

Frequently asked questions

Here you find answers to the most important questions.

1. What can I find in EUR-Lex?

The website covers many types of texts produced mostly by the institutions of the European Union, but also by Member States, EFTA, etc.

The content is divided into the following collections:

- treaties,
- international agreements,
- legal acts,
- preparatory documents,
- consolidated texts,
- summaries of EU legislation,
- EU Case law,
- EFTA documents,
- parliamentary questions,
- national transposition measures,
- national case-law,
- JURE collection

You can also follow the lifecycle of inter-institutional and internal procedures.

For a detailed overview go to: [Types of documents in EUR-Lex](#).

2. How often is EUR-Lex updated?

EUR-Lex is updated daily.

The electronic version of the Official Journal is uploaded in PDF, together with its signature on the day of its publication.

Contents are then processed for their individual inclusion in the database which involves detailed legal and bibliographic analysis. Even though individual documents can be loaded the very same day of publication accompanied with a limited number of analytical data (title and publication reference), the complete set of analytical data is loaded within three working

days. This explains why there is a short time lapse between the appearance of the Official Journal itself and the subsequent availability of the individual acts for searching. The frequency of updates of other documents varies because they come from different sources.

3. What are the series, subseries and special editions of the Official Journal?

The **Official Journal of the European Union (OJ)** is the main source of EUR-Lex content. It appears in the official EU languages.

There are 2 series:

- **L – Legislation**
- **C - Information and notices** (C stands for French 'communications').

Within these series, there are 3 subseries:

- **A** - an OJ that is an annex to another OJ
- **I** – a one-off (isolated) OJ
- **M** - a special edition in Maltese, or an edition that is part of a backlog in a given language.

Find out [more](#) about OJ L and C series

An OJ number comprises:

- the letter denoting the series – L or C
- followed by up to 3 digits
- in some cases, followed by the letter denoting the subseries.

See the table below.

Series L	Content
L (Legislation) (i.e. OJ L 067)	Contains EU legislation.
Subseries	
LI (Isolated) (i.e. OJ L 011I)	A subseries introduced to make the planning and numbering of OJ more flexible. First used on 16 January 2016 (L 011I).
LM (i.e. OJ L 118M)	The M subseries has so far been used only to publish the backlog of Maltese-language material as, by derogation, not all acts were published in Maltese initially, after Malta joined the EU in 2004.

Series C	Content
C	Other official documents from the EU institutions, bodies and agencies.

(Information and notices)

(i.e. OJ C 100)

Subseries

CA
(Annex)
(i.e. OJ C 019A)

Contains vacancy notices and calls for expressions of interest. Can be published in one, several or all official languages.

CI
(Isolated)
(i.e. OJ C 015I)

A subseries introduced to make the planning and numbering of OJ more flexible. First used on 16 January 2016 (C 015I).

Historical series

- **A** and **P** - for legislative acts published before 1967.
- **CE** - for electronic documents published between 1999 and 2014.

Historical series

A and P

Content

A (1952-1958)
(i.e. OJ A 038)

'A' stands for French 'antérieur', i.e. *before* the European Communities were set up. It covers legislative acts dating from 1952 to April 1958.

P (1958 - 1967)
(i.e. OJ P 050)

'P' stands for French 'postérieur', i.e. *after* the European Communities were set up. It covers legislative acts dating from May 1958 to 1967.

Subseries

CE
(Electronic)
(i.e. OJ C 296E)

For electronic versions only.
Published between 31 August 1999 and 31 March 2014, originally at the Commission's request, for COM documents. Later, the subseries was also used by:

- the Council - to publish common positions
- the European Parliament - for various document types (minutes of plenary sittings, adopted texts, written questions).

Documents which would once have been published in this subseries are now part of the C series.

Special editions

Content

There is also a **Special edition**. This contains all the translated secondary legislation adopted before a country joins the EU, which is thus in force on the date of its accession. The process of translating and publishing acts starts before accession and is usually completed shortly after.

Special editions comprise 20 chapters following the Directory of EU legislation in force. Each contains one or more volumes.

Once a country has joined, the acts published in the special edition can also be found in EUR-Lex. You can browse through the special editions from the dedicated [page](#).

4. What is consolidation? What legal acts does it include?

Consolidation consists of the integration in a legal act of its successive amendments and corrigenda. Several legal texts initially and officially published in different issues of the *Official Journal of the European Union* are thus combined as a 'consolidated family' in one easy-to-read document in which you can find the current status of the EU law.

If any corrigendum is published after the last amending act was incorporated, we will consolidate it immediately, unless it provides only a minor change. In the last case it will be included into the next consolidation.

The Publications Office consolidates EU regulations, directives and decisions. However, we do not consolidate legal acts which will be in force for only a short time. Minor corrigenda in a few languages are included in consolidation with the next modifier.

Read [more](#) on consolidation.

5. What are COM, JOIN, SEC and SWD documents?

Documents with the identifier COM, JOIN, SWD or SEC are preparatory acts (sector 5).

Sector	Author	Descriptor	Type of document
5	EC*	PC	COM : Proposals and other acts adopted in the framework of a legislative procedure
	EC	DC	COM : Other COM documents: communications, recommendations, reports, white papers, green papers
	EC and HR*	JC	JOIN : Joint proposals, communications, reports, white papers and green papers adopted by the Commission and the High Representative
	EC or EC and HR	SC	SWD : Staff and joint staff working documents (impact assessments, summaries of impact assessments, staff working papers). Staff working documents had the identifier SEC prior to 2012 (now used only for internal documents of the European Commission, which are not published on EUR-Lex). SWD documents are published in one language, apart from the summaries of impact assessments, which are published in all the official languages of the EU.

**EC: European Commission, HR: High Representative*

JOIN and SWD document identifiers were introduced in January 2012 by the Secretariat General of the Commission.

Preparatory acts can be found via the advanced search or by clicking on EU law and related documents in the menu and then selecting Preparatory acts.

To learn more about document types and their identifiers, see [Types of documents in EUR-Lex](#).

6. Are documents available in all the official languages of the European Union?

The linguistic coverage is greater for the four official languages of the founding Member States, that is Dutch, French, German and Italian. For the other languages you will find translations of the legislation in force at the time of the accession of the country in question and the texts adopted after this date. Some of the texts, particularly the oldest, are therefore not available in the languages that were added during the later accessions: English and Danish; Greek; Spanish and Portuguese; Finnish and Swedish; Czech, Estonian, Hungarian, Latvian, Lithuanian, Maltese, Polish, Slovak and Slovene; Bulgarian and Romanian and, more recently, Croatian.

7. Which EU documents can I find in Irish?

Although Irish (GA) has been an official EU language since 1 January 2007, the only legal acts currently available in Irish are:

- **key legislation** adopted jointly by the European Parliament and the Council,
- some [treaties](#).

In general, there is no complete edition of an Official Journal in Irish.

Why?

Irish has been temporarily exempted from the institutions' language requirements ([Regulation No 1](#)), for practical reasons.

This exemption does not apply to the following joint Parliament/Council acts:

- **regulations** adopted since 1 January **2007**
- **directives** adopted since 1 January **2017**.

Future arrangements

The current exemption is **reviewed every 5 years**. It is now in force at least until the end of 2021.

At the same time, the exemption will be gradually reduced – see the timetable annexed to [Council Regulation \(EU, Euratom\) 2015/2264](#).

More: [Council Regulation \(EC\) No 920/2005](#), [Council Regulation \(EU\) No 1257/2010](#), [Council Regulation \(EU, Euratom\) 2015/2264](#), [Treaties](#).

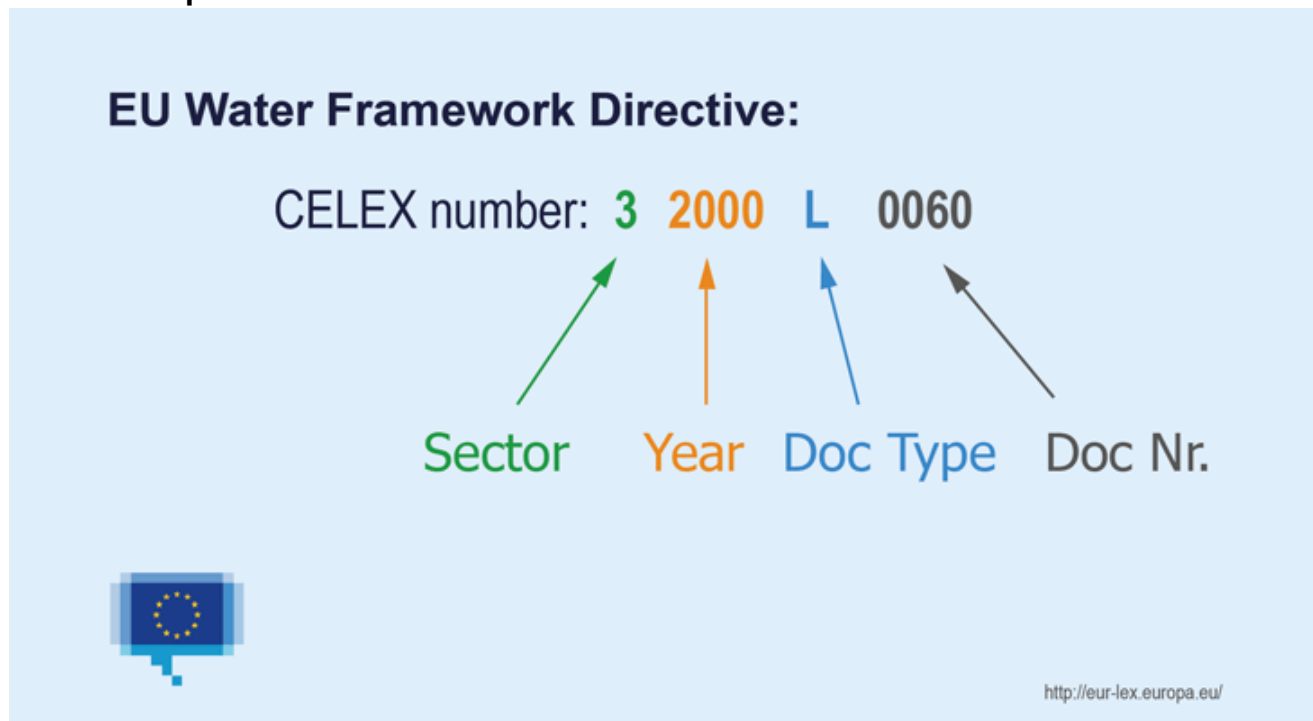
8. CELEX number of EUR-Lex documents

What is a CELEX number?

