

51th Plenary Meeting of the European Judicial Network

22 November 2018

COVER NOTE

From: EJM Secretariat

To: EJM Contact Points

Subject: **Instruction on how to create a bookmark/favourite for the EJM website in the internet browser**

The EJM website should be known and easy accessible for all practitioners – prosecutors, judges and other competent authorities who deals with criminal investigations.

To this end, in point 11 of the “EJM awareness policy” the EJM Contact Points are asked to “...distribute an instruction prepared by the EJM Secretariat on how to create a visible bookmark (favourite) to the EJM website on the computer. The aim is to have such a link created on the computer of every practitioner”.

The instruction has now been prepared by the EJM Secretariat, see enclosed.

BOOKMARKS – FOR AN EASY ACCESS TO THE EJN WEBSITE

The European Judicial Network in criminal matters (EJN) is a network of national contact points for the facilitation of judicial cooperation. The website of the EJN is dedicated to actors in the field of international judicial cooperation and offers tools to facilitate the cooperation, practical information on legal instruments, Contact Points details and more. All actors in the field of international judicial cooperation can benefit from this large offer and are encouraged to bookmark the EJN website in their internet browser to have an easy access to the website and a visible reminder of the website on the computer.

The tools on the EJN website include:

- the **Judicial Atlas** is to be used to identify the specific, competent authority to which to send any request for judicial cooperation;
- the **Fiches Belges** offer legal and practical information for the measures covered by judicial cooperation, per measure and per country;
- the **Compendium** assists practitioners with the drafting of a request for judicial cooperation, ensuring all necessary information is included in the request;
- the **Judicial Library** is an extensive repository of documents related to EU legal instruments;
- the **Contact Points** section contains contact details for over 400 EJN Contact Points, all experts on international cooperation.

In this document the process of creating a bookmark is explained for four browsers: Firefox, Chrome, Internet Explorer and Safari. With these browsers we believe to have covered a large majority of all internet users, for other browsers the process is similar. In a few easy steps you will create the bookmark and gain direct access to the EJN website from your bookmarks bar.

FIND YOUR BROWSER:

- | | |
|---------------------|--------|
| - Internet Explorer | page 3 |
| - Firefox | page 4 |
| - Google Chrome | page 5 |
| - Safari | page 6 |

DO YOU NEED HELP?

This quick guide on creating bookmarks is created by the EJN Secretariat and can be shared with all authorities, Contact Point, legal practitioners and all persons with an interest in judicial cooperation. In case after reading this guide you still find yourself having questions on creating bookmarks, please do not hesitate to contact us at ejn@eurojust.europa.eu.

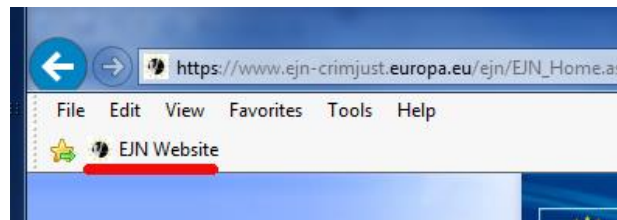
INTERNET EXPLORER

Internet Explorer users can follow the following steps to add the EJN website to their Favorites bar.

1. Open Internet Explorer and go the [EJN website](https://www.ejn-crimjust.europa.eu/ejn/EJN_Home.aspx)
2. Click on the star with green arrow icon on left side of screen, underneath the address bar



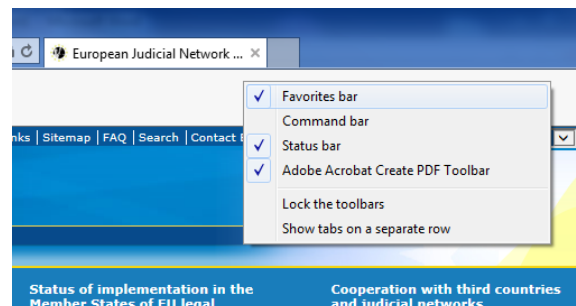
3. Above steps will add the EJN website to your Favorites bar. You can right-click the new Favorite to change its title.



SHOWING THE FAVORITES BAR

As with the other browsers, the Favorites bar by default is shown in Internet Explorer. If this is not the case, follow these simple steps to make it re-appear.

