

# Court Case Management System

# How To File a New Case (E-Filer)

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## 1.1 Creating New UNDT Application

After logging in to the CCMS application, the E-filer can create a UNDT Application by using given steps

Click on "Create a New UNDT Application" button on dashboard

Court Case Management System	English   Français Select Role Efiler > Sonali gmail
Dashboard	O CREATE A NEW UNDT APPLICATION O CREATE A NEW UNAT APPEAL
ser will be navigate to screen to choose type of Appli ling type of application.	icant from the given options along with the
FILE A NEW UN DISPUTE TRIBUN	AL
Who is filing this application? *	
I am the staff member/former staff member contesting an administ	rative decision
O I am the beneficiary or successor to an incapacitated or deceased st	taff member
<ul> <li>I represent the staff member (e.g. legal counsel, volunteer staff mem counsel)</li> </ul>	nber, volunteer
	nber, volunteer

User will have to Select details from given options and choose Filing type from Dropdown options and Press Continue to proceed further.

User will be navigated to Application form that is required to complete the process of filing the UN Dispute Application.



#### Number of Mandatory fields required

Questions answered: 0 / 39	UN Dispute Tribunal Re You are filing the form as the representative			er from the UN Dispu	te Tribunal for the Application	on the Merits	filing
Employment Status     Contesting Decision Entity	type	>					SAVE AS DRAFT
Applicant's Contact Details     Legal Representative	Gender *						SUBMIT
Upload Documents     Confirmation	First name *		Middle name Middle name		Last name *		
	Diste of birth * Date of birth	Ħ	Nationality * Nationality	•	Index number Index number		

Application is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

Floating Buttons allows user to take quick action to save draft or submit the form. User can also discard the form by using Cancel option from there.

**Applicant's Information**: This section include details about applicant's personal information such as Name, Age, Gender, etc.

Questions answered: 0 / 39	UN Dispute Tribunal Request Form You are filing the form as the representative of the staff member/former staff member from the UN Dispute Tribunal for the Application on the Merita filing						
C Employment Status	type 🧭			<b>e</b>			
Contesting Decision Entity	APPLICANT'S INFORMATION			SAVE AS DRAFT			
Applicant's Contact Details	Gender *			$\odot$			
<ul> <li>Legal Representative</li> </ul>	O Male O Female			SUBMIT			
Upload Documents	First name *	Middle name	Last name *	×			
Confirmation	First name	Middle name	Last name	CANCEL			
	Date of birth *	Nationality *	Index number				
	Date of birth	Nationality	▼ Index number				

**Employment Status:** Applicant has to provide details of their Employment in this section using predefined fields and Values from the dropdown.

Questions answered: 0 / 39		🗈 EMPLOYMENT STATUS 📀					~
<ul> <li>Applicant's Information</li> </ul>							_
C Employment Status		Type of appointment * Type of appointment	•	Grade *	•	Level *	-
Contesting Decision Entity							SAVE AS DRAFT
Applicant's Contact Details	0	Step *		Region of the duty station *		UN entity of employment *	$\bigcirc$
<ul> <li>Legal Representative</li> </ul>		Step	•	Region of the duty station	•	UN entity of employment	SUBMIT
Vpload Documents		Office of employment *					×
Confirmation		Office of employment	-				CANCEL



**Contesting Decision Entity:** User will have to select UN entity and office value from the dropdown options.

Questions answered: 0 / 39	Office of employment *	
	Office of employment	
Applicant's Information		
Employment Status		-
Contesting Decision Entity	CONTESTING DECISION ENTITY 📀	SAVE AS DRAFT
Applicant's Contact Details	UN entity that made the contesting decision * Office that made the contesting decision *	$\bigcirc$
<ul> <li>Legal Representative</li> </ul>	UN entity that made the contesting decision	SUBMIT
Upload Documents		×
Confirmation	© APPLICANT'S CONTACT DETAILS ⊘	CANCEL

**Applicants Contact Details:** This section will contain Contact information of the applicant such as Mailing Address, email ID, Phone details etc.