Most documents in EUR-Lex – regardless of the language they are written in – are assigned a CELEX number, which is a **unique identifier**.

Learning how to read these numbers will help you **search faster** and **understand how documents relate to each other**.

There are **4 parts** to a CELEX number:



Exceptions: some documents, such as **treaties, national transposition measures or national case-law** have a slightly different CELEX structure. For more information, see [how CELEX numbers are made up](#) (available in English only, last updated April 2017).

[CELEX number infographics A3 printout \(PDF\)](#)

Sector

Documents in EUR-Lex fall into one of **12 sectors**.

1	Treaties
2	International agreements
3	Legal acts
4	Complementary legislation
5	Preparatory documents
6	EU case law
7	National transposition
8	References to national case-law concerning EU law

9	Parliamentary questions
0	Consolidated texts
C	Other documents published in the Official Journal C series
E	EFTA documents

Year

The year of the CELEX describes the year of the publication, official number, internal number, etc.

In most cases, it is linked to the document number.

Document type

Each **document type** has a *descriptor*.

Descriptors can have **1 or 2 letters**.

[Full list of descriptors](#)

Some common descriptors

Sector 3 - Legal acts

L for Directives

R for Regulations

D for Decisions

Sector 5 - Preparatory documents

PC for Legislative proposals by the Commission (COM documents), etc.

DC for other COM documents (green and white papers, communications, reports...)

SC for SWD documents (staff working documents, impact assessments...)

JC for JOIN documents (adopted jointly by the Commission and the High Representative)

Sector 6 - EU case law

CJ for Judgments by Court of Justice

CC for Opinions of the advocate-general

CO for Orders of the Court of Justice

Document number

Most CELEX numbers end in 4 digits. These reflect different types of information, e.g.:

Official number - 32017R**2394**. This is a sequential number showing when the document was published in the Official Journal. It is assigned by the Publications Office.

Internal number - 52018PC**0033**. This is assigned by the author of the document, the Commission in this case.

Date of publication - 32012A**0424(01)**. This shows the month and day of publication in the Official Journal. It is followed by a sequential number in brackets, as other similar CELEX numbers might have been published on the same day.

Examples

Treaties (sector 1)

There are **3 digits** after the descriptor.

They indicate the **number of an article** of the Treaty.

For example:

11957E086 is the number for **Article 86** of the EEC treaty (1957).

Consolidated versions of treaties

These are indicated by the **year of consolidation**, e.g.

Treaty on the Functioning of the European Union:

12016E – table of contents, consolidated version 2016

12016E/TXT – consolidated version 2016

12016E003 – Article 3, consolidated version 2016.

International agreements (sector 2)

These agreements are identified by their **publication date**.

So the international agreement **22006A1230(03)** was published in the *Official Journal* on 30 December 2006.

If several agreements are published on the same day, only the number in brackets changes: e.g. 22006A1230 **(01)**

Case-law (sector 6)

The document number is based on the **case number** issued by the Court of Justice.

The year is the **year** in which the case **entered the Court's register**.

For example:

6 2004 TJ0 201

This is the judgment in the **201st** case entered in the register in **2004**.

The **case number** is T-201/04.

Corrigenda

Corrigenda have the *same number* as the document they are correcting, with **R(xx)** added at the end (xx being the number of the corrigendum).

For example:

32009L0164R(**01**) is the first corrigendum to Directive **32009L0164** .

A corrigendum may relate to one or more language versions – or even all of them.

Consolidated texts (sector 0)

Consolidated texts have the same number as the basic act – but their sector is '**0**'.

It is followed by the **date of application of the last amendment to the act** (see our [FAQ on consolidation](#)). For example: 02009L0156- **20161018** .

9. What is ECLI?

The **European Case Law Identifier** is a 5-part identifier for a legal document, designed to make European case law databases more usable.

Form of the ECLI

The identifier consists of 5 components, in the following order and each separated by a colon:

1. Abbreviation "ECLI"
2. Country code (2 characters)
3. Court code (1-7 characters)
4. Year of the decision (4 digits)
5. Unique identifying number (max. 25 characters, dots allowed)

[More on the ECLI components.](#)

Examples (EU Court of Justice)

ECLI	Document it identifies
ECLI:EU:C:1998:27	27 th decision by the Court of Justice in 1998
ECLI:EU:F:2010:80	80 th decision by the Civil Service Tribunal in 2010
ECLI:EU:T:2012:426	426 th decision by the General Court in 2012.

The 5th part of the Court's ECLI is a sequential number, restarted every year and specific for each court (Court of Justice, General Court, Civil Service Tribunal). It is not the [CELEX number](#).

Background

In 2011 the [EU Council asked EU member countries to introduce the ECLI](#).

The Commission is also setting up a common search interface for ECLI and a minimum set of metadata as part of its [e-Justice portal](#).

10. What is ELI?

The [European Legislation Identifier \(ELI\)](#) :

- provides access to EU and national law;
- enables the sharing of information about EU and national law.

ELIs are assigned to a wide range of legislation published in the Official Journal L series (regulations, directives, decisions) and to consolidated acts. They appear in document notices under the heading 'Title and Reference'.

Users can search among documents that have an ELI identifier or carry out a search by using the ELI URI.

The simplest type of ELIs have the following structure:

`http://data.europa.eu/eli/{typeOfDocument}/{yearOfAdoption}/{numberOfDocument}/oj`

There are many more types, e.g. for consolidation.

Examples

- The ELI of Decision 2009/496/EC is <http://data.europa.eu/eli/dec/2009/496/oj>
- The ELI of <http://data.europa.eu/eli/dec/2009/496> provides access to the most recent consolidated version of this act, if it exists.

For more information, see the [ELI register pages](#).

11. Can I reuse the entire contents of the EUR-Lex database? How?

Yes, you can re-use EUR-Lex data, free of charge, subject to [copyright conditions](#). There are different ways to search for content and retrieve it.

Webservices

If you are a registered user, you can search EUR-Lex databases **directly** using Webservices. The search options are similar to those in 'expert search'. They supply data in XML format.

For a simpler way to stay up-to-date, use [RSS feeds – predefined or customised](#).

More on [how to use webservices](#).

Direct access to the database

To process data in a more sophisticated way, you can request:


1. **Notifications** via database **RSS feeds** – to notify you of every single change.

 *These feeds may return **very large numbers** of notifications (millions a day).*

- **Direct access** to your selection of content and metadata in the database, via the

REST interface.

Are you interested in direct access? Then [contact us](#) and we can send you additional documentation.

 *Note that given its complexity, you will need to involve experts.*

Bulk download of the OJ

Official Journals (from 2004 onward) in XML format are available for bulk download via the [EU Open Data Portal](#).

It can be downloaded [by language and by year](#).

12. How do I enable JavaScript?

You can enable JavaScript in your browser's **Settings** or **Options** menu. For detailed instructions on how to do this, use your browser's **Help** function.

13. How to create stable links to documents and notices?

You can create links to EUR-Lex, as long as you respect its [copyright notice](#).

To ensure these links are stable, follow the guidelines below.

Language versions

EUR-Lex is available in 24 languages.

To link to a page in a specific language version, define this language by changing, in the link, the code after *locale=*.

The codes are:

Bulgarian	bg	BUL
Croatian	hr	HRV
Czech	cs	CES
Danish	da	DAN
Dutch	nl	NLD
English	en	ENG
Estonian	et	EST
Finnish	fi	FIN
French	fr	FRA
German	de	DEU
Greek	el	ELL
Hungarian	hu	HUN
Irish	ga	GLE

Italian	it	ITA
Latvian	lv	LAV
Lithuanian	lt	LIT
Maltese	mt	MLT
Polish	pl	POL
Portuguese	pt	POR
Romanian	ro	RON
Slovak	sk	SLK
Slovenian	sl	SLV
Spanish	es	SPA
Swedish	sv	SWE

Official Journals (OJs)

Direct access to the OJ (overview)

Direct access in English: <https://eur-lex.europa.eu/oj/direct-access.html?locale=en>

OJs by year – chronological list

Official Journals published for example in 2013:

<https://eur-lex.europa.eu/oj/2013/direct-access.html?locale=en>

OJs by month - chronological list

Official Journals published in November 2012 (2012/11):

<https://eur-lex.europa.eu/oj/2012/11/direct-access.html?locale=en>

Table of contents of an OJ

Guidelines

Formatting

- year: 4 digits (yyyy)
- OJ number: 3 digits (xxx)
- OJ series with a capital letter, e.g. L or C

Examples:

1.1. Table of contents of OJ C 326/2015:

EUR-Lex view (includes navigation elements):

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:C:2015:326:TOC>

HTML view (without EUR-Lex navigation elements):

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:C:2015:326:TOC>

XML view of the notice: <https://eur-lex.europa.eu/legal-content/EN/TXT/XML/?uri=OJ:C:2015:326:TOC>

1.2. Table of contents of an OJ series C:

EUR-Lex view (includes navigation elements):

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:C:2015:326:TOC>

HTML view (without EUR-Lex navigation elements):

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=OJ:C:2015:326:TOC>

XML view of the notice: <https://eur-lex.europa.eu/legal-content/EN/TXT/XML/?uri=OJ:C:2015:326:TOC>

Documents: by OJ publication reference, by CELEX number or by other types of identifiers

Guidelines

Formatting

- year: 4 digits (yyyy)
- OJ number: 3 digits (xxx)
- OJ series with a capital letter, e.g. L or C

Link to specific tabs (wherever it exists) in the documents view

- Text: TXT
- Document information: ALL
- Procedure: HIS
- Internal procedures: PIN
- National transposition: NIM
- Summary of legislation: LSU
- Summary: SUM

Language version, see [table at the start of this FAQ](#)

Examples:

1.1. By OJ publication reference: document published in OJ C 326/2015, page 12, in the text tab

EUR-Lex view (includes navigation elements):

https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2015.326.01.0012.01.ENG

PDF view: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=uriserv:OJ.C_.2015.326.01.0012.01.ENG

HTML view (without EUR-Lex navigation elements):

https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=uriserv:OJ.C_.2015.326.01.0012.01.ENG

XML view of the notice of the act:

https://eur-lex.europa.eu/legal-content/EN/TXT/XML/?uri=uriserv:OJ.C_.2015.326.01.0012.01.ENG

1.2. By CELEX number

To find out how to construct a CELEX number, see: [More about CELEX numbers](#).

Note: for recently published documents, it can take up to two days before a CELEX number is available.

