

Summary

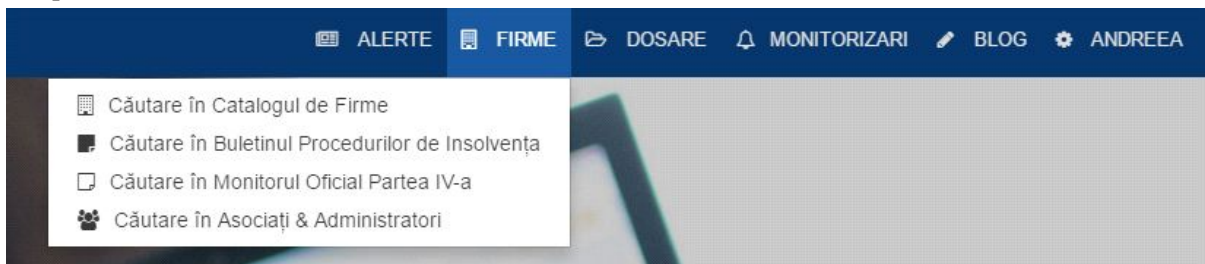
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Search in Companies Catalog

Once logged into your account, you're taken to the main page called **Dashboard (Tablou de bord)**. At the top right, you will find six sections, namely: ALERTS (ALERTE), COMPANIES (FIRME), COURT FILES (DOSARE), SURVEILLANCE (MONITORIZARE), BLOG (BLOG) and your name. To search for the desired company, go to COMPANIES (FIRME) button.

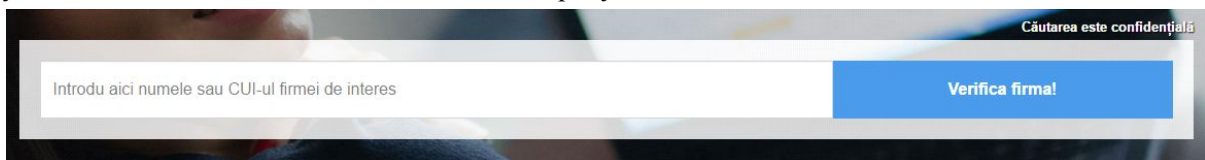


In the section COMPANIES (FIRME) you will find four action options: Search in Companies Catalog, Search in Insolvency Procedural Bulletin, Search in Official Monitor Part IV of the companies and Search Associates & Administrators.

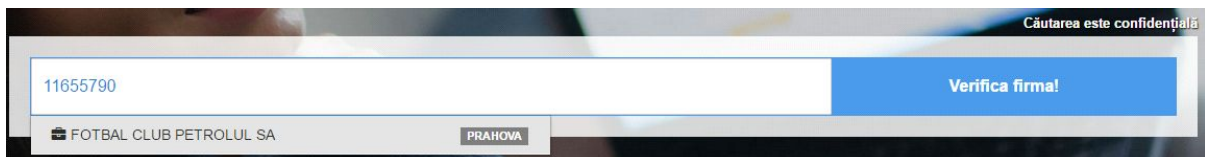


Choose the option: **Search in catalog Companies.**

In the search page, please enter the name or the CUI (Unique Identification Code) of the company that you are interested in, then click on „Check company!”.



* Search is more accurate when is performed after CUI (Unique Identification Code). Write only the numbers, without „RO”.



The company page will open.

Take the example of the company: FOTBAL CLUB PETROLUL SA.

**FOTBAL CLUB PETROLUL SA - CUI
11655790**

Str. STADIONULUI 26 Ploiești



This page will list all legal and financial data company FOTBAL CLUB PETROLUL SA, namely:

- Identification and activity

You will find data such as: name, CUI, registration number, Establishment and Scope of activity .

- Contact information

This section presents to you the company contact details, County, City, Address and Phone Number, Fax.

IDENTIFICARE ȘI ACTIVITATE

Nume	FOTBAL CLUB PETROLUL SA
CUI	11655790
Nr. de inmatriculare	J29/270/1999
Inființare	INREGISTRAT din data 15.04.1999
Obiect activitate	9311 - Activitati ale bazelor sportive

- Workstations or company points

In this section will show the working points recorded by the company, CUI, website and address.

- Latest changes

This section is showing the latest changes or modifications recent made by the company.

- Associates and managers/persons in charge

This section presents the Associates and managers by a graphic form.



In the section Associates & Administrators, are presented two tables.

In the first table, you will find the owners or shareholders of the company, and managers or persons in charge. The table displays the name, title, county and city.

Clicking on the name of an associate/administrator of the table, it opens a page that will show you the person.

The second table shows the connections associates/directors of the company an the companies they are involved. You will find the name, position within the company, county and city.

Also, if you click on the name, it will open a page where the person will be presented, but also its links with other companies.

- Official Gazette Part IV

This section counts all the companies that are mentioned in Official Monitor Part IV of the companies of Romania, Part IV.

Information is presented in tabular form, where society is specified, the date on which occurred the entry and Bulletin number.

Click on an entry to view its content.

MENȚIUNI IN MONITORUL OFICIAL AL ROMANIEI		
Societatea	Data	Nr. monitorului
FOTBAL CLUB PETROLUL SA	24.08.2015	4469
FOTBAL CLUB PETROLUL SA	24.08.2015	4469
FOTBAL CLUB PETROLUL SA	18.06.2015	2932
FOTBAL CLUB PETROLUL SA	01.04.2015	1719
FOTBAL CLUB PETROLUL SA	01.04.2015	1719

Vezi toate cele 48 mentiuni

- The evolution of society

In this section you can find information such as fiscal value, net profit, net profit margin and number of employees, in graphic form. The data are distributed each year in hand, between 2008 and 2014 .

- Tax Status/VAT

The information presented will show you if the company is active or inactive in terms of taxation, paying VAT or not and if is registered with the VAT collection or not.

STATUT FISCAL	STATUT TVA	TVA LA INCASARE
ACTIVA	PLATITOR	NU ESTE INREGISTRATA

- Court cases

The „court cases ” shows the total number of cases in which a company is part. You can sort files by date of registration and modified data, according to the court which was recorded by accessing the map courts, legal matters and date.

In the company's page you will find the file number, subject and state.

With a click on the file number, a new page opens, where you will have presented all details and information in the file like parties, general informations and sessions.

- Mentions in Procedural Insolvency Bulletin

In this section you will find the mentions of the company. You will find the number of bulletins, company, the date and title of the Bulletin. By clicking on the mention , it will open a new page where you can read the entire content.

MENȚIUNI IN BULETINUL PROCEDURILOR DE INSOLVENTA			
Societatea	Data	Nr. buletin	Titlul deciziei
FOTBAL CLUB PETROLUL SA	09.03.2016	4871	Citație
FOTBAL CLUB PETROLUL SA	18.02.2016	3394	Citație
FOTBAL CLUB PETROLUL SA	18.02.2016	3431	Proces verbal al comitetului creditorilor din data de 16.02.2016
FOTBAL CLUB PETROLUL SA	17.02.2016	3285	Raport privind modul de indeplinire a atributiilor
FOTBAL CLUB PETROLUL SA	05.02.2016	2514	Convocare comitetul creditorilor

Vezi toate cele 52 de buletine ▾

- Financial section

This section presents the sheet of indicators balance and profit and loss tabular form. It is presented from 2008 to 2014.

You will find the indicators balance as current assets, total current assets, inventories, receivables, home and bank accounts, capital (equity capital paid, Heritage Administration, public property), costs or expenses in advance, total liabilities, revenues in advance and provisions.

Profit and loss includes information such as: fiscal value net , total revenue, expenses, gross profit, loss before tax, net profit and net loss. All this information is presented in intuitive table.

- Outstanding obligations (Debts)

In this section you can view the debts of the company:

1. OBLIGATIONS OF THE STATE BUDGET
2. OBLIGATIONS TO THE BUDGET FOR EMPLOYMENT INSURANCE

3. OBLIGATIONS OF STATE SOCIAL INSURANCE BUDGET

4. OBLIGATIONS TO HEALTH INSURANCE BUDGET

If the company does not appear in the database obligations, will display the following message: „The company not listed in the database obligations.” If the company has outstanding debts, they will be specified in each section, but their value.

