



Registry Practice Direction

Files and Filings before the Kosovo Specialist Chambers

Approved by:	The Registrar, Kosovo Specialist Chambers
Approval date:	17 May 2019
Effective date:	17 May 2019
Supersedes:	N/A
Reference:	KSC-BD-15

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CHAPTER I General Provisions

Article 1 Purpose and Scope

In accordance with Article 34(3) of the Law on Specialist Chambers and Specialist Prosecutor's Office, Law No. 05/L-053 ("Law") and Rules 13(1)(f), 23(4) and 24 of the Rules of Procedure and Evidence ("Rules"), this Practice Direction has been adopted by the Registrar, upon coordination with the President and consultation with the Judges, in order to regulate files and filings before the Specialist Chambers.

Article 2 Definitions

In addition to the definitions under Rule 2 of the Rules, the following definitions apply throughout this Practice Direction:

Classification	A marking on each record in a File that indicates the level of sensitivity of the information contained therein and that determines accessibility of the record;
Court Management Unit ("CMU")	Unit of the Registry responsible for the receipt, processing, distribution, service and custody of records in Files;
Exhibit	Evidentiary material admitted into evidence pursuant to a decision of a Panel;
File	A collection of records of a proceeding before the Specialist Chambers maintained in accordance with CHAPTER II;
Filing	An order, decision, opinion or judgment or a Submission as defined below that has been received, processed and distributed in accordance with this Practice Direction;
Legal Workflow	The integrated electronic system for the transmission, receipt, filing and distribution of the authoritative records of Files before the Specialist Chambers;
Official languages	Pursuant to Article 20 of the Law, the official languages are Albanian, English and Serbian;
Participant	The Specialist Prosecutor, Specialist Counsel, Victims' Counsel, the Registrar, Ombudsperson, an authorised individual, <i>Amicus Curiae</i> or any other entity or person who has standing, under the Law and the Rules to submit a document for filing;
Record	Any material set forth in Article 14;

RPSCCC

The Rules of Procedure for the Specialist Chamber of the Constitutional Court;

Submission

A motion, response, reply thereto, referral, notice, request, brief or any other application submitted to CMU by a Participant for filing in accordance with this Practice Direction.

Article 3 Responsibilities of CMU

1. On behalf of the Registrar pursuant to Rule 24 of the Rules, CMU shall be responsible for the receipt, processing, distribution, service, custody, including chain of custody and access controls of all File records through and in Legal Workflow, physical repositories and, where circumstances require otherwise, any other medium.
2. CMU shall maintain and coordinate access to Legal Workflow and shall record the particulars of individual Files. CMU shall oversee the use of Legal Workflow in accordance with relevant Registry policies on usage of information technology systems.
3. Where exceptional circumstances require, CMU shall digitise a hard copy record and upload the digital rendition of such a record in Legal Workflow, which shall be considered as the official record.
4. CMU shall ensure the accessibility of Filings, Exhibits and transcripts in accordance with their classification.
5. CMU shall assign a name to each File opened pursuant to Article 7 to Article 12.
6. CMU shall be responsible for requesting the translation of Filings into the official languages.

Article 4 Interpretation and Application of the Practice Direction

This Practice Direction shall be interpreted and applied in a manner consistent with the Law and the Rules. In the event of any inconsistency between this Practice Direction and the Law and/or the Rules, the provisions of the Law and/or the Rules shall prevail.

Article 5 Amendments

1. The Registrar may amend this Practice Direction upon coordination with the President, and, where the amendments affect the functioning of the Chambers upon consultation with the Judges. .
2. The Registrar shall keep a record of the amendment procedure.
3. Paragraph (1) does not apply to the amendment of the Annex to this Practice Direction, which may be amended by the Registrar without coordination with the President and consultation with the Judges. CMU shall, at all times, make the authoritative version of the Annex available.

Article 6 Authoritative Language and Entry into Force

1. The authoritative version of this Practice Direction is in the English language.
2. This Practice Direction and any amendments thereto shall enter into force on the day of publication.

CHAPTER II Opening, Numbering and Composition of Files

Article 7 Basic Court Chamber Files

1. A new Basic Court Chamber File shall be created and maintained upon receipt of a first Submission or order pursuant to Article 10, Article 38(4) or Article 39 of the Law or for matters which otherwise fall under the jurisdiction of that Chamber.
2. The File number shall be composed of the following elements:
 - a. **KSC-BC**: Kosovo Specialist Chambers, Basic Court Chamber;
 - b. **0000**: year the File was opened and registered; and
 - c. **00**: sequential number of the case (e.g., KSC-BC-2019-01).
3. CMU shall use the original File number and add a suffix, *bis*, at the end of the File number for a re-trial or reconvening of a Trial Panel on the basis of a judgment or a decision (e.g., KSC-BC-2019-01*bis*).

Article 8 Court of Appeals Chamber Files

1. A new Court of Appeals Chamber File shall be created and maintained upon receipt of a Submission pursuant to Article 46 of the Law, Rule 172 or Rule 176 of the Rules.
2. The File number shall be composed of the following elements:
 - a. **KSC-CA**: Kosovo Specialist Chambers, Court of Appeals Chamber;
 - b. **0000**: year the File was opened and registered; and
 - c. **00**: sequential number of the case (e.g., KSC-AC-2019-01).

Article 9 Supreme Court Chamber Files

1. A new Supreme Court Chamber File shall be created and maintained upon receipt of a Submission pursuant to Articles 47, 48 or 54(4) of the Law or Rules 186(2), 187, 191 or 193 of the Rules.
2. The File number shall be composed of the following elements:
 - a. **KSC-SC**: Kosovo Specialist Chambers, Supreme Court Chamber;
 - b. **0000**: year the File was opened and registered; and
 - c. **00**: sequential number of the case (e.g., KSC-SC-2019-01).

Article 10 Specialist Chamber of the Constitutional Court Files

1. A new File of the Specialist Chamber of the Constitutional Court shall be created and maintained upon receipt of a referral or a decision pursuant to Article 19(5) or 49 of the Law.
2. The File number shall be composed of the following elements:
 - a. **KSC-CC**: Kosovo Specialist Chambers, Constitutional Court Chamber;
 - b. **0000**: year in which the referral was filed; and
 - c. **00**: sequential number of the File (e.g., KSC-CC-2019-01).
3. The File number for referrals pursuant to Article 19(5) of the Law shall include the additional code PR (Plenary Referral) (e.g., KSC-CC-PR-2019-01).

Article 11 Judicial Administration File

1. Each calendar year, a new file of the President's judicial administration decisions issued pursuant to Article 32(3) of the Law shall be opened.

