



# Court Case Management System

## How To File a New Case (E-Filer)

### Table of Contents

1.1	Creating New UNDT Application.....	2
1.2	Creating New UNAT Application.....	9
1.3	Viewing Case Details.....	17
1.3.1	View Application .....	19
1.3.2	View Documentation .....	22



## 1.1 Creating New UNDT Application

After logging in to the CCMS application, the E-filer can create a 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.

A screenshot of the 'FILE A NEW UN DISPUTE TRIBUNAL APPLICATION' form. The form has a dark blue header with the title in white. Below the header, there is a section titled 'Who is filing this application? \*' with three radio button options: 'I am the staff member/former staff member contesting an administrative decision' (selected), 'I am the beneficiary or successor to an incapacitated or deceased staff member', and 'I represent the staff member (e.g. legal counsel, volunteer staff member, volunteer counsel)'. Below this is a section titled 'Select Filing Type \*' with a dropdown menu labeled 'Filing Type'. At the bottom of the form is an orange button with a right-pointing arrow and the text 'CONTINUE'. A red arrow points from the text above to the 'CONTINUE' button.

User will have to Select details from given options and choose Filing type from Dropdown options and Press Continue to proceed further.

User will be navigated to Application form that is required to complete the process of filing the UN Dispute Application.



## User Manual

Number of Mandatory fields required

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.

**Employment Status:** Applicant has to provide details of their Employment in this section using predefined fields and Values from the dropdown.



## 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.

If the applicant is represented by OSLA counsel, they also have to select the OSLA Branch on the form.

Applicant can fill details of multiple counsel Information in the form.



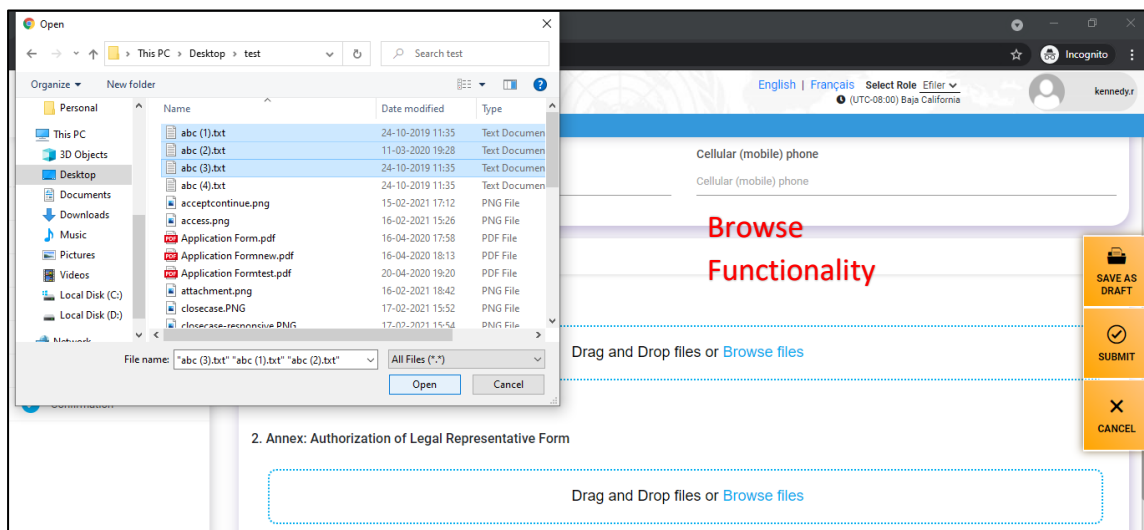
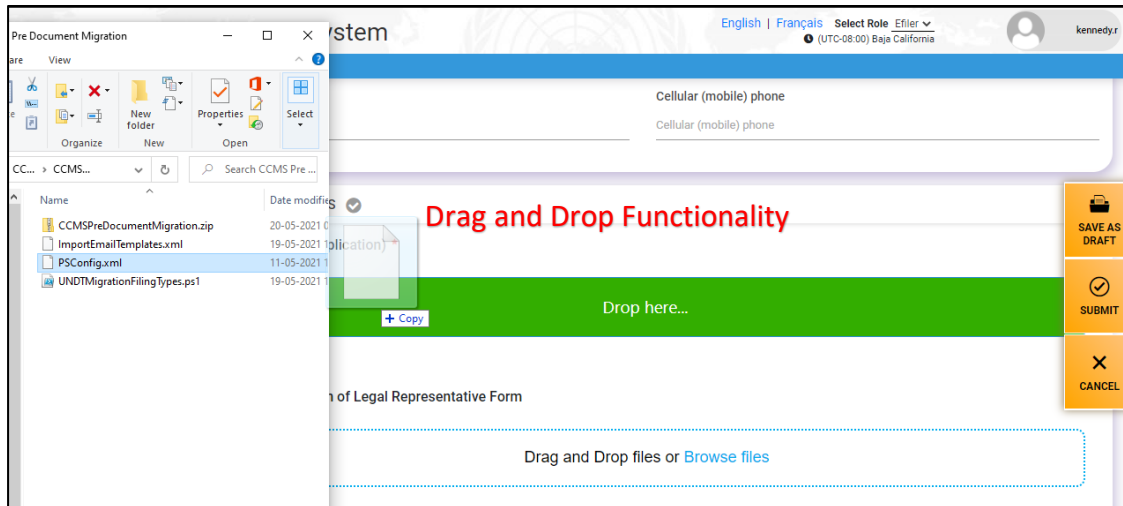
## User Manual

**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.

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	<span style="color: red;">⚠ This field is required</span>	

[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	<span style="color: red;">⚠ This field is required</span>	



