



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.

1.1 Terms, Definitions & Acronyms

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

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 MANAGEMENT

Username*
sonali.bhandari

Password*

[Forgot username?](#) [Forgot password?](#)

LOG IN

Do not have an account? [Create a new account](#)

System admin Sign in Contact Us

Create new account

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

CREATE E-FILING ACCOUNT

OAJ COURT CASE MANAGEMENT

First Name*
Sonali

Last Name*
Bhandari

Username*
Sonali.Bhandari

Password*

Confirm Password*

Weak; try combining letters (uppercase and lowercase), numbers & special characters

Email*
Sonali.bhandari@trigyn.com

I'm not a robot reCAPTCHA
Privacy - Terms

BACK TO LOG IN **CREATE USER**

▲ Anything marked with red asterisk is required.

▲ Password instructions: Password must contain at least 8 characters including at least one special character, number and letter. Password must not contain space and <>. Password must not contain first name, last name, email or username.

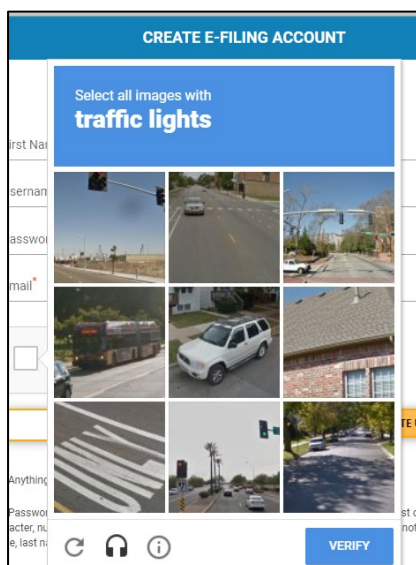
Please note that you only need to register once to access the e-filing portal for UNDT and/or UNAT. If you have an account already, you can log in to the [e-filing portal](#).

Contact cms-support@un.org for any technical questions related to e-filing.

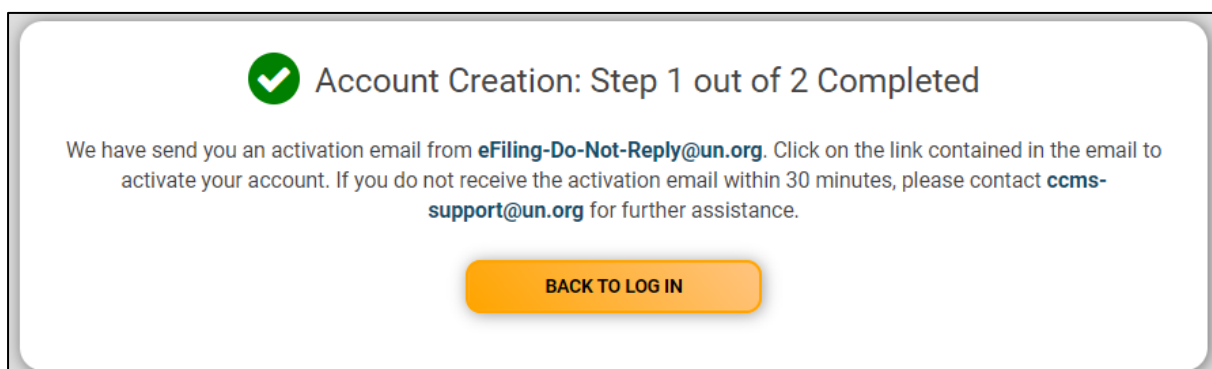


User Manual

- 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.



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



User Manual

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.



2.2 Login

Click if you forgot your username

Enter User name

Enter Password

Click if you forgot your password

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 Role ▼

Select Role

UNDT NY Legal Officers

Efiler

Contact ccms-support@un.org for any technical questions related to e-filing.

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 [this](#) section.



User Manual

2.3 Homepage (E-filer)

The below screenshot show the homepage/dashboard of E-filer. Each portion of the homepage/dashboard is described in details in separate subsections later on in this section of the document

UN DISPUTE TRIBUNAL

Cases

Showing 10 entries

Q Type here to search...

Ref No	Name	Case No	Registry	Status	Assigned As	Submission Date	Filing Type	Action
688	zanwar, sonali	UNDT/GVA/2021/020/T (Transferred from UNDT/NY/2021/068/R1)	Geneva	In-Progress	Applicant	18 Nov 2021	Application on the Merits	ACTION
686	zanwar, sonali	UNDT/NY/2021/068	New York	Closed	Applicant	18 Nov 2021	Application on the Merits	ACTION
684	zanwar, sonali	UNDT/NY/2021/066	New York	Closed	Applicant	10 Nov 2021	Application for Revision of Judgment	ACTION
683	zanwar, sonali	UNDT/NY/2021/065/T (Transferred from UNDT/GVA/2021/018/T/R12)	New York	In-Progress	Respondent	23 Oct 2021	Application for Revision of Judgment	ACTION
682	zanwar, sonali	UNDT/NY/2021/064	New York	In-Progress	Applicant	10 Nov 2021	Application for Revision of Judgment	ACTION
681	zanwar, sonali	Temp-UNDT-2021-X1Z0K	Geneva	Received	Applicant	10 Nov 2021	Application for Revision of Judgment	ACTION
680	Zanwar, Sonali	Temp-UNDT-2021-WNHQJ	New York	Rejected	Applicant	10 Nov 2021	Application on the Merits	ACTION
679	ZANWAR, SONALI	UNDT/NY/2021/063	New York	In-Progress	Applicant	09 Nov 2021	Application on the Merits	ACTION
678	zanwar, sonali	UNDT/NY/2021/062	New York	In-Progress	Applicant	10 Nov 2021	Application for Revision of Judgment	ACTION
675	zanwar, sonali	UNDT/GVA/2021/018/T (Transferred from UNDT/NY/2021/060/T)	Geneva	Closed	Respondent	23 Oct 2021	Application for Revision of Judgment	ACTION

Showing 1 to 10 of 24 entries

First Previous 1 2 3 Next Last

Search/filter section

UNDT Case List

UN APPEALS TRIBUNAL

Cases

Showing 10 entries

Q Type here to search...

Ref No	Name	Case No	Status	Assigned As	Submission Date	Filing Type	Action
303	zanwar, sonali	2021-60	Case number assigned	Appellant	18 Nov 2021	Appeal Form Individual	ACTION
302	zanwar, sonali	Temp-UNAT-2021-KNA89	Rejected	Appellant	10 Nov 2021	Application for Interpretation	ACTION
301	zanwar, sonali	2021-59	Closed	Appellant	10 Nov 2021	Application for Correction	ACTION
300	Secretary-General of the United Nations,	2021-58	Case number assigned	Appellant	10 Nov 2021	Appeal Form Individual	ACTION
299	Sonali Testing,	2021-57	Case number assigned	Appellant	10 Nov 2021	Appeal Form Individual	ACTION
286	ZANWAR, SONALI	Temp-UNAT-2021-XAONT	Received	Appellant	29 Sep 2021	Application for Correction	ACTION
285	Commissioner-General of UNRWA,	Temp-UNAT-2021-WOC9S	Received	Appellant	29 Sep 2021	Appeal Form Individual	ACTION
284	ZANWAR, SONALI	Temp-UNAT-2021-GWKKM	Received	Appellant	29 Sep 2021	Application for Correction	ACTION
283	ZANWAR, SONALI	Temp-UNAT-2021-47JMC	Received	Appellant	29 Sep 2021	Application for Correction	ACTION
280	Zanwar, SONALI	Temp-UNAT-2021-3LV40	Received	Appellant	29 Sep 2021	Application for Correction	ACTION

Showing 1 to 10 of 25 entries

First Previous 1 2 3 Next Last

UNAT Case List

Pagination



User Manual

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.

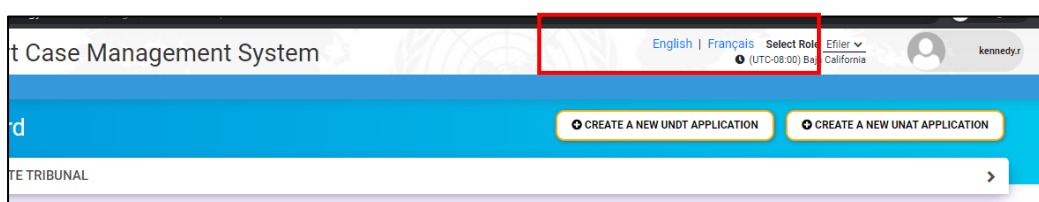
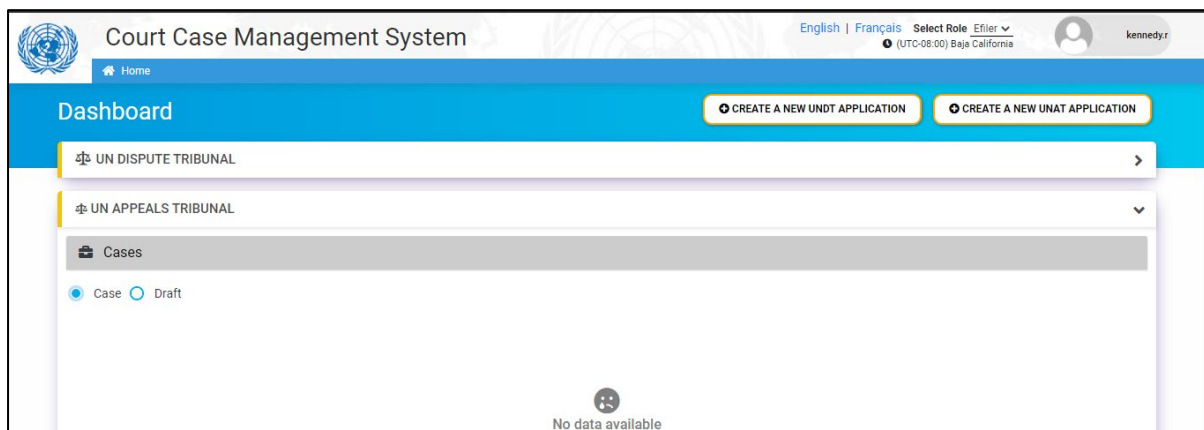
Ref No	Name	Case No	Status	Assigned As	Submission Date	Filing Type	Action
162	Zanwar, Sonali	UNAT/2021/4	Case number assigned	Respondent	03 Feb 2021	Appeal Form Individual	ACTION
191	Murray, James	UNAT/2021/21	Case number assigned	Appellant	18 May 2021	Application for Correction	ACTION
189	test, test	Temp-UNAT-2021-WL6VW	Received	Appellant	10 May 2021	Motion for Suspension, Waiver, or Extension of Time Limit to Appeal	ACTION

Submission Date: When case is submitted in the system.

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

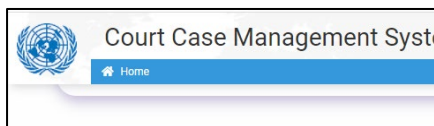
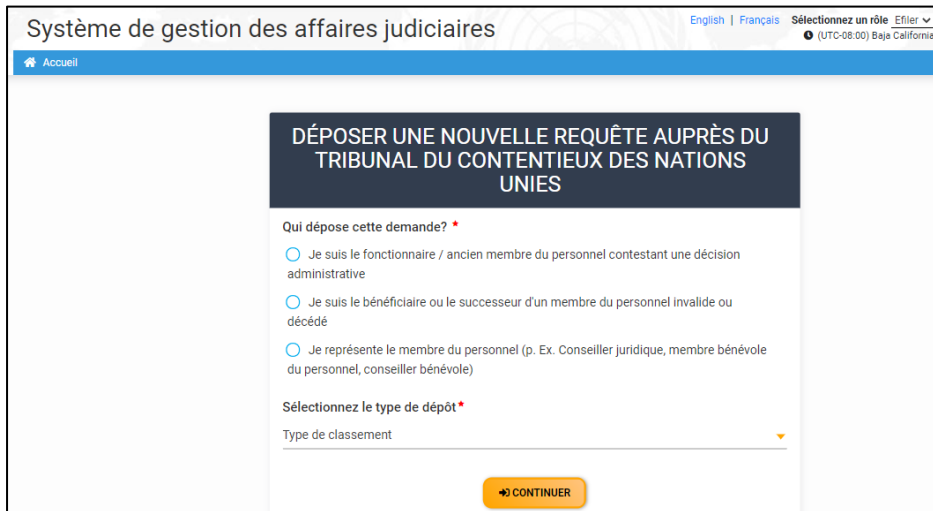
Action: Explained in detail in [This](#) Section.

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.

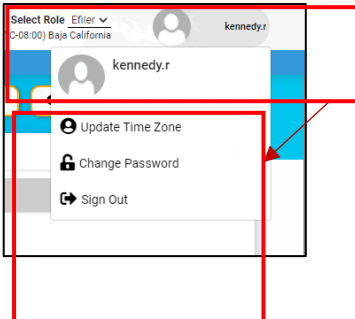




Clicking on the required language will change translate/ convert User interface.

