

## OAJ eFiling portal - HOW TO FILE TO EXISTING CASE

Use these instructions to file a submission to an existing case with the UN Dispute or Appeals Tribunal.

### 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 repository and select "eFilers: All Locations" as your location.

### Open the case folder

Locate your case folder in the list under "Option B". Right click on the folder and select "Open".

Note: do not double click on case folders. If you double click to open the case folder the "File a Submission" button will not be visible.