

Caselex s.a.r.l.

# Quick Guide

Quick Guide for [www.caselex.com](http://www.caselex.com)

Caselex Helpdesk  
V.1, 24.08.2007

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## 1. Introduction

Caselex has been built with ease of use in mind. Your productivity and knowledge capture will remain at its peak through the following functionalities:

- Knowledge explorer allowing you to search and browse for case law
  - Search free text of case digests and details
  - Browse for cases by
    - country,
    - EU law,
    - subject,
  - or a mix of these options.
- Store relevant cases in your search results in your personalised archive
  - Create and manage your own archive folders
- Add personal notes to cases
- Add your own labels for easy identification and knowledge accumulation.
- Use our case law alerter to receive news based on your own criteria

## 2. Log-in

The screenshot shows a Mozilla Firefox browser window displaying the Caselex website. The browser's address bar shows the URL <http://caselex.com/pageservice.html>. The website header includes the Caselex logo and the tagline "Europe's premier case-law exchange". A navigation menu contains links for SERVICE, ABOUT US, SUBSCRIPTION, PRESS, and CONTACT. Below this, a secondary menu lists Case law, Practice areas, News, and Free trial. The main content area is divided into two columns. The left column features a "Service" section with a description of the information service and a "News" section with a headline "Caselex moves into ecostart" and a short article snippet. The right column contains three promotional boxes: a yellow box for a "FREE 14-DAY TRIAL", a grey box for the "Login" form, and a blue box for "Join Caselex as Legal Expert, Country Correspondent or Legal Translator". The login form includes fields for "User:" (containing "stig") and "Password:", a "Remember me" checkbox, a "Login" button, and a "Forgot Your Password?" link. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 11:25.

You can log in to Caselex from our homepage.

If you have forgotten your password, click the “Forgot Your Password?” link and you will be redirected to our page where you can request a new password to be sent to you by e-mail.

### 3. Your homepage



On your personal homepage you will see the following content:

1. Latest cases you added to your personal archive
2. New cases added to the service
3. Latest searches you made within the Caselex service

You can access your personal archive by clicking the Archive Folders to the left. Clicking any folder will display a list of cases within the respective folder.

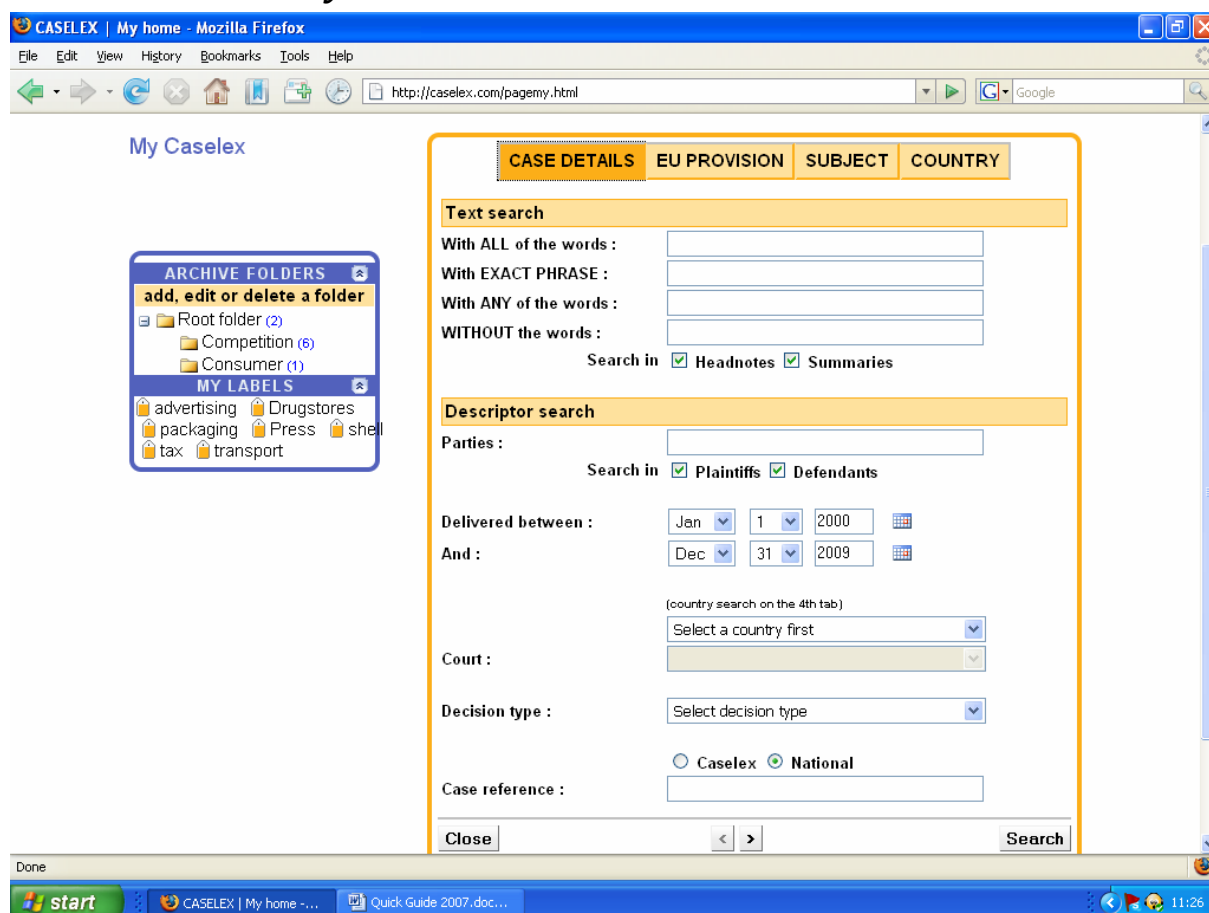
Clicking any label under “My labels” will bring you all cases tagged with the respective label.