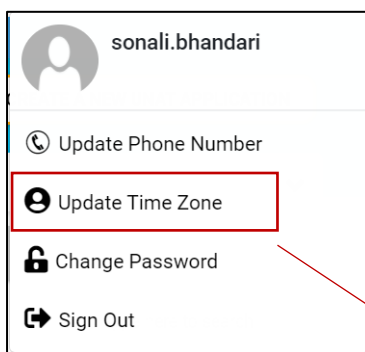


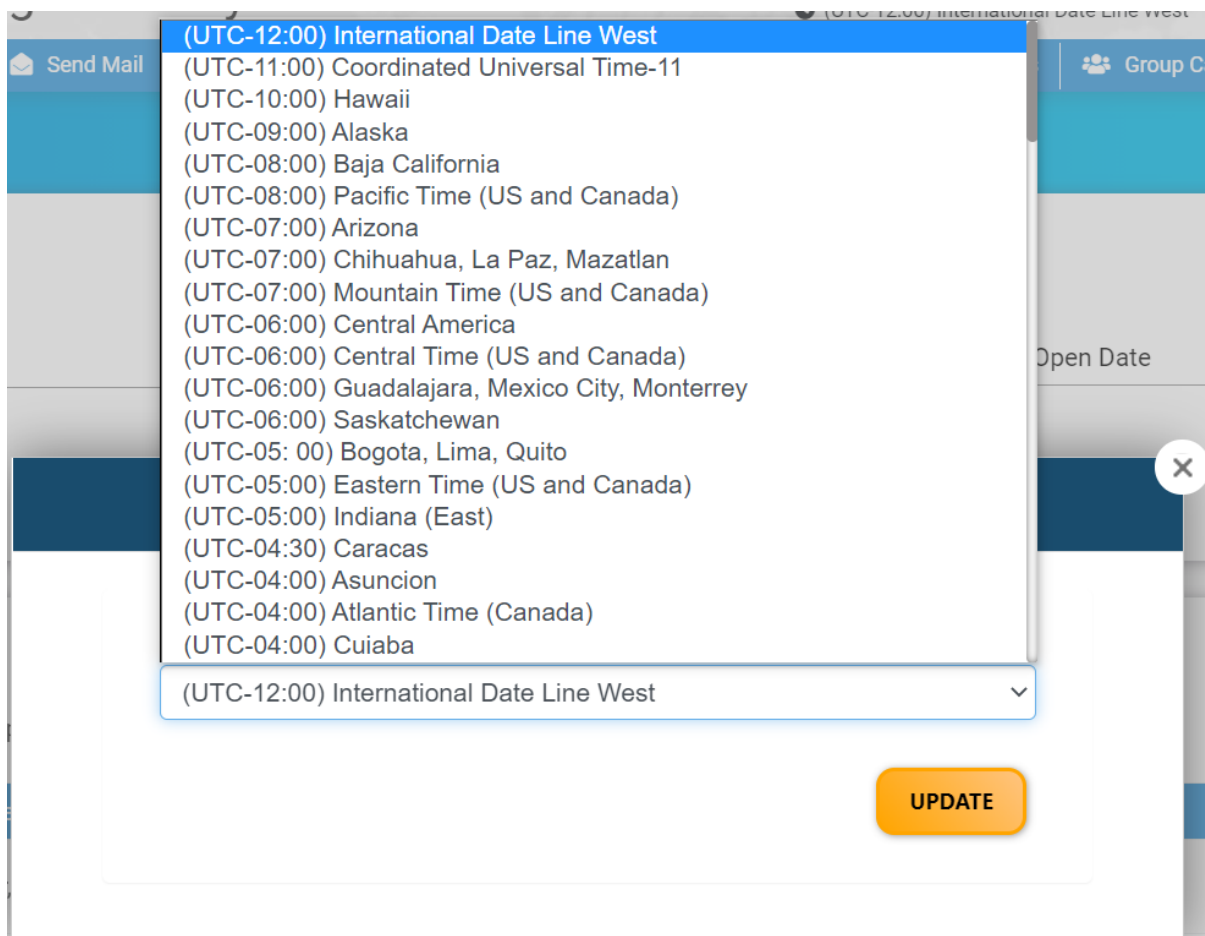
User will be able to view User Profile options by clicking on the top right corner of the application



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.





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

A user profile menu for 'sonali.bhandari'. The menu items are: Update Phone Number, Update Time Zone, Change Password, and Sign Out. The 'Sign Out' option is highlighted with a red rectangular box.

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

The login screen for 'OAJ COURT CASE MANAGEMENT'. It features a 'LOG IN' header, the United Nations logo, and input fields for 'Username' (containing 'sonali.bhandari') and 'Password'. A red box highlights the 'Forgot username?' link. Other elements include a 'LOG IN' button, a footer with 'Do not have an account? Create a new account', 'System admin Sign in', and 'Contact Us'.

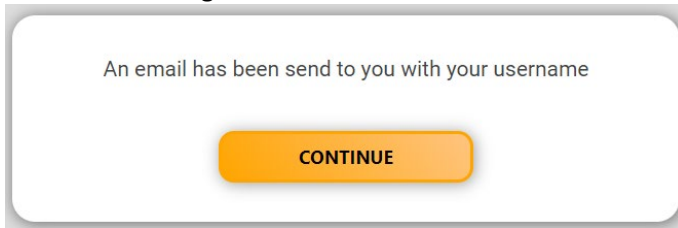
On clicking Request Forgot Username User will be navigated to below screen

The 'FORGOT USERNAME?' screen for 'OAJ COURT CASE MANAGEMENT'. It features the United Nations logo and the instruction 'Enter your Email to receive username.'. A red box highlights the 'Email' input field. Below the input field are 'BACK TO LOGIN' and 'SUBMIT' buttons. The footer contains the contact information: 'Contact ccms-support@un.org for any technical questions related to e-filing.'.

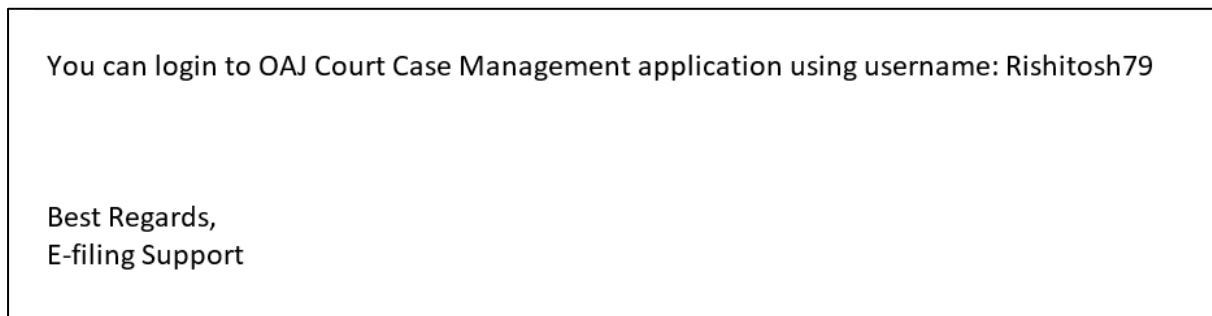
Enter e-mail address registered with CCMS system and click on Submit button.



User will be navigated to next Screen



User will receive email address containing the Username.

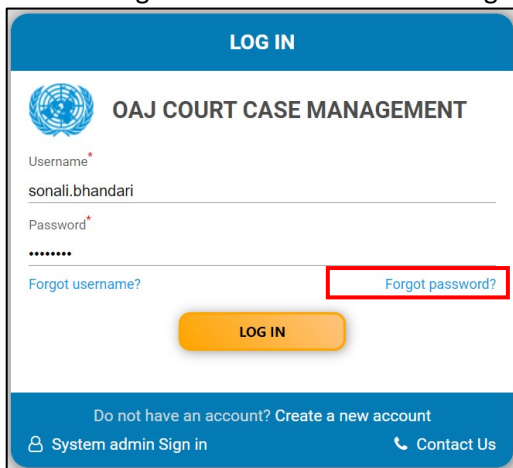


2.4.5 Forgot Password

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



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

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



User Manual

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 [Change Password Page](#) using your user name and temporary password.

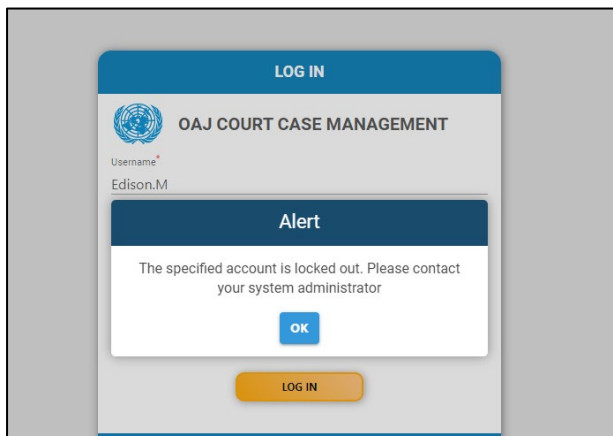
The ChangePassword page is located at https://ccms.trigyn.com:8787/_Layouts/15/CCMS.FBA/ChangePassword.aspx

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.





3 E-Filer Module

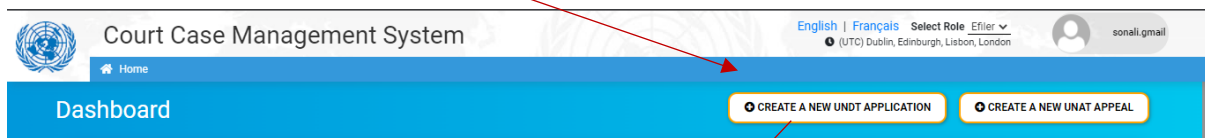
The E-filer is responsible for various activities corresponding to Creating New UNDT application and/or Creating New UNAT Application.

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



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

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 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 Merits filing type

APPLICANT'S INFORMATION

Gender *
 Male Female

First name * Middle name Last name *
First name Middle name Last name

Date of birth * Nationality * Index number
Date of birth Nationality Index number

SAVE AS DRAFT
SUBMIT
CANCEL

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 Merits filing type

APPLICANT'S INFORMATION

Gender *
 Male Female

First name * Middle name Last name *
First name Middle name Last name

Date of birth * Nationality * Index number
Date of birth Nationality Index number

SAVE AS DRAFT
SUBMIT
CANCEL

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

UN Dispute Tribunal Request Form

EMPLOYMENT STATUS

Type of appointment * Grade * Level *
Type of appointment Grade Level

Step * Region of the duty station * UN entity of employment *
Step Region of the duty station UN entity of employment

Office of employment *
Office of employment

SAVE AS DRAFT
SUBMIT
CANCEL



User Manual

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

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

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.



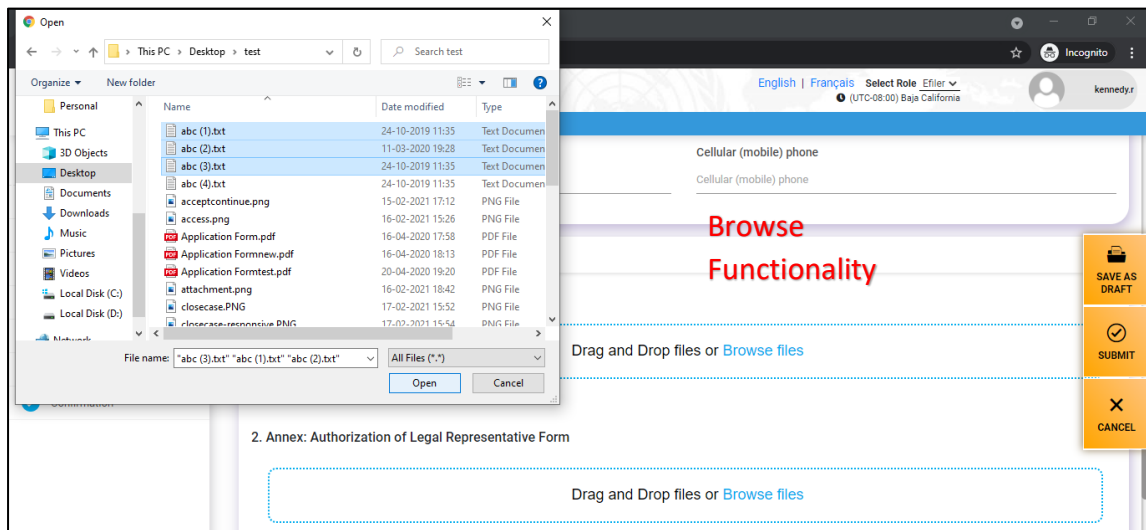
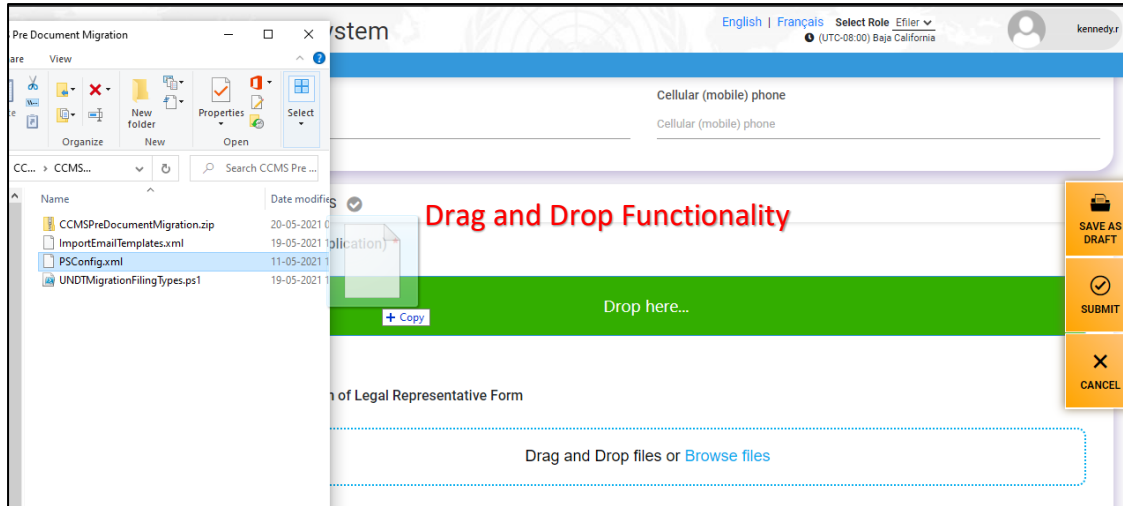
User Manual

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

- File names can't contain the following characters: & " ? < > # {} % ~ | / \. File names can't end with a dot.
- 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.

