



ICANEPO

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Abstract

The ICANEPO project aims to develop an application for the management of court cases of the European Payment Order by judicial authorities. Throughout the development of the application, the project has created supporting training material, targeted towards both the users and the future maintainers and developers of this application.

This document describes the training resources available (software, manuals etc) as well as a brief training concept that could utilise them in the future.

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1. Training Resources

1.1. ICANEPO User Manual

The core element behind the training resources created during the project is the **ICANEPO User Manual**. Rather than following a standard user manual approach, this document has been intentionally structured in a format that presents a “user flow” (or “user story”), similar to the design principles followed during the development of the application.

In this way, the user manual can also serve as training material, as it explains, step-by-step, how to use the ICANEPO application in a standard scenario where the court receives a Form A and replies with relevant forms. As is the case with the ICANEPO core, the manual covers all of the basic aspects of the regulation, i.e. the standard workflow involved in exchanging standardised forms via e-CODEX. Since some aspects of the user flow may differ across member states, the following things should be taken into account:

- The way that this manual is used in training is left up to the implementing authority, since roles may differ (the manual uses an abstract role assignment of User1, User2 etc).
- In the case of national extensions of ICANEPO that handle specific procedures, the manual should be adapted accordingly.

Some screenshots of the ICANEPO User Manual can be found below, while the full version of the manual is also included in this deliverable as ANNEX A: ICANEPO User Manual.



Figure 1: Screenshots of the ICANEPO Manual (available in the Appendix)

1.2. ICANEPO module for the e-CODEX Auto-responder

1.2.1. The e-CODEX Auto-responder

The e-CODEX Auto-responder is a software which was created by project partner AUTH and has been used successfully in similar, e-CODEX-based EU projects and trainings. It was first developed as a companion to the e-CODEX Central Testing Platform (also developed by AUTH and now operated by eu-LISA) to create *testing and training environments where the receiving authority* (“played” by the Auto-responder) not only receives, processes and validates e-CODEX messages, but also *automatically replies* to them using basic business rules. This setup can fully emulate the workflows of a specific e-CODEX use case, such as EPO.

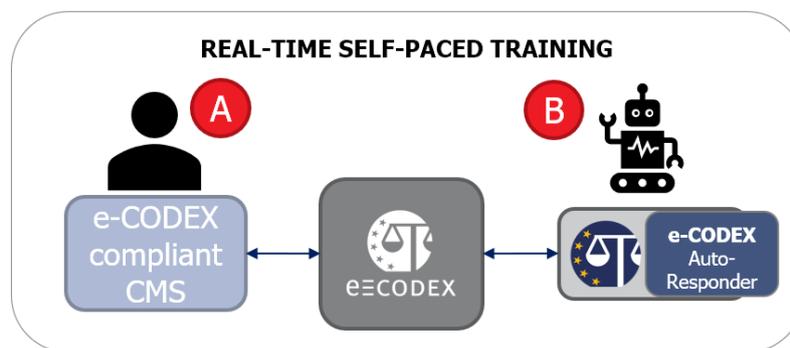
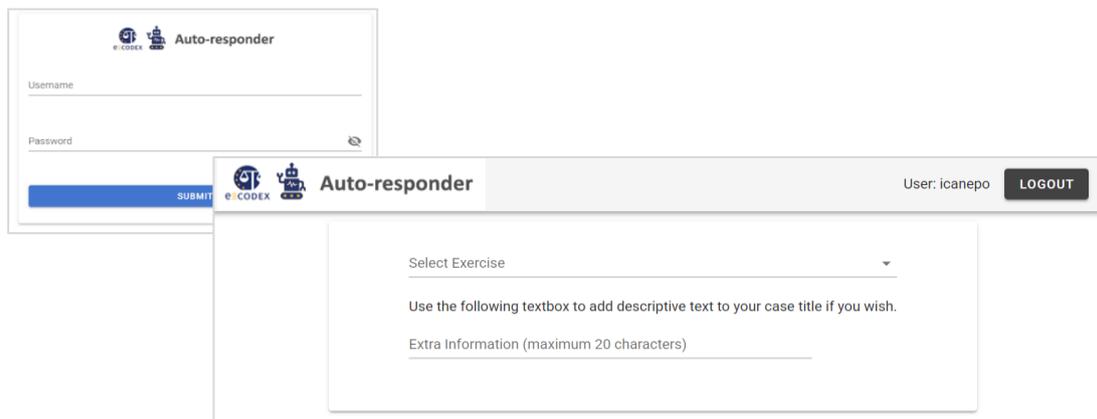


Figure 2: Visual representation of a possible use-case for the e-CODEX Auto-responder.

As can be seen in the figure above, the e-CODEX Auto-responder can, in the proper setup, also be used for real-time self-paced training, where a user sends a message through an e-CODEX compliant Case Management System (e.g. ICANEPO) towards a full e-CODEX infrastructure that automatically replies to the form(s) received. The e-CODEX Auto-responder also features an interface to emulate the reception of forms, as a user can request that a form is sent to them using a simple, password or keycloak-controlled interface (shown in the figure below).



The screenshot shows the user interface of the e-CODEX Auto-responder. It features a login section with "Username" and "Password" fields, a "SUBMIT" button, and a "LOGOUT" button. The user is logged in as "User: icanepo". Below the login section, there is a "Select Exercise" dropdown menu, a text input field for "Use the following textbox to add descriptive text to your case title if you wish.", and another text input field for "Extra Information (maximum 20 characters)".

Figure 3: The e-CODEX Auto-responder (user view – requesting a message).

1.2.2. ICANEPO module

During the development of the ICANEPO project, the project partners collaborated on designing, developing and deploying an (ICAN)EPO-specific module for sending and receiving test forms automatically, using the e-CODEX Auto-responder. This module was not only helpful for testing the full e-CODEX workflow of the application but also sets the stage for the subsequent possible use of the module for training purposes.

More specifically, the ICANEPO module includes the following pre-defined, standardised EPO forms that can be received by a court handling EPO cases:

- Form A (Initial)
- Form A (Reply)
- Form C2 (Reply)

An example of using the ICANEPO module of the e-CODEX Auto-responder to request a Form can be seen in the figure below:

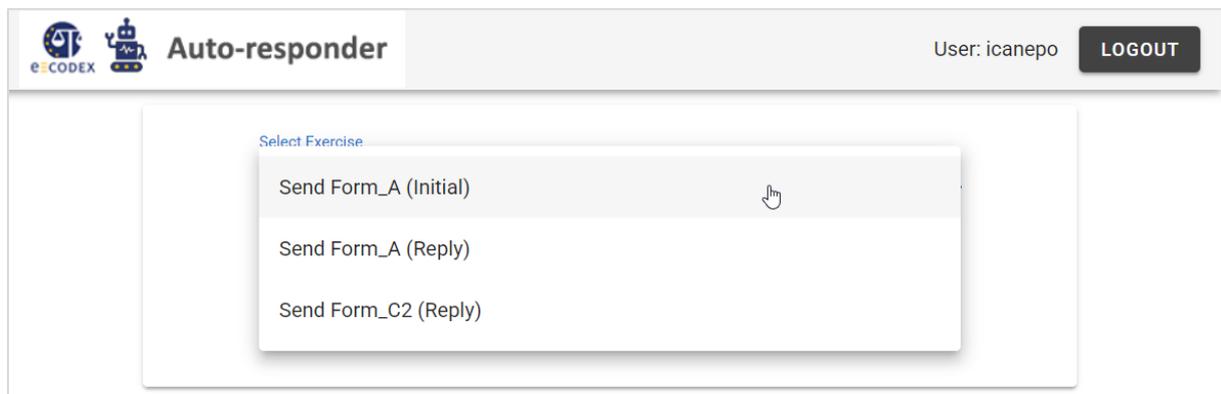


Figure 4: Requesting an EPO message through the ICANEPO module of the e-CODEX Auto-responder

Additionally, the ICANEPO module includes a set of basic business rules to reply to incoming forms (i.e. forms that can be sent out by the court) based on the content of specific EPO fields (e.g. the name of a claimant or the ID of a case). These can lead to the following actions:

- Reply with Form B
- Reply with Form C
- Reply with Form D
- Reply with Form G

1.2.3. Sample Content

All e-CODEX messages produced by the module were accompanied by their respective e-CODEX-compliant XMLs, based on example forms (samples) that were previously created and maintained by AUTH on the e-CODEX Central Testing Platform. Due to its complexity, PDF generation is not



handled by the e-CODEX Auto-responder, but all resulting XMLs include the original information (e.g. case ID, persons/court involved etc.) to create an as-realistic-as-possible environment.

1.2.4. Testing environment

To facilitate exchanging test messages for project purposes, a full e-CODEX test infrastructure was setup in AUTH premises. This setup included:

- 1) A full e-CODEX node (Gateway / Connector) that was connected to the ICANEPO application ("XX" node)
- 2) A full e-CODEX node (Gateway / Connector / Connector-client) that hosted a copy of the e-CODEX Auto-responder with the ICANEPO module installed. ("ZZ" node)

For the duration of testing, both nodes were connected using custom p-Modes, based on the official EPO p-Modes by eu-LISA. This setup created a functional testing environment where real e-CODEX messages were exchanged between the ICANEPO application and the Auto-Responder.

This testing environment will be maintained by AUTH on a shut-down (paused) state after the end of the project and, thus, can be reactivated on demand.



2. Training Concept

Based on the above available resources, this section of the document presents a training concept that can utilise them towards training.

2.1. Scope of Training

The scope of an ICANEPO training concept is limited to training users on how to use the EPO flows in an environment where ICANEPO is installed (a Court), and not on how the European Payment Order procedure works. The envisioned goal is for users to get hands-on experience with ICANEPO, which includes both business processes, logic, operational and legal aspects, as well as the technical implementation (User interface) and specific use of the ICANEPO environment.

2.2. Training Exercises

The following sections present a series of simple training exercises that can be used in the context of ICANEPO. All of these exercises can also be performed by triggering automatic incoming Form A messages from the e-CODEX Auto-Responder (presented in the previous section), as was done during the internal testing of the application.

For the purposes of conformity, these exercises use a simplified version of the [OASIS TAML guidelines](#) on how to create test assertions, which follow a similar format to training exercises (in the context of requirement/goal).

2.2.1. Incoming Form management

Target: Interface familiarity – case handling

Prerequisite: A Form A is received by the court

Predicate: The form is assigned to a case and a user that will handle it

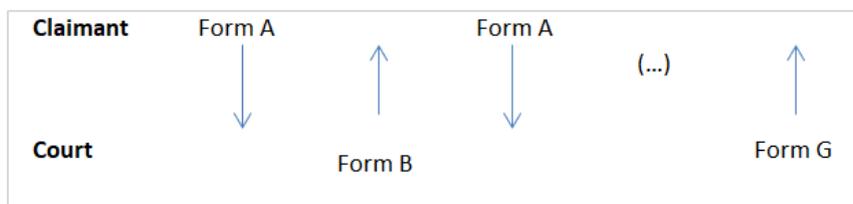
In this training exercise, the trainee will learn how to handle an incoming Form A, by assigning a case number to it and then assigning a user to handle it.