## 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

6. Annexes to the application

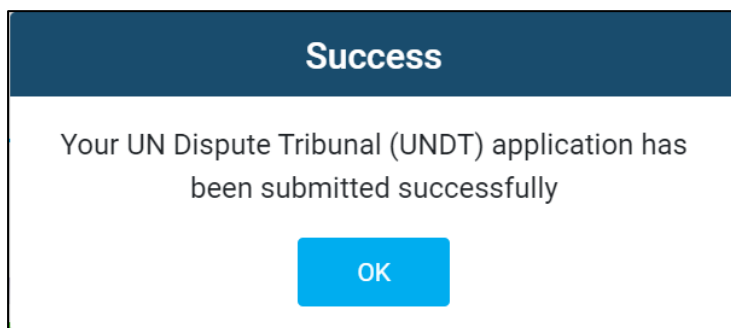
Drag and Drop files or Browse files

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

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 | User | 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

Date of birth Nationality Index number

EMPLOYMENT STATUS

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 'Cases' section of the UN Dispute Tribunal dashboard. At the top, there are tabs for 'Case' and 'Draft'. Below this is a table with columns: Ref No, Name, Filing Type, and Action. The table lists several cases, including one with Ref No 491 and Name '3123, document test'. The 'Action' column for this case has a dropdown menu with 'View Application' and 'Edit Application' options. A red box highlights the search bar, and another red box highlights the 'Edit Application' 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.

The screenshot shows an email interface with the following text: "Dear Email,Exchange, Your request for filing against UNDT has been submitted successfully to CCMS." Below this, there is a section titled "IMPORTANT: This is a system generated email. Please do not reply" followed by several lines of text that are partially obscured and difficult to read. The email also contains a warning about confidentiality and a request to delete copies of the message.

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

The screenshot shows the 'Cases' section of the UN Dispute Tribunal dashboard. At the top, there are tabs for 'Case' and 'Draft'. Below this is a table with columns: Ref No, Name, Case No, Registry, Status, Assigned As, Submission Date, Filing Type, and Action. The table lists one case with Ref No 517, Name 'Shrivastava, Rishitoshchand', Case No 'Temp-UNDT-2021-LIWEY', Registry 'New York', and Status 'Received'. The 'Status' column for this case has a red box around it. The 'Action' column for this case has a dropdown menu with 'ACTION' options.





## 1.2 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



User will navigate to screen to choose Filing Party from the given options along with the Filing type of Appeal.

E-filer can file case as follows:

Individual	Organization
<p><b>FILE A NEW UN APPEALS TRIBUNAL APPLICATION</b></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><b>CONTINUE</b></p>	<p><b>FILE A NEW UN APPEALS TRIBUNAL APPLICATION</b></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><b>CONTINUE</b></p>

When efiler chooses to appeal as an Individual user is navigated to 2<sup>nd</sup> 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.



## User Manual

When filer chooses to appeal as an Organization user is navigated to 2<sup>nd</sup> Form with following sections

Number of Mandatory fields

The screenshot shows the 'UN Appeals Tribunal Request Form' interface. A red box highlights the left sidebar menu and the 'SELECT IN RELATION TO WHAT YOUR APPEAL IS' dropdown menu. The sidebar menu includes 'Contesting Decision Entity', 'Respondent Information', 'Upload Documents', and 'Confirmation'. The dropdown menu shows 'Tribunal/Organization' selected. The main form area displays 'ORGANIZATION THAT MADE THE ORIGINAL CONTESTED ADMINISTRATIVE DECISION' and 'Name of Organization'.

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.

The screenshot shows the 'UN Appeals Tribunal Request Form' interface. The left sidebar menu is visible with sections: 'Appeal Information', 'Appellant's Information', 'Employment Status', 'Appellant's Contact Details', 'Legal Representative', 'Upload Documents', and 'Confirmation'. The main form area shows 'SELECT IN RELATION TO WHAT YOUR APPEAL IS' dropdown menu with 'Tribunal/Organization' selected. The dropdown menu lists 'UN Dispute Tribunal Judgment/Order', 'UNRWA Dispute Tribunal Judgment/Order', 'UN Appeals Tribunal Judgment/Order (Revision, Correction, Interpretation, Execution)', and 'Administrative decision (UNJSPF, ICAO, ICJ, IMO, ISA, ITLOS)'. Floating buttons for 'SAVE AS DRAFT', 'SUBMIT', and 'CANCEL' are visible on the right side.



## User Manual

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

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 Organization filing type

**SELECT IN RELATION TO WHAT YOUR APPEAL IS**

Tribunal/Organization \*

- UN Dispute Tribunal Judgment/Order
- Tribunal/Organization
- UN Dispute Tribunal Judgment/Order
- UNRWA Dispute Tribunal Judgment/Order
- UN Appeals Tribunal Judgment/Order (Revision, Correction, Interpretation, Execution)
- Administrative decision (UNJSPF, ICAO, ICJ, IMO, ISA, ITLOS, WMO)
- Decision by Pension Board

Male  Female

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

Tribunal/Organization \*

UN Dispute Tribunal Judgment/Order

Appeal Category \*

Please select

- Please select
- Judgment/Order number
- 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.

Tribunal/Organization \*

UN Dispute Tribunal Judgment/Order

Appeal Category \*

Judgment/Order number

Judgment/Order number \*

testing

Case number \*

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

If the appellant filing the appeal is an organization, they will have to fill the information regarding organization that made the original contested decision, respondent information as below, choosing valid options from dropdown and enter text in mandatory fields.

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 *		
<input type="radio"/> Male <input type="radio"/> 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



