Court Case Management System

How To File a New Case
(E-Filer)

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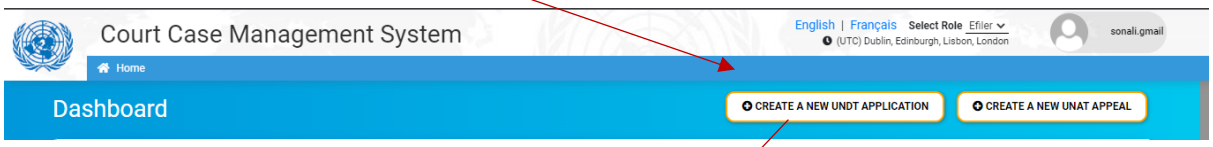
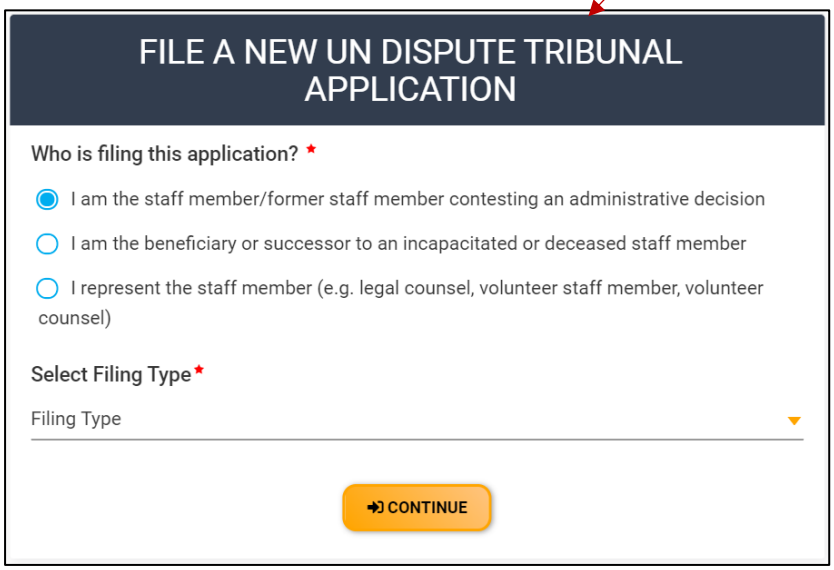
1.1 Creating New UNDT Application

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



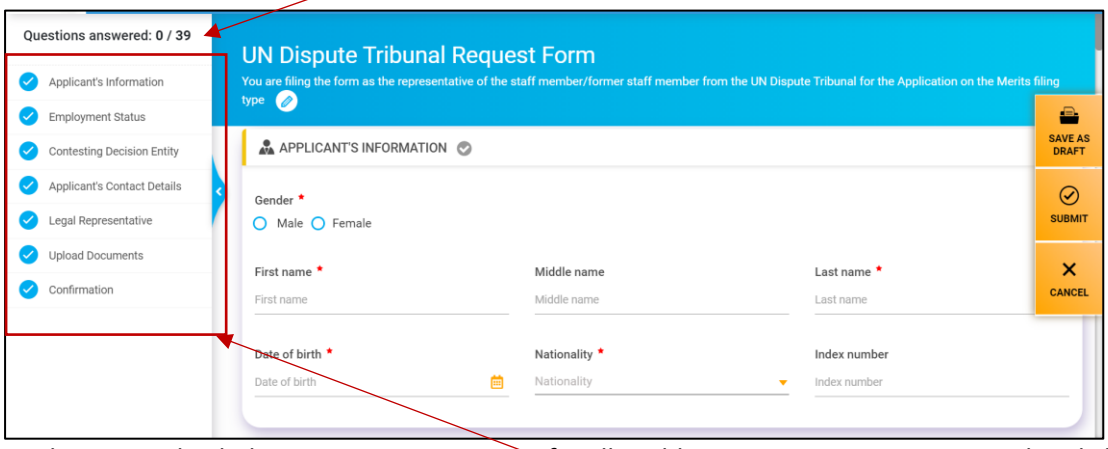
User will be navigate to screen to choose type of Applicant from the given options along with the Filing type of application.



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.

Number of Mandatory fields required

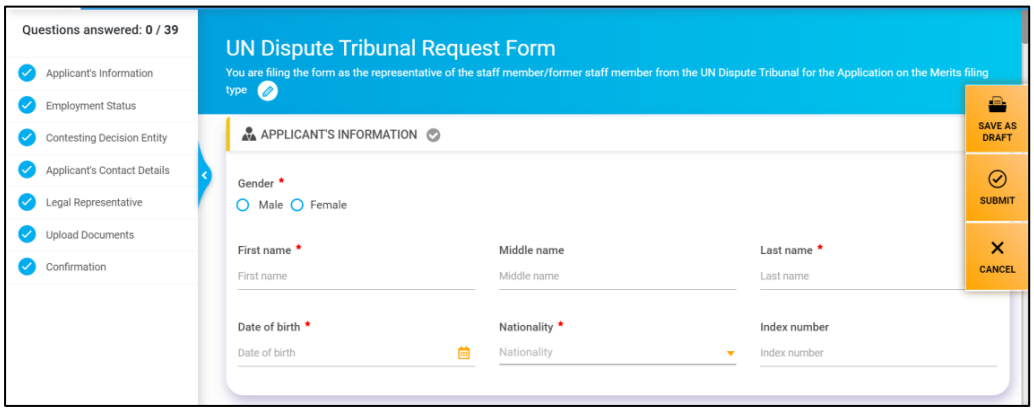


Application is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

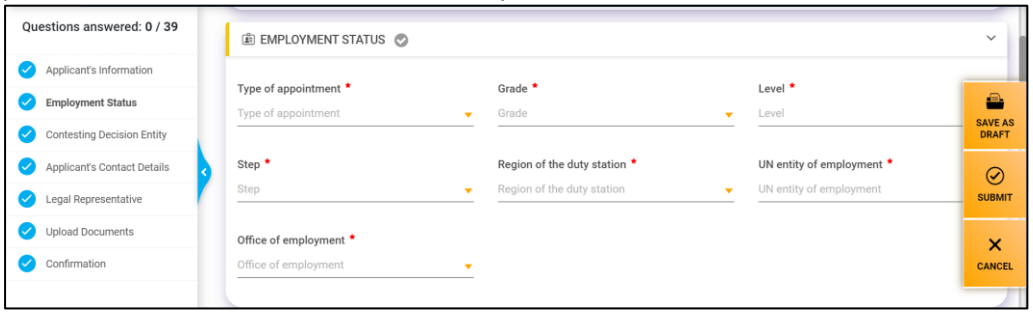
Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

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.

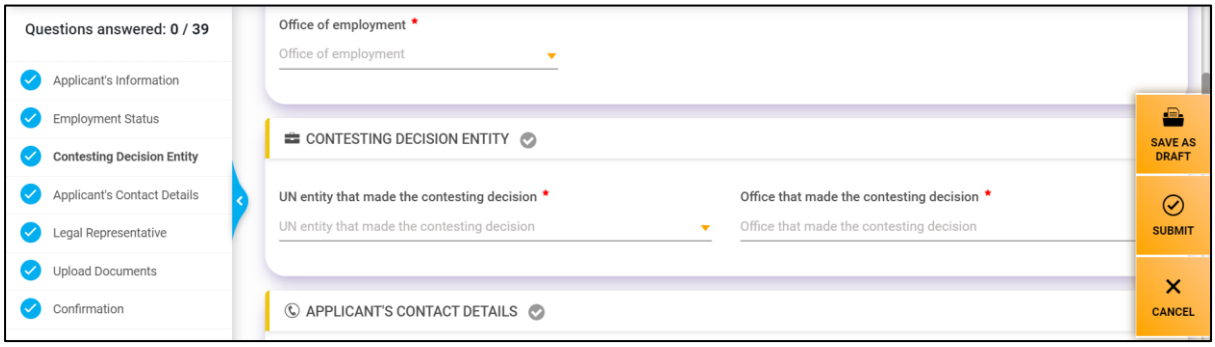
Applicant's Information: This section include details about applicant's personal information such as Name, Age, Gender, etc.



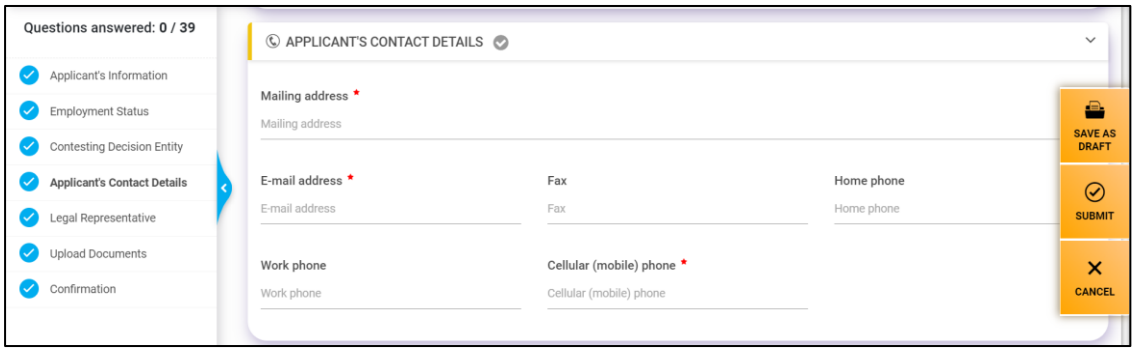
Employment Status: Applicant has to provide details of their Employment in this section using predefined fields and Values from the dropdown.



Contesting Decision Entity: User will have to select UN entity and office value from the dropdown options.



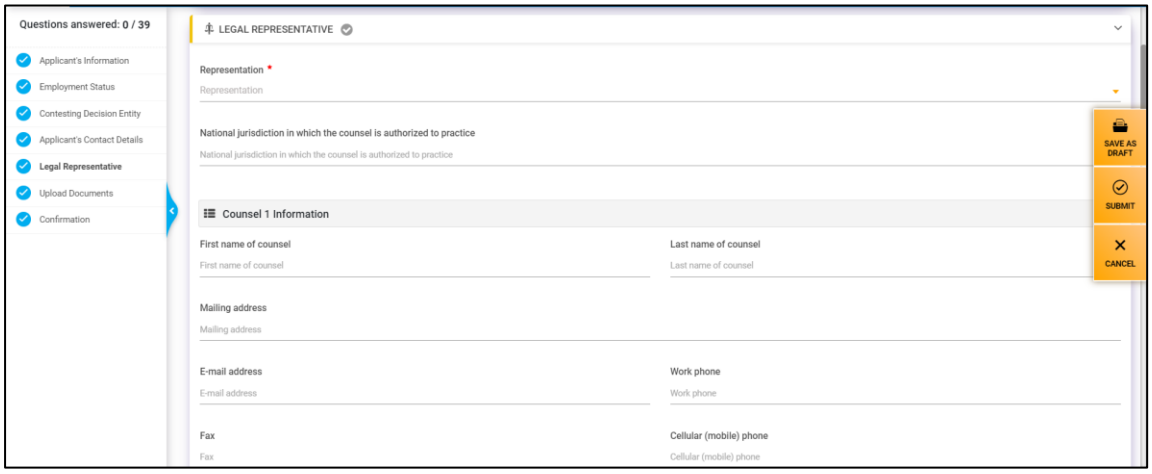
Applicants Contact Details: This section will contain Contact information of the applicant such as Mailing Address, email ID, Phone details etc.



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.

