

HUDOC EXEC Department for the Execution of Judgments of the ECHR

User Manual



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Introduction

How does this User Manual work?

The manual is composed of separate sheets with each sheet describing one task. In this way, you will find all information on how to perform a task on one single sheet which you can either print or consult on the screen (recommended).

Annexes are also integrated in order to detail the tasks and other points related to the HUDOC-EXEC database.

At the end you can find FAQs – Frequently Asked Questions.

The HUDOC-EXEC User Manual is available by clicking on the Help button on the HUDOC-EXEC database interface.





HUDOC-EXEC database

The HUDOC-EXEC database (http://hudoc.exec.coe.int) provides access to the documents relating to the Execution of the judgments of the European Court of Human Rights.

Languages

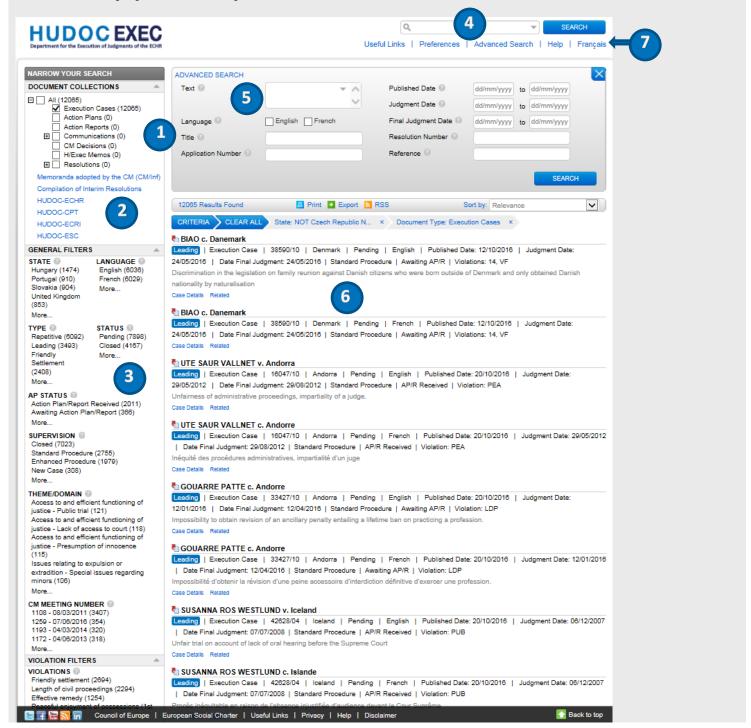
The HUDOC-EXEC search screen is available in English and French.

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Interface overview

Find the different collections, perform a search and narrow your results.

- Document Collections
- Additional collections: Memoranda; Interim Resolutions; HUDOC-ECHR; HUDOC-CPT; HUDOC-ECRI; HUDOC-ESC
- General Filters
- 4. Simple Search field (text search)
- 5. Advanced Search pane (multiple search criteria)
- Results list
- Interface languages available in English or French



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3. How to select an option from the Document Collections

The document has been divided into separate Document Collections which can be searched either individually or together – Execution cases, Actions plans, Action Reports, Communications (from the applicants, from the governments, from the ECHR, from the UNHCR, from NGO/NHRI, or from others), Committee of Ministers' decisions, Memoranda and Resolutions (Execution of Court Judgments, Execution of CM decisions).

- Open <u>HUDOC-EXEC</u>
 Select one or more
- Select one or more DOCUMENT COLLECTIONS to search in by ticking the box(es)



Please note that the default collection that appears after a search is Execution Cases.

To search in other collections, tick the appropriate box.

Did you know?

You can hover over the question mark next to each option to get more information:

Albania (124) Armenia (122)

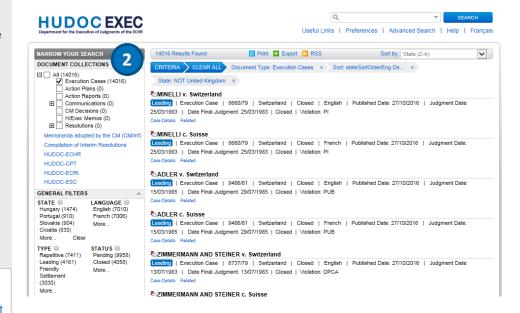
Did you know?

You can see how many documents exist in a given collection, in brackets:



Did you know?

New documents are added regularly to the Portal.



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4. How to perform a text search

Perform a text search in one or more collections in English, or in French using one of the options.

