



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR JUSTICE AND CONSUMERS

REFERENCE IMPLEMENTATION

Service of Documents & Taking of Evidence

User Manual

Version: 2.6	REFERENCE IMPLEMENTATION Service of Documents & Taking of Evidence User Manual	Date 2026-01-29
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Document Control Information

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Table 1: Document Control Information

Document History

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20/06/2024	1.01	2.4, All	2.4: Updated introduction text. All: Naming convention (Reference Implementation).
17/09/2024	1.02	All	Converted to Eurolook format
24/09/2024	1.03	2.3	User roles: copy case functionality update
13/12/2024	2.0	All	New chapters: Statistics, SODX, TOEX, Optional signatures, Access restrictions for Assigner, eTranslations, sub-forms' workflows. Updated screenshots Switching authority.
28/02/2025	2.1	10.16.1.4	Suggestion mechanism description
17/04/2025	2.2	10.21, 10.21.2	Clarification about eTranslation service added
12/06/2025	2.3	10.21	Elaboration of accepted languages and translation section
01/08/2025	2.4	10.21, point 2.	Definition of changing application language before a PDF generation

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Date	Version	Updated Sections	Comment
03/11/2025	2.5	Document Control Information; 2.2 – updates; 10.9 – updates	New Product Owner; Updated information about bodyType; Updated information about recommended max file size of the attachments
29/01/2026	2.6	All sections	Naming conventions unification

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1. INTRODUCTION

1.1. Objective of the document

This manual provides information on how to use the Service of Documents (SoD) & Taking of Evidence (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 Reference Implementation's functionality allowing the management and exchange of requests for the following judicial instruments:

- Service of Documents (SoD)
- Taking of Evidence (ToE)

By using the RI, 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 the RI and cases.

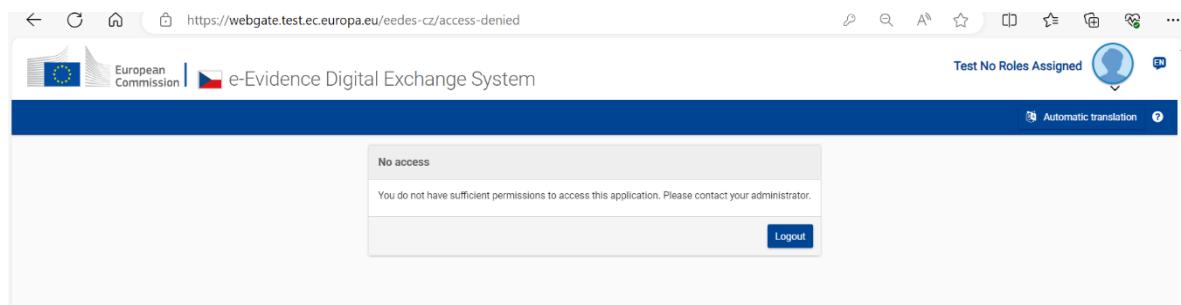


Figure 1: Home Page of the Reference Implementation without having roles assigned to the user

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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 [].

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2. GETTING STARTED

The aim of the Reference Implementation 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 RI

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

The RI 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 RI via Keycloak:

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

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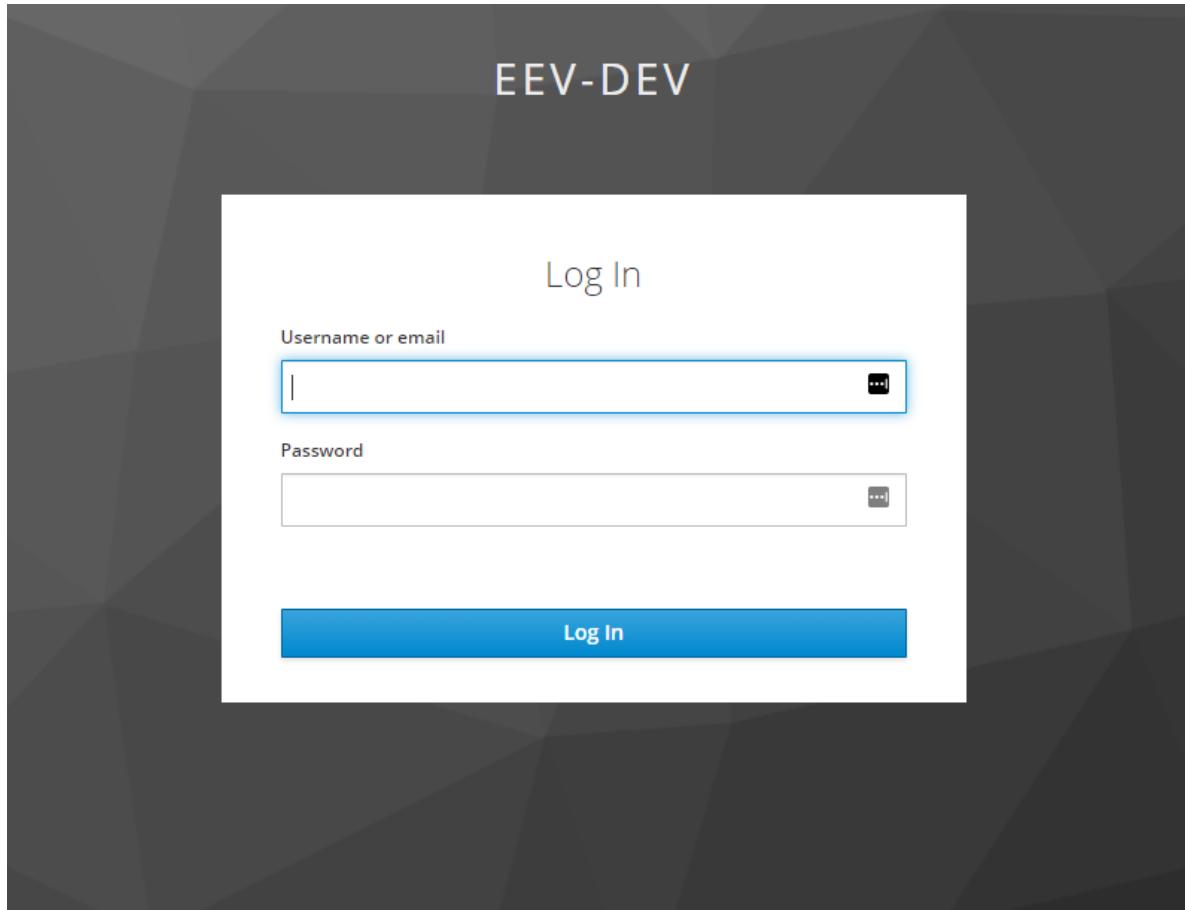


Figure 2: Keycloak authentication screen

- 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.

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Figure 3: Select Authority screen

Exceptions

- **Access to the RI is denied** - an error occurred during the connection to the RI 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 RI 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, have bodyType value equal to any of (*COURT*, *BAILIFF*, *NOTARY*) and have a correct pair of instrument and competence assigned. The following rules have been defined:

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2.2.1. Creating a new request (the main form)

The RI restricts types of requests 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 request creation:

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 request (main form), the user selects an executing authority. The RI 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 request):

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, RI 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

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TOEL - instrument TE, competence: RI – Forwarded Authority

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

2.3. User roles

The RI 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	Y*	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	Y	N	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 (+ Assigner) 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 3)	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

User role should have this ability	
User role should not have this ability	
EA	Executing Authority

Figure 4: User roles – matrix

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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	Municipality
CZ(1) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem
CZ(2) Krajské státní zastupitelství Praha	Praha 1
CZ(4) Krajské státní zastupitelství Praha	Praha 3
CZ(5) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem
CZ(6) Krajské státní zastupitelství Praha	Praha 1
CZ(3) Krajské státní zastupitelství Praha 1b	Praha 1b

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.

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3. COMMON LAYOUT AND NAVIGATION

Following successful log in to the RI, you can see the content of the RI, and its persistent navigational elements:

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

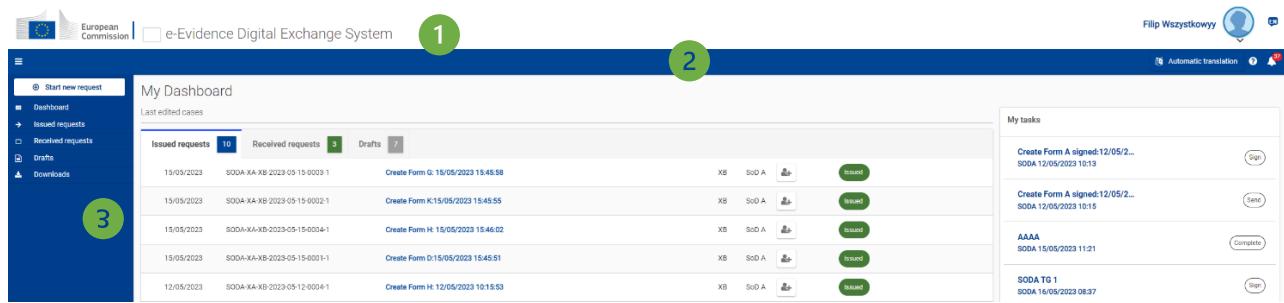


Figure 6: Common Layout and Navigation

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 the RI

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

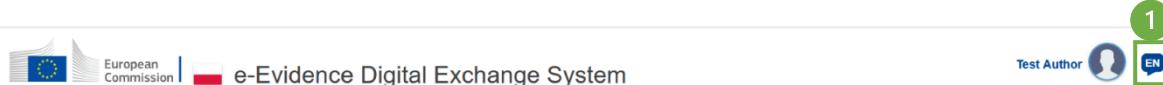


Figure 7: Language switch icon

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② Select the language from a pop-up window:

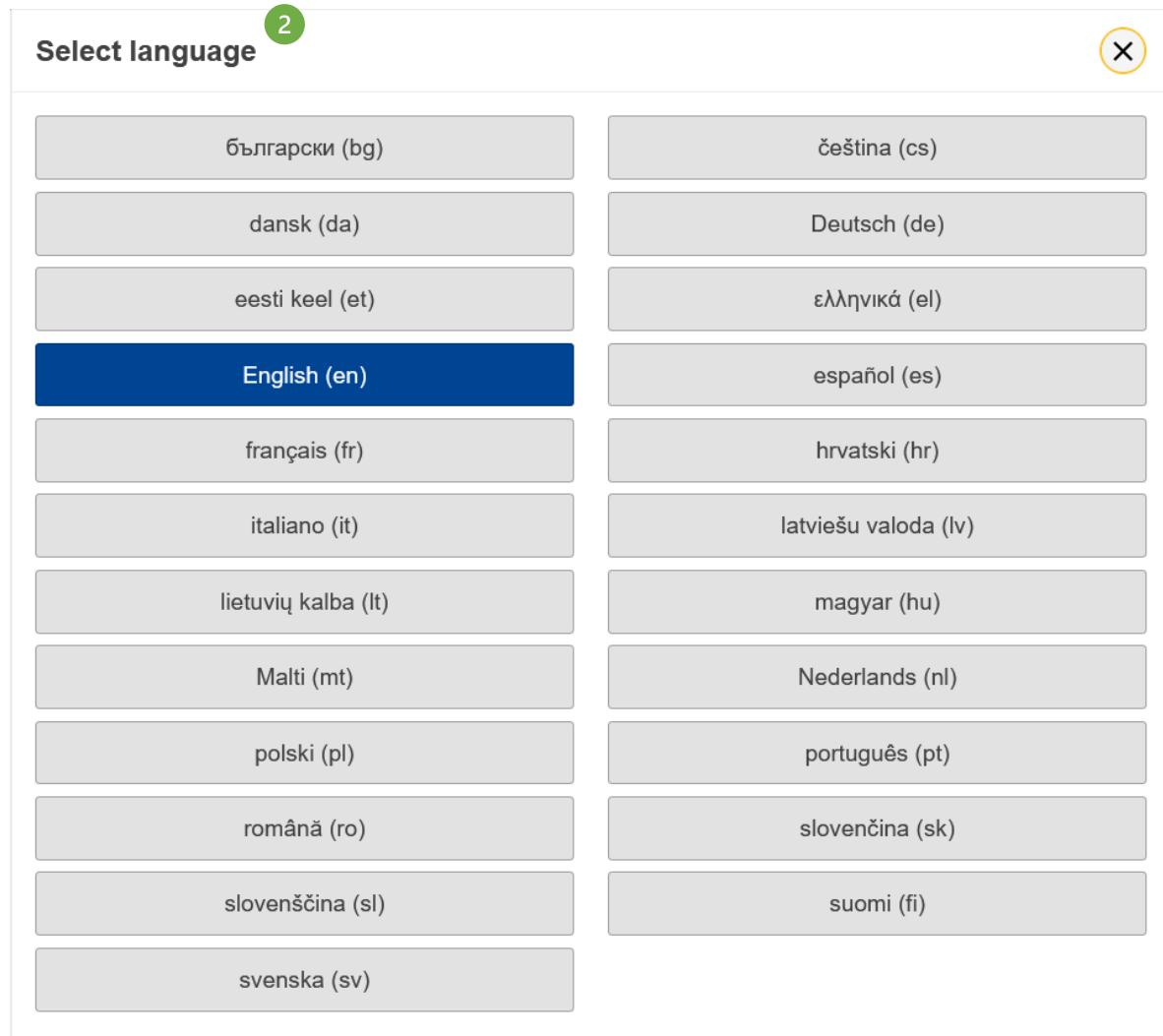


Figure 8: Select language

The language of the RI 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:

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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.

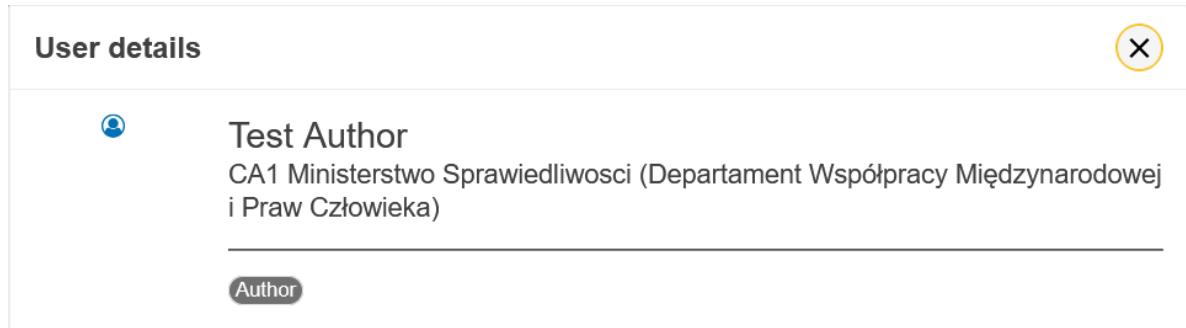


Figure 10: User details

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.

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Then the System displays ‘Select Authority’ page.

SELECT AUTHORITY

CRIMINAL

<input type="radio"/> Sąd Rejonowy dla miasta stołecznego Warszawy w Warszawie
--

CIVIL

<input type="radio"/> Sąd Rejonowy dla miasta stołecznego Warszawy w Warszawie
--

Remember choice in this browser **Select**

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 Swich 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 RI

e-Evidence Digital Exchange System

My Dashboard

Last edited cases

Logout

Figure 13: Logout/Exit the RI

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If you want to exit the RI, 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 the RI 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.

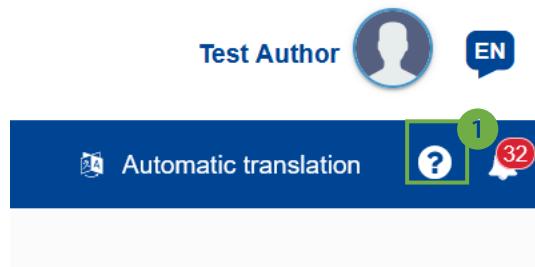


Figure 14: Support information

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

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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](mailto: *@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’.

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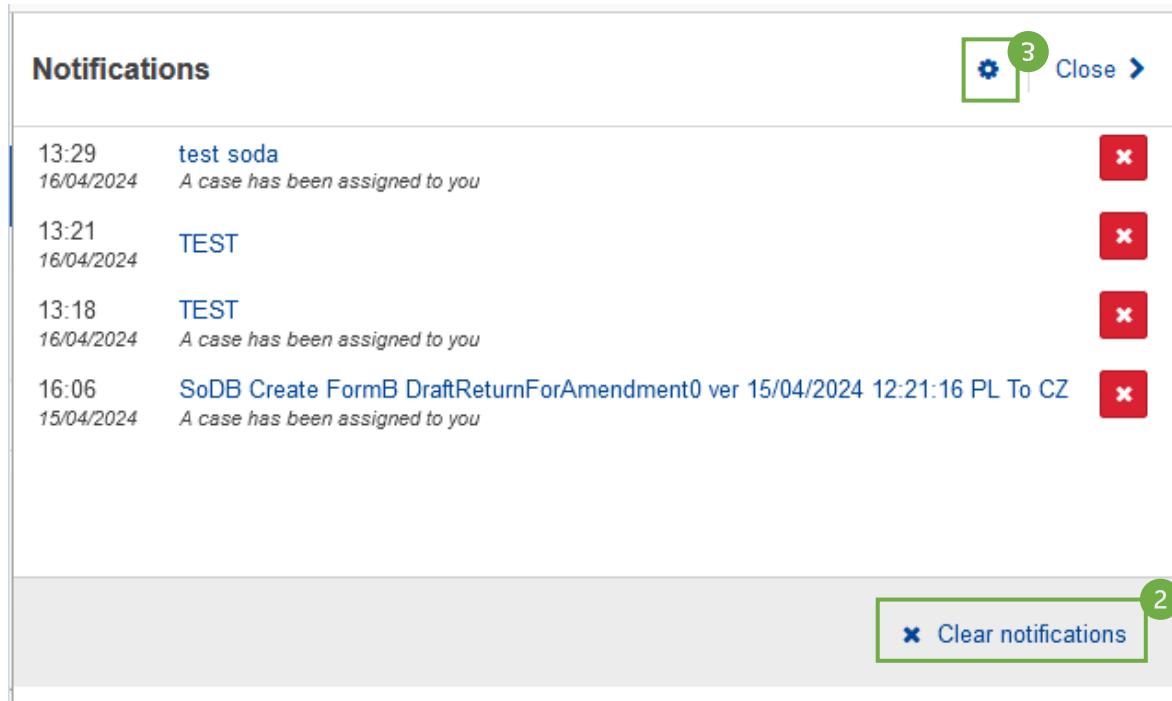


Figure 17: Notifications

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:

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Notifications Bell [Close](#)

Group	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Bell	<input checked="" type="checkbox"/> Email
Case assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Message sending error	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
eTranslation ready	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SODA received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SODB received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOEA received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOEL received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requires response	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other notifications received	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Apply changes](#)

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:

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The screenshot shows the Keycloak 'User details' page for a user named 'test_pl1'. The 'Email' field is highlighted with a yellow box. The page displays the following information:

- ID: 106ab473-7c28-4d39-a5e6-94443d78f8
- Created at: 7/10/2023, 3:07:26 PM
- Required user actions: Select action
- Username: test_pl1
- Email: test_email_address@ec.europa.eu (highlighted)
- Email verified: No
- First name: Test
- Last name: All Roles And Groups Assigned

At the bottom of the page are 'Save' and 'Revert' buttons.

Figure 19: Adding e-mail address in Keycloak

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

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3.3. The left-hand menu

In the navigation menu you can find links to the main RI 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.

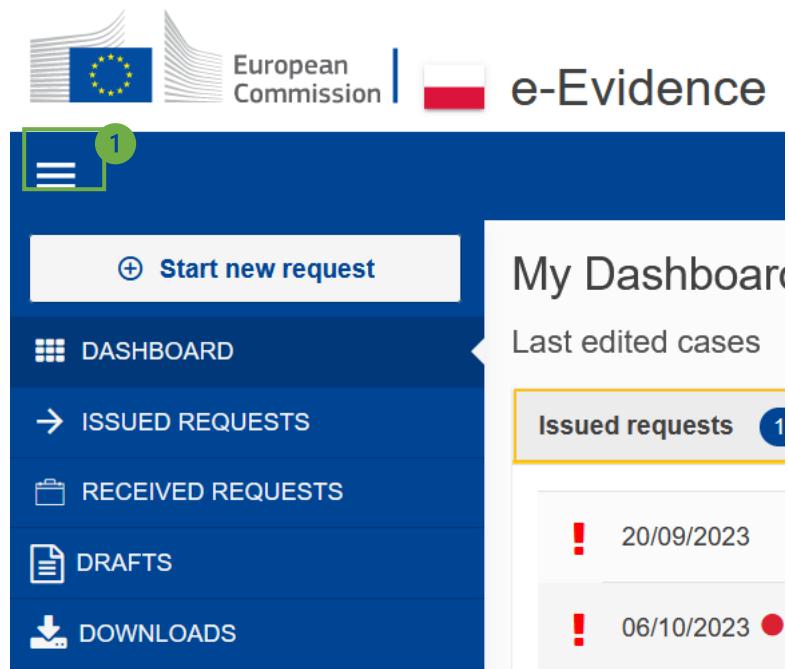


Figure 20: Hide/unhide left menu

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

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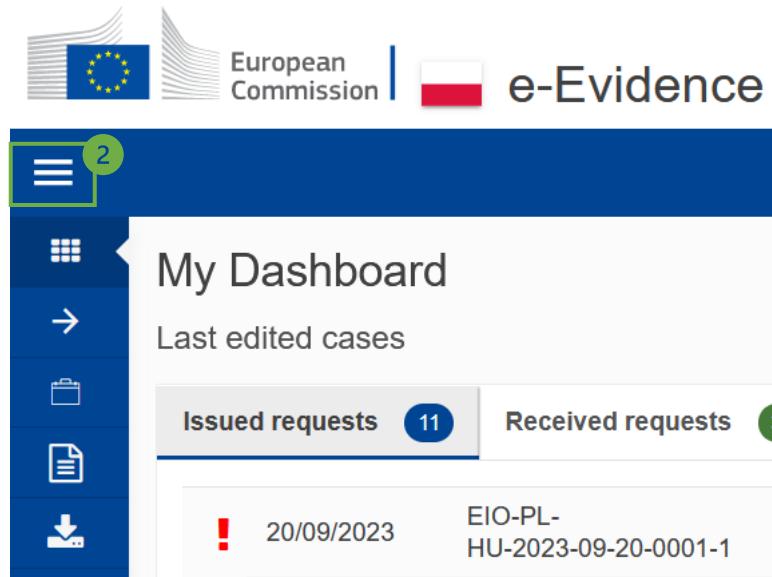


Figure 21: Hide left menu

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 request, 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.

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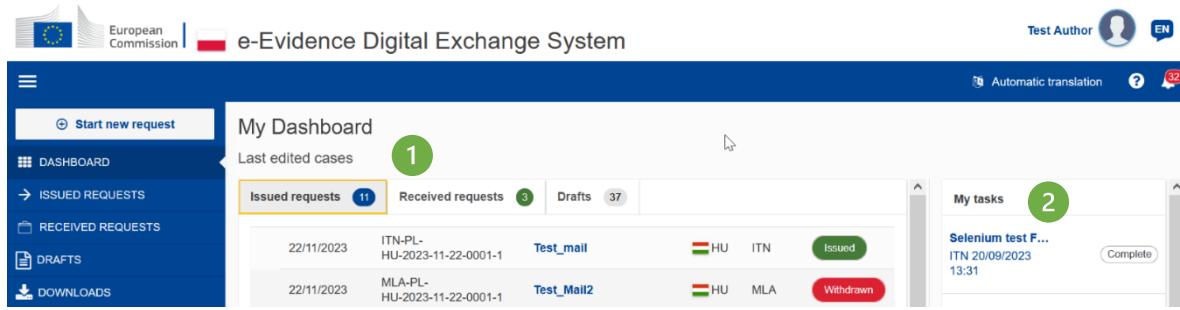


Figure 22: User's dashboard

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.

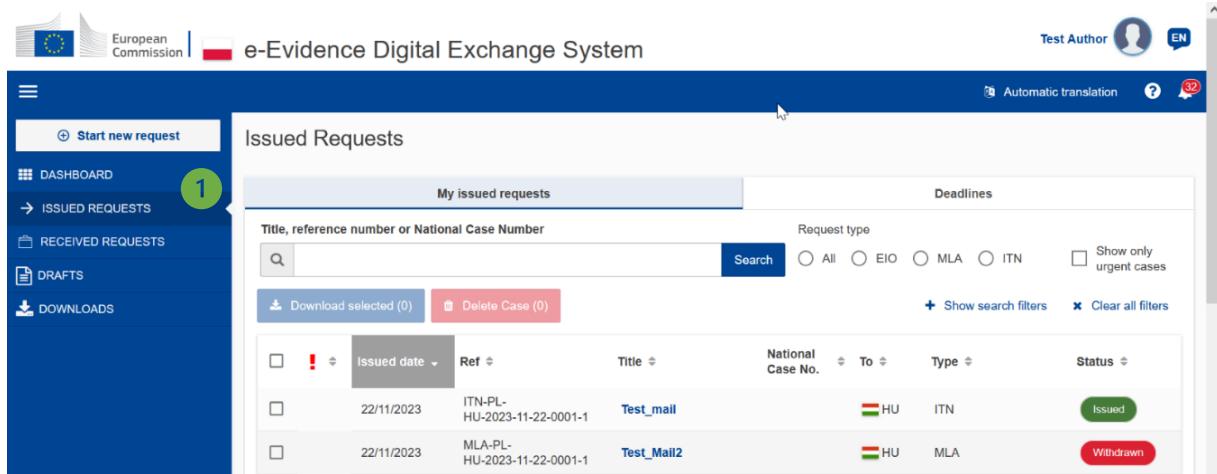


Figure 23: Issued requests

An issued case can be accessed only by:

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

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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.

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Created date	Title	National Case No.	To	Type	Status
22/11/2023 13:07	x			ITN	Draft
22/11/2023 13:07	c			EIO	Draft

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](#)’.

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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

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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’

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The screenshot shows the 'Issued Requests' section of the e-Evidence Digital Exchange System. On the left, there's a sidebar with 'DASHBOARD', 'ISSUED REQUESTS' (which is selected and highlighted in blue), 'RECEIVED REQUESTS', 'DRAFTS', and 'DOWNLOADS'. The main area has a search bar with 'Title, reference number or National Case Number' and a 'Search' button. Below the search bar are filter options: 'Request type' (radio buttons for All, EIO, MLA, ITN), 'Status' (checkboxes for Issued, Closed, Withdrawn, Deleted), and date filters for 'Date issued' (dd/mm/yyyy). A green circle labeled '2' is over the 'Closed' checkbox. A green circle labeled '3' is over the 'Apply' button.

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

The screenshot shows the 'Last edited drafts' section of the e-Evidence Digital Exchange System. The sidebar includes 'DASHBOARD', 'ISSUED REQUESTS' (selected), 'RECEIVED REQUESTS', 'DRAFTS' (highlighted in blue), and 'DOWNLOADS'. The main area has a search bar and filter options: 'Request type' (radio buttons for All, EIO, MLA, ITN), 'Status' (checkboxes for Draft, Positively Reviewed, Completed, Ready to sign (Section K), Ready to sign, Signed (Section K), Ready to sign (Section L), Signed (Section L), Ready to sign (Annex C), Signed (Annex C), Rejected, Deleted), and date filters for 'Date created' (dd/mm/yyyy). A green circle labeled '1' is over the 'Clear all filters' button. A green circle labeled '2' is over the 'Apply' button.

Figure 32: ‘Clear all filters’ button

① Click clear all filters
② Click Apply button.

A list will be refreshed to a default state.

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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.

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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 form 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).

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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 request creation

7.2.1.1. Starting a new case - SODA

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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.

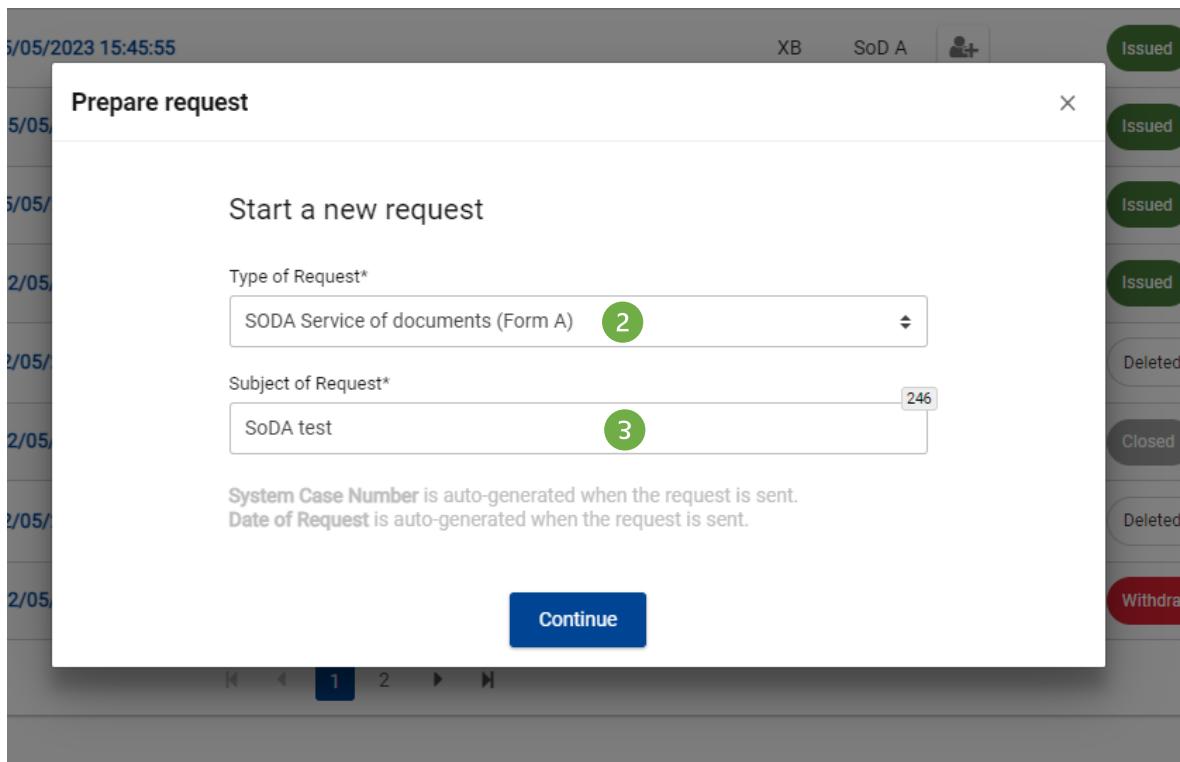


Figure 36: SoD - Selecting the request type and entering the request subject

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.

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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.

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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 request.

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Please enter required params.

postal code: *

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

	Name	Municipality	
5 <input type="radio"/>	CZ(1) Krajske statni zastupitelstvi Usti nad Labem	Usti nad Labem	
<input type="radio"/>	CZ(2) Krajské státní zastupitelství Praha	Praha 1	
<input type="radio"/>	CZ(3) Krajské státní zastupitelství Praha tb	Praha 1t	

6

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**.

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

REQUEST FOR SERVICE OF DOCUMENT

2. RECEIVING AGENCY*

If a country is not present on the below list, it might not accept this type of request. Please check the reason on this page:
https://e-justice.europa.eu/38580/EN/serving_documents_recast?clang=en

Country: * Czech Republic

2.1. Identity: * CZ(1) Krajske statni zastupitelstvi Usti nad Labem

2.2. Address:
 2.2.1. Street and number/PO box: * Palac Zdar, Dlouha 1/12

2.2.2. Place: Usti nad Labem 2.2.2. Postcode: * 62000

2.3. Tel: *

2.4. Fax:

Auto save

Figure 42: SoD Form A section 2. RECEIVING AGENCY autocomplete

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

Overview Form A 26/09/2023-17:15 Event & Message Timeline eTransitions

ISSUING STATE: Poland CA-CW/1 CIVIL Ministerstwo Sprawiedliwości (Department Współpracy Międzynarodowej) (Prawa Cywilne)

ISSUING AUTHORITY: CA-CW/1 CIVIL Ministerstwo Sprawiedliwości (Department Współpracy Międzynarodowej) (Prawa Cywilne)

STATUS: DRAFT

Request started on: 29/09/2024

Last edit on: 29/09/2024

ASSIGNED USERS: Name: JAFI Civil Crv2All Authority: CA-CW/1 CIVIL Ministerstwo Sprawiedliwości (Department Współpracy Międzynarodowej) (Prawa Cywilne)

ATTACHED DOCUMENTS: No attachments yet

LINKED CASES: No cases linked

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.

e-Evidence Digital Exchange System

1 Start new request

My Dashboard

Last edited cases

Issued requests Received requests Drafts

26/11/2023 EO-PL-HU-2023-11-25-0001-1 Test_Author

27/11/2023 EO-PL-HU-2023-11-27-0001-1 2150 retest

Test All Roles And Groups Assigned

My tasks

Linked request f... EO 18/09/2023 17:15 Complete

Linked request f... EO 18/09/2023 18:39 Complete

Figure 44: SoD - 'Start new request' button

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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.

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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.

European Commission | e-Evidence Digital Exchange System | JUDG CIV CIV A1 | DA FORM 1000 | Maintenance Services | Automatic translation | National Case No. +

Start new request | SODB test

Form B | Event & Message Timeline | eTranslations | Delete Case | Copy Case | Commerce | Download | Workflow

Overview | Form B | Event & Message Timeline | eTranslations | PDF/Firefox | Open Document | Validator check | Form Translation

REQUEST TO DETERMINE THE ADDRESS OF THE PERSON TO BE SERVED

1. TRANSMITTING AGENCY
2. REQUESTED AUTHORITY
3. ADDRESSEE
4. UNITS/LOCATIONS

2. REQUESTED AUTHORITY*

If the country is not present on the below list, it might not accept this type of request. Please check the reason on this page: <http://ec.europa.eu/justice/evidence/documents/reports/2010/>

Country: *

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.

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Please enter required params:
postal code: *

Search

SEARCH RESULTS

No Search result

Select

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 request.

Please enter required params:
postal code: *

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

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

Select

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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.

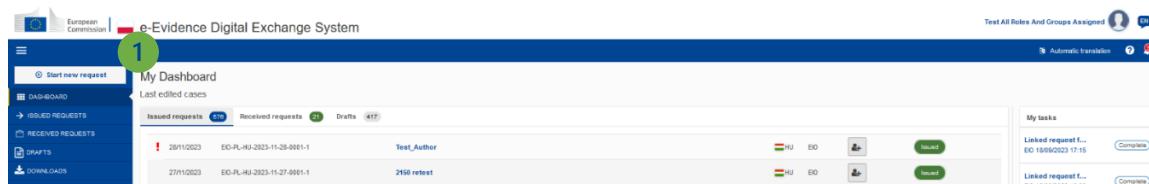


Figure 51: New request creation

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

Figure 52: Create new SODX request

②

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- 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

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

② Click **Choose Authority** button.

For selection of the executing authority of exceptional cases, the RI 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).

Search for competent authority		
SEARCH CRITERIA		
Name		
<input type="text" value="Search"/>	<input type="button" value="Search"/>	<input type="button" value="X"/>
SEARCH RESULTS		
Name	Municipality	
<input type="radio"/> CA-CIV-2 Krajské státní zastupitelství Praha	Usti nad Labem	<input type="button" value="Edit"/>
<input type="radio"/> CA-CIV-3 Krajské státní zastupitelství Praha tb	Usti nad Labem	<input type="button" value="Edit"/>
<input type="radio"/> CA-CIV-4 Krajská státní zastupitelství Praha	Usti nad Labem	<input type="button" value="Edit"/>
		<input type="button" value="Select"/>

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 form 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.

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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.

Name	Municipality	Select
CZ(1) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem	
CZ(2) Krajské státní zastupitelství Praha	Praha 1	
CZ(4) Krajské státní zastupitelství Praha	Praha 3	
CZ(5) Krajské státní zastupitelství Ústí nad Labem	Ústí nad Labem	
CZ(6) Krajské státní zastupitelství Praha	Praha 1	
CZ(3) Krajské státní zastupitelství Praha	Praha 1	

This Competent Authority data has been kindly provided by EJN Atlas

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:

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The screenshot shows the 'SoD test' interface. The left sidebar has 'Start new request' and 'DASHBOARD' selected. The main area shows 'Form B' (13/03/2024 13:14) with tabs for 'Overview' and 'Event & Message Timeline'. The 'Validation check' tab is highlighted with a green circle labeled '1'. Below it, a green circle labeled '2' points to a red toast notification that says 'Warning Please fill all required fields'.

Figure 57: SoD Form B validation

① View a case and select **Form A/ Form B** tab.

② Click **Validation check**.

The screenshot shows the 'SoD test' interface. The left sidebar has 'Start new request' and 'DASHBOARD' selected. The main area shows 'Form B' (13/03/2024 13:14) with tabs for 'Overview' and 'Event & Message Timeline'. The 'Validation check' tab is highlighted with a green circle labeled '1'. Below it, a green circle labeled '2' points to a red toast notification that says 'Warning Please fill all required fields'. A red circle labeled '3' points to the validation message 'This field is required'.

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.

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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar menu includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area displays a case titled 'SODA test'. The top navigation bar shows 'Jeff1 Civ1 Civ2 All', 'EN', 'Automatic translation', and a user icon with '119'. Below the navigation are buttons for 'Delete Case', 'Download', 'Copy Case', 'Comment', 'Workflow', and 'Send to review'. The 'Workflow' button is highlighted with a green circle containing the number 1. The case details show 'Form A' (25/10/2024 11:15), 'Event & Message Timeline', 'eTranslations', and 'Get PDF / Print', 'Attach Document', 'Validation check', and 'Form Translation' buttons. The 'REQUEST FOR SERVICE OF DOCUMENTS' section contains fields for '1. TRANSMITTING AGENCY', '2. RECEIVING AGENCY', '3. APPLICANT(S)', '4. ADDRESSEE', and '5. METHOD OF SERVICE'. The 'REQUEST FOR SERVICE OF DOCUMENTS' section contains a note about Article 8(2) of Regulation (EU) 2020/1784 and a reference to 'OJ L 405, 2.12.2020, p. 40'. A 'Reference No of the transmitting agency:' field is present. At the bottom are 'Reset Section', 'Auto save' (green button), and 'Save' (blue button).

Figure 59: SoD Form A send to review

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

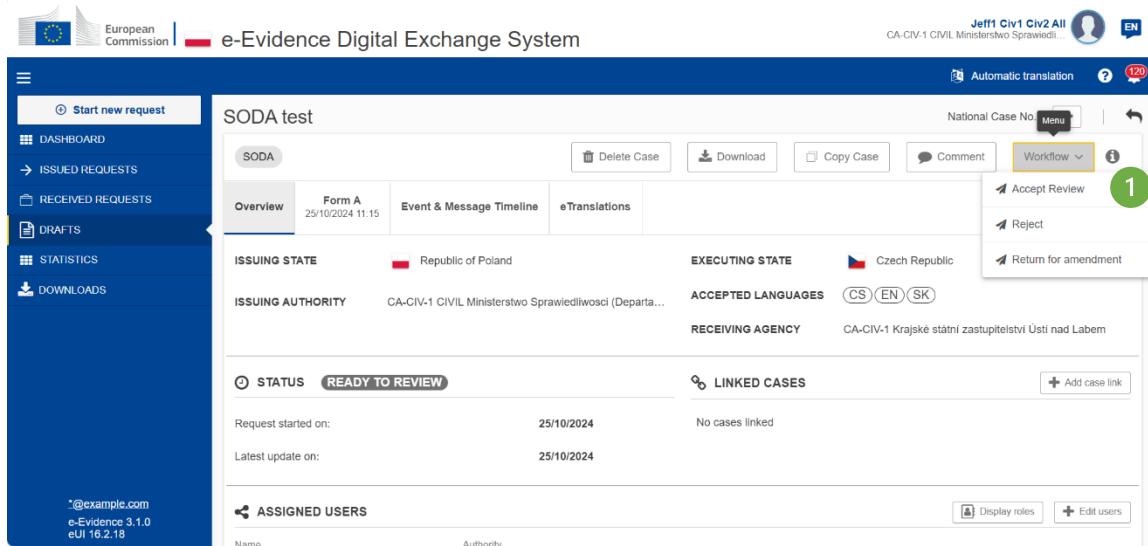
- A toast notification (success) will show up at the bottom.
- A new timestamp: ‘Ready to review’ will show up on the **Event & Message Timeline**.
- If a user has no other roles except Author, the workflow button will be disabled, as there are no other actions that can be performed.

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.

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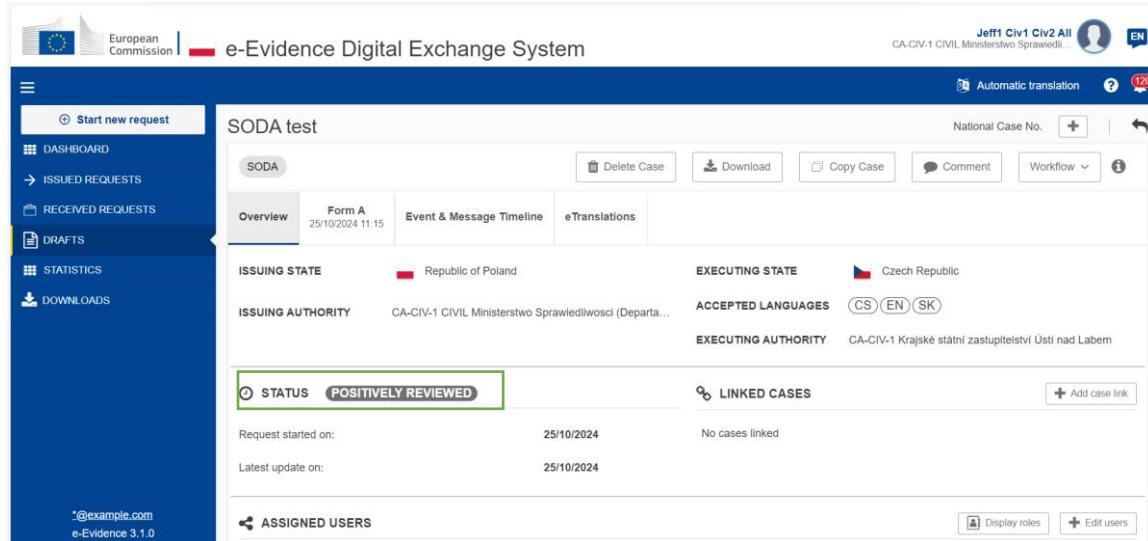


The screenshot shows the 'SODA test' case in the e-Evidence Digital Exchange System. The 'Workflow' dropdown menu is open, with 'Accept Review' highlighted. Other options in the menu include 'Reject' and 'Return for amendment'.

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.



The screenshot shows the 'SODA test' case in the e-Evidence Digital Exchange System after accepting review. The 'Status' field is now highlighted in green and shows 'POSITIVELY REVIEWED'. The 'Event & Message Timeline' section shows the new timestamp '25/10/2024 11:15'.

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

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Alternatively:

- 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**.
- Click **Workflow > Reject** – the case will be rejected, and no more actions of Workflow buttons can be performed by users.
- 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.

The screenshot shows the e-Evidence Digital Exchange System interface. The top navigation bar includes the European Commission logo, the system name 'e-Evidence Digital Exchange System', and a user profile for 'Jeff1 Civ1 Civ2 All'. The main content area is titled 'SODA test' and shows a case for 'Form A' dated '25/10/2024 11:15'. The case details include: ISSUING STATE (Republic of Poland), EXECUTING STATE (Czech Republic), ISSUING AUTHORITY (CA-CIV-1 CIVIL Ministerstvo Spravedlnosti (Depart...)), ACCEPTED LANGUAGES (CS, EN, SK), and EXECUTING AUTHORITY (CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem). The case status is 'POSITIVELY REVIEWED'. The workflow menu on the right is open, showing options: 'Preparation for signature' (highlighted with a green circle), 'Reject', and 'Return for amendment'. The left sidebar shows the user is at the 'DRAFTS' stage, with other options like 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'STATISTICS', and 'DOWNLOADS'. The bottom left corner displays the user's email and the system version: '@example.com e-Evidence 3.1.0 eUI 16.2.18'.

Figure 62: SoD Form A preparation for signature

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

- 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**.
- Click **Workflow > Reject** – the case will be rejected, and no more actions of Workflow buttons can be performed by users.

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The screenshot shows the e-Evidence Digital Exchange System interface for SoD Form A. The top navigation bar includes the European Commission logo and the system name. The main content area displays the form details: ISSUING STATE (Republic of Poland), ISSUING AUTHORITY (CA1 Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej)), EXECUTING STATE (Czech Republic), and RECEIVING AGENCY (CZ(1) Krajské státní zastupitelství Ústí nad Labem). The status is 'READY TO SIGN'. A 'Workflow' button is highlighted with a green circle and the number 2. The bottom right corner shows a green circle with the number 2.

Figure 63: SoD Form A signing

② After the user clicks **Sign** in Workflow, ③ then the RI 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).

The screenshot shows the e-Evidence Digital Exchange System interface with a 'Signature Form A' pop-up window. The pop-up contains three steps: 1. Download Form A (with a 'Download Form A' button). 2. Choose signature type (with radio buttons for 'Digital signature in PDF format (recommended)' and 'Other types of signatures', the former is marked with a green circle and the number 3). 3. Upload signed Form A (with a 'Upload signed Form A' button). The background shows the main dashboard with various menu items like 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The status is 'READY TO SIGN'.

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.

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

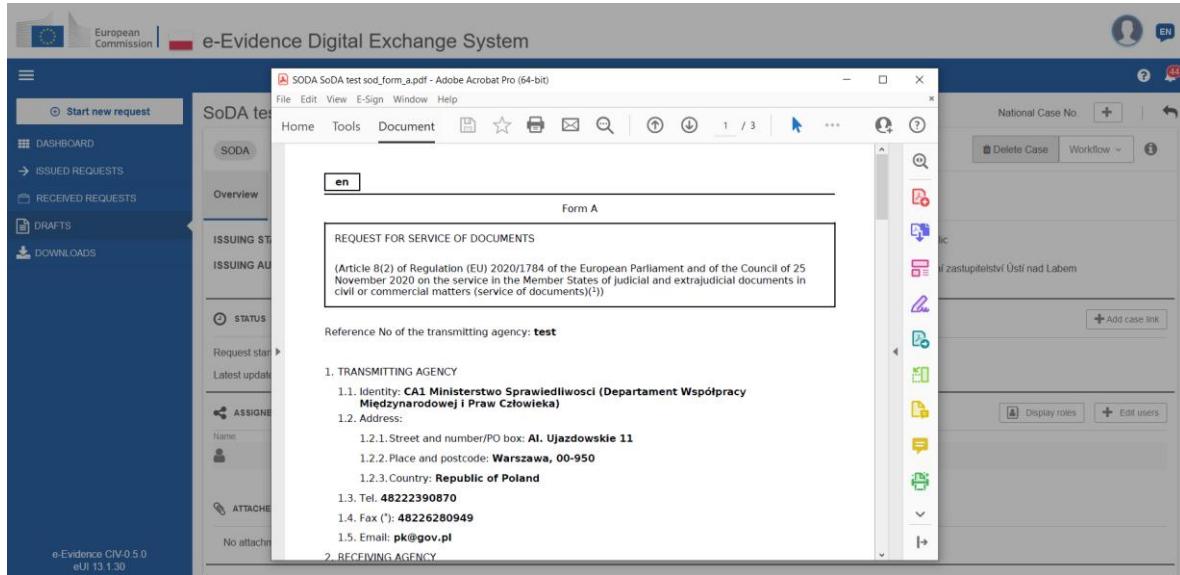


Figure 65: Opening SoD Form A in a PDF form

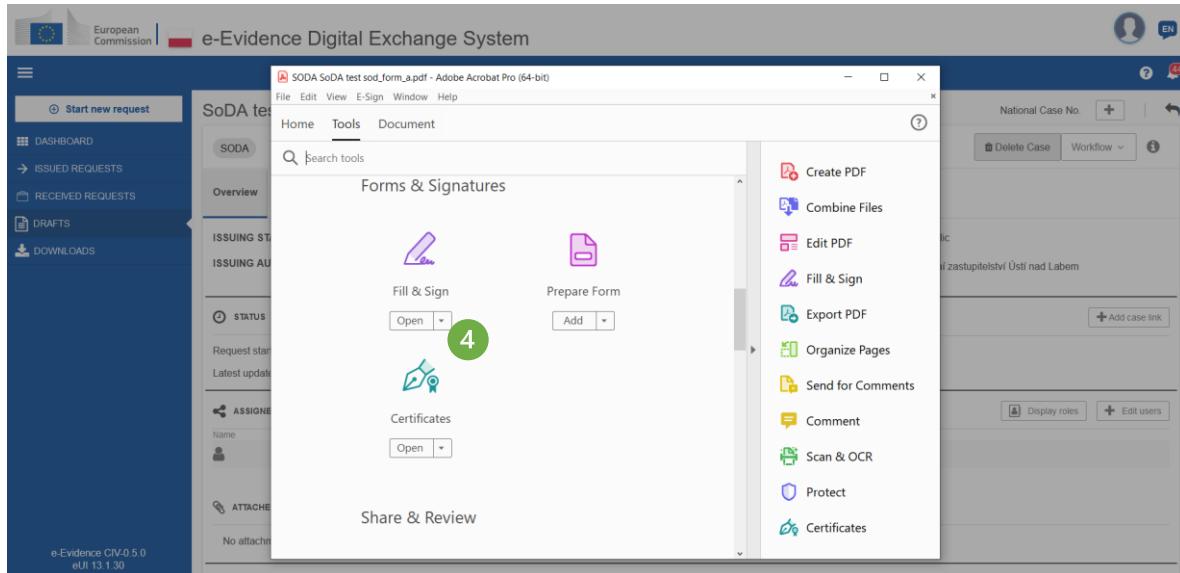


Figure 66: Signing SoD Form A in a PDF: 'Tools' tab

④ Click **Tools > Certificates**.

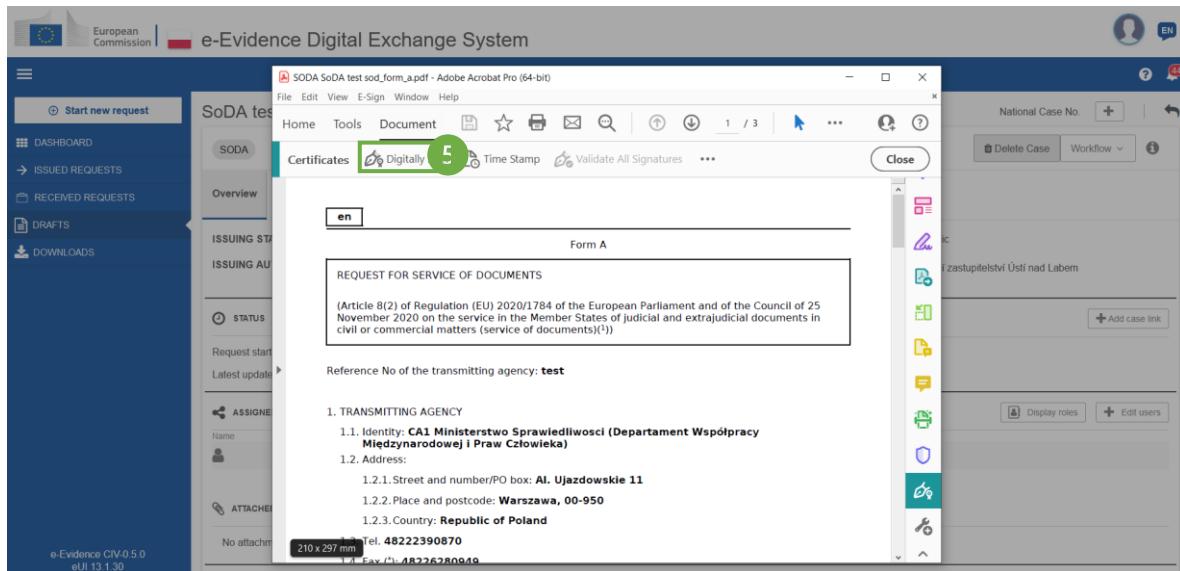


Figure 67: Signing SoD Form A in a PDF: 'Digitally Sign' icon

⑤ Click Digitally Sign.

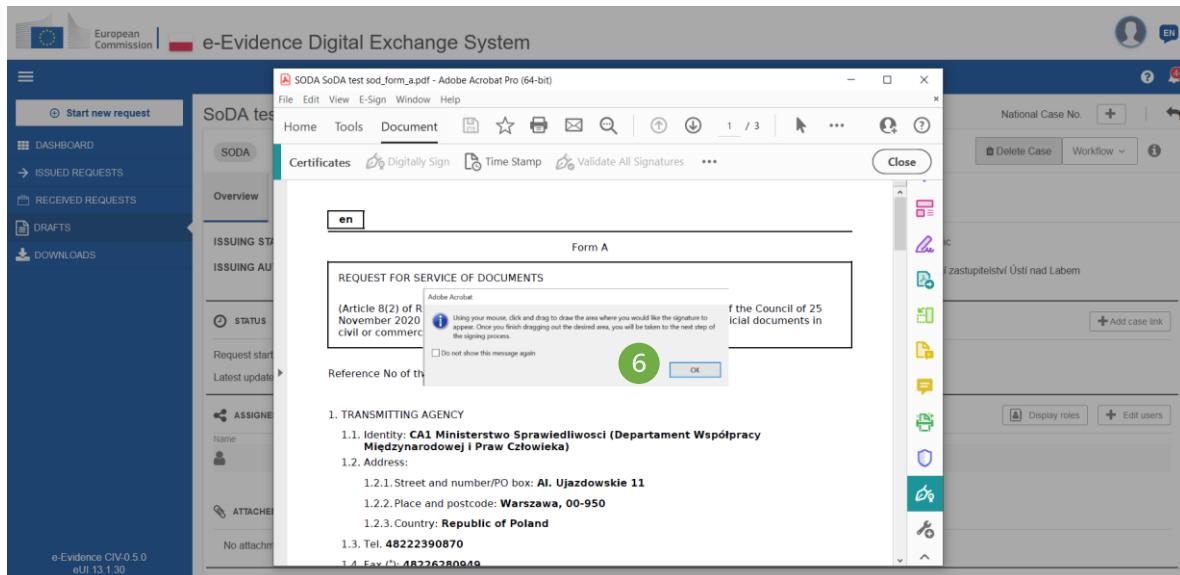


Figure 68: Signing SoD Form A in a PDF: Digital signature instructions

⑥ Read the instructions and click OK.

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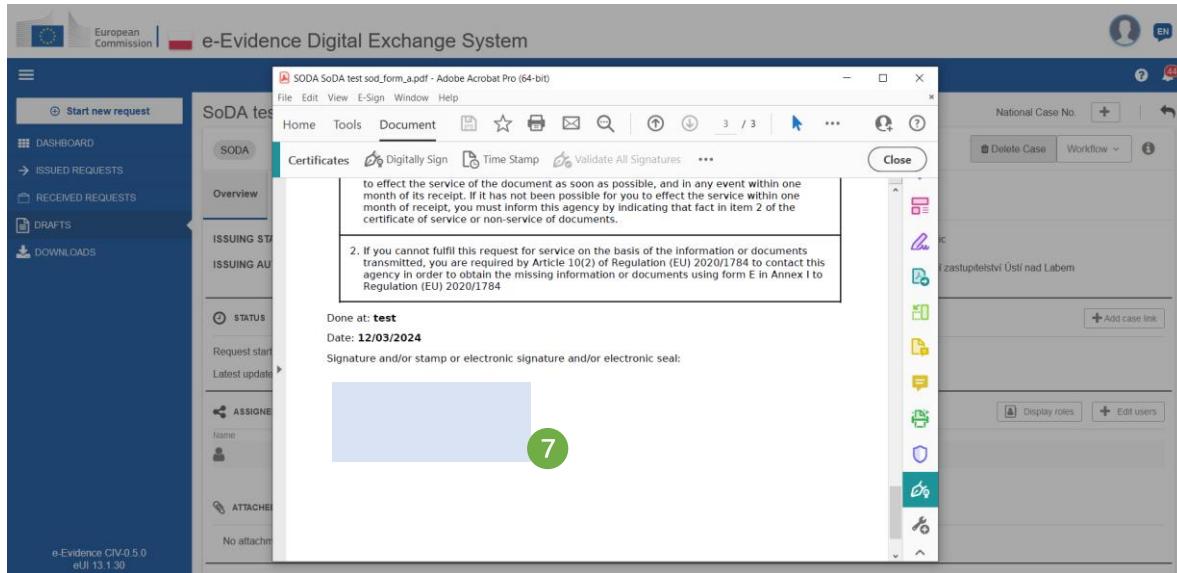


Figure 69: Signing SoD Form A in a PDF: Choosing appropriate area

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

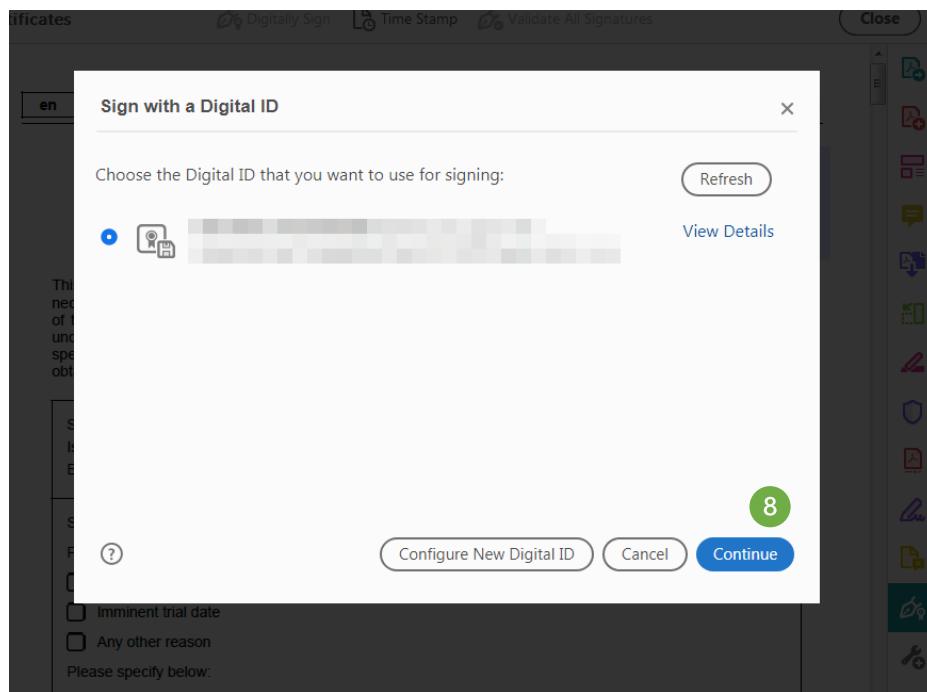


Figure 70: Signing SoD Form A in a PDF: Selecting Digital ID

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

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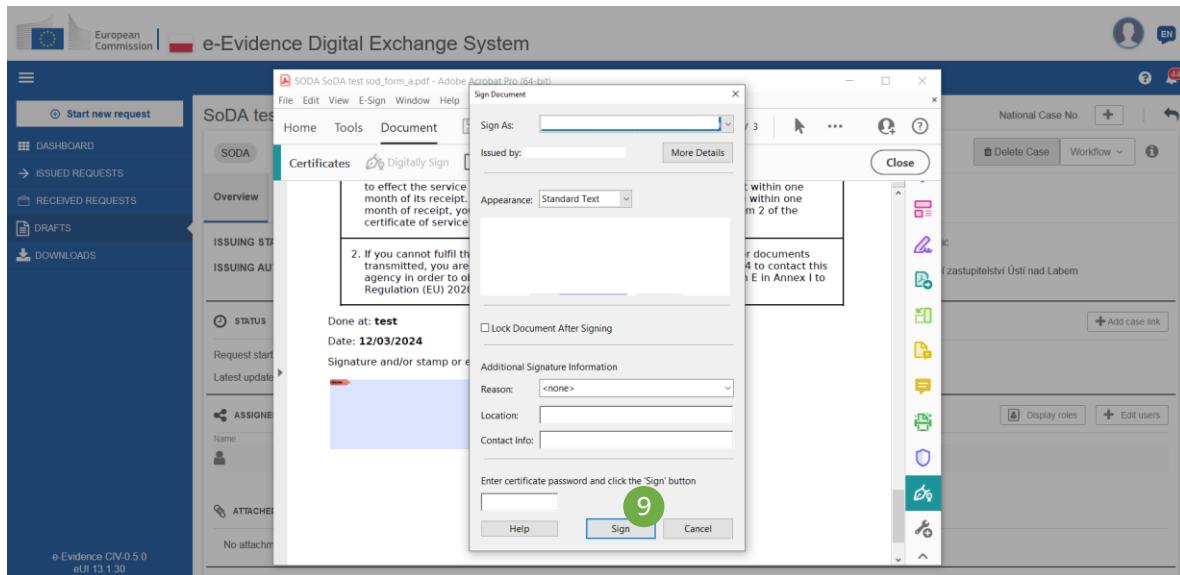


Figure 71: Signing SoD Form A in a PDF: Selecting 'Sign' button

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

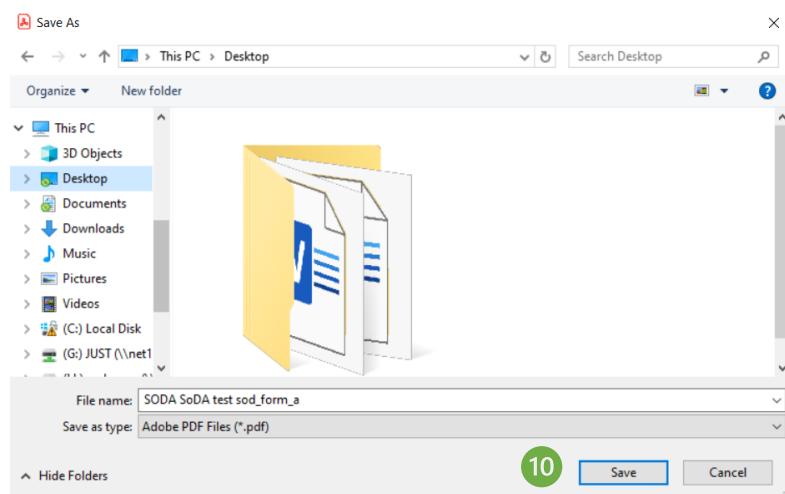


Figure 72: Signing SoD Form A in a PDF: Choosing a location to save the signed document

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

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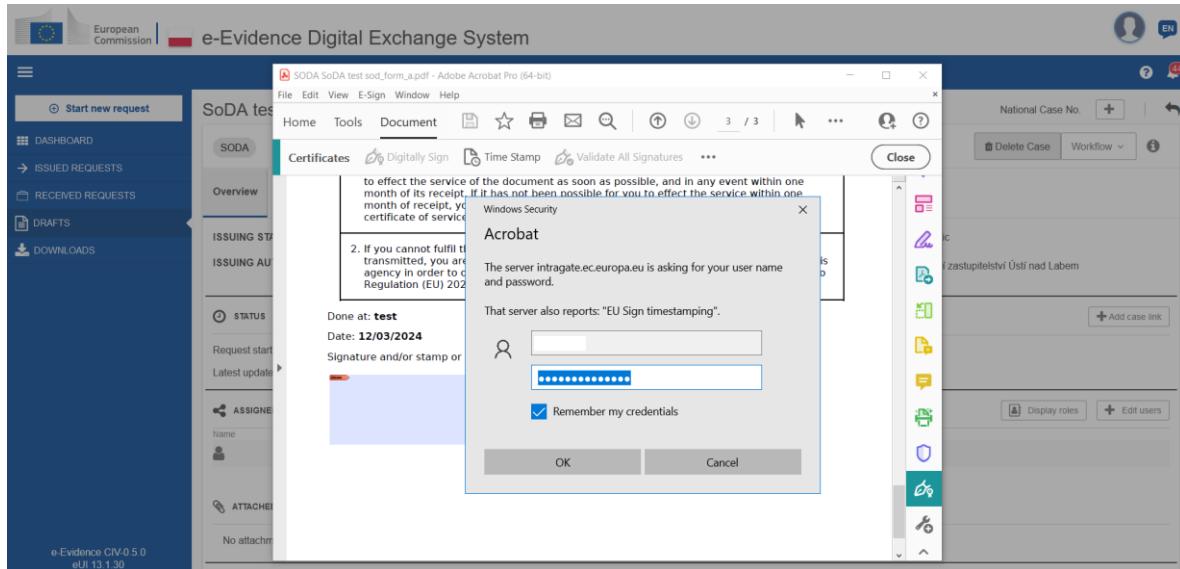


Figure 73: Signing SoD Form A in a PDF: Entering your PIN number

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

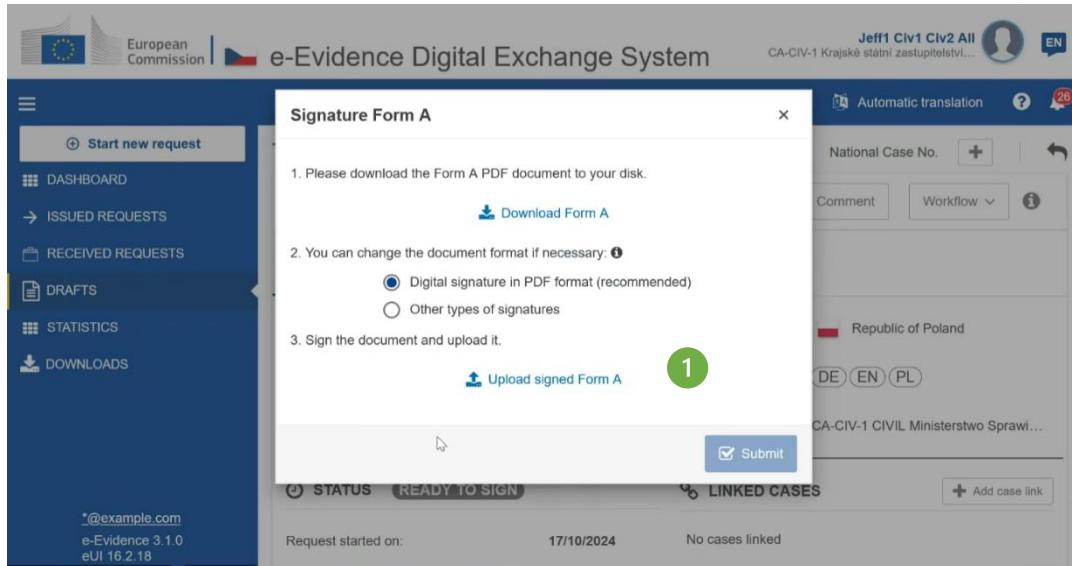


Figure 74: Uploading Signed SoD Form A

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① Return to the Reference Implementation and click **Upload Signed Form A**.

