



**Cour
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Internationale**

**International
Criminal
Court**

Guide for applicants to the ICC List of Counsel and Assistants to Counsel

Please note: It is of utmost importance to fully understand and properly follow the instructions provided in the present guide, as incomplete or wrongly completed applications cannot be processed.



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The ICC Lists of Counsel and Assistants to Counsel

The International Criminal Court (ICC) has a mandate to prosecute and punish persons responsible for the most serious crimes of concern to the international community. In so doing, its proceedings follow highest standards of due process and procedural fairness. The Rome Statute guarantees victims, accused persons and under certain conditions suspects the right to be assisted by counsel. As part of this aim, the Court endeavours to offer these individuals a pool of highly qualified counsel.

Experienced lawyers who wish to represent defendants or victims as counsel before the Court must be admitted to the List of Counsel. Lawyers at an early stage of their career, as well as professors of law with relevant expertise, can apply for admission to the List of Assistants to Counsel. Every list member can express their preference, if any, to represent either defendants or victims or both.

Admission criteria

1. List of Counsel

To be admitted to the List of Counsel, candidates must meet the following requirements:

Competence: Candidates shall have proven competence and expertise in international or criminal law and procedure.

Experience: Candidates must have a minimum of ten years of relevant experience in criminal proceedings as a judge, prosecutor, advocate or in other similar capacity.

Professors of law meet this requirement only where they have intervened in criminal proceedings for a minimum of ten years in one of the capacities listed above; otherwise, they can be admitted to the List of Assistants.

Language skills: Applicants must have excellent knowledge of and be fluent in at least one of the two working languages of the Court, namely English or French.

Record of High Standing Required of the Profession: Candidates must not have been convicted of any serious criminal or disciplinary offence considered to be incompatible with the nature of the office of counsel before the Court. In cases where candidates have been the object of such a conviction, the Registrar will assess whether the imposed sanction is of a nature that impedes the candidate's ability to act before the Court in accordance with the relevant provisions of the legal texts of the Court. Candidates in this situation are invited, at the time of submitting their applications, to provide the Court with a copy of each relevant decision, as well as any observations they wish to provide.

2. List of Assistants to Counsel

To be admitted to the List of Assistants, candidates must meet one of the following two requirements:

Five years of relevant experience in criminal proceedings: Lawyers who have insufficient experience to be admitted to the List of Counsel can provide very useful assistance to counsel in preparing and presenting the case before the Chamber.

Specific competence in international or criminal law and procedure: The Court also seeks to allow counsel to receive the assistance of professors and other academic experts who have relevant expertise in international or criminal law. Even where these persons may have insufficient or no experience in criminal proceedings, their theoretical knowledge of the relevant law and jurisprudence makes them an invaluable asset to legal teams.

Application process

1. List of Counsel

The following documents must be submitted. All required forms must be downloaded and printed from the ICC website at www.icc-cpi.int. Samples of all forms can be found at the end of this Guide:

1. Candidate application form
2. Detailed curriculum vitae, allowing for appraisal of the candidate's competence and experience
3. Certificate issued by the relevant authority of each State of which the person is a national or where the person is domiciled stating the existence, if any, of criminal convictions
4. Legible copy of birth certificate
5. Legible copy of identity card (where applicable)
6. Legible copy of passport/travel document
7. Two passport size photographs
8. List of Counsel additional information form
9. Certificate of good standing form

The Registry will only accept this form. Documents provided by the national bar/governing authority in lieu of this form will not be accepted.
10. Original or certified copy of registration with governing body
11. Valid copy of professional insurance policy (where applicable)

2. List of Assistants to Counsel

1. Candidate application form
2. Detailed curriculum vitae, allowing for appraisal of the candidate's competence and experience
3. Certificate issued by the relevant authority of each State of which the person is a national or where the person is domiciled stating the existence, if any, of criminal convictions
4. Legible copy of birth certificate
5. Legible copy of identity card (where applicable)

6. Legible copy of passport/travel document
7. Two passport size photographs

In addition to the six documents above, applicants who are either professors or have been called to the bar at the national level must also provide the following required documents as applicable:

8. Original or certified copy of the certificate issued by the bar association, professional association and/or the controlling administrative authority with which you are registered;
9. For academics: An official letter issued by the institution where you are acting as an adjunct-, part-, or fulltime- professor, certifying your tenure and specialty as an instructor, and
10. Certificate of good standing form

The Registry will only accept this form. Documents provided by the national bar/governing authority in lieu of this form will not be accepted.