Questions answered: 0 / 39		© APPLICANT'S CONTACT DE	TAILS 📀		~
<ul> <li>Applicant's Information</li> </ul>					
C Employment Status		Mailing address *			-
Contesting Decision Entity					SAVE AS DRAFT
Applicant's Contact Details	•	E-mail address *	Fax	Home phone	$\odot$
Cegal Representative		E-mail address	Fax	Home phone	SUBMIT
Vpload Documents		Work phone	Cellular (mobile) phone *		×
Confirmation		Work phone	Cellular (mobile) phone		CANCEL

**Legal Representative:** Details of Legal representative is required by applicant here along with the details of Jurisdiction details of counsel.

If the applicant is represented by OSLA counsel, they also have to select the OSLA Branch on the form.

Applicant can fill details of multiple counsel Information in the form.

Questions answered: 0 / 39	‡ LEGAL REPRESENTATIVE		~
<ul> <li>Applicant's Information</li> </ul>	Representation *		
<ul> <li>Employment Status</li> </ul>	Representation		-
Contesting Decision Entity			
<ul> <li>Applicant's Contact Details</li> </ul>	National jurisdiction in which the counsel is authorized to practice		SAVE AS
<ul> <li>Legal Representative</li> </ul>	National jurisdiction in which the counsel is authorized to practice		DRAFT
Upload Documents			$\odot$
Confirmation	E Counsel 1 Information		SUBMIT
	First name of counsel	Last name of counsel	×
	First name of counsel	Last name of counsel	CANCEL
	Mailing address Mailing address		
	E-mail address	Work phone	
	E-mail address	Work phone	
	Fax	Cellular (mobile) phone	
	Fax	Cellular (mobile) phone	



**Upload Document:** Efiler is supposed to provide supporting document for verification of his case.

Documents should be uploaded in various category such as Main Document, Copy of Contested Decision etc.

To upload the document(s) user can use Browse functionality or Drag and Drop functionality.

Multiple file(s) can be uploaded at a same time using both functionalities (Drag and Drop/Browse)



There are certain restrictions on file upload. User cannot upload files with certain extensions like exe, ps1 etc. A single file cannot be more than 1.2 GB. In any of the above scenario, user will be notified of upload failure.

It is recommended to use Drag and Drop feature for files larger than 100 MB



# UPLOAD DOCUMENTS 📀

A File names can't contain the following characters: & " ? <> # {}  $\% \sim | / \$ . File names can't end with a dot. A Drag and Drop is recommended for files larger than 100 MB

#### User has to select document confidentiality by selecting values from dropdown in given column.

Questions answered: 0 / 39	UPLOAD DOCUMENTS 🥥				~
Applicant's Information	1. Main Document (Application) *				
C Employment Status		1 Drag and Drop files or Bro	owse files		
Contesting Decision Entity					SAVE AS DRAFT
Applicant's Contact Details					-
Legal Representative	📑 File Name	Document Confidentiality	🖹 Reason	E Action	
Upload Documents	Application form.png	Standard	•	ŵ	SODIMIT
Confirmation	2. Annex: Authorization of Legal Representat	tve			×
	2. Allies, Autonization of Legal Representa-	Standard			CANCEL
		Ex-Parte Under Seal	se files		
			****		

If User set document Confidentiality as Ex-Parte, it is mandatory to fill in the Reason field.

Confidentiality		Reason	Æ Action
Ex-Parte	•		ŵ

[<u>Please note</u>: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to case. If the Registry rejects the claim, the document will be marked as Standard and will be available to both Applicant and Respondent.]

The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.

File Name	Confidentiality	Reason	Æ Action
View Application.png	Ex-Parte 🗸	▲ This field is required	Ŵ



**Confirmation:** Under this section user will have to certify the authenticity by checking the checkbox and submit the form.

Questions answered: 1 / 39		
Applicant's Information	6. Annexes to the application	
<ul> <li>Employment Status</li> </ul>	🖞 Drag and Drop files or Browse files	-
<ul> <li>Contesting Decision Entity</li> </ul>		SAVE AS
<ul> <li>Applicant's Contact Details</li> </ul>		
Legal Representative		SUBMIT
Upload Documents		
Confirmation		×
	I hereby certify that, to the best of my knowledge, the information provided in this application form is true, accurate and complete and that all copies submitted to the Dispute Tribunal are true copies of the original documents.	

Upon Submitting user will get confirmation message.