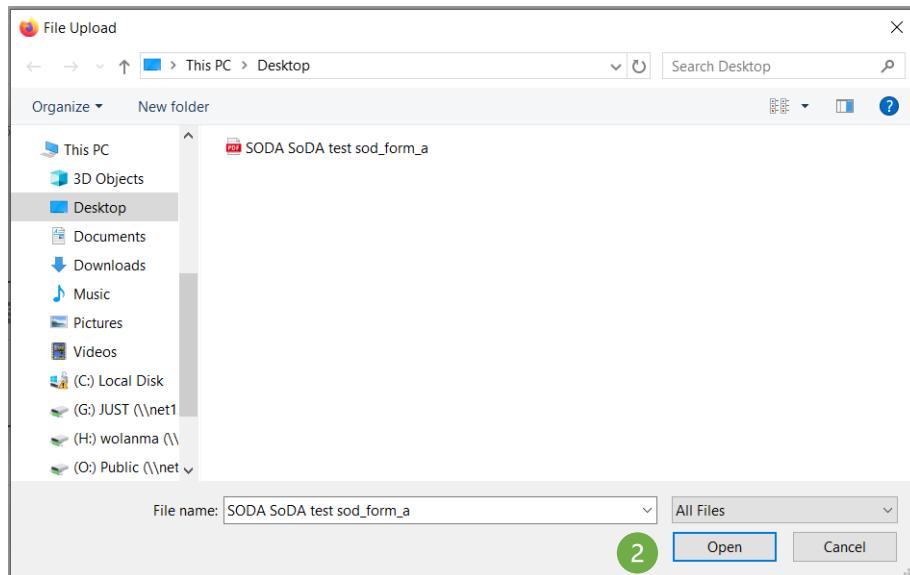


Figure 75: Browsing for a signed PDF

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

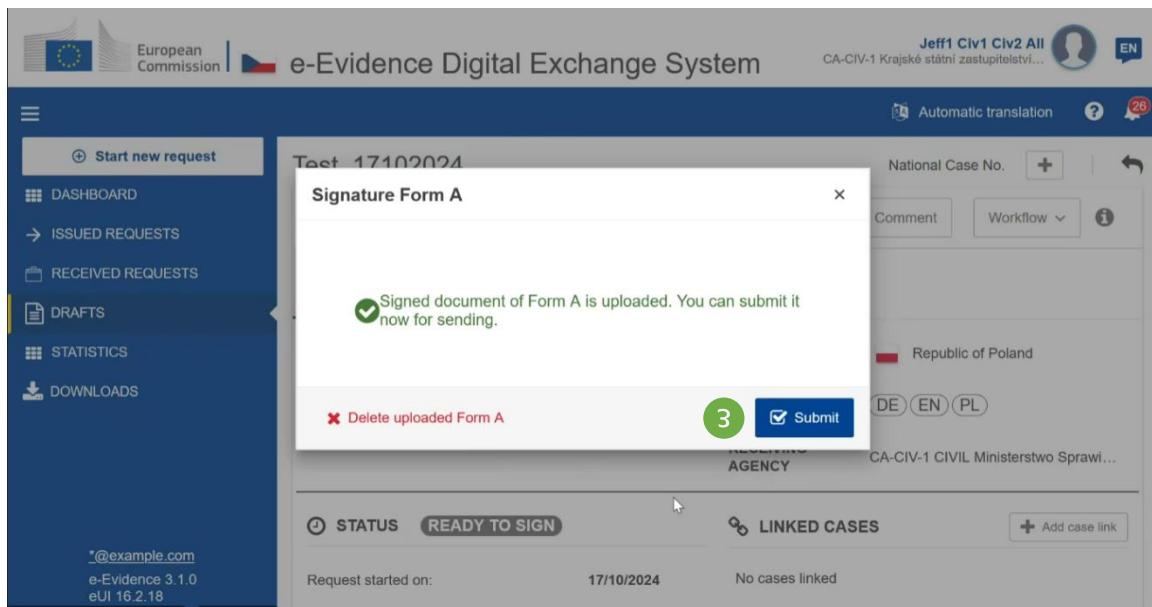


Figure 76: Submitting SoD Form A

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

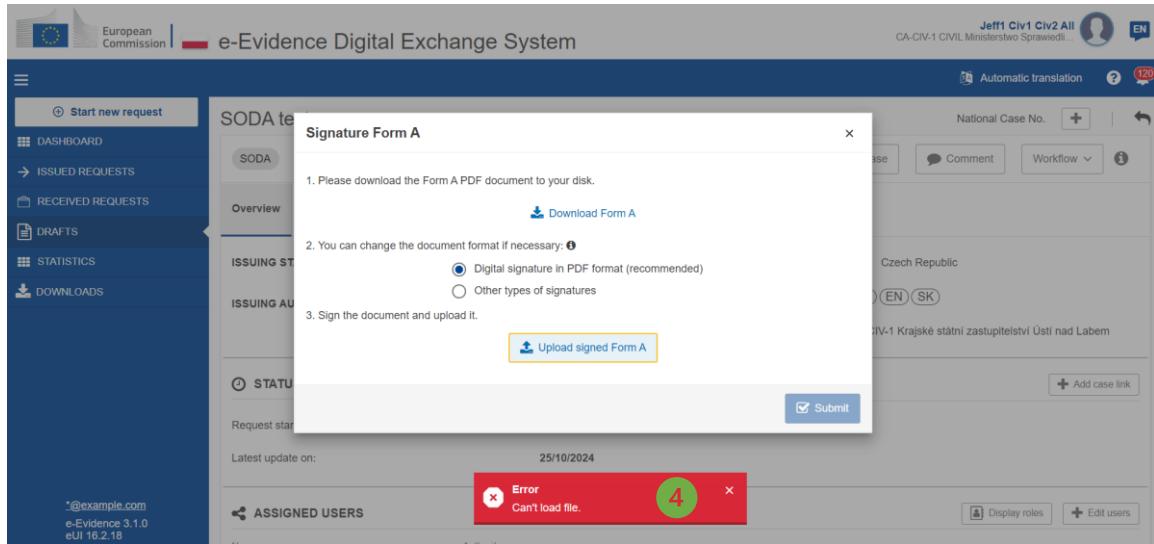


Figure 77: Error message during the wrong PDF upload

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.

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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area displays a case titled 'SODA test'. At the top right are buttons for 'Delete Case', 'Download', 'Copy Case', 'Comment', 'Workflow' (highlighted with a green circle and '2'), and 'Send'. Below these are tabs for 'Overview' (selected), 'Form A 25/10/2024 11:15', 'Event & Message Timeline', and 'eTranslations'. The 'OVERVIEW' section shows the 'ISSUING STATE' as 'Republic of Poland' and the 'EXECUTING STATE' as 'Czech Republic'. The 'ACCEPTED LANGUAGES' are '(CS) (EN) (SK)'. The 'RECEIVING AGENCY' is 'CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem'. Below this, the 'STATUS' is 'SIGNED'. The 'LINKED CASES' section shows 'No cases linked'. The 'ASSIGNED USERS' section shows 'Display roles' and 'Edit users'. The bottom right of the main area has a 'Success' message: 'The request has been sent' with a checkmark icon, highlighted with a green circle and the number '3'.

Figure 78: Sending SoD Form A

② Click Workflow > Send

③ System sends Form A and confirmation message appears.

The screenshot shows the e-Evidence Digital Exchange System interface, similar to Figure 78. The 'Workflow' button is highlighted with a green circle and the number '2'. The main area displays the 'SODA test' case with the 'Workflow' button highlighted. The 'OVERVIEW' section shows the 'ISSUING STATE' as 'Republic of Poland' and the 'EXECUTING STATE' as 'Czech Republic'. The 'ACCEPTED LANGUAGES' are '(CS) (EN) (SK)'. The 'RECEIVING AGENCY' is 'CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem'. Below this, the 'STATUS' is 'ISSUED'. The 'LINKED CASES' section shows 'No cases linked'. The 'ASSIGNED USERS' section shows 'Display roles' and 'Edit users'. The bottom right of the main area has a 'Success' message: 'The request has been sent' with a checkmark icon, highlighted with a green circle and the number '3'.

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'.

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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)

The screenshot shows the e-Evidence Digital Exchange System interface for a SODA test request. The request is in the ISSUED state. Key details include:

- Form:** Form A, 25/10/2024 11:15
- Event & Message Timeline:** Event & Message Timeline
- Translations:** eTranslations
- Issuing State:** Republic of Poland
- Executing State:** Czech Republic
- Issuing Authority:** CA-CIV-1 CIVIL Ministerstvo Spravedlnosti (Deportation)
- Receiving Agency:** CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem
- Status:** ISSUED
- Linked Cases:** No cases linked
- Assigned Users:** No users assigned

Figure 80: SODA Workflow State: ISSUED (Open)

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Figure 81: SODB Workflow State: ISSUED (Open)

Workflow State: CLOSED

Figure 82: SODA Workflow State: CLOSED

Figure 83 Figure 84: SODB Workflow State: CLOSED

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7.3. Withdraw SODA

Figure 85: Withdraw SODA

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

Then, the RI 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.

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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.

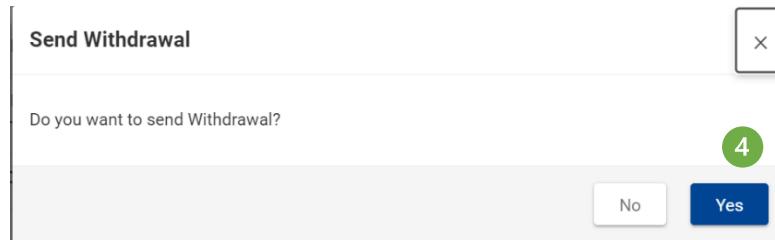


Figure 87 SODA: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

7.4. Withdraw SODB

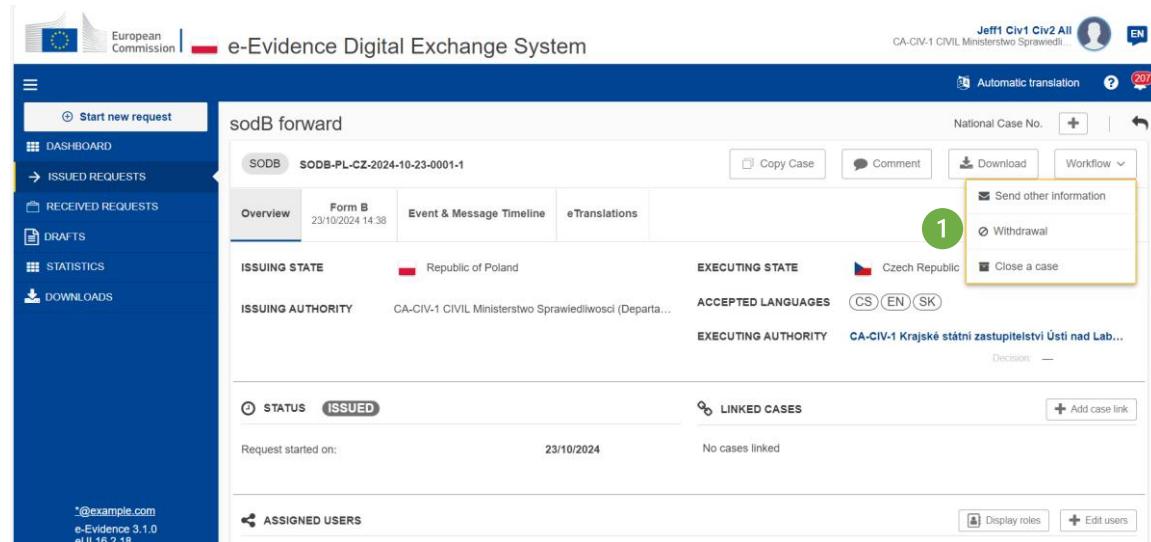


Figure 88: Withdraw SODB

① Click **Workflow > Withdrawal**

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

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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.

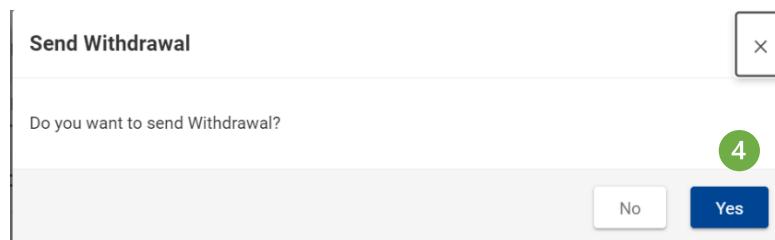


Figure 90: SODB: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

7.5. Execute SoD

7.5.1. Acknowledgement of Receipt SODA

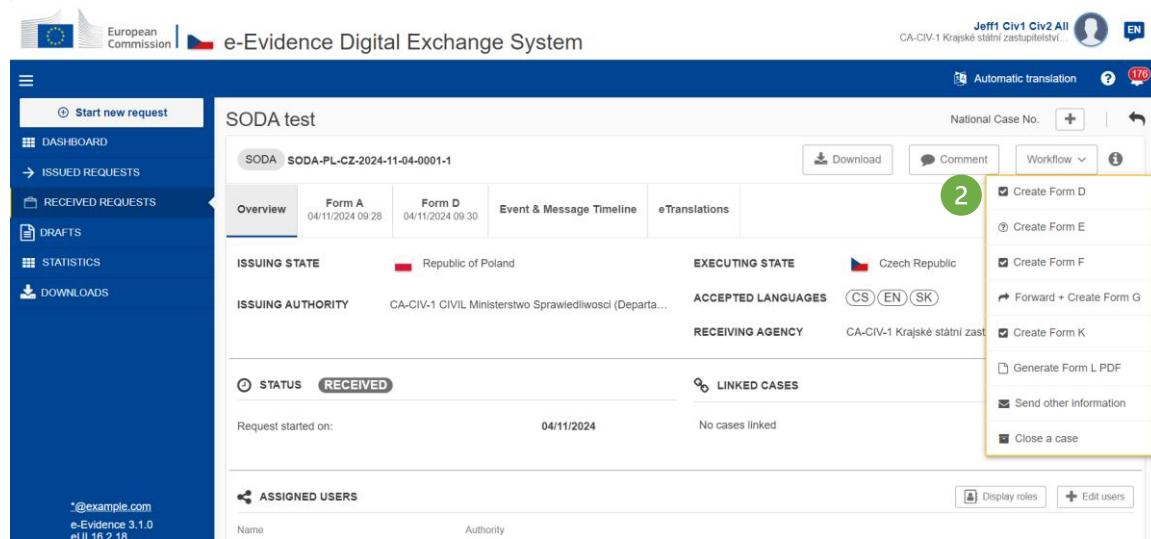
When Executing Authority receives SODA request, system automatically sends partially completed Form D.

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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.



The screenshot shows the 'SODA test' request in the 'e-Evidence Digital Exchange System'. The 'Workflow' menu is open, and 'Create Form D' is selected, highlighted with a green circle labeled '2'.

Request Details:

- Form D:** SODA-PL-CZ-2024-11-04-0001-1
- Form A:** Form A 04/11/2024 09:28
- Form D:** Form D 04/11/2024 09:30
- Event & Message Timeline:** Event & Message Timeline
- eTranslations:** eTranslations

Parties:

- ISSUING STATE:** Republic of Poland
- EXECUTING STATE:** Czech Republic
- ACCEPTED LANGUAGES:** CS, EN, SK
- RECEIVING AGENCY:** CA-CIV-1 Krajské státní zastupitelství

Status: RECEIVED

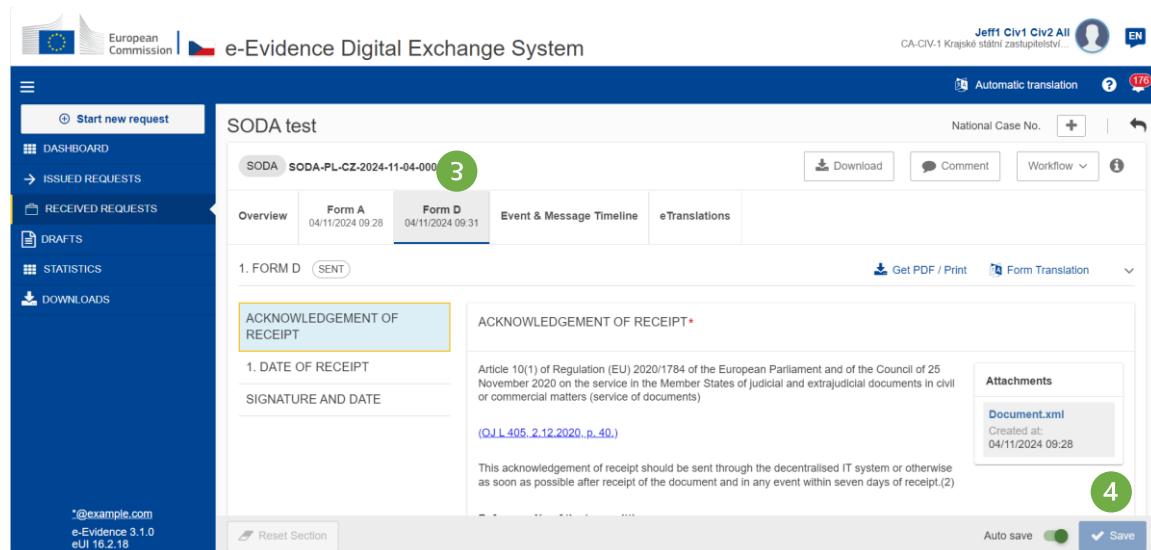
Request started on: 04/11/2024

LINKED CASES: No cases linked

ASSIGNED USERS: Name, Authority

Figure 91: Creating SoD Form D: Acknowledgement of receipt

- ② Click Workflow > Create Form D.



The screenshot shows the '1. FORM D' section of the Form D draft in the 'e-Evidence Digital Exchange System'. The 'ACKNOWLEDGEMENT OF RECEIPT' section is highlighted with a green circle labeled '3'.

Form D Status: SENT

ACKNOWLEDGEMENT OF RECEIPT:

Article 10(1) 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)

(OJ L 405, 2.12.2020, p. 40)

This acknowledgement of receipt should be sent through the decentralised IT system or otherwise as soon as possible after receipt of the document and in any event within seven days of receipt.(2)

Attachments:

- Document.xml
- Created at: 04/11/2024 09:28

Save Options:

- Auto save
- Save

Figure 92: SoD Form D draft version displayed

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- 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 shows the e-Evidence Digital Exchange System interface. On the left, a sidebar menu includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'SODA test' and shows a sub-section for 'Form D' (SODA-PL-CZ-2024-11-04-0001-1). The 'Form D' tab is selected. The interface includes a navigation bar with 'Download', 'Comment', 'Workflow', and other buttons. A green circle labeled '1' is placed over the 'Send' button in the action bar. The main content area contains sections for 'ACKNOWLEDGEMENT OF RECEIPT' and 'ACKNOWLEDGEMENT OF RECEIPT*', with a note about Article 10(1) of Regulation (EU) 2020/1784. At the bottom, there are 'Reset Section', 'Auto save', and 'Save' buttons.

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 the 'Send Form D' dialog box overlaid on the main e-Evidence interface. The dialog box has a title 'Send Form D' and a message 'Form D must be signed before sending'. It contains a field 'Please upload signed document.' with a 'Upload document' button (labeled '2'). Below this is a 'SIGNED MESSAGE' section with a 'Cancel' button and a 'Send' button. The dialog also includes a 'SIGNATURE AND DATE' section and a 'Done at' section with 'Warsaw' and a date '294'. The main interface background shows the same 'SODA test' and 'Form D' sections as Figure 93.

Figure 94: Sending SoD Form D

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② Click **Upload document**.

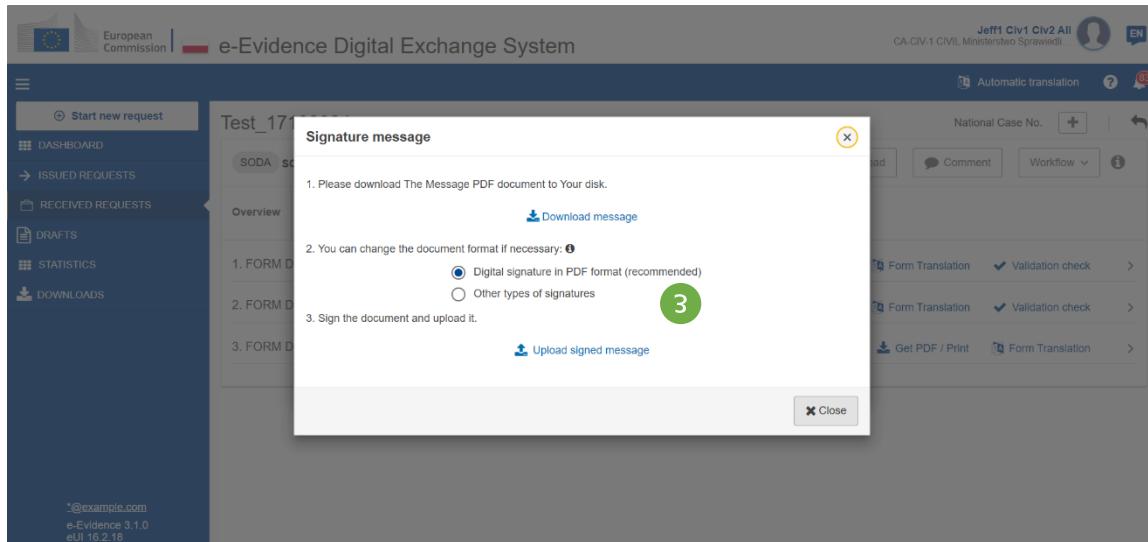


Figure 95: Signature SoD Form D

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.

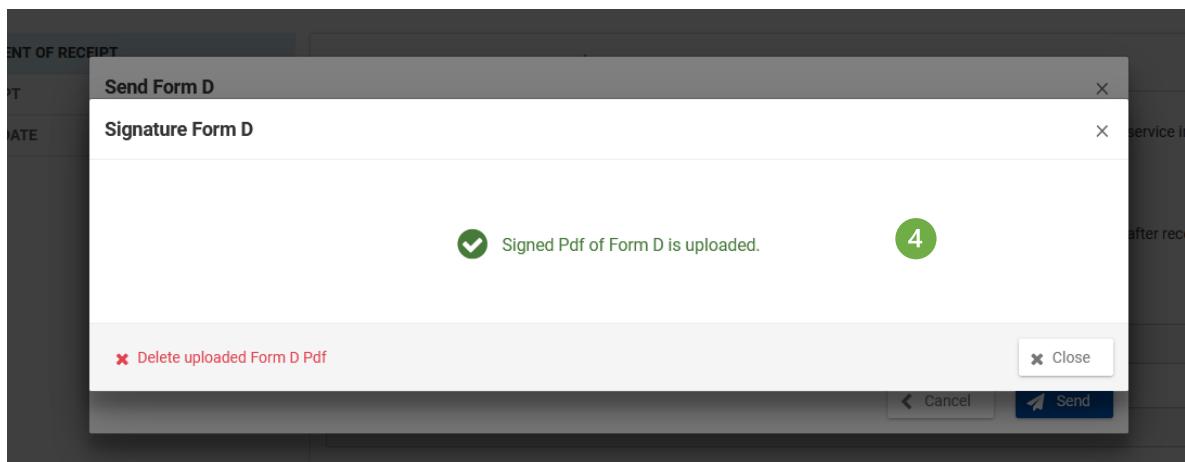


Figure 96: Signed SoD Form D uploaded

④ Signed Form D will be uploaded.

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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.

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Form B

SENDER

CA1 Ministerstwo Sprawiedliwości
(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) Krajskie statni zastupitelstvi Usti nad
Labem

Palac Zdar, Dlouha 1/12
62000 Usti nad Labem

22 23 90 870

sekretariat.dwmpc@ms.gov.pl

ATTACHED DOCUMENTS

1. Document.xml	Created at: 06/05/2024 11:17	Size: 7 KB
Delivery Status: DELIVERY		Changed on: 06/05/2024 11:30
Download Technical Evidence		

Figure 99: SoD Form B - checking delivery status

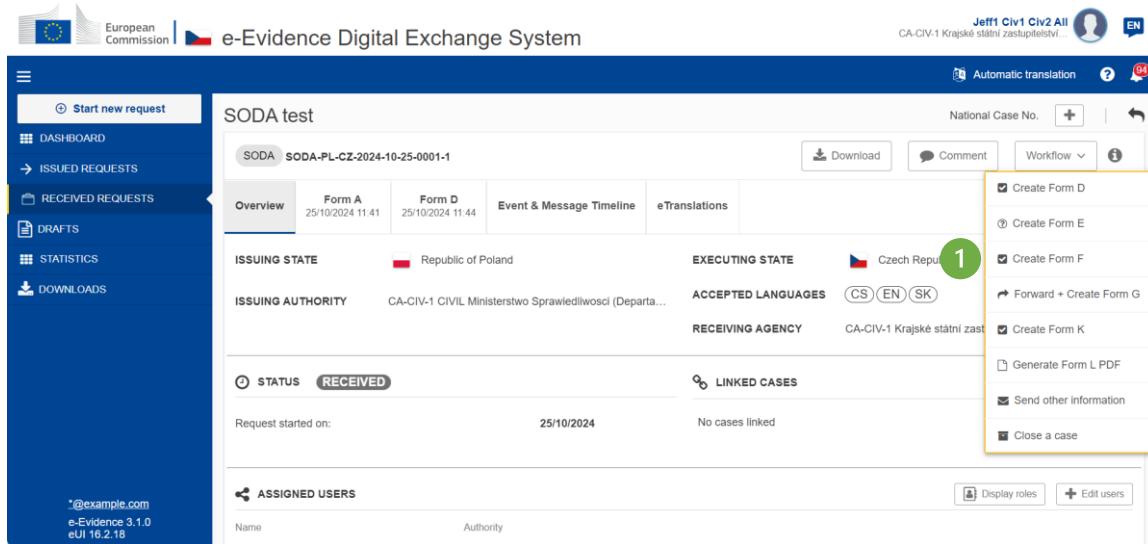
7.5.3. Provide Decision

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.'

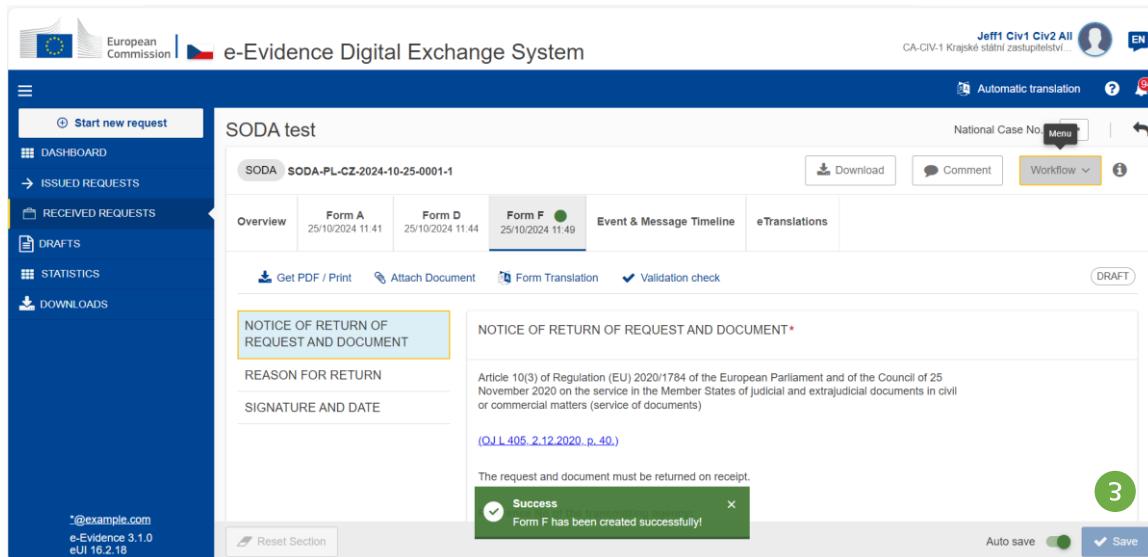
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The screenshot shows the SODA test interface. On the left is a sidebar with 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (highlighted), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area shows a request for 'SODA test' with 'SODA' and 'SODA-PL-CZ-2024-10-25-0001-1'. The 'Workflow' button in the top right has a green circle with '1' over it, indicating an action. A context menu is open on the right, listing options like 'Create Form D', 'Create Form E', 'Create Form F' (highlighted), 'Forward + Create Form G', 'Create Form K', 'Generate Form L PDF', 'Send other information', and 'Close a case'. The 'Create Form F' option is circled with a green '1'.

Figure 100: SODA: Create Form F

① Click Workflow > Create Form F.



The screenshot shows the SODA test interface with 'Form F' selected in the workflow. The main area displays the 'NOTICE OF RETURN OF REQUEST AND DOCUMENT' and 'NOTICE OF RETURN OF REQUEST AND DOCUMENT' sections. A success message 'Form F has been created successfully!' is shown in a green box. The 'Workflow' button in the top right has a green circle with '3' over it, indicating an action. A context menu is open on the right, listing options like 'Create Form D', 'Create Form E', 'Create Form F' (highlighted), 'Forward + Create Form G', 'Create Form K', 'Generate Form L PDF', 'Send other information', and 'Close a case'. The 'Create Form F' option is circled with a green '3'.

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.

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Sending Form F:

The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar includes 'RECEIVED REQUESTS' (highlighted with a green circle 1). The main content area displays a 'NOTICE OF RETURN OF REQUEST AND DOCUMENT' and a 'NOTICE OF RETURN OF REQUEST AND DOCUMENT*' section. A context menu is open on the right, with the 'Send to review' option highlighted (marked with a green circle 1). Other options in the menu include '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 102: SoD Form F: send to review option

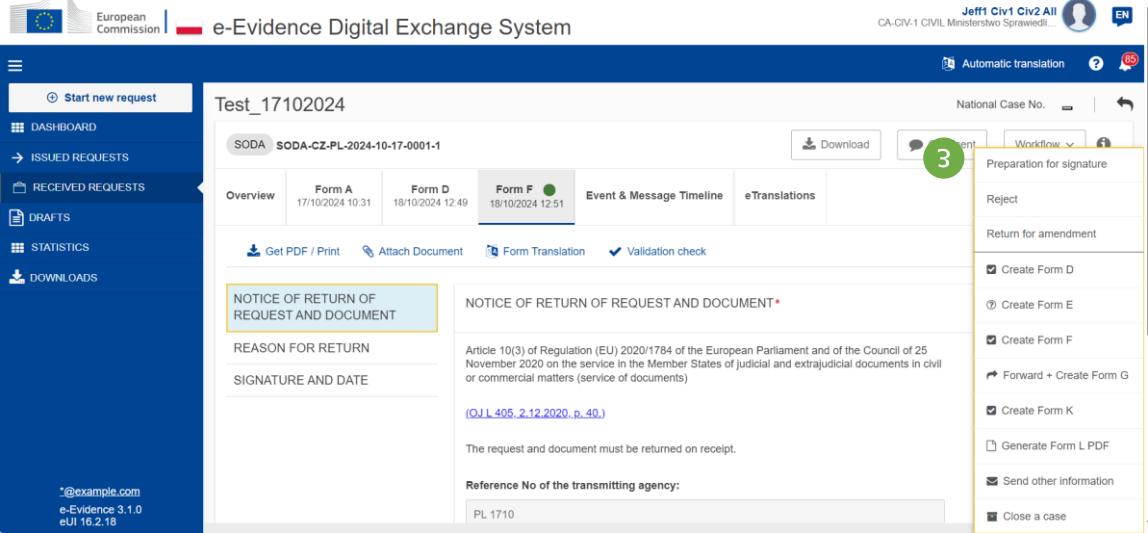
① Click **Send to review** button from Workflow.

The screenshot shows the e-Evidence Digital Exchange System interface. The 'RECEIVED REQUESTS' section is highlighted with a green circle 1. The context menu on the right is open, with the 'Accept Review' option highlighted (marked with a green circle 2). Other options in the menu include '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 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.

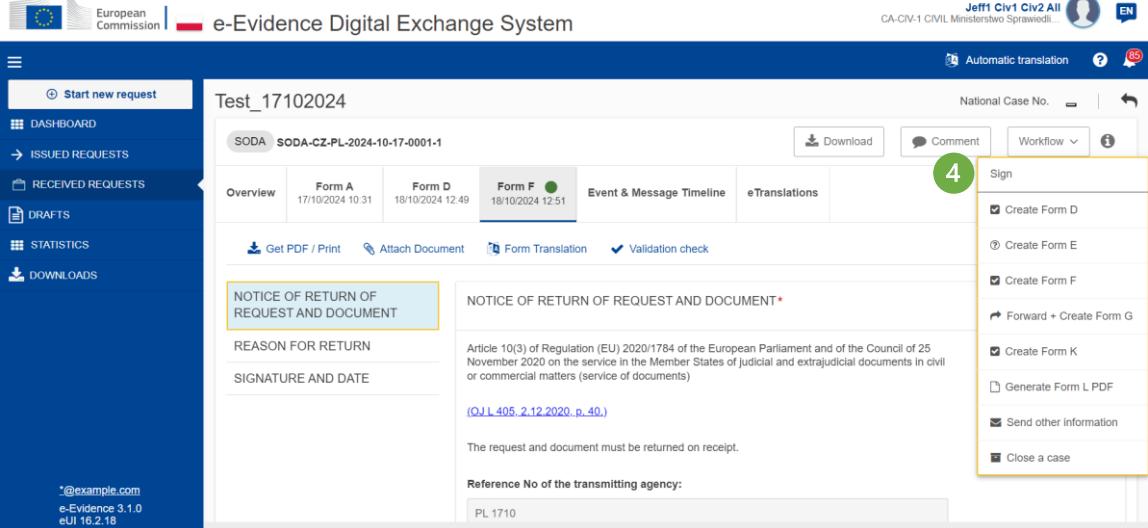
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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area displays a case titled 'Test_17102024' with tabs for 'Overview', 'Form A' (17/10/2024 10:31), 'Form D' (18/10/2024 12:49), and 'Form F' (18/10/2024 12:51). The 'Form F' tab is active. Below the tabs are buttons for 'Get PDF / Print', 'Attach Document', 'Form Translation', and 'Validation check'. The main content area shows a 'NOTICE OF RETURN OF REQUEST AND DOCUMENT' section with fields for 'REASON FOR RETURN' and 'SIGNATURE AND DATE'. To the right, a 'Workflow' menu is open, showing options like 'Preparation for signature' (highlighted with a green circle and the number 3), 'Reject', 'Return for amendment', and several checkboxes for creating and generating forms. The 'Preparation for signature' option is the one selected.

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.



This screenshot is similar to Figure 104, showing the 'Test_17102024' case. The 'Form F' tab is active. The 'Workflow' menu is open, and the 'Sign' option is highlighted with a green circle and the number 4. The menu also includes other options like '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 105: Signing SoD Form F

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

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar menu includes 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'Test_17102024' and shows a 'Send Form F' dialog. The dialog box contains the text: 'Form F must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM F' with a 'Upload document' button. A green circle with the number 5 is overlaid on the 'Upload document' button. At the bottom of the dialog, there are 'Cancel' and 'Send' buttons. The background shows a list of 'REASON CODES' and 'SIGNATURES'.

Figure 106: SoD Form F: upload document

⑤ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar menu includes 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'Test_17102024' and shows a 'Signature Form F' dialog. The dialog box contains the following steps: 1. Please download The Form F PDF document to Your disk. (with a 'Download message' button), 2. You can change the document format if necessary: (with radio buttons for 'Digital signature in PDF format (recommended)' and 'Other types of signatures'), and 3. Sign the document and upload it. (with a 'Upload signed message' button). A green circle with the number 6 is overlaid on the 'Upload signed message' button. At the bottom of the dialog, there is a 'Close' button. The background shows a list of 'REASON CODES' and 'SIGNATURES'.

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.

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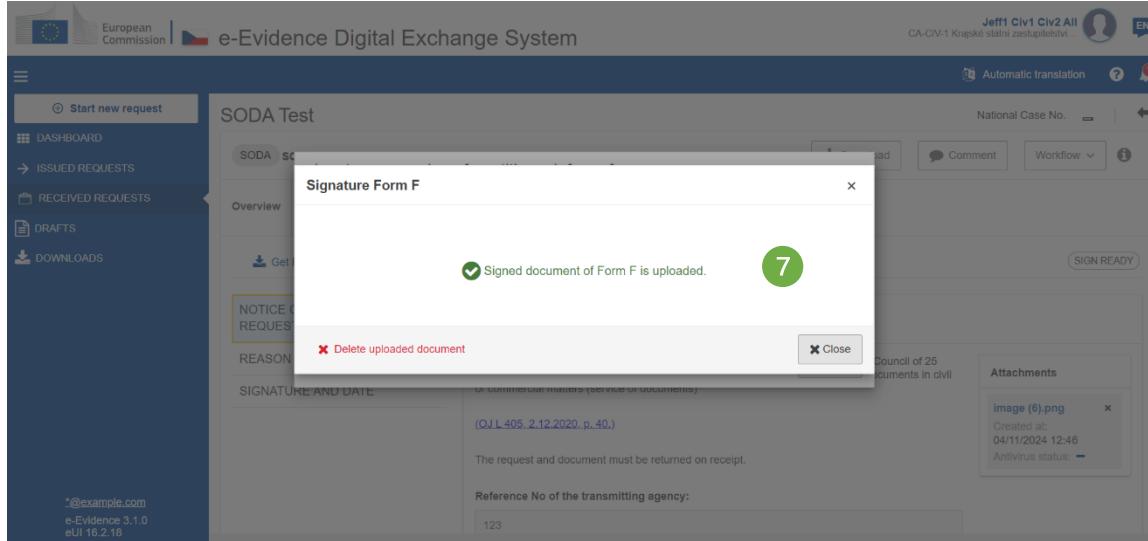
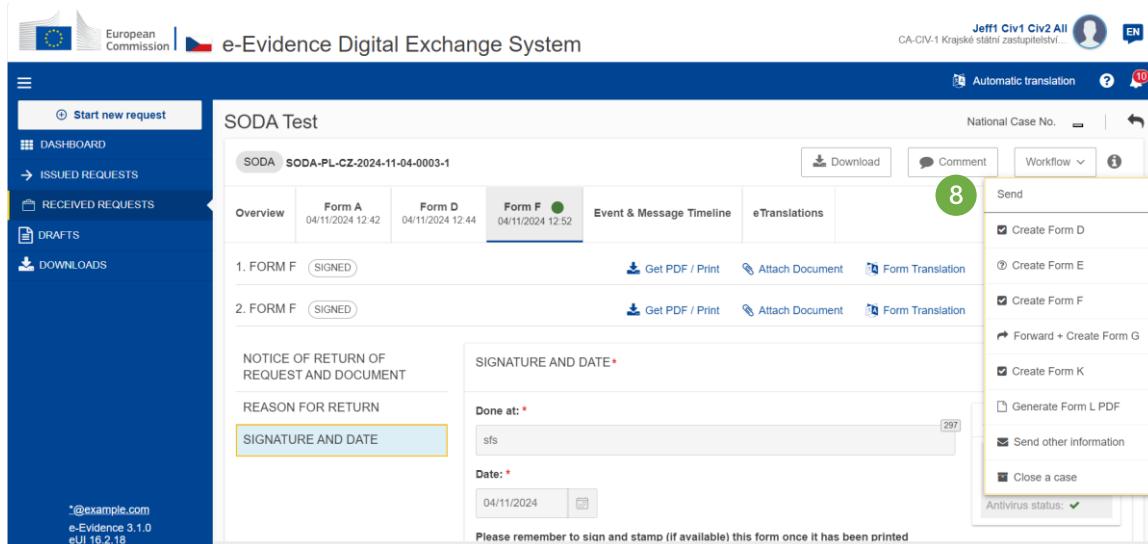


Figure 108: SoD Form F confirmation pop-up

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

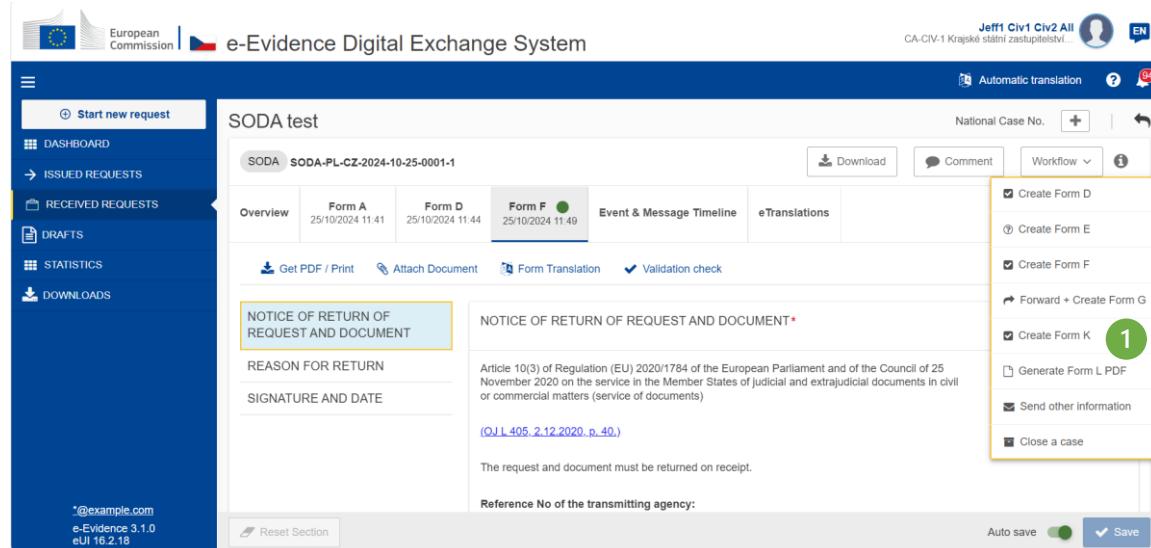
Executing Authority sends Form K to the Issuing Authority to communicate the result of processing SODA request. The following results are possible:

- 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.

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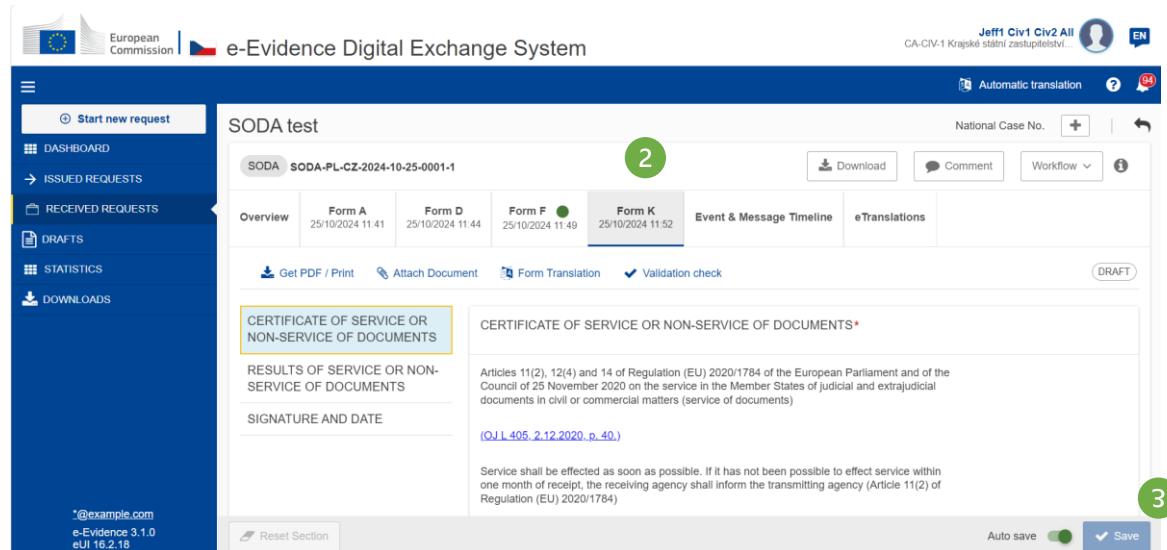
To create Form K, an assigned user should:

① Click **Workflow > Create Form K.**



The screenshot shows the SODA test interface. On the left is a sidebar with navigation links: Start new request, DASHBOARD, ISSUED REQUESTS, RECEIVED REQUESTS, DRAFTS, STATISTICS, and DOWNLOADS. The main area shows a list of forms: Form A (25/10/2024 11:41), Form D (25/10/2024 11:44), Form F (25/10/2024 11:49), and Form K (25/10/2024 11:52). The 'Workflow' button is highlighted. A dropdown menu is open, listing options: Create Form D, Create Form E, Create Form F, Forward + Create Form G, Create Form K (selected and highlighted with a green circle), Generate Form L PDF, Send other information, and Close a case. At the bottom right are 'Auto save' and 'Save' buttons.

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



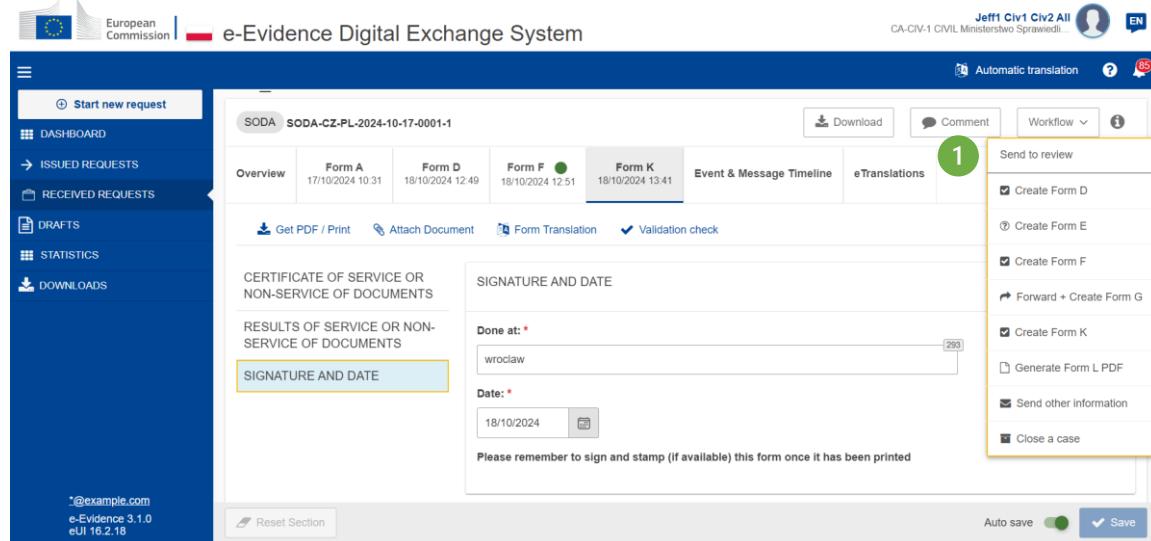
The screenshot shows the SODA test interface with Form K selected. The 'Workflow' button is highlighted. A green circle with the number '2' is placed over the 'Workflow' button. The main area displays the 'CERTIFICATE OF SERVICE OR NON-SERVICE OF DOCUMENTS' section, which includes fields for 'RESULTS OF SERVICE OR NON-SERVICE OF DOCUMENTS' and 'SIGNATURE AND DATE'. The text in this section is identical to the one in Figure 109. A green circle with the number '3' is placed over the 'Save' button at the bottom right.

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.

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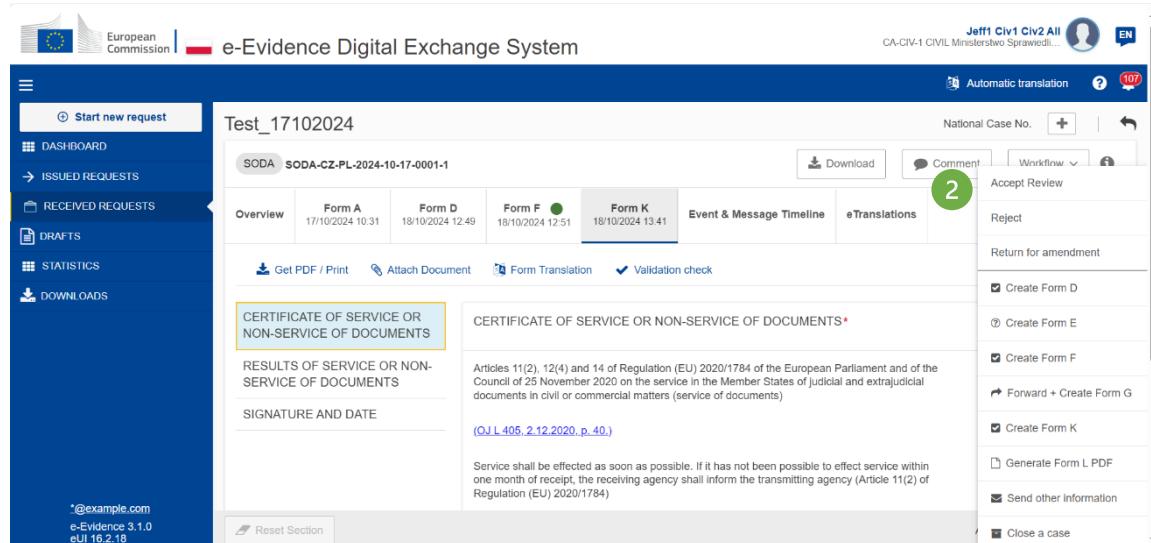
Sending Form K:



The screenshot shows the e-Evidence Digital Exchange System interface. On the left is a sidebar with navigation links: DASHBOARD, ISSUED REQUESTS, RECEIVED REQUESTS, DRAFTS, STATISTICS, and DOWNLOADS. The main content area shows a form titled 'SODA SODA-CZ-PL-2024-10-17-0001-1'. The form has tabs for Overview, Form A, Form D, Form F, Form K, Event & Message Timeline, and eTranslations. Form K is currently selected. Below the tabs are buttons for Get PDF / Print, Attach Document, Form Translation, and Validation check. The main content area contains sections for 'CERTIFICATE OF SERVICE OR NON-SERVICE OF DOCUMENTS' and 'RESULTS OF SERVICE OR NON-SERVICE OF DOCUMENTS'. A 'SIGNATURE AND DATE' section is present, with fields for 'Done at:' (wroclaw) and 'Date:' (18/10/2024). A note at the bottom says 'Please remember to sign and stamp (if available) this form once it has been printed.' On the right, a 'Workflow' button is highlighted with a green circle and the number 1. A dropdown menu is open, listing options: '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'. The 'Send to review' option is the top item in the list.

Figure 111: SoD Form K: send to review

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

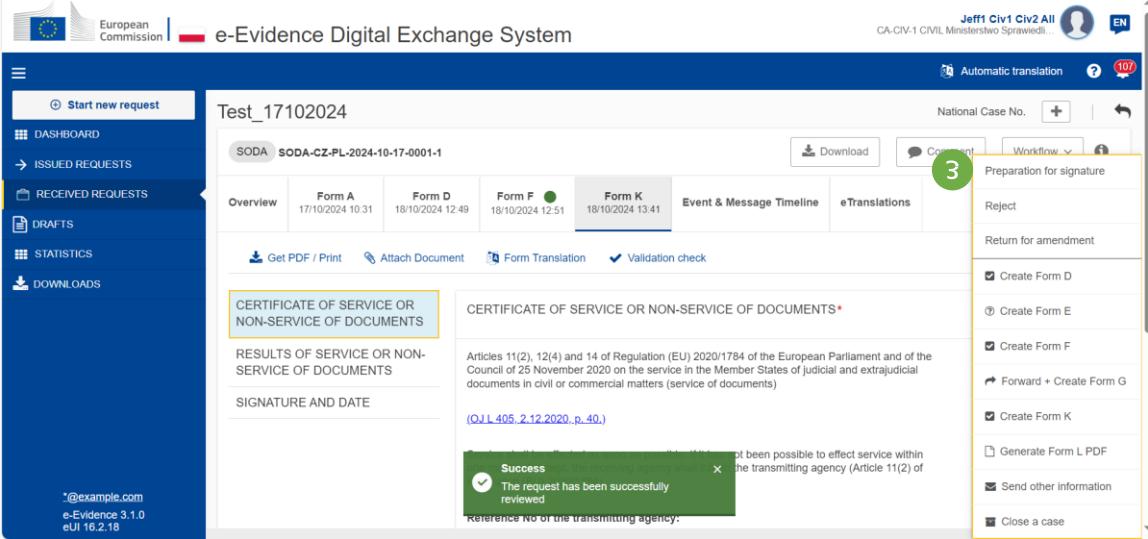


The screenshot shows the e-Evidence Digital Exchange System interface, similar to Figure 111 but with a different case number. The sidebar and form structure are identical. The 'Workflow' button in the top right is highlighted with a green circle and the number 2. A dropdown menu is open, listing options: 'Accept Review' (highlighted with a green circle and the number 2), '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'. The 'Accept Review' option is the top item in the list.

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.

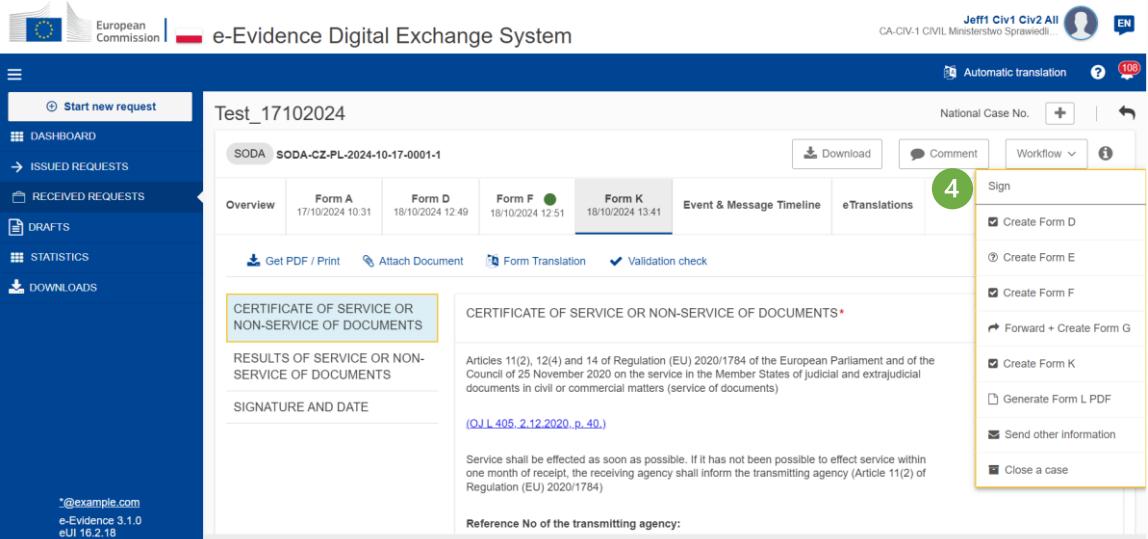
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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, there is a sidebar with various navigation options: Start new request, DASHBOARD, ISSUED REQUESTS, RECEIVED REQUESTS, DRAFTS, STATISTICS, and DOWNLOADS. The main content area is titled 'Test_17102024' and shows a table with several forms: Form A (17/10/2024 10:31), Form D (18/10/2024 12:49), Form F (18/10/2024 12:51), Form K (18/10/2024 13:41). Below the table are buttons for 'Get PDF / Print', 'Attach Document', 'Form Translation', and 'Validation check'. A 'CERTIFICATE OF SERVICE OR NON-SERVICE OF DOCUMENTS' section is visible. On the right, a vertical menu is open, showing options like 'Preparation for signature', 'Reject', 'Return for amendment', and 'Sign'. A green circle with the number 3 is positioned on the right side of the interface.

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.



The screenshot shows the e-Evidence Digital Exchange System interface. The sidebar and main content area are similar to Figure 113. The vertical menu on the right is now showing the 'Sign' option, which is highlighted. A green circle with the number 4 is positioned on the right side of the interface.

Figure 114: Signing SoD Form K

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

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box is open for 'Send Form K'. Inside the dialog, there is a sub-modal for 'SIGNED FORM K' with a green circle containing the number 5 over the 'Upload document' button. The dialog also contains instructions to upload a signed document and a 'Send' button.

Figure 115: SoD Form K: uploading document

⑤ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box is open for 'Sign Form K'. Inside the dialog, there are three steps: 1. Download the Form K PDF document, 2. Change the document format if necessary (with radio buttons for 'Digital signature in PDF format (recommended)' and 'Other types of signatures'), and 3. Sign the document and upload it. A green circle containing the number 6 is overlaid on the 'Upload signed message' button.

