



EJN COMPENDIUM USER MANUAL

Introduction to the tool

- ❑ The Compendium gives support for drafting requests for judicial cooperation. It guides the practitioners through the form used for the request, ensuring that all required information is inserted. The Compendium also helps the practitioner to manage translations of requests; in most cases the request needs to be translated into a language accepted by the requested Member State in order for that Member State to be able to receive and execute the request;
- ❑ The new Compendium replaces its previous version, used to draft Rogatory Letters (request for Mutual Legal Assistance) and the EAW Wizard, used to draft European Arrest Warrants;
- ❑ The new Compendium can be used to draft any request for Mutual Legal Assistance and forms related to all Mutual Recognition Instruments, the supported legal instruments are:

Supported Legal Instruments

- Mutual Legal Assistance
- European Arrest Warrant - Framework Decision 2002/584/JHA
- Freezing Orders - Framework Decision 2003/577/JHA
- Confiscation Orders - Framework Decision 2006/783/JHA
- Financial Penalties - Framework Decision 2005/214/JHA
- Custodial Sentences - Framework Decision 2008/909/JHA
- Probation Decisions - Framework Decision 2008/947/JHA
- Supervision Measures - Framework Decision 2009/829/JHA
- European Protection Order - Directive 2001/99/EU
- ECRIS - Council Decision 2009/316/JHA
- European Investigation Order - Directive 2014/41/EU
[under preparation]

General information

- This user manual aims to provide you with practical information and tips on how to use the tool in the best manner in order to draft accurate and complete requests;
- The Compendium is a user friendly tool, most likely you will not need to consult this document;
- If, after reading this manual, you still have further questions, please do not hesitate to contact the EJM Secretariat.

ACCESS the EJN Website

<https://www.ejn-crimjust.europa.eu>

ACCESS the Compendium



The Compendium can be accessed from the homepage



Alternatively, it is possible to choose a country first, then the Compendium from the Tools

COMPENDIUM Main Page

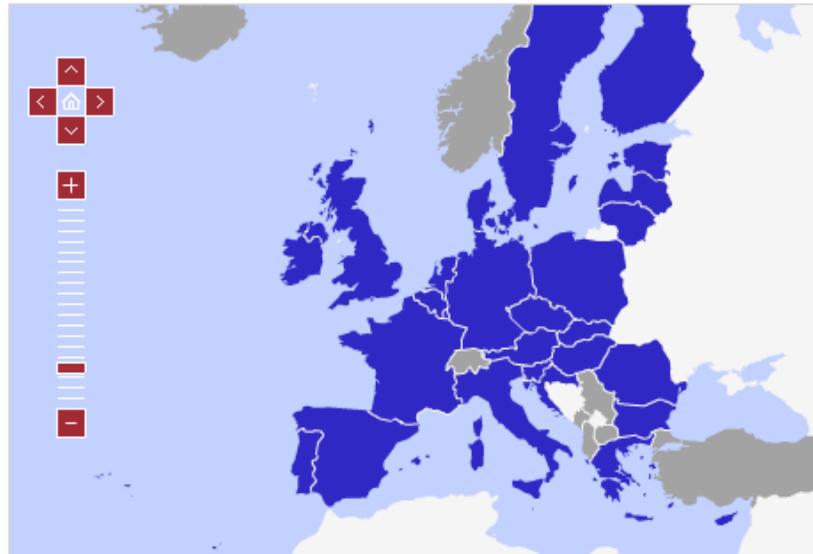
From the main you can either start drafting a new request to:

1. an EU Member State
2. Norway (*MLA only*)
3. Non EU Member State (*MLA only*)

Or open a previously stored request, to continue working.

FOR THE EU MEMBER STATES:

Select on the map the requested/executing Member State or choose it from the list below and draft a mutual legal assistance effect to the principle of mutual recognition.