EUR-Lex view (includes navigation elements):

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011R1007>

HTML view (without EUR-Lex navigation elements):

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32011R1007>

XML view of the notice: <https://eur-lex.europa.eu/legal-content/EN/TXT/XML/?uri=CELEX:32011R1007>

1.3. Other types of identifiers

The links of some legal documents or procedures are based on identifiers that, unlike the CELEX number assigned by the Publications Office, are attributed by the originating institution. As a result, while it is always possible to build a pattern for their links, the sequence and the logic of the reference numbers cannot be predicted in advance.

Indicative cases are:

- COM documents

Upon their publication, the links of the preparatory acts (COM/JOIN documents) are based on the number of the act itself. In the days following their publication, a CELEX identifier is assigned but these documents will also remain accessible with the links based on the number of the act.

Example: COM/2017/043 final:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2017:43:FIN>

- Documents from the Council

The link is based on the number assigned by the Council and it can differ according to the type of document

- Council documents sent for signature by the European Parliament and the Council

Example: PE 45 2016 REV 1- 2016/0197 (OLP):

https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=consil:PE_45_2016_REV_1

- Council documents sent during the life cycle of the procedure: a voting result in this example

Example : ST 15454 2016 INIT - 2016/0197 (OLP):

https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=consil:ST_15454_2016_INIT

1.4. Interinstitutional procedure

The interinstitutional procedure's links are built on the basis of the reference of the procedure (Year and number), after the language code.

Example: Procedure 2015_906: https://eur-lex.europa.eu/procedure/EN/2015_906

1.5. Documents related to an internal procedure

Examples: Commission implementing Decision:

[https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=PI_COM:Ares\(2016\)6176893](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=PI_COM:Ares(2016)6176893)

Commission implementing Regulation:

[https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=PI_COM:Ares\(2017\)291701](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=PI_COM:Ares(2017)291701)

1.6. External links

To access certain documents, you can find links to other EU websites, for which EUR-Lex has no control.

1.7. By the ECLI identifier

The [European Case Law Identifier](#) is a 5-part identifier for case-law, designed to ease access to judicial decisions. It has been developed 'to facilitate the [correct and unequivocal citation](#) of judgments from European and national courts'. [Read more about how to construct an ECLI identifier.](#)

How to create an ECLI link to EUR-Lex?

The URL syntax is similar to other links to EUR-Lex.

EUR-Lex view, includes navigation elements:

<https://eur-lex.europa.eu/legal-content/FR/TXT/?uri=ecli:ECLI:EU:C:2016:718>

HTML view, without navigation elements:

<https://eur-lex.europa.eu/legal-content/SL/TXT/HTML/?uri=ecli:ECLI:EU:C:2016:718>

XML of the notice: <https://eur-lex.europa.eu/legal-content/EN/TXT/XML/?uri=ecli:ECLI:EU:F:2016:177>

1.8. By the ELI identifier

The [European Legislation Identifier](#) is a system to make legislation available online in a standardised format, so that it can be accessed, exchanged and reused across borders. It can be used for EU as well as for national legislation. [Read more about ELI.](#)

How to create an ELI link to EUR-Lex?

The basic URI template is the following:

`http://data.europa.eu/eli/{typedoc}/{year}/{naturalnumber}/oj`

Types of documents {typedoc}:

- Directives: dir or dir_impl or dir_del
- Regulations: reg or reg_impl or reg_del
- Decisions: typedoc either dec or dec_impl or dec_del

Examples:

<http://data.europa.eu/eli/dir/2000/60/oj>

<http://data.europa.eu/eli/reg/2013/216/oj>

<http://data.europa.eu/eli/dec/2009/496/oj>

<http://data.europa.eu/eli/dec/2009/496> (provides access to the most recent consolidated version of this act, if it exists)

Please note that despite the data.europa.eu domain, the returned page will be a EUR-Lex document or search result.

ELI offers many more templates, including the option to create links to lists of documents which meet selected criteria.

[Detailed information on URIs of EU legislation using ELI](#)

Language version, see [table at the start of this FAQ](#).

14. How to use the webservice?

Registration

How to register for a webservice:

1. Click **Webservice registration** in the right menu.
2. Click **Register** if you don't already have an EU Login account. Once you have registered an account, click **Sign in**. Read [more on how to register on EUR-Lex](#).
3. Click **Register** and fill out the registration form (see *table below*).
4. Click **Save** to send us the form.
5. If your form checks out, we will send you an e-mail specifying your access rights.

Information to put in the form

Used data	Data you want to get from the webservice, for further use.
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Final use of data	What you intend to do with the data
Calling application	Name of the application you intend to use to query EUR-Lex
Days of use	Day of the week when you will use the webservice. One check box per day.
Call frequency	Number of calls per day
Comments	Additional comments
Username	Your user name (prefilled - in "read-only" mode).
First name	Your first name
Last name	Your last name
Phone number	Your phone number
Email address	Your email address
Name	Name of your organisation
Address	Address of your organisation
Postcode (ZIP code)	Postcode (ZIP code) of your organisation
Country	Country where your organisation is located
Phone number	Phone number of your organisation
I accept the terms of usage	Your acceptance of the terms of use for webservices

Using the webservice

You can use your webservice as soon as we send you the email granting you access:

1. Click **Webservice registration** in the right menu.
2. The information you will see includes a **link** to the WSDL of the webservice - you will need to provide the URL of the WSDL to the application you are using to query EURLex.
3. Call the webservice, using the username and password we emailed to you. You need to specify:
 - your query, [written as an expert query](#). It can contain a **SELECT** clause, to choose the metadata to be displayed, and an **ORDER BY** clause, to define the sorting order. You can also use the webservice template.
 - the language
 - the page number
 - the number of results per page
4. The results list will contain the metadata you selected, for each document. If you did not select any metadata here, the display profile defined in your search preferences is used.

Get the webservice template

If you are approved to use the webservice, you can get a special XML template to use for

every query you make:

1. Sign in and run a search (quick, advanced or expert).
2. Click the webservices template icon at the top of the search results.
3. A new window will open with the query written in a structured way and instructions on how to use it in your webservice call. You can copy this template and use it for all subsequent webservice calls.

Change your webservice limits

The maximum daily number of calls to the webservice is limited. To change these limits, go to the webservices page and click the link to change the limits.

We will inform you by email about your new limits (if any).

Unsubscribe

To unsubscribe from webservices, go to the webservices page and click the link to unsubscribe.

Give your reasons for doing so, and then click **Unsubscribe**.

Your webservice access will be revoked and your password deactivated.

Some technical information about webservices (in English only)

1. [Search Web service User Manual](#)
2. [Data Extraction using Web Services](#)
3. [Web Services query metadata](#)

15. Numbering of acts

Numbering

The Publications Office provides reference numbers for acts.

Each number has three parts, in this order:

(domain) year/number

e.g. Regulation **(EU) 2016/1627**

- **Domain abbreviation in brackets**

Abbreviation	Description
(EU)	European Union
(Euratom)	European Atomic Energy Community
(EU, Euratom)	European Union and the European Atomic Energy Community
(CFSP)	common foreign and security policy

- year of publication, 4 digits,
-

a sequential number, assigned from a single series, regardless of the the domain or the type of act, comprised of as many digits as necessary.

Until 1 January 2015, each act had a sequential number assigned from one of many series. The order of the different parts also varied according the type of act.

The numbering system - still used to *refer* to these acts - has changed over time, as shown in the table below.

Before 1 January 2015		
Period	Description	Example
Regulations		
1952 to 31 December 1962	/	Regulation No 17
1 January 1963 to 31 December 1967	A reference to the relevant treaty(ies) and the year are added to the number	Regulation No 1009/67/EEC
from 1 January 1968	Position of the treaty reference changes, abbreviation appears in brackets	Regulation (EEC) No 1470/68
Directives		
From 1 January 2015 to 31 December 2015	Year is followed by the sequential number and the abbreviation	Council Directive 2010/24/EU
From 1 January 1992 to 31 December 2014	Numbers assigned by the General Secretariat of the Council following adoption	Directive 2010/75/EU
Some older directives	Ordinal number in the title	First Council Directive 73/239/EEC
Decisions		
Decisions published under OJ L, section I (Legislative acts)	Sequential number is followed by the year and the abbreviation	Decision No 477/2010/EU of the European Parliament and of the Council
Decisions published under OJ L, section II (Non-Legislative acts)	The year is followed by the sequential number and the abbreviation	Council Decision 2010/294/EU
Decisions adopted in accordance with a legislative procedure	Numbers are assigned from the same series as regulations	Decision No 477/2010/EU of the European Parliament and of the Council and Commission Regulation (EU) No 478/2010, Commission Regulation (EU) No 479/2010 etc.

Dual numbering

Some acts have two numbers:

- a number assigned by the Publications Office, e.g. **(EU) 2015/299**, and
- a number assigned by the author, e.g. **ECB/2015/5**, **ATALANTA/4/2015**.

For **European Central Bank** acts and instruments, as well as **Political and Security Committee** decisions, the number assigned by the author appears in brackets at the end of the title:

- Decision (EU) 2015/299 of the European Central Bank...(ECB/2015/5)
- Political and Security Committee Decision (CFSP) 2015/711...(ATALANTA/4/2015)

For some acts, the number assigned by the Publications Office *does not include* a domain and appears in square brackets after the title.

These include:

- **decisions** of the various **councils** and **committees** created by international agreements
- acts relating to the **European Economic Area (EEA)**
- acts relating to the **European Free Trade Association (EFTA)**
- regulations of the **United Nations Economic Commission for Europe (UNECE)**

Examples

- Decision No 1/2015 of the ACP-EU Committee of Ambassadors ... [2015/1909]
- Decision of the EEA Joint Committee No 159/2014 ... [2015/94]
- EFTA Surveillance Authority Decision No 30/15/COL ... [2015/1813]
- Regulation No 78 of the Economic Commission for Europe of the United Nations (UNECE) ... [2015/145]

Before 1 January 2015

Acts relating to the **European Economic Area (EEA)** or to the **European Free Trade Association (EFTA)** and regulations of the **United Nations Economic Commission for Europe (UNECE)** only had a number assigned by the author.

Unnumbered acts and other texts

Some acts and other texts are not numbered, such as:

- international agreements attached to a decision
- information on the date of entry into force of an international agreement (this is the only information published in the L series)
- corrigenda.

16. What is a procedure?

EU legislation is adopted through a range of decision-making procedures, depending on the policy area concerned and the institutions and bodies involved.

There are 2 procedure types:

- **interinstitutional**
- **internal.**

You can access them using the dedicated tab procedures tabs through a document on EUR-Lex.

Interinstitutional procedure

This follows the major stages of the decision-making process (legislative and non-legislative). It sets out the work of the various institutions involved.