Open **HUDOC-EXEC** and:

Option A: Simple Search field

- 1. Enter a single word, a phrase, a group of words, a case title, an application number, a State, a Boolean phrase, etc. directly in the search field
- 2. Click on SEARCH

Option B: via Boolean search screen

- Click on the arrow to open the simple Boolean search screen
- 2. Enter your search terms
- Click on OK to confirm your query or alternatively click on CANCEL to abort or CLEAR to start fresh

Did you know?

The Boolean search screen offers you six possibilities:

1. AN exact word or phrase

Enter "Committee of Ministers" and the system will search for ("Committee of Ministers").

2. All of these words

Enter "police violence" and the system will search for ("police" AND "violence").

3. Any of these words

Enter "police violence" and the system will search for ("police" OR "violence").

4. None of these words

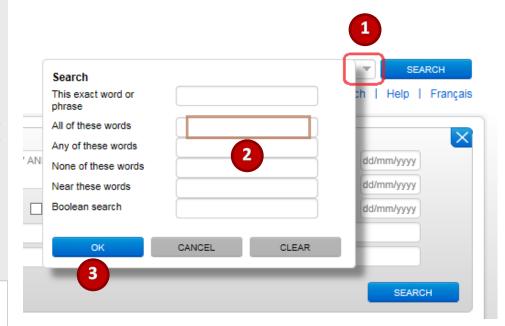
Enter "police" and the system will search for (NOT "police").

5. Near these words

Enter "police" in This exact word or phrase field and "violence" in the Near these words field and the system will search for ("police" NEAR "violence").

6. The Boolean search field allows you to manually enter Boolean terms if preferred.





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5. How to perform a search using filters

- Go to the left pane in <u>HUDOC-EXEC</u> and select one or more DOCUMENT COLLECTIONS by ticking the boxes
- 2. In GENERAL FILTERS, select one or more of the filters (STATE, LANGUAGE, TYPE, STATUS, AP STATUS (Action plan/Report received or awaiting), SUPERVISION (enhanced, standard, closed), THEME DOMAIN, CM MEETING NUMBER etc) by ticking the boxes to narrow your search
- The search results will be displayed immediately in the right-hand pane. The number of documents found will be indicated on the top left of the list.
- 4. Click on More... under each refiner filter to select further search parameters from the full list
- 5. A. To deselect a filter click on the X next to it on the left or on top
 - B. To clear all filters, select Clear directly under each filter section on the left or CLEAR ALL on top

Did you know?

You can combine all the filters by selecting them (e.g. you can select various filters like LANGUAGE: English, COUNTRY: "Belgium". All your chosen filters will be listed on top of your results list.

Did you know?

You can also filter your search by DATE and VIOLATION. There are two dedicated section under GENERAL FILTERS.

Did you know?

To get more information about a filter, hover over the question mark next to it.

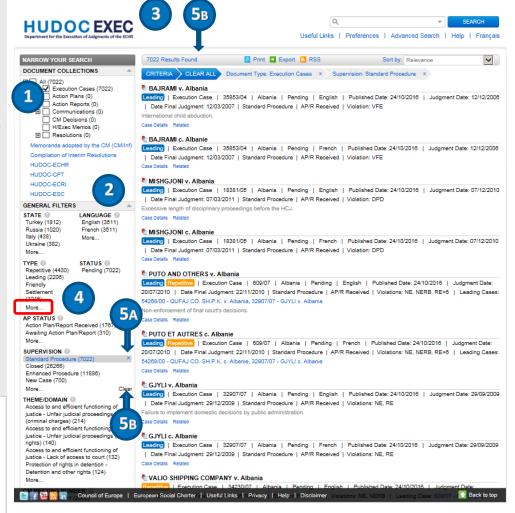
Did you know?

The number in brackets next to a filter indicates the number of documents available.

Did you know?

Filters are, by default, displayed in ascending order of the number of documents, but filters can also be sorted (See Annex 9).

You can easily *narrow* your search by using GENERAL FILTERS and the ADVANCED SEARCH pane. You can combine all the searches, filters, advanced and/or text searches.

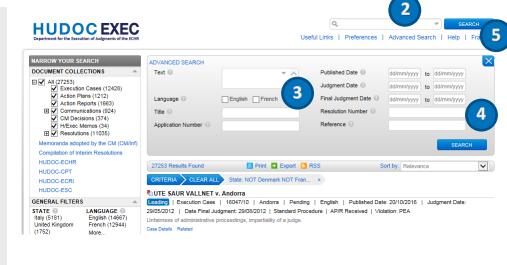


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6. How to perform an advanced search

You can easily narrow your search by using filters and the Advanced Search pane. You can combine all advanced search fields. They can also be combined with filters and text searches to further narrow your search.

