

# Court Case Management System

# User Manual (E-Filer)

# **Revision History**

Version	Date	Details / Reasons for change	Prepared by/Modified by	Reviewed /Approved by
1	01-Feb-21	Baseline	Rishitoshchand Shrivastava	-
2	02-Feb-22	Added Action slider details under section 3.3.2-View Documentation	Sonali Zanwar	-
3	16-Mar-22	Added note for File A Submission[3.3.3] and File A group to a Submission[3.3.4]	Sonali Zanwar	-



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# 1 Introduction

When the dispute between the UN staff and the management of the UN organization cannot be resolved by informal means or the result of the management evaluation is not to the satisfaction of the staff member, the staff member can file an application to the UNDT, as a court of first instance. The UNDT conducts hearings, issues orders, and renders binding judgments. Three registries have been established in Geneva, Nairobi and New York respectively to support the work of the UNDT at the different locations.

Decisions by the UNDT may be appealed, either by staff or the administration, to the UNAT. The UNAT Registry is based in New York, however it's Judges are spread out globally and only meet in conjunction with the UNAT sessions three times a year. Both staff members and the Administration have a right to appeal the judgments of the UNDT to the UNAT.

Following in this document role of E-filer is explained in details.

Term / Acronym	Definition
UNAT	UN Appeal Tribunal
UNDT	UN Dispute Tribunal

### 1.1 Terms, Definitions & Acronyms

# 1.2 Scope

The scope of this application is to ensure the transitional steps from submitting a Case/Appeal (initial point) to filing submissions.

The purpose of this user manual is to address the basic functions E-filer will need to perform to access and navigate through the most common features of the CCMS related processes.

### **1.3** Process Overview

Below are the Core Process involved in the CCMS related process

- Submit Application/ Appeal
- Review Cases / Appeal

A new Case is created in the system by the E-filer as an Applicant or Appellant for Tribunal Dispute. The requests are then sent to the Registry User for review. The users then assesses each document in the Case Request and marks them accordingly. Finally, The UNDT conducts hearings, issues orders, and renders binding judgments.



## **1.4 CCMS System Terminologies**

- Efiler: Basic user in CCMS system that files application/ appeal to the tribunal, or files submissions or is associated to existing cases in the system.
- Applicant/ Appellant: The efiler that submits Application/ Appeal to tribunal
- Respondent: Efiler who is the opposing party on the case, could be an individual or Organization.
- UNDT: United Nations Dispute Tribunal
- UNAT: United Nations Appeal Tribunal
- Registry: UNDT and UNAT staff responsible in reviewing and approving application/ appeal and other case related tasks like judgment/ Order etc.
- Case: Efiler Application/ Appeal approved by Registry and contested as a case in the system
- Group Case: Similar cases are categorized into a single entity by the Registry to take blanket action against multiple cases. The cases can be categorized based on many factors decided by Registry.
- System administrator: IT administrator responsible for managing the system.

## 1.5 Case Statuses

Depending on which area of the life-cycle they are in, UNDT Cases will have one of the possible statuses:

- Draft
- Received
- In Progress
- Under Transfer
- Awaiting Completion
- Appealed
- Reject
- Closed

UNAT Cases will have one of the possible statuses:

- Draft
- Received
- Case Number Assigned
- On Docket
- Outcome Orally Pronounced
- Filing Complete
- Judgment Issued
- Closed
- Annulled



# 2 Getting Started

# 2.1 Registration

LOG IN		
OAJ COURT CASE MA	ANAGEMENT	
Username*		
sonali.bhandari		
Password*		
••••••		
Forgot username?	Forgot password?	Create new account
LOG IN		
Do not have an account? Create a	a new account	
👃 System admin Sign in	📞 Contact Us	

User will have to click on Link "Create New Account" to proceed for registration process which will navigate to next screen.

CREATE E-FIL	ING ACCOUNT
OAJ COURT CASE I	MANAGEMENT
First Name" Sonali Usemame" Sonali.Bhandari	Last Name <sup>®</sup> Bhandari
Password*	Confirm Password <sup>®</sup>
Weak; try combining letters (uppercase and lowercase), numbers & special characters Email <sup>®</sup> Sonali.bhandari@trigyn.com	
I'm not a robot	
BACK TO LOG IN	CREATE USER
Anything marked with red asterisk is required.	
A Password instructions: Password must contain at least 8 charac Password must not contain space and <>. Password must not contain	
Please note that you only need to register once to access the e-filing log in to the <b>e-filing portal.</b>	portal for UNDT and/or UNAT. If you have an account already, you can
Contact ccms-support@un.org for an	ny technical questions related to e-filing.



- User will enter required details such as First Name, Last Name. User name is auto generated in "First Name.Last Name" format. Username can also be entered manually provided it should not exist in the system already.
- Password should be at least eight characters long for the password strength to be adequate enough to be used. Password should not contain username, first name and last name. It should be a strong combination of letters lowercase and uppercase, digits and special characters.
- The strength of password is denoted by above character combination and length chosen by the user.
- Enter proper email address that will receive future notifications from the system. The same email address will also receive an activation link to activate account with the new CCMS system.
- User will have to click on the Captcha "I'm not a robot" checkbox for security reason and to proceed with registration.
- Follow the instructions to complete the captcha.



After entering required details on screen user will click on Create User Button.

Account Creation: Step 1 out of 2 Completed
We have send you an activation email from <b>eFiling-Do-Not-Reply@un.org</b> . Click on the link contained in the email to activate your account. If you do not receive the activation email within 30 minutes, please contact <b>ccms-support@un.org</b> for further assistance.

User will then be navigated to above screen providing instructions for user authorizations.



Г

Dear Rishi Shri,
Thank you for registering. To complete the activation of your account please click the following link:
Activation link
Best Regards,
E-filing Support

User needs to click on the link to Activate account.

Account Creation: Step 2 out of 2 Completed
Your account is now activated. Please click on Continue button to log in.
CONTINUE

Your account is now activated. Please click the following link to log on to CCMS using your username: Rishi.Shri
Log In
Best Regards,
E-filing Support

The details for Login into application been explained in next section.

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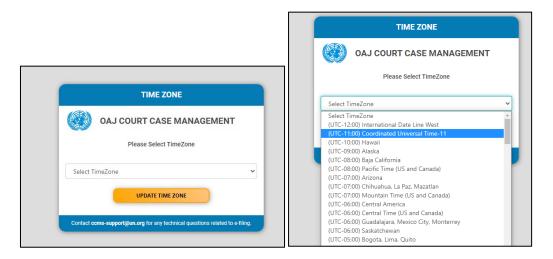
### 2.2 Login

	LOG	IN	
	OAJ COURT CA	SE MANAGEMENT	
Click if you your user		Enter User name Enter Password Forgot password?	Click if you forgot your password
	Do not have an account? 은 System admin Sign in	Create a new account Contact Us	

User will have to enter correct User Name and Password and click on Sign in Button, which will navigate to the Dashboard.

This is the username and password registered with the system. If the concerned user has a valid Unite ID, they can use Unite ID credentials to log on to the system.

If the user is logging in for the first time, he/she/they need to select an appropriate timezone that matches their current location.



After selecting the timezone from the dropdown, click on Update Time Zone Button.

Next, Select Role from the dropdown that has been assigned to user. A user can be assigned multiple role.

Role has to be selected each time user logs on to the system.



To file an application/appeal with UNDT/UNAT select the role Efiler and click on the button Continue.

	ROLE	
	OAJ COURT CASE MANAGEMENT	
	Please Select Role	
Select Ro	ble	~
Select Ro	ble	
UNDT N	Y Legal Officers	
Efiler		

In case user forgets the password, they need to request for a new password. The details for requesting a new password has been explained in <u>this</u> section.