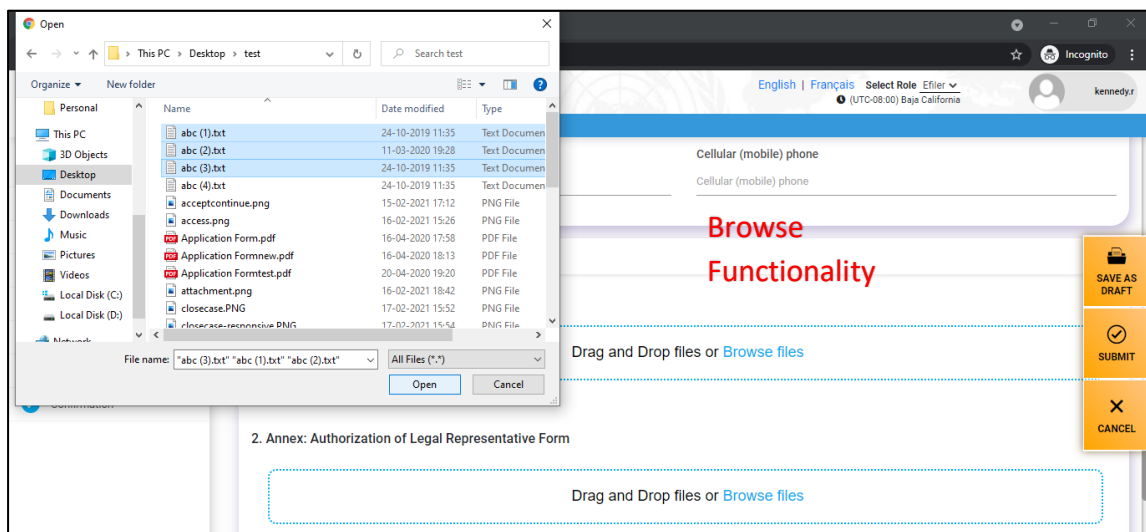
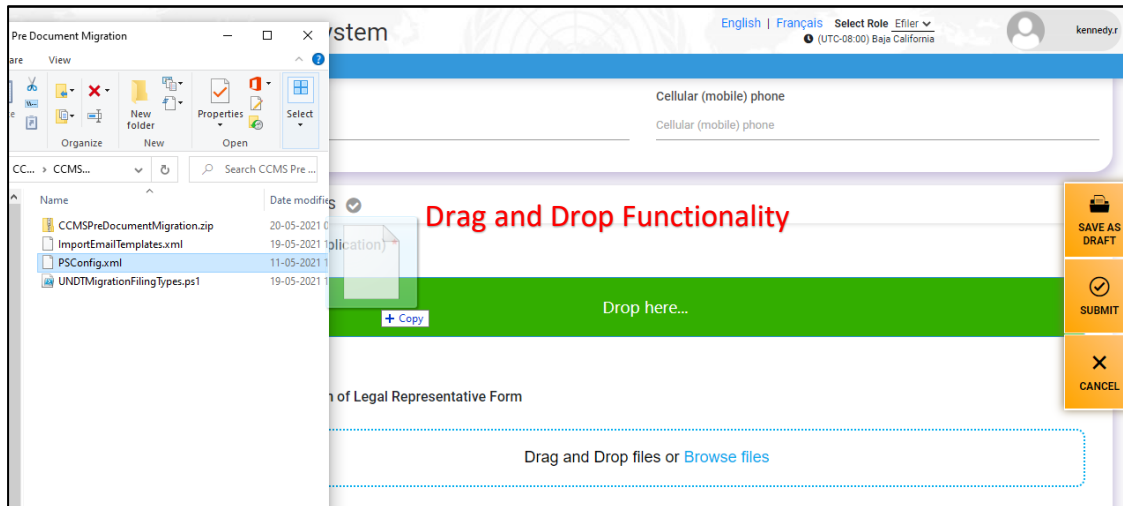
## User Manual

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

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

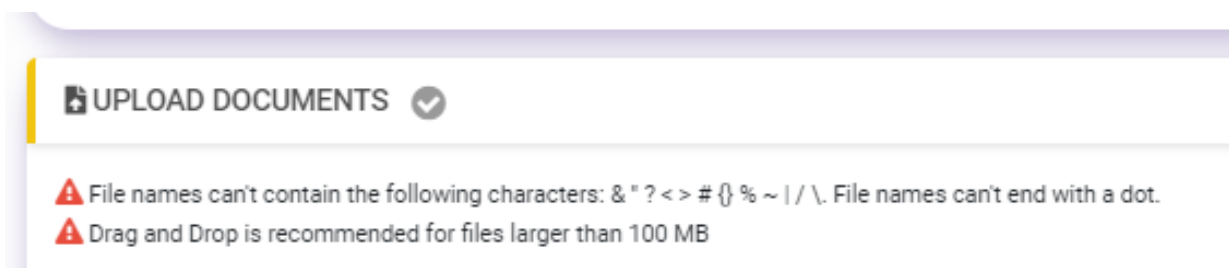
To upload the document(s) user can use Browse functionality or Drag and Drop functionality.

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.

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

[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.]

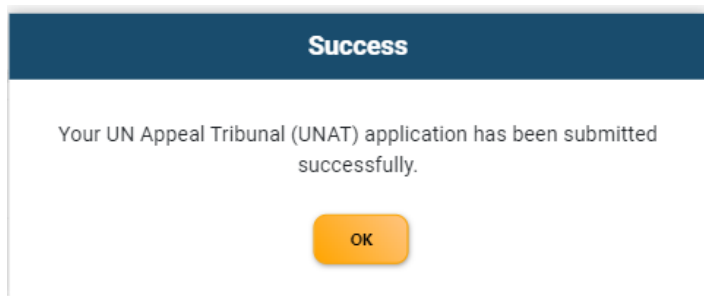
The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.

**Confirmation:** Under this section user will have to certify the authenticity by checking the checkbox and submit the form.



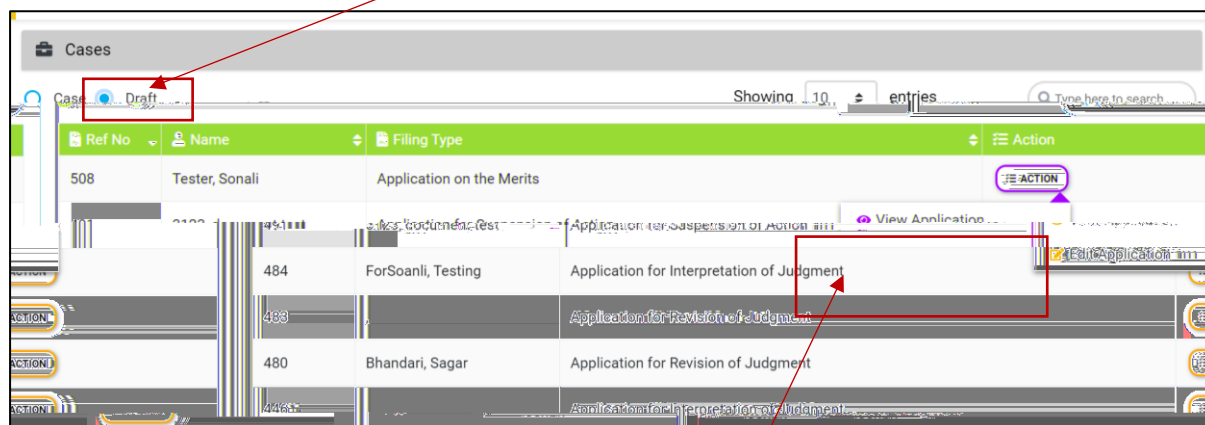
## User Manual

Upon Submitting user will get confirmation message.