12. Valid copy of professional insurance policy.

Candidates must submit by postal mail a duly completed application along with all required supporting documents as outlined above to the attention of the Counsel Support Section at the following address:

ICC – Counsel Support Section
P.O. Box 19519
2500 CM The Hague
The Netherlands

Candidates should address their questions ONLY to the ICC Counsel Support Section at

Tel: +31 70 515 8787,
Fax: +31 70 515 8555;
e-mail: femalecounsel@icc-cpi.int

All required application forms are available for download at:

www.icc-cpi.int

3. Process of review of applications

After the application is received, the Counsel Support Section within the Registry proceeds to a preliminary verification check for completeness. Complete applications are then transmitted to a three member evaluation panel of the Registry for assessment of the qualifications of the applicant in accordance with the admission criteria. Should the appraisers need additional information and explanations, they may revert back to the candidate. In practice, this can occur in the following non-exhaustive circumstances:

- the information furnished by the candidate does not provide sufficient details about their competence in international/domestic criminal law and procedure;
- the application of the candidate casts doubt on their (English or French) language skills, or
- the applicant was the subject of disciplinary action, but no further documentation is provided.

The panel adopts its resolutions by consensus, and communicates to candidates the appropriate decision.

The Registry pursues a policy of prompt and diligent examination of all complete applications. In the ordinary course, the Registrar will deliver a decision on an application within a month after receipt.

Incomplete applications will cause delays in processing and issuing of the ultimate decision. It is therefore imperative that interested candidates carefully read the application instructions and provide a complete application form along with all the requisite supporting documentation.

4. Decision on refusal and right to review

Where an applicant is refused admission, he or she will be duly notified with sufficient details of the reasons for the refusal. The refusal letter will also highlight the right of the candidate to seek review of the decision.

Applications for review may be made within 15 days of notification of the Registrar's decision and shall be sent to the Court Management Section at judoc@icc-cpi.int

Practicing before the ICC

1. Freedom of choice as a principle

The right to freely choose counsel for legal representation is well safeguarded and entrenched in the legal regime of the Court both for defendants and for victims. Where a person in need of legal representation wishes to appoint his or her own lawyer, the latter must nevertheless prove that he or she meets the conditions required by the legal texts of the Court, and therefore to present a complete application to the services of the Registry as indicated below.

The Registry of the Court facilitates the exercise of this freedom of choice by providing any person in need of legal representation with the List of Counsel, which contains detailed information, permitting the individual concerned to make a preliminary shortlist of suitable counsel whose complete files he or she wants to examine for an ultimate appointment.

This short-list is then provided to representatives of the Registry, who will in turn make available to him or her, in the shortest possible time, the complete files of the short-listed counsel for the purpose of detailed review, and eventually, a final decision on the choice of counsel.

After an examination of the files and, if need be, having liaised with counsel by telephone or personally, the person concerned notifies the Registrar of the Court of the name of the lawyer he or she would like to have appointed as counsel. The Registry then contacts the named counsel to notify him or her that they have been chosen and requests their availability.

The procedure is finalised when the chosen counsel confirms his or her acceptance and communicates it to the Registrar. The Registry then seals the appointment by arranging for the formalities of the appointment and other logistical matters.

To guarantee the rights of participants in proceedings before the Court, the Registry takes all appropriate measures to ensure that the chosen counsel is entirely capable of exercising his or her mandate (i.e. by ensuring that the counsel is available and free to properly discharge his or her duties towards the client etc.).

Appointed counsel is responsible for structuring his or her team, including the selection of the associate counsel, who must also be admitted to the List of Counsel.