# 2.3 Homepage (E-filer)

The below screenshot show the <u>homepage/dashboard</u> of E-filer. Each portion of the homepage/dashboard is described in details in separate subsections later on in this section of the Option to create new document

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684	zanwar, sonali U	NDT/NY/2021/066	New York	Closed	Applicant	10 Nov 2021	Application for Revision of Judgment		
683	zanwar, sonali (T	NDT/NY/2021/065/T ransferred from NDT/GVA/2021/018/T/R12	New York	In-Progress	Respondent	23 Oct 2021	Application for Revision of Judgment		
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680	Zanwar, Sonali Te	mp-UNDT-2021-WNHQJ	New York	Rejected	Applicant	10 Nov 2021	Application on the Merits		
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Dashboard for E-filer contains following details for each listed Case:

**Ref No:** This is an Auto generated number assigned to each listed case.

Name: Name of User (Applicant/Appellant) who filed a case.

**Case No.:** Case Number is assigned once the case is accepted by Registry.

**Registry:** When filing a case CCMS directs the case to default registry for further action.

Status: Shows the lifecycle of the case based on action performed.

**Assigned as:** Defines the role of the user on that case. The user could be an Applicant/ Appellant or Respondent or Interested Parties on a case.

IN APPE	ALS TRIBUNAL						~
🗈 Cases							
🕽 Case 🔵	Draft				Showing 10 ¢	entries Q Type here t	o search
🖹 Ref No 👘	🗢 💄 Name	🗢 📋 Case No	🗢 🖹 Status	🗢 😩 Assigned As 🔶	🗰 Submission Date 🛛 🗢	🖹 Filing Type 🔶	Æ Action
162	Zanwar, Sonali	UNAT/2021/4	Case number assigned	Respondent	03 Feb 2021	Appeal Form Individual	
191	Murray, James	UNAT/2021/21	Case number assigned	Appellant	18 May 2021	Application for Correction	
		Temp-UNAT-				Motion for Suspension, Waiver, or	

Submission Date: When case is submitted in the system.

Filing Type: Shown based on option selected while creating application/appeal.

Action: Explained in detail in This Section.

The two sections UN Dispute Tribunal and UN appeals Tribunals can be collapsed by clicking on the header or the arrow icon at the extreme right.

	Court Case Management System	MAR	English   Français Sel © (UTC-01	ect Role Efiler 🗸 🔘	kennedy.r
	A Home				
D	ashboard		CREATE A NEW UNDT APPLICATION	CREATE A NEW UNAT APPL	
	垫 UN DISPUTE TRIBUNAL				>
1	⊕ UN APPEALS TRIBUNAL				~
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t Case Management System	English   Français Select Role (UTC-08:00) Ba California Kennedyr
ď	O CREATE A NEW UNDT APPLICATION O CREATE A NEW UNAT APPLICATION
TE TRIBUNAL	>



Clicking on the required language will change translate/ convert User interface.

Système de gestion des affaires judiciaires			
Accueil			
	DÉPOSER UNE NOUVELLE REQUÊTE AUPRÈS DU TRIBUNAL DU CONTENTIEUX DES NATIONS UNIES	J	
	Qui dépose cette demande? *		
	<ul> <li>Je suis le fonctionnaire / ancien membre du personnel contestant une décision administrative</li> </ul>		
	<ul> <li>Je suis le bénéficiaire ou le successeur d'un membre du personnel invalide ou décédé</li> </ul>		
	<ul> <li>Je représente le membre du personnel (p. Ex. Conseiller juridique, membre bénévol du personnel, conseiller bénévole)</li> </ul>	e	
	Sélectionnez le type de dépôt*		
	Type de classement	•	
	+> CONTINUER		



User will be able to view User Profile options by clicking on the top right corner of the application



### 2.4.1 Update Time Zone

User can update Time Zone by clicking on Update Time Zone option under User Profile option and select required time zone from Dropdown option.





5	J	
	(UTC-12:00) International Date Line West	
💩 Send Mail	(UTC-11:00) Coordinated Universal Time-11	🔰 🚢 Group Ca
	(UTC-10:00) Hawaii	
	(UTC-09:00) Alaska	
	(UTC-08:00) Baja California	
	(UTC-08:00) Pacific Time (US and Canada)	
	(UTC-07:00) Arizona	
	(UTC-07:00) Chihuahua, La Paz, Mazatlan	
	(UTC-07:00) Mountain Time (US and Canada)	
	(UTC-06:00) Central America	
	(UTC-06:00) Central Time (US and Canada)	Dpen Date
	(UTC-06:00) Guadalajara, Mexico City, Monterrey	
	(UTC-06:00) Saskatchewan	
	(UTC-05: 00) Bogota, Lima, Quito	
	(UTC-05:00) Eastern Time (US and Canada)	×
	(UTC-05:00) Indiana (East)	
	(UTC-04:30) Caracas	
	(UTC-04:00) Asuncion	
	(UTC-04:00) Atlantic Time (Canada)	
	(UTC-04:00) Cuiaba	
	(UTC-12:00) International Date Line West	~
		UPDATE

# 2.4.2 Change Password

User can change their existing password by using Change Password option. This option is not applicable for users using Unite ID in the system.

User has to enter their Current password, their new Password & re –enter the new Password in Confirm Password and click on Change Password button to change the password. Password must contain at least 8 characters including one special character, number and letter

CHANGE PASSWORD
Current Password*
New Password*
Confirm New Password*
CANCEL CHANGE PASSWORD





# 2.4.3 Log Out

User can click on Sign out link to Log Out from application

sonali.bhandari
🔇 Update Phone Number
<b>O</b> Update Time Zone
G Change Password
🕞 Sign Out

## 2.4.4 Forgot Username

User needs to perform the following steps to request for a Username: This option is not applicable for users using Unite ID in the system. Click on Forgot Username link from the login Screen

LOG IN	
OAJ COURT CASE	MANAGEMENT
Username <sup>*</sup>	
sonali.bhandari	
Password*	
Forgot username?	Forgot password?
LOG IN	
Do not have an account? Cre	ate a new account
A System admin Sign in	📞 Contact Us

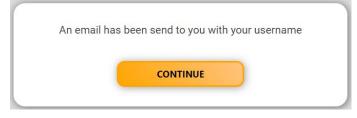
On clicking Request Forgot Username User will be navigated to below screen

FORGOT USERNAME?
OAJ COURT CASE MANAGEMENT
Enter your Email to receive username.
Email*
BACK TO LOGIN SUBMIT
Contact <b>ccms-support@un.org</b> for any technical questions related to e- filing.

Enter e-mail address registered with CCMS system and click on Submit button.



### User will be navigated to next Screen



User will receive email address containing the Username.

You can login to OAJ Court Case Management application using usernar	ne: Rishitosh79
Best Regards, E-filing Support	

### 2.4.5 Forgot Password

Forgot username?

A System admin Sign in

User needs to perform the following steps to request for a new password: This option is not applicable for users using Unite ID in the system. Click on Forgot Password link from the login Screen

Forgot password?

💪 Contact Us

	LOG IN
	OAJ COURT CASE MANAGEMENT
Username*	
sonali.bhai	ndari
Password*	

LOG IN

Do not have an account? Create a new account

On clicking Request New Password User will be navigated to below screen



### **User Manual**



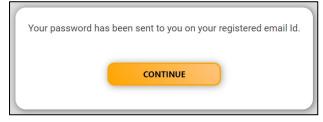
Enter Username or e-mail address and click on Submit button A message will be displayed "Your Password has been sent to you on your email Id."

### User will receive email address containing the link for resetting the password

You have requested this mail because you have forgotten your password to OAJ Court Case Management application.
Your temporary password is: {mM}R8R)q?i}Jw
Your temporary password can be changed immediately by logging onto the <u>Change Password Page</u> using your user name and temporary password.
The ChangePassword page is located at https://ccms.trigyn.com:8787/ Layouts/15/CCMS.FBA/ChangePassword.aspx.
Best Regards,
E-Filing Support

User needs to click on the link to set a new password

#### User will be navigated to the next screen



User will receive email address containing the link for resetting the password



You have requested this mail because you have forgotten your password to OAJ Court Case Management application.

Your temporary password is: {mM}R8R)q?i}Jw

Your temporary password can be changed immediately by logging onto the <u>Change Password Page</u> using your user name and temporary password.

The ChangePassword page is located at https://ccms.trigyn.com:8787/ Layouts/15/CCMS.FBA/ChangePassword.aspx

Best Regards, E-Filing Support

User needs to click on the link to set a new password.