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.

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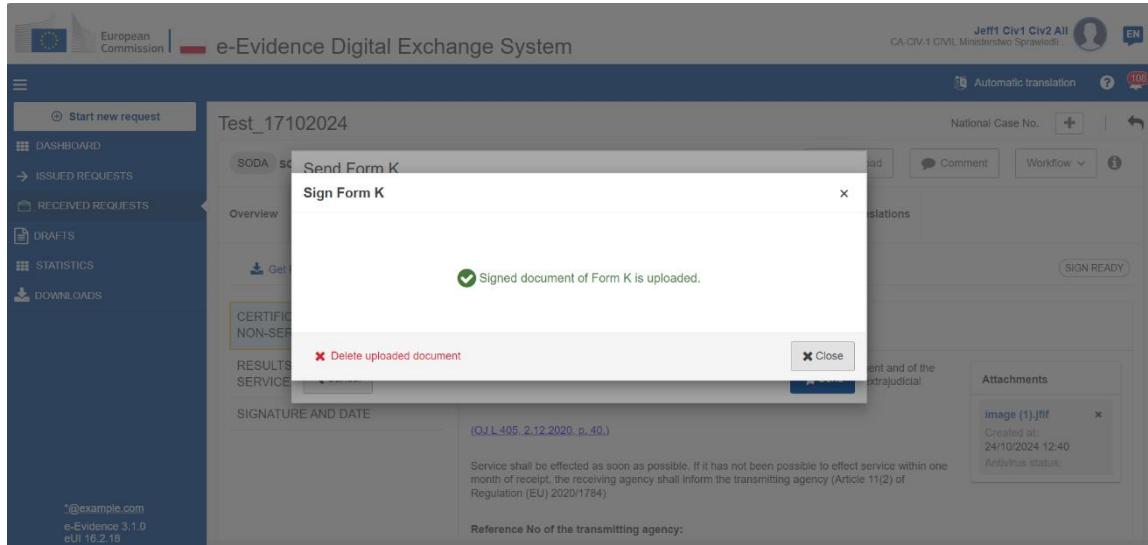


Figure 117: SoD Form K: document upload confirmation pop-up

⑦ Close the confirmation pop-up.

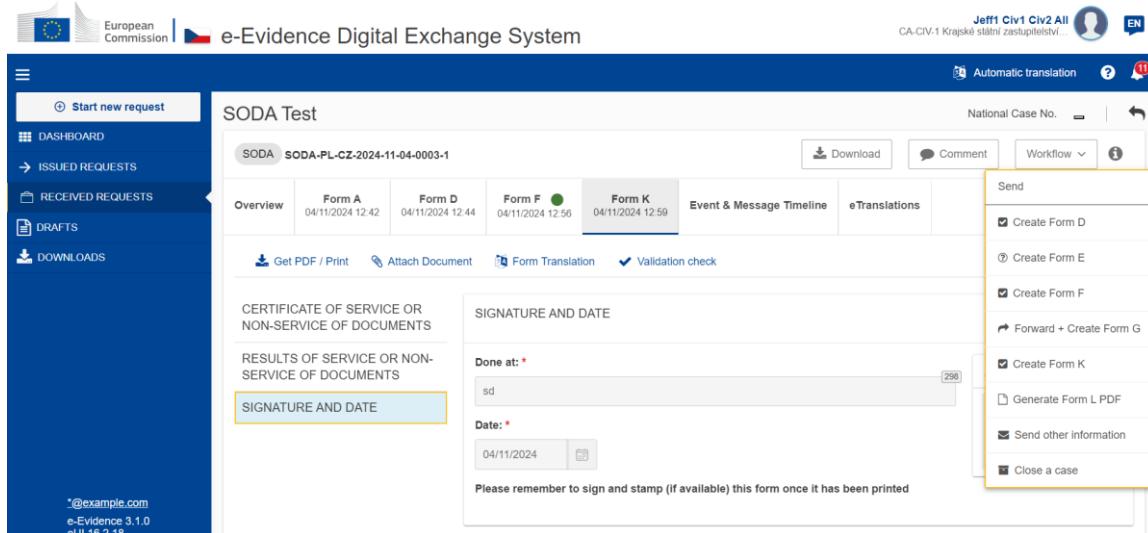


Figure 118: SoD Form K: sending

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:

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The screenshot shows the SODB_Translations page. The top navigation bar includes the European Commission logo, the system name 'e-Evidence Digital Exchange System', and user information 'Jeff1 Civ1 Civ2 All CA-CIV-1 Krajské státní zastupitelství... EN'. The left sidebar has links for 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area shows a case overview for 'SODB SODB-PL-CZ-2024-10-16-0001-1'. The 'Workflow' button is highlighted, and a dropdown menu is open, showing options: 'Create Form C' (circled with a green 1), 'Forward + Create Notice of retransmission', 'Send other information', and 'Close a case'. Below the workflow area, sections for 'STATUS' (RECEIVED), 'LINKED CASES', 'ASSIGNED USERS', and 'Decision' are visible.

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

Click Workflow > Create Form C.

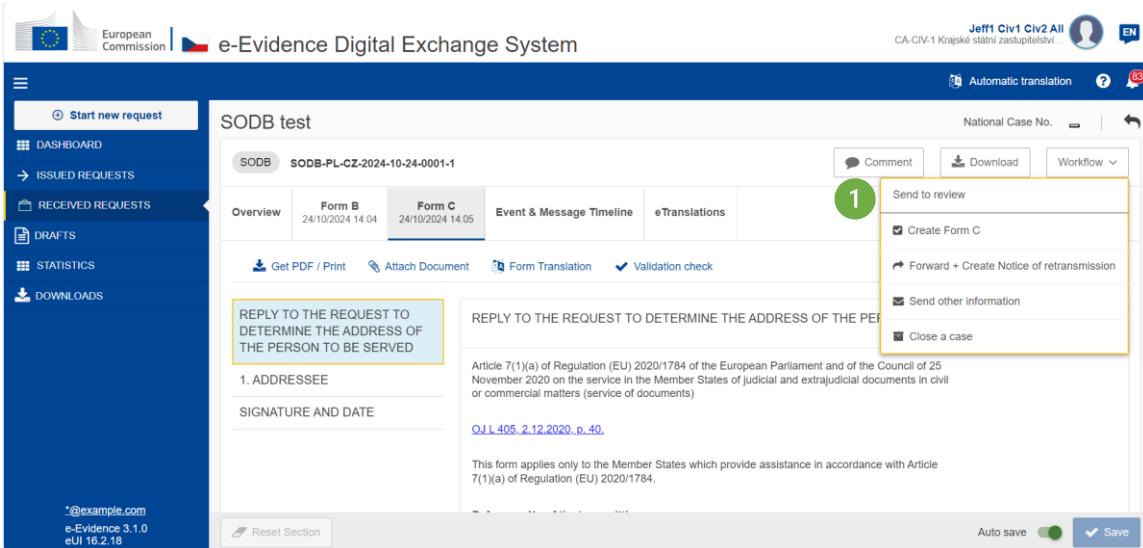
The screenshot shows the SODB test page. The top navigation bar and sidebar are identical to Figure 119. The main content area shows a case overview for 'SODB SODB-PL-CZ-2024-10-24-0001-1'. The 'Workflow' button is highlighted, and a dropdown menu is open, showing options: 'Create Form C' (circled with a green 2), 'Forward + Create Notice of retransmission', 'Send other information', and 'Close a case'. Below the workflow area, sections for 'Get PDF / Print', 'Attach Document', 'Form Translation', 'Validation check', and 'DRAFT' are visible. The 'Form C' tab is selected. The main content area shows the 'REPLY TO THE REQUEST TO DETERMINE THE ADDRESS OF THE PERSON TO BE SERVED' section, which includes fields for '1. ADDRESSEE' and 'SIGNATURE AND DATE'. A note about Article 7(1)(a) of Regulation (EU) 2020/1784 is visible. A 'Save' button is circled with a green 3.

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.

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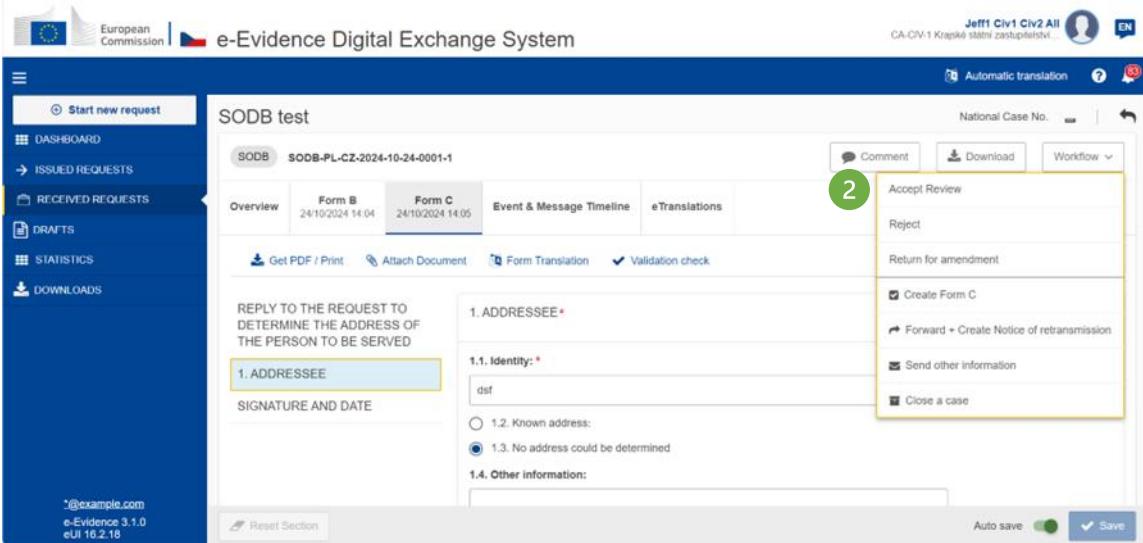
Sending Form C:



The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'SODB test' and shows a case 'SODB SODB-PL-CZ-2024-10-24-0001-1'. It displays 'Form C' (24/10/2024 14:05) and 'Form B' (24/10/2024 14:04). The 'Workflow' tab is selected. A green circle labeled '1' points to the 'Send to review' button in the dropdown menu. Other options in the menu include 'Create Form C', 'Forward + Create Notice of retransmission', 'Send other information', and 'Close a case'. The main content area contains a section for 'REPLY TO THE REQUEST TO DETERMINE THE ADDRESS OF THE PERSON TO BE SERVED' with fields for '1. ADDRESSEE' and 'SIGNATURE AND DATE'. A note about Article 7(1)(a) of Regulation (EU) 2020/1784 is present, along with a link to 'OJ L 405, 2.12.2020, p. 40'. A note also states that this form applies only to Member States providing assistance in accordance with Article 7(1)(a) of Regulation (EU) 2020/1784. At the bottom are 'Reset Section', 'Auto save', and 'Save' buttons.

Figure 121: SoD Form C: send to review

① Click Send to review button from Workflow.

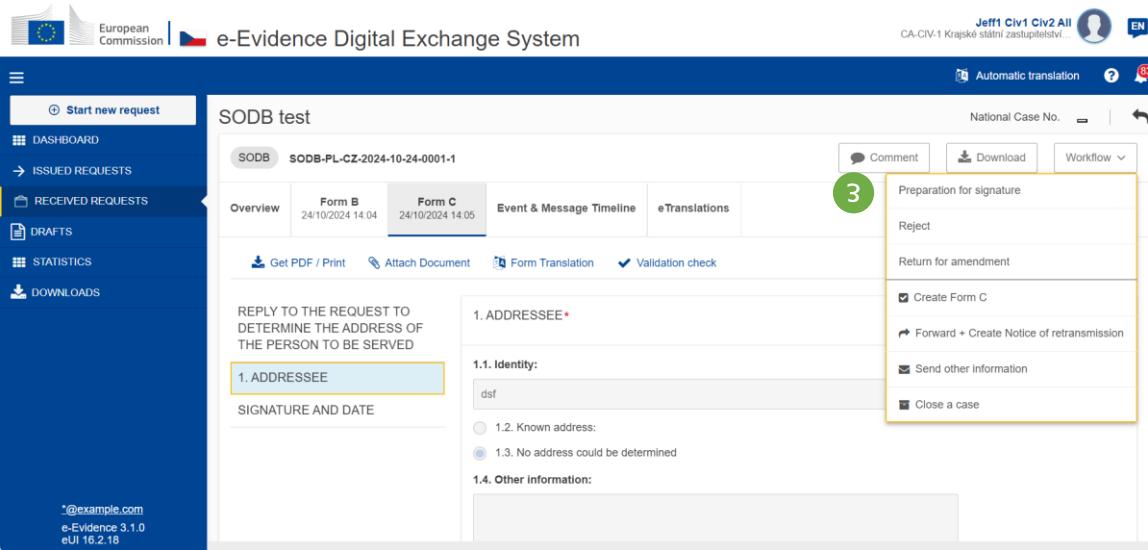


The screenshot shows the 'e-Evidence Digital Exchange System' interface, similar to Figure 121. The 'Workflow' tab is selected. A green circle labeled '2' points to the 'Accept Review' button in the dropdown menu. Other options in the menu include 'Reject', 'Return for amendment', 'Create Form C', 'Forward + Create Notice of retransmission', 'Send other information', and 'Close a case'. The main content area contains a section for 'REPLY TO THE REQUEST TO DETERMINE THE ADDRESS OF THE PERSON TO BE SERVED' with fields for '1. ADDRESSEE' and 'SIGNATURE AND DATE'. A note about Article 7(1)(a) of Regulation (EU) 2020/1784 is present, along with a link to 'OJ L 405, 2.12.2020, p. 40'. A note also states that this form applies only to Member States providing assistance in accordance with Article 7(1)(a) of Regulation (EU) 2020/1784. At the bottom are 'Reset Section', 'Auto save', and 'Save' buttons.

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.

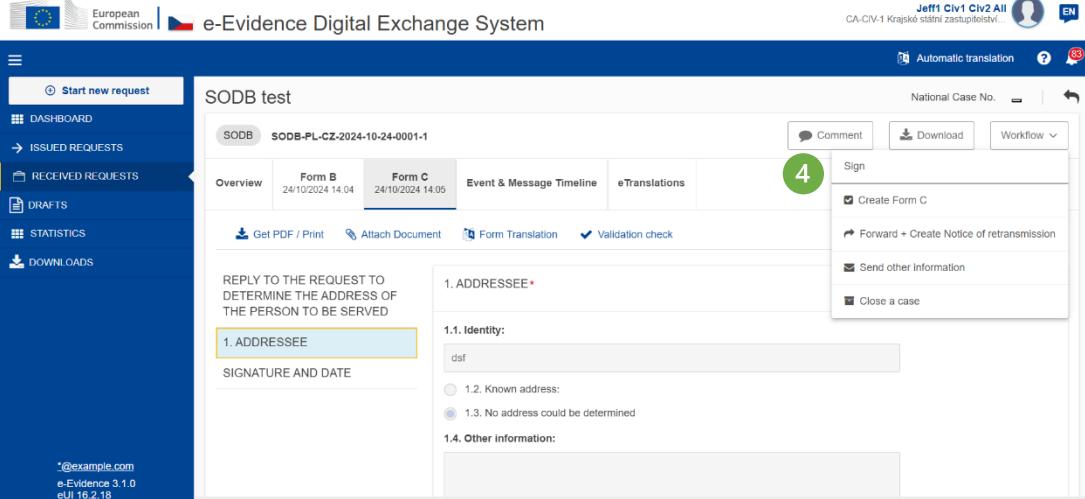
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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, there's a sidebar with options like 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'SODB test' and shows 'SODB Form C' with a case number 'SODB-PL-CZ-2024-10-24-0001-1'. The form is divided into sections: 'REPLY TO THE REQUEST TO DETERMINE THE ADDRESS OF THE PERSON TO BE SERVED', '1. ADDRESSEE*', '1.1. Identity:', and '1.4. Other information:'. A context menu is open on the right, with a green circle containing the number 3 highlighting the 'Preparation for signature' option. Other options in the menu include 'Reject', 'Return for amendment', 'Create Form C', 'Forward + Create Notice of retransmission', 'Send other information', and 'Close a case'.

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 shows the same interface as Figure 123, but the context menu has changed. A green circle containing the number 4 highlights the 'Sign' option. The other options in the menu are 'Create Form C', 'Forward + Create Notice of retransmission', 'Send other information', and 'Close a case'.

Figure 124: Signing SoD Form C

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

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The screenshot shows the 'Send Form C' interface. A green circle labeled '5' is positioned over the 'Upload document' button. The interface includes fields for '1. ADDRESS' and 'SIGNATURE AND DATE', and a 'Send' button.

Figure 125: SoD Form C: uploading document

⑤ Click **Upload document**.

The screenshot shows the 'Signature Form C' dialog box. A green circle labeled '6' is positioned over the 'Upload signed message' button. The dialog box contains instructions for downloading the PDF and selecting a signature type.

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.

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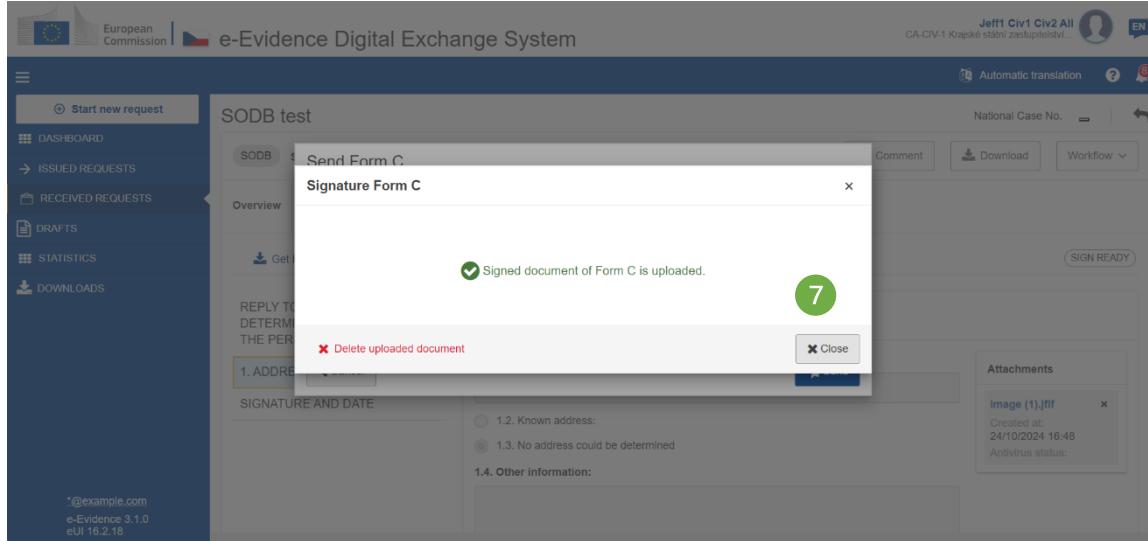


Figure 127: SoD Form C: document upload confirmation

⑦ Close the confirmation pop-up.

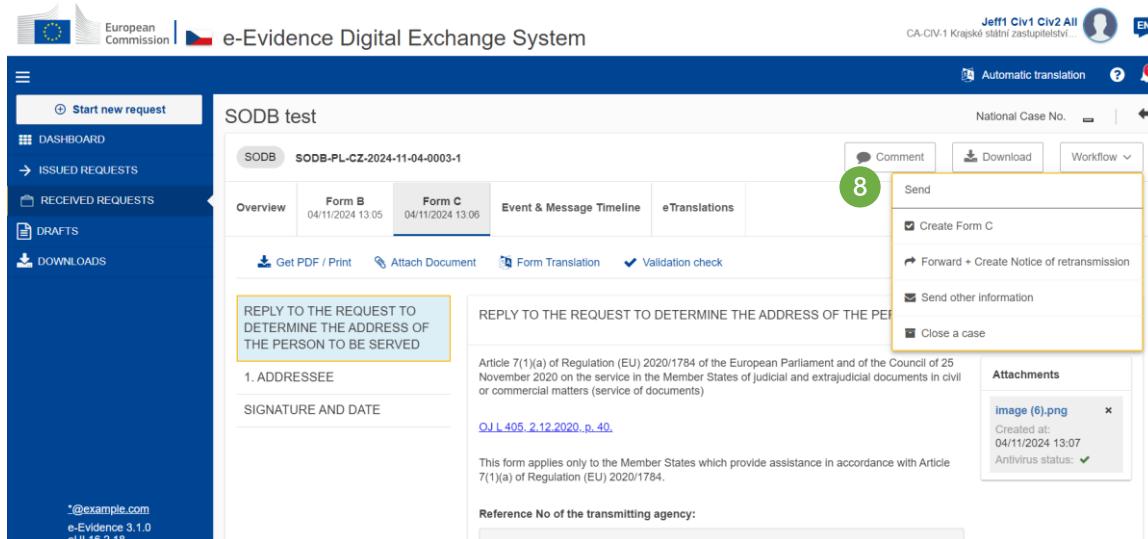


Figure 128: SoD Form C sending

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:

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The screenshot shows the SODA test interface. On the left, there's a sidebar with 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area shows a request for 'SODA-PL-CZ-2024-10-25-0002-1'. The 'Workflow' dropdown menu is open, with a green circle highlighting the 'Forward + Create Form G' option. Other options in the menu include 'Create Form D', 'Create Form E', 'Create Form F', 'Create Form G', 'Create Form K', 'Generate Form L PDF', 'Send other information', and 'Close a case'.

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

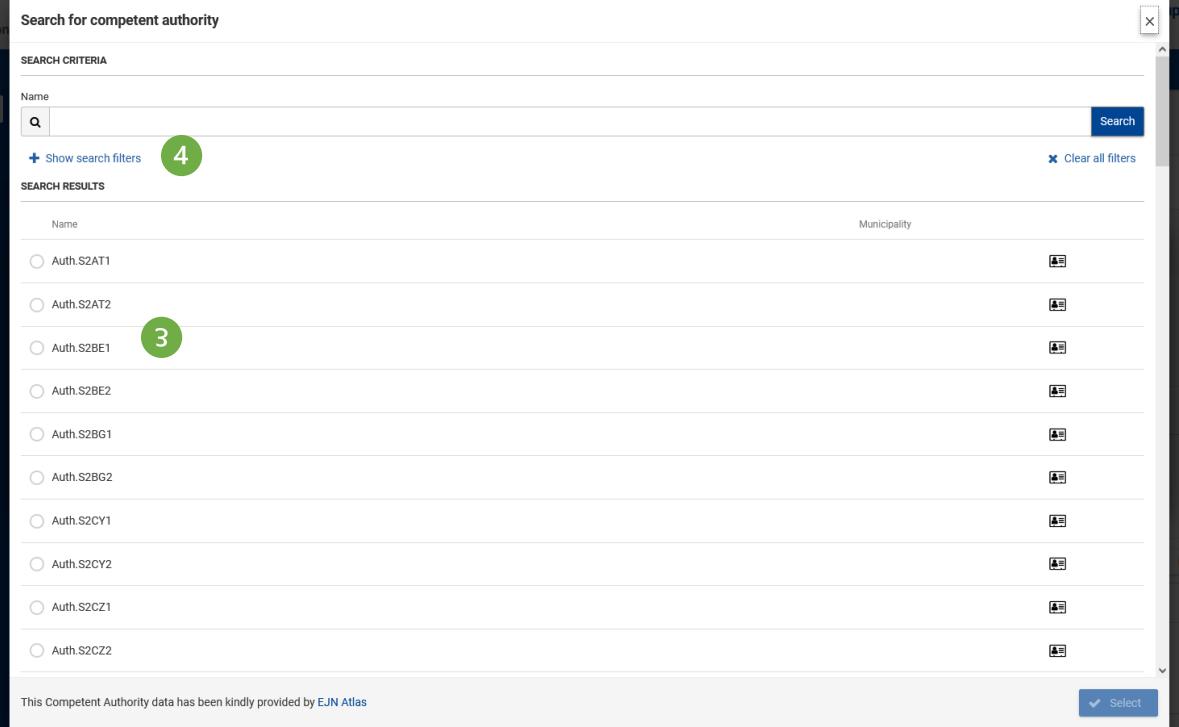
① Click **Workflow > Forward + Create Form G**.

The screenshot shows the 'Forward + Create Form G' pop-up window. The 'SENDER' section shows 'Auth2' selected. The 'RECIPIENT' section has a placeholder 'The Authority to which the case is transmitted' and a 'Choose authority' button. A green circle highlights the 'Choose authority' button.

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

② Click **Choose Authority** button.

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Search for competent authority

SEARCH CRITERIA

Name

+ Show search filters 4

SEARCH RESULTS

Name	Municipality
Auth.S2AT1	<input type="button" value="View"/>
Auth.S2AT2	<input type="button" value="View"/>
Auth.S2BE1 3	<input type="button" value="View"/>
Auth.S2BE2	<input type="button" value="View"/>
Auth.S2BG1	<input type="button" value="View"/>
Auth.S2BG2	<input type="button" value="View"/>
Auth.S2CY1	<input type="button" value="View"/>
Auth.S2CY2	<input type="button" value="View"/>
Auth.S2CZ1	<input type="button" value="View"/>
Auth.S2CZ2	<input type="button" value="View"/>

This Competent Authority data has been kindly provided by [EJN Atlas](#)

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.

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Search for competent authority

SEARCH CRITERIA

Name: praha (5)

Municipality: Postal Code:

Address:

SEARCH RESULTS

Name	Municipality
CZ(2) Krajské státní zastupitelství Praha	Praha 1
CZ(6) Krajské státní zastupitelství Praha	Praha 1
CZ(7) Krajské státní zastupitelství Praha tb	Praha 1t
HU(3) Krajské státní zastupitelství Praha tb	Praha 1t
HU(4) Krajské státní zastupitelství Praha	Praha 3

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Form D

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:

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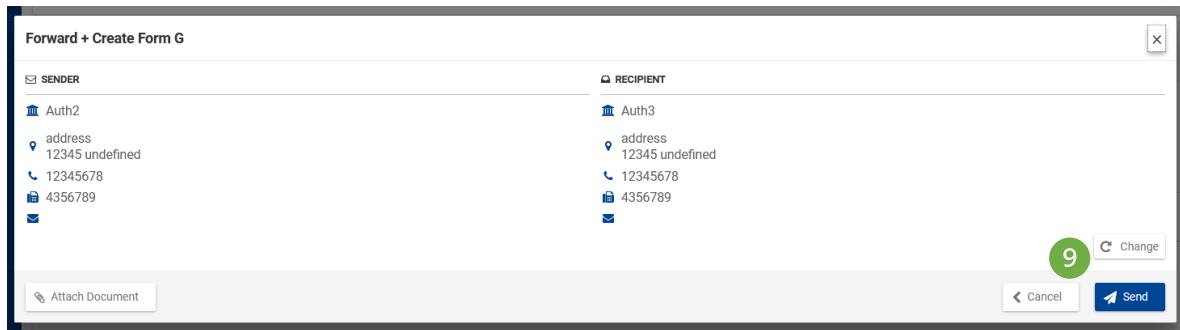


Figure 133: SODA: Forward + Create Form G pop-up window and filled in data of the appropriate receiving agency

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 request 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.

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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.

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7.5.4.2. SODA – Form H

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

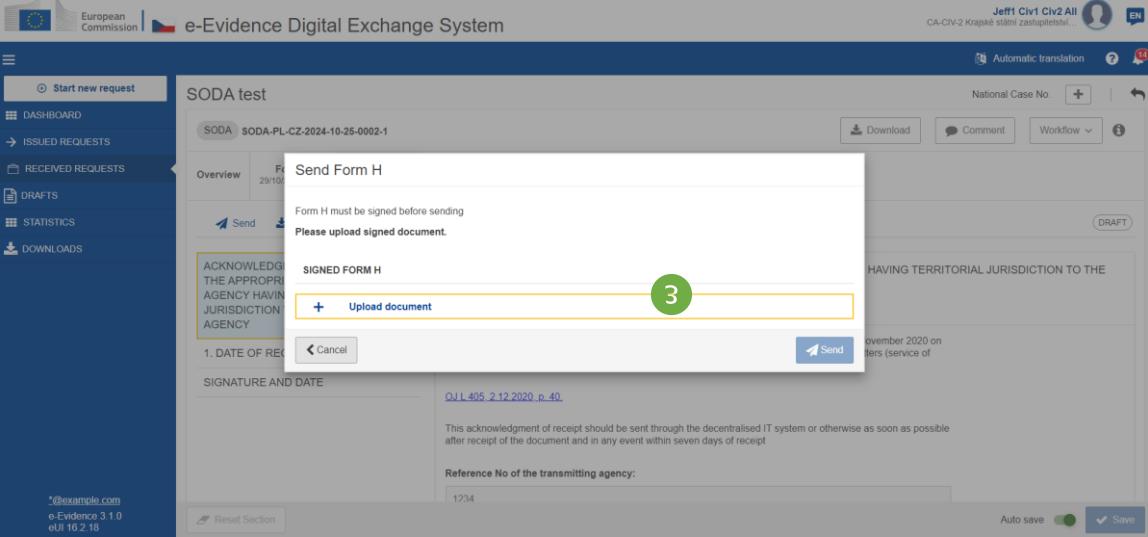
Figure 137: SoD Form H creation

① Select Create Form H from Workflow.

Figure 138: SoD Form H: draft form

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

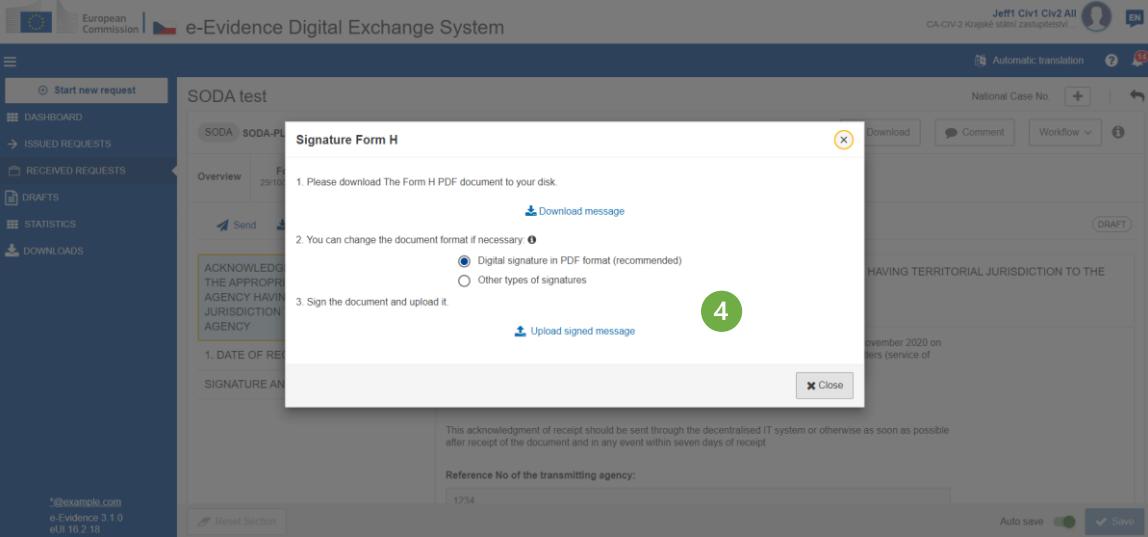
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The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWLOADS'. The main area is titled 'SODA test' and shows a document titled 'SODA SODA-PL-CZ-2024-10-26-0002-1'. A modal window is open with the heading 'Send Form H'. It contains instructions: 'Form H must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM H' with a button 'Upload document' highlighted with a green circle labeled '3'. Other buttons include 'Cancel' and 'Send'.

Figure 139: SoD Form H: upload document

③ Click on **Upload document**.



The screenshot shows the 'e-Evidence Digital Exchange System' interface. The sidebar and main document area are similar to Figure 139. A modal window is open with the heading 'Signature Form H'. It contains three steps: 1. 'Please download The Form H PDF document to your disk.' with a 'Download message' button. 2. 'You can change the document format if necessary.' with radio buttons for 'Digital signature in PDF format (recommended)' (selected) and 'Other types of signatures'. 3. 'Sign the document and upload it.' with a 'Upload signed message' button highlighted with a green circle labeled '4'. Other buttons include 'Close' and 'X'.

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.

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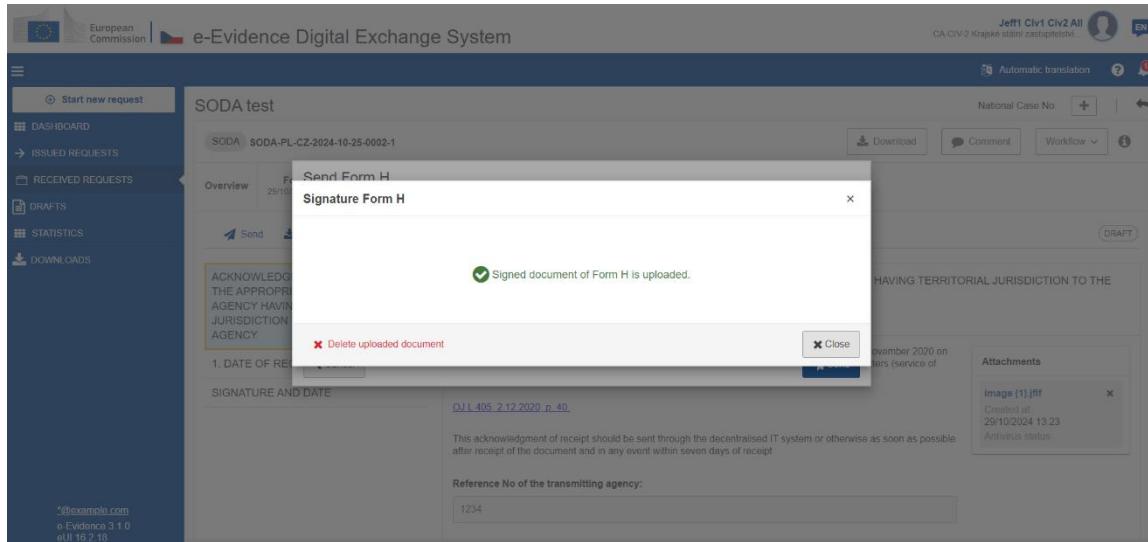


Figure 141: SoD Form H confirmation pop-up

⑤ Close confirmation pop-up.

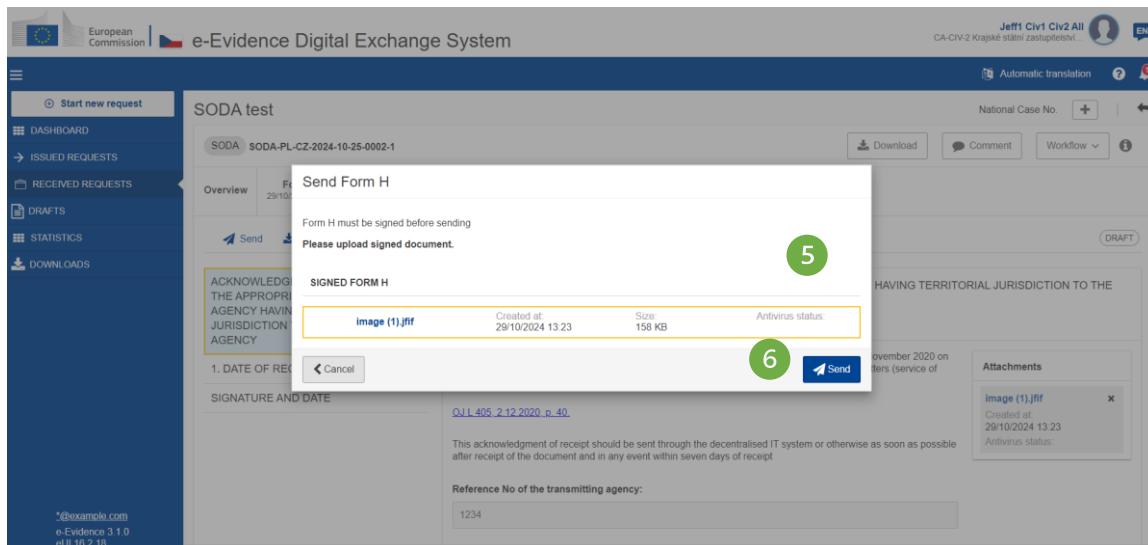


Figure 142: SoD Form H sending

⑥ Click Send.

7.5.5. Forward SODB

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

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The screenshot shows the SODB_Translations page. The left sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (highlighted in yellow), 'DRAFTS', 'STATISTICS', and 'DOWLOADS'. The top right shows user information 'Jeff1 Civ1 Civ2 All' and language 'EN'. The main content area shows a request for 'SODB-PL-CZ-2024-10-16-0001-1'. The 'Overview' tab is selected, showing details like 'ISSUING STATE: Republic of Poland', 'EXECUTING STATE: CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem', and 'ACCEPTED LANGUAGES: CS'. A 'Workflow' button is on the right, with a dropdown menu open. The menu items are: 'Create Form C', 'Forward + Create Notice of retransmission' (circled with a green number 1), 'Send other information', and 'Close a case'.

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

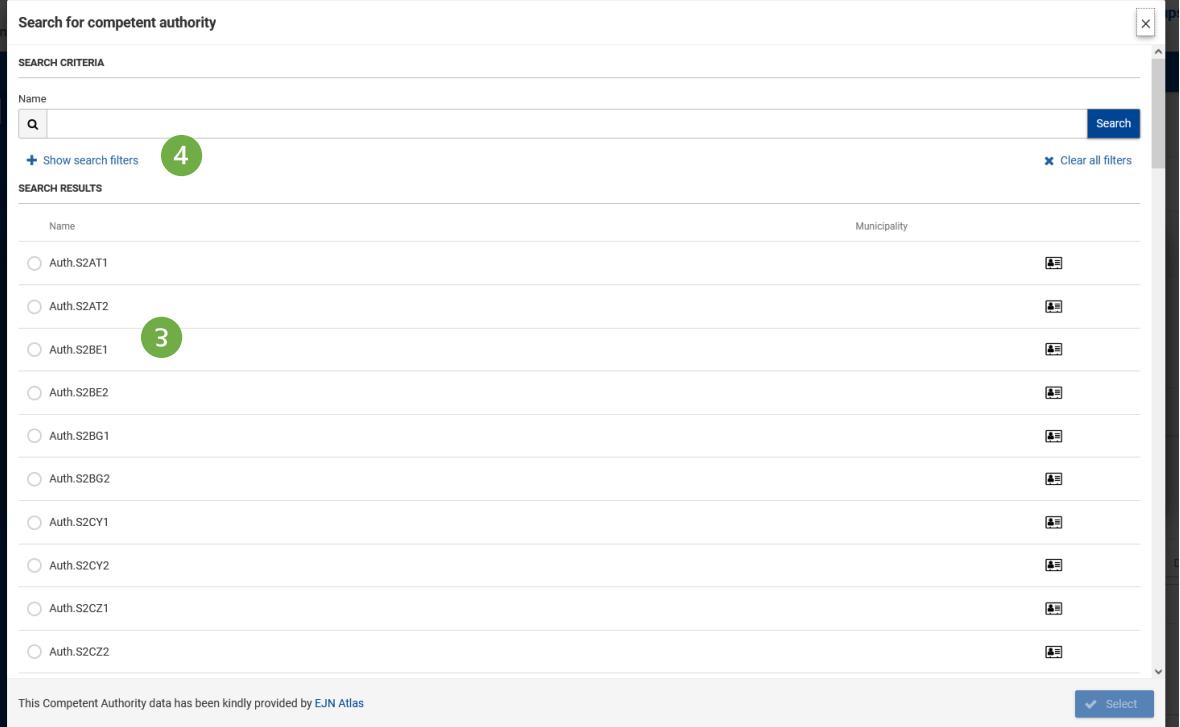
① Click Workflow > Forward + Create Notice of retransmission.

The pop-up window has a title 'Forward + Create Notice of retransmission'. It has two main sections: 'SENDER' and 'RECIPIENT'. The 'SENDER' section shows 'Auth2' with address '12345 undefined', phone '12345678', and fax '4356789'. The 'RECIPIENT' section has a placeholder 'The Authority to which the case is transmitted'. A 'Choose authority' button is located in this section. At the bottom are 'Attach Document' and 'Cancel' buttons.

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

② Click Choose Authority button.

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Search for competent authority

SEARCH CRITERIA

Name

+ Show search filters

SEARCH RESULTS

Name	Municipality
<input type="radio"/> Auth.S2AT1	<input type="button" value=""/>
<input type="radio"/> Auth.S2AT2	<input type="button" value=""/>
<input type="radio"/> Auth.S2BE1	<input type="button" value=""/>
<input type="radio"/> Auth.S2BE2	<input type="button" value=""/>
<input type="radio"/> Auth.S2BG1	<input type="button" value=""/>
<input type="radio"/> Auth.S2BG2	<input type="button" value=""/>
<input type="radio"/> Auth.S2CY1	<input type="button" value=""/>
<input type="radio"/> Auth.S2CY2	<input type="button" value=""/>
<input type="radio"/> Auth.S2CZ1	<input type="button" value=""/>
<input type="radio"/> Auth.S2CZ2	<input type="button" value=""/>

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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.

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Search for competent authority

SEARCH CRITERIA

Name Search Clear all filters

Municipality Postal Code

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 1t
<input type="radio"/> HU(3) Krajské státní zastupitelství Praha tb	Praha 1t
<input type="radio"/> HU(4) Krajské státní zastupitelství Praha	Praha 3

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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:

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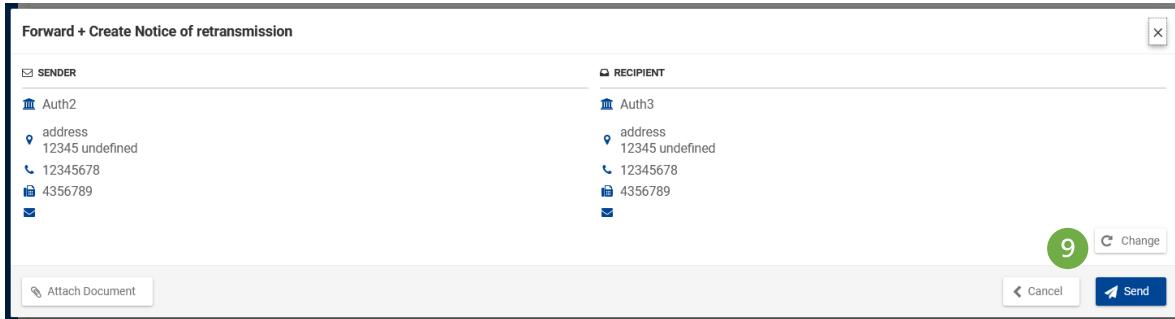


Figure 147: SODB: Forward + Create Notice of retransmission pop-up window and filled in data of the appropriate requested authority

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.

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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.

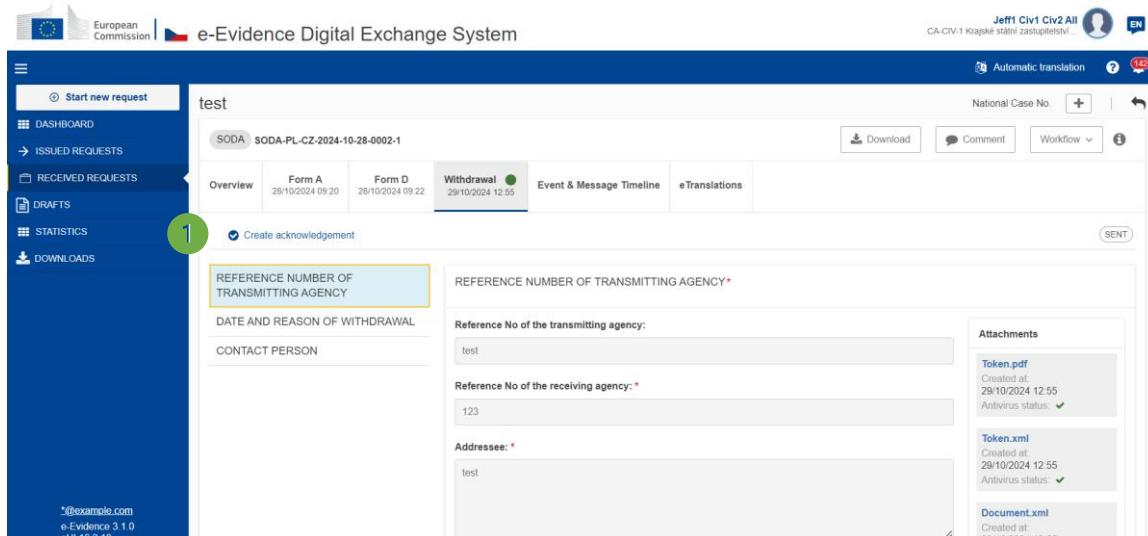


Figure 150: SODA Create withdrawal acknowledgement

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

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Figure 151: SODA complete and send withdrawal acknowledgement

- ② RI 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.

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7.6.3. Viewing deadline information in the Dashboard tab

The screenshot shows the 'My Dashboard' section of the e-Evidence Digital Exchange System. The 'Issued requests' tab is selected, displaying a list of 10 issued requests. Each request is represented by a row with a date, a red dot indicating an逾期 deadline, the request ID, the title, and a status indicator. A green circle with the number 1 highlights the first request in the list.

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 todays' 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.

The screenshot shows the 'Issued Requests' tab of the e-Evidence Digital Exchange System. The 'My issued requests' section displays a list of 10 issued requests. Each request is shown with a date, a red dot indicating an逾期 deadline, the request ID, the title, and a status indicator. A green circle with the number 1 highlights the first request in the list.

Figure 153: Viewing deadline information in the Issuing Requests tab

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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.

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2. Deadlines: list of all deadlines, both upcoming and overdue

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.



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

7.6.7. Manual deadlines management SoD

The deadlines can be manually managed due to exceptional circumstances by the Supervisor who is assigned to the authority where the case belongs. In order to manage the deadline manually, the user should:

1. Open the Overview tab.



Form M:	15/01/2025 ✓
---------	--------------

Figure 156: Manage deadlines

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2. In section ‘Due date’, click the edit icon.
3. The RI displays the following screen:

Manage deadlines					
1.	Authority name	Deadline type	Deadline date	Fulfilled on	Cancelled
2.	CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem	Form B	23/12/2024	<input type="button" value="dd/mm/yyyy"/>	<input type="checkbox"/>
3.	CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem		15/01/2025	<input type="button" value="dd/mm/yyyy"/>	<input type="checkbox"/>
4.	CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem		16/03/2025	<input type="button" value="dd/mm/yyyy"/>	<input type="checkbox"/>
DUE DATES	CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem	Form K	16/03/2025	<input type="button" value="dd/mm/yyyy"/>	<input checked="" type="checkbox"/>
CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem			16/03/2025	<input type="button" value="dd/mm/yyyy"/>	<input type="checkbox"/>
Form B:					
Form K:					
CONTACTS					
SEARCH AUTHORITY					

Figure 157: manual deadlines management

User can manage deadline dates or mark fulfilled on or mark ‘cancelled’.

Once the updates are done, a user should click on ‘Save changes’ button.

The RI saves updates and closes the pop-up.

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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.

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8.2. Create ToE

8.2.1. Initiate a request 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.

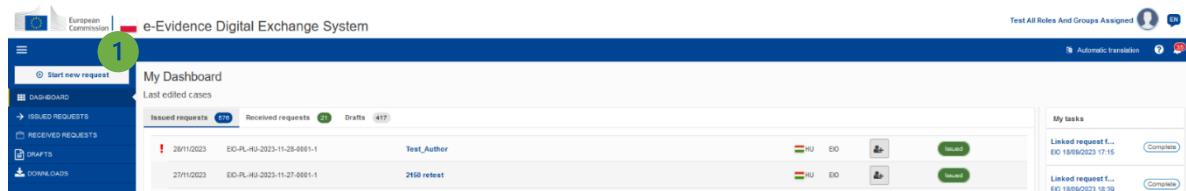


Figure 158: 'Start new request' button

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

Start a new request

Type of Request*

TOEA Taking of evidence (Form A) 2

Subject of Request*

ToE A test 3 245

System Case Number is auto-generated when the request is sent.
Date of Request is auto-generated when the request is sent.

Continue

Figure 159: 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.

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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.

The screenshot shows the 'TOEA (ToE)' form in the e-Evidence Digital Exchange System. The 'INITIAL SECTION' (sections 1-13) is highlighted with a green circle labeled '4'. The 'REQUEST FOR THE TAKING OF EVIDENCE' section (sections 14-16) is highlighted with a green circle labeled '5'.

Figure 160: 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.

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TOEA test

TOEA

Overview Form A 25/10/2024 12:30 Event & Message Timeline eTranslations

Get PDF / Print Attach Document Validation check Form Translation

1. INITIAL SECTION

2. REQUESTING COURT

3. REQUESTED COURT

4. IN THE CASE BROUGHT BY THE CLAIMANT/PETITIONER(S)

5. REPRESENTATIVES OF THE CLAIMANT/PETITIONER

6. AGAINST THE DEFENDANT/RESPONDENT(S)

7. REPRESENTATIVES OF DEFENDANT/RESPONDENT

Country: *

Republic of Poland

Auto save Save

Figure 161: ToE Form A section 3. REQUESTED COURT

TOEA test

TOEA

Overview Form A 25/10/2024 12:30 Event & Message Timeline eTranslations

Get PDF / Print Attach Document Validation check Form Translation

1. INITIAL SECTION

2. REQUESTING COURT

3. REQUESTED COURT

4. IN THE CASE BROUGHT BY THE CLAIMANT/PETITIONER(S)

5. REPRESENTATIVES OF THE CLAIMANT/PETITIONER

6. AGAINST THE DEFENDANT/RESPONDENT(S)

7. REPRESENTATIVES OF DEFENDANT/RESPONDENT

Country: *

Republic of Poland

3.1. Name: *

Select authority... Choose authority

Auto save Save

Figure 162: ToE Form A: Selecting an Executing Authority

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① Click **Choose Authority** button.

The screenshot shows a search interface for 'Choose Authority'. At the top, a message says 'Please enter required params:'. Below it, a field labeled 'postal code: *' contains the number '2'. To the right of the field is a green button with the number '2'. A 'Search' button is located below the input field. The 'SEARCH RESULTS' section below the search button displays the message 'No Search result'. In the bottom right corner of the results table, there is a blue button labeled 'Select' with a checkmark icon.

Figure 163: 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 request.

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Please enter required params:
postal code: *

praha

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

Name	Municipality
<input type="radio"/> CZ(1) Krajske statni zastupitelstvi Usti nad Labem	Usti nad Labem
<input type="radio"/> CZ(2) Krajské státní zastupitelství Praha	Praha 1
<input type="radio"/> CZ(3) Krajské státní zastupitelství Praha tb	Praha 1t

3

4

Select

Figure 164: 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.

Start new request

My Dashboard

Last edited cases

Issued requests	Received requests	Drafts
26/11/2023 EO-PL-HU-2023-11-28-0001-1	Test_Author	EU
27/11/2023 EO-PL-HU-2023-11-27-0001-1	2150 retest	EU

Test All Roles And Groups Assigned

My tasks

Linked request f... EO 18/06/2023 17:15 Complete

Linked request f... EO 18/06/2023 18:39 Complete

Figure 165: ‘Start new request’ button

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

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Start a new request

Type of Request*

TOEL Direct taking of evidence (Form L) 2

Subject of Request*

ToEL test 3 246

System Case Number is auto-generated when the request is sent.
Date of Request is auto-generated when the request is sent.

Continue

Figure 166: TOEL: Selecting the request type and entering the request subject

- ② A pop-up window will appear. Select TOEL 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.

REQUEST FOR DIRECT TAKING OF EVIDENCE*

Article 16 and 20 of Regulation (EU) 2019/1020 of the European Parliament and of the Council of 25 November 2019 on cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters (Taking of evidence).

01.09.2020 11:11

1. Reference No. of the requesting court: 5

2. Reference No. of the central body/competent authority:

Figure 167: ToE Form L sections

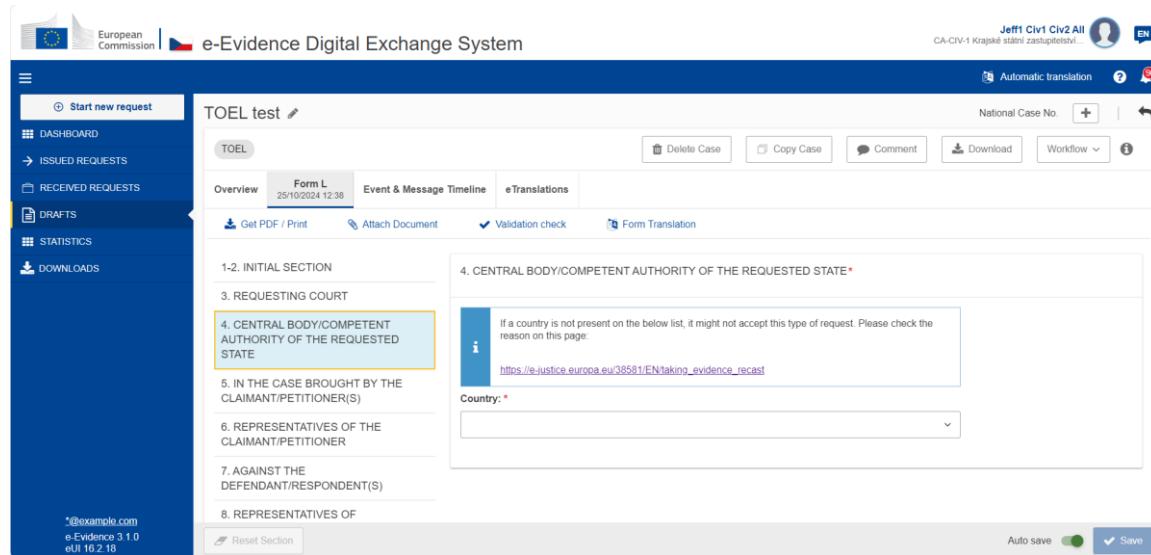
- ④ A new draft will be created and displayed with Form B ready for completion.
- ⑤ Complete **sections 1-12 and Signature and Date section** of ToE Form L by using the List of Sections menu.

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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.

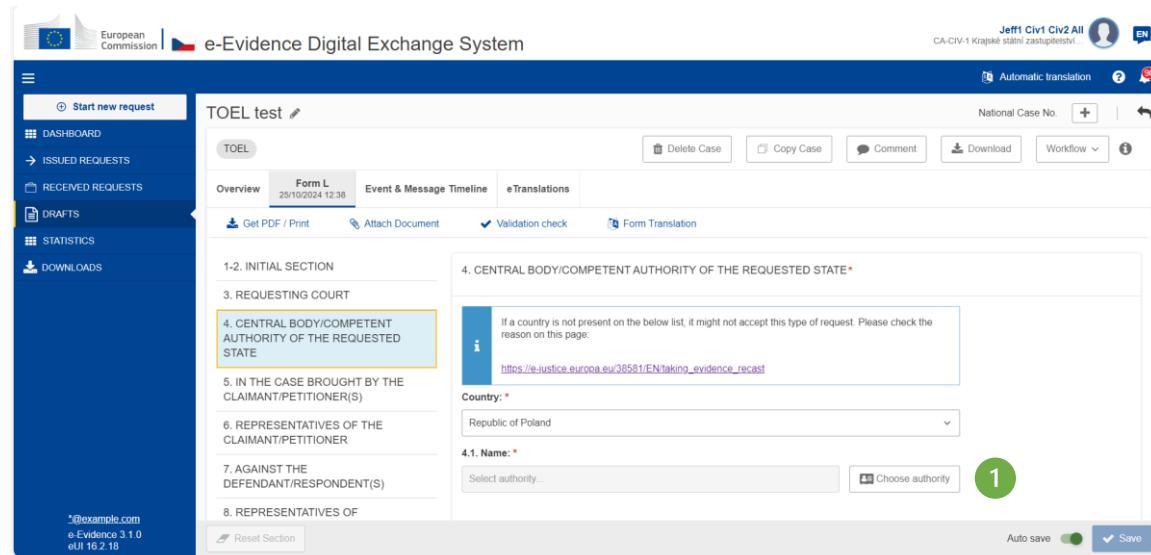
8.2.1.4. Choosing Executing Authority

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



The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar menu includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'TOEL test' and shows 'Form L' (25/10/2024 12:38). The '4. CENTRAL BODY/COMPETENT AUTHORITY OF THE REQUESTED STATE' section is highlighted. A note states: 'If a country is not present on the below list, it might not accept this type of request. Please check the reason on this page.' Below this is a link: https://e-justice.europa.eu/38581/EN/taking_evidence_recast. A dropdown menu for 'Country:' is open, showing a list of countries. The 'Save' button is visible at the bottom right.

Figure 168: ToE Form L section 4. Central Body/ Competent Authority



The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar menu includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'TOEL test' and shows 'Form L' (25/10/2024 12:38). The '4. CENTRAL BODY/COMPETENT AUTHORITY OF THE REQUESTED STATE' section is highlighted. A note states: 'If a country is not present on the below list, it might not accept this type of request. Please check the reason on this page.' Below this is a link: https://e-justice.europa.eu/38581/EN/taking_evidence_recast. A dropdown menu for 'Country:' is open, showing 'Republic of Poland' selected. The 'Name:' field contains 'Select authority...' and the 'Choose authority...' button is visible. A green circle with the number '1' is overlaid on the 'Choose authority...' button. The 'Save' button is visible at the bottom right.

Figure 169: ToE Form L: Selecting an Executing Authority

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① Click **Choose Authority** button.

Please enter required params:
postal code: *

2

Search

SEARCH RESULTS

No Search result

Select

Figure 170: 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 request.

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Please enter required params:
postal code: *

praha

Search

SEARCH RESULTS

RECEIVING AGENCIES

No Search result

CENTRAL BODY

Name	Municipality	Actions
CZ(1) Krajske statni zastupitelstvi Usti nad Labem	Usti nad Labem	
3 CZ(2) Krajské státní zastupitelství Praha	Praha 1	
CZ(3) Krajské státní zastupitelství Praha tb	Praha 1t	

4 Select

Figure 171: 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 request – TOEX

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

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

1 e-Evidence Digital Exchange System

Start new request

My Dashboard

Issued requests

Received requests

Drafts

26/11/2023 EO-PL-HU-2023-11-28-0001-1 Test_Author

27/11/2023 EO-PL-HU-2023-11-27-0001-1 2160 retest

My tasks

Linked request f... EO 18/09/2023 17:15 Complete

Linked request f... EO 18/09/2023 18:39 Complete

Figure 172: 'Start new request' button

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

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Prepare request

Start a new request

Type of Request *

TOEX Exceptional taking of evidence 2

Subject of Request *

TOEX test 3 246

System Case Number is auto-generated when the request is sent.
Date of Request is auto-generated when the request is sent.

Continue

Figure 173: Create new TOEX request

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.

Start new request

DASHBOARD

ISSUED REQUESTS

RECEIVED REQUESTS

DRAFTS

STATISTICS

DOWNLOADS

TOEX test 4

TOEX

Overview

TOEX

Event & Message Timeline

eTranslations

Attach Document

Form Translation

Competent authorities *

Issuing State

Czech Republic

Executing State *

Select executing state

Message *

Reset Section

Auto save

Save

Figure 174: TOEX draft request

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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.

The screenshot shows the TOEX test draft in the e-Evidence system. The 'TOEX' tab is active. The 'Executing State' dropdown is open, showing 'Select executing state'. The 'Message' text area is empty. The bottom right corner shows 'Auto save' and 'Save' buttons.

Figure 175: TOEX selecting executing state

① Select Executing State from the list.

The screenshot shows the TOEX test draft in the e-Evidence system. The 'TOEX' tab is active. The 'Executing State' dropdown is populated with 'Republic of Poland'. The 'Executing Authority' dropdown is open, showing 'Choose authority'. A green circle labeled '1' is over the 'Executing State' dropdown, and a green circle labeled '2' is over the 'Choose authority' button. The bottom right corner shows 'Auto save' and 'Save' buttons.

Figure 176: TOEX: selecting executing authority

② Click Choose Authority button.

For selection of the executing authority of exceptional cases, the RI displays all authorities that have a relevant instrument assigned in CDB (for TOEX instrument TE – service of

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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).

Name	Municipality	Actions
CA-CIV-2 Krajské státní zastupitelství Praha	Usti nad Labem	
CA-CIV-3 Krajské státní zastupitelství Praha I b	Usti nad Labem	
CA-CIV-4 Krajské státní zastupitelství Praha	Usti nad Labem	

Figure 177: 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 form 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

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been filled. You can **trigger validation manually** at any time, while you edit a Form A or Form L.

To trigger validation:

The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar lists 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'TOEL test' and shows 'Form L 25/10/2024 12:38'. Below the form, there are buttons for 'Get PDF / Print', 'Attach Document', 'Validation check' (which has a green circle '2' over it), and 'Form Translation'. The form itself is titled 'REQUEST FOR DIRECT TAKING OF EVIDENCE' and contains several sections and fields. A green circle '1' is placed over the 'Form L' tab.

Figure 178: ToE Form L validation

① View an edited case and select **Form A/ Form L** tab.

② Click **Validation check**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. The left sidebar is identical to Figure 178. The main area shows 'Form L 25/10/2024 12:38'. The 'Validation check' button has a green circle '2' over it. A red validation error message box is open, stating 'Warning Please fill all required fields', with a green circle '3' over the 'Save' button. The '1-2. INITIAL SECTION' section is highlighted with a yellow box and has a green circle '1' over it.