## 4. Search and browse

From your personal homepage you can start searching and browsing for cases by either of the options in the Knowledge Explorer bar, i.e. Case Details, EU Provision, Subject or Country. Alternatively you can click the “Search” tab in the top menu.

Any search carried out will display your search criteria in the left side box together with the number of hits. You can from the same box drop search criteria to widen your search.

### 4.1. Search by case details



Clicking “Case Details” will bring you to the search interface where you can carry out free text search in our headnotes and summaries. You can also search by parties, delivery date of case, court (do not use country selector here for other than selecting court), type of decision and case reference.

## 4.2. Search by EU Provision

My Caselex

Searching by EU provision is possible in two ways:

- 1) Search cases on specific provision by entering a CELEX number (natural number)
- 2) Browse directory of provisions covered by Caselex' cases and simply select the relevant one(s). You can expand and collapse by clicking the icons to the left of the areas of law and listed provisions.

Do note that the browse option also give you the option to search by articles.

### 4.2.1. How to construct the natural CELEX number?

The most accurate way of referencing a EU provision is by using the unique natural number that all official EU documents are given. The build up of the natural number is as follows:

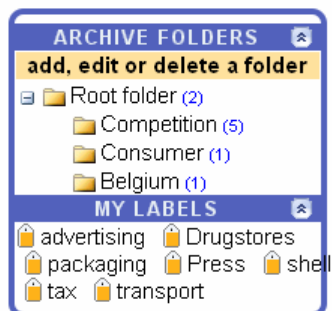
#### Sector Number + Year + Document Type + Document Identifier

Directive 2004/48/EC of 29 Apr 2004 can be converted into the following natural CELEX number 32004L0048 based on the following explanation:

Part	Comment	Example
<b>Sector number</b>	See <b>annex 1</b> for relevant sectors. a. Treaties are under sector 1 b. Legislation is under sector 3	3
<b>Year</b>	This is the four digits of the year of the document.	2004
<b>Document type</b>	1-2 characters. See <b>annex 1</b> for list of document types within the various sectors.	L
<b>Document identifier</b>	4 digits being the number of the provision.	0048

### 4.3. Search by subject

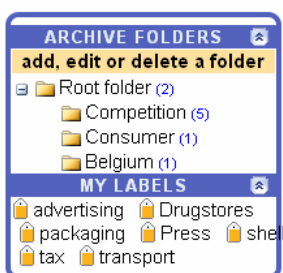
My Caselex



Caselex has developed a rich thesaurus and its key terms are used in our subject classification. You can either search for the term or browse the expandable tree of terms; thereafter select the relevant one(s).

### 4.4. Search by country

My Caselex



At the time of producing this Quick Guide, Caselex has published cases of 14 jurisdictions listed under the country selector. You can select to search for cases of any of the jurisdictions. Jurisdictions in which Caselex has not published any cases yet cannot be selected.



### 4.5. Search by multiple options

Drag-and-drop search results onto your folder tree to archive cases

CASE DETAILS
EU PROVISION
SUBJECT
COUNTRY

SEARCH RESULTS

20 results

SEARCH CRITERIA

new search | save search

countries

» France ✕

subjects

» State aid ✕

ARCHIVE FOLDERS

add, edit or delete a folder

- Root folder (2)
- Competition (5)
- Consumer (1)
- Belgium (1)

MY LABELS

- advertising
- Drugstores
- packaging
- Press
- shell
- tax
- transport

1

Sort : Delivery date Latest first

FR **CASELEX:FR:2007:6**

★ COMPETITION - state aid

For the purposes of the qualification of a state aid within the meaning of Article 87(1) EC, if it was very difficult or impossible for the competitor to establish whether a compensation exceeded or not what was necessary to cover all or part of the costs incurred in discharging the public service obligations, it was for the national judge to take appropriate measures of investigation in order to perform such comparison.