Member states

AT	BE
HR	CY
DK	EE
FR	DE
HU	IE
LV	LT
MT	NL
PT	RO
SI	ES
UK	

Or select from the list of countries:

FOR NORWAY:

Use the Compendium to draft a mutual legal assistance request to be sent to Norway.

FOR THE NON-EU MEMBER STATES:

Use the Compendium to draft a mutual legal assistance request to be sent to a third country (non-EU).

Open a request from your local drive

If you want to open an already existing request, you need to browse to find the file to be opened and click the button open

Geen bestand gekozen

COMPENDIUM – Follow the path

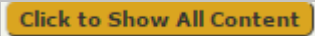
Before drafting the form, and after selecting the Member State and measures, the *Compendium* will take you through some questions related to the nature of the request (/form/order/..) you wish to draft. After that the *Compendium* knows:

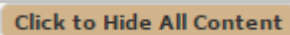
- involved (member) state
- measure requested
- legal instrument to be applied
- form to be filled
- authority to send request to

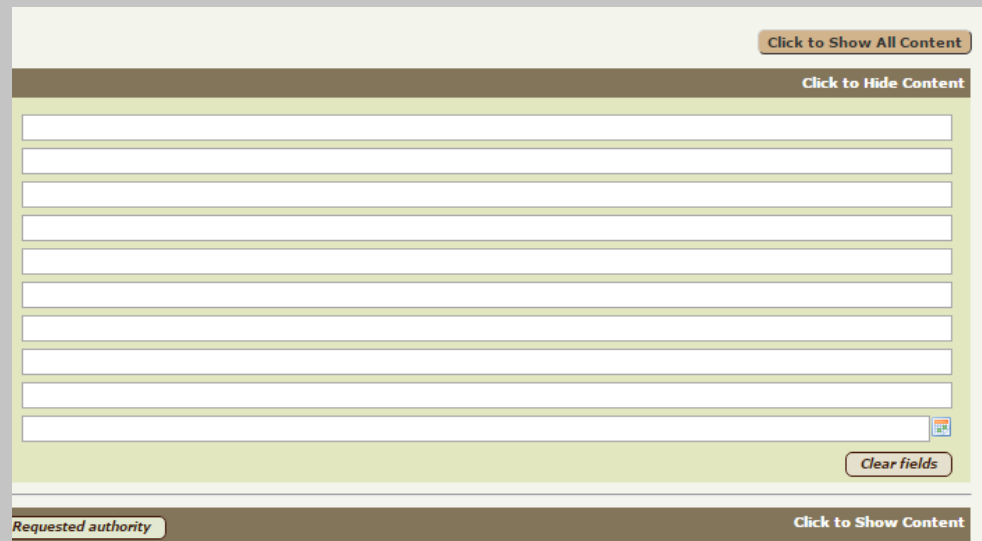
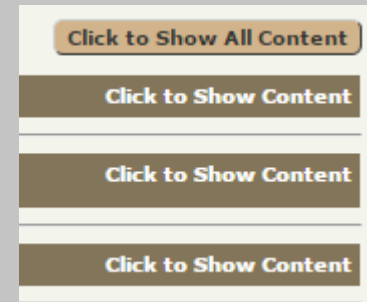
The image shows two screenshots of a web application interface. The top screenshot, titled 'Draft a Request', shows a form where 'Country' is set to 'Spain (ES)' and 'Choose measure' is set to 'ALL'. A list of measures is visible, including '101. Interception, recording and transcription of telecommunications', '102. Tracing of telecommunications', '103. Interception and recording of other forms of communication', '104. Interception of mail', '105. Observation', '106. Interception of telecommunication - Art. 18 (2) (b) of...', '107. Interception of telecommunication without the technic...', '201. Infiltration by undercover agents of the requested Sta...', '202. Infiltration by agents of the requesting State in the te...', '203. Infiltration by an informer of the requested State', '204. Handling of informers', '301. Superficial body search', and '302. Truasive body search'. A blue arrow points from the 'Choose measure' dropdown to a second screenshot. The second screenshot, titled 'Create an MLA request', shows the same 'Country' as 'Spain (ES)'. The 'Measure' is now 'Tracing and interception of (tele) communications' and 'Interception and recording of other forms of communication (103)'. The 'Offence involved' is 'Any other matter'. The 'Legal instrument' is 'Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union'. A blue arrow points from the 'Legal instrument' field to a third screenshot. The third screenshot shows a 'Model request for mutual legal assistance' form with sections for 'Requesting authority', 'Requested authority', and 'Requested measure(s)'. Each section has a 'Click to Show Content' button. The 'Requesting authority' section includes fields for 'Official name', 'Address', 'Postcode', 'City', 'Telephone number', 'Fax number', 'Email', 'Language(s) spoken', 'Reference (file) number', and 'Date of request'. There is also a 'Clear fields' button.