- AEGRM

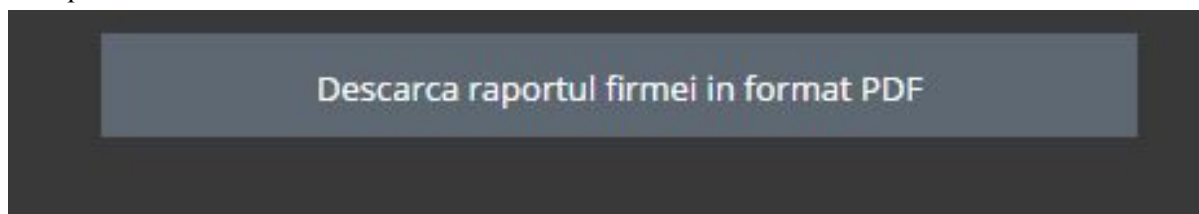
Here you will see the mentions in the Electronic Archive of Securities Guarantess, the list of the mentions and each entry individually.

Click on „Lista Înscrierilor” to see all the entries. You can click on each entry individually to view the content.

Another options of Search COMPANIES Catalog

1. For any company verified, you can download a **PDF business report**, where you will have all legal and financial information, information that you can see on the company's page.

You can do this if you click on the gray box to the left of the page company. Here you have an example.



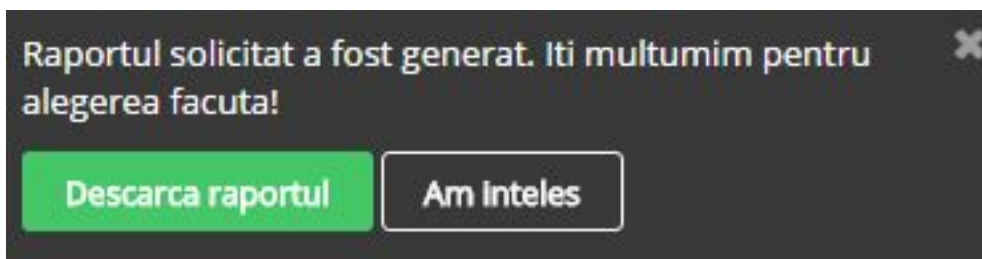
Click on the „Download PDF report company” to take possession of it.

Wait a few moments, the report is generated and will be sent to your e-mail adress.

After the e-mail is sent, will appear this message: „The report was sent by e-mail (the name of your e-mail address).

Meanwhile, in the left low side it will be showed the message that „The report was generated. Thank you for your choice!”.

Download the report by clicking the box and it will open a new page with the business raport of the company.



2. The function of following COMPANIES

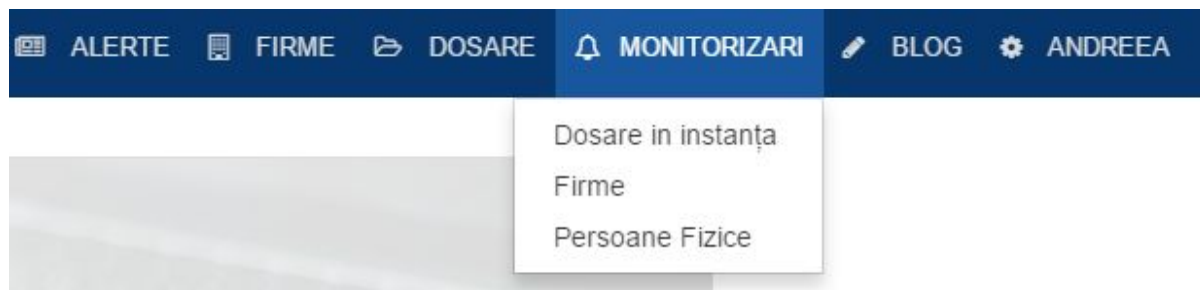
With a simple click on the „FOLLOW company” (Monitorizează firma) you will follow the company.



The following function of companies keeps you constantly informed, so:

- **you will receive SMS when the company is mentioned in the Insolvency Procedure Bulletin;**
- **you will receive E- MAIL when the company is part of a case file;**
- **you will receive E- MAIL when the status of the company is changed;**
- **you will receive E- MAIL when the company is listed in the Official Monitor Part IV.**

Furthermore, by accessing the main page and then click on the button COMPANIES in the following section, which you will find in the top left, you will have access to all the companies that you follow.



It will open a page where you have all the companies that you added to follow.

You can sort them by name, file number, or ANAF debts or BPI mentions. Depending on the sort that you desire, it will appear in the table.

There is a button to quickly sort them by name, in the right side of the page.

In the table companies that you have added at following, you have the option „Elimină de la monitorizare” (Remove from following). With one click on this option, the company is removed from the following function.



3. The function of purchasing a RECOM Report, simple or expanded

RECOM report presents the legal situation of the company according to official registration.

To download a report RECOM, simply or extended, please contact us.

4. The function purchasing a CIP report

The CIP report (Incident Payments) centralize the information specific to payment incidents like holders with checks, bills of exchange and promissory notes.

To download a report CIP please contact us.

5. The alerts (news feed)

News feed can be accessed from the main bar, with a simple click on the „ALERTE” (Alerts).



In this section you can view all the notifications that the followed companies received.

Cauta in feed

05-04-2016

Data pana la

Elemente afisate ▾

Actualizare

luni
04/04/2016

+ acum 8 ore - Alerta Arhiva Electronica de Garantii Reale Mobiliare
REGIA NATIONALA A PADURILOR ROMSILVA RA

IESIRE

INSCRIERE

duminică
03/04/2016

+ 07:42 - Sedinte
Notificari sedinte pentru data 06.04.2016
1016/105/2015 - Judecatoria PLOIESTI
Complet: MF1
Ora: 08:30

sâmbătă
02/04/2016

+ 03:12 - Alerta Registrul Comertului
REDUCERI MEDICALE SRL

SCHIMBARE ACTIONARIAT

EPURE ANDREEA DANIELA

Enter company name in the search bar, choose the period from which notifications you want to view, then choose a category of notifications and click „Actualizare” (Update).

Cauta in feed

Data de la

05-04-2016

Elemente afisate ▾

Actualizare

luni
04/04/2016

+ acum 8 ore - Alerta Arhiva Electronica de Garantii Reale Mobiliare
REGIA NATIONALA A PADURILOR ROMSILVA RA

IESIRE

INSCRIERE

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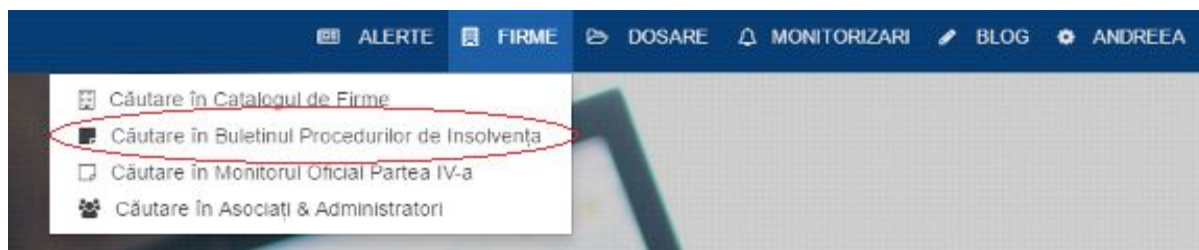
☒ BPI
☒ MO
☒ TVA
☒ FISCAL
☒ INCASARE
☒ MFINANTE
☒ AEGRM
☒ RECOM
☒ DOSARE
☒ SEDINTE
☒ DOSARE(cale de atac)
☒ DOSARE(alerte firma)