2.2.2. Reply with Form B & G

Target: Interface familiarity – reply with EPO form

Prerequisite: A Form A requires a reply with Form B (step 1) & Form G (step 2)

Predicate: EPO Form B and EPO Form B are generated and sent back to the claimant by the court through ICANEPO



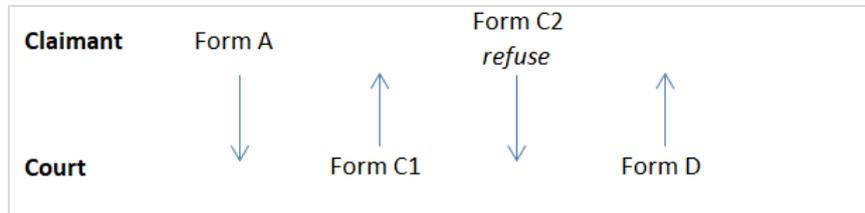
In this two-step test, an incoming Form A receives a Form B reply. The court then awaits for a “corrected” (revised) form A response, after which it can issue Form G.

2.2.3. Reply with Form C & D

Target: Interface familiarity – reply with EPO form

Prerequisite: A Form A requires a reply with Form B (step 1) & Form G (step 2)

Predicate: EPO Form C and EPO Form G are generated and sent back to the claimant by the court through ICANEPO



In this training scenario, an incoming Form A is replied to with a Form C1. The claimant replies with Form C2 which leads to a rejection (Form D) by the court.

2.2.4. Alternative versions for Form training

Exercises 2.2.2 & 2.2.3 are grouped together in order to train users in as many forms as possible using the same workflow. An alternative is to break down (or expand) the forms in separate exercises as follows, while also testing other aspects of the workflow such as the case where the time limit is not respected or a statement of opposition¹:

- Form A → Form G
- Form A → Statement of opposition
- Form A → Form D
- Form A → Form B → Form A → Form G
- Form A → Form B → Form A → Statement of Opposition
- Form A → Form B → Form A → Form D (unfounded)
- Form A → Form B → Form D (time limit not respected)
- Form A → Form B → Form A → Form C1 → Form C2 → Form G
- Form A → Form B → Form A → Form C1 → Form C2 → Statement of Opposition
- Form A → Form B → Form A → Form C1 → Form C2 (Refuse) → Form D
- Form A → Form B → Form A → Form C1 → Form D (time limit not respected)

2.3. Making a case for a “Train-the-trainer” approach

Judicial IT systems such as ICANEPO, require a degree of specialized knowledge and consistent updates. When considering the training needs of such a system, a train-the-trainer approach can be highly effective due to its ability to create a sustainable and scalable model for education and skill development.

By training key personnel—judges, court administrators, or legal educators—who can then pass on their expertise to their colleagues, the approach ensures that training is not only widespread

¹ It should be noted that the way these aspects are handled can vary according to national implementation, hence why they are not initially included in the training exercises



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but also adaptable to local needs (and possible ICANEPPO national extensions). This peer-driven model not only enhances the credibility of the training but also helps build a network of experts who can provide ongoing support, share best practices, and tackle challenges collectively.

The details on how to create a “train-the-trainer” approach are out of scope of this document and would also vary greatly according to national procedures. However, the exercises presented above can be used as a template.



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ANNEX A: ICANEPO User Manual

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Introduction

This manual explains how to use the International Core of the **ICANEPO** application step by step, by means of presenting a simple user flow. It covers the main steps, starting from a user's task list where a new **Form A** has arrived and ending with the process of issuing a **Form E**. Each section includes detailed screenshots and descriptions to assist in understanding how to complete each task.

This manual does not intend to provide a complete description of ICANEPO functionalities or how the European Payment Order should be handled by a court, but rather to walk the user through what can be considered the "standard" EPO workflow (i.e. from Form A to Form E). Once a user understands how to handle such a workflow, they are able to apply the same functionalities to the subsidiary workflows with all other EPO Forms, which are included in the Annex for reference.

User Flow

This user flow requires that a claimant has already sent an EPO Form A electronically (e.g. via the European Electronic Access Point) to the competent court which hosts the ICANEPO application. As such, in this scenario:

- The ICANEPO application has received the Form A and has automatically created a new task which is -not yet- assigned to a person/organisational entity or an existing case.
- For the authority handling the EPO case, it is first necessary to assign the task to a person/organisational entity, create a new task and a new case and then decide upon any follow-up action.

In the following user flow, there are **three** different types of actors, which can be typically found at a court competent for EPO. The relevant actors and their responsibilities, however, might differ from member state to member state. Also, there might be combinations of user roles within one person.

For the purpose of this document, the actors are abstractly titled as User 1, User 2 and User 3 with the following competencies:

- **User 1** is competent for incoming messages at an authority and assigning them to the next user. Typically, it is some kind of registration office, but it could also be e.g. a court clerk of a department dedicated to processing incoming messages.
- **User 2** is competent for managing the case data including the documents of the case and sending messages. Typically, it is a court clerk at a department competent for EPO.
- **User 3** is competent for making decisions in the case, such as the forms to be created and sent. Typically, it is a court officer or judge at a court competent for EPO.

Note: the following user flow is an abstract and simple example of how a flow from Form A to Form E might work using the ICANEPO International Core. The details of the flow might be different in each Member State.



User 1: Display list of tasks & Show/Edit Task

User 1: The first step is to open the task list with all available tasks, including the newly created task with the received Form A (*Reminder: this task was automatically created by ICANEPO upon the reception of a new incoming Form A*). The case number is yet unassigned as no case has yet been created for the new incoming Form A.

In order to work with the task, User 1 needs to open the task either by clicking on the task or by using the “Actions” menu at the right side of each task. By clicking on the three “...” the Actions menu opens and by choosing “Edit” the task will open in editing mode.

The screenshot shows the ICANEPO application interface. At the top, there is a navigation bar with the ICANEPO logo on the left and navigation tabs for 'Tasks', 'Cases', and 'Data Entry'. The 'Tasks' tab is selected. On the right side of the navigation bar, there is a user profile icon and the text 'Welcome, Konstantinos'. Below the navigation bar is a search bar with the placeholder text 'Search' and a 'Create new task' button. The main content area is titled 'My tasks' and displays a table of tasks. The table has the following columns: Description, Case number, Department, Claimant, Defendant, Amount, Date, Status, and Actions. There are two tasks listed. The first task is 'Form A - Incoming application for an EOP' with a case number of 'unassigned', department '008 123', claimant 'Papadopoulos', defendant 'Kahn', amount '-', and due date 'Dec 2 due: Apr 1'. The status is 'active' and the Actions menu is highlighted with a red box. The second task is also 'Form A - Incoming application for an EOP' with a case number of 'unassigned', department '101 444', claimant 'Colombo, Ferrari & Co', defendant 'Durand, Dupont & Co', amount '€15.000', and due date 'Nov 17 due: Mar 1'. The status is 'active' and there is a warning icon next to the due date. The Actions menu is also present for this task. Below the description of each task, there are PDF icons and file names: 'papadopoulos_form_a' for the first task and 'colombo_form_a', 'colombo_invoice', and 'colombo_id' for the second task.

Description	Case number	Department	Claimant	Defendant	Amount	Date	Status	Actions
Form A - Incoming application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit. papadopoulos_form_a	unassigned	008 123	Papadopoulos	Kahn	-	Dec 2 due: Apr 1	active	...
Form A - Incoming application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit... colombo_form_a colombo_invoice colombo_id	unassigned	101 444	Colombo, Ferrari & Co	Durand, Dupont & Co	€15.000	Nov 17 due: Mar 1	active	...



User 1: Assign task (to another person/organizational entity)

User 1: In the editing mode of the task, User 1 now can assign the task with the new incoming Form A either to a competent person or to a competent organisational entity, such as a department. This is done by selecting the appropriate value in the drop-down field “Assignee”. If necessary, User 1 can already assign a due date for this task by choosing a date in the field “Due date”. By clicking on the button “Update task” in the lower right corner of the task panel the application saves the changed data.



The screenshot displays the ICANEPO web application interface. At the top, there is a navigation bar with 'Tasks', 'Cases', and 'Data Entry' tabs, and a user profile for 'Konstantinos'. Below the navigation bar is a search bar and a 'Create new task' button. The main content area is divided into two sections: 'My tasks' and a detailed task view.

My tasks

Description	Case number	Department
Form A - Incoming application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit. PDF papadopoulos_form_a	unassigned	008 123
Form A - Incoming application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit... PDF colombo_form_a PDF colombo_invoice PDF colombo_it	unassigned	101 444

Form A - Incoming application for an EOP (Active)

Assigned: (Dropdown menu: Gregg Dufy, Paul Smith, Ian Dury)

Due date: (Calendar)

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Read more...

Documents

[PDF](#) colombo_form_a

History

No events

Comments

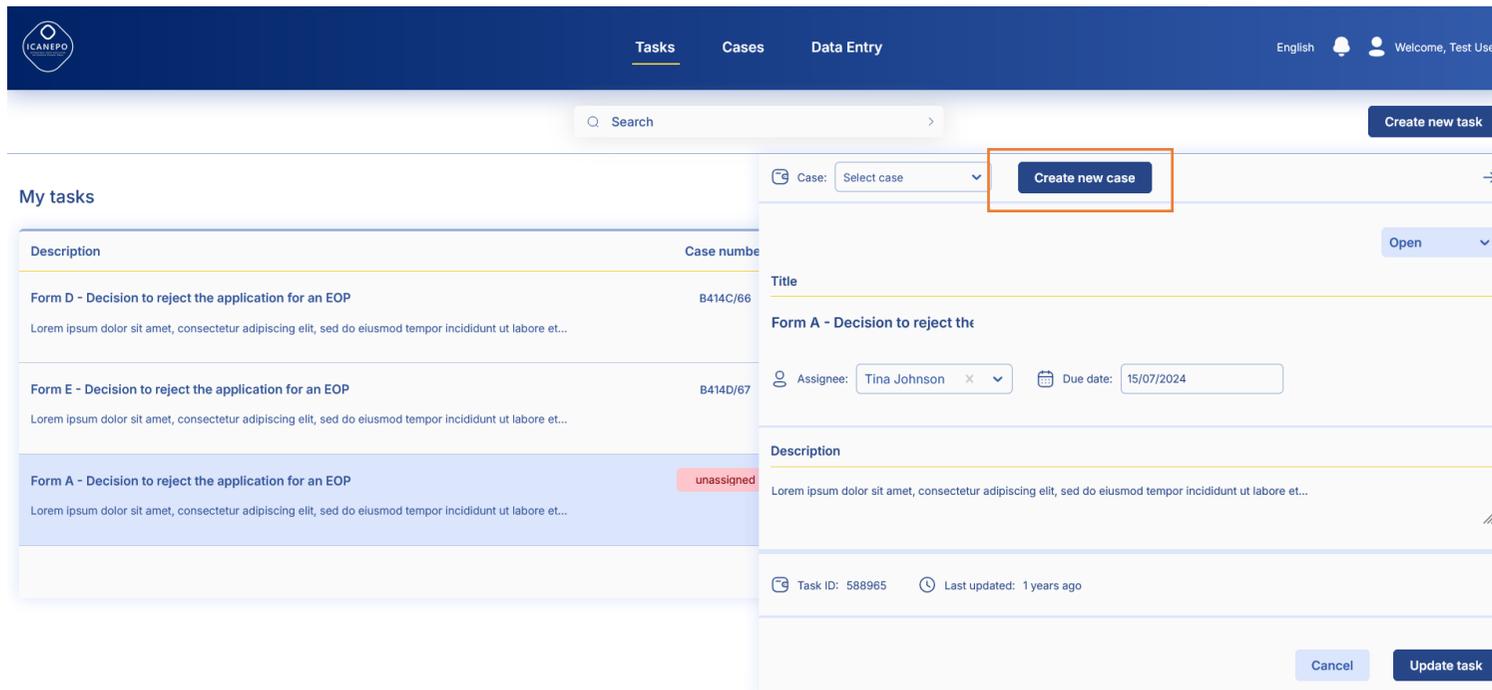
KP Konstantinos Pouladis

Task ID: 538905 | Last updated: 0 minutes ago

User 2: Display list of tasks & "Create New Case"