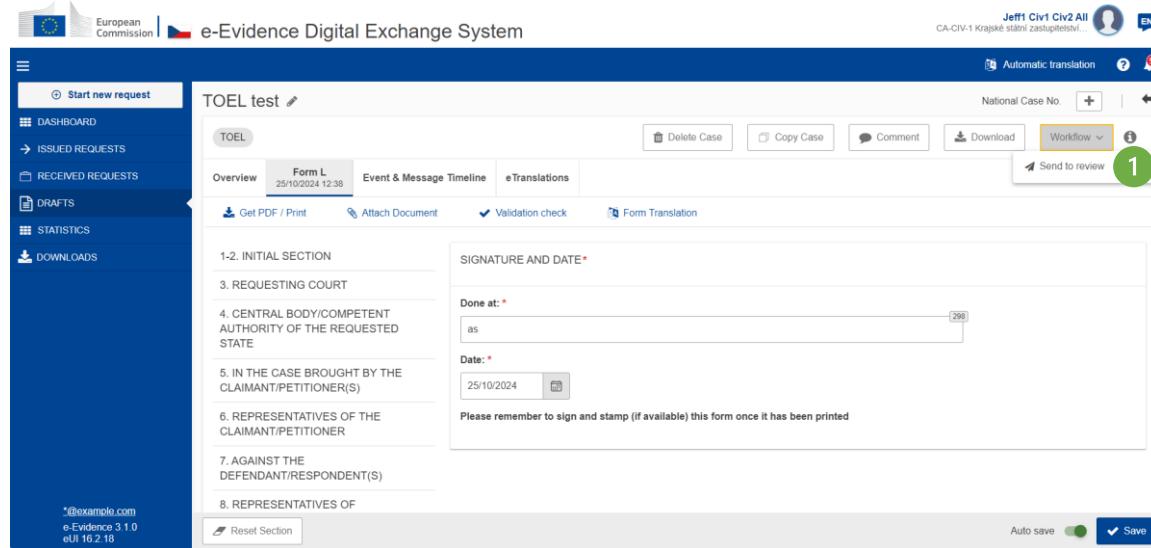
Figure 179: ToE Form L mandatory fields

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.

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8.2.1.8. Pushing a case to the next step

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



The screenshot shows the e-Evidence Digital Exchange System interface. The top navigation bar includes the European Commission logo, the system name 'e-Evidence Digital Exchange System', and user information for 'Jeffi Civ1 Civ2 All' and 'CA-CIV-1 Krajské státní zastupitelství...'. The main content area is titled 'TOEL test' and shows 'Form L' (25/10/2024 12:38). The interface includes a sidebar with 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWLOADS'. The main form area has tabs for 'Overview', 'Form L', 'Event & Message Timeline', and 'eTranslations'. The 'Form L' tab is active, showing sections 1-2 through 8. Section 1-2 is titled 'INITIAL SECTION' and section 8 is 'REPRESENTATIVES OF'. A 'SIGNATURE AND DATE' section is present with fields for 'Done at:' and 'Date:'. A note at the bottom says 'Please remember to sign and stamp (if available) this form once it has been printed'. The bottom right of the form has 'Auto save' and 'Save' buttons. The 'Workflow' button is highlighted with a yellow box and a green circle containing the number 1, and a dropdown menu shows 'Send to review'.

Figure 180: 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.

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

The screenshot shows the 'TOEL test' case in the e-Evidence Digital Exchange System. The 'Workflow' button is highlighted in blue, and a green circle with the number '1' is positioned next to it, indicating the first step in the process. The status of the case is 'READY TO REVIEW'.

Figure 181: 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.

The screenshot shows the 'TOEL test' case in the e-Evidence Digital Exchange System. The status has been updated to 'POSITIVELY REVIEWED'. The 'Workflow' button is now disabled, indicating that the user has no other actions to perform.

Figure 182: ToE Form L: 'Positively reviewed' status

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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 183: 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.

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The screenshot shows the 'TOEL test' case in the e-Evidence Digital Exchange System. The case details are as follows:

- Form L**: 25/10/2024 12:38
- Event & Message Timeline**
- eTranslations**
- ISSUING STATE**: Czech Republic
- EXECUTING STATE**: Republic of Poland
- ISSUING AUTHORITY**: CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem
- EXECUTING AUTHORITY**: CA-CIV-1 CIVIL Ministerstvo Spravedlnosti (Departament Ws...)
- STATUS**: READY TO SIGN
- LINKED CASES**: No cases linked
- Request started on**: 25/10/2024
- Latest update on**: 25/10/2024
- ASSIGNED USERS**: Jeff1 Civ1 Civ2 All
- ATTACHED DOCUMENTS**: No attachments yet

Figure 184: Signing ToE Form L

② After the user clicks **Sign** in Workflow, then the RI displays a pop-up window.

The screenshot shows a pop-up window titled 'Signature Form L' with the following steps:

1. Please download The Form L PDF document to your disk. [Download Form L](#)
2. You can change the document format if necessary:
 - Digital signature in PDF format (recommended)
 - Other types of signatures
3. Sign the document and upload it. [Upload signed Form L](#)

At the bottom right of the pop-up is a 'Submit' button with a checked checkbox.

Figure 185: 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](#)'.

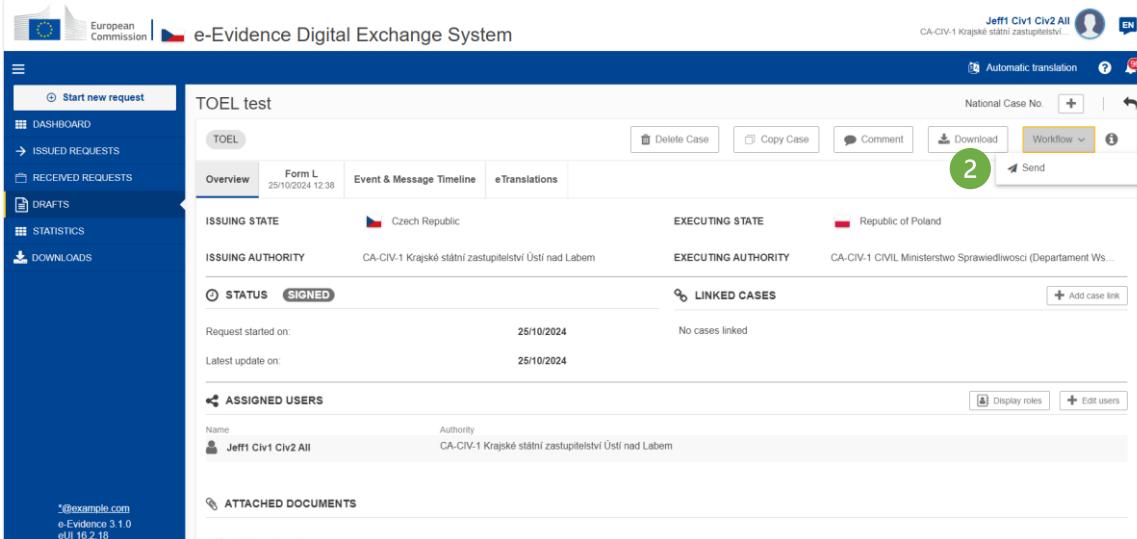
Sending Form L:

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

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

① Open a case.

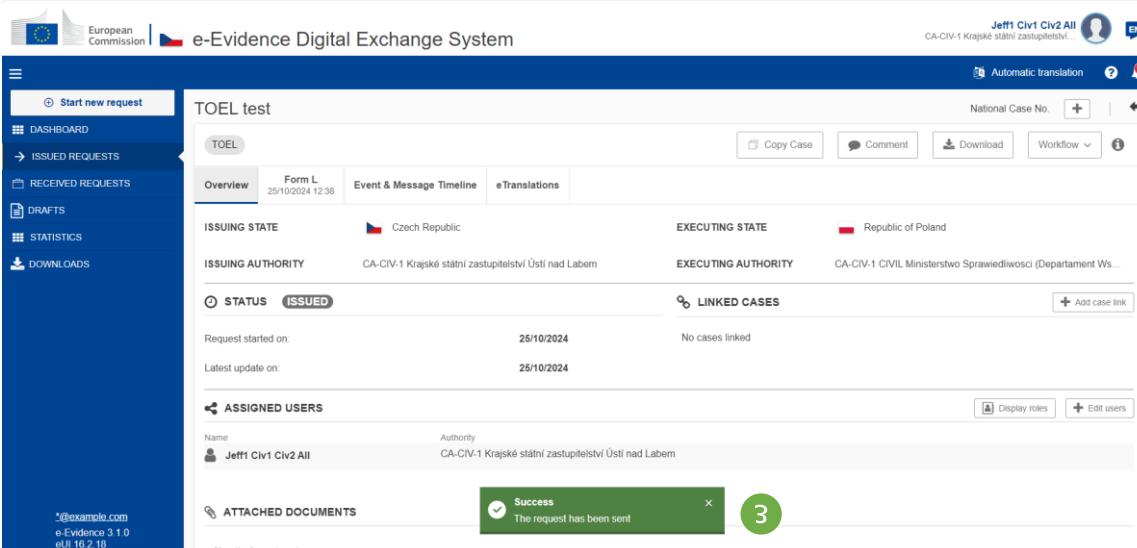


The screenshot shows the 'TOEL test' case in the 'e-Evidence Digital Exchange System'. The 'Send' button in the top right corner is circled in green and labeled '2'.

Figure 186: Sending ToE Form L

② Click Workflow > Send

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



The screenshot shows the 'TOEL test' case in the 'e-Evidence Digital Exchange System' after sending. A green success message box at the bottom right states 'Success: The request has been sent'. The 'Success' icon is circled in green and labeled '3'.

Figure 187: 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'.

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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)

TOEA TOEA-PL-CZ-2024-03-14-0001-1

Overview Form A 14/03/2024 12:45 Event & Message Timeline

ISSUING STATE Republic of Poland EXECUTING STATE Czech Republic

ISSUING AUTHORITY Auth1 EXECUTING AUTHORITY Auth2

Status ISSUED

Request started on: 14/03/2024 12:42 No cases linked

Latest update on: 14/03/2024 12:45

Workflow

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

+ Add case link

Figure 188: TOEA Workflow State: ISSUED (Open)

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TOEL TOEL-PL-CZ-2024-03-21-0001-1

Overview Form L 21/03/2024 13:38 Event & Message Timeline

ISSUING STATE Republic of Poland EXECUTING STATE Czech Republic

ISSUING AUTHORITY Auth1 EXECUTING AUTHORITY Auth2

Status ISSUED

Request started on: 21/03/2024 12:24 Latest update on: 21/03/2024 13:38

No cases linked

Decision:

Workflow: Create Form N, Create Form F, Withdrawal, Send other information, Close a case

Figure 189: TOEL Workflow State: ISSUED (Open)

Workflow State: CLOSED

European Commission e-Evidence Digital Exchange System Test All Roles And Groups Assigned

ToE test

TOEA TOEA-PL-CZ-2024-03-21-0001-1

Overview Form A 21/03/2024 16:19 Event & Message Timeline

ISSUING STATE Republic of Poland EXECUTING STATE Czech Republic

ISSUING AUTHORITY Auth1 EXECUTING AUTHORITY Auth2

Status CLOSED

Request started on: 21/03/2024 12:03 Latest update on: 21/03/2024 16:19

No cases linked

Decision:

Workflow: Delete Case, Send other information, Reopen a case

Figure 190: TOEA Workflow State: CLOSED

European Commission e-Evidence Digital Exchange System Test All Roles And Groups Assigned

ToEL test

TOEL TOEL-PL-CZ-2024-03-21-0001-1

Overview Form L 21/03/2024 13:38 Event & Message Timeline

ISSUING STATE Republic of Poland EXECUTING STATE Czech Republic

ISSUING AUTHORITY Auth1 EXECUTING AUTHORITY Auth2

Status CLOSED

Request started on: 21/03/2024 12:24 Latest update on: 21/03/2024 16:15

No cases linked

Decision:

Workflow: Delete Case, Send other information, Reopen a case

Assigned users

Display roles, Edit users

Figure 191: TOEL Workflow State: CLOSED

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8.3. Withdraw TOEA

The screenshot shows the 'ToE A test' case overview. The 'Workflow' menu is open, and the 'Withdrawal' option is highlighted with a green circle and the number 2.

Figure 192: Withdraw TOEA

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

Then, the RI displays a draft version of Withdrawal Form.

The screenshot shows the 'ToE A test' case overview with the 'Withdrawal' tab selected. A green box highlights the 'List of Sections' menu, and a green circle with the number 3 points to it. Another green circle with the number 4 points to the 'Send' button.

Figure 193: Steps to withdraw a TOEA request

- 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.

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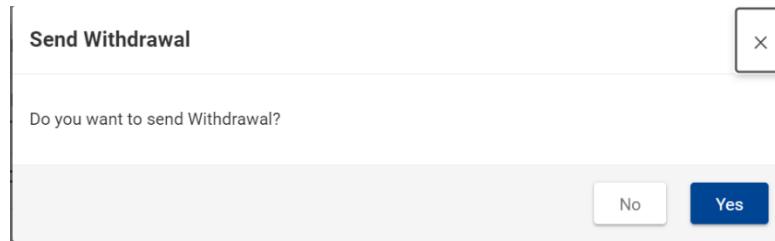


Figure 194 TOEA: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

8.4. Withdraw TOEL

Figure 195: Withdraw TOEL

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

5

Then, the RI displays a draft version of Withdrawal Form.

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Figure 196: Steps to withdraw a TOEL request

- 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.

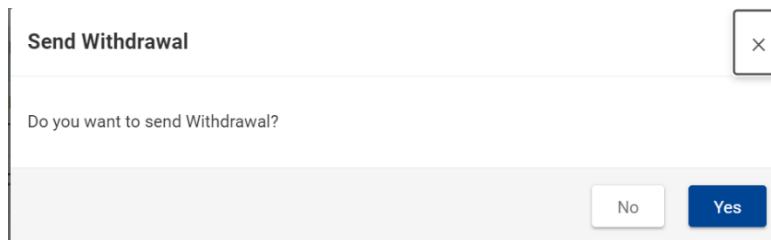


Figure 197: TOEL: Send Withdrawal confirmation

The status of the case will be changed to WITHDRAWN.

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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.

The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar menu includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS' (highlighted), 'DRAFTS', 'STATISTICS', and 'DOWLOADS'. The main content area is titled 'TOEA test' and shows a request for 'TOEA-PL-CZ-2024-10-24-0001-1'. The request details are as follows:

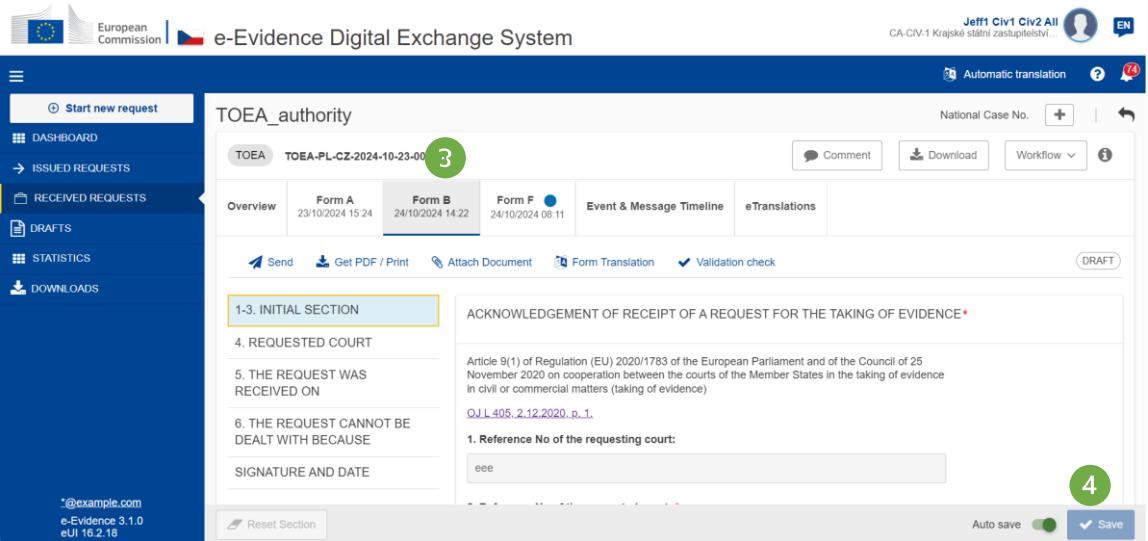
- ISSUING STATE:** Republic of Poland
- EXECUTING STATE:** Czech Republic
- ACCEPTED LANGUAGES:** CS, EN, SK
- EXECUTING AUTHORITY:** CA-CIV-1 Krajské státní zastupitelstv

The status is marked as 'RECEIVED'. The 'Workflow' menu on the right is open, showing options for creating forms A through N. The option 'Create Form B' is highlighted with a green circle and the number 2.

Figure 198: TOEA: Creating Form B: Acknowledgement of receipt

- ② Click Workflow > Create Form B.

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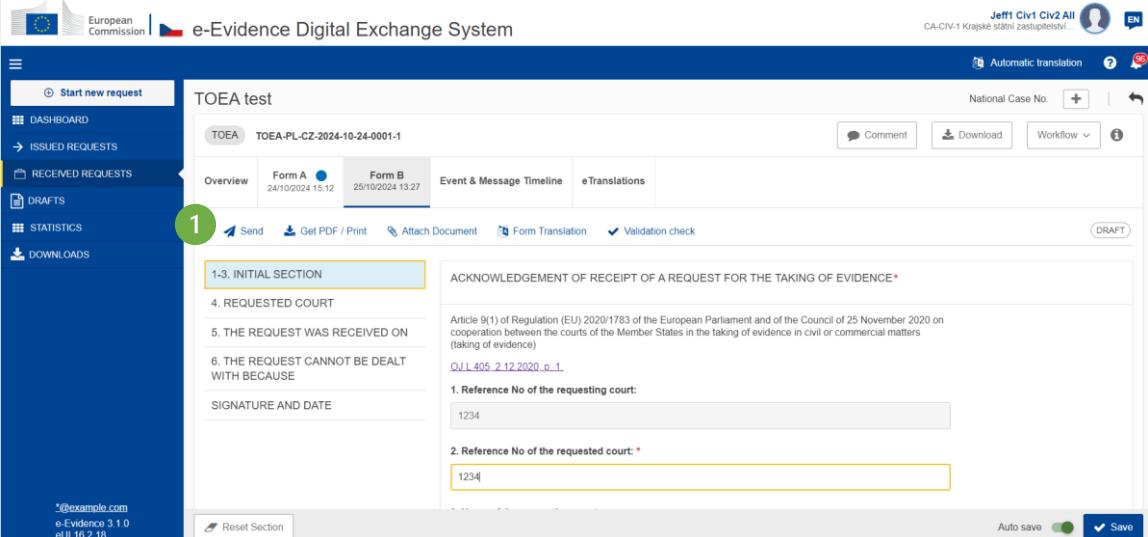


The screenshot shows the e-Evidence Digital Exchange System interface. The top navigation bar includes the European Commission logo, the system name 'e-Evidence Digital Exchange System', and a user profile for 'Jeff1 Civ1 Civ2 All'. The main content area is titled 'TOEA_authority' and shows a 'Form B' tab selected. The form contains sections for '1-3. INITIAL SECTION', '4. REQUESTED COURT', '5. THE REQUEST WAS RECEIVED ON', '6. THE REQUEST CANNOT BE DEALT WITH BECAUSE', and 'SIGNATURE AND DATE'. A note about Article 9(1) of Regulation (EU) 2020/1783 is present. The bottom right of the form area has a 'Save' button with a green circle '4' over it. The left sidebar shows navigation links like 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (which is selected and highlighted in blue), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. A footer at the bottom left shows the email '@example.com' and the software version 'e-Evidence 3.1.0 eUI 16.2.18'.

Figure 199: 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:



The screenshot shows the e-Evidence Digital Exchange System interface. The top navigation bar includes the European Commission logo, the system name 'e-Evidence Digital Exchange System', and a user profile for 'Jeff1 Civ1 Civ2 All'. The main content area is titled 'TOEA test' and shows a 'Form B' tab selected. The form contains sections for '1-3. INITIAL SECTION', '4. REQUESTED COURT', '5. THE REQUEST WAS RECEIVED ON', '6. THE REQUEST CANNOT BE DEALT WITH BECAUSE', and 'SIGNATURE AND DATE'. A note about Article 9(1) of Regulation (EU) 2020/1783 is present. The bottom right of the form area has a 'Send' button with a green circle '2' over it. The action bar at the top also has a 'Send' button with a green circle '1' over it. The left sidebar shows navigation links like 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. A footer at the bottom left shows the email '@example.com' and the software version 'e-Evidence 3.1.0 eUI 16.2.18'.

Figure 200: TOEA: Form B: Acknowledgement of receipt – send button

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

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Figure 201: TOEA: Sending Form B

② Click Upload document.

Figure 202: 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.

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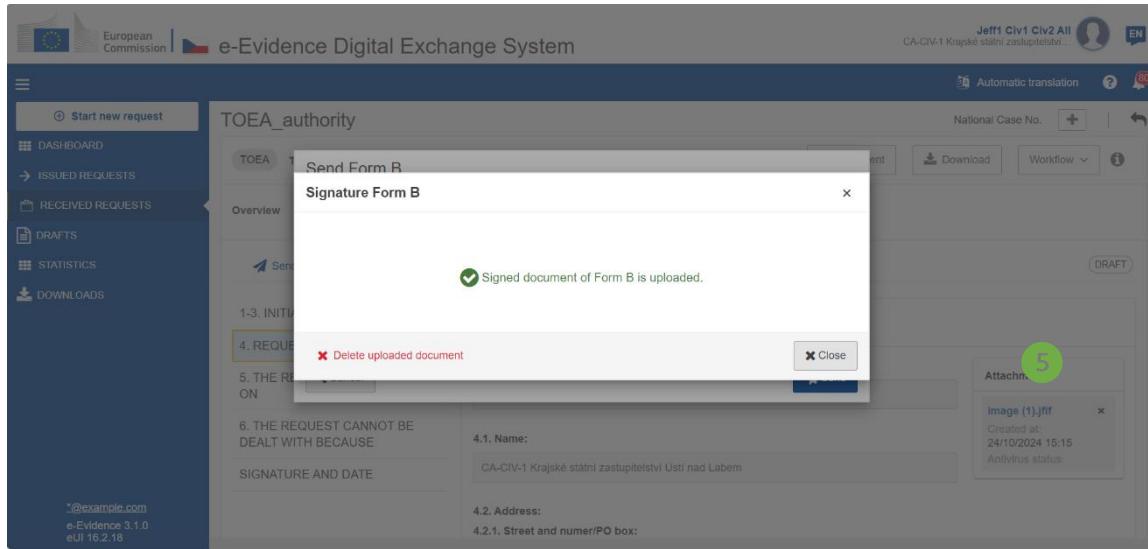


Figure 203: Signed document of ToE Form B uploaded

④ Signed document should be uploaded.

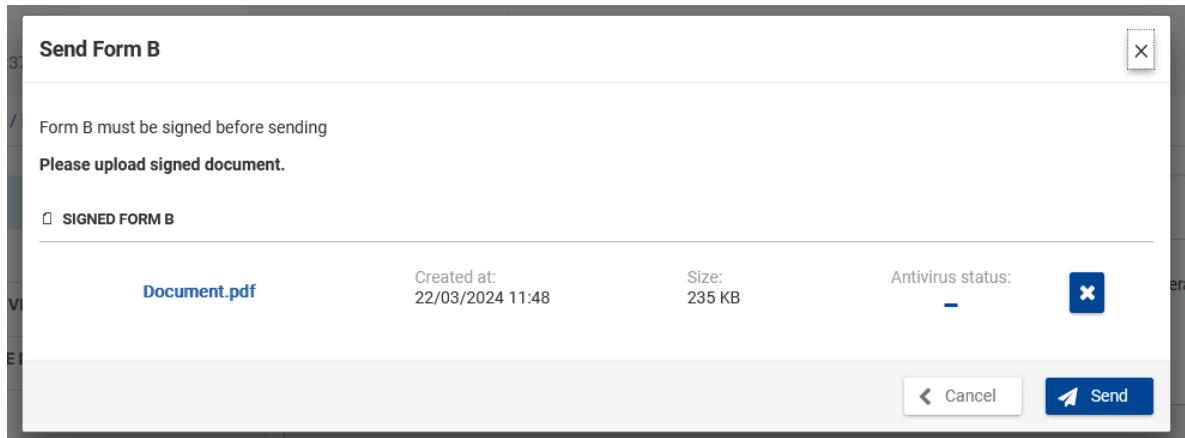


Figure 204: TOEA Form B: Send

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.

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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.

The screenshot shows the 'Form L' details view in the TOEL system. It is divided into two main sections: 'SENDER' and 'RECIPIENT'. The 'SENDER' section includes the logo of the Ministry of Justice of Poland, the name 'CA1 Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Człowieka)', an address 'Al. Ujazdowskie 11 00-950 Warszawa', a phone number '22 23 90 870', a fax number '22 62 80 949', and an email 'sekretariat.dwmpc@ms.gov.pl'. The 'RECIPIENT' section includes the logo of the Office of the State Prosecutor in Ústí nad Labem, the name 'CZ(1) Krajske statni zastupitelstvi Ústí nad Labem', an address 'Palac Zdar, Dlouha 1/12 62000 Ústí nad Labem', a phone number '22 23 90 870', a fax number '22 62 80 949', and an email 'podatelna@ksz.unl.justice.cz'. Below these sections is a table for 'ATTACHED DOCUMENTS' showing one file: 'Document.xml' (Created at: 25/04/2024 15:40, Size: 9 KB). At the bottom, it shows 'Delivery Status: DELIVERY' and 'Changed on: 25/04/2024 15:49'. There are buttons for 'Get PDF / Print' and 'Download Technical Evidence'.

Figure 205: TOEL – Form details view and delivery status

8.5.3. Provide Decision

8.5.3.1. TOEA – Form K

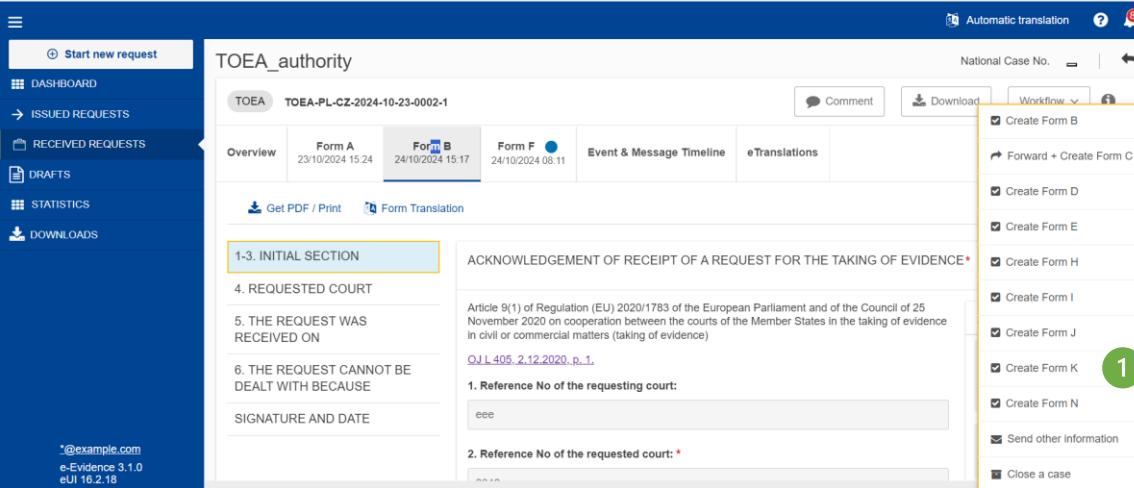
Form K is being used to send a decision that a received TOEA:

- has been executed,
- has been refused.

A user assigned to the case should:

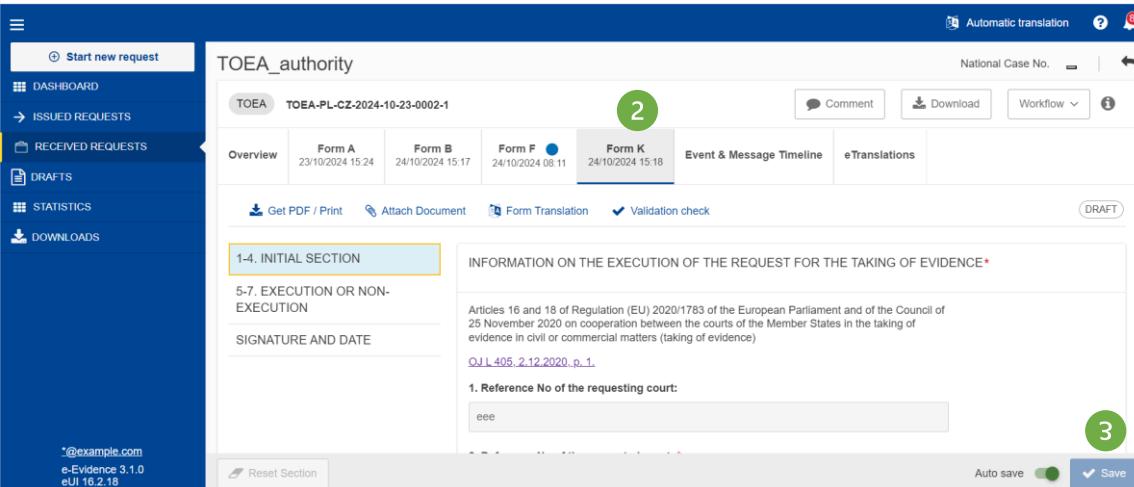
- ① Click **Workflow > Create Form K.**

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The screenshot shows the TOEA authority interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (which is selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'TOEA_authority' and shows a case 'TOEA_TOEA-PL-CZ-2024-10-23-0002-1'. A navigation bar at the top includes 'Comment', 'Download', 'Workflow', and a dropdown menu. The 'Workflow' dropdown is open, showing options like 'Create Form B', 'Forward + Create Form C', 'Create Form D', etc., with 'Create Form K' highlighted and circled in green with the number '1'. The main content area shows sections for '1-3. INITIAL SECTION' and 'ACKNOWLEDGEMENT OF RECEIPT OF A REQUEST FOR THE TAKING OF EVIDENCE*'. A note about Article 9(1) of Regulation (EU) 2020/1783 is present. Form fields for 'Reference No of the requesting court' and 'Reference No of the requested court' are shown.

Figure 206: TOEA: Workflow dropdown list – Create Form K



The screenshot shows the TOEA authority interface with the 'RECEIVED REQUESTS' section selected in the sidebar. The main area is titled 'TOEA_authority' and shows a case 'TOEA_TOEA-PL-CZ-2024-10-23-0002-1'. A navigation bar at the top includes 'Comment', 'Download', 'Workflow', and a dropdown menu. The 'Workflow' dropdown is open, showing options like 'Create Form B', 'Forward + Create Form C', 'Create Form D', etc., with 'Create Form K' highlighted and circled in green with the number '2'. The main content area shows sections for '1-4. INITIAL SECTION' and 'INFORMATION ON THE EXECUTION OF THE REQUEST FOR THE TAKING OF EVIDENCE*'. A note about Articles 16 and 18 of Regulation (EU) 2020/1783 is present. Form fields for 'Reference No of the requesting court' are shown. A 'DRAFT' button is visible. A green circle labeled '3' is located in the bottom right corner of the form area.

Figure 207: 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:

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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar lists navigation options: Start new request, DASHBOARD, ISSUED REQUESTS, RECEIVED REQUESTS, DRAFTS, STATISTICS, and DOWNLOADS. The main content area is titled 'TOEA_authority' and shows 'TOEA TOEA-PL-CZ-2024-10-23-0002-1'. Below this, there are tabs for Overview, Form A (23/10/2024 15:24), Form B (24/10/2024 15:17), Form F (24/10/2024 08:11), Form K (24/10/2024 15:18), Event & Message Timeline, and eTranslations. The Form K tab is active. Below the tabs are buttons for Get PDF / Print, Attach Document, Form Translation, and Validation check. The main content area displays sections 1-4, 5-7, and Signature and Date. To the right, a sidebar titled 'National Case No.' shows a list of actions with '1' circled around 'Send to review': Create Form B, Forward + Create Form C, Create Form D, Create Form E, Create Form H, Create Form I, Create Form J, Create Form K, Create Form N, Send other information, and Close a case.

Figure 208: TOEA Form K: send to review

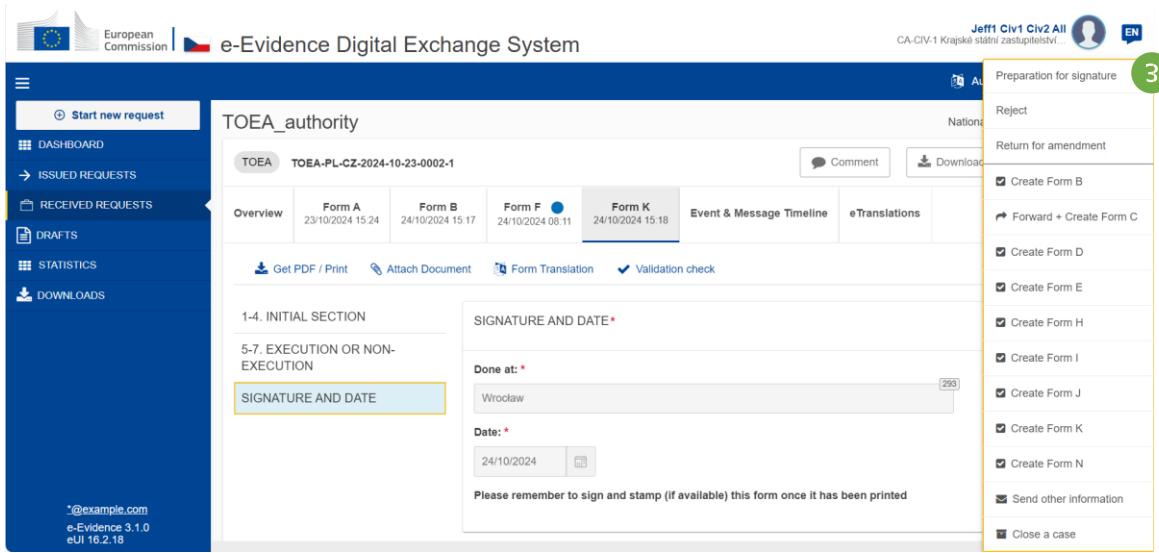
① Click **Send to review** button from Workflow.

The screenshot shows the e-Evidence Digital Exchange System interface, similar to Figure 208 but with the 'Accept Review' option selected. The right sidebar shows a list of actions with '2' circled around 'Accept Review': Accept Review, Reject, Return for amendment, Create Form B, Forward + Create Form C, Create Form D, Create Form E, Create Form H, Create Form I, Create Form J, Create Form K, Create Form N, Send other information, and Close a case. The main content area shows the same form structure as Figure 208, with the 'Signature and Date' section highlighted.

Figure 209: 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.

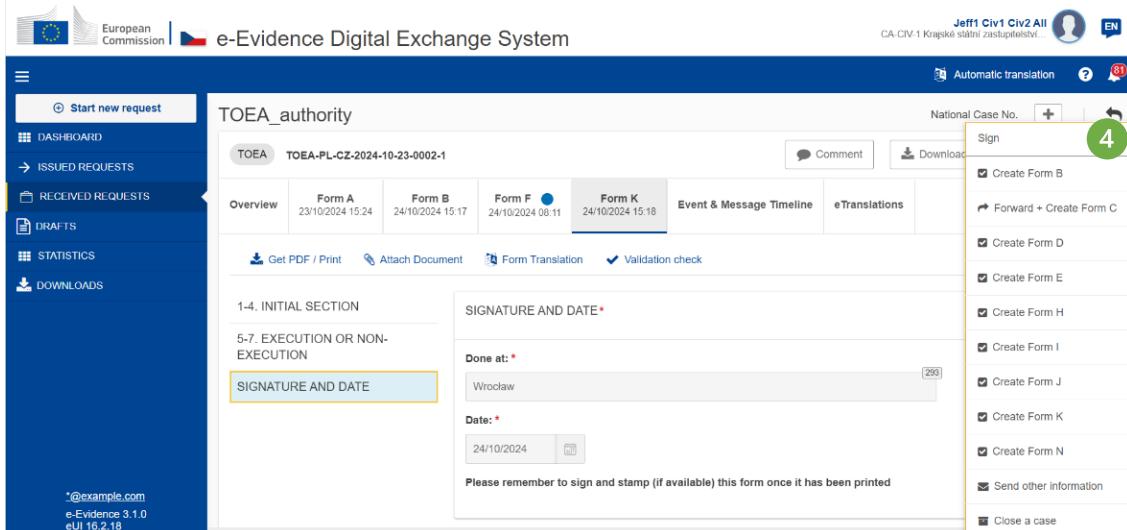
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The screenshot shows the e-Evidence Digital Exchange System interface. On the left is a dark sidebar with navigation links: 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'TOEA_authority' and shows 'TOEA TOEA-PL-CZ-2024-10-23-0002-1'. Below this are tabs for 'Overview', 'Form A', 'Form B', 'Form F', 'Form K' (selected), 'Event & Message Timeline', and 'eTranslations'. A sub-menu for 'Form K' includes 'Get PDF / Print', 'Attach Document', 'Form Translation', and 'Validation check'. The 'Form K' section contains fields for 'SIGNATURE AND DATE' with placeholder text 'Wroclaw' and '24/10/2024'. A note at the bottom says 'Please remember to sign and stamp (if available) this form once it has been printed'. On the right, a context menu is open with the following options: 'Preparation for signature' (highlighted with a green circle and the number 3), 'Reject', 'Return for amendment', 'Create Form B', 'Forward + Create Form C', 'Create Form D', 'Create Form E', 'Create Form H', 'Create Form I', 'Create Form J', 'Create Form K', 'Create Form N', 'Send other information', and 'Close a case'.

Figure 210: 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 shows the e-Evidence Digital Exchange System interface, similar to Figure 210 but with a different context menu. The 'Sign' option in the menu is highlighted with a green circle and the number 4. The rest of the menu options are the same as in Figure 210.

Figure 211: TOEA: Signature Form K

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

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Figure 212: ToE Form K uploading document

⑤ Click **Upload document**.

Figure 213: 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.

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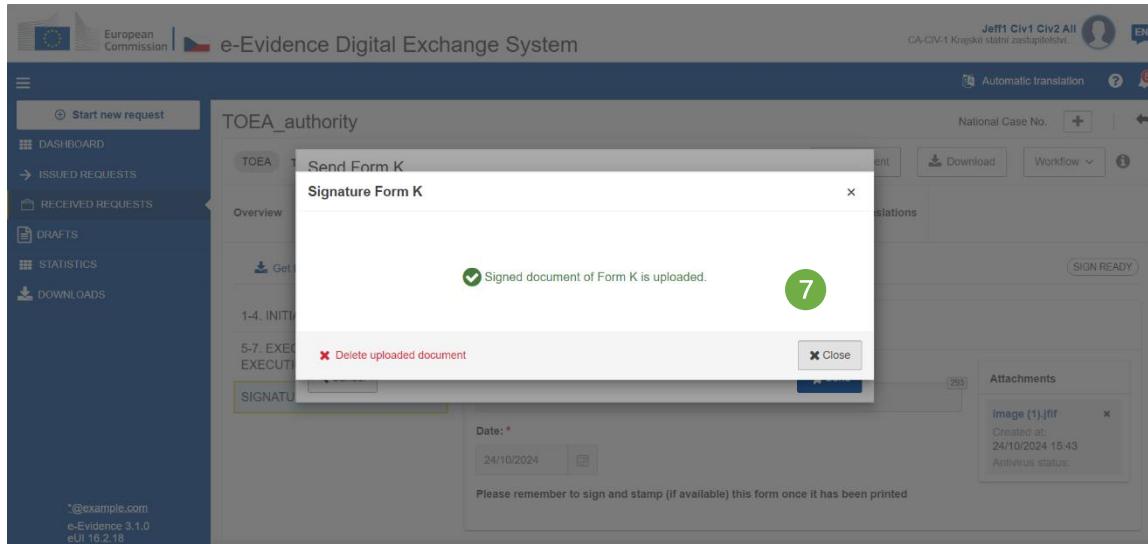


Figure 214: ToE Form K: confirmation pop-up

⑦ Close the confirmation pop-up.

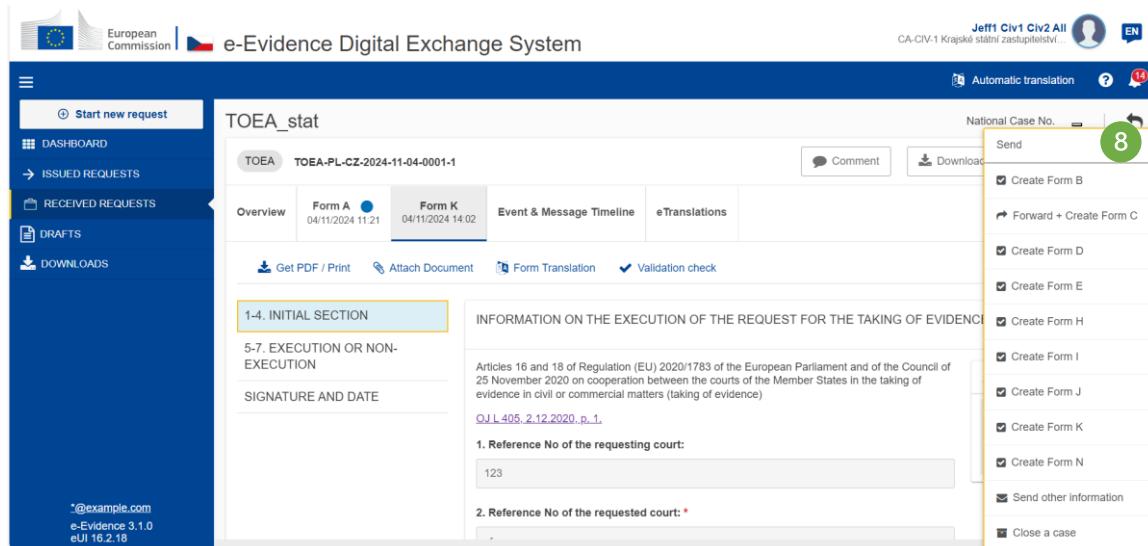


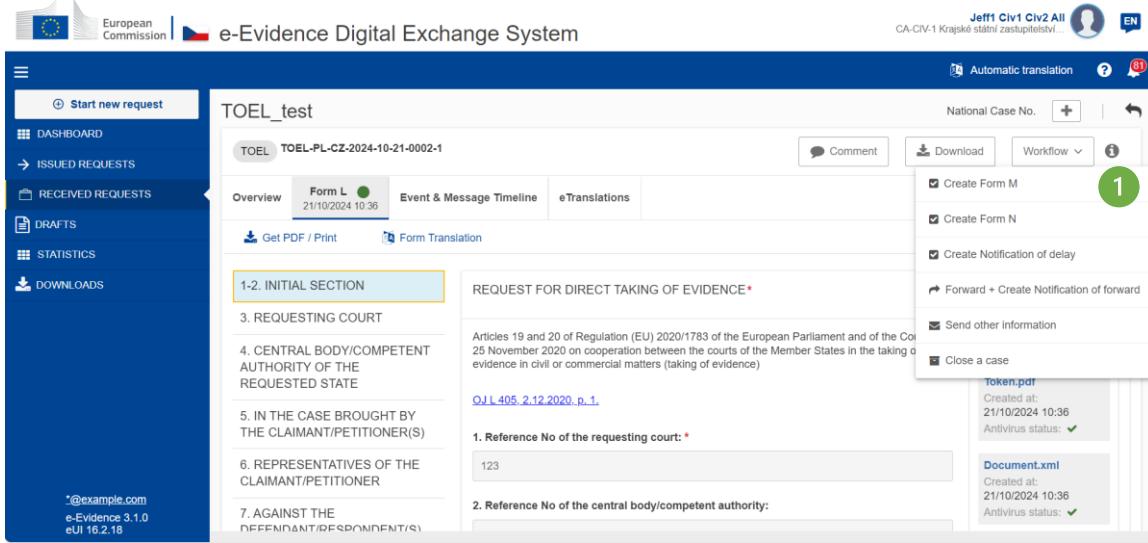
Figure 215: ToE Form K sending

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:

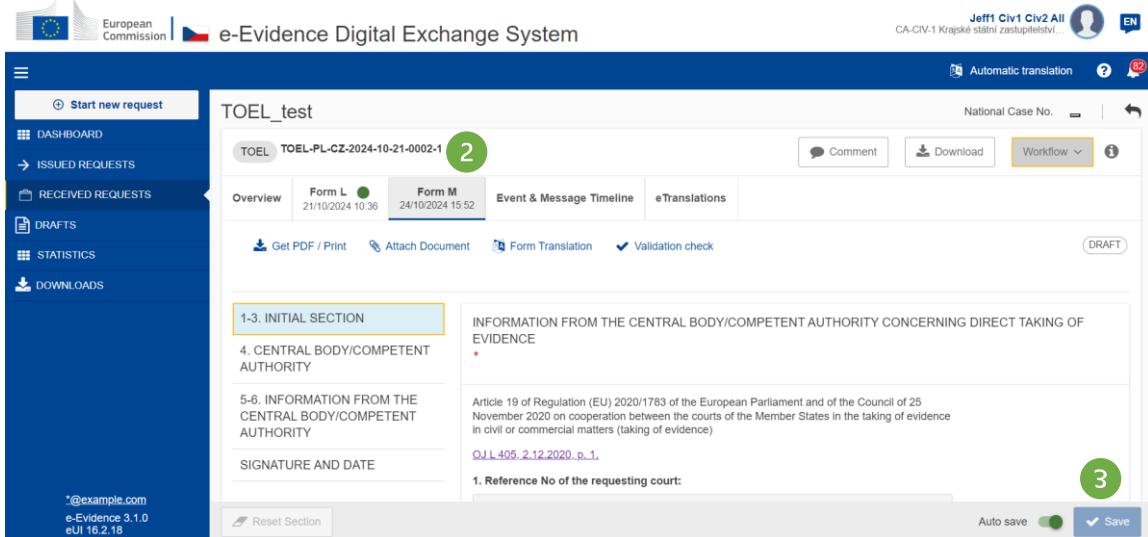
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The screenshot shows the 'e-Evidence Digital Exchange System' interface for a case titled 'TOEL_test'. The left sidebar includes links for 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (which is selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The top right features user information ('Jeffi Civ1 Civ2 All', 'CA-CIV-1 Krajské státní zastupitelství', 'EN') and a 'Workflow' dropdown menu. The main content area displays the 'REQUEST FOR DIRECT TAKING OF EVIDENCE' form. The 'Workflow' dropdown (circled with a green '1') contains options: 'Create Form M' (selected), 'Create Form N', 'Create Notification of delay', 'Forward + Create Notification of forward', 'Send other information', and 'Close a case'. Below the dropdown are two attachments: 'Token.pdf' (Created at: 21/10/2024 10:36, Antivirus status: ✓) and 'Document.xml' (Created at: 21/10/2024 10:36, Antivirus status: ✓).

Figure 216: TOEL: Workflow dropdown list – Create Form M

① Click Workflow > Create Form M.



The screenshot shows the 'e-Evidence Digital Exchange System' interface for a case titled 'TOEL_test'. The left sidebar includes links for 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The top right features user information ('Jeffi Civ1 Civ2 All', 'CA-CIV-1 Krajské státní zastupitelství', 'EN') and a 'Workflow' dropdown menu. The main content area displays the 'INFORMATION FROM THE CENTRAL BODY/COMPETENT AUTHORITY CONCERNING DIRECT TAKING OF EVIDENCE' section. The 'Workflow' dropdown (circled with a green '2') is open, showing the 'Create Form M' option. The 'Validation check' button is highlighted with a green '3'. The bottom right of the form has 'Auto save' and 'Save' buttons.

Figure 217: 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:

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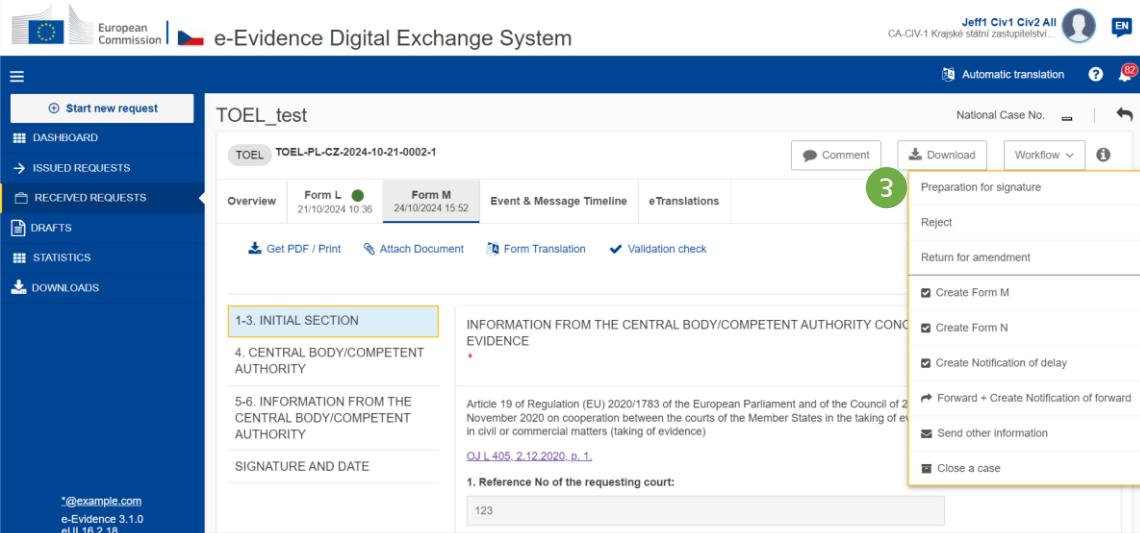
Figure 218: TOEL Form M: send button

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

Figure 219: 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.

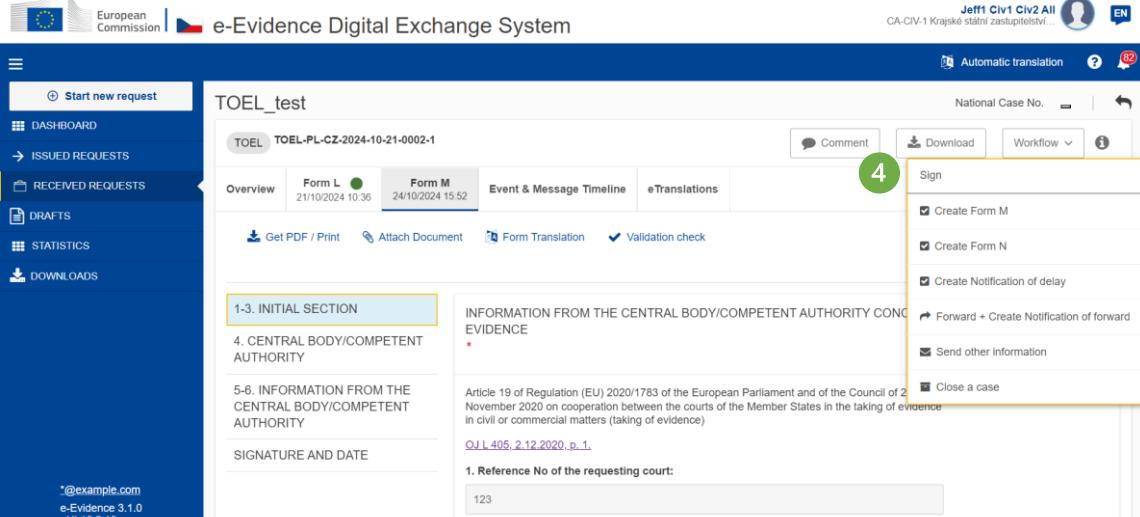
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The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area displays a case titled 'TOEL_test' with sub-sections '1-3. INITIAL SECTION', '4. CENTRAL BODY/COMPETENT AUTHORITY', '5-6. INFORMATION FROM THE CENTRAL BODY/COMPETENT AUTHORITY', and 'SIGNATURE AND DATE'. On the right, a vertical menu lists options: 'Preparation for signature' (selected), 'Reject', 'Return for amendment', 'Create Form M' (checked), 'Create Form N', 'Create Notification of delay', 'Forward + Create Notification of forward', 'Send other information', and 'Close a case'. A green circle with the number 3 is positioned near the 'Preparation for signature' option.

Figure 220: 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.



The screenshot shows the 'e-Evidence Digital Exchange System' interface, similar to Figure 220. The 'Sign' option in the right-hand menu is selected, indicated by a green circle with the number 4. The rest of the interface is identical to Figure 220, showing the 'TOEL_test' case and its sections.

Figure 221: Signing ToE Form M

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

The screenshot shows the 'Send Form M' step of a request titled 'TOEL_test'. A green circle with the number 5 is overlaid on the 'Upload document' button. The background shows the 'TOEL_test' request details and a note about the need to sign the document before sending.

Figure 222: ToE Form M: upload document

⑤ Click Upload document.

The screenshot shows the 'Signature Form M' dialog box. A green circle with the number 6 is overlaid on the 'Upload signed message' button. The dialog box contains instructions for downloading the Form M PDF and selecting a signature type.

Figure 223: 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.

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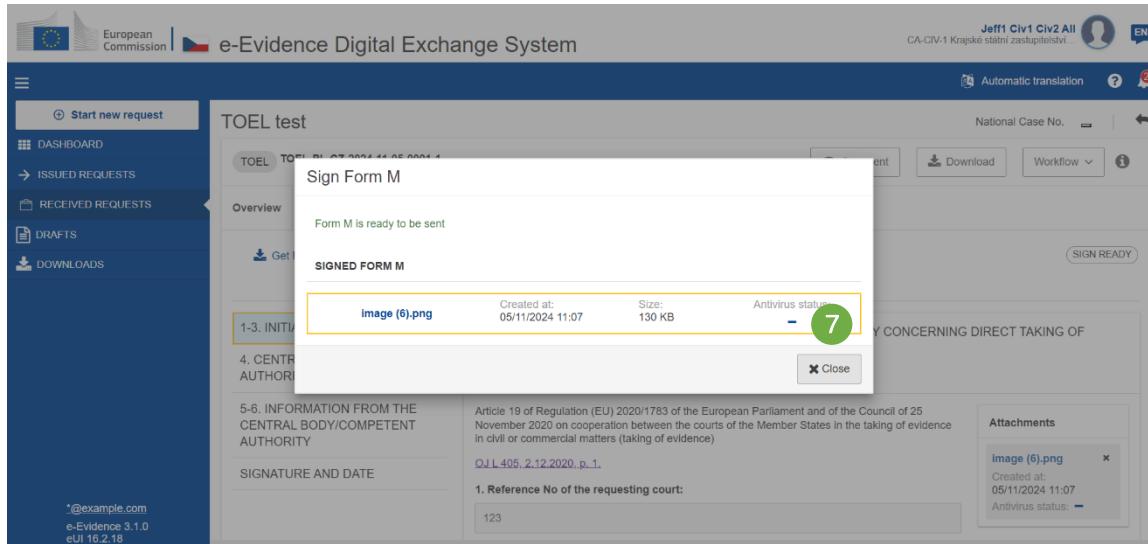


Figure 224: ToE Form M confirmation pop-up

⑦ Close the confirmation pop-up.

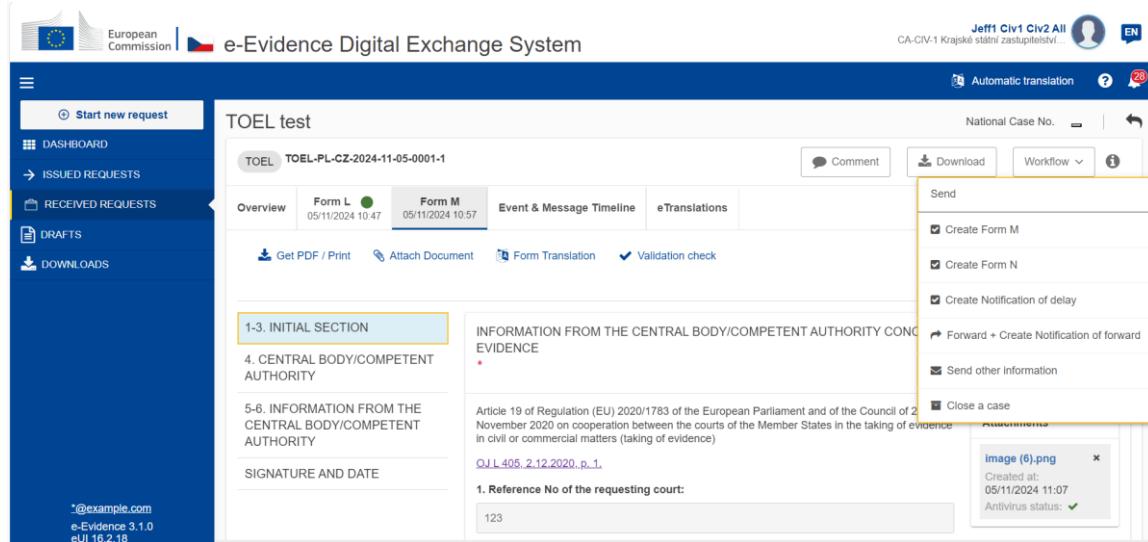


Figure 225: ToE Form M sending

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

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Figure 226: 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 RI automatically creates 'Notification of forward' tab.

Figure 227: ToE Form M automatic forward and 'Notification of forward'

⑨ The user should complete and send the Notification of forward.

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8.5.4. Forward TOEA

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

The screenshot shows the e-Evidence Digital Exchange System interface. On the left, there's a sidebar with navigation links: 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS' (which is selected and highlighted in blue), 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'TOEA test' and shows a request for 'TOEA-PL-CZ-2024-10-24-0001-1'. It has tabs for 'Overview', 'Form A' (selected, dated 24/10/2024 15:12), 'Form B' (25/10/2024 13:27), 'Event & Message Timeline', and 'eTranslations'. Below these tabs are buttons for 'Send', 'Get PDF / Print', 'Attach Document', 'Form Translation', and 'Validation check'. The main body of the request contains sections: '1-3. INITIAL SECTION', '4. REQUESTED COURT', '5. THE REQUEST WAS RECEIVED ON', '6. THE REQUEST CANNOT BE DEALT WITH BECAUSE', and 'SIGNATURE AND DATE'. A signature box contains the text '1234'. On the right, there's a 'Workflow' dropdown menu with various options, one of which is 'Forward + Create Form C', indicated by a green circle labeled '1'. At the bottom right of the main area are 'Auto save' and 'Save' buttons.

Figure 228: TOEA: Workflow dropdown list – Forward + Create Form C

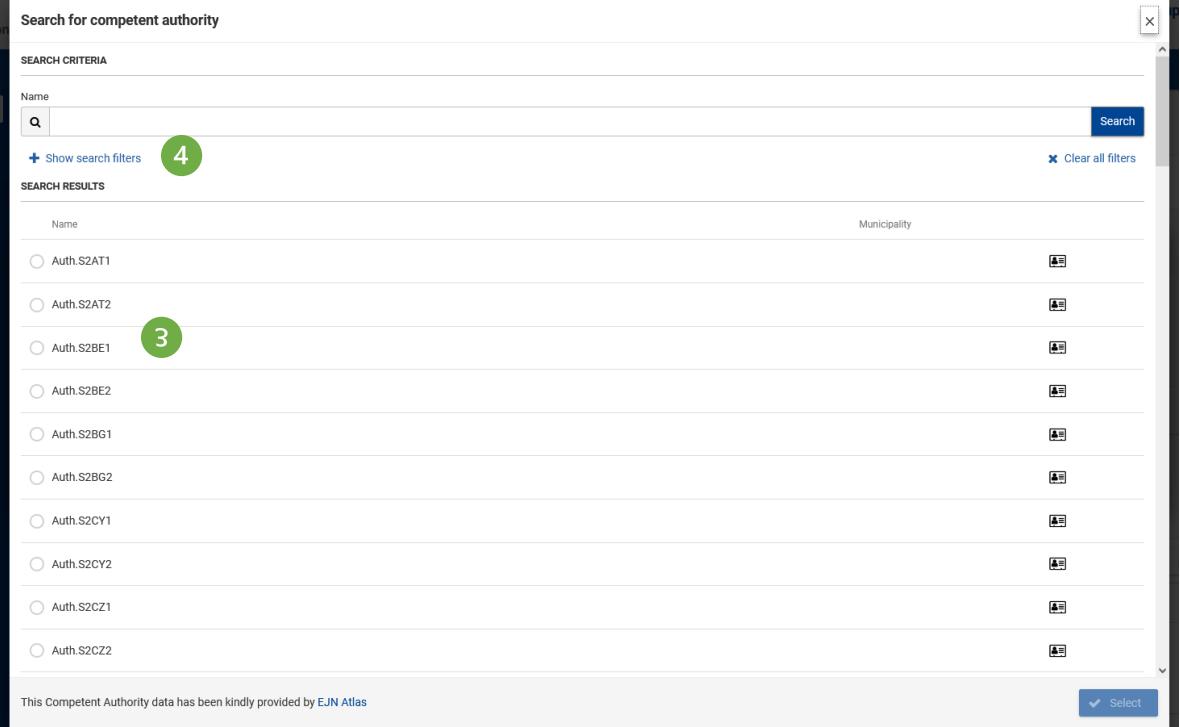
① Click **Workflow > Forward + Create Form C**.

The screenshot shows a 'Forward + Create Form C' pop-up window. It has two main sections: 'SENDER' on the left and 'RECIPIENT' on the right. The 'SENDER' section shows 'Auth2' with an address of '12345 undefined' and a phone number '12345678'. The 'RECIPIENT' section has a placeholder text 'The Authority to which the case is transmitted'. At the bottom of the window are buttons for 'Attach Document', 'Cancel', and 'Choose authority', with the 'Choose authority' button highlighted by a green circle labeled '2'.