Advanced Search Module

The search in Insoveny Procedural Bulletin

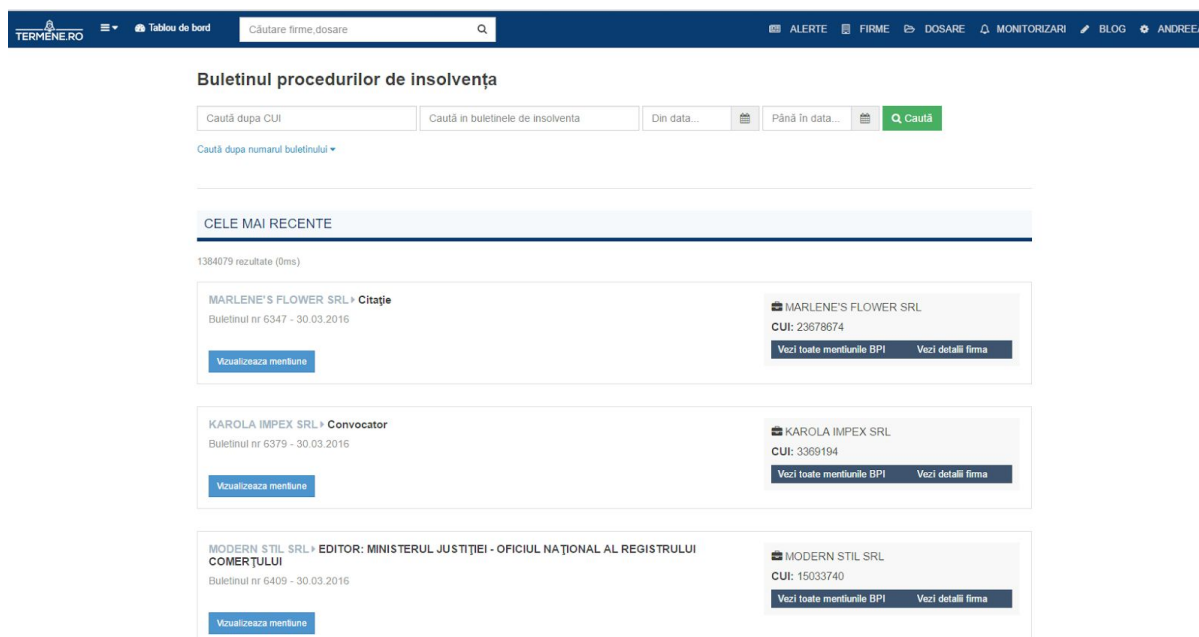
Once logged into your account Termene.ro, you will be taken on the homepage called Dashboard (Tablou de bord).

The top right of the page, you'll find six sections, namely: ALERTS (ALERTE), COMPANIES (COMPANII), COURT FILES (DOSARE), BLOG and your name. Click the „COMPANIES” button and choose „Search the Insolvency Procedural Bulletin.”



The opened page contains filters that you can apply to your search, but also the latest mentions published.

You can perform searches by „CUI's society”(Unique Identification Code)," or in „certain bulletins of insolvency” (în anumite buletine de insolvență) or select the period.



If you know the number of the bulletin, you can apply a more advanced search by typing the number and selecting the year of publication. Then click „Search” (Caută) button.



After entering the data, depending on the filter you choose to apply, you will have presented the results. It can be one or more.

To choose a reliable mention, you have „company name”, „title of the mention”, „number and the date of bulletin” but also three buttons that will direct you to different pages .

REZULTATE

52 rezultate (11ms)

FOTBAL CLUB PETROLUL SA » Citație
Buletinul nr 4871 - 09.03.2016
[Vizualizeaza mentiune](#)

FOTBAL CLUB PETROLUL SA
CUI: 11655790
[Vezi toate mentiunile BPI](#) [Vezi detalii firma](#)

FOTBAL CLUB PETROLUL SA » Citație
Buletinul nr 3394 - 18.02.2016
[Vizualizeaza mentiune](#)

FOTBAL CLUB PETROLUL SA
CUI: 11655790
[Vezi toate mentiunile BPI](#) [Vezi detalii firma](#)

FOTBAL CLUB PETROLUL SA » Proces verbal al comitetului creditorilor din data de 16.02.2016
Buletinul nr 3431 - 18.02.2016
[Vizualizeaza mentiune](#)

FOTBAL CLUB PETROLUL SA
CUI: 11655790
[Vezi toate mentiunile BPI](#) [Vezi detalii firma](#)

FOTBAL CLUB PETROLUL SA » Raport privind modul de indeplinire a atributiilor
Buletinul nr 3285 - 17.02.2016
[Vizualizeaza mentiune](#)

FOTBAL CLUB PETROLUL SA
CUI: 11655790
[Vezi toate mentiunile BPI](#) [Vezi detalii firma](#)

By selecting the button „**View mention**” (**Vizualizează mențiunea**) you will be redirected to the Bulletin page where you will find the complete content of the mention.

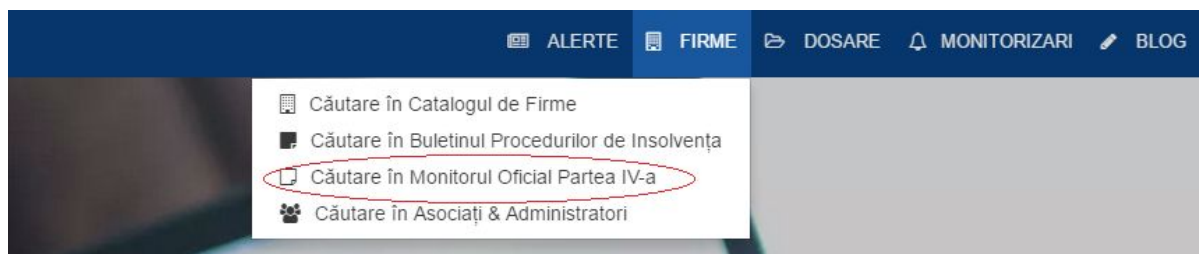
* For Insolvency Bulletins published since March 2016 we offer you the opportunity to print the mention or save it in PDF format.

Pressing the „**View all entries BPI**” (**Vezi toate mențiunile BPI**) button, the page will open and you will see all the mentions of the that company.

The button for „**View details**” (**Vezi detalii firmă**) you will be redirected to the page society where, in addition to the mentions in the Bulletin of Insolvency, you'll find information such as contact, Viewpoints managers/associates and their connections with other companies, Mentions in Official Mention for the companies part four, Facts about the evolution of society, the state Tax/VAT/VAT collection, court cases, financial data, debts of the companies and AEGRM.

After you sign in to your account, you will be redirected to the page called „Dashboard” (Tablou de bord).

In the upper right corner you will find 6 sections such as: Alerts (ALERTE), Companies (Firme), Court files (Dosare), Surveillance (Monitorizări), Blog and your name. Click on „FIRME” and then choose „Căutare în Monitorul Oficial Partea a IV-a.”



In the page that appears you will find some filter that you can apply when searching for information, but also the latest published mentions.

You can search by the unique registration code, by the name of the company or by the name of a person. In the right side you can select the publication date of the mention you are interested in.

A screenshot of the 'Monitorul Oficial al Romaniei' search interface. At the top, there's a search bar with a red circle around the input field containing 'Nume persoana sau societate'. To its right are filters for 'Din data...' and 'Până în data...', and a green 'Caută' button. Below the search bar is a dropdown menu labeled 'Caută după numărul monitorului'. The main section is titled 'CELE MAI RECENTE' and shows a list of results. The first result is for 'PEARL EDUCATION CENTER SRL' with 'Buletinul nr 1318 - 31.03.2016' and buttons for 'Vizualizeaza mentiune' and 'Vezi toate mentiunile'. The second result is for 'ATELIER SAPTE ADVERTISING SRL' with the same bulletin number and buttons. The third result is for 'BANCA TRANSILVANIA SA' with the same bulletin number and buttons.

If you know the number of the bulletin you can search by his number or by the year when it was published. Then click „Caută.”

A screenshot of the search filters section. It features a dropdown menu labeled 'Caută după numărul monitorului'. Below it are two input fields: 'Nr. buletin' and '2016' with a dropdown arrow. To the right is a green 'Caută' button.

Clicking the button „Vizualizează mențiune” you will be redirected to the page where you can read the content of the mention.

FOTBAL PETROLUL PLOIESTI SRL
 Buletinul nr 3267 - 13.10.2006
 (...) FOTBAL PETROLUL PLOIESTI - S.R.L (...) Comerciale FOTBAL PETROLUL PLOIESTI - S.R.L (...) PETROLUL PLOIESTI - S.R.L., înmatriculată (...) ale Societății Comerciale FOTBAL PETROLUL (...) PLOIESTI - S.R.L (...)

[Vizualizeaza mentiune](#) [Vezi toate mentiunile](#)

* For the mentions published in the Official Gazette starting with March 2016, you have the possibility to print the mention or to save it in PDF format.

