

# **UNITED NATIONS DISPUTE TRIBUNAL**

## **GUIDELINES ON THE FILING OF SUBMISSIONS THROUGH THE EFILING PORTAL**

approved at the meeting of the Registrars  
on 30 August 2012





Dispute Tribunal. All written submissions to the Dispute Tribunal should be filed through the eFiling portal, unless not technically possible.

**B. Electronic file format**

7. To the extent feasible all submissions must be in text searchable portable document format (“PDF”). PDF files can be created either by directly converting Word files into PDF (preferred method)<sup>1</sup> or, alternatively, by scanning hard-copy documents into PDF format and then making them full text searchable.<sup>2</sup>

10. File names should not contain any non-Latin characters, accented letters (e.g., è, é, à), apostrophes, or dashes (m-dash: “—”; n-dash: “-”).
11. The Registry may rename files when appropriate.

**D. Annexes**

12. Preferably, annexes should be scanned and uploaded

submission be treated as an *ex parte* filing or that the filing be made under seal.

16.

- a. Firstly, the top right corner of the first page of the submission should include the words “EX PARTE” or “UNDER SEAL” in capital letters.
- b. Secondly, the file name should contain the words “EX PARTE” or “UNDER SEAL” at the beginning of the file name.

For example:

EX PARTE Applicant submission in response to Order  
No. 171.pdf

- c. The reasons for filing on an *ex parte* basis or under seal must be specified in the submission and in the relevant field in the eFiling portal.

#### **F. Filing of applications with multiple applicants**

22. An application with multiple applicants should be filed only if: (a) the applicants are making identical legal submissions; (b) seek to contest the same decision; (c) seek to rely on the same documents; and (d) are represented by the same legal representative. Should any applicant seek to make legal submissions or rely on documents that are different from those of the main group, a separate application should be filed. Similarly, should any applicant be represented by a separate legal representative, a separate application should be filed.

23. When filing applications with multiple applicants, please use the applicable forms prescribed by the Tribunal (for instance, UNDT/F.1E) to prepare one single application for all applicants. Include on the cover page of the application the last name of the lead applicant, adding “et al.” to indicate that there are other applicants (for example, “Adams et al.”).

24. When filing documents through the eFiling portal, the electronic entry of personal and employment information in the eFiling portal should be made for the lead applicant only. The personal information of the other co-applicants (sections I–VI of Form UNDT/F.1E) should be included in the application as a single consolidated annex to the application. In addition, for each applicant, please also

include, if any, a copy of the signed authorization for the legal representative as a single consolidated annex.

25. As an annex to the application, there should be a table listing all applicants, identifying: (i) each applicant's first name, (ii) each applicant's last name, (iii) each applicant's UN index number, (iv) date when each applicant was informed of the contested decision, (iv) date when each applicant requested management evaluation, and (v) date when each applicant was informed of the outcome of management evaluation.