FR **CASELEX:FR:2006:53**

★ COMPETITION - state aid, subsidies

Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids.

When combining search by case details, EU provision, subject and/or country, do note that the logical operator “AND” will be employed. Thus if selecting subject “State Aid” and country “France” you will only get French state aid cases.

### 4.6. Search results list

Drag-and-drop search results onto your folder tree to archive cases

CASE DETAILS
EU PROVISION
SUBJECT
COUNTRY

SEARCH RESULTS

20 results

SEARCH CRITERIA

new search | save search

countries

» France ✕

subjects

» State aid ✕

ARCHIVE FOLDERS

add, edit or delete a folder

- Root folder (2)
  - Competition (5)
  - Consumer (1)
  - Belgium (1)

MY LABELS

- advertising
- Drugstores
- packaging
- Press
- tax
- transport
- shell

1
Sort : Delivery date Latest first

🇫🇷
**CASELEX:FR:2007:6**

★
 COMPETITION - state aid

💬
 For the purposes of the qualification of a state aid within the meaning of Article 87(1) EC, if it was very difficult or impossible for the competitor to establish whether a compensation exceeded or not what was necessary to cover all or part of the costs incurred in discharging the public service obligations, it was for the national judge to take appropriate measures of investigation in order to perform such comparison.

🔒

⌵

🇫🇷
**CASELEX:FR:2006:53**

★
 COMPETITION - state aid, subsidies

💬
 Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids.

🔒

⌵

🇫🇷
**CASELEX:FR:2006:50**

★
 COMPETITION - state aid, subsidies

💬
 Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on

🔒

⌵

Caselex' search results list holds key information on the cases in your hit list, including Caselex number, subjects, headnote and summary (by expanding through clicking bottom left icon on each hit).

Your results list is displayed over multiple pages if more than 20 hits.

### 4.7. Display full case

🇫🇷
**CASELEX:FR:2006:53**

★
 COMPETITION - state aid, subsidies

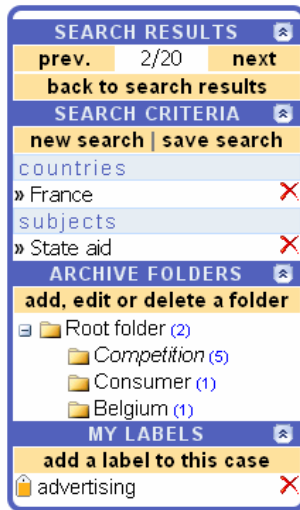
💬
 Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids.

🔒

⌵

Clicking the Caselex number in the hit list will take you to the full case.

Drag-and-drop the icon on a folder to archive this case



Case details | Full text | My notes | Translations Your feedback

**CASELEX:FR:2006:53**

**Classifications**

**Area of law :** **Thesaurus terms :**

- COMPETITION
- State aid
- subsidies

**Summaries**

**English** | **Original**

**Headnote :**

- Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids.

**Facts :**

- The tax on certain advertising expenses (the tax), established under Article 302 bis MA of the French General Taxation Code (Code Général des Impôts), was imposed in particular on printed paper advertising distributed in mailboxes or

The full case is arranged into 4 tabs:

- 1) Case details
  - a. Subjects
  - b. Headnote and summary in English and native language of the case
  - c. Parties
  - d. Case identifiers such as decision type, common name, court, case number, etc.
- 2) Full text of case in native language
- 3) "My notes" which is your own notes on the case
- 4) Translations
  - a. On demand you can order the case details and/or the full text translated

You navigate easily between the parts by clicking the tab.

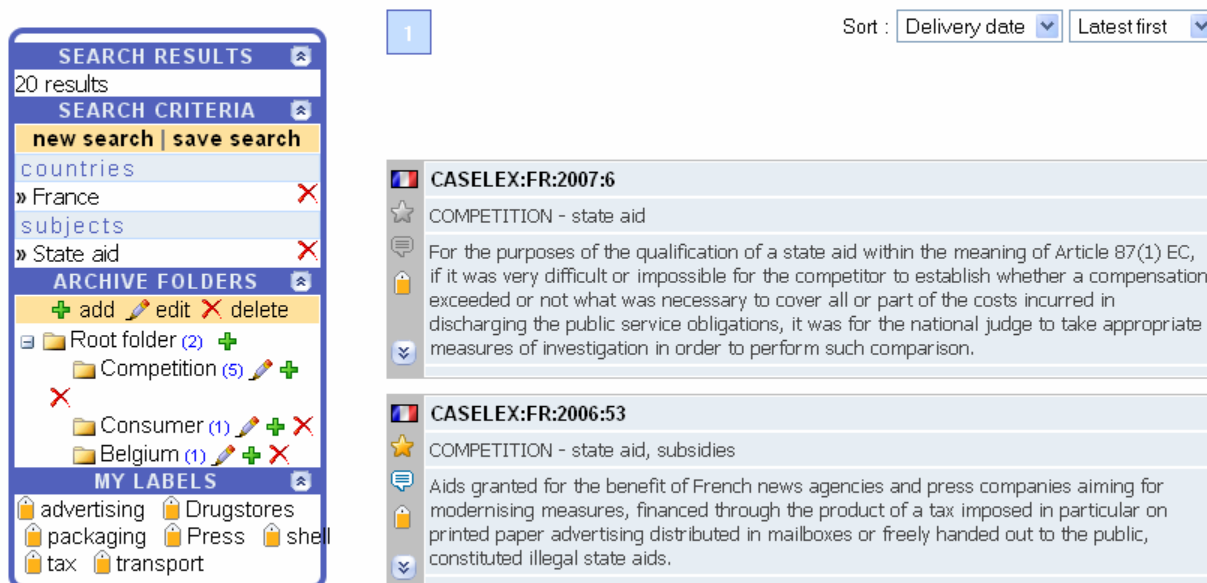
On the Case details you can switch between the English version and the native language version