2. The File number shall be composed of the following elements:
 - a. **KSCPR**: President of the Kosovo Specialist Chambers; and
 - b. **0000**: year for which it was opened and registered (e.g., KSCPR-2019).

Article 12 Detention File

1. A Detention File shall be created and maintained with respect to matters specifically relevant to the disciplinary and complaints procedures and the suspension of rules as referred to in the Rules of Detention and related procedures ("Detention Matter") and which fall within the authority of the Judge assigned by the President pursuant to Article 33(2) of the Law.
2. The File number shall be composed of the following elements:
 - a. **KSC-D**: Kosovo Specialist Chambers, Detention;
 - b. **0000**: year in which the first Filing in the Detention Matter was submitted; and
 - c. **00**: sequential number of the Detention Matter (e.g., KSC-D-2019-01).

Article 13 Joinder and Severance of Files and Cross-Filing

1. Joinder pursuant to Rule 89(1) of the Rules shall be reflected in the records of the proceedings. Access to the relevant File records shall be implemented by CMU following instruction by the relevant Panel. Following a joinder, the relevant File records shall form part of the File of the original case.
2. Following a severance pursuant to Rule 89(2) of the Rules, CMU shall open a new File for the severed case. Records of the original File shall be made accessible by CMU upon instruction by the relevant Panel.
3. Paragraphs (1) and (2) shall apply *mutatis mutandis* to joinder or severance pursuant to other applicable provisions.
4. Where records from one case should become part of a second case for reasons other than joinder or severance, CMU shall cross-file these records upon instruction of the relevant panel.

Article 14 Composition of Files

File records shall include, as applicable:

- a. Filings, including any translations into the official languages;
- b. Exhibits, including their corresponding translations, along with lists of admitted Exhibits and their corresponding translations, created and maintained by the Registry;
- c. Case-related correspondence;
- d. Transcripts of court proceedings in the working languages;
- e. Audio-visual recordings of court proceedings;
- f. Oral decisions rendered during court proceedings;
- g. Evidentiary material, including their corresponding translations;
- h. Registry reports on hearings;
- i. Lists of witnesses, created and maintained by the Registry; and
- j. Disclosure logs of all disclosure actions by Participants.

CHAPTER III Transmission and Processing of Filings

Section 1 Transmission of Filings

Article 15 Transmission of Submissions to CMU

1. Submissions shall be electronically transmitted to CMU through Legal Workflow.
2. Access to Legal Workflow for the purposes of transmitting Submissions is available 24 hours a day, 7 days a week.
3. Submissions shall conform to this Practice Direction and, where possible, be transmitted in Microsoft Word format (.docx).
4. A Participant without access to or temporarily prevented, due to technical limitations, from accessing Legal Workflow shall contact CMU for further instructions.
5. Enquiries for transmitting Submissions before the Specialist Chambers shall be directed at CMU-filings@scp-ks.org.
6. Enquiries regarding the filing outside working hours of a Submission requiring urgent measures shall be directed at the CMU duty phone.

Article 16 Filing Hours

1. Submissions received for filing during working hours (09:00 hours to 16:00 hours, Monday to Friday, excluding official holidays of the Specialist Chambers) shall be processed and distributed on the same working day. Submissions received for filing outside working hours will be processed and distributed on the next working day, unless an urgent measure pursuant to Article 17 has been requested and is justified.
2. Submissions shall be registered as received on the date and time they are received by CMU. The Panel may decide that the material date is the certified date of dispatch of the Submission.
3. Filings submitted outside the time limits prescribed by the Rules or set by a Panel shall be processed and distributed by CMU in accordance with Article 25. The relevant Panel shall decide in accordance with the Rules whether to accept the Filing as validly made.

Article 17 Submissions Requiring Urgent Measures

1. A Participant transmitting Submissions requiring urgent measures shall mark the urgency in the transmission as well as reflect the urgency in the title of the Submission itself.
2. Where CMU has been informed during working hours and after coordination by CMU with the Panel, urgent Submissions received outside working hours shall, to the extent possible, be processed and distributed on the same working day.
3. If it is not possible to inform CMU during working hours, the Participant requesting urgent measures shall contact the CMU Duty Officer as soon as possible.

Article 18 Dissemination of Submissions for Filing

1. A Participant shall not publish or disseminate any Submissions to persons or organisations outside the Participant's case, irrespective of their level of classification, before their distribution.
2. If courtesy copies of Submissions are informally circulated, such copies shall not form part of the File.

Article 19 Publication of Submissions

A Submission made by an unrepresented Participant, classified by the Participant as public, may be published on the website upon consultation with the Panel, taking into account any concern in relation to confidentiality of information related to other relevant proceedings of the Kosovo Specialist Chambers as well as compliance with Article 36(4) of the Constitution and Article 34(11) of the Law.

Article 20 Filings by a Panel

1. Article 15 to Article 18, Article 26 to Article 28, Article 29(2) and Article 37 to Article 39 shall apply *mutatis mutandis* to orders, decisions, opinions and judgments submitted for filing by a Panel to CMU.
2. Orders or decisions rendered orally by a Panel will be recorded by CMU in Legal Workflow.

Section 2 Assignment of Record Numbers

Article 21 Assignment of Record Numbers to Filings by CMU

1. CMU shall process each Submission, order, decision, opinion and judgment in the respective File by assigning it with a unique record number, which shall be composed of the File number and the following elements:

F1	Filing number, followed by a sequential filing number (e.g. F1);
F1/A	If the Filing contains an annex, the letter "A" followed by a number for each annex will be added. Annexes will receive their own page numbers (e.g. F1/A01/1-8).

2. CMU may assign the following secondary abbreviations:

IA	Interlocutory Appeal (e.g. KSC-BC-2019-01/IA001/F00001);
CS	Commutation of Sentence, (e.g. KSC-SC-2019-01/CS001/F00001);
MS	Mitigation of Sentence (e.g. KSC-SC-2019-01/MS001/F00001);
PL	Protection of Legality (e.g. KSC-SC-2019-01/PL001/F00001);
R	Proceedings in relation to reparations to victim participants (e.g. KSC-BC-2019-01/R001/F00001);
RP	Re-opening of Proceedings (e.g. KSC-SC-2019-01/RP01/F00001);

RAC

Request for access to confidential records (e.g.
KSC-BC-2019-01/RAC1/F0001).

