



INSTRUCTIONS FOR THE COMPLETION OF TRANSMISSION SHEETS FOR THE FILING OF DOCUMENTS WITH THE MECHANISM

To: Check the appropriate box to indicate whether the filing is being submitted to the Arusha or Hague branch of the IRMCT Registry. Matters arising from ICTR cases should be submitted to the Arusha branch. Matters arising from ICTY cases should be submitted to the Hague branch.

From: Check the appropriate box to indicate whether the filing is being submitted by Chambers, Defence, Prosecution, or another source (including the Registry, national authorities, *Amicus Curiae* etc.). Fill in the text box under the appropriate check box to indicate relevant information to specify the source – this is mandatory if the source is other. The use of the actual name of the submitter is optional.

Case name: Fill in the name of the case under which the document is being submitted for filing. This is generally the name of the accused/ convicted/ acquitted/ released person(s). If the filing relates to multiple cases, please indicate all relevant case names.

Case number: Indicate the relevant case number under which the document is being submitted for filing. If the filing relates to multiple cases, please indicate all relevant case numbers. If you do not know the case number(s), contact the relevant branch of the IRMCT Registry (JudicialFilingsArusha@un.org or JudicialFilingsHague@un.org).

Date created: Indicate the date the document was created. This will be the same as the date indicated on the document itself/ the date the document was signed by the submitting party.

Date transmitted: Indicate the date that the document is being submitted to the Registry for filing (usually the date that you are completing the transmission sheet). The completion of this field is mandatory, even if it is the same as the date created.

Number of pages: Indicate the number of pages of the filing, including the cover page and any annexes, but excluding the transmission sheet. Clarification may be added if, for example, the filing includes annexes of a different security classification level from the primary filing.

Original language: Check the appropriate box to indicate the language in which the document being submitted has been written. **Check all applicable boxes** if the filing is submitted in multiple languages.

Title of document: Indicate the full title of the document being submitted for filing. This should be identical to the title indicated on the cover page of the filing.

Classification level: All filings must be classified by the submitter as either 1) unclassified, 2) confidential or 3) strictly confidential. Classification levels shall be applied in accordance with ST/SGB/2012/3:

- Select **Unclassified** if the document could be made accessible to individuals other than parties involved in the case without causing damage to the work of the IRMCT.
- Select **Confidential** if making the document accessible to individuals other than parties involved in the case could reasonably be expected to cause damage to the work of the IRMCT.
- Select **Strictly confidential** if making the document accessible to individuals other than parties involved in the case could reasonably be expected to cause exceptionally grave damage to or impede the conduct of the work of the IRMCT. *The 'strictly confidential' classification should be used rarely and only when necessary. In most cases, a 'confidential' classification will suffice.*

NB: In instances where a filing has a different classification from its annex(es), please submit separate transmission sheets.

Ex parte designation: The appropriate *ex parte* box(es) must be checked if disclosure of the filing is restricted to one or more parties who are authorised to access confidential or strictly confidential information related to the matter. **Check all applicable boxes to indicate** the party or parties **who should be excluded**. For example, if a filing is submitted by a third party pursuant to IRMCT Rule 86(H) and this filing should not be disclosed to both Prosecution and the Defence (including the accused/ convicted/ acquitted/ released person), both the “*Ex parte* Prosecution excluded” and the “*Ex parte* Defence excluded” boxes should be checked. If a filing is submitted in relation to a matter for which an *Amicus Curiae* has been appointed, and the *Amicus Curiae* should not have access to the filing, the “*Ex parte Amicus Curiae* excluded” box should be checked. The “*Ex parte* other exclusion” box should be checked only if there is a party to the matter not otherwise covered by the other *ex parte* exclusion options – the specific exclusion must be specified in the text field. Any questions related to the completion of the *ex parte* designation section of the transmission sheet should be addressed to the relevant branch of the IRMCT Registry.

Document type: Check the appropriate box to indicate the type of document being submitted for filing. Only one box should be checked for each filing.

Translation status: The submitter of the filing is responsible for informing the Registry if translation is required for the filing. Indicate all applicable languages, but **only one** of the four options for translation:

- Check the box in the first row if you are not requesting that the filing be translated.
- Check the box in the second row if you are requesting the Registry to translate the filing. **Note that a Word version of the filing must be included if you are requesting translation services.**
- Check the box in the third row if you are submitting the filing and translated version(s).
- Check the box in the fourth row if you intend to submit translated version(s) at a later date.