FOTBAL PETROLUL PLOIESTI SRL
 Buletinul nr 3267 - 13.10.2006
 (...) FOTBAL PETROLUL PLOIESTI - S.R.L (...) Comerciale FOTBAL PETROLUL PLOIESTI - S.R.L (...) PETROLUL PLOIESTI - S.R.L., înmatriculată (...) ale Societății Comerciale FOTBAL PETROLUL (...) PLOIESTI - S.R.L (...)

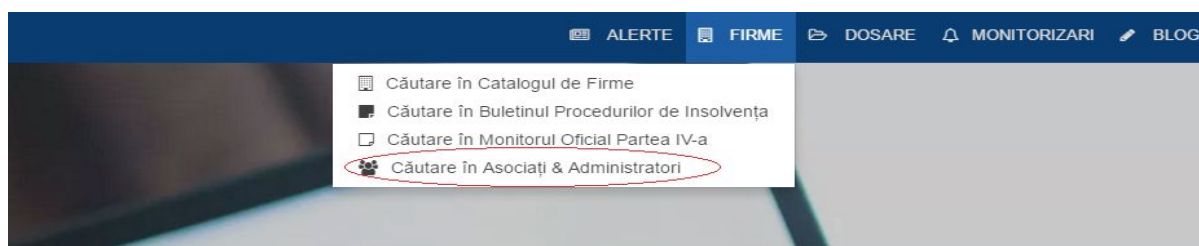
[Vizualizeaza mentiune](#) [Vezi toate mentiunile](#)

Clicking „**Vezi toate mențiunile**” you will open the page where you can see all the mentions published for the company you searched for.

Search in Associates & Administrators

Once logged into your account Termene.ro, you will be taken on the homepage called Dashboard (Tablou de bord).

The top right of the page, you'll find six sections, namely: ALERTS (ALERTE), COMPANIES (COMPANII), COURT FILES (DOSARE), BLOG and your name. Click the „COMPANIES” button and choose „Search in Associates & Administrators.”



In the opened page, you can apply to your search .

You can perform searches by „name”, „Date of birth (DD.MM.YYYY)” , „County or City home”, „Company”.

Cauta Asociati si Administratori din Romania

Nume, Prenume	Data nasterii (ZZ.LL.AAAA)	Judet, Oras de domiciliu	Companie	<input type="text"/>
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You can choose to complete one or more of the search boxes and according to the data you write we will present to you the corresponding results .

If you just completed a person's name, the platform will display the results of all individuals in Romania with that name.

To choose the right data, in the right of every person you will see: „Birthday”, „Address”, „shareholder to ...”, „Administrator at .. ” and the button „View the person” (Vizualizează persoana).

Once you have chosen, click on the blue button „View the person” (Vizualizează persoana).

#	Nume	Data nasterii	Adresa	Actionar la	Administrator la	
1	POPESCU ION	01.03.1951	București, BUCUREȘTI	0 companie	nu este	Vizualizeaza persoana
2	POPESCU ION	20.05.1974	Caraș-Severin, ANINA	0 companie	nu este	Vizualizeaza persoana
3	POPESCU ION	11.08.1956	Argeș, COSTEȘTI	2 companii	0 companie	Vizualizeaza persoana
4	POPESCU ION	22.10.1955	Gorj, Târgu Jiu	4 companii	3 companii	Vizualizeaza persoana
5	POPESCU ION	04.07.1955	Sibiu, SIBIU	0 companie	nu este	Vizualizeaza persoana
6	POPESCU ION	21.12.1956	Argeș, PITESTI	0 companie	0 companie	Vizualizeaza persoana

In the opened page, after pressing the button you will find:
the name, address and date of birth of the person;

POPESCU ION
Gorj, Târgu Jiu
22.10.1955

And the table with companies in which it is a shareholder/associate or administrator;

ASOCIAT SAU ADMINISTRATOR/PERSOANĂ DIN CONDUCERE			
Nume	Funcție	din Județul	Localitatea
● DORKS CREATIVE STUDIO SRL	Acționar și Administrator/Persoană din conducere	Gorj	Târgu Jiu
● EUROMILENIUS SRL	Acționar și Administrator/Persoană din conducere	Gorj	Târgu Jiu
● DRYNK SRL	Actionar	Gorj	Târgu Jiu
● TRANS MILENIUM SRL	Acționar și Administrator/Persoană din conducere	Gorj	Târgu Jiu

** The green dot indicates the status of operation(company is active) and red dot indicates the inactivity of the company.*

** For easier use, you can click on a company name in the table and you'll be directed to page the company.*

Court Files Catalog

After you sign in to your account, you will be redirected to the page called „Dashboard” (Tablou de bord).

In the upper right corner you will find 6 sections such as: Alerts (ALERTE), Companies (Firme), Court files (Dosare), Surveillance (Monitorizări), Blog and your name.



To search for the court file you are interested in click on „Monitorizări” and you will immediately be redirected to the page where you can search for court files.

Dosare în instanța



Write in the search bar the unique number of the specific file. Let's take as an example the file 1016/105/2015.

Pentru dosarul "1016/105/2015" s-au gasit 2 rezultate

1016/105/2015 Judecatoria PLOIESTI 29.01.2016	Obiect: obligatie de a face Stadiu: Fond	<div>Civil</div> <div>Fond</div>
1016/105/2015 Tribunalul PRAHOVA 16.02.2015	Obiect: obligatia de a face Stadiu: Fond	<div>C A F</div> <div>Fond</div>

After your search results appeared, click on the right file number to view its details. You will be redirected to the page wich contains file's details, such as:

I. Title

If you click the button „CLICK AICI PENTRU A SCHIMBA TITLUL” you can change the name of the file. This option is very useful if you want to watch the evolution of a significant number of court files.

DOSAR NR. 1016/105/2015

CLICK AICI PENTRU A SCHIMBA TITLUL

II. General information

- File's number
- Court
- Registration date
- Section
- Matter
- Object
- Stage
- Last change

III. File's parties

PĂRȚI ÎN DOSAR - 3			SINTEZĂ PĂRȚI		
Nume parte	Calitate	Monitorizare	Info. adiționale		
MUNICIPIUL PLOIESTI- PRIN PRIMAR	Reclamant	Adauga la monitorizare	3 267 dosare		
SC FOTBAL CLUB PETROLUL SA	Părât	Detalii firma	128 dosare	21 MO	87 BPI
SC FOTBAL CLUB PETROLUL SA-PRIN ADMINISTRATOR JUDICIAR VIA INSOLV SPRL	Părât	Detalii firma	0 dosare	0 MO	1 BPI

Click on one of the parties you can see more details about it.

If one of the parties is a company, you will be redirected to the page which contains more details about the company. If the other one is an individual, you are able to see all the other court files in which the individual is involved or to supervise it by clicking the button „Adaugă la monitorizare.”

In the same time you can access additional information about the parties.

IV. Court hearings

ȘEDINȚE

i Acest dosar se afla la al 4-lea termen de judecata

In this section you can see what the court established in a specific hearing.

Sedinta din 09.03.2016, ora: 08:30, la completul: MF1
Tip solutie: Amâna pronuntarea
Solutia pe scurt: Pentru a da posibilitatea partilor sa depuna concluzii scrise,amâna pronuntarea, la data de 23.03.2016
Notite: <div>Adauga notita</div>

Furthermore, the option „Notițe” (that you can access after you start following the file by activating the option „monitorizare”). Click the button „Adaugă notiță” and will appear the box below.

Notite:

Salveaza

Inchide

Write in the box the important things and click the button „ Salvează” to save them.

Once you added your notes you can be sure that you will not miss important issues of the hearing.

V. Tasks

This option is available only after you start following the file.

You can enter in this section important tasks that you have to accomplish in connection with the file.

SARCINI

De platit taxa de timbru

🕒 09.04.2016, 10:01 🔔 13.04.2016, 11:01

SMS

E-mail

✓

✎

🗑

+ Adauga

To create a task click the button „Adaugă.”

Adauga sarcina

Titlu

De platit taxa de timbru

Descriere

De platit taxa de timbru

Data sarcina

2016-04-08

📅

Ora sarcina

10:09

🕒

Data reamintire

2016-04-12

📅

Ora reamintire

10:10

🕒

Alerta SMS

DA

Alerta E-mail

DA

Adauga sarcina

After the box above appears you must complete all the fields. Our alerts system will remind you about the task via sms or e-mail.

You can choose to receive the alerts only via sms, only via e-mail or via both options. After that, click on „Adaugă sarcina” to save your task.