3. CMU, on behalf of the Registrar and in consultation with the President, may include additional secondary abbreviations if required.
4. Corrected versions of a Filing shall be marked with the letter "COR" immediately following the record that was corrected (e.g., **F00001/COR** for a corrected core Filing or **F0001/A01/COR** for corrected annex 1).
5. Redacted versions of a Filing shall be marked with the letter "RED" immediately following the record that was being filed as redacted. (e.g., **F00001/RED** for a redacted core Filing or **F00001/A01/RED** for redacted annex 1).
6. The numbers under paragraphs (1) and (2) above shall be followed with an indication of the total number of pages of the Filing (e.g., KSC-SC-2019-01/F00001/1-8).
7. Translations of Filings shall receive a secondary translation code after the filing number; "**sqi**" for Albanian language, "**eng**" for the English language, and "**srp**" for Serbian language (e.g., KSC-BC-2019-01/F00001/sqi/1-8 or KSC-BC-2019-01/F00001/srp/1-8). The date of the original Filing as well as the date of receipt of the translation shall be reflected on the translation.
8. The first page of each Filing shall be stamped with the official record number, as reflected in paragraphs (1) to (4), along with the date of Submission and the information of its annexes.
9. Each subsequent page of the Filing shall be stamped with the record number (e.g., KSC-BC-2019-01/IA02/F00007/1-8).
10. Classification marking shall be visible on each page of the Filing.

Article 22 Evidentiary Material

Prior to use in proceedings or submission to the Panel of evidentiary material, the Participant using the material or seeking its submission shall upload the evidentiary material in Legal Workflow, unless the Panel orders otherwise. If a Participant who does not have access to Legal Workflow wishes to submit evidentiary material, CMU shall assist in the upload of such material.

Article 23 Exhibits

1. Evidentiary materials admitted by the Panel as evidence shall be assigned an exhibit number by CMU.
2. The exhibit number shall reflect the Participant tendering the evidence, chronologically followed by a sequential number including:

C	Chambers;
P	Specialist Prosecutor;
D	Specialist Counsel;
1D, 2D, etcetera	Multiple defendants;
V	Victim Group;
1V, 2V, etcetera	Multiple Victim Groups;
A	Applicant;

1A, 2A, etcetera

Multiple applicants;

R

Respondent.

3. Classification shall be applied on an individual basis per Exhibit, as determined by the Panel. Information provided to the Panel pursuant to Rule 83(1) of the Rules shall be captured per Exhibit by CMU.

Article 24 Correspondence

1. Official case-related incoming and outgoing correspondence, other than email communication not submitted for filing, received by CMU, shall be included in the respective File.
2. Each received item of correspondence shall be assigned a correspondence number, consisting of the relevant File number, followed by the letters "CRSPD", and a sequential number (e.g., KSC-BC-2019-01/CRSPD1). CMU shall mark the classification, as provided by the submitter, on the record.
3. The correspondence shall not be distributed to the Participants and shall only be accessible to the relevant Panel, Registrar and the addressee, as appropriate, through Legal Workflow.

Article 25 Distribution of Filings

1. CMU shall notify the Panel and Participants of the Filing through an electronic notification to their Registry-provided email address, generated by Legal Workflow.
2. Where applicable, recipients of Filings shall receive a hyperlink to the File record held within Legal Workflow.
3. CMU may require acknowledgement of receipt of a distributed record.
4. CMU shall facilitate personal service of Filings that require such service pursuant to the Law or the Rules. Proof of the delivery shall be recorded in a memorandum of service.

Section 3 Withdrawal and Correction

Article 26 Withdrawal of Filings

1. A Participant may withdraw a Filing not distributed before the Panel by submitting a notice of withdrawal filed with CMU.
2. A Participant may withdraw a Filing distributed before the Panel by an oral submission during court proceedings or a notice of withdrawal filed before the relevant Panel.

Article 27 Correction to Filings

1. A Participant may submit a corrected version of a Filing without leave of the Panel to correct clerical or arithmetical errors, or errors arising from any inadvertent slip or omission until a Panel has ruled on the Filing.
2. The Participant or the Panel shall file a corrected version of the Filing, including the words "Corrected Version" in the title. A list of the corrections shall be annexed to the corrected version. The original Filing shall not be expunged from the File.

CHAPTER IV Formal Requirements

Article 28 Language of Submissions for Filing

Submissions shall be made in:

- a. One of the working languages determined for the relevant proceedings pursuant to Rule 8(3) of the Rules or Rule 5(1) of the RPSCCC, as applicable;
- b. One of the official languages in accordance with Article 20 of the Law, if no determination under paragraph (a) was made; or
- c. A language otherwise approved by a Panel under Rule 8(3)(b) of the Rules or Rule 5(1) of the RPSCCC, as applicable.

Article 29 Layout of Submissions

1. Unless otherwise provided in CHAPTER VI, Section 4 or elsewhere in this Practice Direction, Submissions shall follow the layout requirements set out in this Article.
2. Submission shall include the following information on the cover page as set out in Annex 1:
 - a. File number, to the extent available;
 - b. The Panel before which the Submission is made;
 - c. The Registrar;
 - d. The submitting Participant;
 - e. Date of the Submission;
 - f. Original language of the Submission;
 - g. Name of the File, once assigned;
 - h. Classification;
 - i. Title of the Submission, indicating “with public/confidential/strictly confidential/*ex parte* annexes” where applicable and as appropriate; and
 - j. Participants to which the Submission is to be distributed.
3. Any Submission that exceeds 10,000 words shall contain a table of contents with page references.
4. Each page of the Submission, other than the cover page, shall contain the following information in the footer as set out in Annex 1:
 - a. Date of the Submission in the bottom right corner;
 - b. Page number (i.e., 3) in the bottom centre; and
 - c. File number in the bottom left corner.
5. Each Submission shall contain, on the last page, as set out in Annex 1:
 - a. Name, title and signature of the Participant filing the Submission;
 - b. Date of signature;
 - c. Place of signature; and
 - d. A word count calculated in accordance with Article 35.
6. Annexes shall each have a cover page indicating the annex number and its classification.
7. Usage of the logo of the Specialist Chambers is reserved only for Filings from Chambers and Registry.
8. CMU shall make templates available for filing.

Article 30 Formatting Style of Submissions

1. Unless otherwise provided in CHAPTER VI, Section 4, or elsewhere in this Practice Direction, Submissions shall conform with the following formatting requirements:
 - a. All Submissions shall be in the A4 portrait orientation;
 - b. All Submissions shall be typed and wholly legible;
 - c. Typeface shall be Palatino Linotype, black, 12 points with 1.5 line spacing;
 - d. Typeface of footnotes and indented quotes shall be Palatino Linotype, black, 10 points with single line spacing;
 - e. All margins shall be set at 2.54; and
 - f. All pages and paragraphs shall be numbered consecutively.
2. Paragraph (1) shall not apply to annexes.