## 5. Personal archive

Within Caselex you can create and maintain your own archive of the cases you find relevant to your work or study. Your archive is available to you throughout the service. You find it in the left side box.

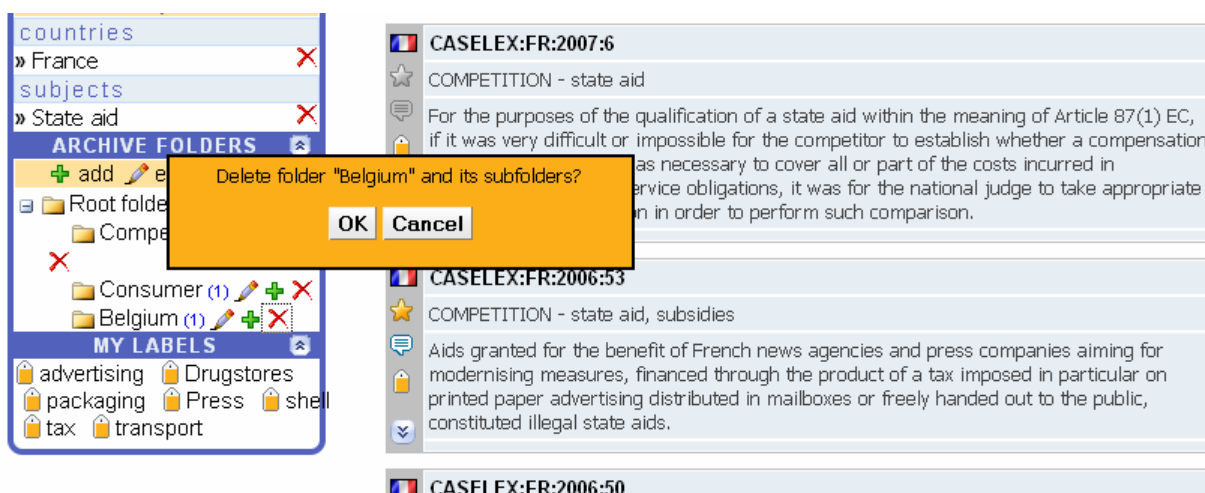
### 5.1. Manage archive folders

You can easily create, edit and delete archive folders by clicking the text "Add, edit or delete a folder" below the Archive folder heading. You can create parent folders and sub-folders.



Having clicked the link you will see several icons appear next to your folders.

- Clicking the green plus icon means you will add a folder.
- Clicking the pen icon will allow you to edit a folder name.
- Clicking the red cross will delete a folder. You will be prompted before actually deleting the folder.



Deleting a parent folder means also deleting sub-folders.

If you want to move a folder within your folder tree you can simply highlight the folder you want to move, then click and hold down the left mouse button while dragging and dropping the folder onto the one you want to be its parent.

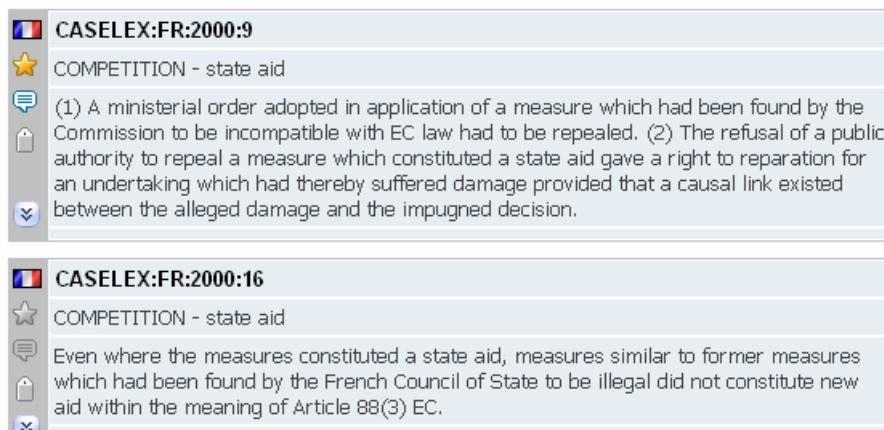
## 5.2. *View and manage cases in your folders*

### 5.2.1. **View cases within folder**

Clicking on any folder will bring you to a list of the cases within the respective folder. The name of the folder will be displayed in the upper left corner.