- 1. Open <u>HUDOC-EXEC</u>
- Click on Advanced Search to open the pane
- 3. Enter information in one or more search fields
- 4. Click on SEARCH to run the Advanced Search



Did you know?

Hover over the "?" next to each search field title to get more information.

Did you know?

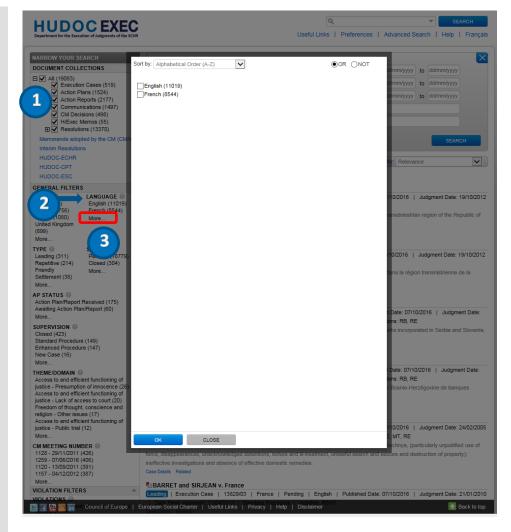
All searches can be combined with filters.

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7. How to find a document by language using the language filter

You can filter your search in the two official languages.

- Go to the left pane in <u>HUDOC-EXEC</u> and select one or more DOCUMENT COLLECTIONS by ticking the boxes
- Go down to GENERAL FILTERS and select one or more options from the LANGUAGE filter
- 3. Click on More... under this filter to select further languages from the full list if desired and confirm with OK



Did you know?

While the official languages are English and French, some documents are only available in one language.

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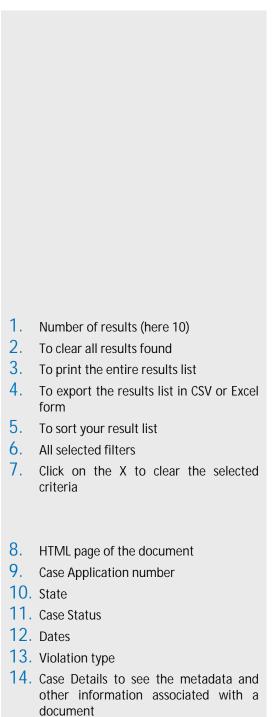
8. How to read the Results List

In this example we are looking for Closed Cases from "Liechtenstein". The results list changes according to the choices of search which has been performed.

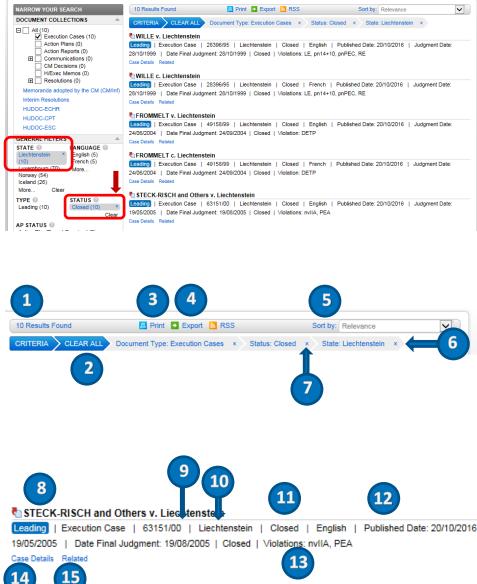
HUDOC EXEC

Q

Useful Links | Preferences | Advanced Search | Help | Français



15. Related documents



9. How to view a document, case details, language and related information

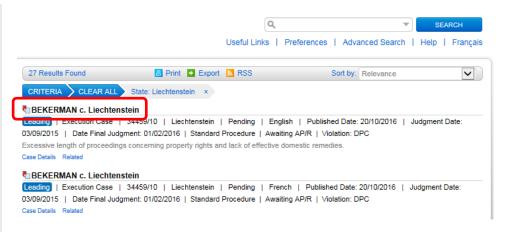
In this example we are looking for cases concerning "Liechtenstein"

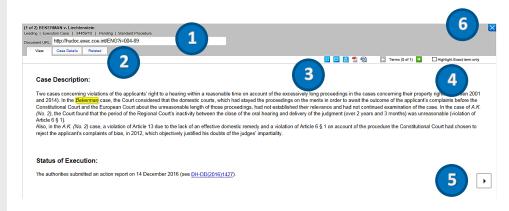
- 1. Open <u>HUDOC-EXEC</u>
- 2. Perform a simple or Advanced Search, or add filter (see Chapter 5).
- Click on the Case title to select your result

The next window provides you with the following information and options

- 1. URL address of the case (web address)
- Select an option (View, Case Details, Related)
- 3. Select an option (maximise/minimise, email, print, open/save in pdf, open/save in Word)
- Highlight only the exact term of the text search
- 5. Go to the next document
- 6. Close the window

You can preview, email, print and download your results and display further information such as Case Details and Related information.