Article 31 Monitoring and Non-Compliant Submissions

1. CMU shall record the receipt of Submissions submitted for filing and verify their conformity with the following provisions:
 - a. Article 28;
 - b. Article 29(2); and
 - c. Article 29(4)-29(6).
2. Where a Submission fails to comply with one or more provisions referred to in paragraph (1), CMU shall contact the relevant Participant to rectify the non-compliant elements. Where the Participant is unrepresented, CMU shall contact the relevant Panel.
3. Where the non-compliant elements are not rectified, CMU shall inform the relevant Presiding Judge or, where a Panel has not been assigned, the President of such non-compliance. Upon instruction of the Presiding Judge or President, as applicable, CMU shall:
 - a. Mark the Submission non-compliant and halt its processing; or
 - b. Process and distribute the Submission with a notification indicating the non-compliant elements.
4. For non-compliant Filings processed and distributed pursuant to paragraph (3)(b), the Presiding Judge or the President shall determine whether to recognise the Filing as validly made, order re-filing or clarification, reject the Filing and/or decide upon any appropriate measure.

Article 32 Authorities

1. Unless otherwise provided in CHAPTER VI, Section 4, or elsewhere in this Practice Direction, authorities included or attached to Submissions shall follow the requirements set out in this Article.
2. References to a Filing, transcript or other authority shall be placed in footnotes. Each reference shall, at a minimum, indicate the date and title of the Submission and, where applicable, the file number, the file name and the relevant paragraph or page number.
3. A list of authorities shall include a table of contents indicating the relevant authorities, their description as provided in paragraph (2) and the page and/or paragraph number(s) where those authorities are referred to in the Submission. Where possible, internet links of the authorities shall be provided.
4. Copies of the authorities shall be appended to a list under paragraph (3) whenever such authorities are not readily available in widely used electronic databases or on the internet.

5. Copies of authorities appended to Submissions shall be provided in their authoritative version, together with a translation in (one of) the working language(s) as determined by the Panel, if the original is not in one of those languages.

Article 33 Reference to Personal Information

1. Participants shall refrain from making reference to personal information of Judges and Participants, other than their names, unless otherwise approved by a Panel or the President.
2. Participants shall not include any titles before or after names.
3. Participants shall make reference to staff members of the Specialist Chambers and the Specialist Prosecutor's Office, or to Defence or Victims' Counsel support staff, only by their functional titles, unless strictly necessary for the proceedings and preferably in Submissions with a classification of confidential or strictly confidential. Reference to other personal information shall only be made upon approval by a Panel or the President.

Article 34 Obscene, Offensive or Intimidating Language

1. Submissions shall not contain obscene or otherwise offensive or intimidating language.
2. Where material cited in the Submission contains such language, it shall be quoted only if strictly necessary for judicial determination.

Article 35 Calculation of Word Limits

1. Headings, footnotes and quotations count towards the word limits set out in Article 41 to Article 59, Article 61, Article 63 and Article 64. Cover pages, tables of contents and signatures do not count towards the set limits.
2. Any annexes, lists of authorities or copies of authorities do not count towards the set limits. Annexes shall only contain supporting material.

Article 36 Variation of Word Limits

1. In exceptional circumstances, a Participant may seek authorisation from the Panel sufficiently in advance to exceed the word limits prescribed in this Practice Direction and provide an explanation of the good cause that necessitates exceeding the word limit.
2. Unless otherwise decided by a Panel and where no prejudice is caused to the opposing Party, Victims' Counsel or other affected Participant, a motion for extension of word limits may be disposed of without giving the opposing Party or Victims' Counsel, where applicable, the opportunity to be heard.
3. Where Submissions exceed the prescribed word limits, CMU shall still proceed with the processing and distribution thereof. In such cases, the Panel may, in exceptional cases, *proprio motu* or upon showing of good cause, vary the word limits under Article 41 to Article 59, Article 61, Article 63 and Article 64 or recognise any Filing exceeding the word limit as validly made.

CHAPTER V Classification

Article 37 Classification of Filings

1. Where a record is submitted for filing, it shall bear one of the classification levels provided in Rule 82(1) of the Rules. Submissions and their annexes may bear different classifications.
2. Records classified pursuant to Rule 82 of the Rules will be managed by CMU as follows:
 - a. *Public*: open to the public;
 - b. *Confidential*: not open to the public and only distributed and accessible to the authorised Participants within a case;
 - c. *Strictly Confidential*: not open to the public and only distributed and accessible to a limited number of individuals within a case, as ordered by the Specialist Chambers.
3. Records may also bear an additional distribution marking of *Ex Parte*, making them accessible only to identified Participants. The Submission requesting *Ex Parte* classification shall indicate the authorised recipients on the first page of the Submission.
4. As prescribed in Rule 82(3) of the Rules, where Submissions are marked as confidential or strictly confidential, the submitting Participant shall indicate at the time of transmission whether and when these can be reviewed for reclassification.
5. If CMU has concerns about the public classification of a record, it shall delay its processing and bring the matter to the attention of the submitting Participant and, where applicable, the Panel concerned.

Article 38 Public Redacted Versions

1. Public redacted versions of Filings classified as confidential may be submitted for filing unless otherwise ordered by the Panel. Public redacted versions of annexes classified as confidential may be submitted for filing, as appropriate.
2. The Participant or, as applicable, the Panel, shall ensure that all confidential information is removed from the public redacted version of the Filing.

Article 39 Changes to Classification of Filings

1. Changes to classification levels shall be implemented by CMU only upon judicial authorisation, if not otherwise regulated.
2. Where a Filing has been erroneously classified by the Participant as public, or where the Filing has not included the distribution marking of *Ex Parte*, the submitting Participant shall immediately inform CMU. CMU shall temporarily remove the erroneously classified or marked record from the public domain pending further action by the Participant.
3. The Participant shall submit a notification the same day or as soon as possible, requesting CMU to mark the original Filing as confidential or implement an *Ex Parte* distribution marking.
4. Following judicial authorisation or receipt of the notification, CMU shall vary the classification or distribution marking, indicate on the top of each page the basis for the change, and redistribute the Filing.

CHAPTER VI Structure and Content of Submissions

Section 1 First Instance Proceedings

Article 40 Structure and Content of Submissions

Submissions in first instance proceedings shall contain the following, where appropriate and unless otherwise directed:

- a. An introduction containing: (i) the legal basis for the Submission with specific reference to the relevant provisions of the Law, Rules and/or applicable case-law; and (ii) as applicable, a summary of the ruling or relief sought and of the grounds in support of the request, or whether the ruling or relief sought is supported or opposed;
- b. A concise outline of the relevant procedural history and facts, including a chronology, where appropriate;
- c. All relevant legal and factual arguments, with specific reference to the applicable law relied upon;
- d. A conclusion with a concise statement of the ruling or relief sought or whether the ruling or relief sought is supported or opposed, as applicable; and
- e. An annex containing a list of the authorities referred to in the Submission and copies of these authorities in accordance with Article 32, where appropriate.