It starts with the **adoption of a Commission initiative** (proposal for an act or communication) and ends when the legal act is **adopted** or if the proposal is **withdrawn**.

Between the events which launch and close the procedure ('adoption by the Commission' and 'signature' or 'withdrawal by Commission') there is a series of events that are identified by and vary depending on the type of procedure the act has gone through.

For the interinstitutional procedure, the Commission's initiating document has a 'COM' reference (e.g. COM(2016)056). Any related working documents have the reference 'SWD' or 'SEC'.

Internal procedure

This procedure follows the major stages of the internal decision-making process in an institution and sets out the work and contributions of the different sub-entities involved.

It usually begins with the **drafting of an act** and ends when the act is **adopted** or **rejected**.

The outcome of the internal procedure can be a document that is part of an interinstitutional procedure (e.g. a Commission proposal).

Between the beginning of the internal procedure and the adoption of the relevant act by the institution, there are a number of steps which differ depending on the institution and its rules of procedure.

Internal procedures have only been uploaded to EUR-Lex since July 2016.

Initiating documents in Commission internal procedures have an 'Ares' reference and the final act adopted has either a 'C' reference (for an 'autonomous act') or a 'COM' reference (for a Commission proposal).

How can I identify a procedure?

Codes are used to identify the type of interinstitutional procedures, as shown in the table below.

Interinstitutional procedure codes	
Type	Content
ACC	Agreement
AVC	Assent procedure

APP	Special legislative procedure (European Parliament consent required)
CNB	Consultation of the European Central Bank
CNC	Consultation of the Court of Auditors
CNS	Special legislative procedure (European Parliament consulted)
COD/OLP	Ordinary legislative procedure and former Co-decision procedure
NLE	Non-legislative procedure
PRT	Social protocol
SYN	Cooperation procedure

For example, for **legislative procedures** (where the European Parliament and Council are legislators), the procedure is identified by a code and an interinstitutional number, e.g. [2016/0351/COD](#) or [2015/0309/CNS](#).

Any type of **interinstitutional procedure** is made up of a series of events. The procedure sets out the sequence of those events and the role of each institution involved in the decision-making process.

For each event, EUR-Lex shows:

- the date
- reference numbers of documents linked to the event
- the responsible departments (the directorate-general or the parliamentary committee) or individuals (commissioner, rapporteur)
- any additional information.

In most cases, EUR-Lex links to documents relating to the event (either on EUR Lex or on another public registry) and, if applicable, to the corresponding Official Journal.

You can also view all the events on a timeline located at the top of the interinstitutional procedure.

Internal procedures do not yet have a specific identifier. However, they also contain a series of events leading to the adoption of the internal final document and the role of competent bodies in the decision-making process.

How can I find a procedure?

Interinstitutional procedures

You can access interinstitutional procedures in 2 ways:

- using the [advanced search form on EUR-Lex](#), browsing through the 'Legislative procedures' collection and searching by the procedure reference number, keywords in the title, or an event in the life cycle of the procedure.
- through a document on EUR-Lex – just click on the 'Procedure' tab (for example, here is the [procedure tab for Directive 2013/37](#))

You can also follow the progress of a specific interinstitutional procedure by setting up an **RSS feed** – just click 'Follow this procedure'. You'll be notified every time a new event is added to that particular procedure.

Internal procedures

You can access internal procedures through any related documents that are part of the procedure (e.g. draft and final delegated acts, draft and final implementing acts, roadmaps, impact assessments, or opinions on impact assessment).

Internal procedures do not have an identifying code so you cannot search for them by number – but can still access them easily.

From the advanced search form, browse through the collection 'Preparatory acts' and enter any criteria in the sections 'Text search', 'Document reference' ('Other' button under 'Type') or 'Author of the document'. You should find one or more documents.

In the related bibliographic page, you will find an 'Internal Procedure' tab where you can follow the progress of the internal decision-making process (for example, [here is the internal procedure](#) for a draft delegated directive of the Commission).

Other document types are gradually being added to internal procedures.

First time here?

Navigation

Let's take a look at the [EUR-Lex homepage](#) (start page).

In the top left-hand corner of the page, you'll see the EUR-Lex logo. It's in the same position on all pages. If you're on another page and want to return to the homepage, click either on the logo itself or on "Home" below it.

The **main menu** is in the centre of the page. Once you go to any other page, the menu is tucked into a Menu button just below the logo. To access it, click on the Menu button.

Language

EUR-Lex is available in all 24 EU official languages. To change language, click on the current language in the top right-hand corner of any page and select a new language from the pop-up window.

Help

Click on the link to our [help pages](#) – at the bottom of any page. Then choose a topic from the menu on the left.

Our [e-learning module](#) provides search tips that will enable you to make the most of EUR-Lex.

On our [Twitter account](#) we share tips tagged with [#eurlextip](#).

You can also view the [online tutorials](#) or [contact us directly](#).

Search

- **Quick search** – use the box on the homepage or any other page (just under the logo) for a general search. You can then refine your search, if needed, using the filters on the left-hand side of the search results page.
- **Document number** – use 'Find results by Document number' on the right-hand side of the homepage, if you know the number of the document you are looking for.
- **CELEX number** – use 'Find results by CELEX number' on the right-hand side of the homepage, if you are familiar with [CELEX identifiers](#).
- Use the [advanced search](#) – under the 'Quick search' box to combine several criteria specific to each collection.

Expert users can opt to use the **expert search** and build their own queries. For this, you need to have a user account and be signed in.

Official Journal (OJ)

Access the current daily edition from the Official Journal box on the homepage. To find [past issues](#) or more information about the OJ, click on the box title or on 'More'.

User account

To register, sign in or access your user account, click on the user icon in the top right-hand corner of any page.

As a registered user, you can:

- customise your display and search preferences
- save documents ('items') and searches
- create personalised RSS feeds
- use expert search.

Registration on EUR-Lex

Saving documents, saving searches, creating personalised RSS feeds and using expert search are just some of the perks of creating a user account with EUR-Lex. Registered users have a great choice of functions within the official website of EU law and other public documents of the EU.

In the *Help* pages there are indications on how to use the options in EUR-Lex, including whether they are restricted to registered users. If no specific indication is provided, then a given option is available to both registered users and anonymous users

1. Create an account

You can register and sign in to EUR-Lex with your [EU Login](#) credentials.

EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services using a single email address and password

Follow these steps to create a EUR-Lex account with EU Login.

1. Look for the user icon in the top right-hand corner of any EUR-Lex page and click on *Register*.
2. You will be taken to the EU Login page where you should click on *Create an account* and fill in a form.
3. Once you have submitted the form you will receive an email asking you to log in to EU Login and choose a password.
4. Once your account has been activated you can proceed straight to EUR-Lex

2. Sign in

Check that you already have an EU Login email address and password (see Create an account, above).

1. Look for the user icon in the top right-hand corner of any EUR-Lex page and click on *Sign in*.
2. Use your EU Login email address and password and click on *Sign in*.
3. The EUR-Lex website will appear and your username will be displayed next to the user icon in the top right-hand corner.

Before you first sign in, make sure to read *Your first sign in* below for more information.

2.1. Your first sign in

When you sign in for the first time you will be asked to set some initial preferences. On the screen you will see your automatically assigned username, your first and last name and your EU Login email address. This is information retrieved from EU Login (where it can be changed if need be).

Now set the display languages and click on *Save*.

Preferred language	Language used to display documents if the text is not available in the language of the website.
First alternative language	Language used to display documents if the text is not available in the language of the website or in the preferred language.
Second alternative language	Language used to display documents if the text is not available in the language of the website or in the preferred language or in the first alternative language.

You can always edit these settings in your user account preferences.

You will now be able to adjust other settings or go to the homepage (click on the EUR-Lex logo in the top left-hand corner) and start your session.

2.2. Forgot your password?

The password is needed in order to sign in to EUR-Lex. If you forgot it, you will need to specify a new one in the EU Login system.

1. Look for the user icon in the top right-hand corner of any EUR-Lex page and click on *Sign in*.
2. Enter your EU Login email address and click on *Next*.
3. Click on Lost your password? under the *Password* box and follow the instructions.
4. You will receive an email with a link, which will be available for 10 minutes.
5. Follow the link and enter a new password. Once it has been validated your new password will be activated and you can sign in to EUR-Lex again

3. Change your user information

Follow these steps if you need to change your user information (name, email address and/or password).

1. Sign in to EUR-Lex.
2. Look for the user icon in the top right-hand corner of any EUR-Lex page and click on *Preferences*.
3. Click on *EU Login* under *Update personal data*.
4. Click on the settings icon next to your name to view or change your data.

User account

The EUR-Lex user account is your personal space on EUR-Lex, where you can:

- save search results
- save searches
- create personalised RSS feeds
- set website preferences.

To access your account, look for the user icon in the top right-hand corner of any EUR-Lex page.

1. My items

My items provides fast, easy access to your saved items:

1. In the My EUR-Lex box on the righthand side of the page, click on *My items*. The number in brackets shows how many saved items you have.
2. Click on the name of a folder.
3. In this list, you have several choices:
 - Display an item
 - Export and print items
 - Go back to the folder list by clicking on *Back to folders list*.

Delete items from the list or send them by e-mail.

1.1. Add an item to My EUR-Lex

You can add items to *My EUR-Lex* either from the list of search results or from the item itself.

As a registered user, you can also specify the exact folder in *My items* where the item should be added. Not registered? [Click here](#).

Saving from the search results

1. Select one or more items in the search results, by ticking the box to the left of the item's title.
2. Click (*Save to My Items*) in the box under *Search criteria* at the top of the page (NOTE: you may have to scroll up to see the disk icon).
3. A window opens asking in what folder you wish to save the item. You can choose between:
 - *Add new folder* (name cannot match that of an existing folder). You can enter a

comment in the corresponding field.

- The default folder.
 - An existing folder.
4. Click on *Save* to confirm.

Saving while viewing an item

1. While viewing an item, click (*Save to My Items*).
2. A window opens asking in what folder you wish to save the item. You can choose between:
 - *Add new folder* (name cannot match that of an existing folder). You can enter a comment in the corresponding field.
 - the default folder.
 - an existing folder.
3. Click on *Save* to confirm.

How to view [your items](#).

1.2. Delete items and folders

You can save up to 100 items to My EURLex. This means that sometimes you'll need to delete old items to make space for new ones.

Deleting items

1. Open a list of items in a folder and select one or more by:
 - ticking the box to the left of the item's title or
 - clicking *Select all* in the upper righthand corner of the item list.
2. Click *Delete selected* in the upper lefthand corner of the list.
3. A window opens asking whether you wish to delete the selected item(s). Click *Delete* to confirm.