### 2.4.6 Account Locked

This section is not applicable for users using Unite ID in the system. Five consecutive failed attempts at log in will locked the user out of the system and the user will receive below message on future log in attempts.

	LOG IN
Username <sup>*</sup> Edison.M	OAJ COURT CASE MANAGEMENT
	Alert
Thes	pecified account is locked out. Please contact your system administrator
	LOG IN

**User Manual** 



# 3 E-Filer Module

The E-filer is responsible for various activities corresponding to Creating New UNDT application and/or Creating New UNAT Application.

This section lists down each of the tasks carried out by the efiler in details

## 3.1 Creating New UNDT Application

E-filer can create UNDT Application by using given steps

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

	Court Case Management System		English   Français Select Ro O (UTC) Dublin, Edinburgh, Lit	
Da	- shboard	•	CREATE A NEW UNDT APPLICATION	CREATE A NEW UNAT APPEAL

User will be navigate to screen to choose type of Applicant from the given options along with the Filing type of application.

¥
FILE A NEW UN DISPUTE TRIBUNAL APPLICATION
Who is filing this application? *
O I am the staff member/former staff member contesting an administrative decision
O I am the beneficiary or successor to an incapacitated or deceased staff member
<ul> <li>I represent the staff member (e.g. legal counsel, volunteer staff member, volunteer counsel)</li> </ul>
Select Filing Type *
Filing Type

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



### **User Manual**

#### Number of Mandatory fields required

Questions answered: 0 / 39	UN Dispute Tribunal Reque You are filing the form as the representative of the s	est Form staff member/former staff member 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 * Last name	
	Date of birth *	Nationality * Nationality *	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 me	mber from the UN Dispute Tribunal for the Application on the Merits filing
Employment Status	type 🕜	
Contesting Decision Entity	APPLICANT'S INFORMATION	SAVE AS DRAFT
Applicant's Contact Details	Gender *	$\bigcirc$
<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       Date of birth	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 📀				~
Applicant's Information						_
C Employment Status		Type of appointment * Type of appointment	Grade *	•	Level *	<b>.</b>
Contesting Decision Entity						SAVE AS DRAFT
Applicant's Contact Details	•	Step *	Region of the duty station *		UN entity of employment *	$\odot$
<ul> <li>Legal Representative</li> </ul>		Step	Region of the duty station	•	UN entity of employment	SUBMIT
Upload 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 *	
Applicant's Information	Office of employment	
Employment Status     Contesting Decision Entity	CONTESTING DECISION ENTITY	SAVE AS DRAFT
Applicant's Contact Details     Legal Representative	UN entity that made the contesting decision * Office that made the contesting decision * UN entity that made the contesting decision • Office that made the contesting decision	
Upload Documents     Confirmation	© APPLICANT'S CONTACT DETAILS ♥	

**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 D	ETAILS 📀		~		
Applicant's Information							
C Employment Status				Mailing address *			-
Contesting Decision Entity					SAVE AS DRAFT		
Applicant's Contact Details	<	E-mail address *	Fax	Home phone	$\odot$		
C Legal Representative		E-mail address	Fax	Home phone	SUBMIT		
Upload 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.

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

Questions answered: 0 / 39	‡ LEGAL REPRESENTATIVE		~
Applicant's Information	Representation *		
C Employment Status	Representation		÷
Contesting Decision Entity			-
Applicant's Contact Details	National jurisdiction in which the counsel is authorized to practice		SAVE AS
Legal Representative	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	

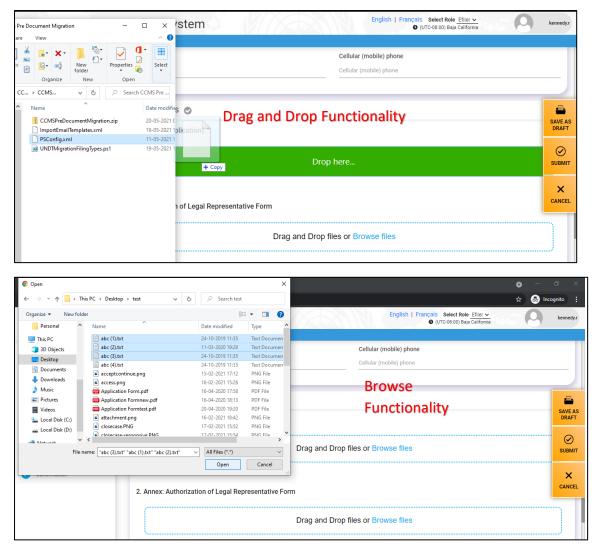


**Upload Document:** Efiler is supposed to provide supporting document for verification of his case.

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



### **User Manual**

# 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.

1. Main Document (Application) *				
(				
	⊥ Drag and Drop files or Brow	vse files		
				SAVE AS
🖺 File Name	Confidentiality	🖹 Reason	Æ Action	SUBMIT
Application form.png	Standard		ŭ	SODIMI
2 Annow Authorization of Land Danssountst				×
2. Annex: Authorization of Legal Representativ	Standard			CANCE
	Ex-Parte Under Seal	se files		
	Application form.png	Application form.png Standard  Annex: Authorization of Legal Representative Standard Ex-Parte	Application form.png     Standard     Standard     Standard     Ex-Parte     se files	Application form.png     Standard      Annex: Authorization of Legal Representative     Standard      Ex-Parte     se files

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

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

### **User Manual**



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

Questions answered: 1 / 39		
<ul> <li>Applicant's Information</li> </ul>	6. Annexes to the application	
Employment Status	L Drag and Drop files or Browse files	-
Contesting Decision Entity     Applicant's Contact Details		SAVE AS DRAFT
<ul> <li>Legal Representative</li> </ul>		$\oslash$
Upload Documents		SUBMIT
Confirmation	Therebacentry that, to the best of my knowledge, the information provided in this application form is true, accurate and complete and that all copies	× CANCEL
	The booking use, to the Desion in a knowledge, the information provided in this appreciation form is due, accurate and complete and that an opper 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	MAG			ançais Select Role Efiler 🗸 Dublin, Edinburgh, Lisbon, London	Sonali.gma
Questions answered: 0 / 39	UN Dispute Tribunal Req You are filing the form as the staff member / for		a an administrative decision from	n the UN Dispute Tribuna	I for the Application on the Merits film	a type
Employment Status	APPLICANT'S INFORMATION		-			
Contesting Decision Entity Applicant's Contact Details	Gender •					SAVE A DRAFT
Legal Representative	First name *	Middle	ame		Last name *	
Confirmation	First name	Middle n			Last name	×
	Date of birth *	Nationa	lity *		Index number	CANCE
	Date of birth	Mationa Nationa	lity		Index number	
	🗟 EMPLOYMENT STATUS 📀					~
	Type of appointment *	Grade			Level *	

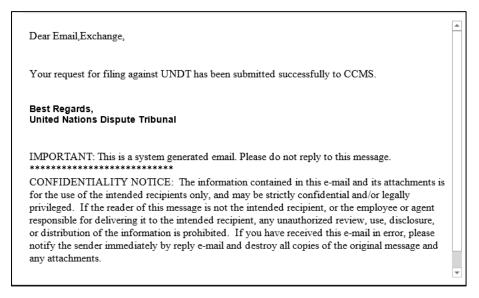


User can access the partially saved Application from Draft section form the dashboard. User has to select on Draft option from the dashboard.