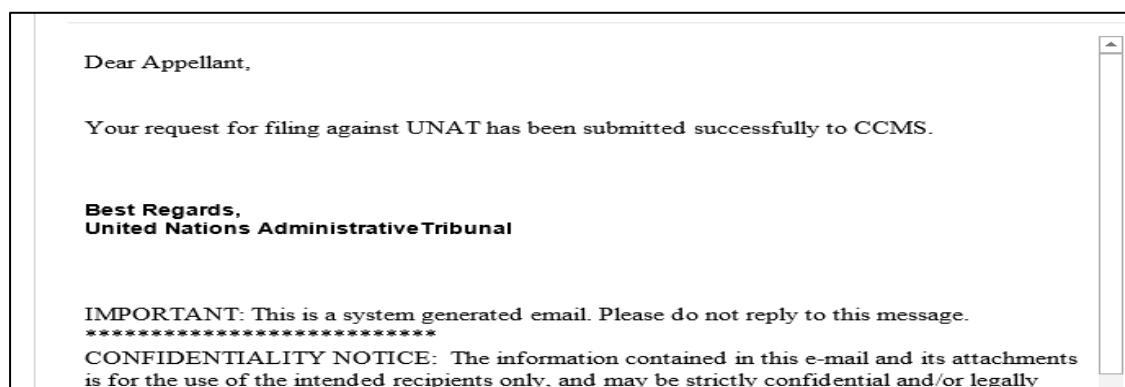
If not user can choose option to save partially complete application form by clicking on “Save as draft” button.

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



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.

The screenshot shows the 'UN DISPUTE TRIBUNAL' dashboard. Under the 'Cases' section, there is a table with columns: Ref No, Name, Case No, Registry, Status, Assigned As, Submission Date, Filing Type, and Action. A red box highlights the 'Received' status in the 'Status' column for case 517. A red arrow points from the text above to this box. The 'Action' column contains an 'ACTION' button.

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

### 1.3 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.

The screenshot shows the 'Court Case Management System' dashboard. It features a 'Dashboard' section with buttons for 'CREATE A NEW UNDT APPLICATION' and 'CREATE A NEW UNAT APPLICATION'. Below this, there are two case lists. The top list is for the 'UN DISPUTE TRIBUNAL' and the bottom list is for the 'UN APPEALS TRIBUNAL'. Both lists have columns for Ref No, Name, Case No, Registry, Status, Assigned As, Submission Date, Filing Type, and Action. Red boxes highlight specific entries in both lists.

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
507	Zanwar, Sonali	UNDT/NY/2021/002	New York	In-Progress	Applicant	18 Jan 2021	Applic...	ACTION
505	Zanwar, Sonali	UNDT/NY/2021/001	New York	In-Progress	Applicant	13 Jan 2021	Applic...	ACTION
504	01/11/2021, Testing	Temp-UNDT-2021-ABUAL	New York	Received	Applicant	11 Jan 2021	Applic...	ACTION
503	erw, doc test	Temp-UNDT-2021-BJL7W	New York	Received	Applicant	08 Jan 2021	Applic...	ACTION
499	Cooper, Martha	UNDT/NY/2021/003	New York	In-Progress	Applicant	07 Jan 2021	Applic...	ACTION
496	test, document test2	Temp-UNDT-2021-VVFB	New York	Received	Applicant	07 Jan 2021	Applic...	ACTION
495	test-ex-part	Temp-UNDT-2021-BWJW	New York	Received	Applicant	07 Jan 2021	Applic...	ACTION

Ref No	Name	Case No	Registry	Status	Assigned As	Submission Date	Filing Type	Action
158	Yekaturi, Mahesh	Temp-UNAT-2021-ROMON		Received	Appellant	31 Jan 2021	Motion for S Extension of	ACTION
147	Yekaturi, Mahi	Temp-UNAT-2021-PS4OJ		Received	Appellant	25 Jan 2021	Appeal Form	ACTION
146	Yekaturi, Mahi	Temp-UNAT-2021-N8118		Received	Appellant	25 Jan 2021	Application	ACTION
141	Zanwar, Sonali	UNAT/2021/1		Annulled	Appellant	22 Jan 2021		ACTION
140	Tester, Sohali	Temp-UNAT-2021-B0U9S...		Received	Appellant	20 Jan 2021		ACTION
137	Tester, Sonali	UNAT/2020/50		Case number assigned	Appellant	10 Dec 2020		ACTION
136	Tester, Sohali	Temp-UNAT-2020-ZUXJ9=		Received	Appellant	09 Dec 2020		ACTION