Success		
Your UN Dispute Tribunal (UNDT) application has been submitted successfully		
ОК		

If not user can choose option to save partially complete application form by clicking on "Save as draft" button.

Court Case	Management System		English   Français Select Role Efiler © (UTC) Dublin, Edinburgh, Lisbon, London	sonali.gmail
Questions answered: 0 / 39	UN Dispute Tribunal Reque You are filing the form as the staff member / forme		ision from the UN Dispute Tribunal for the Application on the Merits filing	ype 🧭
C Employment Status	APPLICANT'S INFORMATION			
Contesting Decision Entity     Applicant's Contact Details	Gender *			SAVE AS DRAFT
Legal Representative				SUBMIT
Upload Documents     Confirmation	First name * First name	Middle name Middle name	Last name *	×
	Date of birth *	Nationality *	Index number	CANCEL
	Date of birth	Nationality	Index number	
	🖹 EMPLOYMENT STATUS 🥑			~
	Type of appointment *	Grade *	Level *	
	Type of appointment	- Grade	- Level	- U



User can access the partially saved Application from Draft section form the dashboard. User has to select on Draft option from the dashboard.

화 UN DISPU	JTE TRIBUNAL			~
🔒 Cases				
🔿 Case 💽	Draft		Showing 10 🗢 entries	Q Type here to search
🖹 Ref No 🖕	, 💄 Name 🔶	皆 Filing Type	¢	/Ξ Action
508	Tester, Sonali	Application on the Merits		
491	3123, document test	Application for Suspension of Action	<ul> <li>✓ View Application</li> </ul>	
484	ForSoanli, Testing	Application for Interpretation of Judgment	Edit Application	
483	,	Application for Revision of Judgment		
480	Bhandari, Sagar	Application for Revision of Judgment		
446	,	Application for Interpretation of Judgment		

Under Action Column of Listing page user will select "Edit Application" and continue working on form.

Once the E-filer completes creating the application they will receive the Confirmation Email.



Status of Application will be "Received" until Registry Accepts this case.

화 UN DISPUT	E TRIBUNAL								
💼 Cases			/						
🔵 Case 🔵 D	Praft						Showing 10 \$	entries Q Ty	pe here to search
🖹 Ref No 🛛 🖨	💄 Name 🛛 🖨	Case No	🗢 🌐 Registry	🗢 🖹 Status	\$ <b>*</b>	Assigned As	🗢 🛗 Submission Date 🖕	Filing Type	♦ ﷺ Action
517	Shrivastava, Rishitoshchand	Temp- UNDT- 2021- L1WEY	New York	Received	А	pplicant	31 Jan 2021	Application on the Merits	
Showing 1 to 1 of	1 entries							First Previous	1 Next Last



## **1.2** Creating New UNAT Application

Similar to the process Explained in previous section E-filer member can create UNAT Appeal by using given steps

Click on "Create a New UNAT Appeal" button on dashboard

	Court Case Management System	English   Français Select Role Efiler v Sonali gmail
	A Home	
Da	shboard	O CREATE A NEW UNDT APPLICATION O CREATE A NEW UNAT APPEAL

User will navigate to screen to choose Filing Party from the given options along with the Filing type of Appeal.

E-filer can file case as follows:

#### Individual

Organization

FILE A NEW UN APPEALS TRIBUNAL APPLICATION	FILE A NEW UN APPEALS TRIBUNAL APPLICATION
Filing party is *	
Individual	Filing party is *
Organization	O Individual
Who is filing this application? *	Organization
Select Filing Application	Select Filing Type *
Select Filing Type *	5 71
Filing Type	Filing Type
+) CONTINUE	+3 CONTINUE

When efiler chooses to appeal as an Individual user is navigated to 2<sup>nd</sup> Form with following sections

#### Number of Mandatory fields

Questions answered: 0 / 31	UN Appeals Tribunal Request Form	
Appeal Information	You are filing the form as the representative of the staff member/former staff member from the UN Appeal Tribunal for the Appeal Form Individual filing type 🧭	
<ul> <li>Appellant's Information</li> </ul>	A SELECT IN RELATION TO WHAT YOUR APPEAL IS 💿	
Employment Status	Tribunal/Organization *	SAVE AS
Appellant's Contact Details	Tribunal/Organization	DRAFT
<ul> <li>Legal Representative</li> </ul>		
Upload Documents	APPELLANT'S INFORMATION	SODMIT
Confirmation		×
	Gender *	CANCEL

Request form is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

Floating Buttons allows user to take quick action to save draft or submit the form. User can also discard the form by using Cancel option from there.



