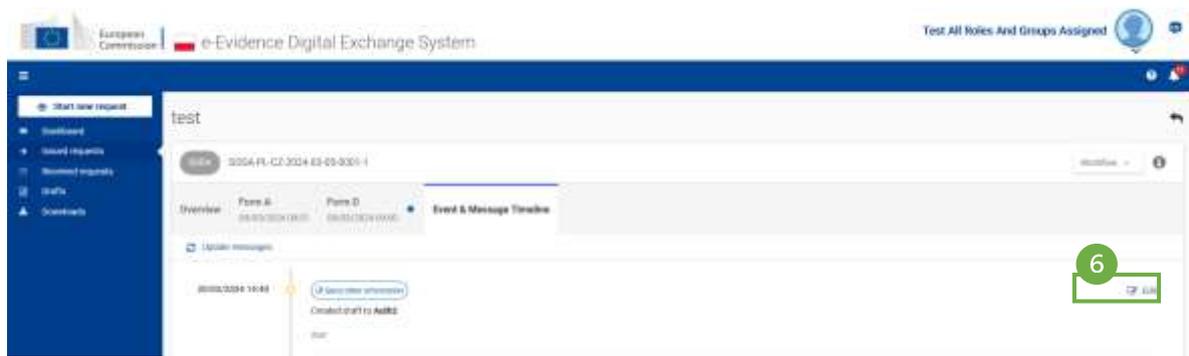


Figure 331: Send other information (Issuing Authority): Editing a draft message

- ⑤ Click **Event & Message Timeline** tab to see a draft message.
- ⑥ Click **Edit** on the right side of a message. A pop-up where you can edit a message and attachments will appear.

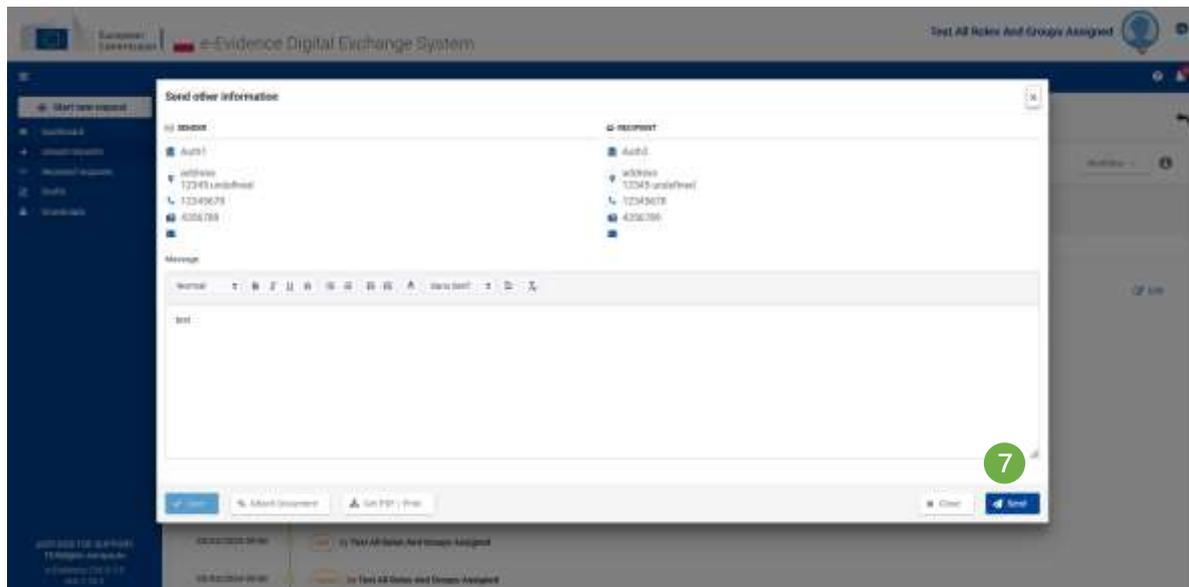


Figure 332: Sending other information to an Executing Authority

- ⑦ Click **Send** to send a message to an Executing Authority.
- ⑧ Your message can be accessed from the **Event & Message Timeline** tab.

10.1.14. Send other information (Executing Authority)

Through the Workflow menu one can send any other information to the Issuing Authority.

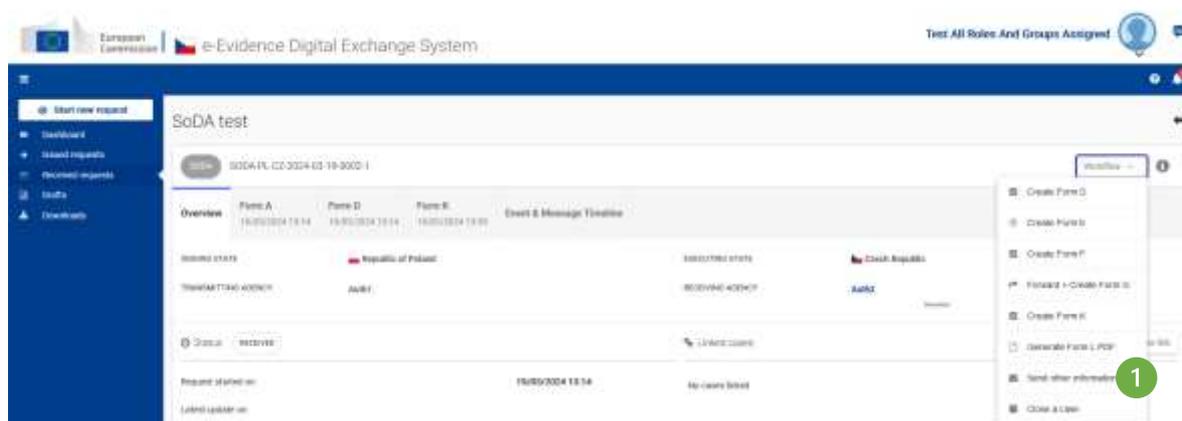


Figure 333: Send other information (Executing Authority): Workflow menu

① Click **Workflow > Send other information**.

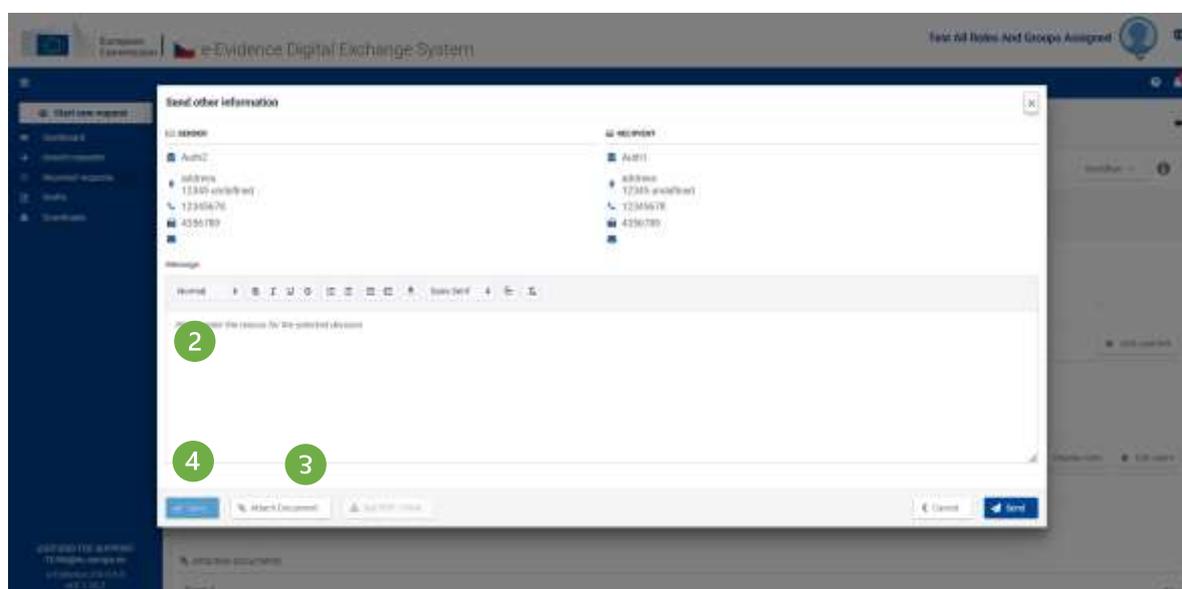


Figure 334: Send other information (Executing Authority): Fields to fill-in

- ② Type a message in the message text area.
- ③ Attach documents, if needed.
- ④ Click **Save**, to keep the message in the system as a draft.

The draft will appear in **Event & Message Timeline** tab if the user clicks **Close**.

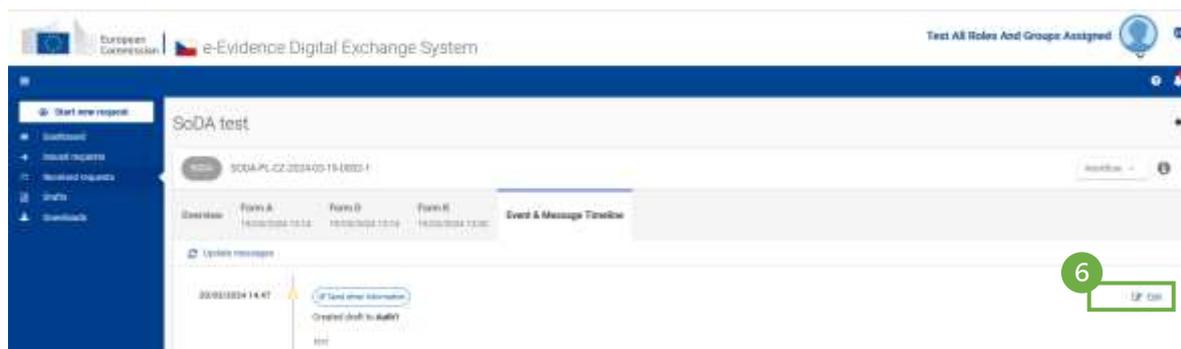


Figure 335: Send other information (Executing Authority): Editing a draft message

- ⑤ Click **Event & Message Timeline** tab to see the draft message.
- ⑥ Click **Edit** on the right side of a message. A pop-up where you can edit a message and attachments will appear.

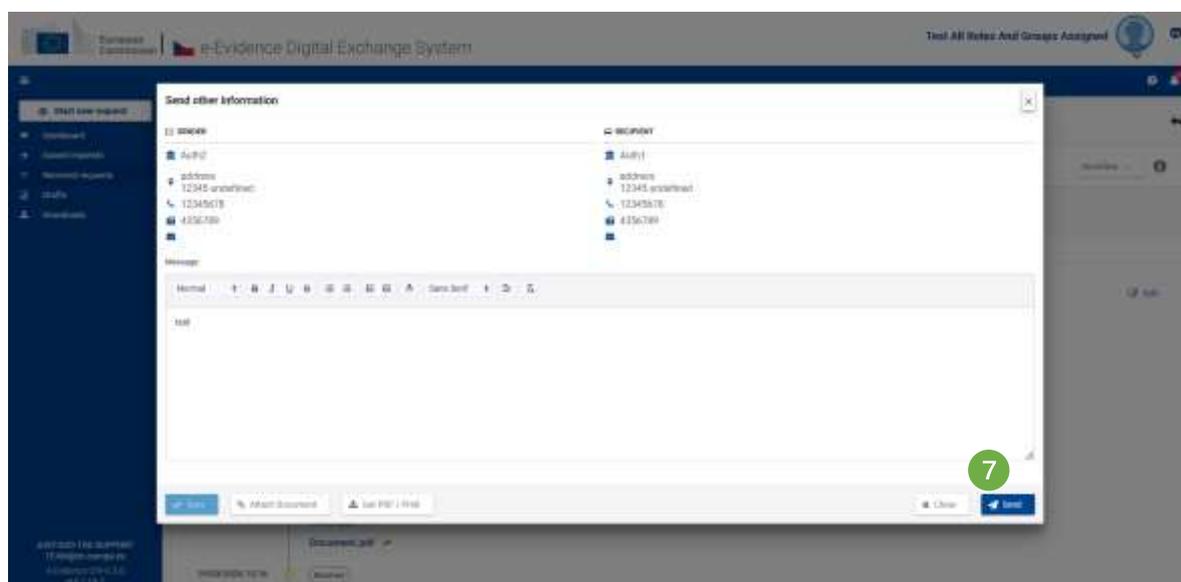


Figure 336: Sending other information to the Issuing Authority

- ⑦ Click **Send** to send a notification to the Issuing Authority.
- ⑧ Your message can be accessed from **Event & Message Timeline** tab.

10.1.15. Reply to 'Send other information' message

You can directly reply to a 'Send other information' message from an Executing Authority. This will make your response correlated to a message from that Executing Authority and displayed in a thread.

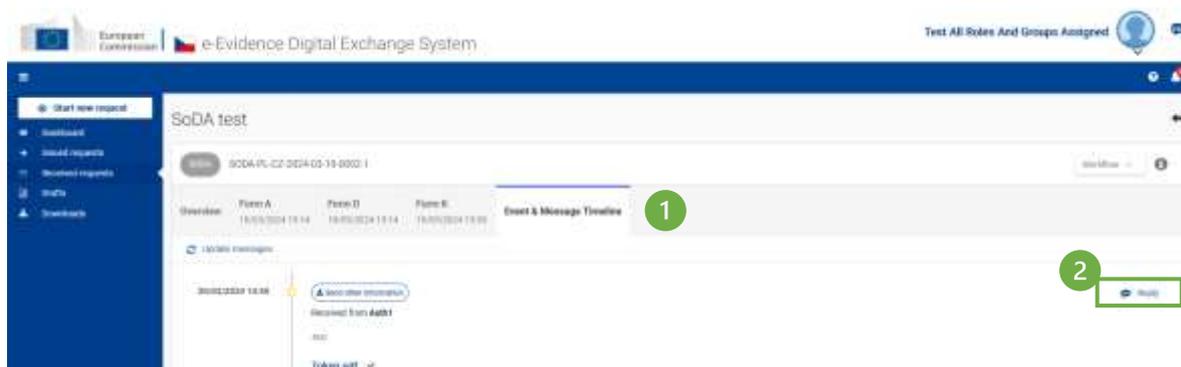


Figure 337: Reply to 'Send other information' button

① View the **Timeline of a case**, where the 'Send other information' message from Executing Authority is displayed and click a ② **Reply** button.

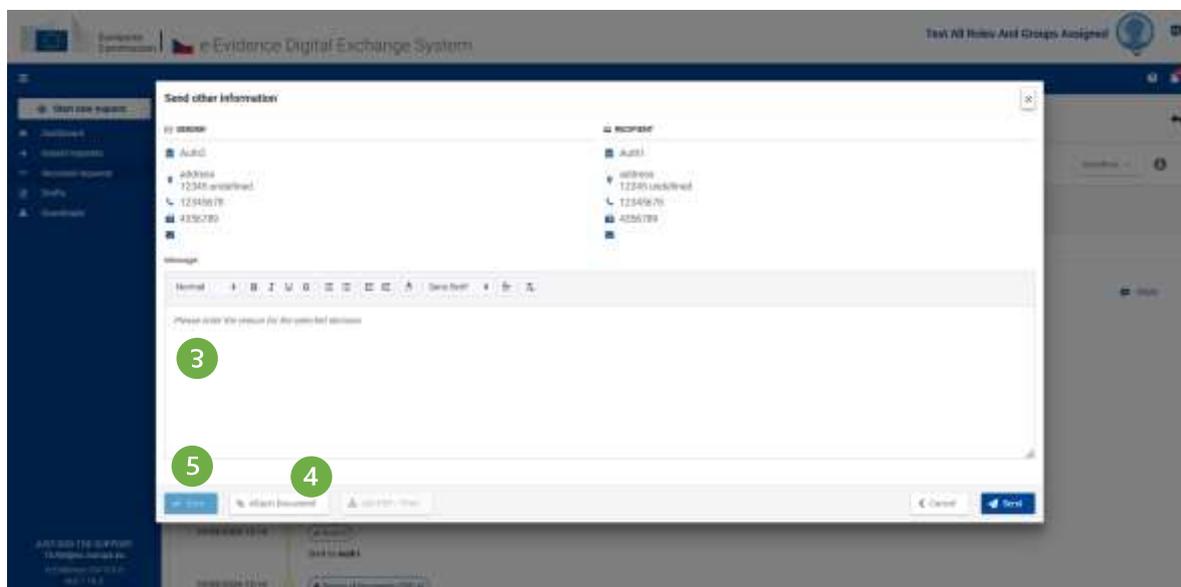


Figure 338: Reply to 'Send other information' message pop-up window

- ③ Type a message.
- ④ Attach documents, if needed.
- ⑤ Click **Save** to keep the message in the system as a draft.