COMPENDIUM – Filling out the form

Use the “Click to Show Content” buttons to show sections of the form. Upon clicking the related section is shown. Clicking the button again will result in the section to be hidden.

Click on the  button to show **all** sections of the current form.

Click on the  button to hide **all** sections of the current form

A screenshot of a form interface. At the top right, there is a 'Click to Show All Content' button. Below it is a 'Click to Hide Content' button. The main body of the form contains ten horizontal input fields. At the bottom right of the input fields is a 'Clear fields' button. At the bottom left, there is a label 'Requested authority' next to a small input field. At the bottom right, there is a 'Click to Show Content' button.

COMPENDIUM – Filling out the form

The screenshot displays two parts of the COMPENDIUM interface. On the left is a form for entering requested authority information, and on the right is a pop-up window showing details for the selected authority.

Requested authority form fields:

- Email
- Language(s) spoken
- Reference (file) number
- Date of request
- Requested authority** (with **Get Requested authority** button)
- Official name: Parchetul de pe langa Inalta Curte de Casatie si Justitie (P)
- Address: Bdul. Libertatii nr. 12, sector 5
- Postcode: 050706
- City: Bucuresti
- Telephone number: +40 21 319 38 77
- Fax number: +40 21 319 39 33
- Email: coop@mpublic.ro
- Reference (file) number, if applicable

Resultant Competent Authority details (Prosecutor's Office of the High Court of Justice):

- Authority Type: Parchetul de pe langa Inalta Curte de Casatie si Justitie (Central)
- General data tab selected
- Name: Parchetul de pe langa Inalta Curte de Casatie si Justitie (Prosecutor's Office of the High Court of Justice)
- Address: Bdul. Libertatii nr. 12, sector 5
- Department (Division): Division for international judicial cooperation, Unit for International legal assistance
- City: Bucuresti
- Postal code: 050706
- Phone number: +40 21 319 38 77
- Mobile phone:
- Fax number: +40 21 319 39 33
- Email Address: coop@mpublic.ro
- Buttons: Click to view the map, Import authority details into Compendium
- Clear fields button at the bottom right of the form area.

The **Get Requested authority** button opens the *Judicial Atlas* in a pop-up window (make sure pop-ups are allowed by the browser for the EJM site!).

After selecting the competent authority, use the **Import authority details into Compendium** button to add the address details to the active form in the *Compendium*.

COMPENDIUM – Saving a Work File

Select the matter of crimes: **Other crimes** (Select another option)

Legal instrument: [Convention of 20 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union](#) (Redirection details)

Actions: **Save as work file** | Save and Print | Save and Send | Upload Logo | Change language

Model request for mutual legal assistance Click to Show All Content

Requesting authority Click to Hide Content

Official name
Address
Postcode
City
Telephone number
Fax number
Email
Language(s) spoken
Reference (file) number
Date of request

Clear fields

Requested authority Click to Show Content

Official name: Parchetul de pe langa Inalta Curte de Casatie si Justitie (Prosecutor's Office of the High Court of Cassation and Justice)

Address: Bdul. Libertatii nr. 12, sector 5

Postcode: 050706

City: Bucuresti

Telephone number: +40 21 319 38 77

Fax number: +40 21 319 39 33

Email: coop@public.ro

Reference (file) number, if applicable

Clear fields

Save as work file

Use this feature to store your work in the *Compendium*. At a later stage you can open the file again to continue working on the form.