Article 41 Length of Motions, Responses and Replies

Any motion and response thereto shall not exceed 6,000 words. Any reply to such response shall not exceed 2,000 words.

Article 42 Length of Preliminary Motions, Responses and Replies

Any preliminary motion submitted pursuant to Rule 97 of the Rules and response thereto shall each not exceed 9,000 words. Any reply to such response shall not exceed 3,000 words.

Article 43 Length of Requests for Certification to Appeal

Any request for certification to appeal submitted pursuant to Rule 77 of the Rules and response thereto shall each not exceed 3,000 words. Any reply to such response shall not exceed 1,000 words.

Article 44 Length of Pre-Trial Briefs

A Pre-Trial Brief submitted pursuant to Rule 95(4) or (5) of the Rules shall not exceed 20,000 words. In multi-accused trials and unless otherwise ordered by the Panel, the Specialist Prosecutor shall file a consolidated Pre-Trial Brief which shall not exceed 10,000 words for the contextual background and 10,000 words for each accused.

Article 45 Length of Final Trial Briefs and Statements of Impact

1. A Final Trial Brief filed pursuant to Rule 134(b) of the Rules shall not exceed 30,000 words. In multi-accused trials and unless otherwise ordered by the Panel, the Specialist Prosecutor shall file a consolidated Final Trial Brief which shall not exceed 20,000 words for the contextual background and 15,000 words for each accused.

2. Unless otherwise ordered by the Panel, a statement on the impact of the alleged crimes on victims participating in the proceedings filed pursuant to Rule 134(c) of the Rules shall not exceed 20,000 words.

Section 2 Appellate Proceedings

Article 46 Interlocutory Appeals

1. Interlocutory appeals and responses thereto shall contain the following:
 - a. An introduction containing: (i) the legal basis with specific reference to the relevant provisions of the Law, Rules and/or applicable case-law, the title and date of the ruling contested; and (ii) as applicable, a summary of the relief sought and of the grounds on which the appeal is filed, or whether the relief sought is supported or opposed;
 - b. A concise outline of the relevant procedural history and facts, including a chronology, where appropriate;
 - c. The ground(s) on which the appeal is submitted and arguments in support of the ground(s), or the arguments on which the grounds are supported or opposed, with specific reference to applicable law relied upon;
 - d. A conclusion with a concise statement, as applicable, of the relief sought, or whether the relief sought is supported or opposed; and
 - e. An annex containing a list of the authorities referred in the Submission and copies of these authorities in accordance with Article 32, where appropriate.
2. Subject to paragraph (3), any interlocutory appeal and response thereto shall each not exceed 6,000 words. Any reply to such response shall not exceed 2,000 words.
3. Any interlocutory appeal against a decision on a preliminary motion submitted pursuant to Rule 97(3) of the Rules and response thereto shall each not exceed 9,000 words. Any reply to such response shall not exceed 3,000 words.

Article 47 Notice of Appeal

1. A notice of appeal submitted pursuant to Rules 176 and 186(3) of the Rules shall contain the following:
 - a. The File number and the date of the contested judgment;
 - b. The grounds of appeal, clearly specifying in respect of each ground:
 - (1) the alleged error on a question of law invalidating the judgment, the alleged error of fact which has occasioned a miscarriage of justice and/or the alleged error in sentencing;
 - (2) an identification of the challenged finding or ruling in the judgment, with specific reference to the relevant page and/or paragraph numbers;
 - (3) an identification of any other ruling challenged, with specific reference to the date of its filing, page and paragraph numbers and/or transcript page; and
 - (4) the precise relief sought; and
 - c. The overall relief sought.
2. A notice of appeal pursuant to Rules 176 and 186(3) of the Rules shall not exceed 3,000 words. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, a Notice of Appeal shall not exceed 2,000 words.

3. Where the Specialist Prosecutor files a consolidated notice of appeal in respect of multiple acquitted or convicted persons, unless otherwise ordered by the Panel, the notice of appeal shall not exceed 2,000 words for grounds relating to all or some acquitted or convicted persons and a further 1,000 words in respect of each acquitted or convicted person.
4. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, unless otherwise ordered by the Panel, the notice of appeal shall not exceed 2,000 words for grounds relating to all or some acquitted or convicted persons and a further 750 words in respect of each acquitted or convicted person.

Article 48 Appeal Brief

1. An appeal brief submitted pursuant to Rules 179(1) and 186(3) of the Rules shall include a table of contents and shall contain the following:
 - a. An introduction with a concise summary of the relevant procedural history, including the date of the contested judgment and of the notice of appeal and the overall relief sought;
 - b. The arguments in support of each ground of appeal, including, but not limited to:
 - (1) relevant legal arguments, giving precise references to relevant provisions of the Law, the Rules, relevant case-law and other legal authorities relied upon;
 - (2) relevant factual arguments, including where applicable arguments pertaining to whether a fact has been proven to the required standard or not and whether the evaluation of the evidence is wholly erroneous or not, with precise reference to any relevant case-law, including paragraph number, exhibit, or transcript page;
 - (3) arguments explaining how the alleged error on a question of law invalidates the judgment, how the alleged error of fact has occasioned a miscarriage of justice and/or how the alleged error in sentencing impacts the sentence; and
 - (4) the precise relief sought;
 - c. The arguments in support of the overall relief sought;
 - d. A conclusion, including the overall relief sought; and
 - e. An annex containing the list of authorities referred to in the appeal brief and, where appropriate, copies of these authorities in accordance with Article 32.
2. The grounds of appeal and the arguments shall be set out and numbered in the same order as in the appellant's notice of appeal unless otherwise varied with leave of the Court of Appeals Panel.
3. An appeal brief filed pursuant to Rules 179(1) and 186(3) of the Rules shall not exceed 30,000 words. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, the appeal brief shall not exceed 12,000 words.
4. Where the Specialist Prosecutor, as appellant, submits a consolidated appeal brief in respect of multiple acquitted or convicted persons, unless otherwise ordered by the Panel, the appeal brief shall not exceed 20,000 words for grounds relating to all or some acquitted or convicted persons and a further 10,000 words in respect of each acquitted or convicted person.
5. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, unless otherwise ordered by the Panel, the appeal brief shall not exceed 8,000 words for grounds relating to all or some acquitted or convicted persons and a further 4,000 words in respect of each acquitted or convicted person.