2. Ad hoc counsel

A Chamber can appoint ad hoc counsel to represent the general interests of the defence where there is a unique opportunity to take testimony, a statement from a witness or to examine, collect or test evidence which may not be available subsequently for the purposes of a trial or, finally, where the interests of justice so require. This type of appointment is especially relevant where there is no person charged but investigative activities are being carried out by the Prosecutor, in particular where victims apply to participate in the proceedings at this preliminary investigation stage. The mandates of ad hoc counsel are limited in time and scope and have a clear purpose in the context of a situation or case under the jurisdiction of the Court.

3. Duty counsel

Where any person requires urgent legal assistance and has not yet secured legal assistance, or where his or her counsel is unavailable, the Registrar can appoint duty counsel. Duty counsel can be appointed in various circumstances, including at the initial appearance; to assist persons being interviewed in the field by the Office of the Prosecutor in accordance with article 55.2 of the Rome Statute; where counsel has not yet been appointed or where counsel has withdrawn or has been taken off the case and no replacement counsel has yet been appointed.

During the appointment process, the Registrar takes into account all relevant factors, such as geographical proximity of and languages spoken by potential counsel and checks their availability. A short-list is then established and transmitted to the person requiring legal assistance in order to allow the latter to express any wishes, which are taken into account by the Registry at the time of appointing the required counsel.

4. Other instances where counsel are appointed

A Chamber of the Court can appoint counsel where the interests of justice so require. This power includes the possibility of appointing counsel for uncooperative accused to ensure the person benefits from adequate legal representation. It may also be used where a person has not yet been charged and the Chamber deems that the general interests of the defence must be represented by counsel. Still other instances include situations where there is a person against whom charges have been brought by the Prosecutor, and this person has not yet appeared before, or been transferred to the custody of the Court and there are procedural issues which require the intervention of counsel.

The same need to protect the interests of justice may give rise to other situations where the Court will appoint counsel *proprio motu*. For instance, where the Chamber, for the purposes of ensuring the effectiveness of the proceedings requests all or specific groups of victims to choose one or several common representatives and the victims recognised by the Court are unable to reach an agreement. In that case, the Chamber may request the Registrar to choose one or more common legal representatives. The Registrar may also appoint duty counsel in other instances as outlined above.

Where the Chamber intends to appoint counsel, the Registrar assists in identifying counsel who meet the requirements set by the Chamber and who are available to accept the mandate. A short-list is then forwarded to the Chamber so that it can make the appropriate decision.

Remuneration and support

1. The legal aid system of the Court

A key component in guaranteeing the rights of participants in ICC proceedings is the legal aid system of the Court, which provides financial assistance to those who lack sufficient means to pay for their legal representation.

While any defendant has the right to have legal assistance paid by the Court, victims' parallel right is not absolute. In both cases, the provision of legal aid has to be balanced against the available resources within the Court's budget.

Another fundamental difference between defendants and victims regarding the legal aid system stems from the fact that the former stands to lose his or her liberty, and the presumption of innocence requires that they benefit from legal representation even if the person so concerned lacks sufficient means to cover the costs of their defence. Moreover, victims' participation in the proceedings is limited to the extent that the relevant Chamber authorises them to present their views and concerns, and therefore the scope of legal aid depends on the actual forms of participation decided in each case.

Guiding principles governing the Court's legal aid system

Equality of arms: The legal aid payment system of the Court aims to maintain a balance between the resources of the different participants.

Objectivity: The Court's legal aid payment system allocates resources on the basis of the requirements of the case.

Transparency: The payment system is structured and operated to comply with the requirements of budgetary oversight in the management of public funds without interfering with the confidentiality of counsel's work as well as the autonomy of legal teams.

Continuity: The payment system will provide for mechanisms that are flexible enough to adapt to situations as they arise in order to preclude any paralysis prejudicial to the interests of the due administration of justice.

Economy: The legal aid system of the Court will only cover the necessary and reasonable expenditure arising from the assistance or representation of defendants or victims.

Team composition

As it would be impossible for a single person to manage a case before the Court due to the complexity and amount of tasks and materials involved, the Court's legal aid system provides for assistance to counsel by several persons throughout the proceedings.

The composition of a team depends on the nature of the person to be represented (defendant or victim) and the stage of the proceedings. In addition, a counsel can request additional resources on the basis of actual needs of the case, including the number of charges, the number of victims participating, the number of pages in the case file et cetera.