When efiler chooses to appeal as an Organization user is navigated to 2<sup>nd</sup> Form with following sections

	Numbe	er of Mandatory fields		
Court Case	Management System		English   Français Select Role <u>Efiler v</u>	sonali.gmail
e Home			(UTC) Dublin, Edinburgh, Lisbon, London	
Appeal Information	UN Appeals Tribunal Rec You are filing the form as the Organization from	uest Form n the UN Appeal Tribunal for the Appeal Form Individua	al filing type 🅜	
Contesting Decision Entity	SELECT IN RELATION TO WHAT YOU	R APPEAL IS 📀		~
Respondent Information Upload Documents	Tribunal/Organization *			SAVE
	Inbunai/organization			
Confirmation				
Confirmation	A ORGANIZATION THAT MADE THE OF	RIGINAL CONTESTED ADMINISTRATIVE DECISION	۷ 👁	
Confirmation	Reganization that made the of Name of Organization *	RIGINAL CONTESTED ADMINISTRATIVE DECISION Type of Entity	N 📀 Office	

Request form is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

Floating Buttons allows user to take quick action to save draft or submit the form. User can also discard the form by using Cancel option from there.

**Appeal Information:** This section is applicable for both Filing Parties (Individual/Organization). Here user will have to select Tribunal/Organization details from the dropdown menu.

Questions answered: 0 / 31	UN Appeals Tribunal Request Form You are filing the form as the representative of the staff member/former staff member from the UN Appeal Tribunal for the Appeal Form Individual filing type 🥏	
Appeal Information		
Appellant's Information	SELECT IN RELATION TO WHAT YOUR APPEAL IS 📀	
C Employment Status		SAVE AS
Appellant's Contact Details	Tribunal/Organization	DRAFT
<ul> <li>Legal Representative</li> </ul>		Ø
Upload Documents	Tribunal/Organization	JBMIT
	UN Dispute Tribunal Judgment/Order	
<ul> <li>Confirmation</li> </ul>	UNRWA Dispute Tribunal Judgment/Order	×
	UN Appeals Tribunal Judgment/Order (Revision, Correction, Interpretation, Execution)	ANCEL
	Administrative decision (UNJSPF, ICAO, ICJ, IMO, ISA, ITLOS)	



User selects in relation to which decision they are appealing. User has option to select one of the following:

Court Case	Management System	English   Français Select Role Effier v © (UTC) Dublin, Edinburgh, Lisbon, London sonali.gmail	
Home			
Questions answered: 1 / 32	UN Appeals Tribunal Request Form You are filing the form as the representative of the staff member / former staff member	form the LML depend Tribured for the America Form Operation films have	
<ol> <li>Appeal Information</li> </ol>	Too are ninny the form as the representative of the start member / former start member		
<ul> <li>Appellant's Information</li> </ul>	SELECT IN RELATION TO WHAT YOUR APPEAL IS A		
<ul> <li>Employment Status</li> </ul>	Tribunal/Organization *		SAVE AS
Appellant's Contact Details	UNRWA DISpute Tribunal Judgment/Order		DRAFT
<ul> <li>Legal Representative</li> </ul>			$\odot$
Upload Documents	Tribunal/Organization		UBMIT
Confirmation	UN Dispute Tribunal Judgment/Order		~
-	UNRWA Dispute Tribunal Judgment/Order		ANCEL
	UN Appeals Tribunal Judgment/Order (Revision, Correction, Interpretation, Execution		
	Administrative decision (UNJSPF, ICAO, ICJ, IMO, ISA, ITLOS, WMO)		
	Decision by Pension Board		
	O Male O Female		,

Upon selecting this (Tribunal/Organization) value, user has option to select following Appeal category.