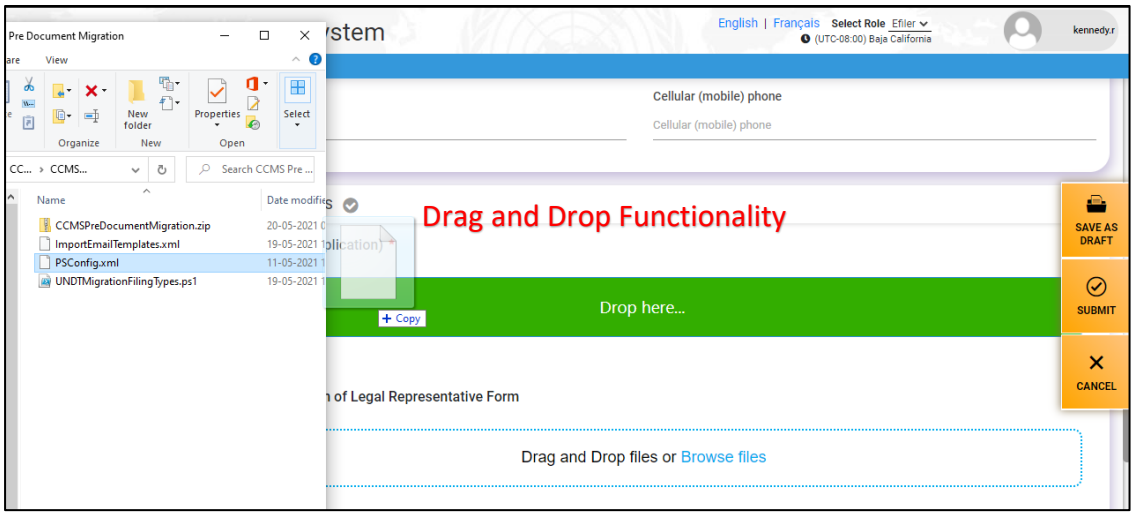


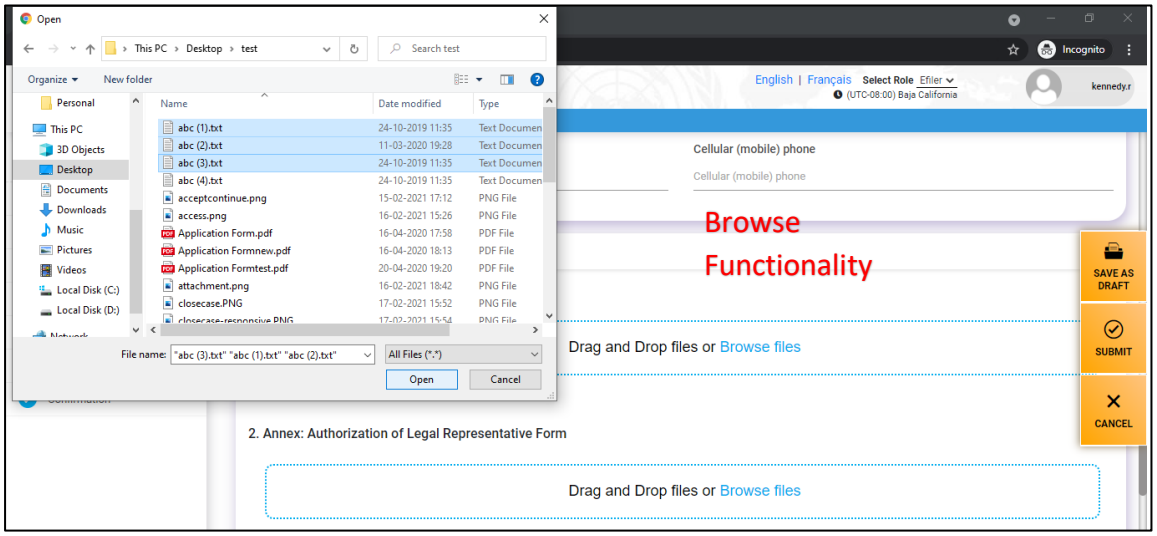
Upload Document: Efiler is supposed to provide supporting document for verification of his case.

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)





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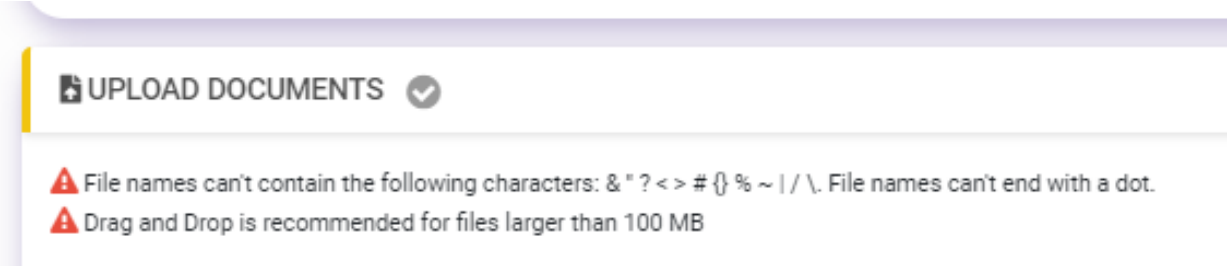
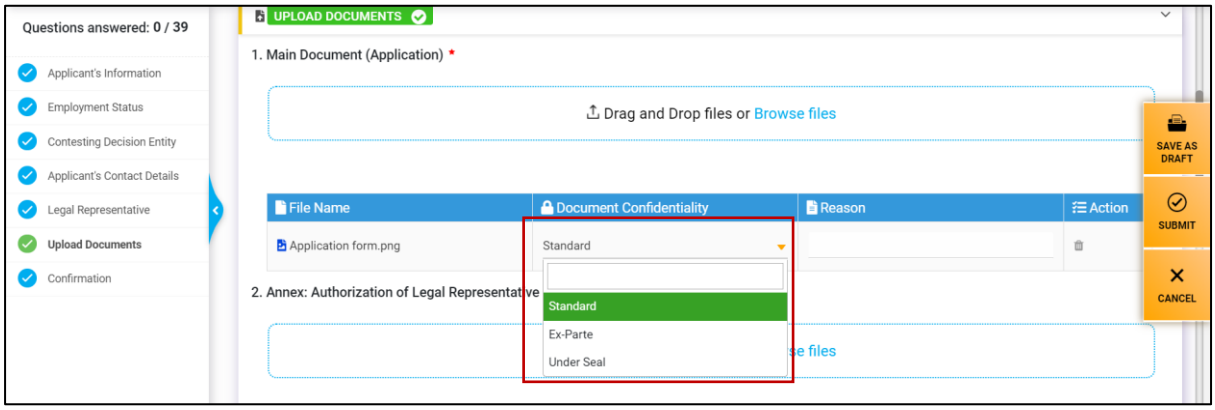
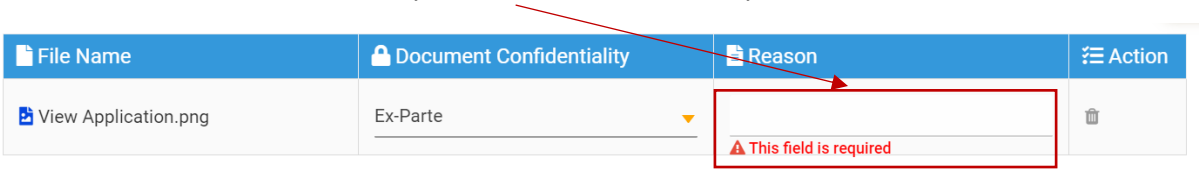


User has to select document confidentiality by selecting values from dropdown in given column.

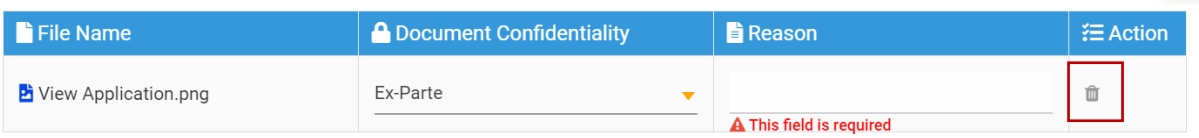


If User set document Confidentiality as Ex-Parte, it is mandatory to fill in the Reason field.

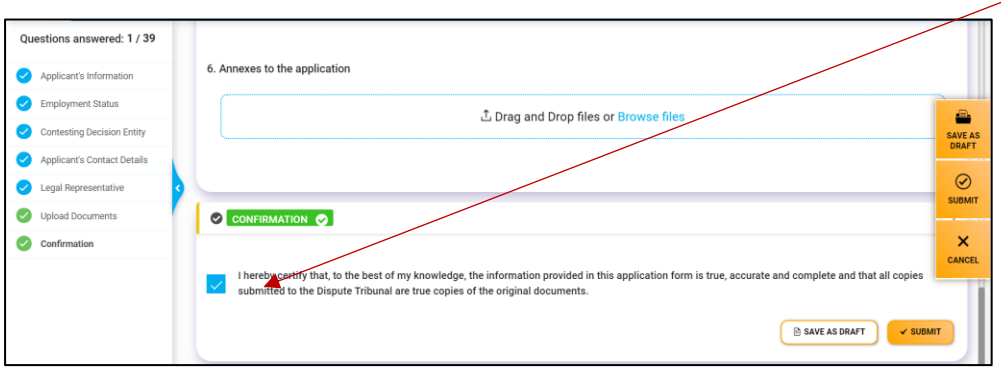


[Please note: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to case. If the Registry rejects the claim, the document will be marked as Standard and will be available to both Applicant and Respondent.]

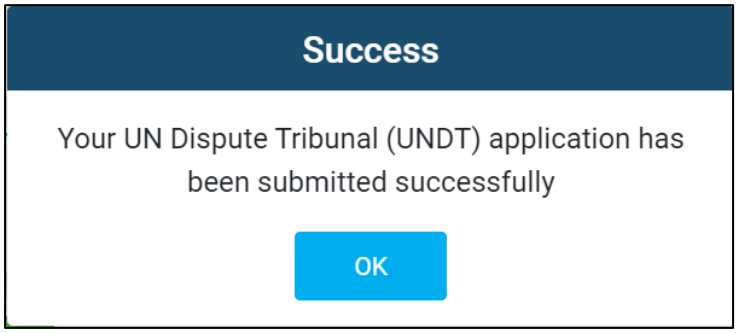
The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.



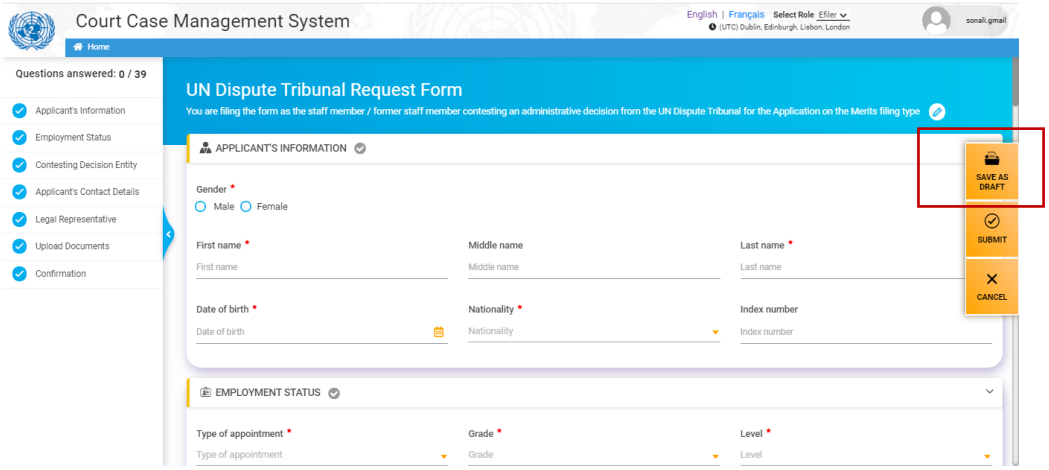
Confirmation: Under this section user will have to certify the authenticity by checking the checkbox and submit the form.



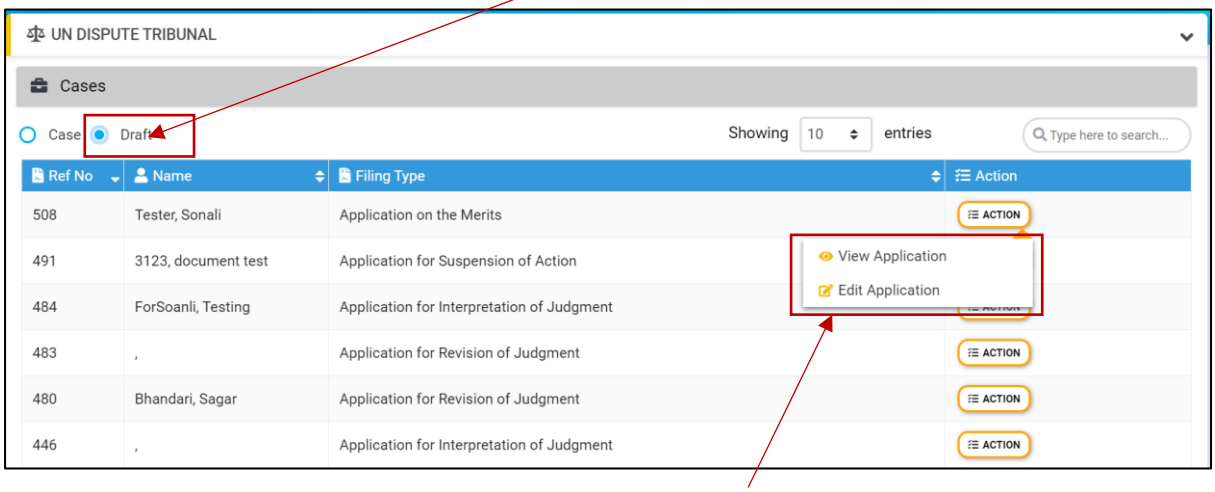
Upon Submitting user will get confirmation message.