In addition to counsel, members of the team can include, inter alia: associate counsel (also admitted to the List of Counsel), legal assistant (admitted to the List of Assistants) and case-manager.

Payment to counsel and team members

Counsel and team members receive remuneration on the basis of a pre-determined lump-sum. The fees of the team members are fixed according to the salaries of similar category staff in the Office of the Prosecutor and based on the United Nations salary scales. The monthly remuneration is as follows (2010):

Counsel	€10,832
Associate counsel	€8,965
Legal assistant	€6,113
Case manager	€4,872

In addition to this lump-sum, counsel and associate counsel may, upon furnishing supporting documentation, receive compensation for professional charges incurred directly tied to their work at the Court in accordance with the Court's legal aid system.

Investigations and other expenses

The need for counsel to carry out investigative work related to the case makes it necessary for the legal aid system to allocate sufficient resources for this task. The current budget for investigations is of €73,006 per team, which counsel can use in the way he or she deems more effective in the client's representation.

Counsel can also request additional resources, which may be allocated if the previously allocated funds were used judiciously and, more importantly, if the needs of the case justify such a supplement.

Finally, counsel receive an allocation of €4,000 per month for the expenses of the team, such as travel to and fro the seat of the Court for counsel and associate counsel, office supplies, et cetera. Unused sums are carried over to the following month.

2. Administrative and logistical support

Administrative assistance

Several sections of the Court will provide counsel and other members of the legal team with a series of administrative services. Some of these are directed at enabling counsel and team members to comply with the national requirements for their stay in the Netherlands; services aimed at facilitating their official missions to other countries related to investigative work; ensuring access to the Court's premises including the detention centre.

Counsel and team members also receive information on the different services at their disposal for the length of their involvement in cases before the Court such as submitting formal requests for various services, information technologies and communications, facilities management, travel, interpretation and translation.

Counsel can also benefit from the assistance of interns in the framework of the internship programme of the Court. Moreover, in order to have interns available who can be immediately incorporated into the teams, the Registry has created the post of pro bono consultants.

Logistical assistance

Legal teams will be given offices at the Court premises, equipped with the necessary office supplies including telephone, computer, relevant hardware and software, internet access, et cetera.

In order to ensure confidentiality and security of the work, the Court has set up separate networks for each team. Moreover, recognising that counsel have active practices in their home jurisdictions, to ease the burden on counsel to be permanently based in The Hague, and to generally facilitate the work of legal teams, the Court has put in place a secured remote access system, through which counsel can access their files and work real-time on the case from a distance.

The ICC is a state of the art international court with the latest technologies. It operates as an e-Court. Appropriate training regarding the specific software related to the e-Court system is provided to counsel and their team members.

Assistance in the field

Cases before the Court necessarily entail travelling to the field in order to perform investigative work. The Court has established field offices in or near countries with situations under investigation before the Court and provides counsel and their teams with assistance and support in the execution of their investigative requirements. These services include office use, security support, liaison with national authorities and organisation of local and national transport.

Locally based members of the legal team working with counsel also benefit from this assistance.

Substantive assistance: the Offices of Public Counsel

With two independent offices of public counsel the Court has introduced an important innovation for international criminal courts and tribunals. These permanent offices reinforce the efficiency of counsel before the Court, assist the Chambers when called upon to do so and, where applicable, persons in need of legal assistance.

Their staff consists of specialised professionals, who are permanently updated on the work and jurisprudence of the Court and who can provide immediate substantive legal assistance.

The Office of Public Counsel for the Defence (OPCD)

The OPCD can represent and protect the rights of the defence during the initial stages of the investigation. In addition, it can provide support and assistance to defence counsel and to suspects and accused persons entitled to legal assistance by furnishing legal research and advice and appearing before a Chamber in respect of specific issues.

The Office of Public Counsel for Victims (OPCV)

The OPCV undertakes to protect the interests of victims through attempting to raise the general awareness on victims' issues. The Office provides support and assistance to legal representative of victims and to victims, including, where appropriate, legal research and advice; and appearing before a Chamber in respect of specific issues. The Office can also act as legal representative of victims in the proceedings.