Draft will appear in **Event & Message Timeline** tab if the user clicks **Close**.

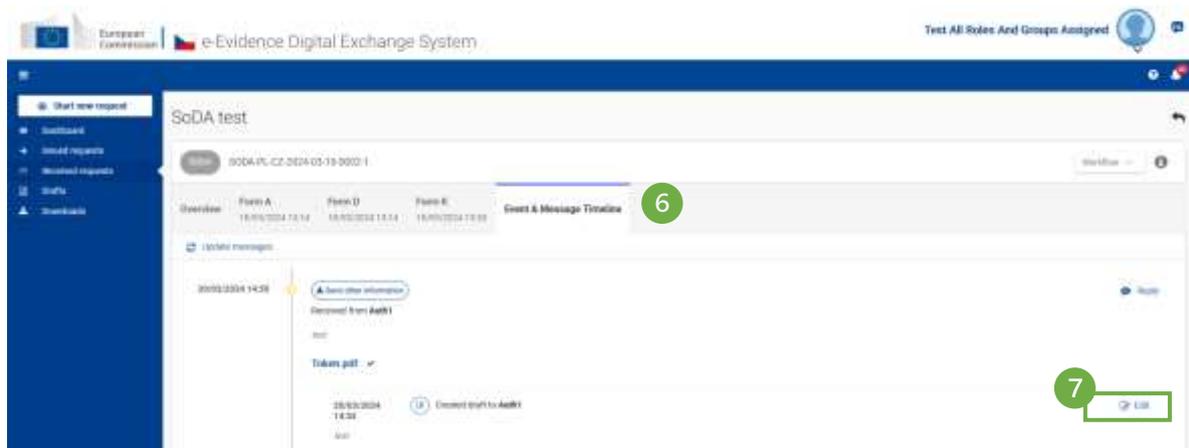


Figure 339: Reply to 'Send other information' message: Editing a draft message

- ⑥ Click **Event & Message Timeline** tab to see a draft message.
- ⑦ Click **Edit** on the right side of a message. A pop-up where you can edit the message and attachments will appear.

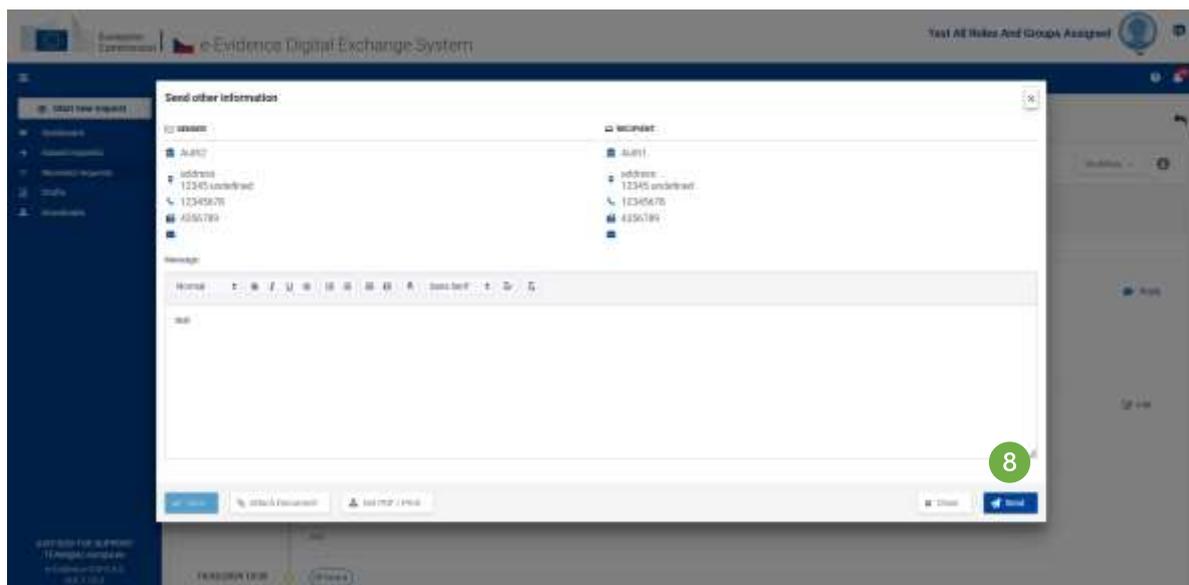


Figure 340: Sending a reply to 'Send other information' message

- ⑧ Click **Send** to send a message to the Executing Authority.
- ⑨ Your sent message can now be accessed from **Event & Message Timeline** tab.

10.1.16. SoD Form L generation

SoD Form L is an additional document which should be attached to the documents to be served by a receiving agency.

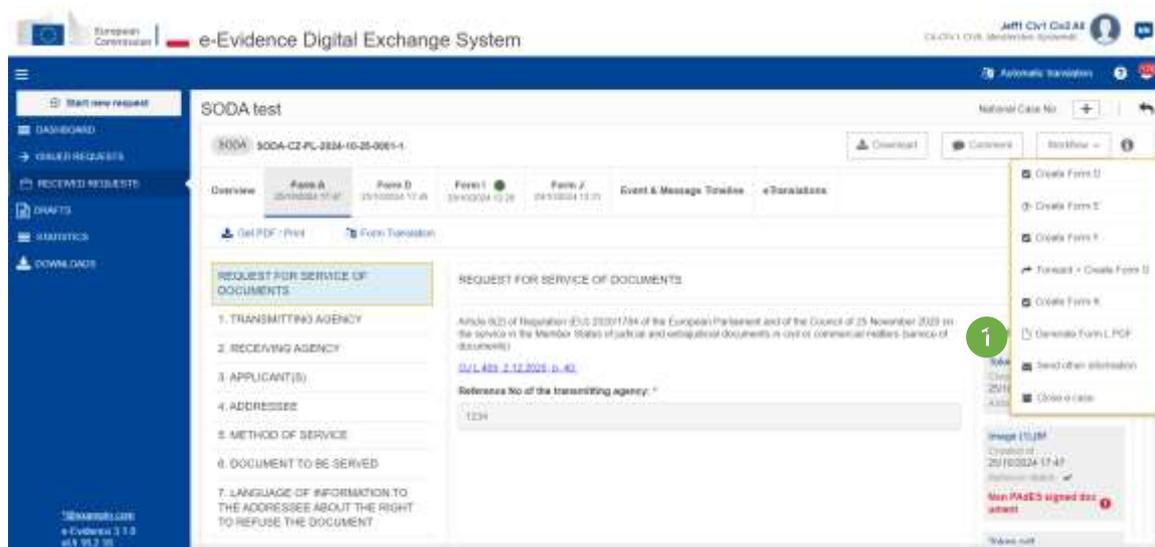


Figure 341: SoD Form L generation

- ① Click on **Generate Form L PDF** from Workflow.

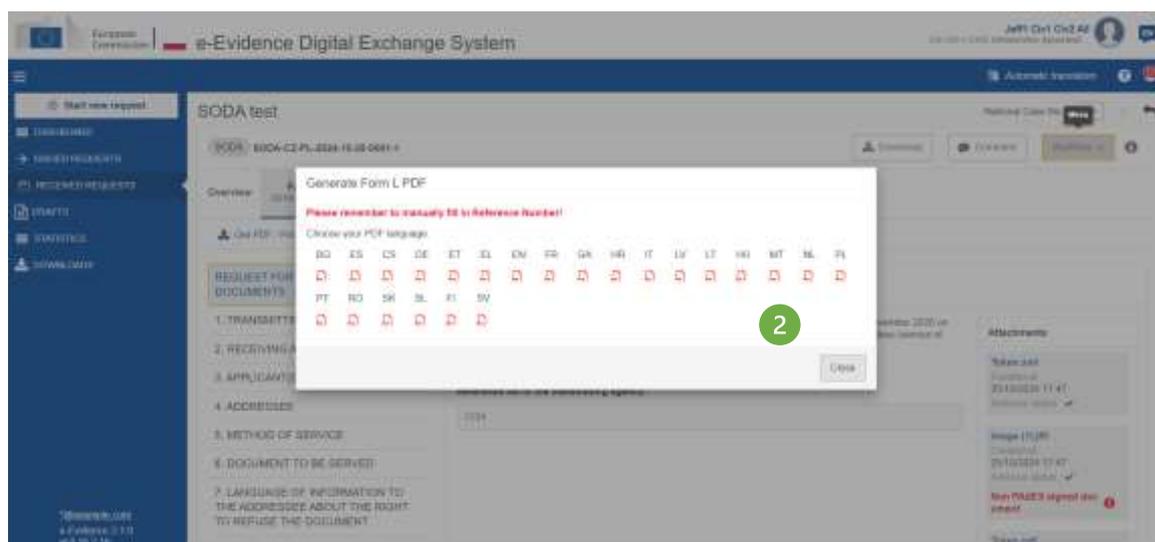


Figure 342: SoD Form L language selection

- ② Application displays pop-up with languages icons. Select the language.

When you click icon with the preferred language, application downloads the file to your disk. You can print the document and attach it to the documents to be served to the addressee.

10.1.17. Document signatures

Each SoD or ToE form (defined by the Regulation) needs to be signed. The user can select one of the following option:

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

- signature in PAdES format (default and recommended option)
- other types of signatures

When ‘Other types of signatures’ option is selected, then another type of document can be uploaded (e.g.: jpg, jpeg, png). The document must be signed with one of the following: digital signatures or seals, stamps, handwritten signatures.

When ‘Other types of signatures’ option was used during a form sending, the following warnings are visible at the receiving side:



Figure 343: Warning in Overview tab

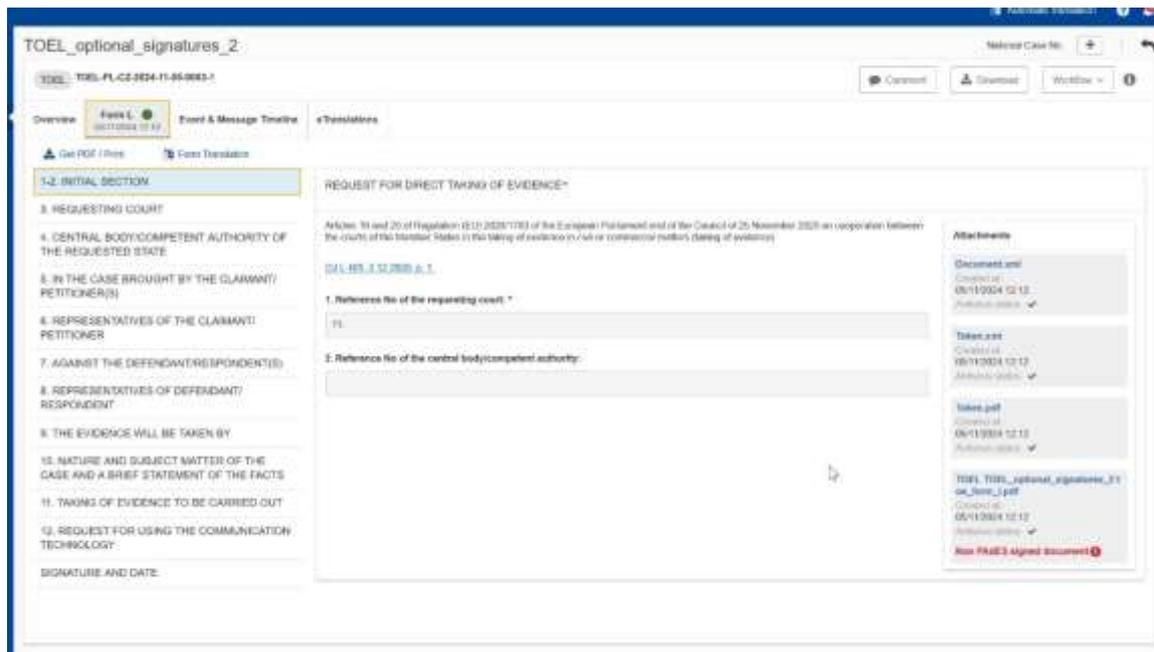


Figure 344: Warning in attachment section

10.2. Technical Evidence

Received messages within cases contain technical evidence that can be accessed and downloaded, consisting of a Token.xml and a Token.pdf. These assure the receiver of the validity of the document received from the counterpart and can be found in the Overview tab under the ‘Attached documents’ section.



e-CODEX

e-Justice Communication via Online Data Exchange

Trust OK-Token

General Information	Issuing Country Advanced Electronic System Document Information Time of Issuance	PL Authentication-based application/pdf, "MainDocPlaceholder.txt" 2020-08-06 22:26 UTC
Legal Result	Evaluation of the Document	Successful

e-CODEX approves the validity of the document. It is attested that it fulfils the requirements to be legally valid in the sending country.

Further details can be found in the attached validation report and its technical assessment.



Figure 345: Technical Evidence

10.3. Copy case

This feature can be used to save time by copying case(s) when a similar request needs to be sent to several Executing Authorities.

Copy Case can only be performed by the user with Author role at Issuing Authority on Draft, Issued, Withdrawn or Closed cases.



Figure 346: 'Copy Case' button

① To copy a case, a user opens the respective case they wish to copy and clicks the **Copy Case** button.

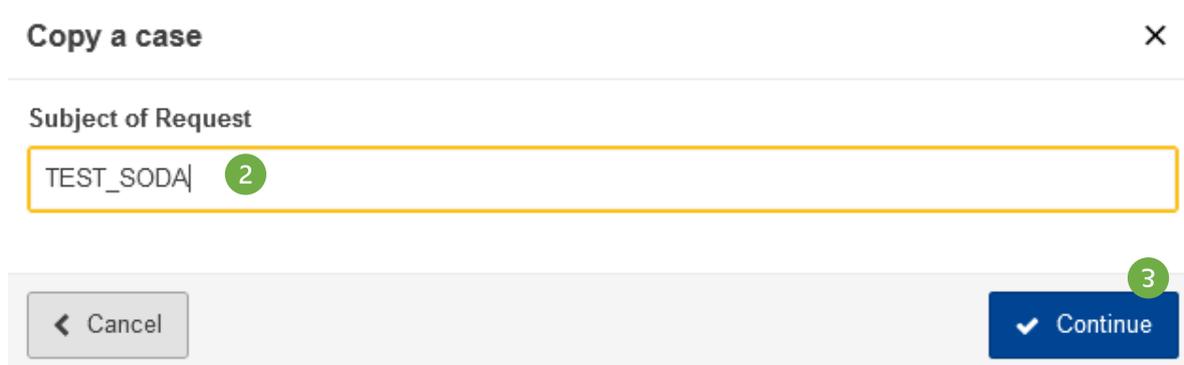


Figure 347: 'Copy Case' pop-up window

② A new subject / case title needs to be entered

③ Select 'Continue'.

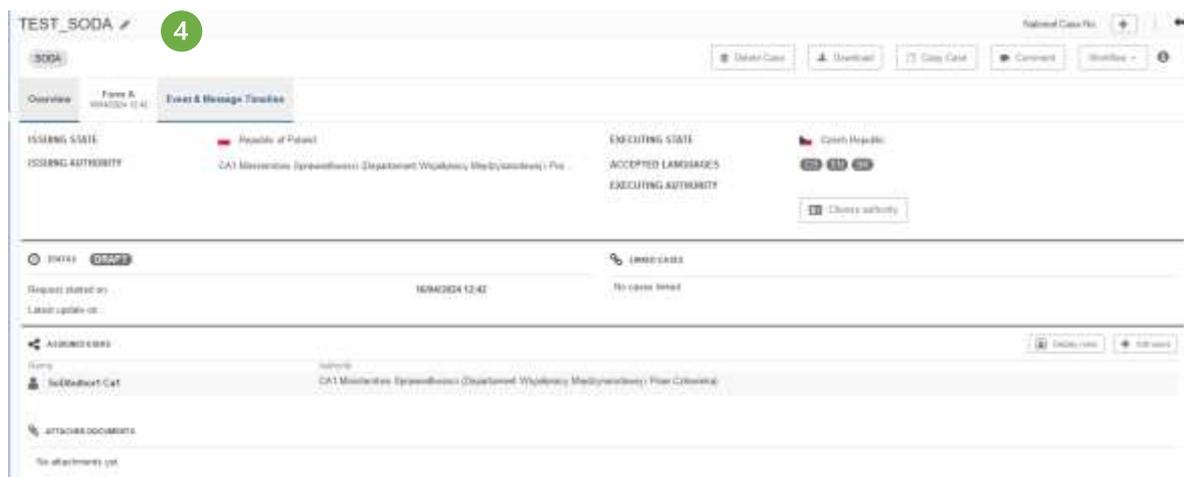


Figure 348: Copy Case: New case creation

④ A new case is created. Most of the data contained in the original request is copied.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

10.4. Download the complete case

All users having access to the case (by assignment or by privilege) have the possibility to download the complete case to the local storage (PC or network shared disk).