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

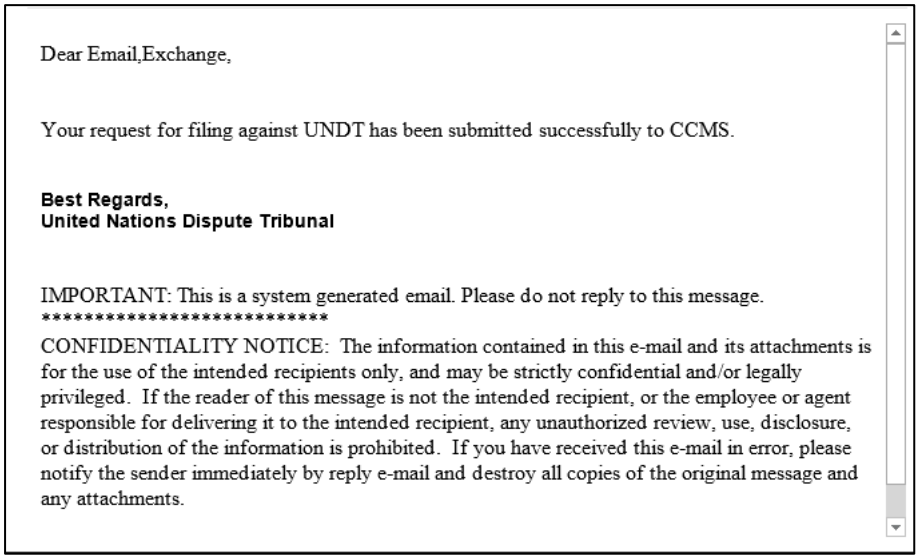


User can access the partially saved Application from Draft section form the dashboard. User has to select on Draft option from the dashboard.



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.



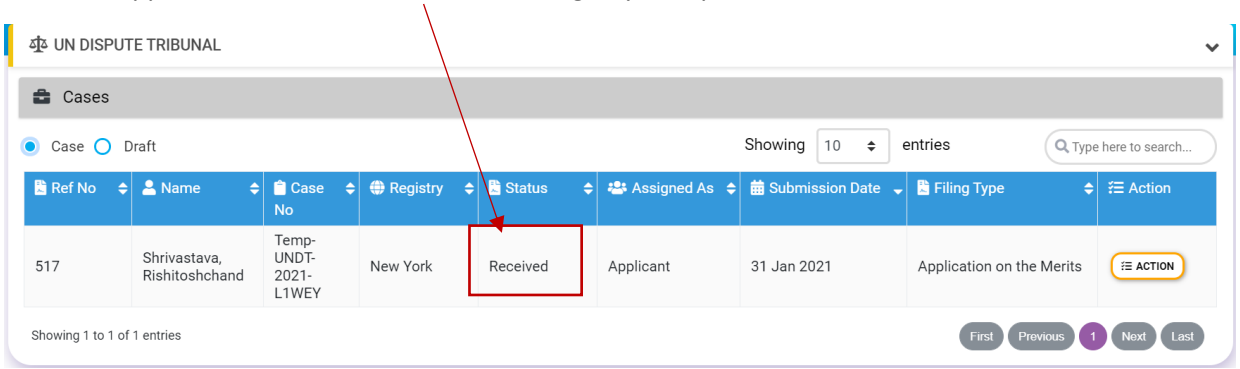
Dear Email,Exchange,

Your request for filing against UNDT has been submitted successfully to CCMS.

Best Regards,
United Nations Dispute Tribunal

IMPORTANT: This is a system generated email. Please do not reply to this message.
****
CONFIDENTIALITY NOTICE: The information contained in this e-mail and its attachments is for the use of the intended recipients only, and may be strictly confidential and/or legally privileged. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, any unauthorized review, use, disclosure, or distribution of the information is prohibited. If you have received this e-mail in error, please notify the sender immediately by reply e-mail and destroy all copies of the original message and any attachments.

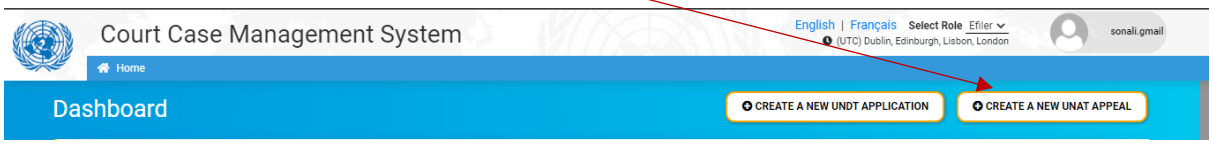
Status of Application will be “Received” until Registry Accepts this case.



1.2 Creating New UNAT Application

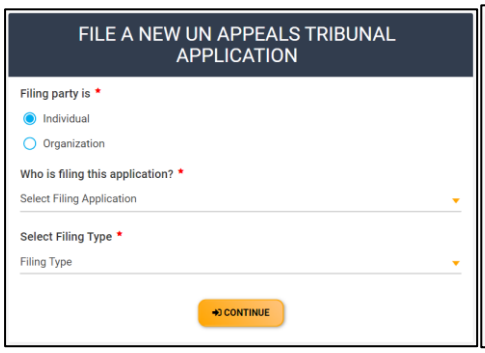
Similar to the process Explained in previous section E-filer member can create UNAT Appeal by using given steps

Click on “Create a New UNAT Appeal” button on dashboard

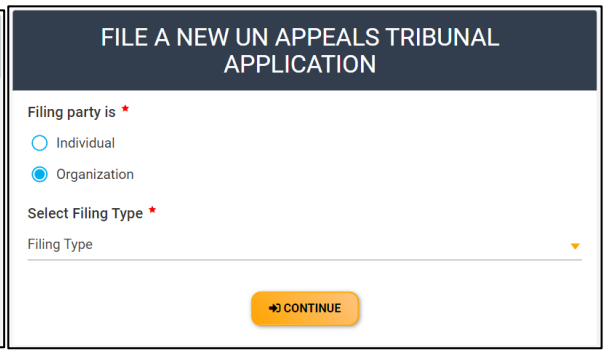


User will navigate to screen to choose Filing Party from the given options along with the Filing type of Appeal.
E-filer can file case as follows:

Individual

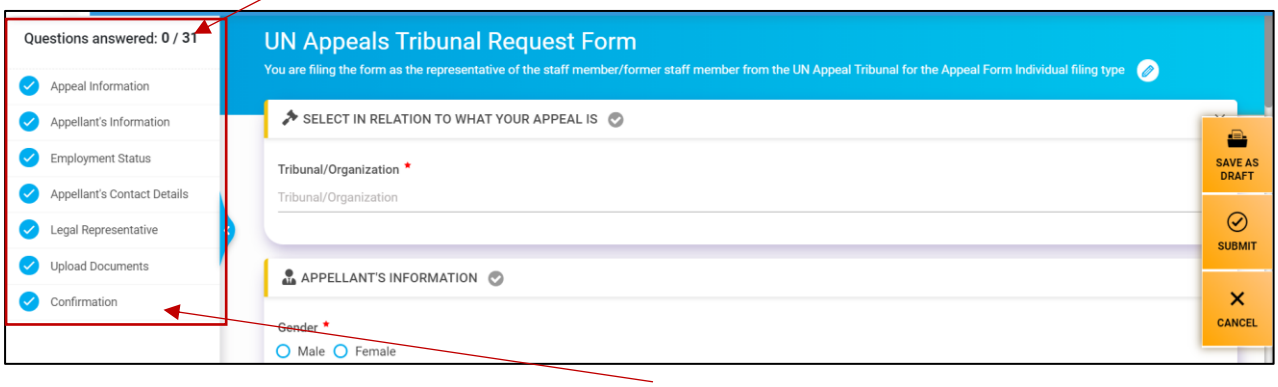


Organization



When efiler chooses to appeal as an Individual user is navigated to 2nd Form with following sections

Number of Mandatory fields



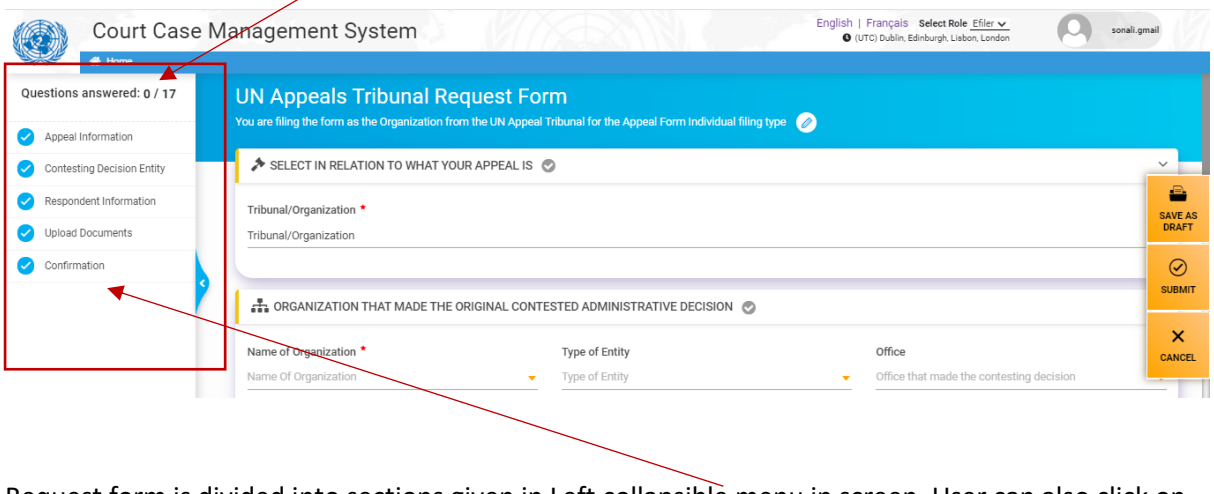
Request form is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

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.

When efiler chooses to appeal as an Organization user is navigated to 2nd Form with following sections

Number of Mandatory fields



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Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

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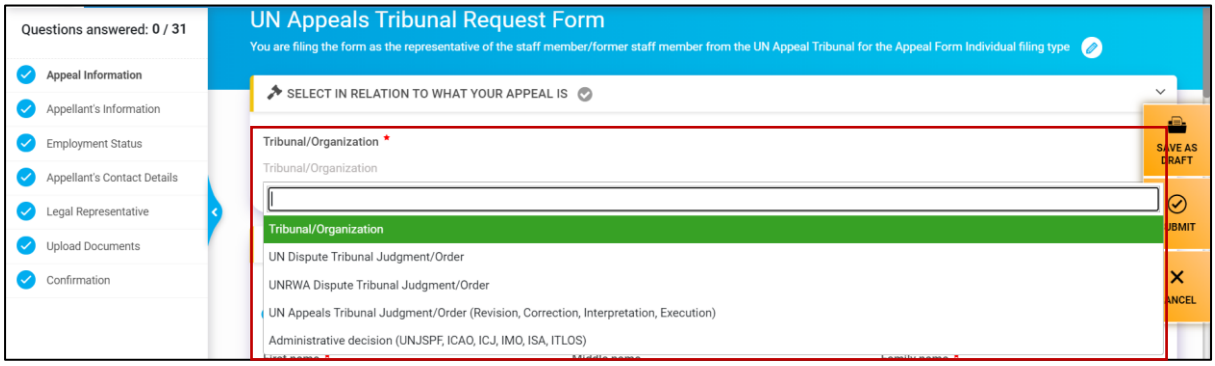
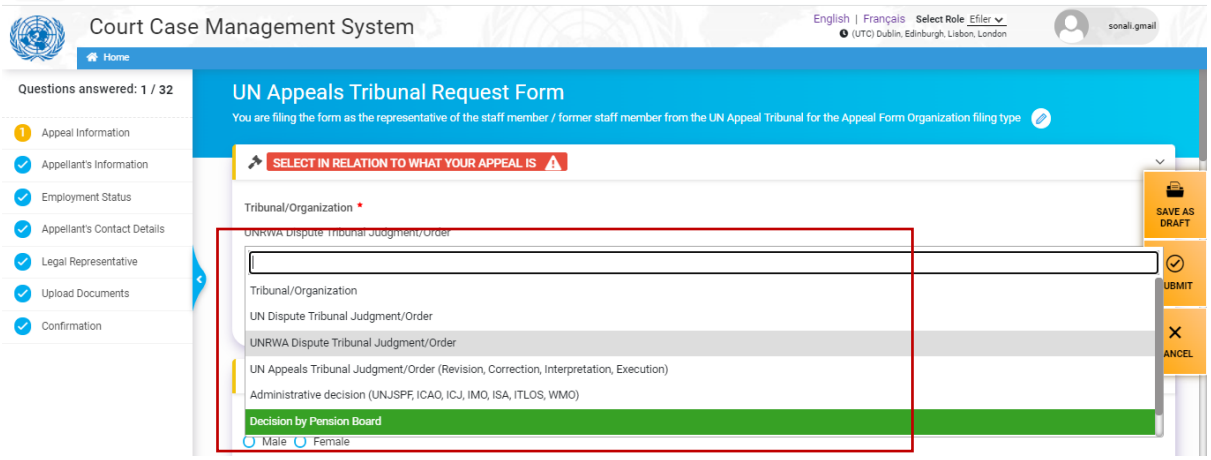
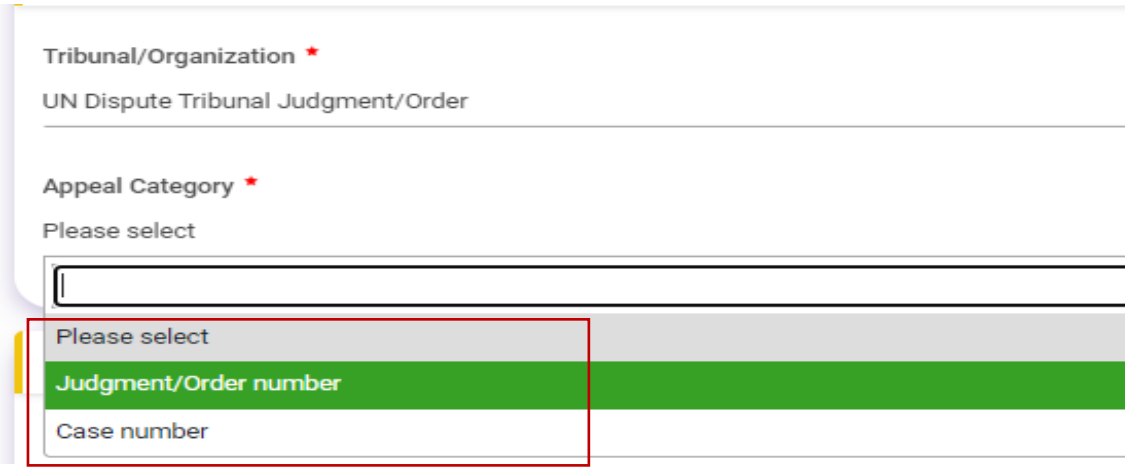
Appeal Information: This section is applicable for both Filing Parties (Individual/Organization). Here user will have to select Tribunal/Organization details from the dropdown menu.