VI. Upload documents

DOCUMENTE ATASATE

Nu aveti documente atasate

+ Adauga

To upload important documents from the file you have to start following the file first, then you click the button „Adaugă.”

Adauga Documente

Răsfoiește ...

⚠️ Atentie!

Documentul trebuie sa fie de maxim 8Mb.

Poti incarca doar documentele cu extensia jpg, jpeg, png, gif, pdf, doc, docx, csv.

Denumirea documentului nu trebuie sa contina semne de punctuatie.

Adauga documente

In the box above click the button „Răsfoiește” to select from your computer the document you want to upload. Take into consideration the three conditions below that also appear in the box.

⚠️ Atentie!

Documentul trebuie sa fie de maxim 8Mb.

Poti incarca doar documentele cu extensia jpg, jpeg, png, gif, pdf, doc, docx, csv.

Denumirea documentului nu trebuie sa contina semne de punctuatie.

After you have chosen the document click on „Adaugă documente” to complete the action.

For the documents you uploaded are available for you the following options:

- Download
- Delete

DOCUMENTE ATASATE		
Dosare in instanta.png	01.04.2016	<div>Descarca</div>

VII. File's History



In this section you can see all file's hearings. If you click the button „Adaugă la Monitorizare” you will start following that file's evolution.

Additional Menu

TERMENE.RO Tablou de bord

DOSAR NR. 1016/105/2015 [CLICK AICI PENTRU A SCHIMBA TITLUL](#)

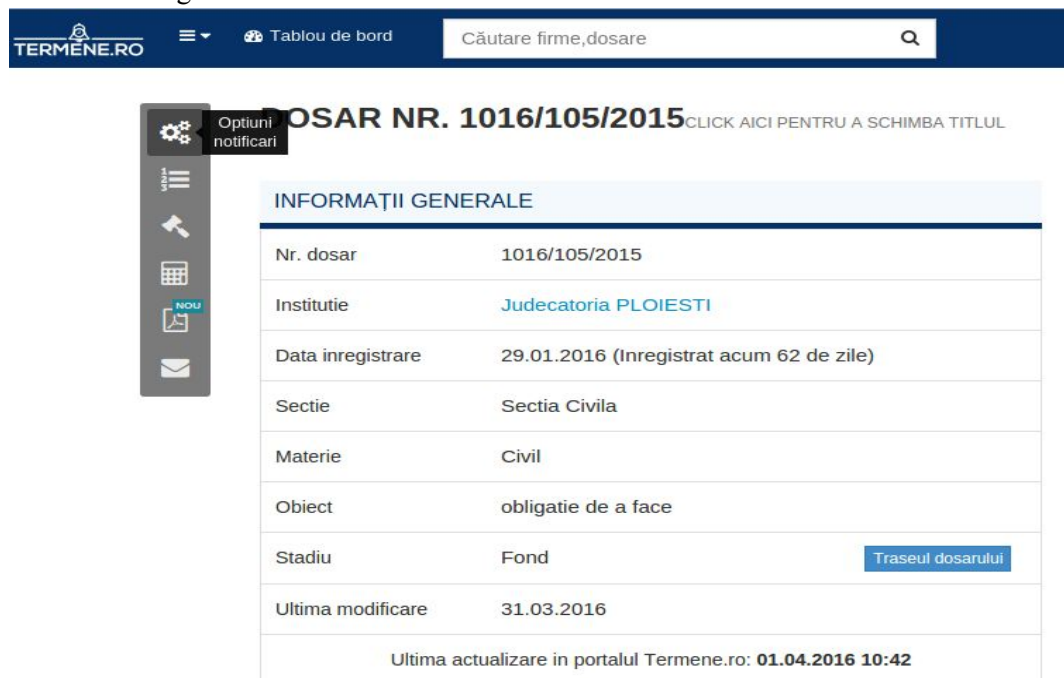
INFORMAȚII GENERALE

Nr. dosar	1016/105/2015
Institutie	Judecatoria PLOIESTI
Data inregistrare	29.01.2016 (Inregistrat acum 62 de zile)
Sectie	Sectia Civila
Materie	Civil
Obiect	obligatie de a face
Stadiu	Fond Traseul dosarului
Ultima modificare	31.03.2016
Ultima actualizare in portalul Termene.ro: 01.04.2016 10:42	

You can find this menu in the left side of the page containing a file's details. Even if you scroll down it will never disappear.

The menu contains the following options:

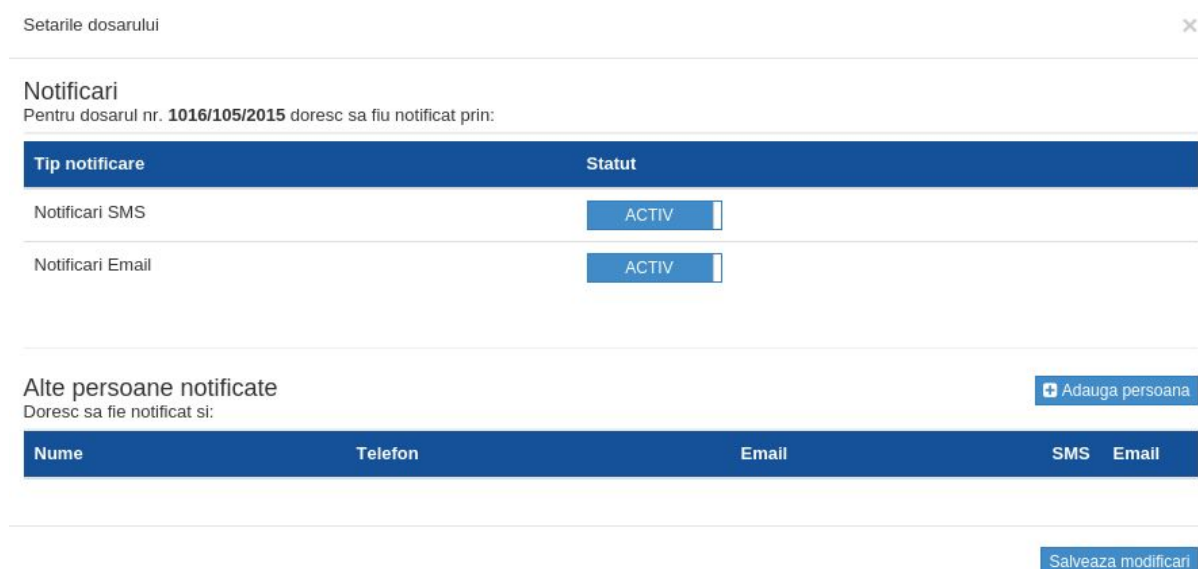
I. Alerts Settings



OSAR NR. 1016/105/2015 CLICK AICI PENTRU A SCHIMBA TITLUL

INFORMAȚII GENERALE	
Nr. dosar	1016/105/2015
Institutie	Judecatoria PLOIESTI
Data inregistrare	29.01.2016 (Inregistrat acum 62 de zile)
Sectie	Sectia Civila
Materie	Civil
Obiect	obligatie de a face
Stadiu	Fond Traseul dosarului
Ultima modificare	31.03.2016
Ultima actualizare in portalul Termene.ro: 01.04.2016 10:42	

This option allows you to set the way you want to receive the alerts for the court file you follow. Click on „Opțiuni notificări” and will appear the box below.



Setarile dosarului

Notificari
Pentru dosarul nr. **1016/105/2015** doresc sa fiu notificat prin:

Tip notificare	Statut
Notificari SMS	ACTIV
Notificari Email	ACTIV

Alte persoane notifycate [+ Adauga persoana](#)
Doresc sa fie notificat si:

Nume	Telefon	Email	SMS	Email
------	---------	-------	-----	-------

[Salveaza modificari](#)

In this box you can chose how to receive the alerts, via sms or via e-mail. Moreover, you can also another person to receive the same alerts as you for the court file.

Click „Adaugă persoană” complete the fields that appear and select the way you want the person you added to receive alerts. Then click on „Salvează modificări” to save your actions.