MLA_101_Romani....xml

The Work Files are stored as so-called XML* files, with filename *[Measure]_[Country]_[date].xml*. The files are stored on your computer, in the folder set by your browser. On most computers this will be the **Downloads** folder.

You are free to move the file from there to any folder and to rename the file into anything more meaningful (for your administration it is probably best to group by Country and/or Measure).

* XML is a convenient format for the Compendium to store data, as a user you are **never required to directly open** or edit the contents of a Work File. If you accidentally open the file, the contents will look rather confusing, but the Compendium knows how to process and show the contents!

COMPENDIUM – Saving and Print

Select the matter of crime: Other crimes (Select another option)

Legal instrument: [Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union](#) (Artification details)

Actions: [Save as work file](#) [Save and Print](#) [Save and Send](#) [Upload Logo](#) [Change](#)

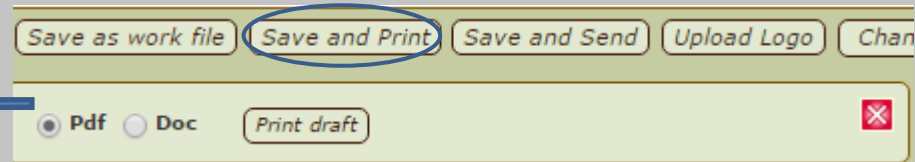
Model request for mutual legal assistance

Requesting authority

Official name
Address
Postcode
City
Telephone number
Fax number
Email
Language(s) spoken
Reference (file) number
Date of request

Requested authority

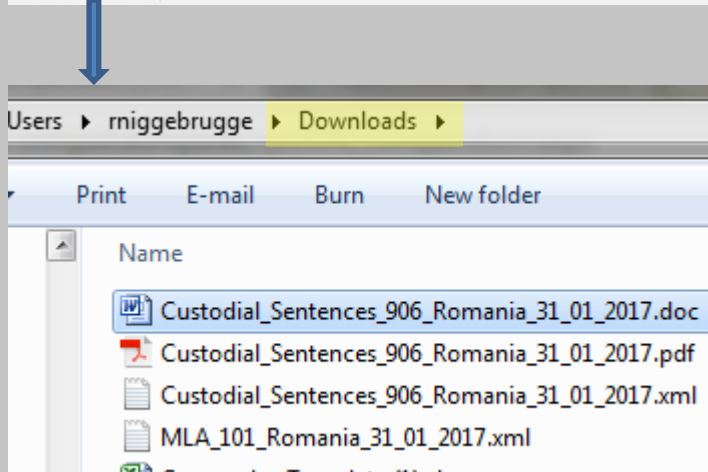
Official name: Parchetul de pe langa Inalta Curte de Casatie si Justitie (Prosecutor's Office of the High Court of Cassation and Justice)
Address: Bd. Libertatii nr. 12, sector 5
Postcode: 050706
City: Bucuresb
Telephone number: +40 21 319 38 77
Fax number: +40 21 319 39 33
Email: coop@mpublic.ro
Reference (file) number, if applicable



Use the “Save and Print” option to generate the actual form, ready to be printed and sent.

There are two formats in which the form can be generated:

- 1. PDF, or Portable Document Format:** these files are ideal for printing and can be opened on most computers (Windows, iOS, Linux, mobile devices) without changing layout;
- 2. DOC:** this file is ideal to open in MS Word, but the lay-out is not guaranteed when opened in other word processing applications or when send to a printer.