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

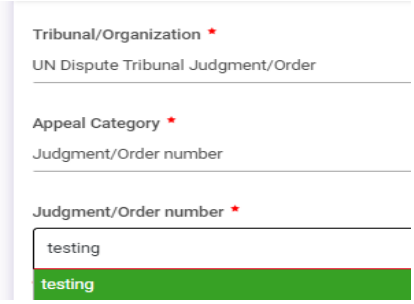


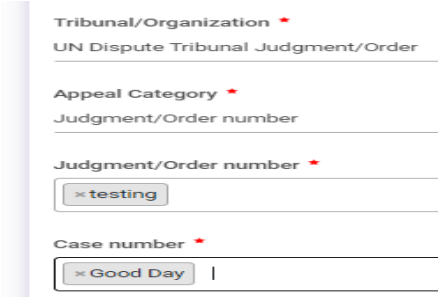
Upon selecting this (Tribunal/Organization) value, user has option to select following Appeal category.



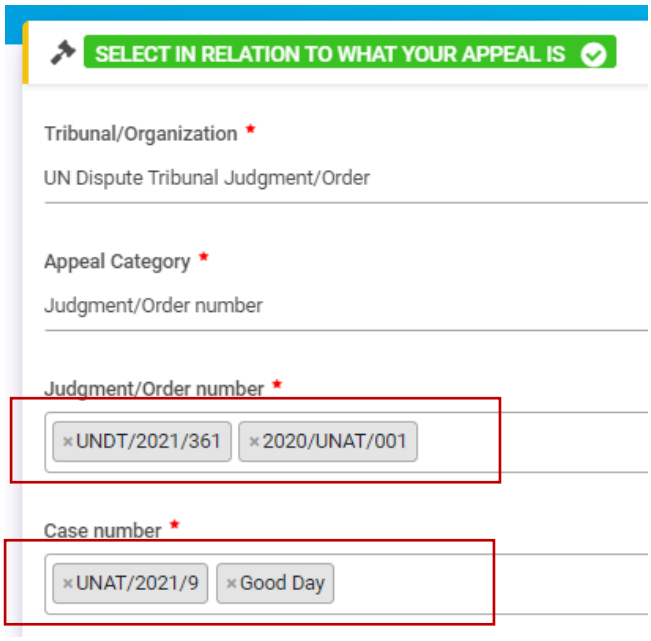
If Efiler selects appeal category as Judgment/Order number, Application helps user to Search through the Judgment order and select Case Number Associated with it. Vice versa if user selects Case Number as Appeal Category.

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.



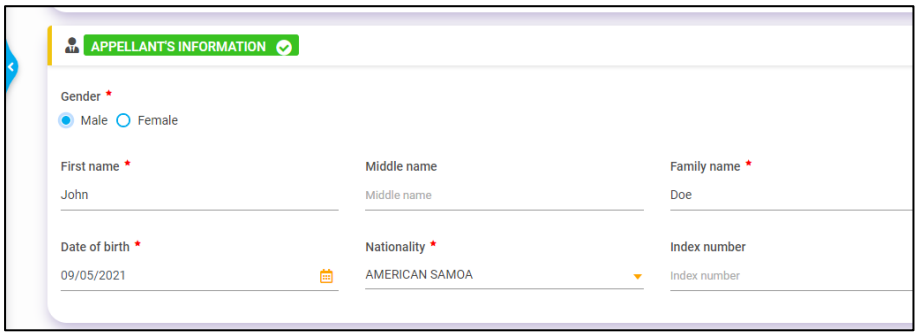


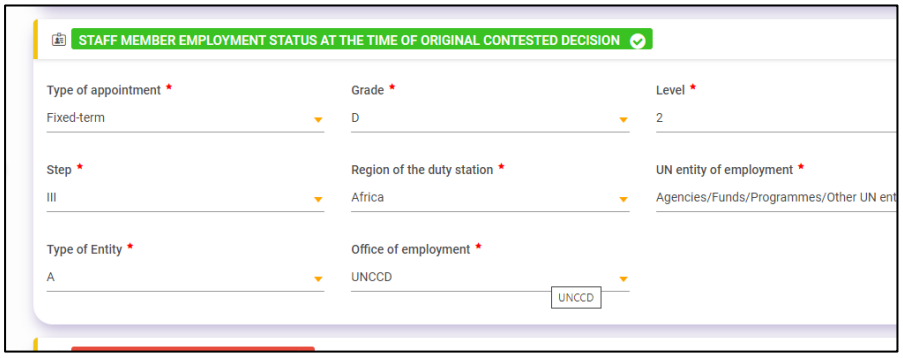
Efiler can select multiple values in Judgment/Order Number and Case Number fields

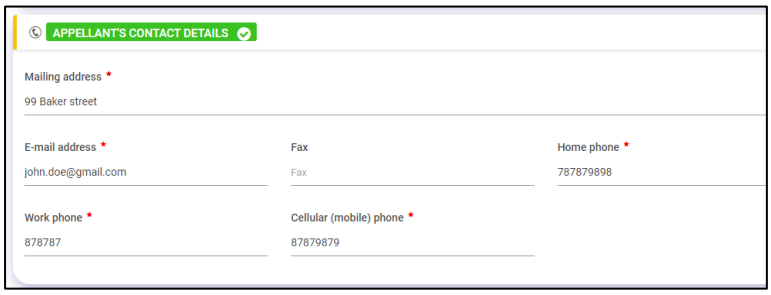


Appellant Information

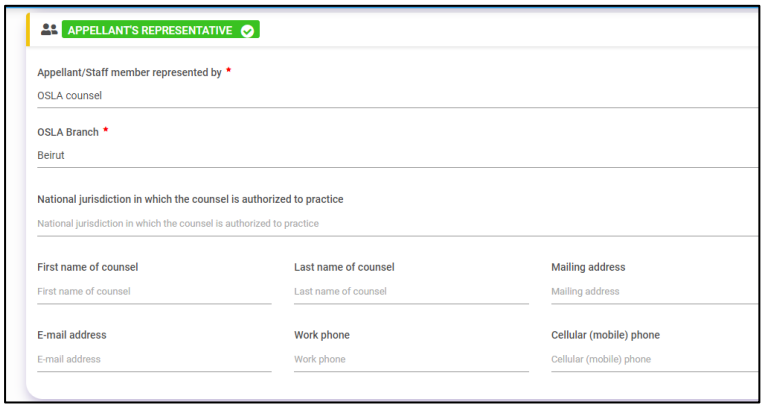
If the appellant filing the appeal is an individual, they will have to fill the appellant personal, employment and contact information as below, choosing valid options from dropdown and enter text in mandatory fields.





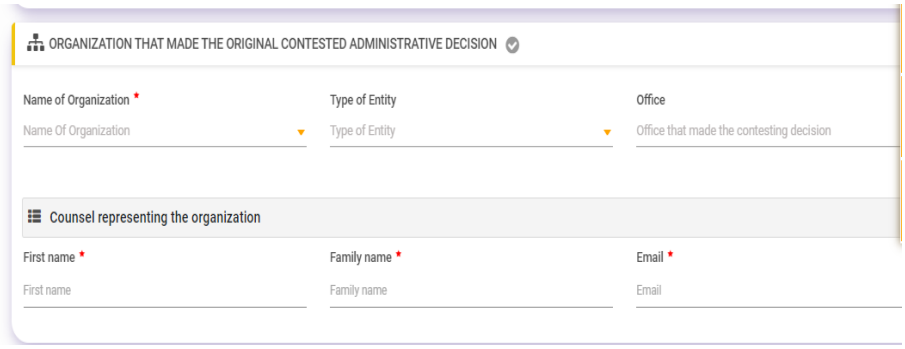


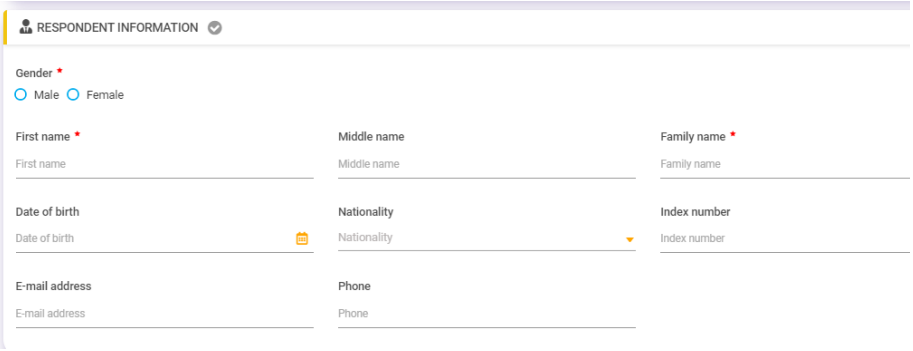
User has to enter information for Legal representative



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.





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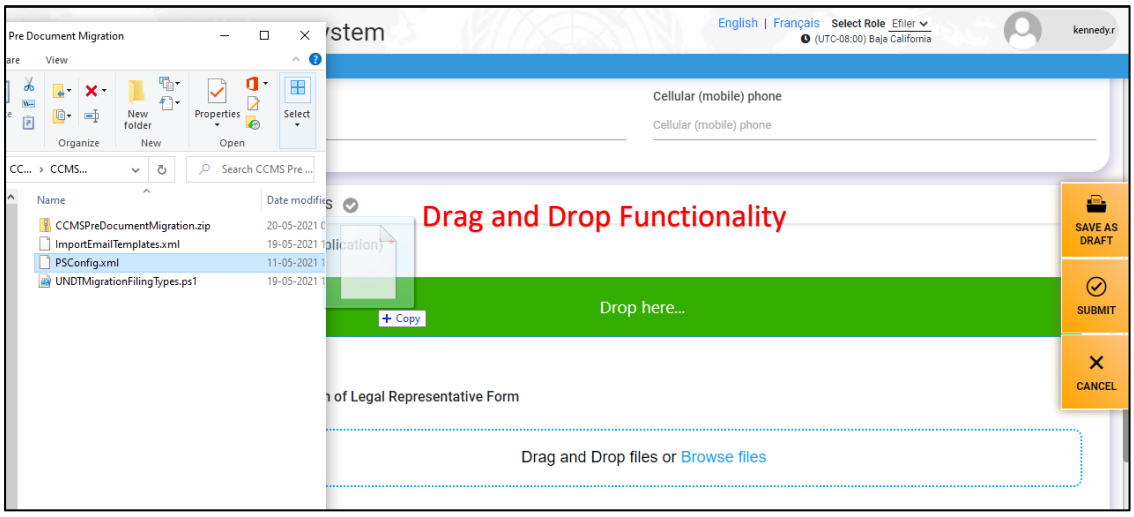