File Name	Document Confidentiality	Reason	Action
Application form.png	Standard		
2. Annex: Authorization of Legal Representative	Standard		

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

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

[Please note: 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	



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

- Applicant's Information
- Employment Status
- Contesting Decision Entity
- Applicant's Contact Details
- Legal Representative
- Upload Documents
- Confirmation

6. Annexes to the application

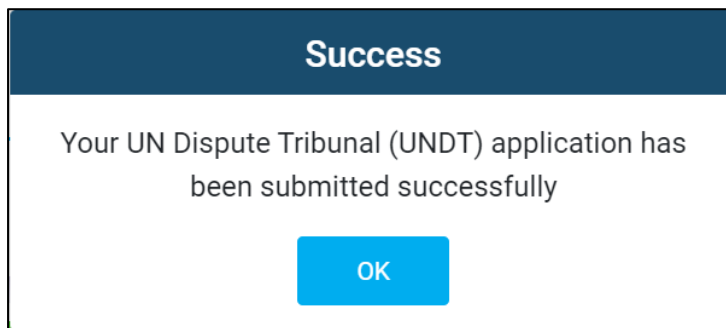
Drag and Drop files or [Browse files](#)

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.

SAVE AS DRAFT SUBMIT CANCEL

Upon Submitting user will get confirmation message.



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: **ES** | sonal@gmail

Home

Questions answered: 0 / 39

UN Dispute Tribunal Request Form

You are filing the form as the staff member / former staff member contesting an administrative decision from the UN Dispute Tribunal for the Application on the Merits filing type

APPLICANT'S INFORMATION

Gender *
 Male Female

First name * Middle name Last name *
First name Middle name Last name

Date of birth * Nationality * Index number
Date of birth Nationality Index number

EMPLOYMENT STATUS

Type of appointment * Grade * Level *
Type of appointment Grade Level

SAVE AS DRAFT SUBMIT CANCEL



User Manual

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

The screenshot shows the UN Dispute Tribunal dashboard with the 'Cases' section. The 'Draft' tab is selected. A table lists several applications, and the 'Action' column for one application is expanded to show 'View Application' and 'Edit Application' options.

Ref No	Name	Filing Type	Action
508	Tester, Sonali	Application on the Merits	ACTION
491	3123, document test	Application for Suspension of Action	View Application Edit Application
484	ForSoanli, Testing	Application for Interpretation of Judgment	ACTION
483	,	Application for Revision of Judgment	ACTION
480	Bhandari, Sagar	Application for Revision of Judgment	ACTION
446	,	Application for Interpretation of Judgment	ACTION

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.

The email content is as follows:

Dear Email,Exchange,

Your request for filing against UNDT has been submitted successfully to CCMS.

**Best Regards,
United Nations Dispute 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 attachments is for the use of the intended recipients only, and may be strictly confidential and/or legally privileged. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, any unauthorized review, use, disclosure, or distribution of the information is prohibited. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and destroy all copies of the original message and any attachments.

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

The screenshot shows the UN Dispute Tribunal dashboard with the 'Cases' section. The 'Case' tab is selected. A table lists one application with the status 'Received' highlighted.

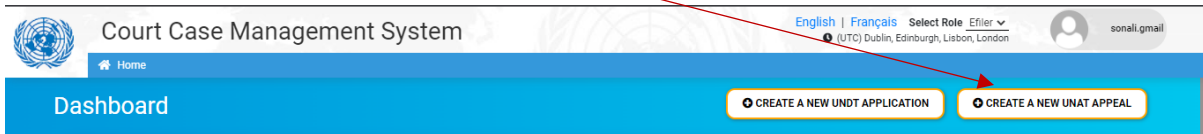
Ref No	Name	Case No	Registry	Status	Assigned As	Submission Date	Filing Type	Action
517	Shrivastava, Rishitoshchand	Temp-UNDT-2021-L1WEY	New York	Received	Applicant	31 Jan 2021	Application on the Merits	ACTION



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



E-filer can file case as follows:

Individual

Organization

Individual	Organization
<p>FILE A NEW UN APPEALS TRIBUNAL APPLICATION</p> <p>Filing party is *</p> <p><input checked="" type="radio"/> Individual</p> <p><input type="radio"/> Organization</p> <p>Who is filing this application? *</p> <p>Select Filing Application</p> <p>Select Filing Type *</p> <p>Filing Type</p> <p>CONTINUE</p>	<p>FILE A NEW UN APPEALS TRIBUNAL APPLICATION</p> <p>Filing party is *</p> <p><input type="radio"/> Individual</p> <p><input checked="" type="radio"/> Organization</p> <p>Select Filing Type *</p> <p>Filing Type</p> <p>CONTINUE</p>

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

Number of Mandatory fields

Questions answered: 0 / 31

- ✓ Appeal Information
- ✓ Appellant's Information
- ✓ Employment Status
- ✓ Appellant's Contact Details
- ✓ Legal Representative
- ✓ Upload Documents
- ✓ Confirmation

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

SELECT IN RELATION TO WHAT YOUR APPEAL IS

Tribunal/Organization *

Tribunal/Organization

APPELLANT'S INFORMATION

Gender *

Male Female

SAVE AS DRAFT

SUBMIT

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.



User Manual

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

Number of Mandatory fields

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.



User Manual

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

The screenshot shows the 'UN Appeals Tribunal Request Form' interface. A dropdown menu is open for the 'Tribunal/Organization' field, listing several options. The option 'Decision by Pension Board' is highlighted in green. The interface includes a sidebar with navigation steps, a top navigation bar with language and user information, and a right-hand panel with 'SAVE AS DRAFT', 'SUBMIT', and 'CANCEL' buttons.

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

This screenshot shows the 'Appeal Category' dropdown menu. The 'Please select' option is highlighted in green. Other visible options include 'Judgment/Order number' and '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.

Two side-by-side screenshots illustrate user input. The left screenshot shows the 'Tribunal/Organization' field with 'UN Dispute Tribunal Judgment/Order', the 'Appeal Category' field with 'Judgment/Order number', and the 'Judgment/Order number' field with 'testing'. The right screenshot shows the 'Tribunal/Organization' field with 'UN Dispute Tribunal Judgment/Order', the 'Appeal Category' field with 'Judgment/Order number', the 'Judgment/Order number' field with a search button labeled 'x testing', and the 'Case number' field with a search button labeled 'x 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.

APPELLANT'S INFORMATION ✓

Gender *
 Male Female

First name * John **Middle name** Middle name **Family name *** Doe

Date of birth * 09/05/2021 **Nationality *** AMERICAN SAMOA **Index number** Index number

STAFF MEMBER EMPLOYMENT STATUS AT THE TIME OF ORIGINAL CONTESTED DECISION ✓

Type of appointment * Fixed-term **Grade *** D **Level *** 2

Step * III **Region of the duty station *** Africa **UN entity of employment *** Agencies/Funds/Programmes/Other UN ent

Type of Entity * A **Office of employment *** UNCCD



User Manual

APPELLANT'S CONTACT DETAILS

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'S REPRESENTATIVE

Appellant/Staff member represented by *
OSLA counsel

OSLA Branch *
Beirut

National jurisdiction in which the counsel is authorized to practice
National jurisdiction in which the counsel is authorized to practice

First name of counsel Last name of counsel Mailing address
First name of counsel Last name of counsel Mailing address

E-mail address Work phone Cellular (mobile) phone
E-mail address Work phone Cellular (mobile) phone

Organization Information

ORGANIZATION THAT MADE THE ORIGINAL CONTESTED ADMINISTRATIVE DECISION

Name of Organization * Type of Entity Office
Name Of Organization Type of Entity Office that made the contesting decision

Counsel representing the organization

First name * Family name * Email *
First name Family name Email

RESPONDENT INFORMATION

Gender *
 Male 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



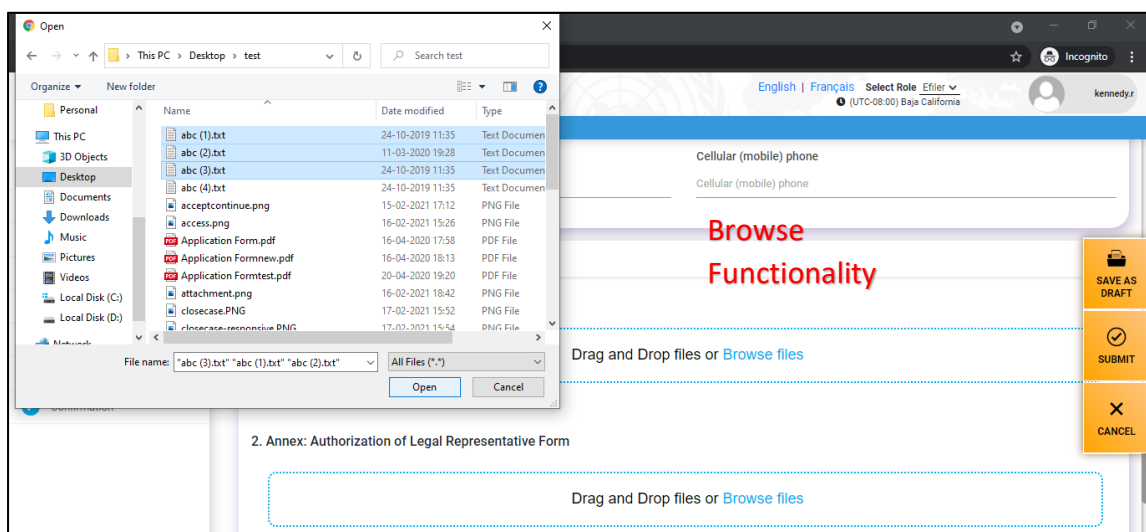
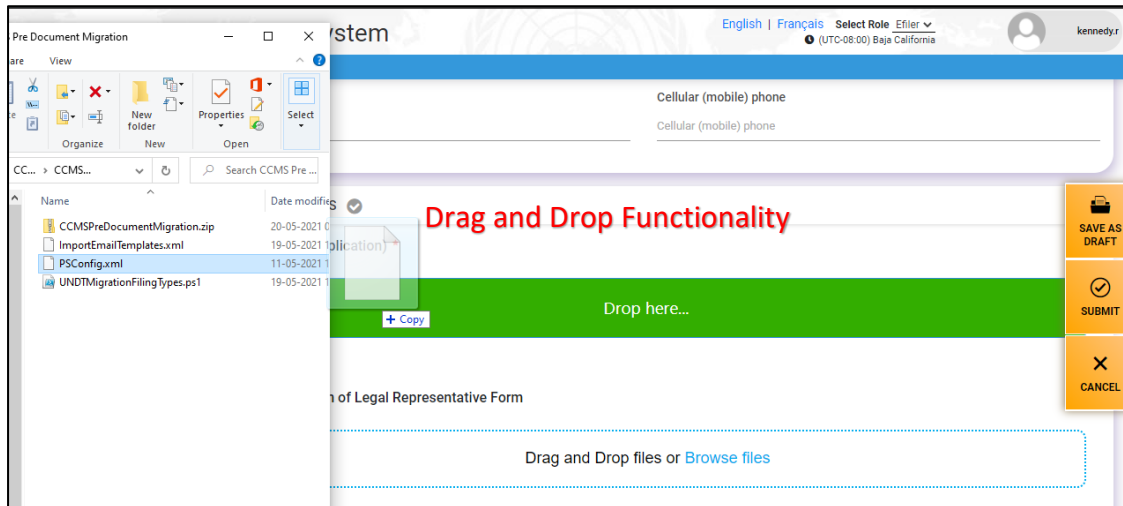
User Manual

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

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

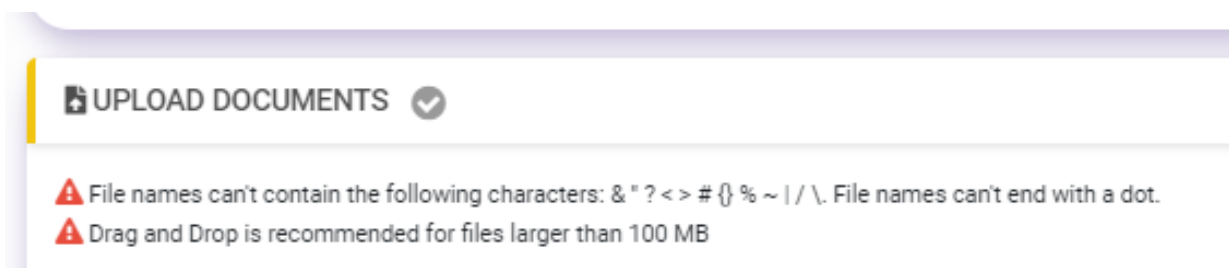
To upload the document(s) user can use Browse functionality or Drag and Drop functionality.

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





User Manual

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

File Name	Document Confidentiality	Reason	Action
Application form.png	Standard		

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

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

[Please note: 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	🗑

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](#)

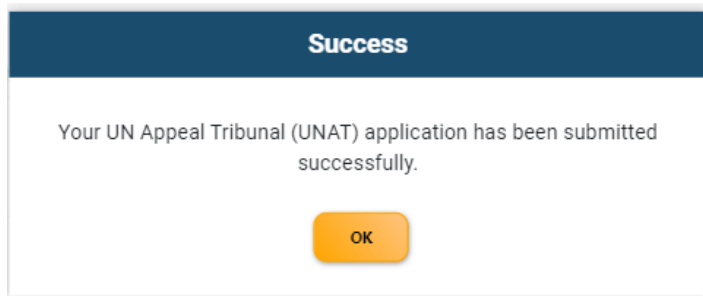
CONFIRMATION

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.