### 5.2.2. **Add cases to archive folders**

All cases within your personal archive will display a yellow asterisk next to the case in the results list. Moving the mouse over the icon will display the name of the folder where it is archived. If not archived the case's asterisk will be grey. The screenshot below shows a results list with the first case being archived and the second not.



You can add a case to one or more of your archive folders from the results list or from the full text. The screenshot below highlights the drag and drop functionality to archive a case from the results list into your folder of preference.

Drag-and-drop search results onto your folder tree to archive cases

CASE DETAILS EU PROVISION SUBJECT COUNTRY

Sort : Delivery date Latest first

**SEARCH RESULTS**

20 results

**SEARCH CRITERIA**

new search | save search

countries

» France

subjects

» State aid

**ARCHIVE FOLDERS**

add, edit or delete a folder

Root folder (2)

Competition (5)

Consumer

**MY LABELS**

advertising

packaging

tax

1

**CASELEX:FR:2007:6**

COMPETITION - state aid

For the purposes of the qualification of a state aid within the meaning of Article 87(1) EC, if it was very difficult or impossible for the competitor to establish whether a compensation exceeded or not what was necessary to cover all or part of the costs incurred in discharging the public service obligations, it was for the national judge to take appropriate measures of investigation in order to perform such comparison.

**CASELEX:FR:2006:53**

COMPETITION - state aid, subsidies

For the purposes of the qualification of a state aid within the meaning of Article 87(1) EC, if it was very difficult or impossible for the competitor to establish whether a compensation exceeded or not what was necessary to cover all or part of the costs incurred in discharging the public service obligations, it was for the national judge to take appropriate measures of investigation in order to perform such comparison.

Adding a case to the archive from the full case display of the case is also possible if dragging and dropping the document icon to the upper left corner into the archive folder where it should be stored. Do note that if no icon is being shown on the full case display, then it means it has been archived already and you will see the name of the folder.



Drag-and-drop the icon on a folder to archive this case

CASE DETAILS EU PROVISION SUBJECT COUNTRY

**SEARCH RESULTS**

prev. 3/20 next

back to search results

**SEARCH CRITERIA**

new search | save search

countries

» France

subjects

» State aid

**ARCHIVE FOLDERS**

add, edit or delete a folder

Root folder (2)

Competition (6)

Consumer (1)

**MY LABELS**

add a label to this case

Case details Full text My notes Translations

Your feedback

**CASELEX:FR:2001:6**

**Classifications**

Area of law :

- COMPETITION

Thesaurus terms :

- Competition law
- articles 81 and 82 EC
- State aid

**Summaries**

English Original

Headnote :

### 5.2.3. Move cases between folders

You can easily move cases between archive folders. Open the folder where the case is archived. Then drag and drop the case onto the destination folder.

### 5.2.4. Delete cases from archive

If you want to delete a case from your archive, you can simply click on the yellow asterisk indicating that the case has been archived. It will prompt you if you would like to remove the case from the folder.

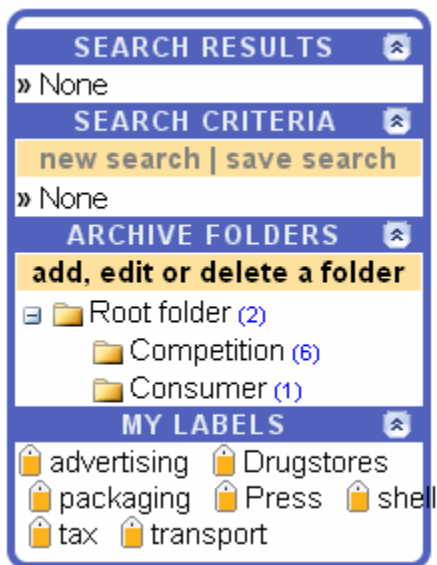
## 6. Label your cases

Next to archiving cases, you can also enhance your personal knowledge management by adding one or more labels (tags) to each case. You can define any label you want, and by using the same label for two or more cases you will easily find back cases, e.g labelled according to a specific subject, client name, case and project.




### 6.1. View cases by labels

Your employed labels will be shown below the archive folder. If you are in search mode or displaying search results, all your labels will be shown. If you view the full details of a case only labels related to the viewed case will be displayed.