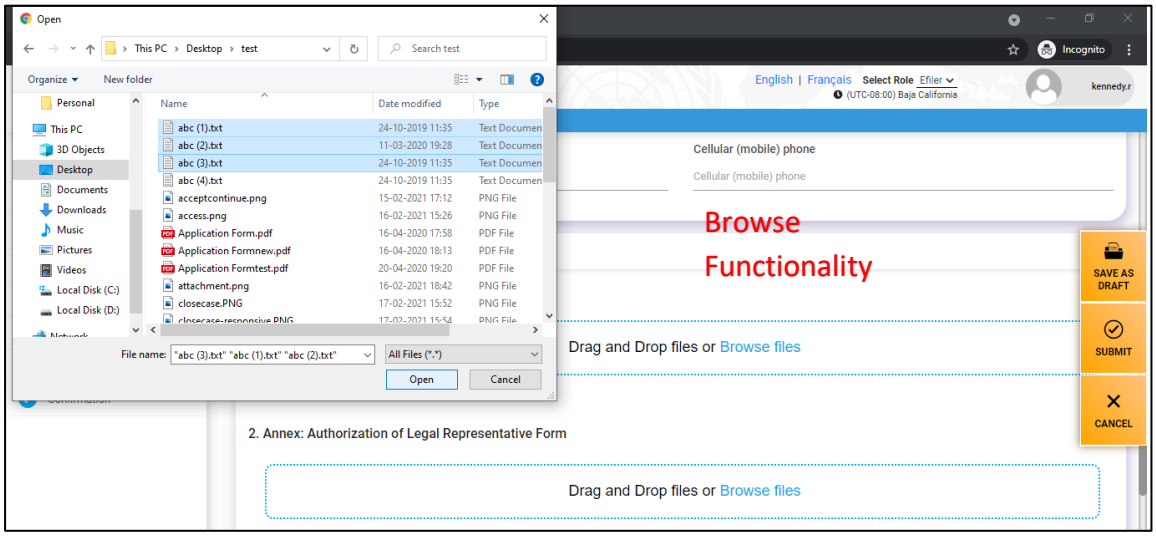

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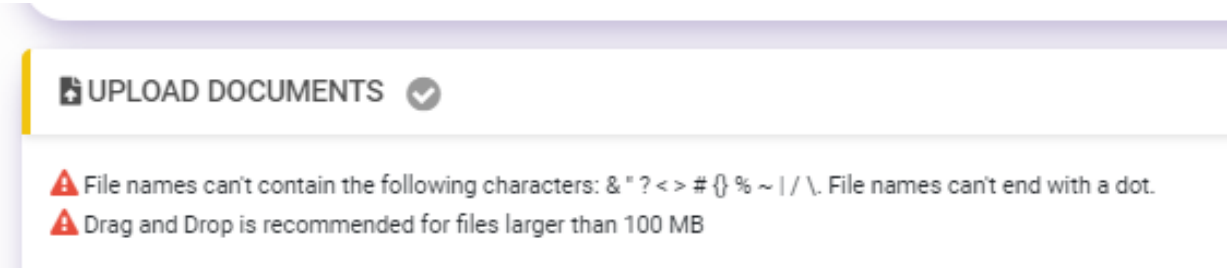

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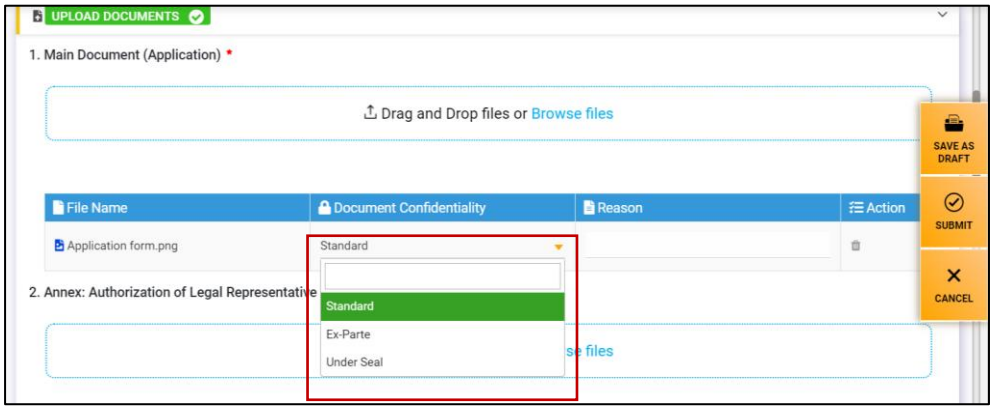

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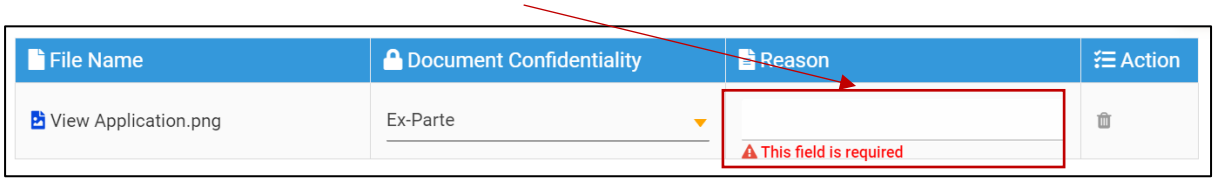
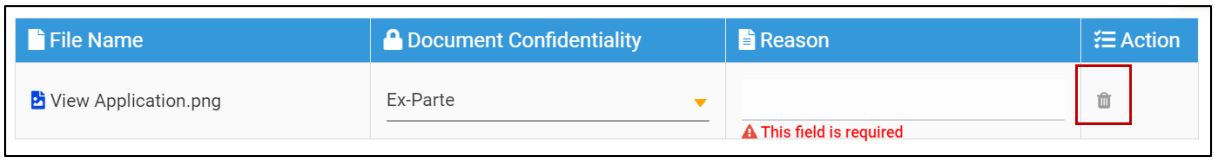
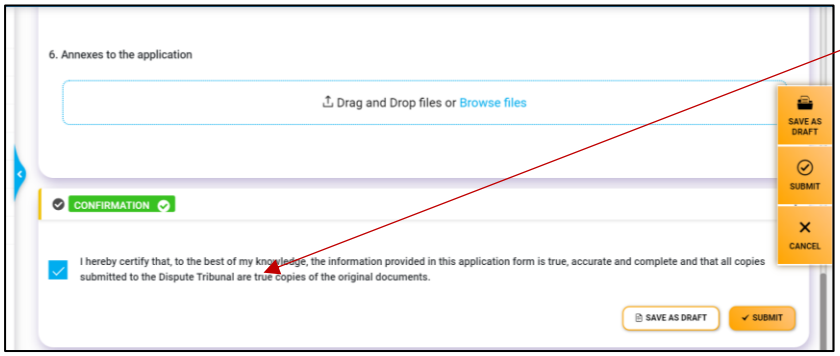


[Please note: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to case. If the Registry rejects the claim, the document will be marked as Standard and will be available to both Applicant and Respondent.]

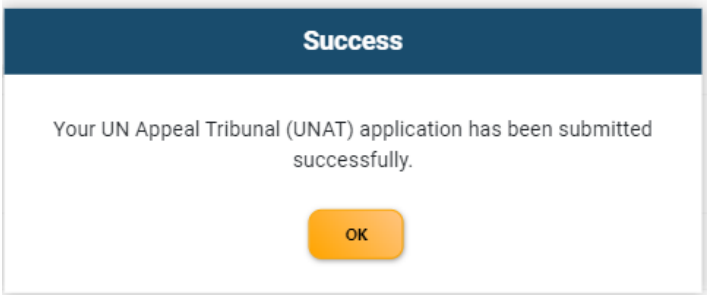
The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.



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

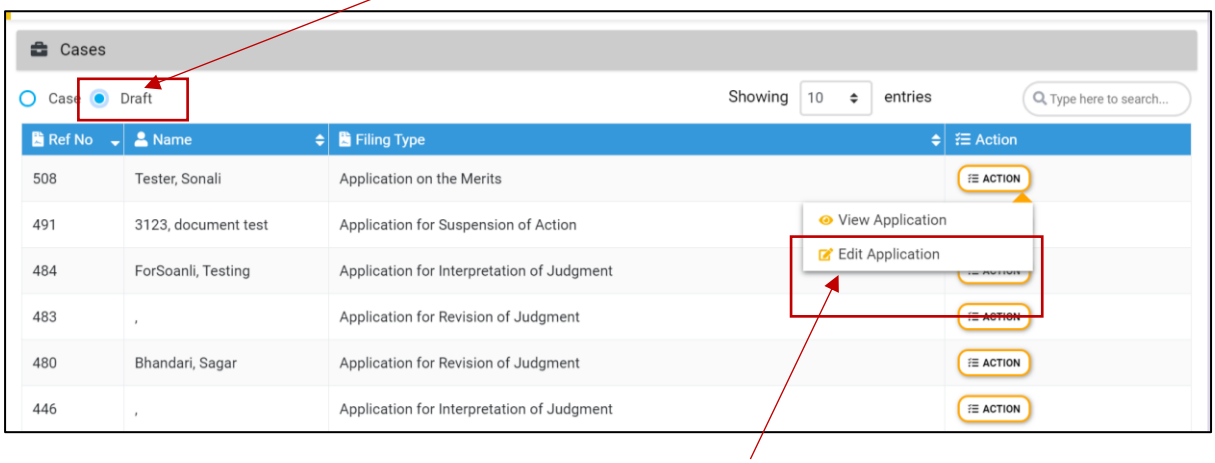


Upon Submitting user will get confirmation message.



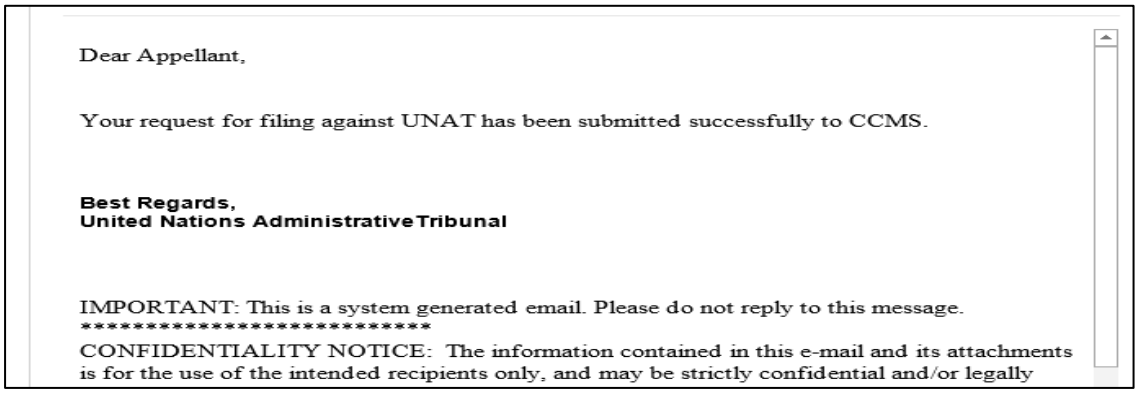
If not user can choose option to save partially complete application form by clicking on “Save as draft” button.

User can access the partially saved Appeal from Draft section form 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.



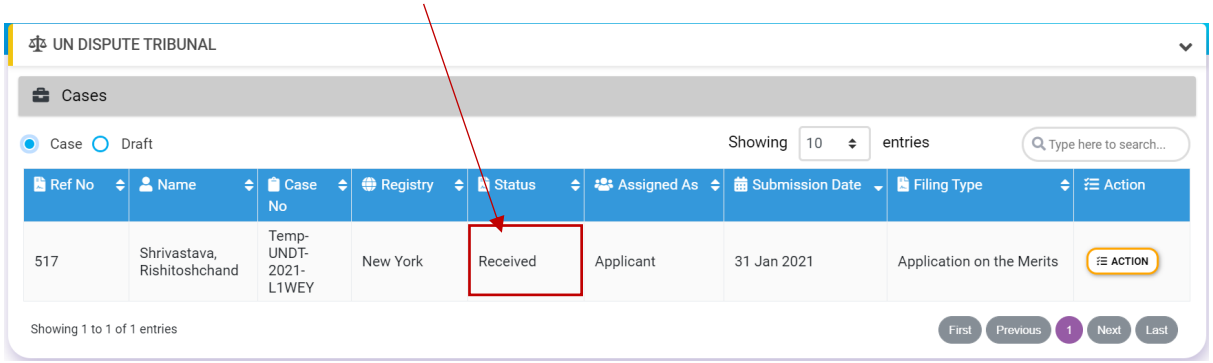
Dear Appellant,

Your request for filing against UNAT has been submitted successfully to CCMS.