Sample application forms - Not for use!

1. Candidate application form for List of Counsel (page 1)

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ANNEX 1

Candidate application form list of counsel

Candidates are requested to fill in the form below and answer all the questions. The form and the required documents should be sent to the following address: Registry of the International Criminal Court, Division of Victims and Counsel, P.O. Box 19519, 2500 CM The Hague, The Netherlands, quoting "Reference: list of counsel".

Surname of candidate:	Candidate's home address:
First name(s):	Candidate's office address:
Sex: ☐ M ☐ F	Other addresses:
Other names used now or in the past (e.g. maiden name):	Telephone number (home):
Date of birth:	Telephone number (office):
Place and country of birth:	Mobile phone number:
Present nationality/nationalities:	Fax number (home):
Candidate's father's full name:	Fax number (office):
Candidate's mother's full name:	E-mail address:

Sample application forms

1. Candidate application form for List of Counsel (page 2)

Do you have any connection whatsoever with a member of the list of counsel and/or any investigator? ☐ Yes (please provide details) ☐ No	Do you or any member of your family have any connection whatsoever with a person seeking representation before the Court? ☐ Yes (please provide details) ☐ No
Do you have any connection whatsoever with a person seeking legal assistance from the Court? ☐ Yes (please provide details) ☐ No	Do you have any connection whatsoever with a staff member of the Court? ☐ Yes (please provide details) ☐ No

Language proficiency				
What is your mother tongue?				
Other languages				
(Please indicate your level in each skill as follows: Basic/Intermediate/Advanced)				
Language	Written comprehension	Oral comprehension	Writing	Speaking

Sample application forms

1. Candidate application form for List of Counsel (page 3)

Knowledge of law:	
How would you describe your knowledge of the common law system? ☐ Excellent ☐ Good ☐ Quite good ☐ Basic (please provide details)	How would you describe your knowledge of international law and procedure? ☐ Excellent ☐ Good ☐ Quite good ☐ Basic (please provide details):
How would you describe your knowledge of the civil law system? ☐ Excellent ☐ Good ☐ Quite good ☐ Basic (please provide details)	How would you describe your knowledge of criminal law and procedure? ☐ Excellent ☐ Good ☐ Quite good ☐ Basic (please provide details)

Sample application forms

1. Candidate application form for List of Counsel (page 4)

Education	
Secondary and university education. Please give details of diplomas, degrees and merits obtained, specifying the year, university, institute or other institution attended, and area of specialisation.	Other studies.
Please provide the full address and contact details of the institutions attended, specifying the name of a contact person in each case.	Other significant information.

Computer skills	
How would you describe your computer skills? ☐ Excellent ☐ Good ☐ Quite good ☐ Basic	Please list the computer tools or computer equipment that you use in your work:
Have you ever used computer tools for document management? ☐ Yes (please provide details) ☐ No	Please list any computer programs you use:
Would you describe your knowledge of computerised case management systems as: ☐ Excellent ☐ Good ☐ Quite good ☐ Basic (please provide details)	

Sample application forms

1. Candidate application form for List of Counsel (page 5)

If you are a judge, lawyer or prosecutor, please indicate:	
Years of experience in criminal proceedings:	Have you worked or are you currently working for an international criminal court? ☐ Yes (please provide details) ☐ No
Your field of expertise and years of experience in that field:	Have you ever appeared before a court as an expert witness? ☐ Yes (please provide details) ☐ No
Total number of years of experience:	Have you ever appeared before a court as <i>amicus curiae</i> ? ☐ Yes (please provide details) ☐ No
	Have you ever appeared before a court as a legal representative of a victim or victims? ☐ Yes (please provide details) ☐ No
Other activities related to criminal proceedings:	

Sample application forms

1. Candidate application form for List of Counsel (page 6)

If you are an academic in law, please indicate:	
Your field of expertise:	Have you ever appeared before a court as an expert witness? ☐ Yes (please provide details) ☐ No
Total number of years of experience:	Have you ever appeared before a court as <i>amicus curiae</i>? ☐ Yes (please provide details) ☐ No
Please list any significant publications relating to international criminal law, international humanitarian law or human rights of which you are the author:	Have you ever appeared before a court as a legal representative of a victim or victims? ☐ Yes (please provide details) ☐ No
Other activities related to criminal proceedings:	