Tribunal/Organization * UN Dispute Tribunal Judgment/Order		
Appeal Category * Please select		
Please select		
Judgment/Order number Case number		

If Efiler selects appeal category as Judgment/Order number, Application helps user to Search through the Judgment order and select Case Number Associated with it. Vice versa if user selects Case Number as Appeal Category.

Efiler also has an option to provide its own input to Case Number and Judgment/Order number field if those values does not exists in Application.

Tribunal/Organization * UN Dispute Tribunal Judgment/Order	Tribunal/Organization * UN Dispute Tribunal Judgment/Order
	Appeal Category *
Appeal Category *	Judgment/Order number
Judgment/Order number	Judgment/Order number *
Judgment/Order number *	×testing
testing	Case number *
testing	× Good Day



Efiler can select multiple values in Judgment/Order Number and Case Number fields

SELECT IN RELATION TO WHAT YOUR APPEAL IS 🥥			
Tribunal/Organization *			
UN Dispute Tribunal Judgment/Order			
Appeal Category *			
Judgment/Order number			
Judgment/Order number *			
×UNDT/2021/361 ×2020/UNAT/001			
Case number *			
×UNAT/2021/9 ×Good Day			

#### **Appellant Information**

If the appellant filing the appeal is an individual, they will have to fill the appellant personal, employment and contact information as below, choosing valid options from dropdown and enter text in mandatory fields.

Gender *		
<ul> <li>Male O Female</li> </ul>		
First name *	Middle name	Family name *
John	Middle name	Doe
Date of birth *	Nationality *	Index number
09/05/2021	AMERICAN SAMOA	<ul> <li>Index number</li> </ul>
STAFF MEMBER EMPLOYME	INT STATUS AT THE TIME OF ORIGINAL CONTESTED DE	
	INT STATUS AT THE TIME OF ORIGINAL CONTESTED DE	
STAFF MEMBER EMPLOYME Type of appointment * Type-of-term		
Type of appointment *	Grade *	Level *
Type of appointment *	Grade *	Level *
Type of appointment *	Grade * D	Level * 2 UN entity of employment *
Type of appointment * Fixed-term	Grade * D Region of the duty station *	Level * 2 UN entity of employment *
Type of appointment * Fixed-term	Grade * D Region of the duty station *	Level * 2 UN entity of employment *



C APPELLANT'S CONTACT DET		
Mailing address *		
99 Baker street		
E-mail address *	Fax	Home phone *
john.doe@gmail.com	Fax	787879898
Work phone *	Cellular (mobile) phone *	
878787	87879879	

#### User has to enter information for Legal representative

Appellant/Staff member represented b	iy *	
OSLA counsel		
OSLA Branch *		
Beirut		
National jurisdiction in which the coun National jurisdiction in which the counsel		Mailing address
National jurisdiction in which the counsel	is authorized to practice	Mailing address Mailing address
National jurisdiction in which the counsel	is authorized to practice Last name of counsel	-

#### **Organization Information**

If the appellant filing the appeal is an organization, they will have to fill the information regarding organization that made the original contested decision, respondent information as below, choosing valid options from dropdown and enter text in mandatory fields.

▼ Type of Entity	
	✓ Office that made the contesting decision
1	
Family name *	Email *
Family name	Email
Middle name	Family name *
Middle name Middle name	<b>Family name *</b> Family name
	,
	-



**Upload Document:** Efiler is supposed to provide supporting document for verification of his case.

Documents should be uploaded in various category such as Main Document, Annexes etc.

To upload the document(s) user can use Browse functionality or Drag and Drop functionality.

Multiple file(s) can be uploaded at a same time using both functionalities (Drag and Drop/Browse)



There are certain restrictions on file upload. User cannot upload files with certain extensions like exe, ps1 etc. A single file cannot be more than 1.2 GB. In any of the above scenario, user will be notified of upload failure.

It is recommended to use Drag and Drop feature for files larger than 100 MB

UPLOAD DOCUMENTS
A File names can't contain the following characters: & " ? < > # $\{$ % ~   / \. File names can't end with a dot. A Drag and Drop is recommended for files larger than 100 MB



User has to select document confidentiality by selecting values from dropdown in given column.