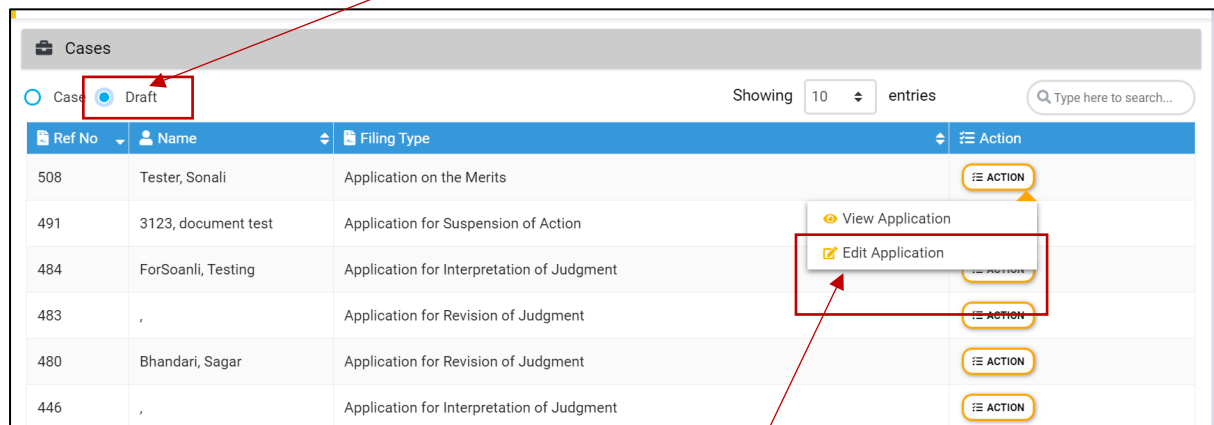


User Manual

Upon Submitting user will get confirmation message.

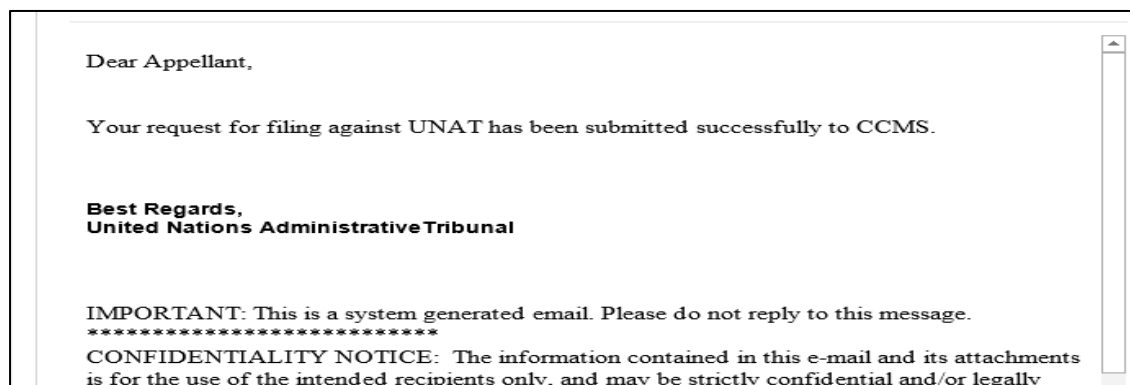


If not user can choose option to save partially complete application form by clicking on “Save as draft” button.



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.





User Manual

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

UN DISPUTE TRIBUNAL

Cases

Case Draft

Showing 10 entries

Ref No	Name	Case No	Registry	Status	Assigned As	Submission Date	Filing Type	Action
517	Shrivastava, Rishitoshchand	Temp-UNDT-2021-L1WEY	New York	Received	Applicant	31 Jan 2021	Application on the Merits	ACTION

Showing 1 to 1 of 1 entries

First Previous 1 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.

Court Case Management System

English | Français | Select Role: E-filer

sonali.bhandari

Dashboard

CREATE A NEW UNDT APPLICATION

CREATE A NEW UNAT APPLICATION

UN DISPUTE TRIBUNAL

Cases

Case Draft

Showing 10 entries

Ref No	Name	Case No	Registry	Status	Assigned As	Submission Date	Filing Type	Action
513	Yekaturi, Mahesh	UNDT/NY/2021/006	New York	Awaiting Completion	Applicant	25 Jan 2021	Application for Suspension of Action	ACTION
509	UTC+13, UTC+13	UNDT/NY/2021/004	New York	In-Progress	Applicant	21 Jan 2021	Application for Interpretation of Judgment	ACTION
507	Zzanwar, Sonali	UNDT/NY/2021/002	New York	In-Progress	Applicant	18 Jan 2021	Application for Revision of Judgment	ACTION
505	Zanwar, Sonali	UNDT/NY/2021/001	New York	In-Progress	Applicant	13 Jan 2021	Application for Suspension of Action	ACTION
504	01/11/2021, Testing	Temp-UNDT-2021-ABUAL	New York	Received	Applicant	11 Jan 2021	Application for Interpretation of Judgment	ACTION
503	erw, doc test	Temp-UNDT-2021-8JL7W	New York	Received	Applicant	08 Jan 2021	Application for Suspension of Action	ACTION
499	Cooper, Martha	UNDT/NY/2021/003	New York	In-Progress	Applicant	07 Jan 2021	Application for Suspension of Action	ACTION
496	test, document test2	Temp-UNDT-2021-VIVF8	New York	Received	Applicant	07 Jan 2021	Application for Suspension of Action	ACTION
495	test, ex-parte	Temp-UNDT-2021-J9WPK	New York	Received	Applicant	07 Jan 2021	Application for Interpretation of Judgment	ACTION

Showing 1 to 10 of 34 entries

First Previous 1 2 3 4 Next Last

UN APPEALS TRIBUNAL

Cases

Case Draft

Showing 10 entries

Ref No	Name	Case No	Registry	Status	Assigned As	Submission Date	Filing Type	Action
158	Yekaturi, Mahesh	Temp-UNAT-2021-ROM0N	Received	Appellant	31 Jan 2021	Motion for Suspension, Waiver, or Extension of Time Limit to Appeal	ACTION	
147	Yekaturi, Mahi	Temp-UNAT-2021-PS40J	Received	Appellant	25 Jan 2021	Appeal Form Organization	ACTION	
146	Yekaturi, Mahi	Temp-UNAT-2021-N8118	Received	Appellant	25 Jan 2021	Application for Interpretation	ACTION	
145	2, m	Temp-UNAT-2021-V7DU1	Received	Appellant	25 Jan 2021	Motion for Suspension, Waiver, or Extension of Time Limit to Appeal	ACTION	
141	Zanwar, Sonali	UNAT/2021/1	Annulled	Appellant	22 Jan 2021	Appeal Form Individual	ACTION	
140	Tester, Sonali	Temp-UNAT-2021-B0U9S	Received	Appellant	20 Jan 2021	Appeal Form Organization	ACTION	
137	Tester, Sonali	UNAT/2020/50	Case number assigned	Appellant	10 Dec 2020	Answer	ACTION	
136	Tester, Sonali	Temp-UNAT-2020-ZUXJ9	Received	Appellant	09 Dec 2020	Appeal Form Individual	ACTION	

Showing 1 to 10 of 25 entries

First Previous 1 2 3 Next Last



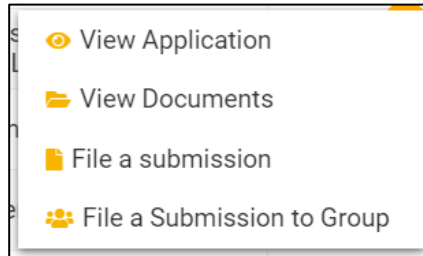
User Manual

Under Action Column, User can perform various action depending upon the application status.

UNDT Action Items

- View Application
- 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



User Manual

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.

Court Case Management System English | Français Select Role: Efilas (UTC) Dublin, Edinburgh, Lisbon, London sonali@gmail

UNDT/NY/2021/061 (ZANWAR)

UN Dispute Tribunal Application Form
The form is submitted by the staff member / former staff member contesting an administrative decision for the Application for Revision of Judgment filing type

APPLICANT'S INFORMATION

Gender	Female
First name	SONALI
Middle name	OMPRAKASH
Last name	ZANWAR
Date of birth	28 Sep 2021
Nationality	ALGERIA
Index number	

EMPLOYMENT STATUS

Type of appointment	Permanent
Grade	G
Level	5
Step	V
Region of the duty station	North America
UN entity of employment	Tribunals
Office of employment	UNCCD

CONTESTING DECISION ENTITY

UN entity that made the contesting decision	Tribunals
Office that made the contesting decision	UNCCD

APPLICANT'S CONTACT DETAILS

Mailing address	LATUR
E-mail address	SONALIZANWAR123@GMAIL.COM
Fax	
Home phone	
Work phone	
Cellular (mobile) phone	123456789

LEGAL REPRESENTATIVE

Are you assisted by the Office of Staff Legal Assistance (OSLA)? Self-represented

National jurisdiction in which the counsel is authorized to practice

Counsel 1 Information

First name of counsel	
Last name of counsel	
Mailing address	
E-mail address	
Work phone	
Fax	
Cellular (mobile) phone	

Counsel 2 Information

First name of counsel	
Last name of counsel	
Mailing address	
E-mail address	
Work phone	
Fax	
Cellular (mobile) phone	

DOCUMENTS

File Name	Document Confidentiality	Reason
1. Main Document (Application)		
Section 1_Browse_01.pdf	Standard	
Section 1_Browse_02.pdf	Standard	
Test Document Rename.pdf	Ex-Parte	Test Set Confidentiality
2. Annex: Authorization of Legal Representative Form		
CCMS -Registry User Manual Ver-0 1.docx	Standard	
MHCET-2016(1).pdf	Standard	
MHCET-2016-Maths.pdf	Standard	
Section 1_Browse_03.pdf	Standard	
3. Copy of Contested Decision (if available)		
MHCET-2016.pdf	Standard	
Section 1_Browse_04.pdf	Standard	
Section 1_Browse_10.pdf	Standard	
4. Annex: Request for Management Evaluation		
Section 1_Browse_05.pdf	Standard	
Section 1_Drag_07 (5).pdf	Standard	
5. Management Evaluation Response		
MHCET-2016-Code-33.pdf	Standard	
6. Annexes to the application		
Section 1_Drag_07 (12).pdf	Standard	

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UNDT Form



User Manual

Court Case Management System English | Français Select Role Efiter (UTC) Dublin, Edinburgh, Lisbon, London sonali.gmail

UN Appeals Tribunal Request Form
The form is submitted by the representative of the staff member / former staff member for the Appeal Form Individual filing type

SELECT IN RELATION TO WHAT YOUR APPEAL IS

Tribunal/Organization	UN Dispute Tribunal Judgment/Order
Judgment/Order number	UNDT/2021/358
Case number	UNDT/NY/2021/066

APPELLANT'S INFORMATION

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 appointment	Fixed-term
Grade	USG
Level	2
Step	I
Region of the duty station	North America
UN entity of employment	Peacekeeping missions
Type of Entity	C
Office of employment	UNCCD

APPELLANT'S CONTACT DETAILS

Mailing address	latur
E-mail address	sonalzanwar123@gmail.com
Fax	qwertyulop
Home phone	1567890
Work phone	9960809611
Cellular (mobile) phone	1234567890

APPELLANT'S REPRESENTATIVE

Appellant/Staff member represented by	Self-represented
First name of counsel	sagar
Last name of counsel	bhandari
Mailing address	Pusad
E-mail address	sagar@sagar.com
Work phone	9086753
Cellular (mobile) phone	541365135176

UPLOAD DOCUMENTS

1. Main Document (Appeal / Motion)

File Name	Document Confidentiality	Reason
MH CET Question Paper 2015.pdf	Ex-Parte	ex

2. Annex: Authorization of Legal Representative Form

File Name	Document Confidentiality	Reason
No data available in table		

3. Annex

File Name	Document Confidentiality	Reason
No data available in table		

UNAT Individual Form





User Manual

Court Case Management System English | Français Select Role Efiler (UTC) Dublin, Edinburgh, Lisbon, London sonali.gmail

Home

UN Appeals Tribunal Request Form

The form is submitted by the Organization for the Appeal Form Individual filing type

- 2021-58 (Secretary-General of the United Nations)
- ✓ Appeal Information
- ✓ Contesting Decision Entity
- ✓ Respondent Information
- ✓ Upload Documents

SELECT IN RELATION TO WHAT YOUR APPEAL IS

Tribunal/Organization	UN Dispute Tribunal Judgment/Order
Judgment/Order number	196 (NY/2021)
Case number	UNDT/NY/2021/061

CANCEL

ORGANIZATION THAT MADE THE ORIGINAL CONTESTED ADMINISTRATIVE DECISION

Name of Organization	Secretary-General of the United Nations
Type of Entity	Agencies/Funds/Programmes/Other UN entities
Office	ITC

Counsel representing the organization

First name	Sonali
Family name	Zanwar
Email	sonalizanwar123@gmail.com

RESPONDENT INFORMATION

Gender	Female
First name	sonali
Middle name	Omprakash
Family name	Zanwar
Date of birth	31 Oct 1992
Nationality	INDIA
Index number	413512
E-mail address	sonalizanwar123@gmail.com
Phone	9623439363

UPLOAD DOCUMENTS

1. Main Document (Appeal / Motion)

File Name	Document Confidentiality	Reason
MHCET-2016.pdf	Ex-Parte	ex

2. Annex: Authorization of Legal Representative Form

File Name	Document Confidentiality	Reason
No data available in table		

3. Annex

File Name	Document Confidentiality	Reason
No data available in table		

UNAT Organization Form

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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.

The screenshot shows the 'UNDT Case' interface for case UNDT/NY/2021/068. It features a 'Folder Structure' view with a table of documents. A red arrow points from the 'Folder Structure' header to the 'Folder Structure' view in the second screenshot.