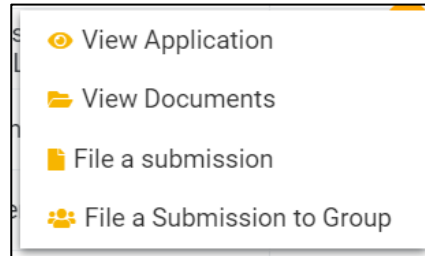
## User Manual

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

## 1.3.1 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 Edit sonali@gmail

**UNDT/NY/2021/061 (ZANWAR)**

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
<b>1. Main Document (Application)</b>		
Section 1_Browse_01.pdf	Standard	
Section 1_Browse_02.pdf	Standard	
Test Document Rename.pdf	Ex-Parte	Test Set Confidentiality
<b>2. Annex: Authorization of Legal Representative Form</b>		
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	
<b>3. Copy of Contested Decision (if available)</b>		
MHCET-2016.pdf	Standard	
Section 1_Browse_04.pdf	Standard	
Section 1_Browse_10.pdf	Standard	
<b>4. Annex: Request for Management Evaluation</b>		
Section 1_Browse_05.pdf	Standard	
Section 1_Drag_07 (5).pdf	Standard	
<b>5. Management Evaluation Response</b>		
MHCET-2016-Code-33.pdf	Standard	
<b>6. Annexes to the application</b>		
Section 1_Drag_07 (12).pdf	Standard	

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UNDT Form



# User Manual

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

2021-60 (zanwar)

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

**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

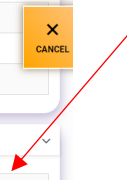
2. Annex: Authorization of Legal Representative Form

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

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

**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**

UNITED NATIONS

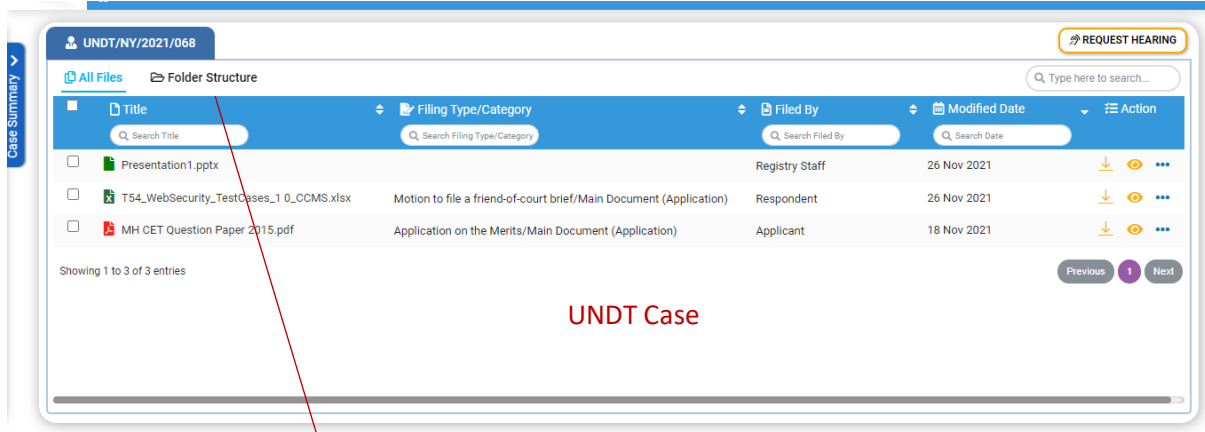
Contact | Copyright | Fraud Alert | Privacy Notice | Terms of use



# User Manual

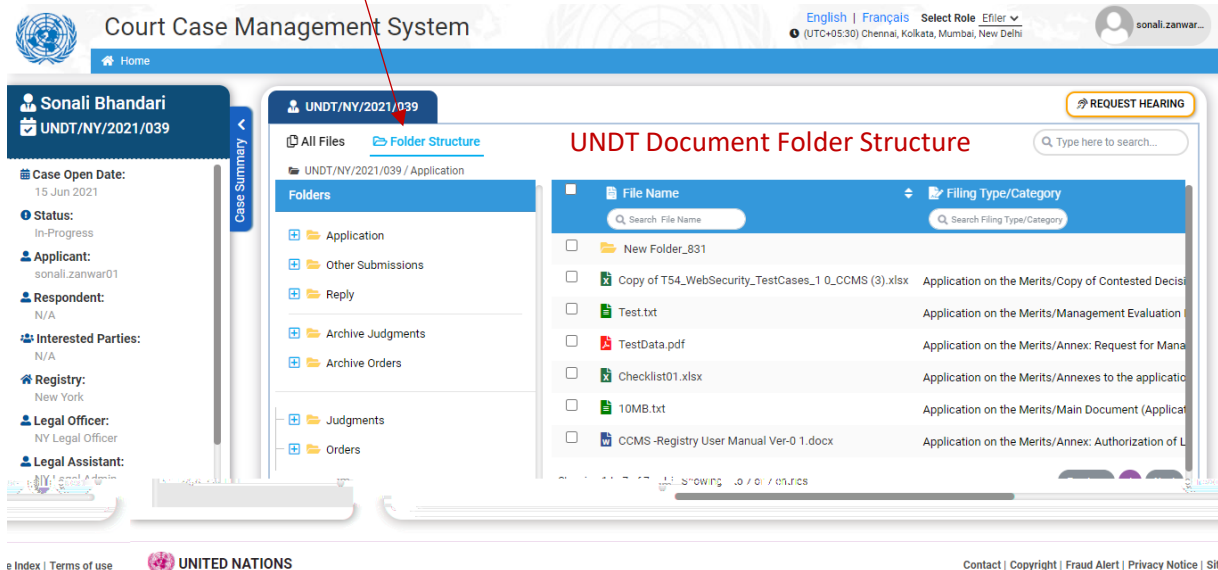
## 1.3.2 View Documentation

Section Include all attachments uploaded while creating new application as well as document uploaded during lifecycle of the case.