User 2: As part of their daily routine, User 2 checks their task list. User 2 now needs to open the new task and create a new case with the data, which comes along with the task. After opening the task, User 2 clicks on the button “Create new case” in the upper middle section of the task panel.

Note: the button “Create new case” is only available when a task is not yet assigned to a case.



The screenshot displays the ICANEP web application interface. At the top, there is a navigation bar with the ICANEP logo, tabs for 'Tasks', 'Cases', and 'Data Entry', and user information including 'English', a notification bell, a user profile icon, and 'Welcome, Test User'. Below the navigation bar is a search bar and a 'Create new task' button. The main content area is divided into two sections: 'My tasks' and a task detail panel. The 'My tasks' section contains a table with three rows, each representing a task. The first two rows are assigned to cases (B414C/66 and B414D/67), while the third row is marked as 'unassigned'. The task detail panel for the 'unassigned' task is open, showing fields for 'Case' (a dropdown menu with 'Select case' and a 'Create new case' button), 'Title' (Form A - Decision to reject the...), 'Assignee' (Tina Johnson), 'Due date' (15/07/2024), and 'Description'. The 'Create new case' button is highlighted with an orange box. At the bottom of the task detail panel, there are 'Cancel' and 'Update task' buttons.

Description	Case number
Form D - Decision to reject the application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	B414C/66
Form E - Decision to reject the application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	B414D/67
Form A - Decision to reject the application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	unassigned



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The application will then open the case management, create a new case and display the case data – populated automatically from the incoming Form A. User 2 needs to assign a case number, the competent authority for the case and the competent department for the case. By clicking on “Create case” the application will save the case data updated by User 2.



ICANEPO | Tasks | Cases | Data Entry | Welcome, Konstantinos

Case number: - | Case | Digital Dossier | Form Editor | Create new note | Create new task

Authority ID: F98459 | Department ID: D40956 | Claimant ⁽¹⁾⁽⁴⁾: Dus Lipa | Defendant ⁽¹⁾⁽²⁾: Ariana Grande | Amount(€): €20.000 | Created on: 23/02/2024

New case

Case number: Authority: Department:

Eventline

Date	Event	Ref No.	User	File(s)
02/10/2024	uploaded pouliadis_form_a.zip	63456	D. Bowle	columbo_form_a
01/10/2024	Uploaded case_B424C/66.zip	45645	J. Page	case_B424C/66

Parties

Claimant(s)

Full name	Full address	Phone	Email	Represented by	Actions
Robert Plant	32 Fascination Str., 01456, London, UK	+33 5875 8559	r.plant@ledzeppelin.com	Alan Shore	...
Jimmy Page	43 Denmark Str., 01456, London, UK	+33 5875 8555	j.page@ledzeppelin.com	Alan Shore	...
John Bonham	6 Baker Str. 01456, London, UK	+33 5875 5567	j.bonham@ledzeppelin.com	Alan Shore	...

Claimant's representative(s)

Full name	Full address	Phone	Email	Represents	Actions
Alan Shore	32 Fascination Str., 01456, London, UK	+33 5565 8559	a.shore@cps.com	J. Page, R. Plant, J. Bonham	...

Defendant(s)

Full name	Full address	Phone	Email	Represented by	Actions
Eric Clapton	32 Acacia Avenue, 01456, London, UK	+33 5325 8559	e.clapton@theyardbirds.com	Phil Collins	...

Defendant's representative(s)

Full name	Full address	Phone	Email	Represents	Actions
Phil Collins	24 Sacrifice Str, 01456, London, UK	+33 2375 8559	p.collins@genesis.com	Eric Clapton	...

User 2: View/Edit New Case

User 2: If necessary, User 2 can also edit the data, especially the party data, in this view. The party data can be edited at this stage or at a later stage of the case.

- For editing an existing party, User 2 clicks on the three “...” at the right side of each party and chooses “Edit”.
- For adding a new party, User 2 clicks on the button “Add +” at the upper right corner of the “Parties” section.

The screenshot displays the ICANEP web application interface for viewing and editing a case. The top navigation bar includes 'Tasks', 'Cases', and 'Data Entry'. The user is logged in as 'Konstantinos'. The case number is CB3445/5. The interface is divided into several sections:

- Case Information:** Authority ID (F98459), Department ID (D40956), Claimant (Dua Lipa), Defendant (Ariana Grande), Amount (€20,000), and Created on (23/02/2024).
- Parties Section:** Contains an 'Add +' button and a table for Claimant(s). The table has columns for Full name, Full address, Phone, Email, Represented by, and Actions. Three claimants are listed: Robert Plant, Jimmy Page, and John Bonham, all represented by Alan Shore.
- Claimant's representative(s):** A table listing Alan Shore as the representative for the claimants.
- Defendant(s):** A table listing Eric Clapton as the defendant, represented by Phil Collins.
- Defendant's representative(s):** A table listing Phil Collins as the representative for the defendant.
- Eventline Section:** A table with columns for Date, Event, Ref No., User, and File(s). Two events are listed: one on 02/10/2024 and another on 01/10/2024.



In both cases the party panel will open on the right side of the screen, where User 2 can edit all party data. A click on “Save” in the lower right corner of the party panel will save the changes made to the (new) party.

The screenshot shows the ICANEP web application interface. At the top, there is a navigation bar with 'Tasks', 'Cases', and 'Data Entry' tabs. The 'Cases' tab is active. Below the navigation bar, the case number 'CB3445/5' is displayed. There are buttons for 'Create new note' and 'Create new task'. The main content area is divided into two sections. On the left, there is a 'Parties' section with a table listing claimants, claimant's representatives, and defendants. On the right, there is an 'Add participant' form with various input fields for personal and contact information. A 'Save' button is highlighted with a red box in the bottom right corner of the form area.

Full name	Full address	Phone	Email	Represented by
Robert Plant	32 Fascination Str., 01456, London, UK	+33 5875 8559	r.plant@ledzeppelin.com	Alan Shore
Jimmy Page	43 Denmark Str., 01456, London, UK	+33 5875 8555	j.page@ledzeppelin.com	Alan Shore
John Bonham	6 Baker Str. 01456, London, UK	+33 5875 5567	j.bonham@ledzeppelin.com	Alan Shore

Full name	Full address	Phone	Email	Represents
Alan Shore	32 Fascination Str., 01456, London, UK	+33 5565 8559	a.shore@cps.com	J. Page, R. Plant, J. Bonham

Full name	Full address	Phone	Email	Represented by
Eric Clapton	32 Acacia Avenue, 01456, London, UK	+33 5325 8559	e.clapton@theyyardbirds.com	Phil Collins

Add participant

Code: 01 Claimant's representative

Name: Konstantinos Pouliadis

Identification code: Code

Address: Konstantinos Pouliadis

Postal code: Amazing 6 Street

City: 23423

Country: Neverland

Phone: +30 678 95865 8658

Fax: +30 2310 495 585

Email: konnos@gmail.com

Occupation: Superb designer

Other details: -

Relations: represents Robert Plant

Cancel Save



User 2: Create new task (Forward case to User 3)

User 2: The final step for User 2 at this stage is to send the case to the deciding user (User 3). To do so, User 2 needs to create a new task by clicking on the button “Create new task” in the upper right corner of the screen.

User 2 edits the task data as required and assigns User 3 in the field “Assignee”. By clicking on the button “Create task” in the lower right corner of the task panel the system will create the task with the assigned User 3.



ICANEP

Tasks Cases Data Entry English Welcome, Test User

Case number: CASE-2024-00123 Details Dossier Form Editor Create new note Create new task

Claimant	Defendant	Amount(€)
John Doe	Jane Smith	10,000.00 EUR

Parties

01 Claimant

Full name	Full address	Phone	e-Mail	Occupation
John Doe	123 Innovation Lane, 12345 Techville, USA	+1-555-1234	johndoe@techinnovations.com	Software Engineer

02 Defendant

Full name	Full address	Phone	e-Mail	Occupation
Jane Smith	789 Eco Drive, 67890 Greenville, Canada	+1-555-9876	janesmith@greenenergy.ca	Environmental Scientist

03 Claimant's representative *

Full name	Full address	Phone	e-Mail	Occupation
Emily Brown	456 Wellness Street, 54321 Healthtown, UK	+44-1234-567890	ebrown@healthcare.uk	Doctor

Case: CASE-2024-00123 Open

Title

Add a title...

Assignee: Select assignee Due date: --/--/----

Description

Add a description...