The user can request to prepare a file for such download at any time while having access to the case. This request is triggering the process of completion of all case information, which can take some time, especially if the case has many large attachments. The case (e-forms, all messages, and attachments) will be compressed into a ZIP file. This ZIP file is accessible later, even if the user meanwhile has been revoked from handling the case or the case has been deleted.

Downloaded ZIP file contains comments, forms, messages.



Figure 349: 'Download' button

① To schedule a download, user must go into the case details screen and use the **Download** button.

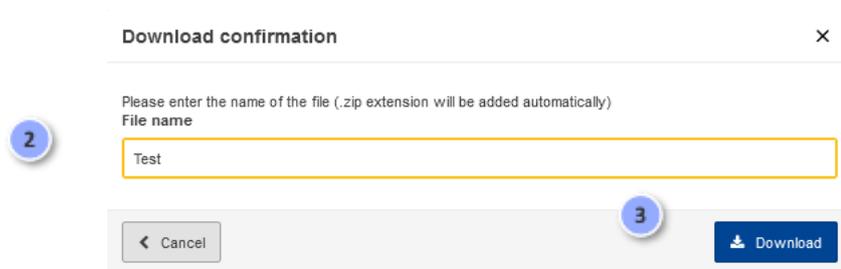


Figure 350: Downloading a ZIP file

② Then, the user must set the name of the ZIP file with case details.

③ Then, the user clicks the **Download** button again.

If everything went smoothly, user should receive this toast notification:

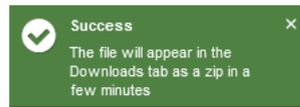


Figure 351: Download confirmation

Downloaded ZIP-file lands in DOWNLOADS section, on the left-hand menu.



Figure 352: 'Downloads' section

The files that will be downloaded may have several statuses:

Ready - this means the file is ready to download,

Scheduled - this means that the file is waiting in a queue to be ready for download,

Error - means that the action to prepare the document for download has failed.

10.4.1. Deleting files from DOWNLOADS

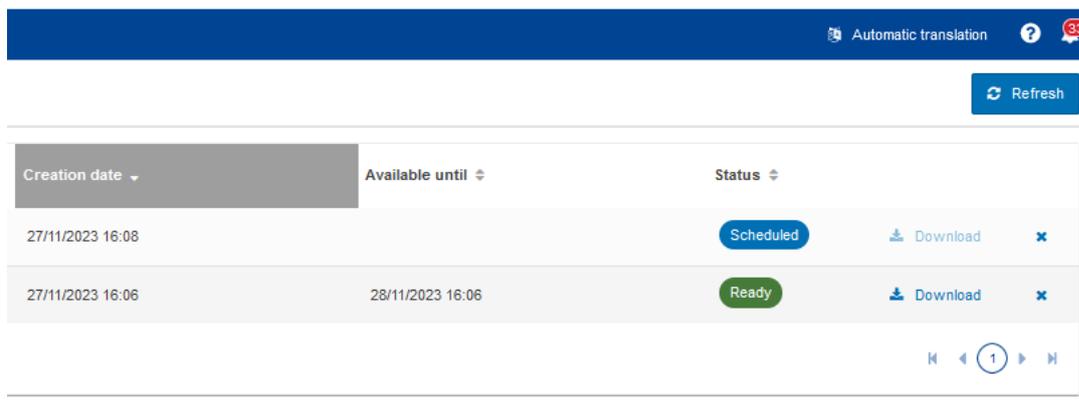


Figure 353: Deleting files from 'Downloads' section

You can delete unnecessary downloads by using the 'x' icon.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
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10.5. Internal Comments

Internal comments can be added to a case along with attachments. These comments and attachments are only visible in the Issuing or Executing Authority timeline.

Comments are only visible internally and not transmitted anywhere.

Any user having access to the case can place a new comment or edit (add or delete an attachment, edit the text) and delete an existing comment.



Figure 354: 'Comment' button

① To add a comment, a user needs to be inside an SoD or ToE and select a **Comment** button.

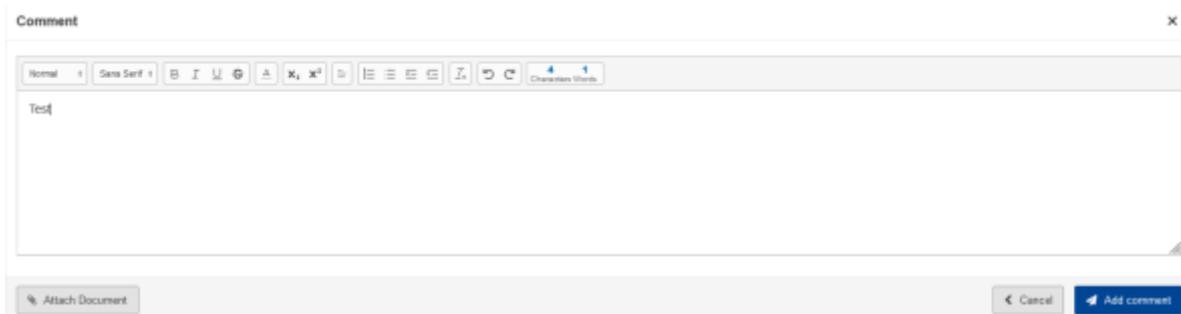


Figure 355: Adding internal comments

② Once an internal comment is added, internal attachments can be added and both can be saved.

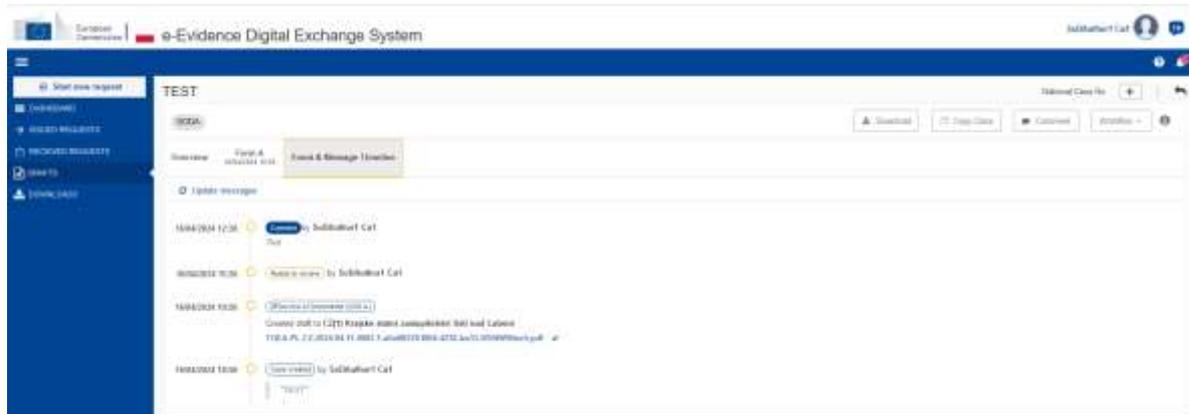


Figure 356: Comments displayed in the 'Event and Message Timeline'

③ All comments are visible in the **Event & Message Timeline** of that single case. After deletion of the comment, it is no longer visible in the timeline.

10.6. Workflow menu

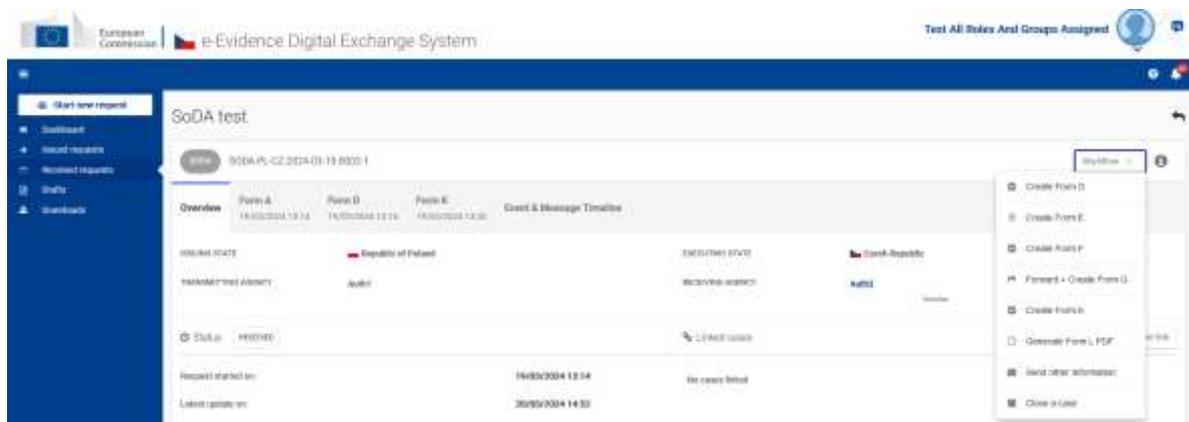


Figure 357: Workflow menu

The Workflow menu provides actions possible for drafts, issued and received cases. It serves both Issuing and Executing Authorities. Additionally, it allows sending the messages between these Authorities. Available options set-in drop-down menu depend on user role and workflow state of the Case.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

10.7. Close case

Closing a case takes effect only on closing side. The counterparty is not notified about the closure of the case. This action is not visible as a status on the timeline or as a global status of a case.

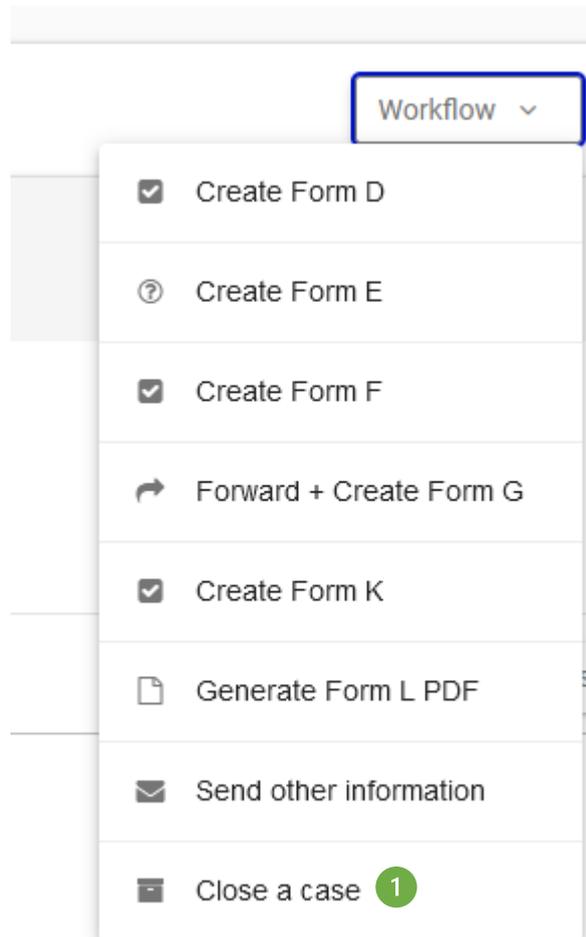


Figure 358: Closing a case: Workflow menu

- ① Click **Workflow > Close a case**.
- ② The status will be changed to **Closed**.

Remarks:

- Some actions of Workflow menu are no longer available. However, you can still use Workflow menu to:
 - Send other information,
 - Reopen the case.

10.7.1. Re-open closed case

Reopening a case takes effect only on your Issuing or Executing Authority's side. The corresponding Executing or Issuing Authority is not notified about the reopening of a case. This action is not visible as a status on the timeline or as a global status of a case.

To reopen a case:



Figure 359: Reopening a case: Workflow menu

- ① Click **Workflow > Reopen a case**.
- ② The status will be changed back to **Issued**.

10.8. Download PDF and Print

The button 'Get PDF/Print' is visible for all forms and predefined messages in form tabs of the SODA/ SODB/ TOEA/ TOEL.

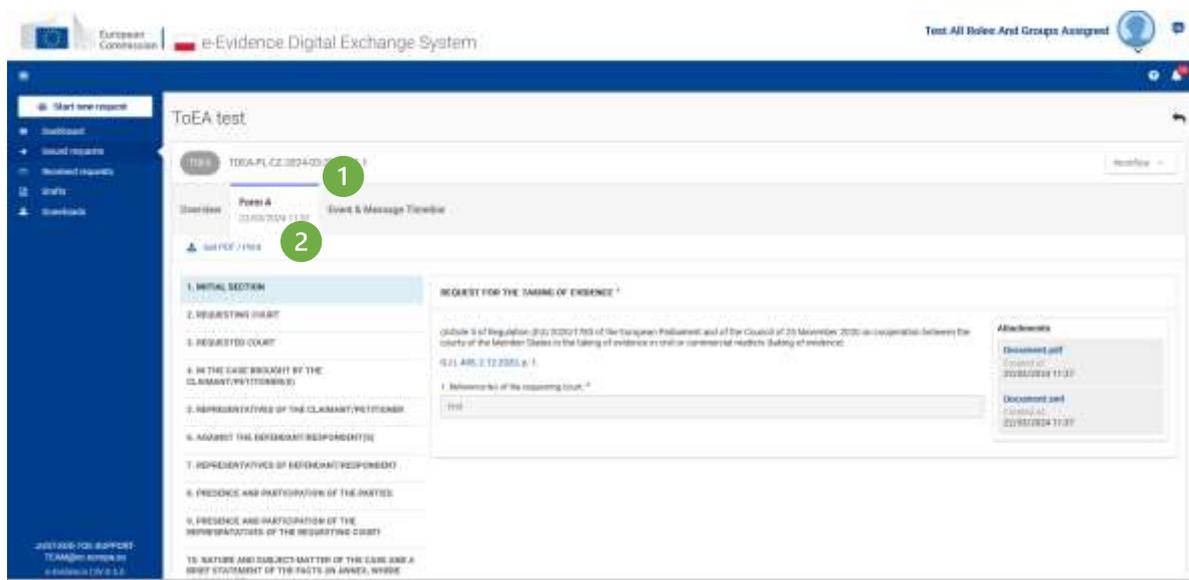


Figure 360: 'Get PDF / Print' button

- ① Select a form tab which you wish to download.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

② Click **Get PDF / Print**, which will trigger downloading PDF file to your computer.

Wait until PDF download is completed. Depending on the connection and PDF size, delay in download may occur. Open the downloaded file in a web browser or PDF reader (Adobe Acrobat or other). Use Print feature of your browser or PDF reader to print a file.

10.9. Attaching files to a case

The button is visible for cases in **draft stage**.

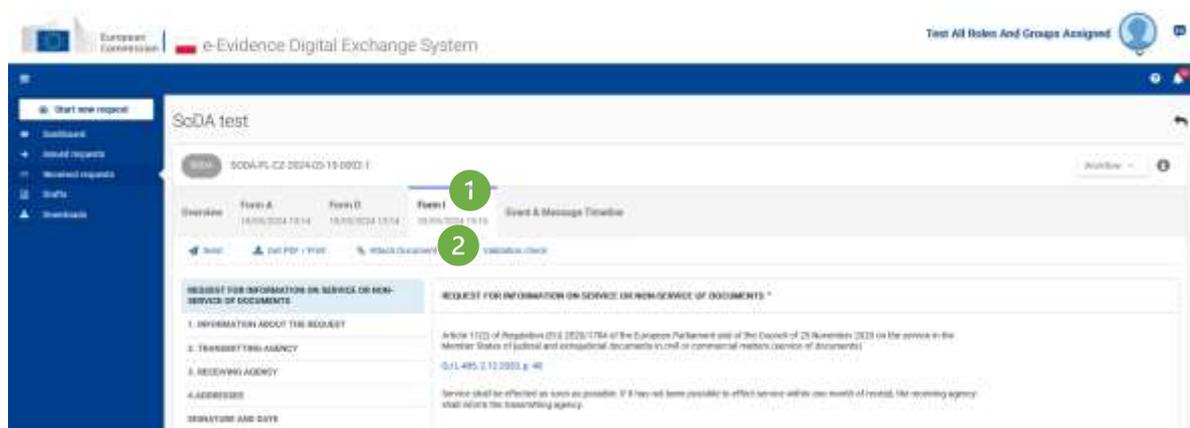


Figure 361: Attaching files to a case

- ① Create a form and the system displays a draft version.
- ② Click **Attach Document**.
- ③ A dialog box allowing you to browse the file system will be displayed.
- ④ Browse your system and select a file to attach OR select the file and Drag and Drop onto the Reference Implementation.
- ⑤ The file will be added to Attachments and saved in the draft.
 - Repeat steps 3-5 to add another file, if needed.
 - To remove an attachment (Be careful! You can remove also attachments added by someone else), click 'x' icon visible in the attachments box.
 - The total maximum size of attachments is 15 MB.