UNDT Case

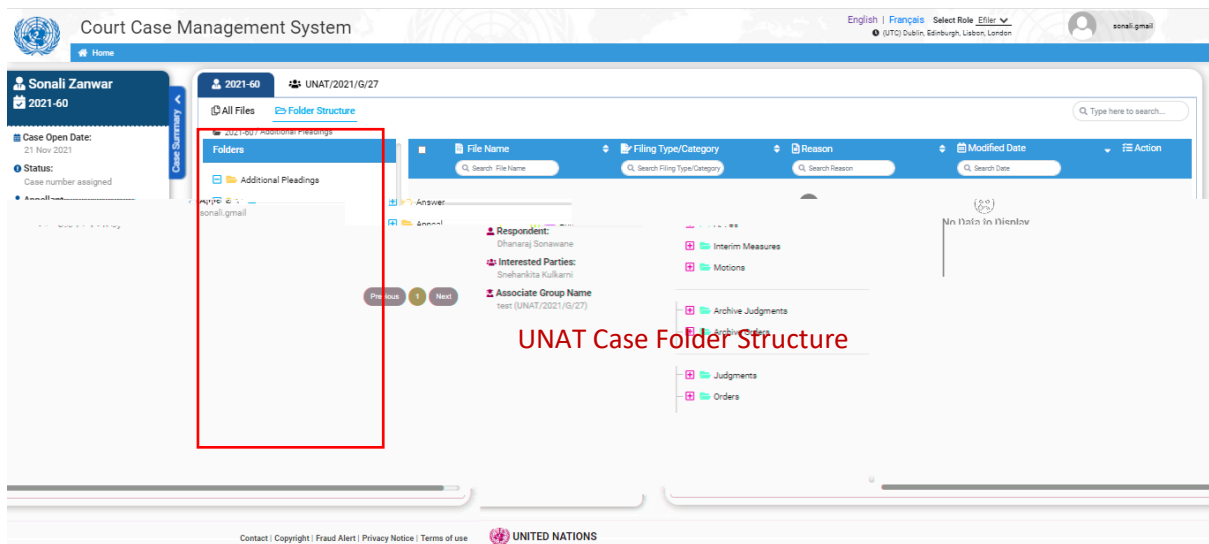
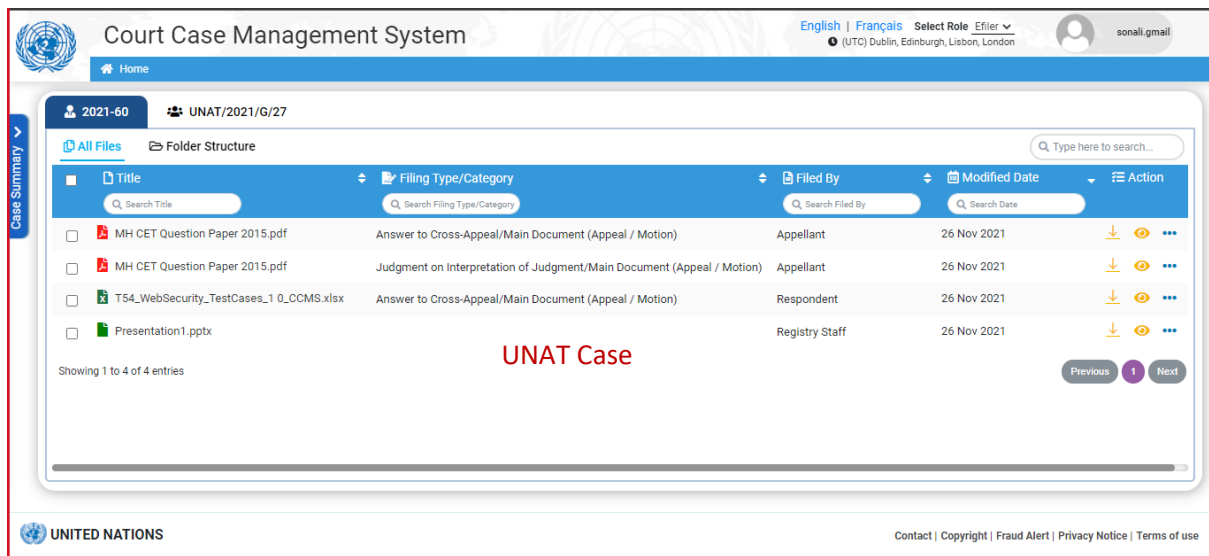
“Folder structure” option will show different folder structure created. For each new case a set of folders are created based on pre-defined template.



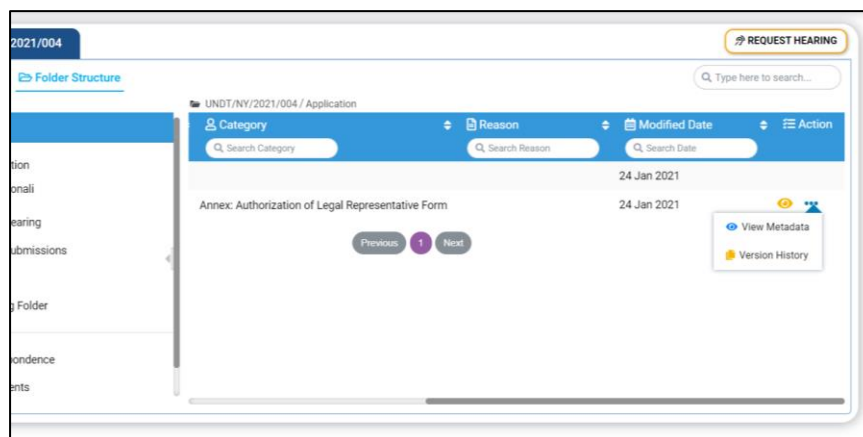
UNDT Document Folder Structure



# User Manual



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



**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	<a href="#">CCMSBugTrackerIssues18.xls</a>
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

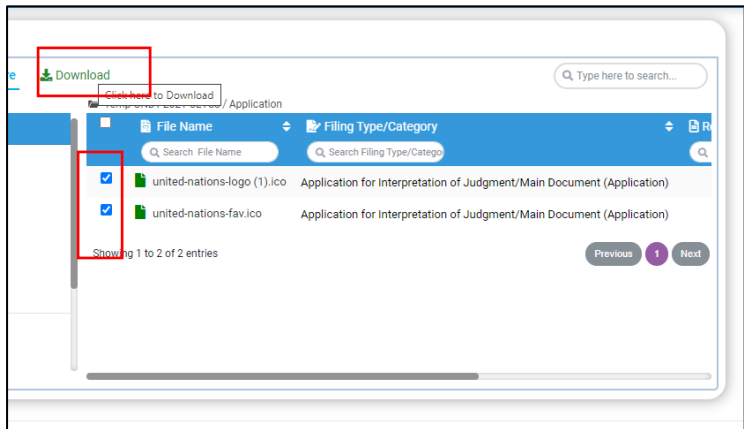
Showing 1 to 3 of 3 entries [Premier](#) [Previous](#) [1](#) [Next](#) [Last](#)