Related files

Add a reference

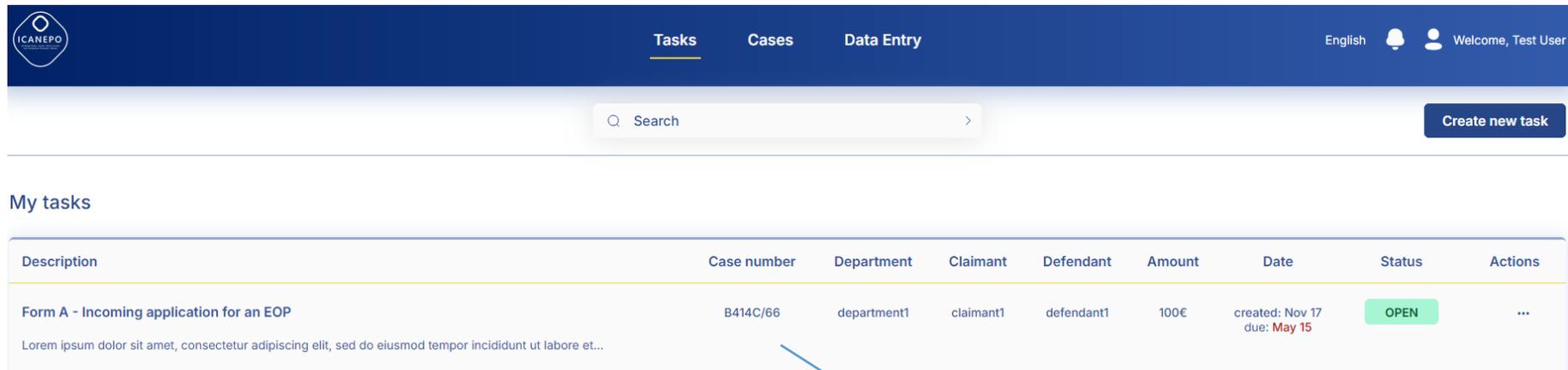
Comments

Task ID: Last updated: just a moment ago

Cancel Create task

User 3: Display list of tasks & go to case

User 3: The deciding User 3 will check new incoming tasks as part of their daily routine and make a first decision upon the new case. User 3 therefore opens the task list where new tasks, created previously by User 2, would be displayed. By clicking on one of the tasks, User 3 can navigate to the case using the appropriate button on the panel that opens.



Description	Case number	Department	Claimant	Defendant	Amount	Date	Status	Actions
Form A - Incoming application for an EOP Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	B414C/66	department1	claimant1	defendant1	100€	created: Nov 17 due: May 15	OPEN	...

User 3: Open case / Display case

User 3: in the Case management interface, continuing with examining the Form A.



Case: B414C/66 **Go to case**

User 3 can first read the case data before



ICANEP | Tasks | Cases | Data Entry | Welcome, Konstantinos

Case number: CB3445/5 | Case | Digital Dossier | Form Editor | Create new note | Create new task

Authority ID F98459	Department ID D40956	Claimant (1st) Dua Lipa	Defendant (1st) Ariana Grande	Amount(€) €20.000	Created on: 23/02/2024
------------------------	-------------------------	----------------------------	----------------------------------	----------------------	---------------------------

Parties

Claimant(s)

Full name	Full address	Phone	Email	Represented by	Actions
Robert Plant	32 Fascination Str., 01456, London, UK	+33 5875 8559	r.plant@ledzeppelin.com	Alan Shore	...
Jimmy Page	43 Denmark Str., 01456, London, UK	+33 5875 8555	j.page@ledzeppelin.com	Alan Shore	...
John Bonham	6 Baker Str., 01456, London, UK	+33 5875 5587	j.bonham@ledzeppelin.com	Alan Shore	...

Claimant's representative(s)

Full name	Full address	Phone	Email	Represents	Actions
Alan Shore	32 Fascination Str., 01456, London, UK	+33 5565 8559	a.shore@cps.com	J. Page, R. Plant, J. Bonham	...

Defendant(s)

Full name	Full address	Phone	Email	Represented by	Actions
Eric Clapton	32 Acacia Avenue, 01456, London, UK	+33 5325 8559	e.clapton@theyarbirds.com	Phil Collins	...

Defendant's representative(s)

Full name	Full address	Phone	Email	Represents	Actions
Phil Collins	24 Sacrifice Str., 01456, London, UK	+33 2375 8559	p.collins@genesis.com	Eric Clapton	...

Eventine

Date	Event	Ref No.	User	File(s)
02/10/2024	uploaded pouliadis_form_a.zip	63456	D. Bowie	colombo_form_a
01/10/2024	Uploaded case_B424C/66.zip	45645	J. Page	case_B424C/66



User 3: Open Form A / Display Form A

User 3: To open Form A (and all other documents of a case) User 3 switches to the “Digital Dossier” by clicking on the menu bar at the upper middle section of the screen. After selecting Form A in the left section “Official documents”, the application will display the PDF of Form A in the middle section “Preview”. User 3 examines Form A and makes a first decision.

Tasks Cases Data Entry
Welcome, Konstantinos

Case number: CB3445/5
Case **Digital Dossier** Form Editor
Create new note Create new task

Authority ID
F98459

Department ID
D40956

Claimant ^(*)
Dua Lipa

Defendant ^(*)
Ariana Grande

Amount(€)
€20.000

Created on:
23/02/2024

Official documents Preview

Upload file

Ref. No	Title	PDF	Quick actions
2342fg	colombo_form_a		Download Delete
2362fg	colombo_form_a_01		Download Delete
2347fk	colombo_form_a...		
2142fy	colombo_form_c		
2347fk	colombo_form_c		
2648fn	colombo_form_c_signed		

Application for a European order for payment

Form A

Article 7 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

Please ensure that you read the guidelines on the last page - they will help you to understand this form!

Please note in particular that this form must be completed in the language or one of the languages accepted by the court to be seized. The form is available in all official languages of the European Union; this may help you fill in the form in the required language.

1. Court

Court:

Address:

Postal code: City: Country:

2. Parties and their representatives

Code: 01 Claimant 03 Claimant's representative * 05 Claimant's legally authorised representative **

02 Defendant 04 Defendant's representative * 06 Defendant's legally authorised representative **

Code: Surname, first name/Name of company or organisation: Identification code (if applicable):

Address: Postal code: City: Country:

Phone ***: Fax ***: e-Mail ***:

Occupation ***: Other details ***:

File name
Form A

Ref No.
F98459

Date
03/10/2024

Comments

Konstantinos Poulidias



User 3: Create internal note (Issue court fees)

User 3: The first decision is to issue court fees for the case. User 3 creates an “Internal note” by clicking on the button “Create new note” in the upper right corner of the screen. In the “description” of the internal note User 3 orders to issue court fees for the case. By clicking on “Complete & File” the application creates the internal note and adds it to the list of official documents.

Note: court fees themselves are not handled within the core of ICANEPO. A court fee module might be developed nationally and connected with ICANEPO.



ICANEP

Tasks Cases Data Entry English Welcome, Test User

Case number: CASE-2024-00123 Details Dossier Form Editor Create new note Create new task

Claimant	Defendant	Amount(€)
John Doe	Jane Smith	10,000.00 EUR

Case: CASE-2024-00123

Internal note

Description

Court Fees
<.....>
<.....>
<.....>
<.....> |

Official documents

Upload file

Ref. No	Title
DOC12345	user_upload_form.pdf
ref: 2347jfk	22/10/2023 - FormA signed uploaded
DOC67890	auto_generated_form.pdf
	15/09/2023 - FormB uploaded

Preview

This is a test PDF file

Related files

Add a reference

Cancel Complete & File



User 3: Create new task (Issue court fees)

User 3: After creating the order to issue court fees, User 3 still needs to inform User 2 – who will execute the order – about the new task. Therefore, User 3 creates a new task by clicking on the button “Create new task” in the upper right section of the screen. In the task, User 3 orders User 2 to execute the new order to issue court fees and assigns User 2 to the task. A click on the button “Create task” will create the task with User 2 as the assignee.



ICANEP

Tasks Cases Data Entry

English Welcome, Test User

Case number: CASE-2024-00123

Details Dossier Form Editor

Create new note Create new task

Claimant	Defendant	Amount(€)
John Doe	Jane Smith	10,000.00 EUR

Case: CASE-2024-00123

Open

Title

Issue Court Fees

Assignee: Select assignee Due date: --/--/----

Description

issue court fees <details>

Task ID: Last updated: just a moment ago

Cancel Create task

Official documents

Upload file

Ref. No	Title
DOC12345	user_upload_form.pdf
ref: 2347jfk	22/10/2023 - FormA signed uploaded
DOC67890	auto_generated_form.pdf
	15/09/2023 - FormB uploaded

Preview

This is a test PDF file



User 3: Create internal note (Draft Form E)

User 3: Additionally, in this scenario, User 3 may want to already order the issuance of Form E.

Note: it depends on national regulations whether the court needs to wait until court fees have been paid before processing with the case or if the court can immediately continue with the case. This example assumes that the court can already proceed with the case.

As shown in previous screens, User 3 creates an “Internal note” by clicking on the button “Create new note” in the upper right corner of the screen. In the “Description” of the internal note User 3 orders to issue Form E for the case. If necessary, User 3 can add additional information how to issue Form E in the field “Description”. By clicking on “Complete & File” in the lower right corner of the panel the application creates the internal note and adds it to the list of official documents.

The screenshot displays the ICANEP web application interface. At the top, there is a navigation bar with tabs for 'Tasks', 'Cases', and 'Data Entry'. Below this, there are buttons for 'Create new note' and 'Create new task'. The 'Create new task' button is highlighted with an orange box. A modal window titled 'Internal note' is open, showing a 'Description' field with the text 'Issuance of Form E <details>' and a 'Related files' section with an 'Add a reference' dropdown. The 'Complete & File' button is also highlighted with an orange box. Arrows indicate the flow from the 'Create new task' button to the 'Internal note' modal and then to the 'Complete & File' button.

User 3: Create new task (Draft Form E)

User 3: After creating the order to issue Form E, User 3 still needs to inform User 2 – who will execute the order – about the new task. Therefore, User 3 creates a new task by clicking on the button “Create new task” in the upper right section of the screen. In the task, User 3 orders User 2 to execute the new order to issue Form E and assigns User 2 to the task. A click on the button “Create task” will create the task with User 2 as the assignee.



ICANEPO **Tasks** Cases Data Entry English Welcome, Test User

Case number: CASE-2024-00123 **Details** Dossier Form Editor Create new note Create new task

Claimant	Defendant	Amount(€)
John Doe	Jane Smith	10,000.00 EUR

Case: CASE-2024-00123 Open

Official documents

Upload file

Ref. No	Title
DOC12345	user_upload_form.pdf
ref: 2347jfk	22/10/2023 - FormA signed uploaded
DOC67890	auto_generated_form.pdf
	15/09/2023 - FormB uploaded

Preview

This is a test PDF file

Title

Draft Form E

Assignee: John Smith x v Due date:

Description

Draft Form E

Related files

Add a reference

Comments

Task ID: Last updated: just a moment ago

Cancel Create task



User 2: Display list of tasks & go to case

User 2: As part of their routine, User 2 checks for new tasks in the task list. User 2 recognizes the new tasks to draft Form E and proceeds by opening the corresponding case.

The screenshot displays the ICANEPO web application interface. At the top, there is a dark blue navigation bar with the ICANEPO logo on the left, and the text 'English', a notification bell icon, a user profile icon, and 'Welcome, Test User' on the right. Below the navigation bar is a search bar with the placeholder text 'Search' and a 'Create new task' button. The main content area is titled 'My tasks' and contains a table with the following columns: Description, Case number, Department, Claimant, Defendant, Amount, Date, Status, and Actions. The table has one row with the following data: Description: 'Create new Form E for case' (with a sub-description 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...'); Case number: 'B414C/66'; Department: 'department1'; Claimant: 'claimant1'; Defendant: 'defendant1'; Amount: '100€'; Date: 'created: Nov 17 due: May 15'; Status: 'OPEN'; Actions: '...'. A blue arrow points from the 'Case number' 'B414C/66' in the table to a 'Go to case' button in a modal window below. The modal window also shows 'Case: B414C/66' and a 'Go to case' button.