10.10. Mandatory fields

Mandatory fields are marked with an asterisk (*) symbol. See example below:

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

2. RECEIVING AGENCY *

Country: *

Czech Republic

2.1. Identity: *

Auth2

2.2. Address:

2.2.1. Street and number/PO box: *

address

2.2.2. Place: *

2.2.2. Postcode: *

12345

2.3. Tel: *

12345678

2.4. Fax:

4356789

2.5. Email: *

Figure 362: Mandatory fields

There are also conditional validation fields which are mandatory only if certain conditions are met/certain options selected. In these cases, these fields are marked by a red border and an error message.

10.11. Virus checking

A virus check is automatically performed by the Reference Implementation whenever a file is attached to and/or when a file is downloaded from a received communication.

Clam Anti-Virus software, developed by Cisco Systems, is provided. It is a cross-platform open-source antivirus software with a GNU (General Public License). Anti-virus checks are performed automatically.

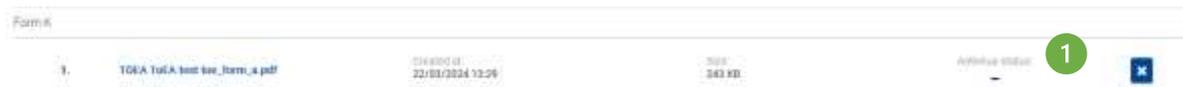


Figure 363: Virus checking

① When an attachment is being added and the virus scan is being performed, a blue dash will be displayed.



Figure 364: Successful virus scan icon

② Once an attachment has been successfully scanned against viruses, a green tick will appear.

If a virus threat was to be found, a red cross would appear. Files with viruses can be attached and transmitted as a part of evidence.

If a virus check cannot be completed, then a message will be displayed to the user that the check could not be completed.



Figure 365: Virus checking: Receiving authority's side

③ When an attachment is received, the anti-virus scan will be performed on the receiving authority's side.

10.12. Save a draft

The button is visible at the bottom of forms and predefined messages for cases in **draft mode (SODA/ SODB/ TOEA/ TOEL)**.



Figure 366: Saving a draft

① Click an active **Save** button. The button is not active if the form has been saved previously/automatically and there are no new changes that could be saved.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

② **There is also ‘Auto save’ option.** When the auto save is enabled, changing a selected section in a navigational menu of a form automatically saves the currently displayed section. If you accidentally change the section without clicking the **Save** button, the entered data will still be saved automatically.

When the Auto save is **disabled**, you must manually click the **Save** button to save new data in the draft.

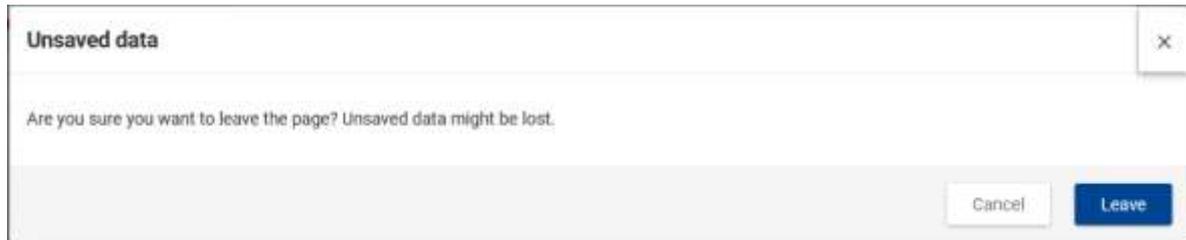


Figure 367: Unsaved data notification

NOTE: If the user does not save changes manually, the system will display a pop-up reminder after switching to another section or window.

10.13. Toast Notifications: errors, warnings, and success confirmation

Confirmation messages are displayed as a message at the bottom of the screen. These messages disappear after a few of seconds.

Toast notification (success - green) confirms the requested action was completed successfully.

Example:

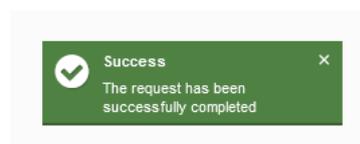


Figure 368: Success

Toast notification (warning - orange) warns that some actions or information required is still missing so that the system cannot complete the desired action properly.

Example:



Figure 369: Warning

Toast notification (error - red) informs that the requested action was not completed due to lack of information, insufficient access rights or by malfunction of the internal components of the system.

Example:



Figure 370: Error

10.14. Change subject of a draft case

The button is visible only for users with the role Author, for cases in DRAFT status only, before the DRAFT is set as COMPLETED. If one completes the case, the only way to change the Subject of the Draft is to return the case for amendment to Author.



Figure 371: Changing the title of the case

① Click the icon to change the title of a case.



Figure 372: Saving case title

② Edit the title and click **Save**.

10.15. Delete a case

Only cases in a **draft stage** can be deleted without any additional actions. This functionality is available for the SoD and the ToE requests.

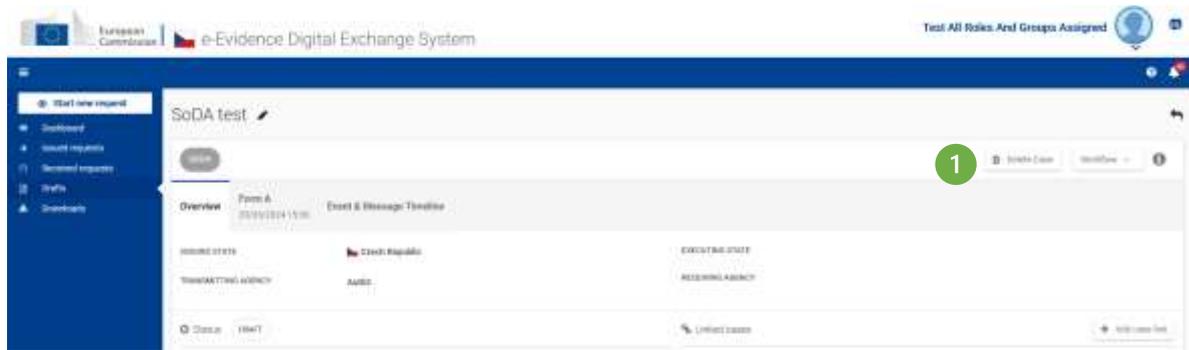


Figure 373: 'Delete Case' button

① Only users assigned to a case (that must be still in Draft status) and having the edit right, can delete the case from the RI Portal.



Figure 374: Deleting a case

After clicking the **Delete case** button, the Reference Implementation will display a pop-up requesting confirmation of the operation.

NOTE: Please note that there is also the option to delete cases at any status, but to do so, the user must precede this operation with the 'Close a case' or 'Withdrawal' function from the 'Workflow' button.

User with the Supervisor role does not need to be assigned to the cases to be able to perform this operation. According to their privileges, they see all cases in their authority.

10.16. Cases and tabs content

10.16.1.1. Overview tab

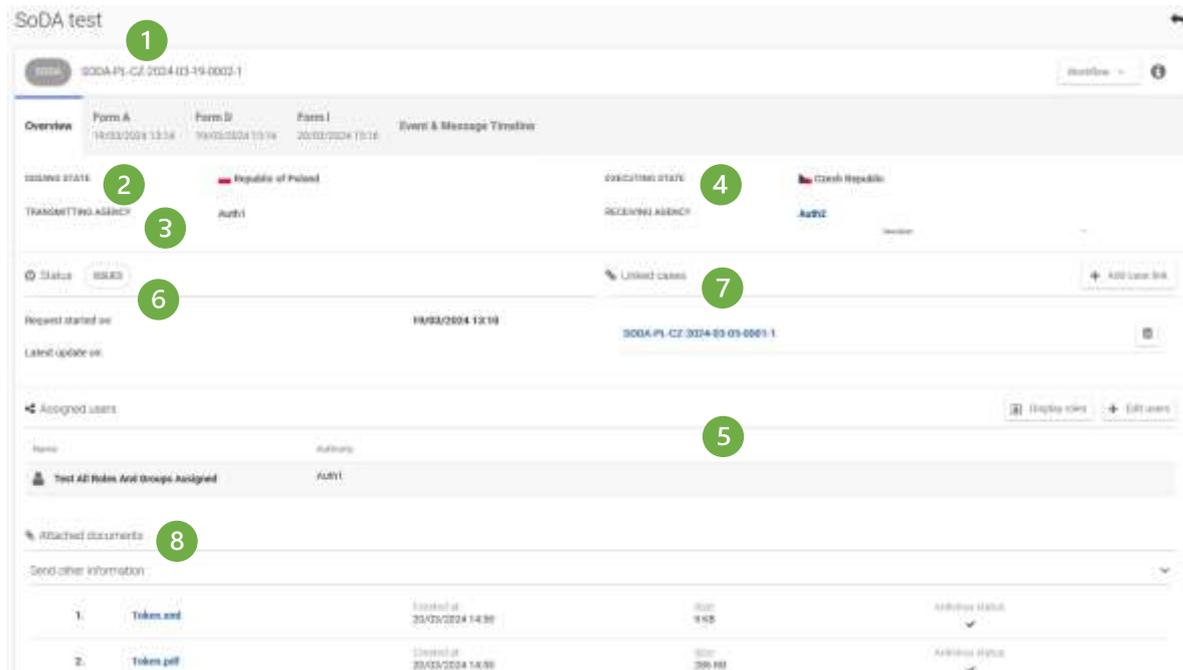


Figure 375: Cases and tabs content

It contains information such as:

- ① Subject of a case
- ② Issuing State
- ③ Issuing Authority
- ④ Executing State
- ⑤ Executing Authority
- ⑥ Status
- ⑦ Linked cases (if any)
- ⑧ Attached case documents

10.16.1.2. Change of authority

① When one creates a new case in a draft state (before setting the draft as completed), the executing state and executing authority can be changed. After changing the case status from draft to completed, the user can also make a return for amendment, which will enable re-editing executing state and authority.



Figure 376: Change of authority

Once ‘Choose authority’ is selected, all available authorities for this type of legal case (SODA/SODB/TOEA/TOEL) with proper instrument and competence assigned will be shown:

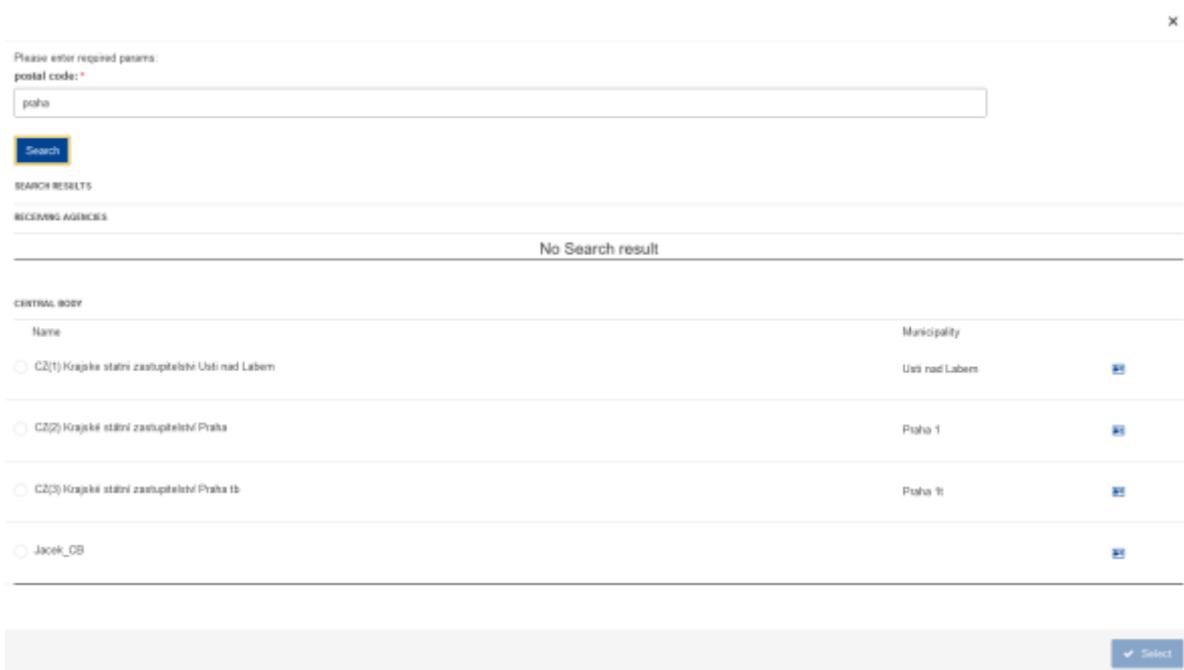


Figure 377: Change of authority: search tool

10.16.1.3. Selecting correct Executing Authority

It is presumed that practitioners will know to which Executing Authority their request should be directed. Users might use eJustice Portal (or consult EuroJust) to find out the appropriate executing authority for SoD or ToE by performing complex search. The user at issuing side needs to provide appropriate data to the search tool according to the Drools Rules (Business Rules) which are defined per each Member State in CDB (eg. municipality, postal code). The search tool will display a set of authorities which have appropriate country code and a pair of instrument and [competence assigned](#).

Links to eJustice Portal:

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

[European e-Justice Portal - Serving documents \(recast\) \(europa.eu\)](#)

[European e-Justice Portal - Taking evidence \(recast\) \(europa.eu\)](#)

The Member States have an obligation to keep authorities' data in CDB correct, complete and up to date, with appropriate instruments and competences assigned.

If executing state has dispatching authorities (Spain, Italy), only those dispatching authorities are entitled to receive new cross-border legal cases and forward them to other authorities with competence RI – Forwarded Authority (RFA) assigned, according to their territorial jurisdiction.

10.16.1.4. Creating a link to another case

Creating links to other cases is possible for drafts, issued and received cases. Such references may provide relevant information of complementary value to the case. Links are displayed on the Overview tab in the 'Linked cases' section.

See the example below:

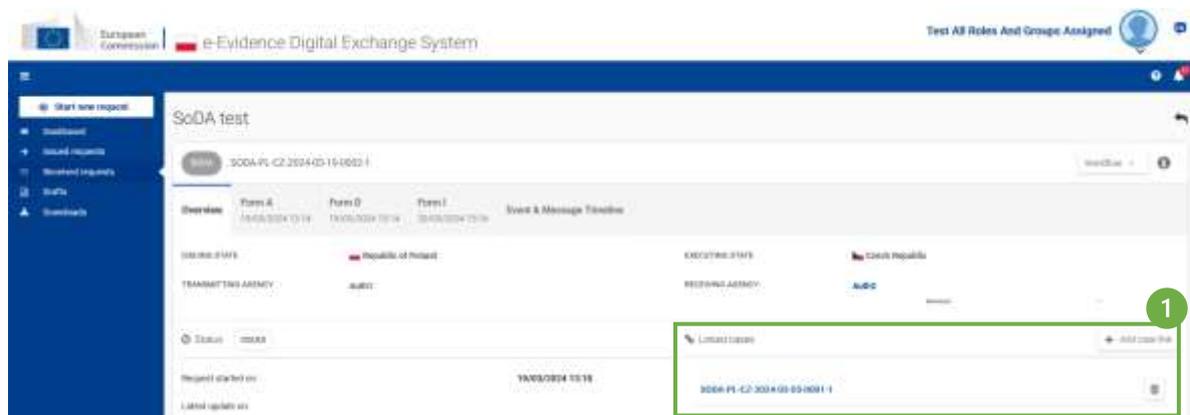


Figure 378: Creating a link to another case

Follow the steps below to add a link to another case:

- 1 Click **Add case link**.

 The image shows a dialog box titled 'Add case link'. It features a search input field with a magnifying glass icon and placeholder text 'Type reference number or the subject'. A green circle with the number '2' is placed over the input field. Below the input field is a blue 'Save' button with a checkmark icon.