ৰ্বায় UN DISPI	JTE TRIBUNAL		~
💼 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	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 🔵 🛛	Draft					Showing 10 🜩 e	entries Q Typ	e here to search
🖹 Ref No 🛭 🖨	💄 Name 🛛 🗢	着 Case 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



### 3.2 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 Efi Q (UTC) Dublin, Edinburgh, Lisbon, L	
	A Home		
Dashboard		O CREATE A NEW UNDT APPLICATION	CREATE A NEW UNAT APPEAL

E-filer can file case as follows:

Ind	ividual
mu	Iviauui

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 *	Filing Type
Filing Type 🗸	- mild the
+) CONTINUE	+) 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 🖉	
Appellant's Information	★ SELECT IN RELATION TO WHAT YOUR APPEAL IS Ø	
C Employment Status	Tribunal/Organization *	SAVE AS DRAFT
Appellant's Contact Details	Tribunal/Organization	DIALT
Legal Representative		SUBMIT
Upload Documents	APPELLANT'S INFORMATION	
Confirmation		×
	Gender *	CANCEL
	O Male O Female	

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

# Number of Mandatory fields

Court Case	Management System		English   Français Select Role <u>Efiler v</u> O (UTC) Dublin, Edinburgh, Lisbon, London	sonali.gmail
Questions answered: 0 / 17	UN Appeals Tribunal Re You are filing the form as the Organization fro	quest Form n the UN Appeal Tribunal for the Appeal Form Individual fil	ing type 🥥	
Contesting Decision Entity	SELECT IN RELATION TO WHAT YOU	JR APPEAL IS 📀		~
Respondent Information	Tribunal/Organization *			SAV
Upload Documents	Tribunal/Organization			DR
Confirmation				6
	CONTRACTOR AND A CONTRACT AND A CONT	RIGINAL CONTESTED ADMINISTRATIVE DECISION (	>	SUB
	Name of Organization *	Type of Entity	Office	CAN
	Name Of Organization	<ul> <li>Type of Entity</li> </ul>	<ul> <li>Office that made the contesting decision</li> </ul>	

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	★ SELECT IN RELATION TO WHAT YOUR APPEAL IS	~
Appellant's Information	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	Tribunal/Organization	UBMIT
	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 Manual**



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 Efiler v © (UTC) Dublin, Edinburgh, Lisbon, London sonali, gmail
Home		
Questions answered: 1 / 32	UN Appeals Tribunal Request Form You are fling the form as the representative of the staff member / former staff member from the	101 Amond Tellisiand for the Amond Form Amonipation filling ture
<ol> <li>Appeal Information</li> </ol>	Too are ming the form as the representative of the start member / former start member hom the	
<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 Tribunai Judgment/Order	DRAFT
<ul> <li>Legal Representative</li> </ul>		
Upload Documents	Tribunal/Organization	ивит
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	
	Male V 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					
ſ	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	Sood Day



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

Tribunal/Orga	ization *	
UN Dispute Tr	bunal Judgment/Order	
Appeal Category *		
Judgment/Ord	er number	
Judgment/Ore	er number *	
×UNDT/202	1/361 × 2020/UNAT/001	
Case number	•	
×UNAT/202		

### **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 *		
💿 Male 🔵 Female		
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 EMPLOYM	IENT STATUS AT THE TIME OF ORIGINAL CONTESTED DE	
STAFF MEMBER EMPLOYM Type of appointment *	IENT STATUS AT THE TIME OF ORIGINAL CONTESTED DE Grade •	
Type of appointment *	Grade *	Level *
Type of appointment *	Grade *	Level *
Type of appointment *	Grade * D	Level * 2 UN entity of employment *
Type of appointment *	Grade * D Region of the duty station *	Level * 2 UN entity of employment *
Type of appointment *	Grade * D Region of the duty station *	Level * 2 UN entity of employment *



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	ny *	
OSLA counsel		
OSLA Branch *		
Beirut		
-		
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 coun National jurisdiction in which the counsel First name of counsel First name of counsel E-mail address	is authorized to practice Last name of counsel	-

### **Organization Information**

Name of Organization *	Type of Entity	Type of Entity	Office
Name Of Organization	<ul> <li>Type of Entity</li> </ul>	▼ Type of Entity	<ul> <li>Office that made the contesting decision</li> </ul>
E Counsel representing the organ	nization	'n	
Counsel representing the organ First name *	anization Family name *		Email *

RESPONDENT INFORMATION			
Gender * O Male O Female			
First name *	Middle name		Family name *
First name	Middle name		Family name
Date of birth	Nationality		Index number
Date of birth	Nationality	*	Index number
E-mail address	Phone		
E-mail address	Phone		

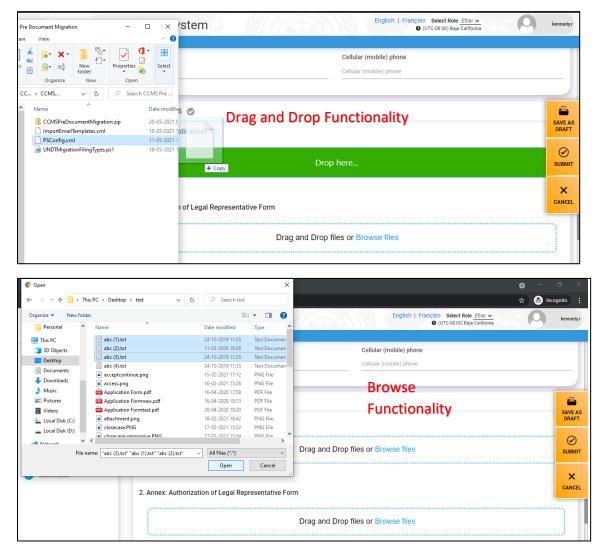


**Upload Document:** Efiler is supposed to provide supporting document for verification of his case.

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

				1
	⊥ Drag and Drop files or	Browse files		-
Y				SAVE
File Name	Confidentiality	Reason	Æ Action	SUBN
Application form.png	Standard	•	<b></b>	SUDA
Annex: Authorization of Legal Representat	ive			×
Annex. Autonization of Legal Representat	Standard			CANC
				· · · · · · · · · · · · · · · · · · ·

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

File Name	Document Confidentiality	Reason	<b>≆</b> Action
View Application.png	Ex-Parte	A 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	Document Confidentiality	Reason	¥∃ 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.

6. Annexes to the application	
⊥ Drag and Drop files or Browse files	SAVE AS DRAFT
	SUBMIT
Contraindation of 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.	CANCEL
🕒 SAVE AS DRAFT 🗸 SUBM	•



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.

😫 Cases			Shawing 10 to antice
🔘 Case 🦲 🖹 Ref No	Draft	🗢 🖺 Filing Type	Showing 10  entries Q Type here to search
508	Tester, Sonali	Application on the Merits	E ACTION
491	3123, document test	Application for Suspension of Action	• View Application
484	ForSoanli, Testing	Application for Interpretation of Judgment	C Edit Application
483	,	Application for Revision of Judgment	
480	Bhandari, Sagar	Application for Revision of Judgment	TE ACTION
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,	
Your request for filing against UNAT has been submitted successfully to CCMS.	
Best Regards, United Nations Administrative Tribunal	
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 atta is for the use of the intended recipients only, and may be strictly confidential and/or le	



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

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Cases									
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517	Shrivastava, Rishitoshchand	Temp- UNDT- 2021- L1WEY	New York	Recei	ved	Applicant	31 Jan 2021	Application on the Merits	
Showing 1 to 1 of	1 entries							First Previous	Next Last

## **3.3** 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.

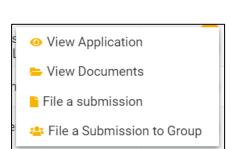
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513	Yekaturi, Mahesh	UNDT/NY/2021/006	New York	Awaiting Completion	Applicant	25 Jan 2021	Application for Suspension of Action	
509	UTC+13, UTC+13	UNDT/NY/2021/004	New York	In-Progress	Applicant	21 Jan 2021	Application for Interpretation of Judgment	
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	
	test, document	Temp-UNDT-2021-	New York	Received	Applicant	07 Jan 2021	Application for Suspension	
496	test2	VIVE8						
495	test2 test, ex-parte 10 of 34 entries	VIVF8 Temp-UNDT-2021- J9WPK	New York	Received	Applicant	07 Jan 2021	of Action Application for Interpretation of Judgment First Prevoors 1 2 3 (	4 Next Last
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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** 