Description	Case number	Department	Claimant	Defendant	Amount	Date	Status	Actions
Create new Form E for case Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	B414C/66	department1	claimant1	defendant1	100€	created: Nov 17 due: May 15	OPEN	...



User 2: Create Form E

User 2: In the case management of the case, User 2 opens the **Form Editor** by clicking on the “Form Editor” tab in the upper middle section of the screen. By clicking on the button “Create new form” in the right middle section of the screen, the application offers the list of available EPO forms. User 2 chooses “Form E – European Payment Order”.



Tasks Cases Data Entry

Welcome, Konstantinos

Case number: CB3445/5 Case Digital Dossier **Form Editor** Create new note Create new task

Authority ID F98459	Department ID D40956	Claimant ^(1st) Dua Lipa	Defendant ⁽⁺²⁾ Ariana Grande	Amount(€) €20.000	Created on: 23/02/2024
------------------------	-------------------------	---------------------------------------	--	----------------------	---------------------------

Drafts

Ref. No	Title
2342jfg	colombo_form_a 06/02/24 - form a created
2362jtg	colombo_form_b 06/02/24 - form b created
2347jfk	colombo_form_a... 06/02/24 - form a...
2142jfy	colombo_form_c 06/02/24 - form c created

choose a form to create

Create new form ^

- Form B - Rectify request
- Form C - Modify proposal
- Form D - Rejection
- Form E - European Payment Order**
- Form G - Enforceability
- Outgoing free form message

Add translation +

In the middle section of the screen a Form E will open, already pre-filled with case data.



ICANEPO | Tasks | Cases | Data Entry | Welcome, Konstantinos

Case number: CB3445/5 | Case | Digital Dossier | Form Editor | Create new note | Create new task

Authority ID F98459	Department ID D40956	Claimant ^(1*) Dua Lipa	Defendant ⁽²⁾ Ariana Grande	Amount(€) €20.000	Created on: 23/02/2024
------------------------	-------------------------	--------------------------------------	---	----------------------	---------------------------

Drafts

Ref. No	Title
2342jfg	colombo_form_a 06/02/24 - form a created
2362jfg	colombo_form_b 06/02/24 - form b created
2347jfk	colombo_form_a... 06/02/24 - form a...
2142jfy	colombo_form_c 06/02/24 - form c created

Form E | Create new form | Add translation

1. Court

European order of payment

Court address

City Postal code Country

Article 12 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure.

2. Parties and representatives

Select code

Full name/Name of company or organization Identification code (if applicable)

Address Postal code City Country

Phone*** Fax*** Email***

Occupation*** Other details***

*e.g. lawyer **e.g. parent, guardian, managing director ***optional

In accordance with Article 12 of Regulation (EC) No 1896/2006, the court has issued this European order for payment on the basis of the attached application. By virtue of this decision, you are ordered to pay the claimant the following amount: Add

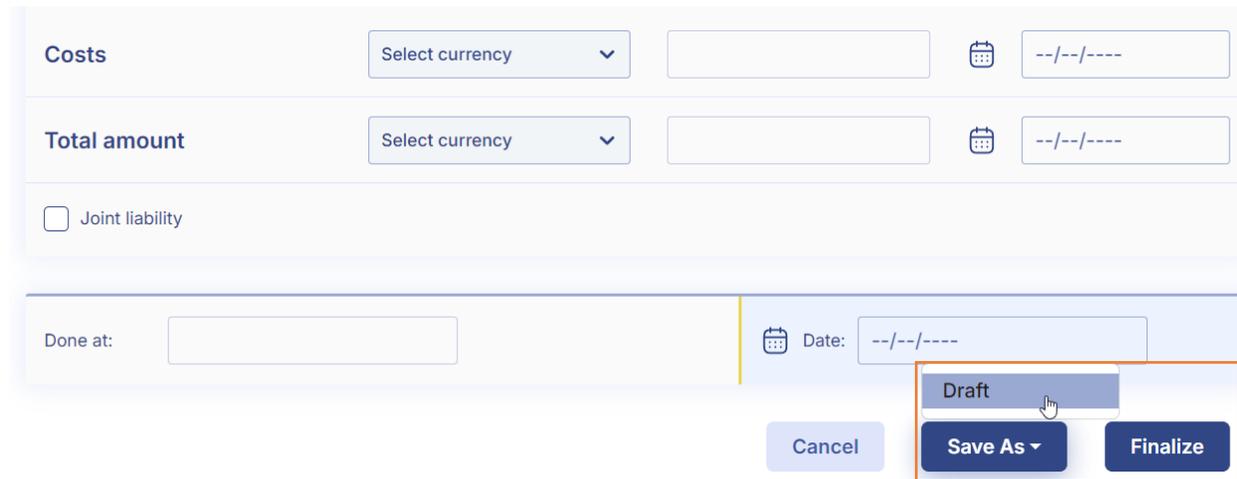
Defendant 1

Surname, first name/Name of company or organization
Konstantinos Poullidis

Note: the “1. Court” data and the “2. Parties and representatives” data cannot be changed here. Party data needs to be changed in the “Case” tab of the case management.

Note: all sections – such as “1. Court”, “2. Parties and representatives”, etc. – can be collapsed in the user interface. Click on the arrow at the upper right corner of each section to collapse or expand the section. This way the user can collapse sections which are not relevant for editing.

During the editing of the data fields of Form E, User 2 can save the form as a draft by clicking on the button at the bottom “Save as” → “Draft”. This will save the editing done so far and the draft of Form E will show up in the left section of the screen “Drafts”. Editing of drafts can be continued at a later stage.



The screenshot shows the editing interface for Form E. It includes two rows for 'Costs' and 'Total amount', each with a 'Select currency' dropdown, an empty input field, and a date picker. Below these is a checkbox for 'Joint liability'. At the bottom, there is a 'Done at:' field, a 'Date:' field, and three buttons: 'Cancel', 'Save As', and 'Finalize'. The 'Save As' button is highlighted with a red box, and a dropdown menu is open, showing 'Draft' as the selected option.

After completing the editing of all relevant data fields of Form E, User 2 finalizes the document by clicking on the “Finalize” button at the bottom. This will convert the data of the form into an official document, which is displayed in the “Digital Dossier”.



User 2: Create new task (User 3 to sign Form E)

User 2: Before sending the Form E, the resulting document needs to be signed by User 3. User 2 therefore creates a new task by clicking on the button “Create new task”. In the new task User 2 asks in the title and/or description of the task for the signing of Form E. In this case, User 2 adds the reference to Form E in the section “Related files” by adding the relation to the relevant document. After assigning the task to User 3, the task can be created by clicking on the button in the lower right corner of the task panel, as in previous steps.



ICANEP

Tasks Cases Data Entry English Welcome, Test User

Case number: CASE-2024-00123 Details Dossier Form Editor Create new note Create new task

Claimant John Doe	Defendant Jane Smith	Amount(€) 10,000.00 EUR
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Official documents

Upload file

Ref. No	Title
DOC12345	PDF user_upload_form.pdf
ref: 2347jfk	22/10/2023 - FormA signed uploaded
DOC67890	PDF auto_generated_form.pdf
	15/09/2023 - FormB uploaded

Preview

This is a test PDF file

Case: CASE-2024-00123 Open

Title

Sign Form E

Assignee: John Smith x Due date: --/--/----

Description

Please sign the Form E

Related files

auto_generated_form.pdf x

PDF auto_generated_form.pdf

Comments

Task ID: Last updated: just a moment ago

Cancel Create task



User 3: Display list of tasks & go to case

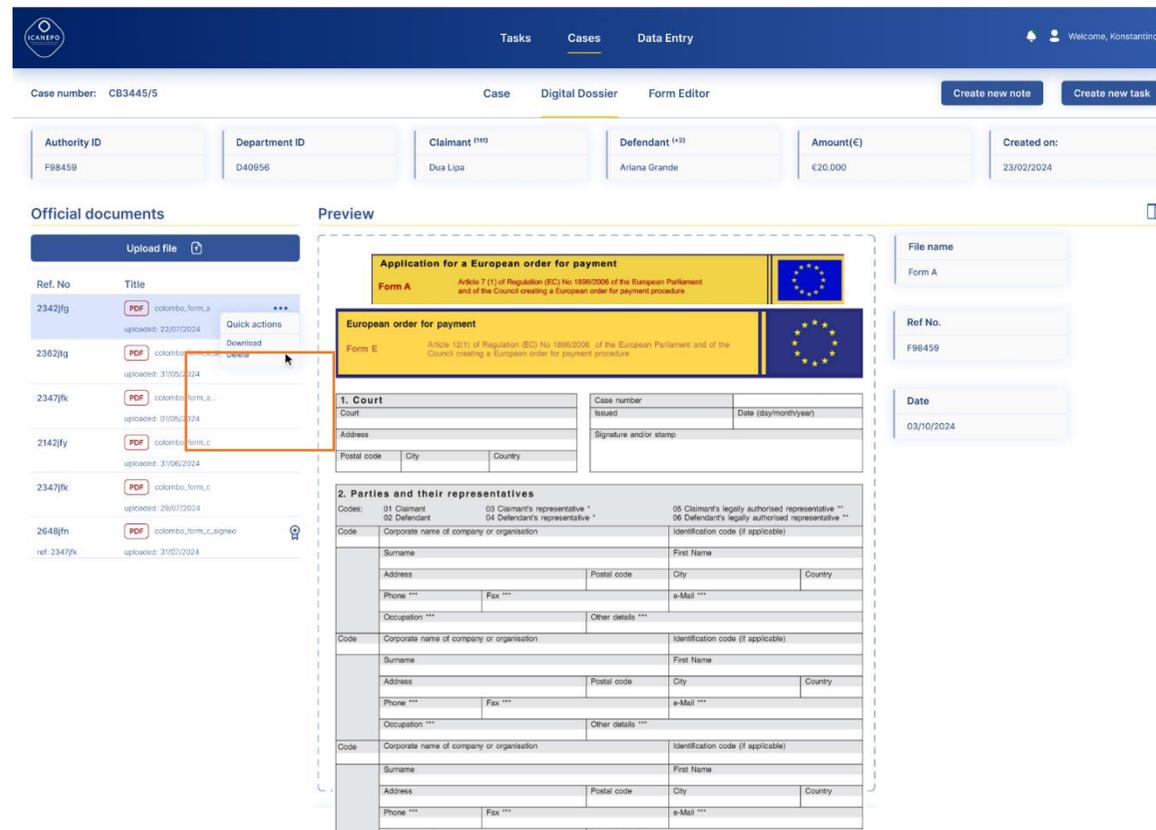
User 3: As part of their routine, User 3 checks for new tasks in the task list. User 3 recognizes the new task to sign Form E and proceeds by opening the corresponding case.