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Sample application forms

1. Candidate application form for List of Counsel (page 7)

Additional information	
Name, telephone number, fax number, e-mail address of the bar association(s) and/or the controlling administrative authority with which you are registered:	Have you ever been the subject of a disciplinary sanction by the bar association(s) or the controlling administrative authority with which you are registered or by an international criminal court?
	☐ Yes (please provide details) ☐ No
	Are you eligible for appointment as counsel at an international criminal court?
	☐ Yes (please provide details) ☐ No
	Have you ever been convicted of a criminal offence, excluding minor traffic violations?
	☐ Yes (please provide details) ☐ No
	Are any criminal proceedings currently being brought against you?
	☐ Yes (please provide details) ☐ No

Sample application forms

1. Candidate application form for List of Counsel (page 8)

Please enclose the following with this form:

1. Detailed curriculum vitae,
2. Original or certified copy of the certificate issued by the bar association and/or the controlling administrative authority with which you are registered,
3. Completed "certificate of good standing for candidates to the list of counsel",
4. A certificate issued by the relevant authority of the State(s) in which you are domiciled, stating the existence, if any, of criminal convictions,
5. Valid practicing certificate,
6. Copy of your professional insurance policy,
7. Legible copy of your birth certificate,
8. Legible copy of your passport/travel document,
9. Two passport-size photographs (colour).

N.B.: The original version of all these documents must be submitted. If the original version is in neither English nor French, it must be accompanied by a certified translation.

In the event that you are admitted to the list of counsel, would you object to the list being published, *inter alia* on the Court website?

- ☐ Yes
☐ No

If your answer to the previous question is negative, would you object to your contact information also being posted on the "list of counsel" page of the Court website.

- ☐ Yes
☐ No

Please specify if you have ever been or are a member of a disciplinary body or if you have specific responsibilities relating to ethics.

Sample application forms

1. Candidate application form for List of Counsel (page 9)

Please specify if you have any preferences in respect of an eventual appointment.

Preferences:

None	Defence	Victims	Other
☐	☐ Yes ☐ No	☐ Yes ☐ No	☐ (please provide details)

In the event that you are appointed, would you be willing to use an electronic signature?

☐ Yes

☐ No (please provide additional information)

Would you object to the Registry contacting the professional authority with which you are registered, and/or the institutions and persons mentioned on this form?

☐ Yes

☐ No (please provide additional information)

Please provide below any information that you consider ought to be brought to the attention of the International Criminal Court.

Sample application forms

1. Candidate application form for List of Counsel (page 10)

I certify on my honour that I have verified the information in this form and that it is true and correct. I hereby undertake to inform the Court in the event of a change in my circumstances.

I understand that any decision to appoint me at the Court will be based on the information provided herein. I also understand that, should any item of information herein prove to be incorrect or false, the Court would be at liberty to terminate my appointment without notice. I hereby undertake to inform the Court of any future criminal proceedings that may be initiated against me.

I undertake not to enter into any fee-splitting arrangement with any person seeking representation or relative, friend or associate of the same.

Date:

Signature:

SAMPLE
NOT FOR USE

Sample application forms

2. Certificate of good standing for candidates to the List of Counsel

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ANNEX 2

**Certificate of good standing for
candidates to the list of counsel**

Bar Association / Administrative Authority	Representative person	Position
Name of member / employee		Registration number
Condition of the member / employee	Prior conditions, if applicable	
Complete address	Telephone	Fax e-mail address
Date of entry / admission / enjoining in	Interruptions, if any	
Disciplinary proceedings against member / employee		
I certify on my honour that the above information is true and correct to the best of my knowledge and belief and that I have verified its contents.		
Date	Signature	Seal

This Certificate is not valid without the seal.

