

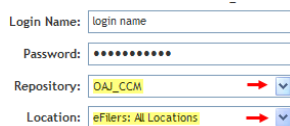
# OAJ eFiling Portal – HOW TO FILE A NEW CASE

Before you can file a new case to the UN Dispute or Appeals Tribunal using the OAJ eFiling portal you should:

- ✓ Download, fill out, print, sign and scan the appropriate form available on the OAJ website
- ✓ Create an eFiling account using the online account request form also available on the OAJ website.

Once these two steps have been completed please use the instructions below to file your application/appeal.

## Login to eFiling Portal



Login to the eFiling portal (<https://efilinginternaljustice.un.org>) using the credentials you specified when creating your account. Choose OAJ\_CCM as the repository and select “eFilers: All Locations” as your location.

This website wants to run the following add-on: 'MSXML 5.0' from 'Mic

The first time you login, say “Yes” to installing the Microsoft add-on.

The requested page is no longer in the page history trail. Please navigate to your location.

Click “OK” to the error message and refresh the page.



If you have not added the site to your list of Trusted Sites a security warning will continue to appear. See the [User Guide: Browser Settings](#) for instructions on how to avoid this message.

## Select Tribunal

[Option A. Filing a new case:](#)

Select the appropriate Tribunal from the pull-down list.

To file a new case, select Tribunal:

## Enter (Personal) Details

**Step 2: Enter Personal Details**

Click on “Step 2 - Enter (Personal) Details” button that appears after having selected the Tribunal. Wait for the screen to load (it will take a few seconds).

Fill out the form. Fields marked with a red asterisk are mandatory. Once all mandatory fields have been filled correctly, the “Save” button will become active. Save the form.

**Refresh**

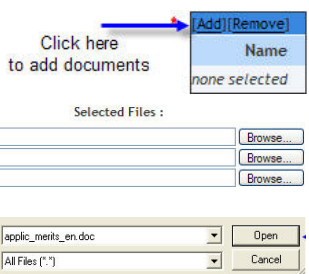
Press on the “Refresh” button if the form retains a “Draft” status.

## Initiate Filing

**Step 3: Initiate Filing**

Click on the “Step 3 – Initiate Filing” button. Wait for the screen to load (it will take a few seconds).

Select the type of application you are filing.



Click on “Add” link to attach the files you are including in the filing.

For each document you include in the filing, click the “Browse” button, select the file and click “Open” to attach the file.

Make sure to include:

- ✓ The application form which you downloaded, filled, signed and scanned
- ✓ If you chose to have legal representation, add the (signed and scanned) authorization form
- ✓ Any annexes

Once you have added all the documents, click “Finish” and then “Continue”.

Certify the submission and click the submit button to submit the filing to the Registry.

## Check Confirmation Email

Check your email for a confirmation email. If you have not received it within 24 hours contact [ccms-support@un.org](mailto:ccms-support@un.org). The email address used is the one specified when you created your eFiling user account.

The Registry will contact you upon processing the application.