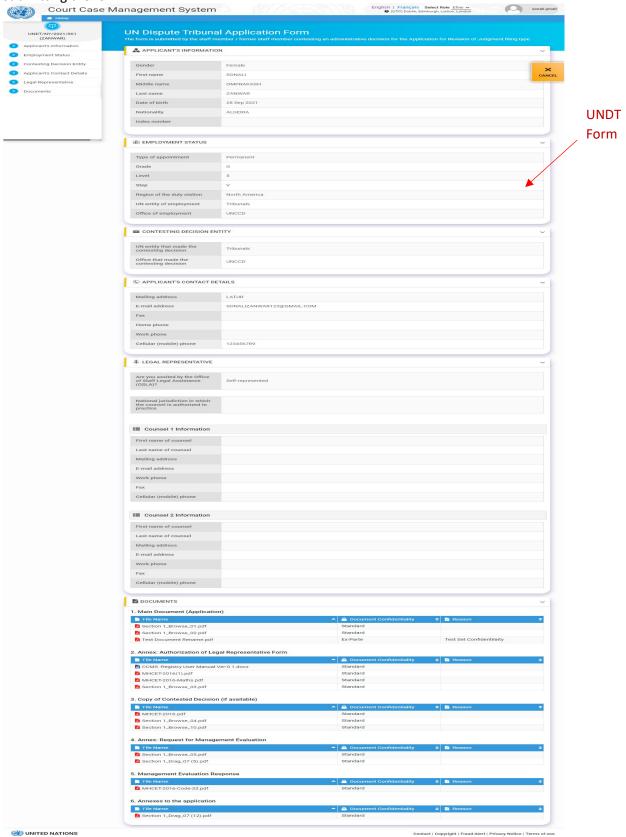
#### Each one is explained in detail below:

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



# 3.3.1 View Application

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





### **User Manual**

	Tribunal Request Form	
The form is submitted b	the representative of the staff member / former staff member for the Appeal Form Individual filing type	
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Tribunal/Organizat	n UN Dispute Tribunal Judgment/Order	UNAT Individual Fo
Judgment/Order n		
Case number	UNDT/NY/2021/066	CAINCEL
Cuse number	01017112021/000	
e APPELLANT'S I	FORMATION	
Gender	Female	
First name	sonali	
Middle name	omprakash	
Family name	zanwar	
Date of birth	29 Oct 1992	
Nationality	INDIA	
Index number	413512	
STAFF MEMBER	EMPLOYMENT STATUS AT THE TIME OF ORIGINAL CONTESTED DECISION	~
Type of appointme	: Fixed-term	
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Level	2	
Step	1	
Region of the duty	ation North America	
UN entity of employ	nent Peacekeeping missions	
Type of Entity	С	
Office of employme	it UNCCD	
© APPELLANT'S (	INTACT DETAILS	~
Mailing address	latur	
E-mail address	sonalizanwar123@gmail.com	
Fax	qwertyulop	
Home phone	1567890	
Work phone	9960809611	
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	UN Appeals Tribu		
(FF)	The form is submitted by the Orga	anization for the Appeal Form Individual filing type	
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peal Information	Tribunal/Organization	UN Dispute Tribunal Judgment/Order	
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	Name of Organization	Secretary-General of the United Nations	
	Type of Entity	Agencies/Funds/Programmes/Other UN entities	
	Office	пс	
		UNAT	
	E Counsel representing t		
	First name	Sonali	
	Family name	Zanwar	
	Email	sonalizanwar123@gmail.com	
	Gender First name	Female sonali	
	Gender	Female	
	Middle name	Omprakash	
	Family name	Zanwar	
	Date of birth	31 Oct 1992	
	Nationality	INDIA	
	Index number	413512	
	E-mail address	sonalizanwar123@gmail.com	
	E-mail address Phone	sonalizanwar123@gmail.com 9623439363	
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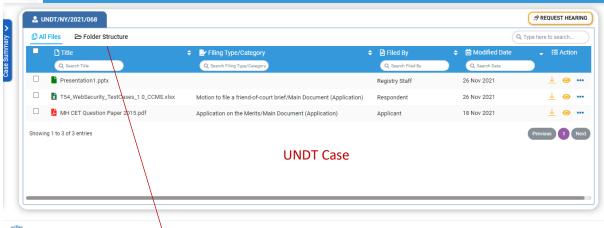
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# 3.3.2 View Documentation

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.

Sonali Bhandari	A UNDT/NY/2021/039		A REQUEST HEARING
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User can also perform action from the listing of files under Action tab. This is applicable for both tribunals (UNDT/UNAT)

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View Metadata: Option will display details of file uploaded such as Name, Format, Document Confidentiality and user details. This is applicable for both tribunals (UNDT/UNAT)



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Reason					
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Document Submitter	Registry Staff				
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Modified By	userny1				
Modified Date	24 Jan 2021				

**View Version History:** This option will display log details of document based on changes or modification performed over time. This is applicable for both tribunals (UNDT/UNAT)

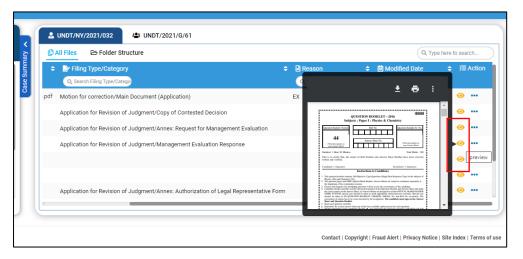
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**Download Files:** Efiler can download files by checking on the checkboxes next to file names in All Files/ Folder view and clicking on download icon at the top. In this way, efiler can download more than one file at a time. This is applicable for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

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		united-nations-fav.ico		Application for Interpretation of Judgment/Main D	ocument (Application)
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**Preview file**: Efiler can preview a file by clicking on the eye icon next to it. This is applicable for both tribunals (UNDT/UNAT)



**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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	Covid 19 Toolkit.pdf		14 May 2	
	Mediclaim FAQs.pdf		13 May 2	
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anaraj Sonawane terested Parties:	D 250MB.pdf		28 Oct 2021	
ehankita Kulkarni sociate Group Name	250MB.xlex		28 Oct 2021	⊻ ⊚ …
st (UNAT/2021/G/27)	CCMS UNDT Sprint 15 Demo-20210218_183417-Meeting Record	ling - Copy - Copy - Copy.mp4	28 Oct 2021	<u>↓</u> ⊚ …
s	Showing 1 to 6 of 6 entries			Previous 1 Ne
UNAT Case	UNAT Group	Case		
Number				
-				

**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)

() All I	Files 🕞 Folder Structure		Q	id
	Title	Filing Type/Category	🗢 🖹 teason	÷ É
	Q. Search Title	Q Search Filing Type/Catego	Q Search Reason	
	📙 Covid Task Force - April 2021.pdf	Application for Suspension of Action/Copy of Conte	sted Decision	19
	📙 COVID 19 Hospital Network List, April 2	021.pdf		14
	📙 COVID 19 Hospital Network List, April 2	021.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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🗘 All File	s 🕞 Folder Structur	re		C	covid
	Pi Title	🗢 📄 Filing Type/Categor	y 🗢 🖨 Reason	🗢 🛗 Modified Date	
	Q, tool	Q, Search Filing Type/Cate	go Q. Search Reason	Q, Search Date	
	Covid 19 Toolkit.pdf			14 May 2021	
Showing 1 to	o 1 of 1 entries (filtered from	7 total entries)			Previous 1

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

🚨 u	JNDT/NY/2022/002 😩 UNDT/2021/G/86		(A)	REQUEST HEARING	View Group Filing History
	Files 🗁 Folder Structure				
-	C) Title Q. Search Title	Priling Type/Category     Q. Seach Flag Type/Category	Filed By Q. Search Filed By	¢	
	🗴 Gmail - Your IndiGo Itinerary - NP7ISQ.pdf	Application for Suspension of Action/Copy of Contested Decision	Applicant	02 Feb 2022	-
	applic_merita_en_ZHANG.doo	Application on the Merits/Main Document (Application)	Registry Staff	01 Feb 2022	
	applio_merits_en_ZHANG (1)zzz.doc	Application on the Merits/Main Document (Application)	Applicant	01 Feb 2022	
	📙 Gmail - Your IndiGo Itinerary - MRK4NX.pdf	Application for Interpretation of Judgment/Annex: Authorization of Legal Representative Form	Applicant	13 Jan 2022	
	30-Apr-19 exam question_Batch4 Final Paper_ V2.0.docx	Application for Interpretation of Judgment/Management Evaluation Response	Applicant	13 Jan 2022 😽	
	🔀 Ticket Printer _Bapuji.pdf	Application for Interpretation of Judgment/Annexes to the application	Applicant	13 Jan 2022	
	REPURCHASE.doo	Application for Interpretation of Judgment/Main Document (Application)	Applicant	13 Jan 2022	
	Sample_resignation_letter_1 (1).doc	Application for Interpretation of Judgment/Annex: Request for Management Evaluation	Applicant	13 Jan 2022	
howi	ng 1 to 8 of 8 entries				