Figure 379: Add case link: Typing reference number or the subject

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

② Type a **reference number** or **the subject**. The system will search for Global Case IDs through cases and if a result is found, the reference number of the matching case will be displayed for selection in the dropdown. Otherwise, a new manually typed case reference can be added to the system.



Figure 380: Add case link: Selecting the reference number

③ Select the **reference number** from the list.

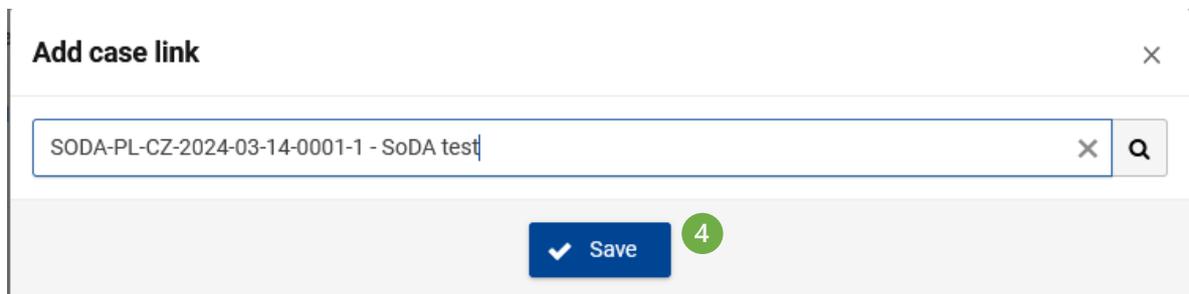


Figure 381: Add case link: Saving the selected link

④ Click **Save**.



Figure 382: Linked cases displayed

⑤ The reference will be added to the section and automatically saved.

10.16.1.4.1. Deleting linked cases

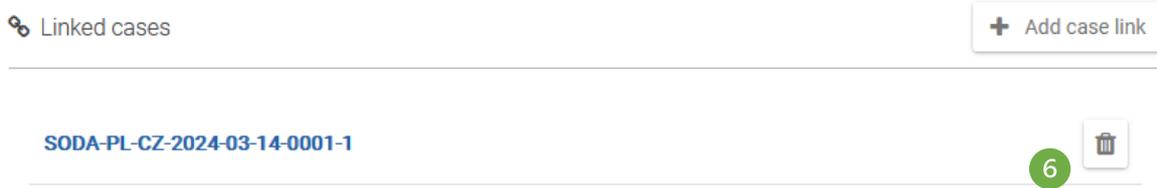


Figure 383: Removing linked references

⑥ You can remove linked references by clicking the Trash bin icon.

NOTE:

1. Links/references to other cases are not transmitted to other Competent Authority.
2. Linking is possible to existing cases in the Reference Implementation or to any external 'paper' cases. The reference is a free text allowing practitioners to enter their custom references.
3. Where a reference that already exists in the Portal is added, then the linked case can be easily retrieved and opened.
4. Adding these references may provide links to other SoDs/ToEs and/or other external sources.

10.16.2. Event & Message Timeline

This tab is visible for all cases, including drafts, issued and received cases.

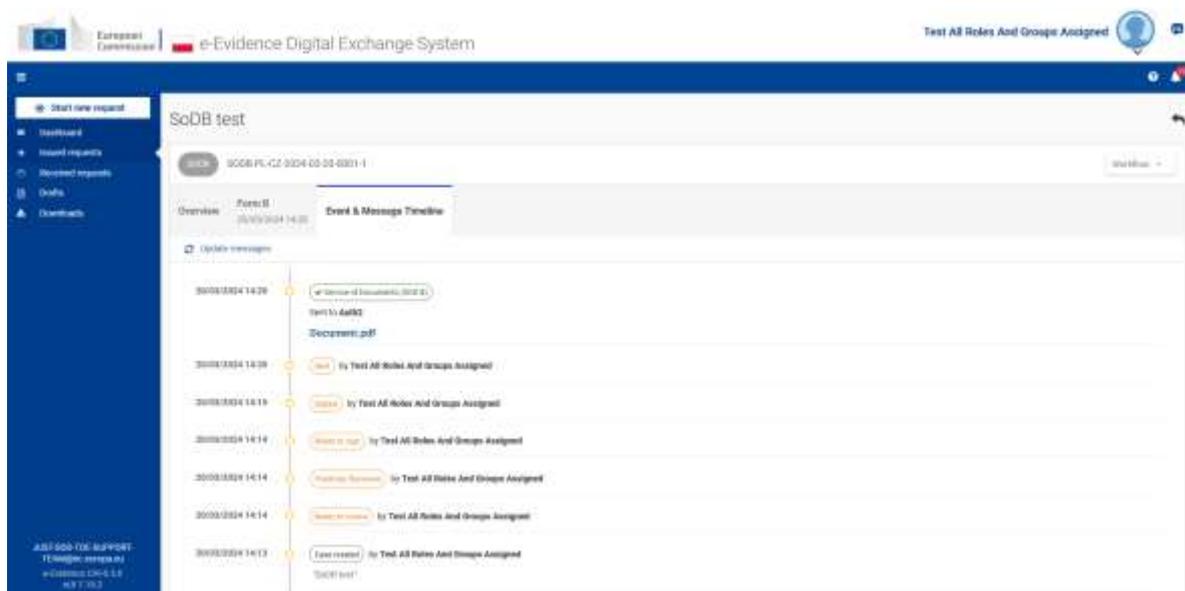


Figure 384: Event & Message Timeline: Overview

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

It contains a timeline with:

- Status Changes.
- Messages exchanged between Authorities within a case. For issuing side, all communication with all Executing Authorities is visible. For executing side, messages sent and comments added by other Executing Authorities will not be visible.
- Local user's comments (not transmitted).
- Confirmation that a sent message has successfully reached its destination (green tick).



Figure 385: Event and Message Timeline: Confirmation that a sent message has successfully reached its destination

- If a message fails to arrive at destination, after automatic three re-sends, a red coloured message will be visible with an option to re-send by user with role Sender.

10.17. Assigning Users to a case

The 'Supervisor' is a privileged role that can see all cases within their authority. The 'Assigner' is a role dedicated to assigning users to the cases. Users with those roles assign users to a case, so that they can handle the internal workflow. The 'Supervisor' assigns appropriate users to a case, so that access to a case is limited to designated person(s) and confidentiality is always maintained.

Practitioners with Supervisor role can assign users to all cases in their authority (to Issued, Received and to Drafts) at any time. Practitioners with Assigner role can assign users to cases at the executing side.

Also, the 'Author' can manage users, but only to cases that this user creates.

Users with an Author, Reviewer, Sender, Guest/Viewer roles in their authority will only see cases to which they have been assigned and do not have access to any other cases managed by their authority.

Additionally, only from the perspective of the executing side, there is also the role of a Dispatcher, who can forward cases to other authorities (this role should be assigned to

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

users in the Member States where dispatching authorities operate; it is not needed in the Member States that do not have such authorities).

Please keep in mind that users are not assigned to perform one specific role. Users are assigned to a case. If an assigned user has multiple roles, the user can perform several actions.

Please note that in the sub-forms that have internal workflows (listed below), if the user has multiple roles (Supervisor, Author, Reviewer, Sender), this user will be able to participate in the workflow only when is assigned to this case. Otherwise, the workflow will not be visible for this user and no action could be performed.

Sub-forms with internal (acceptance) workflow (Author – Reviewer – Sender):

SODA: Form E, Form F, Form K

SODB: Form C

TOEA: Form D, Form H, Form K

TOEL: Form M

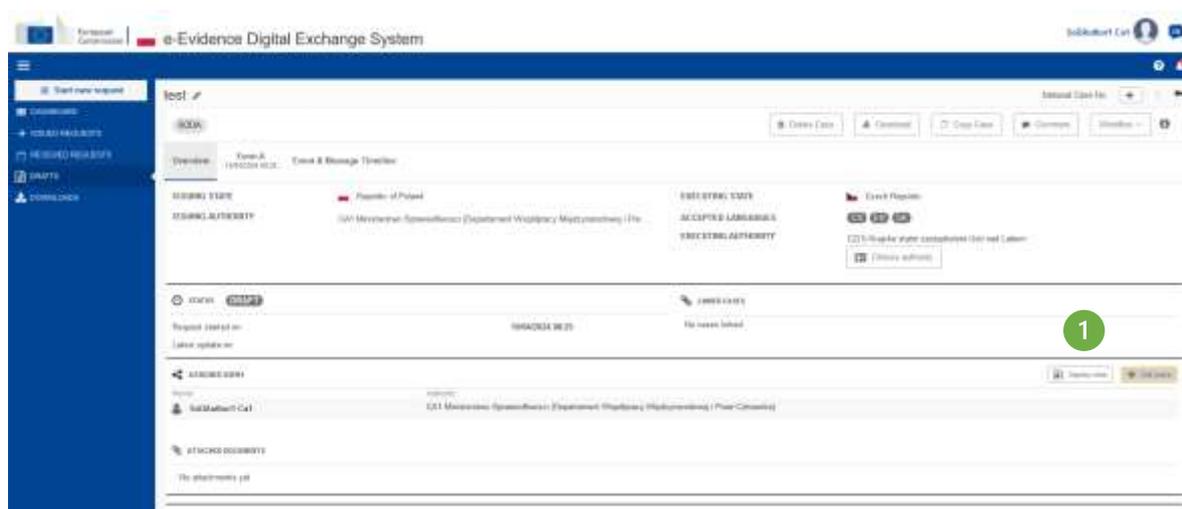
10.17.1. Display roles

Figure 386: Assigning users to a case: 'Display Roles' button

① If the Supervisor / Assigner / Author wants to determine which roles for the internal workflow are 'missing', the user can do this by using the 'Display Roles' button on the Overview tab.

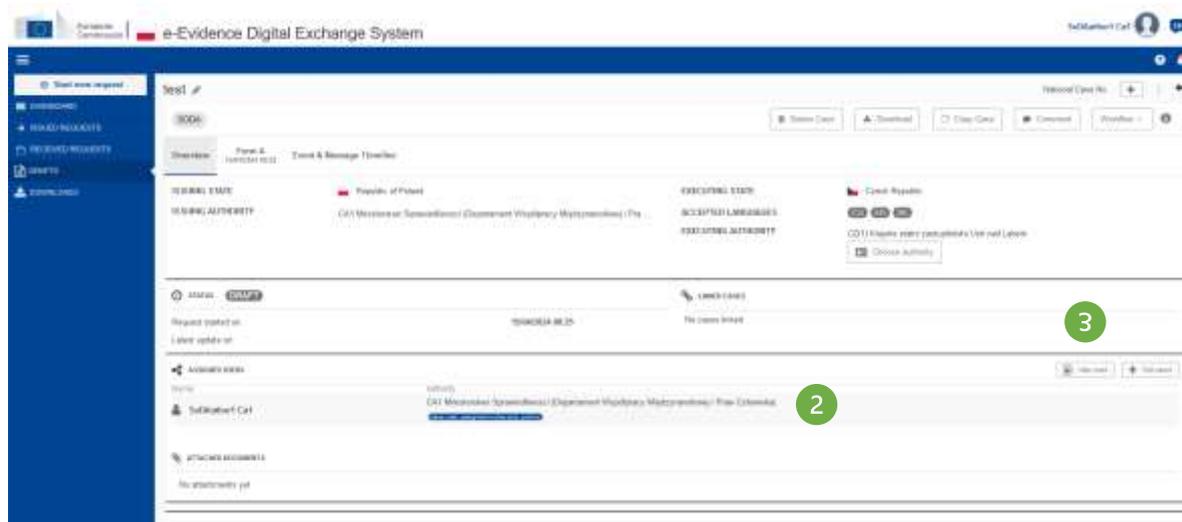


Figure 387: Assigning users to a case: 'Hide Roles' button

② Then, the Reference Implementation expands the field to all users assigned to the case and shows their roles under the name of the authority.

③ To collapse the expanded view, click **Hide roles** button.

10.17.2. Assign users to a draft/issued/received case

Steps below are applicable to users with 'Author', 'Assigner' and 'Supervisor' roles and are universal for all types of cases.

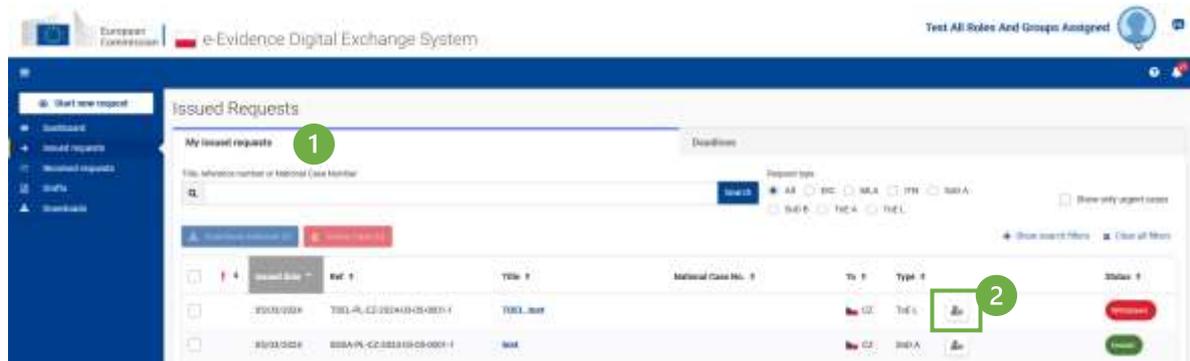


Figure 388: Assign users to a draft/issued/received case

- ① View a list of drafts/issued requests/received requests.
- ② Click the **Assign** icon.

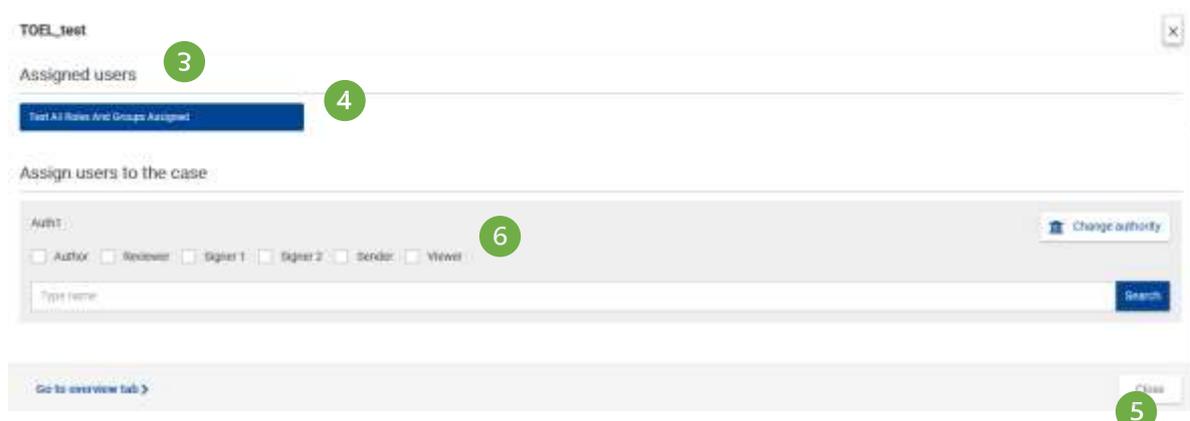


Figure 389: 'Assign users to the case' pop-up window

- ③ The 'Assign users' pop-up will appear. ④ The names of users already assigned to the case are displayed. Searching is done by selecting roles. **Select one or more roles from filters** and click ⑤ **Search**,
- ⑥ or, if you want to search for a particular user, first **select one or more roles from filters** then type the name in the field and click ⑤ **Search**.

TOEL_test

Assigned users

Test All Roles And Groups Assigned

Assign users to the case:

Auth1 Change authority

Author Reviewer Signer 1 Signer 2 Sender Viewer

Type name Search

Search results

Demian CA1	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
TestPI Auth3	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Sara ST Auth1	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Jacek Ptaske	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Kasia P all 1	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Test All Roles And Groups Assigned	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>

[Go to overview tab](#) Close

Figure 390: Assigning selected user to the case

- ⑦ A list of users with their roles will be displayed.
- ⑧ Click **Assign** to assign selected user to the case.