Title	Filing Type/Category	Filed By	Modified Date	Action
Presentation1.pptx		Registry Staff	26 Nov 2021	Download, View, More
T54_WebSecurity_TestCases_1 0_CCMS.xlsx	Motion to file a friend-of-court brief/Main Document (Application)	Respondent	26 Nov 2021	Download, View, More
MH CET Question Paper 2015.pdf	Application on the Merits/Main Document (Application)	Applicant	18 Nov 2021	Download, View, More

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

The screenshot shows the 'Court Case Management System' interface for case UNDT/NY/2021/039. It features a 'Folder Structure' view showing a hierarchy of folders and a table of documents. A red arrow points from the 'Folder Structure' header to the 'Folder Structure' view in the first screenshot.

UNDT Document Folder Structure

File Name	Filing Type/Category
New Folder_B31	
Copy of T54_WebSecurity_TestCases_1 0_CCMS (3).xlsx	Application on the Merits/Copy of Contested Decis
Test.txt	Application on the Merits/Management Evaluation
TestData.pdf	Application on the Merits/Annex: Request for Mana
Checklist01.xlsx	Application on the Merits/Annexes to the applica
10MB.txt	Application on the Merits/Main Document (Applica
CCMS-Registry User Manual Ver-0 1.docx	Application on the Merits/Annex: Authorization of L



User Manual

UNAT Case

Title	Filing Type/Category	Filed By	Modified Date	Action
MH CET Question Paper 2015.pdf	Answer to Cross-Appeal/Main Document (Appeal / Motion)	Appellant	26 Nov 2021	Download, View, More
MH CET Question Paper 2015.pdf	Judgment on Interpretation of Judgment/Main Document (Appeal / Motion)	Appellant	26 Nov 2021	Download, View, More
T54_WebSecurity_TestCases_1_0_CCMS.xlsx	Answer to Cross-Appeal/Main Document (Appeal / Motion)	Respondent	26 Nov 2021	Download, View, More
Presentation1.pptx		Registry Staff	26 Nov 2021	Download, View, More

UNAT Case Folder Structure

- Additional Pleadings
- Answer
- Appeal
- Interim Measures
- Motions
- Archive Judgments
- Archive Orders
- Judgments
- Orders

User can also perform action from the listing of files under Action tab. This is applicable for both tribunals (UNDT/UNAT)

View Metadata

Annex: Authorization of Legal Representative Form

24 Jan 2021

View Metadata, Version History

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)



User Manual

View Metadata

File Name	CCMSBugTrackerIssues18.xls
Reason	
Filing Type	Application on the Merits
Category	Annex: Authorization of Legal Representative Form
Document Confidentiality	Standard
Document Submitter	Registry Staff
Created Date	24 Jan 2021
Modified By	userny1
Modified Date	24 Jan 2021

[Close](#)

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)

Version History

Showing 10 entries

Version number	Name	Filing Type	Reason	Category	Confidentiality	Modified By	Modified Date
3.0	CCMSBugTrackerIssues18.xls	Application on the Merits		Annex: Authorization of Legal Representative Form	Standard	userny1	25 Jan 2021
2.0	CCMSBugTrackerIssues18.1.2021_12.47.xls				Standard	userny1	25 Jan 2021
1.0	CCMSBugTrackerIssues18.xls					userny1	25 Jan 2021

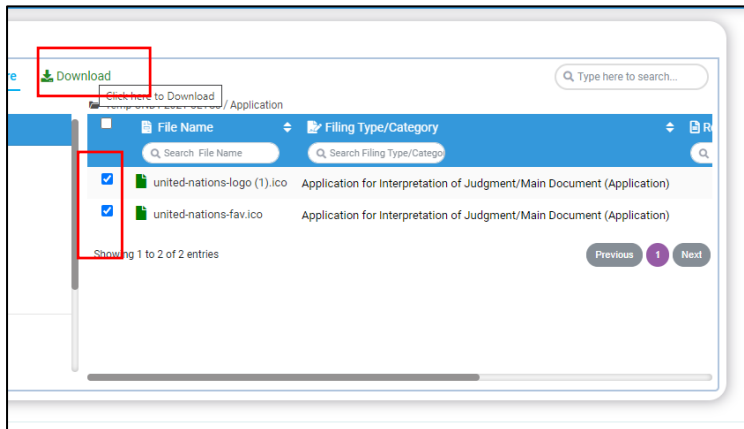
Showing 1 to 3 of 3 entries

[Premier](#) [Previous](#) [1](#) [Next](#) [Last](#)

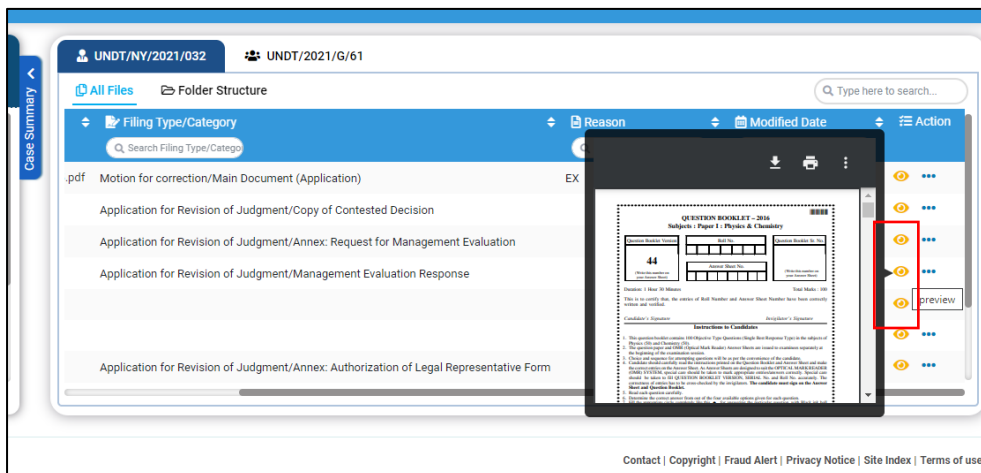


User Manual

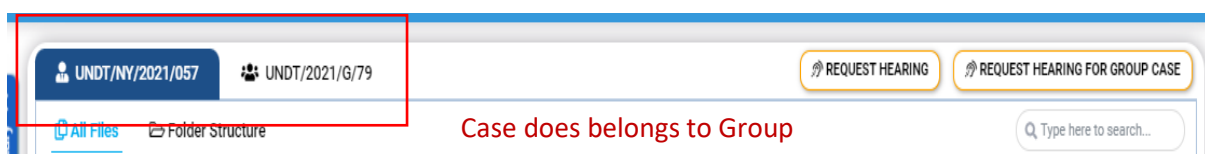
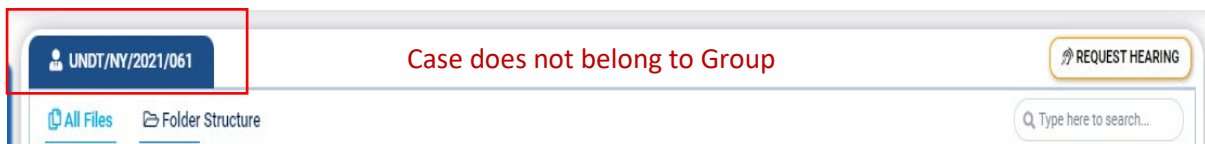
Download Files: Efiler can download files by checking on the checkboxes next to file names in All Files/ Folder view and clicking on download icon at the top. In this way, efiler can download more than one file at a time. This is applicable for both tribunals (UNDT/UNAT)



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)





User Manual

UNDT Case Number

UNDT Group Case

UNAT Case Number

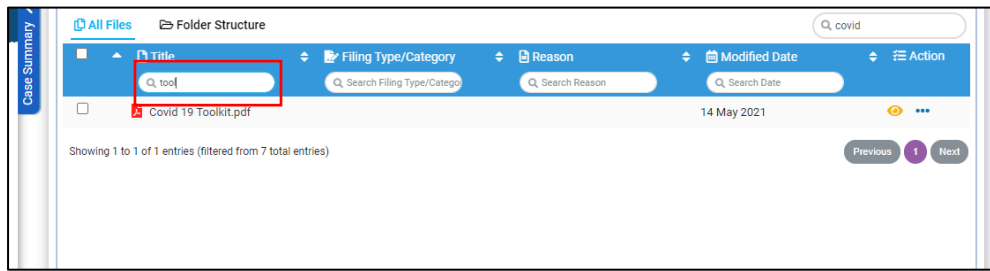
UNAT Group Case

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)

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)



User Manual

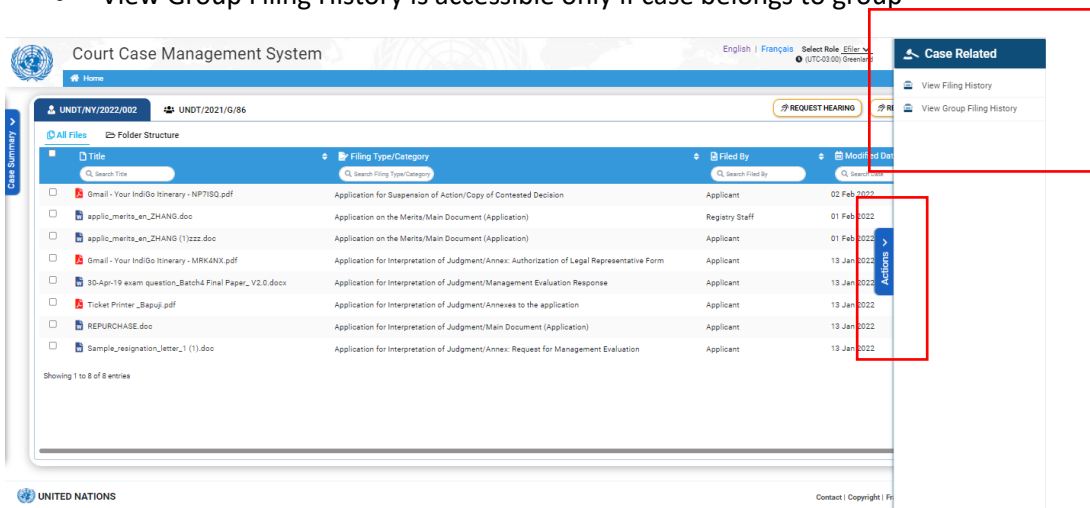


Search is available in both all files and Folder structure view.

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



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



User Manual

The screenshot shows the 'Court Case Management System' interface. At the top, there are language options (English | Français) and a user profile (sonali.gmail). The main header is blue with 'View Filing History' in a white box. Below this, there's a search bar and a table of filing history. A red box highlights a button labeled 'GO TO CASE FOLDER'.

Ref. No.	Filing Type	Documents	Filing Date	Filed By
316	Application on the Merits	mht-cet-physics.pdf [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]

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

The screenshot shows the 'Système de gestion des affaires judiciaires' interface. At the top, there are language options (English | Français) and a user profile (Tarunkumar S...). The main header is blue with 'View Group Filing' in a white box. Below this, there's a search bar and a table of group filings. A red box highlights a button labeled 'ALLER AU DOSSIER DE CAS'.

Réf. Non.	Type de dépôt	Documents	Date de dépôt	Déposé par
222	Réponse à l'appel incident	Development Phases.png [Annexe]	28 janv. 2022	Tarunkumar Singh Laishram [Intimé]
187	Objections à un ami de la demande Cour	doc-sample2.docx [Document principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	doc-sample1.docx [Document principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	xls-sample1.xls [Document principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
187	Objections à un ami de la demande Cour	xls-sample2.xls [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 [Document principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
185	Réponse	Close Case.docx [Document principal (Appel / Motion)]	28 sept. 2021	sonali.gmail [Appelant]
185	Réponse	test Data for Action Testing.xlsx [Annexe]	28 sept. 2021	sonali.gmail [Appelant]
185	Réponse	Mark_As_Anonymous.docx [Annexe]	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.

The screenshot shows a form titled 'FILE A SUBMISSION TO EXISTING UN DISPUTE TRIBUNAL CASE'. It has a 'Select Filing Type' dropdown menu. The dropdown is open, showing several options: 'Motion for suspension, waiver or extension of time', 'Motion to file a friend-of-court brief', 'Motion for intervention', 'Motion for correction', and 'Motion for interim measures' (which is highlighted in green).

The screenshot shows a form titled 'FILE A SUBMISSION TO EXISTING UN ADMINISTRATIVE TRIBUNAL CASE'. It has a 'Select Filing Type' dropdown menu. Below the dropdown is a 'CONTINUE' button.



User Manual

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

The screenshot shows the 'Court Case Management System' interface. The main heading is 'File a submission to existing UN Dispute Tribunal case'. Below this, a sub-heading states: 'You are filing the form as the staff member contesting an administrative decision from the UN Dispute Tribunal for the Motion for suspension, waiver or extension of time filing type'. The interface is divided into two main sections: 'CASE DETAILS' and 'UPLOAD DOCUMENTS'. The 'CASE DETAILS' section contains a table with the following information:

Case No.	UNDT/GVA/2021/020/T
Client Name	zanwar, sonali
Registry	Geneva
Applicant(s)	sonali.gmail
Respondent(s)	sonali.trigyn, Sonali Zanwar
Interested Parties	Snehankita Kulkarni

The 'UPLOAD DOCUMENTS' section includes a warning message: 'File names can't contain the following characters: & * ? < > # @ % ~ | \ / . File names can't end with a dot.' and 'Drag and Drop is recommended for files larger than 100 MB'. Below this, there is a text input field labeled 'Annexes to the application' and a button that says 'Drag and Drop files or Browse files'. On the right side of the 'CASE DETAILS' section, there are two buttons: 'SUBMIT' and 'CANCEL'. A box labeled 'UNDT Case Submission' is overlaid on the table.