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



ling Histor		View Filing History		G GO TO CASE FOLDER
Showing 10 🗸	entries			Q Type here to search
🖹 Ref. No. 🛛 💂	🗎 Filing Type	Documents	🗢 🏥 Filing Date	🗢 🚨 Filed By 😂
316	Application on the Merits	Main Document (Application)]	02 Feb 2022	sonali.gmail [Applicant]
311	Application on the Merits	MHCET-2016-Maths.pdf [Main Document (Application)]	02 Feb 2022	sonali_undt_org_respondent [Respondent]
310		MHCET-2016-Code-44.pdf [Main Document (Application)]	16 Nov 2021	sonali_undt_org_respondent [Respondent]
Showing 1 to 3 of 3 entri	ies			First Previous 1 Next Last

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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Réf. Non.	🗸 📋 Type de dépôt	Documents		🗢 🏥 Date de dépôt	Déposé par
222	Réponse à l'appel incident	Development Phases.png [An	nexe]	28 janv. 2022	Tarunkumar Singh Laishram [Intimé]
187	Objections à un ami de la demande Cour	📓 doc-sample2.docx [Documen	principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	📓 doc-sample1.docx (Documen	: principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	xis-sample1.xis [Document pr	incipal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	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]
185	Réponse	Automation_Testing.docx [Do	cument principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
185	Réponse	🖥 Close Case.docx (Document ;	rincipal (Appel / Motion)]	28 sept. 2021	sonali.gmail (Appelant)
185	Réponse	test Data for Action Testing.x	ax (Annexe)	28 sept. 2021	sonali.gmail [Appelant]
185	Réponse	Mark_As_Anonymous.docx (A	nnexel	28 sept. 2021	sonali.gmail [Appelant]

### 3.3.3 File a Submission

Option allows user to file a submission on existing case. Option will allow user to select filing type from dropdown menu and click on Continue button.

FILE A SUBMISSION TO EXISTING UN DISPUTE TRIBUNAL CASE	FILE A SUBMISSION TO EXISTING UN ADMINISTRATIVE TRIBUNAL CASE	
Select Filing Type *	FILE A SUBMISSION TO EXISTING UN ADMINISTRATIVE TRIBUNAL C	
Filing Type	Select Filing Type *	
Filing Type	Filing Type	
Motion for suspension, waiver or extension of time		
Motion to file a friend-of-court brief		
Motion for intervention	CONTINUE	
Motion for correction		
Motion for interim measures		



The part two of the form displays case details and a section to file new submissions for the case.

S/P		tem	• (UTC) Dublin, Edinburgh	Lisbon, London
Home				
INDT/GVA/2021/020/T	File a submissio	n to existing UN Dispute Tri	bunal case	
(zanwar)			ion from the UN Dispute Tribunal for the Motion for suspension, w	aiver or extension of time filing type 🥢
ase Details				
Ipload Documents	A CASE DETAILS			
	Case No.	UNDT/GVA/2021/020/T		
	Client Name	zanwar, sonali		
	Registry	Geneva		-
	Applicant(s)	sonali.gmail	UNDT Case	
	Respondent(s)	sonali.trigyn, Sonali Zanwar	Submission	
	Interested Parties	Snehankita Kulkarni	305111351011	
	inclusion and s			
	UPLOAD DOCUMENT	s		
	File names can't contain the	e following characters: & * ? < > # {} % ~   / \. File names c	an't end with a dot.	
		nded for files larger than 100 MB		
	Annexes to the applicat	tion		
		Dr	ag and Drop files or Browse files	
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### **Upload Document:**

To upload the document user can Browse or Drag and Drop document to selected area.

User can select multiple files to drag drop in the highlighted section. This will upload the single/multiple files together.



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The user can also opt to use the Browse functionality to upload more than one files to the section.

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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.



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

File Name	Document Confidentiality		Reason	∰ Action
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[<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	Document Confidentiality		🖹 Reason	Æ Action
View Application.png	Ex-Parte	•		ŵ
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The efiler can then complete the filing by clicking on Submit button and the Registry is informed about the new submission. On successful submission, user will receive below message on screen.



Please note: **Only applicants and respondents can file a submission to cases.** If a case is yet not accepted by Registry, or is closed, or in under Transfer between registries, i.e. the Status is Received / Closed/ Under Transfer, the efiler is not allowed to make a submission.



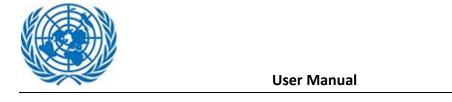
# 3.3.4 File a submission to a Group

Option allows user to file a submission on existing case at the group level, if the case is part of a Group case. Option will allow user to select filing type from dropdown menu.

FILE A SUBMISSION TO GROUP
Select Filing Type * Filing Type *
Filing Type
Answer Cross-appeal
Answer to Cross-Appeal Motion for Suspension, Waiver, or Extension of Time Limit to Appeal
Objections to Friend of the Court Application

The part two of the form display Group Case details and a section to file new submissions for the Group case.

INDT/2021/G/79 ID Details	File a submission	to group UN Dispute Tribunal for the Motion for intervention filing type			
Upload Documents	S GROUP DETAILS	on Dispute mount of the wooon to the vention hing type			
	Group ID	UNDT/2021/G/79			
	Group Name	Test Mac Safari			
	Group Description	test Mac Safari	UNDT group		
	Registry	New York	Case		
	Case No.	UNDT/NY/2021/057 (preview)	Submission		
	L UPLOAD DOCUMENTS				
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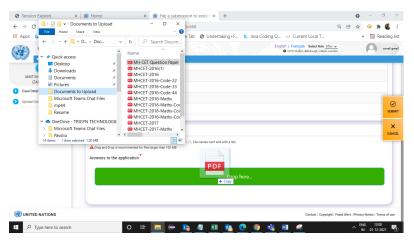
<b>.</b>	File a submission You are filing the form from the	to group United Nations Administrative Tribunal for the Answe	r to Cross-Appeal filing type 🧭	
UNAT/2021/G/27	SROUP DETAILS			
Group Details Upload Documents	Group ID	UNAT/2021/G/27		
	Group Name Group Description	re-test	UNAT Group Case	s
	Case No.	2021-60 (zanwar)	Submission	c
	UPLOAD DOCUMENTS			
	A File names carit contain the f Drag and Drop is recommend Annex		with a dot. nd Drop files or Browse files	

#### **Upload Document:**

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

To upload the document user can drag and Browse document or drag document to selected area.

User can select multiple files to drag drop in the highlighted section. This will upload the single/multiple files together.



The user can also opt to use the Browse functionality to upload more than one files to the section.

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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.

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.

Annexes to the application	Drag and Drop files or Browse file	25	SUBM
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📑 File Name	Document Confidentiality	Reason	Æ Action
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MH CET Question Paper 2015.pdf	Standard		Ŧ
MHCET-2016-Maths-Code-33.pdf	Ex-Parte Under Seal		Ŧ

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

File Name	Document Confidentiality	Reason	In the second secon
View Application.png	Ex-Parte	A This field is required	ŵ

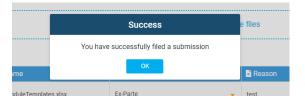
[<u>Please note</u>: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged 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	Document Confidentiality	Reason	i Action
View Application.png	Ex-Parte	A This field is required	Û

The efiler can then complete the filing by clicking on Submit button and the Registry is informed about the new submission. On successful submission, user will receive below message on screen.





Please note: **Only applicants and respondents can file a submission to group cases** If a Group case is closed/rejected, i.e. the Status is closed or rejected the efiler is not allowed to make a submission.