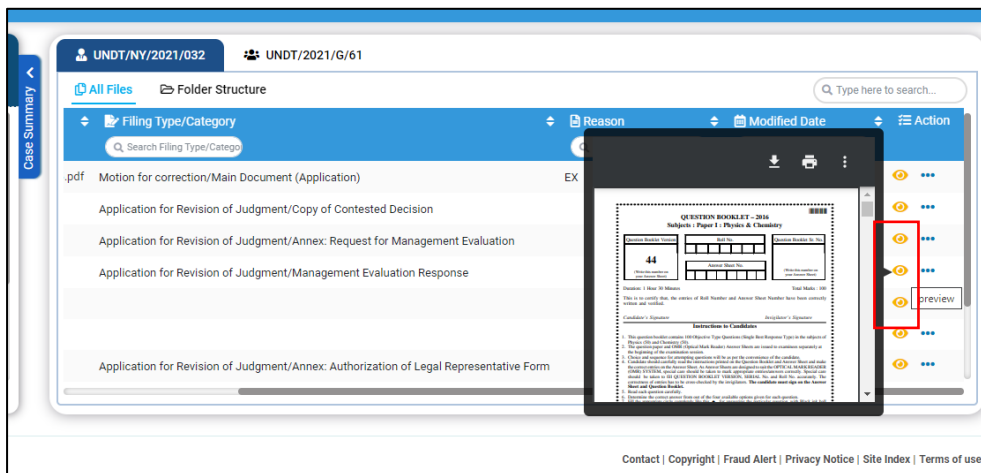


## User Manual

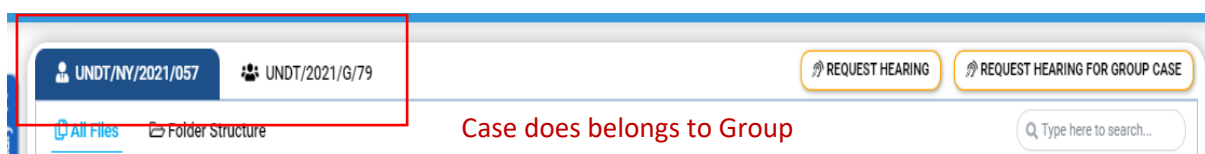
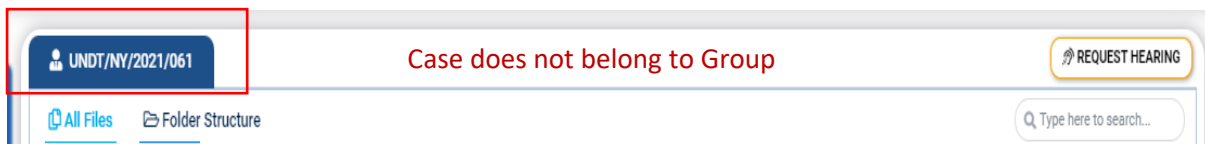
**Download Files:** Efiler can download files by checking on the checkboxes next to file names in All Files/ Folder view and clicking on download icon at the top. In this way, efiler can download more than one file at a time. This is applicable for both tribunals (UNDT/UNAT)



**Preview file:** Efiler can preview a file by clicking on the eye icon next to it. This is applicable for both tribunals (UNDT/UNAT)

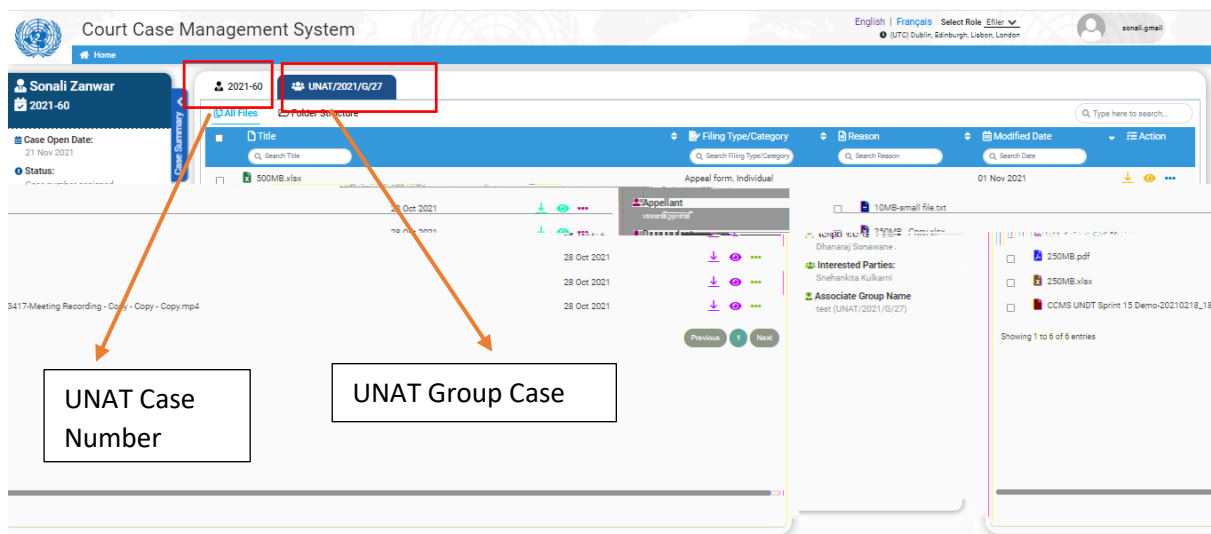
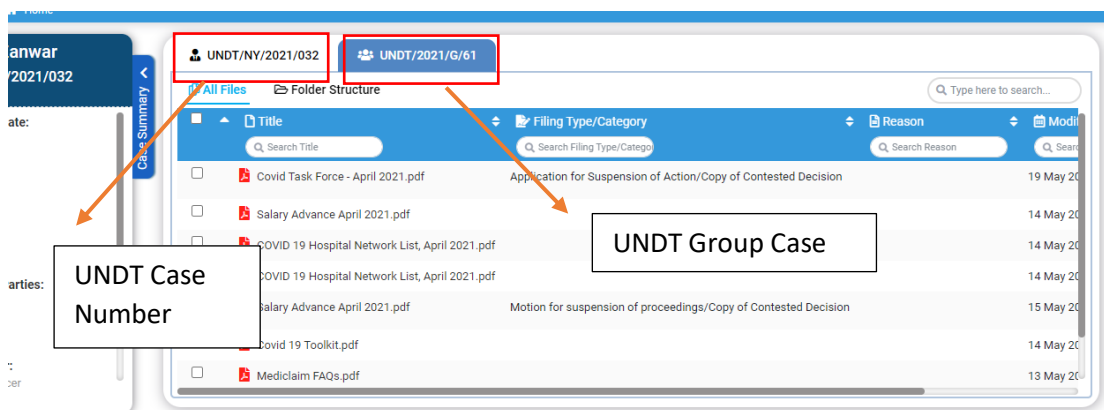


