



United Nations
Nations Unies



International
Criminal Tribunal
for the former
Yugoslavia

Registry

Tribunal Pénal
International pour
l'ex-Yougoslavie

Greffe

INSTRUCTIONS FOR ELECTRONIC FILING

15 June 2007

The Court Management and Support Services Section of the Registry has initiated the transition from paper to electronic filing (efiling) for all prosecution and defence counsel assigned to active ICTY cases. Once you have taken some simple steps to set it up, you can begin to file documents electronically – using an electronic signature – immediately. These steps are spelled out below; more detailed instructions – including screen shots – are also attached.

PREPARING YOUR COMPUTER

1. **PLATFORM:** Your computer should be running Windows XP or Windows 2003
2. **WORD PROCESSING:** Computers should have MS Word installed on them
3. **DIGITIZED SIGNATURE:** All efiled documents must contain the digitized signature of the filing attorney. We have a form to capture your signature (these forms are available from the ADC, Marie O'Leary for defence counsel, and from Sangyep Song for OTP). Once we have the form with your signature, our IT office will digitize your signature and either install the MS Word Macro for you (for users inside the Tribunal) or email a file containing it and the Macro to your ICTY Lotus Notes mailbox. *See instructions for "How to install the Macro."*
4. **PDF CONVERSION:** Computers should have PDFCreator software, which is already installed on most Tribunal computers. For those outside the Tribunal, it is available to be downloaded at no charge from: <http://www.pdfforge.org/> or <http://sourceforge.net/projects/pdfcreator/>. Adobe Acrobat will also work for PDF conversion (although not Adobe Reader, which can *read* but cannot *create* PDF files).¹ *See instructions for "How to install PDF Creator."*

PREPARING YOUR FILING /MAIN DOCUMENT (MS WORD DOCUMENTS) – For more detail, see also instructions for "How to create an Electronic Filing."

1. **DOCUMENT PREPARATION:** Prepare your documents for filing in MS Word as you normally do. The cover page must include the following (*see example, attached*) :
 - a. **The case name and number**
 - b. **The date**
 - c. **The status of the document and all attachments, i.e., public, confidential, ex parte** (specifying to whom it *should* be sent)
 - d. **The name/title of the document**In addition, **the case number should appear on every page of the document in the footer.** Documents that do not meet these formatting requirements will be returned for resubmission.
2. **SIGNATURE:** To attach your signature to your document:
 - a. Go to the page of your document that contains the signature block
 - b. Click on the signature icon on your toolbar to create your digitized signature; It will appear on your screen
 - c. Using your mouse, move your signature to the signature block or line on your document. Increase or decrease the size of your signature if necessary

¹ You should use one of these two software options for PDF conversion for e-filing with ICTY. We have tested these two with our systems, and cannot ensure that your document will be accepted if you use another PDF conversion software.

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3. **DOCUMENT SAVE:** Once the signature is where you want it, save the document in MS Word but do not close it
4. **PDF CONVERSION:** To convert the signed MS Word document to PDF format:
 - a. Click on the **File** menu in the MS Word tool bar
 - b. Scroll down to and click on **Print**
 - c. Click on the arrow in the box next to **Name** as if you were selecting a printer
 - d. Scroll to **PDFCreator** or **Adobe** – whichever you have – and click on it
 - e. You will be asked to give the document a name and save it; when you do, it will be converted to PDF format – *Make sure you have converted the right version of the document, and the full document (i.e. not just the first page of it)*

PREPARING YOUR ATTACHMENTS

1. When a document and its attachment(s) have the same status (*i.e.* confidential/public/*ex parte*), you should merge them into a single file
2. For multi-status documents (*e.g.* public main document with a confidential Annex A and an *ex parte* Annex B) you should prepare each section as a separate file
3. If you have voluminous attachments that cannot be sent by email, or if you have CD or DVD attachments, you may file the attachments separately either in paper or CD/DVD format at the Tribunal; exceptional filings like this can be dealt with on an ad hoc basis in consultation with the Court Records Office

PREPARING YOUR FILING (SCANNING METHOD)

1. If the MS Word electronic signature method described above does not work for any reason (*e.g.* the document includes attachments that are in other formats), you may prepare your filing in hard copy, sign it, and scan it into a PDF file. Wherever possible, however, electronic filings should be submitted in PDF text rather than PDF image format.

