

UNITED
NATIONS



International Residual Mechanism for Criminal
Tribunals

4 January 2019

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INTERIM PROCEDURES ON RESTRICTED ACCESS FILINGS

[Rev.1]

1. Submitting entities will be able to submit restricted access filings to the Registry in either hard copy or electronic format, in accordance with Article 8 of the Practice Direction on Filings Made before the International Residual Mechanism for Criminal Tribunals (MICT/7/Rev.3, 4 January 2019).
2. Submitting entities are required to inform the Registry of their intention to file a restricted access document in advance of the filing.
3. Submitting entities may submit restricted access filings to a designated Registry official either in hard copy or in electronic format to the individual inbox of a designated Registry official at each branch who will initiate the processing of the filing.
4. Submitting entities are required to provide to the Registry a justification for a restricted access designation at the time of filing.
5. Access to documents under this procedure will be limited to those Registry staff members strictly necessary for the processing and distribution of the filing.
6. The filing will be distributed only to the individual recipients indicated by the submitting entity or by the Judge or Chamber seized of the case.
7. The Registry shall clearly indicate to the Judge or Chamber receiving the filing that this filing is being distributed with a temporary “restricted access” designation.
8. Once the filing is processed and distributed, the Registry will delete all remaining electronic copies of the document, including email attachments and scans.
9. The associated metadata will be entered into the Tribunals’ legacy databases (CMTRIM and the JDB). The document itself will not be uploaded to the legacy databases.

10. A hard copy of the filing will be securely locked in a safe in the Registry.
11. Submitting parties must indicate to the Registry and review, at regular intervals, the date or event after which the temporary “restricted access” designation lapses and the record can be uploaded to the respective databases.
12. The temporary “restricted access” designation will remain in place until the date or event indicated by the submitting party, unless otherwise ordered by the Judge or Chamber seized of the case.