Figure 229: TOEA: Forward + Create Form C pop-up window

② Click **Choose Authority** button.

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The screenshot shows a search interface for 'Competent authority' within the 'Service of Documents & Taking of Evidence' module. The search criteria include a 'Name' field with a placeholder 'Search for competent authority' and a 'Search' button. A 'Show search filters' button is highlighted with a green circle containing the number '4'. The search results table has columns for 'Name' and 'Municipality', with a 'Select' button at the bottom right. The results list 12 entries, with 'Auth.S2BE1' highlighted with a green circle containing the number '3'. The bottom of the interface includes a note about EJN Atlas and a 'Select' button.

Name	Municipality
Auth.S2AT1	
Auth.S2AT2	
Auth.S2BE1	
Auth.S2BE2	
Auth.S2BG1	
Auth.S2BG2	
Auth.S2CY1	
Auth.S2CY2	
Auth.S2CZ1	
Auth.S2CZ2	

Figure 230: 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.

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Search for competent authority

SEARCH CRITERIA

Name: praha

Municipality: 5

Postal Code:

Address:

SEARCH RESULTS

Name	Municipality
CZ(2) Krajské státní zastupitelství Praha	Praha 1
CZ(6) Krajské státní zastupitelství Praha	Praha 1
CZ(7) Krajské státní zastupitelství Praha tb	Praha 1t
HU(3) Krajské státní zastupitelství Praha tb	Praha 1t
HU(4) Krajské státní zastupitelství Praha	Praha 3

This Competent Authority data has been kindly provided by [EJN Atlas](#)

Form D

Figure 231: 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:

Forward + Create Form C

SENDER

Auth2

address: 12345 undefined

12345678

4356789

RECIPIENT

Auth3

address: 12345 undefined

12345678

4356789

Attach Document

Change 9

Cancel Send

Figure 232: TOEA: Forward + Create Form C pop-up window and filled in data of the appropriate requested court

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

Figure 233: 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 234: TOEA: Sending Form C

⑫ Click **Upload document**.

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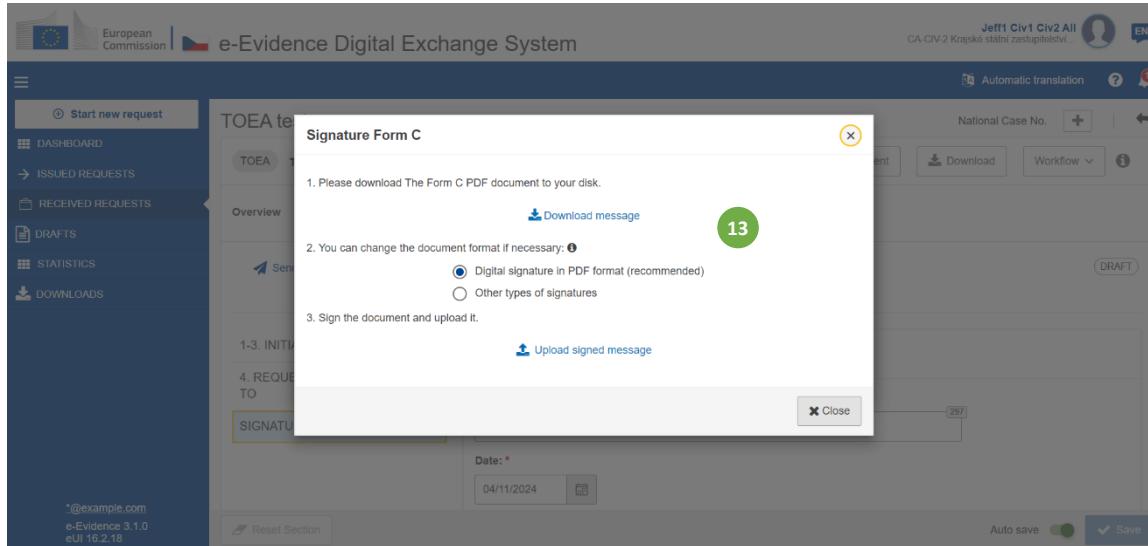


Figure 235: TOEA: Signature Form C

⑯ 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.

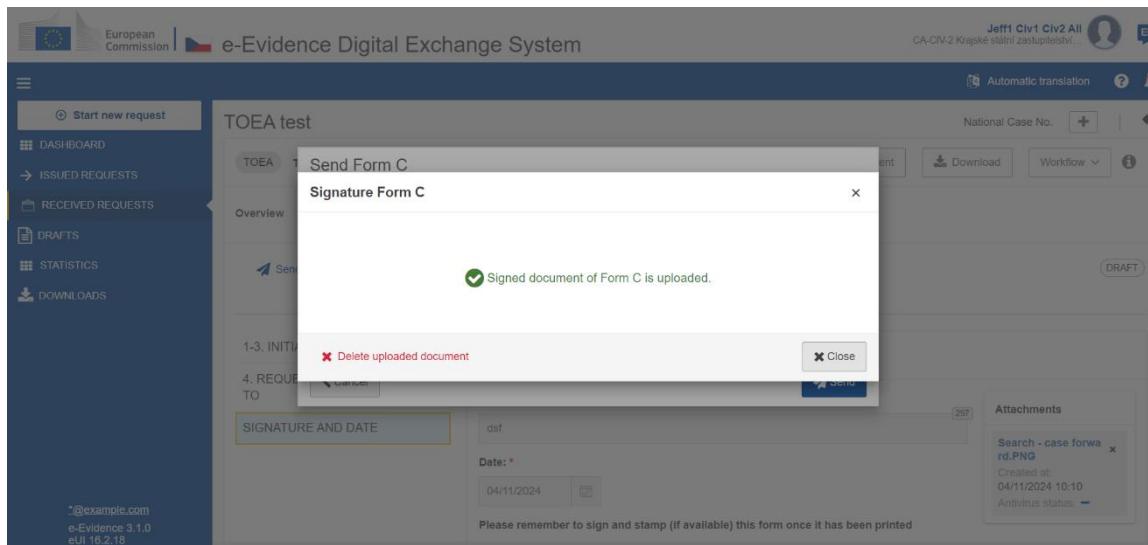


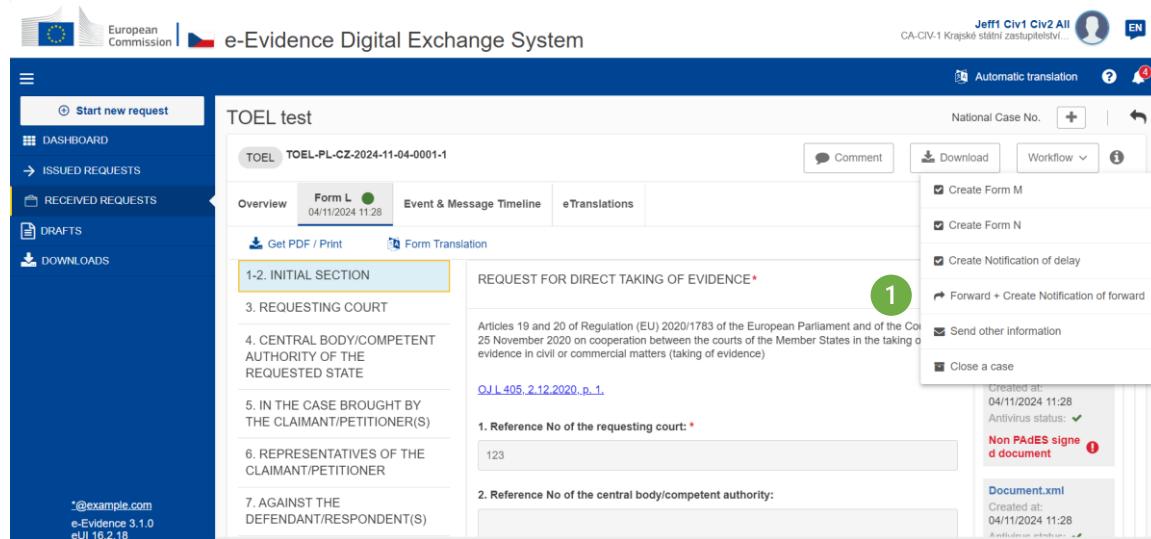
Figure 236: ToE Form C confirmation pop-up

Close the confirmation pop-up and click Send.

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8.5.5. Forward TOEL

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



The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar lists 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', and 'DOWNLOADS'. The main area is titled 'TOEL test' and shows a 'REQUEST FOR DIRECT TAKING OF EVIDENCE'. On the right, a 'Workflow' dropdown menu is open, containing options like 'Create Form M', 'Create Form N', 'Create Notification of delay', 'Forward + Create Notification of forward' (which is circled in green with '1'), 'Send other information', and 'Close a case'. A status bar at the bottom right shows 'Created at: 04/11/2024 11:28' and 'Antivirus status: ✓'.

Figure 237: TOEL: Workflow dropdown list – Forward + Create Notification of forward

① Click Workflow > Forward + Create Notification of forward.



The screenshot shows a 'Forward + Create Notification of forward' dialog box. It has two main sections: 'SENDER' on the left and 'RECIPIENT' on the right. The 'SENDER' section shows 'Auth2' with an address of '12345 12345 undefined'. The 'RECIPIENT' section is titled 'The Authority to which the case is transmitted' and contains a 'Choose authority' button. At the bottom are 'Attach Document' and 'Cancel' buttons.

Figure 238: TOEL: Forward + Create Notification of forward pop-up window

② Click Choose Authority button.

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Search for competent authority

SEARCH CRITERIA

Name 4

+ Show search filters

SEARCH RESULTS

Name	Municipality
<input type="radio"/> Auth.S2AT1	<input type="button" value="View"/>
<input type="radio"/> Auth.S2AT2	<input type="button" value="View"/>
<input type="radio"/> Auth.S2BE1	<input type="button" value="View"/>
<input type="radio"/> Auth.S2BE2	<input type="button" value="View"/>
<input type="radio"/> Auth.S2BG1	<input type="button" value="View"/>
<input type="radio"/> Auth.S2BG2	<input type="button" value="View"/>
<input type="radio"/> Auth.S2CY1	<input type="button" value="View"/>
<input type="radio"/> Auth.S2CY2	<input type="button" value="View"/>
<input type="radio"/> Auth.S2CZ1	<input type="button" value="View"/>
<input type="radio"/> Auth.S2CZ2	<input type="button" value="View"/>

This Competent Authority data has been kindly provided by [EJN Atlas](#)

Figure 239: 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.

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Search for competent authority

SEARCH CRITERIA

Name

Municipality 5

Postal Code

Address

SEARCH RESULTS

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

This Competent Authority data has been kindly provided by [EJN Atlas](#)

8

Figure 240: 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**.

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

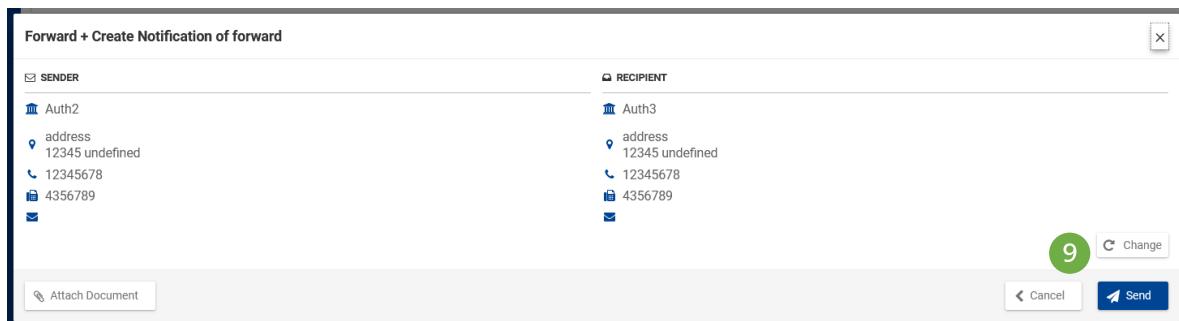


Figure 241: TOEL: Forward + Create Notification of forward pop-up window and filled in data of the appropriate executing authority

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

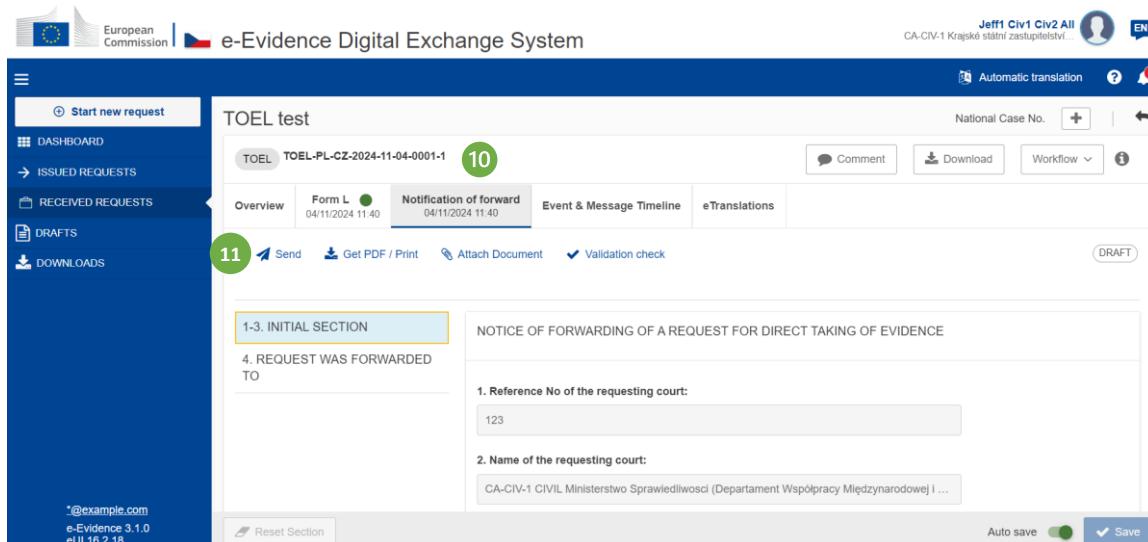


Figure 242: TOEL: Notification of forward

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.

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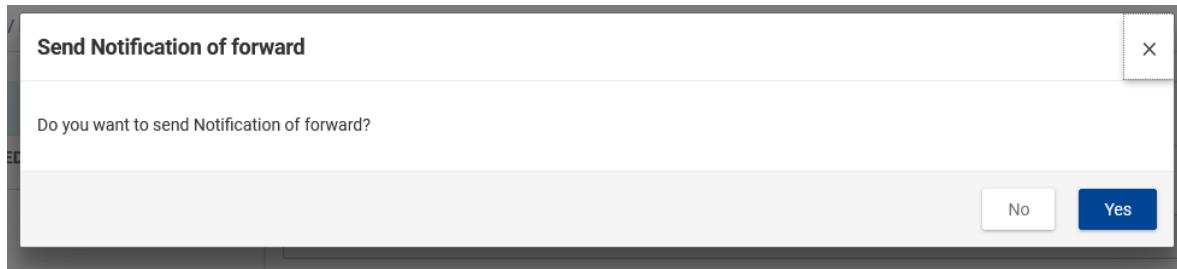


Figure 243: TOEL: Sending Notification of forward

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.

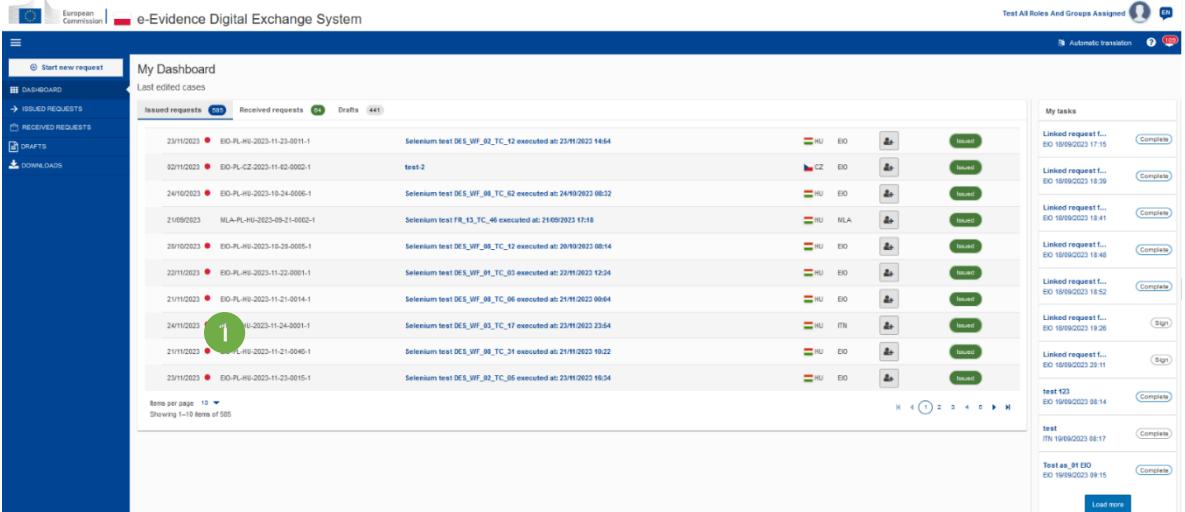
8.6.2. Deadlines execution TOEL

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.

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8.6.3. Viewing deadline information in the Dashboard tab



The screenshot shows the 'My Dashboard' section of the e-Evidence Digital Exchange System. It displays a list of 'Issued requests' with their details, including the date, request ID, title, and status. A red dot is circled on the first request (23/11/2023) to indicate an overdue deadline. The status column shows icons for 'Issued' (green), 'Overdue' (red), and 'Drafts' (blue). The right side of the screen shows a 'My tasks' list with various items and their status.

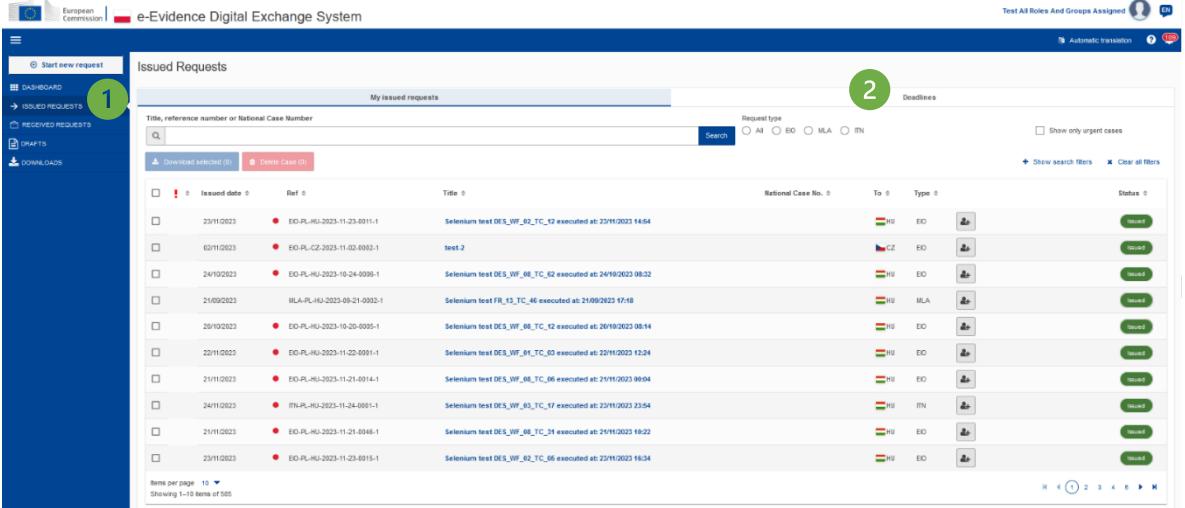
Figure 244: Viewing deadline information in the Dashboard tab

① Cases with an overdue deadline (one or many) are marked with a red dot. A deadline that expires on todays' 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.



The screenshot shows the 'Issued Requests' section of the e-Evidence Digital Exchange System. It displays a list of issued requests with their details, including the date, request ID, title, and status. A red dot is circled on the first request (23/11/2023) to indicate an overdue deadline. The status column shows icons for 'Issued' (green), 'Overdue' (red), and 'Drafts' (blue). The right side of the screen shows a 'Deadlines' list with various items and their status.

Figure 245: Viewing deadline information in the Issuing Requests tab

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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.

Due date	Ref	Title	National Case No.	Expected response
02/05/2024	TOEA-PL-CZ-2024-04-25-0003-1	TOEA_test		TOE Form B
02/05/2024	TOEA-PL-CZ-2024-04-25-0004-1	ToEA Create FormA Send: 2 ver 25/04/2024 15:40:50 PL To CZ		TOE Form B
02/05/2024	TOEA-PL-CZ-2024-04-25-0012-1	ToEA Create ToEA Form N: 2 ver 25/04/2024 16:18:54 PL To CZ		TOE Form B
25/05/2024	TOEL-PL-CZ-2024-04-25-0002-1	TOEL Create FormI, Send: 1 ver 25/04/2024 15:40:38 PL To CZ		TOE Form M
25/05/2024	TOEL-PL-CZ-2024-04-25-0004-1	TOEL Create ToEL FormJ: 1 ver 25/04/2024 15:45:07 PL To CZ		TOE Form M
24/07/2024	TOEA-PL-CZ-2024-04-25-0004-1	ToEA Create FormA Send: 2 ver 25/04/2024 15:40:50 PL To CZ		TOE Form K
24/07/2024	TOEA-PL-CZ-2024-04-25-0005-1	ToEA Create ToEA Form B: 2 ver 25/04/2024 15:41:10 PL To CZ		TOE Form K
24/07/2024	TOEA-PL-CZ-2024-04-25-0012-1	ToEA Create ToEA Form N: 2 ver 25/04/2024 16:18:54 PL To CZ		TOE Form K
25/07/2024	TOEA-PL-CZ-2024-04-25-0003-1	TOEA_test		TOE Form K
25/07/2024	TOEA-PL-CZ-2024-04-25-0003-1	TOEA_test		TOE Form K

Figure 246: 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.

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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

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 247: Viewing deadline information on case level via Overview tab

8.6.7. Manual deadlines management ToE

The deadlines can be manually managed due to exceptional circumstances by the Supervisor who is assigned to the authority where the case belongs. In order to manage the deadline manually, the user should:

1. Open the Overview tab.

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Figure 248: Manage deadlines

2. In section 'Due date', click the edit icon.
3. The RI displays the following screen:

Figure 249: Manual deadlines management

User can manage deadline dates or mark fulfilled on or mark 'cancelled'.

Once the updates are done, a user should click on 'Save changes' button.

The RI saves updates and closes the pop-up.

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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.

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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.

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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**.

The screenshot shows the Statistics Dashboard of the e-Evidence Digital Exchange System. The left sidebar includes links for Start new request, DASHBOARD, ISSUED REQUESTS, RECEIVED REQUESTS, DRAFTS, STATISTICS, and DOWNLOADS. The main area has a 'SELECT TIME FRAME:' section with 'Date from: 10/2024' and 'Date to: 11/2024'. Below this are sections for TRANSMITTED SOD (with a green circle '1' over it), RECEIVED SOD, TRANSMITTED TOE (with a green circle '2' over the date inputs), RECEIVED TOE, and TECHNICAL ERROR MESSAGES. A green circle '3' is over the 'Generate Report' button at the bottom right.

Figure 250: Selecting Report and Time Frame

The screenshot shows the Statistics Dashboard with the same layout as Figure 250. A green circle is over the 'Success' message box at the bottom center, which contains the text: 'Your report(s) request will be ready for download in the DOWNLOADS section the following day.'

Figure 251: Confirmation of the report generation

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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 252: Downloads section

NOTE: We recommend scheduling report generation during nighttime hours due to 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.

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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 253: SoD A: Overview tab

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

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Figure 254: 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:

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Step 1. Creating Form E:

- ① View the incoming request.

SODA test

SODA SODA-PL-CZ-2024-10-25-0001-1

Overview Form A 25/10/2024 11:41 Form D 25/10/2024 11:44 Form F 25/10/2024 11:49 Form K 25/10/2024 11:52 Event & Message Timeline eTranslations

ISSUING STATE: Republic of Poland EXECUTING STATE: Czech Republic

ACCEPTED LANGUAGES: CS (EN) (SK)

RECEIVING AGENCY: CA-CIV-1 Krajské státní zastupitelství

STATUS: RECEIVED

LINKED CASES: No cases linked

ASSIGNED USERS: This list is empty

Workflow menu (highlighted with a green circle 2):

- Create Form D
- Create Form E** (highlighted)
- Create Form F
- Forward + Create Form G
- Create Form K
- Generate Form L PDF
- Send other information
- Close a case

Figure 255: SODA: Creating Form E: Request for additional information or documents for the service of documents

- ② Click Workflow > Create Form E.

SODA test

SODA SODA-PL-CZ-2024-10-25-0001-1

Overview Form A 25/10/2024 11:41 Form D 25/10/2024 11:44 Form E 25/10/2024 13:40 Form F 25/10/2024 11:49 Form K 25/10/2024 11:52 Event & Message Timeline eTranslations

Get PDF / Print Attach Document Form Translation Validation check (DRAFT)

REQUEST FOR ADDITIONAL INFORMATION OR DOCUMENTS FOR THE SERVICE OF DOCUMENTS*

Article 10(2) 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)

Q1 L 405, 2.12.2020, p. 40.

Reference No of the transmitting agency: 1234

Reference No of the receiving agency: *

Auto save Save

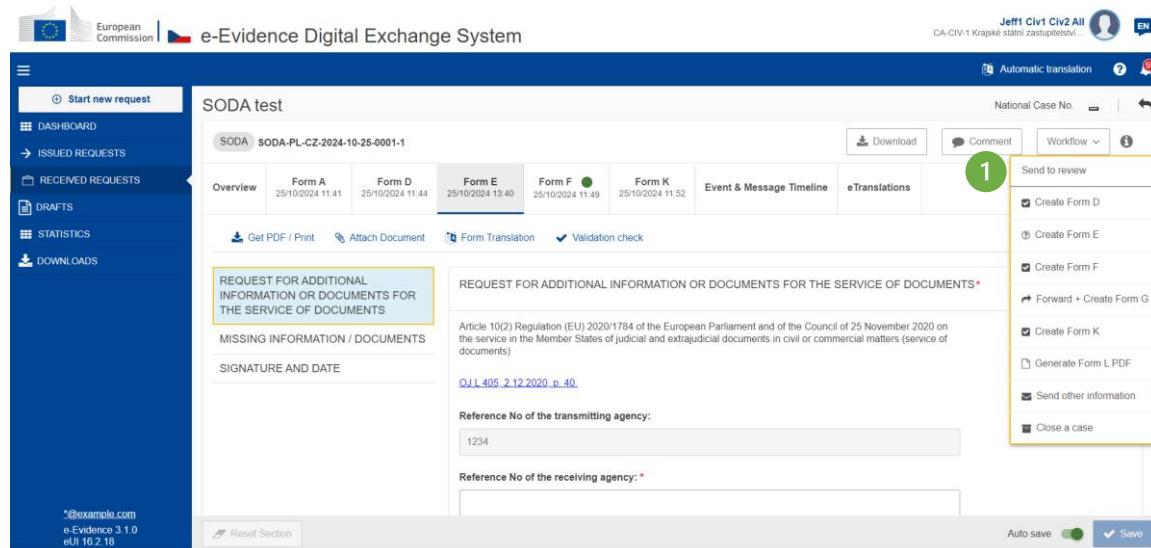
Figure 256: SODA: Form E draft version displayed

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

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

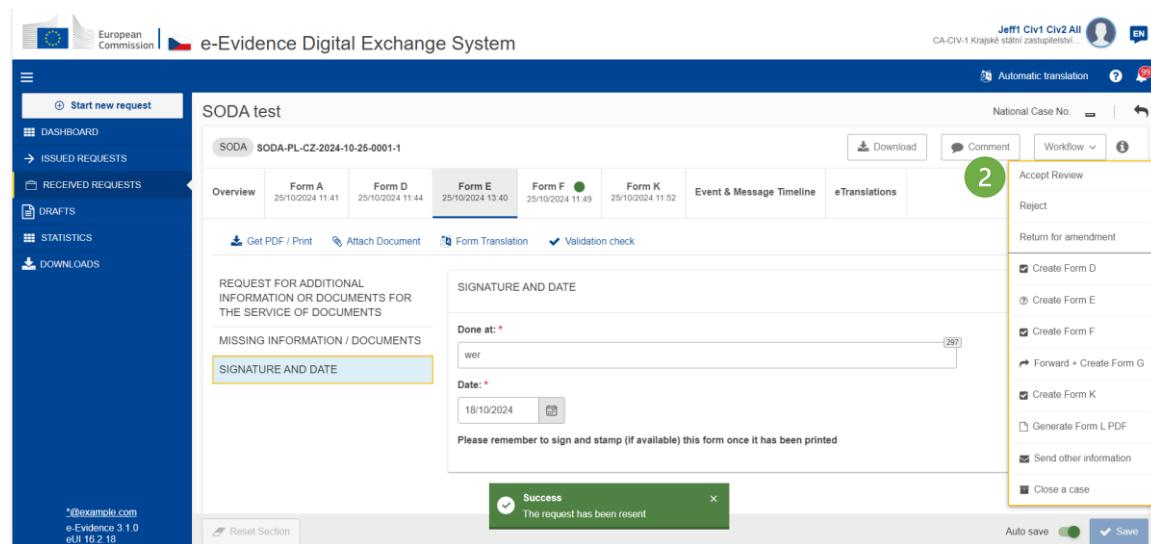
Sending Form E:



The screenshot shows the 'SODA test' page in the e-Evidence Digital Exchange System. The left sidebar includes 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area shows a 'REQUEST FOR ADDITIONAL INFORMATION OR DOCUMENTS FOR THE SERVICE OF DOCUMENTS' form. The 'Workflow' menu on the right is open, and the 'Send to review' button is highlighted with a green circle labeled 1.

Figure 257: 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.



The screenshot shows the 'SODA test' page in the e-Evidence Digital Exchange System. The left sidebar includes 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area shows a 'REQUEST FOR ADDITIONAL INFORMATION OR DOCUMENTS FOR THE SERVICE OF DOCUMENTS' form. The 'Workflow' menu on the right is open, and the 'Accept Review' button is highlighted with a green circle labeled 2.

Figure 258: 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.

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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area displays 'SODA test' with tabs for 'Overview', 'Form A', 'Form D', 'Form E', 'Form F', 'Form K', 'Event & Message Timeline', and 'eTranslations'. The 'Form E' tab is active, showing 'SODA SODA-PL-CZ-2024-10-25-0001-1'. The right side features a context menu with options like 'Download', 'Comment', 'Workflow', 'Preparation for signature' (highlighted with a green circle and the number 3), 'Reject', 'Return for amendment', and several other actions. The 'Preparation for signature' option is described as 'Sign and upload the signed document'.

Figure 259: 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.

The screenshot shows the e-Evidence Digital Exchange System interface, similar to Figure 259 but with a different context menu. The 'Sign' option in the menu is highlighted with a green circle and the number 4. The menu also includes '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 260: Signing SoD Form E

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

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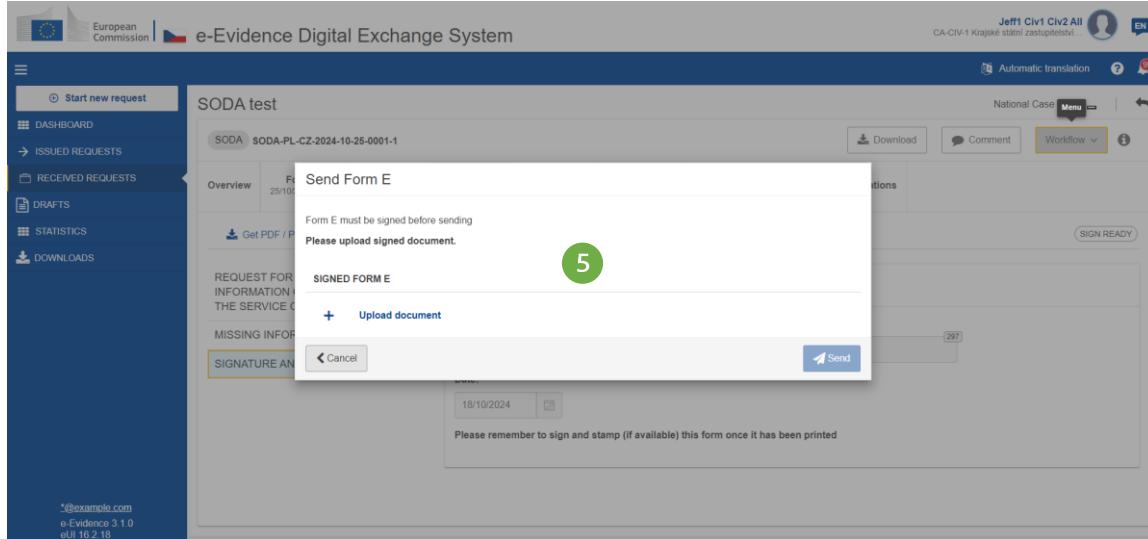


Figure 261: SoD Form E: upload document

⑤ Click **Upload document**.

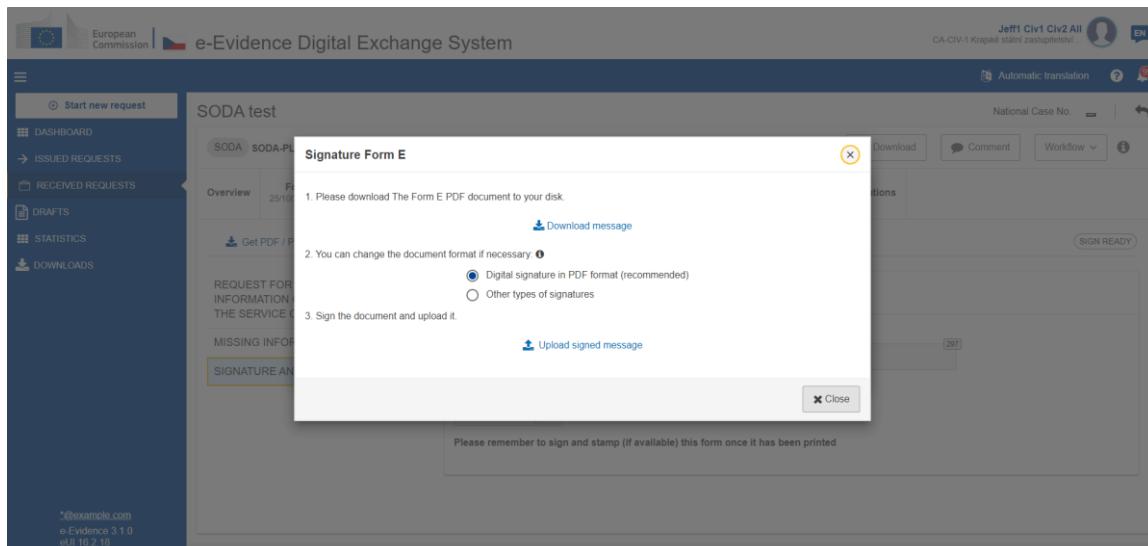


Figure 262: SoD Signature Form E

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.

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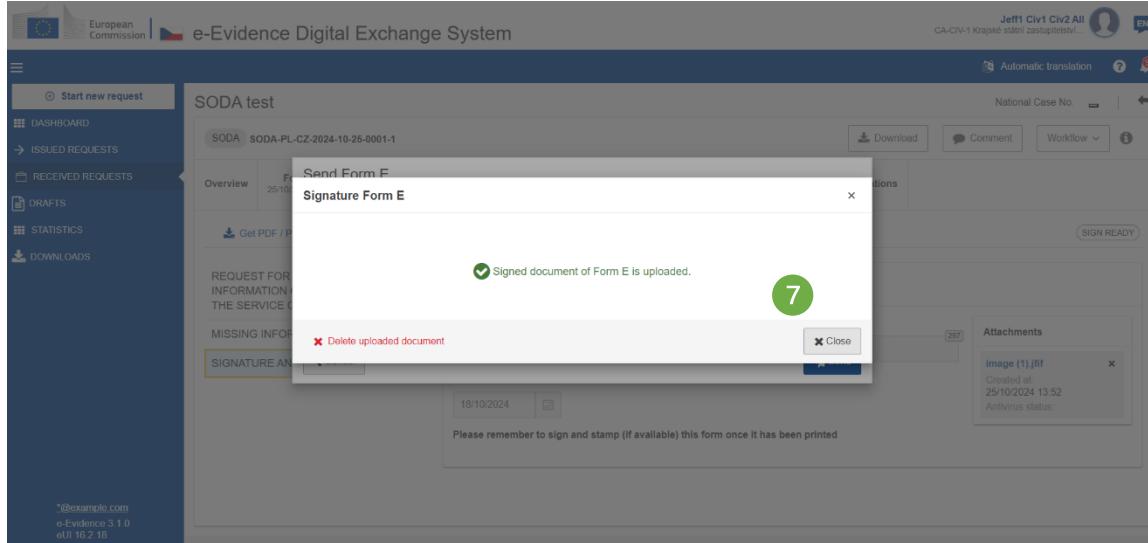


Figure 263 SODA: Signed document of Form E uploaded

- 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.

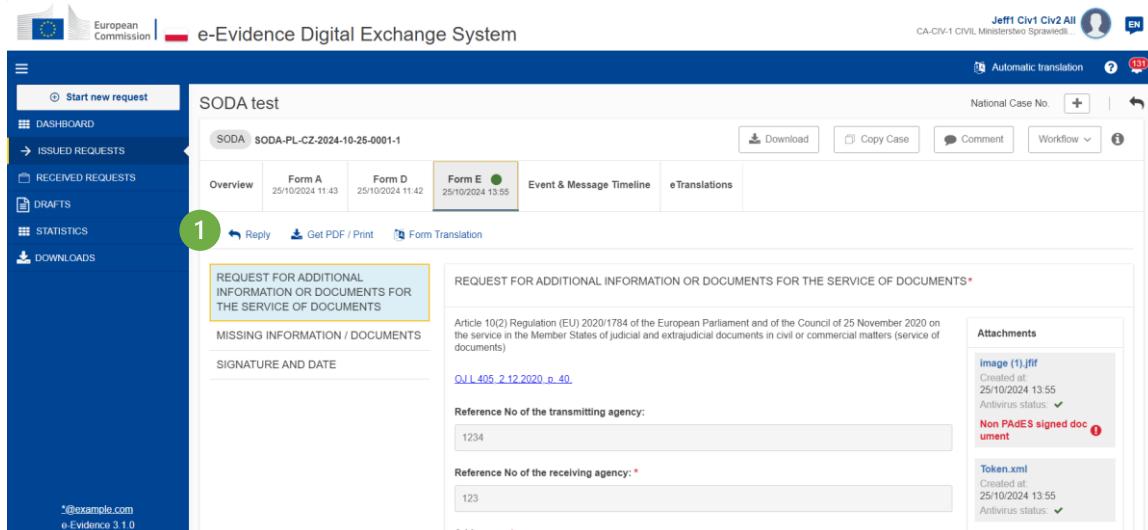


Figure 264: SODA: Reply to request for additional information: Clicking 'Reply' button

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

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

The screenshot shows the SODA test interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area is titled 'SODA test' and shows a case 'SODA SODA-PL-CZ-2024-10-26-0001-1'. The 'Form E Reply' tab is selected, showing the date 25/10/2024 11:14. Below the tabs are buttons for 'Send', 'Attach Document', and 'Validation check'. A green box highlights the 'REPLY TO REQUEST FOR ADDITIONAL INFORMATION OR DOCUMENTS FOR THE SERVICE OF DOCUMENTS' section. A green circle with the number 2 is placed over this box. Another green circle with the number 3 is placed over the 'Send' button in the toolbar above the form. The right side of the screen includes 'Automatic translation', 'National Case No.', 'Download', 'Copy Case', 'Comment', 'Workflow', and a user profile for 'Jeff1 Civ1 Civ2 All CA-CIV-1 CIVIL Ministerstwo Sprawiedliwości EN'.

Figure 265: 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.

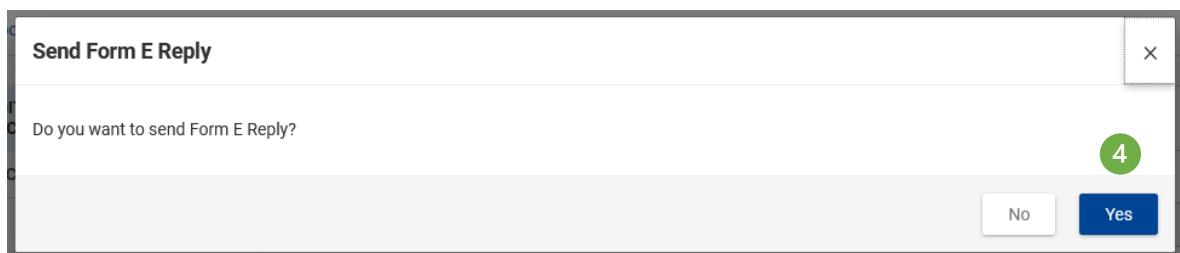
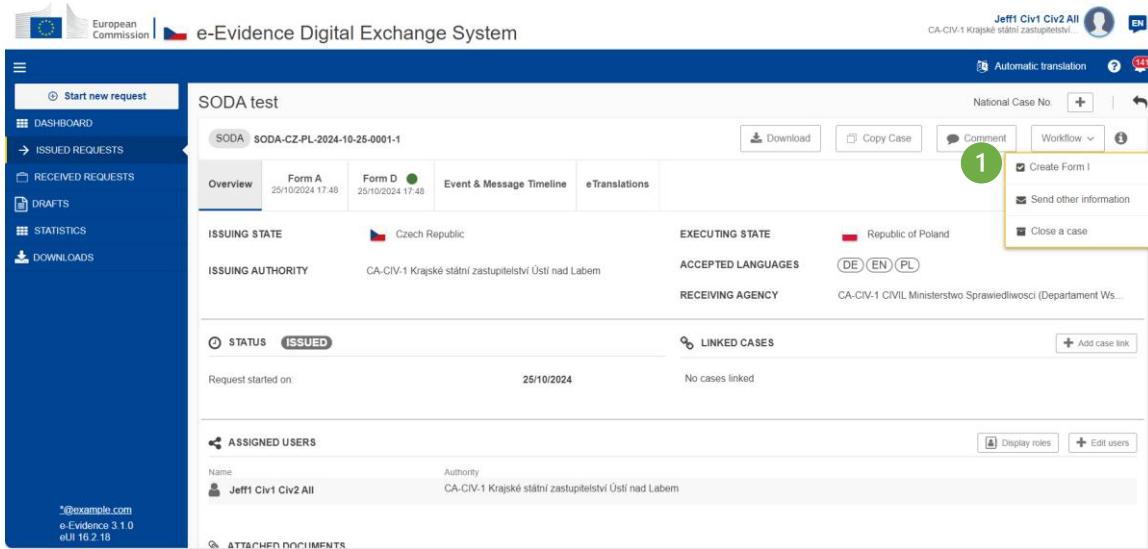


Figure 266: SODA: Send reply to a request for additional information

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).

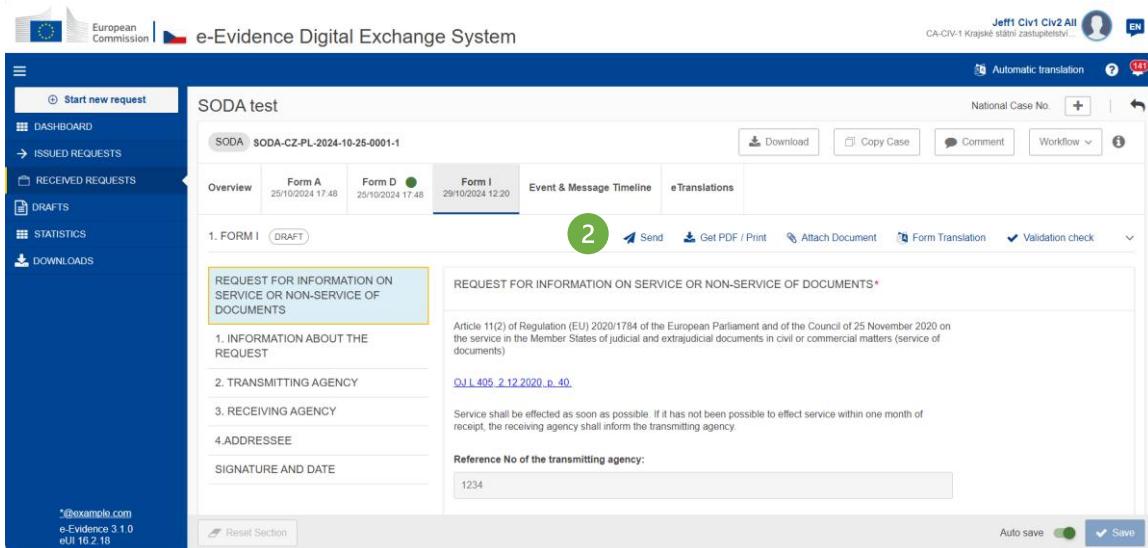
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The screenshot shows the e-Evidence Digital Exchange System interface. The top navigation bar includes the European Commission logo, the system name 'e-Evidence Digital Exchange System', and a user profile for 'Jeffi Civ1 Civ2 All'. The main content area displays a case titled 'SODA test' with the identifier 'SODA SODA-CZ-PL-2024-10-25-0001-1'. The case status is 'ISSUED'. The 'Workflow' menu is open, and a green circle labeled '1' highlights the 'Create Form I' option. Other menu items include 'Download', 'Copy Case', 'Comment', 'Workflow', 'Create Form I', 'Send other information', and 'Close a case'.

Figure 267: SoD create Form I

① Select Create Form I option from Workflow.



The screenshot shows the 'REQUEST FOR INFORMATION ON SERVICE OR NON-SERVICE OF DOCUMENTS' section of the Form I draft. The section is titled 'REQUEST FOR INFORMATION ON SERVICE OR NON-SERVICE OF DOCUMENTS'. It contains several sub-sections: '1. INFORMATION ABOUT THE REQUEST', '2. TRANSMITTING AGENCY', '3. RECEIVING AGENCY', '4. ADDRESSEE', and 'SIGNATURE AND DATE'. The 'Send' button is highlighted with a green circle labeled '2'. Other buttons visible include 'Get PDF / Print', 'Attach Document', 'Form Translation', 'Validation check', 'Reset Section', 'Auto save', and 'Save'.

Figure 268: SoD Form I draft form

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

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal window titled 'Send Form I' is open. It contains instructions: 'Form I must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM I' with a 'Upload document' button, which is circled in green and labeled '3'. Other buttons in the dialog include 'Cancel' and 'Send'. The background shows a 'SODA test' case with various form sections like '1. FORM I', '2. TRANSMITTER', '3. RECEIVING AGENCY', '4. ADDRESSEE', and 'SIGNATURE AND DATE'. The right side of the screen shows user information and system controls.

Figure 269: SoD Form I document upload

③ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal window titled 'Signature Form I' is open. It contains three steps: 1. Download the Form I PDF document, 2. Change the document format if necessary (with 'Digital signature in PDF format (recommended)' selected), and 3. Sign the document and upload it. The 'Upload signed message' button is circled in green and labeled '4'. Other buttons in the dialog include 'Download message', 'Close', and 'Upload signed message'. The background shows a 'SODA test' case with various form sections and the right side of the screen showing user information and system controls.

Figure 270: 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.

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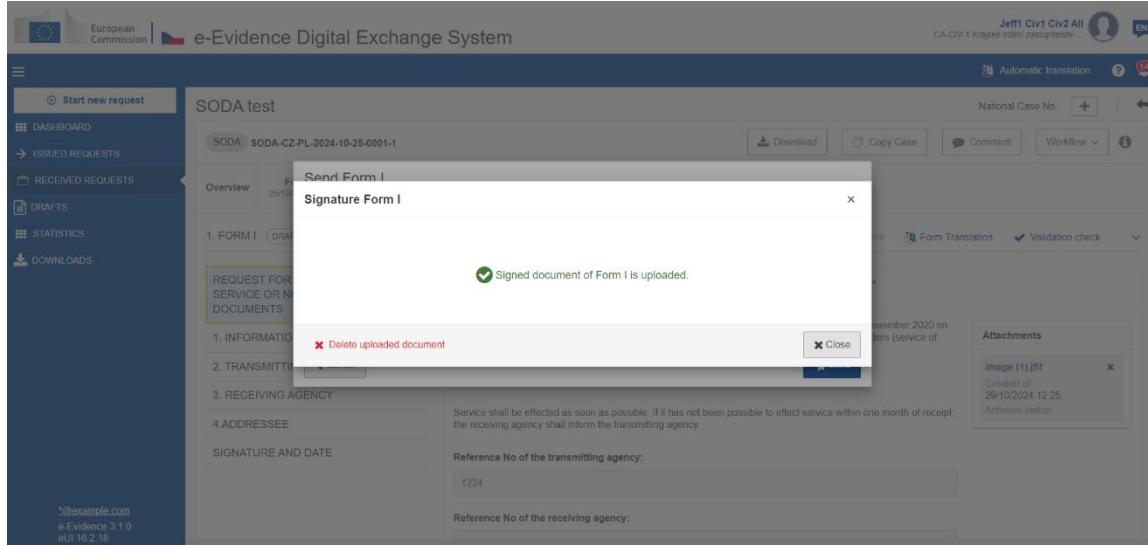


Figure 271: SoD Form I confirmation pop-up

- 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).

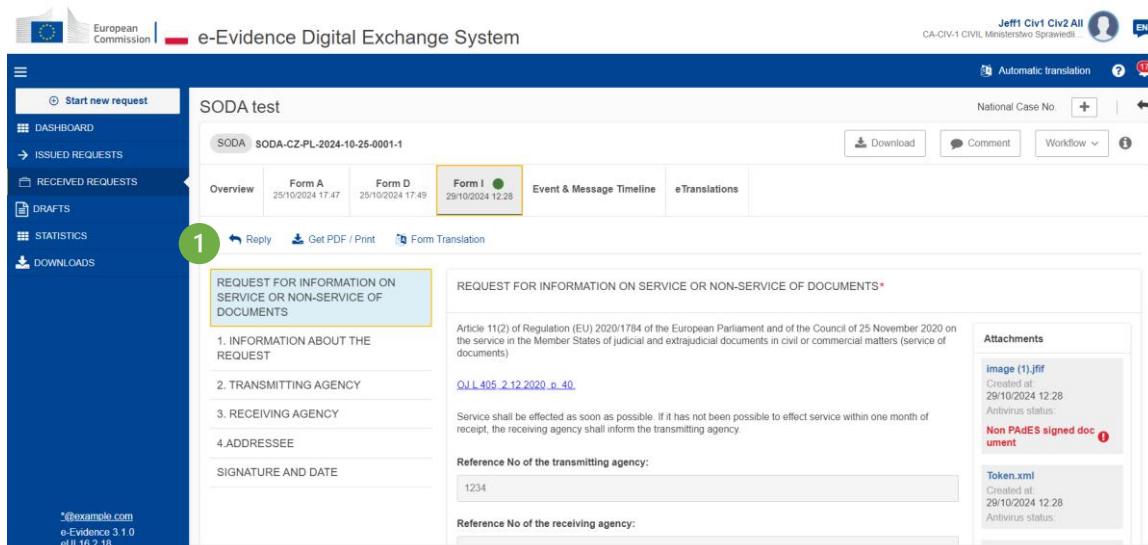


Figure 272: SoD Form J creation

- ① When Form I tab is open, click on Reply button.

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (which is selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'SODA test' and shows a 'Form J' draft. The form is titled 'REPLY TO REQUEST FOR INFORMATION ON SERVICE OR NON-SERVICE OF DOCUMENTS'. It contains sections for '1. INFORMATION ON STATUS OF SERVICE OF DOCUMENT' and 'SIGNATURE AND DATE'. The action bar at the bottom includes 'Send', 'Get PDF / Print', 'Attach Document', 'Form Translation', 'Validation check', 'Download', 'Comment', 'Workflow', and 'Save' buttons. A green circle with the number '2' is placed over the 'Send' button.

Figure 273: SoD Form J draft

② RI creates and displays Form J. Complete all mandatory fields and click **Send** button on the action bar.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. The 'RECEIVED REQUESTS' section is selected in the sidebar. A 'Send Form J' dialog box is open in the center. The dialog box has a title 'Send Form J' and contains the text 'Form J must be signed before sending' and 'Please upload signed document.' Below this, there is a 'SIGNED FORM J' section with a '+ Upload document' button. The background shows the 'SODA test' page with the 'Form J' draft. A green circle with the number '3' is placed over the 'Upload document' button.

Figure 274: SoD Form J upload document

③ Click on **Upload document**.

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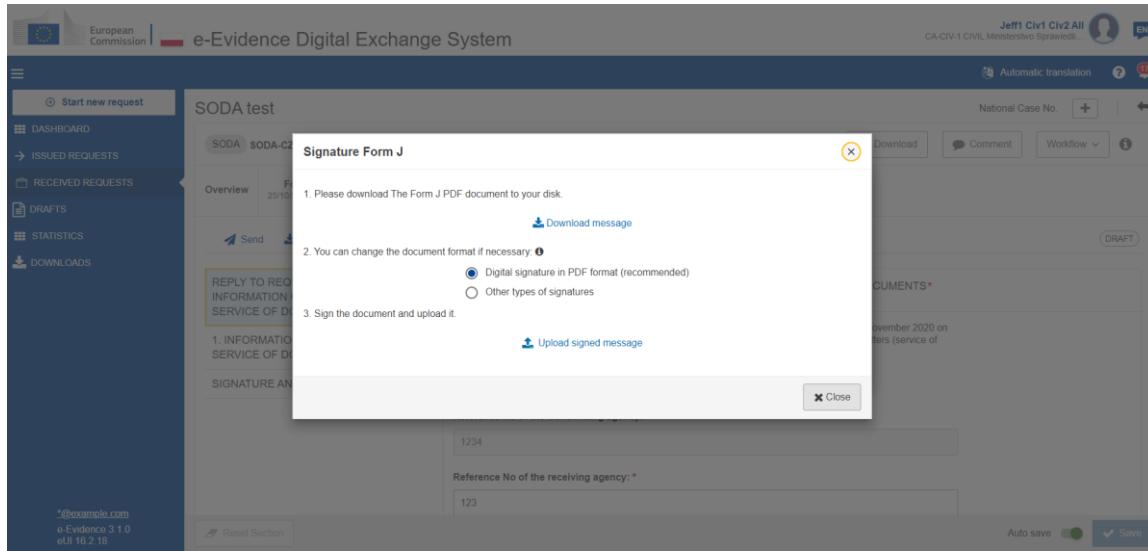


Figure 275: SoD Form J: download, sign and upload document

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.

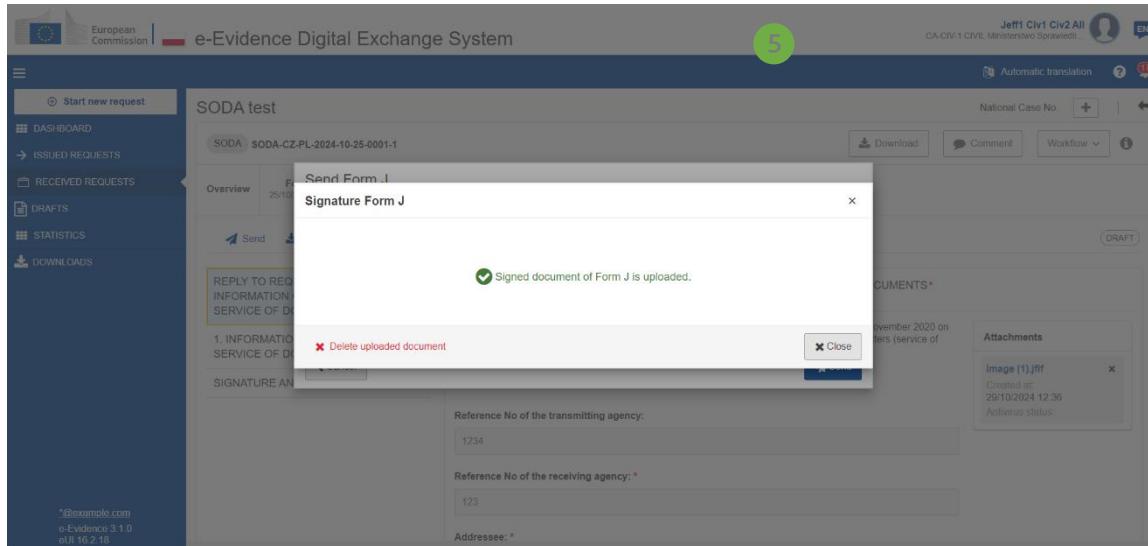


Figure 276: SoD Form J confirmation pop-up

⑤ Close confirmation pop-up.

⑥ Send the form by using Send button from a Workflow dropdown list.

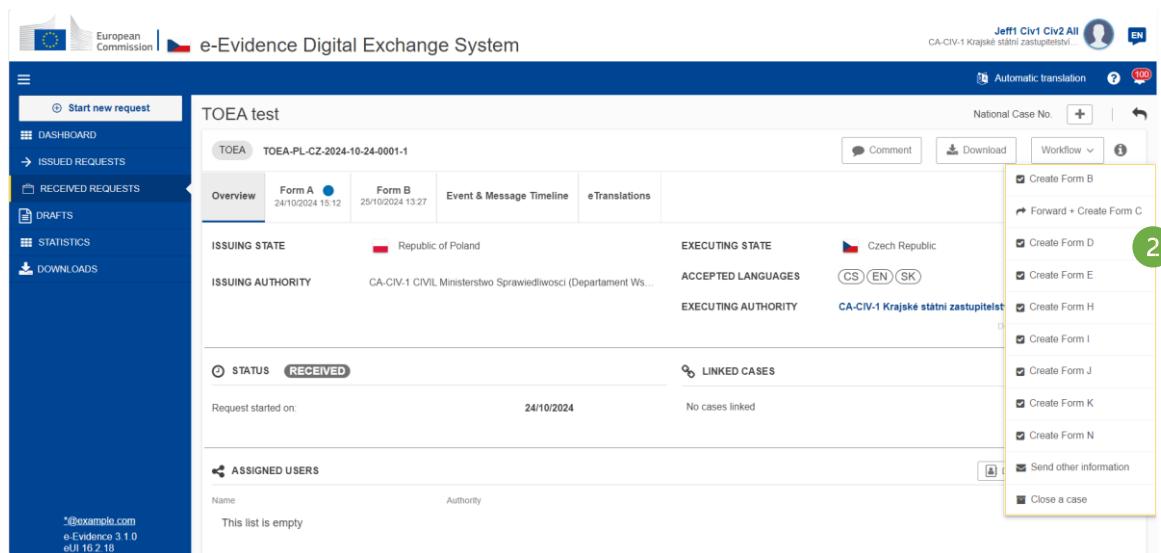
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10.1.4. TOEA: Send a request for additional information (Form D)

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.



The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar menu includes 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (which is selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area displays a 'TOEA test' request. At the top, it shows 'TOEA' and 'TOEA-PL-CZ-2024-10-24-0001-1'. Below this, tabs for 'Overview', 'Form A' (selected), 'Form B', 'Event & Message Timeline', and 'eTranslations' are visible. The 'Form A' tab shows '24/10/2024 19:12'. The 'Form B' tab shows '25/10/2024 13:27'. The 'Event & Message Timeline' tab is empty. The 'eTranslations' tab is also empty. The 'Form A' section contains details: 'ISSUING STATE' (Republic of Poland), 'EXECUTING STATE' (Czech Republic), 'ACCEPTED LANGUAGES' (CS, EN, SK), and 'EXECUTING AUTHORITY' (CA-CIV-1 Krajské státní zastupitelství). Below this, a 'STATUS' section shows 'RECEIVED' and a 'LINKED CASES' section showing 'No cases linked'. At the bottom, an 'ASSIGNED USERS' section shows 'Name' and 'Authority' with the note 'This list is empty'. On the right, a 'Workflow' dropdown menu is open, showing options like 'Create Form B', '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', 'Create Form M', 'Create Form N', 'Send other information', and 'Close a case'. The 'Create Form D' option is highlighted with a green circle containing the number 2.

Figure 277: TOEA: Creating Form D: Request for additional information for the taking of evidence

- ② Click Workflow > Create Form D.

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Figure 278: 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 279: TOEA: Form D: Request for additional information for the taking of evidence

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① Click **Send to review** from a Workflow dropdown list.

The screenshot shows the e-Evidence Digital Exchange System interface. On the left, there's a sidebar with 'RECEIVED REQUESTS' selected. The main area shows a case titled 'TOEA test' with sub-sections 'Form A', 'Form B', 'Form C', and 'Form D'. 'Form D' is the active tab, showing a timestamp of 26/10/2024 11:18. Below the tabs are buttons for 'Get PDF / Print', 'Attach Document', 'Form Translation', and 'Validation check'. The main content area contains sections for '1-4. INITIAL SECTION' and '5-6. REQUEST FOR ADDITIONAL INFORMATION AND/OR DEPOSIT OR ADVANCE'. A 'SIGNATURE AND DATE' section is highlighted with an orange box. On the right, a 'Workflow' dropdown menu is open, listing options like 'Accept Review' (circled with a green '2'), 'Reject', 'Return for amendment', and others. At the bottom of the page, there's a footer with the text '@example.com e-Evidence 3.1.0 eJU 16.2.18'.

Figure 280: 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.