Doresc sa fie notificat si:

Nume	Telefon	Email	SMS	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="NU"/>	<input type="button" value="NU"/> <input type="button" value="X"/>

Tablou de bord

Căutare firme, dosare

Sarcini cu alerta

DOSAR NR. 1016/105/2015

CLICK AICI PENTRU A SCHIMBA TITLUL

INFORMAȚII GENERALE

Nr. dosar	1016/105/2015
Institutie	Judecatoria PLOIESTI
Data inregistrare	29.01.2016 (Inregistrat acum 62 de zile)
Sectie	Sectia Civila
Materie	Civil
Obiect	obligatie de a face
Stadiu	Fond
Ultima modificare	31.03.2016

Traseul dosarului

Ultima actualizare in portalul Termene.ro: 01.04.2016 10:42

Click on
alerte” and
the box

„Sarcini cu
will appear
below.

Sarcini		
De platit taxa de timbru	<p>🕒 09.04.2016, 10:01</p> <p>🔔 13.04.2016, 11:01</p>	<p>📱 SMS 📧 E-mail</p> <p>✅ ✎ 🗑</p>

Here you can see all the tasks you already added. You are able to mark them as complete, to edit or delete them. You can also add new tasks.

How to add a task is already explained in **Tasks** section.

22

5 [CLICK AICI PENTRU A SCHIMBA TITLUL](#)

INFORMATII GENERALE

Calculator
taxa
timbru

Click on „Calculator taxă de timbru” and will appear the box below.

×

i Programul calculeaza taxa judiciara de timbru conform OUG nr. 80/2013 art. 3 alin. 1, art. 23 (apel) si art. 24 (recurs)

Calculator taxa judiciara de timbru

(valabil doar pentru actiuni si cereri evaluabile in bani).

Valuare pretentii	Introduceti valoare	Ron
-------------------	---------------------	-----

Prima instanta Taxa judiciara de timbru: **Ron**

Recurs Taxa judiciara de timbru: **Ron**

Apel	Taxa judiciara de timbru: Ron
------	--------------------------------------

Enter the value and the system will calculate the stamp tax.

IV. Download PDF report

TERMENE.RO Tablou de bord Căutare firme,dosare

DOSAR NR. 1016/105/2015

CLICK AICI PENTRU A SCHIMBA TITLUL

INFORMAȚII GENERALE

Nr. dosar	1016/105/2015
Institutie	Judecatoria PLOIESTI
Data inregistrare	29.01.2016 (Inregistrat acum 62 de zile)
Sectie	Sectia Civila
Materie	Civil
Obiect	obligatie de a face
Stadiu	Fond Traseul dosarului
Ultima modificare	31.03.2016

Ultima actualizare in portalul Termene.ro: **01.04.2016 09:28**

Click on the button „Descarcă raport PDF” to download the full report of the file.

Raportul solicitat a fost generat. Iti multumim pentru alegerea facuta!

[Descarca raportul](#) [Am inteles](#)

When the message above appears, click on „Descarcă raport” to download the report. It will also be sent on your e-mail.

V. Send the information by e-mail

DOSAR NR. 1016/105/2015
CLICK AICI PENTRU A SCHIMBA TITLUL

INFORMAȚII GENERALE

Nr. dosar	1016/105/2015	
Institutie	Judecatoria PLOIESTI	
Data inregistrare	29.01.2016 (Inregistrat acum 62 de zile)	
Sectie	Sectia Civila	
Materie	Civil	
Obiect	obligatie de a face	
Stadiu	Fond	Traseul dosarului
Ultima modificare	31.03.2016	
Ultima actualizare in portalul Termene.ro: 01.04.2016 10:42		

Click on „Trimite informațiile dosarului pe e-mail” and will open the window below.

Trimite email

Complete all the fields and then click „Trimite e-mail.” You will receive on your e-mail adress all the information about the file.

Court files surveillance

If you want to follow the evolution of a court file you have to enable the surveillance option by clicking the button „Adauga acest dosar la monitorizare.” You can find this button on the page containing file's details.



Once you start following a court file our system will alert you via sms or e-mail whenever:

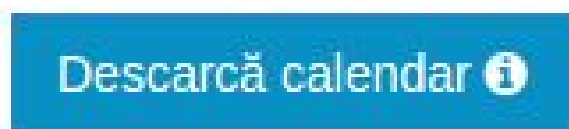
- a new hearing is established
- a solution is pronounced
- there is an appeal
- a file is reopened

Furthermore, you have access to all those functionalities mentioned in the chapter **Court files Catalogue** (notes, tasks, documents upload) but also you will have access to the **Legal Calendar**.

The screenshot shows the 'Legal Calendar' interface. At the top, there's a navigation bar with 'Tablou de bord', a search bar, and links for 'ALERTE (23)', 'FIRME', 'DOSARE', 'MONITORIZARI', and 'BLOG'. Below this, there are buttons for 'Descarcă calendar', 'Descarcă calendar in format ics', and 'Integrare calendar'. To the right, there are tabs for 'luna', 'saptamana', and 'zi'. The main part of the interface is a calendar grid for February 2016. The days of the week are listed at the top: Luni, Marti, Miercuri, Joi, Vineri, Sambata, and Duminica. The calendar shows several hearings scheduled for different dates, each with a time slot and a case reference. For example, on February 5th (Friday), there is a hearing at 8:30 for case 28659/301/2015 at JUD. SECTORUL 3 BUCURESTI. On February 10th (Wednesday), there is a hearing at 8:30 for case 6511/202/2015 at JUD. CALARASI. On February 15th (Monday), there is a hearing at 9:00 for case 5564/315/2015 at JUD. TARGOVISTE. On February 18th (Thursday), there is a hearing at 8:30 for case 1091/94/2016 at JUD. BUCURESTI. On February 19th (Friday), there is a hearing at 8:30 for case 5607/118/2015 at TB. CONSTANTA. On February 21st (Sunday), there is a hearing at 9:00 for case 308/231/2016 at TB. VRANCEA.

In the Legal Calendar you can see all the hearings the court established for the files you follow, but also the tasks you added for every file. You can have a daily, weekly or monthly image of all these information. The calendar can be found in the Dashboard right after you sign in.

You can also download the calendar by clicking the button „Descarcă calendar.”





Then will appear the box below.

Descarcă Calendarul

! Selectează mai jos formatul dorit pentru descărcarea calendarului și perioada de timp pentru care vrei să vezi termenele de judecată.

Format XLS ☐

Format PDF ☒

De la  Pana la 

Descarcă

Here
can

Renunta

you

select the format in which you want to download the calendar, XLS or PDF and the period for which you want to see the hearings. Then click „Descarcă” to download the calendar.

It can also be integrated with any calendar application (Outlook, Google Calendar, other). Just click the button „Integrare calendar.”

Integrare calendar

After that a link will appear.

 **Copiaza linkul**

<https://termene.ro/calendar/export.php?id=edf58939>

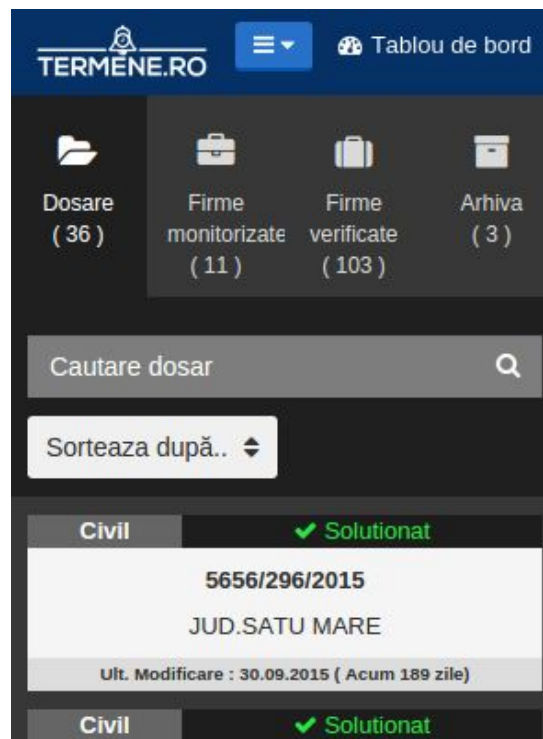
You have to copy the link by clicking “Copiază linkul” and paste it in the application you use.

If you click on „Descarcă calendar în format ics” will download in your computer a document you have to copy in the application you use in order to have a complete image of that file's hearings, available only for the moment you download the document.