E-MAILING YOUR FILING – *For more detail, see also instructions for “How to create an Electronic Filing.”*

1. To prepare the email, log into your ICTY Lotus Notes mail. (Defence counsel contact OLAD or the ADC if you need assistance).
2. Prepare a Lotus Notes e-mail message as follows:
 - a. To/Address box: Court Assistants/CMSS/JSS/UNICTY
 - b. Subject box: Type in the word “efiling” **followed by the case number**
 - c. Text box: Type the following information in your message (we strongly recommend that you use Lotus Notes’s “stationery” feature to create a form for this – separate instructions for using Lotus stationery will be provided)
 1. **Case name and number**
 2. **Full Title of document:** this title should match word-for-word the document title on the first page of your document
 3. **Date of document**
 4. **Deadline today? (yes/no) and source of deadline (e.g. court order or rule):** we give special handling to documents under a *court-imposed* or *rule-imposed* deadline, and need to know when if the deadline is today
 5. **Status of the main document**, *i.e.*, public/confidential/*ex parte* (and, for *ex parte* documents in particular, to whom it *should* be sent as indicated on the first page of your document) – *Filings that fail to specify the status will be returned*
 6. **Status of annex(es)** (if different from the status of the main document)
 7. Special instructions (if any)

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8. Additional comments (if any)
9. **Submitted by : Contact information** for the submitting party
3. Attach the PDF document and any attachments to the email
4. Again if the attachments or annexes are the same status (e.g. public, confidential, *ex parte*) as the rest of the filing, they should be included in the single PDF file. If any attachment or other portion of the overall filing has a different status than the rest, it should be attached as a separate file, *but attached to the same email*.
5. Send the email
6. Wait briefly for an automatic response indicating that the filing has been received by CMSS

ASSISTANCE:

If you encounter difficulty with the signature or PDF conversion, please contact the ITSS Help Desk by calling: +31-70-512-8500.

If any defence counsel have difficulty accessing your Lotus Notes email account, please contact the ADC (+31-70-512-5418) or OLAD (+31-70-512-5187) for assistance.

PLEASE OBSERVE THE FOLLOWING:

1. **ENSURE THAT YOUR DOCUMENT IS IN FINAL FORMAT AND READY FOR FILING BEFORE YOU ATTACH YOUR SIGNATURE.** When your filing is received in CMSS, it will be reviewed only for compliance with the filing requirements, then promptly processed, filed, and distributed electronically to chambers, opposing counsel, and others. Our goal is to complete those functions within 24 hours of submission – and usually much faster than that – discounting weekends and holidays. CMSS staff will neither review the content of electronic filings nor delay their filing and distribution.
2. **ENSURE THAT YOU CAREFULLY DESCRIBE THE STATUS OF THE DOCUMENT AS PUBLIC, CONFIDENTIAL, EX PARTE, OR OTHER** (such as a public filing with confidential appendices). CMSS will rely on your description when it files the document. CMSS cannot assume the responsibility of reviewing each filing to make an independent determination as to whether it should be filed publicly, confidentially and/or *ex parte*.
3. **MAKE EVERY EFFORT TO FILE YOUR DOCUMENT IN PDF TEXT RATHER THAN PDF IMAGE FORMAT.** Some of you already are filing your documents in **PDF image** format, *i.e.*, you are signing the paper document, then scanning it into PDF format and filing it. **Please note that PDF image documents (produced by scanning) are much larger than PDF text documents and may cause problems or delays in filing because of their size;** the *image* documents are also not text searchable and therefore cannot be loaded directly into the Judicial Database without first running an OCR routine on them. Converting the document from MS Word to PDF format with the signature results in a PDF text document which is much smaller and less likely to cause problems or delays.

Thank you for your support and cooperation.



David Pimentel, Chief
Court Management and Support Services

**THE INTERNATIONAL CRIMINAL TRIBUNAL
FOR THE FORMER YUGOSLAVIA**

Case No. IT-04-84-T

IN TRIAL CHAMBER I

Before: Judge Alphons Orie, Presiding
Judge Frank Höpfel
Judge Ole Bjørn Støle

Registrar: Mr. Hans Holthuis

Date filed: 15 May 2008

**The Prosecutor
-v-
Ramush HARADINAJ
Idriz BALAJ
Lahi BRAHIMAJ**

CONFIDENTIAL AND *EX PARTE*

Document
status

DEFENCE MOTION TO AMEND DISCLOSURE ORDER

Counsel for Ramush Haradinaj

Mr. Ben Emmerson QC
Mr. Rodney Dixon
Ms. Susan L. Park

Counsel for Idriz Balaj

Mr. Gregor Guy-Smith
Ms. Colleen Rohan

Counsel for Lahi Brahimaj

Mr. Richard Harvey
Mr. Paul Troop

N.B. This hypothetical example
is an *ex parte* filing, and the
names listed here are the
parties that *should* receive
copies of the filing.

IT-04-84-T

Case number in the footer on
all pages of the filing