The screenshot shows the ICANEPO web application interface. At the top, there is a dark blue navigation bar with the ICANEPO logo on the left and navigation tabs for 'Tasks', 'Cases', and 'Data Entry'. On the right side of the bar, there are options for 'English', a notification bell, a user profile icon, and the text 'Welcome, Test User'. Below the navigation bar is a search bar with a magnifying glass icon and a 'Create new task' button. The main content area is titled 'My tasks' and contains a table with the following columns: Description, Case number, Department, Claimant, Defendant, Amount, Date, Status, and Actions. A single task is listed with the description 'Sign Form E' and a placeholder text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...'. The 'Case number' is 'B414C/66', 'Department' is 'department1', 'Claimant' is 'claimant1', 'Defendant' is 'defendant1', and 'Amount' is '100€'. The 'Date' column shows 'created: Nov 17' and 'due: May 15'. The 'Status' is 'OPEN' in a green box. The 'Actions' column has a three-dot menu icon. A blue arrow points from the 'Case number' cell to a modal window. The modal window has a title bar with a close icon and the text 'Case: B414C/66'. Below the title bar, there is a 'Go to case' button highlighted with an orange border.

Description	Case number	Department	Claimant	Defendant	Amount	Date	Status	Actions
Sign Form E Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	B414C/66	department1	claimant1	defendant1	100€	created: Nov 17 due: May 15	OPEN	...

User 3: Open/Display & Sign Form E

User 3: To sign an official document User 3 needs to download the document, sign it outside ICANEPO and re-upload the signed version of Form E. To do this, User 3 navigates to the “Digital Dossier” of the case, selects the document to be signed by selecting it in the left section “Official documents” and clicks on the three “...” at the right side of each document. In the menu that pops up, User 3 selects “Download” to download the document as a PDF locally.



The screenshot displays the ICANEPO digital dossier interface. At the top, there are navigation tabs for 'Tasks', 'Cases', and 'Data Entry'. The user is logged in as 'Konstantinos'. The case number is CB3445/5. Below this, there are fields for Authority ID (F98459), Department ID (D40956), Claimant (Dua Lipa), Defendant (Ariana Grande), Amount (€20,000), and Created on (23/02/2024).

The 'Official documents' section on the left lists several documents. The document 'colombo_form_e' (Ref. No. 2347fk) is highlighted, and its 'Download' action is selected. The 'Preview' section on the right shows the details of Form E, including the title 'European order for payment', the court information, and the parties and their representatives.

Ref. No	Title	Quick actions
2342fg	colombo_form_a	Download
2362hg	colombo_form_e	Download
2347fk	colombo_form_e	Download
2142fy	colombo_form_e	Download
2347fk	colombo_form_e	Download
2648fn	colombo_form_e_signed	Download
ref: 2347fk	colombo_form_e	Download

Preview of Form E:

Application for a European order for payment
Form A
Article 7 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

European order for payment
Form E
Article 12(1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

1. Court

Court	Case number	Issued	Date (day/month/year)
Address	Signature and/or stamp		
Postal code	City	Country	

2. Parties and their representatives

Codes: 01 Claimant, 02 Defendant, 03 Claimant's representative, 04 Defendant's representative, 05 Claimant's legally authorised representative, 06 Defendant's legally authorised representative

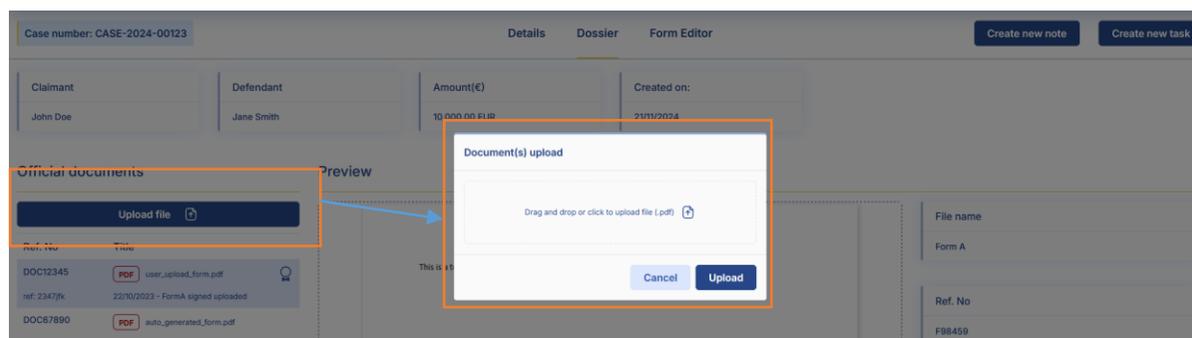
Code	Corporate name of company or organisation	Identification code (if applicable)
01	Surname	First Name
	Address	Postal code
	City	Country
	Phone ***	Fax ***
	Occupation ***	Other details ***
	e-Mail ***	
Code	Corporate name of company or organisation	Identification code (if applicable)
02	Surname	First Name
	Address	Postal code
	City	Country
	Phone ***	Fax ***
	Occupation ***	Other details ***
	e-Mail ***	
Code	Corporate name of company or organisation	Identification code (if applicable)
03	Surname	First Name
	Address	Postal code
	City	Country
	Phone ***	Fax ***
	Occupation ***	Other details ***
	e-Mail ***	

File name: Form A

Ref No.: F98459

Date: 03/10/2024

The signing itself is then done outside ICANEPO with a national electronic signature service. To re-upload the signed document, User 3 clicks on the button “Upload file” in the upper part of the section “Official documents” and then follows the “Document(s) upload” dialogue to upload the signed document.



Note: a national extension can be implemented to integrate a national electronic signature service in ICANEPO to avoid the download-sign-upload-procedure outside ICANEPO.

User 3: Create new task (Issue Form E)

User 3: After signing the document, User 3 creates a task for User 2 to issue the document to certain recipients. As in the previous steps, User 3 clicks on the button “Create new task” in the upper right section of the screen. In the task panel, User 3 adds the information in the description



such as to which recipient(s) the document shall be issued and – if relevant – which documents to attach to the message. User 3 assigns User 2 to the task and sends the task.

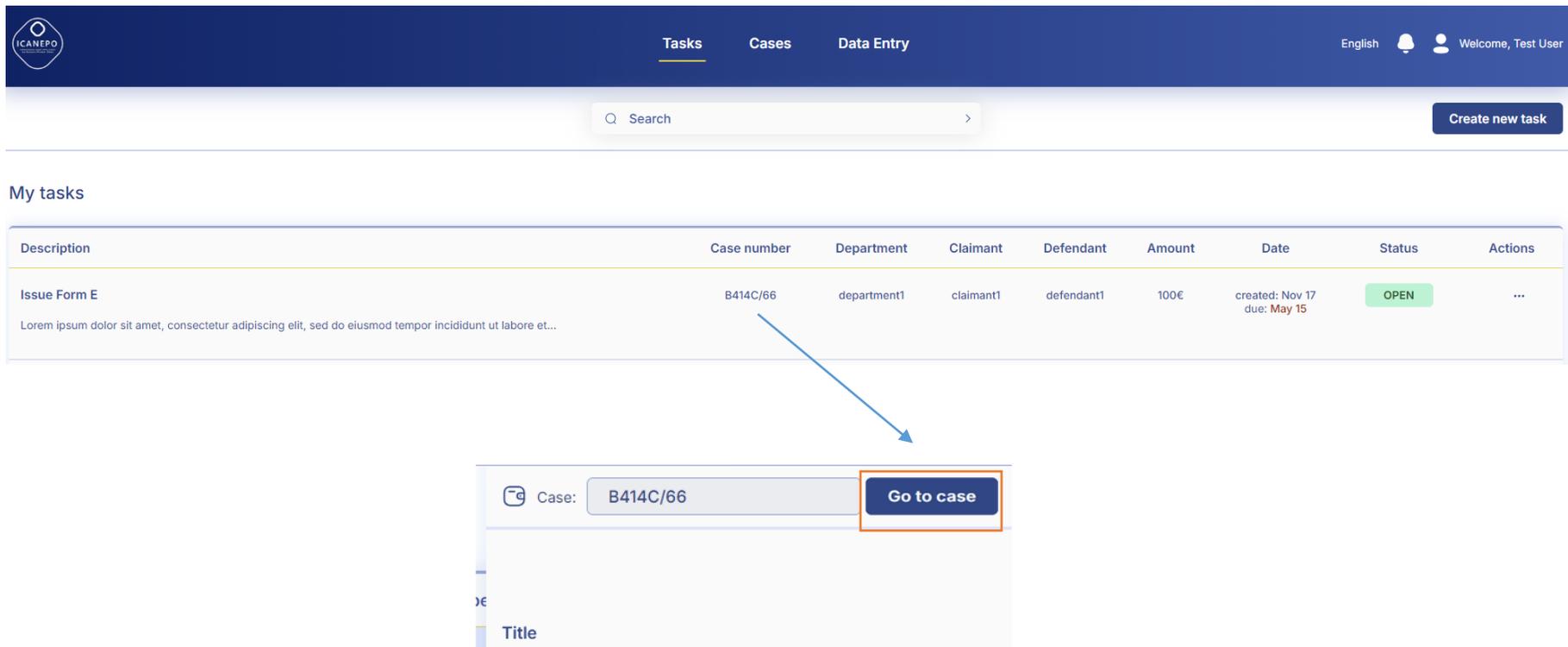
The screenshot displays the ICANEP web application interface. At the top, there are navigation tabs for 'Tasks', 'Cases', and 'Data Entry'. The 'Cases' tab is active, showing a case number 'CASE-2024-00123'. Below this, there are buttons for 'Create new note' and 'Create new task'. The main content area is divided into several sections:

- Case Information:** A table with columns for Claimant (John Doe), Defendant (Jane Smith), and Amount(€) (10,000.00 EUR).
- Official documents:** A table with columns for Ref. No and Title. It lists three documents: 'user_upload_form.pdf', '22/10/2023 - FormA signed uploaded', and 'auto_generated_form.pdf'.
- Preview:** A section showing a placeholder for a PDF file with the text 'This is a test PDF file'.
- Task Creation Form:** A form for creating a task. The title is 'Issue Form E'. It includes an 'Assignee' dropdown menu (set to 'Select assignee') and a 'Due date' field (set to '--/--/----'). The description field contains the text 'Information about recipients / documents'. There is also a 'Related files' section with an 'Add a reference' dropdown.

At the bottom right of the form, there are 'Cancel' and 'Create task' buttons.

User 2: Display list of tasks & go to case

User 2: as part of the routine User 2 checks for new tasks in the task list. User 2 recognizes the new tasks to issue Form E and proceeds by opening the corresponding case.