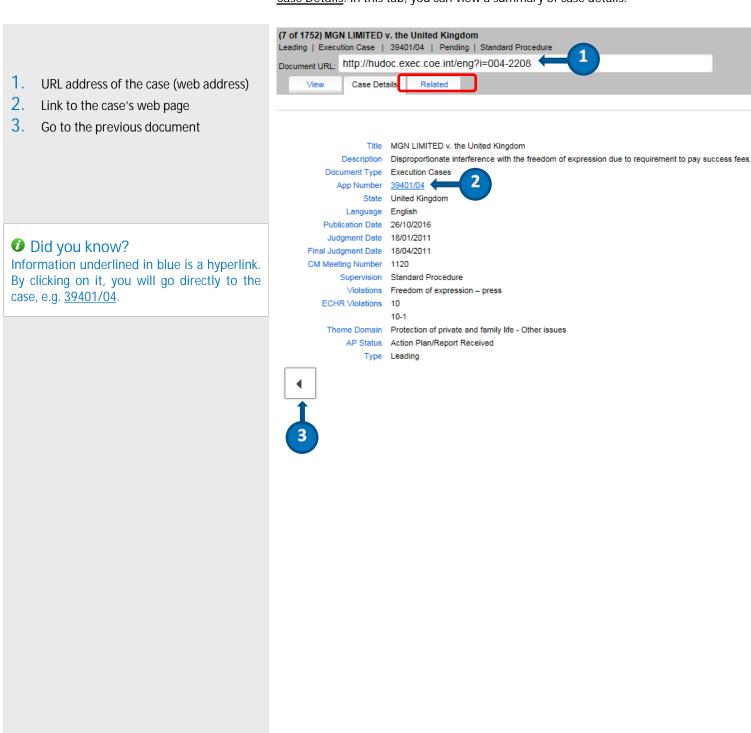




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10. The "Case Details" and "Related" tabs

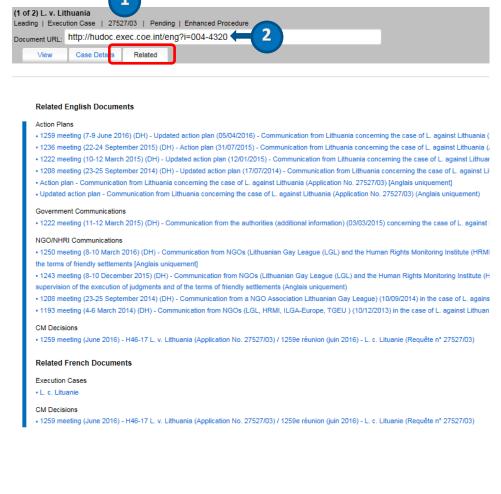
<u>Case Details</u>: In this tab, you can view a summary of case details.



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Related: In this tab, you can view documents related to the selected case.

- 1. Case Application number
- 2. URL address of the case (web address)
- 3. Related documents classified by the type of document



3

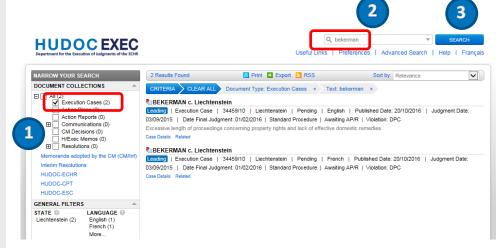
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Annex 1 - How to search for a specific case

You can easily find and display information about a specific case. Here-below are described the two methods, with the simple and advanced search, using "Bekerman v. Liechtenstein (34459/10)" as an example.

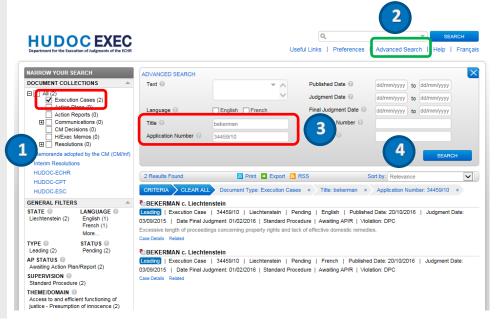
Using the simple search field (text search)

- Make sure that in DOCUMENT COLLECTIONS only Execution Cases is ticked
- 2. Type the Application number or the Case title in the simple search field
- Click on SEARCH