	🖞 Drag and Drop files or	Browse files		-
<b>N</b> ananananananananananananananananananan				SAVE
File Name	Document Confidentiality	Reason	Æ Action	SUB
Application form.png	Standard			300
A				×
Annex: Authorization of Legal Representati	Standard			CAN

If User set document Confidentiality as Ex-Parte, it is mandatory to fill in the Reason field.

File Name	Confidentiality	Reason	Æ Action
View Application.png	Ex-Parte	This field is required	Ŵ

[<u>Please note</u>: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to case. If the Registry rejects the claim, the document will be marked as Standard and will be available to both Applicant and Respondent.]

The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.

File Name	Confidentiality	Reason	<b>≆</b> Action
View Application.png	Ex-Parte	A This field is required	ش

**Confirmation:** Under this section user will have to certify the authenticity by checking the checkbox and submit the form.

6. Annexes to the application	
초 Drag and Drop files or Browse files	SAVE AS DRAFT
	SUBMIT
I hereby certify that, to the best of my knowledge, the information provided in this application form is true, accurate and complete and that all copies	CANCEL
Submitted to the Dispute Tribunal are true copies of the original documents.	<b>m</b>

Upon Submitting user will get confirmation message.

Success
Your UN Appeal Tribunal (UNAT) application has been submitted successfully.
ок

If not user can choose option to save partially complete application form by clicking on "Save as draft" button.

User can access the partially saved Appeal from Draft section form the dashboard. User has to select on Draft option from the dashboard.

💼 Cases				
🔿 Case 💿	Draft		Showing 10 🗢 entries	Q Type here to search
🖺 Ref No 🖕	, 💄 Name 🗧	🖹 Filing Type	¢	/ Æ Action
508	Tester, Sonali	Application on the Merits		
491	3123, document test	Application for Suspension of Action	<ul> <li>View Application</li> </ul>	
484	ForSoanli, Testing	Application for Interpretation of Judgment	C Edit Application	401101
483		Application for Revision of Judgment	L_/	
480	Bhandari, Sagar	Application for Revision of Judgment		
446	,	Application for Interpretation of Judgment		

Under Action Column of Listing page user will select "Edit Application" and continue working on form.

Once the E-filer completes creating the application they will receive the Confirmation Email.

Dear Appellant,	<b></b>
Your request for filing against UNAT has been submitted successfully to CCMS.	
Best Regards, United Nations AdministrativeTribunal	
IMPORTANT: This is a system generated email. Please do not reply to this message.	
CONFIDENTIALITY NOTICE: The information contained in this e-mail and its attachments is for the use of the intended recipients only, and may be strictly confidential and/or legally	



Status of Application will be "Received" until Registry Accepts this case.

4 UN DISPUT	E TRIBUNAL							~
🔒 Cases			1					
🖲 Case 🔵 D	raft					Showing 10 \$	entries Q Typ	e here to search
🖺 Ref No 🛛 🖨	💄 Name 🛛 🖨	Ê Case <b>≑</b> No	🌐 Registry	🗢 🚺 Status	🗢 🐣 Assigned As 🗧	🗧 🛗 Submission Date 🖕	🖹 Filing Type 🛛 🖨	Æ Action
517	Shrivastava, Rishitoshchand	Temp- UNDT- 2021- L1WEY	New York	Received	Applicant	31 Jan 2021	Application on the Merits	
Showing 1 to 1 of	1 entries						First Previous	Next Last

# **1.3** Viewing Case Details

E-filer can view the existing case details submitted on Dashboard by login into application and perform various action on existing cases.