Best Regards,
United Nations Administrative Tribunal

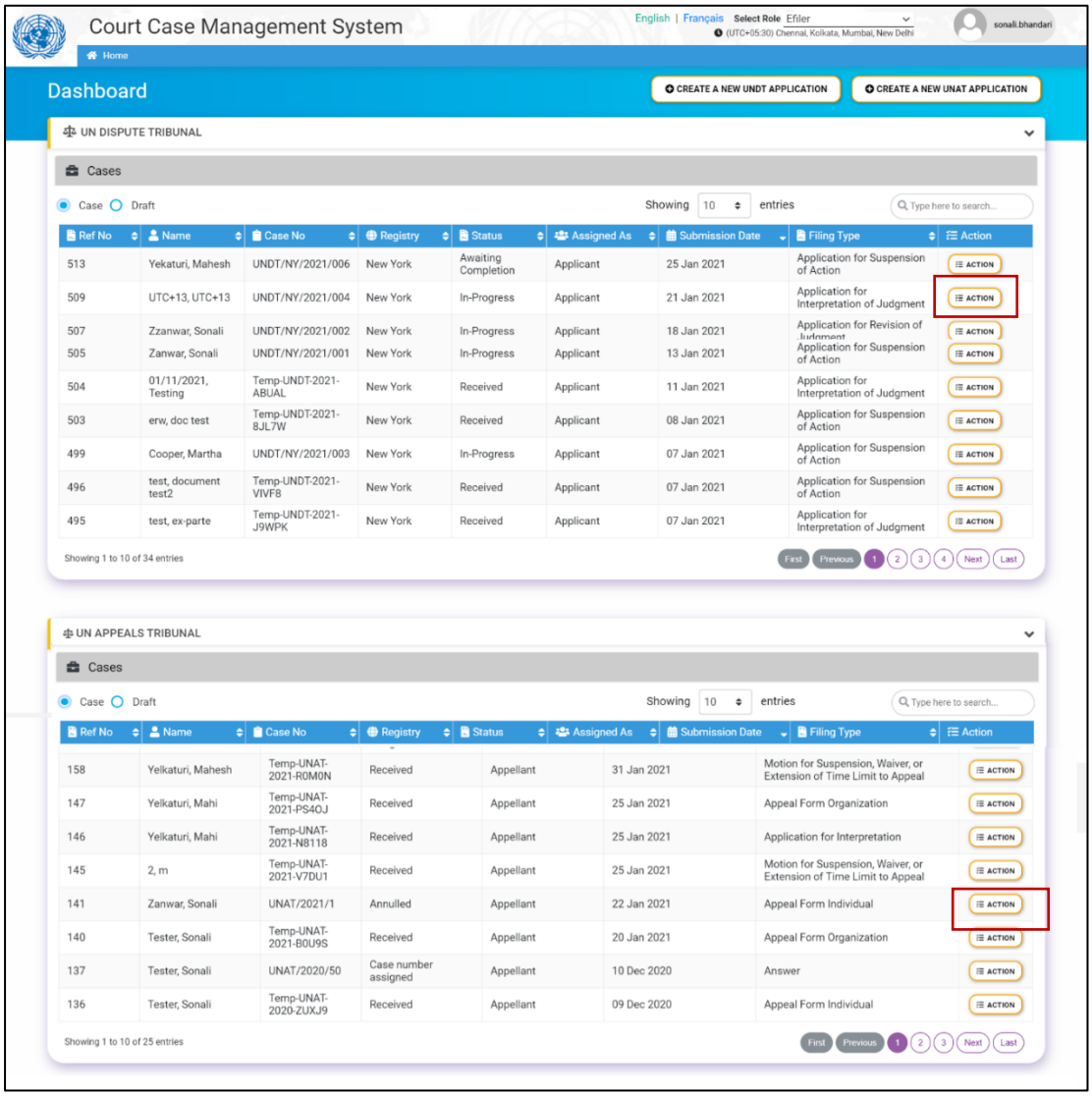
IMPORTANT: This is a system generated email. Please do not reply to this message.
****
CONFIDENTIALITY NOTICE: The information contained in this e-mail and its attachments is for the use of the intended recipients only, and may be strictly confidential and/or legally

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



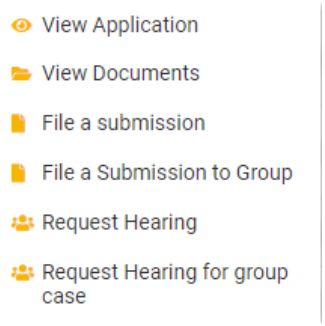
1.3 Viewing Case Details

E-filer can view the existing case details submitted on Dashboard by login into application and perform various action on existing cases.



Under Action Column, User can perform various action depending upon the application status.

UNDT Action Items



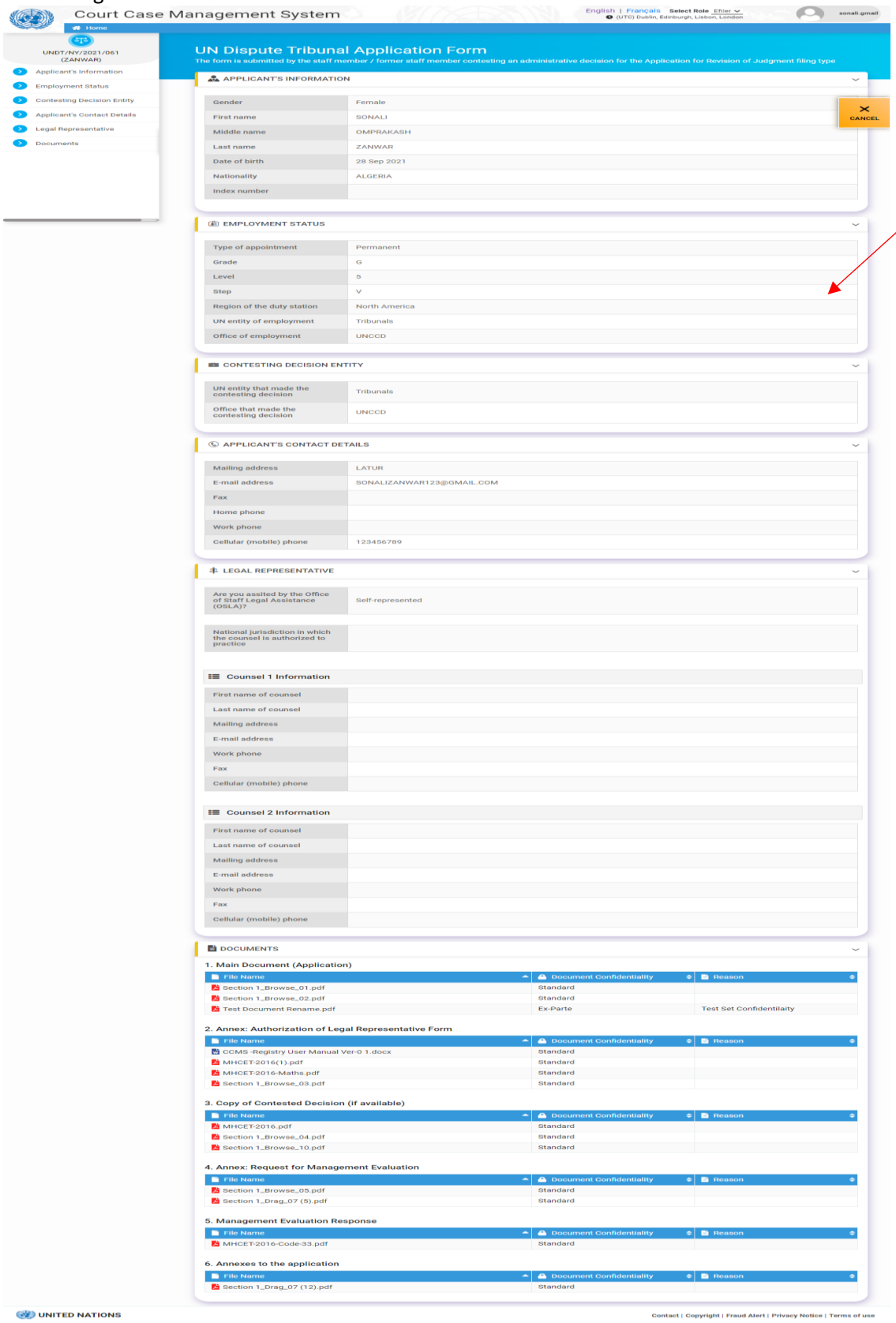
UNAT Action Items

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

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

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Home

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

UNAT Individual Form

CANCEL

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	sonalizanwar123@gmail.com
Fax	qwertyuiop
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		

UNITED NATIONS

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Court Case Management System

English | Français Select Role Efiler

(UTC) Dublin, Edinburgh, Lisbon, London

sonali.gmail

Home

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

CANCEL

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

UNAT Organization Form

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		

UNITED NATIONS

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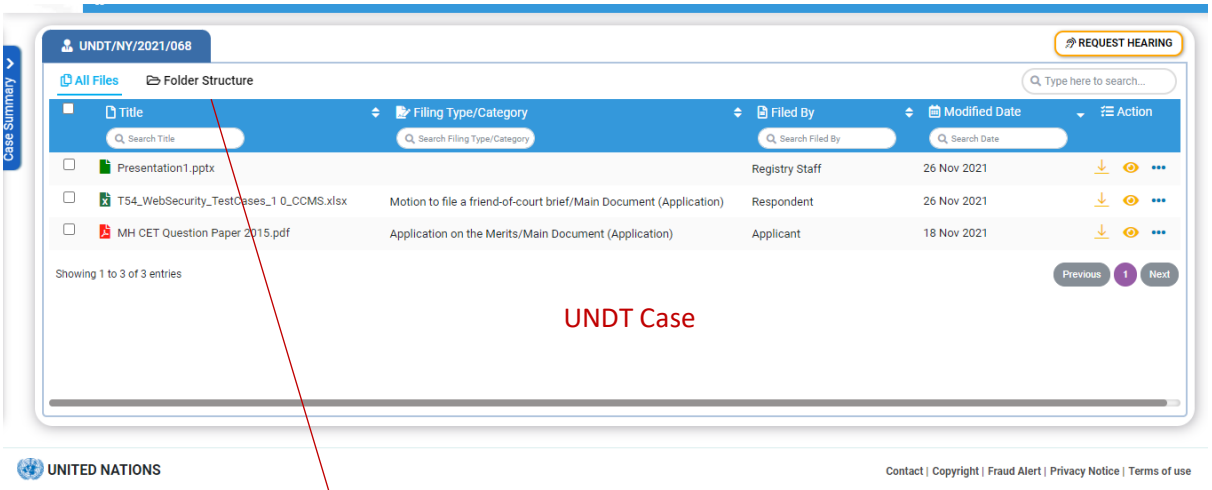
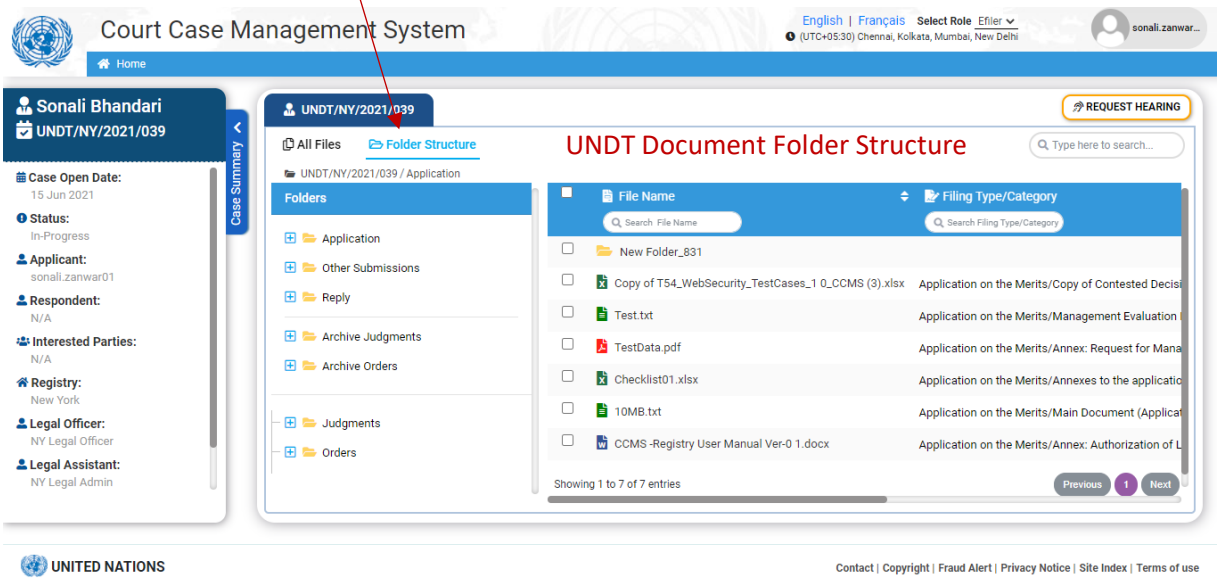
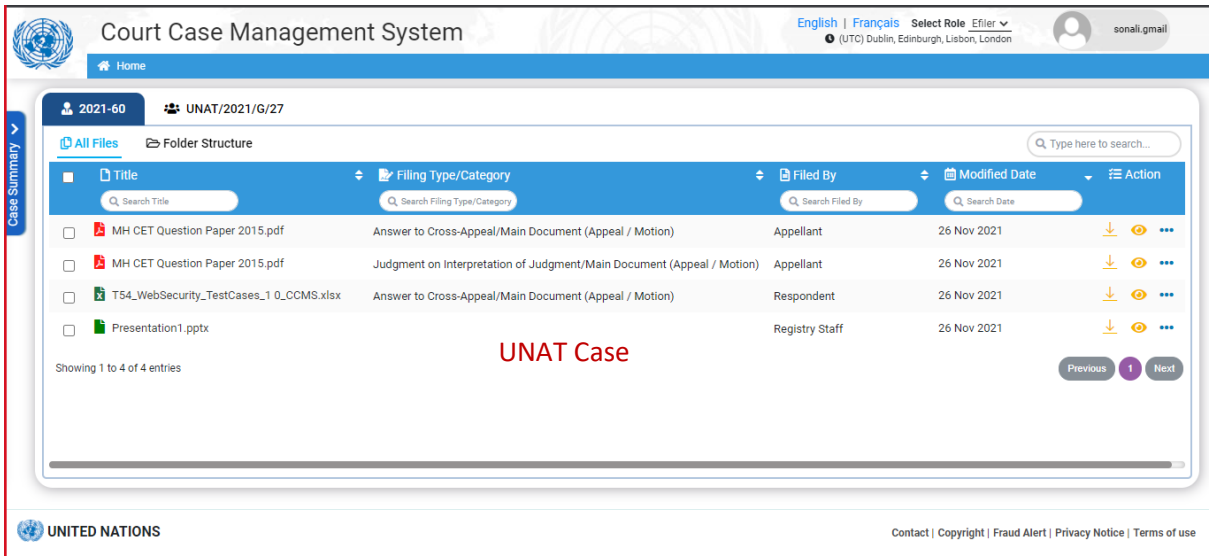
1.3.2 View Documentation