The screenshot shows the 'Court Case Management System' interface. The main heading is 'File a submission to existing UN Administrative Tribunal case'. Below this, a sub-heading states: 'You are filing the form as the staff member contesting an administrative decision from the UN Administrative Tribunal for the Motion for Suspension, Waiver, or Extension of Time Limit to Appeal filing type'. The interface is divided into two main sections: 'CASE DETAILS' and 'UPLOAD DOCUMENTS'. The 'CASE DETAILS' section contains a table with the following information:

Case No.	2021-60
Client Name	zanwar, sonali
Appellant(s)	sonali.gmail
Respondent(s)	Dhanaraj Sonawane, sonali.trigyn
Interested Parties	Snehankita Kulkarni

The 'UPLOAD DOCUMENTS' section includes a warning message: 'File names can't contain the following characters: & * ? < > # @ % ~ | \ / . File names can't end with a dot.' and 'Drag and Drop is recommended for files larger than 100 MB'. Below this, there is a text input field labeled 'Annex' and a button that says 'Drag and Drop files or Browse files'. On the right side of the 'CASE DETAILS' section, there are two buttons: 'CANCEL' and 'SUBMIT'. A box labeled 'UNAT Case Submission' is overlaid on the table.

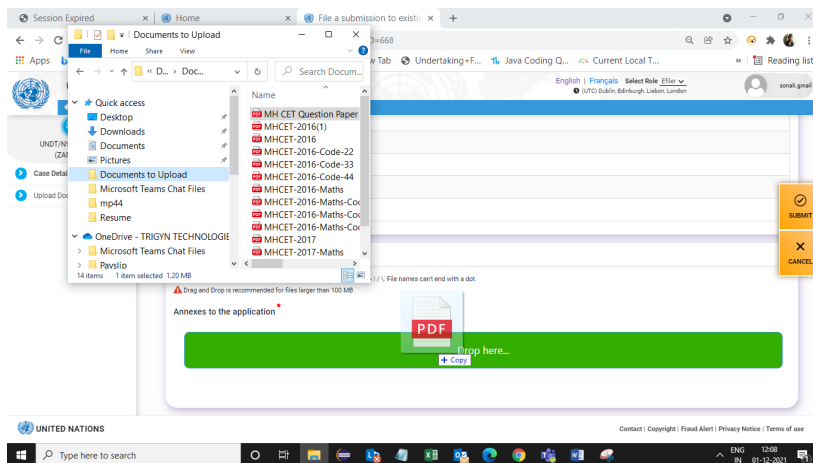
Upload Document:

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

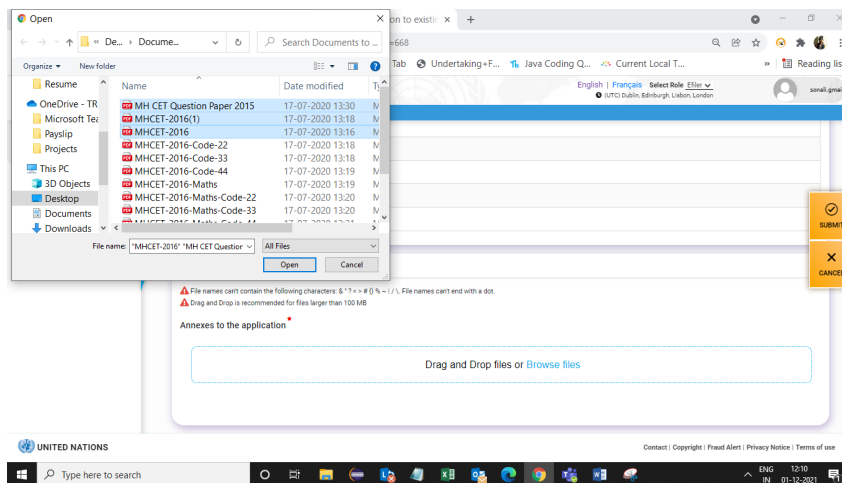
User can select multiple files to drag drop in the highlighted section. This will upload the single/multiple files together.



User Manual

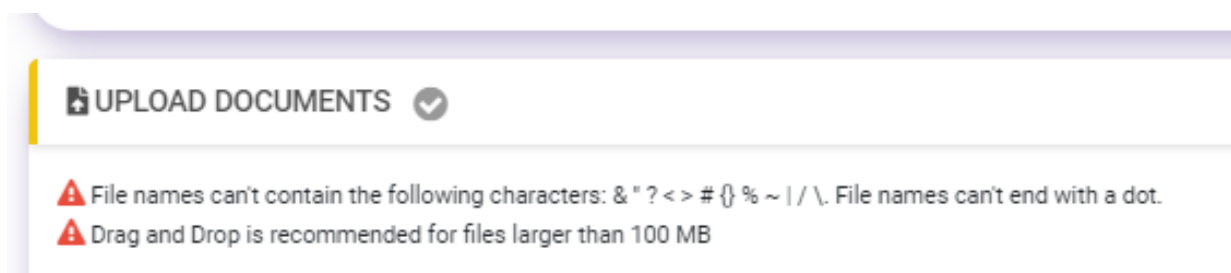


The user can also opt to use the Browse functionality to upload more than one files to the section.



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



User Manual

Annexes to the application ▼

Drag and Drop files or [Browse files](#)

File Name	Document Confidentiality	Reason	Action
MHCET-2016(1).pdf	Standard		
MH CET Question Paper 2015.pdf	<input type="text"/>		
MHCET-2016-Maths-Code-33.pdf	Standard		
	Ex-Parte		
	Under Seal		

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

File Name	Document Confidentiality	Reason	Action
View Application.png	Ex-Parte	<input type="text"/>	

⚠ This field is required

[Please note: 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	<input type="text"/>	

⚠ This field is required

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.

Success

You have successfully filed a submission

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

- 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.

Court Case Management System

English | Français | Select Role **Editor**

UNDT/2021/G/79

Home

File a submission to group

You are filing the form from the UN Dispute Tribunal for the Motion for intervention filing type

GROUP DETAILS

Group ID	UNDT/2021/G/79
Group Name	Test Mac Safari
Group Description	test Mac Safari
Registry	New York
Case No.	UNDT/NY/2021/057 (preview)

UPLOAD DOCUMENTS

File names can't contain the following characters: \$ * ? < > # () % = / \ . File names can't end with a dot.
Drag and Drop is recommended for files larger than 100 MB

Annexes to the application *

Drag and Drop files or [Browse files](#)

UNDT group Case Submission

SUBMIT

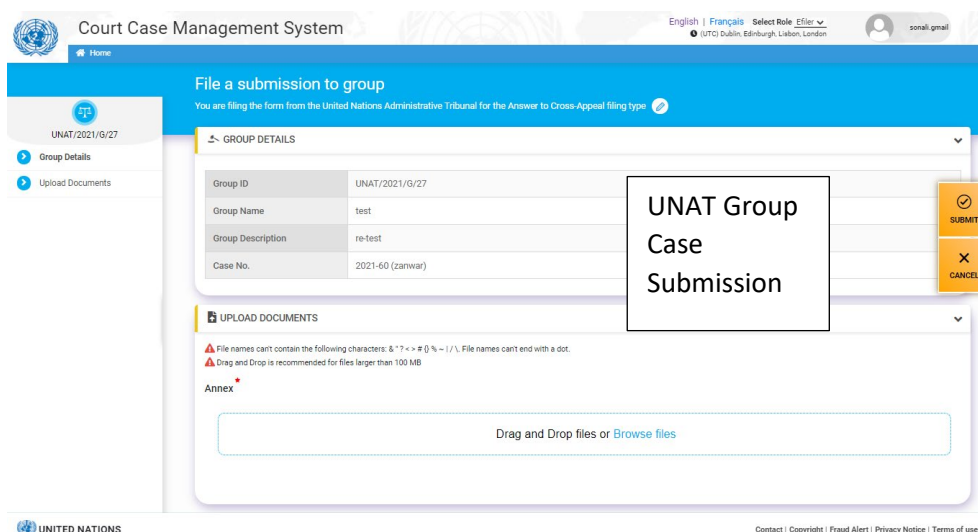
CANCEL

UNITED NATIONS

Contact | Copyright | Fraud Alert | Privacy Notice | Terms of use



User Manual

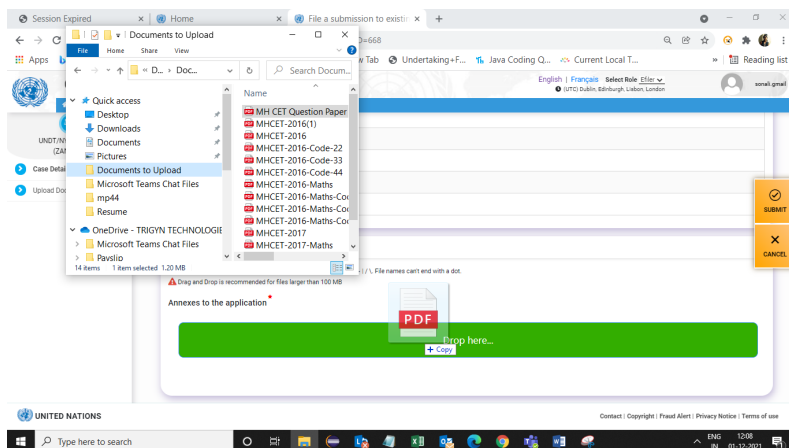


Upload Document:

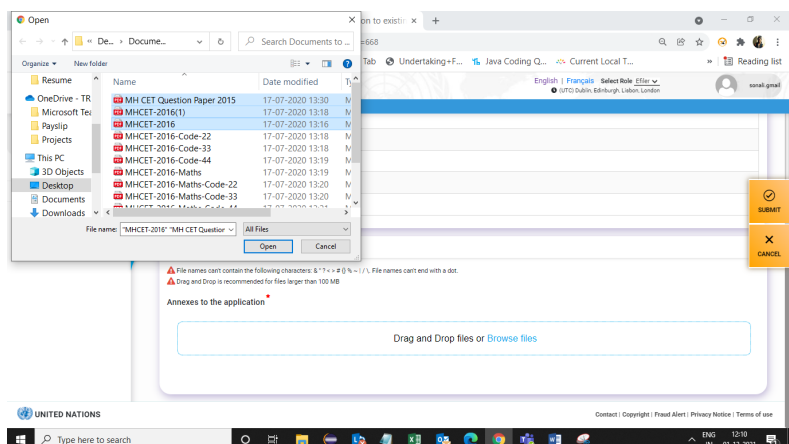
Documents should be uploaded in various category such as Main Document, Annexes etc.

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.





User Manual

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 ✓

⚠ File names can't contain the following characters: & " ? < > # {} % ~ | / \. File names can't end with a dot.

⚠ 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 files](#)

File Name	Document Confidentiality	Reason	Action
MHCET-2016(1).pdf	Standard		
MH CET Question Paper 2015.pdf	Standard		
MHCET-2016-Maths-Code-33.pdf	Ex-Parte		

Standard
Ex-Parte
Under Seal

SUBMIT
CANCEL

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

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

[Please note: 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.]

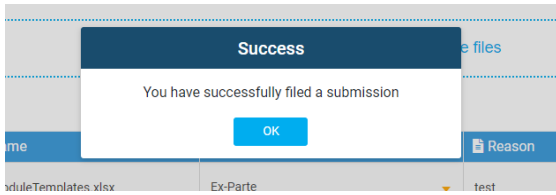
The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.

File Name	Document Confidentiality	Reason	Action
View Application.png	Ex-Parte	⚠ This field is required	🗑

The filer 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.



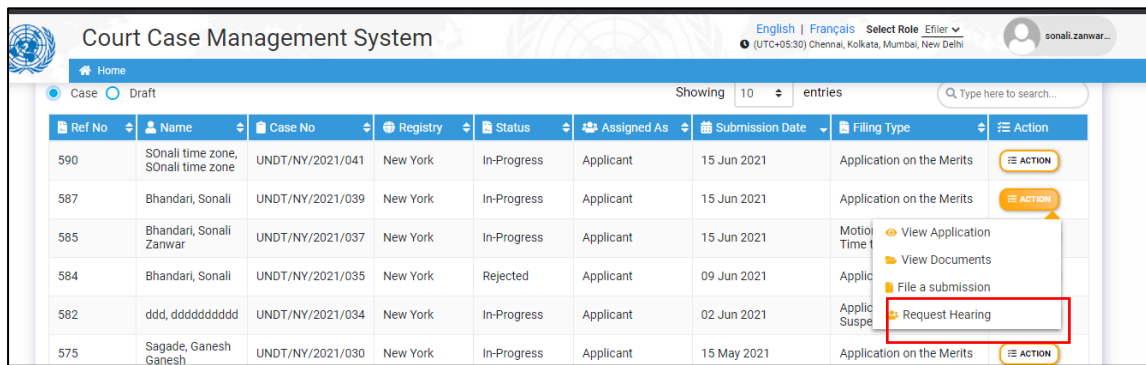
User Manual



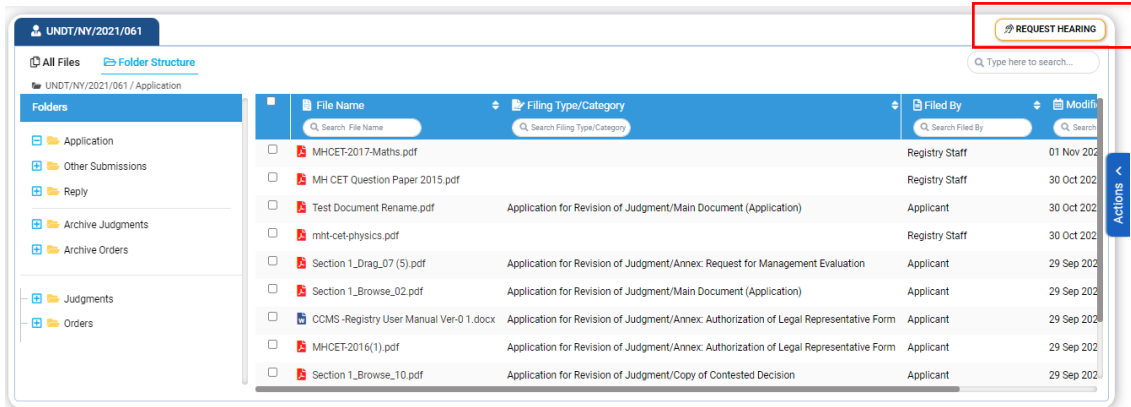
Please note: **Only applicants and respondents can file a submission to group cases** If a Group case is closed/rejected, i.e. the Status is closed or rejected the efiler is not allowed to make a submission.