Using the Advanced Search pane

- Make sure that in DOCUMENT COLLECTIONS only Execution Cases is ticked
- Click on Advanced Search to open the pane
- Type the application number in the Application Number box and/or the case title in the Title box
- Click on SEARCH



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12. Annex 2 - How to search for a specific document

Option A: If you know the reference number

Using the simple search field (text search)

- Make sure that in DOCUMENT COLLECTIONS, All is ticked
- Type the reference number in the simple search field
- Click on SEARCH

Using the Advanced Search pane

- Make sure that in DOCUMENT COLLECTIONS, All is ticked
- 2. Click on Advanced Search to open the pane
- Type the reference number in the Reference field
- Click on SEARCH

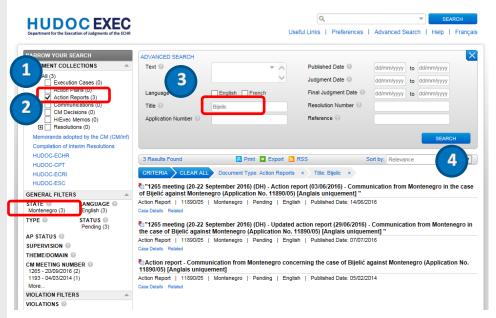
Option B: If you do not have the reference number

You can narrow your search by searching the country, the case name or/and number, by ticking the type of document you are looking for....

- In DOCUMENT COLLECTIONS select Action Reports
- 2. In GENERAL FILTERS select "Montenego"
- In ADVANCED SEARCH, type "Bijelic" in the Title field
- 4. Click on SEARCH







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13. Annex 3 - How to search for cases relating to a specific country

All cases for a specific country

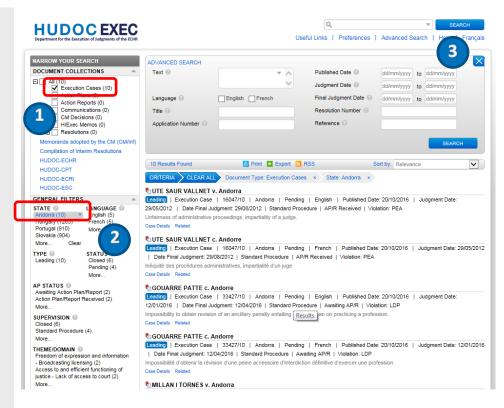
Example: all cases concerning "Andorra"

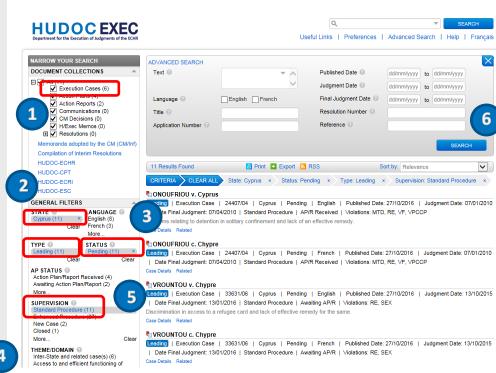
- 1. In DOCUMENT COLLECTIONS select Execution Cases
- In GENERAL FILDERS > STATE select "Andorra"
- Click on SEARCH

Specific cases concerning a specific country

<u>Example</u>: all leading cases in the standard procedure for "Cyprus"

- Select Execution Cases in DOCUMENT COLLECTIONS
- In GENERAL FILTERS > STATE select "Cyprus"
- In GENERAL FILTERS > STATUS select Pending
- In GENERAL FILTERS > TYPE select Leading
- In GENERAL FILTERS > SUPERVISION select Standard Procedure
- Click on SEARCH





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Annex 4 - How to search for all the documents relating to a specific case

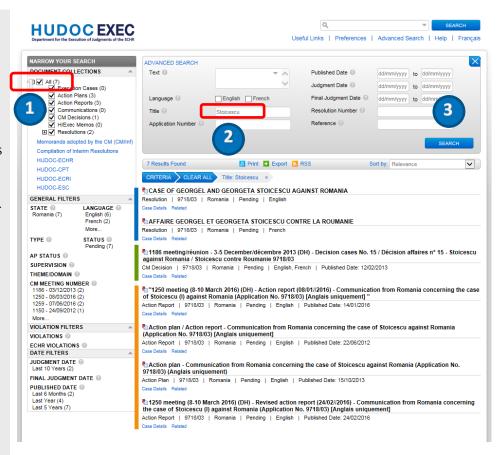
Using the HUDOC search engine

- 1. Make sure that All is ticked
- Search for a case (see Annex 1 above)
- Click on SEARCH

You will find a list of all the documents related to that specific case.