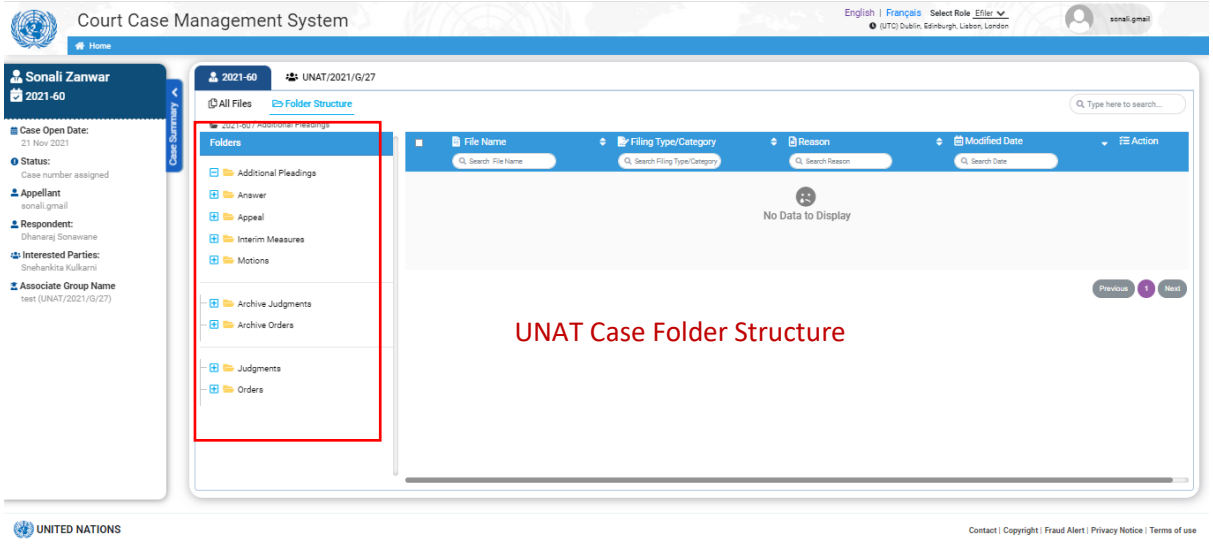
Section Include all attachments uploaded while creating new application as well as document uploaded during lifecycle of the case.



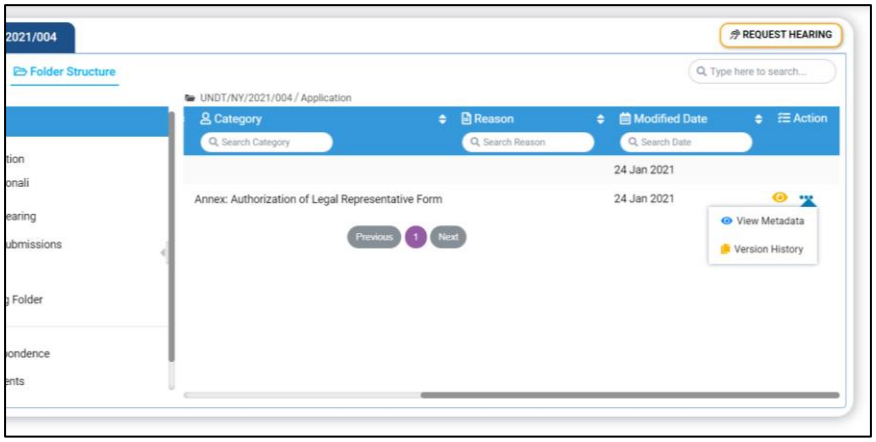
"Folder structure" option will show different folder structure created. For each new case a set of folders are created based on pre-defined template.



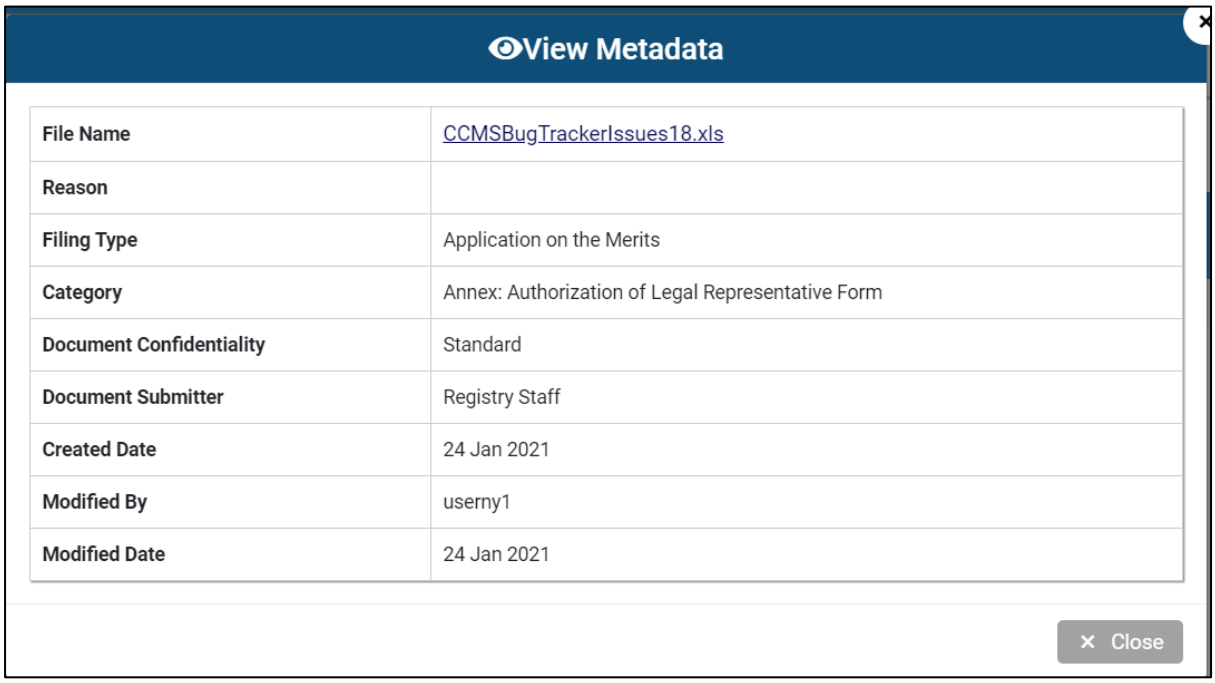




User can also perform action from the listing of files under Action tab. This is applicable for both tribunals (UNDT/UNAT)



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)

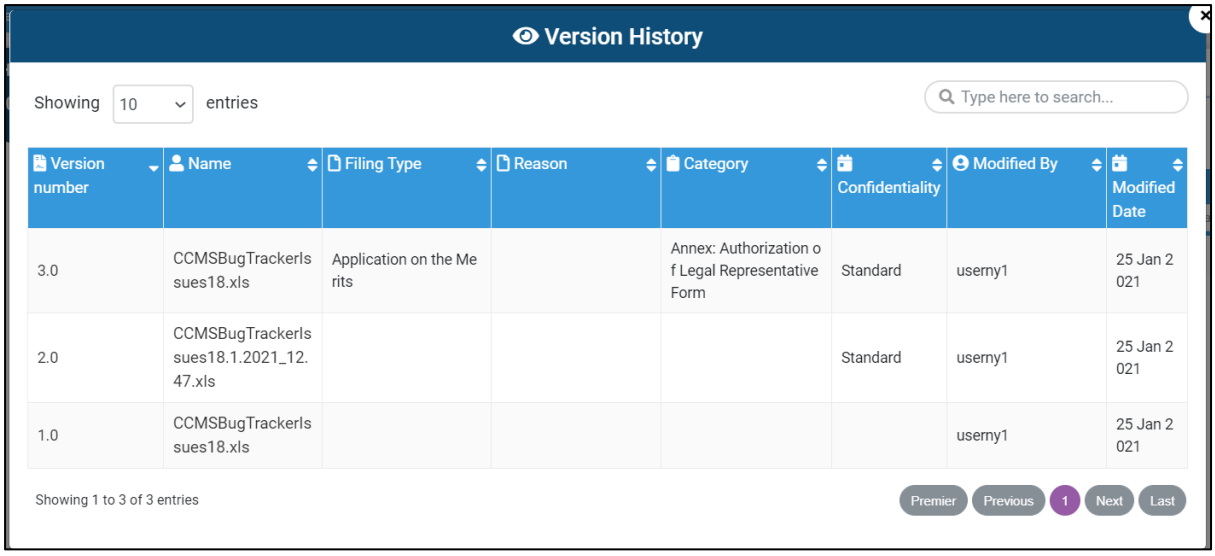


View Metadata

File Name	CCMSBugTrackerIssues18.xls
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

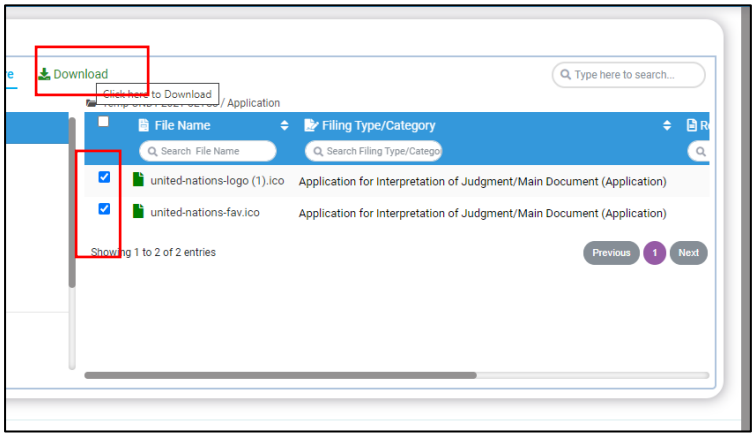
Type here to search...