This screenshot is similar to Figure 280, showing the 'TOEA test' case in the e-Evidence system. The 'Form D' tab is selected. The workflow dropdown menu on the right shows 'Preparation for signature' highlighted and circled with a green '3'. The rest of the menu options are visible but not highlighted.

Figure 281: 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.

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The screenshot shows the e-Evidence Digital Exchange System interface. On the left is a sidebar with navigation links: 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area is titled 'TOEA test' and shows a case 'TOEA TOEA-PL-CZ-2024-10-24-0001-1'. The case status is 'Form D' (26/10/2024 11:18). Below this are tabs for 'Overview', 'Form A' (24/10/2024 15:12), 'Form B' (25/10/2024 13:27), 'Form D' (26/10/2024 11:18), 'Event & Message Timeline', and 'eTranslations'. Below the tabs are buttons for 'Get PDF / Print', 'Attach Document', 'Form Translation', and 'Validation check'. The main form area is titled '1-4. INITIAL SECTION' and contains sections for '5-6. REQUEST FOR ADDITIONAL INFORMATION AND/OR DEPOSIT OR ADVANCE' and 'SIGNATURE AND DATE'. A note from 'Q1 L 405_2-12-2020_p_1' is present. The right side of the screen shows a sidebar with a green circle containing the number 4, pointing to a 'Sign' button. The sidebar also lists other options: '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 N', 'Send other information', and 'Close a case'.

Figure 282: Signing SoD Form D

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

The screenshot shows the e-Evidence Digital Exchange System interface. The sidebar and case details are the same as in Figure 282. A green circle with the number 5 is on the right side of the screen, pointing to a 'Send' button in a modal dialog box. The dialog box is titled 'Send Form D' and contains the message 'Form D must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM D' with a 'Upload document' button and a 'Cancel' button. The main form area is visible in the background.

Figure 283: SoD Form D: upload document

⑤ Click **Upload document**.

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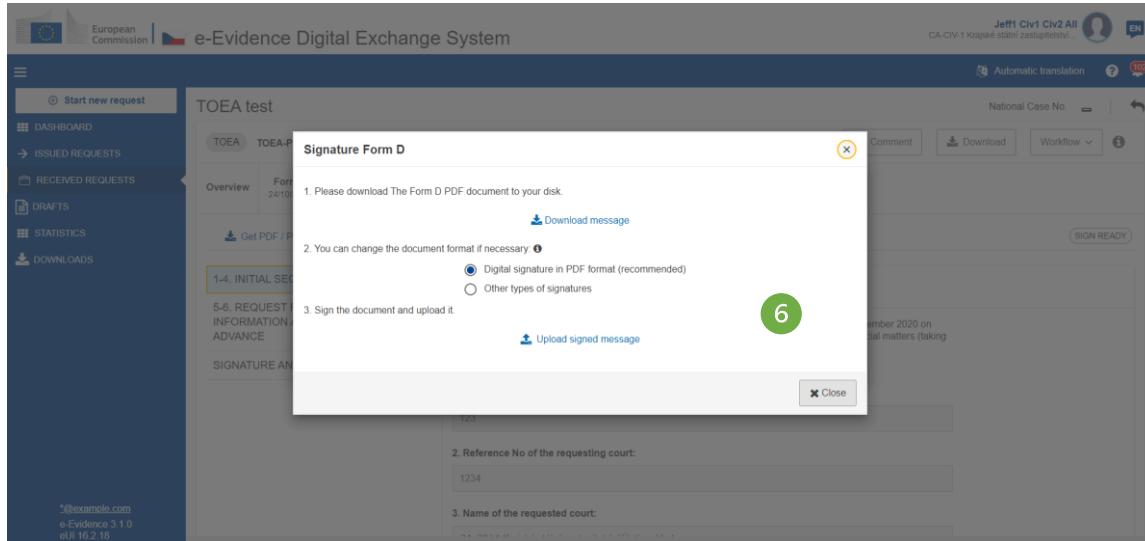


Figure 284: TOEA: Signature Form D

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.

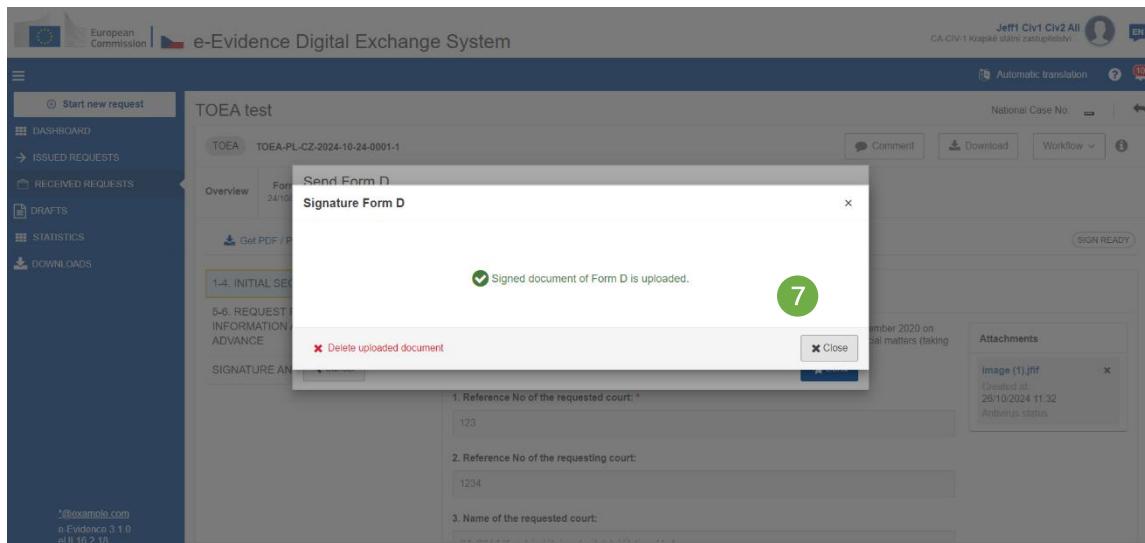


Figure 285: TOEA: Signed document of Form D uploaded

⑦ Close the confirmation pop-up.

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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 286: 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 displays a draft version of a Reply to a request for additional information (Form D Reply) and confirmation message.

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Figure 287: 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.

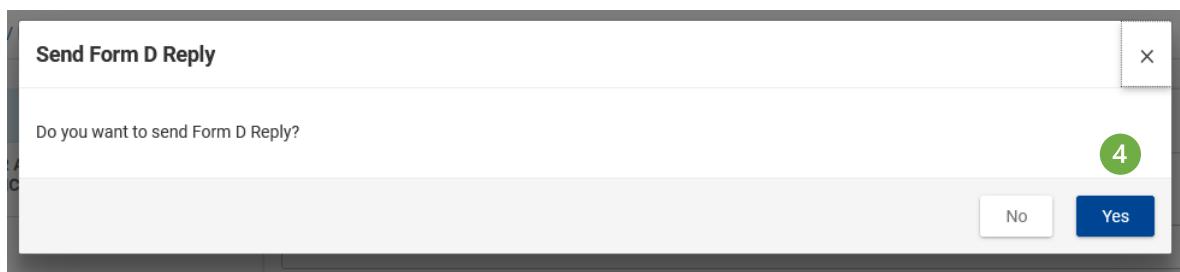


Figure 288: TOEA: Send reply to a request for additional information

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.

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Figure 289: ToE Form E creation

① Select Create Form E from Workflow.

Figure 290: ToE Form E draft

② Complete all mandatory fields in Form E and click Send button.

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box is open, titled 'Send Form E'. It contains instructions: 'Form E must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM E' with a button '+ Upload document' (circled with a green 3). The background shows a form with sections like '1-4. INITIAL SECTION' and '5. THE DEPOSIT RECEIVED ON'. At the bottom right of the dialog are 'Send' and 'Cancel' buttons.

Figure 291: ToE Form E upload document

③ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box is open, titled 'Signature Form E'. It contains three steps: 1. Download the Form E PDF document. 2. Change document format if necessary (radio buttons for 'Digital signature in PDF format (recommended)' and 'Other types of signatures'). 3. Sign the document and upload it. Below these steps is a button '+ Upload signed message' (circled with a green 4). The background shows a form with sections like '1-4. INITIAL SECTION' and '5. THE DEPOSIT RECEIVED ON'. At the bottom right of the dialog are 'Close' and 'Save' buttons.

Figure 292: 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.

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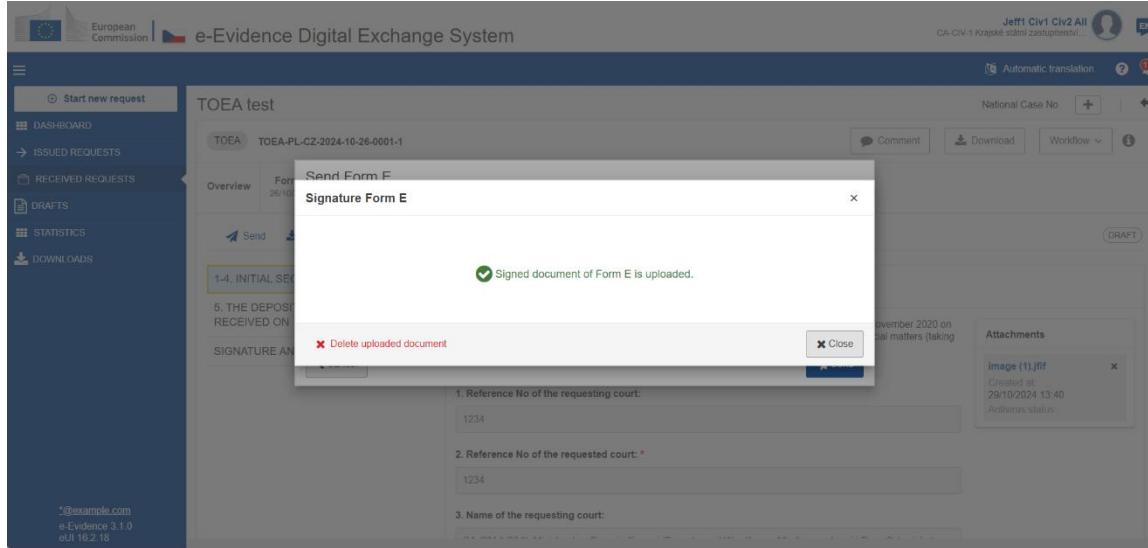


Figure 293: ToE Form E confirmation pop-up

⑤ Close confirmation pop-up.

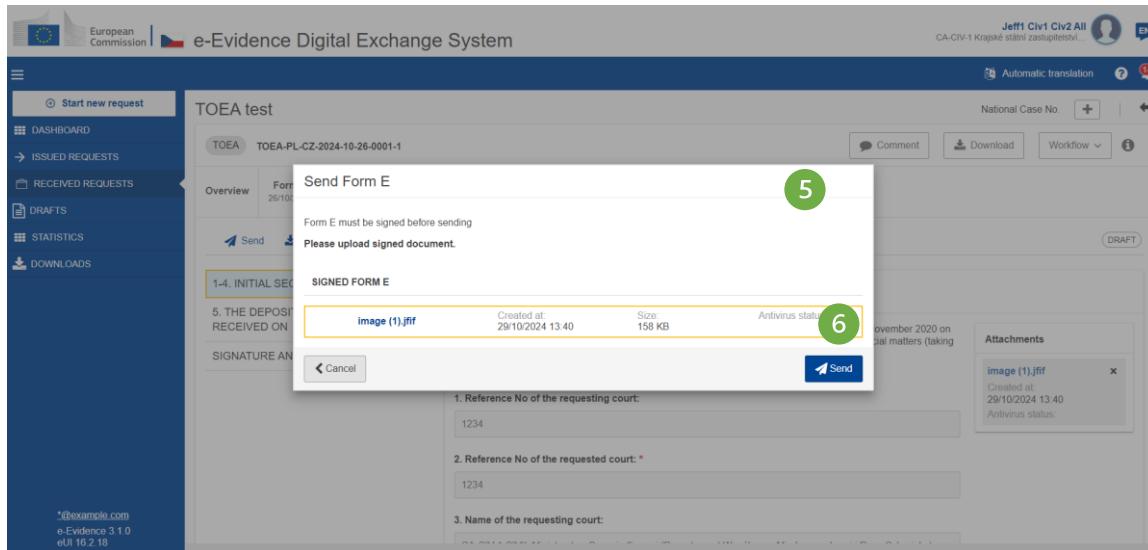


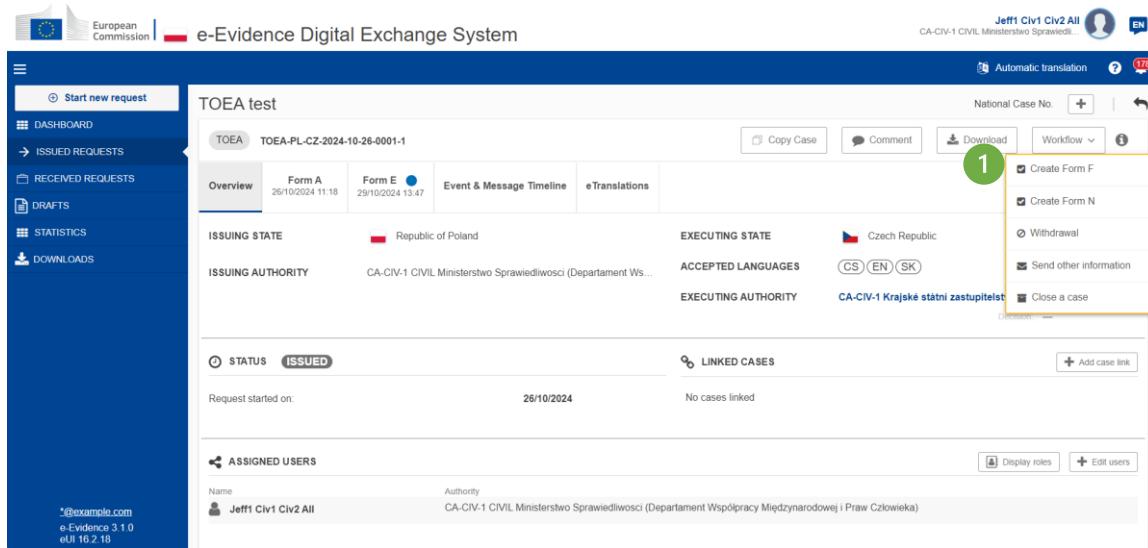
Figure 294: ToE Form E sending

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.

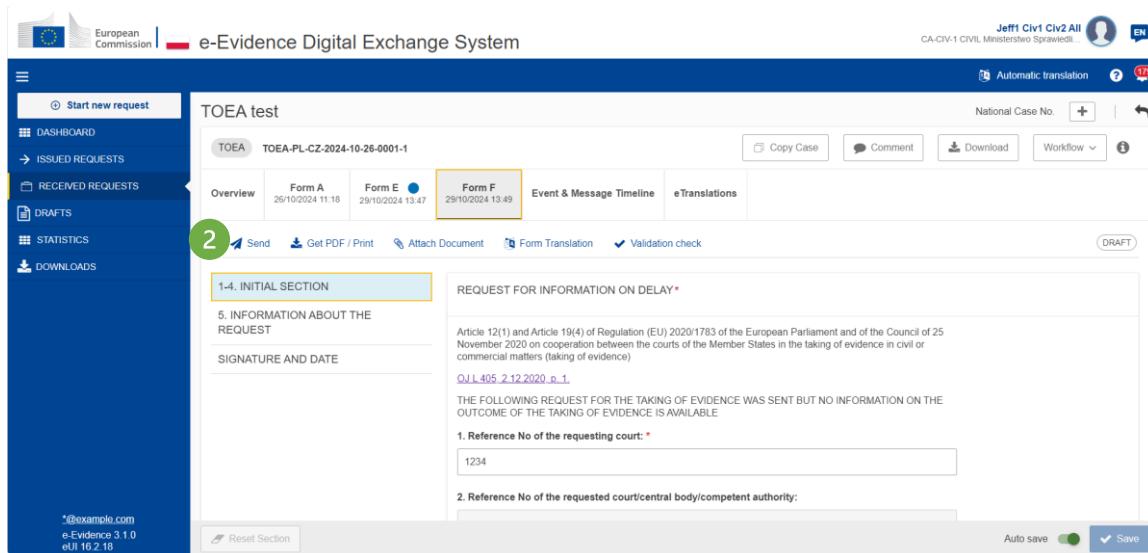
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The screenshot shows the 'TOEA test' case details. The 'Workflow' menu is open, with 'Create Form F' highlighted. Other options include 'Create Form N', 'Withdrawal', 'Send other information', and 'Close a case'.

Figure 295: ToE Form F creation

① Select Create Form F from Workflow.



The screenshot shows the 'TOEA test' case details. The 'Form F' tab is selected. The 'Send' button is highlighted with a green circle labeled '2'. The 'REQUEST FOR INFORMATION ON DELAY*' section is visible, containing fields for 'Reference No of the requesting court:' and 'Reference No of the requested court/central body/competent authority:'.

Figure 296: ToE Form F draft

② RI displays Form F draft. Complete all mandatory fields, save your data and click on **Send** button on the action bar.

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Figure 297: ToE Form F: upload document

③ Click **Upload document**.

Figure 298: 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.

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Figure 299: ToE Form F sending

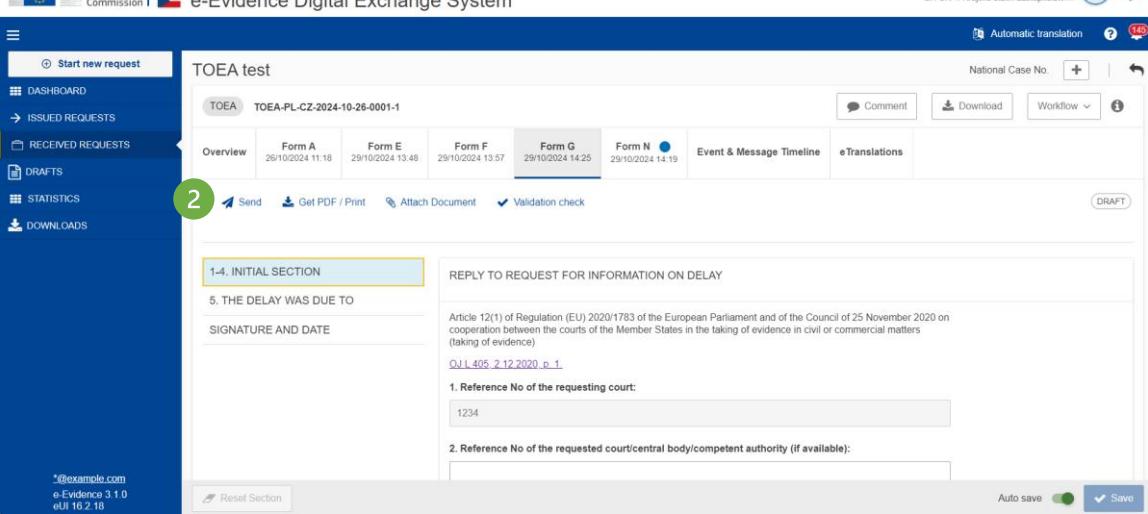
- ⑤ Close confirmation pop-up
- ⑥ Click on **Send** button.

10.1.8. TOEA/TOEL: Reply to request for information on delay (Form G)

Figure 300: ToE Form G creation

- ① You can reply to a received Form F by clicking **Reply** button on the action bar.

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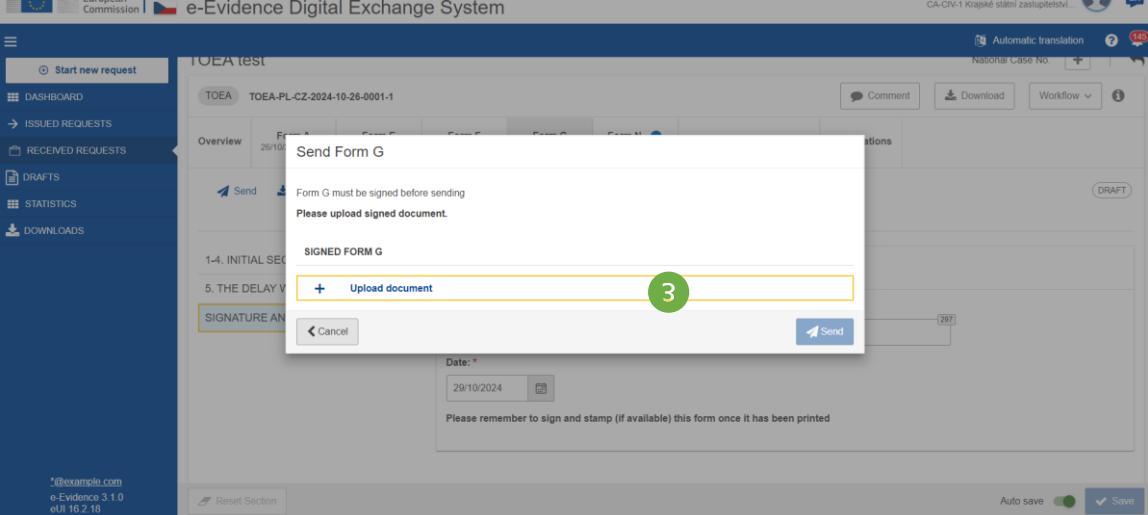


The screenshot shows the 'e-Evidence Digital Exchange System' interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (highlighted with a green circle labeled '2'), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area shows a 'TOEA test' draft with tabs for 'TOEA', 'Form A', 'Form E', 'Form F', 'Form G' (highlighted), 'Form N', 'Event & Message Timeline', 'eTranslations', and 'Workflow'. The 'Form G' tab shows the '14. INITIAL SECTION' and '5. THE DELAY WAS DUE' sections. The 'REPLY TO REQUEST FOR INFORMATION ON DELAY' section contains text about Article 12(1) of Regulation (EU) 2020/1783. The 'Send' button is located in the top right of the main content area.

Figure 301: ToE Form G draft

RI creates and displays Form G.

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



The screenshot shows the 'e-Evidence Digital Exchange System' interface with a 'TOEA test' draft. A modal dialog box titled 'Send Form G' is open, displaying the message: 'Form G must be signed before sending. Please upload signed document.' It contains a 'SIGNED FORM G' section with a 'Upload document' button (highlighted with a green circle labeled '3') and a 'Cancel' button. Below the dialog, the main form shows the 'Send' button.

Figure 302: ToE Form G upload document

③ Click **Upload document**.

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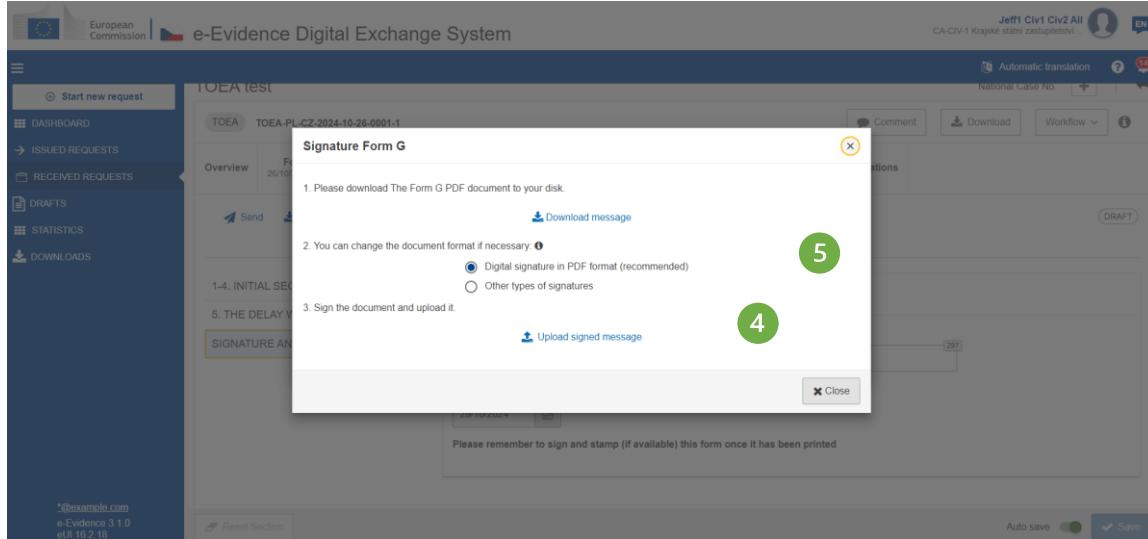


Figure 303: ToE Form G: download, sign and upload document

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.

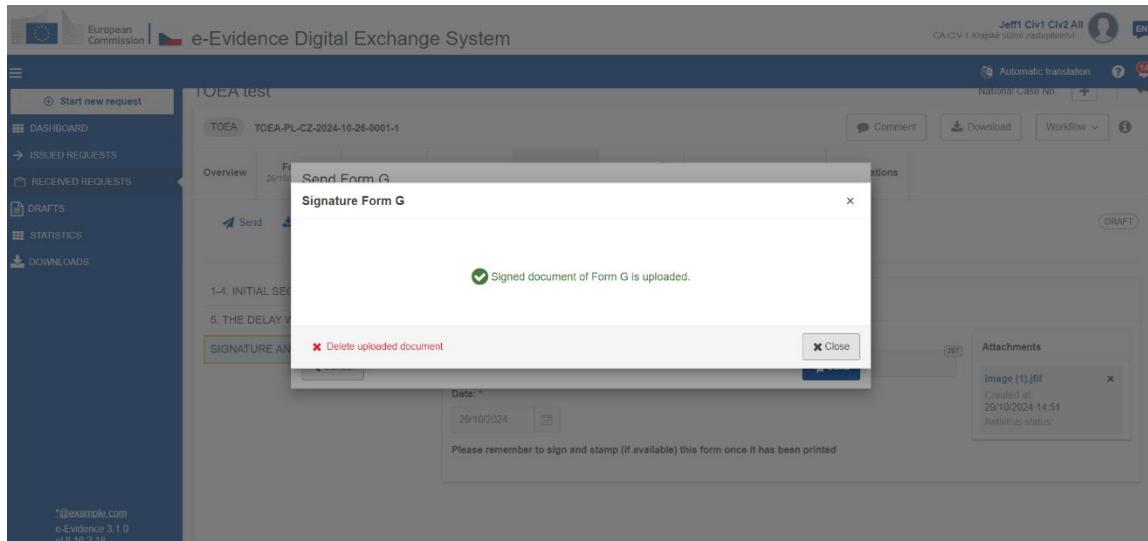


Figure 304: ToE Form G: confirmation pop-up

⑤ Close a confirmation pop-up.

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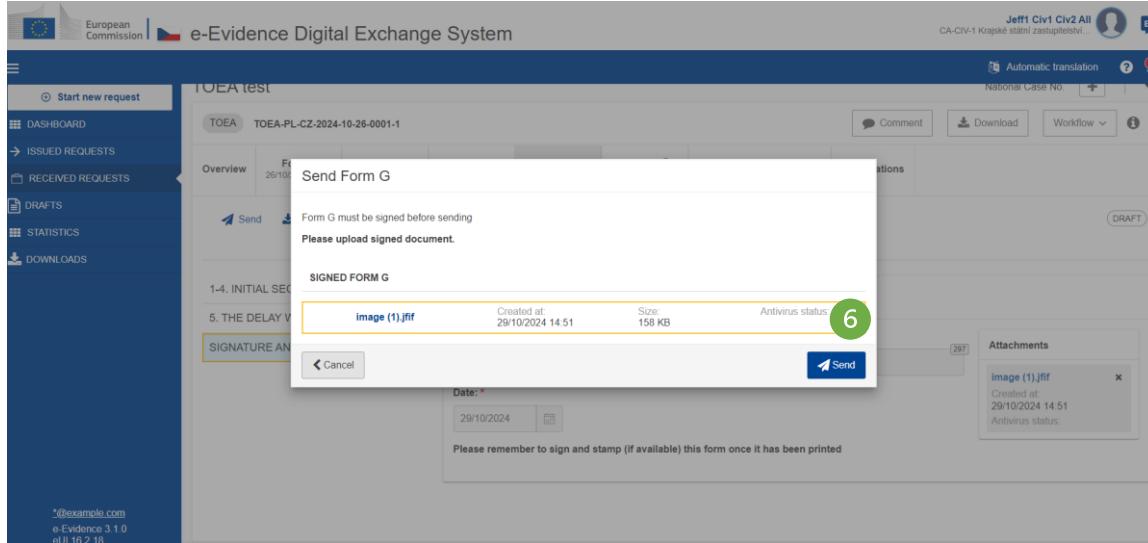


Figure 305: ToE Form G sending

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)

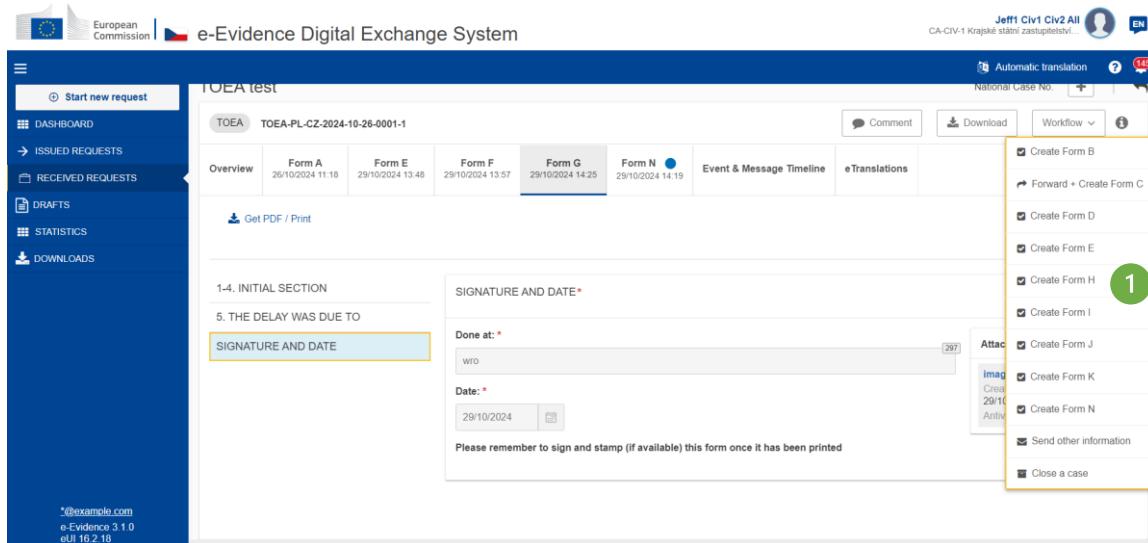


Figure 306: ToE Form H creation

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

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TOEA test

TOEA TOEA-PL-CZ-2024-10-26-0001-1

Overview Form A 26/10/2024 11:18 Form E 29/10/2024 13:48 Form F 29/10/2024 13:57 Form G 29/10/2024 14:55 Form H 29/10/2024 14:56 Form N 29/10/2024 14:19 Event & Message Timeline eTranslations

Get PDF / Print Attach Document Form Translation Validation check

1.4. INITIAL SECTION

5-6. THE CALL FOR EXECUTION OF THE REQUEST COULD NOT BE COMPLIED WITH

SIGNATURE AND DATE

NOTIFICATION CONCERNING THE REQUEST FOR SPECIAL PROCEDURES AND/OR FOR THE USE OF COMMUNICATIONS TECHNOLOGIES

Article 12(3) and (4) of 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)

QJ L 405 2.12.2020 p.1.

1. Reference No of the requesting court: 1234

2. Reference No of the requested court: 123

Reset Section

Auto save Save

Figure 307: ToE Form H draft

② Complete all mandatory fields and save your data.

TOEA test

TOEA TOEA-PL-CZ-2024-10-26-0001-1

Overview Form A 26/10/2024 11:18 Form E 29/10/2024 13:48 Form F 29/10/2024 13:57 Form G 29/10/2024 14:55 Form H 29/10/2024 14:56 Form N 29/10/2024 14:19 Event & Message Timeline eTranslations

Get PDF / Print Attach Document Form Translation Validation check

1.4. INITIAL SECTION

5-6. THE CALL FOR EXECUTION OF THE REQUEST COULD NOT BE COMPLIED WITH

SIGNATURE AND DATE

NOTIFICATION CONCERNING THE REQUEST FOR SPECIAL PROCEDURES AND/OR FOR THE USE OF COMMUNICATIONS TECHNOLOGIES

Article 12(3) and (4) of 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)

QJ L 405 2.12.2020 p.1.

1. Reference No of the requesting court: 1234

2. Reference No of the requested court: 123

Reset Section

Send to review

3

Send to review

Create Form B

Forward + Create Form C

Create Form D

Create Form E

Create Form H

Create Form I

Create Form J

Create Form K

Create Form N

Send other information

Close a case

Figure 308: ToE Form H send to review

③ Select **Send to review** option from Workflow.

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The screenshot shows the e-Evidence Digital Exchange System interface. The main content area displays a case titled 'TOEA test' with sub-sections '1-4. INITIAL SECTION' and '5-6. THE CALL FOR EXECUTION OF THE REQUEST COULD NOT BE COMPLIED WITH'. A 'SIGNATURE AND DATE' section is present. The sidebar on the right contains a navigation menu with various options, and a green callout bubble with the number '4' points to the 'Preparation for signature' option. The top right corner shows user information and a green callout bubble with the number '5' points to the 'Accept Review' button.

Figure 309: ToE Form H accept review

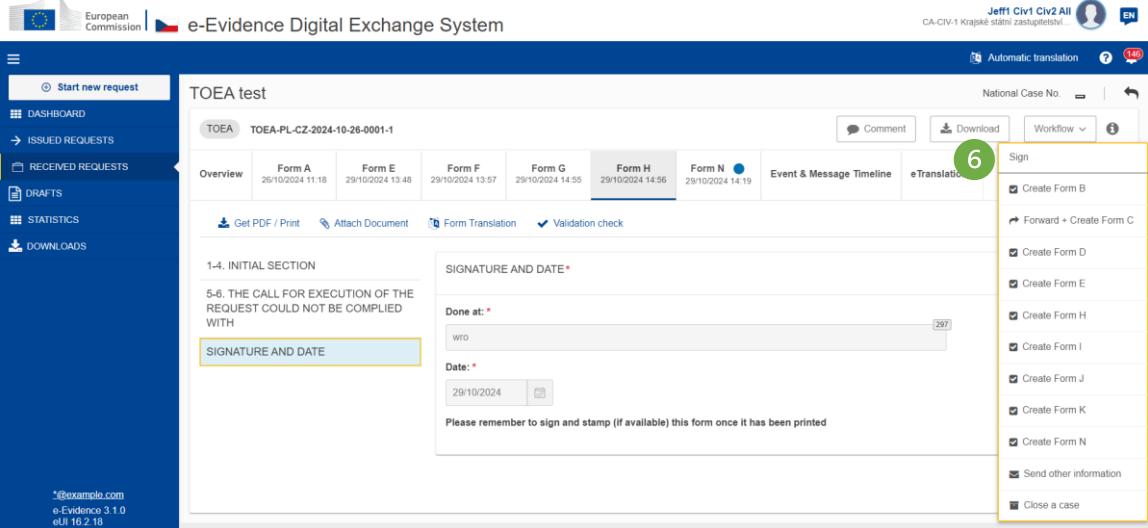
④ The user with Reviewer role should select **Accept Review** to move it to the next step (Reject and Return for amendment are also the available options). The Assigned can also edit the case.

The screenshot shows the e-Evidence Digital Exchange System interface, similar to Figure 309 but with a different visual style. The main content area displays a case titled 'TOEA test' with sub-sections '1-4. INITIAL SECTION' and '5-6. THE CALL FOR EXECUTION OF THE REQUEST COULD NOT BE COMPLIED WITH'. A 'SIGNATURE AND DATE' section is present. The sidebar on the right contains a navigation menu with various options, and a green callout bubble with the number '4' points to the 'Preparation for signature' option. The top right corner shows user information and a green callout bubble with the number '5' points to the 'Preparation for signature' button.

Figure 310: 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.

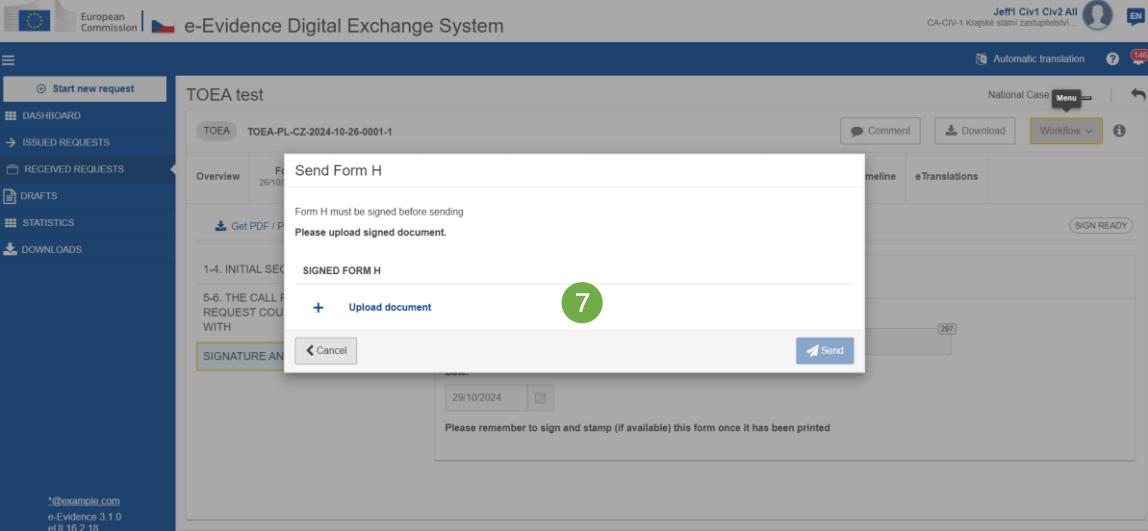
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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar includes 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS' (which is selected), 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main content area shows a 'TOEA test' case with a sub-section 'TOEA TOEA-PL-CZ-2024-10-26-0001-1'. Below this are tabs for 'Overview', 'Form A' (26/10/2024 11:18), 'Form E' (29/10/2024 13:48), 'Form F' (29/10/2024 13:57), 'Form G' (29/10/2024 14:56), 'Form H' (29/10/2024 14:56, highlighted in blue), 'Form N' (29/10/2024 14:19), 'Event & Message Timeline', and 'eTranslations'. A context menu is open on the right, with the 'Sign' option highlighted and a green circle labeled '6'.

Figure 311: ToE Form H: signing

⑥ The user with Sender role should select **Sign**.



The screenshot shows the 'Send Form H' dialog box. It contains the message 'Form H must be signed before sending' and 'Please upload signed document.' Below this is a 'SIGNED FORM H' section with a 'Upload document' button (highlighted with a green circle labeled '7') and a 'Cancel' button. The background shows the same TOEA test case interface as Figure 311.

Figure 312: ToE Form H: upload document

⑦ Click **Upload document**.

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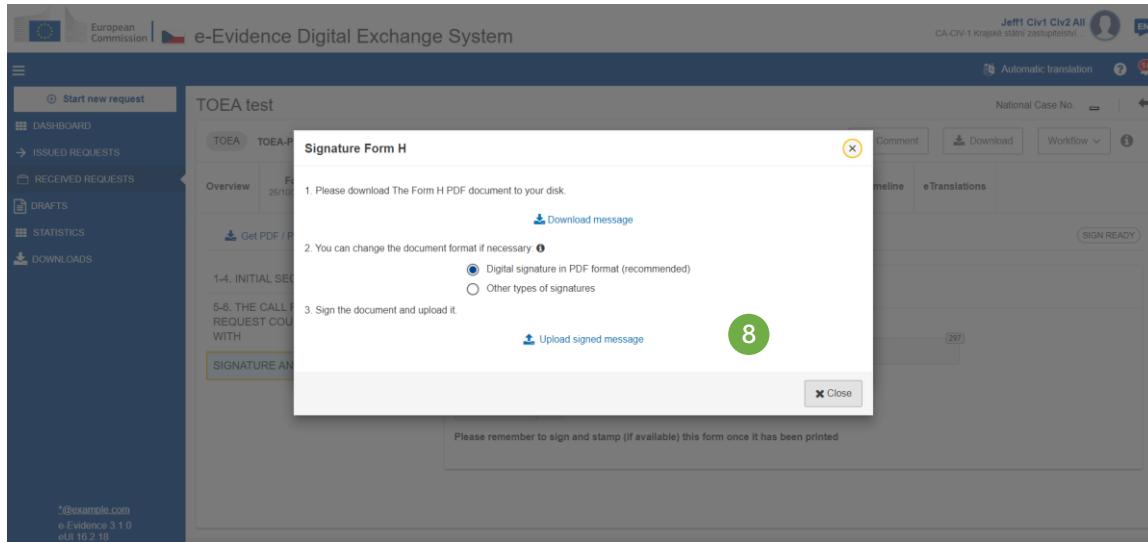


Figure 313: ToE Form H: Download, sign and upload document

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.

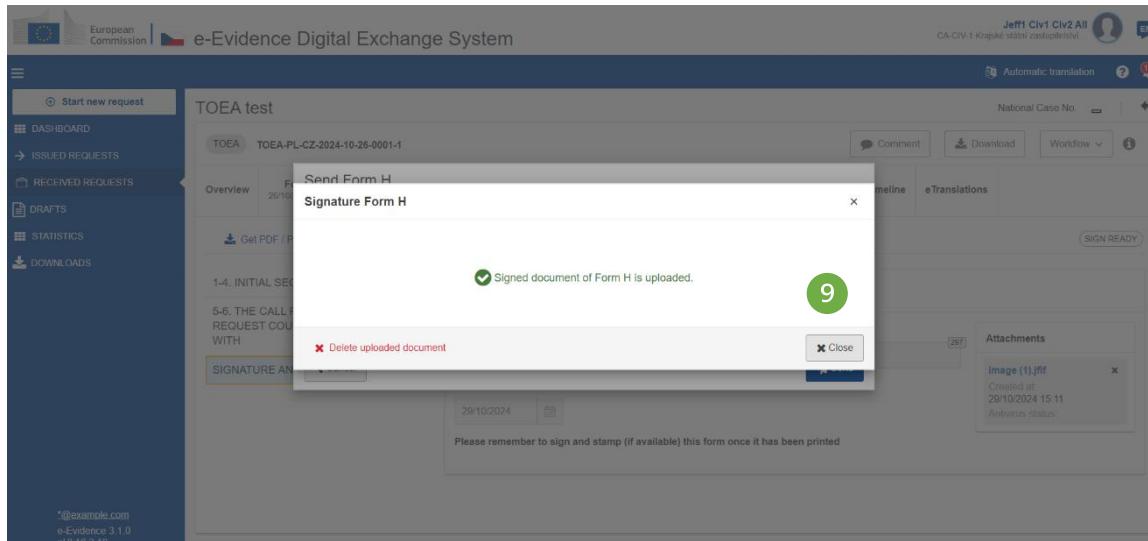


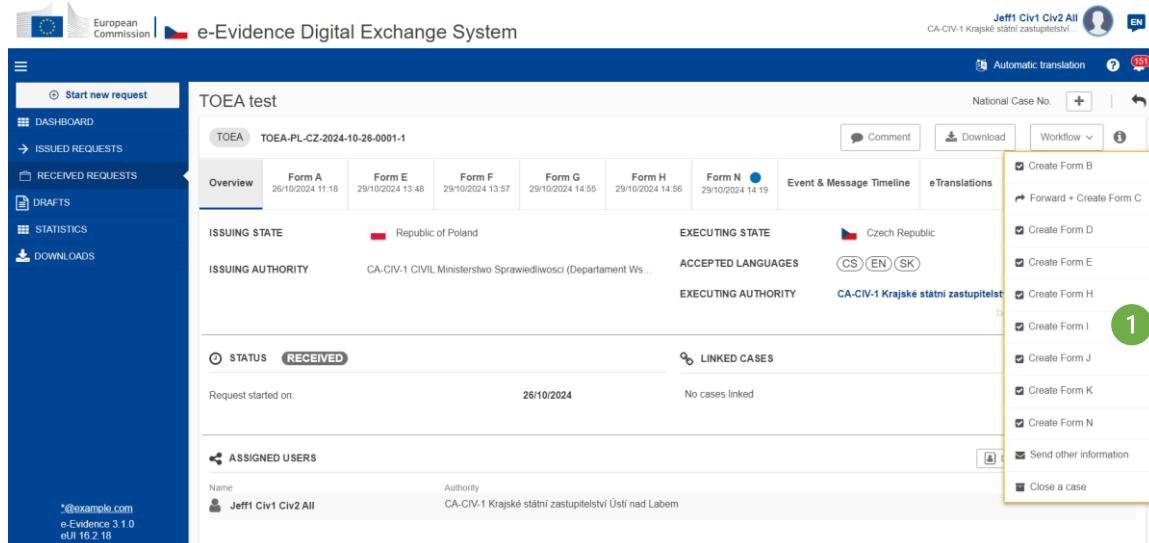
Figure 314: ToE Form H: confirmation pop-up

⑨ Close the confirmation pop-up.

⑩ Click on **Send** button from Workflow.

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10.1.10. TOEA: Notification of the date, time, place of the taking of evidence and the conditions for participation (Form I)



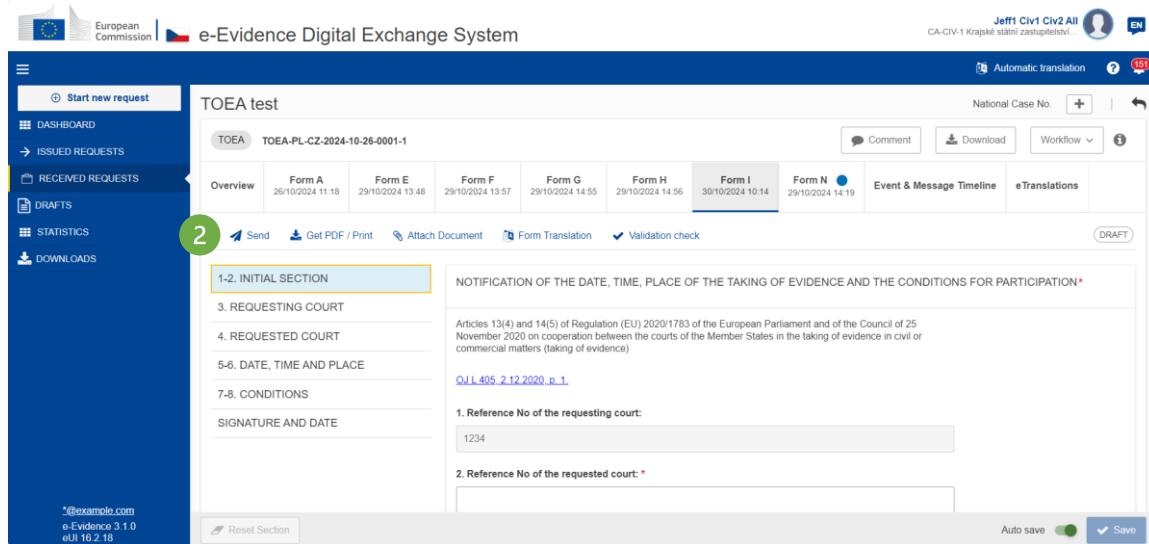
The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar includes 'DASHBOARD', 'ISSUED REQUESTS', 'DRAFTS', 'STATISTICS', and 'DOWNLOADS'. The main area displays a 'TOEA test' request with the following details:

- TOEA:** TOEA-PL-CZ-2024-10-26-0001-1
- Overview:** Form A (26/10/2024 11:18), Form E (29/10/2024 13:48), Form F (29/10/2024 13:57), Form G (29/10/2024 14:55), Form H (29/10/2024 14:56), Form N (29/10/2024 14:19), Event & Message Timeline, eTranslations.
- ISSUING STATE:** Republic of Poland
- EXECUTING STATE:** Czech Republic
- ISSUING AUTHORITY:** CA-CIV-1 CIVIL Ministerstvo Spravedliwosci (Departament Ws...)
- ACCEPTED LANGUAGES:** CS (EN) (SK)
- EXECUTING AUTHORITY:** CA-CIV-1 Krajské státní zastupitelství
- STATUS:** RECEIVED
- LINKED CASES:** No cases linked
- ASSIGNED USERS:** Name: Jeff1 Civ1 Civ2 All, Authority: CA-CIV-1 Krajské státní zastupitelství Ústí nad Labem

The 'Workflow' menu on the right is open, showing various options for creating and managing forms. The 'Create Form I' option is highlighted with a green circle labeled '1'.

Figure 315: ToE Form I creation

① Select Create Form I from Workflow.



The screenshot shows the e-Evidence Digital Exchange System interface, similar to Figure 315 but with a different request ID. The 'Workflow' menu is open, and 'Send' is selected, highlighted with a green circle labeled '2'.

The main area displays a 'TOEA test' request with the following details:

- TOEA:** TOEA-PL-CZ-2024-10-26-0001-1
- Overview:** Form A (26/10/2024 11:18), Form E (29/10/2024 13:48), Form F (29/10/2024 13:57), Form G (29/10/2024 14:55), Form H (29/10/2024 14:56), Form I (30/10/2024 10:14), Form N (29/10/2024 14:19), Event & Message Timeline, eTranslations.
- 1-2. INITIAL SECTION:** This section is highlighted with an orange box.
- NOTIFICATION OF THE DATE, TIME, PLACE OF THE TAKING OF EVIDENCE AND THE CONDITIONS FOR PARTICIPATION:** This section is described in the text below.
- Articles 13(4) and 14(5) of 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)**
- Q/L 405_2122020_p_1**
- 1. Reference No of the requesting court:** Reference No: 4234
- 2. Reference No of the requested court:** Reference No: (empty)

The 'Workflow' menu on the right is open, showing various options for creating and managing forms. The 'Send' option is highlighted with a green circle labeled '2'.

Figure 316: ToE Form I draft

② Complete all mandatory fields and click Send button on the action bar.

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main window displays a 'TOEA test' case with various sections: 'OVERVIEW', '1-2. INITIAL SECTION', '3. REQUESTING COURT', '4. REQUESTED COURT', '5-6. DATE, TIME', '7-8. CONDITIONS', and 'SIGNATURE AND DATE'. A modal window titled 'Send Form I' is overlaid on the screen. It contains the instruction 'Form I must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM I' with a button labeled '+ Upload document'. A green circle with the number '3' is placed over this button. At the bottom of the modal are 'Cancel' and 'Send' buttons. The background shows other parts of the application, including a 'Comment' button, a 'Download' button, and a 'Workflow' button.

Figure 317: ToE Form I upload document

③ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main window displays a 'TOEA test' case with sections: 'OVERVIEW', '1-2. INITIAL SECTION', '3. REQUESTING COURT', '4. REQUESTED COURT', '5-6. DATE, TIME', '7-8. CONDITIONS', and 'SIGNATURE AND DATE'. A modal window titled 'Signature Form I' is overlaid. It contains three steps: 1. 'Please download The Form I PDF document to your disk.' with a 'Download message' button. 2. 'You can change the document format if necessary.' with two radio button options: 'Digital signature in PDF format (recommended)' (selected) and 'Other types of signatures'. 3. 'Sign the document and upload it.' with a 'Upload signed message' button. A green circle with the number '4' is placed over the 'Upload signed message' button. At the bottom of the modal are 'Close' and 'X' buttons. The background shows other parts of the application, including a 'Comment' button, a 'Download' button, and a 'Workflow' button.

Figure 318: 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.

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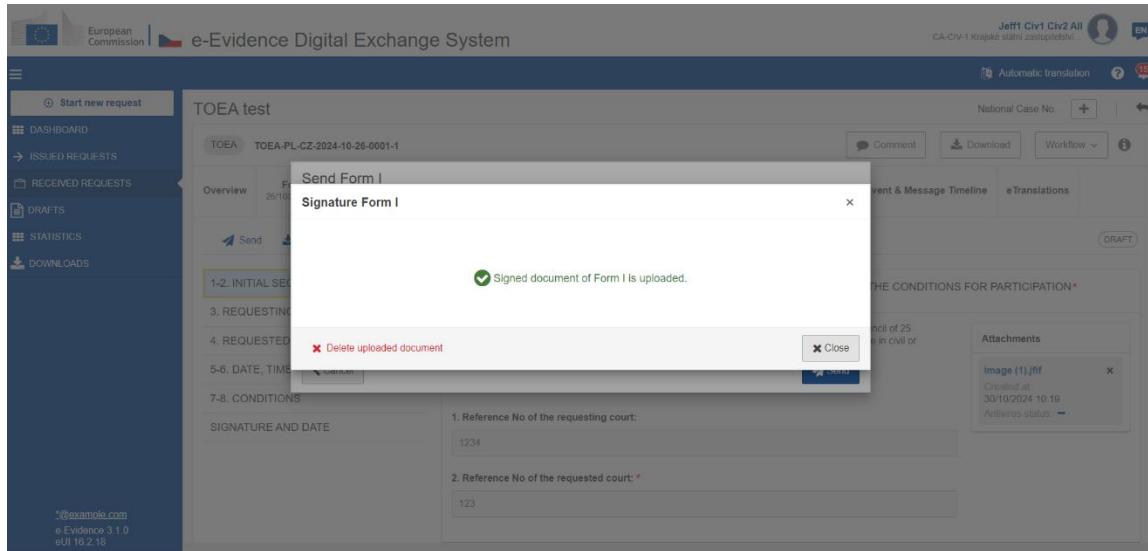


Figure 319: ToE Form I: confirmation pop-up

⑤ Close confirmation pop-up.

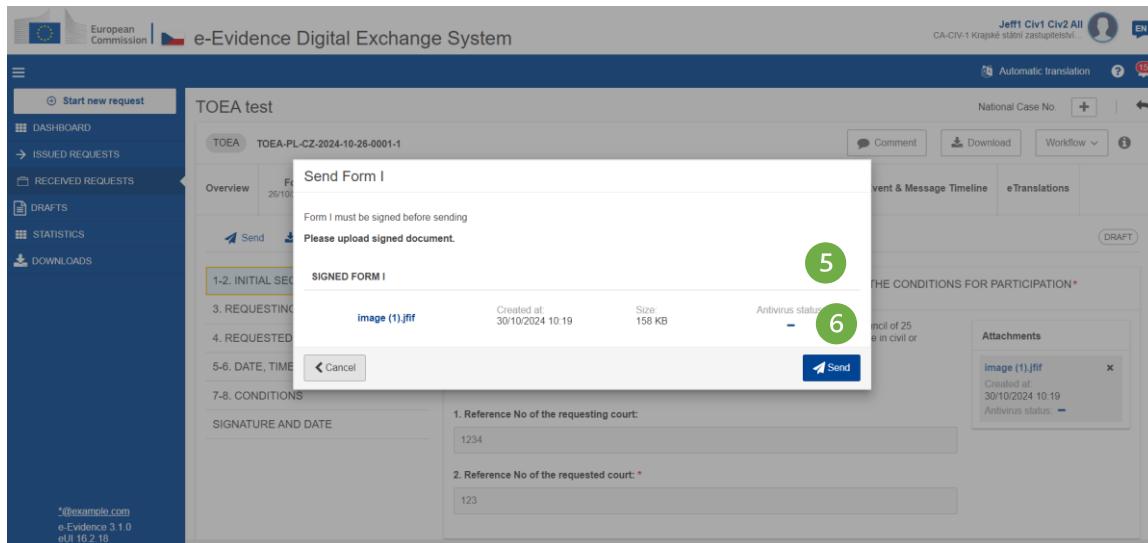
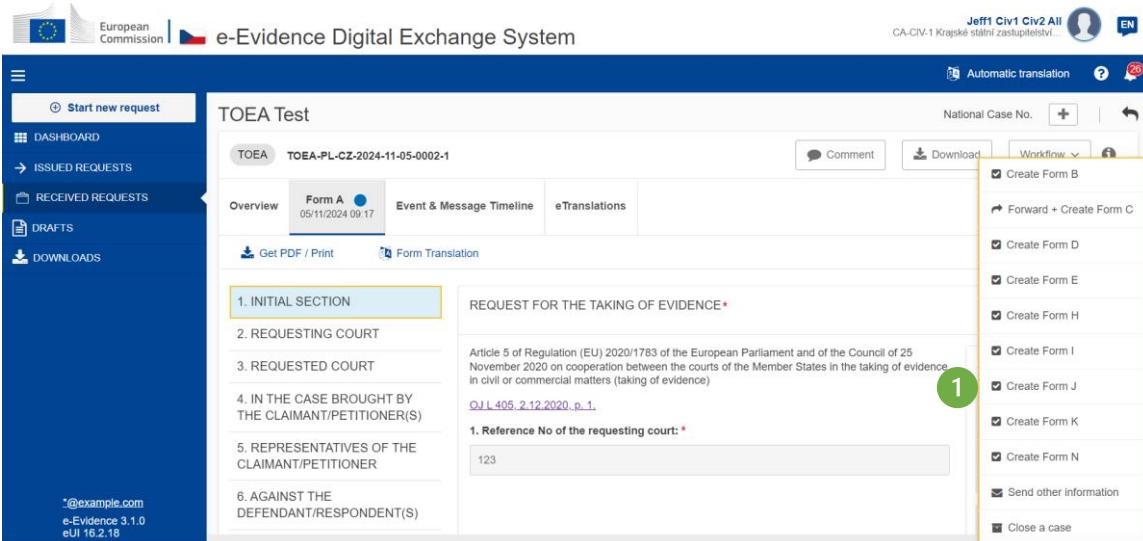


Figure 320: ToE Form I sending

⑥ Click on **Send** button.

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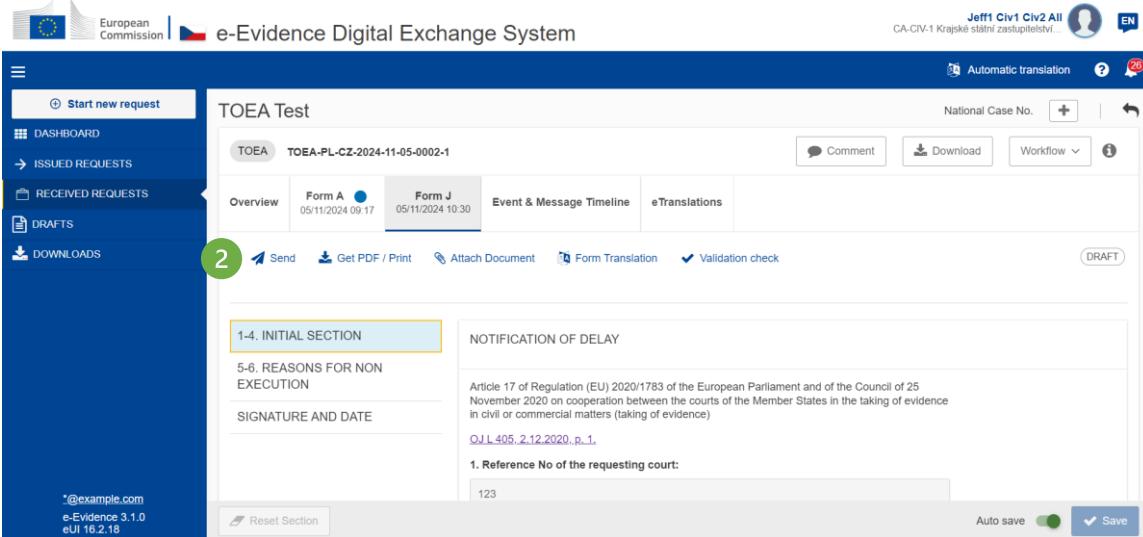
10.1.11. TOEA: Notification of delay (Form J)



The screenshot shows the e-Evidence Digital Exchange System interface. On the left, a sidebar has options like 'Start new request', 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', and 'DOWNLOADS'. The main area shows a 'TOEA Test' request with 'Form A' selected. A 'Workflow' menu is open on the right, with a green circle labeled '1' pointing to the 'Create Form J' option. Other options in the menu include 'Create Form B', 'Forward + Create Form C', 'Create Form D', 'Create Form E', 'Create Form H', 'Create Form I', 'Create Form J', 'Create Form K', 'Create Form N', 'Send other information', and 'Close a case'.

Figure 321: ToE Form J creation

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



The screenshot shows the e-Evidence Digital Exchange System interface. The 'Form J' tab is selected in the request overview. The action bar at the top includes 'Send', 'Get PDF / Print', 'Attach Document', 'Form Translation', 'Validation check', and a 'DRAFT' button. A green circle labeled '2' points to the 'Send' button. The main area shows the 'INITIAL SECTION' and 'REASONS FOR NON EXECUTION' sections of the 'NOTIFICATION OF DELAY' form. The 'SIGNATURE AND DATE' section is also visible. The 'Validation check' button is highlighted with a green circle.

Figure 322: ToE Form J draft

② Complete all mandatory fields and click **Send** button on the action bar.

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. A central dialog box is titled 'Send Form J'. It contains the message: 'Form J must be signed before sending' and 'Please upload signed document.' Below this, there is a section titled 'SIGNED FORM J' with a 'Upload document' button. A 'SIGNATURE AND DATE' section is highlighted with a yellow box, containing a date field set to '05/11/2024'. At the bottom of the dialog are 'Cancel' and 'Send' buttons. The background shows a sidebar with 'DASHBOARD', 'ISSUED REQUESTS', 'RECEIVED REQUESTS', 'DRAFTS', and 'DOWNLOADS' options. The top right corner shows user information 'Jeff1 Civ1 Civ2 All' and a language switch 'EN'.

Figure 323: ToE Form J upload document

③ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface with a 'Signature Form J' dialog box in the foreground. The dialog contains the following steps: 1. Please download The Form J PDF document to your disk. (with a 'Download message' button). 2. You can change the document format if necessary. (with radio buttons for 'Digital signature in PDF format (recommended)' and 'Other types of signatures'). 3. Sign the document and upload it. (with a 'Upload signed message' button). At the bottom of the dialog are 'Close' and 'OK' buttons. The background shows the same sidebar and user interface as Figure 323.