Maatsweg 274, 2206 AB The Hague, The Netherlands • Maatsweg 274, 22 06 AB La Haye, Pays-Bas
 Telephone • Téléphone +31(0)70 33 33 33 / Facsimile • Télécopie +31(0)70 33 33 33

www.icc-ctp.net

Sample application forms

3. List of Counsel additional information form



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ANNEX 3

ANNEX 3

Liste des conseils
Informations additionnelles

List of counsel
Additional information

Indiquez les langues dont vous avez une excellente connaissance et que vous parlez couramment.
Please state the languages you have an excellent knowledge of and are fluent in.

Vous devez préciser le nombre total d'années durant lesquelles vous avez pratiqué de façon effective dans les procédures au pénal.
Please indicate the total number of years during which you have effectively intervened in criminal proceedings.

Indiquez les types d'infractions traités durant votre expérience dans les procédures au pénal.
Please state the types of infractions you have dealt with during your experience in criminal proceedings.

Précisez devant / au sein de quelles juridictions vous avez acquis votre expérience dans les procédures au pénal ?
Before / In which jurisdictions have you acquired your experience in criminal proceedings?

Nous vous remercions pour votre collaboration et vous prions de bien vouloir renvoyer le présent questionnaire, de préférence par voie électronique, à l'adresse : dsottice@ictj.int.
We thank you for your cooperation; please return this questionnaire, preferably by e-mail, to the address dsottice@ictj.int.

Sample application forms

4. List of Assistants to Counsel candidate application form (page 1)

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ANNEX 4

List of Assistants to Counsel Candidate Application Form

The candidate is requested to fill in the form below and answer all questions. The form and the required documents should be sent to the following address:

Registry of the International Criminal Court, Division of Victims and Counsel
PO Box 14518, 2500 CM The Hague, The Netherlands

Personal Information	
Surname:	Candidate's full home address:
First name(s):	Candidate's full office address:
Sex: ☐ M ☐ F	
Other names used now or in the past: (e.g. maiden name)	Other Address(es):
Date of birth:	Telephone (home):
Town and country of birth:	Telephone (office):
Present nationality:	Telephone (mobile):
Your father's full name:	Fax (home):
Your mother's full name:	Fax (office):
Your mother's maiden name:	E-Mail address:

Sample application forms

4. List of Assistants to Counsel candidate application form (page 2)

Are you related to any other member of the list of counsel and/or investigators and/or assistants? ☐ No ☐ Yes (Please provide with details)	Is any member of your family related to any person seeking representation? ☐ No ☐ Yes (Please provide with details)
Are you related to any person seeking representation before the BCC? ☐ No ☐ Yes (Please provide with details)	Are you related to any staff member of the BCC? ☐ No ☐ Yes (Please provide with details)

Language Proficiency				
What is your mother tongue?				
Other languages				
(Please indicate level: Fluent/Very good/Good/Fair)				
Language(s)	Read	Write	Speak	Understand

Sample application forms

4. List of Assistants to Counsel candidate application form (page 3)

What is your level of knowledge of:	
The Common Law System? ☐ Excellent ☐ Very good ☐ Good ☐ Basic (Please provide details)	International law and procedure? ☐ Excellent ☐ Very good ☐ Good ☐ Basic (Please provide details)
The Civil Law System? ☐ Excellent ☐ Very good ☐ Good ☐ Basic (Please provide details)	Criminal law and procedure? ☐ Excellent ☐ Very good ☐ Good ☐ Basic (Please provide details)

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Sample application forms

4. List of Assistants to Counsel candidate application form (page 4)

Education (university diploma only)	
Secondary School and University: (diplomas, degrees obtained years, university, institute, other, and specialization).	Please provide the complete address and contact details of the institutions where you have studied and/or are currently studying.
Other studies or related information:	

Level of Experience Please indicate:	
Years of experience in criminal proceedings:	Have you worked or are you currently working for a United Nations ad hoc tribunal or Special Court? ☐ No ☐ Yes (Please provide details)
Your field of expertise and years of experience:	
Total number of years of experience:	Have you ever been an expert witness? ☐ No ☐ Yes (Please provide details)
List significant publications relating to international or criminal law and procedure, international humanitarian law or human rights law you have written:	Other activities related to criminal trials:

Sample application forms

4. List of Assistants to Counsel candidate application form (page 5)

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Computer Skills	
How would you describe your computer skills? ☐ Excellent ☐ Very good ☐ Good ☐ Basic Have you ever used computerized document management tools? ☐ No ☐ Yes (Please provide details) Would you describe your knowledge of computerized case management systems as: ☐ Excellent ☐ Very good ☐ Good ☐ Basic (Please provide details)	Please list the computer tools or computer equipment you use in your work: Please list any computer programs you use:

Sample application forms

4. List of Assistants to Counsel candidate application form (page 6)

Additional Information (please answer questions where applicable)	
Has your bar association(s) and/or controlling administrative authority with which you are registered ever taken any disciplinary action against you? ☐ No ☐ Yes (Please provide details)	Have you ever been convicted of a criminal offense, including minor traffic violations? ☐ No ☐ Yes (Please provide details)
Name, telephone number, fax number, e-mail address of the bar association(s) and/or controlling administrative authority with which you are registered;	Are any criminal proceedings currently being brought against you? ☐ No ☐ Yes (Please provide details)
Have you any objections to the Registrar of the International Criminal Court contacting one or more of the above-mentioned Governing body, institutions and persons? ☐ No ☐ Yes (Please provide reasons)	

Sample application forms

4. List of Assistants to Counsel candidate application form (page 7)

Please attach the following documentation, for your request to be processed:

1. Detailed curriculum vitae
2. A certificate issued by the relevant authority of the State(s) in which you are domiciled, stating the existence, if any, of criminal convictions
3. Legible copy of birth certificate
4. Legible copy of passport / travel document
5. 2 passport size pictures

Where available, please attach also the following documents:

6. Original or certified copy of the certificate issued by the bar association and/or the controlling administrative authority with which you are registered
7. an official letter issued by the institution where you are acting as an adjunct-, part-, or fulltime- professor, certifying your tenure and specialty as an instructor
8. Completed Certificate of good standing

N.B.: All documents shall be submitted, in original, in English or French, or accompanied by a certified translation.

Please indicate if you would have any preferences in respect of an eventual appointment:

Preferences:

Defense	Victims	Others	None
☐ Yes	☐ Yes	☐	☐
☐ No	☐ No	(Please provide details)	

In case you are admitted to the list of assistants, would you object to your name being included in the List of Assistants posted on, *inter alia*, the Court's website?

- ☐ No
☐ Yes

In the space below, please provide any information that you consider relevant and ought to be brought to the attention of the International Criminal Court.

I certify on my honour that the above information is true and correct to the best of my knowledge and belief, and that I have verified its contents. I understand that the

Sample application forms

4. List of Assistants to Counsel candidate application form (page 8)

Information I have given herein forms the basis of admission to the List of Assistants, and I agree that, should any of the matters I have stated herein prove to be incorrect or false or if it is subsequently discovered that I have withheld relevant information, the International Criminal Court will be at liberty to terminate this appointment without notice. In the event that criminal or disciplinary proceedings are commenced against me following today's date, I hereby undertake to provide full details to the Registrar of the Court.

I undertake not to enter into any fee-splitting arrangement with any person seeking representation or relative, friend or associate of the same.

Date:

Candidate's Signature

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Sample application forms

5. Certificate of good standing for candidates to the List of Assistants

**Cour
Pénale
Internationale**

**International
Criminal
Court**



ANNEX 5

**Certificate of good standing for
candidates to the list of assistants**

Bar Association / Administrative Authority	Representative person	Position
Name of member / employee		Registration number
Condition of the member / employee		Prior conditions, if applicable
Complete address	Telephone	Fax
E-mail address		E-mail address
Date of entry / activities / activities		Interruptions, if any
Disciplinary proceedings against member / employee		
I certify on my honour that the above information is true and correct to the best of my knowledge and belief and that I have verified its contents.		
Date	Signature	Seal

This Certificate is not valid without the seal.

Mailing 17A, 27 & 40 The Hague, The Netherlands - Mailing 17A, 27 & 40 La Haye, Pays-Bas
Telephone : Telephone +31 (0)78 652 301 / Facsimile : Télégroupe +31 (0)78 652 30 33

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