



## HOW TO USE THE EUFAM'S EXCEL DATABASE

The EUFAM'S database is an excel file equipped with filters in order to efficiently navigate the collected case-law.

At Line 3 it is possible to filter the information in order to identify decisions with the desired characteristics. Such filters are active for each column. More than one filter can be active at once, for further increasing research efficiency.

### EXAMPLE

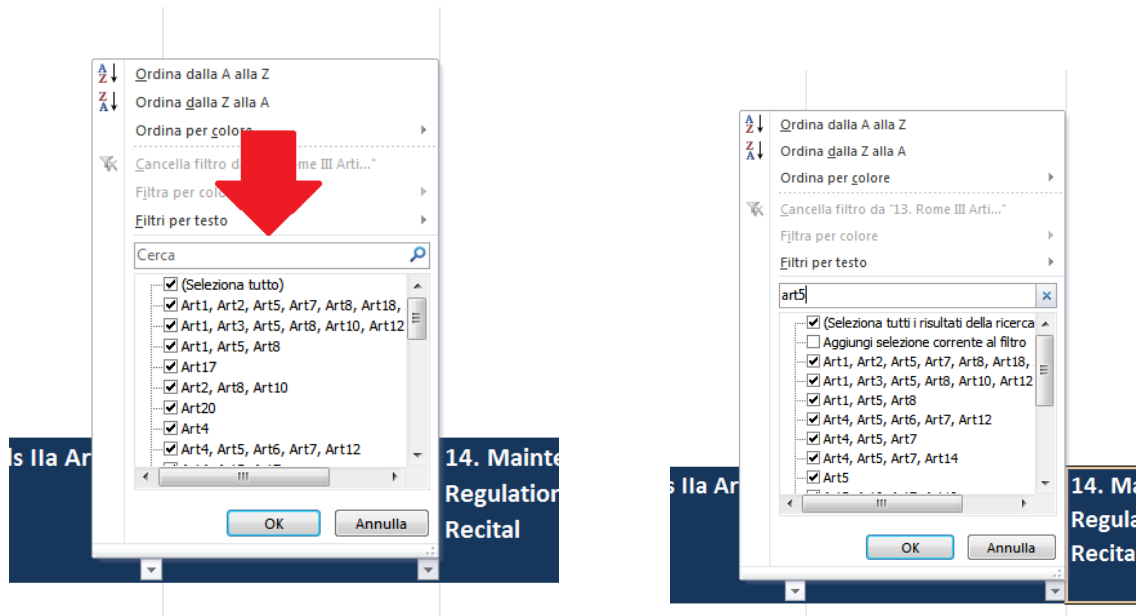
We wish to view all cases contained in the database addressing Article 5 of the Rome III Regulation. In order to do so, please follow these simple steps:

1. *Open the database (.xlsx file)*
2. *Go to line 3 (the blue one)*
3. *Go to column N, which contain the database content '13. Rome III Article & Recital'*
4. *At the bottom of cell N3, a triangle is displayed (see picture).*



5. *Once you have clicked on the triangle, a selection menu is displayed (see picture). In the 'Search' field you may type the desired Article of the Regulation, such as Article 5. In order to use the search field, you must type the abbreviated article nomenclature, as shown (for instance: art5 instead of Article 5). The filter shows you all combinations of the Articles applied in the judgments (e.g. application of Article 5 in connection with Article 7).*

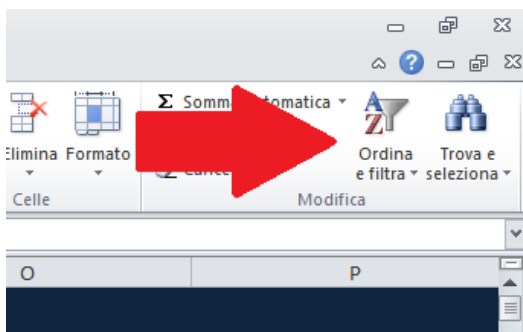
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6. Please select the desired options and click ok.
7. Congratulations! The database now hides all the irrelevant cases and only shows you the case-law applying or making reference to Article 5 of the Rome III Regulation.

Remember: you can cumulate several filters belonging to multiple columns in order to further focus your research (As above mentioned article 5 of the Rome III Regulation in combination with other searched characteristics, e.g. with column 4 - Member State court).

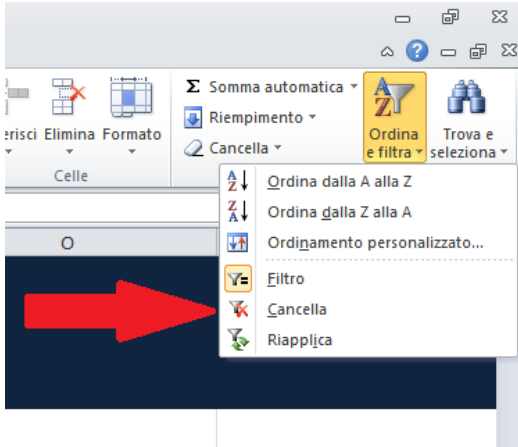
Should you want to remove the filters, click on 'Filters' on the top right of the page (see picture)



Now click on 'Remove' (see picture)



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Congratulations! You removed the filters and once more the database shows all collected cases.



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