Figure 324: 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.

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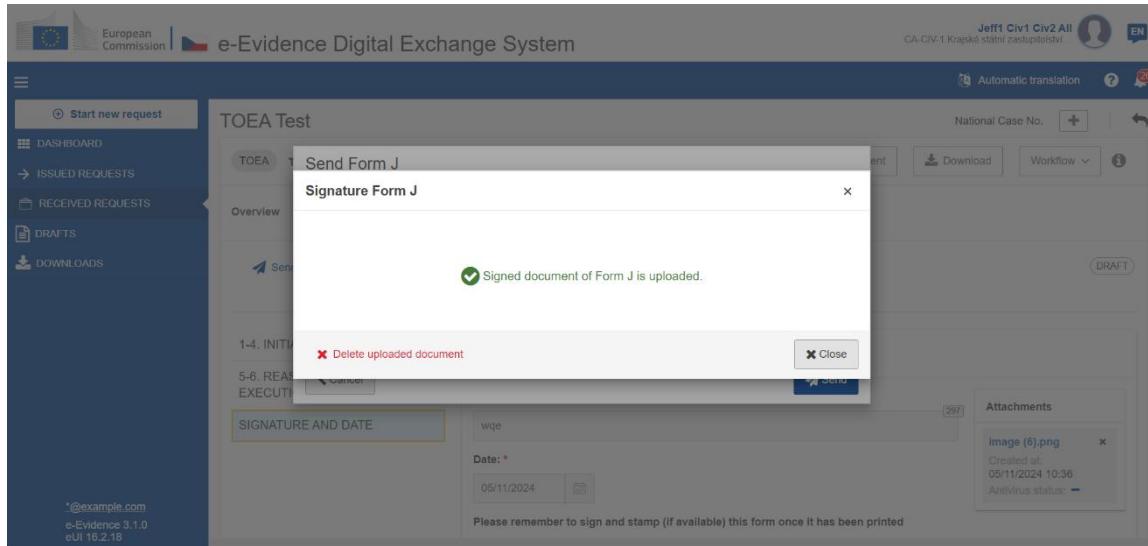


Figure 325: ToE Form J confirmation pop-up

⑤ Close the confirmation pop-up.

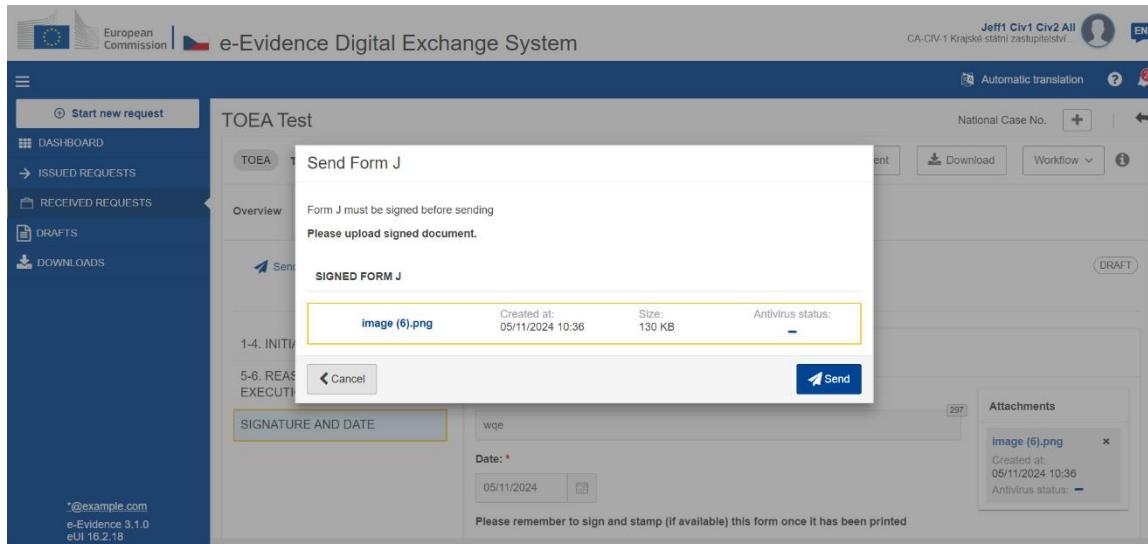


Figure 326: ToE Form J sending

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.

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main content area displays a 'TOEA test' case. The navigation bar at the top includes the European Commission logo, the system name, user information (Jeff1 Civ1 Civ2 All, CA-CIV-1 CIVIL Ministerstvo Spravedlnosti, EN), and an 'Automatic translation' button. The main content area shows a 'Form F' tab selected. A yellow box highlights the 'Form N' tab in the navigation bar. A green circle labeled '1' points to the 'Workflow' button in the top right corner of the main content area. The right sidebar contains a list of workflow actions: 'Create Form F', 'Create Form N', 'Withdrawal', 'Send other information', and 'Close a case'. Below the sidebar, there is an 'Attachments' section showing an image file named 'image (1).jfif'.

Figure 327: ToE Form N creation

① Select Create Form N from Workflow.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. The main content area displays a 'TOEA test' case. The navigation bar at the top includes the European Commission logo, the system name, user information (Jeff1 Civ1 Civ2 All, CA-CIV-1 CIVIL Ministerstvo Spravedlnosti, EN), and an 'Automatic translation' button. The main content area shows a 'Form N' tab selected. A yellow box highlights the 'Form N' tab in the navigation bar. A green circle labeled '2' points to the 'Send' button in the top right corner of the action bar. The right sidebar contains a list of workflow actions: 'Create Form F', 'Create Form N', 'Withdrawal', 'Send other information', and 'Close a case'. Below the sidebar, there is an 'Attachments' section showing an image file named 'image (1).jfif'.

Figure 328: ToE Form N draft

② Complete Form N mandatory fields, save your data and click on Send button from the action bar.

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The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box is open, titled 'Send Form N'. It contains instructions: 'Form N must be signed before sending' and 'Please upload signed document.' Below this is a section titled 'SIGNED FORM N' with a button labeled '+ Upload document' circled in green with a number '3'. At the bottom of the dialog are 'Cancel' and 'Send' buttons.

Figure 329: ToE Form N upload document

③ Click **Upload document**.

The screenshot shows the 'e-Evidence Digital Exchange System' interface. A modal dialog box is open, titled 'Signature Form N'. It contains three steps: 1. Download the Form N PDF document. 2. Change the document format if necessary (with 'Digital signature in PDF format (recommended)' selected). 3. Sign the document and upload it. Below these steps is a 'Download message' button. At the bottom of the dialog is an 'Upload signed message' button circled in green with a number '4'. The dialog has a 'Close' button at the bottom right.

Figure 330: 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.

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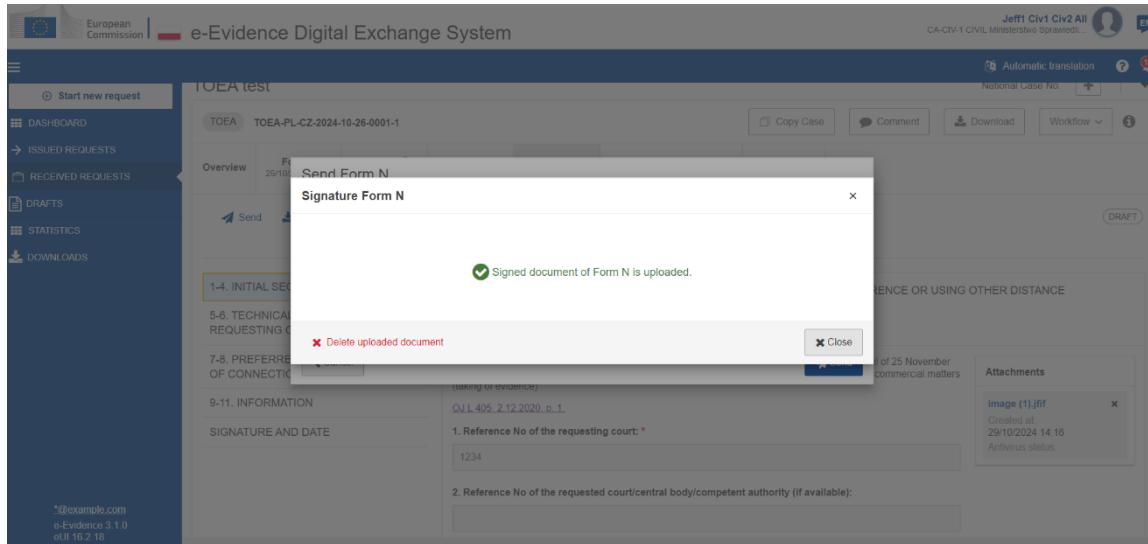


Figure 331: ToE Form N: confirmation pop-up

⑤ Close the confirmation pop-up.

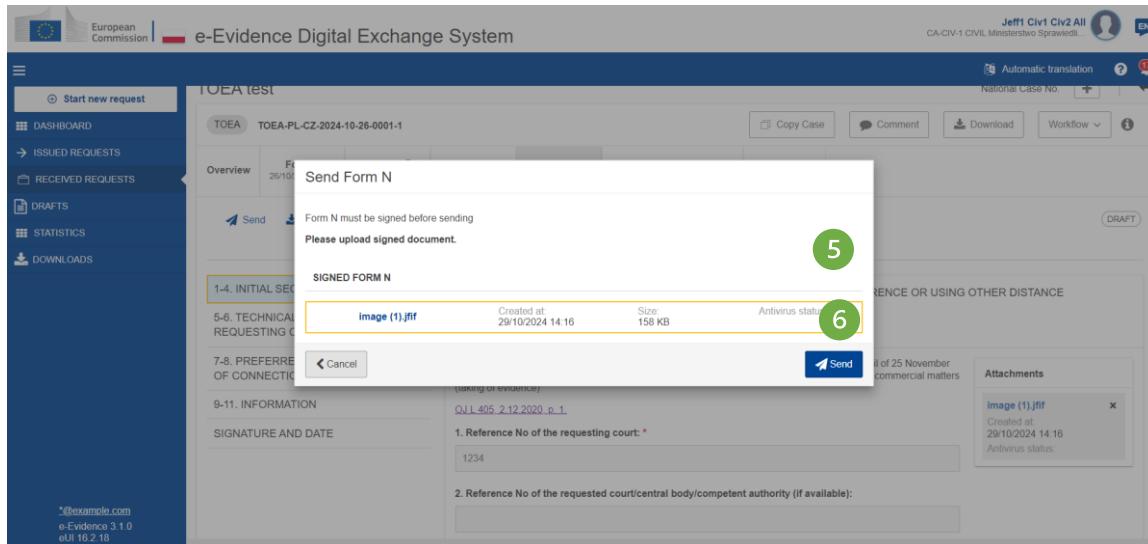


Figure 332: ToE Form N sending

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.

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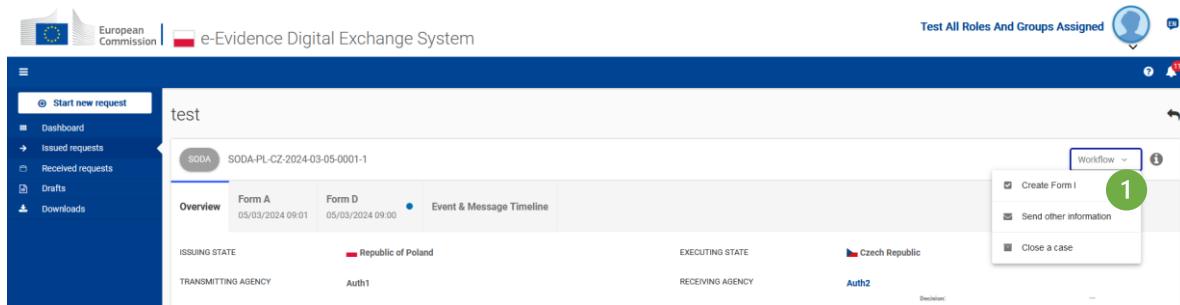


Figure 333: Send other information (Issuing Authority): Workflow menu

- ① Click **Workflow** > **Send other information**.

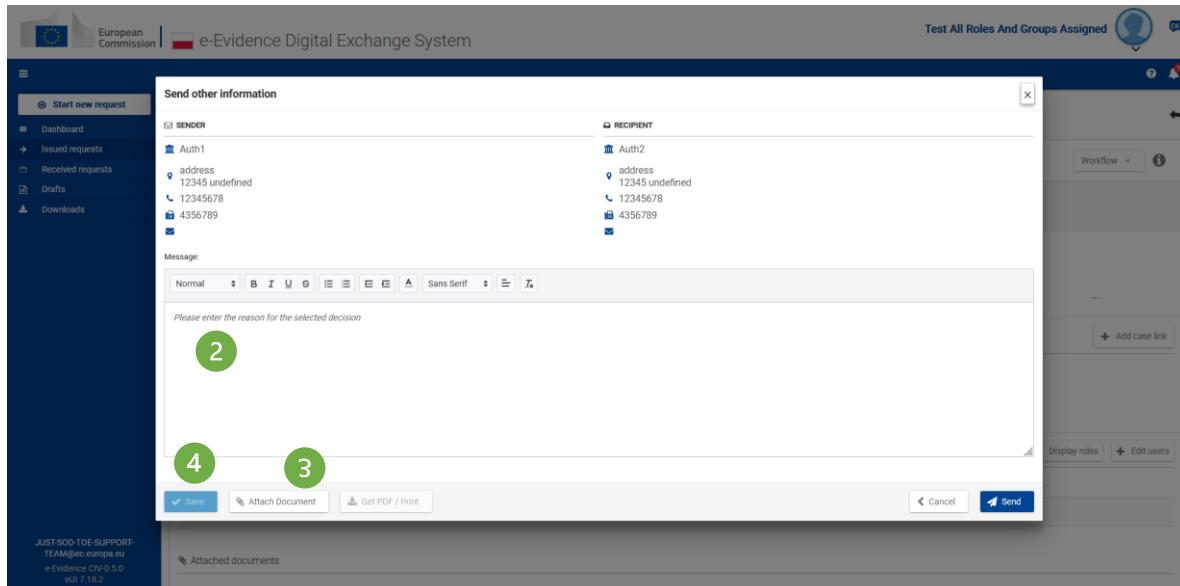


Figure 334: Send other information (Issuing Authority): Fields to fill-in

- 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**.

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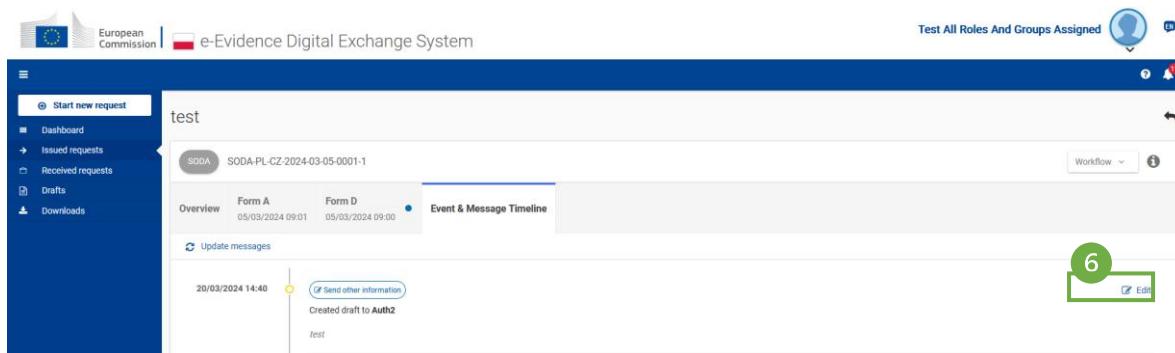


Figure 335: Send other information (Issuing Authority): Editing a draft message

- 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.

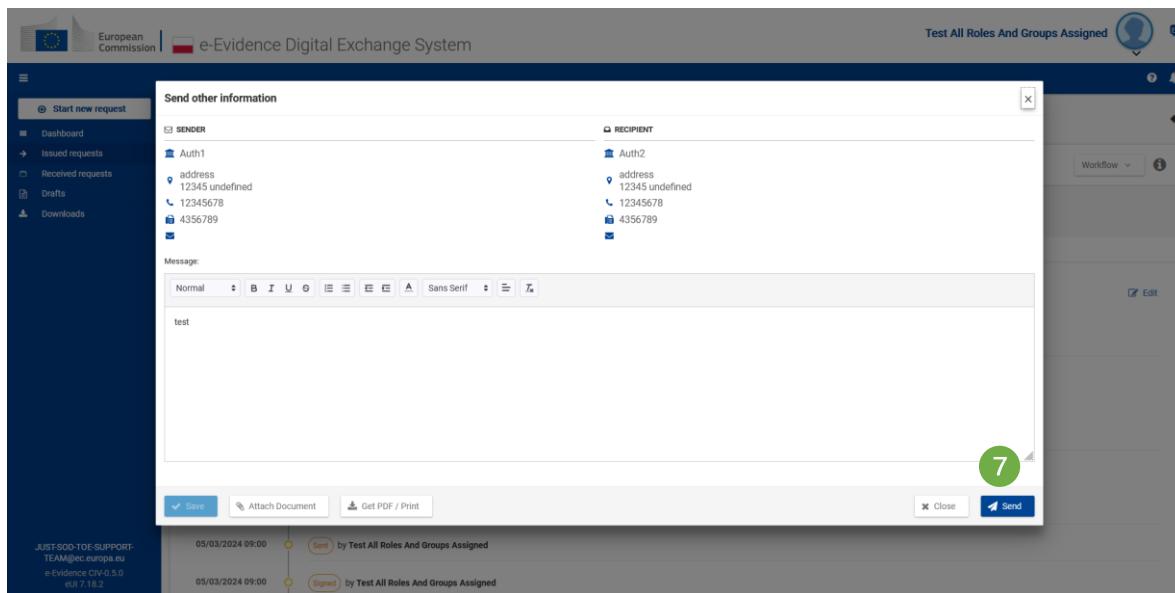


Figure 336: Sending other information to an Executing Authority

- 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.

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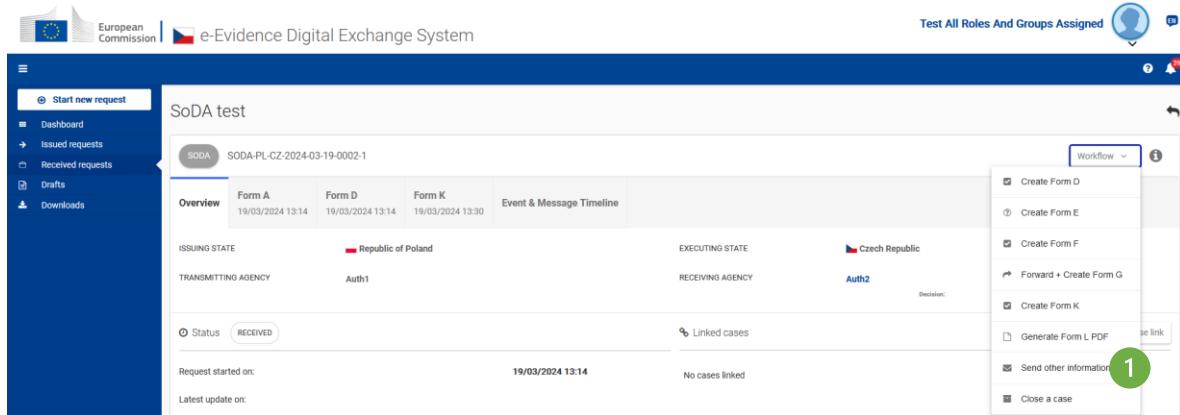


Figure 337: Send other information (Executing Authority): Workflow menu

- ① Click Workflow > Send other information.

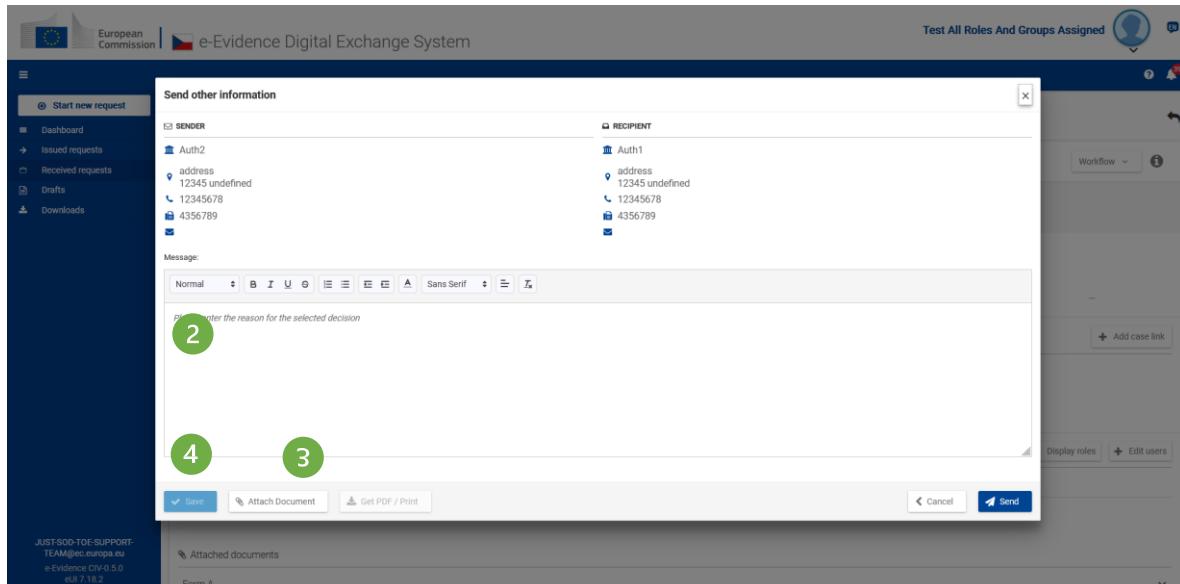


Figure 338: Send other information (Executing Authority): Fields to fill-in

- 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**.

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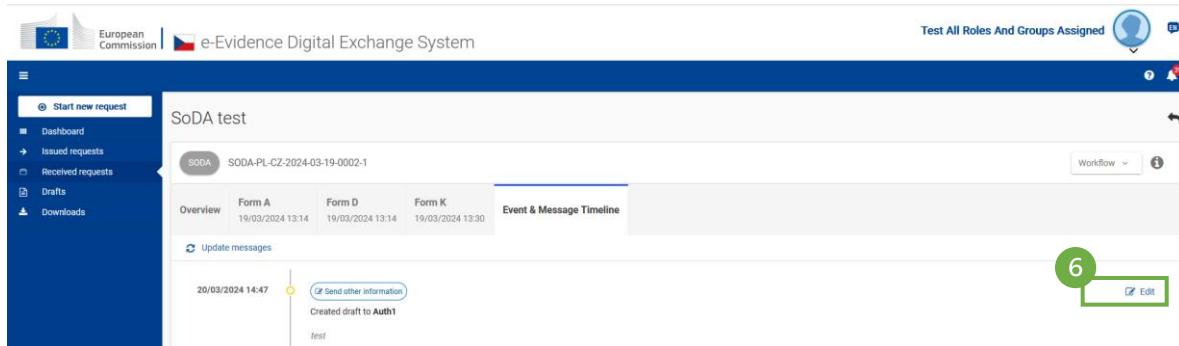


Figure 339: Send other information (Executing Authority): Editing a draft message

- 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.

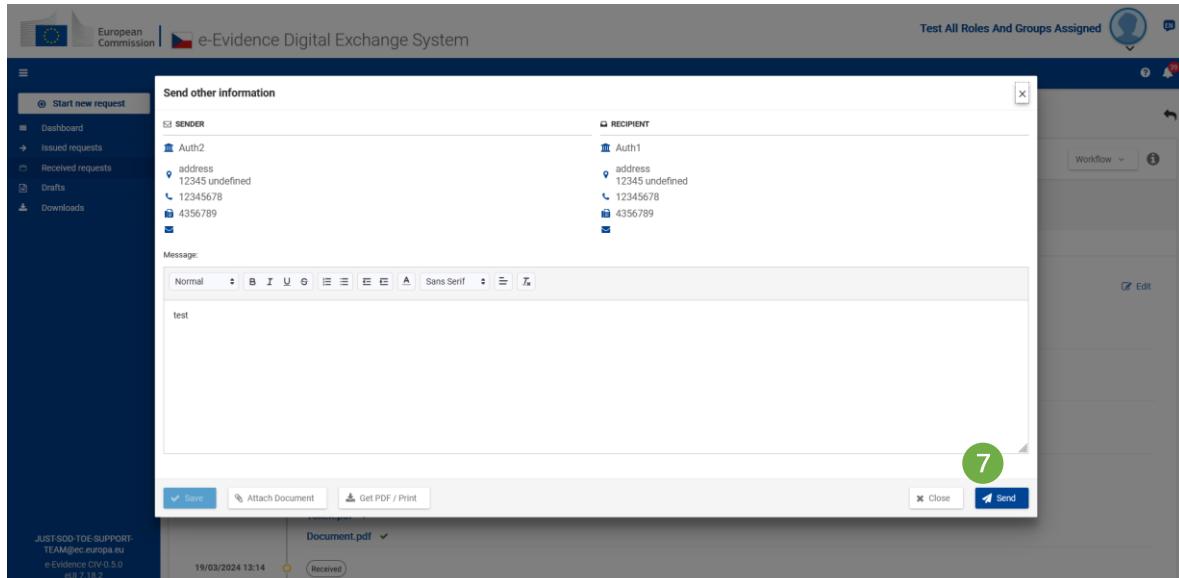


Figure 340: Sending other information to the Issuing Authority

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- 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.

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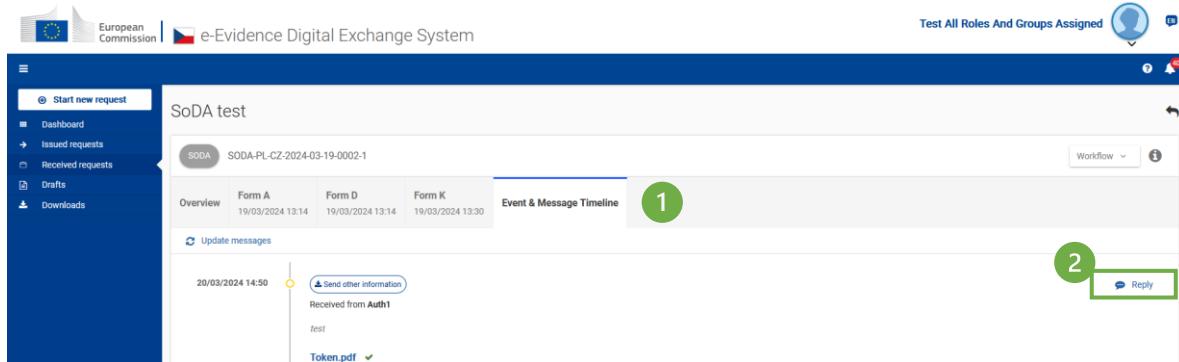


Figure 341: Reply to 'Send other information' button

- ① View the **Timeline of a case**, where the 'Send other information' message from Executing Authority is displayed and click a ② **Reply** button.

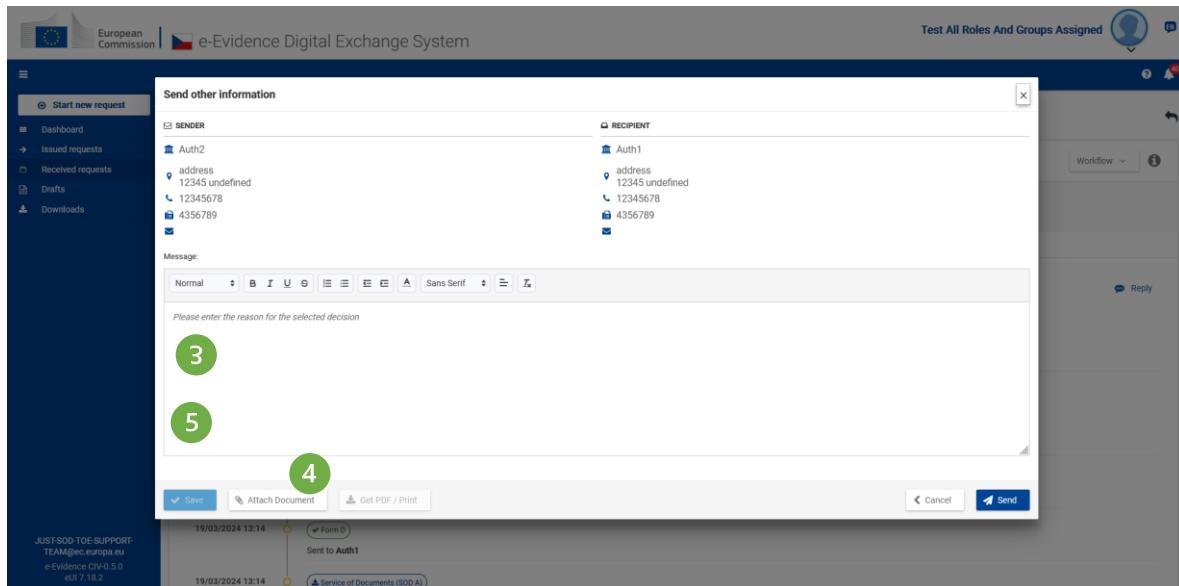


Figure 342: Reply to 'Send other information' message pop-up window

- 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**.

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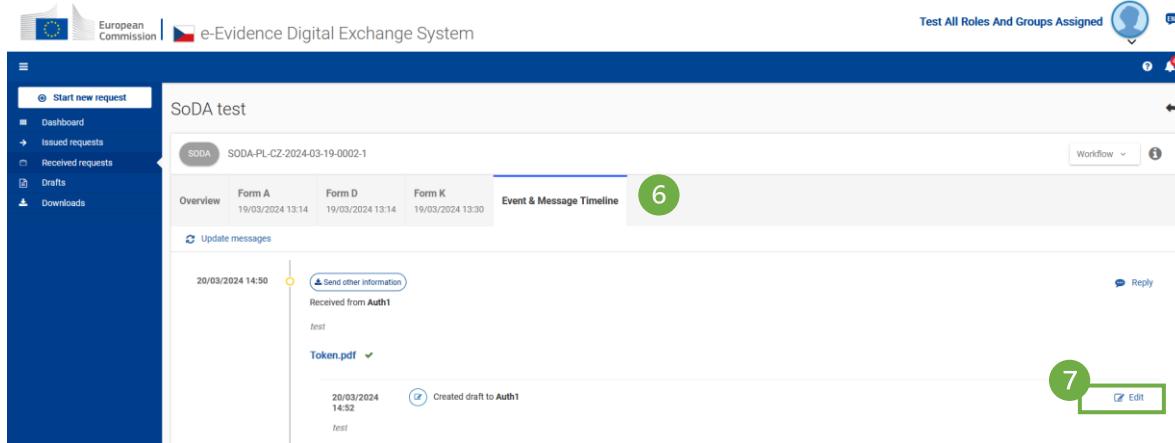


Figure 343: Reply to 'Send other information' message: Editing a draft message

- 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.

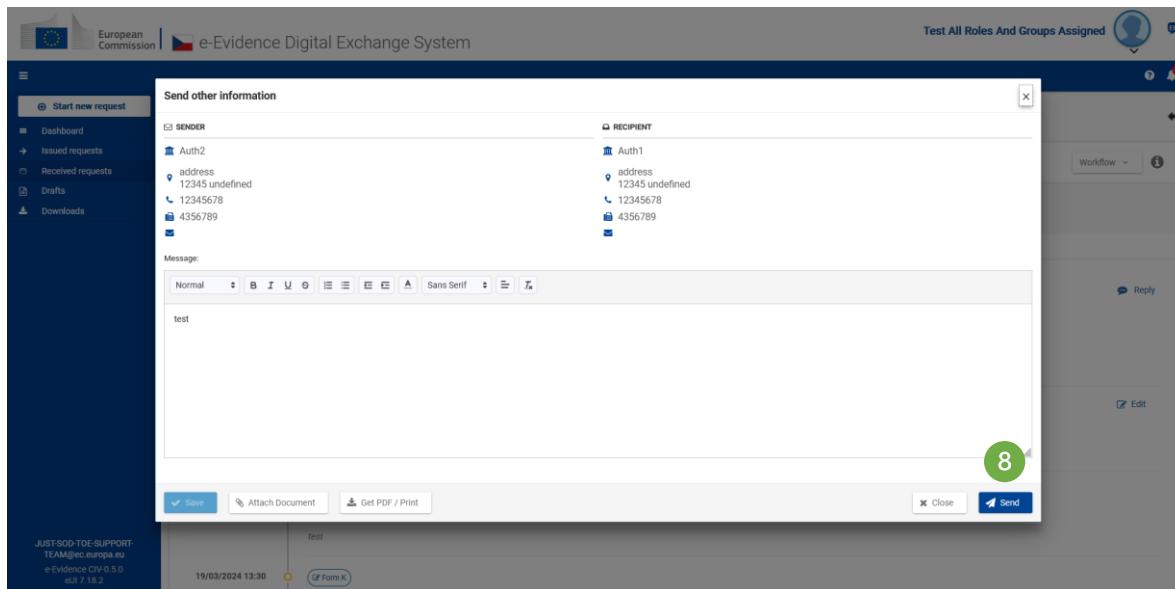


Figure 344: Sending a reply to 'Send other information' message

- ⑧ Click **Send** to send a message to the Executing Authority.
- ⑨ Your sent message can now be accessed from **Event & Message Timeline** tab.

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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.

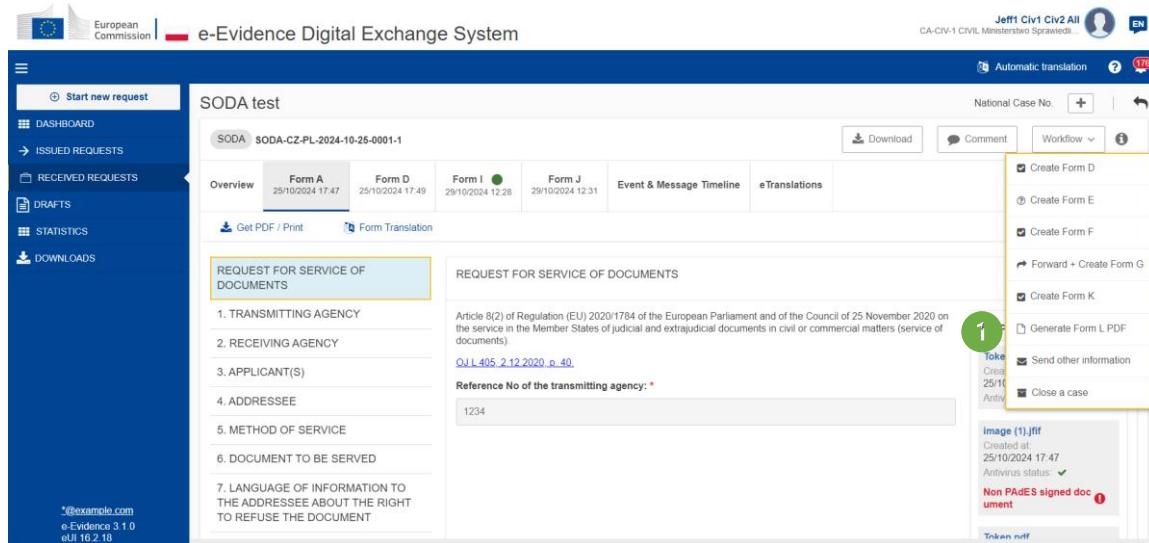


Figure 345: SoD Form L generation

① Click on Generate Form L PDF from Workflow.

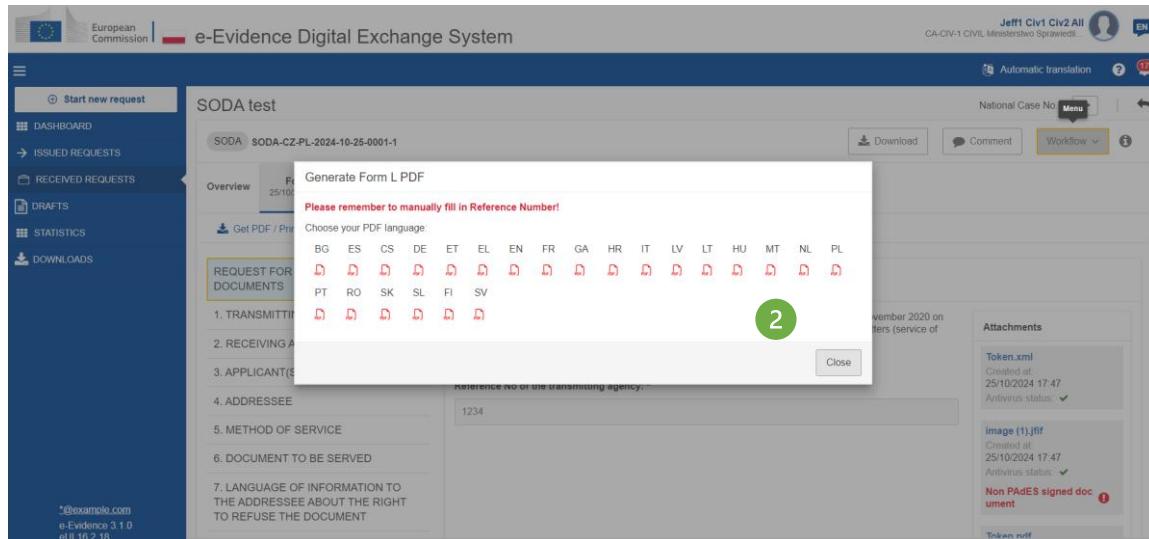


Figure 346: SoD Form L language selection

② RI displays pop-up with languages icons. Select the language.

When you click icon with the preferred language, RI downloads the file to your disk. You can print the document and attach it to the documents to be served to the addressee.

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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:

- 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:

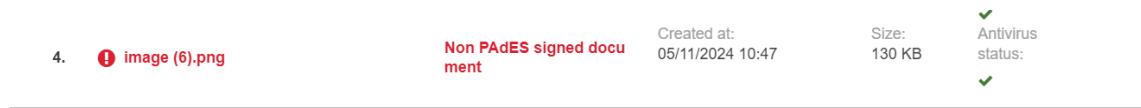


Figure 347: Warning in Overview tab

The screenshot shows the 'TOEL_optional_signatures_2' form interface. The left sidebar lists form sections: 1-2. INITIAL SECTION, 3. REQUESTING COURT, 4. CENTRAL BODY/COMPETENT AUTHORITY OF THE REQUESTED STATE, 5. IN THE CASE BROUGHT BY THE CLAIMANT/ PETITIONER(S), 6. REPRESENTATIVES OF THE CLAIMANT/ PETITIONER, 7. AGAINST THE DEFENDANT/RESPONDENT(S), 8. REPRESENTATIVES OF DEFENDANT/ RESPONDENT, 9. THE EVIDENCE WILL BE TAKEN BY, 10. NATURE AND SUBJECT MATTER OF THE CASE AND A BRIEF STATEMENT OF THE FACTS, 11. TAKING OF EVIDENCE TO BE CARRIED OUT, and 12. REQUEST FOR USING THE COMMUNICATION TECHNOLOGY. The 'SIGNATURE AND DATE' section is at the bottom.

The main content area shows the 'REQUEST FOR DIRECT TAKING OF EVIDENCE*' section with a note about Regulation (EU) 2020/1783. Below it, there are two text input fields for '1. Reference No of the requesting court:' (containing 'PL') and '2. Reference No of the central body/competent authority:' (containing an empty box).

The right sidebar shows the 'Attachments' section with four files listed:

- Document.xml: Created at 05/11/2024 12:12, Antivirus status: 
- Token.xml: Created at 05/11/2024 12:12, Antivirus status: 
- Token.pdf: Created at 05/11/2024 12:12, Antivirus status: 
- TOEL_TOEL_optional_signatures_2_toe_form_1.pdf: Created at 05/11/2024 12:12, Antivirus status: 

A red box highlights the 'Non PAdES signed document' link next to the last file.

Figure 348: Warning in attachment section

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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	PL
PL	Document Information	Authentication-based
	Time of Issuance	application/pdf, "MainDocPlaceholder.txt"
		2020-08-06 22:26 UTC
Legal Result		
Evaluation of the Document		Successful
<p>e-CODEX approves the validity of the document. It is attested that it fulfils the requirements to be legally valid in the sending country.</p> <p>Further details can be found in the attached validation report and its technical assessment.</p> <div style="text-align: right; border: 2px solid green; border-radius: 50%; padding: 10px; background-color: #ADD8E6; display: inline-block;"> OK VALIDATION SUCCESSFUL </div>		

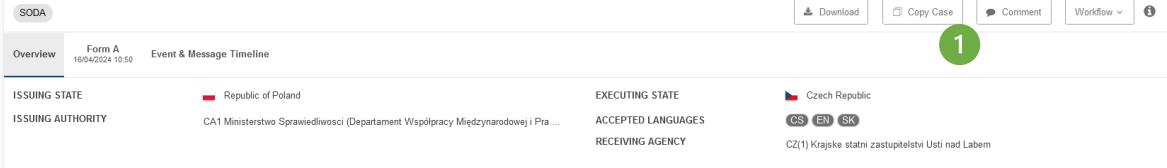
Figure 349: Technical Evidence

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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.

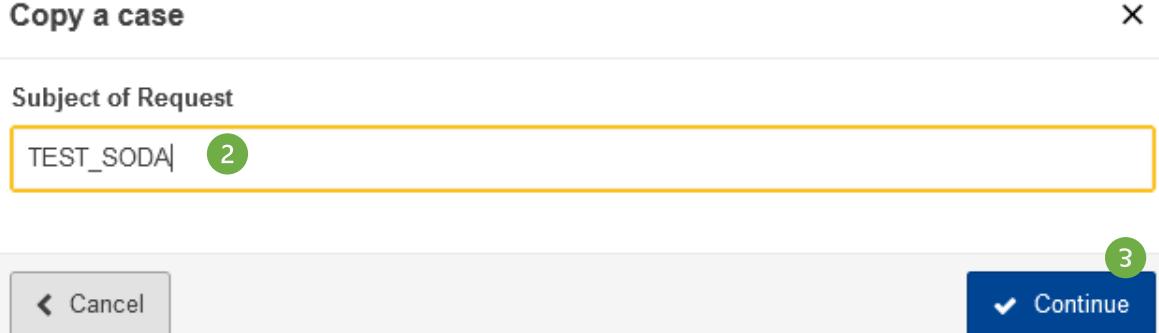
Copy Case can only be performed by the user with Author role at Issuing Authority on Draft, Issued, Withdrawn or Closed cases.



The screenshot shows the SODA (Service of Documents & Taking of Evidence) interface. At the top, there are buttons for Download, Copy Case (which is highlighted with a green circle labeled '1'), Comment, and Workflow. Below this, there are tabs for Overview, Form A (16/04/2024 10:50), and Event & Message Timeline. The main content area displays case details: ISSUING STATE (Poland), ISSUING AUTHORITY (CA1 Ministerwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Pra...)), EXECUTING STATE (Czech Republic), ACCEPTED LANGUAGES (CS, EN, SK), and RECEIVING AGENCY (CZ(1) Krajske statni zastupitelstvi Usti nad Labem).

Figure 350: 'Copy Case' button

① To copy a case, a user opens the respective case they wish to copy and clicks the **Copy Case** button.



The screenshot shows a 'Copy a case' pop-up window. It has a text input field labeled 'Subject of Request' containing 'TEST_SODA' (highlighted with a green circle labeled '2'). At the bottom, there are 'Cancel' and 'Continue' buttons, with 'Continue' being highlighted with a green circle labeled '3'.

Figure 351: 'Copy Case' pop-up window

② A new subject / case title needs to be entered
③ Select 'Continue'.

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The screenshot shows the SODA (Service of Documents & Taking of Evidence) interface. At the top, there is a header with the text 'TEST_SODA' and a 'SODA' button. A green circle with the number '4' is in the top left corner. The main content area has tabs for 'Overview' (selected), 'Form A' (16/04/2024 12:42), and 'Event & Message Timeline'. The 'Overview' tab displays basic case details: ISSUING STATE (Republic of Poland, CA1 Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Czlowieka)), EXECUTING STATE (Czech Republic, CS, EN, SK), and EXECUTING AUTHORITY (Choose authority). It also shows the status as 'DRAFT' and a 'Request started on' date of 16/04/2024 12:42. The 'Event & Message Timeline' tab is currently selected. At the bottom, there are sections for 'ASSIGNED USERS' (SoDAuthor1 Ca1) and 'ATTACHED DOCUMENTS' (No attachments yet).

Figure 352: Copy Case: New case creation

④ A new case is created. Most of the data contained in the original request is copied.

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.

The screenshot shows the SODA interface with a green circle containing the number '1' in the top left corner. The main content area shows the same basic case details as Figure 352, but the status is now 'READY TO REVIEW'. The 'Event & Message Timeline' tab is selected. The bottom section shows the same 'ASSIGNED USERS' and 'ATTACHED DOCUMENTS' sections as Figure 352.

Figure 353: 'Download' button

① To schedule a download, user must go into the case details screen and use the **Download** button.

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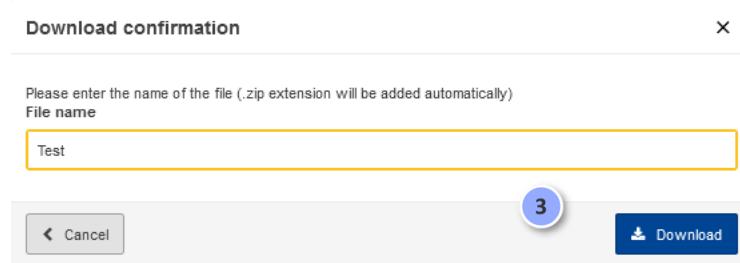


Figure 354: Downloading a ZIP file

- 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 355: Download confirmation

Downloaded ZIP-file lands in DOWNLOADS section, on the left-hand menu.

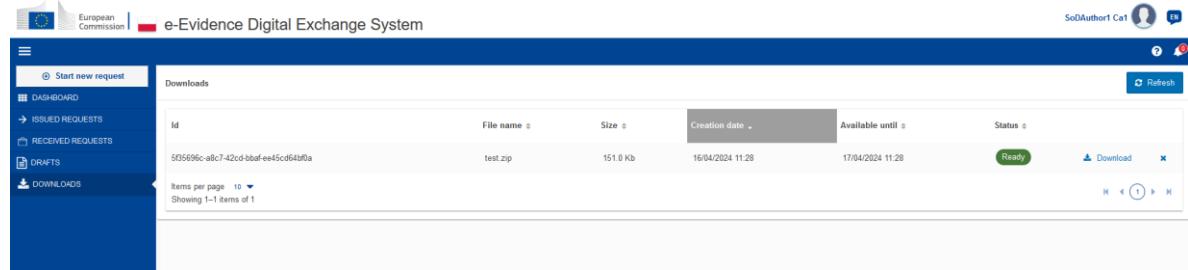


Figure 356: 'Downloads' section

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.

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10.4.1. Deleting files from DOWNLOADS

Creation date	Available until	Status
27/11/2023 16:08		Scheduled
27/11/2023 16:06	28/11/2023 16:06	Ready

Figure 357: Deleting files from 'Downloads' section

You can delete unnecessary downloads by using the 'x' icon.

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.

ISSUING STATE	EXECUTING STATE
Republic of Poland CA1 Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Pra...	Czech Republic CZ (1) Krajské statní zastupitelství Ústí nad Labem

Figure 358: 'Comment' button

- To add a comment, a user needs to be inside an SoD or ToE and select a **Comment** button.

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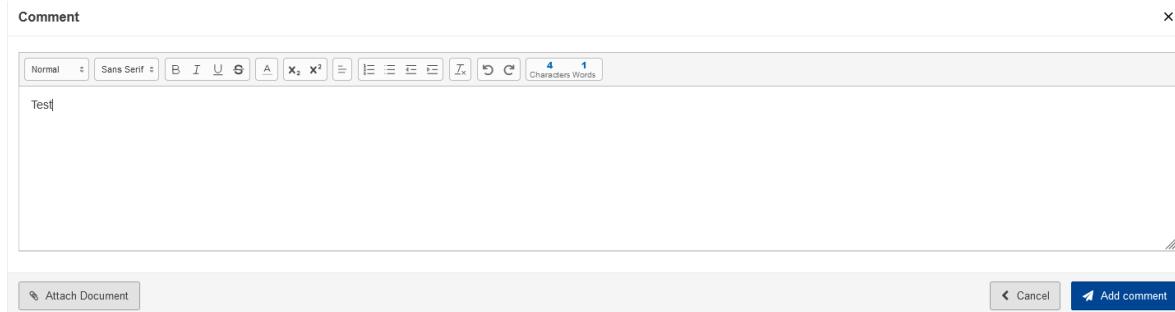


Figure 359: Adding internal comments

② Once an internal comment is added, internal attachments can be added and both can be saved.

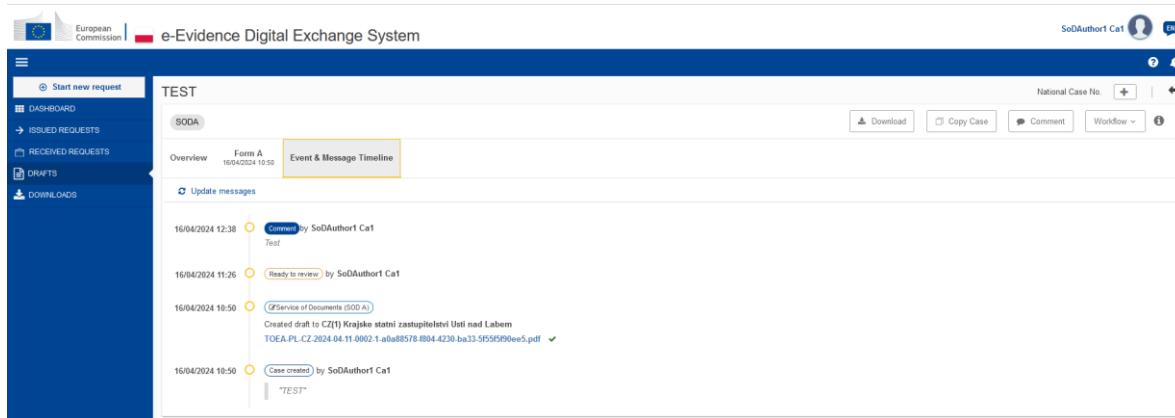


Figure 360: Comments displayed in the 'Event and Message Timeline'

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.

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10.6. Workflow menu

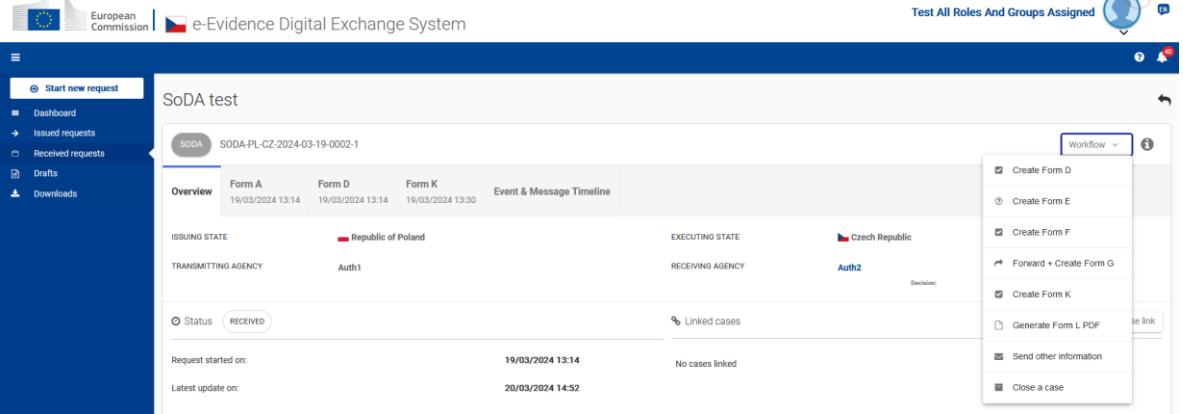

 A screenshot of the e-Evidence Digital Exchange System interface. At the top, there is a header with the European Commission logo and the text 'e-Evidence Digital Exchange System'. On the right side of the header, there is a button labeled 'Test All Roles And Groups Assigned' with a dropdown arrow. Below the header, the main content area shows a case detail page for 'SoDA test'. The page includes a sidebar with navigation links like 'Start new request', 'Dashboard', 'Issued requests', 'Received requests', 'Drafts', and 'Downloads'. The main content area displays case information: 'SoDA SODA-PL-CZ-2024-03-19-0002-1'. It shows 'ISSUING STATE' as 'Republic of Poland', 'EXECUTING STATE' as 'Czech Republic', 'TRANSMITTING AGENCY' as 'Auth1', and 'RECEIVING AGENCY' as 'Auth2'. The timeline section shows 'Form A' (19/03/2024 13:14), 'Form D' (19/03/2024 13:14), and 'Form K' (19/03/2024 13:30). Below the timeline, there are status buttons for 'Status' (RECEIVED) and 'Linked cases' (No cases linked). At the bottom, it shows 'Request started on: 19/03/2024 13:14' and 'Latest update on: 20/03/2024 14:52'. On the right side of the page, a 'Workflow' dropdown menu is open, listing various actions: '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 361: 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.

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.

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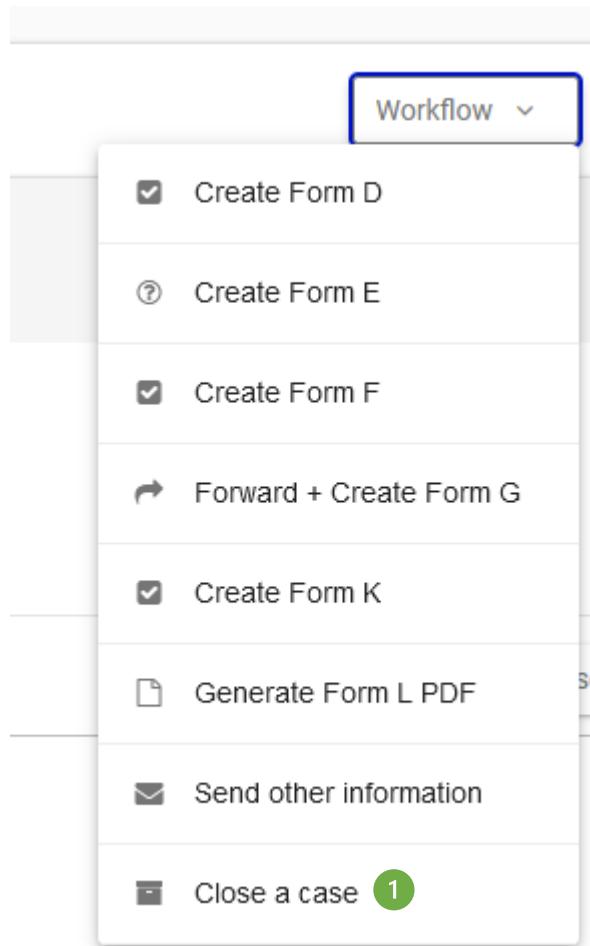


Figure 362: Closing a case: Workflow menu

- 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.

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To reopen a case:

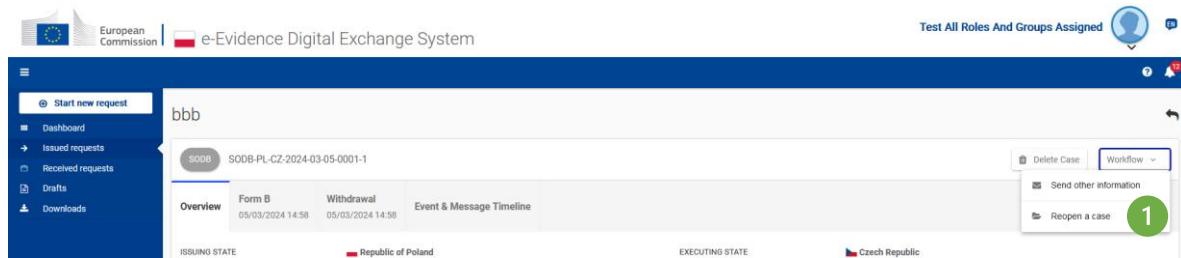


Figure 363: Reopening a case: Workflow menu

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.

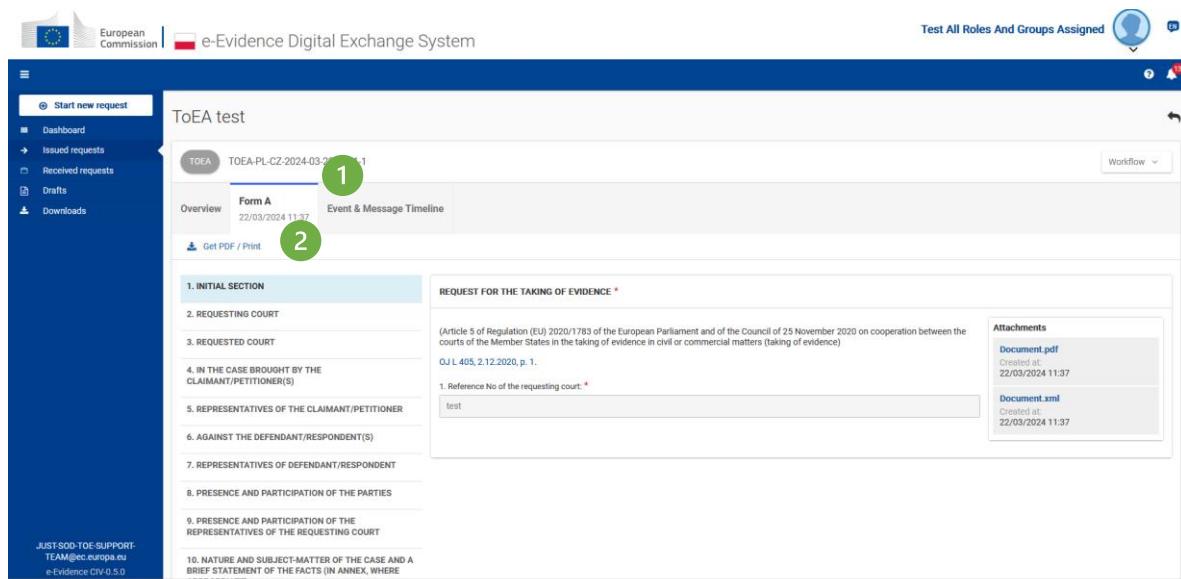


Figure 364: ‘Get PDF / Print’ button

① Select a form tab which you wish to download.

② Click **Get PDF / Print**, which will trigger downloading PDF file to your computer.

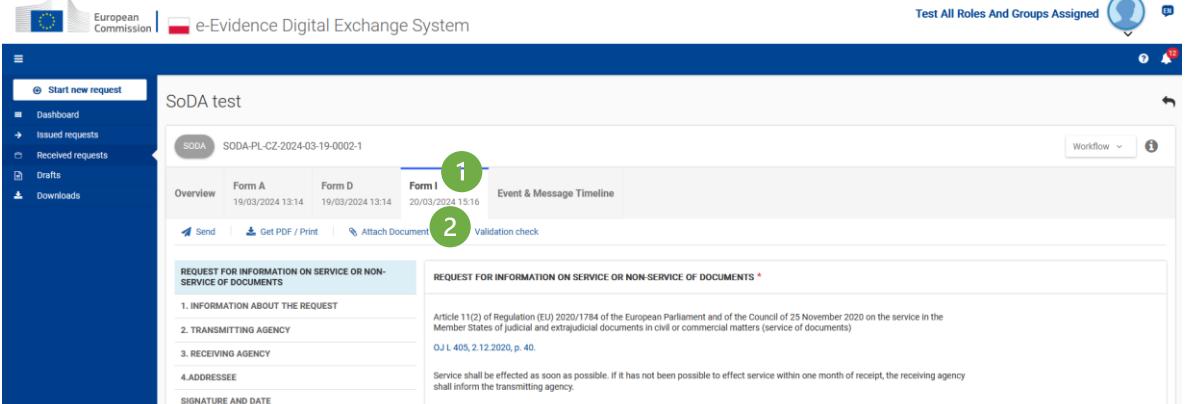
Wait until PDF download is completed. Depending on the connection and PDF size, delay in download may occur. Open the downloaded file in a web browser or PDF reader (Adobe

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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**.



The screenshot shows the 'e-Evidence Digital Exchange System' interface. The top navigation bar includes the European Commission logo and the system name. The main content area is titled 'SoDA test' and shows a 'REQUEST FOR INFORMATION ON SERVICE OR NON-SERVICE OF DOCUMENTS'. The 'Form I' tab is selected, indicated by a green circle labeled '1'. Below the tabs, a toolbar includes 'Send', 'Get PDF / Print', and 'Attach Document' (highlighted by a green circle labeled '2'). The 'Attach Document' button is located in the bottom right corner of the toolbar.

Figure 365: 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.
 - Recommended maximum size of attachments is 25MB however, please check the information for each country to ensure you are not exceeding the specified limit, as some countries may have a lower acceptable file size limit. If you are not aware of the recommended limits, please contact your local support team.

10.10. Mandatory fields

Mandatory fields are marked with an asterisk (*) symbol. See example below:

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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 366: 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 367: Virus checking

- ① When an attachment is being added and the virus scan is being performed, a blue dash will be displayed.

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Form K

1. TOEA ToEA test toe_form_a.pdf	Created at: 22/03/2024 13:29	Size: 243 KB	Antivirus status: ✓ 2
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Figure 368: 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.

