

PRACTICE DIRECTION
ON FILING OF
APPLICATIONS AND REPLIES

Adopted on 27 April 2012
Revised on 1 July 2014 and 20 October 2021
Revised on 18 December 2024, effective 1 January 2025

Extension of time limits

9. The applicant may, by motion supported by a declaration of relevant facts, seek an order from ~~The~~ Tribunal extending the time prescribed in the rules for the filing of applications. If such a motion is submitted after the expiration of the prescribed time, an extension shall not be ordered unless the circumstances are exceptional. For further information, refer to the Practice Direction on motions and responses thereto.

Method of filing (Amended effective 1 July 2014)

eFiling portal

10. All applications shall be submitted electronically through the eFiling portal unless the filing party does not have access to it.

Email

11. If the filing party does not have access to the eFiling portal, the filing may be made by email. Documents and material should be filed with the Registry by electronic means and in PDF format. Electronic files should not be sent in compressed or archived form (for example, ZIP files should be avoided). All emails to a Registry, including those transmitting submissions from the parties, must include the case number and the last name of the applicant in the subject line of the email communication. The size of each email sent to the Registry should not exceed 7 megabytes in order to avoid delivery failure. All emails to a Registry are to be addressed to the Registry's email account. All communications with a Registry are to be copied to the other party, unless a party seeks to make an ex parte filing.

Hand or post

12. Filing by hand or post may be done if electronic means are not available. In the event it is done by mail, the date of submission will be the date on the post mark. If the filing is hand delivered, the date of submission will be that of the hand delivery at the respective Registry.

UNITED NATIONS DISPUTE TRIBUNAL
PRACTICE DIRECTION NO. 4
FILING OF APPLICATIONS AND

18. If appropriate for the timely delivery of judgments, the Dispute Tribunal President may transfer one or more cases from the original registry to another registry.

Reply to application

(Modified effective 1 January 2022 and amended 1 January 2025)

19. Replies to applications are to be submitted using the respective form posted on the website of the Dispute Tribunal (<https://www.un.org/en/internaljustice/undt>); it may also be obtained by writing to one of the Registries (undt.geneva@unog.ch, undt.nairobi@unon.org, undt.newyork@un.org). The reply is to be filed by the respondent in the Registry where the application was filed within 30 calendar days of the date of receipt of the application.
20. The reply should not exceed 10 pages, font Times New Roman, font size 12, line spacing of 1.5 lines. The cover page and the page containing the list of annexes and signatures shall not be included in counting the number of pages.
21. The respective Registrar will transmit a copy of it to the applicant in accordance with art. 10 of the Rules of Procedure of the Tribunal.

Annexes

(Created effective 1 January 2025)

22. Annexes are to be used for submitting evidence for consideration by the Dispute Tribunal. As such they should consist of pre-existing documents, files, and items such as photographs and videos.
23. Annexes are not to be used to submit additional argument or facts that could not be included in the motion or response.
