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UNITED NATIONS APPEALS TRIBUNAL  
TRIBUNAL D'APPEL DES NATIONS UNIES

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PRACTICE DIRECTION  
ON  
FILING OF DOCUMENTS AND CASE MANAGEMENT

The Appeals Tribunal issues this Practice Direction No. 1 under Article 31(2) of the Rules of Procedure of the Appeals Tribunal (Rules). This Practice Direction must be read together with the Statute of the Appeals Tribunal (Statute) and the Rules.



I. Filing of documents

A. Filing documents with the Registry of the Appeals Tribunal

1. For the purposes of filing documents, the Registry of the Appeals Tribunal (Registry) is open on the working days of the United Nations Headquarters in New York, during office hours from 9.00 to 17.00 hours, Monday to Friday.

2. Documents must be filed with the Registry through the eFiling portal where reasonably practicable. Alternatively, documents may be filed with the Registry by e-mail (e-mail address: [UNAT1@un.org](mailto:UNAT1@un.org)) or by hand, post, pouch, or other means (address: 2 United Nations Plaza, Room DC2-2405, New York, NY 10017, United States of America).

3. Documents filed by eFiling or e-mail will be filed according to the date and time of receipt by the Registry, as recorded by the eFiling portal or the Registry's e-mail account. Documents filed by post will be filed according to the date of the postal stamp. Documents received by the Registry through other means will be filed according to the date and time of receipt by the Registry.

4. Documents physically received by the Registry after the close of office hours will be filed on the following working day. Filings electronically transmitted by 11:59 pm New York time shall be deemed as filed on that calendar day.

B. Format and content of documents filed with the Registry

5. Documents must be filed using the standard forms issued by the Appeals Tribunal available either through the website of the Appeals Tribunal or, upon request, from the Registry.

6. Parties must comply with the page limits, if any, prescribed by the standard forms issued by the Appeals Tribunal.

7. All filings must comply with the page limits, if any, prescribed by the standard forms issued by the Appeals Tribunal.





23. Motions seeking orders from the Appeals Tribunal may be heard by the President, the Judge assigned by the President to hear motions (Duty Judge), or a panel of Judges.

24. In accordance with the Rules of Procedure, the President, Duty Judge or panel of Judges may give directions regarding service of the motion on the other party, the time limit for filing a response to the motion, and any other necessary directions. Unless otherwise directed, the time limit for filing a response to a motion shall be 10 days.

25. Except where otherwise ordered, motions will be heard with notice to the other party.

2. Request for suspension, waiver or extension of time limits

26. A motion requesting suspension, waiver or extension of a time limit will be heard by the President or the Duty Judge on an ex parte basis (that is, without notice to the other party).

27. An order granting the suspension, waiver or extension of a time limit may be issued by the Appeals Tribunal if there are exceptional reasons justifying the order. The order will be sent by the Registry to both parties.

3. Request to file additional pleadings

28. A motion requesting the

C. Anonymity

32. A person who has been granted anonymity by the UNDT or the neutral first instance process of an entity accepting UNAT's jurisdiction need not request it at UNAT as such order will remain in effect, unless there is a challenge to such anonymity on appeal and UNAT has given its judgment on the issue. A person who wishes anonymity before UNAT for the first time may file a motion to request anonymity in exceptional circumstances and for good cause.

D. Oral hearings

33. An oral hearing in a case will be scheduled by a scheduling order.

E. Court etiquette

34. The following rules of etiquette must be followed by representatives of parties, parties and persons attending an oral hearing before the Appeals Tribunal.

34.1 Representatives must wear formal business attire when appearing before the Appeals Tribunal.

34.2 When the panel of Judges enters the courtroom, all persons present must stand.

34.3 A representative must stand or ask for leave to remain seated when addressing the panel and when addressed by a Judge. A representative must sit when the (R)4(e)4(pre)6(s)-tive r