## 3.3.5 Request Hearing

Efiler can raise a request to access Case hearing with Registry. To do so, the efiler from their dashboard or from View Documents page will raise a request for Hearing Folder

🔥 Home							
Case 🔵	Draft				Sh	owing 10 🗢 entr	es Q. Type here to search
🖹 Ref No 👘	🕈 🚨 Name 🛛 🗢	🖹 Case No 🛛 🖨	🕀 Registry	🗢 🖹 Status 🛛 🖨	🗧 📇 Assigned As 🗢	苗 Submission Date 🛛 🗕	🖹 Filing Type 🗢 😫 Action
590	SOnali time zone, SOnali time zone	UNDT/NY/2021/041	New York	In-Progress	Applicant	15 Jun 2021	Application on the Merits
587	Bhandari, Sonali	UNDT/NY/2021/039	New York	In-Progress	Applicant	15 Jun 2021	Application on the Merits
585	Bhandari, Sonali Zanwar	UNDT/NY/2021/037	New York	In-Progress	Applicant	15 Jun 2021	Motio Oview Application
584	Bhandari, Sonali	UNDT/NY/2021/035	New York	Rejected	Applicant	09 Jun 2021	Applic
582	ddd, ddddddddd	UNDT/NY/2021/034	New York	In-Progress	Applicant	02 Jun 2021	Applic Suspe

OR

All Files Eolder Structure				Q Type	here to search
UNDT/NY/2021/061 / Application					
Folders		File Name 🗘		Filed By	🗢 🗎 Modifi
E Seplication		Q. Search File Name	Q. Search Filing Type/Category	Q, Search Filed By	Q. Search
> Other Submissions		MHCET-2017-Maths.pdf		Registry Staff	01 Nov 202
		MH CET Question Paper 2015.pdf		Registry Staff	30 Oct 202
🗈 늘 Reply	0	💈 Test Document Rename.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	30 Oct 202
🗄 🗁 Archive Judgments	0	mht-cet-physics.pdf		Registry Staff	30 Oct 202
📄 늘 Archive Orders		Section 1_Drag_07 (5).pdf	Application for Revision of Judgment/Annex: Request for Management Evaluation	Applicant	29 Sep 202
] 💳 Judgments		Section 1_Browse_02.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	29 Sep 202
) 🗁 Orders		📓 CCMS -Registry User Manual Ver-0 1.docx	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 202
	0	MHCET-2016(1).pdf	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 202
		Section 1_Browse_10.pdf	Application for Revision of Judament/Copy of Contested Decision	Applicant	29 Sep 202

Upon selecting this option, user will accept the disclaimer of correctness of Information. From this, the efiler can request access to the Hearing folder for a case.

2	Terms and Condition
	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.
	✓ Accept × Discard



Once the request is granted for a case level CMD Hearing folder then efiler can see "CMD/Hearing" folder on View Documents Page under Folder Structure

& UNDT/NY/2021/061			Before Access Approval		A REQUEST HEARING	
🗘 All Files 🛛 🗁 Folder Structure				Q, Type	Q, Type here to search	
UNDT/NY/2021/061 / Application						
Folders	h 😐	📄 File Name	♦ Dr Filing Type/Category	Filed By	🗢 🗎 Modif	
		Q. Search File Name	Q. Search Filing Type/Category	Q. Search Filed By	Q Search	
😑 🔤 Application		MHCET-2017-Maths.pdf		Registry Staff	01 Nov 20	
🗄 늘 Other Submissions	0	MH CET Question Paper 2015.pdf		Registry Staff	30 Oct 202	
🛨 🔤 Reply	0	Test Document Rename.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	30 Oct 202	
🗄 늘 Archive Judgments	0	mht-cet-physics.pdf		Registry Staff	30 Oct 202	
🕀 늘 Archive Orders		Section 1_Drag_07 (5).pdf	Application for Revision of Judgment/Annex: Request for Management Evaluation	Applicant	29 Sep 202	
🕂 늘 Judaments	0	Section 1_Browse_02.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	29 Sep 20	
🗄 😑 Orders		🚡 CCMS -Registry User Manual Ver-0 1.doc	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 20	
		MHCET-2016(1).pdf	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 20	
		Section 1_Browse_10.pdf	Application for Revision of Judgment/Copy of Contested Decision	Applicant	29 Sep 20	

LUNDT/NY/2021/061      All Files ⇔ Folder Structure			After Access Approval		REQUEST HEARIN
					Q Type here to search
UNDT/NV/2021/061 / Application					
Folders	h 😐	🔋 File Name	♦ Priling Type/Category	Filed By	🗢 🛗 Modi
	T	Q, Search File Name	Q. Search Filing Type/Category	Q, Search Filed By	Q Searc
E S Application		MHCET-2017-Maths.pdf		Registry Staff	01 Nov 20
CMD/Hearing     CMD/Hearing     Other Submissions	0	MH CET Question Paper 2015.pdf		Registry Staff	30 Oct 20
Cther Submissions     Peply		📙 Test Document Rename.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	30 Oct 20
		mht-cet-physics.pdf		Registry Staff	30 Oct 20
Archive Judgments     Archive Orders		Section 1_Drag_07 (5).pdf	Application for Revision of Judgment/Annex: Request for Management Evaluation	Applicant	29 Sep 20
	0	Section 1_Browse_02.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	29 Sep 20
🗄 늘 Judgments	0	CCMS -Registry User Manual Ver-0 1.doo	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 20
🛨 늘 Orders	0	MHCET-2016(1).pdf	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 20
		Section 1_Browse_10.pdf	Application for Revision of Judgment/Copy of Contested Decision	Applicant	29 Sep 20

# 3.3.6 Request Hearing for Group

Efiler can raise a request to access Case hearing with Registry.

Apart from requesting access for Hearing at case level, an efiler can also request access to Hearing at Group level, if the case belongs to a Group.

To do so, the efiler from their dashboard, will access Action for the case and click on Request Hearing for Group.

645	preview, document	UNDT/NY/2021/057	New York	In-Progress	Applicant	27 Sep 2021	Application for Interpretation of Judgment
644	sonali, sonali	Temp-UNDT-2021- H8R1T	New York	Received	Applicant	27 Sep 2021	Application Oview Application
640	SONALI, SONALI	Temp-UNDT-2021- G165I	New York	Received	Applicant	24 Sep 2021	Application Judgment File a submission
639	Sagar, Sagar	Temp-UNDT-2021- CPCPU	New York	Received	Applicant	24 Sep 2021	Application 🔋 File a Submission to Group
Showing 11 to 2	0 of 24 entries						First Request Hearing Last

OR



Document Preview	Lundt/nvt/2021/057 & UNDT/2021/G/79	IEARING	NG FOR GROUP CASE
UNDT/NY/2021/057	() All Files ▷ Folder Structure	Q, Type I	here to search
Case Open Date:	📕 🗋 Title 🗢 😰 Filing Type/Category 🗢 🖨 Filed By	🗢 i Modified Date	🚽 🚝 Action
27 Sep 2021	Q Search Title Q Search Filing Type/Category Q Search Filed By	Q. Search Date	
Status: In-Progress	🛛 📙 Section 1_Browse_01.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	⊥ ⊙ •
onali.gmail	Esction 1_Browse_12.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	
tespondent:	🛛 📙 Section 1_Browse_08.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	⊻ ⊙ •
onali.trigyn	Section 1_Browse_06.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	<u>↓</u> 0 •
nterested Parties: inehankita Kulkarni	Section 1_Browse_02.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	.↓ @ •
Registry: New York	Esection 1_Browse_07.pdf     Submission filed pursuant to the Tribunal's direction/Main Document (Application)     Applicant	28 Sep 2021	⊥ ⊙ •
egal Officer:	D 💈 Section 1_Browse_11.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	<u>↓</u> 0 •
Y Legal Officer	Section 1_Browse_10.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	↓ ⊙ •
IV Logal Admin	Section 1_Browse_03.pdf Submission filed pursuant to the Tribunal's direction/Main Document (Application) Applicant	28 Sep 2021	J 👩 .

(

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Upon selecting this option, user will accept the disclaimer of correctness of Information. From this, the efiler can request access to the Hearing folder for a Group case.