Form A

1. Token.pdf	Created at: 22/03/2024 11:37	Size: 284 KB	Antivirus status: ✓
2. Document.pdf	Created at: 22/03/2024 11:37	Size: 243 KB	Antivirus status: ✓
3. Document.xml	Created at: 22/03/2024 11:37	Size: 7 KB	Antivirus status: ✓
4. Token.xml	Created at: 22/03/2024 11:37	Size: 9 KB	Antivirus status: ✓

Figure 369: 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)**.

Form K
19/03/2024 15:19 19/03/2024 13:30 Event & Message Timeline

nt | ✓ Validation check

REQUEST FOR ADDITIONAL INFORMATION OR DOCUMENTS FOR THE SERVICE OF DOCUMENTS *

(Article 10(2) 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))
OJ L 405, 2.12.2020, p. 40

Reference No of the transmitting agency:
test

Reference No of the receiving agency *

This field is required

Addressee:
test

Auto save

Figure 370: Saving a draft

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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.

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.

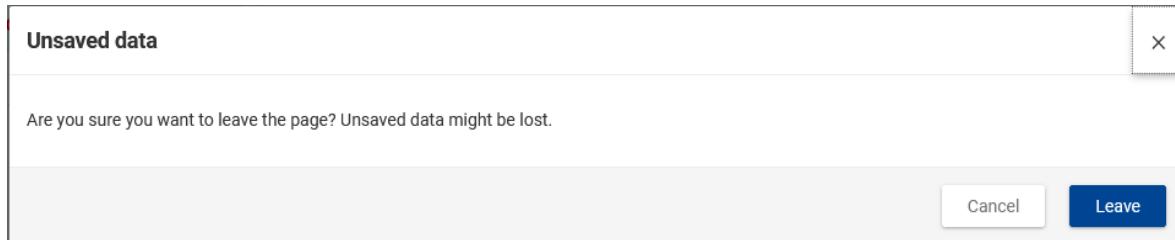


Figure 371: Unsaved data notification

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:

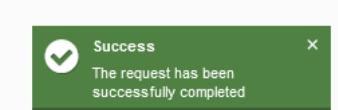


Figure 372: Success

Toast notification (warning - orange) warns that some actions or information required is still missing so that the system cannot complete the desired action properly.

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Example:



Figure 373: 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:

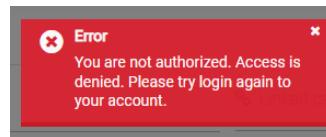


Figure 374: Error

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 375: Changing the title of the case

① Click the icon to change the title of a case.

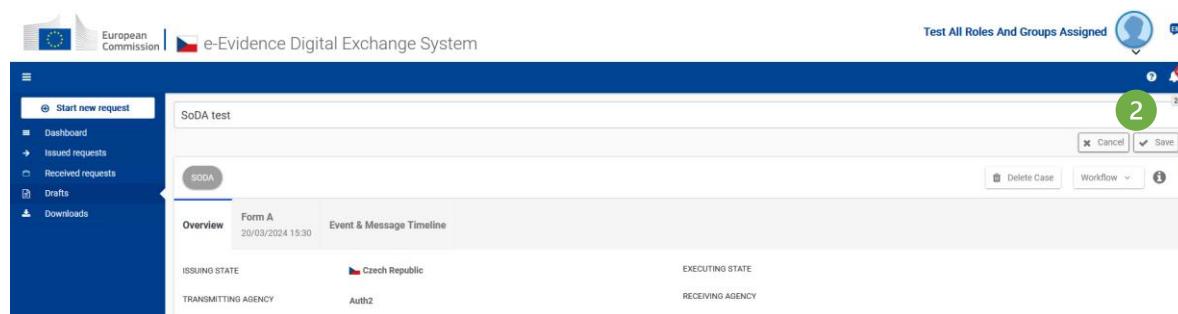


Figure 376: Saving case title

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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.

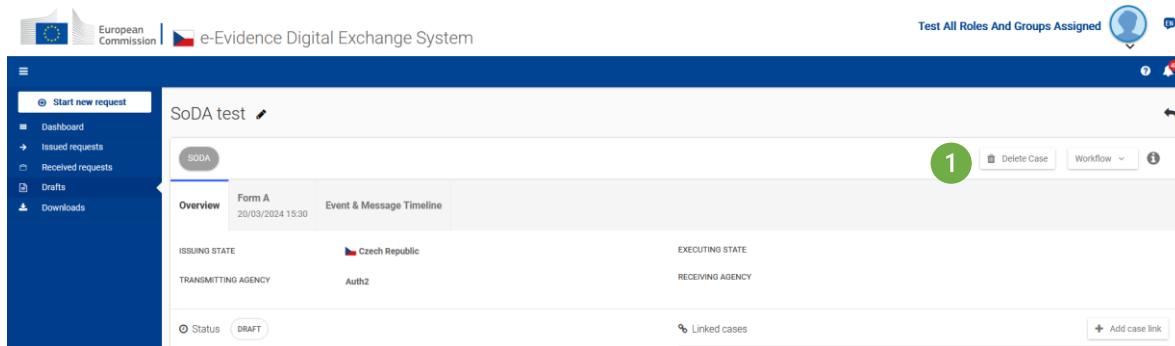


Figure 377: 'Delete Case' button

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.

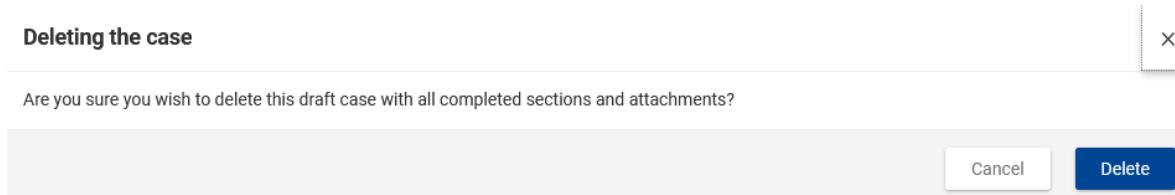


Figure 378: Deleting a case

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 proceed 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

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The screenshot shows a web-based application interface for a case. At the top, there is a header with the text 'SoDA test' and a sub-header 'SODA SODA-PL-CZ-2024-03-19-0002-1'. Below this is a navigation bar with tabs: 'Overview' (selected), 'Form A' (status: 19/03/2024 13:14), 'Form D' (status: 19/03/2024 13:14), 'Form I' (status: 20/03/2024 15:16), and 'Event & Message Timeline'. The main content area is divided into several sections:

- Issuing State:** Republic of Poland (marked with 2)
- Transmitting Agency:** Auth1 (marked with 3)
- Executing State:** Czech Republic (marked with 4)
- Receiving Agency:** Auth2 (marked with 5)
- Status:** ISSUED (marked with 6)
- Request started on:** 19/03/2024 13:10 (marked with 7)
- Latest update on:** SODA-PL-CZ-2024-03-05-0001-1 (marked with 8)
- Assigned users:** Test All Roles And Groups Assigned (marked with 5)
- Attached documents:** Token.xml (marked with 8)
- Send other information:** Token.pdf (marked with 8)

Figure 379: 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.

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Figure 380: Change of authority

Once ‘Choose authority’ is selected, all available authorities for this type of request (SODA/SODB/TOEA/TOEL) with proper instrument and competence assigned will be shown:

Figure 381: 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 e-Justice 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 e-Justice Portal:

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[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 requests and forward them to other authorities with competence RI – Forwarded Authority (RFA) assigned, according to their territorial jurisdiction.

10.16.1.4. Suggestion mechanism during searching for executing authority

The suggestion mechanism is a feature that enhances user searches for the correct authority by providing authority name autocomplete in a search tool. When a user starts typing in the search field, the search tool displays available options.

① User selects receiving Member State and clicks 'Choose authority' button.

2. RECEIVING AGENCY *

① If a country is not present on the below list, it might not accept this type of request.
Please check the reason on this page:
https://e-justice.europa.eu/38580/EN/serving_documents_recast?clang=en

Country: *

Republic of Austria

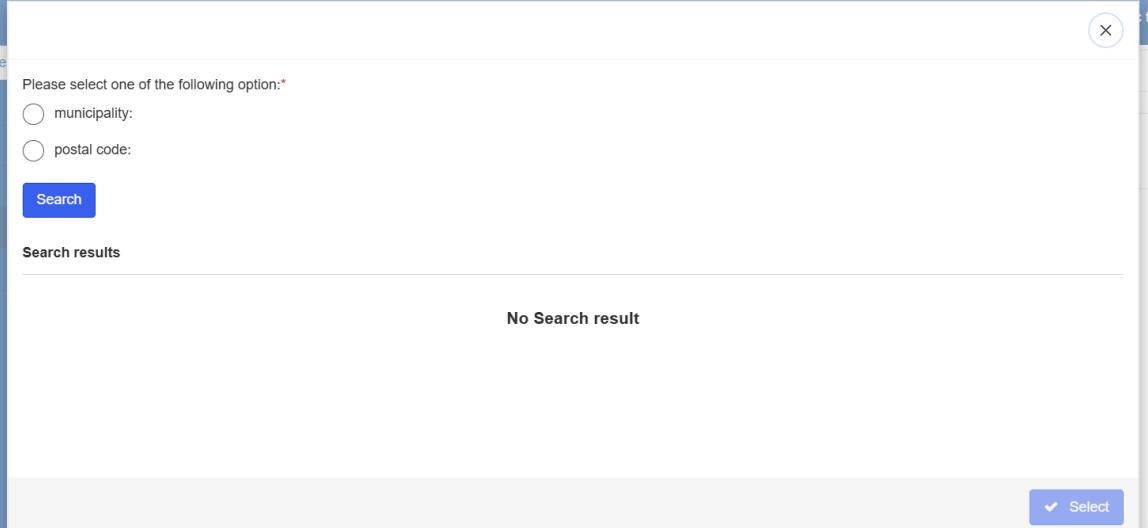
2.1. Identity: *

Select authority...

Figure 382: Select executing authority

② RI displays authority search tool with relevant business rules (the below example presents the business rules applicable for Austria; each Member State has own set of business rules).

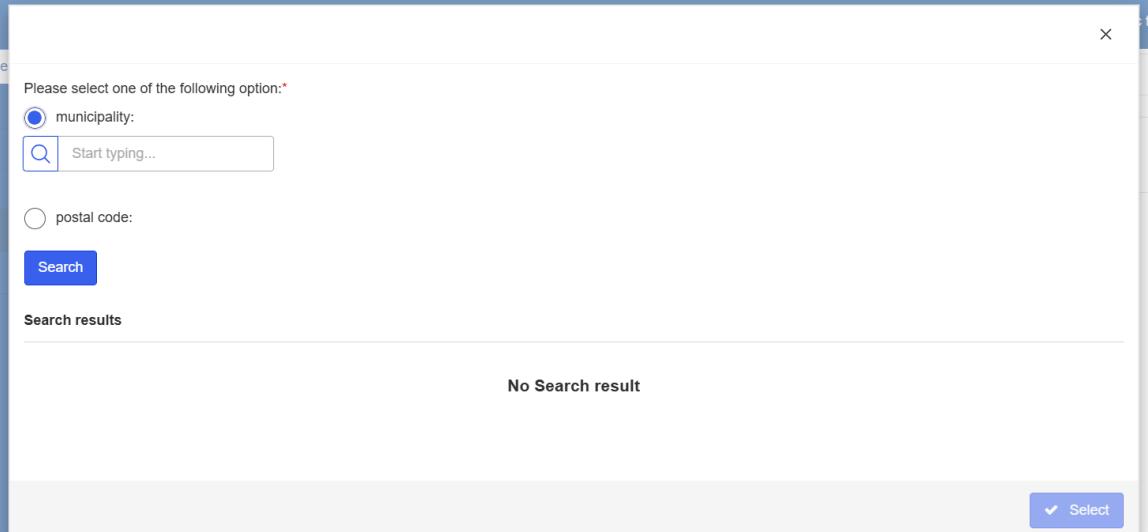
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The screenshot shows a user interface for selecting a location. At the top, a message says "Please select one of the following option: *". Below it are two radio buttons: "municipality:" and "postal code:". A "Search" button is located below the radio buttons. The "municipality:" radio button is selected. Below the search button is a section titled "Search results" which contains the text "No Search result". In the bottom right corner of the main content area, there is a "Select" button with a checkmark icon.

Figure 383: Drools Rules (Business Rules) screen

③ User clicks on a radio button (example: municipality). RI displays a search field.



This screenshot shows the same interface as Figure 383, but with a blue border around the "municipality:" radio button and the search input field. The "municipality:" radio button is selected. To its right is a search input field with a magnifying glass icon and the placeholder text "Start typing...". The rest of the interface, including the "Search" button, "Search results" section, and "Select" button, remains the same.

Figure 384: Search tool: municipality input required

④ User starts typing a name of the municipality. The RI suggests available results matching the user's input.

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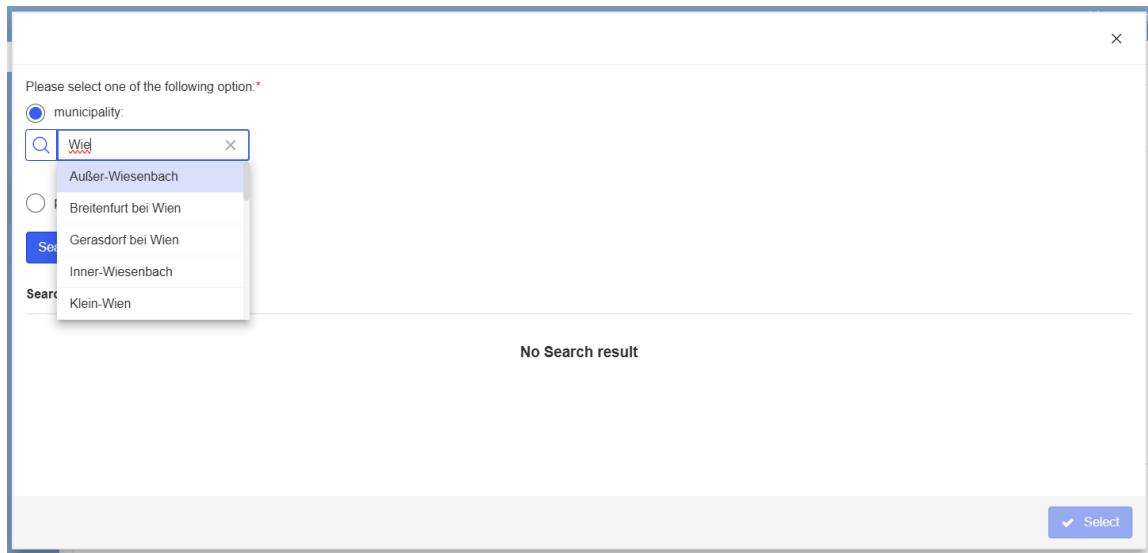


Figure 385: Suggestion mechanism

⑤ As a user types additional letters, the RI narrows down the search results.

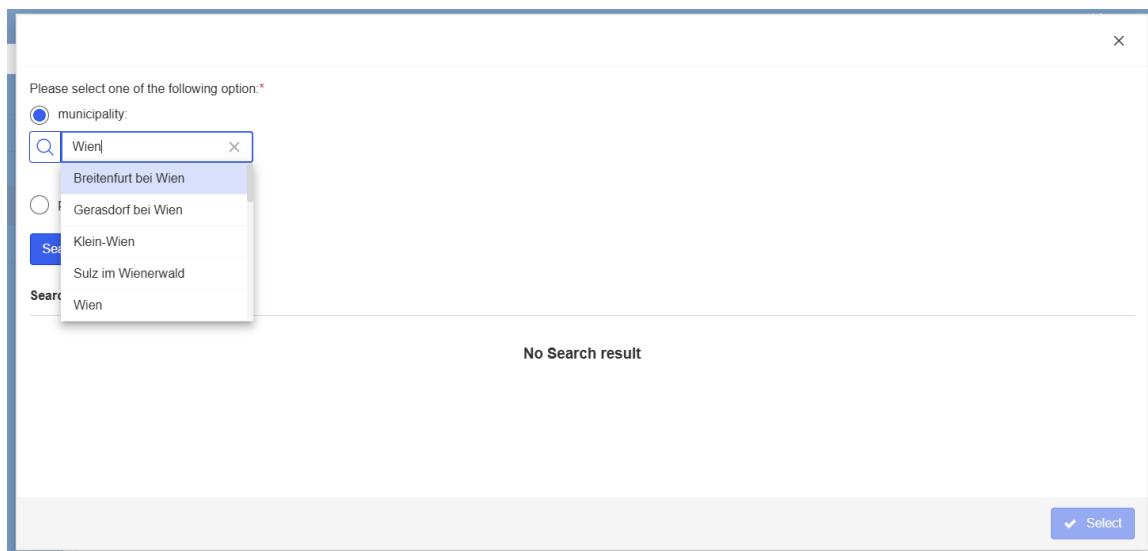


Figure 386: Suggestion mechanism (narrowing down the results)

⑥ User selects the relevant option and clicks the 'Search' button.
⑦ RI displays the list of results that match the criteria.

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Please select one of the following option:*

municipality:

postal code:

Search results

Receiving Agencies

Name	Municipality
Bezirksgericht Donaustadt e-Codex X	Wien [edit]
Bezirksgericht Döbling e-Codex X	Wien [edit]

Select

Figure 387: List of authorities that match the criteria

10.16.1.5. 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:

European Commission | e-Evidence Digital Exchange System

Test All Roles And Groups Assigned

Start new request

SoDA test

SODA SODA-PL-CZ-2024-03-19-0002-1

Workflow

Overview Form A Form D Form I Event & Message Timeline

19/03/2024 13:14 19/03/2024 13:14 20/03/2024 15:16

ISSUING STATE: Republic of Poland EXECUTING STATE: Czech Republic

TRANSMITTING AGENCY: Auth1 RECEIVING AGENCY: Auth2

Status: ISSUED

Request started on: 19/03/2024 13:10

Latest update on:

Linked cases

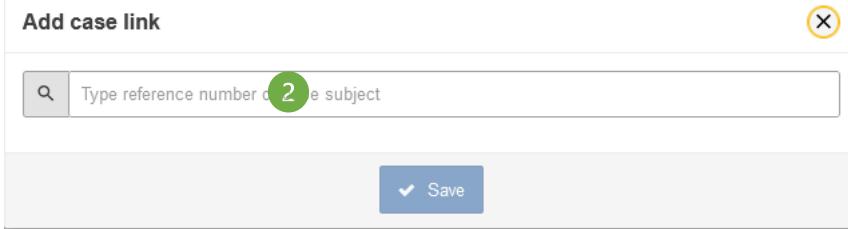
SODA-PL-CZ-2024-03-05-0001-1

Figure 388: Creating a link to another case

Follow the steps below to add a link to another case:

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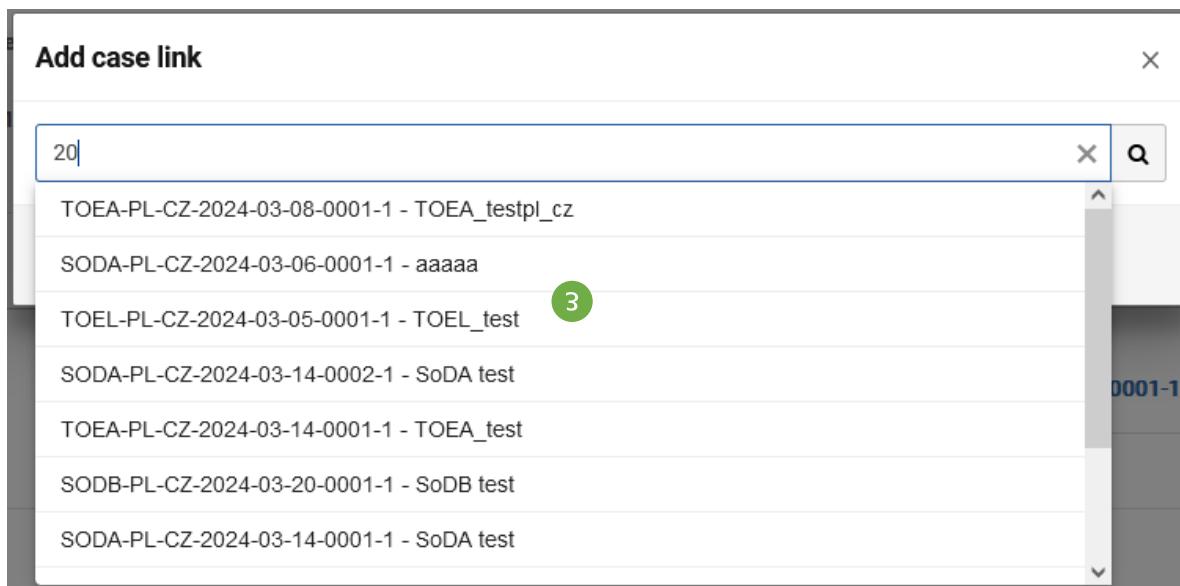
① Click **Add case link**.



The screenshot shows a user interface for adding a case link. At the top, there is a title 'Add case link' and a close button (X). Below the title is a search bar with a placeholder 'Type reference number or the subject'. To the left of the search bar is a magnifying glass icon. At the bottom of the search bar is a green circle containing the number '2'. Below the search bar is a 'Save' button with a checkmark icon and the word 'Save'.

Figure 389: Add case link: Typing reference number or the subject

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.

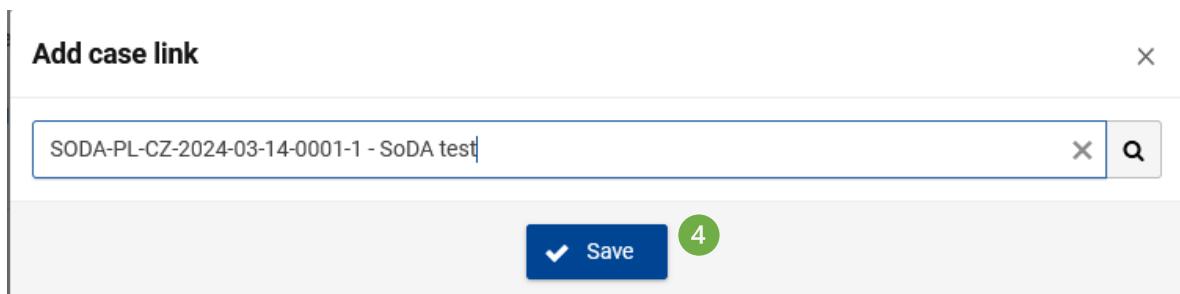


The screenshot shows a dropdown list of search results for '20'. The results are as follows:

- TOEA-PL-CZ-2024-03-08-0001-1 - TOEA_testpl_cz
- SODA-PL-CZ-2024-03-06-0001-1 - aaaaa
- TOEL-PL-CZ-2024-03-05-0001-1 - TOEL_test 3
- SODA-PL-CZ-2024-03-14-0002-1 - SoDA test
- TOEA-PL-CZ-2024-03-14-0001-1 - TOEA_test
- SODB-PL-CZ-2024-03-20-0001-1 - SoDB test
- SODA-PL-CZ-2024-03-14-0001-1 - SoDA test

Figure 390: Add case link: Selecting the reference number

③ Select the **reference number** from the list.



The screenshot shows the 'Add case link' interface with the selected reference number 'SODA-PL-CZ-2024-03-14-0001-1 - SoDA test' in the search bar. Below the search bar is a 'Save' button with a checkmark icon and the number '4' in a green circle.

Figure 391: Add case link: Saving the selected link

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④ Click **Save**.

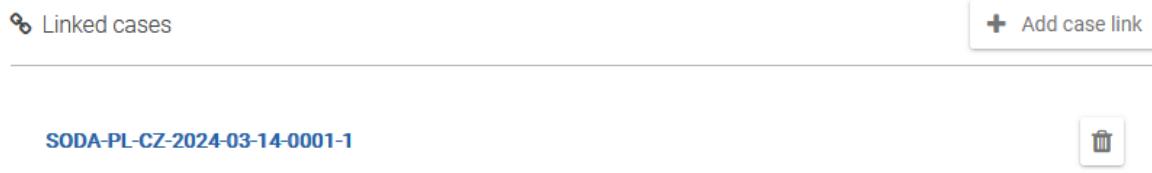


Figure 392: Linked cases displayed

⑤ The reference will be added to the section and automatically saved.

10.16.1.5.1. Deleting linked cases

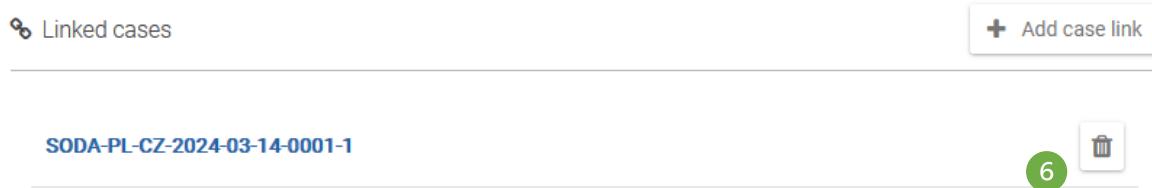


Figure 393: Removing linked references

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 form allowing practitioners to enter their custom references.
3. Where a reference that already exists in the RI 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.

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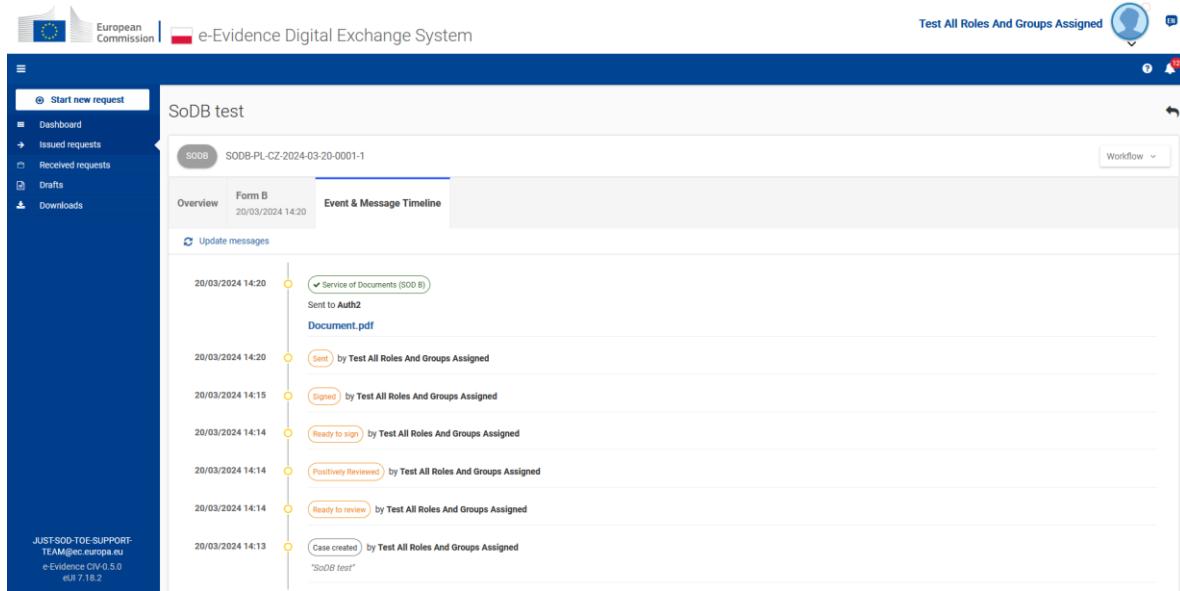


Figure 394: Event & Message Timeline: Overview

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).

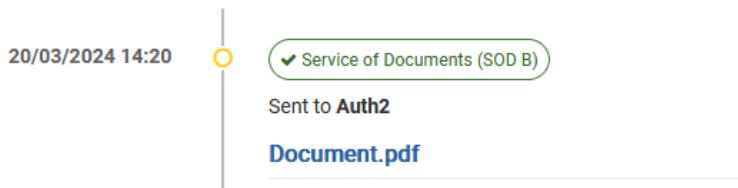


Figure 395: Event and Message Timeline: Confirmation that a sent message has successfully reached its destination

- 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

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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 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.

NOTE: 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

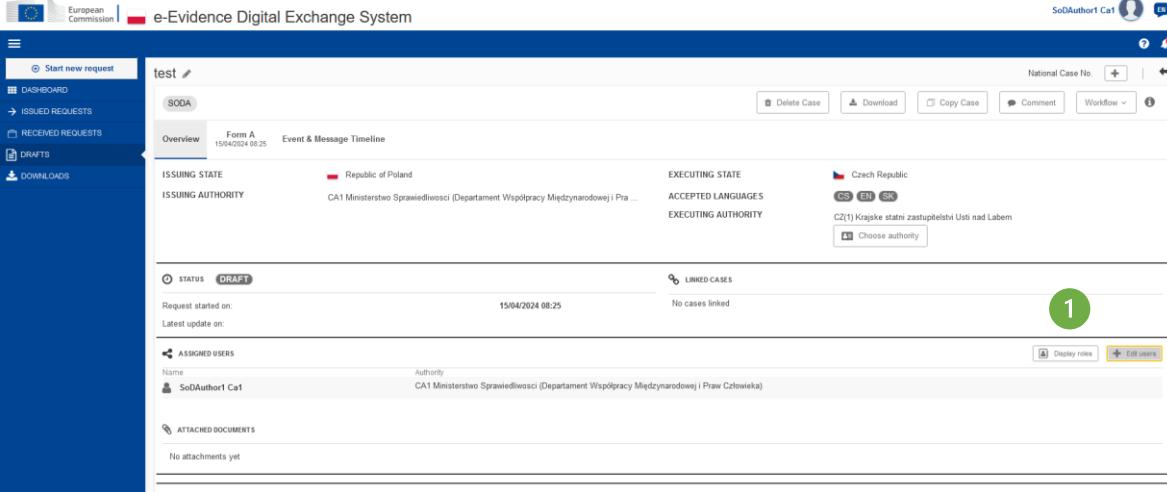
SODB: Form C

TOEA: Form D, Form H, Form K

TOEL: Form M

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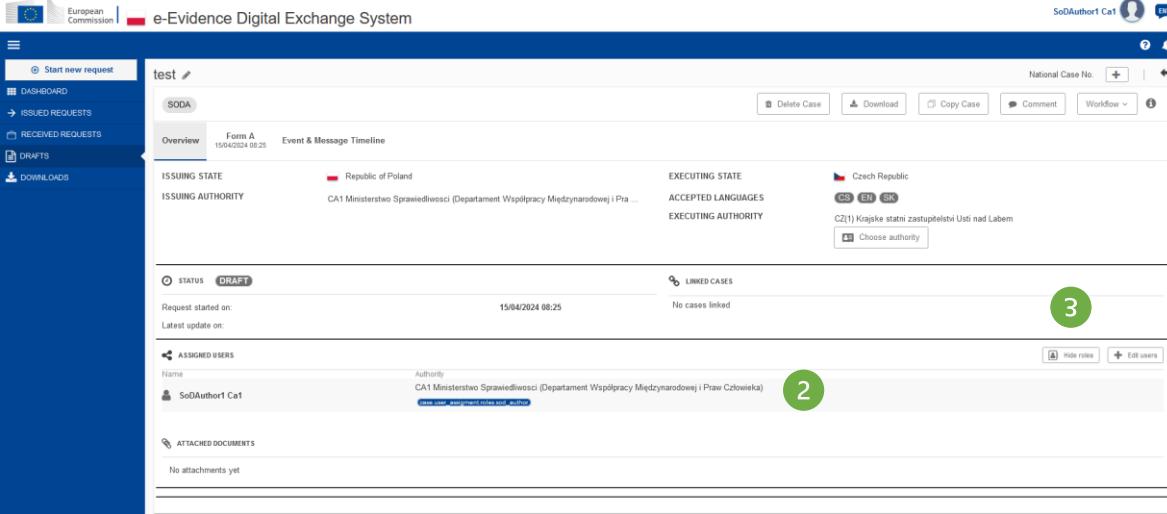
10.17.1. Display roles



The screenshot shows the 'test' case overview in the e-Evidence Digital Exchange System. The 'ASSIGNED USERS' section is expanded, showing a list of assigned users. In the top right corner of this section, there is a green circle with the number '1' containing a button labeled 'Display roles'.

Figure 396: 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.



The screenshot shows the 'test' case overview in the e-Evidence Digital Exchange System. The 'ASSIGNED USERS' section is expanded, showing a list of assigned users. In the top right corner of this section, there are two buttons: 'Hide roles' (green circle 2) and 'Edit users' (green circle 3).

Figure 397: 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.

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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.

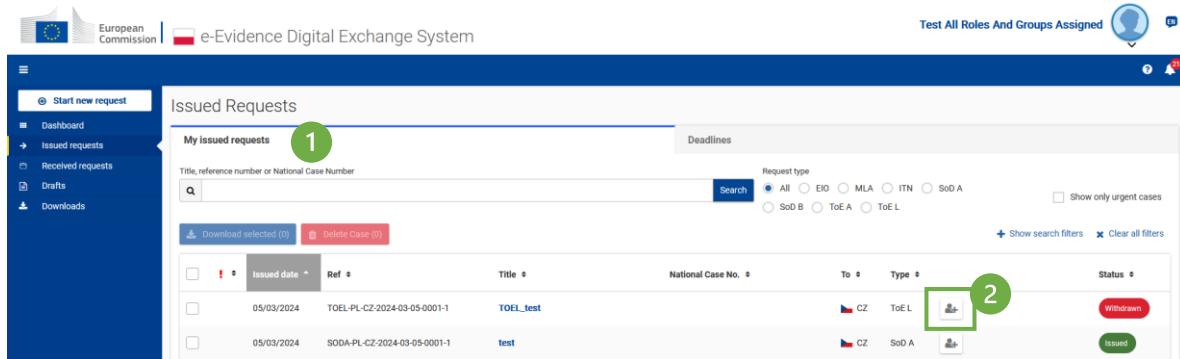


Figure 398: Assign users to a draft/issued/received case

① View a list of drafts/issued requests/received requests.

② Click the **Assign** icon.

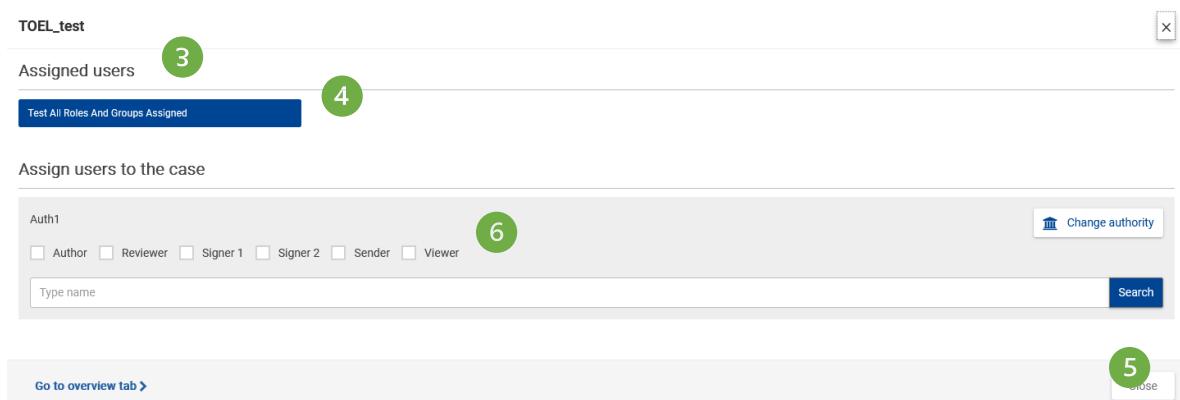


Figure 399: ‘Assign users to the case’ pop-up window

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**.

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TOEL_test

Assigned users

Test All Roles And Groups Assigned

Assign users to the case

Auth1

Author Reviewer Signer 1 Signer 2 Sender Viewer

Type name **Search**

Search results

Damian CA1	7	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	8	Assign
TestPI Auth3		Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender		Assign
Sara S1 Auth1		Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender		Assign
Jacek Plaska		Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender		Assign
Kasia P all_1		Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender		Assign
Test All Roles And Groups Assigned		Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender		Assign

Go to overview tab > **Close**

Figure 400: 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 **Damian CA1** **9**

Assign users to the case

Auth1

Author Reviewer Signer 1 Signer 2 Sender Viewer

Type name **Search**

Search results

TestPI Auth3	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Sara S1 Auth1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Jacek Plaska	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Kasia P all_1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Test All Roles And Groups Assigned	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign

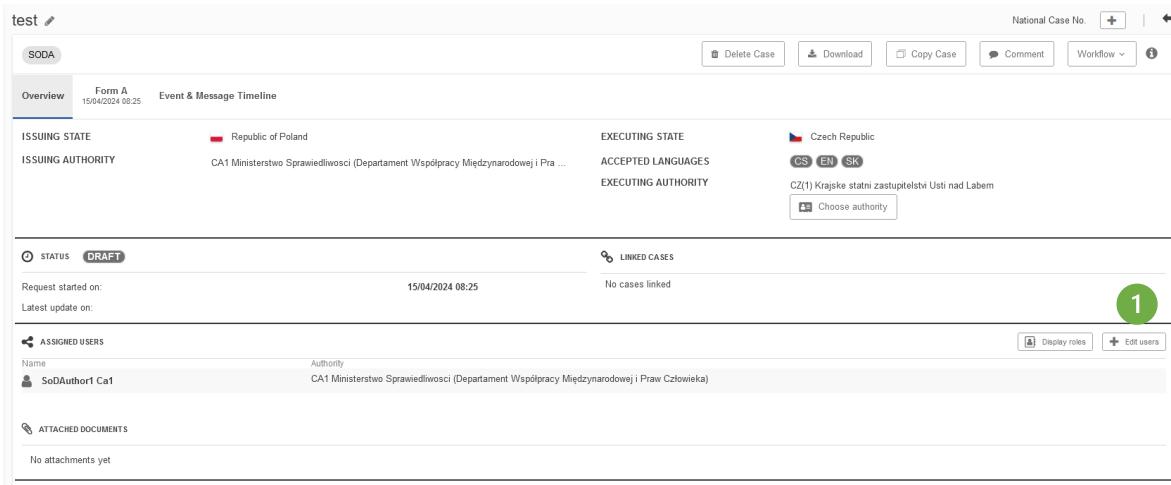
Go to overview tab > **Close**

Figure 401: Assign users to the case: Names of newly added users displayed

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⑨ The names of newly added users will be displayed.

10.17.3. Assign users pop-up from the Overview tab:



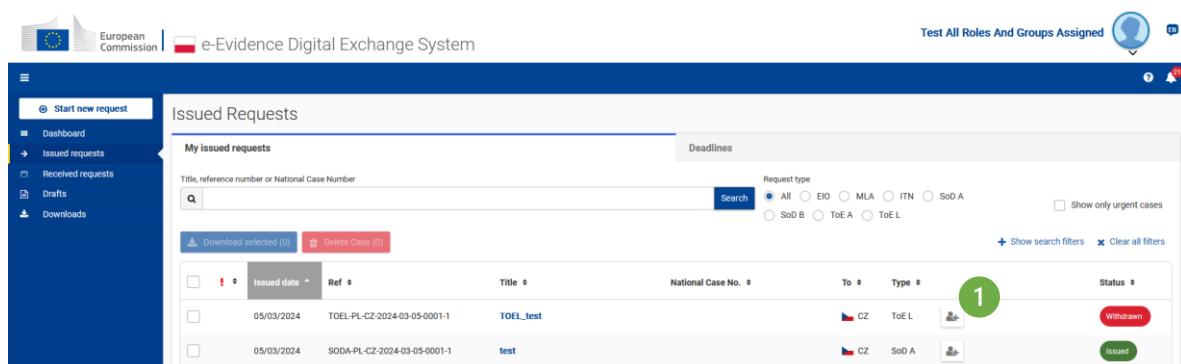
The screenshot shows the SODA application interface. At the top, there are buttons for Delete Case, Download, Copy Case, Comment, and Workflow. Below that, the 'Overview' tab is selected, showing details about the case: Issuing State (Republic of Poland), Executing State (Czech Republic), Accepted Languages (CS, EN, SK), and Executing Authority (CZ(1) Krajske statni zastupitelstvi Usti nad Labem). The status is marked as 'DRAFT'. The 'ASSIGNED USERS' section shows 'SoDAuthor1 Ca1' assigned to the case. The 'ATTACHED DOCUMENTS' section indicates 'No attachments yet'. A green circle with the number '1' is overlaid on the 'ASSIGNED USERS' section.

Figure 402: 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.



The screenshot shows the e-Evidence Digital Exchange System interface. The top navigation bar includes the European Commission logo and the text 'e-Evidence Digital Exchange System'. The main area is titled 'Issued Requests' and shows a table of 'My issued requests'. The table includes columns for 'Title, reference number or National Case Number', 'Issued date', 'Ref', 'Title', 'National Case No.', 'To', 'Type', and 'Status'. One row in the table is highlighted with a green circle containing the number '1' over the 'Status' column, which shows 'Issued'.

Figure 403: Assigns users from a different authority to a case (sharing the case)

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test

SODA

Overview Form A 15/04/2024 08:25 Event & Message Timeline

ISSUING STATE: Republic of Poland
ISSUING AUTHORITY: CA1 Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Cz...)

EXECUTING STATE: Czech Republic
ACCEPTED LANGUAGES: CS, EN, SK
EXECUTING AUTHORITY: CZ(1) Krajské statní zastupitelství Ústí nad Labem
Choose authority

STATUS: DRAFT
Request started on: 15/04/2024 08:25
Latest update on: 15/04/2024 08:25

LINKED CASES: No cases linked

ASSIGNED USERS: SoDAuthor1_Cat

ATTACHED DOCUMENTS: No attachments yet

Display roles + Edit users

Figure 404: 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.

TOEL_toel

Assigned users

Test All Roles And Groups Assigned

Auth1

Author Reviewer Signer 1 Signer 2 Sender Viewer

Type name

3 Change authority

Search

Go to overview tab > Close

Figure 405: Assigns users from a different authority to a case (sharing the case): Changing authority

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③ The Supervisor selects ‘Change authority’ button.

Search for competent authority

SEARCH CRITERIA

Name

SEARCH RESULTS

Name	Municipality
Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Człowieka)	Warszawa

This Competent Authority data has been kindly provided by [EJN Atlas](#)

Figure 406: 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.

TOEL_toel

Assigned users

Assign users to the case

Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Człowieka)	<input type="button" value="Change authority"/>
<input checked="" type="checkbox"/> Supervisor	
<input type="text" value="Type name"/> <input type="button" value="Search"/>	

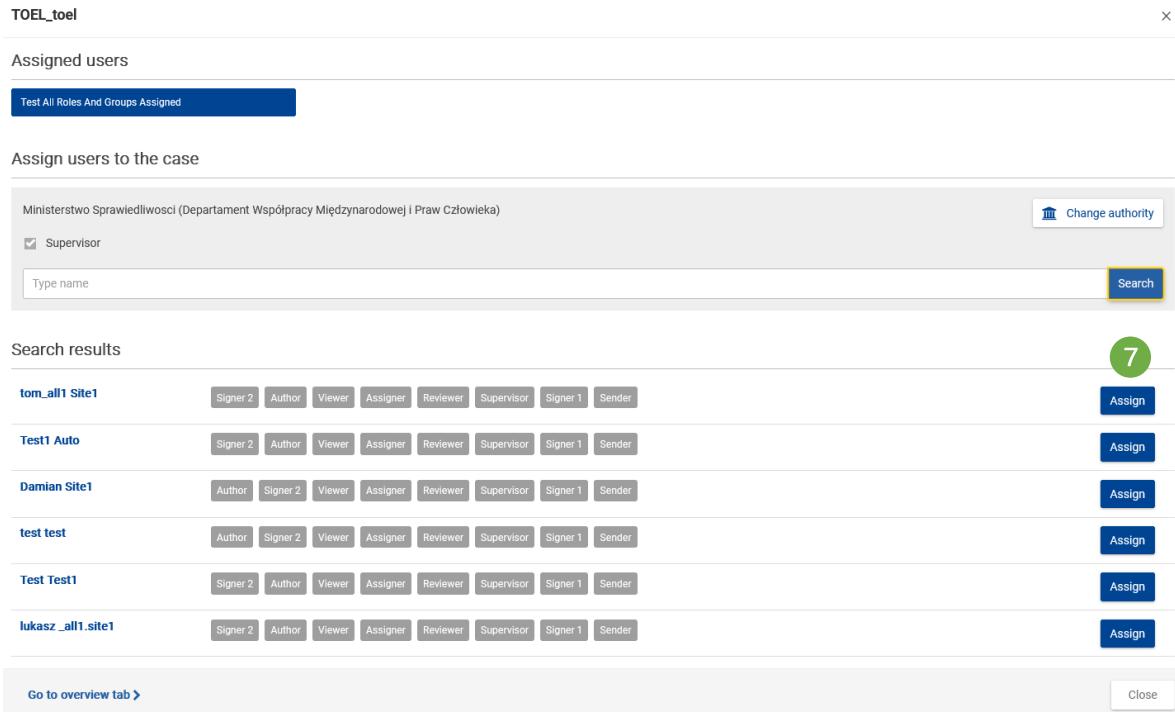
[Go to overview tab](#)

Figure 407: Searching a Supervisor from another authority

The checkbox with the Supervisor from the selected authority should be marked and

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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.



TOEL_toel

Assigned users

Test All Roles And Groups Assigned

Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Czowieka)

Supervisor

Type name Search

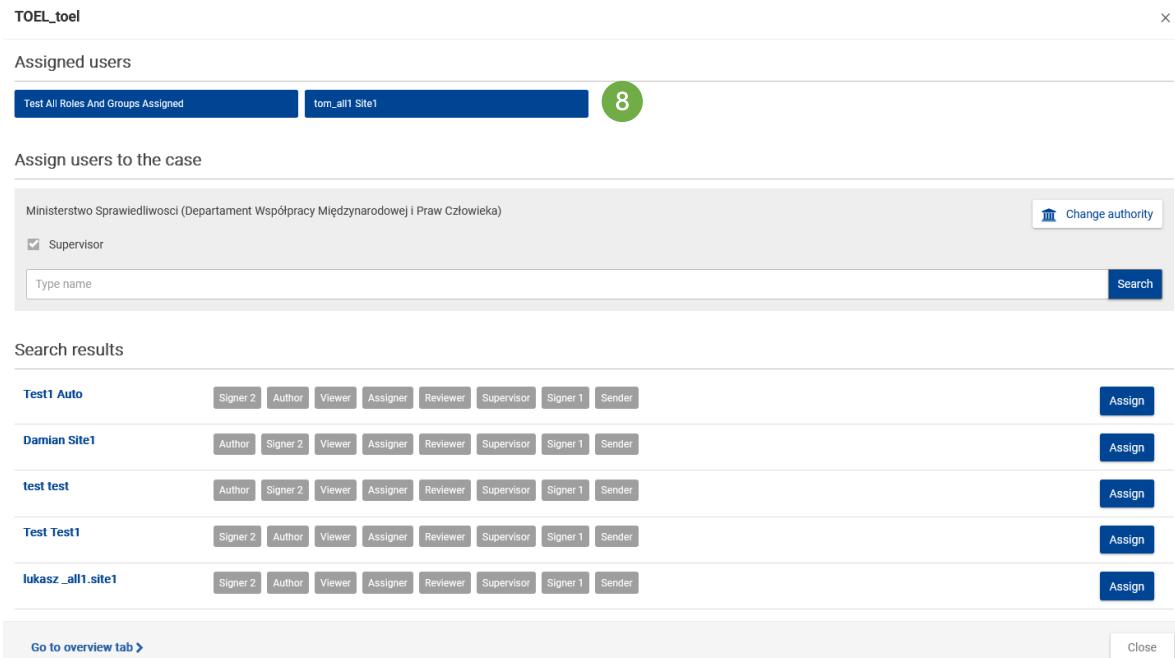
Search results

tom_all1 Site1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Test1 Auto	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Damian Site1	Author	Signer 2	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
test test	Author	Signer 2	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Test Test1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
lukasz_all1.site1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign

Go to overview tab > Close

Figure 408: Assigning a Supervisor from another authority

⑦ Supervisor can assign the desired supervisor from the selected authority by clicking the **Assign** button.



TOEL_toel

Assigned users

Test All Roles And Groups Assigned

tom_all1 Site1

Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Czowieka)

Supervisor

Type name Search

Search results

Test1 Auto	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Damian Site1	Author	Signer 2	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
test test	Author	Signer 2	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
Test Test1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign
lukasz_all1.site1	Signer 2	Author	Viewer	Assigner	Reviewer	Supervisor	Signer 1	Sender	Assign

Go to overview tab > Close

Figure 409: Assigning a Supervisor from another authority: Assigned users section

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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 410: 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.

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10.18.1. Revoking access

TOEL_toel

Overview Form L 06/03/2024 08:57 Event & Message Timeline

ISSUING STATE: Republic of Poland EXECUTING STATE:

ISSUING AUTHORITY: Auth1 EXECUTING AUTHORITY:

Status: DRAFT

Request started on: 06/03/2024 08:57 Latest update on:

Assigned users:

Name	Authority
Test All Roles And Groups Assigned	Auth1
tom_all1 Site1	Ministerstwo Sprawiedliwości (Departament Współpracy Międzynarodowej i Praw Człowieka)

Attached documents: 0

1

Display roles + Edit users

Revoke access

Figure 411: Revoking access to a case: Overview tab

① A user with role Supervisor or Assigner selects ‘Edit users’ button.

TOEL_toel

Assigned users

tom_all1 Site1	Test All Roles And Groups Assigned
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2

Assign users to the case

Auth1

Author Reviewer Signer 1 Signer 2 Sender Viewer

Type name

Change authority

Search

Go to overview tab >

Close

Figure 412: Revoking access to a case

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② Click ‘x’ icon near username to remove a user.

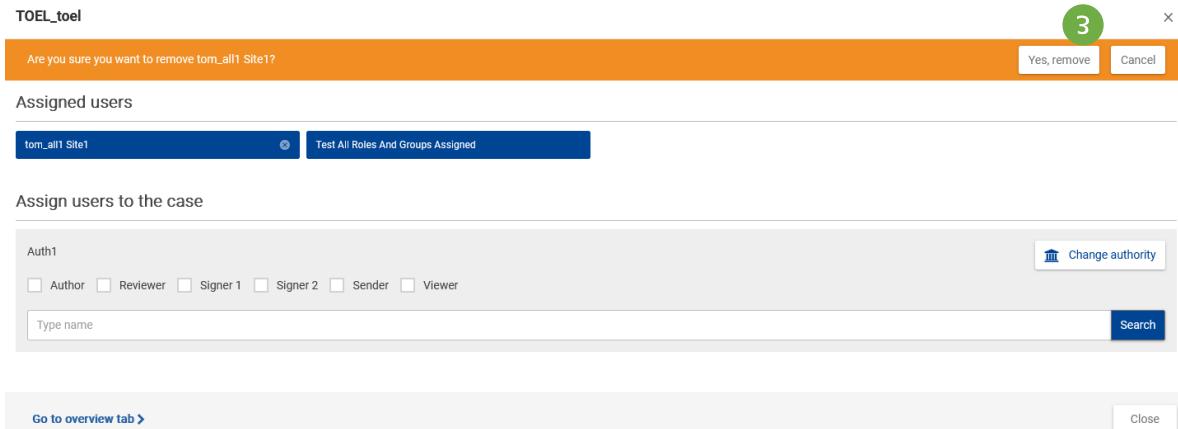


Figure 413: Revoking access to a case: Warning message

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.

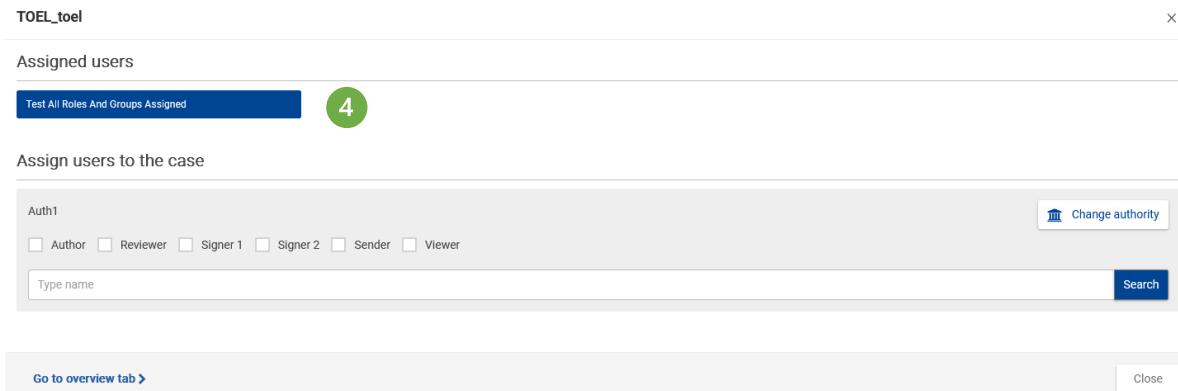


Figure 414: Revoking access to a case: Assigned users section

④ After the user is successfully removed from the case, they also disappear from the list in the ASSIGNED USERS section.

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10.18.2. Revoking access to the case from the Overview tab

Figure 415: Revoking access to the case from the Overview tab

① A user with role Supervisor or Assigner selects ‘Revoke access’ button.

Figure 416: Revoking access to the case from the Overview tab: Notification

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② Then the Reference Implementation displays a pop-up window to confirm this operation.

The screenshot shows the 'Overview' tab of a case in the Reference Implementation system. The case is identified as TOEA-PL-CZ-2024-04-11-0002-1. The 'Assigned users' section is highlighted with a green circle containing the number 3. The section lists 'Auth1' as an assigned user. The 'Attached documents' section shows two files: 'Document.pdf' and 'Document.xml'.

Figure 417: 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 request. Although this feature is enabled when a request is being received by an executing authority, it should be used after users have been assigned to the case (or after a case forward).

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Figure 418: Toggle view near Assigned Users label

Toggle is visible for users with Supervisor, Assigner or Dispatcher role. When a user clicks on a toggle, the RI 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.’

Figure 419: Toggle popup window

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).

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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 receiving State. If the request is written in a language that is not used by the receiving State, it can be accompanied by an additional translation into one of the languages accepted in that Member State.

The acceptable languages have been provided by the Member States to the European Commission and are made available on the e-Justice Portal. This information is also visible in the RI, in the Overview Tab, next to the Executing Authority section. Additionally, the user will receive a pop-up with a hint before sending out the case.

You will also receive a pop-up with hint before sending out the case.

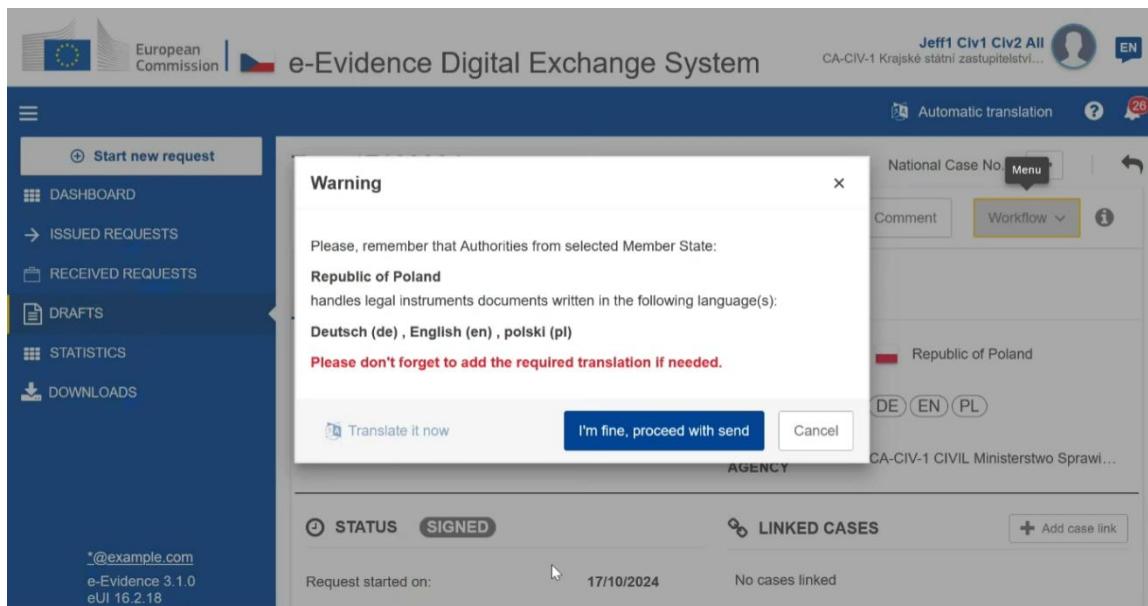


Figure 420: Warning message: language of the document

The RI does not validate whether the request was created in an accepted language of the receiving State. The RI does not prevent sending the request in a language that is not accepted by the receiving State.

The accepted languages for each Member State can be checked on the e-Justice Portal at the following links:

[Serving documents \(recast\) | European e-Justice Portal](#)

[Taking evidence \(recast\) | European e-Justice Portal](#)

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The recommended way to provide the signed request in an accepted language is to:

1. Complete the form in a language that the user knows (to minimize the risk of mistakes).
2. When a form is completed, switch language of the RI to the language that is accepted by the receiving state. This should be done before the 'sign' stage.
3. At the Sender stage, download the PDF according to the workflow, sign it and upload. The form will be generated in the current language of the RI (which is a language accepted by the receiving state if the language of the RI has been chosen correctly).

Please remember that when the user changes language of the RI, only the labels are changed to the target language. Inputs are not translated, therefore when filling out the form, the fields should be filled in the language of the receiving state.

To obtain automatically translated inputs, an authority can use the machine translation (eTranslation service) to translate the request into the language accepted by the receiving State. Therefore, when filling out the form, the fields should be filled in the language of the receiving State. When machine translation is used, the eTranslation service provides labels that comply with the Regulations, and inputs that are translated automatically. The PDF document provided by eTranslation can be attached as a supplementary attachment.

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 RI on the sending and receiving side where it is possible to translate 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 request 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:

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- 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.)

The eTranslation service translates only inputs provided by the user. The labels presented in the system in each language are compliant with the Regulations.

10.21.2.1. Requesting for eTranslation

① User opens the form that should be translated and clicks on **Form Translation** button.

Figure 421: Requesting for eTranslation

② RI displays **Request eTranslation** pop-up.

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The screenshot shows the e-Evidence Digital Exchange System interface. On the left, there is a sidebar with various menu items: DASHBOARD, ISSUED REQUESTS, RECEIVED REQUESTS, DRAFTS, STATISTICS, and DOWNLOADS. The main area is titled 'SODA test' and shows a 'REQUEST FOR SERVICE OF DOCUMENTS' form. A modal window titled 'Request e-Translation' is open, prompting the user to select source and target languages. The source language is set to 'English (en)' and the target language is set to 'français (fr)'. A green circle with the number 3 is overlaid on the target language selection field. The background shows form fields for address, addressee, method of service, and document to be served.

Figure 422: Requesting for eTranslation: selected languages

③ User selects **source language** and **target language** and clicks on **Request eTranslation**.

The screenshot shows the e-Evidence Digital Exchange System interface. The main area is titled 'SODA test' and shows a 'REQUEST FOR SERVICE OF DOCUMENTS' form. A green circle with the number 4 is overlaid on a toast notification at the bottom of the screen. The toast message reads: 'E-translation successfully requested. The translation will appear in the eTranslations tab as a PDF file in a few minutes.' The background shows form fields for address, addressee, method of service, and document to be served. On the right, there is an 'Attachments' section with a 'Document.xml' file and an 'image (1).jfif' file.

Figure 423: eTranslation successfully requested toast notification

④ RI displays a toast notification **eTranslation successfully requested**.

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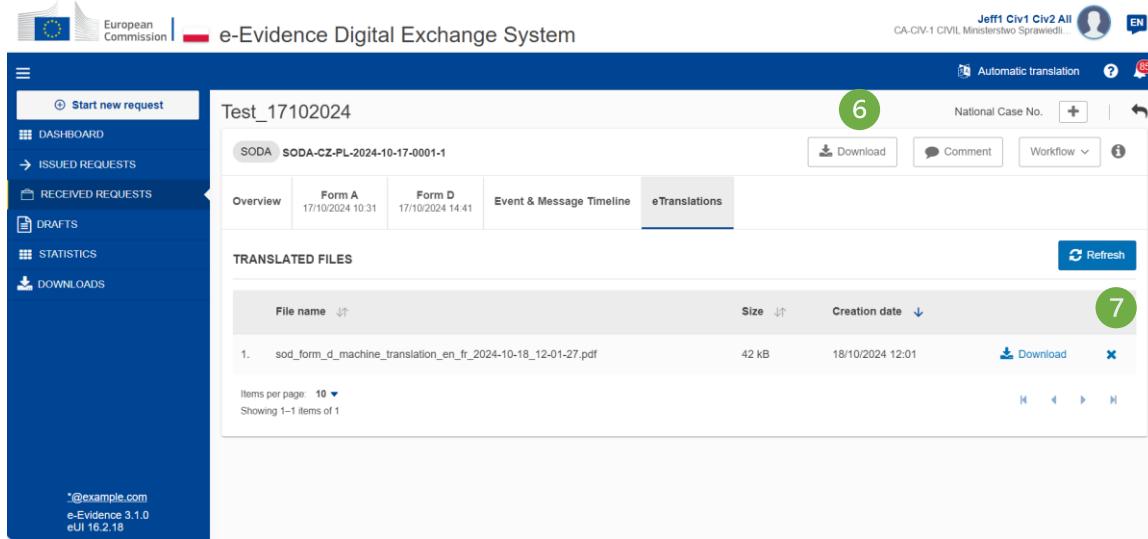


Figure 424: eTranslations folder

- ⑤ If a user opens **eTranslations** tab, RI 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.

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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.