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

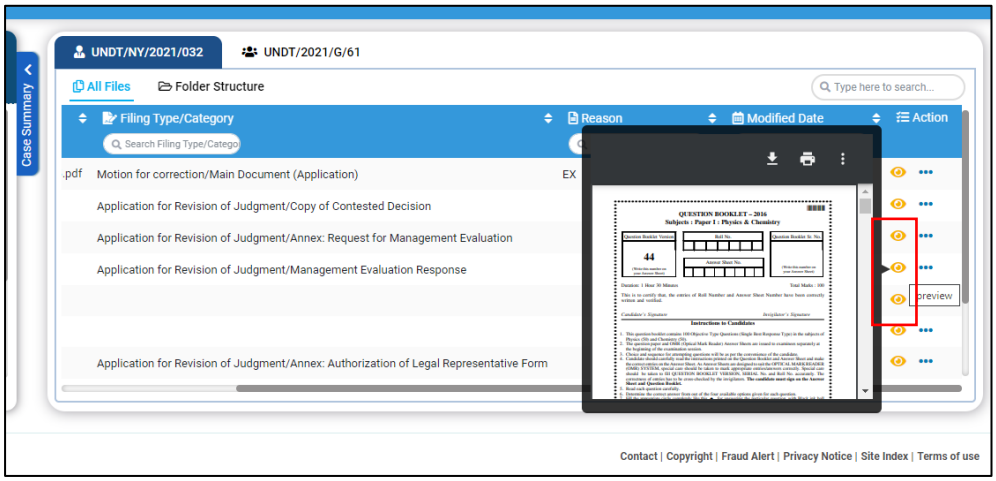
Showing 1 to 3 of 3 entries

Premier Previous 1 Next Last

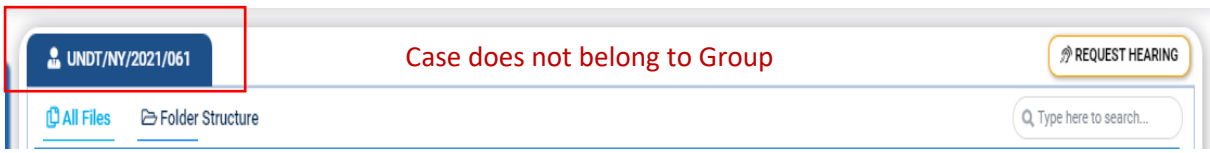
Download Files: Efiler can download files by checking on the checkboxes next to file names in All Files/ Folder view and clicking on download icon at the top. In this way, efiler can download more than one file at a time. This is applicable for both tribunals (UNDT/UNAT)

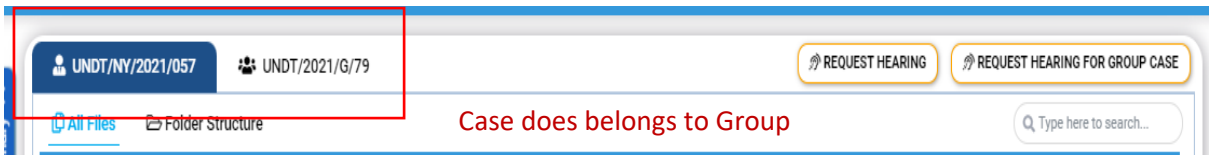


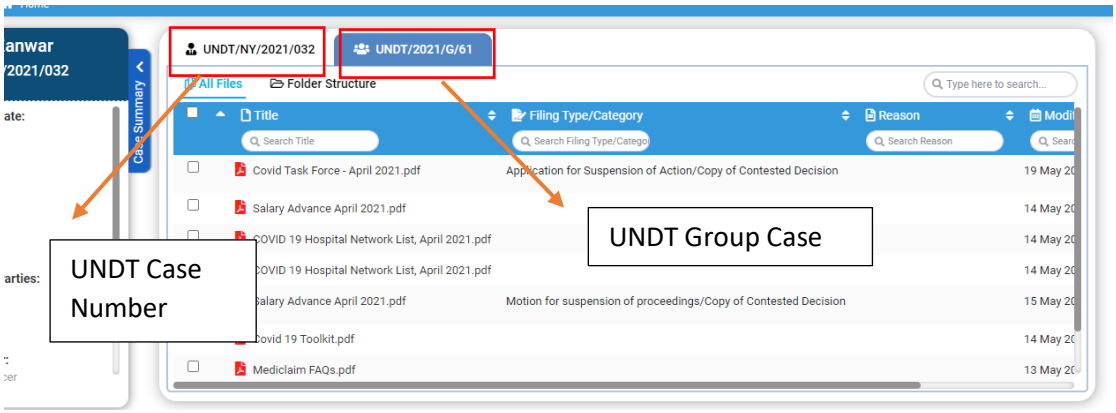
Preview file: Efiler can preview a file by clicking on the eye icon next to it. This is applicable for both tribunals (UNDT/UNAT)

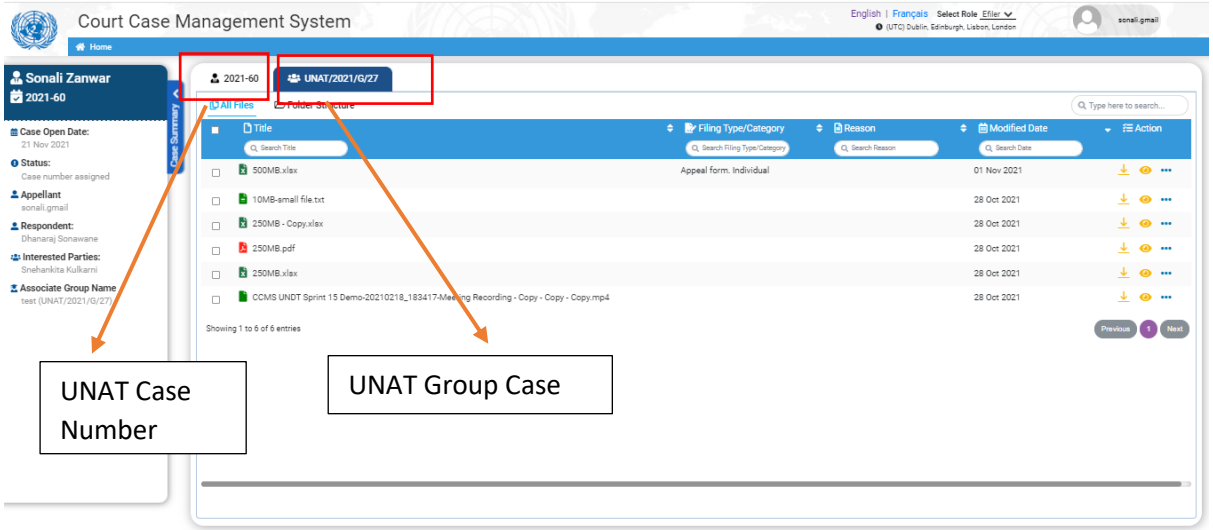


Group Case: If the case belongs to a Group case, the efiler can also view documents available at group level and perform other actions similar to the original case folder. The efiler can click on the Group case number in the main content for the same. This is applicable for both tribunals (UNDT/UNAT)

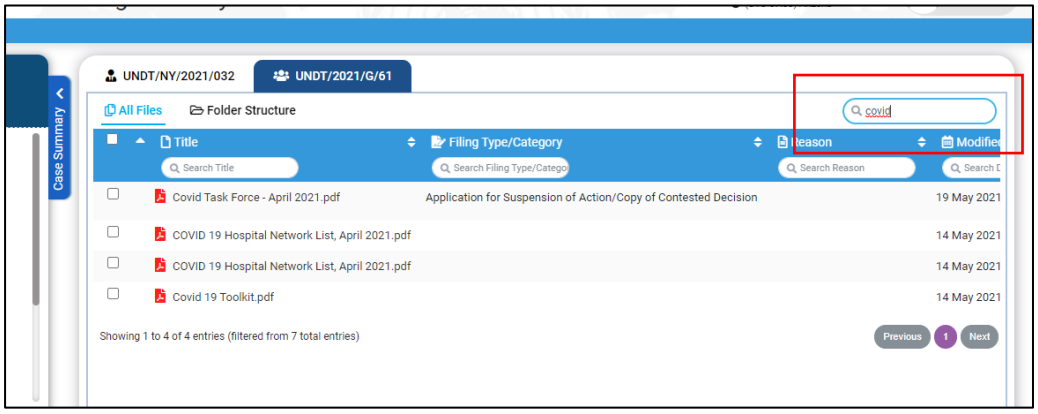








File Search: Efiler can search for document, by entering keyword in the below search box and this will pull in matching items in the case. This is applicable for both tribunals (UNDT/UNAT)



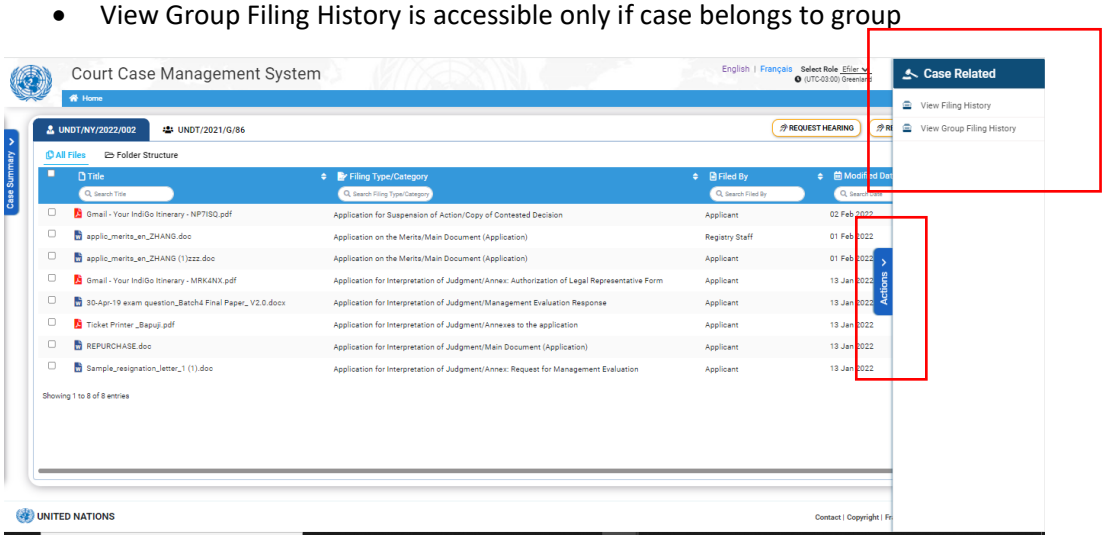
Also, documents can be searched document metadata like category, title etc. by entering keyword in the header search box. This is applicable for both tribunals (UNDT/UNAT)

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)

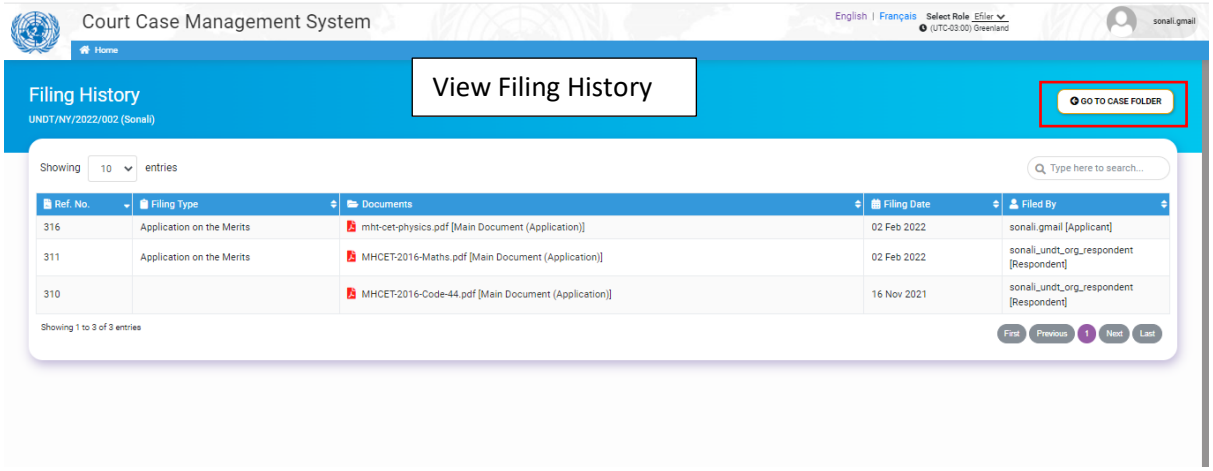
Note:

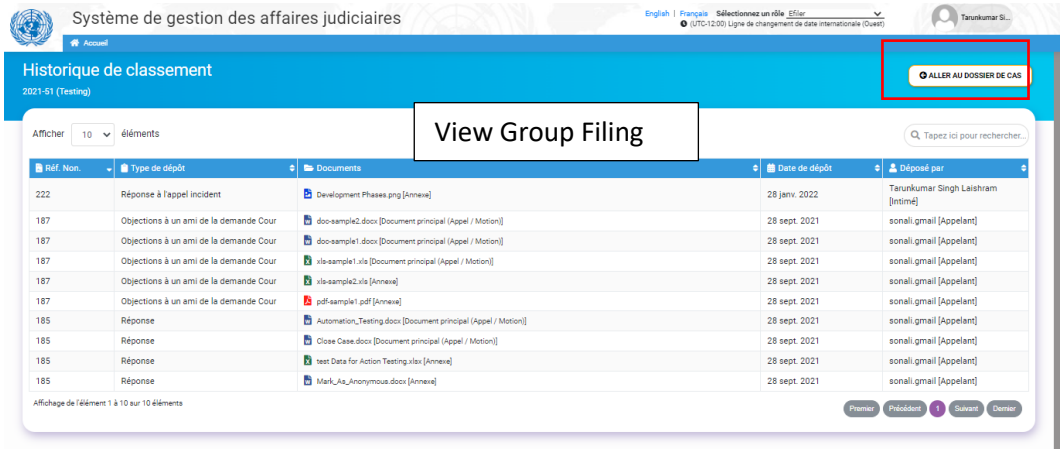
- Efiler can see only those documents to which the permission has been granted.
- This is applicable for both Tribunals (UNAT/UNDT)
- View Group Filing History is accessible only if case belongs to group



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



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