Deleting a folder and its contents

1. Open the list of folders and select one or more by:
 - ticking the box on the far right, opposite the folder name or
 - clicking *Select all* in the upper righthand corner of the item list.
2. Click *Delete selected*.
3. A window opens asking whether you wish to delete the selected item(s). Click *Delete* to confirm.

🚫 If JavaScript is not enabled in your browser, you won't be able to delete multiple items or folders using checkboxes (you'll have to delete each individually by clicking *Delete* and confirming every time). [Read how to enable JavaScript](#).

1.3. Send items by e-mail

You can email links to items in your folders.

1. Open the list of items in a folder and select one or more by:
 - ticking the box to the left of the item's title or
 -

clicking *Select all* in the upper righthand corner of the item list.

2. Click *Send selected by e-mail* in the upper lefthand corner of the list.
3. A new e-mail opens: the subject field is filled in automatically, and a link to the item filled with a default subject and links to items in its body text. You can change any of this information before sending the e-mail.

1.4. Print items

For any saved item, you can print the text and metadata.

1. Go to the saved items within a specific folder.
2. Click **next to the items** you want to print. A window opens asking you to select the metadata you wish to have displayed in your printout.
 - If you have saved your preferences in a print profile, you can load one of the saved profiles from the dropdown menu. The default profile in your preferences is selected by default here as well. Once you have chosen a profile, it is loaded and if needed you can change the saved information.
 - If you don't have any saved print preferences, you can directly choose the information you need.
3. You can change the information of the following fields:
 - Print format: Format of the printed version.
 - Metadata to display: The metadata you choose in this section are displayed in addition to the text of the item.
4. You can choose a type of metadata by ticking the box to its left. Metadata are grouped into different categories. You can either select a single element in a group or tick the box next to the group title to automatically select all elements within. To collapse a group so that its elements are not displayed, click on the icon next to the title. The *Simple selection* tree contains a small number of common metadata. Under *Advanced selection*, you can choose from all available metadata. Note that some metadata are not clickable: they are displayed automatically and cannot be deselected.
5. Click on the Print button to confirm your choices.
6. A print-ready text is displayed which you can then print (launch the printing in your browser's menu).

1.5. Create a search from your items

You can create a search for any of your *My items* folders. In a next step, you can even create personalised RSS feeds to stay informed about any changes that occur in those items.

1. Open *My Items* via the My EUR-Lex menu.
2. Find the row containing the folder(s) you wish to create a search for.
3. Click the *Create search for folder* icon.
4. Specify a unique name (compulsory) and a comment (optional) for the search.
5. Click on *Save* and a new search is added to the list in *My Searches/My saved searches*

6. If you want to create an RSS feed for your saved search, consult the help page on this [topic](#).

This search will return the current contents of the folder only: If you add items to the folder at a later time, this search will only be able to find the original items.

☰ The number of searches you can save to *My EUR-Lex* is limited to 50. When you reach this limit, you will need to delete some searches to make space for new ones.

1.6. Edit folder information

You can edit the name and comment of your folders:

1. Click the icon *Edit Folder Information* next to the folder you want to edit.
2. Type any changes in the *Name* and/or *Comment* fields and click *Save*.

2. My searches

The right-hand menu gives you quick access to your recent searches and - if you are a registered user - to your saved searches. From saved searches, you can perform a series of actions such as creating personalised RSS feeds based on a saved search or re-run saved searches.

My recent searches

The number in brackets, on the right-hand menu, shows the number of your recent searches. Click *My recent searches*. A page opens listing your recent searches plus the date of your last search, number of results, search scope and language used. From this page you can perform the same search and adding it into my saved searches list. Your recent searches are remembered during the whole session of your visit.

How to access My saved searches (for registered users)

1. Click *My saved searches* in the *My EUR-Lex* box. The number in brackets shows the number of saved searches.
2. A page opens listing your saved and recent searches (plus the date of your last search, number of results, search scope and language used).


From this page, you can do the following:

- view searches
- perform, edit or delete searches
- set searches as RSS feeds
- save a recent search
- combine searches.


2.1. Save your search (for registered users)

You can save searches into *My EUR-Lex* from either the search results or *My recent searches*:

Saving from the search results page

1. Click  (*Save to My saved searches*) at the top of the results page.
2. In the window that opens, type a unique name for your search (compulsory) and any comment (optional).
3. Click Save to confirm.
4. The search is saved, together with information on its scope, number of hits, date and language used. You will be able to view it at any time from *My EUR-Lex*.


Saving from My recent searches (for registered users)

1. Under *My recent searches*, find the search you wish to save and click  (*Save to My saved searches* – far right of the screen, opposite the search name).
2. In the window that opens, type a unique name for the search (compulsory) and any comment (optional).
3. Click Save to confirm.
4. The search is saved and appears in *My saved searches*.

2.2. Delete your search


The number of searches you can save to *My EUR-Lex* is limited to 50. Sometimes you'll need to delete old searches to make space for new ones:




1. Click *My searches* to open your list of saved searches. Mark a search for deletion by ticking the checkbox (far right of the screen, opposite the search name) or *Select all* (upper righthand corner).
2. Click *Deleted selected* (upper lefthand corner).
3. Click *Delete* in the window that opens.

 JavaScript is not enabled in your browser, you won't be able to delete multiple items or folders using checkboxes (you'll have to delete each individually by clicking *Delete* and confirming every time). [Read how to enable JavaScript](#).

2.3. Edit your search


If you want to change a recent or saved search, you can use the *Edit search* option.


 You cannot edit a search performed using the *Quick search* box in the upper righthand corner of the screen.

1. Click on *My searches*.
2. Click  (*Edit search* for advanced searches) or  (*Edit search* for expert searches) next to the saved or recent search you want to edit.
3. Make the necessary changes in the search screen that appears with your original search criteria.
4. Run the search again by clicking *Search*.
5. If you want to save the edited search under a new name, click  (*Save search*) in your search result.

2.4. Re-run saved or past searches

You can re-run a saved or recent search with just one click.

1. Click *My searches*.
2. Click  (*Perform Search*) next to the search you wish to run.
3. The search results are displayed.


 Because EUR-Lex is updated with new items every day, when you rerun a search, the results may differ from earlier identical searches.

2.5. Combine searches

In *My searches*, you can also combine your saved and past searches to create a new search.

1. In the *Combined search* field (bottom of the page), create a search by combining multiple search identifiers ("Id" in the first column of *My searches*) with one of the three operators AND, OR or NOT (see example below for details).
2. To see if your new search will work, click *Check syntax*. If the syntax is correct, *The query is valid.* is displayed. If the system detects a problem, it displays an error message prompting you to make the necessary changes.
3. Click *Search* and the results will be displayed.

More on [displaying search results](#).

 Once you run a combined search, it is considered an expert search – if you want to edit your combined search later, the expert search page is opened.

Example

(1 AND 2)NOT 3

If you use more than one operator, AND is evaluated first, then OR. You can change this order of precedence using parentheses.

2.6. Edit saved search information

You can edit the name and comment of your saved search:

1. Click *Edit search information icon* next to the search you want to edit the name and comment for.
2. Edit the name and the comment in the window that appears.
3. Click *Save*.

3. My RSS Feeds (for registered users)


You can use RSS feeds to stay informed about changes in the results of your saved searches, reading them in your favourite RSS reader. To access your saved RSS feeds:



1. In the My EUR-Lex box in the right menu, click *My RSS feeds* (the number in brackets shows how many feeds you have).
2. For each feed, you will see information on its name (the same as its related saved search) and search scope, and a *View search* link you can use to see the search summary.
3. You have the following options:
 -


- Delete a feed
 - View a feed
4. To view a feed, click its name.

3.1. Create RSS feeds from the list of search results

If you're signed in, you can create personalised RSS feeds directly from a search result list:


1. Click  (*Create in My RSS feeds*) at the top of the search results.
2. In the window that opens, enter the name of the feed (compulsory) and a comment (optional).
3. Click *Save* to create the feed.

 For each RSS feed you create, a saved search flagged with  is added to your My EURLex space. You can view them via *My searches* in the My EURLex box.

 You can only add new RSS feeds if you have not reached the maximum allowed number of saved searches.

3.2. Create RSS feeds from saved searches



If you're signed in, you can create RSS feeds from your list of saved searches in *My EUR-Lex*:

1. Go to *Saved searches*
2. Select one or more searches using the checkboxes in the right column under *My searches*.
3. Click *Set selected as RSS feed* (upper lefthand corner).
4. All searches now linked to an RSS feed will be flagged with .

You can view all your created RSS feeds in *My EUR-Lex* by clicking *My RSS feeds*.

3.3. Create RSS feeds from Procedures

If you are signed in, you can create RSS feeds to follow a specific procedure directly from the page of the selected procedure.

1. Click  *Follow this procedure* (at the top of the procedure description).
2. In the window that opens, enter the name of the feed (compulsory) and a comment (optional).
3. Click *Save* to create the feed.
4. A saved search flagged with  is added to your My EUR Lex space where you can view them via *My RSS feeds* and *My saved searches*.

To subscribe to the RSS feed, click the icon , then follow the instructions of your browser.

3.4. Delete an RSS feed

You can delete your saved RSS feeds at any time:

1. Go to *My RSS feeds*.
2. Select one or more searches using the checkboxes (far right of the screen, opposite the

name.)

3. Click *Delete selected* (upper lefthand corner) and confirm by clicking *Delete* in the window that appears.

4. Preferences

If you are a registered user, you can customise various aspects of EUR-Lex, e.g. how the website and search results are displayed, which metadata are exported or print preferences.

To view your preferences:

1. Sign into *My EUR-Lex* with your EU Login username and password.
2. In the *My EUR-Lex* box, click *Preferences*. The page with your user account information from EU Login appears by default.
3. In the left menu, you can select a link to specific preferences:
 - site preferences
 - search preferences
 - export preferences
 - print preferences.

4.1. Change your user information

EUR-Lex gathers information from the EU Login on your name, email address and password.

If you want to change any of this information:

1. Open your user account information on EUR-Lex in the preferences.
2. Click the link to EU Login at the bottom of the page.
3. Follow the instructions on the EU Login website for updating your user information.

To see your changes, you'll have to log off EUR-Lex and then log on again.

4.2. Update your website preferences

You can use your website preferences to set your preferred languages and customise other display features:

1. Sign in with your EU Login username and password.
2. In the *My EUR-Lex* box, click *Preferences*.
3. In the left menu, click *Site preferences*.
4. You can change the information in the fields explained in the table below.
5. When you have finished, click *Save* (bottom of screen) Your new preferences are now applied to all pages.

