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.
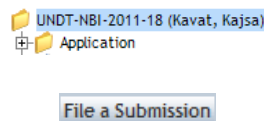
Open the case folder

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 or files.
Always right-click and select an action like "**open**" or "**view**".

Click on File a Submission button

Make sure the top (case) folder is selected.

Click on the "**File a Submission**" button in the top left corner of your browser window. This button is only visible when the case folder is selected.

Wait for the screen to load (it will take a few seconds).

File the submission

Select the type of application you are filing.

Click on "**Add**" link to attach the files you are including in the filing.

For each document you include in the filing, click the "**Browse**" button, select the file and click "**Open**" to attach the file.

Once you have added all the documents, click "Finish" and then "Continue".

Select the confidentiality level for the filing:

None: a notice is sent to both parties and your submission can be viewed by the other party.
Ex parte: no notice is sent to the parties and your submission cannot be viewed by the other party.
Under seal: a notice is sent to the parties but your submission can not be viewed by the other party.

Standard confidentiality level is None. If Ex parte or Under seal is selected you must enter a reason in the provided text box.

Certify the submission and click on the submit button to submit the filing to the Registry.

Filing is available in case folder

Shortly after your submission the files are available in your case folder in the relevant folder depending on the type of filing submitted.