Clicking any label will bring you to all cases tagged with it.



When viewing results of a search, you can easily identify cases having been labelled. They will display a yellow label icon in the left column. If not labelled the text icon will be grey. The first case within the below results list shows a tagged case, whereas the second has not labels attached. Moving the mouse over the yellow label icon will display your employed labels for the specific case.

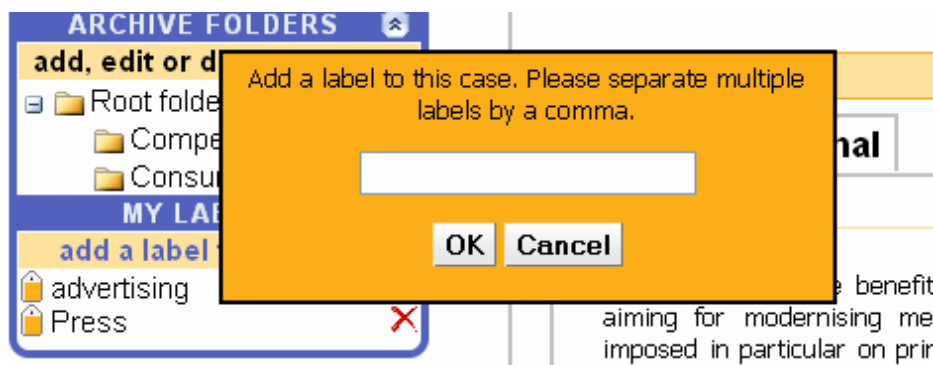
 <b>CASELEX:FR:2006:50</b>
 COMPETITION - state aid, subsidies
 Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids.

 <b>CASELEX:FR:2006:51</b>
 COMPETITION - state aid, subsidies
 Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids.

## 6.2. *Manage case labels*

You can add one or more labels to cases when viewing the full case. At the left side, under “My labels” you click “add a label to this case”. To delete a label you click the red cross icon to the right of the label displayed for the respective case.






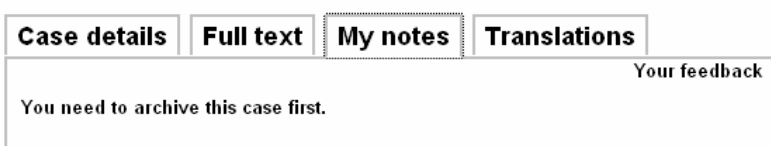
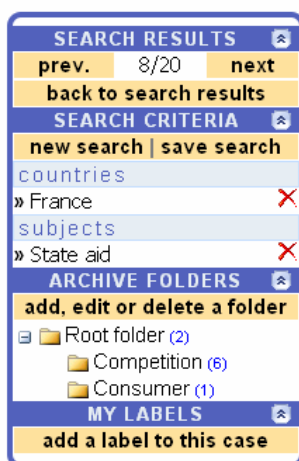
## 7. Personal Notes

### 7.1. Add notes

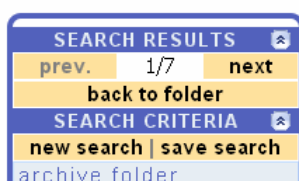
For cases you have archived you have the option to add your personal notes from the tab “My notes” which you find on the full display of a case. If a case is archived in more than one folder you can add notes per archive folder.

If you have not archived a case, you cannot add any notes as shown in the screenshot below.

 Drag-and-drop the icon on a folder to archive this case



After the case has been archived, the screen will display as follows:



Clicking “Add note” will take you to the input box where you can add your own note as seen in the screenshot below<sup>1</sup>.

<sup>1</sup> Do note that Caselex is not meant to be a case management tool, and we kindly remind you to be careful with sensitive data.

Competition  
France

CASE DETAILS | EU PROVISION | SUBJECT | COUNTRY

SEARCH RESULTS 1/7  
prev. next  
back to folder  
SEARCH CRITERIA  
new search | save search  
archive folder  
Competition  
ARCHIVE FOLDERS  
add, edit or delete a folder  
Root folder (2)  
Competition (7)  
Consumer (1)  
MY LABELS  
add a label to this case

Case details | Full text | My notes | Translations

Your feedback

Here I am typing in my own note about the case CASELEX:FR:2006:11

Save note Cancel

## 7.2. Edit and delete notes

After having saved the note or clicking the “My notes” tab of a case you are viewing, and which has a note assigned to it, you will see through the below screenshot that you can view the note and potentially edit or delete it.

SEARCH RESULTS 4/7  
prev. next  
back to folder  
SEARCH CRITERIA  
new search | save search  
archive folder  
Competition  
ARCHIVE FOLDERS  
add, edit or delete a folder  
Root folder (2)  
Competition (7)  
Consumer (1)  
MY LABELS  
add a label to this case

Case details | Full text | My notes | Translations

Your feedback

Here I am typing in my own note about the case CASELEX:FR:2006:11

Edit note Delete note

### 7.3. *Identify cases with notes*

When viewing results of a search, you can easily identify cases which include your personal notes. They will display a white text icon below the asterisk indicating if the case has been archived. If there is no note the text icon will be grey. The first case within the below results list has no personal note, whereas the second do.