Article 49 Brief in Response

1. A brief in response submitted pursuant to Rules 179(2) and 186(3) of the Rules shall include a table of contents and contain:
 - a. An introduction containing statements on whether or not the overall relief sought by the appellant is opposed and whether or not each ground of appeal and the precise relief sought in relation thereto are opposed;
 - b. Arguments in support of these statements, containing:
 - (1) relevant legal arguments, giving precise references to the relevant provisions of the Law, the Rules, relevant case-law and other legal authorities relied upon;
 - (2) relevant factual arguments, including where applicable arguments pertaining to whether a fact has been proven to the required standard or not and whether the evaluation of the evidence is wholly erroneous or not, with precise reference to any relevant case-law, including paragraph number, exhibit, or transcript page; and
 - (3) arguments pertaining to whether the alleged error on a question of law invalidates the decision, whether the alleged error of fact has occasioned a miscarriage of justice and/or whether the alleged error in sentencing impacts the sentence; and
 - c. An annex containing the list of authorities referred to in the brief in response and, where appropriate, copies of these authorities in accordance with Article 32.
2. The statements and the arguments shall be set out and numbered in the same order as in the appeal brief and shall be limited to arguments made in response thereto. However, where an appellant relies on a particular ground to reverse an acquittal, the Respondent may support the acquittal on additional grounds.
3. A brief in response submitted pursuant to Rules 179(2) and 186(3) of the Rules shall not exceed 30,000 words. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, the brief in response shall not exceed 12,000 words.
4. Where the Specialist Prosecutor submits a consolidated brief in response in respect of multiple acquitted or convicted persons, unless otherwise ordered by the Panel, the brief in response shall not exceed 20,000 words for grounds relating to all or some acquitted or convicted persons and a further 10,000 words in respect of each acquitted or convicted person.
5. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, unless otherwise ordered by the Panel, the brief in response shall not exceed 8,000 words for grounds relating to all or some acquitted or convicted persons and a further 4,000 words in respect of each acquitted or convicted person.

Article 50 Brief in Reply

1. A brief in reply submitted pursuant to Rules 179(3) and 186(3) of the Rules shall include a table of contents and shall be limited to arguments in reply to the brief in response, set out and numbered in the same order as in the brief in response. It shall include an annex containing the list of authorities referred to in the brief in reply and, where appropriate, copies of these authorities in accordance with Article 32.
2. A brief in reply submitted pursuant to Rules 179(3) and 186(3) of the Rules shall not exceed 9,000 words. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, a brief in reply shall not exceed 4,000 words.

3. Where the Specialist Prosecutor, as appellant, submits a consolidated brief in respect of multiple acquitted or convicted persons, unless otherwise ordered by the Panel, the brief in reply shall not exceed 6,000 words for grounds relating to all or some acquitted or convicted persons and a further 3,000 words in respect of each acquitted or convicted person.
4. Where the appeal is limited to sentencing or where the appeal is against a judgment rendered under Article 6(2) of the Law, unless otherwise ordered by the Panel, the brief in reply shall not exceed 2,500 words for grounds relating to all or some acquitted or convicted persons and a further 1,500 words in respect of each acquitted or convicted person.

Article 51 Brief in Rejoinder

1. A brief in rejoinder submitted pursuant to Rule 179(4) of the Rules shall include a table of contents and shall be limited to arguments in response to the brief in reply, set out and numbered in the same order as in the brief in reply. Where appropriate, it shall include an annex containing the list of authorities referred to in the brief in reply and copies of authorities in accordance with Article 32.
2. A brief in rejoinder submitted pursuant to Rules 179(4) and 186(3) of the Rules shall not exceed 9,000 words.
3. Where the appeal is against a judgment rendered under Article 6(2) of the Law, a brief in rejoinder shall not exceed 4,000 words.

Article 52 Motions for Additional Evidence

1. Motions for additional evidence submitted pursuant to Rule 181(1) of the Rules shall contain the following:
 - a. A precise list of the additional evidence sought to be presented;
 - b. A precise identification of:
 - (1) the specific factual finding of the Trial Panel to which the proposed additional evidence is directed; and
 - (2) the ground(s) of appeal to which the proposed additional evidence relates and, where applicable, a request to submit any additional grounds of appeal based on such evidence;
 - c. Arguments pertaining to:
 - (1) whether the proposed additional evidence was available at the time of trial and could not have been discovered with the exercise of due diligence; and
 - (2) whether the proposed additional evidence could have been a decisive factor in reaching a decision at trial and rendering a decision; and
 - d. An annex listing the proposed additional evidence with the identifying numbers.
2. Motions for rebuttal material submitted pursuant to Rule 181(5) of the Rules shall contain the following:
 - a. A precise list of the evidence sought to be presented;
 - b. A precise identification of the specific factual finding of the Trial Panel to which the rebuttal material is directed and the ground(s) of appeal to which the material relates;
 - c. Arguments pertaining to whether the proposed rebuttal material affects the substance of the additional evidence admitted by the Court of Appeals Panel; and
 - d. An annex listing the proposed rebuttal material with the identifying numbers.

3. Any motion for additional evidence on appeal filed pursuant to Rule 181 of the Rules and response thereto shall not exceed 9,000 words. Any reply to such response and any motion, response and reply related to rebuttal material shall not exceed 3,000 words.

Article 53 Other Appellate Motions, Responses and Replies

1. Other appellate motions, responses and replies shall contain information as provided in Article 40.
2. Any other appellate motion and response thereto shall not exceed 6,000 words. Any reply to such response shall not exceed 2,000 words.

Section 3 Extraordinary Legal Remedies Proceedings

Article 54 Requests to Reopen Proceedings

1. Requests to reopen proceedings submitted pursuant to Rule 187 of the Rules and responses thereto shall contain the following:
 - a. An introduction containing:
 - (1) the legal basis for the Submission with specific reference to the relevant provisions of the Law and Rules, the title and date of the final judgment terminating the proceedings; and
 - (2) as applicable, the scope and ground on which the reopening is sought under Article 48(2) of the Law and a summary of the arguments on the relevant ground, or whether the reopening sought is supported or opposed;
 - b. A concise outline of the relevant procedural history and facts, including a chronology, where appropriate;
 - c. The arguments on the ground on which the reopening is sought, including, where appropriate:
 - (1) relevant legal arguments, giving precise references to relevant provisions of the Law, the Rules, relevant case-law and other legal authorities relied upon; and
 - (2) relevant factual arguments, including where a new fact or new evidence is alleged, arguments pertaining to:
 - (a) when the new fact was discovered or whether the new evidence was not known at the time of the prior proceedings;
 - (b) whether it would have been a decisive factor in reaching a decision; and
 - (c) whether it would have fundamentally altered the balance of evidence in the case, leading to a miscarriage of justice were it to be ignored;
 - d. A conclusion with a concise statement, as applicable, of the scope and ground on which the reopening is sought or whether the reopening sought is supported or opposed; and
 - e. An annex containing a list of the authorities referred in the Submission and copies of these authorities in accordance with Article 32, where appropriate.
2. Replies shall be limited to arguments in reply to the response.
3. A request to reopen proceedings filed pursuant to Rule 187 of the Rules and response thereto shall not exceed 9,000 words. Any reply to such response shall not exceed 3000 words.