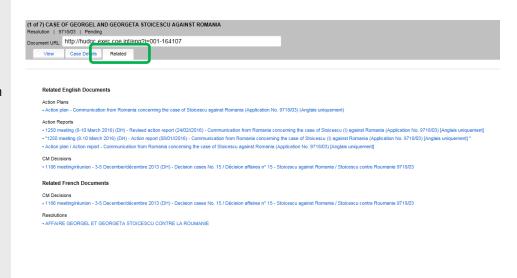
In this example for the case "Stoicescu v. ROM (2712/02)", we have:

- The information relating to the case itself
- The decision taken by the CM at the 1186th DH meeting
- 2 Action Reports, 1 Action Plan and 1 Action Report



Using the "Related" tab

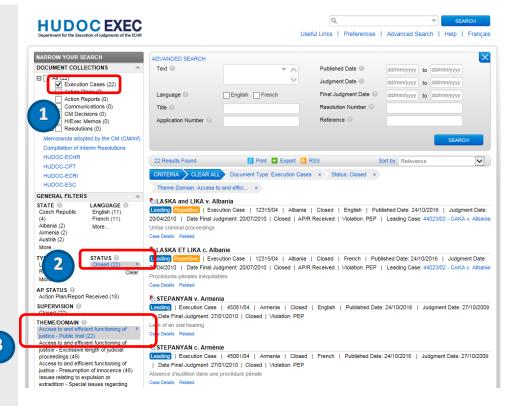
- In DOCUMENT COLLECTIONS select Execution Cases
- 2. Search for the case you are interested in
- 3. Click on the case
- Go into the Related tab



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15. Annex 5 - How to search for closed cases related to a specific Theme/Domain

- Select Execution Cases in DOCUMENT COLLECTIONS
- Select STATUS > Closed
- 3. Select one or more THEME/DOMAIN



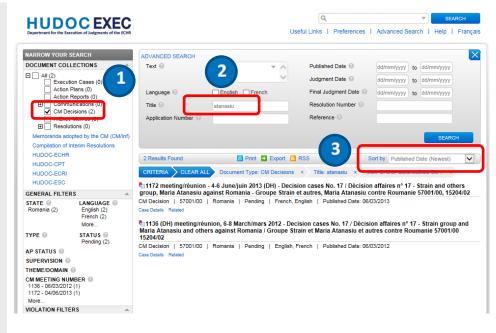
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16. Annex 6 - How to search for CM decisions for a specific case

- Select CM Decisions in DOCUMENT COLLECTIONS
- 2. Search for a specific case (see Annex 1)

In this example, concerning the case "Atanasiu", you will find the list of the 2 related CM decisions (since 2012).

 With the drop-down menu Sort by, you can sort these documents by Published Date (Newest/Oldest) to see the list in chronological order of the date of their publication on the Committee of Minister's site.

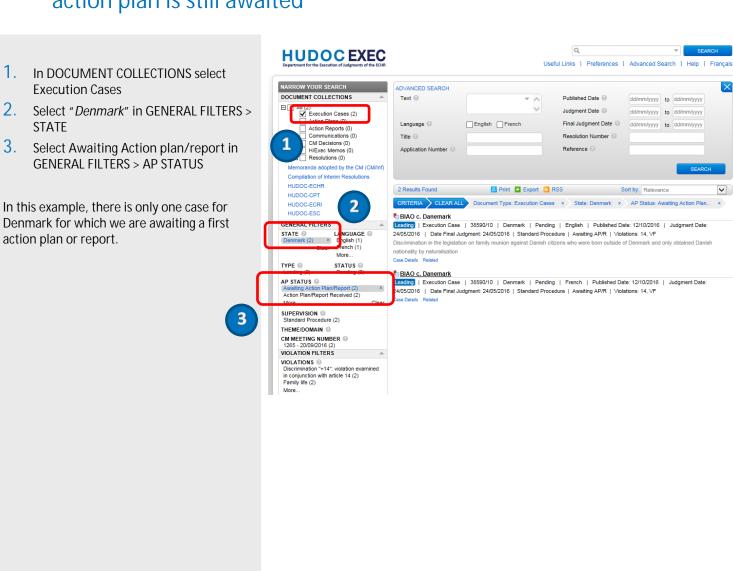


Did you know?

In the Sort by field, you can sort your search results by many more criteria (see Annex 10).