The screenshot shows the Caselex search results interface. On the left is a sidebar with the following sections:

- SEARCH RESULTS**: 20 results
- SEARCH CRITERIA**: new search | save search
- countries**: » France (with a red X icon), » State aid (with a red X icon)
- ARCHIVE FOLDERS**: add, edit or delete a folder
  - Root folder (2)
  - Competition (7)
  - Consumer (1)
- MY LABELS**: advertising, Drugstores, marketing, Press, shell

The main results area shows two cases:

- CASELEX:FR:2007:6**: COMPETITION - state aid. Below the title is a grey text icon. The description reads: "For the purposes of the qualification of a state aid within the meaning of Article 87(1) EC, if it was very difficult or impossible for the competitor to establish whether a compensation exceeded or not what was necessary to cover all or part of the costs incurred in discharging the public service obligations, it was for the national judge to take appropriate measures of investigation in order to perform such comparison."
- CASELEX:FR:2006:53**: COMPETITION - state aid, subsidies. Below the title is a white text icon. The description reads: "Aids granted for the benefit of French news agencies and press companies aiming for modernising measures, financed through the product of a tax imposed in particular on printed paper advertising distributed in mailboxes or freely handed out to the public, constituted illegal state aids."

Clicking the highlighted text icon will bring you directly to the note.

## 8. Saved searches and alerts

Within Caselex you have the option to save searches allowing you to

- easily find back relevant cases
- receive e-mail alerts based on saved searches

### 8.1. Save search

Drag-and-drop search results onto your folder tree to archive cases

The screenshot shows the Caselex search results page. At the top, there are navigation tabs: CASE DETAILS, EU PROVISION, SUBJECT, and COUNTRY. Below the tabs, there is a search criteria section with a 'new search | save search' button. A search results list is visible, showing a case titled 'CASELEX:FR:2007:6' with the subject 'COMPETITION - state aid'. A dialog box is open over the search results, titled 'Label search (optional)', with a text input field containing 'French state aid cases' and 'OK' and 'Cancel' buttons. On the left side, there is a folder tree with options like 'Root folder', 'Compe', and 'Consu'. Below the folder tree, there are 'MY LATEST' search results for 'advertising', 'packaging', 'tax', and 'transport'.

Under the “Search criteria” in the left box you find “save search”. Clicking the button will prompt you to add a name to the search.

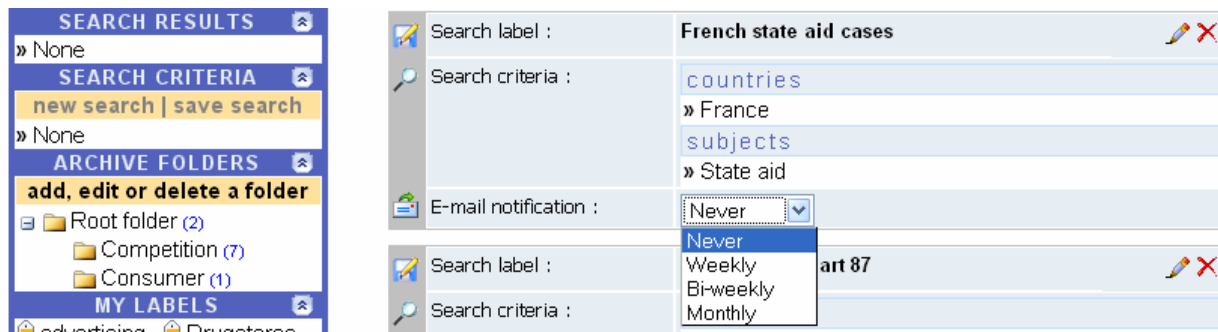
### 8.2. View saved searches

In order to retrieve your saved searches, select “Search” and “My alerts” in the top menu.

The screenshot shows the Caselex user interface. At the top, there is the Caselex logo and the tagline 'Europe's premier case-law exchange'. On the right, the user name 'Stig Marthinsen | Logout' is displayed. Below the logo, there are navigation tabs: MY HOME, SEARCH, and SUPPORT. Underneath these tabs, there are links for 'My history' and 'My alerts'. The 'Saved searches' section is highlighted, with a text box stating: 'To save a search, click on 'save search' in the menu below.' Below this text, there are navigation tabs: CASE DETAILS, EU PROVISION, SUBJECT, and COUNTRY.