Article 55 Requests for Extraordinary Mitigation of Punishment

1. Requests for extraordinary mitigation of punishment submitted pursuant to Rule 191 of the Rules and responses thereto shall contain the following:

- a. An introduction containing the legal basis for the Submission with specific reference to the relevant provisions of the Law and Rules, the title and date of the judgment imposing the punishment and, as applicable, the scope and ground of the mitigation sought under Article 48(5) of the Law or whether the mitigation sought is supported or opposed;
 - b. A concise outline of the relevant procedural history and facts, including a chronology, where appropriate;
 - c. As applicable, the ground(s) on which the extraordinary mitigation of punishment is sought and relevant legal and factual arguments, giving precise references to relevant provisions of the Law, the Rules, the relevant judgment, relevant case-law and other legal authorities relied upon;
 - d. A conclusion with a concise statement, as applicable, of the mitigation sought or whether the mitigation sought is supported or opposed; and
 - e. An annex containing a list of the authorities referred to in the Filing and copies of these authorities in accordance with Article 32, where appropriate.
2. Replies shall be limited to arguments in reply to the response.
 3. A request for extraordinary mitigation of punishment filed pursuant to Rule 191 of the Rules and response thereto shall not exceed 6,000 words. Any reply to such response shall not exceed 2000 words.

Article 56 Requests for Protection of Legality

1. Requests for protection of legality filed pursuant to Rule 193 of the Rules and responses thereto shall contain the following:
 - a. An introduction containing: (i) the legal basis for the Submission with specific reference to the relevant provisions of the Law and Rules or the applicable case-law, the title and date of the final ruling against which protection of legality is sought under Article 48(6) of the Law; (ii) the alleged violation of the Law or Rules and a summary of the arguments pertaining thereto; and (iii) as applicable, the relief sought or whether the relief sought is supported or opposed;
 - b. A concise outline of the relevant procedural history and facts, including a chronology, where appropriate;
 - c. The legal and factual arguments pertaining to the alleged violation of the Law or Rules and to the relief sought, giving precise references to relevant provisions of the Law, the Rules, the relevant ruling, relevant case-law and other legal authorities relied upon;
 - d. A conclusion with a concise statement, as applicable, of the relief sought or whether the relief sought is supported or opposed; and
 - e. An annex containing a list of the authorities referred in the Filing and copies of these authorities in accordance with Article 32, where appropriate.
2. Replies shall be limited to arguments in reply to the response.
3. A request for protection of legality filed pursuant to Rule 193 of the Rules and response thereto shall not exceed 9,000 words. Any reply to such response shall not exceed 3000 words.

Article 57 Other Motions in Extraordinary Legal Remedies Proceedings

1. Other motions, responses and replies in extraordinary legal remedies proceedings shall contain information as provided for in Article 40.
2. Any other motion in extraordinary legal remedies proceedings and response thereto shall not exceed 6,000 words. Any reply to such response shall not exceed 2,000 words.

Section 4 Constitutional Court Proceedings

Article 58 Referrals under Article 49(3) of the Law

1. A referral under Article 49(3) of the Law shall conform with the requirements of Article 29(2)(a)-(i) and (6), Article 30(1) and Article 32(2)-(5). A referral shall set out:
 - a. The name, date of birth, nationality and address and other contact information of an authorised individual;
 - b. The name, address, telephone and facsimile numbers and email address of the representative, if any;
 - c. A concise and comprehensible statement of the relevant facts;
 - d. A concise and legible statement of the alleged violation(s) of the individual rights and freedoms guaranteed by Chapter II of the Constitution, including provisions of the Constitution that have allegedly been violated and the relevant arguments and, where applicable, a summary of the relief sought; and
 - e. A concise and comprehensible statement confirming the compliance with the requirement of exhaustion of remedies and the time limit for making the referral.
2. The information set out in the referral shall be enough to enable the Panel to determine the nature and scope of the referral.
3. The referral shall be signed by the authorised individual or his or her representative, if any.
4. A person who has previously submitted a referral to the Specialist Chamber of the Constitutional Court shall inform CMU accordingly, stating the File number.
5. A referral under Article 49(3) of the Law shall not exceed 10,000 words.

Article 59 Documents in Support of the Referral

1. An authorised individual shall provide the following documents together with the referral, unless they are issued by or in the custody of the Specialist Chambers, in which case paragraph (2) shall apply, or they are available in the public domain, in which case Article 32 shall apply:
 - a. Documents relating to the rulings or measures complained of, judicial or otherwise;
 - b. Documents and rulings showing that the authorised individual has complied with the exhaustion of the remedies requirement and the time limit for making the referral; and
 - c. If the authorised individual acts through a representative, the underlying power of attorney or representation agreement.
2. A Filing issued by or in the custody of the Specialist Chambers shall not be attached to the referral. The record number referred to in Article 21 and the classification of the Filing shall be provided.

3. Documents submitted in support of the referral shall be listed by date, numbered consecutively and identified clearly. Where a Submission exceeds 3,000 words, the parts relevant to the referral shall be indicated by reference to particular paragraph number(s).
4. If an authorised individual is unable to provide any of the required documents, he or she shall provide an adequate explanation in the referral.

Article 60 Requests for Interim Measures

1. A request for interim measures shall indicate on the top of the first page that it is a request for interim measures together with the full name and contact information of the person to contact.
2. A request shall indicate:
 - a. The relevant facts;
 - b. The reasons for requesting the interim measures, in particular the grounds on which the concerns of the authorised individual are based and the nature of the alleged risks;
 - c. The specific measures requested; and
 - d. The reasonably foreseeable consequences of the request being denied.
3. Where a request for interim measures is submitted, the authorised individual shall also indicate the provisions of the Constitution alleged to have been violated. Where the referral is already filed before the Specialist Chamber of the Constitutional Court, reference shall be made to its File number.
4. The request for interim measures shall be signed by the authorised individual or his or her representative, if any, and shall be accompanied by the necessary supporting documents. Article 59 shall apply *mutatis mutandis*.