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17. Annex 7 - How to search for cases for which a preliminary action plan is still awaited



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18. Annex 8 - More information on the Boolean operators

HUDOC Portal Boolean Search Syntax				
Search parameter	Meaning	Examples, i.e. what to type in the 'Text' field		
Word	A sequence of one or more adjacent letters or numbers.	Burglary Constitution		
Phrase / sentence / paragraph	Groups together words in the order you wish to find them – phrase searching – "word word"	"prison sentence" "Court of Cassation" "Law no. 65-543"		
AND	Finds documents containing both terms in any order – word AND word, or phrase AND word, or phrase AND phrase, etc.	police AND violence "hot water" AND prison		
OR	Finds documents containing either of the two terms – word OR word, or phrase OR word, or phrase OR phrase.	violence OR cruelty police OR army "hot water" OR prison		
NOT	Finds documents that do not contain the specified term – word NOT word, or phrase NOT phrase	NOT television Police NOT prison		
Proximity	Finds documents in which the specified terms are near each other – word NEAR word, or phrase NEAR word, or phrase NEAR phrase.	violence NEAR damage "hot water" NEAR prison		
Precedence	Finds documents in which the specified terms, although not necessarily together, must appear in the specified order – { word word}	{radio television} {hearing conviction}		
Multiple character wildcard	Replaces any number of missing letters - *ab, a*b, or ab*	violat* (violation, violate, violates, violated, violator, violating etc.)		
Single character wildcard	Replaces any single letter - a?b	violate? (violated, violates)		

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19. Annex 9 - More on Filters

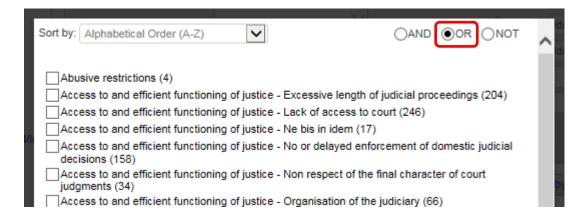
1) Sorting filters



Filters are, by default, displayed in ascending order (A-Z)of the number of documents but can also be sorted by:

- Alphabetical order (Z-A)
- Number of results (high to low)
- Number of results (low to high)

2) Boolean operators in filters



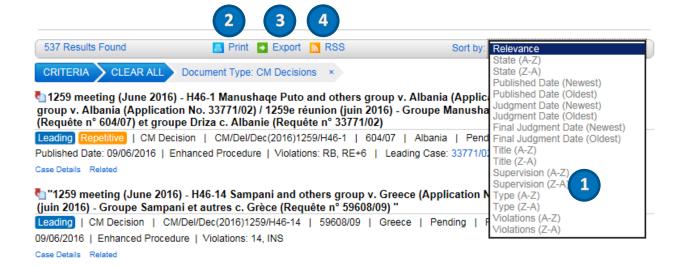
The Boolean operators AND, OR, and NOT are used by all filters. So you can search under more than one category for the same filter.

By default the Boolean operator is OR.

! Please note!: If you set the logic to AND, the system will remember your choice and it will be used by default the next time you use this filter.

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20. Annex 10 - More on the Results Bar



1

How to sort the results

Click on the arrow next to the Sort by box on the right of the screen to select an item from the drop-down menu.

Relevance - when searching for a particular term in the text, this option will give the document with the most occurrences of this term first

State (A-Z) - alphabetical order by respondent State

State (Z-A) - reverse alphabetical order by respondent State

Published Date (Newest first) - chronological order

Published Date (Oldest first) - reverse chronological order

Judgment Date (Newest first) - chronological order

Judgment Date (Oldest first) - reverse chronological order

Final Judgment Date (Newest first) - chronological order

Final Judgment Date (Oldest first) - reverse chronological order

Title (A-Z) - alphabetical order by title

Title (Z-A) - reverse alphabetical order by title

Supervision (A-Z) - alphabetical order by title

Supervision (Z-A) - reverse alphabetical order by title

Type (A-Z) - alphabetical order by title

Type (Z-A) - reverse alphabetical order by title

Violation (A-Z) - alphabetical order by title

Violation (Z-A) - reverse alphabetical order by title



2) How to print the results

Click on the print button to print the entire list of results.

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3) How to export the results

Click on the Export button to export the result list in CSV or Excel formats.



4) How to create a RSS feed

Click on the RSS button to create a RSS feed which display the dynamic list of the first twenty search results.