**Group Case:** If the case belongs to a Group case, the efiler can also view documents available at group level and perform other actions similar to the original case folder. The efiler can click on the Group case number in the main content for the same. This is applicable for both tribunals (UNDT/UNAT)

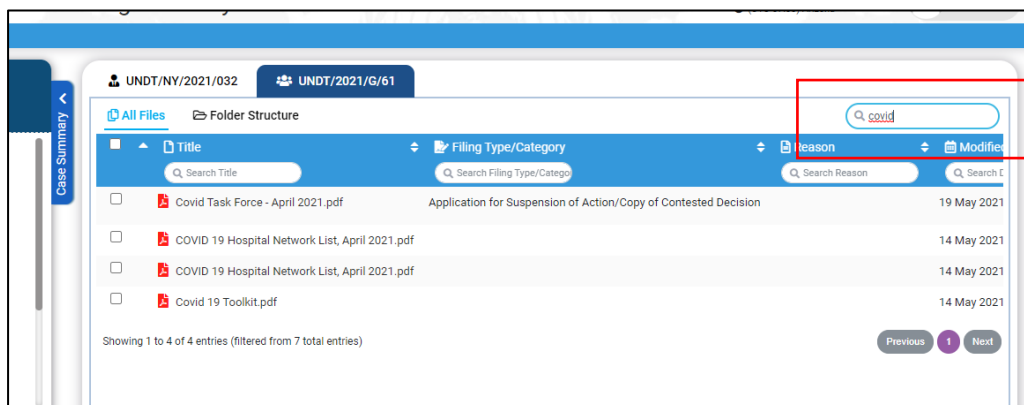




## User Manual



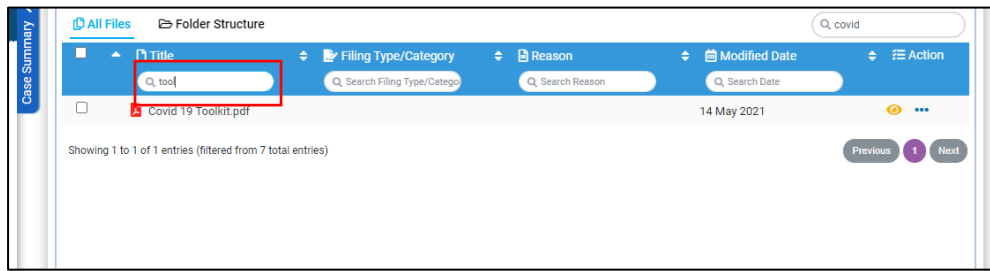
**File Search:** Efiler can search for document, by entering keyword in the below search box and this will pull in matching items in the case. This is applicable for both tribunals (UNDT/UNAT)



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

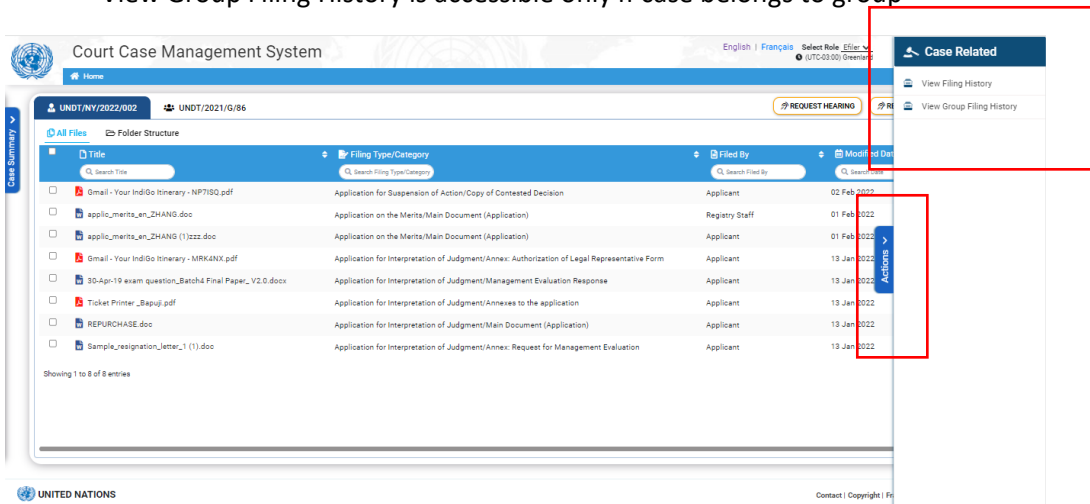


Search is available in both all files and Folder structure view.

**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

**View Filing History**

UNDT/NY/2022/002 (Sonali)

Showing 10 entries

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]

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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

**View Group Filing**

Historique de classement

2021-51 (Testing)

Afficher 10 éléments

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]

Affichage de l'élément 1 à 10 sur 10 éléments

Premier Précédent 1 Suivant Dernier