Preferred language	Default display language (<i>if available</i>) for items.
Alternative language	Alternative display language (<i>if available</i>) for any item not available in your preferred language.


Second alternative language	Second alternative display language (<i>if available</i>) for any item not available in your preferred or alternative language.
"Recently published" widget items	Number of entries displayed in every tab of the "recently published" widget on the EUR-Lex homepage.
"See also" widget items	Number of entries displayed the "See also" widget on the EUR-Lex homepage.
Latest issues of the Official Journal	How far back the list of recently published issues goes (direct access page for OJ)
Preferred tab for document view	Tab selected (<i>if available</i>) when you click a title in a list of search results or items. By default, this is the <i>Text</i> tab.
Show multilingual display in document view	Displays the multilingual field, allowing you to view an item in more than one language. If this option is not chosen, the table is simply hidden.
Show languages and formats available in document view	Displays the table containing all available formats and languages whenever you consult an item's text tab. If this option is not chosen, the table is simply hidden.
Turn on autocompletion	System suggests complete words once you start typing a word. Used in every text entry field related to item title and text.
Turn on contextual help	"Pop-up" help for each field in the advanced search (when you place your mouse to the left of the field).


4.3. Update your search preferences


These are used to customise how your search results are displayed (number of results per page, metadata displayed, etc.):

1. Sign in with your EU Login username and password.
2. In the *My EUR-Lex* box, click *Preferences*.
3. In the left menu with the different categories of preferences, click *Search preferences*.
4. Click an existing profile name from the list to update it or click *Add new profile* to create a new profile. In both cases, a page opens where you can specify your search preferences.
5. You can change information in the following fields:

Profile name	Must be unique (not used for any other profile).
Number of results per page	5, 10 or 20 results per page.
Default sort criteria	How search results are ordered by default (You can always change this directly in the search results themselves). You can sort ascending or descending by item identifier, title or date, CELEX sector, type of act or author.
	Metadata displayed in your search results. You can choose metadata either

Metadata to display	individually (checkbox next to each element) or by group (checkbox next to the group name). You can hide the individual elements in a group by clicking  next to the group name.
---------------------	---



 The *Simple selection* tree contains a small number of common metadata. Under *Advanced selection*, you can choose from all available metadata.

 Some metadata are not clickable: they are displayed automatically and cannot be deselected.

6. Click *Save* to create or update your search profile.

4.4. Set another profile as default


Your preferences for printing, exporting and searching all have a default profile. You can change this:


1. Click *Print, Search or Export preferences*.
2. The default profile is marked .
3. Click *Set as default* next to the profile you want to use for printing, exporting or search results.
4. The  sign appears next to this profile.

4.5. Delete profiles

To make space for new print, search or export profiles, you may need to delete old profiles:

1. Click *Print, export or search preferences*.
2. Mark profiles for deletion delete using the checkboxes or *Select all*.
3. Click *Delete selected*.
4. Click *Delete* in the confirmation window that appears.

 You cannot delete the default profile. If you wish to do this, you'll first have to set another profile as default.

 If JavaScript is not enabled in your browser, you won't be able to delete multiple profiles using checkboxes (you'll have to delete each individually by clicking *Delete selected* and confirming every time). Read how to enable [JavaScript](#).

Official Journal

The Official Journal of the European Union (OJ) is published daily (from Monday to Friday regularly, on Saturdays, Sundays and public holidays only in urgent cases) in all of the official languages of the EU. Since 1 July 2013 only the electronic edition of the OJ is authentic and produces legal effects.

The Official Journal box on the homepage (start page) contains links to the latest published editions of the OJ. Clicking on 'More' or on 'Official Journal' inside the box takes you to the ['Direct access'](#) page, where you can search for issues by number, series or date.

From the 'Direct access' page you can also reach the list of legally binding print editions and the page of special editions of the OJ.

Once you navigate away from the homepage, you can access the OJ pages from the main menu, which is tucked into a 'Menu' button just below the logo. To access it, click on the 'Menu' button.

1. Direct access page

On the ['Direct access to the Official Journal'](#) page you can:

- search or browse for an issue of the OJ;
- read about the OJ;
- navigate to sub-pages by using the menu on the left;
- consult recent issues.

If you are a registered user, you can define in your site preferences how many issues are listed under the 'Recent issues' section. [Read more about configuring the site preferences.](#)

1.1. Search for an Official Journal

The section 'Direct access to the Official Journal' lets you use drop-down menus to look for specific OJ issues.

1. Use the following fields of the search form to specify your search.

Year	Publication year of the OJ you are searching for (mandatory).
OJ series	Series of the OJ, depending on the year chosen. Since January 1968 it has been published as two separate series: L series — Legislation; C series — Information and Notices. Initially the OJ was published as a single series: the A series (1952–58), followed by the P series (April 1958–67).
	The drop-down menu contains the available sub-series, depending on the year

Class of the OJ	and series chosen.
Number	Enter the number of a specific OJ issue.

2. After defining your search criteria, click on the magnifying glass to launch the search. Two outcomes are possible.
 - If only one OJ is found, when you click on the corresponding link the table of contents of the OJ issue found is displayed.
 - If more than one OJ is found, a list of OJ issues meeting your search criteria is displayed.

1.2. Browse the Official Journal by year

In the section 'Access by year' (collapsed, click on the row to expand), you can browse for OJs.

1. The current year is always selected. Click on a month to access the OJs published in that month or click on 'All' to view all OJs published in the current year.
2. If you select a different year using the drop-down menu, a list appears containing all issues from that year. If you click on a month, the list is narrowed accordingly. Use pagination to navigate through pages of results.

2. Verify the authenticity of an e-OJ

As of 1 July 2013 only the electronic edition of the OJ (e-OJ) is authentic and produces legal effects, pursuant to [Council Regulation \(EU\) No 216/2013](#).

The e-OJ bears an electronic signature, which ensures the authenticity, integrity and inalterability of the electronic edition. You can verify the electronic signature and authentic character of the e-OJ using the [CheckLex](#) application. Read more on the verification process in the [FAQ](#) or [about CheckLex](#) page.

Find out more about the [signature policy](#) used by the Publications Office for the e-OJ and about the [qualified certificates that the e-signatures are based on](#).

2.1. Legally binding print editions

Though, since 1 July 2013, the paper versions of the Official Journal no longer have any legal value, there are exceptions where — due to an unforeseen and exceptional disruption of the Publications Office's IT systems — the electronic edition of the OJ cannot be published.

For these exceptional cases, the ['Legally binding print editions'](#) page provides the following:

1. **Direct access to print editions with legal effect.** The search pattern is identical to the one described in Section 1.1.
2. **Access by year.** The search pattern is identical to the one described in Section 1.2.

3. Buy an Official Journal

You can [buy printed single copies of an OJ by e-mail](#).

4. Special editions

When a country joins the EU, EU legislation in force at that time (the acquis) is translated into the country's official language and published in special editions of the Official Journal.

1. Go to the 'Direct access' page of the Official Journal and select 'Special edition' in the left hand menu.
2. On this page, choose the language of the accession country.
3. A classification tree is displayed, with the year the country joined on top. The first level of the tree follows the chapters of the [directory of legislation in force](#). On the second level you can find the volumes of the special edition. When you click on a specific volume, the table of contents is displayed.

Perform a search

EUR-Lex offers several types of search:

1. **Quick search** — find documents and procedures by typing keywords or numbers in a free text field.
2. **Advanced search** — target your search better by selecting a collection and filling in specific criteria such as, for example, words in text/title, identifiers or dates. Once you select a collection, the form displays only the relevant search criteria.
3. **'Find results by' search boxes** – on the right-hand side of the homepage (start page) — search on document numbers and [CELEX numbers](#).
4. **Expert search** — build your own search query by choosing from all of the available metadata.

You can launch a quick or an advanced search from any page of the website. Note that for launching an expert search you must be signed in.

1. Quick search

1. Enter a **word** , **phrase** or **number** in the search box. You can use **wildcards**:
 - * replaces any number of characters (e.g. transport* will find transportation, transporting, etc.)
 - ? replaces 1 character (e.g. ca?e will find case, care, cane, etc.).

NB: This tool always searches in the current language of the website. If that language is English, your search results will be in English only.

- To start the search:
- click on the magnifying glass icon;
- *or* press the *Enter* key on your keyboard. Once you type a term in the search box, it stays there — so you can edit your search by editing, adding or deleting terms.

When you use the quick search, keep in mind that the search engine is looking for items that have your search term in any of the following places:

Field	Description
Title	Title of the document as published in the Official Journal, in the European Court Reports or as it appears in the original document.

Example: Directive 2010/30/EU of the European Parliament and of the Council of 19 May 2010 on the indication by labelling and standard product information of the consumption of energy and other resources by energy-related products (Text with EEA relevance)

Text	Full text of the document as published in the Official Journal, in the European Court Reports or as it appears in the original document.
CELEX number	The CELEX identifier is both a unique document identifier and a classification code, regardless of language. It is used as the basis for cross-referencing of documents in the database. Example: 32014R1338
Directories of legislation and case-law	The directory is a numerical classification tool. It offers access to EU law by subject. All directories of EU legislation have the same structure of 20 chapters with divisions into further sub-sections as necessary. Each chapter covers a specific area of European Union activity. Each descriptor is composed of eight digits corresponding to the principal chapter heading and up to three subsequent subdivisions, each represented by two digits. Documents may be indexed with up to three directory codes. There is a specific directory classification for EU case law. Directory codes are also used for special editions of the Official Journal of the European union for indicating the number of chapter. Example: 04.10.30.00 Fisheries/Common fisheries policy/Conservation of resources
Subject matter	Subject matter is a classification tool containing an alphabetically structured list of over 200 keywords. It is based on the subdivisions of the treaties and on the areas of activity of the institutions. The descriptors are less specific than those used in the directory code but provide a general overview of the content of the document. One document can be indexed by up to three subject-matter descriptors. Examples: Trans-European networks; Competition; Telecommunications
Author	Name of the institution, the body or the country that produced the act. Example: European Parliament
EuroVoc descriptors	EuroVoc is a multilingual and multidisciplinary thesaurus which covers the field of activity of the European Union. It contains keywords, organised in 21 domains and 127 sub-domains, which are used to describe the content of documents in EUR-Lex. It is used as an indexing tool for the EUR-Lex documentary collection. Examples: astronomy; tropical plant; sugar
Title of the proposal of legislative procedures	Title of the proposal launching the legislative procedure. Example: COM(2015)341: Proposal for a Regulation of the European Parliament and of the Council setting a framework for energy efficiency labelling and repealing Directive 2010/30/EU
Interinstitutional procedure code of legislative procedures	The procedure is identified by a code and an interinstitutional number. Read more about procedures. Example: 2016/0351/COD (where 2016 is the year when the procedure was launched, 0351 is its interinstitutional number and COD is the code used for ordinary legislative procedures)