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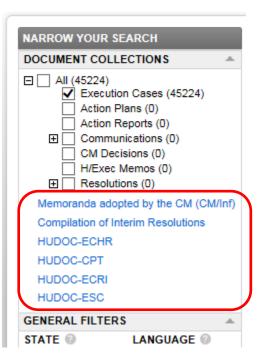
21. Annex 11 - More on access to other databases, toolbar, HUDOC-EXEC URL, Twitter and maintenance

1) Access to other databases

You can access the following additional databases:

- Memoranda adopted by the CM (CM/Inf): Committee of Ministers / Memoranda
- Interim Resolutions: <u>COE Execution / Decisions and interim resolutions</u>
- HUDOC-ECHR of the European Court Of Human Rights
- HUDOC-CPT of the <u>European Committee for the Prevention of Torture and Inhuman or Degrading</u>
 Treatment or Punishment
- HUDOC-ECRI of the European Committee against Racism and Intolerance
- HUDOC-ESC of the European Social Charter

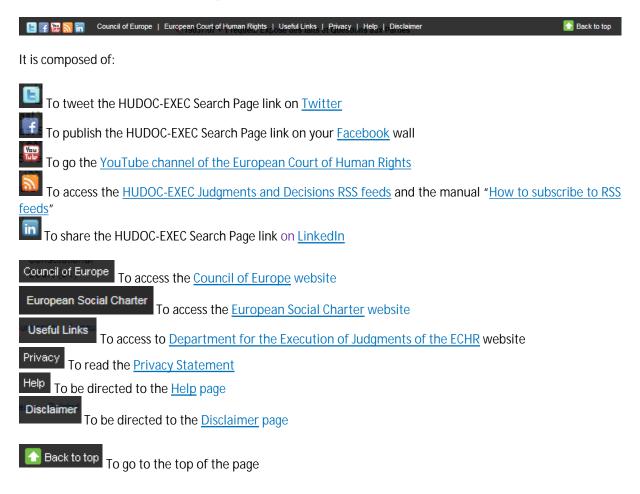




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2) Footer bar

The footer toolbar is on the main page.



3) HUDOC-EXEC URL

The URL for the HUDOC-EXEC session shows the search criteria.

Example:

If you have made a search in the English interface of the HUDOC-EXEC site (http://hudoc.exec.coe.int) for English Documents "EXECLanguage":["ENG"], with Enhanced procedure "EXECSupervision":["ENHA"], the URL address for the session will be as follows:

http://hudoc.exec.coe.int/ENG#{"EXECDocumentTypeCollection":["CEC"],"EXECLanguage":["ENG"],"EXECSupervision":["ENHA"]}

Did you know?

If you copy the URL address of the session related to a specific search, every time you will paste it in the address bar you will obtain the updated results concerning this search.

Example:

You will have all french "EXECLanguage":["FRE"] and pending "EXECIsClosed":["False"] documents with "discrimination" "fulltext":["discrimination"] by pasting the copy of the URL address in the address bar:

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 $\frac{\text{http://hudoc.exec.coe.int/ENG\#{"fulltext":["discrimination"],"EXECDocumentTypeCollection":["CEC"],"EXECLanguage":["FRE"],"EXECIsClosed":["False"]}}$

4) Subscriptions to Twitter

The European Court of Human Rights is on Twitter, at the following addresses:

- https://twitter.com/ECHRPublication: latest Court publications in various languages, translations added to the HUDOC-EXEC case-law database and other developments in the area of case-law information and publications (multilingual)
- https://twitter.com/echr_press: press releases (mainly in English and French)

5) Maintenance

In the event of technical maintenance work on the Hudoc site, the banner below will appear at the bottom of the search screen to inform you that performance might be slow.



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22. FAQ – Frequently Asked Questions

• How do I search in the HUDOC-EXEC database?

The user manual is available under "HELP".

For details and examples on how to use filters and search fields, place the cursor on the question mark to the right of every filter name (?) in the HUDOC-EXEC interface.

Is it possible to generate statistics in the HUDOC-EXEC database?

For statistics please refer to the Department annual reports which are published on the Department's website. The HUDOC-EXEC database is not intended for such research.

In which languages is the HUDOC-EXEC interface available?

The HUDOC-EXEC interface is available in English and French.

In which languages are texts available?

The texts are available in HUDOC-EXEC in one or both of the Court's official languages (English and French).

What is a search with filters?

Filters allow you to narrow your search results.

Filters are composed of: 'Language', 'State', 'Type', 'Status', 'AP Status', 'Supervision'.

You will also find 'Theme Domain', 'Date', 'Violations' and 'CM Meeting number'.

The results list will be updated each time you use a filter.

What is a Text search?

The text-search function enables you to search for a word, sentence or sequence of words within the documents in the relevant collections.

Where can I find the Case Details?

Case Details can be opened from the results list by clicking on the Case Details link.



It is also available via the Case Details tab on the Html version of the document.



Which Boolean operator is used in the advanced search fields?

The default Boolean operator used in the Advanced Search pane is AND, so field searches are cumulative. If you use more than one field, such as Text, Date and Keywords, your search will cover the text and the date and the keywords.

The default Boolean operator for General Filters is OR, but can be changed to AND or NOT by clicking on More...

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