TOEL_test

Assigned users

Test All Roles And Groups Assigned Demian CA1 9

Assign users to the case:

Auth1 Change authority

Author Reviewer Signer 1 Signer 2 Sender Viewer

Type name Search

Search results

TestPI Auth3	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Sara ST Auth1	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Jacek Ptaske	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Kasia P all 1	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>
Test All Roles And Groups Assigned	<input type="button" value="Signer 2"/>	<input type="button" value="Author"/>	<input type="button" value="Viewer"/>	<input type="button" value="Assigner"/>	<input type="button" value="Reviewer"/>	<input type="button" value="Submitter"/>	<input type="button" value="Signer 1"/>	<input type="button" value="Sender"/>	<input type="button" value="Assign"/>

[Go to overview tab](#) Close

Figure 391: Assign users to the case: Names of newly added users displayed

- ⑨ The names of newly added users will be displayed.

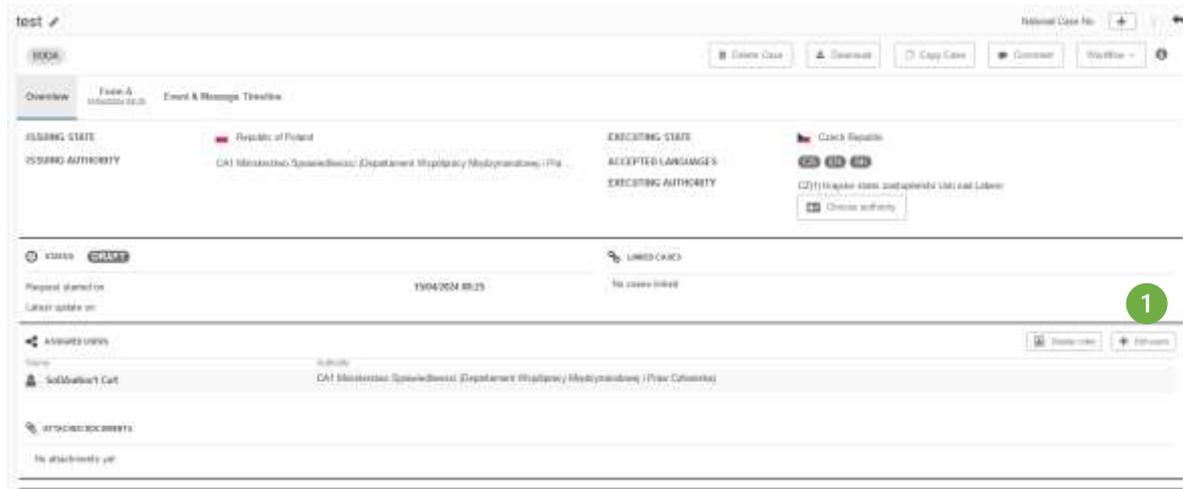
10.17.3. Assign users pop-up from the Overview tab:

Figure 392: Assign users pop-up from the Overview tab

① Supervisor, Assigner and Author can also access the ‘Assign users’ pop-up from the Overview tab by clicking **Edit users** button.

10.17.4. Assigns users from a different authority to a case (sharing the case)

Only a user with the Supervisor role can perform this action. A Supervisor may want to share a case with other Supervisors or Assigner from other authorities (within the same RI Instance) in their home country.

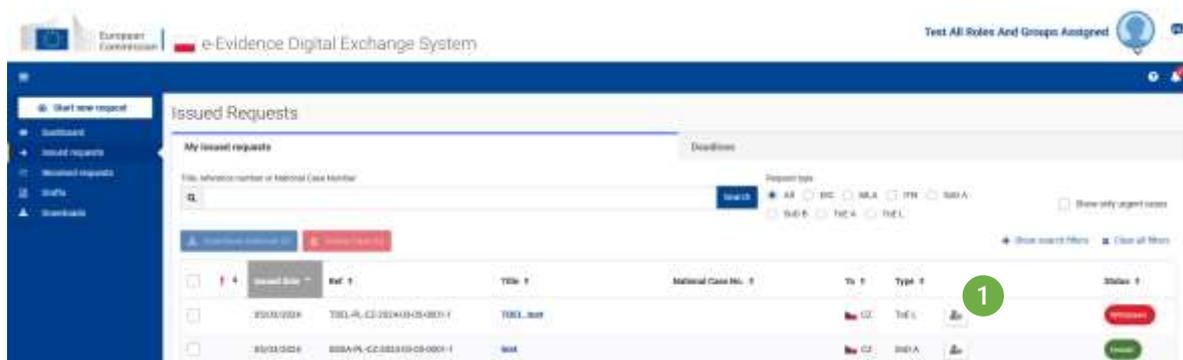


Figure 393: Assigns users from a different authority to a case (sharing the case)

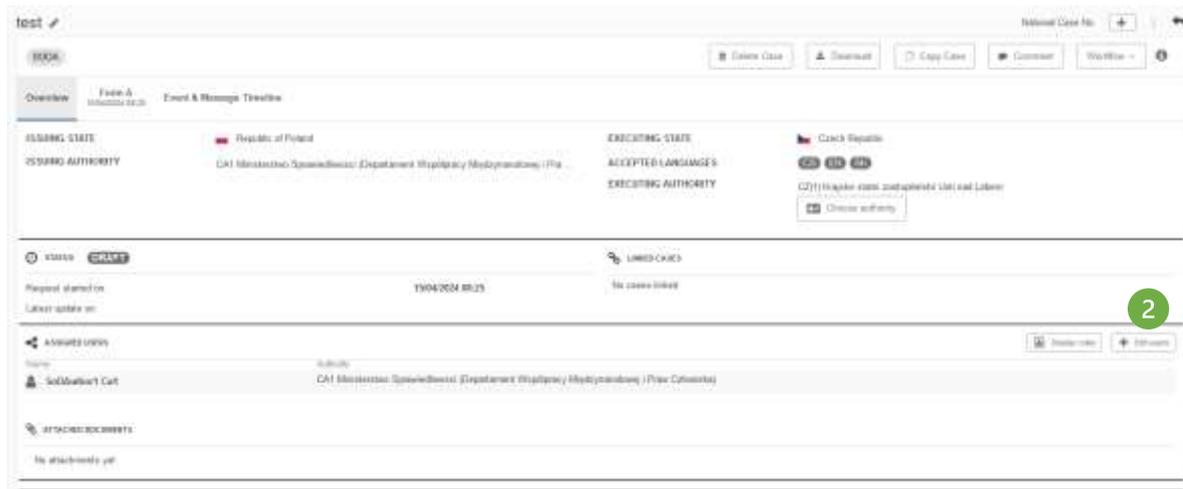


Figure 394: Assigns users from a different authority to a case (sharing the case): Edit users

① A user with the role Supervisor selects 'Assign' icon from a list of drafts/issued requests/received requests, ② or from the Overview tab by clicking **Edit users** button.

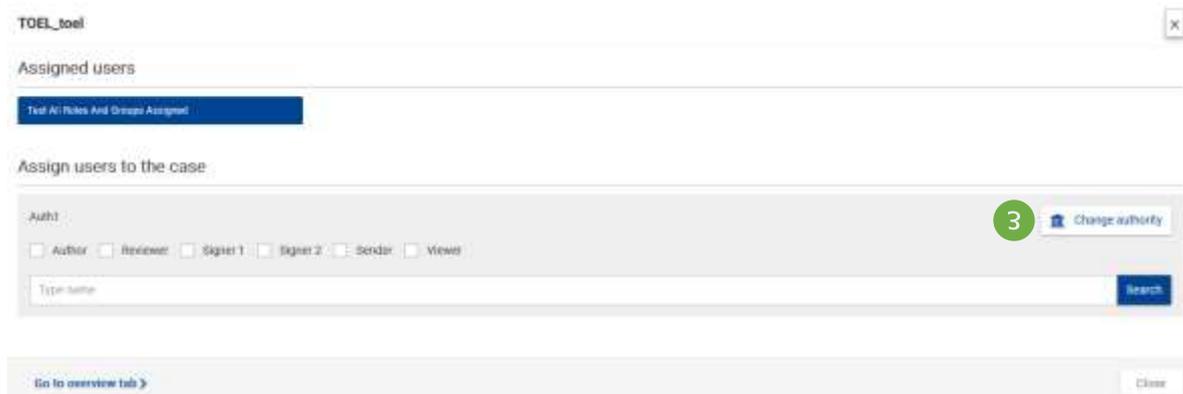
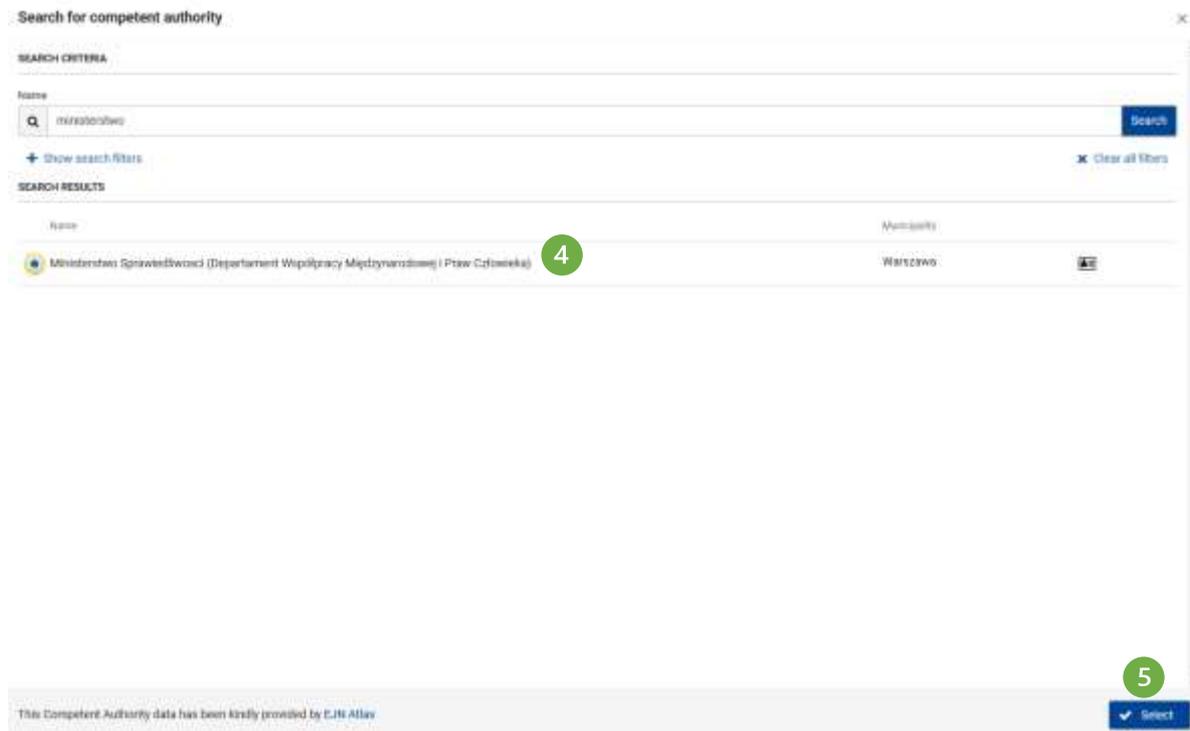


Figure 395: Assigns users from a different authority to a case (sharing the case): Changing authority

③ The Supervisor selects ‘**Change authority**’ button.



*Figure 396: Assigns users from a different authority to a case (sharing the case):
Selecting authority*

④ Then the Supervisor selects the desired authority to share the case with, ⑤ and clicks **Select** button.

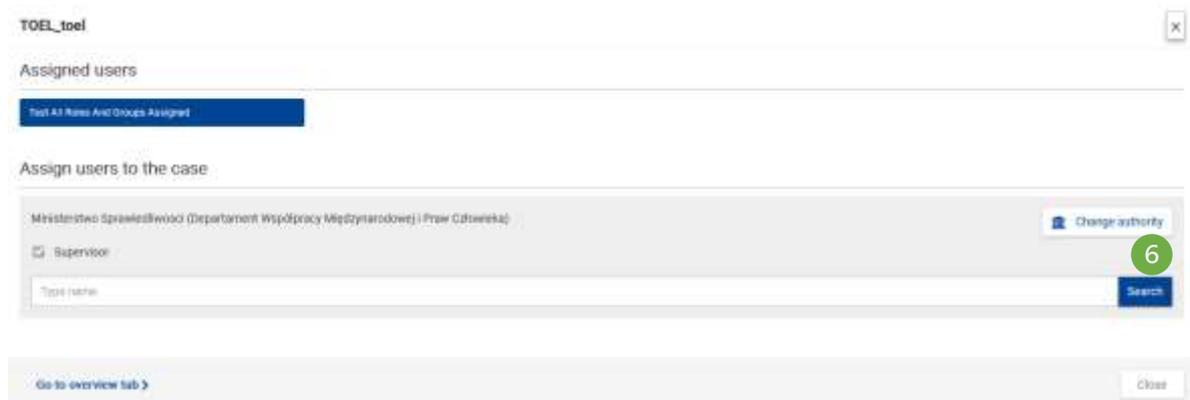


Figure 397: Searching a Supervisor from another authority

The checkbox with the Supervisor from the selected authority should be marked and greyed out by default. ⑥ When the Supervisor clicks the **Search** button, the Reference Implementation will display a list of Supervisors from the chosen authority.

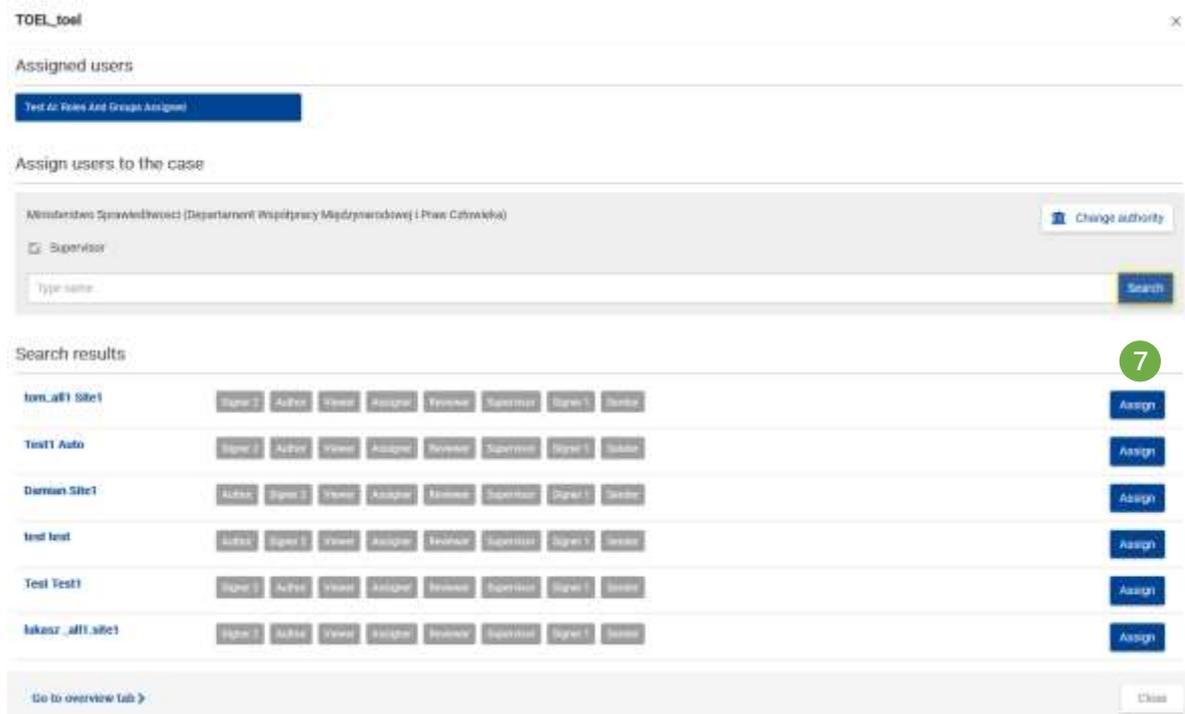


Figure 398: Assigning a Supervisor from another authority

⑦ Supervisor can assign the desired supervisor from the selected authority by clicking the **Assign** button.