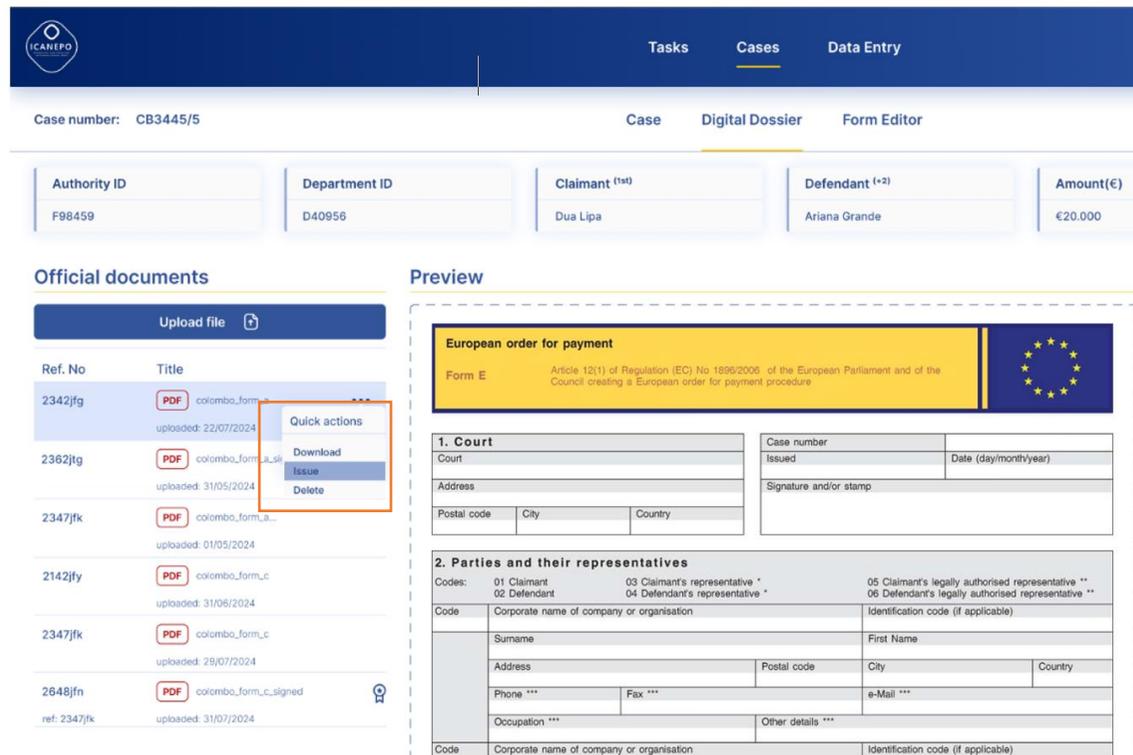


The screenshot displays the ICANEPO web application interface. At the top, there is a dark blue navigation bar with the ICANEPO logo on the left and the text 'English', a notification bell, a user profile icon, and 'Welcome, Test User' on the right. Below the navigation bar is a search bar with the placeholder text 'Search' and a 'Create new task' button on the right. The main content area is titled 'My tasks' and contains a table with the following columns: Description, Case number, Department, Claimant, Defendant, Amount, Date, Status, and Actions. The table has one row with the following data: Description: 'Issue Form E' (with a truncated text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...'), Case number: 'B414C/66', Department: 'department1', Claimant: 'claimant1', Defendant: 'defendant1', Amount: '100€', Date: 'created: Nov 17 due: May 15', Status: 'OPEN', and Actions: '...'. A blue arrow points from the 'Case number' cell to a 'Go to case' button in a separate window below. This window shows a 'Case:' label, a text input field containing 'B414C/66', and the 'Go to case' button, which is highlighted with an orange border.

Description	Case number	Department	Claimant	Defendant	Amount	Date	Status	Actions
Issue Form E Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...	B414C/66	department1	claimant1	defendant1	100€	created: Nov 17 due: May 15	OPEN	...

User 2: Issue Form E

User 2: in the Digital Dossier, User 2 selects the signed Form E in the left section “Official documents”, clicks on the three “...” at the right side of the selected document and chooses “Issue”.



The screenshot displays the ICANEPO digital dossier interface. At the top, there are navigation tabs for 'Tasks', 'Cases', and 'Data Entry'. Below this, the 'Case number' is CB3445/5, and the current view is 'Form Editor'. The interface is divided into several sections:

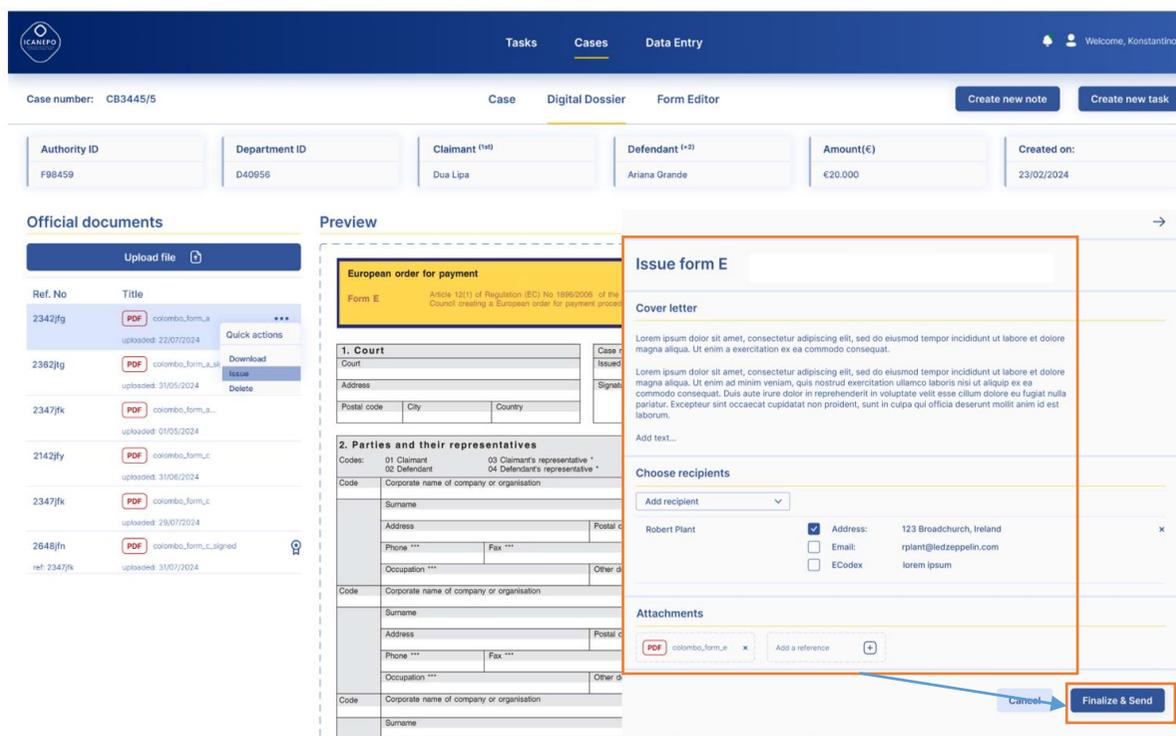
- Case Information:** A table with fields for Authority ID (F98459), Department ID (D40956), Claimant (Dua Lipa), Defendant (Ariana Grande), and Amount (€20.000).
- Official documents:** A list of documents with columns for Ref. No, Title, and upload date. The document with Ref. No. 2342jfg is selected, and a 'Quick actions' menu is open, showing options for 'Download', 'Issue', and 'Delete'.
- Preview:** A preview of the 'European order for payment' Form E, which includes a header with the European Union flag and a detailed form with sections for '1. Court' and '2. Parties and their representatives'.



In the new “issue” panel on the right side of the screen, User 2 completes the data for the issuing of Form E according to the information provided by User 3 in the previous step.

- In the field “Cover letter” the court may provide accompanying information regarding the documents to be issued – if necessary.
- In the section “Choose recipients” User 2 selects the recipient and the type of delivery channel by selecting the appropriate address to send the message to (e.g. postal address, e-mail, e-CODEX address).
- In the section “Attachments” User 2 may add other official documents of the case to the message. If a new document is required it must be uploaded first to the case.

To create the message with all relevant documents, the User must click on the “Finalize & Send” button in the lower right corner.



The screenshot displays the ICANEPO application interface. At the top, there are navigation tabs for 'Tasks', 'Cases', and 'Data Entry'. The user is logged in as 'Konstantinos'. Below the navigation, the case number 'CB3445/5' is shown, along with buttons for 'Create new note' and 'Create new task'. The main form area contains fields for 'Authority ID' (F88459), 'Department ID' (D40956), 'Claimant' (Dua Lipa), 'Defendant' (Ariana Grande), 'Amount (€)' (€20.000), and 'Created on' (23/02/2024). Below the form, there is a section for 'Official documents' with an 'Upload file' button and a list of documents. The 'Preview' section shows a 'European order for payment' form with sections for '1. Court' and '2. Parties and their representatives'. A 'Cover letter' section contains placeholder text. The 'Choose recipients' section has a dropdown menu and a list of recipients, including 'Robert Plant' with a checked checkbox. The 'Attachments' section shows a PDF document 'colombo_form_e' and an 'Add a reference' button. A blue arrow points from the 'Finalize & Send' button in the bottom right corner of the preview area to the 'Finalize & Send' button in the bottom right corner of the application interface.

- For postal delivery it is necessary to print and send the documents locally.
- > *Note: a national, central postal delivery service might be integrated by means of a national extension.*
- For e-mail the application will create an e-mail message with the relevant documents.
- For e-CODEX the application will create and send the e-CODEX message to the recipient.

This last step concludes the basic user flow through the ICANEPO application. To create other EPO forms, you can follow the steps accordingly (see Annex).



ANNEX B: Editable ICANEPO Forms

The following screenshots display all EPO forms which are available for editing in ICANEPO. All forms are prefilled with available case data – mostly the court and party data. As described in the previous sections of this document, court and party data cannot be edited directly in the forms. Other case data, which is reused in the forms, is prefilled into the forms and can be adapted, if necessary.

Form A

Form A is issued by a claimant and not a court and as such it is not necessary for the court to edit Form A. However, if a Form A is sent to a court as a paper form it is necessary to digitalise the data on the paper form to subsequently create a case with the structured Form A data.



Drafts

Ref. No.	Title
23476	ICANEBEN A REGISTRATION NUMBER
23926	ICANAKUBA S REGISTRATION NUMBER
23478	ICANACALTA S REGISTRATION NUMBER
23479	ICANACALTA S REGISTRATION NUMBER

3. Grounds for the court's jurisdiction

Select code Specification only for code 14

4. Cross border nature of the case

Identify the habitual residence of claimant Identify the habitual residence of defendant Country of the court

Select code Select code Select code

5. Bank details (optional)

5.1 Payment of the court fees by the claimant
Select code Specification only for code 35

5.2 Payment by defendant of amount awarded
Bank name (BIC) or other relevant code

Account number Information of bank account number (IBAN)

6. Principal

Country Total value of principal, excluding interests and costs

ID Code 1 Code 2 Code 3

The claim relates to Circumstances involved Other device

Explanatory statement Date or period (day/month/year) Amount

The claim has been signed to the claimant by (if applicable)

Full name of company or organization Identification code (if applicable)

Address Postal code City Country

Additional specifications for claims relating to consumer contracts (if applicable)

Is a matter concerning matters relating to consumer contracts? Yes No

Is the defendant a consumer? Yes No

Has the defendant a consumer status at the moment of Article 17 of Council Regulation (EC) No 1831/2003 in the Member State where the court is seized? Yes No

7. Interest (please combine codes with letter)

ID Code Interest rate (%) % over base rate (ECB)

on (amount) Starting from to

Please specify in case of Code 6 and/or 8

8. Contractual penalties (if applicable)

Amount Please specify

9. Costs (if applicable)

Select code Specification only for code 2

Country Amount

10. Evidence available in support of the claim

ID Description of evidence Date (day/month/year)

11. Additional statements and further information (if necessary)

Content

I hereby request the court to order the defendant(s) to pay to the claimant(s) the sum of the above principal plus interest, contractual penalties and costs.