Alternative title for EU case-law (containing names of parties — NOM_USUEL)	Any alternative title(s) that a document might have. For documents provided by the European Court of Justice, names of parties appear in this field. Example: Chemical GmbH/Commission
Natural number for secondary legislation	Number present in the title of the legal act (Regulation (EU) 2017/1001 of the European Parliament and of the Council). Example: 2017/1001
Name of advocate general for EU case law	Name of the Advocate General who delivered the opinion on the court case (EU case-law). Examples: Jacobs; Tizzano
Document type	Descriptor for the type of document. Examples: R for Regulation, L for Directive, D for Decision,...
ECLI	The European case-law identifier is a 5-part identifier for a legal document, designed to make European case-law databases more usable. It has the following format: the identifier consists of five components, in the following order and each separated by a colon. <ol style="list-style-type: none"> 1.1. Abbreviation 'ECLI'. 1.2. Country code (2 characters). 1.3. Court code (1-7 characters). 1.4. Year of the decision (4 digits). 1.5. Unique identifying number (max. 25 characters, dots allowed). Example: ECLI:EU:C:1998:27 identifies the 27th decision by the Court of Justice in 1998.
Rapporteur for EU case-law	Name of the Judge-Rapporteur for the case. Examples: Cooke; Makarczyk

This means the search results might include documents that do not have the search term in the title or the text (but have it somewhere in the metadata). If you wish to target your search to titles and texts, use the advanced search. It offers the possibility to limit your search to titles or texts only (or both).

For a demonstration of how to search for a term, [watch our tutorial](#).

2. Advanced search

1. Click on the 'advanced search' link (under the quick-search box).
2. Select a collection. To select more than one collection, click on 'Choose multiple collections'. Finally, tick the box in front of each collection you want to include in your search.
3. Fill in the search form according to your criteria.
4. Click on the 'Search' button to launch the search, or press the 'Enter' key.
5. To delete the criteria entered, click the 'Clear' button.

Tips

- The search results are displayed and you [can edit or refine your search](#) if necessary.
- You can narrow your search by using the date criteria. The date types available depend on the collection you select.
- Some of the fields have a plus sign icon on the right-hand side of the search box.
- Click on it to open a new window containing the list of available values. If the list is organised by levels (i.e. the EuroVoc Thesaurus), make sure you click on the main categories to display subcategories. Alternatively, just type the key word you are looking for in the text field and click 'Filter' or press the 'Enter' key.
- Select values by checking (ticking) the boxes in front of them.
- Then click on the 'Select' button. The descriptors or codes you have selected will appear in the search field.

Notes

If [JavaScript is not enabled](#) in your browser, click on 'Update' under the drop-down menu to update the search form.

For a demonstration of how to carry out an advanced search, [watch our tutorial](#).

3. Expert search

Make complex searches by:


1. Signing in with your *My EUR-Lex* account
2. Clicking **Expert Search** in the top right corner of your screen.

3.1. How to perform an expert search

1. Select your *Search language* .
2. Enter your search parameters in the *Expert query box* , using the appropriate syntax, in **1 of 2 ways** :
 - type your query **manually** in the box
 - use the **system prompts** :
 - click an item in *Search fields* and the system will add the relevant *field* to the query box, as well as displaying (on the right) information and the appropriate help.

Codes or full names

By default search fields are entered in the query box as a code (e.g. TI). To display search fields with their full name (e.g. Title), select the radio button Text, below the box. Your query can contain a mix of codes for some fields and full names for others.

 The search fields (and their explanation) are only visible if [JavaScript is enabled](#) in your browser.

- You can also use the blue buttons in the toolbox to the right of the query box to add search operators, wildcards or field specifiers.

See more in [Syntax & search operators](#) .

- Click *Search* .

If your syntax is invalid, the system will display an error message.

You can also manually check if your syntax is valid by pressing the *Check syntax* button.

 To **empty all fields** , click *Clear* .

3.2. Syntax & search operators

Your expert search query must contain at least the following 3 elements (*in this order*):

	Search field (metadata)	Field specifier	Search term
Example:	Title	~	Europa

You can create more complex queries by using search **operators** , like *AND* .

Example

Title	~	Europa	AND	Author	=	COM
<i>Search field</i>	<i>Field specifier</i>	<i>Search term</i>	<i>Search operator</i>	<i>Search field</i>	<i>Field specifier</i>	<i>Search term</i>

Operators

For more complex queries. Type them in **manually** or use the **blue buttons** on the right side of your screen.

Operator	Function
AND	Finds results that contain all your search terms
OR	Finds results that contain at least one of your search terms
NOT	Excludes search terms from your results
WHEN	Searches for a subset of a larger parent group
()	Groups search terms and specifies the order in which they are interpreted
NEAR10	Finds search terms within 10 words of each other
NEAR40	Finds search terms within 40 words of each other
*	Substitutes for 0 to n characters

?	Substitutes for a single character
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to
<>	Not equal to
=	Equal to; to be used only for <i>Coded data</i> when searching for an exact match of the search term and result
~	Contains; to be used only for <i>Text data</i> when searching for documents containing your search term

Searching for specific terms

	Query	Finds
By default, EUR-Lex will search for all words derived from the basic root word you enter.	<i>Text ~ equal</i>	Documents containing the term <i>'equal'</i> , but also e.g. <i>'equality'</i> or <i>'equalization'</i> in the text.
To search only for the precise term , use quotations marks	<i>Text ~ "equal"</i>	Documents containing only the term <i>'equal'</i> in the text.
AND Finds results that contain all your search terms	<i>Text ~ personal AND data</i>	Documents containing the words 'personal' and 'data' in the text.
	<i>Title ~ "equal treatment" AND Text ~ fundamental</i>	Documents with the words "equal treatment" in the title and the words "fundamental" in the text.
	<i>Title ~ "personal data" AND Collection = LEGISLATION</i>	Legislation containing the phrase 'personal data' in the title.
OR Finds results that contain at least 1 of your search terms:	<i>Title ~ "equal treatment" OR Text ~ fundamental</i>	Documents that have either the words "equal treatment" in the title or the word "fundamental" in the text.
NOT Excludes search terms from your results:	<i>Title ~ "equal treatment" NOT Text ~ fundamental</i>	Documents that have the words "equal treatment" in the title, but which do not have the word "fundamental" in the text.

-  You cannot **combine** a *full text* search with a search on other *Search fields*

(metadata) by using the **OR** operator.

- *Title ~ "personal data" OR Collection = LEGISLATION* is not a valid query
- To combine these 2 elements of your search, you would instead have to use either the **AND** or **NOT** operators.
- *Title ~ "personal data" AND Collection = LEGISLATION* is a valid query
- *Title ~ "personal data" NOT Collection = LEGISLATION* is a valid query

Order of precedence of AND, OR and NOT operators

There is a **fixed order of precedence** between these operators.

'NOT' has precedence over 'AND', and 'AND' has precedence over 'OR'.

Example

Query	Finds
<i>Title ~ equal AND treatment NOT rights OR Text ~ fundamental</i>	Documents whose title contains: <ul style="list-style-type: none">▪ both 'equal' AND 'treatment', but NOT 'rights' OR <ul style="list-style-type: none">▪ 'fundamental' in the text To specify a different priority, use brackets .

BRACKETS ()

You can use **brackets** to group elements in your query and specify the order in which they will be interpreted – even to change the default priority order between AND, NOT and OR.

	Query	Finds
NO BRACKETS	<i>Title ~ equal AND treatment OR rights</i>	Documents whose title contains: <ul style="list-style-type: none">▪ both 'equal' AND 'treatment' OR <ul style="list-style-type: none">▪ only the word 'rights'
WITH BRACKETS ()	<i>Title ~ equal AND (treatment OR rights)</i>	Documents whose title contains either : <ul style="list-style-type: none">▪ 'equal' and 'treatment'

OR

- 'equal' and 'rights'

WHEN

Use this to find a **subset** of a larger parent group. WHEN functions similarly to AND, but is more restrictive.

Example

Query	Finds
<i>Legal_basis = 32012R1151 WHEN Legal_basis_paragraph = 3</i>	Documents: <ul style="list-style-type: none">▪ whose legal basis is the document with CELEX number 32012R1151, and▪ which are based on paragraph 3 of that document.

NEAR10

Finds terms **within 10 words** of a specified other term.

Example

Query	Finds
<i>Text ~ "transport" NEAR10 "perishable"</i>	Documents containing the words 'transport' and 'perishable' within 10 words of each other (regardless of sentences and paragraphs).

NEAR40

Functions as NEAR10 but **within 40 words of a specified term** .

🚫 You can only use NEAR10 and NEAR40 for **text searches** .

WILDCARDS (* and ?)

Query	Finds
* Substitutes for 0 to n characters	<i>expe*</i> will find <i>expert</i> , <i>expenditure</i> , <i>expectation</i> , etc.
? Substitutes for a single character	<i>ca?e</i> will find <i>case</i> , <i>care</i> , <i>cane</i> , etc.

🚫 Wildcards **cannot be used to begin** a search term.

*Text ~ *tation* is not a valid query.

RANGES

To enter a **range of values** for dates or numbers, use the following operators:

Query	Finds
< (less than)	For dates, this means "before" e.g. <i>Date_of_publication < 01/01/2015</i>
<= (less than or equal to)	
> (greater than)	
>= (greater than or equal to)	
<> (not equal to)	

EQUALS (=)

Finds results that match your search term **exactly** . The operator is automatically added to the appropriate *fields* when chosen from *Search fields* .

🚫 *Note: the equals operator cannot be used with text data .*

E.g. fields for **dates or numbers** will return results for that *exact* date or number.

Query	Finds
<i>Date_of_publication = 16/11/2010</i>	Documents published on 16/11/2010 only.

TILDE (~)

Finds all texts **containing** the search term you enter.

Query	Finds
<i>Title ~ Commission</i>	Documents whose title contains the word 'Commission'.

3.3. Search fields

The search fields are displayed **below the expert search box** , on the left side.

These are **all the fields you can search on** , grouped into categories. By default only the top levels are shown. Click on them to display or hide the sub-levels.