ashboa	ard					CREATE A NEW UND	OT APPLICATION	V UNAT APPLICATIO
1 UN DISP	UTE TRIBUNAL							
🗈 Cases								
Case 🔿	Draft					Showing 10 ¢	entries Q. Type h	ere to search
🖹 Ref No	🗢 💄 Name 🛛 🗢	🖹 Case No 🛛 🗢	Registry	🗢 🖺 Status 🛛 🖨	Assigned As	🗢 🏥 Submission Date	🗢 🗸 🖹 Filing Type 🔶	行 Action
513	Yekaturi, Mahesh	UNDT/NY/2021/006	New York	Awaiting Completion	Applicant	25 Jan 2021	Application for Suspension of Action	
509	UTC+13, UTC+13	UNDT/NY/2021/004	New York	In-Progress	Applicant	21 Jan 2021	Application for Interpretation of Judgment	
507	Zzanwar, Sonali	UNDT/NY/2021/002	New York	In-Progress	Applicant	18 Jan 2021	Application for Revision of	
505	Zanwar, Sonali	UNDT/NY/2021/001	New York	In-Progress	Applicant	13 Jan 2021	Application for Suspension of Action	
504	01/11/2021, Testing	Temp-UNDT-2021- ABUAL	New York	Received	Applicant	11 Jan 2021	Application for Interpretation of Judgment	
503	erw, doc test	Temp-UNDT-2021- 8JL7W	New York	Received	Applicant	08 Jan 2021	Application for Suspension of Action	
499	Cooper, Martha	UNDT/NY/2021/003	New York	In-Progress	Applicant	07 Jan 2021	Application for Suspension of Action	
496	test, document test2	Temp-UNDT-2021- VIVF8	New York	Received	Applicant	07 Jan 2021	Application for Suspension of Action	
450								
495	test, ex-parte	Temp-UNDT-2021- J9WPK	New York	Received	Applicant	07 Jan 2021	Application for Interpretation of Judgment First Prevous 1 2 3 (	4 Next Last
495 Showing 1 to 1	test, ex-parte 0 of 34 entries	Temp-UNDT-2021-	New York	Received	Applicant	07 Jan 2021	Application for Interpretation of Judgment	
495 Showing 1 to 1 史 UN APPE	test, ex-parte	Temp-UNDT-2021-	New York	Received	Applicant	07 Jan 2021	Application for Interpretation of Judgment FRI (Presson 1 2 3)	
495 Showing 1 to 1	test, ex-parte 0 of 34 entries ALS TRIBUNAL	Temp-UNDT-2021-	New York	Received	Applicant		Interpretation of Judgment	
495 Showing 1 to 1 & UN APPE Cases	test, ex-parte 0 of 34 entries ALS TRIBUNAL Draft	Temp-UNDT-2021- J9WPK	New York		Applicant		Interpretation of Judgment	4 Next Last
495 Showing 1 to 1 & UN APPE Cases Case	0 of 34 entries	Temp-UNDT-2021- J9WPK				Showing 10 •	Interpretation of Judgment	4 Next Last
495 Showing 1 to 11 & UN APPEJ Cases Cases Case Ref No	0 of 34 entries ALS TRIBUNAL Draft  C ANNUMBER OF CONTRACT	Тетр-UNDT-2021- Ј9WРК Саяе № Ф Тетр-UNAT-	Registry	Status	Assigned As	Showing 10 • • # Submission Date	Interpretation of Judgment	(Next) Last  vere to search
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Under Action Column, User can perform various action depending upon the application status.

#### UNDT Action Items

- View Application
- 늘 View Documents
- 📙 File a submission
- 📙 File a Submission to Group
- 🚢 Request Hearing
- Request Hearing for group case



**UNAT** Action Items

#### Each one is explained in detail below:

Option	Tribunal	Action Details	Availability
View Application	UNDT and UNAT	Opens the View Mode of the Case Application	For all users and Case statuses
View Documentation	UNDT and UNAT	Opens a page containing all supporting documentation.	For all users and Case statuses
File a Submission	UNDT and UNAT	User files a submission to an existing case	Only when case is accepted by Registry
Request Hearing	UNDT	Allows user to accept Disclaimer to certify authenticity of information.	Only when case is accepted by Registry
File a submission to a Group	UNDT and UNAT	Allows case submission to a Group Case.	Only when case belongs to a Group
Request Hearing for Group Case	UNDT	Allows user to accept Disclaimer to certify authenticity of information.	Only when case belongs to a Group



# **1.3.1** View Application

E-filer can open View Mode of the application. User will be able to see all details filled while submitting the form.