3.3.5 Request Hearing

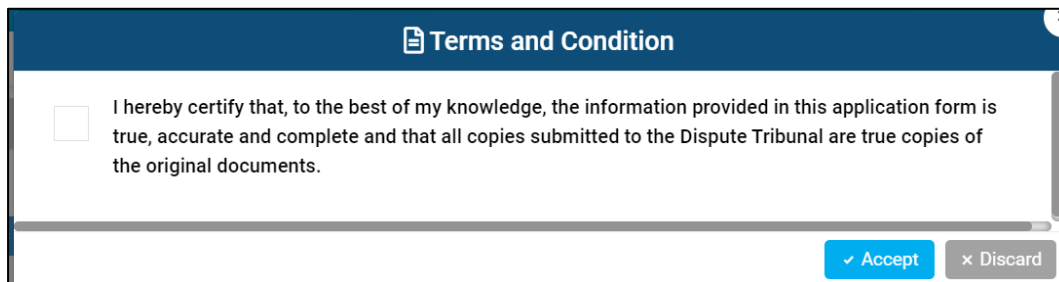
Efiler can raise a request to access Case hearing with Registry. To do so, the efiler from their dashboard or from View Documents page will raise a request for Hearing Folder



OR



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.





User Manual

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

Before Access Approval

File Name	Filing Type/Category	Filed By	Modified
MHCET-2017-Maths.pdf		Registry Staff	01 Nov 2021
MH CET Question Paper 2015.pdf		Registry Staff	30 Oct 2021
Test Document Rename.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	30 Oct 2021
mnt-cet-physics.pdf		Registry Staff	30 Oct 2021
Section 1_Drag_07 (5).pdf	Application for Revision of Judgment/Annex: Request for Management Evaluation	Applicant	29 Sep 2021
Section 1_Browse_02.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	29 Sep 2021
CCMS-Registry User Manual Ver-0 1.docx	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 2021
MHCET-2016(1).pdf	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 2021
Section 1_Browse_10.pdf	Application for Revision of Judgment/Copy of Contested Decision	Applicant	29 Sep 2021

After Access Approval

File Name	Filing Type/Category	Filed By	Modified
MHCET-2017-Maths.pdf		Registry Staff	01 Nov 2021
MH CET Question Paper 2015.pdf		Registry Staff	30 Oct 2021
Test Document Rename.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	30 Oct 2021
mnt-cet-physics.pdf		Registry Staff	30 Oct 2021
Section 1_Drag_07 (5).pdf	Application for Revision of Judgment/Annex: Request for Management Evaluation	Applicant	29 Sep 2021
Section 1_Browse_02.pdf	Application for Revision of Judgment/Main Document (Application)	Applicant	29 Sep 2021
CCMS-Registry User Manual Ver-0 1.docx	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 2021
MHCET-2016(1).pdf	Application for Revision of Judgment/Annex: Authorization of Legal Representative Form	Applicant	29 Sep 2021
Section 1_Browse_10.pdf	Application for Revision of Judgment/Copy of Contested Decision	Applicant	29 Sep 2021

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.

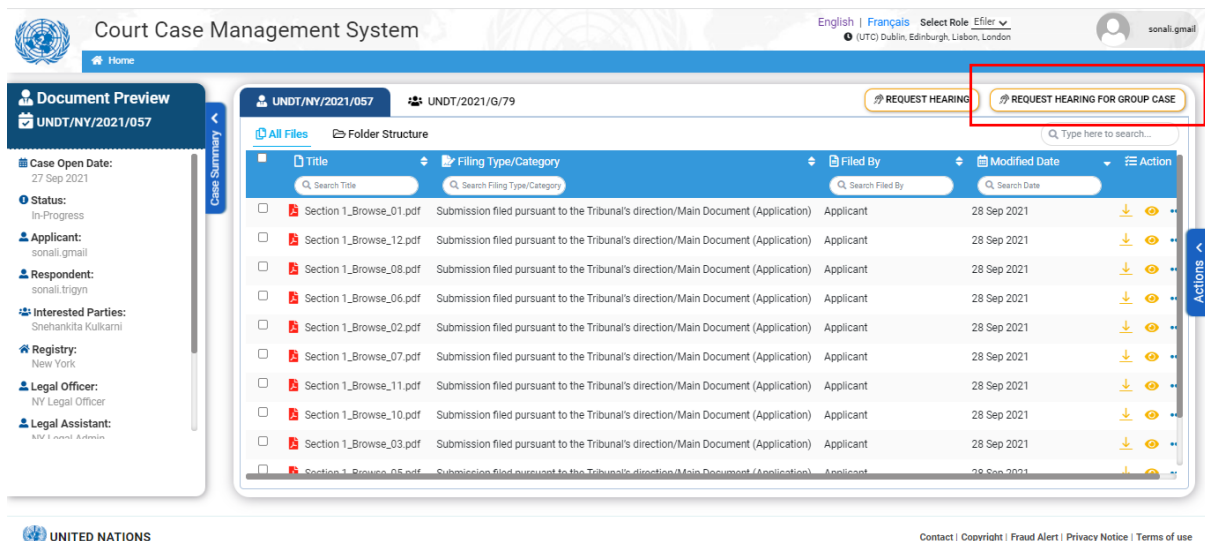
645	preview, document	UNDT/NY/2021/057	New York	In-Progress	Applicant	27 Sep 2021	Application for Interpretation of Judgment	ACTION
644	sonali, sonali	Temp-UNDT-2021-H8R1T	New York	Received	Applicant	27 Sep 2021	Application of Judgment	<ul style="list-style-type: none"> View Application View Documents File a submission File a Submission to Group Request Hearing
640	SONALI, SONALI	Temp-UNDT-2021-G165I	New York	Received	Applicant	24 Sep 2021	Application Judgment	
639	Sagar, Sagar	Temp-UNDT-2021-CPCPU	New York	Received	Applicant	24 Sep 2021	Application	

Showing 11 to 20 of 24 entries

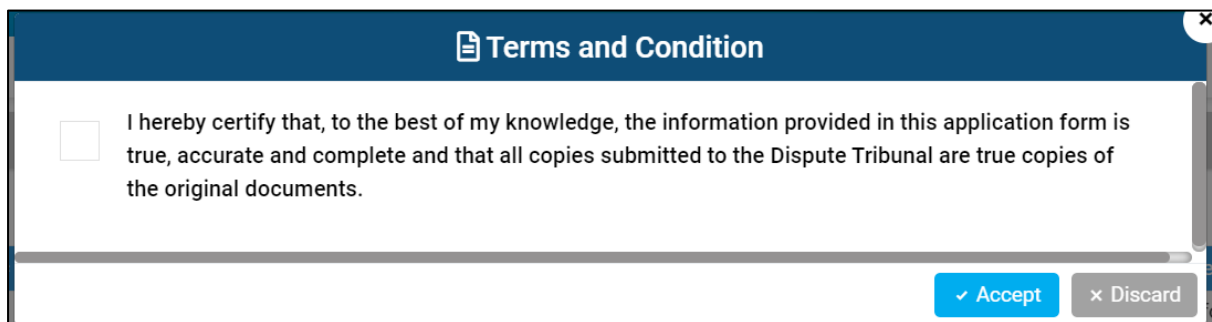
OR



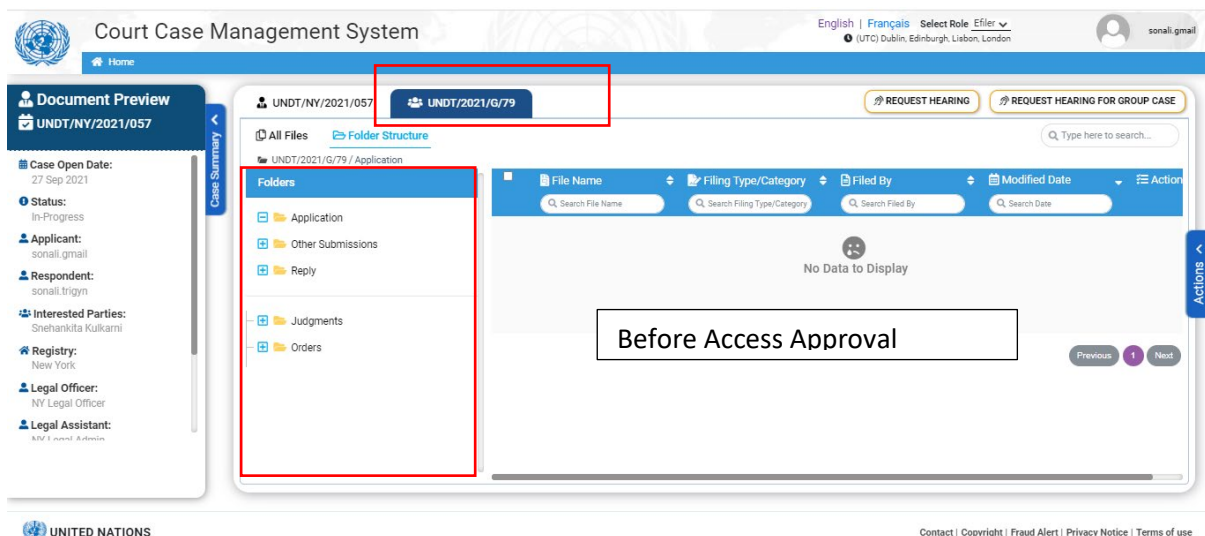
User Manual

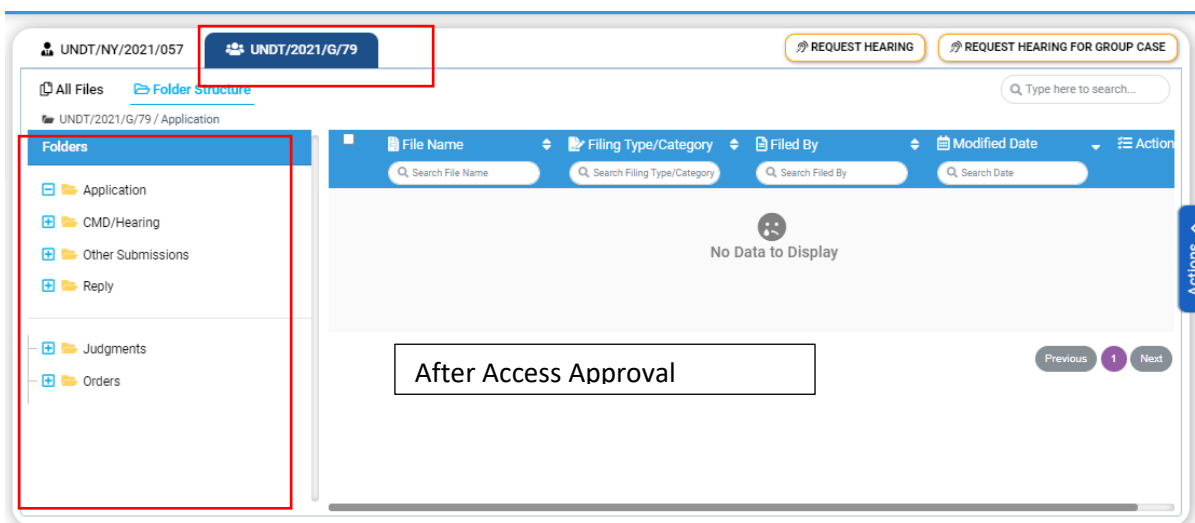


Upon selecting this option, user will accept the disclaimer of correctness of Information. From this, the filer can request access to the Hearing folder for a Group case.