I declare that to the best of my knowledge and belief the information provided is true.

I acknowledge that any deliberate false statement could lead to appropriate penalties under the law of the Member State of origin.

Date at: Date: Signature and stamp

Appendix 1 to the application to a European order for payment

Bank details for the purposes of payment of court fees by the claimant

Select code Account holder

Bank type (BIC) or other relevant code (2-CIB) code company Account number (2-CIB) code number

International bank account number (IBAN) (only data and account number of applicant)

Appendix 2 to the application to a European order for payment

Further procedure in a case of lodging of a statement of opposition

Select code

Case number (to be completed if this Appendix is sent to the court separately from the application form):

Name of company or organization Full name

If despite my choice above, my claim does not fall in the scope of the European small claims Procedure (Code 03), I request that the proceedings:

continue in accordance with any applicable national procedure

Date at: Date: Signature and stamp

Drafts

Ref. No.	Title
23476	ICANEBEN A REGISTRATION NUMBER
23926	ICANAKUBA S REGISTRATION NUMBER
23478	ICANACALTA S REGISTRATION NUMBER
23479	ICANACALTA S REGISTRATION NUMBER

Drafts

Ref. No.	Title
23476	ICANEBEN A REGISTRATION NUMBER
23926	ICANAKUBA S REGISTRATION NUMBER
23478	ICANACALTA S REGISTRATION NUMBER
23479	ICANACALTA S REGISTRATION NUMBER

Drafts

Ref. No.	Title
23476	ICANEBEN A REGISTRATION NUMBER
23926	ICANAKUBA S REGISTRATION NUMBER
23478	ICANACALTA S REGISTRATION NUMBER
23479	ICANACALTA S REGISTRATION NUMBER



Form B

Tasks **Cases** **Data Entry**
Welcome, Konstantinos

Case number: CB3445/5

Case
Digital Dossier
Form Editor
Create new note
Create new task

Authority ID
F98459

Department ID
D40956

Claimant ⁽¹⁾⁽²⁾
Dua Lipa

Defendant ⁽¹⁾⁽²⁾
Ariana Grande

Amount(€)
€20.000

Created on:
23/02/2024

Drafts

Ref. No	Title
2342jfg	colombo_form_a <small>06/02/24 - form a created</small>
2362jfg	colombo_form_b <small>06/02/24 - form b created</small>
2347jfk	colombo_form_a... <small>06/02/24 - form a...</small>
2142jfy	colombo_form_c <small>06/02/24 - form c created</small>

Form B

Create new form
Add translation

1. Court

Request to the claimant to complete and/or rectify an application for a European order of payment

Article 9 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

Court address

City Postal code Country

2. Parties and representatives

Select code

Full name/Name of company or organization Identification code (if applicable)

Address Postal code City Country

Phone*** Fax*** Email***

Occupation*** Other details***

*e.g. lawyer **e.g. parent, guardian, managing director ***optional

Following the examination of your application for a European order for payment, please complete and/or rectify the attached application as indicated below as soon as possible and in any event by:

Due date:

Your initial application should be completed and/or rectified in the language or in one of the languages accepted by the court seized.

The court will reject the application, under the conditions provided for in the Regulation, if you fail to complete and/or rectify the application within the time limit set out above.

Your application has not been filled in, in the correct language. Please fill it in in one of the following languages. Add +

Select language code Language specification (only for code 20)

The following items must be completed and/or rectified Add +

01 Parties and their representatives Missing email address of claimant's representative

04 Bank details Bank SWIFT is missing

Select code Please specify

Select code Please specify

Done at: Date:

Cancel
Save as
Finalize



Form C

Tasks Cases Data Entry
Welcome, Konstantinos

Case number: CB3445/5

Create new note
Create new task

Authority ID
F98459

Department ID
D40956

Claimant ^(1*)
Dua Lipa

Defendant ^(2*)
Ariana Grande

Amount(€)
€20.000

Created on:
23/02/2024

Drafts

Create new form
Add translation +

Ref. No	Title
2342jfg	colombo_form_a 06/02/24 - form a created
2362jfg	colombo_form_b 06/02/24 - form b created
2347jfk	colombo_form_a... 06/02/24 - form a...
2142jfy	colombo_form_c 06/02/24 - form c created

Form C

1. Court

Proposal to the claimant to modify an application for a European order for payment

Article 10 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

Court address

City

Postal code

Country

2. Parties and representatives

Select code

Full name/Name of company or organization

Identification code (if applicable)

Address

Postal code

City

Country

Phone***

Fax***

Email***

Occupation***

Other details***

*e.g. lawyer **e.g. parent, guardian, managing director ***optional

After examination of your application for a European order for payment, the court considers that the necessary requirements are met for only a part of the claim. Therefore, the court proposes the following modification to the application:

Normal B I U

Please send your reply to the court as soon as possible and in any event by

Due date:

If you fail to send your reply to the court within the time limit set out above or refuse this proposal, the court will reject your application for a European order for payment, under the conditions provided for in the Regulation, in its entirety.

If you accept this proposal, the court will issue a European order for payment for that part of the claim. It depends on the national law of the Member State where the court is seized whether you will be able, in further proceedings, to recover the remaining part of your initial claim not covered by the European order for payment.

Done at:

Date:

Cancel
Save as
Finalize



Form D

Authority ID F98459	Department ID D40956	Claimant ^(*) Dua Lipa	Defendant ^(*) Ariana Grande	Amount(€) €20.000	Created on: 23/02/2024
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Drafts Form D Create new form Add translation

Ref. No	Title
2342jfg	colombo_form_a 06/02/24 - form a created
2362jfg	colombo_form_b 06/02/24 - form b created
2347jfk	colombo_form_a... 06/02/24 - form a...
2142jfy	colombo_form_c 06/02/24 - form c created

1. Court

Decision to reject the application for a European order for payment v

Article 11 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

Court address

City Postal code Country

2. Parties and representatives

Select code

Full name/Name of company or organization Identification code (if applicable)

Address Postal code City Country

Phone*** Fax*** Email***

Occupation*** Other details***

*e.g. lawyer **e.g. parent, guardian, managing director ***optional

The court has examined your application for a European order for payment, in accordance with Article 8 of Regulation EC No 1896/2006 and rejects it on the following ground(s): Add +

01 The application does not fall within the scope of Article 2 of the Regulation (Article 11(1)(a)). v

Further information, where necessary

02 The application does not concern a cross-border case within the meaning of Article 3 of the Regulation (Article 11(1)(a)). v

Further information, where necessary

Code v

Further information, where necessary

There is no right of appeal against this rejection. However, this does not preclude a new application for a European order of payment or any other procedure available under the law of a Member State.

Done at: Date:

Cancel Save as Finalize



Form E

Authority ID F98459	Department ID D40956	Claimant ^(*) Dua Lipa	Defendant ^(*) Ariana Grande	Amount(€) €20.000	Created on: 23/02/2024
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Drafts

Ref. No	Title
2342jfg	colombo_form_a 06/02/24 - form a created
2362jfg	colombo_form_b 06/02/24 - form b created
2347jfk	colombo_form_k... 06/02/24 - form a...
2142jfy	colombo_form_c 06/02/24 - form c created

1. Court European order of payment

Court address:

City: Postal code: Country:

Article 12 (1) of Regulation (EC) No 1896/2006 of the European Parliament and of the Council creating a European order for payment procedure

2. Parties and representatives

Select code:

Full name/Name of company or organization: Identification code (if applicable):

Address: Postal code: City: Country:

Phone***: Fax***: Email***:

Occupation***: Other details***:

*e.g. lawyer **e.g. parent, guardian, managing director ***optional

In accordance with Article 12 of Regulation (EC) No 1896/2006, the court has issued this European order for payment on the basis of the attached application. By virtue of this decision, you are ordered to pay the claimant the following amount: Add +

Defendant 1

Surname, first name/Name of company or organization:

Cost type	Currency	Amount	Date
Principal	Euro	€15.000	22/03/2024
Interest (as of)	Polish Zloty	zł15.000	22/03/2024
Contractual penalties	Swedish Krona	kr15.000	22/03/2024
Costs	Euro	€15.000	22/03/2024
Total amount	Euro	€120.000	22/03/2024

Defendant 2

Full name/Name of company or organization:

Cost type	Currency	Amount	Date
Principal	Euro	€15.000	22/03/2024
Interest (as of)	Polish Zloty	zł15.000	22/03/2024
Contractual penalties	Swedish Krona	kr15.000	22/03/2024
Costs	Euro	€15.000	22/03/2024
Total amount	Euro	€120.000	22/03/2024

Joint liability

Done at: Date:

Cancel Save as Finalize



Form G

Tasks **Cases** **Data Entry**
Welcome, Konstantinos

Case number: CB3445/5

Case
Digital Dossier
Form Editor
Create new note
Create new task

Authority ID F98459	Department ID D40956	Claimant ⁽¹⁴⁾ Dua Lipa	Defendant ⁽¹²⁾ Ariana Grande	Amount(€) €20.000	Created on: 23/02/2024
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Drafts

Ref. No	Title
2342jfg	colombo_form_a 06/02/24 - form a created
2362jfg	colombo_form_b 06/02/24 - form b created
2347jfk	colombo_form_a... 06/02/24 - form a...
2142jfy	colombo_form_c 06/02/24 - form c created

Form G

1. Court

Court address

City Postal code Country

2. Parties and representatives

Select code

Full name/Name of company or organization Identification code (if applicable)

Address Postal code City Country

Phone*** Fax*** Email***

Occupation*** Other details***

*e.g. lawyer **e.g. parent, guardian, managing director ***optional

The court hereby declares that the attached European order for payment,

issued on: against:

and served on: is enforceable in accordance with Article 18 of Regulation (EC) No 1896/2006.

IMPORTANT INFORMATION

This European order for payment is automatically enforceable in all Member States of the European Union except Denmark, without the need for an additional declaration of enforceability in the Member State where enforcement is sought and without any possibility of opposing its recognition. The enforcement procedures are governed by the law of the Member State of enforcement, except where the Regulation provides otherwise.

Done at: Date:

Cancel
Save as
Finalize