COMPENDIUM – Saving and Print

Select the matter of crime: Other crimes (Select another option)

Legal instrument: Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union (Ratification details)

Actions: Save as work file Save and Print Save and Send Upload Logo Change language

Model request for mutual legal assistance

Requesting authority

Official name
Address
Postcode
City
Telephone number
Fax number
Email
Language(s) spoken
Reference (file) number
Date of request

Requested authority

Official name: Parquetul de pe langa Inalta Curte de Casatie si Justitie (Prosecutor's Office of the High Court of Cassation and Justice)
Address: Bd. Libertatii nr. 12, sector 5
Postcode: 050706
City: Bucuresti
Telephone number: +40 21 319 38 77
Fax number: +40 21 319 39 33
Email: coop@mpublic.ro
Reference (file) number, if applicable

Actions: Save as work file Save and Print Save and Send Upload Logo Char

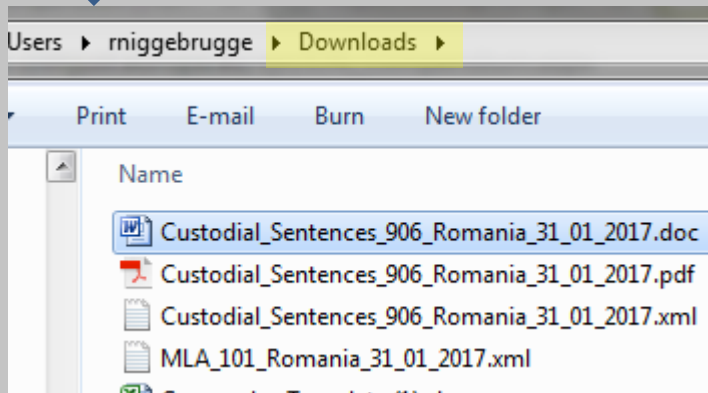
1. Download and save the request so it can be included to the email.
[Download file](#)
2. Click on the button to open the email so you can attach the downloaded file and send it.
(Only valid for Outlook)
[New email](#)

Use the “Save and Send” option to generate the actual form in **PDF** format, ready to be sent as email attachment.

Take the following steps:

Step 1, Download file: the form will be rendered as a PDF file and saved in the Downloads folder;

Step 2, New email: a new email is created in your email client (browser dependent). Before sending the email address of recipient must be added and the PDF file from previous step needs to be attached.



COMPENDIUM – Saving and Print

Select the matter of crime: **Other crimes** (Select another option)

Legal instrument: [Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union](#) (Ratification details)

Actions: [Save as work file](#) [Save and Print](#) [Save and Send](#) [Upload Logo](#)

Model request for mutual legal assistance

Requesting authority

Official name: _____
Address: _____
Postcode: _____
City: _____
Telephone number: _____
Fax number: _____
Email: _____
Language(s) spoken: _____
Reference (file) number: _____
Date of request: _____

Requested authority

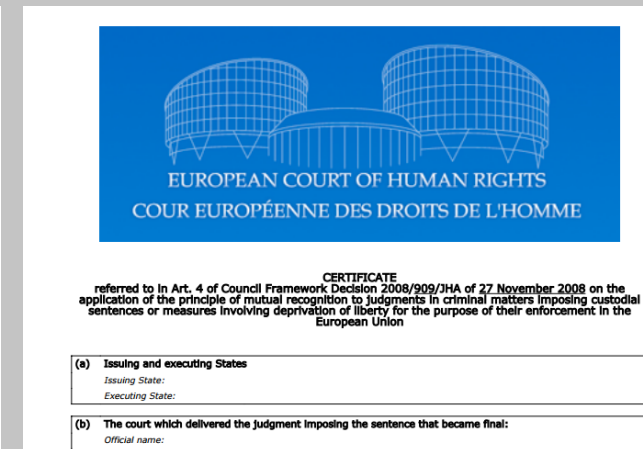
Official name: Parchetul de pe langa Inalta Curte de Casatie si Justitie (Prosecutor's Office of the High Court of Cassation and Justice)
Address: Bd. Libertatii nr. 12, sector 5
Postcode: 050706
City: Bucuresb
Telephone number: +40 21 319 38 77
Fax number: +40 21 319 39 33
Email: coop@mpublic.ro

Actions: [Save as work file](#) [Save and Print](#) [Save and Send](#) [Upload Logo](#)

Bestand kiezen Geen bestand gekozen Add Logo

Use the “Upload Logo” option to add the logo of your organisation to the header of the generated request/order/form/... Uploaded files must be of either **JPG** or **PNG** file format.