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

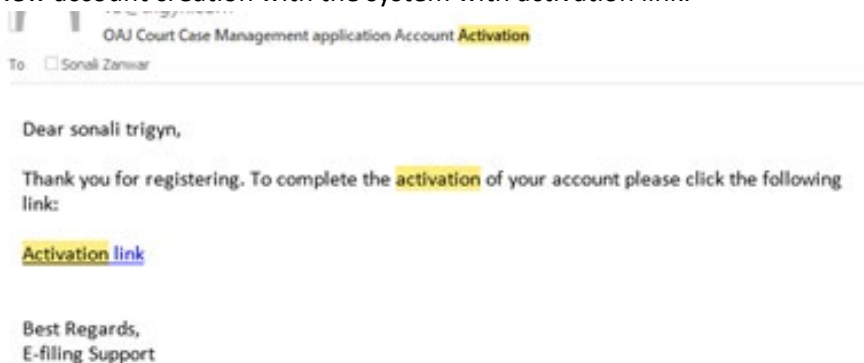




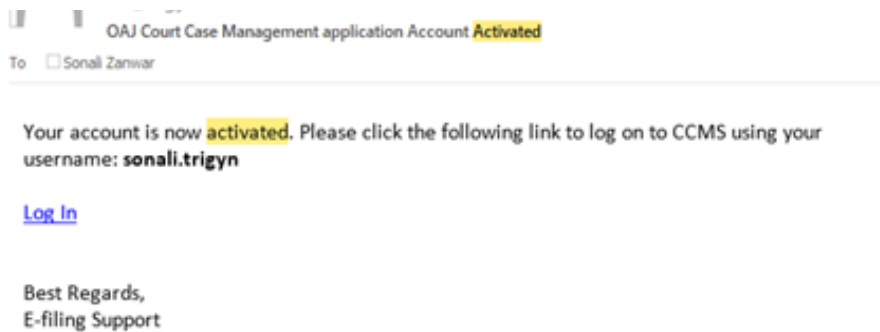
3.4 Email Notifications

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

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

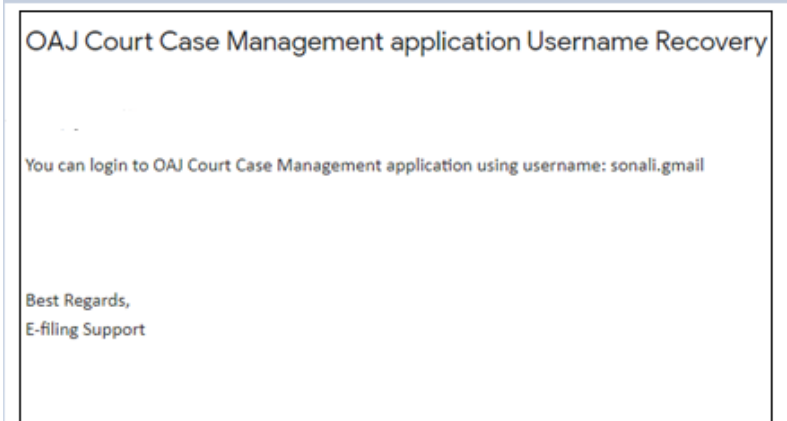


2. Account activation confirmation.

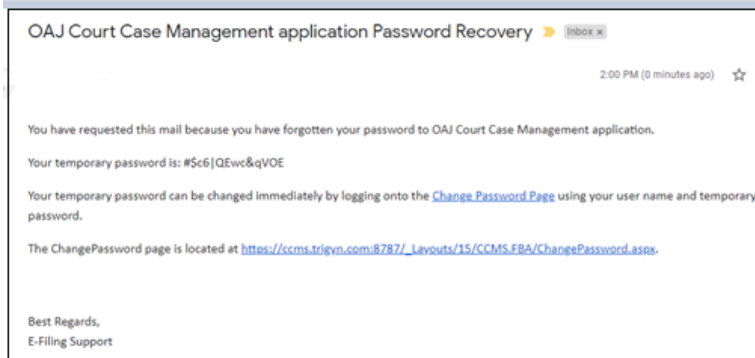




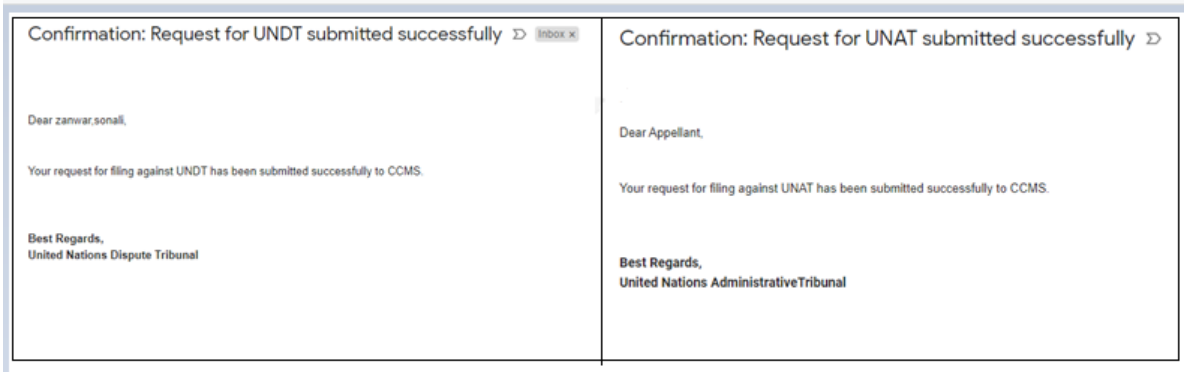
3. Username recovery in case of forgotten username



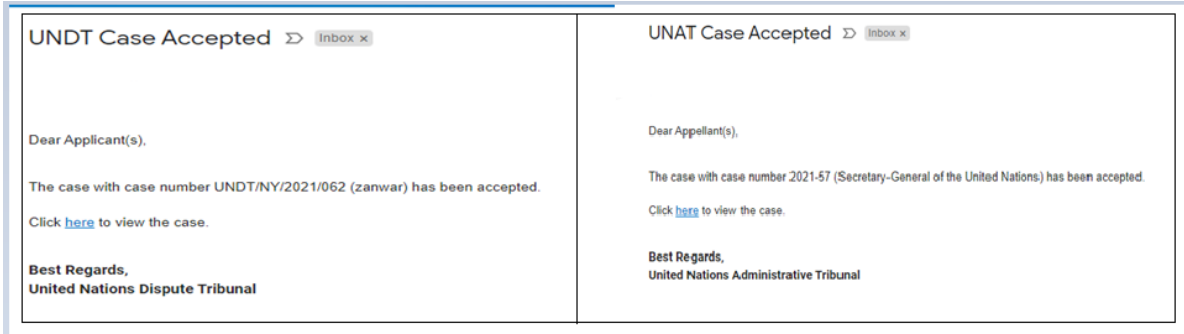
4. Password Recovery in case of forgotten password



5. Confirmation on successful submission of appeal/ application



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





7. Notification on submissions filed to Case

Filing to existing UNDT case » Inbox x

Dear Applicant(s),

A submission for existing case UNDT/NY/2021/062 for UNDT has been submitted by sonali_undt_org_respondent.

Kindly access the case by clicking [here](#).

Best Regards,
United Nations Dispute Tribunal

8. Notification on submissions filed to Group

Filing to existing UNDT Group case » 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.

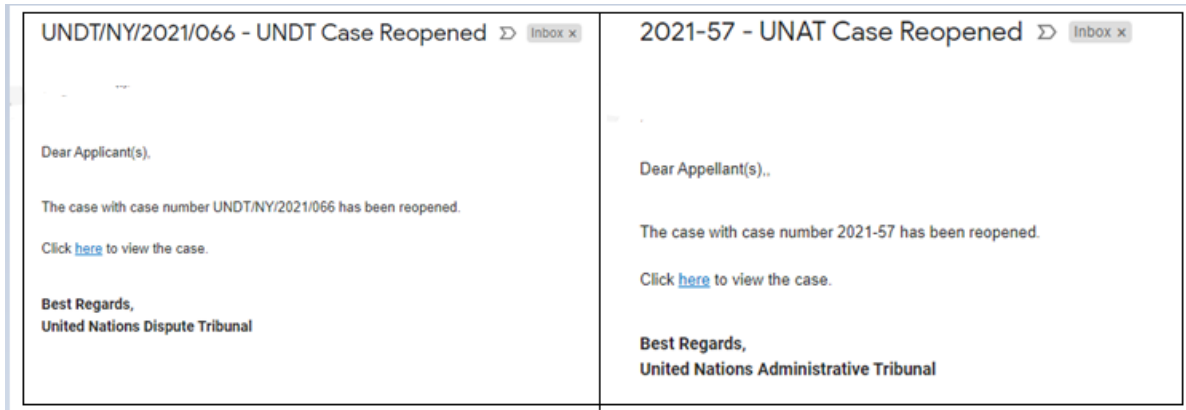
<p>UNDT/NY/2021/068 (zanwar) - UNDT Case Closed » Inbox x</p> <p>Dear Applicant(s),</p> <p>The case with case number UNDT/NY/2021/068 (zanwar) has been closed.</p> <p>Click here to view the case.</p> <p>Best Regards, United Nations Dispute Tribunal</p>	<p>2021-59 (zanwar) - UNAT Case Closed » Inbox x</p> <p>Dear Appellant(s),</p> <p>The case with case number 2021-59 (zanwar) has been closed.</p> <p>Click here to view the case.</p> <p>Best Regards, United Nations Administrative Tribunal</p>
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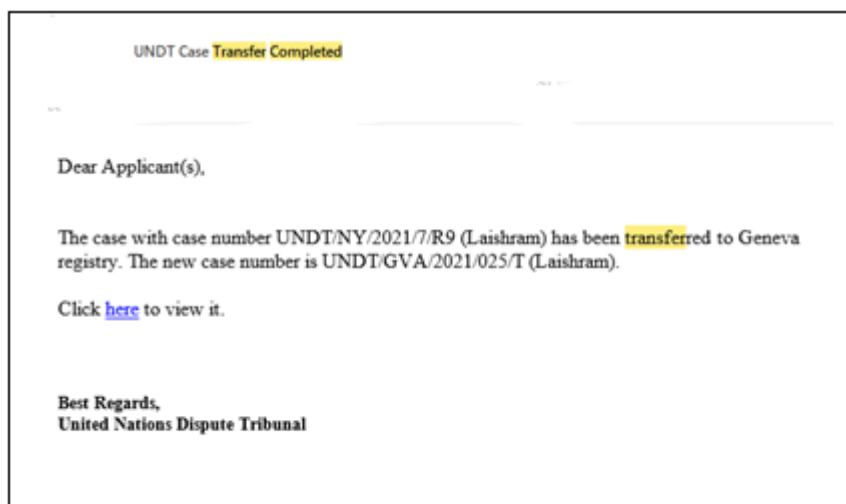
10. Notification on case rejection.



11. Notification of case reopen.

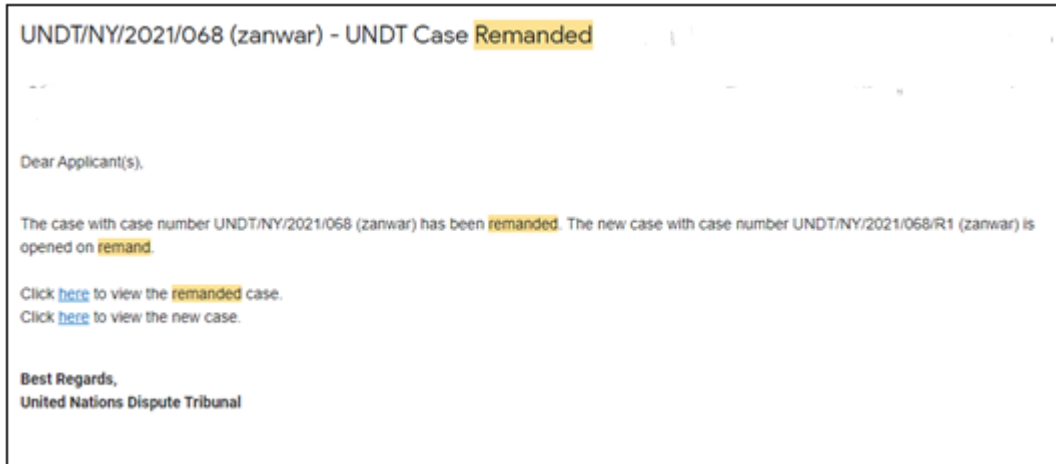


12. Notification on case transfer completed

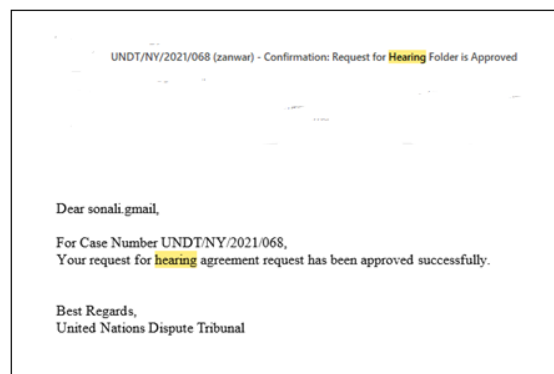
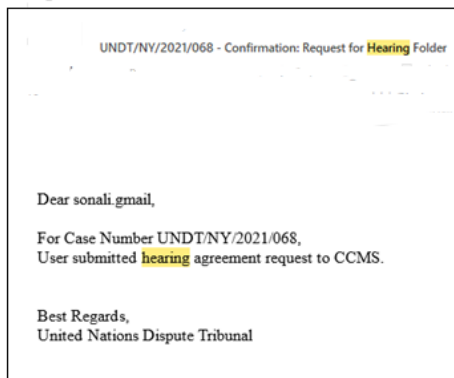




13. Notification on Case remand



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





UNDT/NY/2021/068 (zanwar) - **Hearing** folder permission revoke

Dear sonali.gmail,

For Case Number UNDT/NY/2021/068,
Your request for **hearing** agreement request has been revoked.

Best Regards,
United Nations Dispute Tribunal

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

<p>UNDT/NY/2021/062 (zanwar) - Access granted to a case</p> <p>To <input type="checkbox"/> Sonali Zanwar</p> <p>Dear Respondent(s),</p> <p>You have been granted access to the case UNDT/NY/2021/062 for UNDT.</p> <p>Kindly access the case by clicking here.</p> <p>Best Regards, United Nations Dispute Tribunal</p>	<p>Access granted to a case</p> <p>To <input type="checkbox"/> Sonali Zanwar</p> <p>Dear Applicant(s),</p> <p>You have been granted access to the case UNDT/NY/2021/059 for UNDT.</p> <p>Kindly access the case by clicking here.</p> <p>Best Regards, United Nations Dispute Tribunal</p>
--	---

Access granted to a case

To Sonali Zanwar

Dear Interested Parties,

You have been **granted access** to the case UNDT/GVA/2021/017 for UNDT.

Kindly **access** the case by clicking [here](#).

Best Regards,
United Nations Dispute Tribunal