3.4. Help for the search fields

When you click an **item** in the list of search fields, the system displays (to the right of the list) explanations, examples and tips on how to use that field:

Values (list form)

For some types of fields (e.g. *Documents* → *Coded data* → *Classifications* → *Subject_matter (CT)*), the system displays a list of possible values that you can **select** for your search (check the box in front of your desired value(s) and click the *Add to query* button).

To find a **specific value** – type it in the *Filter* box at the top of the list and click the *Filter* button.

Values (tree form)

Some values are displayed in tree form (e.g. *Documents* → *Coded data* → *Classifications* → *EUROVOC_descriptor (DC)*).


Click > to expand an item and check the box in front of your desired value(s) to select it (*you can select multiple values*).

To find a **specific value** – type it in the *Filter* box at the top of the list and click the *Filter* button.

Click the *Add to query* button (*multiple values will be separated by 'OR'*).

Search by date

Search by an **exact** date or a **range** of dates:

1. Select a date-related field (e.g. *Documents* → *Coded data* → *Date* → *Date_of_publication*) and select from the dropdown on the right either:
 - 1.1. *Exact date*
 - 1.2. *Range of date*
2. Type the dates **manually** (DD/MM/YYYY) or use the **calendar** button  .
3. Click the *Add to query* button.

Relationships between documents


To search for documents by relationship (e.g. find a document amended by another, or a document affected by a certain case):

1. Click *Documents* → *Coded data* → *Relationship between documents* .

2. Click a type of relationship, e.g. *Amended_by (MD)* .

On the right you will see:


- a field for the *CELEX number*

3.  If the *CELEX number* contains brackets, please put it in quotation marks (e.g. "42000A0922(02)").

in some cases also a dropdown for the *Primary role* , where you can be much more specific about the relationship.

4. Click one of the values in the results list.

5. Click the *Add to query* button.

 The fields for **Legal Basis** allow you to specify your search on a specific article, paragraph or even subparagraph .

Comments on the relationships between documents

You can also search on the comments made to relationships between documents. Examples of fields with comments on relationships between documents include: *Documents* → *Coded data* → *Relationship between documents* → *Case_affecting (AJ)*; *Instruments_cited (CI)*; or *Legal_basis (LB)* .

To search on comments made on relationships between documents see procedure described above in "Relationships between documents".

3.5. Personalise your search results

At the bottom of the expert search page, you can use the *Change displayed metadata* button to change how your results are displayed.

Highlighting words in your results – Text ZOOM

To highlight – in your results list – words from any **text fields** you are searching with:

1. Click *Text ZOOM* (under *Metadata to display*).
2. Select the **number of words** to be to be **displayed before/after** your search terms.

To apply all these changes to your search results, click *Apply* .

Consult and manage the list of search results

Each document or legislative procedure is displayed with a set of metadata. If you are a registered user, you can customise the display of the result list in your search preferences. If you are not a registered user or if you are not signed in, the following default metadata are displayed:

For documents:

- identifier (CELEX number, e.g. 31994D0295) and title
- publication reference (e.g. OJ L 130, 25/05/1994, p.43-63);
- type of act (form);
- 'direct text access' links in the language of the search;
- author;
- date of the document.

For legislative procedures:

- procedure reference (e.g. 2013/0259/NLE);
- title;
- initial reference (e.g.: COM (2013) 531);
- initiating document (usually a CELEX number with link, e.g. 52013PC0531);
- adopted acts – if any (usually a CELEX number with link).

Using the tools available at the top of the search result list or on the left-hand side, you can:

- refine your search query (filter) by domain, year of document, author, etc. using the clickable filters (links) on the left-hand side;
- edit your search ;
- edit in expert search ;
- save the criteria of your searches using 'Save to my searches' (registered users only; select documents by clicking the box next to the titles) ;
- create a feed in 'My RSS feeds' (registered users only) ;
- save and organise documents in folders using 'Save to my items' (registered users only) ;
- change the sort order of the list using the drop-down menus;
- export selections /export all search results (PDF, XML, Excel, TSC, CSV);
- change displayed metadata;
- go to another page of the results.

1. Refine your search

After a search, you can use the clickable filters on the left hand side to narrow your search results by domain, year of document, author, etc.

- On the left-hand side of the search results, clickable filters are displayed arranged by category. For each filter, the number of results you will get after clicking is displayed in parentheses (e.g.: Codecision procedure (COD) (9)). To display more filters, click the 'See more' drop-down menu. The maximum number of filters is 100. Only the filters with the most search results are displayed.
- When you click on a filter, the search results are updated to reflect the new criterion, and the criterion is added to the 'Search criteria' box above the search results. An overview of any filters you choose is given just above the filter list on the left, under the heading 'You have selected'. In the results list, only those results corresponding to the new search criteria are shown. Note that if you save the search at this point, it will be saved in its refined form, taking into account the filters you selected.
- You may click more than one filter. With each filter you click, fewer and more targeted search results are displayed. To widen your search again, remove a filter in the 'You have selected' section in the menu on the left.

The list of filters depends both on the search form you used and on the information you entered into it. For example, if you specified an author in your advanced search form, the filter for authors will not be displayed, because all documents already correspond to the author of your choice, and therefore the search cannot be refined on this criterion. The selected author is listed in the 'Search criteria' box.

Some filters concern hierarchical data. In this case, only the first level of descriptors is displayed (e.g. when you click on a year under 'Year of document', the next level down of the hierarchy — the month — is displayed. Directory codes and EuroVoc descriptors work the same way.

For all filters with hierarchical data, this continues until you reach the lowest level of the filter — at which point the filter disappears from the left hand side. To climb back up the hierarchy, remove the corresponding filter(s) under 'You have selected'.

2. Edit your search

If you want to change your search, you don't need to write it again. Different edit functions are offered based on the type of search you carried out.

2.1. Edit a quick search

Change the term(s) you searched for directly in the search box where you typed your initial query.

You can also transform your quick search into an expert search by clicking 'Edit in expert search' (registered users only).

[Read more on how to edit in expert search.](#)

2.2. Edit an advanced search

In the 'Search criteria' box on top of the result list, click on 'Edit search' to go back to the form and modify your original search criteria.

You can also transform your advanced search into an expert search by clicking 'Edit in expert search' (signed-in users only). This allows you to customise your search with options that are not available in the advanced search.

[Read more on how to edit in expert search.](#)

2.3. Edit in expert search

In the 'Search criteria' box on top of the results list, click on 'Edit in expert search' to go back to the form and modify your original search criteria. All types of searches can be edited via expert search (registered users only).

Quick or advanced searches first need to be transformed into an expert query. This is done automatically when you click 'Edit in expert search' at the top of your results list. An expert search form is displayed containing your search and this can be edited, using all the related possibilities.

[Read more on how to perform an expert search.](#)

2.4. Use the suggestions

If your search returns no results, and the system thinks that you might have misspelled the term you were searching for, it will suggest an alternative just below the 'Search criteria' box. Example: 'Did you mean ombudsman?' Click the suggested term if it is the one you meant to search for.

3. Customise the list of search results

The results list is displayed in a pre-set format,

- if you are not signed-in;
- if you are signed in, but haven't set a search profile.

All users can customise the display of a results list immediately after performing a search, without signing in. Registered users have to sign, if they want to set changes permanently via 'Preferences -> Search preferences'.

[Read more on setting your search preferences.](#)

3.1. Change the displayed metadata

1. Look for 'Change displayed metadata' just above the first title.
2. A window opens, in which you can select the profile for your search preferences.
 - 2.1. If you are a registered user and you have saved one or more search profiles, pick one from the drop-down list. Once you have made your choice, the information saved in the profile is loaded and you can change it if needed.
 - 2.2. If you are not logged in or if you don't have any saved display profiles, the standard profile is automatically selected for you.
3. Tick the checkboxes in front of the metadata to choose them. These will also be added

to the results when you print, save or export them.

The metadata are grouped into categories. You can either select a single element within a category or tick the box in front of the name of the category to select all elements within that category. Categories can be collapsed to hide their elements by clicking on the arrow in front of the name.

There are two selection trees, which you can switch between by clicking the corresponding tab. 'Simple selection' contains a selection of the most common metadata. 'Advanced selection' allows you to choose from all available metadata.

Note: a small number of metadata cannot be removed from the selection, including title and Celex number.

4. You can also define the number of results shown per page in the drop-down menu.
5. Click 'Apply' at the bottom of the window.

Note: your changes will NOT be saved if you click *Cancel* or click outside the window and return to the results list.

3.2. Sort search results

When you do a quick search, sorting is done on two levels. Search results are first sorted in descending order of relevancy. This means that the results that correspond best to your query are listed on top of the result list.

On the second level, results are by default sorted by document identifier (Celex number).

This means that if several results correspond equally well to your query, they will be listed in ascending order by Celex number — the document with the smallest Celex number comes first.

To change the sort order, choose sort criteria in the 'Sort by' drop-down menu on top of the list of search results. Specify also if you want the criteria in a descending or ascending order. The available sort criteria depend on the search type and the selected domain in the advanced search.

As a registered user, you can also modify the default settings under 'Search preferences' in your account. Find out more about [search preferences](#) and read more on [registering](#).

3.3. Go to another page of results

When a search returns a large number of results, they will be displayed on several pages.

Pagination is available above and below your results list.

Use arrows to go to the next/previous page of results (,). Use double arrows to go to the last/first page of results (,).

Jump to a specific page by modifying the page number and pressing 'Enter'.

If you are a registered user, you can define the number of results displayed on one page in your search preferences. The minimum number of results per page is five and the maximum is 20. [Read more on setting your search preferences](#).

4. Export the list of results

1. Select some search results by ticking the boxes next to them and click on 'Export' on top of your result list. You can export the entire list or just a selection.
2. Select your export format in the drop-down menu. Available export formats are CSV,

TSV, Microsoft Excel, XML and PDF.

3. Tick the checkboxes in front of the metadata to choose them. The metadata are grouped into categories. You can either select a single element within a category or tick the box in front of the name of the category to select all elements within that category. Categories can be collapsed to hide their elements by clicking on the arrow in front of the name.

There are two selection trees, which you can switch between by clicking the corresponding tab. 'Simple selection' contains a selection of the most common metadata. 'Advanced selection' allows you to choose from all available metadata.

Note: The CELEX number, author, relevancy and direct access links will always be exported.

4. Click 'Export'. Depending on your operating system and your browser, the file will download automatically or open. You might need to specify what you wish to do with the file on your device.

5. Boosted items

A list of boosted items is displayed in case of a quick search that uses specific key words related to key documents (e.g. VAT). These items are highlighted in blue. A maximum of 10 boosted items are displayed.