The result will **only be visible** in the generated PDF or DOC version of the form, as in the examples below.



COMPENDIUM – Setting the language

The screenshot displays the 'Model request for mutual legal assistance' form in the Compendium system. The 'Change language' dropdown menu is open, showing a list of languages with 'hrvatski(hr)' selected. The form fields are populated with data in the selected language.

Legal instrument: [Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union](#) (Ratification details)

Actions: [Save as work file](#) [Save and Print](#) [Save and Send](#) [Upload Logo](#) [Change language](#)

Model request for mutual legal assistance

Requesting authority

Official name
Address
Postcode
City
Telephone number
Fax number
Email
Language(s) spoken
Reference (file) number
Date of request

Requested authority

Official name: Parchetul de pe langa Inalta Curte de Casatie si Justitie (Prosecutor's Office of the High Court of Cassation and Justice)
Address: Bd. Libertatii nr. 12, sector 5
Postcode: 050706
City: Bucuresti
Telephone number: +40 21 319 38 77
Fax number: +40 21 319 39 33
Email: coop@mpublic.ro
Reference (file) number, if applicable

Change language dropdown menu:

- Change language
- ceština(cs)
- dansk(dk)
- Deutsch(de)
- eesti keel(et)
- English(en)
- español(es)
- français(fr)
- hrvatski(hr)**
- italiano(it)
- latviešu valoda(lv)
- lietuviu kalba(lt)
- magyar(hu)
- Malti(mt)
- Nederlands(nl)
- polski(pl)
- português(pt)
- româna(ro)
- slovenčina(sk)
- slovenščina(sl)

After changing the language of the *Compendium*, the static content of all the form fields will change to reflect the selected language.

Most EU Member States require an incoming request to be in a specific language. For a fast processing it is therefore advisable to generate all forms in that language.

Changing the language changes the **static content only**. The content filled in by the user must be translated manually, possibly with the aid of an official translator.

COMPENDIUM – Typical workflow

1. the user fills in the compendium in his/her language
2. the file is saved as a Work File
3. this file is sent (by email) to the translator

4. the translator opens the file in the Compendium
5. the translator translates all text added by the user and inserts these translations in the Compendium, replacing the original text
6. the result is saved again as Work File by the translator and sent back to the user
7. finally the user opens the file in the Compendium, makes final checks and generate the form ready for printing.

Compendium

Create an MLA request

Country: Romania (RO) (Select another)

Measure: Tracing and interception of (tele) communications (Select another)

Interception, recording and transcription of telecommunications (101)

Select the matter of crime: Other crimes (Select another)

Legal instruments: Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union (Ratification details)

Actions: Save as work file Save and Print Save and Send Upload Logo English(en)

Model request for mutual legal assistance

Requesting authority

Compendium

Create an MLA request

Country: Romania (RO) (Select another)

Measure: Tracing and interception of (tele) communications (Select another)

Interception, recording and transcription of telecommunications (101)

Select the matter of crime: Other crimes (Select another)

Legal instruments: Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union (Ratification details)

Actions: Save as work file Save and Print Save and Send Upload Logo English(en)

Model request for mutual legal assistance

Requesting authority

Note: as an alternative workflow it is always possible to save a form as a MS Word document and exchange this file with the translator. This way the translator is not required to access the *Compendium*.

COMPENDIUM - Questions

We hope you have found this manual useful. If you still have questions, please do not hesitate to contact us:

ejn@eurojust.europa.eu