You will then see a list of all saved searches

### 8.3. Define e-mail alerts



From the list of saved searches you can select to receive e-mail notifications when new cases meeting your search criteria are published on Caselex. Select the saved search you would like to receive e-mail notifications on, and select the frequency “Weekly”, “Bi-weekly” or “Monthly” from the drop down on “E-mail notification”.

If you would like to disable the e-mail alert, select “Never” in the drop down. Do note that saved searches by default are configured with “Never”.

### 8.4. Edit or delete saved searches

To edit a saved search label, you simply click the pen icon to the right of the saved search label. To delete a saved search, including its alert, you click the red cross icon to the far right of the saved search label.

To modify the search query of a saved search, you do as follows:

1. Click search label to employ saved search search, bringing you into the regular search and browse mode.
2. Modify the search as described in chapter 4 Search and browse.
3. Save search
4. Delete previous version of saved search

## 9. History

Caselex saves all your searches in the "History" allowing you to find back by date any query undertaken. You find it by clicking "Search" and "My History" in the top menu.

The automatically generated search label is holding the date and time of the search, and the list of all searches is sorted chronologically.

**MY HOME** **SEARCH** **SUPPORT**

My history My alerts

Search history

**CASE DETAILS** **EU PROVISION** **SUBJECT** **COUNTRY**

1 2 3 4 5 6 7 8 9 10

**SEARCH RESULTS**  
» None

**SEARCH CRITERIA**  
new search | save search  
» None

**ARCHIVE FOLDERS**  
add, edit or delete a folder  
Root folder (2)  
Competition (7)  
Consumer (1)

**MY LABELS**  
advertising Drugstores  
packaging Press shell  
tax transport

Search label : **August 24, 2007 @ 13:42:44**

Search criteria :  
countries  
» Bulgaria  
» France  
subjects  
» State aid

Search label : **August 24, 2007 @ 13:42:29**

Search criteria :  
countries  
» France  
subjects  
» State aid

Search label : **August 24, 2007 @ 11:39:53**

Search criteria :  
countries

By clicking the search label under history you will repeat the search, however

## Annex 1: Extract of sectors and document types used in CELEX numbers

<b>Sector 1</b>	<b>Treaties</b>
A	Euratom Treaty (1957)
B	Accession Treaty (Denmark, Irish Republic, United Kingdom) (1972)
D	Treaty of Amsterdam amending the Treaty on European Union, the Treaties establishing the European Communities and certain related Acts (1997)
E	European Economic Community Treaty (1957). European Communities Treaty consolidated version (1992)
F	Treaty establishing a single Council and a single Commission (1965). Treaty amending certain budgetary provisions (1970)
G	Amending Treaty (Greenland) (1985)
H	Accession Treaty (Greece) (1979)
I	Accession Treaty (Portugal, Spain) (1985)
K	European Coal and Steel Community Treaty (1951)
M	Treaty on European Union, i.e. Maastricht Treaty (1992) and its consolidated version (1997)
N	Accession Treaty (Austria, Finland, Sweden) (1994)
R	Treaty amending certain financial provisions. Treaty amending certain provisions of the statute of the European Investment Bank (1975). Act amending the protocol on the statute of the European Investment Bank (1993)
U	Single European Act (1986)
<b>Sector 2</b>	<b>External Agreements</b>
A	Agreements with non-member countries or international organisations
D	EEA Joint Committee Decisions and European Free Trade Association Surveillance Authority Decisions
<b>Sector 3</b>	<b>Legislation</b>
B	Budget
C	Censures
D	Decisions
H	Recommendations
K	European Coal and Steel Community Recommendations
L	European Communities/EURATOM Directives
M	Merger Decisions
O	European Central Bank Guidelines
R	European Communities/EURATOM Regulations
S	European Coal and Steel Community General Decisions
X	Other Acts (resolutions, opinions, etc.) published in the Official Journal L series
Y	Other Acts published in the Official Journal C series
<b>Sector 4</b>	<b>Internal Agreements</b>
A	Agreements between Member States
D	Decisions (of the representatives of the governments of Member States meeting within the Council)
X	Other Acts published in the Official Journal L series
Y	Other Acts published in the Official Journal C series

<b>Sector 6</b>	<b>Case Law</b>
A	Judgments of the Court of First Instance
B	Orders of the Court of First Instance
C	Opinions of the Advocate-General of the Court of Justice
D	Third Party proceedings of the Court of First Instance
F	Opinions of the Court of First Instance
J	Judgment of the Court of Justice
O	Order of the Court of Justice
S	Seizures
T	Third Party proceedings of the Court of Justice
V	Opinions
X	Rulings
<b>Sector E</b>	<b>EFTA Documents</b>
A	International Agreements
C	Acts of the EFTA Surveillance Authority
G	Acts of the EFTA Standing Committee
J	Decisions, Orders and Consultative Opinions of the EFTA Court
P	Pending cases of the EFTA Court
X	EFTA - Other Acts