

UNITED NATIONS DISPUTE TRIBUNAL

INFORMATION NOTE TO PARTIES APPEARING BEFORE THE UNITED NATIONS DISPUTE TRIBUNAL

rev. 18 February 2011

Notice: The information contained in this note is subject to the Dispute Tribunal's Statute and Rules of Procedure, or any direction given by a Judge in a particular case. In the event of any perceived inconsistency, confirmation should be sought from the relevant Registrar in writing as to how the matter is to be administered.

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F. Numbering procedure for judgments and orders

16. The judgment number is composed of, first, the acronym “UNDT”, second, the year in which the judgment was issued, third, a serial number in a given year that is sequential across the three Registries of the Tribunal.

17. An order number is composed of a serial number, followed by, in brackets, “GVA”, “NBI” or “NY” indicating the location of the Registry where the order was issued, and the year of issuance, e.g., Order No. 119 (NY/2010).

G. Method of notification

18. Documents, material, orders or judgments are notified to the parties as an email attachment originating from the email account of one of the Tribunal’s Registries. The email, and any letter from the Registry that may be attached to it, constitutes the notification form to a party. The email notification contains the following information:

- (a) The case number;
- (b) The filing date of the document, material, order or judgment;
- (c) The title of the document, material, order or decision;
- (d) The notification date;
- (e) The recipient(s) of the document, material, order or judgment; and
- (f) The level of confidentiality of the document, material or order.

19. Where it is not possible to notify documents, material, orders or judgments electronically, they may be notified by facsimile, by post or by hand together with a notification note.

III. HEARINGS

A. Management of proceedings

20. The Registrar makes all the necessary practical arrangements for proceedings, whether held in public or in closed session. Issues raised by participants related to the

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by the Judge. The Judge will be addressed as “Your Honour” throughout the hearing. When the case is adjourned and the Judge rises to leave the court, all will stand, counsel and Judge will bow. All persons in the courtroom will remain standing and silent until the Judge leaves the courtroom. When counsel enters or leaves the courtroom while proceedings are in session, they must turn and bow to the Judge on entering or exiting, as the case may be.

F. Tribunal Officer during hearings

26. The Registrar ensures that the necessary practical arrangements for the conduct of the hearing are in place. The participants to the hearing must bring to the attention of the Registry any information that they deem necessary. The Registrar may appoint a Tribunal Officer to provide support to the Dispute Tribunal, in particular in respect of procedural matters. During hearings, the Tribunal Officer acts as a focal point for all courtroom-related matters.

G. Witnesses appearing before the Tribunal

27. The participants must provide the Tribunal and the opposing party with the names of the witnesses they intend to call at the hearing at least fifteen calendar days before the hearing or at the date ordered by the Tribunal. They must ensure that the witnesses they intend to call are available for the hearing, including arranging for their presence should they wish the witnesses to appear in person. They must also provide all information about the location and contact details of the witnesses they wish to call. Notwithstanding the foregoing, the Tribunal retains discretion to refuse or require the presence of a particular witness, for the purpose of the proper conduct of a case.

28. The witness of a participant may discuss his or her statement with counsel prior to giving oral testimony, but must not read from a prepared statement unless copies of such statement have been prepared and circulated to all parties prior to the hearing. A party calling a witness must not discuss the case with the witness once the testimony has started and until the testimony is completed.

H. Transmission of an order to appear

29. When the Tribunal issues an order to appear under article 17 of the Rules of Procedure, the Registrar transmits the request

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