



**PRACTICE DIRECTION  
ON FORMAL REQUIREMENTS FOR  
REQUESTS FOR REVIEW OF ADMINISTRATIVE DECISIONS**

**(MICT/9)**

## INTRODUCTION

1. In accordance with Rule 23 of the Rules of Procedure and Evidence, and in consultation with the Registrar and the Prosecutor, I hereby issue this Practice Direction in order to establish the formal requirements for requests for review of administrative decisions by the Registrar.

## FORMAL REQUIREMENTS

2. An individual (“applicant”) seeking review of an administrative decision by the Registrar shall within 15 days of the receipt of such decision file a motion containing:

- (a) the precise title, if any, and date of the challenged decision;
- (b) a concise summary of the relevant procedural history;
- (c) the date on which the applicant received the decision;
- (d) the specific Rule, Practice Direction, Directive or other regulation at issue in the Registrar’s decision;
- (e) the nature of the alleged error by the Registrar<sup>1</sup>;
- (f) a concise statement as to how such alleged error has affected the applicant; and
- (g) the precise relief sought.

Where possible, the applicant shall append a copy of the challenged decision to the motion.

3. The Registrar may file a submission within 15 days of the distribution of the motion.

4. The applicant may file a reply within 4 days of the distribution of the Registrar’s submission. The President may thereafter decide the motion without further submissions from the applicant or the Registrar.

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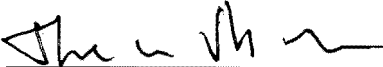
<sup>1</sup> As a matter of professional courtesy, the applicant should refer to staff members of the Mechanism by title; the applicant should refrain from using individuals’ names, except where necessary.

5. Any time limits prescribed under this Practice Direction shall run from, but shall not include, the day upon which the relevant document is distributed. Should the last day of a time prescribed fall upon a non-working day of the Mechanism it shall be considered as falling on the first working day thereafter.

6. Any requests for variation of time limits should be filed on the record.

7. The provisions of this Practice Direction are without prejudice to any orders or decisions that may be made by the President. In particular, the President may recognize, as validly done, any act done after the expiration of a time limit prescribed in this Practice Direction, and, where the wording of a filing is unclear or ambiguous, the President may, within his or her discretion, order clarification or re-filing. The President may also reject a filing or dismiss submissions therein.

Done this 23rd day of April 2013,  
At The Hague,  
The Netherlands.

  
Judge Theodor Meron  
President

**[Seal of the Mechanism]**