

Stage of request	Type of document
Initial	Initial request (automatic form or e-mail/letter)
Initial	Acknowledgment of receipt (automatic form or e-mail/letter)
Initial	Request for postal address and reply (if applicable)
Initial	Request for clarifications and reply (if applicable)
Initial	Correspondance concerning a fair solution and reply (if applicable)
Initial	Consultation MS/3rd party and reply (if applicable)
Initial	Consultation of the Commission by a MS/referral of a MS to the Commission (art. 5) and reply (ONLY IN ARES) (if applicable)
Initial	De-classification requests of classified documents and reply/agreement of the originating authority (if applicable)
Initial	Other correspondence with and from the applicant or other EXTERNAL PARTIES (if applicable)
Initial	1st holding reply
Initial	2nd holding reply
Initial	Initial reply
Confirmatory	Confirmatory request (e-mail/letter)
Confirmatory	Acknowledgment of receipt (e-mail/letter)
Confirmatory	Request for contribution to line DG and reply of the DG with ORIGINAL DOCS IN pdf ZIP(by AresLook)
Confirmatory	Correspondance concerning a fair solution and reply (if applicable)
Confirmatory	Consultation MS/3rd party and reply (if applicable)
Confirmatory	Consultation of the Commission by a MS/referral of a MS to the Commission (art. 5) and reply (ONLY IN ARES) (if applicable)
Confirmatory	De-classification requests of classified documents and reply/agreement of the originating authority (if applicable)
Confirmatory	1st holding reply
Confirmatory	2nd holding reply
Confirmatory	Note on non-existence of documents sent by line DG (registration in ARES by line DG) (if applicable)
Confirmatory	Consultation of the line DG on a FINAL draft decision and MARKED documents and FINAL position of the DG
Confirmatory	Consultation Legal Service on a FINAL draft decision and FINAL agreement by the LS
Confirmatory	Consultation of the Cabinet and/or hierarchy on the confirmatory decision in sensitive cases and FINAL reply by the Cabinet and/or hierarchy
Confirmatory	Overruling letter to the third party/MS and reply (if applicable)
Confirmatory	Confirmatory reply
Confirmatory	Other correspondence with and from the applicant or other EXTERNAL PARTIES (if applicable)
Review	Contributions of SG.B4 to a Court procedure or an Ombudsman case (if applicable)
Review	Further correspondance with the applicant executing a judgment or Ombudsman decision (if applicable)