Article 61 Other Written Submissions

1. Any other written Submission in respect of a referral shall conform with the requirements of Article 29(2)(a)-(i) and (5) and Article 32(2)-(5).
2. Where a Participant produces documents in support of the Submission, Article 59(2)-(4) shall apply.
3. Unless otherwise directed by the Panel, any other written Submission in respect of a referral shall include:
 - a. Arguments regarding those facts that the Participant contests in whole or in part;
 - b. Legal arguments regarding admissibility and the merits of the referral; and
 - c. A response to any questions raised by the Panel.
4. Any other written Submission in respect of a referral shall not exceed 10,000 words.

Article 62 Referrals under Article 49(5) of the Law

A referral under Article 49(5) of the Law shall conform with the requirements of Article 29(2)(a)-(i) and (6), Article 30(1) and Article 32(2)-(5). It shall contain, on the last page:

- a. Name, title and signature of the Ombudsperson of the Specialist Chambers or the Ombudsperson of Kosovo;
- b. Date of signature;
- c. Place of signature; and
- d. A word count calculated in accordance with Article 35.

Article 63 Content and Structure of Referrals under Article 49(5) of the Law

1. A referral under Article 49(5) of the Law shall contain the following, where appropriate and unless otherwise directed:
 - a. An introduction containing the legal basis for the referral with specific reference to the Constitution and other applicable law and a summary of the ruling sought;
 - b. A concise outline of the relevant procedural history and facts, including a chronology, where appropriate;
 - c. The specific question of constitutional compatibility and all relevant legal and factual arguments, with specific reference to the applicable law relied upon;
 - d. A conclusion with a concise statement, as applicable, of the ruling sought; and
 - e. An annex containing a list of the authorities referred to in the Submission and copies of these authorities in accordance with Article 32(2)-(5), where appropriate.
2. A referral under Article 49(5) of the Law shall contain all relevant information and arguments. Additional explanations supplementing the referral shall be rejected and shall not be included in the File.
3. Where the Ombudsperson produces documents in support of the referral, Article 59(2)-(4) and Article 61 shall apply.
4. A referral under Article 49(5) of the Law and any other Submissions in relation thereto shall not exceed 7,500 words.

Section 5 *Amicus Curiae* Submissions

Article 64 Requests to Submit *Amicus Curiae* Observations

1. Requests to submit observations as *amicus curiae* pursuant to Rule 67 of the Rules shall contain the following information:
 - a. Reference to the case to which the observations would pertain;
 - b. The applicant's name, contact details including email address, qualifications and interest in the case;
 - c. An identification of the issue(s) the applicant seeks to address and the nature of the information or analysis the applicant proposes to submit;
 - d. An explanation of how the observations would assist the Panel in the proper determination of the case;
 - e. Whether the applicant seeks to submit written or oral observations; and
 - f. A statement identifying and explaining any relationship or contact the applicant has or had with any Party, Victims' Counsel, victims participating in the proceedings, or authorities of Kosovo.
2. Requests to submit observations as *amicus curiae* and any responses thereto shall not exceed 1,500 words.

Article 65 *Amicus Curiae* Observations

1. The Panel shall set the scope, timing and length of the *amicus curiae* observations. *Amicus curiae* written observations shall comply with the formal requirements set out under CHAPTER I, CHAPTER IV and CHAPTER V.
2. Each Party and, where appropriate, Victims' Counsel, shall be given the opportunity to comment on the *amicus curiae* observations within the timing and length set by the Panel.

CHAPTER VII Records of In-Court Proceedings

Article 66 Classification of Court Records

The transcripts and audio-visual recordings of public, private or closed sessions in-court proceedings, or portions thereof, shall be assigned classifications reflecting the status of the session.

Article 67 Transcripts

1. During in-court proceedings, a real-time *verbatim* transcript shall be accessible in draft in the English language only.
2. CMU shall ensure that *verbatim* transcript(s) in the working language(s) of all in-court proceedings of the Specialist Chambers are produced.
3. Continuous page numbers shall be assigned to the English transcript per File.
4. A redaction order of the Panel shall form the legal basis for redactions of the transcript(s) and the corresponding audio-visual recordings in all languages that contain the identified confidential information.
5. Public edited versions of the transcripts shall not contain any closed or private sessions, or any information for which a redaction order was issued by the Panel.
6. The public edited versions may be published on the website of the Specialist Chambers in the absence of objections.

Article 68 Verification of Transcripts

1. Perceived errors of interpretation should generally be clarified on the day of the in-court proceedings.
2. Post-hearing requests for verification of the accuracy and completeness of the transcript may be requested through the translation request management tool under one of the following categories:
 - a. Verification of the accuracy of transcription;
 - b. Verification of the accuracy of interpretation; and/or
 - c. Verification of missing interpretation and request for re-recording.
3. Verification(s) shall be requested in accordance with the relevant language policies and instructions of the Registry.

Article 69 Audio-Visual Recordings of Proceedings

1. CMU shall ensure that an audio-visual record is captured of in-court proceedings, from the start of each day of in-court proceedings until the hearing has been adjourned for the day.
2. Audio-visual recordings shall visually bear the logo of the Specialist Chambers.

3. CMU shall ensure streaming of the public sessions of court hearings through the website of the Specialist Chambers. Such streaming shall be delayed by a minimum of 45 minutes.
4. Audio-visual recordings of public sessions in all languages shall be redacted only upon a redaction order of the Panel.

CHAPTER VIII Request for Access

Article 70 Requests for Access to Records of a File

1. Pursuant to Article 62 of the Law, there shall be no general right of access to the records or archives of the Specialist Chambers, including those of the Registry.
2. Requests for access to confidential material shall be made in accordance with Rule 81 of the Rules.
3. Any requests for access to public records of a File shall be addressed to the Registrar via requests@scp-ks.org
4. CMU shall maintain an electronic register of all requests for access to the contents of a File.

Article 71 Certified Copies

1. State authorities or individuals may request certified copies of public records of a File of the Specialist Chambers if required as proof of an issue pursuant to the national law or by the relevant judicial authority.
2. Certified copies of the File records as held by the Specialist Chambers shall bear the seal of the Specialist Chambers and the signature of the Registrar or his or her authorised delegate. Copies certified in accordance with this Article shall be regarded as an exact, true and unaltered reproduction of the original.
3. CMU shall provide electronic certified copies of the records. CMU shall electronically certify the records as authentic copies on the data carrier and/or where applicable through an accompanying letter with the electronic data carrier containing the relevant records.

The Hague, Netherlands

17 May 2019



Dr Fidelma Donlon
Registrar