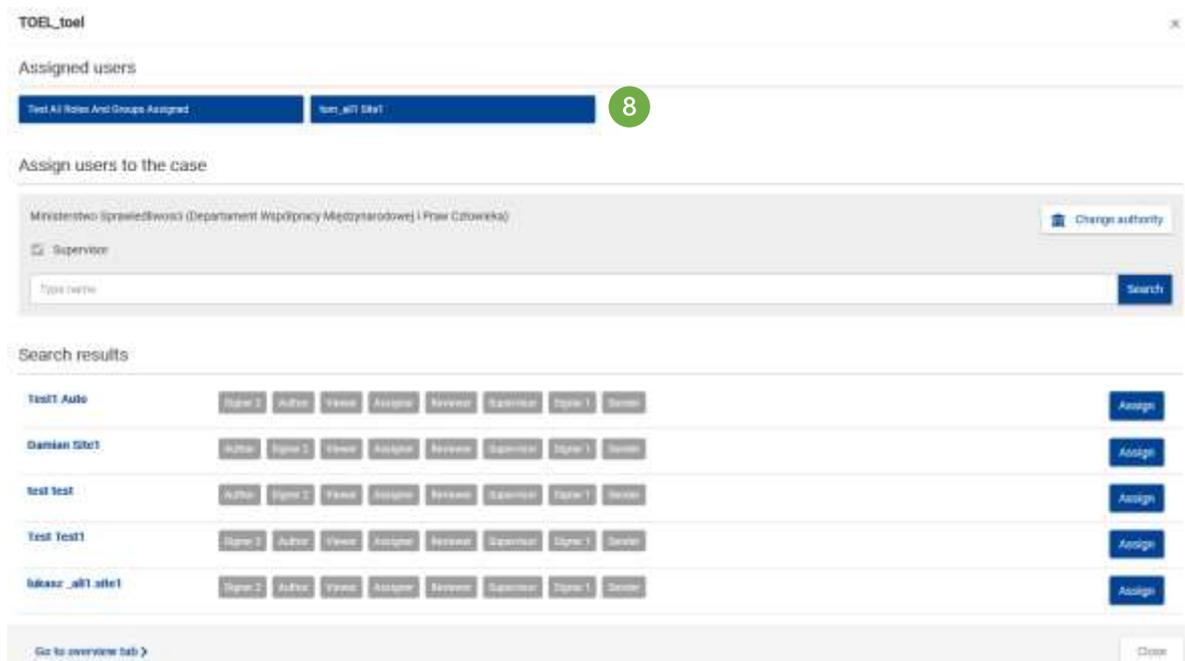


Figure 399: Assigning a Supervisor from another authority: Assigned users section

⑧ Newly added Supervisor will appear in ⑧ ASSIGNED USERS sections and have the same rights as the original Supervisor and will be able to add additional users from their own authority to perform tasks.

Both authorities shall see the same information and messages in the **Event & Message Timeline** tab exchanged with their counterpart in another Member State.

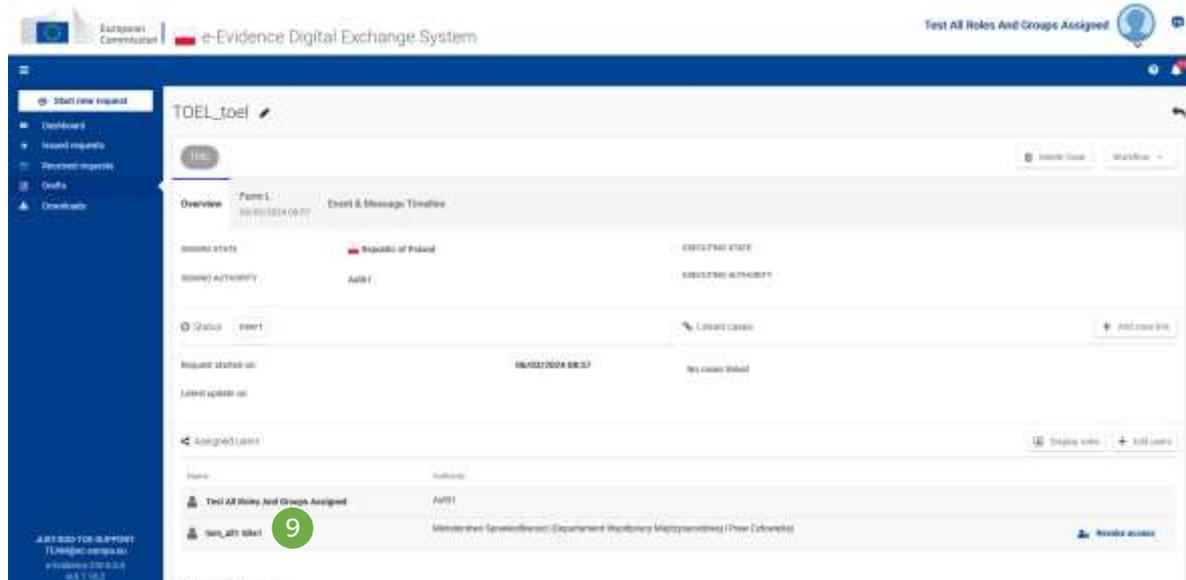


Figure 400: Assigning a Supervisor from another authority: Assigned users section displayed in the Overview tab

10.18. Revoking access to a case

As mentioned in the previous section, users with the roles of Author, Supervisor and Assigner (only for the received cases) have privileged permissions. In addition to adding users, these roles can also revoke access to cases within their authority.

10.18.1. Revoking access

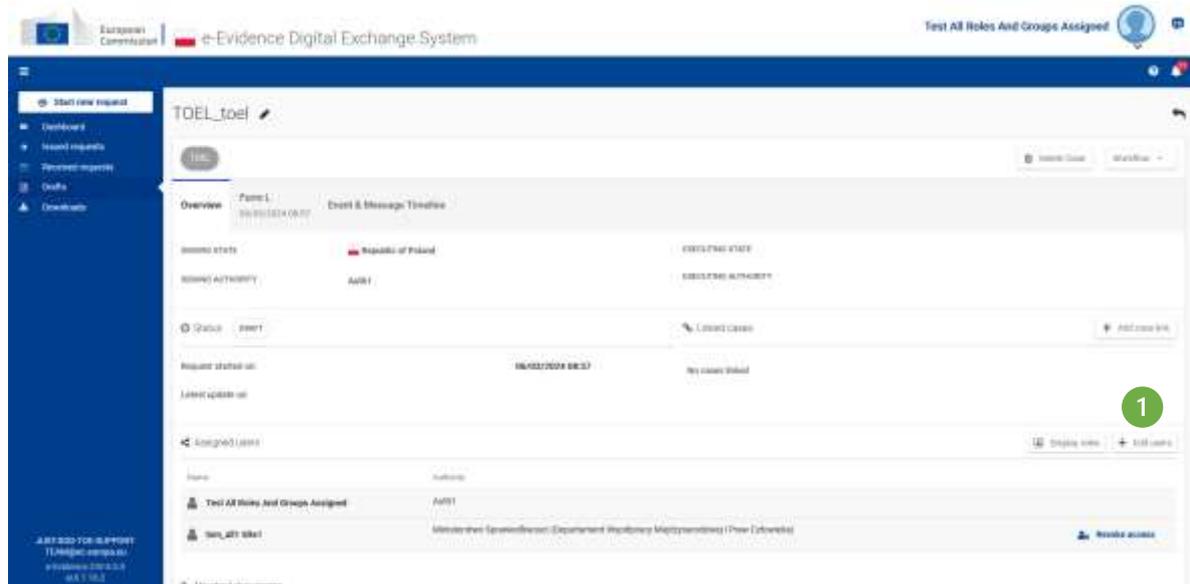


Figure 401: Revoking access to a case: Overview tab

- ① A user with role Supervisor or Assigner selects **'Edit users'** button.

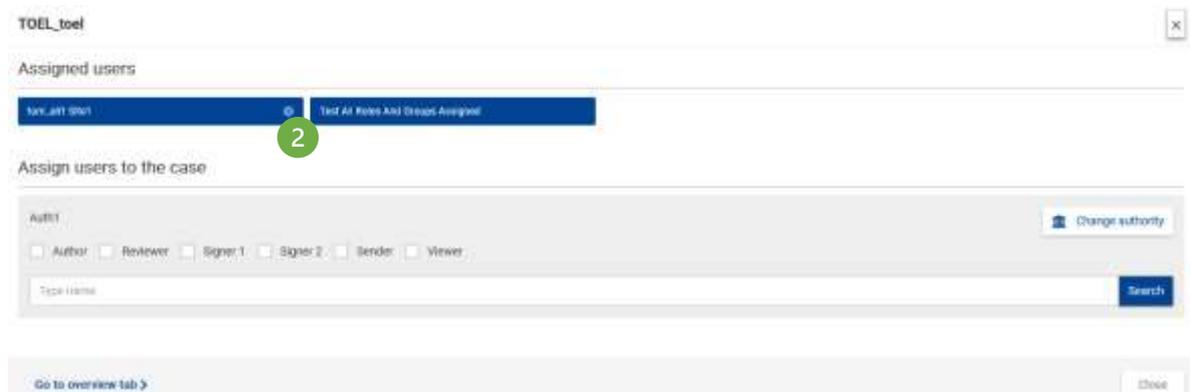


Figure 402: Revoking access to a case

② Click ‘x’ icon near username to remove a user.

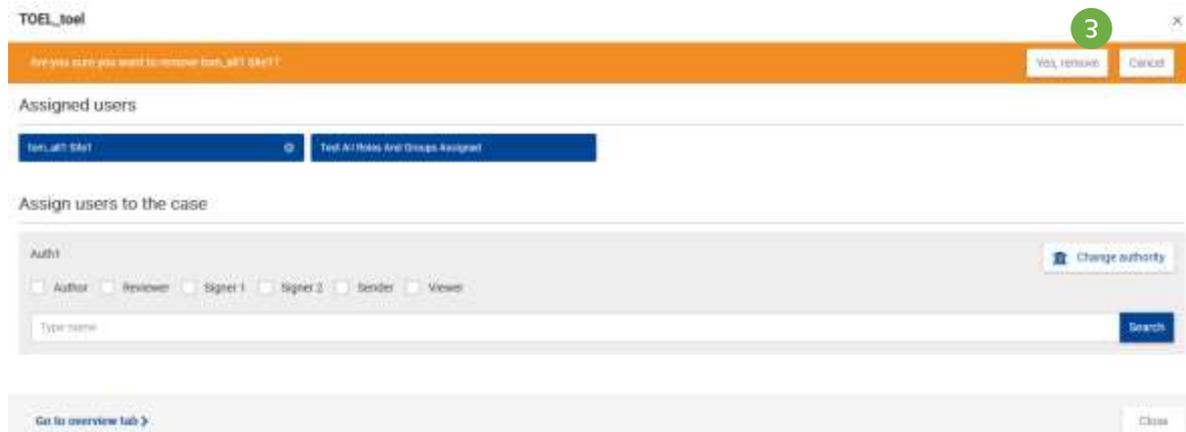


Figure 403: Revoking access to a case: Warning message

Then, the Reference Implementation displays an action to be confirmed. The Supervisor or Assigner should select ③ ‘Yes, remove’, if they want to revoke access to the case for the selected user. Alternatively, they can cancel the action.

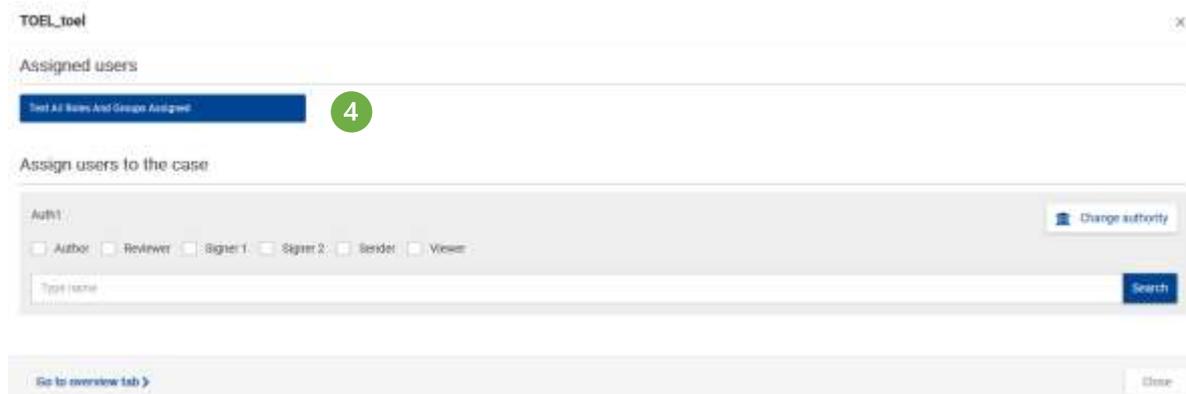


Figure 404: Revoking access to a case: Assigned users section

④ After the user is successfully removed from the case, they also disappear from the list in the ASSIGNED USERS section.

10.18.2. Revoking access to the case from the Overview tab

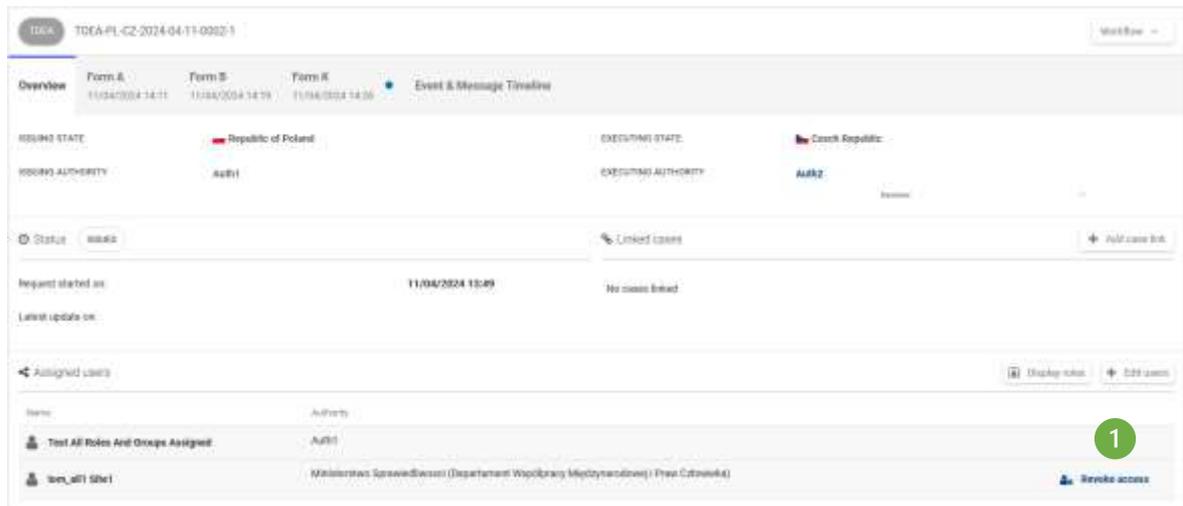


Figure 405: Revoking access to the case from the Overview tab

- ① A user with role Supervisor or Assigner selects ‘**Revoke access**’ button.

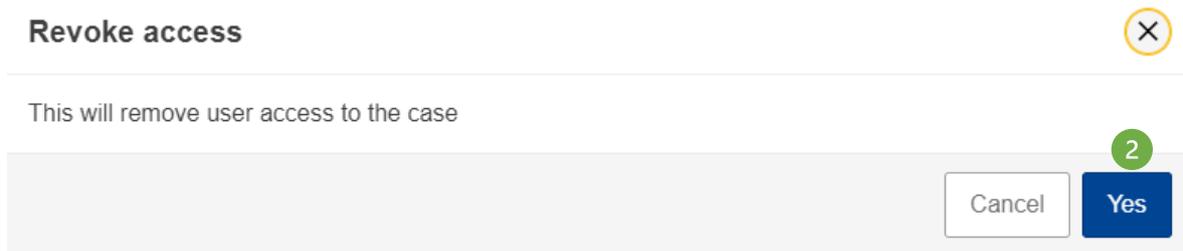


Figure 406: Revoking access to the case from the Overview tab: Notification

② Then the Reference Implementation displays a pop-up window to confirm this operation.