If you click this icon
that you can find in



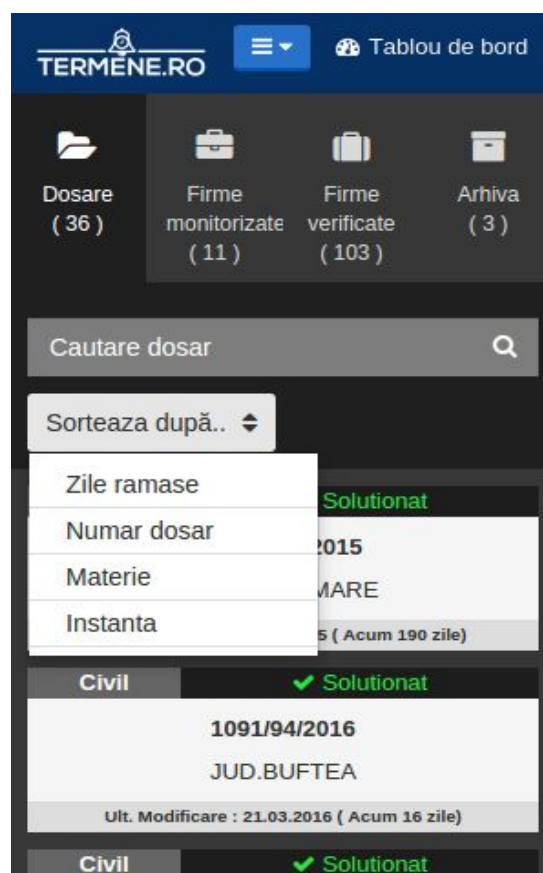
upper left right next to
Termene.ro logo, it will appear the menu below.



Using this menu you will
you follow or you sent to
the companies you
following.

find easier all the files
the archive, but also all
searched or started

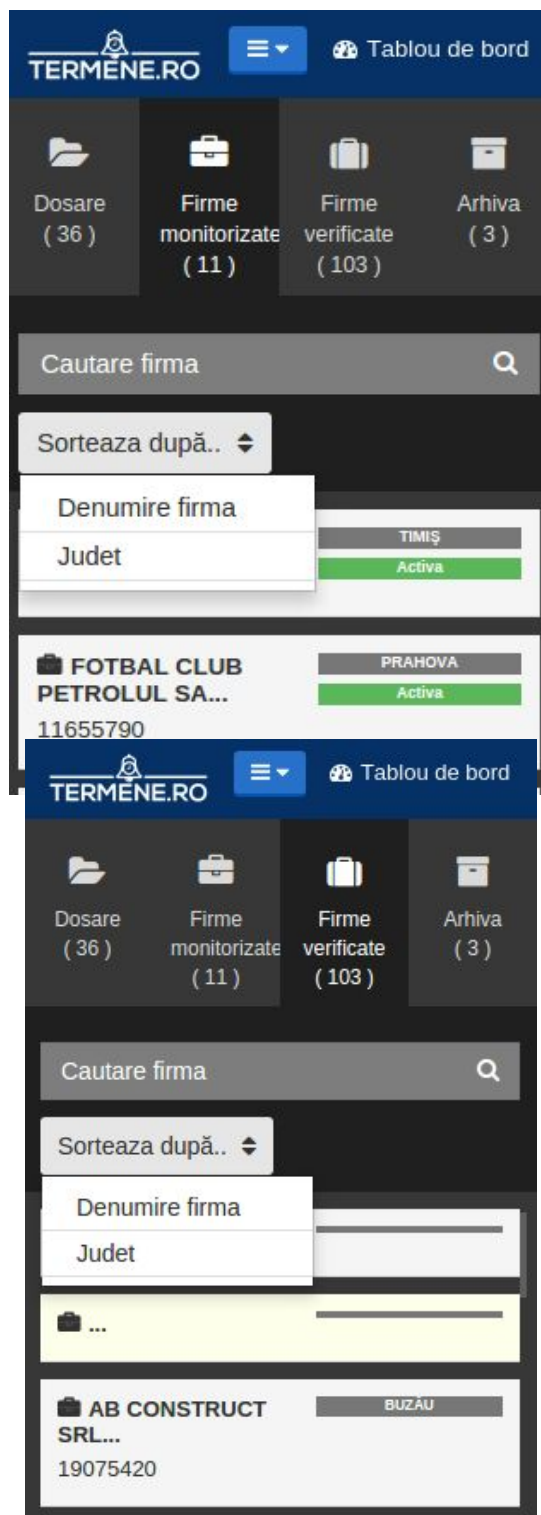
Click on the button „Dosare” and will appear to you all the files you are following. Then click on
„Sortează după” to sort the files by: Days left until the next hearing, Number, Matter or Court.



If you click on „Firme monitorizate” you will see all the companies you follow.

If you follow many
opportunity to sort them

To see all the companies
„Firme verificate.”



companies you have the
by Name and County.
you searched for click on

As in the case of the companies you follow you can also sort the companies you searched for by Name and County.

If a case has been closed you can archive the file. Click on the button „Arhivă” to see all archived files.

**This option is available only for closed cases.*



It is easier to find archived files if you click „Sortează după” and sort them by Title, Number, Matter or Court.

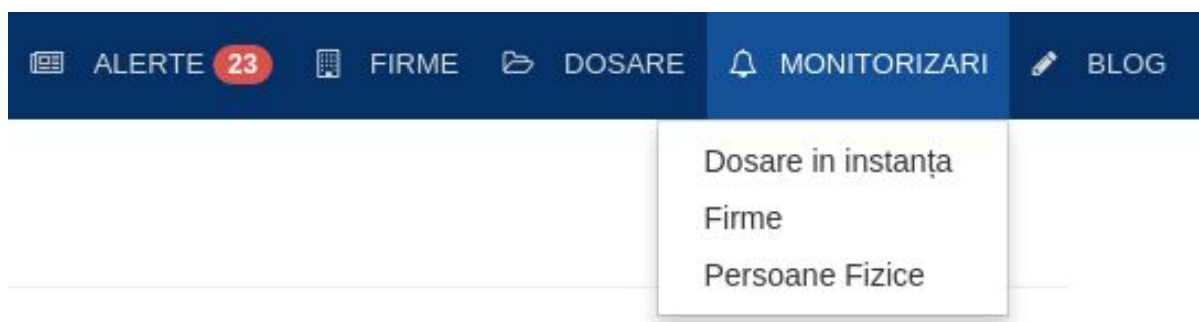
files if you click „Sortează Title, Number, Matter or

If you want to see all the click on the button „MONITORIZĂRI.”

files you are following



Then select „Dosare de instanță.”



You will be redirected to the page containing all the files you are following.

Tablou de bord

Căutare firme,dosare

ALERTE 23

FIRME

DOSARE

MONITORIZARI

BLOG

Dosare monitorizate

Nume

Zile

Nr. Dosar

Materie

Instanta

Cauta

<div>Test</div> <div>5680/2/2014</div> <div>ICCJ</div>	<div>Obiect: anulare act administrativ</div> <div>Stadiu: Recurs</div>	<div>C A F</div> <div>Fara termen</div>	<div>Elimina de la monitorizare</div>
<div>826/255/2015</div> <div>JUD.MARGHITA</div>	<div>Obiect: conducerea unui vehicul fara permis de conducere (...)</div> <div>Stadiu: Fond</div>	<div>Penal</div> <div>Solutionat</div>	<div>Elimina de la monitorizare</div> <div>sau</div> <div>Arhiveaza dosar</div>
<div>Dosar</div> <div>47382/301/2014</div> <div>TB.Bucuresti</div>	<div>Obiect: contestatie la executare</div> <div>Stadiu: Apel</div>	<div>Civil</div> <div>Solutionat</div>	<div>Elimina de la monitorizare</div> <div>sau</div> <div>Arhiveaza dosar</div>

You can look effectively for the file you need by using the following filters:

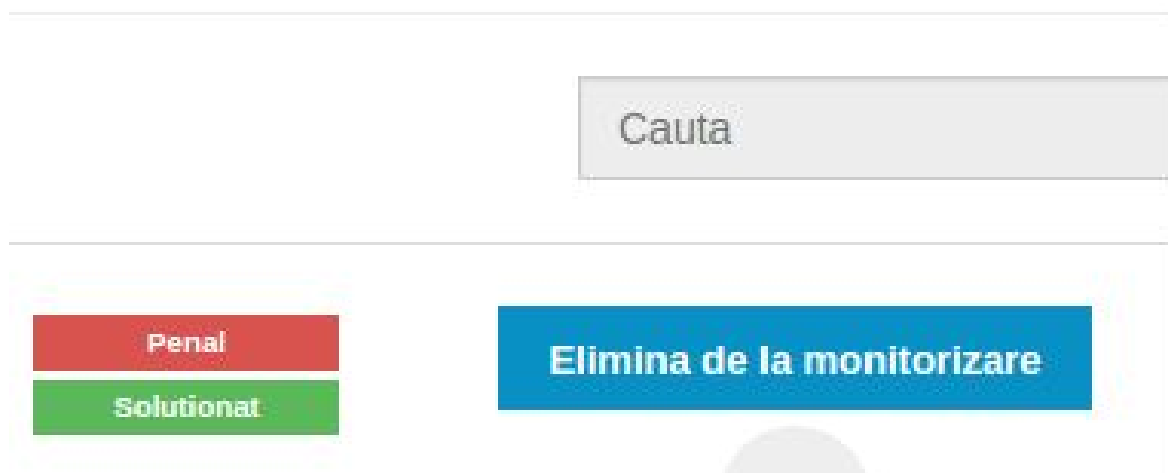
- Name
- Days left until the next hearings
- Number
- Matter
- Court

In this page you can also find some useful option, such as:

- Search for the file you need – write in the search bar the title of the file or the number.

Cauta

- Stop following a file – click on „Elimină de la monitorizare” if you want to stop following a file.



- Archive a file – this option is available only for closed cases. To archive a file click on „Arhivează dosar.”

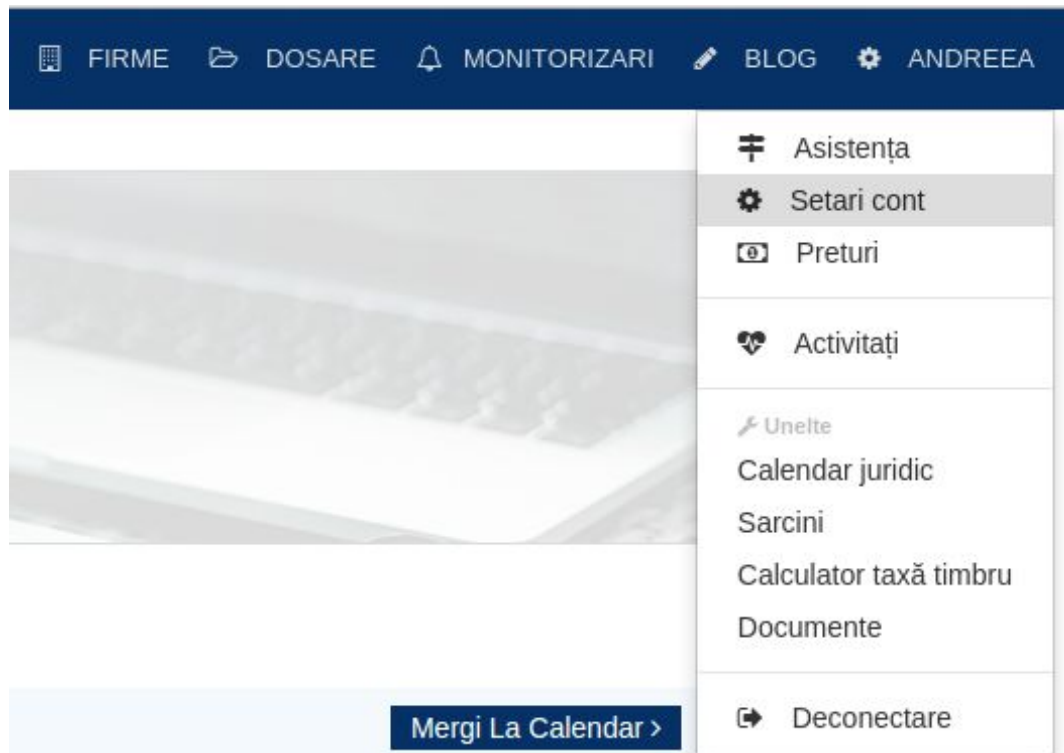


Account settings

You can find the page **Account settings** („Setări cont”) in the upper right corner after you click on your name. In the menu that appears you can select more options such as:

- Assistance – here you can find all the answers about how the website works
- Prices – here you can find the types of membership we offer in order to access our services
- Activities – you can see every activity you did on the website
- Legal calendar
- Tasks
- Stamp tax calculator

- Documents
- Sign out



As the name of this page suggests **Account settings** („Setări cont”) you can do some setting according to your preferences.

In this page you will find the following sections:

I. General information

INFORMATII GENERALE

Nume:

Prenume:

Email:

Telefon:

Adresa:

Oras:

Judet:

Salveaza modificarile

Schimba parola

In this section you can change your account information. If you want to change your phone number or e-mail adress, when you add the new information you will receive a validation code via sms on the new phone numberand via e-mail on the new e-mail adress.

Enter the code for the validation then click on „Salvează modificările” to save changes.

If you want to change the password click on „Schimbă parola.” Then it will appear the box below.

Pentru a schimba parola urmariti pasii de mai jos:

Pas 1: Apasati butonul de mai jos pentru a trimite codul necesar recuperarea parolei

Trimite cod pt schimbare parola

Pas 2: Veti primi pe telefon, prin SMS, un cod de validare pentru schimbarea parolei, va rugam sa introduceti codul in casuta de mai jos

Cod de validare

Cod de validare

Pas 3: Scrieti parola noua

Parola noua

Parola

Reintroduce parola

Reintroduce parola

Inchide

Schimba parola

Follow the steps described in the box then click „ Schimbă parola” to save your changes.

II. Account status

This section contains your license type and its availability, but also a complete image of all the actions you did on the website.

STATUS CONT

Tip licenta: Bine ai venit!

Valabilitate până la data de **05.04.2016**

Dosare monitorizate 0/20

0%

Dosare vizualizate 0/1500

0%

Societati monitorizate 0/0

0%

Societati vizualizate 0/1

0%

Persoane fizice monitorizate 0/20

0%

Persoane auxiliare 0/1

0%

Documente 0/5

0%

Sarcini 0/5

0%

III. Alerts Settings

SETARI NOTIFICARI IMPLICITE

Tip notificare	Activ/Inactiv	Mod livrare	Ora livrare
Notificare sedinta in avans ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SMS <input type="checkbox"/> E-mail	Ora <input type="text" value="8"/> <input type="text" value="0"/> Cu cate zile in avans <input type="text" value="3"/>
Notificare sedintele zilei curente ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SMS <input type="checkbox"/> E-mail	Ora <input type="text" value="8"/> <input type="text" value="0"/>
Notificare solutii ⓘ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SMS <input checked="" type="checkbox"/> E-mail	Solutiile sunt trimise imediat ce intra in sistemul nostru

Salveaza modificarile

In the box above you can set how to receive the alerts for court files.

Select the type of alerts you want to receive, how to receive them (sms or e-mail), the what time you want to receive the alerts.

Regarding in advanced alerts for the hearings you can set with how many days in advanced you want to receive alerts, between 1 and 10 days.

After all settings are done click „Salvează modificările” to save your settings.

IV. Other people alerted

Global alerted persons are those who receive alerts for all the court files you are following.

ALTE PERSOANE NOTIFICATE				
Persoane notificate global				
Nume	Categorie notificari	Telefon	Email	Optiuni
+ Adauga				

Click on „Adauga” to add a person. It will appear the box below.

Adauga persoana ×

Info
Persoanele adaugate din setari cont sunt definite ca si persoane globale. Acestea vor primi notificari pentru toate dosarele monitorizate de catre dvs.

Nume

Telefon

Email

Notificari

SMS

DA

Email

DA

Renunt

Adauga persoana

Enter the information of the person who is going to receive alerts, choose how to receive alerts (sms or e-mail) and click „Adauga persoana” to save.

Persoane notificate individual			
Nume	Telefon	Email	Optiuni

In the table above you can see all the persons you added as persons individually alerted, action that you can do in the page containing a file's details. A person individually alerted will receive alerts only for one specific court file you are following.

V. Invoices

FACTURI				
Facturi emise				
Factura	Total	Data	Statut	Descarca
Facturi proforme				
Factura	Total	Data	Statut	Descarca

In this section you can see all the invoices sent to you with the posibilit of downloading them.