Terms and Condition	×
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.	
✓ Accept × Discard	

Document Preview	LUNDT/NY/2021/057	221/G/79 A REQUEST HEARING OR GROUP CASE
CHD1/H1/2021/00/	All Files Erolder Structure	Q, Type here to search
Case Open Date: 27 Sep 2021	UNDT/2021/G/79 / Application Folders	📲 📑 File Name 🔶 🛃 Filling Type/Category 💠 🕒 Filed By 🔶 🖨 Modified Date 🖕 🚍 Action
Status:	🖃 🝉 Application	Q. Search File Name Q. Search Filing Type/Category Q. Search Filed By Q. Search Date
Applicant: sonali.gmail	🔁 늘 Other Submissions	•
Respondent: sonali.trigyn	🕀 🔤 Reply	No Data to Display
Snehankita Kulkarni	- 💽 늘 Judgments	Before Access Approval
Registry: New York	- 🕀 🐤 Orders	BEIOTE ACCESS ADDIOVAI
Legal Officer: NY Legal Officer		
Legal Assistant:		

Once, the request is approved by Registry the efiler can access Group case hearings.



LUNDT/NY/2021/057	🖶 UNDT/2021/G/79					nequest H	EARING	REQUEST HEARIN	G FOR GROUP CASE
🗘 All Files 🕞 Folder St	ructure							Q, Type h	ere to search
🖿 UNDT/2021/G/79 / Applicati	ion								
Folders		🗟 File Name		Filing Type/Categ	ory 🔶	🖹 Filed By		🗎 Modified Date	🚽 🚝 Action
		Q. Search File Name		Q Search Filing Type/Cate	gory	Q. Search Filed By		Q Search Date	
😑 늘 Application									
🛨 늘 CMD/Hearing						8			
🗈 🗁 Other Submissions No Data to Display									
🔁 늘 Reply									
– 🗄 늘 Judgments								Pre	avious 1 Next
– 🗄 늘 Orders		After Ac	cess	Approval					

### 3.4 Email Notifications

E-filer can expect to receive following email notifications on their registered email addresses.

1. New account creation with the system with activation link.

1	-	OAJ Court Case Management application Account Activation
10	1.1 50/18	a canna
D	ear so	nali trigyn,
	hank ye nk:	ou for registering. To complete the activation of your account please click the following
A	ctivatio	on link
в	est Reg	gards,
E	filing !	Support

OAJ Court Case Management application Account Activated

To Sonal Zanwar

Your account is now activated. Please click the following link to log on to CCMS using your username: sonali.trigyn

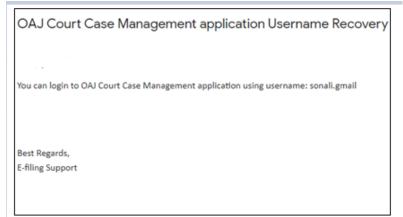
Log In

2.

Best Regards, E-filing Support



3. Username recovery in case of forgotten username



### 4. Password Recovery in case of forgotten password

OAJ Court Case Management application Password Recovery 😕 🔤	
2:00 PM (0 minutes apo)	ſ
You have requested this mail because you have forgotten your password to OAJ Court Case Management application.	
Your temporary password is: #\$c6 QEwc&qVOE	
Your temporary password can be changed immediately by logging onto the <u>Change Password Page</u> using your user name and tempora password.	iry
The ChangePassword page is located at https://ccms.trigyn.com:8787/_Layouts/15/CCMS.FBA/ChangePassword.aspx.	
Best Regards, E-Filing Support	

5. Confirmation on successful submission of appeal/ application

Confirmation: Request for UNDT submitted successfully ${\it D}$ ${\it lineses}$	Confirmation: Request for UNAT submitted successfully $\ \ {}_{\Sigma}$
Dear zanwar,sonali,	Dear Appellant,
Your request for filing against UNDT has been submitted successfully to CCMS.	Your request for filing against UNAT has been submitted successfully to CCMS.
Best Regards, United Nations Dispute Tribunal	Best Regards, United Nations AdministrativeTribunal

### 6. Confirmation on Application/ Appeal approval by Registry with permanent case number

UNDT Case Accepted $\sum$ Inbox x	UNAT Case Accepted D Index x
Dear Applicant(s),	Dear Appellant(s),
The case with case number UNDT/NY/2021/062 (zanwar) has been accepted.	The case with case number 2021-57 (Secretary-General of the United Nations) has been accepted. Click <u>here</u> to view the case.
Best Regards, United Nations Dispute Tribunal	Best Regards, United Nations Administrative Tribunal



7. Notification on submissions filed to Case



8. Notification on submissions filed to Group

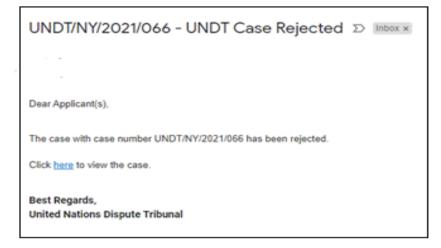
Filing to existing UNDT Group case $\sum$ Inbox x
· · · · · · · · · · · · · · · · · · ·
Dear Applicant(s),
A submission for existing group UNDT/2021/G/86 for UNDT has been submitted by sonali_undt_org_respondent.
Kindly access the group case by clicking here.
Best Regards,
United Nations Dispute Tribunal

#### 9. Notification on case closure.

UNDT/NY/2021/068 (zanwar) - UNDT Case Closed 🔈 Inbox 🛪	2021-59 (zanwar) - UNAT Case Closed 🔈 Inbox 🗴
Dear Applicant(s),	Dear Appellant(s),
The case with case number UNDT/NY/2021/068 (zanwar) has been closed. Click <u>here</u> to view the case.	The case with case number 2021-59 (zanwar) has been closed. Click <u>here</u> to view the case.
Best Regards, United Nations Dispute Tribunal	Best Regards, United Nations Administrative Tribunal



10. Notification on case rejection.



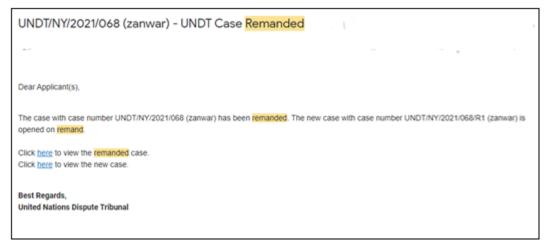
#### 11. Notification of case reopen.

UNDT/NY/2021/066 - UNDT Case Reopened D Inbox x	2021-57 - UNAT Case Reopened D Inbox x
	197 - A
Dear Applicant(s),	Dear Appellant(s).,
The case with case number UNDT/NY/2021/066 has been reopened.	
Click here to view the case.	The case with case number 2021-57 has been reopened.
	Click here to view the case.
Best Regards, United Nations Dispute Tribunal	Best Regards, United Nations Administrative Tribunal

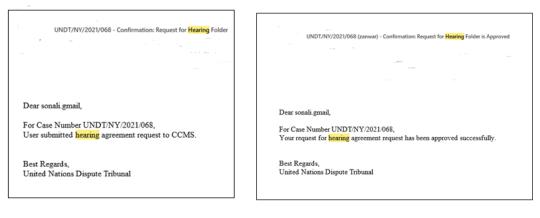
#### 12. Notification on case transfer completed

UNDT Case Transfer Completed	
Dear Applicant(s),	
The case with case number UNDT/NY registry. The new case number is UNI	Y/2021/7/R9 (Laishram) has been <mark>transfer</mark> red to Geneva DT/GVA/2021/025/T (Laishram).
Click here to view it.	
Best Regards, United Nations Dispute Tribunal	

#### 13. Notification on Case remand



14. Notification on approval /revoke/ rejection of Hearing agreement request for Case.





_	UNDT/NY/2021/068 (zanwar) - Hearing folder permission revoke
Dear	sonali.gmail,
	Case Number UNDT/NY/2021/068, r request for <mark>hearing</mark> agreement request has been revoked.
	Regards, ed Nations Dispute Tribunal

15. Notification if efiler is tagged as Applicant(or Appellant)/Respondent/Interested parties/Respondent Legal Officer(or Organization Legal Officer)/

Access granted to a case
Dear Applicant(s),
You have been granted access to the case UNDT/NY/2021/059 for UNDT.
Kindly access the case by clicking here.
Best Regards, United Nations Dispute Tribunal