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ments	APPELLANT'S INFORMATI	ON	
	Gender	Female	
	First name	sonali	
	Middle name	omprakash	
	Family name	zanwar	
	Date of birth	29 Oct 1992	
	Nationality	INDIA	
	Index number	413512	
	index number	10012	
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	Type of appointment	Fixed-term	
	Grade	USG	
	Level	2	
	Step	1	
	Region of the duty station	North America	
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	Type of Entity	C	
	Office of employment	UNCCD	
	© APPELLANT'S CONTACT D	ETAILS	~
	Mailing address	latur	
	E-mail address	sonalizanwar123@gmail.com	
	Fax	qwertyulop	
	Home phone	1567890	
	Work phone	9960809611	
	Cellular (mobile) phone	1234567890	
	APPELLANT'S REPRESENT	ATIVE	~
	Appellant/Staff member represented by	Self-represented	
	represented by		
	represented by First name of counsel	sagar	
	represented by		
	represented by First name of counsel	sagar	
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	represented by First name of counsel Last name of counsel Mailing address E-mail address Work phone	sagar bhandari Pusad sagar@sagar.com 9006753	
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	Name of Organization	Secretary-General of the United Nations	
	Type of Entity	Agencies/Funds/Programmes/Other UN entities	
	Office	тс	
			UNAT
	E Counsel representing the	he organization	/ Organizatio
	First name	Sonali	Form
	Family name	Zanwar	
	Email	sonalizanwar123@gmail.com	
	Gender First name	Female sonali	
	First name	sonali	
		Omprokesh	
	Middle name	Omprakash	
	Middle name Family name	Zanwar	
	Family name	Zanwar	
	Family name Date of birth	Zanwar 31 Oct 1992	
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# **1.3.2** View Documentation

Section Include all attachments uploaded while creating new application as well as document uploaded during lifecycle of the case.



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"Folder structure" option will show different folder structure created. For each new case a set of folders are created based on pre-defined template.

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Document Confidentiality	Standard	
Document Submitter	Registry Staff	
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Modified By	userny1	
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**Download Files:** Efiler can download files by checking on the checkboxes next to file names in All Files/ Folder view and clicking on download icon at the top. In this way, efiler can download more than one file at a time. This is applicable for both tribunals (UNDT/UNAT)

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**Group Case:** If the case belongs to a Group case, the efiler can also view documents available at group level and perform other actions similar to the original case folder. The efiler can click on the Group case number in the main content for the same. This is applicable for both tribunals (UNDT/UNAT)

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**File Search:** Efiler can search for document, by entering keyword in the below search box and this will pull in matching items in the case. This is applicable for both tribunals (UNDT/UNAT)

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📙 COVID 19 Hospital Network List, April	2021.pdf			14
📙 COVID 19 Hospital Network List, April	2021.pdf			14
📙 Covid 19 Toolkit.pdf				14

Also, documents can be searched document metadata like category, title etc. by entering keyword in the header search box. This is applicable for both tribunals (UNDT/UNAT)



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Search is available in both all files and Folder structure view.

Action Slider: Efiler has option to view all the submission that are made against case or group case (if case belongs to group)

Note:

- Efiler can see only those documents to which the permission has been granted.
- This is applicable for both Tribunals (UNAT/UNDT)
- View Group Filing History is accessible only if case belongs to group

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When user clicks on View filing History then filing history page will be displayed. User can go back to documents page by clicking on "Go to Case Folder" button.

On view filing page user can see following details -Filing type of the document, Document Name, Filed By, Filing Date



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310		MHCET-201	16-Code-44.pdf [Main Document (Application)]		16 Nov 2021	sonali_undt_org_respondent [Respondent]
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When user clicks on View Group filing then Group filing page will be displayed. User can go back to documents page by clicking on "Go to Case Folder" button.

On View Group filing user can see following details -Filing type of the document, Document Name, Filed By, Filing Date

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187	Objections à un ami de la demande Cour	📓 doc-sample2.docx [Documen	t principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	📓 doc-sample1.docx (Documen	t principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	xis-sample1.xis (Document p	incipal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
87	Objections à un ami de la demande Cour	xis-sample2.xis [Annexe]		28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	pdf-sample1.pdf [Annexe]		28 sept. 2021	sonali.gmail [Appelant]
85	Réponse	Automation_Testing.docx [Do	cument principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
85	Réponse	📓 Close Case.docx (Document	principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
185	Réponse	test Data for Action Testing.x	lax [Annexe]	28 sept. 2021	sonali.gmail [Appelant]
85	Réponse	Mark_As_Anonymous.docx (/	innexe]	28 sept. 2021	sonali.gmail [Appelant]