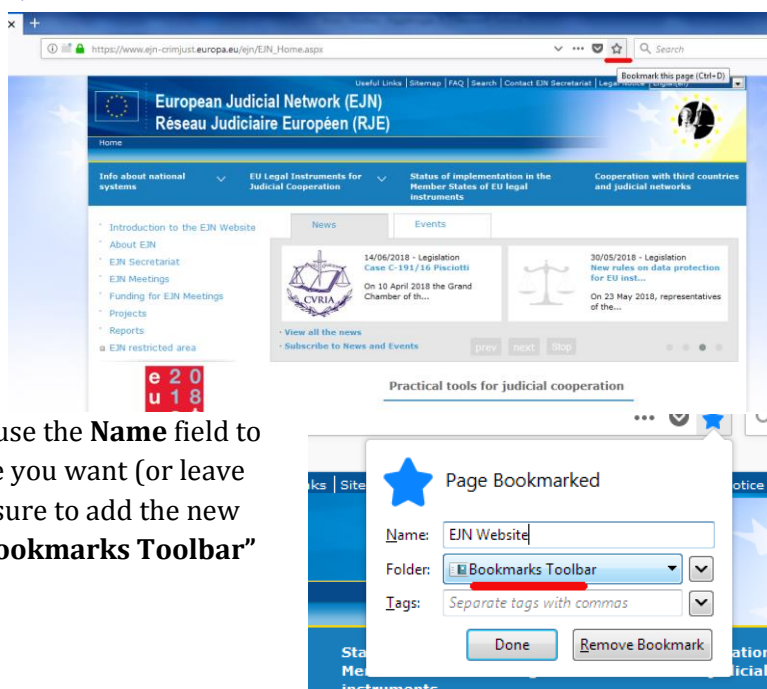
1. Right-click anywhere on the grey top bar of the browser
2. Tick the option "Favorites bar" by clicking it.



FIREFOX

When Firefox is your browser of choice, please follow these steps to add the EJN website as one of your Bookmarks.

1. Open Firefox and go to the [EJN website](https://www.ejn-crimjust.europa.eu/ejn/EJN_Home.aspx)
2. Click on the star symbol, right of the address bar



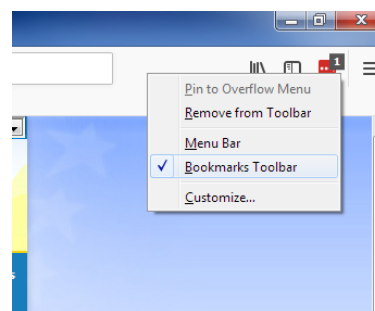
3. In the menu that pops up, use the **Name** field to give the bookmark the title you want (or leave the default setting). Make sure to add the new bookmark to the folder **“Bookmarks Toolbar”**

4. Press “Done” and the bookmark will be created!

SHOWING THE BOOKMARKS TOOLBAR

By default the Bookmarks Toolbar is shown, but if this is not the case, please take the following steps to make it appear.

1. Right-click somewhere in the blue top bar of the browser or in the grey part around the address bar
2. In the menu that pops up, tick the “Bookmarks Toolbar” option to make this bar appear.



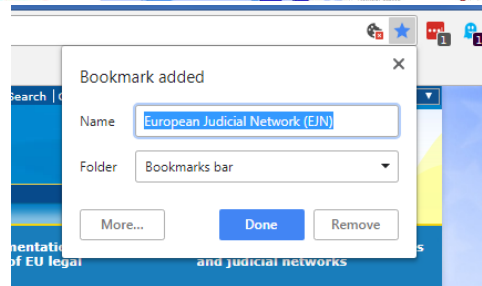
GOOGLE CHROME

Chrome users should follow the steps below to create a bookmark to the EJM website.

1. Open Google Chrome and go to the [EJM website](#)
2. Click on the star, right of the address bar



3. Use the **Name** field to choose the title for the bookmark (or leave the default setting) and add it to the folder “**Bookmarks bar**”

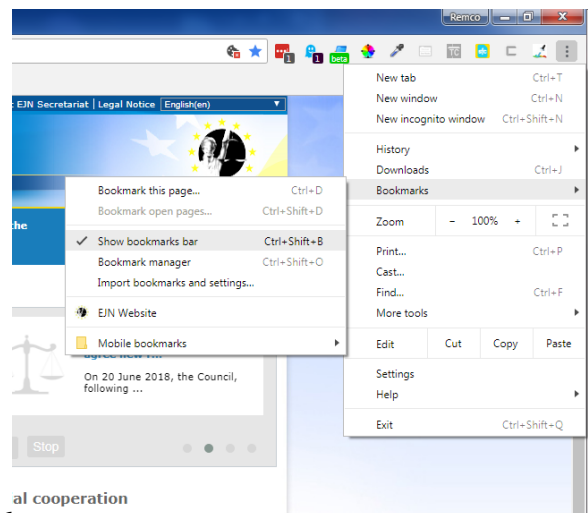


4. Click “Done” and the bookmark will be created.

SHOWING THE BOOKMARKS BAR

By default the Bookmarks bar is shown in Chrome, if this is not the case, please follow these steps to make it appear.

1. Open the settings menu, this is the button with three dots top-right of Chrome
2. Under “Bookmarks” tick the option “Show bookmarks bar”



SAFARI

Safari users should follow these steps to add the EJN website to their bookmarks.

1. Open the Safari browser and go to the [EJN website](#)
2. Click on the **+** button left of the address bar
3. In the menu that follows, be sure to choose “Bookmarks Bar”
4. Click “Add” and the EJN website will be added to the bookmarks bar.



SHOWING THE BOOKMARKS BAR

By default the bookmarks bar in Safari is shown, if this is not the case follow these steps to make it appear.

1. Open the settings menu of the browser by clicking on the wheel on top-right of the browser
2. Click the “Show Bookmarks Bar” option.