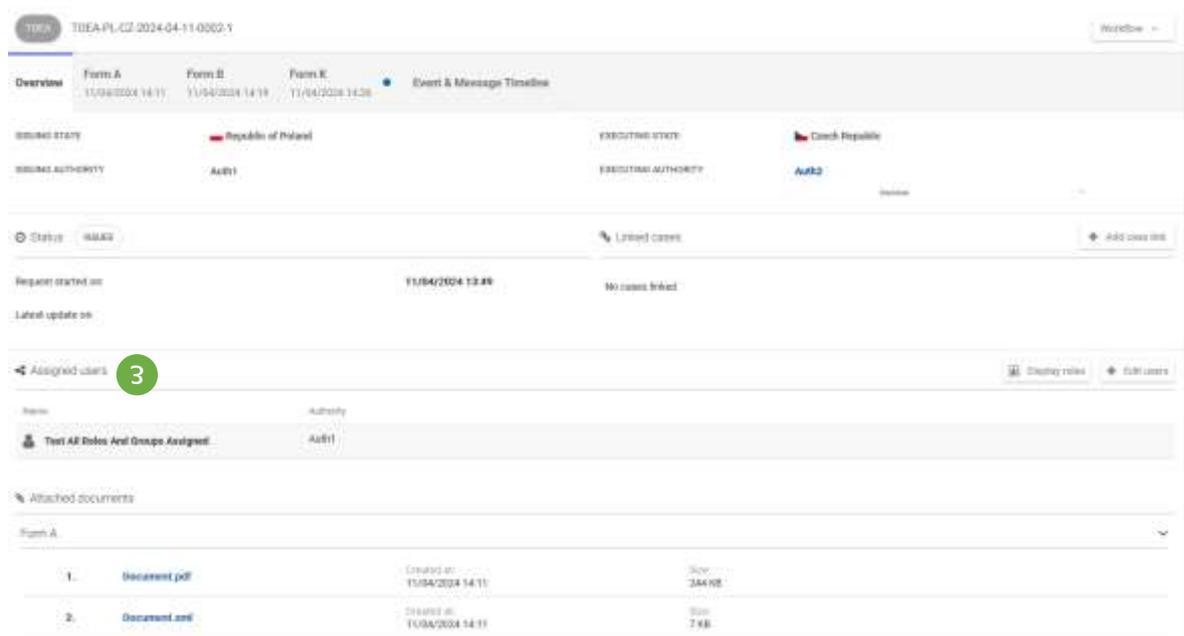


Figure 407: Revoking access to the case from the Overview tab: Assigned users section

③ After the user is successfully removed from the case, they also disappear from the list in the ASSIGNED USERS section.

NOTE: If a case has been shared with another authority, only the user with the role of Supervisor from original/initially authority can remove the Supervisor and other users from the authority to which the case has been shared.

10.19. Access restrictions for Assigner

There is a possibility to manually remove access for Assigners from a legal case. Although this feature is enabled when a legal case is being received by an executing authority, it should be used after users have been assigned to the case (or after a case forward).

[Screen]

Toggle is visible for users with Supervisor, Assigner or Dispatcher role. When a user clicks on a toggle, application displays a warning pop-up: ‘Are you sure you want to remove all Assigner's access to the case? Only Supervisors will continue to have access to this case. No changes on this case are possible afterwards.’

[Screen]

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

When user confirms, access of all Assigners to that case will be restricted (this is applicable only to Assigners who had access to the case by default, not to the users that have been manually assigned to the case).

10.20. Translate

10.21. Language used for communication

Each Member State should send out requests in one of the accepted languages defined by the Executing State. If the request is written in a language that is not used by the Executing State, the request can be accompanied with the additional translation into one of the languages spoken in this Member State.

Acceptable languages have been provided by the Member States to the European Judicial Network. This information is visible in the Overview Tab next to the Executing Authority section. You will also receive a pop-up with hint before sending out the case.

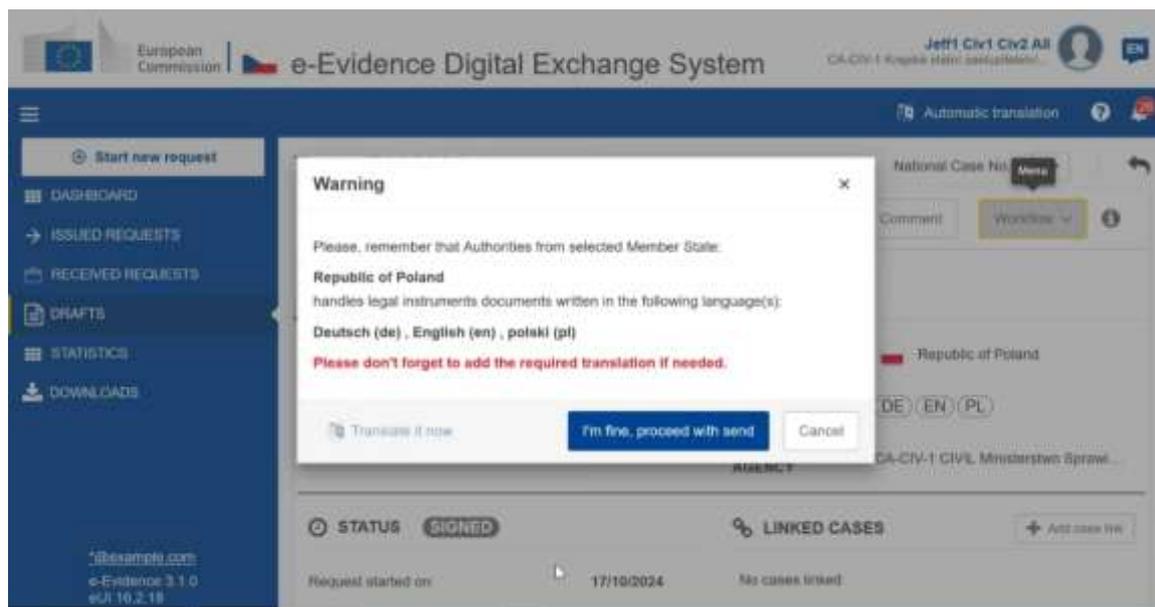


Figure 408: Warning message: language of the document

RI Portal does not validate if the legal case was created in an accepted language of the Executing State. The application does not prevent sending the legal case in the language that is not accepted by the Executing State.

Accepted languages for each of the Member State can be checked on eJustice Portal:

[European e-Justice Portal - Serving documents \(recast\) \(europa.eu\)](https://e-justice.europa.eu/)

[European e-Justice Portal - Taking evidence \(recast\) \(europa.eu\)](https://e-justice.europa.eu/)

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

10.21.1. Human translation

SoD and ToE legal translation files carried out by sworn translator(s) should be attached as a file attachment to the SoD and ToE or attachment to the message sent later to the Executing Authority at any time, but the machine translation tool (eTranslation) may be a very useful feature in urgent cases.

10.21.2. eTranslation

eTranslation is a machine translation service provided by the European Commission that is used for internal processes. For more information on the eTranslation tool, see [here](#).

The tool has been implemented in the Portal on the sending and receiving side where it is possible to translate free text fields of messages and documents created within the system. The tool might be useful for a general understanding of the case, but it is important to highlight that it does not affect in any way the need to provide official translations where relevant.

Each user assigned to a legal case can request for machine translation of a form.

NOTE: Not all the form's fields are being translated by eTranslation service. The following types of fields are not being translated:

- Fields that contain proper names (name of the authority, name of the natural or legal person etc.)
- Fields that contain business data (address, telephone number, fax, e-mail, postal code etc.)
- Fields that contain numbers (identity number, number of enclosures etc.)
- Non-text fields (date pickers, radio buttons, checkboxes, titles, headings etc.)

10.21.2.1. Requesting for eTranslation

① User opens the form that should be translated and clicks on **Form Translation** button.

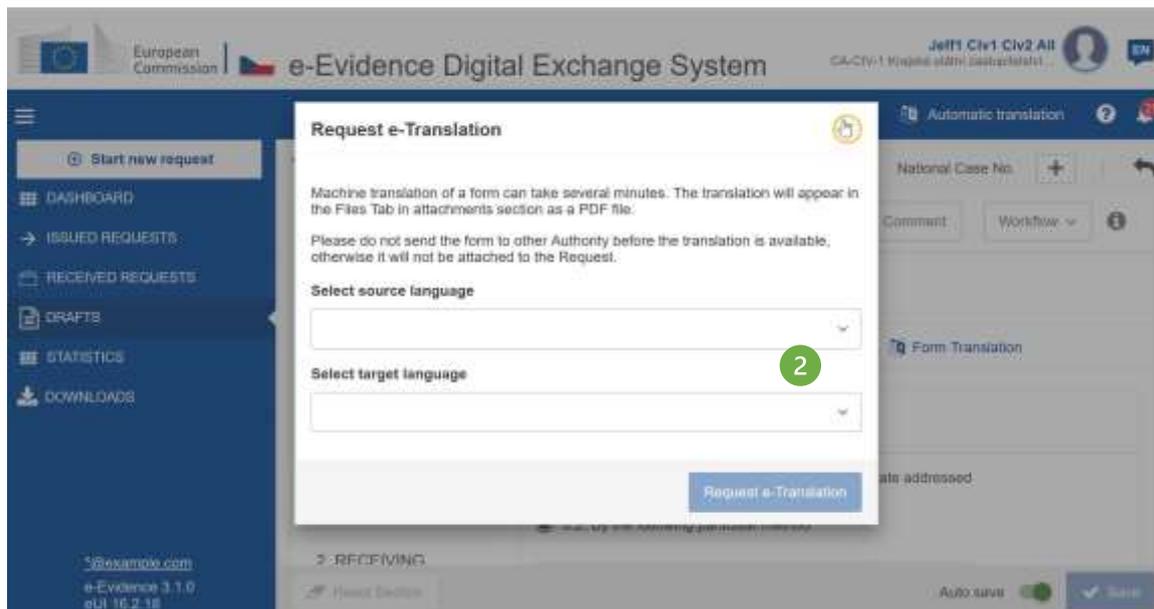


Figure 409: Requesting for eTranslation

② Application displays **Request eTranslation** pop-up.

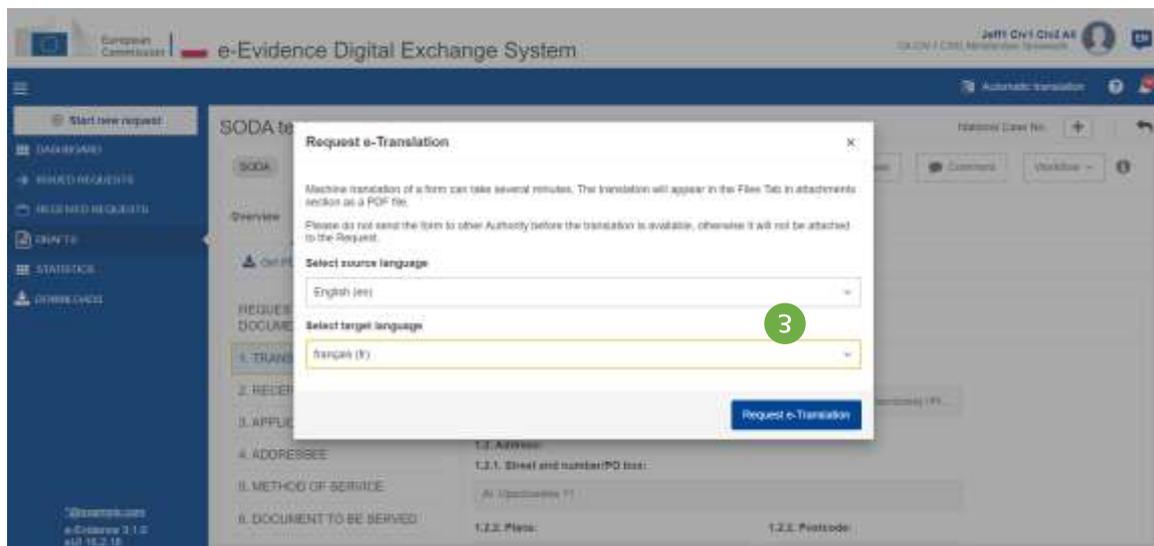


Figure 410: Requesting for eTranslation: selected languages

③ User selects **source language** and **target language** and clicks on **Request eTranslation**.

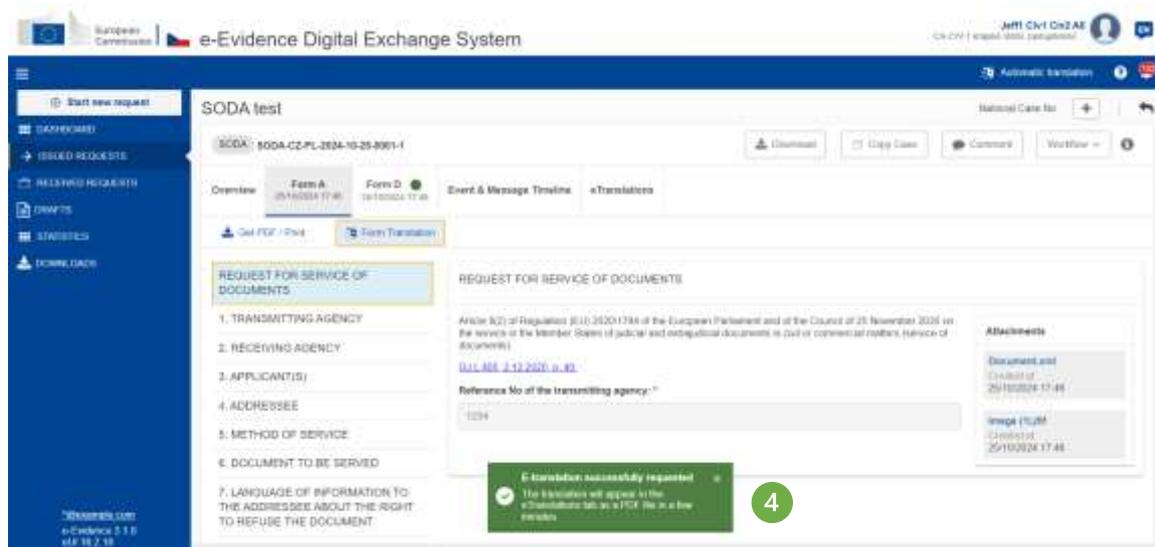


Figure 411: eTranslation successfully requested toast notification

④ Application displays a toast notification **eTranslation successfully requested**.

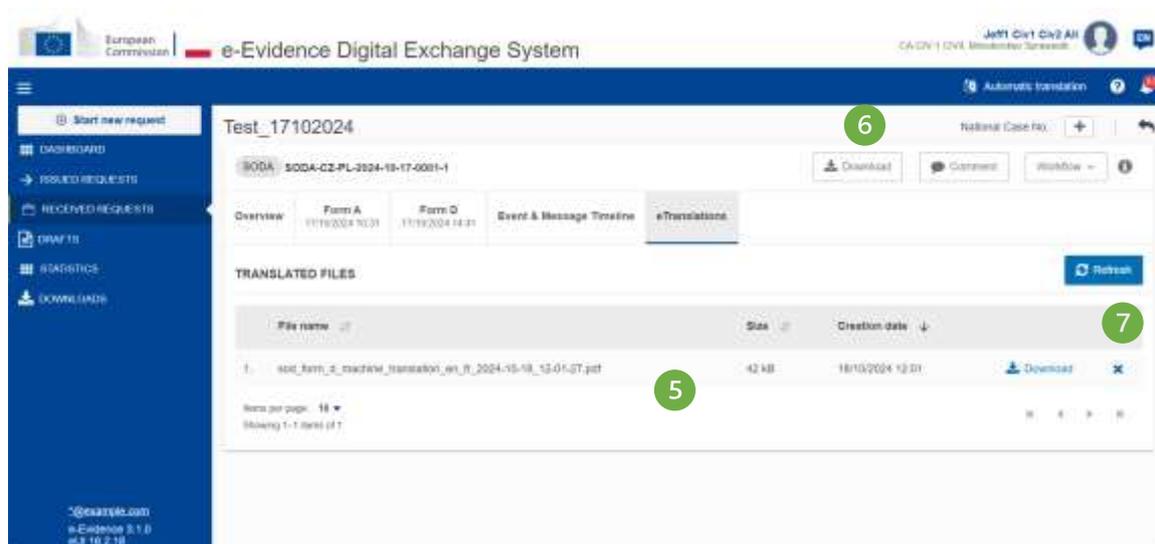


Figure 412: eTranslations folder

⑤ If a user opens **eTranslations** tab, application displays a table with all requested machine translations (a process of machine translation generation might take a few minutes).

⑥ User can download a file with translation by clicking on **Download** button.

⑦ User can remove a file with translation by clicking on 'x' icon next to this file.

Version: 2.0	REFERENCE IMPLEMENTATION SoD&ToE User Manual	Date 2024-11-06
--------------	---	-----------------

11. REFERENCE IMPLEMENTATION SUPPORT

For usage issues with the Reference Implementation please contact the DG Justice and Consumers Support Team.

The Support Team should be contacted by email:

JUST-SOD-TOE-SUPPORT-TEAM@ec.europa.eu

Please include all relevant information such as: your contact details, problem description, type and version number of your internet browser, received error messages, screenshots and any other relevant information.

The Support Team looks forward to receiving further feedback from the Member States so that the Development Team can make additional enhancements to make the Reference Implementation further suited to your needs.